REGISTRATION FORM

**One Registration Form per Person**

Name:
  Last  First  Middle
Other Names Used:   Date of Birth (m/dd/yyyy):
Address:
City  State:  Zip:
Phone: (       )  Email:  

Have you ever attended CNM (formerly TVI)?  YES  NO
(circle one)

EEO INFORMATION

Gender:  ☐ Male  ☐ Female  ☐ CNM ID # (for office use only)
Ethnicity:  ☐ American Indian/Alaskan Native  ☐ Black/Non-Hispanic  ☐ White/Non-Hispanic  ☐ Hispanic  ☐ Asian American  ☐ Pacific Islander  ☐ Other: _______________

Education (circle # of years completed):  1  2  3  4  5  6  7  8  9  10  11  12  13  14  15  16 or more

METHOD OF PAYMENT  **CASH NOT ACCEPTED**

☐ Check or Money Order #:  (Make checks & money orders payable to CNM)
☐ Purchase Order #:  (You MUST include the original PO with this form)

☐ Credit Cards (Visa, MasterCard or Debit Cards):

Upon Receipt of this form, a representative from the CNM Cashier’s Office will call you within (3) three business days to process your credit card payment securely; do NOT provide your card information on this form.

Please provide a phone number where you can be reached during normal business hours: (___)

PLEASE FAX FORM TO (505) 224-5256

NOTE: NO SHOW, NO REFUND – WITHDRAW DEADLINE IS TWO BUSINESS-DAY ADVANCE NOTICE. PLEASE CALL (505) 224-5250 TO CANCEL

WORKSHOP INFORMATION

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Dates</th>
<th>Cost</th>
<th>(For Office Use Only)</th>
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Total

For office use only:  Date: __________  Cost Acct: __________  Initial: __________
Registation is required at least 48 hours (2 business days) prior to the class start date unless otherwise noted (call the SBDC for verification on the registration 505 224-5250). Early registration is encouraged to ensure a seat in the class and to prevent cancellation due to low enrollment.

**Confirmation**
The SBDC will only notify students when a class is full or cancelled.

**Tuition and Fees**
All tuition and fees for SBDC classes are payable in advance of the course and at time of registration.

**Payment**
The SBDC at the Central New Mexico Community College, CNM accepts two forms of credit card payment—VISA or MasterCard. Checks must be made payable to CNM. Cashiers-Main Campus: 224-3471 JMMC: 224-5590 cashiers@cnm.edu. **Note:** When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day you make your payment, and you will not receive your check back from your financial institution. **If tuition is to be paid by employer, CNM can bill your organization/company when the purchase order is received in advance. Individuals cannot be billed and CNM does not accept CASH.**

**Materials for Course**
Materials will be provided unless otherwise noted in the course description.

**Withdrawals & Refunds**
The SBDC makes every effort to ensure a positive learning experience. Withdrawal requests must be made up to two business days before class begins. Persons who do not withdraw by this deadline will be charged full tuition. Refunds are issued by check in the payer’s name.

**Cancellation by SBDC**
The SBDC reserves the right to cancel a class when there is insufficient enrollment. When classes are cancelled by the SBDC, participants will be notified and a refund will be issued.

**Building Closures & Weather Delays**
The SBDC will close if CNM is closed due to inclement weather. Check the weather line at (505) 224-4SNO.

**Unexpected Closure & Cancellation**
In the event of an unexpected building closure or cancellation of a class session, every effort will be made to notify students and instructors, and to post a sign at the room where the class will be held.

**Who May Attend**
SBDC classes are for adults 16 and older unless class is specifically designed for a younger age group. We are unable to accommodate children at the SBDC.

**Special Services & Needs**
The SBDC is committed to providing an accessible education and learning environment for all students in accordance with the American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. To aid us in meeting this commitment, all students with disabilities and/or special needs should contact the SBDC at (505) 224-5250 at least two weeks prior to the start date of the class.

**Class Locations**
All classes will be held at the SBDC Bldg, CNM’s Main, and Montoya Campuses. Call the main number at (505) 224-5250 for exact location-(Hours: Monday through Friday 8 a.m. - 5 p.m.).

**Prerequisites**
All classes are held at CNM-(formerly TVI).