

CENTRAL NEW MEXICO COMMUNITY COLLEGE

**REGISTRATION APPEAL CHECKLIST**

Attempting to register for a class after the registration deadline is considered an exception to registration policies. Appeals for these exceptions will be considered only if relevant documentation is submitted that supports one of the recognized categories of requests described below.

**WHAT CATEGORY OF APPEAL ARE YOU SEEKING?**

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**Category 1: Appeal to register after the Registration Deadline**

This request is to register in a class after the registration deadline has passed and must meet all of the following conditions:

- The student is eligible to register in the class (i.e. has been admitted to CNM, has no student accounts hold, meets the class prerequisite(s), and has no time conflict with another class).
- Extenuating events or circumstances beyond the student's control that may have prevented the student's registration in the class prior to the first day of class. Student needs to submit relevant documentation that verifies what prevented the student from meeting the registration deadline.
- The instructor and student agree that the student has a reasonable chance to pass the class despite late registration into the class. (Grade appeals as a result of not passing the class because a Registration Appeal was granted will not be considered.)

Note: Any student "sitting in" or participating in a class not officially registered is in violation of CNM policy, and appeals based on regular attendance or successful participation will not be considered.

*You must include all of the following in your appeal to register after the registration deadline:*

- Class details (class discipline, number, section, CRN, and instructor name)
  - A letter of explanation of the extenuating circumstances including times and dates
  - Relevant documentation of the extenuating circumstances supporting your appeal
  - Approval from the instructor of the class for which you wish to register
- .....

**Category 2: Section change based on circumstances beyond a student's control**

This request is to change sections of the same class that a student is already registered in, as a result of one of the following circumstances.

- Change in work schedule, with documentation from employer
- Change in home environment (e.g., change in child care, transportation, medical, etc.)

Note: Request for other section changes may be considered if the change involves the same class and the same instructor. *You must include all of the following in your appeal to change sections:*

- Class details (discipline, number, section, CRN, and instructor) of both classes
- A letter of explanation of the circumstances necessitating this transfer including times and date

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- Relevant documentation supporting the request
  - Approval from your current instructor
  - Approval from the instructor of the class for which you wish to register
- .....

**Category 3: Class level change (Step-up or Step-back)**

This request is to register in a different class of higher or lower skill or content level in a prerequisite sequence. Such requests require the following in order to be considered:

*You must include all of the following in your appeal to change class level:*

- Class details (discipline, number, section, CRN, and instructor) of both classes
  - A letter of explanation, including times and dates
  - Documentation (placement test scores, class diagnostics, coursework or transcripts) supporting the course level change
  - Approval from your current instructor
  - Approval from the instructor of the class for which you wish to register
- .....

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**For timely processing of your request submit your written appeal and supporting documentation as early as possible. You can refer to the "Registration Deadlines" in the Schedule of Classes.**

**REGISTRATION APPEAL FOR EXCEPTIONS TO REGISTRATION POLICIES**

Submit this form, including instructor signature and supporting documentation, to the appropriate Academic school. Most appeals are resolved within three (3) business days, but please allow up to one week for processing. Notify your Instructor if you have not received a response within one (1) week. You will be notified of the final decision via your CNM email account. You must check your CNM email account daily after submitting your appeal. If the appeal is approved, you will be automatically registered in the class and you will be financially responsible for the associated tuition/fees. **These tuition/fees must be paid within 24 hours or you will be dropped for nonpayment.** You will not be reinstated if you are dropped for nonpayment after an appeal. **This appeal decision is final and cannot be reversed once processed.**

*Please print legibly*

Full legal name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Phone # : \_\_\_\_\_

CNM E-mail Address: \_\_\_\_\_

Signature: : \_\_\_\_\_ Date: \_\_\_\_\_

Reason for submitting the appeal (based on categories in checklist):

- Category 1: Past Registration Deadline       Category 2: Change Section  
 Category 3: Course Level Change

**Continued on next page**

Class Information:

**Classes to add:**

TERM    CRN    DISCIPLINE    COURSE    SECTION    GRADE MODE    INSTRUCTOR NAME  
(an example is provided below)

Fall 2016    70001    MATH    1310    203    T    Joe Smith

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Classes to drop (in the case of class level change or section change only):**

TERM    CRN    DISCIPLINE    COURSE    SECTION    GRADE MODE    INSTRUCTOR NAME

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please use the following abbreviations for “Grade Mode” above:

T – Traditional Grade (A, B, C, D, F)

CR/NC – Credit/No Credit

AU - Audit

Attach a detailed explanation of the circumstances that support this appeal. Your explanation must include:

- a. A description of the extenuating circumstances that prevented you from registering through the normal registration process
- b. Specific dates and times that show that the extenuating circumstances that prevented you from registering before the start of class

Please list the items you have attached to document your extenuating circumstances (medical forms, military orders, work schedule, travel documentation, death certificate, obituary, etc.)

- a. Include a timeline of information
- b. All documentation should be on company, medical (hospital or physician), or appropriate government letterhead

**Please make additional copies of this page if more than one class is to be added and/or dropped.**

To be completed by the instructor of the class to be added:

Provide comments concerning the student's status in your class, performance on work assigned so far, any conditions of approval discussed with this student (catch-up work required, timeliness of registration, prerequisite, etc.), reasonable chance of success if added. Attach additional pages if necessary.

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\_\_\_\_\_  
Instructor's Name (printed)

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

To be completed by the instructor of the class to be dropped (in the case of class level change or section transfer only):

Provide comments concerning the student's status in your class, performance on work assigned so far and verify last day of attendance. Attach additional pages if necessary.

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\_\_\_\_\_  
Instructor's Name (printed)

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date