

Step 1: Seek Department/School Approval

Use your Educational Benefits to help pay for your class

- Visit the Educational Benefits page for more information and qualifications
<http://www.cnm.edu/depts/hr/benefits/educational-benefits/educational-opportunities>
- Seek your Department/School approval and signatures

Step 2: Complete the Online Admissions Application

- Fill out the [online application](#).
(Don't know your admission application type? [We can help.](#))
 - What you will need to complete the Admissions Application
 - Employee ID Number
 - An Admissions PIN number (six-digit Date of Birth – MMDDYY)
 - Call Admissions to have your Admissions PIN number reset – 224-3191
 - Social Security Number
 - Prior schools attended and degree award(s)/date(s)
- Set up your [myCNM](#) account using the ID number given to you at the end of your application.

For assistance with your application, please [contact Admissions](#).

Step 3: Meet Prerequisites

- Submit official college transcripts to the CNM [Records Office](#) for evaluation; or
- Take the [Accuplacer](#) exam; or
- Submit a [One Time Request for Prerequisite Clearance](#)
- *For Faculty:* seek Department Approval

Step 4: Register and Pay for Your Class(es)

Please note: By registering for classes you agree to the terms and conditions of the [Financial Responsibility Agreement](#)

- Wait twenty minutes after admitting
- Login to your [myCNM](#) account
 - Use your employee network username and password
 - You should now have “Registration” and “Students” tabs
 - Click Registration
 - Click Add/Drop Classes
 - Turn in your Tuition Waiver form at the CNM [Cashiers Office](#) before payment [deadline](#)
 - Course(s) will be dropped if no payment arrangements in place

For assistance with registration, please [contact Registration](#).