

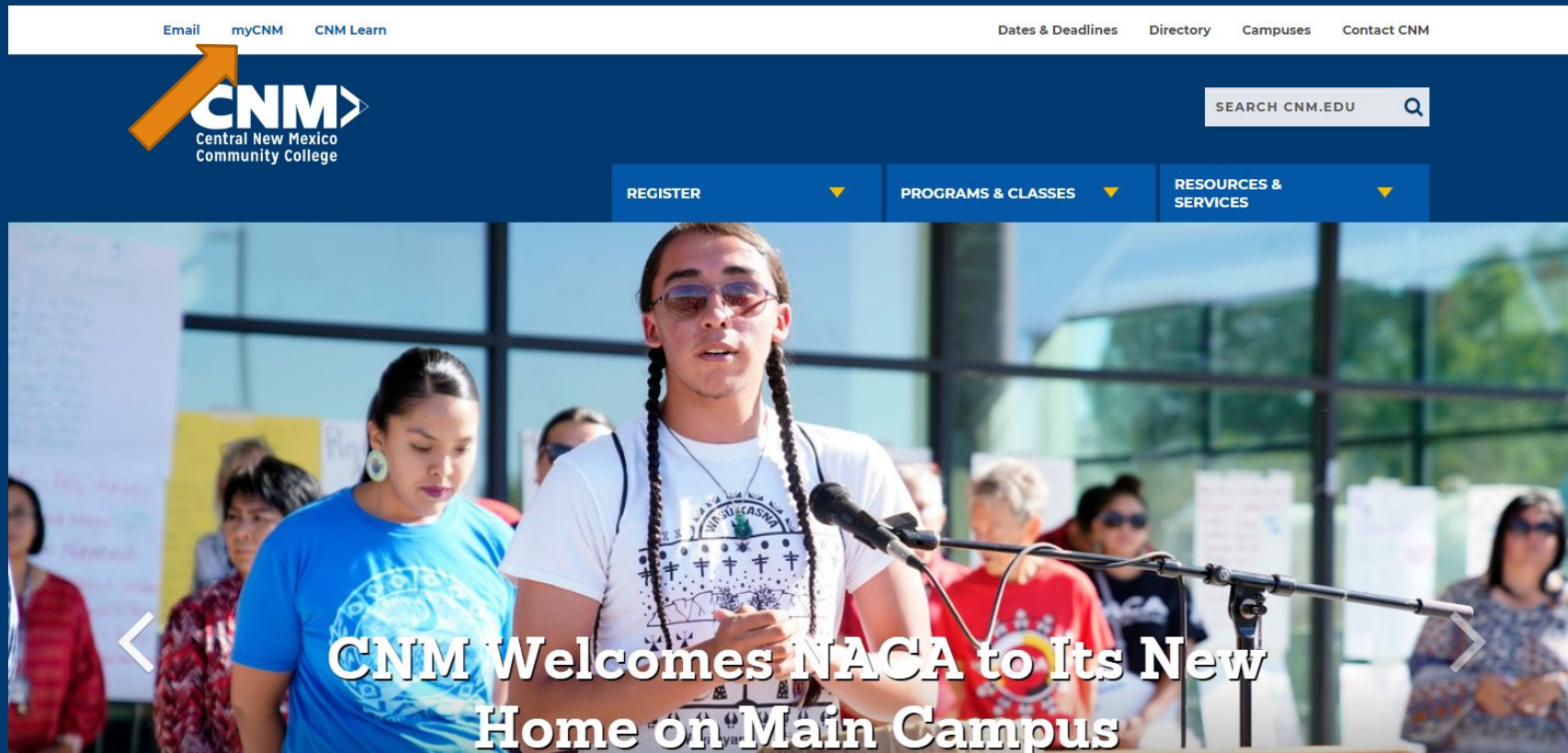
How to Register for your High School Dual Credit Class

This guide is for Dual Credit students taking classes at their high school. CNM's Dual Credit in High School courses are hidden and can't be found on our public Schedule of Classes. Students must register for these classes by manually entering the course registration number (CRN).



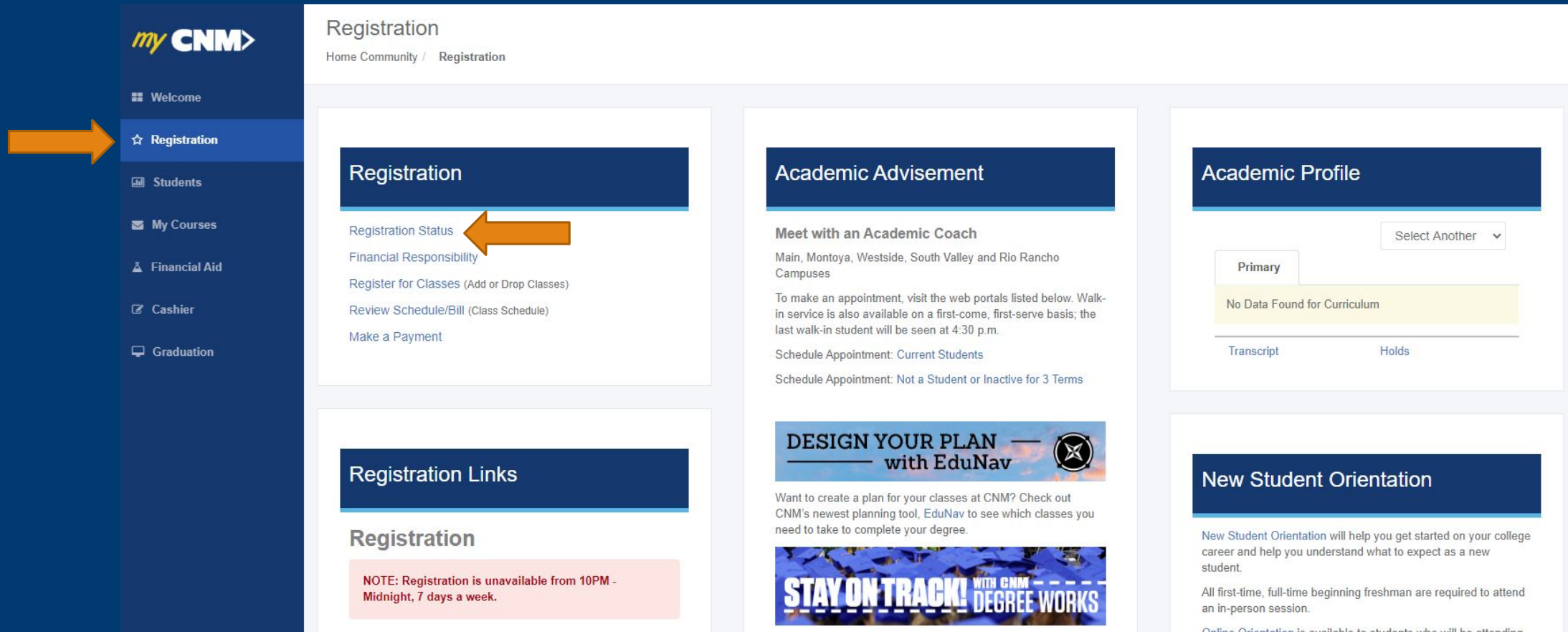
Step 1: Login to Your myCNM Account

Go to cnm.edu and click on the myCNM link in the top left corner.



Step 2: Click on the Registration Tab

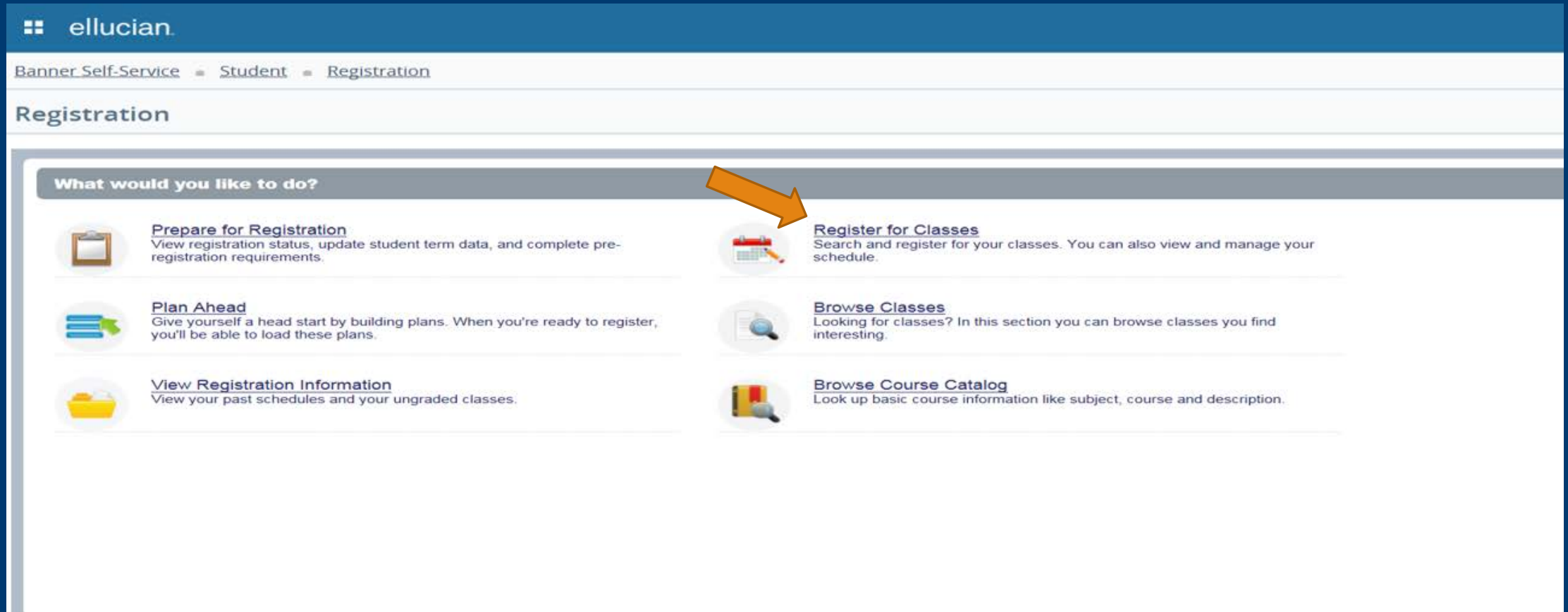
Click on the Registration tab on the left and then click on the Registration Status link



The screenshot shows the myCNM website interface. On the left is a dark blue navigation sidebar with the myCNM logo at the top. Below the logo are several menu items: Welcome, Registration (highlighted with a blue bar and a white star icon, and pointed to by a large orange arrow), Students, My Courses, Financial Aid, Cashier, and Graduation. The main content area is white and titled "Registration" with a breadcrumb "Home Community / Registration". It is divided into three columns. The left column contains a "Registration" header and a list of links: "Registration Status" (pointed to by an orange arrow), "Financial Responsibility", "Register for Classes (Add or Drop Classes)", "Review Schedule/Bill (Class Schedule)", and "Make a Payment". Below this is a "Registration Links" header and a "Registration" section with a pink box containing a note: "NOTE: Registration is unavailable from 10PM - Midnight, 7 days a week." The middle column has an "Academic Advisement" header, a "Meet with an Academic Coach" section with text about appointment services and links for current and non-current students, and a "DESIGN YOUR PLAN with EduNav" banner with a circular icon and text about creating a plan. The right column has an "Academic Profile" header with a dropdown menu set to "Select Another", a "Primary" tab, a yellow box stating "No Data Found for Curriculum", and "Transcript" and "Holds" links. Below this is a "New Student Orientation" header and text explaining the orientation process for new students.

Step 3: Click on Register for Classes

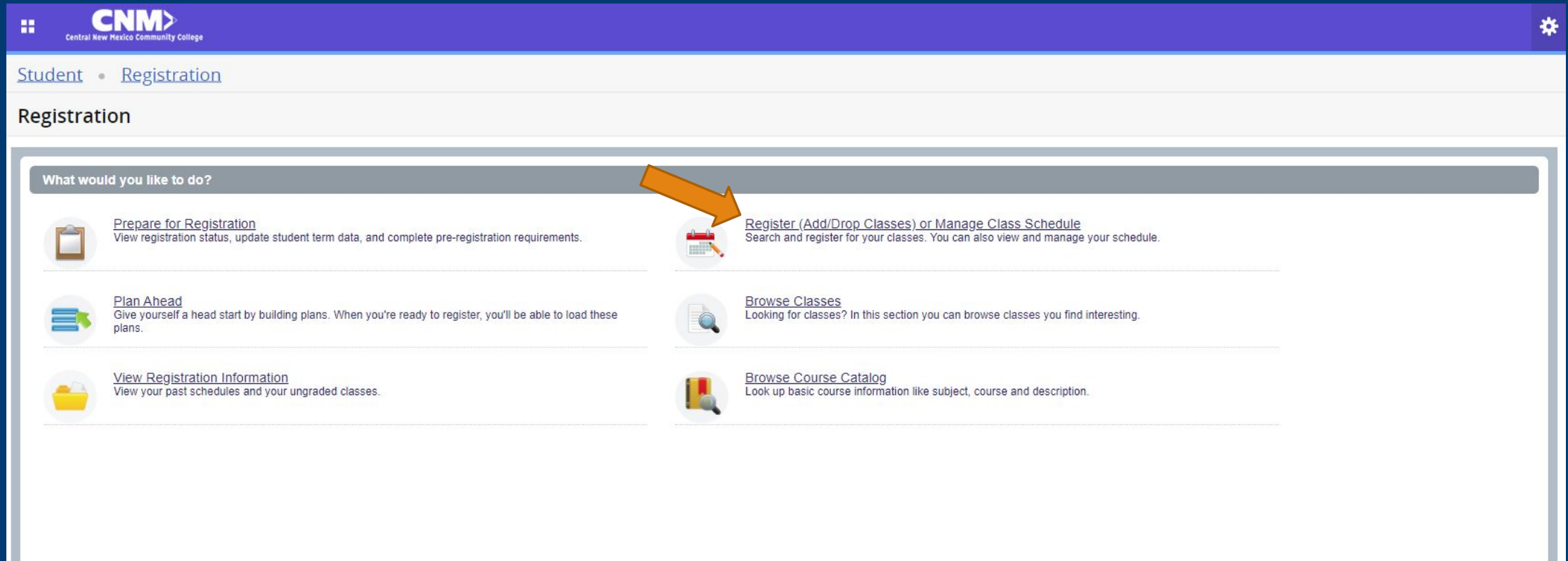
Click on the Registration tab on the left and then click on the Registration Status link



The screenshot shows the ellucian website interface. At the top left, there is a logo and the text "ellucian.". Below this, a breadcrumb trail reads "Banner Self-Service > Student > Registration". The main heading is "Registration". Underneath, a grey bar asks "What would you like to do?". There are six options arranged in two columns:

- Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements. (Icon: clipboard)
- Plan Ahead**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans. (Icon: list with arrow)
- View Registration Information**: View your past schedules and your ungraded classes. (Icon: calendar)
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule. (Icon: calendar with pencil) **An orange arrow points to this option.**
- Browse Classes**: Looking for classes? In this section you can browse classes you find interesting. (Icon: magnifying glass over document)
- Browse Course Catalog**: Look up basic course information like subject, course and description. (Icon: book with magnifying glass)

Step 4: Click on Register (Add/Drop Classes)



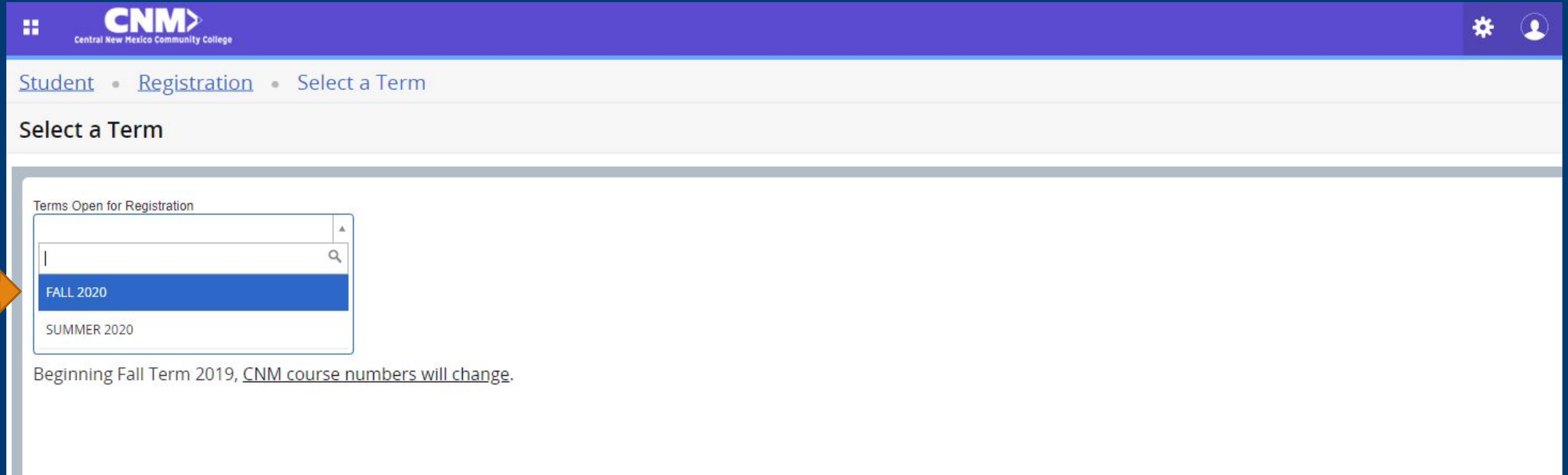
The screenshot shows the 'Registration' page for a student at Central New Mexico Community College. The page has a purple header with the CNM logo and a settings gear icon. Below the header, the breadcrumb 'Student • Registration' is visible. The main heading is 'Registration'. A grey bar asks 'What would you like to do?'. Below this, there are six options arranged in two columns. An orange arrow points to the top-right option, 'Register (Add/Drop Classes) or Manage Class Schedule'.

What would you like to do?

- Prepare for Registration**
View registration status, update student term data, and complete pre-registration requirements.
- Plan Ahead**
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- View Registration Information**
View your past schedules and your ungraded classes.
- Register (Add/Drop Classes) or Manage Class Schedule**
Search and register for your classes. You can also view and manage your schedule.
- Browse Classes**
Looking for classes? In this section you can browse classes you find interesting.
- Browse Course Catalog**
Look up basic course information like subject, course and description.

Step 5: Select a Term

Select the term you are registering for.



Student • Registration • Select a Term

Select a Term

Terms Open for Registration

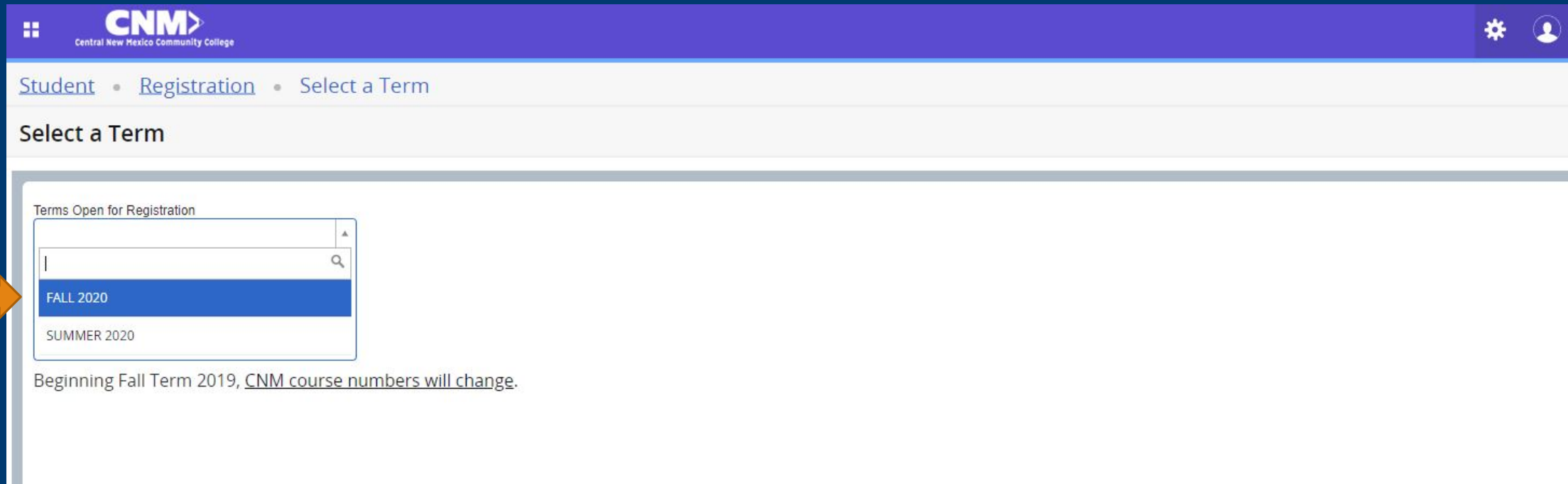
- FALL 2020
- SUMMER 2020

Beginning Fall Term 2019, [CNM course numbers will change](#).

Step 6: Select a Term

Select the term you are registering for and then click Continue

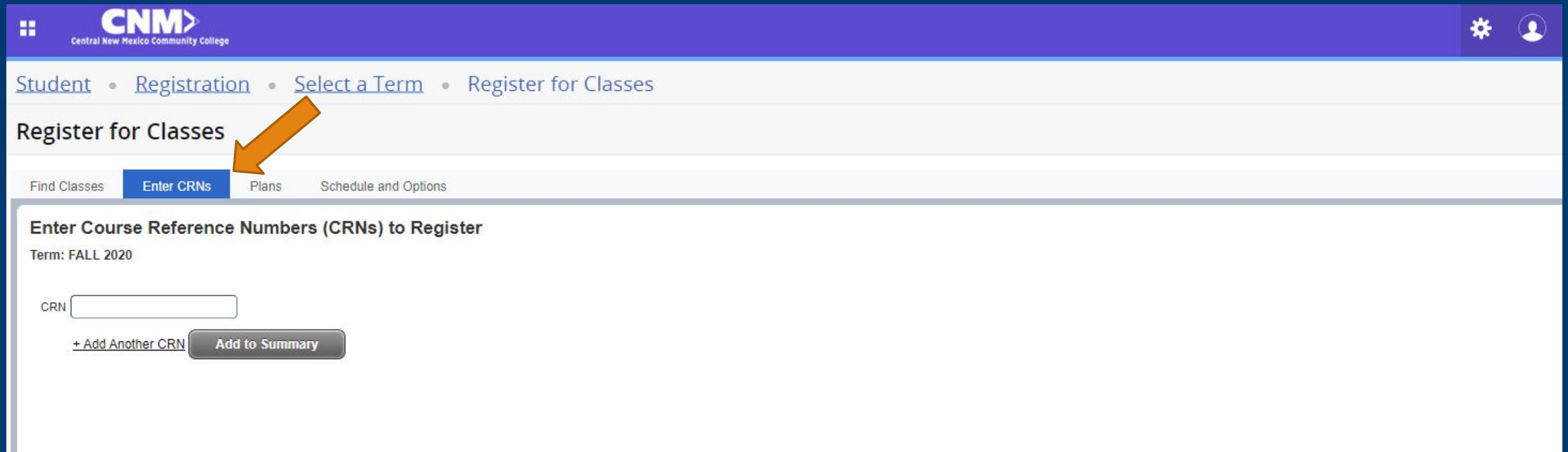
Note: On the next screen you may receive a Financial Agreement Statement. Click on Yes and then Update. This may take you back to the previous screen indicated on slide 5.



The screenshot displays the 'Select a Term' page in the CNM registration system. The page header features the CNM logo and navigation links for 'Student' and 'Registration'. The main content area is titled 'Select a Term' and contains a dropdown menu labeled 'Terms Open for Registration'. The dropdown menu is open, showing two options: 'FALL 2020' and 'SUMMER 2020'. An orange arrow points to the 'FALL 2020' option. Below the dropdown menu, a note states: 'Beginning Fall Term 2019, CNM course numbers will change.'

Step 7: Click on Enter CRNs

Click on the Enter CRNs tab.



The screenshot displays the registration interface for Central New Mexico Community College (CNM). The top navigation bar includes the CNM logo and a user profile icon. The breadcrumb trail shows the path: Student > Registration > Select a Term > Register for Classes. The main heading is "Register for Classes". Below this, there are four tabs: "Find Classes", "Enter CRNs", "Plans", and "Schedule and Options". The "Enter CRNs" tab is highlighted in blue, and an orange arrow points to it. The content area below the tabs is titled "Enter Course Reference Numbers (CRNs) to Register" and shows "Term: FALL 2020". There is a text input field labeled "CRN" and a button labeled "+ Add Another CRN". A button labeled "Add to Summary" is also visible.

Step 7: Click on Enter CRNs

- Click on the Enter CRNs tab
- Enter the 5-digit CRN number provided by your high school teacher
- Click Add Another CRN if you are registering for more than one class
- Click Add to Summary (this will pop up a screen in the bottom right corner)
- Click Submit to fully register (you will see a green Registered)
- You are now registered!

Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: FALL 2020

CRN FIN SERVICE CAREER EXPLORATION FIN 1005, H01

CRN

[+ Add Another CRN](#)

Summary Tuition and Fees

Title	Details	Hours	CRN	Schedule Ty	Status	Action
FIN SERVICE CAREER E...	FIN 1005, H01	3	72597	THEORY	Pending	REGISTER

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

Conditional Add and Drop

Summary Tuition and Fees

Title	Details	Hours	CRN	Schedule Ty	Status	Action
FIN SERVICE CAREER E...	FIN 1005, H01	3	72597	THEORY	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop