

CLOVER PARK TECHNICAL COLLEGE

Registration/Student Records (253) 589-5666

Located in the lobby of Building 17

Hours of Operation: **Monday - Thursday 7:30am-7:30pm, Friday 9am-5pm**

2011-2012 Quarterly Registration Dates

	Summer 2011	Fall 2011	Winter 2012	Spring 2012	Summer 2012
Running Start, Elective HS & Adult High School Advising	N/A	Aug 3 – 5	Nov 9 – 10	Feb 8 – 10	N/A
Continuing Students Registration	May 9 - 13	Aug 8 - 12	Nov 14 - 18	Feb 13 - 17	May 14 - 18
Admitted Student Registration	May 16 - 20	Aug 15 - 18	Nov 21 - 23	Feb 21 - 23	May 21 - 24
Open Registration	May 23 - June 29	Aug 19 - Sept 27	Nov 28 - Jan 4	Feb 24 - March 29	May 25 - June 28

Students can go online to register, pay fees, withdraw, print unofficial transcript, view automated waiting lists, check their class schedule and more. Go to the CPTC web site at www.cptc.edu and select "Current Students" then use your CPTC Student ID number and Student PIN to login.

Note: Student PIN numbers are typically your six digit birth date in this format: (MMDDYY).

2011-2012 Tuition and Fee Payment Due Dates

	Summer 2011	Fall 2011	Winter 2012	Spring 2012	Summer 2012
*TUITION & FEES DUE DATES	May 26	Aug 25	Dec 1	March 1	May 31
Last day to withdraw with 100% refund	June 27	Sept 25	Jan 2	March 27	June 26
FIRST DAY OF THE QUARTER	June 28	Sept 26	Jan 3	March 28	June 27
Last day to withdraw with 80% refund	July 5	Sept 30	Jan 9	April 3	July 3
Last day to withdraw with 40% refund	July 18	Oct 14	Jan 23	April 16	July 16
Graduation Application due date	July 26	Oct 24	Jan 31	April 25	July 25
Last day to withdraw with "W" grade	Aug 16	Nov 15	Feb 22	May 15	Aug 15
LAST DAY OF THE QUARTER	Aug 30	Dec 15	March 21	June 14	Aug 29
Quarterly grades available online	Sept 2	Dec 20	March 24	June 19	Sept 1

***Tuition and Fee Payment Due Dates:** All students with unpaid charges after the fee due date for the quarter will be automatically dropped from courses and open registration will continue with fees due at the time of registration.

Student registration times are scheduled on the basis of their enrollment/admission status

- Continuing Student Registration:** Currently enrolled students are given priority to register for their next quarter online.
- Admitted Student Registration:** Students admitted with a targeted start date in their program for the next quarter register online.
- Open Registration:** Students who have completed the appropriate admission/educational planning process who are:
- on standby status seeking to register for technical career program courses to attempt to fill any openings or be put on the automatic waitlist for courses for that quarter, or
 - seeking to register for General Education courses (English, Math Social Science etc) for the first time, or
 - Nursing Assistant – Certified (NA-C) Students register during open registration for each quarter.

Continuing Education Courses: Students may register for Continuing Education courses as soon as the quarterly class schedule is available. For questions about specific Cont. Ed. course **Continuing Education Department (253) 589-5575**

CPTC Financial Aid Application Process Due Dates	Summer 2011	Fall 2011	Winter 2012	Spring 2012	Summer 2012
	May 6	August 19	Dec 2	Feb 24	TBA

You must complete the CPTC 5-step Financial Aid application process by the due date listed above. The Financial Aid application process information is available online at: www.cptc.edu/financialaid