Enrollment Services Office

Registration Information Packet

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Before you begin registration, you **must have** your:

1. **Student ID number**. Don’t know your SID? Go to www.cptc.edu/mycc. Under INFORMATION, click on “Look Up Your SID”.

2. **Student PIN**. Your PIN is typically your date of birth, MMDDYY.

3. **Education Plan** or the classes you are registering for. You may get a copy of your Education Plan at Advising & Counseling.

**STEP 2**

Go to **Schedule Planner** (www.cptc.edu/planner).

**STEP 3**

Select the **Quarter** you will register for and click on “Select Courses”.

**STEP 4**

Click “**View Course List**” at the bottom of the page.

**STEP 5**

**Select your classes**. Classes are listed alphabetically. You can click on the letter your class begins with, or scroll down the list of classes.

**STEP 6**

Once you have all your classes listed, click on “**Submit Selections**”.

**STEP 7**

You will see a list of classes that have openings. **Check the box** next to the specific class schedule you want to register for. Once you have all your classes checked, click on “**Register**” at the lower right hand corner.

**STEP 8**

Enter your SID and PIN to complete the registration process.

**STEP 9**

Make sure all your classes have been added under “**This is your schedule**”.

**STEP 10**

Once you’ve verified the correct classes have been added to your schedule, click “**Finish**” at the bottom right.

**STEP 11**

To print your class schedule, click on “**View Schedule**” at the top left corner. Press Ctrl + Print to print.
Before you begin registration, you must have your:

1. **Student ID number.** Don’t know your SID? Go to [www.cptc.edu/mycc](http://www.cptc.edu/mycc). Look Up Your SID.
2. **Student PIN.** Your PIN is typically your date of birth, MMDDYY.
3. **Education Plan** or the classes you are registering for. You may get a copy of your Education Plan at Advising & Counseling.

**STEP 2**

If you do not already have the class **item number**, you will need to get the **four digit item number** for each class by viewing the quarterly class schedule at [www.cptc.edu/schedule](http://www.cptc.edu/schedule).

**STEP 3**

Once you have all your class item numbers, go to [www.cptc.edu/register](http://www.cptc.edu/register).

**STEP 4**

Click on “I AM READY TO REGISTER”.

**STEP 5**

Enter your **SID** and **PIN**. Select the quarter you are registering for. Click on “Register”.

**STEP 6**

Enter each **item number** into the boxes on the left column. You can only enter **five** item numbers at a time.

**STEP 7**

Click on “Submit Add/Drop”.

If you have more item numbers, enter them into the boxes and click the “Submit Add/Drop” button again.

Note: You may use this online access to drop classes. Enter the item number for the class you wish to drop and click the “Submit Add/Drop” button. Class will automatically drop and your schedule will be updated.

**STEP 8**

Make sure all your classes have been added under “This is your schedule”.

**STEP 9**

Once you’ve verified the correct classes have been added to your schedule, click “Finish” at the bottom right.

**STEP 10**

To print your class schedule, click on “View Schedule” at the top left corner. Press Ctrl + Print to print.
Activating Your Student Email

Step 1: New Email Accounts

Your free and required CPTC student email account is created automatically within one business day of your application acceptance.

Instructions for setting up your account are sent to the email address you provided the college at time of admission. Accessing your mailbox requires a username and password. To set up your student email, follow these steps:

- Go to www.cptc.edu/mycc.
- Click on “Student Email,” under “CANVAS & STUDENT EMAIL.”
- Enter Username and Password according to these guidelines:
  1. Your username is composed of your last name (in lowercase letters) as recorded in the Registrar’s office, and the last four digits of your CPTC Student ID number (not your Social Security number), followed by “@student.cptc.edu.”
  2. Your default password is your date of birth. Enter your DOB as YYYYMMDD. Example: July 17, 1980 is 19800717.
  3. If you experience difficulty logging in, please check your records to verify that your last name and date of birth as recorded with the Registrar’s Office are accurate.

Step 2: Change Your Password

We recommend that you immediately change your password to prevent misuse of your account. To change your password, follow these steps:

1. Log in to your student email account.
2. Go to your inbox.
3. Click on your username in the top-right corner.
4. Click “Account.”
5. Click “Security.”
6. Click “Change Password.”
7. Enter your current and new passwords – your new password must be at least 8 characters.
8. Click “Change Password.”

Step 3: Log In

Use your student email address to log in to computers on campus, and to access your email with Gmail.

Check Email

Clover Park Technical College provides email accounts to students as a tool for sharing important college information.

Email is an official mechanism of communication with CPTC.

The college expects that every student will receive email at his or her CPTC address, and the student will read their email on a frequent and consistent basis.

Forward Email

You can forward your college email to your preferred account. For more information, visit www.cptc.edu/email-help.

Need Help?

Contact a computer technician in the Computer Lab in Bldg. 15 at 253-589-3820 Monday-Friday from 8 a.m. to 5 p.m.

Questions?

Contact the Computer Lab in Bldg. 15 | 253-589-5820
Automated Waiting Lists

Automated waiting lists are available for all students registering each quarter and will be in service when registration begins. For specific quarter registration dates, go to www.cptc.edu/register.

If a student registers for a class that has reached its cap, the system will ask if they would like to be on a waiting list for the class. When they answer yes, they will be added to the automated waiting list. As students change their schedules and drop classes, the system will automatically register the next person on the waiting list for the openings created.

Notification of enrollment into a class for which a student has been wait listed will be via the student’s class schedule online. Students on waiting lists should check their schedule daily. They also may check their waiting list position or remove themselves from the waiting list.

Once a student has been added to the class from the waiting list, they must pay their fees by the quarter’s tuition and fee due date to secure their registration. For specific quarter fees due date, go to www.cptc.edu/register. If the registration occurs after the fee due date, the fees will be due in full at time of enrollment. For payment plan options, go to http://mycollegepaymentplan.com/clover.

It is important for a student to check their schedule online each day.

Automated waiting lists are available for students to access on the web from 6:30 AM to 11:00 PM Monday thru Friday and 24 hours per day on Saturday and Sunday.

The waiting list closes at 5:00PM on 2nd day of the quarter. Late enrollment into classes that have already started will be by instruction permission only.

Directions to check Waitlist:
1. Go to www.cptc.edu/mycc, click Check Waitlist
2. Enter your Student ID number (9 digits)
3. Enter your PIN, typically your birth date (MMDDYY)
4. Click on Display My Waitlist

If you do not see the class you waitlisted for, please check your class schedule to verify that you were enrolled off the waitlist and into the class.

To view your class schedule, go to www.cptc.edu/mycc and click on Get Your Schedule. You will enter your SID and PIN as you did while checking your waitlist.
Online Learning (eLearning)

Are you taking an online class? If so, please go to www.cptc.edu/online to learn more about eLearning and your resources. Clover Park uses Canvas as its learning management platform.

CANVAS CLASS INFORMATION:
If your online class has a named instructor, you are taking your class through CPTC and your instructor will be from the CPTC campus. Your books and supplies will be available in the CPTC Bookstore.

How to Log In to Your Canvas Classroom:

Go to https://cptc.instructure.com

Canvas will use your Student ID number as your username but will use the first 6 letters of your last name. If your last name only contains 3 letters repeat those letters until you have 6. For example, if your last name is Reed the password would be reedre. You may see a Canvas Student Orientation for students as the first module in your online Canvas class.

On-Campus Help

The eLearning Office is located in Building 15, Room 108. A member of the eTeam is here to help you from 8 a.m. - 5 p.m., Monday - Thursday. Friday’s hours are 7 a.m. - 4 p.m. No appointment needed.
If you would like to schedule a time, use the contact numbers below.

eLearning Technical Support: 253-589-4534
eLearning Coordinator: 253-589-5730

By Email

Technical Support: cindy.overton@cptc.edu
eLearning Coordinator: kelley.meeusen@cptc.edu

WAOL CLASS INFORMATION:

If your online class has an instructor of WAOL, you are taking your class through our partner, Washington OnLine, and you should go to https://cptc.instructure.com and follow the instructions for logging into Canvas, and go to www.waol.org to order the books for your class as they may not be available in the CPTC Bookstore. These classes are not thought by CPTC faculty and usually begin before the CPTC online classes, so please make note of the start date indicated on your schedule.

- WAOL class contact information: 1 (888) 580.9011
- WAOL textbook information, go to www.waol.org, click on “Bookstore”
Online Book and Program Kit Search

1. Go to www.cptc.edu/bookstore.

2. Select FIND TEXTBOOKS under the Textbooks drop down menu.

3. Select your Term, Department, Course, and Section for the drop down menu.

4. Click on FIND MATERIALS.

College Bookstore
Clover Park Technical College
Located in Building 23, McGavick Student Center
(253) 589-5614

Visit the bookstore website for store hours.
Additional Funding & Financial Resources

iGrad
www.igrad.com  iGrad Student Loan Repayment Advisor: 877-331-3262
To help you make smart choices about your finances, CPTC has teamed up with iGrad & Solutions at ECMC to provide financial education that's interactive and easy to use.

- Simple online tools to track and plan your student loans
- Help finding scholarships, internships, and jobs
- Deals and discounts that put more money in your pocket
- Learn to take charge of your money

APPLY FOR SCHOLARSHIPS
www.thewashboard.org  A scholarship matching service for students in Washington
www.finaid.org  A source of student financial aid information, advice and tools
www.fastweb.com  Scholarship search website

CTPC Foundation Scholarships  Building 19, room 101B  (253) 589-5732  www.cptc.edu/foundation
Applicants can be current students or those planning to attend Clover Park Technical College.

CTPC Foundation Emergency Assistance  Building 17, room 150  (253) 589-5548  Provides up to $200 Emergency Assistance towards Rent or Utilities; students must be enrolled in in 2nd quarter or higher.

CTPC Scholarship Bulletin Board  External scholarships are posted outside Financial Aid Office in Bldg. 17.

SPECIAL FUNDING PROGRAMS AT CLOVER PARK TECHNICAL COLLEGE

Running Start, Building 17, room 150, Running Start Counselor/Advisor (253) 589-5701  High school students who are ready for college-level work can receive both college and high-school credit.  http://www.cptc.edu/running-start

Foster Youth Program, Building 17, room 150, (253) 589-5622  www.cptc.edu/advising/foster-youth
Helps students age 16 to 23 apply for and maintain specific scholarships for young people who have been in foster care.

CTPC Opportunity Grant (OG)  Building 16, (253) 589-5513  www.cptc.edu/opportunity-grant
Provides financial assistance to low-income adults.

Basic Food, Employment and Training (BFET) Building 16, room 105, (253) 589-5513  www.cptc.edu/bfet
Provides tuition assistance for eligible food stamp recipients.

CTPC WorkFirst Program, Building 16, room 105, (253) 589-4311 Provides financial assistance and support services to students on TANF.  www.cptc.edu/workforce-development/workfirst

CTPC Worker Retraining Funding, Building 16, room 118, (253) 589-5961
Grant funding that may cover tuition, fees and books for qualified dislocated workers, displaced homemakers and honorably discharged veterans.  www.cptc.edu/workforce-development.worker-retraining

VETERANS EDUCATION BENEFITS
VA Certifying Official 253-589-5581, Building 17, room 220,  email: vaoffice@cptc.edu
www.cptc.edu/veterans

CPTC is a Servicemembers Opportunity Colleges (SOC). We adhere to the SOC Principles and Criteria, and we welcome active-duty, reserve, National Guard military personnel, veterans and their families to be a part of the student body.  For questions about eligibility, call the VA at 1-888-442-4551. For veterans services you can visit gibill.va.gov.

TUITION PAYMENT PLAN

Make college more affordable by paying for tuition and fees over time. Tuition payment plans break down your tuition balance into affordable monthly payments. There’s no interest, payment options are flexible, setup fees are affordable, and it’s easy to enroll! To enroll online go to: www.cptc.edu/payment.
# Student Success Office Hours

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advising &amp; Counseling</td>
<td>Bldg. 17, Rm 150</td>
<td>253-589-5548</td>
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<tr>
<td></td>
<td></td>
<td><a href="http://www.cptc.edu/advising">www.cptc.edu/advising</a></td>
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<tr>
<td></td>
<td>Monday, Tuesday, Thursday</td>
<td>8:00 AM – 5:00 PM</td>
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<td></td>
<td>Wednesday 1st, 3rd, &amp; 5th</td>
<td>8:00 AM – 5:00 PM</td>
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<tr>
<td></td>
<td>Wednesday 2nd &amp; 4th</td>
<td>8:00 AM – 7:00 PM</td>
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<td></td>
<td>Friday</td>
<td>9:30 AM – 4:30 PM</td>
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<tr>
<td>Assessment Center (Accuplacer)</td>
<td>Bldg. 17, Rm 250</td>
<td>253-589-6035</td>
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<td><a href="http://www.cptc.edu/accuplacer">www.cptc.edu/accuplacer</a></td>
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<td></td>
<td>Monday to Thursday</td>
<td>8:30 AM – 4:30 PM</td>
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<td></td>
<td>Friday</td>
<td>9:30 AM – 4:30 PM</td>
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<tr>
<td>Entry Services</td>
<td>Bldg. 17</td>
<td>253-589-5800</td>
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<td><a href="http://www.cptc.edu/apply">www.cptc.edu/apply</a></td>
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<td></td>
<td>Monday, Tuesday, Thursday</td>
<td>8:00 AM – 5:00 PM</td>
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<td></td>
<td>Friday</td>
<td>9:30 AM – 5:00 PM</td>
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<tr>
<td>Student Aid &amp; Scholarships</td>
<td>Bldg. 17, Rm 130</td>
<td>253-589-5660</td>
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<td><a href="http://www.cptc.edu/financial-aid">www.cptc.edu/financial-aid</a></td>
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<td></td>
<td>Monday</td>
<td>7:30 AM – 5:00 PM</td>
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<td></td>
<td>Tuesday, Thursday</td>
<td>7:30 AM – 12:30 PM</td>
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<td>Wednesday 1st, 3rd, &amp; 5th</td>
<td>7:30 AM – 5:00 PM</td>
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<td>Wednesday 2nd &amp; 4th</td>
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<td></td>
<td>Friday</td>
<td>9:30 AM – 5:00 PM</td>
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<tr>
<td>Enrollment Services</td>
<td>Bldg. 17, Rm 130</td>
<td>253-589-5666</td>
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<td><a href="http://www.cptc.edu/enrollment-services">www.cptc.edu/enrollment-services</a></td>
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<td></td>
<td>Monday, Tuesday, Thursday</td>
<td>7:30 AM – 5:00 PM</td>
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<td>Wednesday 2nd &amp; 4th</td>
<td>7:30 AM – 7:00 PM</td>
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<td></td>
<td>Friday</td>
<td>9:30 AM – 5:00 PM</td>
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<tr>
<td>Cashiering</td>
<td>Building 17</td>
<td>253-589-5620 or 253-589-5505</td>
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<td></td>
<td>Monday – Thursday*</td>
<td>8:00 AM – 5:00 PM</td>
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<td>Friday*</td>
<td>8:30 AM – 3:00 PM</td>
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*Closed for lunch from 1:30 PM – 2:00 PM*
Frequently Asked Questions

Got a question? We may have an answer for you....

1. I completed my Admissions Application into CPTC. When do I register for my classes?
   If you are new to CPTC and this will be your first time registering for classes at Clover Park or starting your program, you will register during the Admitted Student Registration period.
   The Admitted Student Registration period is assigned to students who completed their CPTC Admissions prior to the Admitted Student Registration date*. For students who completed their CPTC Admissions after this date, registration will begin on Open Registration*.
   Be reminded, availability for programs and academic classes are first-come basis. It is important you register on your assigned registration date.
   Students may register for their:
   • First quarter classes as outlined on your Education Plan, if you want to start your program, or
   • General Education (math, English, social science, etc.) classes.
   *Registration dates are available online at www.cptc.edu/register.

2. I am a Veteran and need to make changes to my schedule.
   If you are a Veteran using VA benefits, is currently registered for classes and need to make changes to your schedule or program, you may make your changes at Enrollment Services in Bldg. 17, Room 220.
   Remember: You must submit a copy of your current or revised class schedule to the VA Certifying Official.

3. How do I find My Clover Connection (MyCC)?
   My Clover Connection or MyCC is where enrolled CPTC students can manage their schedules, finances and personal information. Through My Clover Connection you are able to update your information, check your waitlist, get your class schedule, pay your fees, view your unofficial transcript, and much more. Visit My Clover Connection at: www.cptc.edu/mycc.

4. I am on a waitlist for a class. Will someone contact me once I get in?
   Notification of enrollment into a class for which a student has been wait listed will be via the student’s class schedule online. It is the student’s responsibility to regularly monitor their waitlisted classes. If you do not see the class you waitlisted for, check your class schedule to verify that you were enrolled off the waitlist and into the class. To view your waitlisted classes, click on Check Waitlist at www.cptc.edu/mycc.

5. I forgot my Student ID Number (SID) and PIN. Where can I get this?
   You may retrieve your Student ID No. online at www.cptc.edu/mycc, click on Look Up Your SID under Information. You may also stop by Enrollment Services in Building 17, Room 130 with a valid photo ID to get your Student ID No. Remember, your student PIN is default to be your date of birth, MMDDYY format.
6. **How do I get a copy of my class schedule?**
   You can get a copy of your current class schedule, as well as your previous class schedules within the current academic year (Summer to Spring) online by logging into Get Your Schedule at [www.cptc.edu/mycc](http://www.cptc.edu/mycc).

7. **No longer want a class you are registered for?**
   If you no longer want a class you are registered for, you are responsible to officially withdraw from the class. To withdraw from a class:
   - Prior to the start of the quarter, go to [www.cptc.edu/register](http://www.cptc.edu/register) and log into your registration access through I AM READY TO REGISTER. You will have the option to add or drop classes.
   - Beginning day 1 of the quarter, you will start by meeting with Advising & Counseling, building 17, room 150 to complete a withdrawal form.

   For withdrawal and refund dates, go to [www.cptc.edu/academic-calendar](http://www.cptc.edu/academic-calendar). You are highly encouraged to speak with Financial Aid or your funding agency before dropping a class to ensure your funding will not be affected.

8. **How do I verify or update my contact information?**
   You can verify or update your address, phone numbers, and email address online at [www.cptc.edu/mycc](http://www.cptc.edu/mycc), click on Change Contact Info under Information.

9. **When do I get my grades at the end of the quarter?**
   The college does not mail grades at the end of the quarter. Log in to Online Grades at [www.cptc.edu/mycc](http://www.cptc.edu/mycc) to see your grades once they become available online.

   View dates when quarterly grades become available online at [www.cptc.edu/academic-calendar](http://www.cptc.edu/academic-calendar).

10. **I need my Official Transcript. How do I request for one?**
    You request your Official Transcript by going to [www.cptc.edu/mycc](http://www.cptc.edu/mycc), click on Order Official Transcript, choose Clover Park Technical College and complete all sections. There is a charge of $7.25 per official transcript. Only major debit/credit cards accepted.

11. **I am completing my program soon. What do I need to do?**
    Make sure you have everything checked off the Graduation Checklist and submit a Degree/Certificate Application available online at [www.cptc.edu/graduation](http://www.cptc.edu/graduation). There is no fee for this application.

12. **How do I find out if I have completed all required classes for my program?**
    Degree Audit allows you to log-in using your SID and PIN, choose your program, and provides you with the list of classes you have completed and/or the classes you will need to complete for your certificate or degree. You can access Degree Audit online at [www.cptc.edu/mycc](http://www.cptc.edu/mycc), click on Degree Audit, under Enrollment Services.

13. **How do I access my Student Email?**
    Your CPTC student email is one of the primary means of communication the college uses when providing students with important updates and information. You are encouraged to activate your student email. If you have another email address you’d rather use, you are able to forward your student email messages to your other email account.

    To access or get help, go to [www.cptc.edu/mycc](http://www.cptc.edu/mycc), and click on Student Email or Email Help under Canvas & Student Email.

14. **I am having trouble logging into my online class. What do I do?**
    First, make sure you’re using the right login information. For Canvas, you will use your Student ID number as your username and first 6 letters of your last name as your password. If you last name only contains 3 letters, repeat those letters until you have 6. For assistance, contact Cindy at 253.589.4534 or Kelley at 253.589.5730.

15. **How can I pay my fees?**
    1. In person at Cashiering, Building 17.
    2. Online with a credit card at [www.cptc.edu/mycc](http://www.cptc.edu/mycc), click on Pay Online under Finances.
    3. Mail a check or money order to: Clover Park Technical College, Attn: Cashier, 4500 Steilacoom Blvd SW, Lakewood, WA 98499.
    4. Phone by calling Cashier at 253-589-5505 or 253-589-5620.

16. **My tuition is being paid by Financial Aid, Worker Retraining, VA Benefits, or another agency.**
    A student is responsible for his/her tuition and fees upon registration into classes. If you have funding through Financial Aid or any other agency, it is your responsibility to make sure you follow up with your funder by the quarter’s Tuition and Fee deadline to prevent your classes from being dropped for non-payment.


17. **Where do I find what classes CPTC is offering or the class item numbers?**
    View the quarterly Class Schedule or Schedule Planner online under Enrollment Services at [www.cptc.edu/mycc](http://www.cptc.edu/mycc). The Class Schedule gives you a quarterly full listing of the classes being offered, class descriptions, and class item numbers. Schedule Planner allows you to find and choose classes that have current seat openings.
Registration/Enrollment Services (253) 589-5666
Located in the lobby of Building 17
Hours of Operation: Mon, Tue, Wed, Thurs 7:30 am-5:00 pm, Friday 9:30 am-5 pm
Open Late 2nd & 4th Wednesday 7:30 am – 7:00 pm

2018-2019 Quarterly Registration Dates

<table>
<thead>
<tr>
<th>Priority Registration</th>
<th>Summer 2018</th>
<th>Fall 2018</th>
<th>Winter 2019</th>
<th>Spring 2019</th>
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</thead>
<tbody>
<tr>
<td>Open Registration</td>
<td>May 18 – July 3</td>
<td>May 18 - Sept 25</td>
<td>Nov 14 - Jan 3</td>
<td>Feb 12 - Apr 2</td>
</tr>
<tr>
<td>Admitted Student Registration</td>
<td>May 17</td>
<td>May 17</td>
<td>Nov 13</td>
<td>Feb 11</td>
</tr>
<tr>
<td>Continuing Student Registration</td>
<td>May 15-16</td>
<td>May 15-16</td>
<td>Nov 5-9</td>
<td>Feb 4-8</td>
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<td>Priority Registration</td>
<td>May 14</td>
<td>May 14</td>
<td>Nov 5</td>
<td>Feb 4</td>
</tr>
</tbody>
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Student registration times are scheduled on the basis of their status

Priority Registration includes: Running Start, Technical High School, Adult High School, International students and students and spouses using VA education benefits.

Please Note: Summer priority registration does not include Running Start students.

Continuing Student Registration: Students currently enrolled in program or general education classes. Registration access time is based on the number of credits earned.

Admitted Student Registration: Students registration for first quarter program classes begins at 9:00am on Admitted Registration Day. Students must be admitted to CPTC prior to registering for classes.

Open Registration: Students who have been admitted to CPTC and have completed the educational planning process.

Students may go online to check registration access, register, withdraw, pay fees, 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 "MyCC." To login use your CPTC Student ID number and Student PIN. Note: Student PIN numbers are typically your six digit birth date in this format: (MMDDYY).

*TUITION & FEES DUE DATES

<table>
<thead>
<tr>
<th>Summer 2018</th>
<th>Fall 2018</th>
<th>Winter 2019</th>
<th>Spring 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 15</td>
<td>Sept 7</td>
<td>Dec 14</td>
<td>March 15</td>
</tr>
</tbody>
</table>

FIRST DAY OF THE QUARTER

<table>
<thead>
<tr>
<th>Summer 2018</th>
<th>Fall 2018</th>
<th>Winter 2019</th>
<th>Spring 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2</td>
<td>Sept 24</td>
<td>Jan 2</td>
<td>April 1</td>
</tr>
</tbody>
</table>

Last day to withdraw with 100% refund: July 9, Sept 28, Jan 8, April 5

Last day to withdraw with 50% refund: July 30, Oct 19, Jan 30, April 29

Graduation Application due date: July 27, Oct 19, Jan 25, April 26

Last day to withdraw with "W" grade: Aug 20, Nov 13, Feb 22, May 21

Date students has earned 100% of Fin Aid funds: Aug 7, Nov 13, Feb 19, May 20

LAST DAY OF THE QUARTER

<table>
<thead>
<tr>
<th>Summer 2018</th>
<th>Fall 2018</th>
<th>Winter 2019</th>
<th>Spring 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 31</td>
<td>Dec 12</td>
<td>March 21</td>
<td>June 18</td>
</tr>
</tbody>
</table>

Quarterly grades available online: Sept 6, Dec 17, March 27, June 24

*Tuition and Fee Payment Due Dates: All students with unpaid charges after the fee due date for the quarter will be dropped from their courses. Tuition and fees are due within two business days for student registering during the Open Registration period.

CPTC Financial Aid Application Process Due Dates

<table>
<thead>
<tr>
<th>Summer 2018</th>
<th>Fall 2018</th>
<th>Winter 2019</th>
<th>Spring 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 25, 2018</td>
<td>Aug 17, 2018</td>
<td>Nov 30, 2018</td>
<td>Feb 15, 2019</td>
</tr>
</tbody>
</table>

Students using Financial Aid 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/money.