# Registration Information Packet
## (Online Operations)

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Enrollment Services Office
Schedule Planner

<table>
<thead>
<tr>
<th>Student ID Number</th>
<th>Student PIN</th>
<th>Education Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>“XXX-XX-XXXXX”</td>
<td>“MMDDYY”</td>
<td>Your program Education Plan is available on-line at <a href="http://www.cptc.edu/advising/edplans">www.cptc.edu/advising/edplans</a></td>
</tr>
</tbody>
</table>

1. Go to Schedule Planner, www.cptc.edu/planner. Select the Quarter you will register for and click “Select Courses”.

2. Click “View Course List” at the bottom of the page. Classes are listed alphabetically. Select your classes. You can either click on the letter your class begins with, or scroll down the list of classes.

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

4. 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 are done, click “Register”.

5. Enter your SID and PIN to complete the registration process. Make sure all your classes have been added under “This is your schedule”.

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

7. To print your class schedule, click on “View My Schedule” at the top left corner. Press CTRL+Print (Windows) or Command+P (Mac).
Web Registration

<table>
<thead>
<tr>
<th>Student ID Number</th>
<th>Student PIN</th>
<th>Education Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>“XXX-XX-XXXX”</td>
<td>“MMDDYY”</td>
<td>Your program Education Plan is available on-line at <a href="http://www.cptc.edu/advising/edplans">www.cptc.edu/advising/edplans</a></td>
</tr>
</tbody>
</table>

Be sure to have the 4-digit class item numbers ready. You can obtain them by viewing the quarterly class schedule at www.cptc.edu/schedule.

When you are ready with your class item numbers, go to www.cptc.edu/register. Click “WEB REGISTRATION”.

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

Enter each item number into the boxes on the left column. You can only enter five item numbers at a time. Click “Submit Add/Drop”.

If you have more item numbers, enter them into the boxes and click “Submit Add/Drop”. You may also Drop classes by entering the class item number and clicking “Submit Add/Drop”.

Make sure all your classes have been added under “This is your schedule.” Once you have verified the correct classes have been added to your schedule, click “Finish”.

To print your class schedule, click on “View My Schedule” at the top left corner. Press CTRL+Print (Windows) or Command+P (Mac)
ACTIVATING YOUR STUDENT EMAIL

Step 1: New Email Accounts
- Go to www.cptc.edu/mycc
- Click on “Student Email” under “CANVAS & STUDENT EMAIL”
- Enter Username and Password according to these guidelines:

1. **Username** - Your last name (in lowercase letters) and the last 4-digits of your CPTC student ID number, followed by "@student.cptc.edu".
   Example: smith1234@student.cptc.edu

2. **Password** - Your default password is your date of birth. YYYYMMDD format.
   Example: July 17, 1980 is 19800717

Step 2: Change Your Password
- It is recommended that you immediately change your password to prevent misuse of your account. Follow these steps to change your password:
  - Log in to your student email account.
  - Go to your inbox.
  - Click on your username in the top-right corner.
  - Click “Account”.
  - Click “Security”.
  - Enter your current and new passwords - your new password must be atleast 8 characters.
  - Click “Change Password”.

Step 3: Log In & Check Your Email
- Use your student email address to log in to computers on campus, and to access your email with Gmail.

Check your email regularly for College updates and important information regarding your program, classes, registration, financial aid, etc.

Problems or Questions?
Contact the Learning Resource Center Help Desk
Bldg. 15, Lakewood Campus
253-589-5820
www.cptc.edu/email-help

About Email
Your CPTC Student email is free and automatically created within two (2) 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.

Check Email
CPTC provides email accounts to students as a tool for sharing important college information.

E-mail is the official communication within CPTC. The College reserves the right to send official communications to the College e-mail address assigned to all students.

The college expects every student will receive email at their 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
AUTOMATED WAITING LIST

Automatic Registration
If a student registers for a class that is full, the system will ask if they would like to be on a waiting list for the class. If 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
Student will be notified of enrollment in a waitlisted class 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 www.cptc.edu/tip.

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”

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

If you do not see the class you are 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.
Taking Classes Online?

Please go to www.cptc.edu/online to learn more about eLearning and your resources. Clover Park Technical College uses Canvas as its learning management platform.

Canvas Class Information

You will not receive an email when you register for a Canvas class. Configure your browser according to the directions below.

1. Turn off all pop-up blockers.
2. Set your browser to accept cookies.
3. Have Java updated.
4. Canvas works well with any browser, but the latest two versions of Firefox, Edge, or Chrome is recommended.

For more details on browser configurations, go to www.cptc.edu/online/about.

Logging Into Your Canvas Classroom

- Go to https://cptc.instructure.com
- Canvas will use your Student ID number as your username.
- Your password is the first 8 letters of your last name. If your last name is less than 8 letters, repeat until you reach 8. Ex: “Doe” = doedoeedo
- You may see a Canvas Student Orientation for students as the first module in your online Canvas class.
Go to: cptc.bncollege.com/shop/cptc/home

Under TEXTBOOKS
Select FIND TEXTBOOKS

Input the Term, Department, Course and Section.

Click on FIND MATERIALS.

Location
College Bookstorecsd
Clover Park Technical College
Building 23, McGavick Student Center
Visit the bookstore website for store hours.

Contact
SM8227@bncollege.com
253-589-5614
Apply for Scholarships

CTPC Foundation Scholarships: For current and prospective students.
- Building 19, Room 101B
- 253-589-5732
- www.cptc.edu/foundation

Student Emergency Assistance Program (SEAP): When funding is available, emergency assistance may help students meet emergency financial needs.
- Building 17, Room 150
- 253-589-5548
- https://friendsofcloverpark.org/seap/

CPTC Scholarship Bulletin Board:External scholarships are posted outside Student Aid & Scholarship Office in Bldg. 17.

Special Funding Programs at CPTC

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

Foster Youth Program: Supports students who are in or recently aged out of the foster care system pursue their education.
- Building 17, Room 150
- (253) 589-5636
- www.cptc.edu/advising/foster-youth

CPTC Opportunity Grant (OG): Provides financial assistance based on student need and grant availability.
- Building 16, Room 105
- (253) 589-4311
- www.cptc.edu/opportunity-grant

Basic Food, Employment and Training (BFET): Provides employment training and services for eligible food stamp recipients.
- Building 16, Room 105
- (253) 589-4311
- www.cptc.edu/workforce-development/bfet

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

CPTC Worker Retraining: Provides access to training and funding to support unemployed workers who wish to upgrade their skills or train for a new career.
- Building 16, Room 105
- (253) 589-4311
- www.cptc.edu/workforce-development/worker-retraining

Scholarship Sites
- www.thewashboard.org
- www.finaid.org
- www.fastweb.com
- www.collegeplan.org

iGrad
- www.igrad.com
- Student Loan Repayment Advisor: 877-331-3262
  - 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

Veterans Education Benefits
- VA Certifying Official
  - Building 17, room 103
  - Phone: 253-589-5581
  - Email: vaoffice@cptc.edu
  - Zoom: www.cptc.edu/virtual
  - www.cptc.edu/veterans

Tuition Installment 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/tip.
STUDENT SUCCESS OFFICE HOURS

Zoom Virtual Lobby available!  www.cptc.edu/virtual

Advising & Counseling
Building 17, Room 150
253-589-5548

Monday - Thursday  8:00 AM - 5:00 PM
Walk-Ins  9:00 AM - 3:00 PM
Friday  9:30 AM - 4:30 PM
Walk-Ins  9:30 AM - 3:00 PM

www.cptc.edu/advising
advising@cptc.edu

Testing Center
Building 17, Room 250
253-589-6035

Monday - Thursday  8:00 AM - 4:00 PM
Friday  9:30 AM - 4:00 PM

www.cptc.edu/testing
testing@cptc.edu

Student Aid & Scholarships
Building 17, Room 130
253-589-5660

Mon., Tues., Thurs.  7:30 AM - 5:00 PM
Wednesday 1st, 3rd, 5th  7:30 AM - 5:00 PM
Wednesday 2nd, 4th  7:30 AM - 6:00 PM
Friday  9:30 AM - 5:00 PM

www.cptc.edu/financial-aid
finaid@cptc.edu

Enrollment Services
Building 17, Room 130
253-589-5666

Mon., Tues., Thurs.  7:30 AM - 5:00 PM
Wednesday 1st, 3rd, 5th  7:30 AM - 5:00 PM
Wednesday 2nd, 4th  7:30 AM - 6:00 PM
Friday  9:30 AM - 5:00 PM

www.cptc.edu/enrollment-services
studentrecords@cptc.edu

Entry Services
Building 17, Room 101
253-589-5800

Mon., Tues., Thurs.  8:00 AM - 5:00 PM
Wednesday 1st, 3rd, 5th  8:00 AM - 5:00 PM
Wednesday 2nd, 4th  8:00 AM - 6:00 PM
Friday  9:30 AM - 5:00 PM

www.cptc.edu/apply
admissions@cptc.edu

Cashiering
Building 17
253-589-5505/5620

Monday - Friday  7:30 AM - 4:15 PM
FREQUENTLY ASKED QUESTIONS

I completed my Admissions Application into CPTC. When do I register for my classes?
If you completed your Admissions application on-line, you will receive an email with your Student ID number and your next steps once your application is processed. Please allow 3-5 business days for processing. Remember to check your junk or clutter mail.

If you completed your Admissions application in-person, you were provided with a Student ID number and directed to meet with an Entry Coordinator. You may schedule an appointment by visiting the Welcome Center:
- Zoom: www.cptc.edu/virtual
- Phone: 253-589-5800
- Email: admissions@cptc.edu

To find out when you can register, go to https://services.cptc.edu/RegistrationDate/

How do I find My Clover Connection (MyCC)?
You can visit My Clover Connection at www.cptc.edu/mycc

My Clover Connection (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.

I forgot my Student ID Number (SID) and PIN.
You may retrieve your SID on-line at www.cptc.edu/mycc, click on “Look Up Your SID” under “Information”. You may also meet with an Enrollment Services staff via Zoom at www.cptc.edu/virtual. Remember, your student PIN is default to be your date of birth, MMDDYY format.

Where do I find what classes CPTC is offering or the class item numbers?
View the quarterly Class Schedule or Schedule Planner on-line under Enrollment Services at www.cptc.edu/mycc. The Class Schedule gives you a quarter's 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.

How do I get a copy of my schedule?
You can get a copy of your current schedule, as well as your previous class schedules within the current academic year (Summer to Spring) online at www.cptc.edu/mycc, then click on “Get Your Schedule”.

CLOVER PARK TECHNICAL COLLEGE
FREQUENTLY ASKED QUESTIONS

Will someone contact me if I get into a waitlisted class?
You will not be contacted if you get enrolled in a class you are waitlisted for. Make sure to monitor your waitlisted class regularly. If you don’t see the class you waitlisted for, check your class schedule to verify you were enrolled into the class. To view your waitlisted classes, go to www.cptc.edu/mycc, click on "Check Waitlist".

How do I verify or update my contact information?
You can verify or update your address, phone numbers, and email address on-line at www.cptc.edu/mycc, click on “Change Contact Info” under “Information”.

No longer want to be registered for a class?
If you no longer want a class you are registered for, you must officially withdraw from the class. To withdraw from a class:

1. **Prior to the start of the quarter** - go to www.cptc.edu/register and log into your registration access through WEB REGISTRATION. You will have the option to add or drop classes.
2. **Beginning the 1st day of the quarter** - you will need to submit an Add/Withdrawal Online Form. Go to www.cptc.edu/enrollment-services, click on Enrollment Services Online Forms, and select "Add/Withdrawal Online Form".

For withdrawal and refund dates, go to www.cptc.edu/academic-calendar. You are highly encouraged to speak with financial aid or your funding agency before dropping your class to ensure your funding will not be affected.

I am having trouble logging into my online class? What do I do?
For Canvas, your Username and Password are as followed:

- Username
  - Your Student ID Number
- Password
  - The first 8 letters of your last name. Ex: Johnson = johnsonj
  - If your last name has less than 8 letters, then repeat those letter until you have 8.
  - Ex: Doe = doedoedo

For assistance, contact:
- Cindy Overton - eLearning Support Specialist Email: cindy.overton@cptc.edu
  Phone: 253-589-4534
- Alexander Ollivant - eLearning Support Email: alexander.ollivant@cptc.edu
  Phone: 253.589.5730

How can I pay my fees?
- Online with a credit card at www.cptc.edu/mycc, click on Pay Online under Finances.
- Phone: 253-589-5505 or 253-589-5620
- Mail a check or money order to: Clover Park Technical College, Attn: Cashier, 4500 Steilacoom Blvd SW, Lakewood, WA 98499.
- **Need to pay with cash?** Contact Cashier to make arrangements to pay in-person.
FREQUENTLY ASKED QUESTIONS

My tuition is being paid by Financial Aid, Worker Retraining, VA Benefits, or another agency.

Students are responsible for their 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 being dropped from your classes for non-payment or owing the College.


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 to see your grades once they become available on-line. View dates when quarterly grades become available on-line at www.cptc.edu/academic-calendar.

How do I find out if I have completed all required classes for my program or if I’m completing soon?

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 on-line at www.cptc.edu/mycc, click on "Degree Audit", under Enrollment Services.

If you are completing your program soon, make sure you have everything checked off the Graduation Checklist and submit a Degree/Certificate Application available on-line at www.cptc.edu/graduation. There is no fee for this application.

How do I request my Official Transcript?

To request your Official Transcript, go to www.cptc.edu/mycc, click on Order Official Transcript, choose Clover Park Technical College and complete all sections. There is a charge of $10 per official transcript. Only major debit/credit cards accepted.

Questions? Contact Enrollment Services

<table>
<thead>
<tr>
<th>Phone</th>
<th>Location</th>
<th>Email</th>
<th>Zoom</th>
</tr>
</thead>
<tbody>
<tr>
<td>253-589-5666</td>
<td>Building 17, Room 130</td>
<td><a href="mailto:studentrecords@cptc.edu">studentrecords@cptc.edu</a></td>
<td><a href="http://www.cptc.edu/virtual">www.cptc.edu/virtual</a></td>
</tr>
</tbody>
</table>

For more information, visit our site at www.cptc.edu/enrollment-services
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 9:30am-5pm
Open Late 2nd & 4th Wednesday 7:30 am – 6:00 pm on Program Information Session Wednesdays only

### 2020-2021 Quarterly Registration Dates

<table>
<thead>
<tr>
<th></th>
<th>Summer 2020</th>
<th>Fall 2020</th>
<th>Winter 2021</th>
<th>Spring 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Priority Registration</strong></td>
<td>June 5</td>
<td>June 5</td>
<td>Nov 5</td>
<td>Feb 5</td>
</tr>
<tr>
<td><strong>Continuing Student Registration</strong></td>
<td>June 8-10</td>
<td>June 8-10</td>
<td>Nov 9-11</td>
<td>Feb 8-10</td>
</tr>
<tr>
<td></td>
<td>June 11</td>
<td>June 11</td>
<td>Nov 12</td>
<td>Feb 11</td>
</tr>
<tr>
<td><strong>Open Registration</strong></td>
<td>June 12-July 8</td>
<td>June 12-Sept 29</td>
<td>Nov 13 - Jan 5</td>
<td>Feb 12- Apr 6</td>
</tr>
</tbody>
</table>

**Student registration times are scheduled on the basis of their status**

**Priority Registration includes:** Running Start, Technical High School, Adult High School, International students, qualified veterans and qualified 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 courses. Registration access time is based on the number of credits earned. Continuing students may register in first quarter program classes.

**Open Registration:** All students admitted to CPTC. Students must have their education plans completed.

Please check your registration access time. Unless noted above, registration begins at 7:30am. The time for group registration appointments may vary.

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](http://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).

<table>
<thead>
<tr>
<th></th>
<th>Summer 2020</th>
<th>Fall 2020</th>
<th>Winter 2021</th>
<th>Spring 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST DAY OF THE QUARTER</strong></td>
<td>June 19</td>
<td>Sept 11</td>
<td>Dec 18</td>
<td>March 19</td>
</tr>
<tr>
<td>Last day to withdraw with 100% refund</td>
<td>July 10</td>
<td>Oct 2</td>
<td>Jan 8</td>
<td>April 9</td>
</tr>
<tr>
<td>Last day to withdraw with 50% refund</td>
<td>July 29</td>
<td>Oct 23</td>
<td>Feb 1</td>
<td>May 3</td>
</tr>
<tr>
<td>Graduation Application due date</td>
<td>July 24</td>
<td>Oct 23</td>
<td>Jan 29</td>
<td>April 30</td>
</tr>
<tr>
<td>Last day to withdraw with “W” grade</td>
<td>Aug 19</td>
<td>Nov 17</td>
<td>Feb 24</td>
<td>May 25</td>
</tr>
<tr>
<td>Date students has earned 100% of Fin Aid funds</td>
<td>Aug 10</td>
<td>Nov 16</td>
<td>Feb 22</td>
<td>May 24</td>
</tr>
<tr>
<td><strong>LAST DAY OF THE QUARTER</strong></td>
<td>Sept 1</td>
<td>Dec 16</td>
<td>March 23</td>
<td>June 22</td>
</tr>
<tr>
<td>Quarterly grades available online</td>
<td>Sept 8</td>
<td>Dec 22</td>
<td>March 29</td>
<td>June 28</td>
</tr>
</tbody>
</table>

**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 immediately for student registering during the Open Registration period.**

<table>
<thead>
<tr>
<th></th>
<th>Summer 2020</th>
<th>Fall 2020</th>
<th>Winter 2021</th>
<th>Spring 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CPTC Financial Aid Application Process Due Dates</strong></td>
<td>May 29</td>
<td>Aug 28</td>
<td>Dec 4</td>
<td>Mar 5</td>
</tr>
</tbody>
</table>

Students using financial aid must complete the CPTC Financial Aid application process by the due date listed above. The financial aid application process information is available online at [www.cptc.edu/financial-aid/steps](http://www.cptc.edu/financial-aid/steps).

Update 5.5.2020cmowry
<table>
<thead>
<tr>
<th>DEPARTMENT/OFFICE</th>
<th>PHONE</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>3RD PARTY FUNDING</td>
<td>253-589-5663</td>
<td><a href="mailto:cindy.rainier@cptc.edu">cindy.rainier@cptc.edu</a></td>
</tr>
<tr>
<td>ADVISING &amp; COUNSELING</td>
<td>253-589-5548</td>
<td><a href="mailto:advising@cptc.edu">advising@cptc.edu</a></td>
</tr>
<tr>
<td>BOOKSTORE</td>
<td>253-589-5614</td>
<td><a href="mailto:SM8227@bncollege.com">SM8227@bncollege.com</a></td>
</tr>
<tr>
<td>CASHIERING/STUDENT ACCOUNTS</td>
<td>253-589-5505</td>
<td><a href="mailto:regina.scanlan@cptc.edu">regina.scanlan@cptc.edu</a></td>
</tr>
<tr>
<td>CENTER FOR STRONG FAMILIES</td>
<td>253-589-5572</td>
<td><a href="mailto:lapria.bonner@cptc.edu">lapria.bonner@cptc.edu</a></td>
</tr>
<tr>
<td>DISABILITY RESOURCES FOR STUDENTS</td>
<td>253-589-5534</td>
<td><a href="mailto:disabilityresources@cptc.edu">disabilityresources@cptc.edu</a></td>
</tr>
<tr>
<td>ENROLLMENT SERVICES</td>
<td>253-589-5660</td>
<td><a href="mailto:studentrecords@cptc.edu">studentrecords@cptc.edu</a></td>
</tr>
<tr>
<td>FOUNDATION</td>
<td>253-589-6082</td>
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