

CLOVER PARK TECHNICAL COLLEGE

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 – 7:00 pm

2016-2017 Quarterly Registration Dates

	Summer 2016	Fall 2016	Winter 2017	Spring 2017
Priority Registration	May 12-13	May 12-13	Nov 14	Feb 16-17
Continuing Student Registration	May 16-17	May 16-17	Nov 15-16	Feb 21-22
Admitted Student Registration	May 18-19	May 18-19	Nov 17-18	Feb 23-24
Open Registration	May 20 – July 6	May 20- Sept 27	Nov 21 - Jan 4	Feb 27-Apr 4

Student registration times are scheduled on the basis of their status

Priority Registration includes: Running Start, Technical High School, Adult High School, and students using VA education benefits and are continuing in their programs.

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

Continuing Student Registration: Currently enrolled students. Registration access time is based on the number of credits earned.

Admitted Student Registration: Students using VA education benefits who have been admitted to Clover Park Technical College
 Students admitted prior to the admitted student registration dates above.

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).

	Summer 2016	Fall 2016	Winter 2017	Spring 2017
*TUITION & FEES DUE DATES	June 10	Sept 9	Dec 16	March 17
Last day to withdraw with 100% refund	July 4 online only	Sept 23	Jan 2 online only	March 31
FIRST DAY OF THE QUARTER	July 5	Sept 26	Jan 3	April 3
Last day to withdraw with 80% refund	July 11	Sept 30	Jan 9	April 7
Last day to withdraw with 40% refund	July 20	Oct 17	Jan 23	April 24
Graduation Application due date	July 29	Oct 21	Feb 1	May 1
Last day to withdraw with "W" grade	Aug 22	Nov 15	Feb 22	May 22
Date students has earned 100% of Fin Aid funds	Aug 10, 2016	Nov 14, 2016	Feb 20, 2017	May 21, 2017
LAST DAY OF THE QUARTER	Sept 2	Dec 16	March 22	June 20
Quarterly grades available online	Sept 8	Dec 21	March 27	June 23

***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.

CPTC Financial Aid Application Process Due Dates	Summer 2016	Fall 2016	Winter 2017	Spring 2017
	April 15, 2016	July 15, 2016	Oct 28, 2016	January 20, 2017

**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.**