



Information Packet

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Schedule Planner

Student ID Number	Student PIN	Program Maps (Education Plans)
<p>“XXX-XX-XXXX”</p> <p>Go to www.cptc.edu/mycc Under “INFORMATION” Click on “Look Up Your SID”</p>	<p>“MMDDYY”</p> <p>Your PIN is typically your date of birth</p>	<p>Your Program Map is available on-line at www.cptc.edu/advising/program-maps</p>

1

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

1

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.

2

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**”.

4

Select	Course	Item	Class Days and Times	Building and Room	Inst
<input checked="" type="checkbox"/>	ENGL&101	0537	DAILY 02:00 02:50pm	17 270	MART
<input checked="" type="checkbox"/>	MAT 060	5W12	DAILY 09:00 09:50am	14 100	HUGH
<input checked="" type="checkbox"/>	MAT 060	5W13	DAILY 11:00 11:50am	14 100	HUGH
<input checked="" type="checkbox"/>	MAT 060	5W14	DAILY 12:00 12:50pm	10 111	HUGH
<input checked="" type="checkbox"/>	MAT 060	5W15	DAILY 02:00 02:50pm	10 111	HUGH
<input checked="" type="checkbox"/>	COLL 101	2P12	TWTh 12:00 12:50pm	16 116	MOLL

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

Item	Course	Credit	Grade	Class Days and Times	Building and Room
5W13	MAT 060	0		DAILY 11:00 11:50am	14 100
0537	ENGL&101	5.0		DAILY 02:00 02:50pm	17 270
2P12	COLL 101	2.0		TWTh 12:00 12:50pm	16 116

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)

7

For more registration resources and 'How-To'
videos, go to www.cptc.edu/register

Web Registration

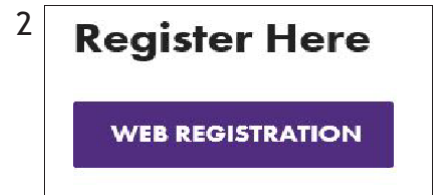
Student ID Number	Student PIN	Program Maps (Education Plans)
<p>“XXX-XX-XXXX”</p> <p>Go to www.cptc.edu/mycc Under “INFORMATION” Click on “Look Up Your SID”</p>	<p>“MMDDYY”</p> <p>Your PIN is typically your date of birth</p>	<p>Your Program Map is available on-line at</p> <p>www.cptc.edu/advising/program-maps</p>

- 1** 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.

ENGL& 101		ENGLISH COMPOSITION I	
<u>Item</u>	<u>Link*</u>	<u>Cred</u>	<u>Hours</u>
0527		5 Cr	ARRANGED
0528		5 Cr	ARRANGED
0530		5 Cr	6:00PM-8:20PM
0533	5W07	5 Cr	9:00AM-9:50AM

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

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



- 4** 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**”.

3 Type your Student Identification Number (SID).

Type your Personal Identification Number (PIN).

Select quarter.

- 4a** 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”**.

Type the item numbers of the classes you want to add or drop.

- 5** 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”**.

5 This is your schedule -----

Item	Course	Credit	Grade	Class Days and Times	Building and Room
5W13	MAT 060	.0		DAILY 11:00 11:50am	14 100
0537	ENGL&101	5.0		DAILY 02:00 02:50pm	17 270
2P12	COLL 101	2.0		TWTh 12:00 12:50pm	16 116

<<Return to Main Menu Help My Address Finish>>

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

6

- [View My Address](#)
- [View My Schedule](#)
- [Pay By Credit Card](#)

For more registration resources and 'How-To' videos, go to www.cptc.edu/register.

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 up to 16 characters, followed by the last 4 of your Student ID number "@students.cptc.edu". Hyphenations in last names will be included.
Ex: smith-torres1234@students.cptc.edu
2. **Password** - Your default password format is "cptc" followed by your birth date: 2 digits for the day, the first 3 letters of the month with the first letter capitalized and the 4 digits of the year.
Ex: July 17, 1980 = cptc17Jul1980



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.
 - Click on your profile at the top right of the page.
 - Click on "View Account".
 - Click "CHANGE PASSWORD".
 - Enter your current and new passwords - your new password must be at least 8 characters, contain minimum 1 upper case letter, 1 special character and a number.
 - Click "Submit".



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 Microsoft Office 365.

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/lrc/email-help/faqs_0365

Schedule an Appointment at www.cptc.edu/virtual.

About Email

Your CPTC Student email is free and automatically created within three (3) 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.

Setup & Recovery

Once you have setup your email, you will be required to setup a recover email/phone/text number.

AUTOMATED WAITING LIST



Automated Waiting List

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.

Availability

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.

Automated Waiting List access availability:

- Monday - Friday
- 6:30AM - 11:00PM
- Saturday & Sunday
- 24 Hours

The waiting list closes at 4:30PM on the 2nd day of the quarter. Late enrollment into classes that have already started will be by instructor permission only.

Contact

Enrollment Services Office
253-589-5666
studentrecords@cptc.edu
Building 17, Lakewood Campus

Office Hours:

- Monday - Thursday
- 7:30 AM - 4:30 PM
- Closed on Fridays

ONLINE (e)LEARNING



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" = doedoedo
- You may see a Canvas Student Orientation for students as the first module in your online Canvas class.

Campus Help

eLearning Department
• Building 15, Room 108

Office Hours:

• Monday - Friday
7:30 AM - 4:00 PM

eLearning Support

eLearning Support Spec.
cindy.overton@cptc.edu
253-589-4534

Computer Tech Specialist
lisa.cutler@cptc.edu
253-589-5820

Schedule an Appointment

www.cptc.edu/virtual
under eLearning

ONLINE BOOK & PROGRAM KIT SEARCH

Go to:

cptc.bncollege.com/shop/cptc/home



Under TEXTBOOKS

Select FIND TEXTBOOKS



Input the Term, Department, Course and Section.

FIND COURSE MATERIALS

Add your courses to find everything you need for class.

TERM	DEPARTMENT	COURSE	SECTION	
FALL20	Select Department	Select Course	Select Section	X
FALL20	Select Department	Select Course	Select Section	X
FALL20	Select Department	Select Course	Select Section	X
FALL20	Select Department	Select Course	Select Section	X

[Add More Courses >>>](#)



Click on FIND MATERIALS.

Contact

Email: SM8227@bncollege.com

Phone: 253-589-5614

Website: www.cptc.bncollege.com



CLOVER PARK
TECHNICAL COLLEGE

ADDITIONAL FUNDING & FINANCIAL RESOURCES



Apply for Scholarships

CPTC Foundation Scholarships: For current and prospective students.

- Schedule an Appointment at www.cptc.edu/virtual
- (253) 589-6082 | rae.baghirov@cptc.edu
- <https://friendsofclloverpark.org/>

Student Emergency Assistance Program (SEAP): When funding is available, emergency assistance may help students meet emergency financial needs.

- (253) 589-6082
- <https://friendsofclloverpark.org/seap/>



Special Funding Programs at CPTC

Running Start: High school students who are ready for college can receive both college and high-school credit.

- Schedule an Appointment with Kevin Kildun at www.cptc.edu/virtual, under Advising & Counseling
- (253) 589-5701 | kevin.kildun@cptc.edu
- www.cptc.edu/running-start

Foster Youth Program: Support students who are in or recently aged out of the foster care system pursue their education.

- (253) 589-5636 | rosalinda.castro@cptc.edu
- 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/workforce-development

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

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

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

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

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.

FREQUENTLY ASKED QUESTIONS

GETTING STARTED



I completed my admission application into CPTC. When do I register for my classes?

If you completed your admission application online, you will receive an email with your student ID number (SID) 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 boxes.

If you completed your admission application in-person, you were provided with a student ID number and directed to meet with an Entry Coordinator.

- www.cptc.edu/virtual for hours and available services
- Phone: 253-589-5806
- Email: admissions@cptc.edu

To find out your registration date and time, go to www.cptc.edu/register, and click on 'When Can I First Register?'



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 or is getting an '*incorrect SID or PIN*' error message.

You may look up your SID online at My Clover Connection (www.cptc.edu/mycc) under 'Information'. Your PIN is default to your date of birth; MMDDYY format. You may also contact Enrollment Services for assistance.



Where do I find what classes CPTC is offering or the class item numbers?

You may view the full class listings online at www.cptc.edu/register or by using the Schedule Planner. Schedule Planner is a useful tool if you want to view only open classes. Use the Class Schedule to view all classes, including those that are full. As a reminder, you have the option to add yourself to the waitlist for classes that are full.



I don't know what classes to register for.

Review your Program Map (Education Plan) for a list of your classes by quarter, or connect with your program Counselor in Advising & Counseling.



I need to contact an instructor, how do I find their information?

Find an instructor's contact information at www.cptc.edu/instruction-directory.

FREQUENTLY ASKED QUESTIONS

REGISTRATION ERRORS



I'm registering for a class, and it's automatically adding another class.

The class you're registering for is linked. If you're registering for an English or Math class, the class cannot be split; you will need to select another section. If you're registering for a program class, you will need to contact your program instructor for written permission to split the class, then provide the permission to the Enrollment Services Office.



I'm getting one of the following registration block error messages:

- **Invalid fee pay status** - if you're a Running Start or NWCTHS student, you must contact your advisor for registration instructions.
- **Invalid registration appointment date or time** - you may be registering before your access time. Check your registration access at www.cptc.edu/register, click on 'When Can I First Register?'



I'm getting a '*you have not met the prerequisite for this class*' error message and am unable to register.

This typically means you have not completed or currently enrolled in a class(es) required for this course. Review your Program Map (Education Plan) to make sure you're enrolling in the correct class sequence. If you have questions, connect with your program Counselor in Advising & Counseling.



The class I'm trying to register for says '*permission is required to register for this class*'.

This class is permission-only and will need either an entry code or the instructor's written permission. Contact the instructor for the class. If you're provided an entry code, you will be prompted in the online web registration to enter this code. If you're provided a written permission, you will need to submit a paper or online Registration or Add/ Withdrawal Form *and* upload the instructor permission (a screen shot or photo of the instructor's permission is acceptable).



I have an instructor's permission, where do I send this to?

An instructor's permission to enroll in a class must be included with your Registration or Add/Withdrawal Form. You can access these forms online at www.cptc.edu/esforms. You will be prompted to upload your permission with your form.



The entry code I was given is not working.

Entry codes are class specific. Make sure you're entering the correct course item number with the appropriate entry code. If you continue to have difficulties, contact your instructor or the Enrollment Services Office.

FREQUENTLY ASKED QUESTIONS

I HAVE OTHER QUESTIONS...



After I register for classes, what do I do next?

After you register for classes, make sure you have your funding in place. Connect with your funding source(s) to make sure your application is complete. We encourage you to review the Registration Information Packet available online at www.cptc.edu/register. This packet provides you instructions for finding your books, additional financial resources, logging into your online class, important quarterly dates, and more.



If the class I need is full, what do I register for?

If a class is full, you have the option to place yourself on the automated waiting list; otherwise, review your Program Map (Education Plan) for other classes you may enroll for. If you need assistance, connect with your program Counselor in Advising & Counseling.



I'm on a waitlist, how does this work? Will someone contact me if I get in?

The waitlist automatically enrolls the next student in que when a spot becomes available. You will not be notified if you get into the class. Make sure to monitor your waitlist 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 waitlist, go to www.cptc.edu/mycc, click on 'Check Waitlist'.



How do I get a copy of my schedule?

You can get a copy of your current or previous class schedule online at www.cptc.edu/mycc, then click on "Get Your Schedule".



I no longer want to be registered for a class, what should I do?

If you no longer want a class you are registered for, you must officially withdraw from the class. To withdraw/drop your class(es):

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 online Add/Withdrawal Form (www.cptc.edu/esforms).

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



When will I receive my refund?

Refunds typically take two (2) weeks for processing plus any additional time for bank credits or for your check to arrive at your address. Payments made by a funding source will be reviewed by the source for disbursement. Payments made by a credit card will be refunded back to the credit card used. Payments made by check or cash will be refunded in the form of a check and mailed to the address on file.

FREQUENTLY ASKED QUESTIONS



Why is my tuition this amount? What is the difference between tuition and fees?

You may contact our Student Financials Accountant at tip@cptc.edu or 253-589-5651 for details on your charges or other charge related 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.

Applied for financial aid? View your award information online at www.cptc.edu/financial-aid, click "Financial Aid Student Portal".



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 online.

View dates when quarterly grades become available online at www.cptc.edu/academic-calendar.



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 online.

View dates when quarterly grades become available online at www.cptc.edu/academic-calendar.



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, under Enrollment Services.



How do I request my Official Transcript?

Go to www.cptc.edu/mycc, click on Order Official Transcript. There is a charge of \$10 per official transcript. Only major debit/credit cards accepted.

Phone

253-589-5666

Location

Building 17, Room 130

Email

studentrecords@cptc.edu

For more information, visit our site at www.cptc.edu/enrollment-services

CLOVER PARK
TECHNICAL COLLEGE

CONNECT WITH US

Go to: www.cptc.edu/virtual

Quick way to find up-to-date information on offices and the type of services offered; i.e. walk-ins, appointments, video, phone.

- Department Office Hours
- Virtual Lobby Services
- Scheduling an Appointment

VIRTUAL DROP BOX

Convenient and secure way to submit your paperwork to select offices on campus.



CLOVER PARK TECHNICAL COLLEGE

Enrollment Services Office

Located in the lobby of Building 17, Lakewood Campus

Office Hours: Monday - Thursday 7:30 am-4:30 pm, Closed on Fridays

Website: www.cptc.edu/enrollment-services Email: studentrecords@cptc.edu Phone: (253) 589-5666

2021-2022 Quarterly Registration Dates

	Summer 2021	Fall 2021	Winter 2022	Spring 2022
Priority Registration	May 7	May 7	Nov 5	Feb 4
Continuing Student Registration	May 10-13	May 10-13	Nov 8-11	Feb 7-10
Open Registration	May 14 – July 7	May 14 – Sept 28	Nov 12 – Jan 4	Feb 11 – Apr 5

Student registration times are scheduled on the basis of their status

Priority Registration: Running Start, Technical High School, Adult High School, International students, and qualified veterans 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 courses. Registration access time based on the number of credits earned at CPTC. Continuing prof-tech and general education students may register in first quarter program classes.

Open Registration: All students admitted to CPTC. Students must have their program map (education plan) completed.

REGISTRATION ACCESS – Please check when your registration appointment online at www.cptc.edu/register, under Registration Access. Please note, the date and time for continuing student group registration may vary.

MY CLOVER CONNECTION (MyCC) - Students may go online to check their registration access, register, withdraw, pay fees, print unofficial transcript, view waiting lists, check their class schedule and more. Go to at www.cptc.edu/mycc. To login, use your CPTC student ID number and student PIN. **Note:** Student PIN is typically your six digit birth date in this format: MMDDYY.

	Summer 2021	Fall 2021	Winter 2022	Spring 2022
*TUITION & FEES DUE DATES	June 22	Sept 13	Dec 20	Mar 21
FIRST DAY OF THE QUARTER	July 6	Sept 27	Jan 3	Apr 4
Last day to withdraw with 100% refund	July 12	Oct 1	Jan 7	Apr 8
Last day to withdraw with 50% refund	Aug 2	Oct 26	Jan 31	May 2
Graduation Application due date	July 30	Oct 22	Jan 28	Apr 29
Last day to withdraw with "W" grade	Aug 23	Nov 17	Feb 22	May 23
Date students has earned 100% of Fin Aid funds	Aug 11	Nov 13	Feb 17	May 19
LAST DAY OF THE QUARTER	Sept 3	Dec 14	Mar 18	June 16
Quarterly grades available online	Sept 10	Dec 20	Mar 24	June 22

***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 2021	Fall 2021	Winter 2022	Spring 2022
	May 28	Aug 27	Nov 24	Mar 4

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.

STUDENT SUCCESS OFFICE HOURS



Advising & Counseling

Building 17, Room 150
www.cptc.edu/advising
253-589-5548 | advising@cptc.edu

Office Hours

- Monday - Thursday 7:30 AM - 4:30 PM
- Friday Closed

For virtual and appointment options,
go to www.cptc.edu/virtual



Testing Center

Building 17, Room 250
www.cptc.edu/testing
253-589-6035 | testing@cptc.edu

Office Hours

- Monday - Thursday 7:30 AM - 4:30 PM
- Friday Closed

For virtual and appointment options,
go to www.cptc.edu/virtual



Student Aid & Scholarships

Building 17, Room 130
www.cptc.edu/financial-aid
253-589-5660 | finaid@cptc.edu

Office Hours

- Monday - Thursday 7:30 AM - 4:30 PM
- Friday Closed

For virtual and appointment options,
go to www.cptc.edu/virtual



Enrollment Services

Building 17, Room 130
www.cptc.edu/enrollment-services
253-589-5666 | studentrecords@cptc.edu

Office Hours

- Monday - Thursday 7:30 AM - 4:30 PM
- Friday Closed

For virtual and appointment options,
go to www.cptc.edu/virtual



Entry Services

Building 17, Room 101
www.cptc.edu/admissions
253-589-5806 | admissions@cptc.edu

Office Hours

- Monday - Thursday 7:30 AM - 4:30 PM
- Friday Closed

For virtual and appointment options,
go to www.cptc.edu/virtual



Disability Resources

Building 17, Room 150
www.cptc.edu/disability
253-589-5767
disabilityresources@cptc.edu

Office Hours

- Monday - Thursday 7:30 AM - 4:30 PM
- Friday Closed

For virtual and appointment options,
go to www.cptc.edu/virtual

STUDENT SUCCESS OFFICE HOURS



Veteran Services

Building 17, Room 103
www.cptc.edu/veterans
253-589-5581 | vaoffice@cptc.edu

Office Hours

- Monday - Thursday 7:30 AM - 4:30 PM
Closed for Lunch 12:00PM - 1:00PM
- Friday Closed

For virtual and appointment options,
go to www.cptc.edu/virtual



Veteran Resource Center

Building 2, Room 109
www.cptc.edu/vrc
253-589-5966

Office Hours

- Monday - Thursday 7:30 AM - 4:30 PM
- Friday Closed

For virtual and appointment options,
go to www.cptc.edu/virtual



Workforce Eligibility

Building 16, Room 105
www.cptc.edu/workforce-development
253-589-4311
WFD_Eligibility@cptc.edu

Office Hours

- Monday - Thursday 7:30 AM - 4:30 PM
- Friday Closed

For virtual and appointment options,
go to www.cptc.edu/virtual



Hayes Childcare

Building 20, Room 111
www.cptc.edu/childcare
253-589-5531 | hayes@cptc.edu

Office Hours

- Monday - Friday 7:00 AM - 4:00 PM



Cashiering

Building 17
253-589-5505

Office Hours

- Monday - Thursday 7:30 AM - 4:15 PM
Closed for Lunch 11:30AM - 12:30PM
- Friday Closed

Pay on-line at www.cptc/pay-for-cptc

For offices not listed here,
visit our virtual site at:

www.cptc.edu/virtual

DEPARTMENT/OFFICE	PHONE	EMAIL
3RD PARTY FUNDING	253-589-5663	cindy.rainier@cptc.edu
ADVISING & COUNSELING	253-589-5548	advising@cptc.edu
BOOKSTORE	253-589-5614	SM8227@bncollege.com
CASHIERING/STUDENT ACCOUNTS	253-589-5505	regina.scanlan@cptc.edu
CENTER FOR STRONG FAMILIES	253-589-5572	lapria.bonner@cptc.edu
DISABILITY RESOURCES FOR STUDENTS	253-589-5534	disabilityresources@cptc.edu
ENROLLMENT SERVICES	253-589-5660	studentrecords@cptc.edu
FOUNDATION	253-589-6082	foundation@cptc.edu
GENERAL INFORMATION	253-589-5800	—
HAYES CHILD DEVELOPMENT SERVICES	253-589-5531	hayes@cptc.edu
HIGH SCHOOL OFFICE	253-589-5770	brittanny.bowman@cptc.edu
INTERNATIONAL PROGRAMS	253-589-6089	international@cptc.edu
OFFICE OF BUSINESS & FINANCE	253-589-5599	lisa.wolcott@cptc.edu
OFFICE OF EQUITY, DIVERSITY, & INCLUSION	253-589-6063	shareka.fortier@cptc.edu
OFFICE OF INSTRUCTION	253-589-4549	chris.delaney@cptc.edu
OFFICE OF STUDENT SUCCESS	253-589-5582	vpsoffice@cptc.edu
OFFICE OF TRANSITIONAL STUDIES	253-589-5702	transitionalstudies@cptc.edu
LEARNING RESOURCE CENTER	253-589-5544	nancy.garcia@cptc.edu
RUNNING START	253-589-5701	kevin.kildun@cptc.edu
SOUTH HILL CAMPUS SERVICES	253-583-8904	—
STUDENT AID & SCHOLARSHIPS	253-589-5660	finaid@cptc.edu
STUDENT EMERGENCY ASSISTANCE	253-589-5534	clara.meyer@cptc.edu
STUDENT LIFE Student Leadership & Service Center Fitness Center Associated Student Government Food Pantry & Nourish Mobile Food Bank Clubs & Organizations Student ID Cards Bus Passes	253-589-5780	involvement@cptc.edu
TESTING & REPORTING	253-589-6035	testing@cptc.edu
THE WELCOME CENTER	253-589-5800	admissions@cptc.edu
TUITION INSTALLMENT PLAN (TIP)	253-589-5651	tip@cptc.edu
VETERANS BUSINESS OFFICE	253-589-5581	vaoffice@cptc.edu
VETERANS RESOURCE CENTER	253-589-5966	veteran.navigator@cptc.edu
WORKFORCE ELIGIBILITY	253-583-8767	kate.wendland@cptc.edu
WORKFORCE DEVELOPMENT ADMIN	253-589-5895	cristeen.crouchet@cptc.edu
WORKFORCE TRAINING	253-589-5839	petra.perkins@cptc.edu

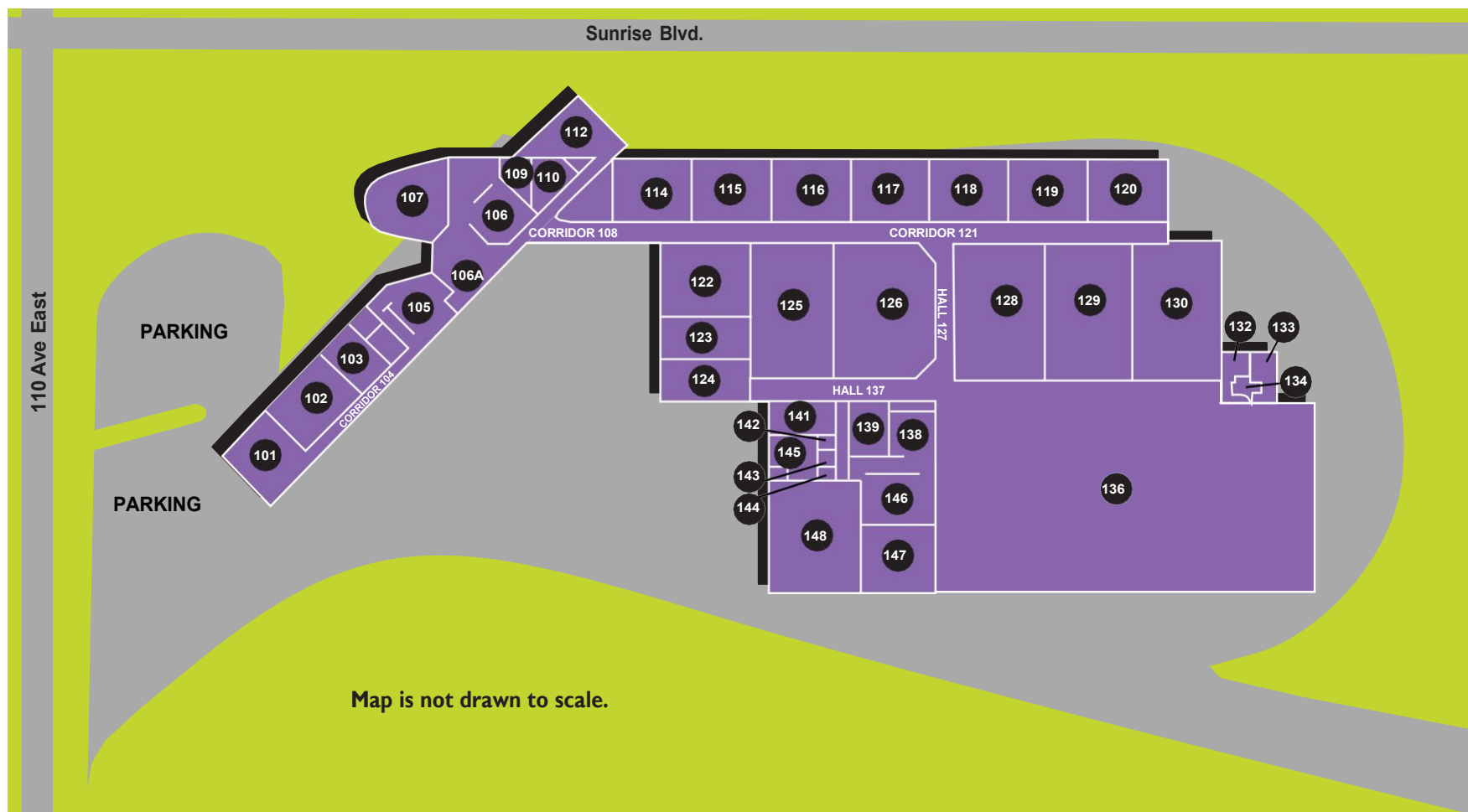
CAMPUS MAP

LAKEWOOD CAMPUS

4500 STEILACOOM BLVD SW, LAKEWOOD, WA 98499-4004 | 253-589-5800 | www.cptc.edu



Accounting.....	11	Electrician Low Voltage Fire/Security	14	Multicultural Student Services.....	17
Administrative Offices.....	17	eLearning Office.....	15	Nursing Programs.....	21
Admissions Office.....	17	Eligibility Programs (OG/BFET).....	17	NW Career & Technical High School	14
Adult Basic Education	10	English as a Second Language.....	10	Office of the Vice President for Finance and Administration	17
Advanced Composite Technician	SHC	Enrollment Services.....	17	Office of the Vice President for Instruction.....	17
Advising and Counseling	17	Environmental Sciences & Technology	16	Office of the Vice President for Strategic Development	17
Architectural Engineering Design	19	Espresso	23	Office of the Vice President for Student Success	17
Assessment Center	17	Esthetic Sciences	8/2	Opportunity Grant	17
Associated Student Government.....	23	Financial Aid.....	17	Pastry Arts.....	23
Aviation Maintenance Technician.....	SHC	Foundation	19	Pearson Vue Testing Center	10
Automotive Programs	3	Graphic Technologies.....	11	Personal Care Services.....	8
Boardroom	3/Rotunda	Head Start	20	Pharmacy Technician	21
Bon Sucre'	23	Health Unit Coordinator	21	President's Office.....	17
Bookstore	23	Heating/Air Conditioning Service Technician	25	Professional Pilot	SHC
Business Office.....	17	Hemodialysis.....	21	Radio Station (KVTI Northwest Public Radio).....	11
Career Center.....	17	High School Equivalency Testing Center	10	Rainier Room Cafe/Culinary Arts	31
Cashier	17	Human Resources.....	17	Registration	17
Central Service/Sterile Processing.....	21	Human Services Program.....	2	Rotunda	3
Child Development Center	20	I-BEST	10	Security Office.....	12
College Relations (Building 11 In KVTI Offices)	11	Interior Design.....	19	Shipping/Receiving	22
Computer Programming/Web Development.....	11	International Programs	17	Student Programs and ASG	23
Computer Networking & Information Systems Security.....	16	Library	15	Student Records.....	17
Conference Center	23	Library Computer Lab	15	Student Services/Student Success	17
Conference Center Event Parking	23	Maintenance Office/Shop	22	Surgical Technology.....	21
Construction – Residential/Sustainable Building	5	Manufacturing Technologies	25	Tutoring Center	15
Continuing Education.....	19	Massage Studies Lab.....	8	Veterans Benefits Office.....	17
Cosmetology	8	Massage Studies	8	Veterans Resource Center.....	2
Culinary Arts Catering and Fine Dining.....	31	Material Science: Non Destructive Testing (NDT)	SHC	Video Teleconference Center.....	23/19
Custodial Services	22	Math Labs	16/15	Welding Technology.....	25
Deans Offices	19	McGavick Conference Center.....	23	Worker Retraining	16
Dental Assistant.....	14	Mechatronics/FSME.....	25	WorkFirst Learning Center	16
Disability Resources.....	17	Medical Assistant	21	Workforce Development.....	19
Early Care & Education.....	10	Medical Histology Technician	21	WorkSource	16
Educational Opportunity Center.....	17	Medical Laboratory Technician	21		



CLOVER PARK TECHNICAL COLLEGE

SOUTH HILL CAMPUS
17214 110TH AVE E
 PUYALLUP, WA 98375

www.cptc.edu/sh
253.583.8904

Commercial Pilot Classroom	101, 102
Flight Simulator	103
Office Pilot	105
Flight Operations/Storage/Office	105
Reception/Administration Office	106
Computer Classroom	107
Staff/Student Breakroom	112
NTD	114
Plastics/Composites Classroom	114
NTD/Composite	115
General Classroom	116
Air Frame Classroom	116, 117
Helicopter Classroom	118
Composites/NDT Classroom	119
Power Plant Classroom	120
Plastics/Composites Lab	122
Composites Layup	123
Composites Sanding	124

General Lab	125
Air Frame Lab	126
Helicopter Lab	128
Power Plant/NDT Lab	129
Power Plant Lab	130
Mens Restroom	132
Ladies Restroom	133
Janitor	134
Maintenance Hangar	136
Technical Library	138
KDI Lab	139
Lead Acid Battery	142
Restroom	143
INCAD Batter	144
Hazardous Materials	145
Tool Room	146
Parts Room	147
Paint Room	148



STUDENT COVID-19 ATTESTATION

Complete the Online Student Attestation

1.

www.cptc.edu/covid-info-students

Click on the link for 'student attestation'

2.

Log-in using your Student ID Number and PIN

3.

PIN is your birthdate (MMDDYY)

Vaccination or exemption documentation
currently not required.

CPTC is a vaccinated campus.

- Vaccinations required
- Exemptions - Allowable exemptions are:
 - Medical
 - Religious
- Masks are required of all people while inside any campus building or facility, regardless of vaccination status.



**You may not be allowed to register for classes if you
do not complete an attestation.**



Questions?

Lisa Beach, Executive Director of Operations
Email: Lisa.Beach@cptc.edu

