CLOVER PARK
TECHNICAL COLLEGE

2022 – 2023
Information Packet

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Rev. July 2022

Activate Your ctcLink Account!

Students,

CPTC is now live on ctcLink, a system that centralizes online functions in a modern “anywhere at any time” way using your mobile device, laptop, or home computer.

You must activate your ctcLink account to begin using your student portal to register, view class schedule, financial aid, your records, and more!

www.cptc.edu/about/ctclink/students

Need help?
Visit the Learning Resource Center
Building 15
8:00am – 4:00pm

ctcLink

Find out more!

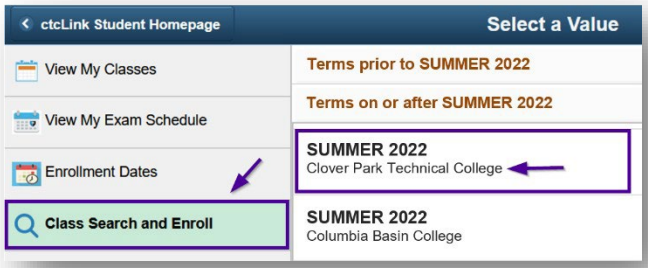
www.cptc.edu/about/ctclink/students

CLOVER PARK TECHNICAL COLLEGE

Class Search & Registration Using Student Homepage

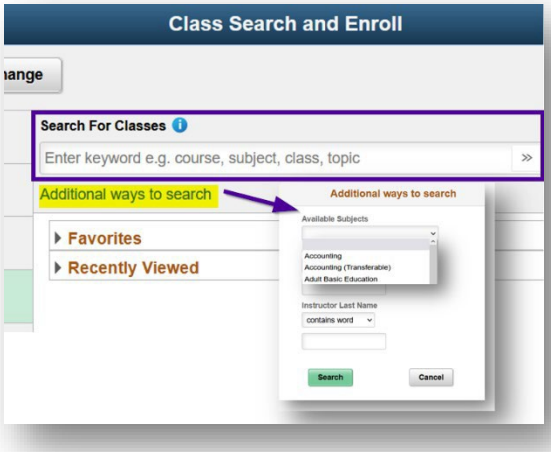
ctcLink ID Number	Student Homepage
CURRENT/RETURNING STUDENTS Activate your ctcLink account to retrieve your ID number. NEW STUDENTS Your ID number is included in your admissions welcome email *If you already have a ctcLink ID from another college in WA State, you will use that same ctcLink ID number.*	You must first log-in to your ctcLink Student Homepage https://myaccount.ctclink.us

1 Confirm your enrollment access.
Go to **Manage Classes** and select **Enrollment Dates**, and select the appropriate quarter.



2 Log-in to your **Student Homepage** and select **Manage Classes.**

3 Select **Class Search and Enroll**, select the *quarter* and *Clover Park Technical College.*



4 Use the search bar to **find classes**, or click on **Additional ways to search** for a drop-down listing.

A list of classes will display, select the class you wish to add.
Click the class hyperlink to view class details such as *Meeting, Enrollment (prerequisites), and Textbook Information*.

5 When you're ready to add the class, click on the **right arrow (>)** at the end of the row for that class session.

You'll be guided through 4 steps:

1. **Review** your class selection,
2. Select your *waitlist preference* and enter your *permission number* (if applicable),
3. Select **Enroll,**
4. **Submit** and **Confirm** your enrollment.

6 To view your class schedule, go back to **Manage Classes** and select **View My Classes**

CLOVER PARK TECHNICAL COLLEGE

ctcLink

Class Search & Registration Using MyCC (HighPoint)

ctcLink ID Number	MyCC - Mobile HighPoint
CURRENT/RETURNING STUDENTS Activate your ctcLink account to retrieve your ID number NEW STUDENTS Your ID number is included in your admissions welcome email *If you already have a ctcLink ID from another college in WA State, you will use that same ctcLink ID number.*	www.cptc.edu/mycc Click on ***ctcLink Login***

1

Go to www.cptc.edu/mycc, click on *ctcLink Login* and enter your credentials.

- Confirm your enrollment access.
- Select the **Enrollment** icon from the sidebar menu and select **Enrollment Dates**, and select the appropriate term (quarter).

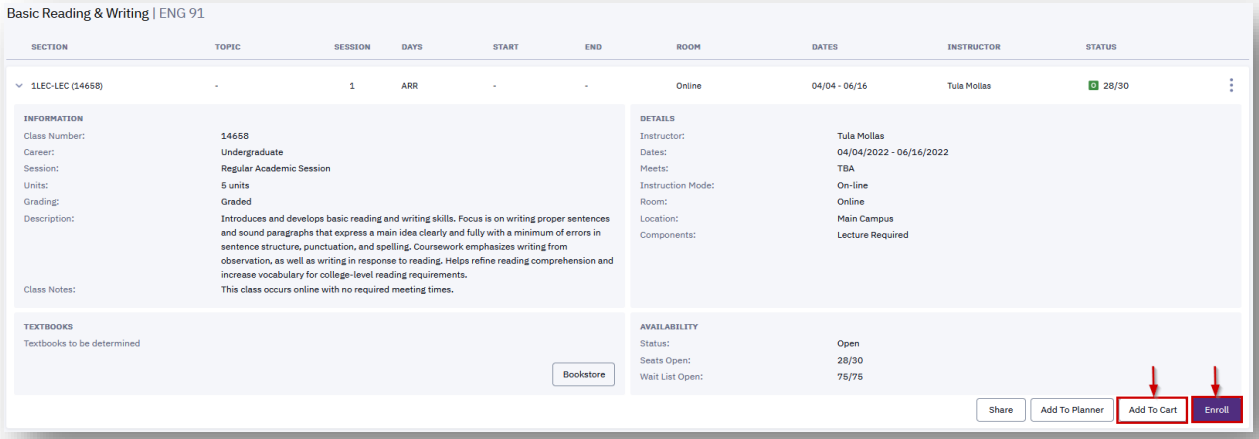
2

Select the **Class Information** icon and select **Class Search** or **Browse Classes**.

- Use the search criteria options to **search for classes**.
- A list of classes will display, select the class you wish to add.
- Click the right arrow (>) to view the class section details such as *Meeting, Enrollment (prerequisites), and Textbook information.*

3

You may add the class to your (**Shopping) Cart** or **Enroll**.



3a

Add class to ***(Shopping) Cart*** if you are still shopping for class sections or if it is not your time to register.

- **Permission Number** – if the class requires a permission number, enter it here. If the class does not require a permission number, click *Save* to continue.
- If available, check the **Wait list if class is full** box if you would like to be added to the wait list in the case the class is full.
- ***'Successfully added class…'*** confirmation message appears.
- **Ready to Enroll?** View your *Shopping Cart* and check the box for all the classes you wish to register for, and click ***Enroll.***

3b

Enroll if you are ready to add the class to your schedule.

- **Permission Number** – if the class requires a permission number, enter it here. If the class does not require a permission number, click *Save* to continue.
- If available, check the **Wait list if class is full** box if you would like to be added to the wait list in the case the class is full.
- ***'Successfully added class…'*** confirmation message appears.

ctcLink ID Number	Student Homepage
CURRENT/RETURNING STUDENTS Activate your ctcLink account to retrieve your ID number. NEW STUDENTS Your ID number is included in your admissions welcome email *If you already have a ctcLink ID from another college in WA State, you will use that same ctcLink ID number.*	You must first log-in to your ctcLink Student Homepage https://myaccount.ctclink.us

DROP/WITHDRAW CLASS

1. Select **Manage Classes**
2. Click on **Drop Classes**
3. Select the checkbox for the classes you want to drop, and click **NEXT**
4. Click the **Drop Classes** button, then **"Yes"** to confirm.
5. Drop confirmation message appears

SWAP CLASS

1. Select **Manage Classes**
2. Select **Swap Classes**
3. Select the class to be *dropped* from the **Select from Your Schedule** drop-down.
4. Select the class to be *added* from the **Search for Classes** drop-down, or enter the class number.
5. Click on **Search.**
6. List of available classes will display. Click the right arrow **[>]** at the end of the row of the class session you wish to add.
7. Follow the prompts to review your class selection by clicking **Next.**
8. Select your waitlist preference and enter your permission number (if applicable), click **Accept.**
9. Review and **Submit** your class swap selections.

ADD CLASS TO WAITLIST

1. Select **Manage Classes**
2. Select **Class Search and Enroll** (select the appropriate quarter and Clover Park Tech College)
3. Search for the class using the **search bar** or **Additional ways to search** for drop-down listing.
4. Click on the desired course to waitlist. The class *status* will indicate if there's a waitlist.
5. Follow the prompts to review your class selection by clicking **Next.**
6. Make sure to select **"Yes"** to *Add to waitlist if class is full*, and click **Accept.**
7. Select **Enroll** and click **Next.**
8. **Submit** to finalize the process.
9. Go back to **Manage Class** > **View My Classes** to view your waitlist schedule.

SET UP YOUR STUDENT EMAIL ACCOUNT

Students have a college-issued Office 365 account and Outlook email address, where you will receive important College correspondence and have access to online Microsoft apps like Calendar, Word, Excel, PowerPoint, OneNote, and

OneDrive. Your CPTC email login and password are also your login and password for the student Wi-Fi network, student comp uters on campus, and Canvas.

Your CPTC student email account will be ready within three (3) business days after you have enrolled in CPTC for credit courses.

STEP 1: SET UP YOUR STUDENT EMAIL ACCOUNT

Students starting CPTC classes in Summer 2022

Username: your first initial + your last name and the last 4 digits of your ctcLink ID (beginning with a 1 or 2), followed by @students.cptc.edu

- Example: student Primrose Everdeen with ctcLink ID 212345678: peverdeen5678@students.cptc.edu

Default Password: The default password is based on your birthdate, in this format: cptcddMmmyyyy

- Example: if you were born on June 8, 1999, your default password will be cptc08Jun1999

Security Setup: When you log into your account for the first time, you will be asked to provide a cell phone number, for account security.

Students in CPTC classes before Summer 2022

Username: your last name and the last 4 digits of your old student ID (beginning with a 9 or 8), followed by @students.cptc.edu

- Example: student Katniss Everdeen with old ID 975123456: everdeen3456@students.cptc.edu

Default Password: The default password is based on your birthdate, in this format: cptcddMmmyyyy

- Example: if you were born on June 8, 1999, your default password will be cptc08Jun1999

Security Setup: When you log into your account for the first time, you will be asked to provide a cell phone number, for account security.

STEP 2: CHANGE YOUR PASSWORD

Change your password right away to prevent misuse of your account. You must change your password every 120 days.

1. Go to your CPTC email inbox.
2. Click on your username/initials at the top right-hand corner.
3. Click "*View Account.*"
4. Look for the Password tile and click *"Change Password."*
5. Enter your current and new passwords. Your new password must be at least 10 characters, with small letters, capital letters, and at least one number or special character.
6. Click *"Submit."*

STEP 3: CHECK YOUR CPTC EMAIL EVERY DAY!

ONLINE (e)LEARNING

Taking Classes Online?

Please go to www.cptc.edu/lrc/online-learning 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/lrc/online-learning.

Logging Into Your Canvas Classroom

- Your Canvas login information is the same as your CPTC email login and password.
- *You must set up your CPTC email before logging into Canvas.* Go to https://www.cptc.edu/lrc/computer-lab/email for more information.
- To access Canvas, go to https://cptc.instructure.com.
- Sign in with your CPTC email address and password.
- If you need assistance, visit or contact the LRC Computer Lab (Bldg 15); 253-589-5820 or libtech@cptc.edu.

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/lrc/online-learning

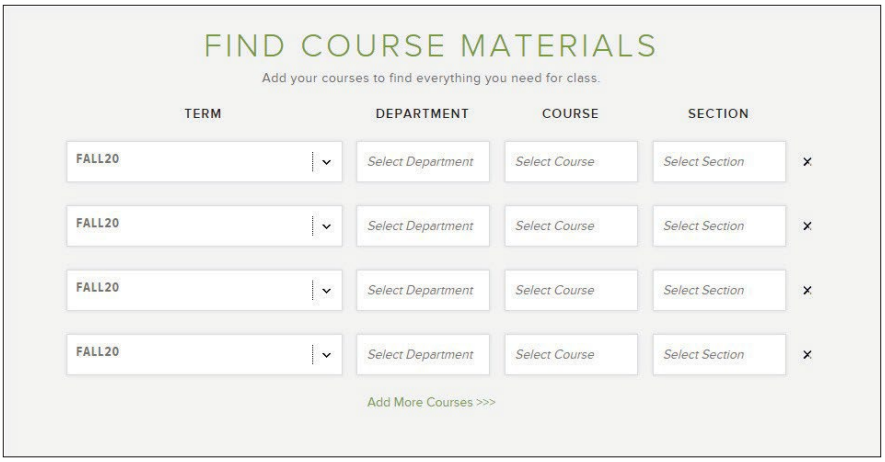
CLOVER PARK TECHNICAL COLLEGE

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.



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 | foundation@cptc.edu
- https://friendsofcloverpark.org/

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

- (253)589-6082
- https://friendsofcloverpark.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
- 2(53) 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 | advising@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.

CLOVER PARK TECHNICAL COLLEGE

FREQUENTLY ASKED QUESTIONS

GETTING STARTED

I completed my Admissions. When do I enroll for my classes?

If you completed your admissions application online, you will receive an email with your ctcLink 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 boxes.

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

- Phone: 253-589-5806
- Email: admissions@cptc.edu

To find out your registration access date and time, you must activate your ctcLink account, then log in to view your *Enrollment Dates*.

When do I enroll for my classes (Enrollment Dates)?

Check your *Enrollment Dates* (registration access) by logging into your ctcLink account.

- **Student Homepage** → *Manage Classes* > *Enrollment Dates.*
- **MyCC (Mobile Highpoint)** → *Enrollment* > *Enrollment Dates.*

How do I activate my ctcLink account?

Once you receive your ctcLink ID number, you must activate your ctcLink account to view your class schedule, enroll in classes, view financial aid information, and more.

Go to www.cptc.edu/about/ctclink/students for instructions on how to activate your account. When activating your account, the name you enter must be exactly the name on file with CPTC.

The quickest way to log into your ctcLink account is by going to My Clover Connection (MyCC) at www.cptc.edu/mycc and click on *ctcLink Login*.

I forgot my ctcLink ID Number and Password.

You may look up your ctcLink ID number online using the ctcLink ID Look Up tool at www.cptc.edu/about/ctclink/students.

Unfortunately, only you can access your account and we're unable to assist with your password. Instructions on how to reset your password is also available on this website.

What classes do I enroll for?

Review your Program Map for a list of the classes you will enroll for each quarter, or connect with your Program Advisor (www.cptc.edu/advising).

Where do I search for classes offered?

You may search for classes online by logging into your ctcLink account (www.cptc.edu/mycc).

- **Student Homepage** → *Manage Classes* > *Class Search and Enroll* > *CPTC*
- **MyCC (Mobile Highpoint)** → *Class Information* > *Class Search*

FREQUENTLY ASKED QUESTIONS

REGISTRATION and ENROLLMENT MESSAGES

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

If a class is full, you have the option to *add to waitlist if class is full*; otherwise, review your Program Map for other classes you may enroll for. If you need assistance, connect with your Program Advisor.

How do I add my class to the waitlist, and how does this work?

To add your class to the waitlist, select the option *add to waitlist if class is full*.
The waitlist will automatically enroll the next student in que when a spot becomes available. After adding your class to the waitlist, you may view your waitlist status by logging into your ctcLink account. We recommend you check your status regularly. Please note, the waitlist is only active until the 2nd day of the quarter.

- **Student Homepage** → *Manage Classes* > *View My Classes*
- **MyCC (Mobile Highpoint)** → *Enrollment* > *View My Wait List*

Linked classes - System Adding a Class I Don't Want

Linked Classes - If you're enrolling for a linked class, you must add both classes to complete your registration. Review that you are enrolled in the correct sections.

System Adding a Class I Don't Want - The class you're registering for is linked. If you're registering for an English or Math class, the classes cannot be split; you will need to select another section.

I have a *hold* on my record. What do I do?

View your hold and follow the instructions provided. To view your holds:

- **Student Homepage** → *Tasks* > *Holds*
- **MyCC (Mobile Highpoint)** → *Dashboard* > *Holds*

'Unable to add this class - requisites have not been met'

This message typically means you have not completed the prerequisite or is not enrolled in the corequisite for the class. The message shows the class requisite required. Make sure you completed the course with the required grade. If you have questions regarding class requirements, connect with your Program Advisor.

'Instructor Consent Required. You must obtain permission to take this class'

This class is permission-only and will require either a permission number or the instructor's written permission. Contact the instructor for the class. If you're provided a permission number, you will be prompted when enrolling online to enter this number.

If you're provided a written permission, you will need to submit a paper or online Add/Drop Form and upload the permission. A screen shot or photo of the written or email permission is acceptable.

'You cannot add this class due to a time conflict with…'

The class you're attempting to add has a time conflict with another class you are enrolled for. Please select another class section. If the classes are listed on your Program Map to enroll for in the same quarter, you will need an instructor permission to enroll.

If you're provided an instructor permission, you will need to submit a paper or online Add/Drop Form and upload the permission. A screen shot or photo of the written or email permission is acceptable.

CLOVER PARK TECHNICAL COLLEGE

FREQUENTLY ASKED QUESTIONS

OTHER QUESTIONS

The permission number I was given is not working.

Permission numbers are class specific. Make sure you're entering the correct class number with the appropriate permission number. If you continue to have difficulties, please contact your instructor.

How do I find an instructor's contact information?

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

I have an instructor written/email permission, where do I send this to?

An instructor's permission to enroll in a class must be included with your Registration or Schedule Change Form. You can access these forms online at www.cptce.edu/esforms. You may upload your permission with your form. A screen shot or photo of the instructor's written or email permission is acceptable.

I need help enrolling for my classes.

'How-to' instructions are available online at www.cptc.edu/register under Registration to guide you through online enrollment; however, you may contact Enrollment Services for details or additional assistance.

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

After you enroll for classes, make sure you have your funding in place. Connect with your funding sources to make sure your application is complete. We encourage you to review the Enrollment 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.

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

If you no longer want to be enrolled, you must officially withdraw from the class. To withdraw/drop your class, log into your ctcLink account.

- **Student Homepage** → *Manage Classes > Drop Classes*
- **MyCC (Mobile Highpoint)** → *Enrollment > Drop Classes*

How do I view my class schedule?

You may view your class schedule online by logging into your ctcLink account.

- **Student Homepage** → *Manage Classes > View My Classes*
- **MyCC (Mobile Highpoint)** → *Schedule (Download/Print options available)*

FREQUENTLY ASKED QUESTIONS

Why is my tuition this amount? What are these charges for?

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, or another agency.

Students are responsible for their tuition and fees once enrolled. If you have funding through financial aid or any other funding source, please make sure you follow up before the quarter's Tuition and Fee deadline to prevent being dropped from your classes for non-payment or owing the College.

When do 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 credit card will be credited back to the card used. Payments made by cash or check will be mailed to the address on file in the form of a check.

When do I get my grades at the end of the quarter?

The college does not mail or send grades at the end of the quarter. You may view your grades or unofficial transcript online by logging into your ctcLink account. View dates when quarterly grades become available online at www.cptc.edu/academic-calendar.

- **Student Homepage** → *Academic Records > View Grades or View Unofficial Transcript*
- **MyCC (Mobile Highpoint)** → *Academics > Grades or View Unofficial Transcript*

How do I request my Official Transcript?

You will need to request your official transcript online at www.cptc.edu/enrollment-services/transcripts. There is a charge of $10 per official transcript. Only major debit/credit cards are accepted.

ENROLLMENT SERVICES OFFICE

Phone	Location	Email	Website
253-589-5666	Building 17, Room 130	studentrecords@cptc.edu	www.cptc.edu/enrollment-services

CLOVER PARK TECHNICAL COLLEGE

2022-2023 Enrollment & Quarterly Dates

ENROLLMENT DATES

	Summer 2022	Fall 2022	Winter 2023	Spring 2023
Priority Registration	May 23	July 25	Nov 7	Feb 6
Continuing Student Registration	May 24 – 26	July 26 – 28	Nov 8 – 10	Feb 7 – 9
Open Registration	May 27 – July 6	July 29 – Sept 27	Nov 14 – Jan 4	Feb 10 – Apr 4

Student enrollment dates 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 (paperwork must be approved for VA priority registration).
Please note: Summer priority registration does not include Running Start students.

Continuing Student Registration: Students enrolled in program or general education courses for the current quarter. Registration access time is based on the number of credits earned at CPTC, excludes transfer-in courses.

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

ENROLLMENT DATES – View your enrollment date (appointment) by logging into your ctcLink Student Homepage portal and selecting the Manage Classes tile. You can easily get to the ctcLink Student Homepage at www.cptc.edu/mycc.

ctcLink STUDENT HOMEPAGE – Your portal to view/update personal information, holds, messages from CPTC, classes offered, enroll, drop classes, your classes, financial aid details, charges and pay fees, transfer credits, unofficial transcripts, academic progress, and more. To log in, go to www.cptc.edu/mycc. If you have not activated your ctcLink account, you must do this first and set your password. You will need your ID number -- *ctcLink ID* (if you are a new student) or *SID* (if you are a current or returning student).

IMPORTANT QUARTERLY DATES

	Summer 2022	Fall 2022	Winter 2023	Spring 2023
***TUITION & FEES DUE DATES**	**June 21**	**Sept 12**	**Dec 20**	**Mar 20**
FIRST DAY OF THE QUARTER	**July 5**	**Sept 26**	**Jan 3**	**Apr 3**
Last day to drop with 100% refund	July 11	Sept 30	Jan 9	Apr 7
Last day to withdraw with 50% refund	Aug 1	Oct 25	Jan 31	Apr 28
Graduation Application due date	Aug 5	Oct 28	Feb 3	May 5
Last day to withdraw with "W" grade	Aug 22	Nov 17	Feb 22	May 22
Date students has earned 100% of Fin Aid funds	Aug 10	Nov 12	Feb 16	May 18
LAST DAY OF THE QUARTER	**Sept 2**	**Dec 13**	**Mar 20**	**June 15**
Quarterly grades available online	Sept 9	Dec 19	Mar 24	June 22

***Tuition & 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 students enrolling after this date. Visit www.cptc.edu/pay-for-cptc for ways to pay.*

CPTC Financial Aid Application Process Due Dates	Summer 2022	2022-2023 Academic Year
	April 14	**June 17,** see www.cptc.edu/fin-aid for processing timelines

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.

ENROLLMENT SERVICES OFFICE
Location: Building 17, Lakewood Campus
Phone: (253) 589-5666 | Email: studentrecords@cptc.edu
Office Hours: Monday - Thursday 7:30am-4:30pm, Friday – closed
www.cptc.edu | www.cptc.edu/enrollment-services

CLOVER PARK TECHNICAL COLLEGE

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

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

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

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

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

Disability Resources

Building 17, Room 103
www.cptc.edu/disability
253-589-5767
disabilityresources@cptc.edu

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

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

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

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

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 *12PM – 1PM*
- Friday Closed

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

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

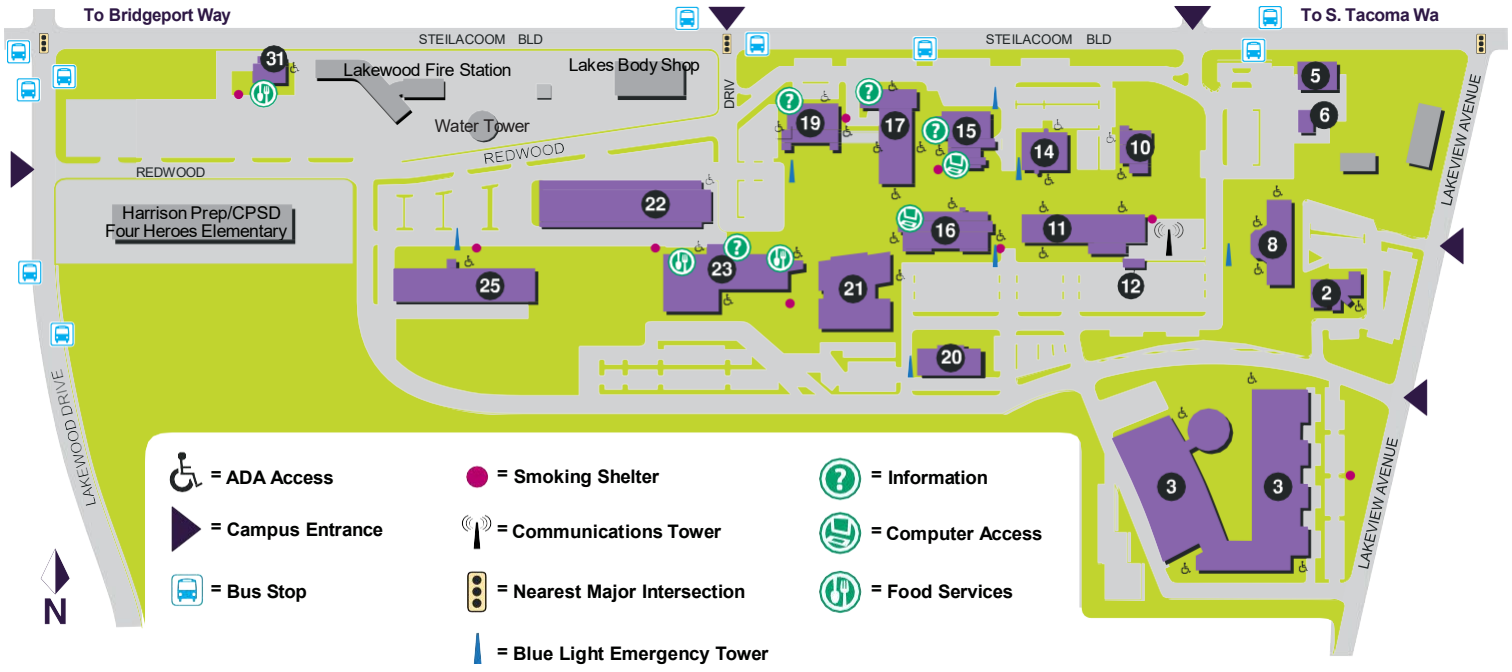
www.cptc.edu/virtual

DEPARTMENT/OFFICE	PHONE	EMAIL
3RD PARTY FUNDING	253-589-5663	agencyfunding @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
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	sheli.sledge@cptc.edu
OFFICE OF INSTRUCTION	253-589-4549	sarah.harris@cptc.edu
OFFICE OF STUDENT SUCCESS	253-589-5582	vpssoffice@cptc.edu
OFFICE OF TRANSITIONAL STUDIES	253-589-5702	transitionalstudies@cptc.edu
LEARNING RESOURCE CENTER	253-589-5544	libtech@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	seag@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	wfd_eligibility@cptc.edu
WORKFORCE DEVELOPMENT ADMIN	253-589-5895	michelle.barre@cptc.edu
WORKFORCE TRAINING	253-589-5839	continuinged@cptc.edu

CAMPUS MAP

LAKEWOOD CAMPUS

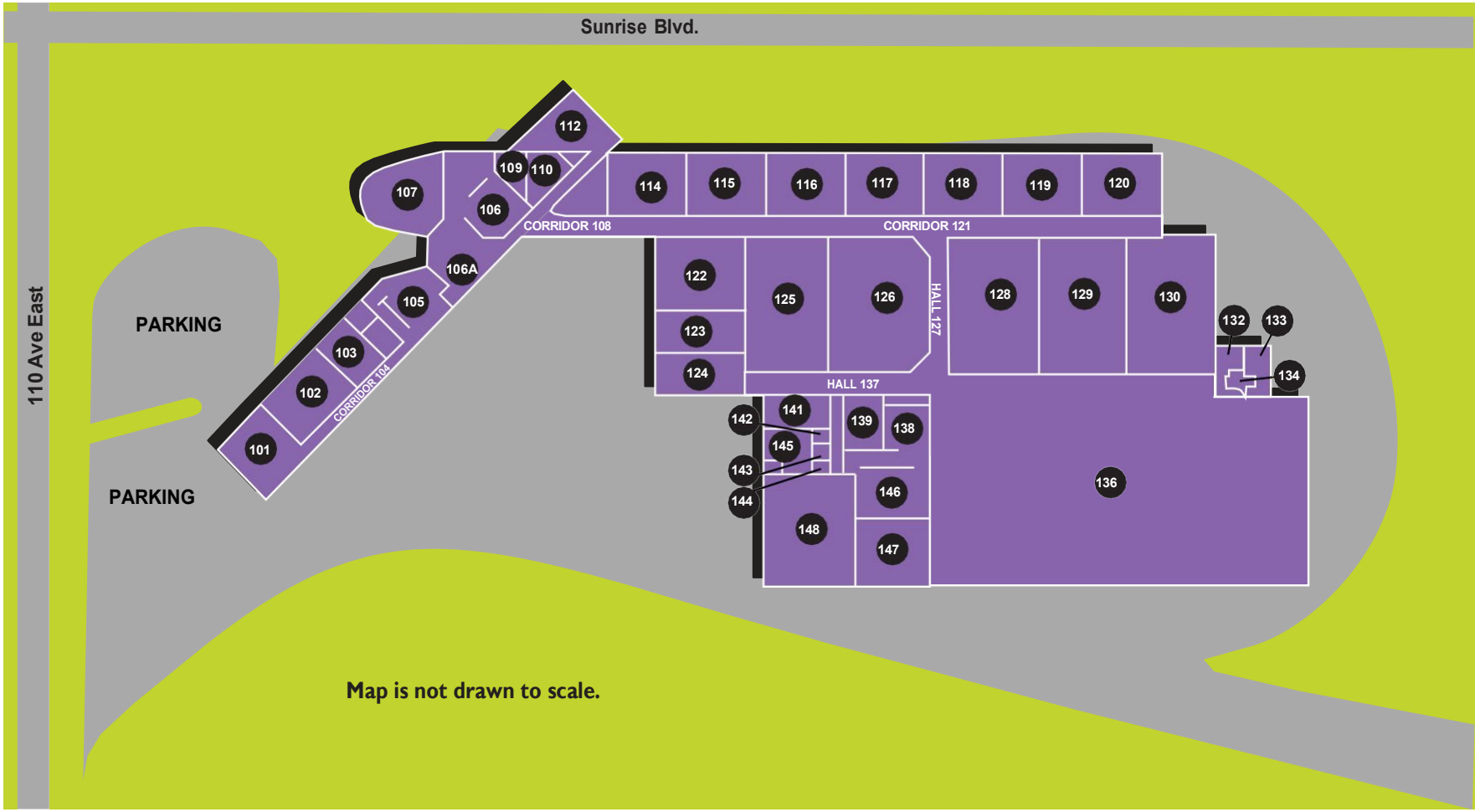
4500 STEILACOOM BLVD SW, LAKEWOOD, WA 98499-4004 | 253-589-5800 | www.cptc.edu



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

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

REVISED 10-24-16



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/Adminstration 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

REVISED 1/15/16