



## 2024-2025 Information Packet

Activate Your ctcLink Account	1
Class Search & Registration Using Student Homepage	2
Class Search & Registration Using MyCC (HighPoint)	3
Drop/Withdraw, Swap, & Waitlist	4
Activating Your Student Email	5
Online (e)Learning	6
Online Book and Program Kit Search	7
Additional Funding & Financial Resources	8
Frequently Asked Questions	9
2024-2025 Enrollment & Quarterly Dates	13
Student Success Office Hours	14
CPTC Directory	15
Lakewood Campus Map	16
South Hill, Puyallup Campus Map	18

# 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](http://www.cptc.edu/about/ctclink/students)

Need help?

Visit the Learning Resource Center

Location: Building 15, Lakewood Campus

Hours: visit LRC website at [www.cptc.edu/lrc](http://www.cptc.edu/lrc)



**Find out more!**

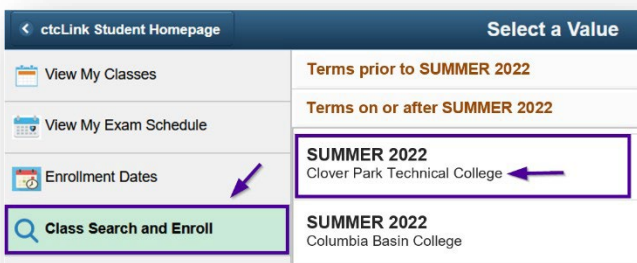
[www.cptc.edu/about/ctclink/students](http://www.cptc.edu/about/ctclink/students)



# Class Search & Registration Using Student Homepage

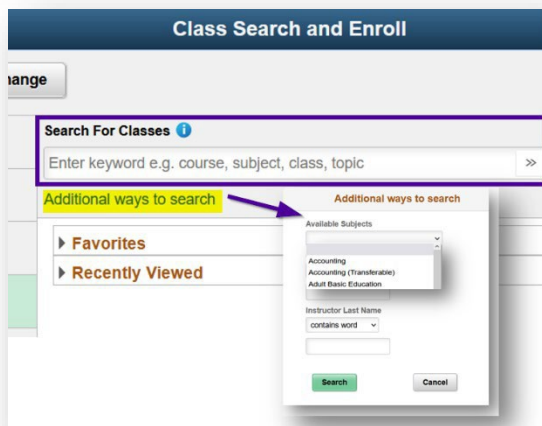
ctcLink ID Number	Student Homepage
<p><u>CURRENT/RETURNING STUDENTS</u></p> <p>Activate your ctcLink account to retrieve your ID number.</p> <p><u>NEW STUDENTS</u></p> <p>Your ID number is included in your admissions welcome email</p> <p><i>If you already have a ctcLink ID from another college in WA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

**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.

ART& 100  
Art Appreciation

★ Add to favorite courses

▶ Course Information

▼ Class Selection

Select a class option

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	LEC - Section 1LEC - Class Nbr 12008	07/05/2022 - 09/02/2022	To be announced	Online	To be announced	Open Seat 30 of 30
	Wait List	Regular Academic Session	LEC - Section C08 - Class Nbr 17948	07/05/2022 - 09/02/2022	To be announced	Online	To be announced	Waitlist Available Pieces 10 of 10

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**

# Class Search & Registration Using MyCC (HighPoint)

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

1

Go to [www.cptc.edu/mycc](http://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**.

Basic Reading & Writing | ENG 91

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	DATES	INSTRUCTOR	STATUS
1LEC-LEC (14668)	-	1	ARR	-	-	Online	04/04 - 06/16	Tula Mollas	28/30

**INFORMATION**  
Class Number: 14668  
Career: Undergraduate  
Session: Regular Academic Session  
Units: 5 units  
Grading: Graded  
Description: Introduces and develops basic reading and writing skills. Focus is on writing proper sentences and sound paragraphs that express a main idea clearly and fully with a minimum of errors in sentence structure, punctuation, and spelling. Coursework emphasizes writing from observation, as well as writing in response to reading. Helps refine reading comprehension and increase vocabulary for college-level reading requirements.  
Class Notes: This class occurs online with no required meeting times.

**DETAILS**  
Instructor: Tula Mollas  
Dates: 04/04/2022 - 06/16/2022  
Meets: TBA  
Instruction Mode: On-line  
Room: Online  
Location: Main Campus  
Components: Lecture Required

**TEXTBOOKS**  
Textbooks to be determined

**AVAILABILITY**  
Status: Open  
Seats Open: 28/30  
Wait List Open: 76/76

Buttons: Share, Add To Planner, Add To Cart, 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
<p align="center"><u>CURRENT/RETURNING STUDENTS</u></p> <p align="center">Activate your ctcLink account to retrieve your ID number.</p> <p align="center"><u>NEW STUDENTS</u></p> <p align="center">Your ID number is included in your admissions welcome email</p> <p align="center"><i>If you already have a ctcLink ID from another college in WA State, you will use that same ctcLink ID number.</i></p>	<p align="center">You must first log-in to your ctcLink Student Homepage</p> <p align="center"><a href="https://myaccount.ctcLink.us">https://myaccount.ctcLink.us</a></p>

## 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 communications and access to on-line Microsoft apps such as Calendar, Word, Excel, PowerPoint, & OneNote. Your CPTC email login and password are also your login and password for the student Wi-Fi network, student computers 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](mailto: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](mailto: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!

### Questions or Issues?

[www.cptc.edu/lrc/computer-lab/email](http://www.cptc.edu/lrc/computer-lab/email) | 253-589-5820 | Building 15 (Computer Lab), Lakewood Campus

# ONLINE (e)LEARNING



## Taking Classes Online?

Please go to [www.cptc.edu/lrc/online-learning](http://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](http://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](mailto:libtech@cptc.edu).

### Campus Help

#### eLearning Department

- Building 15, Lakewood Campus  
Room 108

#### Office Hours:

- see website for office hours.
  - [www.cptc.edu/lrc/online-learning](http://www.cptc.edu/lrc/online-learning)

### eLearning Support

#### Brady Hageman

[brady.hageman@cptc.edu](mailto:brady.hageman@cptc.edu)  
253-589-4534

#### Computer Tech Specialists

[libtech@cptc.edu](mailto:libtech@cptc.edu)  
253-589-5820

### Schedule an Appointment

[www.cptc.edu/lrc/online-learning](http://www.cptc.edu/lrc/online-learning)

# ONLINE BOOK & PROGRAM KIT SEARCH

Go to:

[cptc.bncollege.com/shop/cptc/home](http://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](mailto:SM8227@bncollege.com)

Phone: 253-589-5614

Website: [www.cptc.bncollege.com](http://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](http://www.cptc.edu/virtual)
- (253) 589-6082 | [foundation@cptc.edu](mailto:foundation@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](http://www.cptc.edu/virtual), under Advising & Counseling
- 2(53) 589-5701 | [kevin.kildun@cptc.edu](mailto:kevin.kildun@cptc.edu)
- [www.cptc.edu/running-start](http://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.

- Building 17, Room 110
- (253) 589-5503 | [timothy.guntle@cptc.edu](mailto:timothy.guntle@cptc.edu)
- [www.cptc.edu/advising/foster-youth](http://www.cptc.edu/advising/foster-youth)

**CPTC Opportunity Grant (OG):** Provides financial assistance based on student need and grant availability.

- Building 17, Room 109
- (253) 589-4311
- [www.cptc.edu/workforce-development](http://www.cptc.edu/workforce-development)

**Basic Food, Employment and Training (BFET):** Provides employment training and services for eligible food stamp recipients.

- Building 17, Room 109
- (253) 589-4311
- [www.cptc.edu/workforce-development](http://www.cptc.edu/workforce-development)

**CPTC WorkFirst Program:** Provides financial assistance and support services to students on TANF.

- Building 17, Room 109
- (253) 589-4311
- [www.cptc.edu/workforce-development](http://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 17, Room 109
- (253) 589-4311
- [www.cptc.edu/workforce-development](http://www.cptc.edu/workforce-development)

### Scholarship Sites

[www.thewashboard.org](http://www.thewashboard.org)  
[www.finaid.org](http://www.finaid.org)  
[www.fastweb.com](http://www.fastweb.com)  
[www.collegeplan.org](http://www.collegeplan.org)

### iGrad

[www.igrad.com](http://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](mailto: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](http://www.cptc.edu/tip).

# 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](mailto: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](http://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](http://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](http://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](http://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](http://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 2<sup>nd</sup> 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 - prerequisites 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.

# 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](http://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](http://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](http://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](http://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](mailto: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 ctLink account. View dates when quarterly grades become available online at [www.cptc.edu/academic-calendar](http://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](http://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  
253-589-5666

Location  
Building 17, Room 130

Email  
[studentrecords@cptc.edu](mailto:studentrecords@cptc.edu)

Website  
[www.cptc.edu/enrollment-services](http://www.cptc.edu/enrollment-services)

# 2024-2025 Enrollment & Quarterly Dates (Revised)

Rev. 5/1/24

## ENROLLMENT DATES

	Summer 2024	Fall 2024	Winter 2025	Spring 2025
Priority Registration	May 10	Aug 2	Nov 1	Jan 31
Continuing Student Registration	May 13 - 16	Aug 5 - 8	Nov 4 - 7	Feb 3 - 6
Open Registration	May 17 - July 2	Aug 9 - Oct 1	Nov 8 - Jan 7	Feb 7 - Apr 1

### Student enrollment dates are scheduled based on 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 a program map (education plan).

**ENROLLMENT DATES** – View your enrollment date (appointment) by logging into your ctLink Student Homepage portal and selecting the Manage Classes tile. You can easily get to the ctLink Student Homepage at [www.cptc.edu/mycc](http://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](http://www.cptc.edu/mycc). If you have not activated your ctLink account, you must do this first and set your password, your ctLink ID number will be needed.

## IMPORTANT QUARTERLY DATES

	Summer 2024	Fall 2024	Winter 2025	Spring 2025
<b>*TUITION &amp; FEES DUE DATES</b>	June 17	Sept 16	Dec 16	Mar 10
<b>FIRST DAY OF THE QUARTER</b>	July 1	Sept 30	Jan 6	Mar 31
Last day to drop with 100% refund	July 8	Oct 5	Jan 10	Apr 4
Last day to withdraw with 50% refund	July 29	Oct 29	Feb 3	Apr 25
Last day to withdraw with "W" grade	Aug 19	Nov 20	Feb 25	May 19
Graduation Application due date	July 26	Oct 25	Jan 31	Apr 25
Date students earned 100% of Fin Aid funds	Aug 7	***	***	***
<b>LAST DAY OF THE QUARTER</b>	Aug 30	Dec 13	Mar 19	June 10
Official grades available online	Sept 6	Dec 19	Mar 25	June 16

**\*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](http://www.cptc.edu/pay-for-cptc) for ways to pay.

	2024 - 2025 Academic Year
<b>CPTC Financial Aid Application Process Due Dates</b>	The processing time for financial aid awards can take up to 13 weeks from the completion of a financial aid file. A completed financial aid file includes a valid FAFSA/WASFA and submission of all requested forms or documentation such as Institutional form, taxes, citizenship proof, etc.

The financial aid application process information is available online at [www.cptc.edu/financial-aid](http://www.cptc.edu/financial-aid).

## ENROLLMENT SERVICES OFFICE

Location: Building 17, Lakewood Campus  
 Phone: (253) 589-5666 | Email: [studentrecords@cptc.edu](mailto:studentrecords@cptc.edu)  
 Office Hours: Mon, Tue, Thur., 7:30am-4:30pm, Wed, 7:30am-7pm, Friday 7:30am-12pm  
[www.cptc.edu](http://www.cptc.edu) | [www.cptc.edu/enrollment-services](http://www.cptc.edu/enrollment-services)



# STUDENT SUCCESS OFFICE HOURS



## Advising & Counseling

Building 17, Room 150  
[www.cptc.edu/advising](http://www.cptc.edu/advising)  
253-589-5548 | [advising@cptc.edu](mailto:advising@cptc.edu)

### Office Hours

- Mon, Tue, Thurs.\* 7:30 AM -4:30 PM
- Wednesday 7:30 AM - 7:00 PM
- Friday 7:30 AM - 12:00PM

\*Last available appointment starts at 4pm.



## Testing Center

Building 17, Room 250  
[www.cptc.edu/testing](http://www.cptc.edu/testing)  
253-589-6035 | [testing@cptc.edu](mailto:testing@cptc.edu)

### Currently CLOSED

No testing available.

Check website for updates.



## Student Aid & Scholarships

Building 17, Room 130  
[www.cptc.edu/financial-aid](http://www.cptc.edu/financial-aid)  
253-589-5660 | [finaid@cptc.edu](mailto:finaid@cptc.edu)

### Office Hours

- Mon, Tue, Thurs. 7:30 AM -4:30 PM
- Wednesday 7:30 AM - 7:00 PM
- Friday 7:30 AM - 12:00PM



## Enrollment Services

Building 17, Room 130  
[www.cptc.edu/enrollment-services](http://www.cptc.edu/enrollment-services)  
253-589-5666 | [studentrecords@cptc.edu](mailto:studentrecords@cptc.edu)

### Office Hours

- Mon, Tue, Thurs. 7:30 AM -4:30 PM
- Wednesday 7:30 AM - 7:00 PM
- Friday 7:30 AM - 12:00PM



## Entry Services

Building 17, Room 101  
[www.cptc.edu/admissions](http://www.cptc.edu/admissions)  
253-589-5806 | [admissions@cptc.edu](mailto:admissions@cptc.edu)

### Office Hours

- Mon, Tue, Thurs. 7:30 AM -4:30 PM
- Wednesday 7:30 AM - 7:00 PM
- Friday 7:30 AM - 12:00PM



## Disability Resources

Building 17, Room 103  
[www.cptc.edu/disability](http://www.cptc.edu/disability)  
253-589-5767  
[disabilityresources@cptc.edu](mailto:disabilityresources@cptc.edu)

### Office Hours

- Mon, Tue, Thurs. 7:30 AM -4:30 PM
- Wednesday 7:30 AM - 7:00 PM
- Friday Appointment Only

# STUDENT SUCCESS OFFICE HOURS



## Veteran Services

Building 17, Room 103  
[www.cptc.edu/veterans](http://www.cptc.edu/veterans)  
253-589-5581 | vaoffice@cptc.edu

### Office Hours

- Mon, Tue, Thurs. 7:30 AM - 4:30 PM
- Wednesday 7:30 AM - 7:00 PM
- Friday 7:30 AM - 12:00PM



## Veteran Resource Center

Building 2  
[www.cptc.edu/vrc](http://www.cptc.edu/vrc)  
253-589-5966

### Office Hours

- Monday - Friday 7:30 AM - 5:00 PM



## Workforce Development

Building 17, Room 109  
[www.cptc.edu/workforce-development](http://www.cptc.edu/workforce-development)  
253-589-4311  
WFD\_Eligibility@cptc.edu

### Office Hours

- Mon, Tue, Thurs. 7:30 AM - 4:30 PM
- Wednesday 7:30 AM - 7:00 PM
- Friday 7:30 AM - 12:00PM



## Hayes Childcare

Building 20, Room 111  
[www.cptc.edu/childcare](http://www.cptc.edu/childcare)  
253-589-5531 | hayes@cptc.edu

### Office Hours

- Monday - Friday 6:30 AM - 5:00 PM



## Cashiering

Building 17  
253-589-5505

### Office Hours

- Mon, Tue, Thurs. 7:30 AM - 4:00 PM
- Wednesday 7:30 AM - 7:00 PM
- Friday 7:30 AM - 12:00PM

*Closed for lunch 11:30AM - 12:30PM*

Pay on-line at [www.cptc.edu/pay-for-cptc](http://www.cptc.edu/pay-for-cptc)

For offices not listed here,  
go to:

[www.cptc.edu/  
about/office-hours](http://www.cptc.edu/about/office-hours)

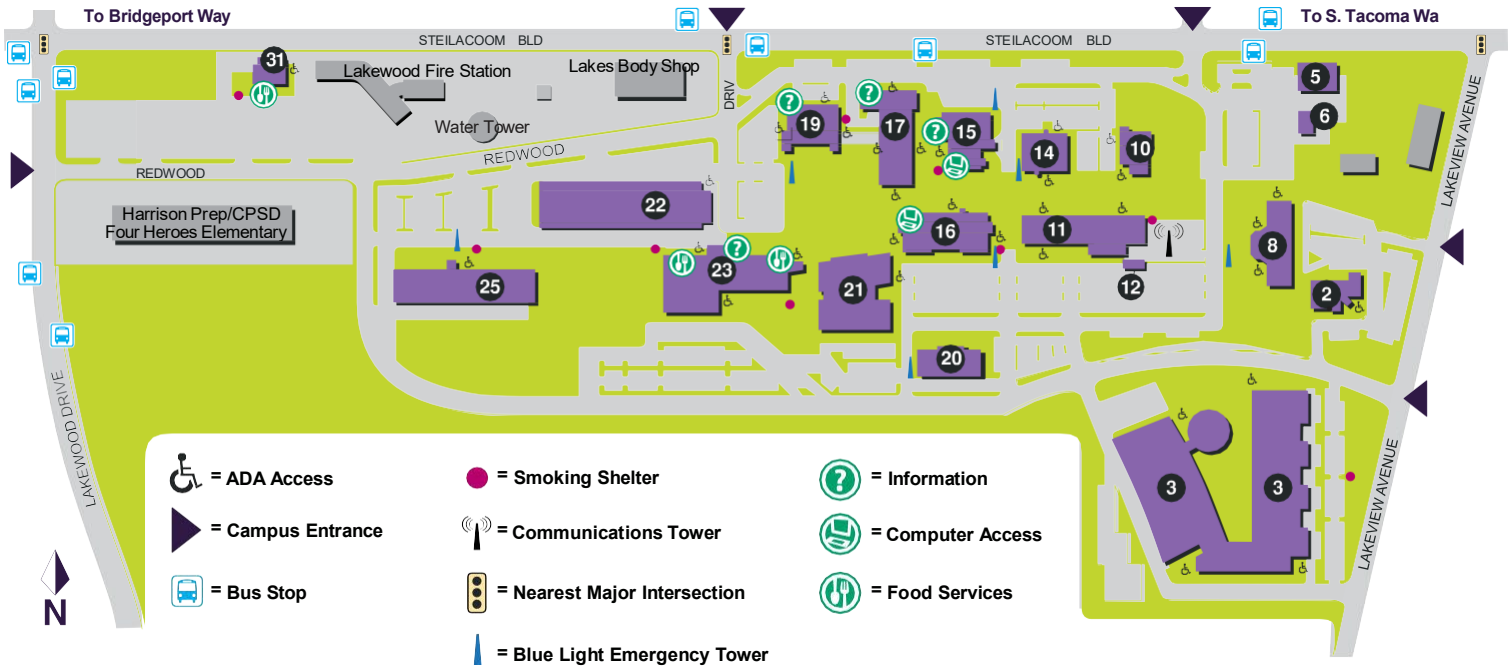


DEPARTMENT/OFFICE	PHONE	EMAIL
3RD PARTY FUNDING	253-589-5663	agencyfunding@cptc.edu
ADVISING & COUNSELING	253-589-5548	advising@cptc.edu
BOOKSTORE	253-589-5614	SM8227@bncollege.com
CASHIERING/STUDENT ACCOUNTS	253-589-5505	regina.scanlan@cptc.edu
DISABILITY RESOURCES FOR STUDENTS	253-589-5534	disabilityresources@cptc.edu
ENROLLMENT SERVICES	253-589-5660	studentrecords@cptc.edu
FOUNDATION	253-589-6082	foundation@cptc.edu
<b>GENERAL INFORMATION</b>	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	vpsoffice@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

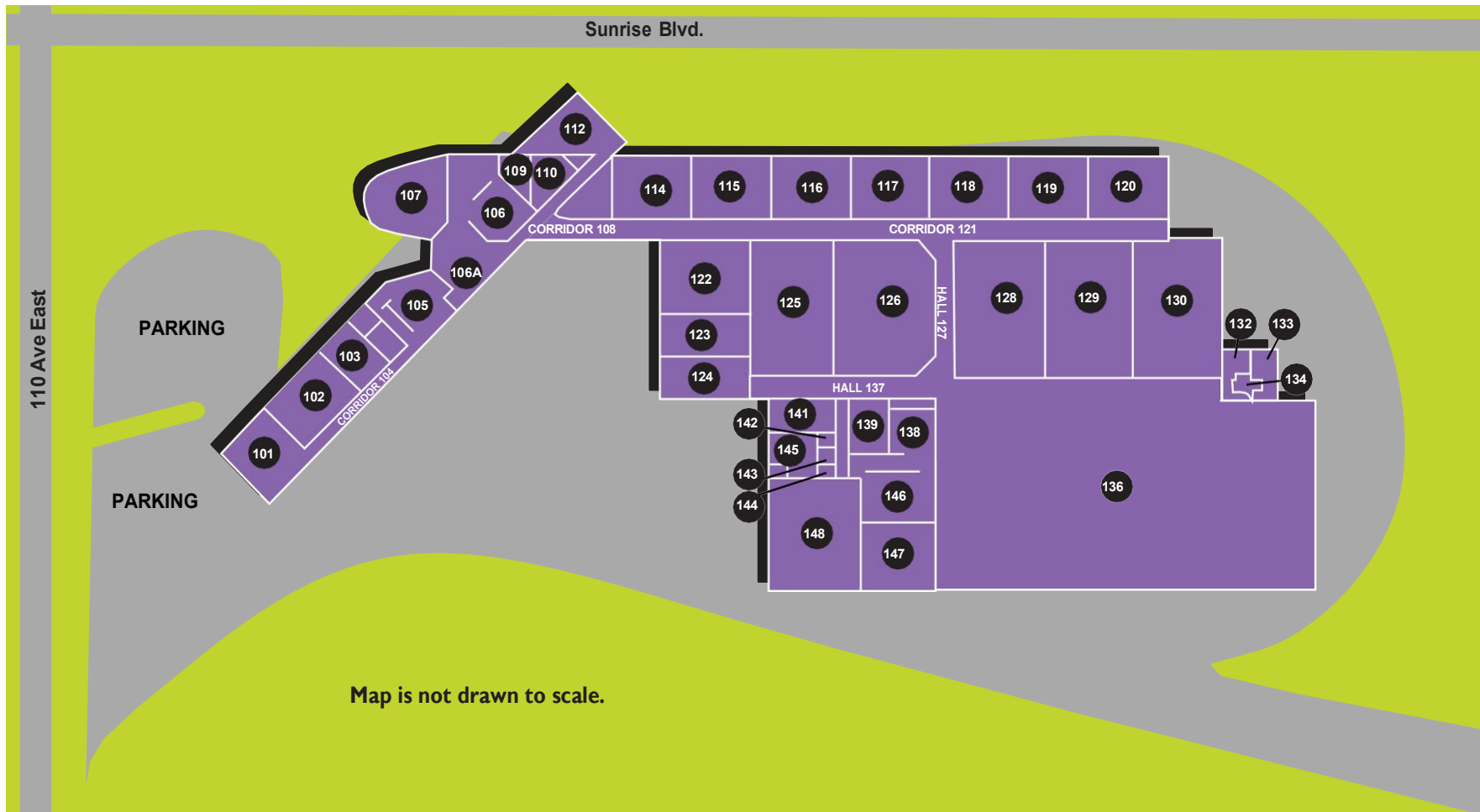
# CAMPUS MAP

## LAKEWOOD CAMPUS

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



Accounting.....	11	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](http://www.cptc.edu/sh)  
 253.583.8904

Commercial Pilot Classroom .....	101, 102	General Lab.....	125
Flight Simulator.....	103	Air Frame Lab .....	126
Office Pilot.....	105	Helicopter Lab .....	128
Flight Operations/Storage/Office.....	105	Power Plant/NDT Lab .....	129
Reception/Adminstration Office.....	106	Power Plant Lab.....	130
Computer Classroom .....	107	Mens Restroom.....	132
Staff/Student Breakroom .....	112	Ladies Restroom.....	133
NTD.....	114	Janitor .....	134
Plastics/Composites Classroom .....	114	Maintenance Hangar .....	136
NTD/Composite .....	115	Technical Library .....	138
General Classroom .....	116	KDI Lab .....	139
Air Frame Classroom .....	116, 117	Lead Acid Battery.....	142
Helicopter Classroom .....	118	Restroom .....	143
Composites/NDT Classroom.....	119	INCAD Batter.....	144
Power Plant Classroom.....	120	Hazardous Materials.....	145
Plastics/Composites Lab .....	122	Tool Room .....	146
Composites Layup .....	123	Parts Room.....	147
Composites Sanding .....	124	Paint Room .....	148