



STUDENT INFORMATION PACKET

2026-2027

- 1 Activate Your ctcLink Account
- 2 Enrollment & Quarterly Dates
- 3 Class Search & Registration
- 5 Changing Your Schedule & Waitlist
- 6 Set Up Your Student Email Account
- 8 eLearning (CANVAS)
- 9 Textbook & Program Kit Search
- 10 Financial Resources
- 11 Student Conduct, Policies, & Concerns
- 12 Student Services & Resources
- 13 Frequently Asked Questions
- 16 Campus Maps: Lakewood & South Hill

ACTIVATE YOUR CTCLINK ACCOUNT

1

LOG IN

Go to the MyCC website at www.cptc.edu/mycc, and click on “**ctcLink Login.**”

2

ACTIVATE

Find and click on the “**Activate Your Account**” link.

Recommended to activate your account using a laptop or desktop computer.

3

ENTER YOUR INFORMATION

Enter your first name, last name, date of birth, and ctcLink ID number, and click on “**Submit.**”

- Enter an email address you have reliable access to.
- Remember your security questions and answers.
- IT will not be able to recover your security information.

4

CREATE YOUR PASSWORD

Your password should include at least: 8 characters, 1 uppercase letter, 1 lowercase letter, and 1 number. Do not use your first or last name in your password.

5

REMEMBER YOUR INFORMATION

Be sure to take note of your ctcLink ID number, password, and security questions and answers.

Do not share your credentials.

Forgot your ctcLink ID number?

ctcLink ID Look Up & ctcLink for Students at www.cptc.edu/about/ctclink/students

Learning Resource Center

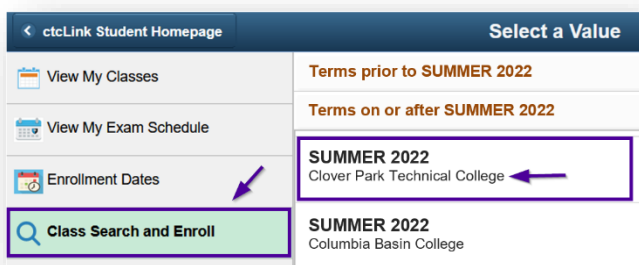
Located in Building 15, Lakewood Campus
For hours, check out the LRC website at www.cptc.edu/lrc.



Class Search & Registration Using Student Homepage

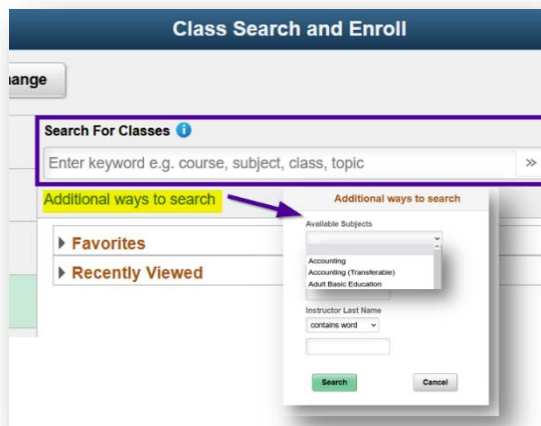
ctcLink ID Number	Student Homepage
<p><u>CURRENT/RETURNING STUDENTS</u> Activate your ctcLink account to retrieve your ID number.</p> <p><u>NEW STUDENTS</u> Your ID number is included in your admissions welcome email <i>If you already have a ctcLink ID from another college in WA State, you will use that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

ARTS 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 12006	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 Places 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>CURRENT/RETURNING STUDENTS Activate your ctcLink account to retrieve your ID number</p> <p>NEW STUDENTS 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>www.cptc.edu/mycc</p> <p>Click on ctcLink Login</p>

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 then 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 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 if 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 if the class is full.
- **'Successfully added class...'** confirmation message appears.

CHANGING YOUR CLASS SCHEDULE & WAITLIST

ctcLink ID Number	Student Homepage
<p data-bbox="375 268 735 296"><u>CURRENT/RETURNING STUDENTS</u></p> <p data-bbox="289 300 820 327">Activate your ctcLink account to retrieve your ID number.</p> <p data-bbox="467 338 643 365"><u>NEW STUDENTS</u></p> <p data-bbox="266 369 844 396">Your ID number is included in your admissions welcome email</p> <p data-bbox="256 422 850 478"><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 data-bbox="1052 296 1419 352">You must first log in to your ctcLink Student Homepage</p> <p data-bbox="1089 390 1380 417">https://myaccount.ctclink.us</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. A list of available classes will be displayed. 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), and 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. Return to **Manage Class > View My Classes** to view your waitlist schedule.

How does the waitlist work? The waitlist automatically enrolls the next student in line when a spot becomes available. If you’re enrolled off the waitlist, you will get a notification in your ctcLink Message Center (not by email). Check your waitlist position in your ctcLink account regularly.

SET UP YOUR STUDENT EMAIL ACCOUNT

**READ THIS
FIRST**

New students will not have their email activated until the morning after they enroll in for-credit classes.

Students will get a Microsoft Office 365 account and an Outlook email address. You'll use this email to receive important messages from the college. You will also have access to useful apps like Calendar, Word, Excel, PowerPoint, OneNote, and OneDrive with your student login details. Your CPTC email and password are the same as what you'll use for Canvas, student computers, and the student Wi-Fi network.

Please make sure to keep your account safe!

1

LOG IN TO YOUR STUDENT EMAIL

USERNAME: Your CPTC username is usually made up of the first letter of your first name, your last name, and the last four digits of your ctcLink ID number.

- Example: If your name is Primrose Everdeen and your ctcLink ID is 212345678, your username will be **peverdeen5678**

EMAIL ADDRESS: Your CPTC email address is your username followed by '@students.cptc.edu.' Remember, 'students' has an 's' at the end.

- Using our previous example, your email would be:
peverdeen5678@students.cptc.edu

DEFAULT PASSWORD: Your default password is your birthdate in this format: **cptcddMmmyyyy**

- For example: if you were born on June 8, 1999, your default password would be **cptc08Jun1999**.
- Make sure all the letters are lowercase except the first letter of the three-letter month.

SECURITY SETUP: When you log into your email for the first time, you will be prompted to set up the authentication app. **STOP!** Instead, look for the link that says "I would like to set up a different method" and choose either your cellphone or email address. Follow the steps to complete the setup for two-factor authentication, which you'll use sometimes or if you need to reset your password.

2

CHANGE YOUR PASSWORD

Please change your password as soon as possible to keep your account secure. Your password will stop working after 120 days, and once it expires, you'll need to change it to access CANVAS again.

Here's how to change your password:

1. Check your CPTC Outlook inbox.
2. Click on your initials in the top right corner.
3. Select "View Account."
4. Find the Password section and click on "Change Password."
5. Enter your current password and your new password.
 - a. Make sure your new password is at least 12 characters long and includes at least one uppercase letter, one lowercase letter, and one number or special character.
 - b. Don't use your name, and make sure it's not a password you've used before.
6. Click "Submit."

3

CHECK YOUR CPTC EMAIL DAILY

CPTC will send you updates to your student email.

This could include details about your financial aid, classes, or important dates and events.

Make sure to check your email regularly!

NEED ASSISTANCE?



BUILDING 15, ROOM 104



253-589-5820



LIBTECH@CPTC.EDU

eLearning

TAKING CLASSES ONLINE?

Clover Park Technical College uses Canvas as its online class platform.

To learn more about online learning and the resources available to you, check out the Learning Resource Center website at www.cptc.edu/lrc.

Log Into Your CANVAS

To log into CANVAS, use the same email and password you use for your CPTC student email.

- Make sure to set up your CPTC student email before trying to log into CANVAS.
- For details on setting up your student email, check out our website at www.cptc.edu/lrc/computer-lab/email.

CANVAS Login Websites:

1. Directly going to <https://cptc.instructure.com/login/canvas>.
2. Find and click on 'CANVAS' in the upper right corner of the CPTC website at www.cptc.edu.

CANVAS Class Information

You won't get an email when you sign up for a CANVAS class. Please follow these steps to set up your browser:

- 1** Turn off any pop-up blockers.

- 2** Allow cookies in your browser settings.

- 3** Make sure Java is updated.

- 4** CANVAS works best with the latest two versions of Mozilla Firefox and Google Chrome.

TEXTBOOK & 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



FINANCIAL RESOURCES

WORKFORCE DEVELOPMENT

Opportunity Grant (OG)

- Financial assistance based on student need and grant availability.

Basic Food, Employment & Training (BFET)

- Employment training and services for eligible food stamp recipients.

WorkFirst Program

- Financial assistance and support services to students on TANF.

Worker Retraining

- 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, Lakewood Campus
253-589-4311
WFD_Eligibility@cptc.edu
www.cptc.edu/workforce-development

CPTC Foundation Scholarships

- Prospective and current students.

Other Scholarship Websites

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

253-589-6082

<https://friendsofclowpark.org/>

SCHOLARSHIPS

TUITION INSTALLMENT PLANS

Make college more affordable by spreading out your tuition and fees over time. Tuition payment plans let you pay your balance in smaller monthly amounts, with no interest, and there are flexible options to choose from.

Building 17, room 141, Lakewood Campus
253-589-5651
tip@cptc.edu
www.cptc.edu/pay/tip

VETERAN EDUCATION BENEFITS

Building 17, room 103, Lakewood Campus
253-589-5581
vaoffice@cptc.edu
www.cptc.edu/veterans

EMERGENCY ASSISTANCE

Student Emergency Assistance Program (SEAP)

253-589-6082
foundation@cptc.edu
www.cptc.edu/foundation/student-emergency-assistance-program-seap

Additional Resources for Students

<https://www.cptc.edu/advising/resources>

Student Conduct, Policies, & Concerns

Clover Park Technical College's Student Code of Conduct details the standards that students will be held accountable to, as well as the policies and procedures for conduct proceedings should a violation of the Code occur. Students are also responsible for following other policies and expectations that apply to them, such as those of their class syllabi.

Student Conduct FAQ

www.cptc.edu/about/policies/conduct/student-conduct-faq

Code of Conduct Policies & Procedures

www.cptc.edu/about/policies/conduct

Student Concerns (Non-Academic)

www.cptc.edu/student-concerns-non-academic

Student Concerns (Academic)

www.cptc.edu/student-concerns

Behavioral Intervention Team (BIT)

www.cptc.edu/about/policies/conduct/bit

A Better CPTC

www.cptc.edu/about/policies/conduct/better-cptc



For details on available student services and resources, check out our website at:

www.cptc.edu/about/office-hours

LEARNING RESOURCE CENTER/MEC

Bldg 15, Lakewood Campus

- Computer Lab
- ctcLink, Wi-Fi & Email Help
- Library
- Male Engagement Ctr (MEC)
- Online Learning (eLearning)
- Tutoring Center



STUDENT CENTER:

Bldg 23, Lakewood Campus

- Bookstore
- Bon Sucre Bistro & Cafe Elite
- Bus Pass - ORCA Card
- Fitness Center
- Food & Personal Hygiene Pantries
- Multicultural Ctr (MOSAIC)
- Student ID Card
- Student Life & Leadership Ctr

STUDENT SERVICES:

Bldg 17, Lakewood Campus

- Advising & Counseling
- Career & Community Services
- Disability Resource Services
- Enrollment Services
- Entry Services, Welcome Ctr
- Financial Aid
- Veterans Srvcs & Resource
- Workforce Development

Frequently Asked Questions



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

If you applied online, keep an eye on your email for a message with your ctcLink ID number and the next steps. Don't forget to check your junk or clutter folders. If you applied in person, you were provided your ctcLink ID number and directed to meet with an Entry Coordinator at the Welcome Center.

Find your enrollment dates by logging into your ctcLink account at www.cptc.edu/mycc.

Student Homepage > *Manage Classes* > *Enrollment Dates*.

MyCC (Mobile Highpoint) > *Enrollment* > *Enrollment Dates*.



How do I activate my ctcLink account?

After receiving your ctcLink ID number, activate your account to access your student portal where you can view your class schedule, register, and check your financial aid.



I forgot my ctcLink ID Number and Password.

You can find your ctcLink ID number using the ctcLink ID Look Up tool at www.cptc.edu/about/ctclink/students. For password issues, you'll need to follow the instructions on the same site to reset it.



What classes do I enroll in?

Look at your Program Map for a list of required classes each quarter, or talk to your Program Advisor at Advising & Counseling.



Where can I search for available classes?

Log into your ctcLink account at www.cptc.edu/mycc.

Student Homepage > *Manage Classes* > *Class Search and Enroll* > *CPTC*

MyCC (Mobile Highpoint) > *Class Information* > *Class Search*



What if the class I need is full?

If a class is full, you can add yourself to the waitlist. Otherwise, check your Program Map for other classes you can take. Contact your Program Advisor if you need help.



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

To add a class to the waitlist, just select that option if the class is full. The system will automatically register you if a spot becomes available. You can check your waitlist status by logging into your ctcLink account. Check regularly, as 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*



I need help registering for classes.

You can find helpful 'how-to' instructions at www.cptc.edu/register under Registration. For additional help, contact Enrollment Services.



Linked classes – What if I don't want a certain class?

If a class is part of a linked course pair, you must register for both. Additionally, if you are trying to enroll in a linked Math or English class, you cannot split them – look for another section.



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

To view holds on your account and find out what to do, log into your ctLink account.

Student Homepage > *Tasks* > *Holds*

MyCC (Mobile Highpoint) > *Dashboard* > *Holds*



Requisites not met, why can't I add this class?

This message usually means you haven't completed a required course or you're missing a co-requisite. Check if you passed the necessary course with the right grade. If you have questions, ask your Program Advisor in Advising & Counseling.



Instructor Consent Required. Why do I need permission for this class?

Some classes require special permission to register. You need either a permission number or written approval from the instructor. You will need to contact the instructor directly to obtain permission. If you have a permission number, you'll enter it when you register online. If you have written permission, you must register at the Enrollment Services Office.



What to do if there's a time conflict with another class?

If you see a message about a time conflict, it means the class you're trying to add overlaps with another you're already in. Choose a different class section, or if both classes are on your Program Map for the same quarter, you'll need permission from the instructor to register.



The permission number I was given isn't working.

Check that you're using the right permission number for the right class. If problems persist, reach out to your instructor.



How do I find an instructor's contact information?

[Find contact details for instructors at www.cptc.edu/instruction-directory.](http://www.cptc.edu/instruction-directory)

What if I have written or emailed permission from my instructor?

Submit the instructor's permission along with the Add/Drop (Registration) Form. Student forms are available online at www.cptc.edu/esforms. You can upload your permission with the form; a screenshot or photo of the permission is acceptable.

What should I do after registering for classes?

After you register, check that your funding is complete. Reach out to your funding sources to ensure everything is in order.

I don't want to be in class anymore, what should I do?

If you want to drop a class, you must officially withdraw. Log into your ctcLink account or submit the online Add/Drop Form (www.cptc.edu/esforms).

Student Homepage > *Manage Classes* > *Drop Classes*

MyCC (Mobile Highpoint) > *Enrollment* > *Drop Classes*

How can I view my class schedule?

To see your class schedule online, log into your ctcLink account.

Student Homepage > *Manage Classes* > *View My Classes*

MyCC (Mobile Highpoint) > *Schedule* (*Download/Print options available*)

Why do I owe this amount for tuition?

For questions about your tuition or other charges, reach out to our Student Financials Accountant at tip@cptc.edu or 253-589-5651.

Is my tuition covered by financial aid or another agency?

Keep in mind that students are responsible for their tuition once registered. If you have financial aid or other funding, confirm that everything is processed before the tuition deadline to avoid being dropped from your classes due to non-payment.

When will I get my final grades?

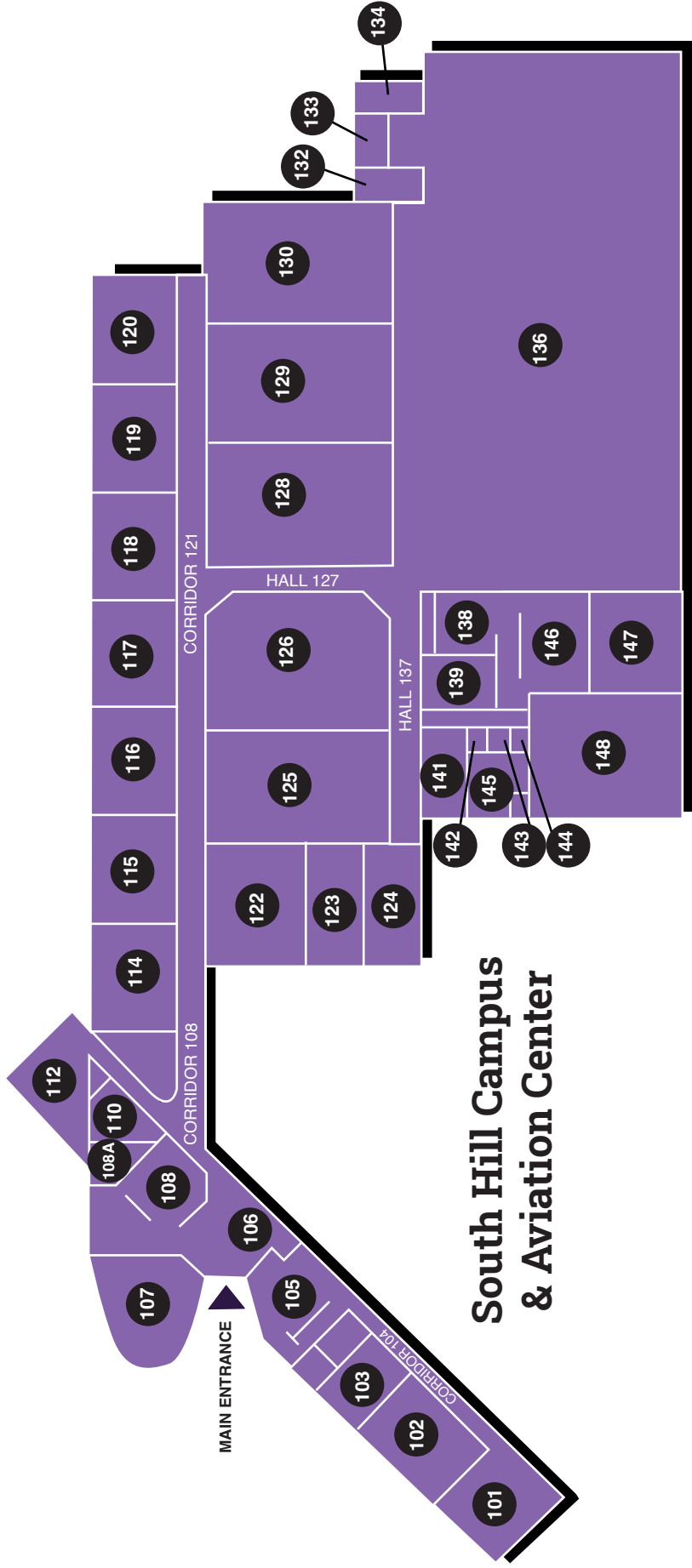
The college does not send grades by mail. You can check your grades on your unofficial transcript online by logging into your ctcLink account. See the academic calendar on the website for when grades are available.

Student Homepage > *Academic Records* > *View Grades* or *View Unofficial...*

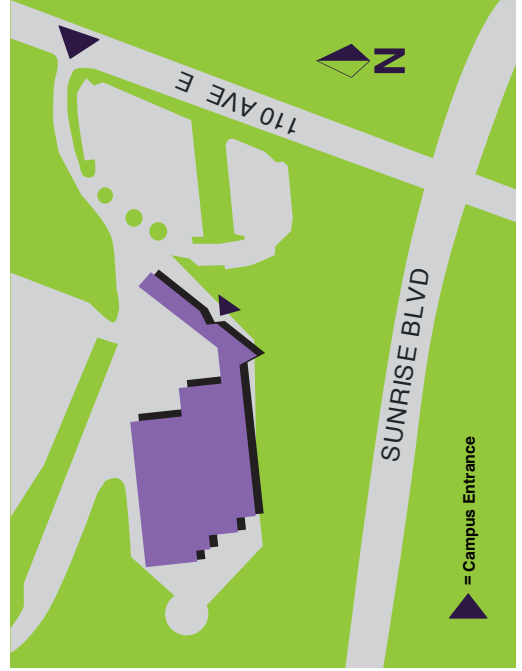
MyCC (Mobile Highpoint) > *Academics* > *Grades* or *View Unofficial Transcript*

How do I request my Official Transcript?

You can request your official transcript online at www.cptc.edu/enrollment-services/transcripts for a fee of \$15 per transcript.



South Hill Campus & Aviation Center



Flight Simulator.....	101	General Lab.....	125
Commercial Pilot Classroom.....	102, 103	Air Frame Lab.....	126
Office Pilot.....	105	Helicopter Lab.....	128
Flight Operations/Storage/Office.....	105	Power Plant/Turbine Lab.....	129
Lobby/Reception/Administration Office.....	106	Power Plant Lab.....	130
Computer Classroom.....	107	Men's Restroom.....	132
Office.....	108	Women's Restroom.....	133
LAN Room.....	108A	Janitor.....	134
Staff/Student Breakroom.....	112	Maintenance Hangar.....	136
Classroom.....	114, 115	Technical Library.....	138
General Classroom.....	116	NDI Lab.....	139
Air Frame Classroom.....	117	Lead Acid Battery.....	142
Helicopter Classroom.....	118	Restroom.....	143
Composites/NDT Classroom.....	119	NICAD Battery.....	144
Power Plant Classroom.....	120	Hazardous Materials.....	145
Avionics Lab.....	122	Tool Room.....	146
Composites Layout.....	123	Parts Room.....	147
Composites Sanding.....	124	Paint Room.....	148



ENROLLMENT SERVICES

Clover Park Technical College



Contact Us



4500 Steilacoom Blvd SW
Lakewood WA 98499



253-589-5666



studentrecords@cptc.edu



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



Clover Park Technical College does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. For inquiries, please contact Title IX coordinator James Neblett, Associate Vice President for Human Resources & Culture, 253-589-5533, james.neblett@cptc.edu; or Section 504/disability coordinator Sarah Addington, Manager of Student Disability Services, 253-589-5755, sarah.addington@cptc.edu. All offices are located in Building 17, 4500 Steilacoom Blvd SW, Lakewood, WA 98499. Non-discrimination statement is available in other languages at www.cptc.edu/non-discrimination.