



STUDENT INFORMATION PACKET

2024-2025

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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.



2024-2025 Enrollment & Quarterly Dates (Revised)

Rev. 10/8/24

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 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](#)).

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).

CTCLINK STUDENT ACCOUNT – View your enrollment date (registration appointment), register, view charges, update your personal information and more. Log in at www.cptc.edu/mycc. You must first activate your ctclink account to log in.

IMPORTANT QUARTERLY DATES

	Summer 2024	Fall 2024	Winter 2025	Spring 2025
*TUITION & FEES DUE DATES	June 17	Sept 16	Dec 16	Mar 10
FIRST DAY OF THE QUARTER	July 1	Sept 30	Jan 6	Mar 31
Last day to drop with 100% refund	July 8	Oct 4	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	Nov 14	Feb 19	May 13
LAST DAY OF THE QUARTER	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 for ways to pay.

	2024 - 2025 Academic Year
CPTC Financial Aid Application Process Due Dates	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.

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 at human.resources@cptc.edu; or Section 504/disability coordinator at disabilityresources@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.

ENROLLMENT SERVICES OFFICE

Location: Building 17, Lakewood Campus
 Phone: (253) 589-5666 | Email: studentrecords@cptc.edu
 Office Hours: Mon, Tue, Thur., 7:30am-4:30pm, Wed, 7:30am-6pm, Friday 7:30am-12pm
www.cptc.edu | www.cptc.edu/enrollment-services



Class Search & Registration Using Student Homepage

ctcLink ID Number	Student Homepage
<u>CURRENT/RETURNING STUDENTS</u> Activate your ctcLink account to retrieve your ID number. <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>	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.

ctcLink Student Homepage

Select a Value

View My Classes

View My Exam Schedule

Enrollment Dates

Class Search and Enroll

Terms prior to SUMMER 2022

Terms on or after SUMMER 2022

SUMMER 2022
Clover Park Technical College

SUMMER 2022
Columbia Basin College

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*.

Class Search and Enroll

Search For Classes

Enter keyword e.g. course, subject, class, topic

Additional ways to search

Favorites

Recently Viewed

Available Subjects

Accounting

Accounting (Transferable)

Adult Basic Education

Instructor Last Name contains word

Search

Cancel

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**

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 C09 - Class Nbr 17948	07/05/2022 - 09/02/2022	To be announced	Online	To be announced	Waitlist Available Places 10 of 10

Class Search & Registration Using MyCC (HighPoint)

ctcLink ID Number	MyCC - Mobile HighPoint
<u>CURRENT/RETURNING STUDENTS</u> Activate your ctcLink account to retrieve your ID number <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>	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 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

Bookstore

AVAILABILITY

Status: Open

Seats Open: 28/30

Wait List Open: 78/75

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
<u>CURRENT/RETURNING STUDENTS</u> Activate your ctcLink account to retrieve your ID number. <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>	You must first log in to your ctcLink Student Homepage <u>https://myaccount.ctclink.us</u>

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



CLOVER PARK
TECHNICAL COLLEGE



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://friendsofclaytonpark.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](http://www.cptc.edu/about/policies/conduct/student-conduct-faq)

Code of Conduct Policies & Procedures

[www.cptc.edu/about/
policies/conduct](http://www.cptc.edu/about/policies/conduct)

Student Concerns (Non-Academic)

[www.cptc.edu/student-
concerns-non-academic](http://www.cptc.edu/student-concerns-non-academic)

Student Concerns (Academic)

[www.cptc.edu/
student-concerns](http://www.cptc.edu/student-concerns)

Behavioral Intervention Team (BIT)

[www.cptc.edu/about/
policies/conduct/bit](http://www.cptc.edu/about/policies/conduct/bit)

A Better CPTC

[www.cptc.edu/about/
policies/conduct/
better-cptc](http://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 ctcLink 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*



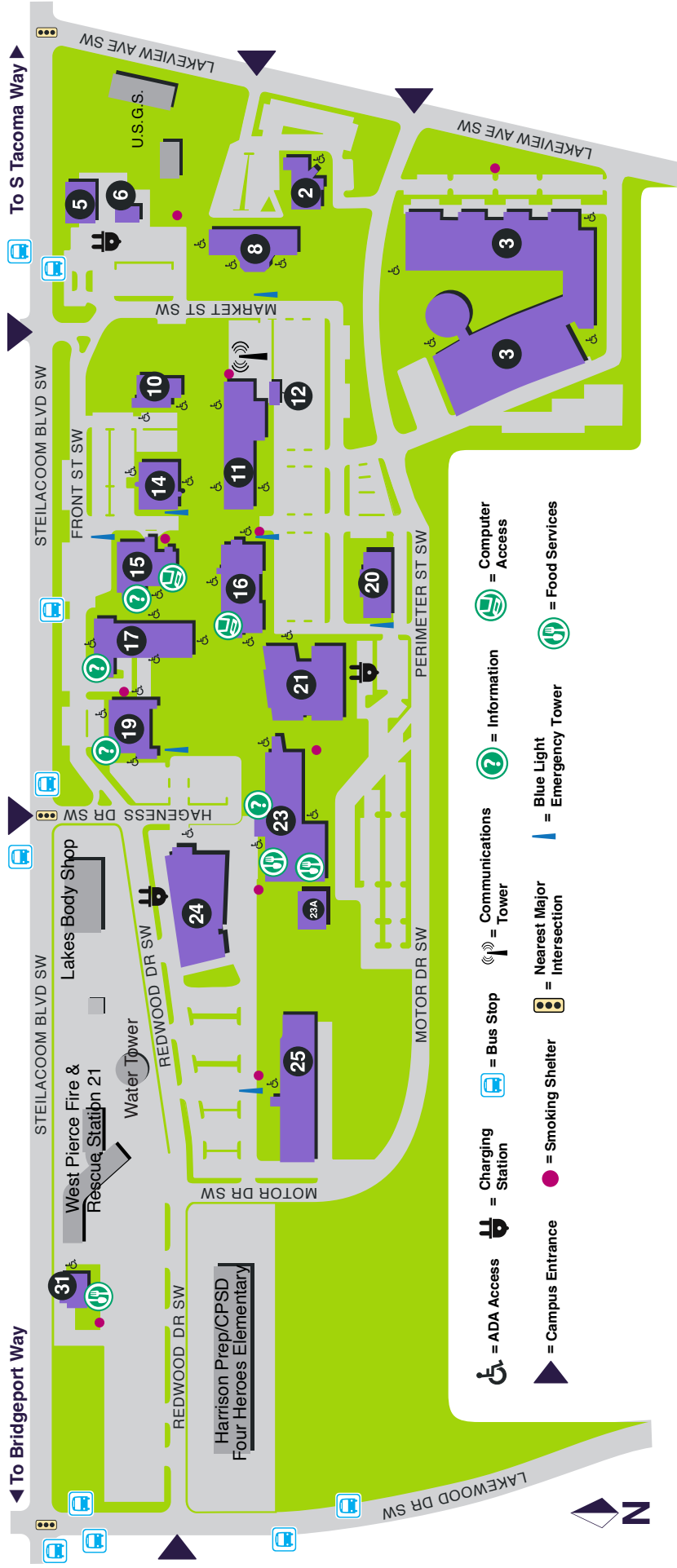
How do I request my Official Transcript?

You can request your official transcript online at www.cptc.edu/enrollment-services/transcripts for a fee of \$10 per transcript.



LAKEWOOD CAMPUS MAP

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



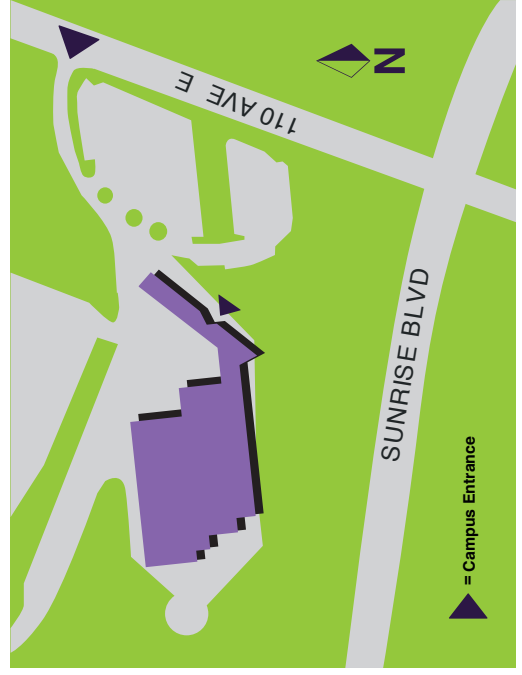
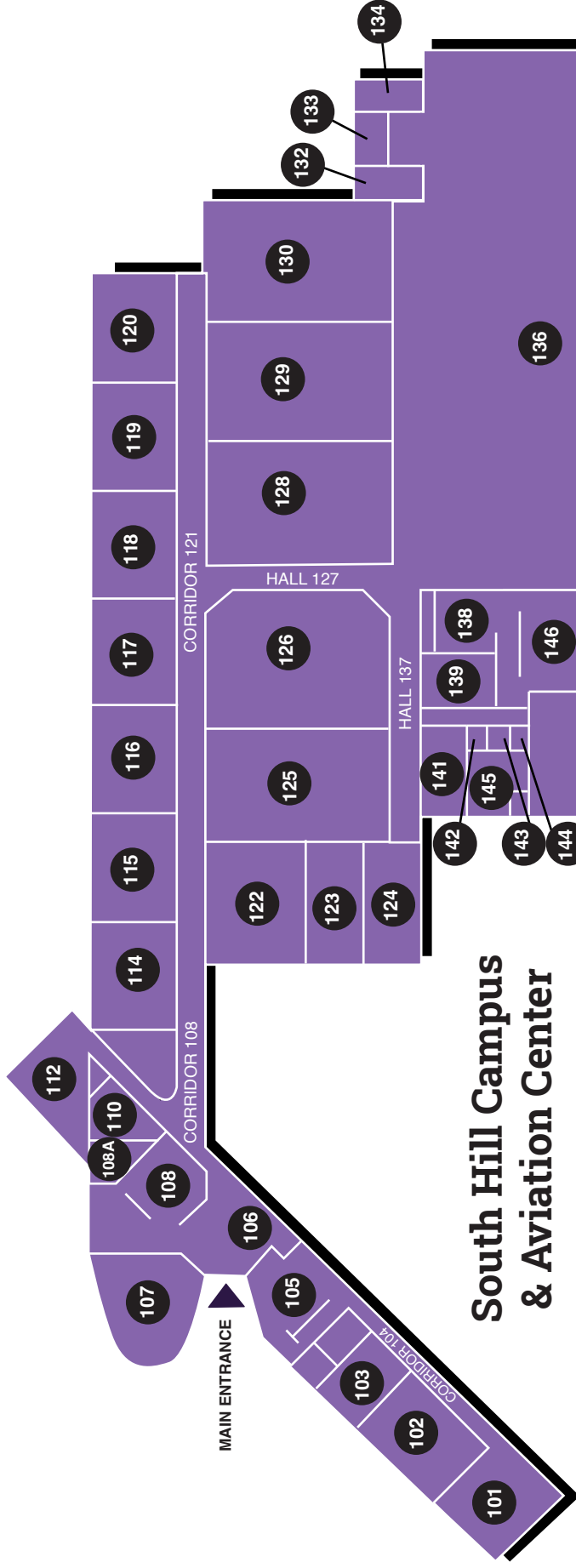
- = ADA Access
- = Bus Stop
- = Charging Station
- = Communications Tower
- = Information
- = Computer Access
- = Campus Entrance
- = Smoking Shelter
- = Nearest Major Intersection
- = Blue Light Emergency Tower
- = Food Services

Accounting.....	11	Library Computer Lab.....	15	President's Office.....	17
Administrative Offices.....	17	Maintenance and Grounds.....	25	Professional Pilot.....	SHC
Adult Basic Education.....	10	Manufacturing Technologies.....	24	Radio Station (KYTI Northwest Public Radio).....	11
Advising and Counseling.....	17	Marketing & Communications (in KYTI Offices).....	11	Rainier Room Cafe/Culinary Arts.....	31
Architectural Engineering Design.....	19	Math Labs.....	16/15	Registration.....	17
Assessment Center.....	17	McGavick Conference Center.....	23	Rotunda.....	3
Associated Student Government.....	23	Mechanics.....	24	Security Office.....	19
Aviation Maintenance Technician.....	SHC	Medical Assistant.....	21	Shipping/Receiving.....	23A
Automotive Programs.....	3	Medical Histology Technician.....	21	Student Aid and Scholarships.....	17
Boardroom.....	23	Medical Laboratory Technician.....	21	Student Programs and ASG.....	23
Bookstore.....	23	Multicultural Student Services/Mosaic Center.....	23	Student Records.....	17
Business Office.....	17	Nondestructive Testing (NDT).....	24	Student Services/Student Success.....	17
Career & Community Services.....	17	NOSS/Network Operations and Systems Security.....	24	Surge Technology.....	21
Cashier.....	17	Nursing.....	21	Tutoring Center.....	15
Central Service/Sterile Processing.....	21	NW Career & Technical High School.....	14	Veterans Benefits Office.....	17
Child Development Center.....	20	Office of the Vice President for Finance and Administration.....	17	Veterans Resource Center.....	2
Computer Programming.....	24	Office of the Vice President for Instruction.....	17	Warehouse.....	23A
Conference Center.....	23	Office of the Vice President for Strategic Development.....	17	Warehouse Office/Shop.....	23
Construction Technology.....	5	Office of the Vice President for Student Success.....	17	Welcome Center.....	17
Corporate Education.....	19	Pastry Arts.....	23	Welding Technology.....	25
Cosmetology.....	8	Personal Care Services.....	17	Workforce Development.....	17
Culinary Arts/Catering/Fine Dining.....	31	Pharmacy Technician.....	21	Workforce Development Eligibility Programs.....	17
Custodial Administration.....	14			WorkSource.....	16



SOUTH HILL CAMPUS MAP

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Paint Room.....	148



ENROLLMENT SERVICES

Clover Park Technical College



Contact Us



4500 Steilacoom Blvd SW
Lakewood WA 98499



253-589-5666



studentrecords@cptc.edu



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



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