



STATE & EDUCATIONAL EMPLOYEE TUITION WAIVER PACKET 2024-2025

Thank you for choosing CPTC! We are excited to have you join us.

Please carefully read the following information and steps for registration using the State and Educational Employee Tuition Waiver.

All forms required to complete your application and registration process are included in this packet.

If you have any questions, please contact the Enrollment Services Office at 253-589-5666 or email studentrecords@cptc.edu.

Enrollment Services Office Hours:

Monday, Tuesday, Thursday – 7:30am – 4:30pm

Wednesday – 7:30am - 6pm

Friday – 7:30am - 12:00pm

REGISTRATION DATES

Dates below are the earliest you can register for classes using the this tuition waiver. If you register prior to this date, you will be charged full tuition and fees, and no refund will be issued if you apply for the waiver after you register.

2024-2025 Registration Dates				
	Summer 2024	Fall 2024	Winter 2025	Spring 2025
CPTC Employees	July 3	Oct 2	Jan 8	Apr 3
Other Employees	July 5	Oct 3	Jan 9	Apr 4
Quarter Start	July 1	Sept 30	Jan 6	Mar 31

YOUR NEXT STEPS:

□ **ACTIVATE YOUR CTCLINK ACCOUNT**

- **For current and returning students only**, you must activate your student ctcLink account to retrieve your ctcLink ID number and access your student portal. See next page for details and activation instructions.

□ **ADMISSIONS** – Apply to CPTC online at www.cptc.edu/apply.

- Skip this step if you have completed the admission process within the last year and have a ctcLink ID number.

□ **HAVE ALL THE FOLLOWING REQUIRED FORMS COMPLETED**

1. **INSTRUCTOR PERMISSION** – Registration after the quarter starts require an instructor's permission.

- You may use the Instructor Permission Form included in this packet, or
- An email from the instructor allowing you to register after the quarter starts may be accepted.

Important Note: Make sure your permission indicates approval for late registration. CPTC employees register 2 days after, and all other state employees register 3 days after the quarter begins.

2. **ADD/DROP (REGISTRATION) FORM** – Complete the Add/Drop Form included in this packet.

3. **WA PUBLIC EMPLOYEE TUITION WAIVER FORM** – Complete the waiver form included in this packet.

- You and your supervisor or Human Resources/Personnel Office will complete and sign the appropriate sections of the waiver application.

□ **SUBMIT YOUR FORMS** – Submit all paperwork together. Paperwork received separately are considered incomplete and will automatically be denied, and registration will not be processed. Your registration will not be processed if all required paperwork is not received. Submit your paperwork to:

1. Enrollment Services Office, Building 17, Lakewood Campus,
2. Email to studentrecords@cptc.edu,
3. Upload using Virtual Drop Box: www.cptc.edu/virtual, select *Enrollment Services*,
4. Mail to: Enrollment Services, Attn: Tuition Waiver
4500 Steilacoom Blvd SW, Lakewood, WA 98499
5. Submit **all required paperwork together**. Paperwork received separately will be considered incomplete and will not be processed.

Required paperwork include:

□ **EMAIL CONFIRMATION** – An email confirmation will be sent to the email address provided on your registration form. You will be registered the morning of your registration date or date your packet is received if submitted after your registration date.

□ **PAY YOUR FEES** – Fees are due once enrolled. Failure to pay your fees will result in your class(es) being dropped for non-payment. You may pay:

1. Online by logging into your ctcLink student portal ([Student Homepage](#) or [MyCC Highpoint](#))
2. Phone with Cashier at 253-589-5505.



ADMISSIONS APPLICATION

Enrollment Services Office, Building 17 • 4500 Steilacoom Blvd SW, Lakewood WA 98499
 Phone: 253-589-5666 • Email: studentrecords@cptc.edu • Website: www.cptc.edu

To comply with federal laws, we are required to ask for your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). This information is used for several purposes: to administer financial aid, to verify academic records, to conduct research, and to report payments you made that may qualify you for a tax credit or a tax deduction on your income tax return. In keeping with state and federal law, the college will protect your SSN/ITIN from unauthorized use and disclosure. If you do not disclose your SSN/ITIN, you will not be denied admissions or enrollment to the college; however, you may be subject to an IRS penalty of \$50.

Please provide your legal sex as denoted on your birth certificate or driver's license per WAC 246-490-075 or WAC 308-104-0150. Gender Identity is collected after admission to the college and in student self-service.

ctcLink ID #	Previous Student ID # (if applicable)

*Required

BIO - DEMO INFORMATION

Title	First Name *	Middle Name	Last Name *	Suffix
Social Security Number/ITIN		Date of Birth (mm/dd/yyyy) *	Sex	
			<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Not Exclusively Female/Male	

ADDRESS

Address Type * <input type="checkbox"/> Home <input type="checkbox"/> Mailing <input type="checkbox"/> Temporary <input type="checkbox"/> Billing <input type="checkbox"/> Other			
Address (Street or P.O. Box) *		Apartment / Unit #	
		City *	State *
		Zip *	

CONTACT INFORMATION

<input type="checkbox"/> Mobile <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Business <input type="checkbox"/> Other	Phone (area code)	Ext.
<input type="checkbox"/> Mobile <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Business <input type="checkbox"/> Other	Phone (area code)	Ext.

EMAIL INFORMATION

<input type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> Campus <input type="checkbox"/> Other	Email Address *

EMERGENCY CONTACT INFORMATION

Emergency Contact Full Name	Emergency Contact Phone (area code)	Relationship

PROGRAM/PLAN INFORMATION

Student Type *	Award Type *	Enrollment Status *	Quarter & Year Plan Start *
First Year Reapplying/Returning Running Start Youth Technical High School Transitional Studies International Student Continuing Education	Certificate High School Diploma/Completion Associate Non-Award Seeking Baccalaureate Other: _____	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Other	<input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring 20_____
	Plan of Study *		

CITIZENSHIP & VISA INFORMATION

Are you a U.S. Citizen? *	If No, what type of VISA do you have? *	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Immigrant/Permanent Resident* # _____ <input type="checkbox"/> International Student: <input type="checkbox"/> F1 <input type="checkbox"/> M1 <input type="checkbox"/> Other _____ <input type="checkbox"/> Refugee or Conditional Entrant <input type="checkbox"/> Visitor <input type="checkbox"/> Other, Explain: _____	<i>*Please attach a copy of both sides of your Permanent Resident Alien Card or I-94 Card so we may determine your residency for tuition paying purposes.</i>

ACADEMIC HISTORY

Last <u>High School</u> Attended *		City *	State *
Dates Attended (mm/dd/yyyy) * to	Did you Graduate? * <input type="checkbox"/> No <input type="checkbox"/> Yes, provide graduation date (mm/dd/yyyy)		Do you have a? <input type="checkbox"/> High School Diploma <input type="checkbox"/> GED
Last <u>College/University</u> Attended		City	State
Dates Attended (mm/dd/yyyy) to	Did you Graduate? <input type="checkbox"/> No <input type="checkbox"/> Yes, provide graduation date (mm/dd/yyyy) _____		

ETHNICITY INFORMATION

Our system is committed to racial equity and equal opportunity for all students. We collect information on race, ethnicity, and other student demographic data to measure our progress and guide our efforts to achieve these goals. Response or non-response to this section will not affect your consideration for admission.

Are you Hispanic or Latino? Yes No

What is your race? Select one or more

<input type="checkbox"/> WHITE	<input type="checkbox"/> HISPANIC / LATINO		<input type="checkbox"/> AMERICAN INDIAN / ALASKA NATIVE		
	<input type="checkbox"/> Argentinian	<input type="checkbox"/> Spanish-American	<input type="checkbox"/> Alaskan Athabaskans	<input type="checkbox"/> Hopi	<input type="checkbox"/> Shoshone
<input type="checkbox"/> BLACK / AFR AMERICAN	<input type="checkbox"/> Central American	<input type="checkbox"/> Spanish-Mexican	<input type="checkbox"/> Alaska Native	<input type="checkbox"/> Iroquois	<input type="checkbox"/> Shoshone Bannock Tribes
<input type="checkbox"/> African American	<input type="checkbox"/> Chicana/Chicano/Chicanx	<input type="checkbox"/> Sudamericana/Sudamericano/Sudamericanx	<input type="checkbox"/> Aleutian	<input type="checkbox"/> Jamestown Sklallam Tribe	<input type="checkbox"/> Sioux
<input type="checkbox"/> Black	<input type="checkbox"/> Chilean	<input type="checkbox"/> Tejano	<input type="checkbox"/> American Indian	<input type="checkbox"/> Kalispel Tribe of Indians	<input type="checkbox"/> Skokomish Indian Tribe
	<input type="checkbox"/> Colombian	<input type="checkbox"/> Uruguayan	<input type="checkbox"/> Apache	<input type="checkbox"/> Kiowa	<input type="checkbox"/> Snoqualmie Indian Tribe
<input type="checkbox"/> NATIVE HAWAIIAN/ OTHER PAC ISLNR	<input type="checkbox"/> Costa Rican	<input type="checkbox"/> Venezuelan	<input type="checkbox"/> Bannock	<input type="checkbox"/> Klamath Tribes	<input type="checkbox"/> Spokane Tribe of Indians
<input type="checkbox"/> Guamanian/Chamorro	<input type="checkbox"/> Cuban		<input type="checkbox"/> Blackfoot	<input type="checkbox"/> Kootenai Tribe	<input type="checkbox"/> Squaxin Island Tribe
<input type="checkbox"/> Hawaiian	<input type="checkbox"/> Dominican		<input type="checkbox"/> Cherokee	<input type="checkbox"/> Lower Elwha Klallam Tribe	<input type="checkbox"/> Stillaguamish Tribe of Indians
<input type="checkbox"/> Samoan	<input type="checkbox"/> Ecuadorian		<input type="checkbox"/> Cheyenne	<input type="checkbox"/> Lumbee	<input type="checkbox"/> Suak Suiattle Indian Tribe
<input type="checkbox"/> Other Pacific Islander	<input type="checkbox"/> El Salvadorian		<input type="checkbox"/> Chickasaw	<input type="checkbox"/> Lummi Nation	<input type="checkbox"/> Suquamish Tribe
	<input type="checkbox"/> Galapagos Islander		<input type="checkbox"/> Chippewa	<input type="checkbox"/> Makah Tribe	<input type="checkbox"/> Swinomish Indian Tribal Community
<input type="checkbox"/> ASIAN	<input type="checkbox"/> Guajira/Guajiro/Guajirx		<input type="checkbox"/> Choctaw	<input type="checkbox"/> Muckleshoot Indian Tribe	<input type="checkbox"/> Tlingit
<input type="checkbox"/> Asian Indian	<input type="checkbox"/> Guatemalan		<input type="checkbox"/> Coeur d Alene Tribe	<input type="checkbox"/> Navajo	<input type="checkbox"/> Tohono O'Odham
<input type="checkbox"/> Chinese	<input type="checkbox"/> Hispanic		<input type="checkbox"/> Comanche	<input type="checkbox"/> Nez Perce Tribe	<input type="checkbox"/> Tulalip Tribes
<input type="checkbox"/> Cambodian	<input type="checkbox"/> Honduran		<input type="checkbox"/> Conf Salish & Kootenai Tribes	<input type="checkbox"/> Nisqually Indian Tribe	<input type="checkbox"/> Upper Skagit Indian Tribe
<input type="checkbox"/> Filipino	<input type="checkbox"/> La Raza		<input type="checkbox"/> Conf Tribes/Bands of Yakama Nation	<input type="checkbox"/> Nooksack Indian Tribe	<input type="checkbox"/> Yaqui
<input type="checkbox"/> Hmong	<input type="checkbox"/> Latina/Latino/Latinx		<input type="checkbox"/> Conf Tribes of Chehalis Reservation	<input type="checkbox"/> Osage	
<input type="checkbox"/> Japanese	<input type="checkbox"/> Mestiza/Mestizo/Mextiz		<input type="checkbox"/> Conf Tribes of Colville Reservation	<input type="checkbox"/> Paiute	
<input type="checkbox"/> Korean	<input type="checkbox"/> Mex-Amer, Mexican		<input type="checkbox"/> Conf Tribes of Grand Ronde	<input type="checkbox"/> Pima	
<input type="checkbox"/> Laotian	<input type="checkbox"/> Morena		<input type="checkbox"/> Conf Tribes of Siletz Indians	<input type="checkbox"/> Port Gamble Sklallam Tribe	
<input type="checkbox"/> Mienh	<input type="checkbox"/> Nicaraguan		<input type="checkbox"/> Conf Tribes of Umatilla	<input type="checkbox"/> Potawatomi	
<input type="checkbox"/> Other - Asian	<input type="checkbox"/> Nuevo Mexicano		<input type="checkbox"/> Conf Tribes of Warm Springs	<input type="checkbox"/> Pueblo	
<input type="checkbox"/> Thai	<input type="checkbox"/> Other - Hispanic		<input type="checkbox"/> Cowlitz Indian Tribe	<input type="checkbox"/> Puget Sound Salish	
<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Panamanian		<input type="checkbox"/> Cree	<input type="checkbox"/> Puyallup Tribe	
	<input type="checkbox"/> Paraguayan		<input type="checkbox"/> Creek	<input type="checkbox"/> Quileute Tribe	
<input type="checkbox"/> OTHER NOT LISTED	<input type="checkbox"/> Peruvian		<input type="checkbox"/> Crow	<input type="checkbox"/> Quinault Indian Nation	
<input type="checkbox"/> _____	<input type="checkbox"/> Puerto Rican		<input type="checkbox"/> Delaware	<input type="checkbox"/> Samish Indian Nation	
<input type="checkbox"/> _____	<input type="checkbox"/> South American		<input type="checkbox"/> Eskimo	<input type="checkbox"/> Seminole	
	<input type="checkbox"/> Spanish		<input type="checkbox"/> Hoh Indian Tribe	<input type="checkbox"/> Shoalwater Bay Indian Tribe	

SUPPLEMENTAL QUESTIONS

<p>Have you been in Washington State, federal, or tribal foster case for at least one day since your 13th birthday? Former Foster Youth may qualify for educational benefits and support services. *</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Has either of your parents earned a High School Diploma? *</p> <p style="text-align: right;"><input type="checkbox"/> Prefer not to answer</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Has either of your parents earned a bachelor's (4-year) degree? *</p> <p style="text-align: right;">Prefer not to answer</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Are you currently employed? *</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If employed, are you employed full-time? *</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If not employed, are you seeking employment? *</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Veterans and/or their dependents may qualify for educational benefits. Please indicate if you would like additional information. *</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

NON-DISCRIMINATION STATEMENT: 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 Melissa Medina, Manager of Student Disability Services, 253-589-5755, melissa.medina@cptc.edu. All offices are located in Building 17, 4500 Steilacoom Blvd SW, Lakewood, WA 98499.

CPTC non-discrimination statement is available in other languages at www.cptc.edu/non-discrimination.

ACKNOWLEDGEMENT

<p>Student Signature</p>	<p>Date</p>
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RESIDENCY FORM

Enrollment Services Office
 4500 Steilacoom Blvd SW, Lakewood WA 98499
 Phone: 253-589-5666 | Email: residency@cptc.edu

*Required

ctcLink ID #	Previous Student ID # (if applicable)	Full Name
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Email Address

RESIDENCY QUESTIONS

Do you understand your response to residency questions will not affect your consideration for admissions? *	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a U.S. Citizen? *	<input type="checkbox"/> Yes <input type="checkbox"/> No
If NO , what type of visa do you have? Please attach documentation so we may determine your residency for tuition paying purposes.	<input type="checkbox"/> Immigrant/Permanent Resident <input type="checkbox"/> International Student (F1/M1) <input type="checkbox"/> Refugee or Conditional Entrant <input type="checkbox"/> Visitor <input type="checkbox"/> Other, Explain _____
Have you lived in the State of Washington for the past 12 consecutive months? *	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a Driver's License or state ID? * If YES , which state issued your license or ID? * _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a registered vehicle? * If YES , which state issued your vehicle registration? * _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you receiving financial assistance from another state? * If YES , which state provides your financial assistance? * _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you under the age of 24? * If YES , answer questions a & b below.	<input type="checkbox"/> Yes <input type="checkbox"/> No
a) For the current or past calendar year, will/did your mother, father, legal court-appointed guardian claim you as a dependent for federal income tax purposes? *	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Has your mother, father, or legal court-appointed guardian lived in the State of Washington for the past 12 consecutive months? *	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you an active-duty member of the U.S. Armed Forces or Washington National Guard? *	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you the spouse/dependent of an active-duty military person stationed in Washington or an active-duty member of the Washington National Guard? *	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES , have you separated from active duty in the last 12 months? *	<input type="checkbox"/> Yes <input type="checkbox"/> No

Tuition for CPTC is calculated based on your residency status. Detailed information, please visit: www.cptc.edu/enrollment-services/residency.

By signing this document, I am confirming that the information provided is true and correct to the best of my knowledge. I understand that my response to these questions will not affect my admission to Clover Park Technical College.

ACKNOWLEDGEMENT

Student Signature	Date
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Office Use Only		
Received Date _____	Received By _____	Classification By _____
Residency Classification		
<input type="checkbox"/> Resident	<input type="checkbox"/> Non-Resident	<input type="checkbox"/> Undetermined
<input type="checkbox"/> Active Military Duty	<input type="checkbox"/> Permanent Resident (verified)	<input type="checkbox"/> Refugee
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Non-Resident Waiver (29)
		<input type="checkbox"/> International



Students using the WA Public Employees Tuition Waiver register after the quarter starts. CPTC employees register after day 2, and all other state and educational employees register after day 3 of the quarter. ([CPTC Policy 3.20](#))

INSTRUCTOR APPROVAL - LATE REGISTRATION

(State and Educational Employee Tuition Waiver)

Student's Name: _____

Student ID Number: _____

Summer Fall Winter Spring Year _____

Class Item Number: _____ Course ID: _____

Class/Program: _____

Class/Program Start Date: _____ Start Time: _____

Enter approval expiration date and/or enrollment restrictions such as: enroll only if prerequisites are met and class is not full. If left blank, approval will be honored as permission to enroll with no restrictions within the quarter indicated above.

Approval Expiration Date: _____

Restrictions: _____

Instructor Name: _____

Instructor's Signature

Date



WA State and Educational Employee Tuition Waiver Application

(Space Available)

Section 1 To be completed by eligible state employee (See Reverse for eligibility and registration information)				
ctcLink ID Number	Last Name	First Name	MI	
Address	Apt#	City	State	Zip
Cell Phone	Other Phone		Date of Birth (MM/DD/YY)	
Name of Agency/Department/Institution		Position Title		
How long at this Position (Yrs/Mos)		E-Mail Address		
I have read all the eligibility and registration instructions on the reverse side. By signing, I affirm that I meet the eligibility requirements and agree to the registration instructions		Signature		Date
Section 2 To be completed by employee's supervisor or personnel office. (See reverse for eligibility information)				
Name (Please Print)			Job Title	
Name of Agency/Department/Institution			Phone Number	
Address of Agency/Department/Institution		City	State	Zip
Please check the appropriate box.				
<input type="checkbox"/> I certify the person listed above is an eligible employee halftime or more <input type="checkbox"/> I certify the person listed above is an eligible K-12 teacher or other certified instructional staffholding or seeking a valid endorsement and assignment in the state –identified shortage area of _____				
Pursuant to RCW28b.15.588 State and Educational Employees Tuition Waiver, Clover Park Technical College will waivetuition (operating and building fees) and services and activities fees for state employees and teachers and K-12 staff as listed below:				
Permanent employees in classified service under RCW 41.56 (State Civil Service Law				
<input type="checkbox"/> Permanent employees governed by RCW41.56 (Public Employees Collective Bargaining) <input type="checkbox"/> Permanent employees and exempt paraprofessional employees of technical colleges <input type="checkbox"/> Faculty, counselors, librarians and exempt professional/administrative employees at institutions of highereducation <input type="checkbox"/> Teachers and other certificated instructional staff at public common and vocational schools holding or seeking a valid endorsement and assignment in a state-identified storage area. <input type="checkbox"/> Classified staff employed at K-12 public schools, when the employee is taking courses relevant to their workassignment.				
Under the eligibility requirements listed on the reverse side, I certify that the person listed above is eligible to enroll using the state tuition waiver.				
Signature			Date	

Eligibility requirements and registration instructions on next page.

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**CLOVER PARK TECHNICAL
COLLEGE PROCEDURE**

[\(CPTC Policy 3.20\)](#)

PROCEDURE

1. All public employees using the State and Educational Employees Tuition Waiver will apply for admission to Clover Park Technical College using either the online or paper application.
2. All public employees using this waiver will obtain permission from the Registrar or designee prior to registering for the classes.
3. Clover Park Technical College employees may register on a space available basis after day two (2) of the class start date.
 - a. Instructor Permission is required.
 - b. CPTC employees may not register prior to day two of the quarter to hold space in a class. There will be no refund to change to the tuition waiver.
 - c. If registering prior to day two of the class start date, full tuition and fees must be paid.
4. All other state and educational employees may register on a space available basis after day three (3) of the class start date. Instructor permission is required.
 - a. Must provide documentation of public employment in Washington State.
 - b. State and Educational Employees may not register prior to day three (3) of the class start date.
 - c. If registering prior to day three of the class start date, full tuition and fees must be paid. There will be no refund to change to the tuition waiver.
5. Students will pay fees upon registration to avoid being dropped for non-payment.
 - a. If using a voucher to pay fees, please contact the Senior Funding Specialist at agencyfunding@cptc.edu or 253-589-5663.

FEES: \$20.00 per credit up to ten (10) credits per quarter. In addition, students will be charged the comprehensive fee and may also incur special course fees, background check and testing fees.

Director of Enrollment Services/Registrar, or designee	Date
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ADD/DROP FORM

REGISTRATION & SCHEDULE CHANGE

INSTRUCTOR APPROVAL CODE

- O** – Class is full - overload student
- R** – Student may admit/register for course
- V** – Variable credit – instructor must provide # of cr.
- A** – Student may audit course
- W** – Waive course or program requisites

CTCLINK ID # _____ PREVIOUS SID # (if applicable) _____ QUARTER/YEAR _____

LAST NAME _____ FIRST NAME _____ MIDDLE INITIAL _____

REQUEST TYPE (check one)		COURSE TITLE	CLASS #	INSTRUCTOR APPROVAL	
				INSTRUCTOR SIGNATURE	APPROVAL CODE (see above)
ADD	DROP*				

*If dropping classes, provide reason(s): _____

Adding/Registering for Classes

Adding classes may result in additional tuition and fees. You are responsible for your full tuition and fees by the quarter's fee due date. Students registering after the due date must pay full tuition and fees within 2 business days. Failure to pay full tuition and fees may result in all classes being dropped for non-payment.

Dropping/Withdrawing from Classes

If you receive financial aid, veterans' benefits, or other tuition assistance, it is recommended you check with your funding office to find out how this may affect your financial assistance and eligibility.

Tuition & Fee Updates

Changes to your schedule may result in additional tuition and fees or refund. Please allow 24 hours for the system to recalculate your tuition and fees after your request is processed. You may view your account balance in your ctcLink Student Homepage under Financial Account.

Refunds

All refunds must be reviewed. Please allow 2-3 weeks for processing.

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I have read the information above and have returned all college owned equipment, books, and/or supplies.

PRINT NAME _____

STUDENT SIGNATURE _____

TODAY'S DATE _____

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.

