

# CLOVER PARK TECHNICAL COLLEGE

## Enrollment Services Office

Located in the lobby of Building 17, Lakewood Campus

Office Hours: Monday - Thursday 8:00 am-5:00 pm, Friday 8:00 am-12:00 pm

Website: [www.cptc.edu/enrollment-services](http://www.cptc.edu/enrollment-services) Email: [studentrecords@cptc.edu](mailto:studentrecords@cptc.edu) Phone: (253) 589-5666

### 2021-2022 Quarterly Registration Dates

	Summer 2021	Fall 2021	Winter 2022	Spring 2022
Priority Registration	May 7	May 7	Nov 5	Feb 4
Continuing Student Registration	May 10-13	May 10-13	Nov 8-11	Feb 7-10
Open Registration	May 14 – July 7	May 14 – Sept 28	Nov 12 – Jan 4	Feb 11 – Apr 5

### Student registration times are scheduled on the basis of their status

**Priority Registration:** Running Start, Technical High School, Adult High School, International students, and qualified veterans and spouses using VA education benefits. **Please note: Summer priority registration does not include Running Start students.**

**Continuing Student Registration:** Students currently enrolled in program or general education courses. Registration access time based on the number of credits earned at CPTC. Continuing prof-tech and general education students may register in first quarter program classes.

**Open Registration:** All students admitted to CPTC. Students must have their education plans completed.

**REGISTRATION ACCESS** – Please check when your registration appointment online at [www.cptc.edu/register](http://www.cptc.edu/register), under Registration Access. Please note, the date and time for continuing student group registration may vary.

**MY CLOVER CONNECTION (MyCC)** - Students may go online to check their registration access, register, withdraw, pay fees, print unofficial transcript, view waiting lists, check their class schedule and more. Go to at [www.cptc.edu/mycc](http://www.cptc.edu/mycc). To login, use your CPTC student ID number and student PIN. **Note: Student PIN is typically your six digit birth date in this format: MMDDYY.**

	Summer 2021	Fall 2021	Winter 2022	Spring 2022
<b>*TUITION &amp; FEES DUE DATES</b>	June 22	Sept 13	Dec 20	Mar 21
<b>FIRST DAY OF THE QUARTER</b>	July 6	Sept 27	Jan 3	Apr 4
Last day to withdraw with 100% refund	July 12	Oct 1	Jan 7	Apr 8
Last day to withdraw with 50% refund	Aug 2	Oct 22	Jan 31	May 2
Graduation Application due date	July 30	Oct 22	Jan 28	Apr 29
Last day to withdraw with "W" grade	Aug 23	Nov 16	Feb 23	May 24
Date students has earned 100% of Fin Aid funds	Aug 11	Nov 15	Feb 21	May 21
<b>LAST DAY OF THE QUARTER</b>	Sept 3	Dec 15	Mar 22	June 21
Quarterly grades available online	Sept 10	Dec 22	Mar 29	June 28

**\*Tuition and 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 student registering during the Open Registration period.

CPTC Financial Aid Application Process Due Dates	Summer 2021	Fall 2021	Winter 2022	Spring 2022
	May 28	Aug 27	Dec 3	Mar 4

Students using financial aid must complete the CPTC Financial Aid application process by the due date listed above.

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