## Registration Information Packet

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Enrollment Services Office
Go to **Schedule Planner**, [www.cptc.edu/planner](http://www.cptc.edu/planner). Select the Quarter you will register for and click “Select Courses”.

Click “View Course List” at the bottom of the page. Classes are listed alphabetically. **Select your classes.** You can either click on the letter your class begins with, or scroll down the list of classes.

Once you have all your classes listed, click “Submit Selections”.

You will see a list of classes that have openings. **Check the box** next to the specific class schedule you want to register for. Once you are done, click “Register”.

Enter your SID and PIN to complete the registration process. Make sure all your classes have been added under “This is your schedule”.

Once you’ve verified the correct classes have been added to your schedule, click “Finish” at the bottom right.

To print your class schedule, click on “View My Schedule” at the top left corner. Press CTRL+Print (Windows) or Command+P (Mac).

For more registration resources and ‘How-To’ videos, go to [www.cptc.edu/register](http://www.cptc.edu/register)
Web Registration

Student ID Number

“XXX-XX-XXXX”
Go to www.cptc.edu/mycc
Under “INFORMATION”
Click on “Look Up Your SID”

Student PIN

“MMDDYY”
Your PIN is typically your
date of birth

Education Plan

Your program Education Plan is available on-line at
www.cptc.edu/advising/edplans

1
Be sure to have the 4-digit class item numbers ready. You can obtain them by viewing the quarterly class schedule at www.cptc.edu/schedule.

2
When you are ready with your class item numbers, go to www.cptc.edu/register. Click “WEB REGISTRATION”.

3
Enter your SID and PIN.
Select the quarter you are registering for.
Click “Register”.

4
Enter each item number into the boxes on the left column. You can only enter five item numbers at a time. Click “Submit Add/Drop”.

4A
If you have more item numbers, enter them into the boxes and click “Submit Add/Drop”.
You may also Drop classes by entering the class item number and clicking “Submit Add/Drop”.

5
Make sure all your classes have been added under “This is your schedule.” Once you have verified the correct classes have been added to your schedule, click “Finish”.

6
To print your class schedule, click on “View My Schedule” at the top left corner. Press CTRL+Print (Windows) or Command+P (Mac)

For more registration resources and 'How-To' videos, go to www.cptc.edu/register.
Step 1: New Email Accounts
- Go to www.cptc.edu/mycc
- Click on “Student Email” under “CANVAS & STUDENT EMAIL”
- Enter Username and Password according to these guidelines:

1. **Username** - Your last name up to 16 characters, followed by the last 4 of your Student ID number "@students.cptc.edu". Hyphenations in last names will be included.
   Ex: smith-torres1234@student.s.cptc.edu

2. **Password** - Your default password format is "cptc" followed by your birth date: 2 digits for the day, the first 3 letters of the month with the first letter capitalized and the 4 digits of the year.
   Ex: July 17, 1980 = cptc17Jul1980

Step 2: Change Your Password
- It is recommended that you immediately change your password to prevent misuse of your account. Follow these steps to change your password:
  • Log in to your student email account.
  • Click on your profile at the top right of the page.
  • Click on "View Account".
  • Click "CHANGE PASSWORD".
  • Enter your current and new passwords - your new password must be at least 8 characters, contain minimum 1 upper case letter, 1 special character and a number.
  • Click "Submit".

Step 3: Log In & Check Your Email
- Use your student email address to log in to computers on campus, and to access your email with Microsoft Office 365.

Check your email regularly for College updates and important information regarding your program, classes, registration, financial aid, etc.

Problems or Questions?
Contact the Learning Resource Center Help Desk Bldg. 15, Lakewood Campus
253-589-5820
www.cptc.edu/lrc/email-help/faqs_0365
Schedule an Appointment at www.cptc.edu/virtual.

About Email
Your CPTC Student email is free and automatically created within three (3) business day of your application acceptance.

Instructions for setting up your account are sent to the email address you provided the college at time of admission. Accessing your mailbox requires a username and password.

Check Email
CPTC provides email accounts to students as a tool for sharing important college information.

E-mail is the official communication within CPTC. The College reserves the right to send official communications to the College e-mail address assigned to all students.

The college expects every student will receive email at their CPTC address, and the student will read their email on a frequent and consistent basis.

Setup & Recovery
Once you have setup your email, you will be required to setup a recover email/phone/text number.
AUTOMATED WAITING LIST

Automatic Registration
If a student registers for a class that is full, the system will ask if they would like to be on a waiting list for the class. If they answer yes, they will be added to the automated waiting list. As students change their schedules and drop classes, the system will automatically register the next person on the waiting list for the openings created.

Notification of Enrollment
Student will be notified of enrollment in a waitlisted class via the student’s class schedule online. Students on waiting lists should check their schedule daily. They also may check their waiting list position or remove themselves from the waiting list.

Once a student has been added to the class from the waiting list, they must pay their fees by the quarter’s tuition and fee due date to secure their registration. For specific quarter fees due date, go to www.cptc.edu/register.

If the registration occurs after the fee due date, the fees will be due in full at time of enrollment. For payment plan options, go to www.cptc.edu/tip.

Directions to Check Waitlist
1. Go to www.cptc.edu/mycc, click “Check Waitlist”
2. Enter your Student ID number (9 digits)
3. Enter your PIN, typically your birth date (MMDDYY)
4. Click on “Display My Waitlist”

It is important for a student to check their schedule online regularly.

If you do not see the class you are waitlisted for, please check your class schedule to verify that you were enrolled off the waitlist and into the class.

To view your class schedule, go to www.cptc.edu/mycc and click on “Get Your Schedule”. You will enter your SID and PIN as you did while checking your waitlist.

Availability
Automated waiting lists are available for all students registering each quarter and will be in service when registration begins. For specific quarter registration dates, go to www.cptc.edu/register.

Automated Waiting List access availability:
Monday - Friday
• 6:30AM - 11:00PM
Saturday & Sunday
• 24 Hours

The waiting list closes at 5:00PM on the 2nd day of the quarter. Late enrollment into classes that have already started will be by instructor permission only.

Contact
Enrollment Services Office
253-589-5666
studentrecords@cptc.edu
Building 17, Lakewood Campus

In-Person Services:
• Tuesday - Thursday
  8:00 AM - 5:00 PM

Phone & Email Services:
• Monday 8AM - 5PM
• Friday 8AM-12PM
Taking Classes Online?

Please go to [www.cptc.edu/online](http://www.cptc.edu/online) 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/online/about](http://www.cptc.edu/online/about).

Logging Into Your Canvas Classroom

- Go to [https://cptc.instructure.com](https://cptc.instructure.com)
- Canvas will use your Student ID number as your username.
- Your password is the first 8 letters of your last name. If your last name is less than 8 letters, repeat until you reach 8. Ex: “Doe” = doedoe
- You may see a Canvas Student Orientation for students as the first module in your online Canvas class.
ONLINE BOOK & PROGRAM KIT SEARCH

Go to: cptc.bncollege.com/shop/cptc/home

Under TEXTBOOKS
Select FIND TEXTBOOKS

Input the Term, Department, Course and Section.

Click on FIND MATERIALS.

Contact
Email: SM8227@bncollege.com
Phone: 253-589-5614
Website: www.cptc.bncollege.com
Apply for Scholarships

CPTC Foundation Scholarships: For current and prospective students.
• Schedule an Appointment at www.cptc.edu/virtual
  • (253) 589-6082 | rae.baghirov@cptc.edu
  • https://friendsofcloverpark.org/

Student Emergency Assistance Program (SEAP): When funding is available, emergency assistance may help students meet emergency financial needs.
• (253) 589-6082
  • https://friendsofcloverpark.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, under Advising & Counseling
  • (253) 589-5701 | kevin.kildun@cptc.edu
  • 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.
• (253) 589-5636 | rosalinda.castro@cptc.edu
  • www.cptc.edu/advising/foster-youth

CPTC Opportunity Grant (OG): Provides financial assistance based on student need and grant availability.
• Building 16, Room 105
  • (253) 589-4311
  • www.cptc.edu/workforce-development

Basic Food, Employment and Training (BFET): Provides employment training and services for eligible food stamp recipients.
• Building 16, Room 105
  • (253) 589-4311
  • www.cptc.edu/workforce-development

CPTC WorkFirst Program: Provides financial assistance and support services to students on TANF.
• Building 16, Room 105
  • (253) 589-4311
  • 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 16, Room 105
  • (253) 589-4311
  • www.cptc.edu/workforce-development

Scholarship Sites
www.thewashboard.org
www.finaid.org
www.fastweb.com
www.collegeplan.org

iGrad
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
Zoom: www.cptc.edu/virtual
www.cptc.edu/veterans

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
GETTING STARTED

I completed my admission application into CPTC. When do I register for my classes?

If you completed your admission application online, you will receive an email with your student ID number (SID) 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 a student ID number and directed to meet with an Entry Coordinator.

- www.cptc.edu/virtual for hours and available services
- Phone: 253-589-5806
- Email: admissions@cptc.edu

To find out your registration date and time, go to www.cptc.edu/register, and click on ‘When Can I First Register?’

How do I find My Clover Connection (MyCC)?

You can visit My Clover Connection at www.cptc.edu/mycc.

My Clover Connection (MyCC) is where enrolled CPTC students can manage their schedules, finances and personal information. Through My Clover Connection, you are able to update your information, check your waitlist, get your class schedule, pay your fees, view your unofficial transcript, and much more.

I forgot my Student ID Number (SID) and PIN or is getting an ‘incorrect SID or PIN’ error message.

You may look up your SID online at My Clover Connection (www.cptc.edu/mycc) under ‘Information’. Your PIN is default to your date of birth; MMDDYY format. You may also contact Enrollment Services for assistance.

Where do I find what classes CPTC is offering or the class item numbers?

You may view the full class listings online at www.cptc.edu/register or by using the Schedule Planner. Schedule Planner is a useful tool if you want to view only open classes. Use the Class Schedule to view all classes, including those that are full. As a reminder, you have the option to add yourself to the waitlist for classes that are full.

I don't know what classes to register for.

Review your Education Plan for a list of your classes by quarter, or connect with your program Counselor in Advising & Counseling.

I need to contact an instructor, how do I find their information?

Find an instructor’s contact information at www.cptc.edu/instruction-directory.
FREQUENTLY ASKED QUESTIONS

REGISTRATION ERRORS

I’m registering for a class, and it’s automatically adding another class.
The class you’re registering for is linked. If you’re registering for an English or Math class, the class cannot be split; you will need to select another section. If you’re registering for a program class, you will need to contact your program instructor for written permission to split the class, then provide the permission to the Enrollment Services Office.

I’m getting one of the following registration block error messages:

- **Invalid fee pay status** - if you’re a Running Start or NWCTHS student, you must contact your advisor for registration instructions.

- **Invalid registration appointment date or time** - you may be registering before your access time. Check your registration access at [www.cptc.edu/register](http://www.cptc.edu/register), click on ‘When Can I First Register?’

I’m getting a ‘you have not met the prerequisite for this class’ error message and am unable to register.
This typically means you have not completed or currently enrolled in a class(es) required for this course. Review your Education Plan to make sure you’re enrolling in the correct class sequence. If you have questions, connect with your program Counselor in Advising & Counseling.

The class I’m trying to register for says ‘permission is required to register for this class’.
This class is permission-only and will need either an entry code or the instructor’s written permission. Contact the instructor for the class. If you’re provided an entry code, you will be prompted in the online web registration to enter this code. If you’re provided a written permission, you will need to submit a paper or online Registration or Add/Withdrawal Form and upload the instructor permission (a screen shot or photo of the instructor’s permission is acceptable).

I have an instructor’s permission, where do I send this to?
An instructor’s permission to enroll in a class must be included with your Registration or Add/Withdrawal Form. You can access these forms online at [www.cptc.edu/esforms](http://www.cptc.edu/esforms). You will be prompted to upload your permission with your form.

The entry code I was given is not working.
Entry codes are class specific. Make sure you’re entering the correct course item number with the appropriate entry code. If you continue to have difficulties, contact your instructor or the Enrollment Services Office.
FREQUENTLY ASKED QUESTIONS

I HAVE OTHER QUESTIONS...

**After I register for classes, what do I do next?**

After you register for classes, make sure you have your funding in place. Connect with your funding source(s) to make sure your application is complete. We encourage you to review the Registration 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.

**If the class I need is full, what do I register for?**

If a class is full, you have the option to place yourself on the automated waiting list; otherwise, review your program Education Plan for other classes you may enroll for. If you need assistance, connect with your program Counselor in Advising & Counseling.

**I'm on a waitlist, how does this work? Will someone contact me if I get in?**

The waitlist automatically enrolls the next student in que when a spot becomes available. You will not be notified if you get into the class. Make sure to monitor your waitlist regularly. If you don’t see the class you waitlisted for, check your class schedule to verify you were enrolled into the class. To view your waitlist, go to [www.cptc.edu/mycc](http://www.cptc.edu/mycc), click on ‘Check Waitlist’.

**How do I get a copy of my schedule?**

You can get a copy of your current or previous class schedule online at [www.cptc.edu/mycc](http://www.cptc.edu/mycc), then click on “Get Your Schedule”.

**I no longer want to be registered for a class, what should I do?**

If you no longer want a class you are registered for, you must officially withdraw from the class. To withdraw/drop your class(es):

1. **Prior to the start of the quarter** - go to [www.cptc.edu/register](http://www.cptc.edu/register) and log into your registration access through WEB REGISTRATION. You will have the option to add or drop classes.
2. **Beginning the 1st day of the quarter** - you will need to submit an online Add/Withdrawal Form ([www.cptc.edu/esforms](http://www.cptc.edu/esforms)).

For withdrawal and refund dates, go to [www.cptc.edu/academic-calendar](http://www.cptc.edu/academic-calendar). We recommend you speak with financial aid or your funding agency before dropping your class to ensure your funding will not be affected.

**When will 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 a credit card will be refunded back to the credit card used. Payments made by check or cash will be refunded in the form of a check and mailed to the address on file.
Why is my tuition this amount? What is the difference between tuition and fees?

You may contact our Student Financial Accountant, Amanda Crespo at amanda.crespo@cptc.edu for details on your charges or other charge related questions.

My tuition is being paid by financial aid, Worker Retraining, VA Benefits, or another agency.

Students are responsible for their tuition and fees upon registration into classes. If you have funding through financial aid or any other agency, it is your responsibility to make sure you follow up with your funder by the quarter’s Tuition and Fee deadline to prevent being dropped from your classes for non-payment or owing the College.

Applied for financial aid? View your award information online at www.cptc.edu/financial-aid, click "Financial Aid Student Portal".

When do I get my grades at the end of the quarter?

The college does not mail grades at the end of the quarter. Log in to "Online Grades" at www.cptc.edu/mycc to see your grades once they become available online.

View dates when quarterly grades become available online at www.cptc.edu/academic-calendar.

How do I find out if I have completed all required classes for my program?

Degree Audit allows you to log-in using your SID and PIN, choose your program, and provides you with the list of classes you have completed and/or the classes you will need to complete for your certificate or degree. You can access Degree Audit online at www.cptc.edu/mycc, under Enrollment Services.

How do I request my Official Transcript?

Go to www.cptc.edu/mycc, click on Order Official Transcript. There is a charge of $10 per official transcript. Only major debit/credit cards accepted.

For more information, visit our site at www.cptc.edu/enrollment-services
Go to: www.cptc.edu/virtual

Quick way to find up-to-date information on offices and the type of services offered; i.e. walk-ins, appointments, video, phone.

- Department Office Hours
- Virtual Lobby Services
- Scheduling an Appointment

VIRTUAL DROP BOX

Convenient and secure way to submit your paperwork to select offices on campus.
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 Email: studentrecords@cptc.edu Phone: (253) 589-5666

2021-2022 Quarterly Registration Dates

<table>
<thead>
<tr>
<th>Priority Registration</th>
<th>Summer 2021</th>
<th>Fall 2021</th>
<th>Winter 2022</th>
<th>Spring 2022</th>
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<tbody>
<tr>
<td>May 7</td>
<td>May 7</td>
<td>Nov 5</td>
<td>Feb 4</td>
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</tr>
<tr>
<td>Continuing Student Registration</td>
<td>May 10-13</td>
<td>May 10-13</td>
<td>Nov 8-11</td>
<td>Feb 7-10</td>
</tr>
<tr>
<td>Open Registration</td>
<td>May 14 – July 7</td>
<td>May 14 – Sept 28</td>
<td>Nov 12 – Jan 4</td>
<td>Feb 11 – Apr 5</td>
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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, 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. 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.**

<table>
<thead>
<tr>
<th>*TUITION &amp; FEES DUE DATES</th>
<th>Summer 2021</th>
<th>Fall 2021</th>
<th>Winter 2022</th>
<th>Spring 2022</th>
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<tbody>
<tr>
<td>June 22</td>
<td>Sept 13</td>
<td>Dec 20</td>
<td>Mar 21</td>
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<table>
<thead>
<tr>
<th>FIRST DAY OF THE QUARTER</th>
<th>Summer 2021</th>
<th>Fall 2021</th>
<th>Winter 2022</th>
<th>Spring 2022</th>
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<tbody>
<tr>
<td>July 6</td>
<td>Sept 27</td>
<td>Jan 3</td>
<td>Apr 4</td>
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<thead>
<tr>
<th>Last day to withdraw with 100% refund</th>
<th>Summer 2021</th>
<th>Fall 2021</th>
<th>Winter 2022</th>
<th>Spring 2022</th>
</tr>
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<tbody>
<tr>
<td>July 12</td>
<td>Oct 1</td>
<td>Jan 7</td>
<td>Apr 8</td>
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<tr>
<th>Last day to withdraw with 50% refund</th>
<th>Summer 2021</th>
<th>Fall 2021</th>
<th>Winter 2022</th>
<th>Spring 2022</th>
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<tbody>
<tr>
<td>Aug 2</td>
<td>Oct 26</td>
<td>Jan 31</td>
<td>May 2</td>
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<thead>
<tr>
<th>Graduation Application due date</th>
<th>Summer 2021</th>
<th>Fall 2021</th>
<th>Winter 2022</th>
<th>Spring 2022</th>
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<tbody>
<tr>
<td>July 30</td>
<td>Oct 22</td>
<td>Jan 28</td>
<td>Apr 29</td>
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<table>
<thead>
<tr>
<th>Last day to withdraw with “W” grade</th>
<th>Summer 2021</th>
<th>Fall 2021</th>
<th>Winter 2022</th>
<th>Spring 2022</th>
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<tbody>
<tr>
<td>Aug 23</td>
<td>Nov 17</td>
<td>Feb 22</td>
<td>May 23</td>
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<tr>
<th>Date students has earned 100% of Fin Aid funds</th>
<th>Summer 2021</th>
<th>Fall 2021</th>
<th>Winter 2022</th>
<th>Spring 2022</th>
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<tr>
<td>Aug 11</td>
<td>Nov 13</td>
<td>Feb 17</td>
<td>May 19</td>
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<th>LAST DAY OF THE QUARTER</th>
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<tbody>
<tr>
<td>Sept 3</td>
<td>Dec 14</td>
<td>Mar 18</td>
<td>June 16</td>
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<thead>
<tr>
<th>Quarterly grades available online</th>
<th>Summer 2021</th>
<th>Fall 2021</th>
<th>Winter 2022</th>
<th>Spring 2022</th>
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<tbody>
<tr>
<td>Sept 10</td>
<td>Dec 26</td>
<td>Mar 24</td>
<td>June 22</td>
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*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

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<thead>
<tr>
<th>CPTC Financial Aid Application Process Due Dates</th>
<th>Summer 2021</th>
<th>Fall 2021</th>
<th>Winter 2022</th>
<th>Spring 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 28</td>
<td>Aug 27</td>
<td>Nov 24</td>
<td>Mar 4</td>
<td></td>
</tr>
</tbody>
</table>

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.
## STUDENT SUCCESS OFFICE HOURS

### Virtual Services: [www.cptc.edu/virtual](http://www.cptc.edu/virtual)

<table>
<thead>
<tr>
<th>Office</th>
<th>Building, Room</th>
<th>Contact Information</th>
<th>In-person by Appointment</th>
<th>Virtual Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advising &amp; Counseling</td>
<td>17, Room 150</td>
<td><a href="http://www.cptc.edu/advising">www.cptc.edu/advising</a></td>
<td>8:00 AM - 5:00 PM, 12:00 PM - 1:00 PM</td>
<td>Monday* 9:00 AM - 3:00 PM, Friday 9:00 AM - 12:00 PM</td>
</tr>
<tr>
<td>Testing Center</td>
<td>17, Room 250</td>
<td><a href="http://www.cptc.edu/testing">www.cptc.edu/testing</a></td>
<td>8:00 AM - 4:00 PM, 12:00 PM - 12:30 PM</td>
<td>Tuesday &amp; Thursday 8:00 AM - 4:00 PM</td>
</tr>
<tr>
<td>Student Aid &amp; Scholarships</td>
<td>17, Room 130</td>
<td><a href="http://www.cptc.edu/financial-aid">www.cptc.edu/financial-aid</a></td>
<td>8:00 AM - 5:00 PM</td>
<td>Tuesday - Thursday 10:00 AM - 2:00 PM</td>
</tr>
<tr>
<td>Enrollment Services</td>
<td>17, Room 130</td>
<td><a href="http://www.cptc.edu/enrollment-services">www.cptc.edu/enrollment-services</a></td>
<td>8:00 AM - 5:00 PM</td>
<td>Tuesday - Thursday 9:00 AM - 3:00 PM, Friday 9:00 AM - 12:00 PM</td>
</tr>
<tr>
<td>Entry Services</td>
<td>17, Room 101</td>
<td><a href="http://www.cptc.edu/admissions">www.cptc.edu/admissions</a></td>
<td>8:00 AM - 5:00 PM, 8:00 AM - 12:00 PM</td>
<td>Monday - Thursday 8:00 AM - 5:00 PM</td>
</tr>
<tr>
<td>Disability Resources</td>
<td>17, Room 150</td>
<td><a href="http://www.cptc.edu/disability">www.cptc.edu/disability</a></td>
<td>9:00 AM - 3:00 PM, 9:00 AM - 12:00 PM</td>
<td>Monday - Thursday 9:00 AM - 3:00 PM, Friday 9:00 AM - 12:00 PM</td>
</tr>
</tbody>
</table>

*Check-in at Advising & Counseling, Rm 150*
STUDENT SUCCESS OFFICE HOURS

Virtual Services: www.cptc.edu/virtual

Veterans Bus. Office
Building 17, Room 103
www.cptc.edu/veterans
253-589-5581 | vaoffice@cptc.edu
In-person by Walk-ins & Appointments
• Tuesday - Thursday 10:00 AM - 3:15 PM
Virtual Services zoom
• Monday 10:00 AM - 3:15 PM
• Friday 10:00 AM - 12:00 PM
Closed for Lunch Daily 12:00 PM - 1:00 PM

Veteran Resource Center
Building 2, Room 109
www.cptc.edu/vrc
253-589-5966
In-person by Walk-ins & Appointments
• Tuesday - Thursday 9:00 AM - 4:00 PM
Virtual Services zoom
• Monday 9:00 AM - 4:00 PM
• Friday 9:00 AM - 1:00 PM

Workforce Eligibility
Building 16, Room 105
www.cptc.edu/workforce-development
253-589-4311
WFD_Eligibility@cptc.edu
In-person by Appointment
• Tuesday - Thursday 9:00 AM - 4:00 PM
Virtual Services zoom
• Monday 9:00 AM - 1:00 PM
• Friday 10:00 AM - 12:00 PM

Hayes Childcare
Building 20, Room 111
www.cptc.edu/childcare
253-589-5531 | hayes@ cptc.edu
Virtual Services zoom
• Monday - Friday 10:00 AM - 3:00 PM
ECEAP Pre-School program is available!
Program hours: 9:30 AM - 3:30 PM
Free for eligible families

Cashiering
Building 17
253-589-5505
In-person by Walk-ins
• Monday - Friday 7:30 AM - 4:15 PM
Closed for Lunch 11:30 AM - 12:30 PM
Pay on-line at www.cptc/pay-for-cptc

For offices not listed here, visit our virtual site at:
www.cptc.edu/virtual
<table>
<thead>
<tr>
<th>DEPARTMENT/OFFICE</th>
<th>PHONE</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>3RD PARTY FUNDING</td>
<td>253-589-5663</td>
<td><a href="mailto:cindy.rainier@cptc.edu">cindy.rainier@cptc.edu</a></td>
</tr>
<tr>
<td>ADVISING &amp; COUNSELING</td>
<td>253-589-5548</td>
<td><a href="mailto:advising@cptc.edu">advising@cptc.edu</a></td>
</tr>
<tr>
<td>BOOKSTORE</td>
<td>253-589-5614</td>
<td><a href="mailto:SM8227@bncollege.com">SM8227@bncollege.com</a></td>
</tr>
<tr>
<td>CASHIERING/STUDENT ACCOUNTS</td>
<td>253-589-5505</td>
<td><a href="mailto:regina.scanlan@cptc.edu">regina.scanlan@cptc.edu</a></td>
</tr>
<tr>
<td>CENTER FOR STRONG FAMILIES</td>
<td>253-589-5572</td>
<td><a href="mailto:lapria.bonner@cptc.edu">lapria.bonner@cptc.edu</a></td>
</tr>
<tr>
<td>DISABILITY RESOURCES FOR STUDENTS</td>
<td>253-589-5534</td>
<td><a href="mailto:disabilityresources@cptc.edu">disabilityresources@cptc.edu</a></td>
</tr>
<tr>
<td>ENROLLMENT SERVICES</td>
<td>253-589-5660</td>
<td><a href="mailto:studentrecords@cptc.edu">studentrecords@cptc.edu</a></td>
</tr>
<tr>
<td>FOUNDATION</td>
<td>253-589-6082</td>
<td><a href="mailto:foundation@cptc.edu">foundation@cptc.edu</a></td>
</tr>
<tr>
<td>GENERAL INFORMATION</td>
<td><strong>253-589-5800</strong></td>
<td></td>
</tr>
<tr>
<td>HAYES CHILD DEVELOPMENT SERVICES</td>
<td>253-589-5531</td>
<td><a href="mailto:hayes@cptc.edu">hayes@cptc.edu</a></td>
</tr>
<tr>
<td>HIGH SCHOOL OFFICE</td>
<td>253-589-5770</td>
<td><a href="mailto:brittany.bowman@cptc.edu">brittany.bowman@cptc.edu</a></td>
</tr>
<tr>
<td>INTERNATIONAL PROGRAMS</td>
<td>253-589-6089</td>
<td><a href="mailto:international@cptc.edu">international@cptc.edu</a></td>
</tr>
<tr>
<td>OFFICE OF BUSINESS &amp; FINANCE</td>
<td>253-589-5599</td>
<td><a href="mailto:lisa.wolcott@cptc.edu">lisa.wolcott@cptc.edu</a></td>
</tr>
<tr>
<td>OFFICE OF EQUITY, DIVERSITY, &amp; INCLUSION</td>
<td>253-589-6063</td>
<td><a href="mailto:shareka.fortier@cptc.edu">shareka.fortier@cptc.edu</a></td>
</tr>
<tr>
<td>OFFICE OF INSTRUCTION</td>
<td>253-589-4549</td>
<td><a href="mailto:chris.delaney@cptc.edu">chris.delaney@cptc.edu</a></td>
</tr>
<tr>
<td>OFFICE OF STUDENT SUCCESS</td>
<td>253-589-5582</td>
<td><a href="mailto:vpsoffice@cptc.edu">vpsoffice@cptc.edu</a></td>
</tr>
<tr>
<td>OFFICE OF TRANSITIONAL STUDIES</td>
<td>253-589-5702</td>
<td><a href="mailto:transitionalstudies@cptc.edu">transitionalstudies@cptc.edu</a></td>
</tr>
<tr>
<td>LEARNING RESOURCE CENTER</td>
<td>253-589-5544</td>
<td><a href="mailto:nancy.garcia@cptc.edu">nancy.garcia@cptc.edu</a></td>
</tr>
<tr>
<td>RUNNING START</td>
<td>253-589-5701</td>
<td><a href="mailto:kevin.kildun@cptc.edu">kevin.kildun@cptc.edu</a></td>
</tr>
<tr>
<td>SOUTH HILL CAMPUS SERVICES</td>
<td>253-589-8904</td>
<td></td>
</tr>
<tr>
<td>STUDENT AID &amp; SCHOLARSHIPS</td>
<td>253-589-5660</td>
<td><a href="mailto:finaid@cptc.edu">finaid@cptc.edu</a></td>
</tr>
<tr>
<td>STUDENT EMERGENCY ASSISTANCE</td>
<td>253-589-5534</td>
<td><a href="mailto:clara.meyer@cptc.edu">clara.meyer@cptc.edu</a></td>
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<tr>
<td>STUDENT LIFE</td>
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<td>Student Leadership &amp; Service Center</td>
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<td>Associated Student Government</td>
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<td></td>
<td>253-589-5780</td>
<td><a href="mailto:involvement@cptc.edu">involvement@cptc.edu</a></td>
</tr>
<tr>
<td>TESTING &amp; REPORTING</td>
<td>253-589-6035</td>
<td><a href="mailto:testing@cptc.edu">testing@cptc.edu</a></td>
</tr>
<tr>
<td>THE WELCOME CENTER</td>
<td>253-589-5800</td>
<td><a href="mailto:admissions@cptc.edu">admissions@cptc.edu</a></td>
</tr>
<tr>
<td>TUITION INSTALLMENT PLAN (TIP)</td>
<td>253-589-5651</td>
<td><a href="mailto:tip@cptc.edu">tip@cptc.edu</a></td>
</tr>
<tr>
<td>VETERANS BUSINESS OFFICE</td>
<td>253-589-5581</td>
<td><a href="mailto:vaoffice@cptc.edu">vaoffice@cptc.edu</a></td>
</tr>
<tr>
<td>VETERANS RESOURCE CENTER</td>
<td>253-589-5966</td>
<td><a href="mailto:veteran.navigator@cptc.edu">veteran.navigator@cptc.edu</a></td>
</tr>
<tr>
<td>WORKFORCE ELIGIBILITY</td>
<td>253-583-8767</td>
<td><a href="mailto:kate.wendland@cptc.edu">kate.wendland@cptc.edu</a></td>
</tr>
<tr>
<td>WORKFORCE DEVELOPMENT ADMIN</td>
<td>253-589-5895</td>
<td><a href="mailto:cristeen.crouchet@cptc.edu">cristeen.crouchet@cptc.edu</a></td>
</tr>
<tr>
<td>WORKFORCE TRAINING</td>
<td>253-589-5839</td>
<td><a href="mailto:petra.perkins@cptc.edu">petra.perkins@cptc.edu</a></td>
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