

CLOVER PARK TECHNICAL COLLEGE

Registration/Enrollment Services (253) 589-5666

Located in the lobby of Building 17

Hours of Operation: **Mon, Tue, Wed, Thurs 7:30 am-5:00 pm, Friday 9:30am-5pm**
Open Late 2nd & 4th Wednesday 7:30 am – 7:00 pm

2017-2018 Quarterly Registration Dates

| | Summer 2017 | Fall 2017 | Winter 2018 | Spring 2018 |
|--|-----------------|-----------------|----------------|----------------|
| Priority Registration | May 12 | May 12 | Nov 13 | Feb 12 |
| Continuing Student Registration | May 15-16 | May 15-16 | Nov 14-15 | Feb 13-14 |
| Admitted Student Registration | May 17 | May 17 | Nov 16 | Feb 15 |
| Open Registration | May 18 – July 5 | May 18- Sept 26 | Nov 17 - Jan 3 | Feb 16 - Apr 3 |

Student registration times are scheduled on the basis of their status

Priority Registration includes: Running Start, Technical High School, Adult High School, International students, qualified veterans and qualified 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 is based on the number of credits earned.

Admitted Student Registration: Students entering first quarter program classes listed on the education plan and students admitted to CPTC prior to the admitted student dates above. Be sure to check your registration access time.

Open Registration: Students who have been admitted to CPTC and have completed the educational planning process.

Students may go online to check registration access, register, withdraw, pay fees, print unofficial transcript, view automated waiting lists, check their class schedule and more. Go to the CPTC web site at www.cptc.edu and select "MyCC." To login use your CPTC Student ID number and Student PIN. **Note:** Student PIN numbers are typically your six digit birth date in this format: (MMDDYY).

| | Summer 2017 | Fall 2017 | Winter 2018 | Spring 2018 |
|--|---------------|----------------|-----------------|-----------------|
| *TUITION & FEES DUE DATES | June 9 | Sept 8 | Dec 15 | March 16 |
| Last day to withdraw with 100% refund | June 30 | Sept 22 | December 29 | March 30 |
| FIRST DAY OF THE QUARTER | July 3 | Sept 25 | Jan 2 | April 2 |
| Last day to withdraw with 80% refund | July 10 | Sept 29 | Jan 8 | April 6 |
| Last day to withdraw with 40% refund | July 24 | Oct 16 | Jan 22 | April 23 |
| Graduation Application due date | July 24 | Oct 21 | Feb 2 | April 30 |
| Last day to withdraw with "W" grade | Aug 21 | Nov 14 | Feb 22 | May 21 |
| Date students has earned 100% of Fin Aid funds | Aug 9 | Nov 14 | Feb 20 | May 19 |
| LAST DAY OF THE QUARTER | Sept 1 | Dec 15 | March 20 | June 19 |
| Quarterly grades available online | Sept 6 | Dec 20 | March 26 | June 25 |

***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.

| | Summer 2017 | Fall 2017 | Winter 2018 | Spring 2018 |
|---|-----------------------|----------------------|---------------------|--------------------------|
| CPTC Financial Aid Application Process Due Dates | April 14, 2017 | July 14, 2017 | Oct 27, 2017 | February 16, 2018 |

Students using Financial Aid must complete the CPTC 5-step Financial Aid application process by the due date listed above.

The Financial Aid application process information is available online at www.cptc.edu/money.

Revised 2.21.18 cmowry