

# 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 2<sup>nd</sup> & 4<sup>th</sup> Wednesday 7:30 am – 7:00 pm**

### 2017-2018 Quarterly Registration Dates

	Summer 2017	Fall 2017	Winter 2018	Spring 2018
<b>Priority</b> Registration	May 12	May 12	Nov 13	Feb 12
<b>Continuing</b> Student Registration	May 15-16	May 15-16	Nov 14-15	Feb 13-14
<b>Admitted</b> Student Registration	May 17	May 17	Nov 16	Feb 15
<b>Open</b> 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](http://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
<b>*TUITION &amp; FEES DUE DATES</b>	June 9	Sept 8	Dec 15	March 16
Last day to withdraw with 100% refund	June 30	Sept 22	December 29	March 30
<b>FIRST DAY OF THE QUARTER</b>	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 19	May 20
<b>LAST DAY OF THE QUARTER</b>	Sept 1	Dec 15	March 21	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.

CPTC Financial Aid Application Process Due Dates	Summer 2017	Fall 2017	Winter 2018	Spring 2018
	April 14, 2017	July 14, 2017	Oct 27, 2017	January 19, 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](http://www.cptc.edu/money).