

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

2018-2019 Quarterly Registration Dates

	Summer 2018	Fall 2018	Winter 2019	Spring 2019
Priority Registration	May 14	May 14	Nov 5	Feb 4
Continuing Student Registration	May 15-16	May 15-16	Nov 5-9	Feb 4-8
Admitted Student Registration	May 17	May 17	Nov 13	Feb 11
Open Registration	May 18 – July 3	May 18- Sept 25	Nov 14 - Jan 3	Feb 12 - Apr 2

Student registration times are scheduled on the basis of their status

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

Admitted Student Registration: Students registration for first quarter program classes begins at 9:00am on Admitted Registration Day. Students must be admitted to CPTC prior to registering for classes.

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 current students, then "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 2018	Fall 2018	Winter 2019	Spring 2019
*TUITION & FEES DUE DATES	June 15	Sept 7	Dec 14	March 15
FIRST DAY OF THE QUARTER	July 2	Sept 24	Jan 2	April 1
Last day to withdraw with 100% refund	July 9	Sept 28	Jan 8	April 5
Last day to withdraw with 50% refund	July 30	Oct 19	Jan 30	April 29
Graduation Application due date	July 27	Oct 19	Jan 25	April 26
Last day to withdraw with "W" grade	Aug 20	Nov 13	Feb 22	May 21
Date students has earned 100% of Fin Aid funds	Aug 7	Nov 13	Feb 19	May 20
LAST DAY OF THE QUARTER	Aug 31	Dec 12	March 21	June 18
Quarterly grades available online	Sept 6	Dec 17	March 27	June 24

***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 within two business days for student registering during the Open Registration period.

CPTC Financial Aid Application Process Due Dates	Summer 2018	Fall 2018	Winter 2019	Spring 2019
	May 25, 2018	Aug 17, 2018	Nov 30, 2018	Feb 15, 2019

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.