CONGRATULATIONS
on your decision to attend
Clover Park Technical College!

Remember, deciding to attend CPTC is just the start of your college journey — there is a lot you have to do before you show up on the first day of class. Read the list below to make sure you are ready to start, and be sure to check your email (and regular mail) so you do not miss important information or requests.

Do not be afraid to ask questions, check-in with advisors and professors, or seek out additional support if you need it: staff and services are there for you!

Individuals with disabilities are encouraged to contact the Disability Resource Office if accommodations are needed for the enrollment process: *http://www.cptc.edu/disabilities/student.*

CONNECT

☐ At CPTC, all prospective students are required to speak with an Entry Services Specialist before they can apply for admission to the school. Contact Entry Services at *253-589-5800* or *admissions@cptc.edu* to set up a prospective student appointment as soon as possible and then return to this list.

APPLY

☐ Gain admission to Clover Park Technical College by completing your online application: *https://www.public.ctc.edu/ApplicantWebClient/Applicant/ApplWelcome.aspx.*

FINISH THE FINANCIAL AID PROCESS

Financial Aid Application:

☐ If you haven't already, submit your FAFSA or WASFA as soon as possible as there may still be aid available to you. *https://fafsa.ed.gov* or *http://www.readysetgrad.org/wasfa* and *http://www.cptc.edu/financial-aid*.

► VERIFICATION: The CPTC Financial Aid Office may contact you requesting more information related to your FAFSA/WASFA. Respond as soon as possible to CPTC requests in your student financial aid portal account. Your FAFSA/WASFA is not considered complete until you have submitted requested information. *http://www.cptc.edu/financial-aid/portal*

Financial Aid Award Letter:

☐ Accept or decline part or all of your financial aid award and return it to CPTC in order to receive accepted aid. Your award can be viewed in the Student Financial Aid Portal usually starting in the spring (depending on when your FAFSA/WASFA was completed): *http://www.cptc.edu/financial-aid/portal*.

Scholarships:

☐ If you received outside scholarships (not awarded through financial aid and/or CPTC), you need to report them to the Financial Aid Office as soon as possible. Call the Financial Aid Office at the number below to report them.

☐ Apply for fall quarter CPTC Foundation scholarships in July if your financial aid award does not cover all your education expenses: *http://friendsofcloverpark.org/cptc-foundation-scholarships/*

Remaining Funds:

☐ Check your mail for a bright green envelope from BankMobile. Follow the instructions in the letter from BankMobile to select how you want to receive any remaining aid. If/when you have those funds remaining: *https://cloverparkpluscard.vibeaccount.com/*

Contact the Financial Aid Office at *253-589-5660* with any questions or concerns.

COMPLETE TESTING OR SEND TRANSCRIPTS

☐ Determine if you need to complete placement testing. If you have eligible high school or college-level coursework, SAT/ACT scores, AP/IB scores, Smarter Balanced Assessment, or other eligible placement scores you may not need to complete placement testing.

► Determine if your high school coursework, Smarter Balanced, or ACT/SAT scores are eligible for placement purposes: *http://www.cptc.edu/assessment/*

COMPLETE TESTING OR SEND TRANSCRIPTS CONT'D

► Determine if your AP, IB, or other test scores can be used: *http://www.cptc.edu/transfer-to*

► Ask your high school counselor for help if you need a copy of your test scores or transcripts.

If You Don't Need To Take A Placement Exam:

☐ Bring any transcripts and/or scores to Enrollment Services or Entry Services to establish course placement. Unofficial copies of most documents can be used for placement.

If You Need To Take A Placement Exam:

☐ Complete the Accuplacer placement test at Assessment Center (Bldg 17 - Lakewood Campus). *http://www.cptc.edu/accuplacer* and *http://www.cptc.edu/assessment*

► Before you test, you will need to visit Enrollment Services (Bldg 17) to get a student ID number assigned and the Cashier's Office (Bldg 17) to pay the $19 incoming student testing fee. If you meet with an Entry Specialist before you test, Clover Park will waive the testing fee. Learn more at *http://blog.cptc.edu/accuplacer-fee-set-waived-cptc-applicants/* or contact Entry Services at *253-589-5800* or *admissions@cptc.edu*.

► Bring a photo ID with you to the test.

Contact the Assessment Center at 253-589-5670, Enrollment Services at 253-589-5666, or Entry Services at 253-289-5800 with any questions or concerns.

► **GOOD TO KNOW**

Students can retake the Accuplacer exam one time at no additional cost (for free).

REGISTER FOR CLASSES

☐ You will be able to register online during your assigned registration time once you have your SID and course placements. Learn more about how to register online at *http://www.cptc.edu/register*

► Find out when you can start registering for classes at: *https://services.cptc.edu/RegistrationDate/*. If you completed your application for admissions before the admitted student deadline you will register during the Admitted Student time. Learn more about registering for the first time at *http://www.cptc.edu/register/instructions*

► You may register for your first quarter of classes as outlined on your Education Plan, if you want to start your program, or you can register for General Education (math, English, social science, etc.) classes. Get a copy of your Education Plan online at *http://www.cptc.edu/advising/edplans* or by contacting Entry Services (recommended!).

► If you need assistance registering for classes, contact Enrollment Services at *253-589-5666*.

REGISTER FOR & COMPLETE ORIENTATION

☐ Register for and complete a New Student Orientation session on-campus: *http://www.cptc.edu/orientation*. Orientation is typically held in September for fall quarter start students. At orientation you will learn about campus resources, programs, support services, and more.

PAY TUITION

☐ Pay your Fall Quarter tuition and fees before the payment deadline (which is usually about two weeks before the first day of the quarter) or set up a Tuition Installment Plan before then. Your financial aid will be applied to your account before the bill is issued, **which means if you have a "remaining balance" on the bill, you still owe money.**

► You should be able to view your tuition balance on your class schedule: *https://services.cptc.edu/kiosk/student/waci003.html*. If you cannot find your balance and you are registered for classes for the following quarter, contact the Cashier's Office at *253.589.5505*.

► Pay your tuition and fees balance in the Cashier's Office (Bldg 17) with a check, credit card, cash or money order, or via phone (*253-589-5505*) and online using a credit card (online payments can be made at: *https://services.cptc.edu/kiosk/wccba/*)

► If you cannot pay your full tuition balance by the due date, set up a Tuition Installment Plan (TIP) to pay smaller payments over the quarter: *http://www.cptc.edu/tip.* Contact a TIP Specialist at *253-589-5651* or *TIP@cptc.edu* after you register to learn more.

FIND TRANSPORTATION

☐ Get free unlimited rides on Pierce County Transit routes throughout Pierce County by registering your student ID with the Student Leadership & Service Center each quarter (sign-up dates and times vary): *http://cptc.edu/buspass* There are no out of pocket costs for CPTC students. This initiative is funded as part of your tuition and fees.

☐ If you would like to park your car on-campus, you can park for free on CPTC campuses in white lined spots (no permit or registration is required): *http://cptc.edu/parking*

GET YOUR TEXTBOOKS & MATERIALS

☐ Look up the textbooks you need for class by visiting: *http://cptc.bncollege.com*. Purchase your books from the CPTC bookstore or online. You can buy your books used or rent them, which is usually cheaper than buying new.

☐ CPTC has free computer labs on campus *http://www.cptc.edu/library/computer-lab*. Consider your options and study habits before purchasing new equipment like a laptop.

  ► In order to print on campus printers, you will need to set up a "Papercut Account", which can be done by asking a Computer Lab Tech Staff (at the lab). Printing costs range from 3¢ to 10¢ per page.

► ACCESS THIS LIST ONLINE

Lists are available at:
http://psccn.org/college-transition-checklists/

All information has been compiled through college/university resources, but lists are not made by the college/university. Information is accurate as of March 2020. Be aware: information might change — check with your college if you have questions.

FIND SUPPORTS & COMMUNITY

☐ **Find community, access supports, and get involved!** Don't be afraid to reach out if you are interested in something or need assistance – groups and resources are there for you! Check out options below:

  ► Explore different student organizations you can join: *http://cptc.edu/clubs*

  ► Learn more about free advising services: *http://cptc.edu/advising*.

  ► Access free tutoring: *http://cptc.edu/tutoring*

  ► Stop by the Multicultural Student Services, which offers support to underrepresented students: *http://cptc.edu/multicultural*

  ► Connect with Disability Resource Office to request accommodation and access other supports for students with disabilities: *http://www.cptc.edu/disabilities/student*

  ► Drop by the Student Leadership & Service Center for access to free games and sports equipment, food, student events, and more: *http://cptc.edu/slsc*

STAY UPDATED

☐ Check your student email at least once per week. Once you're on campus you will probably check it every day. Your student email, schedule, finances, and more can be accessed through the My Clover Connection (mycc) *http://www.cptc.edu/mycc*.

☐ Make sure to keep your email and mailing address updated with the college through so you don't miss important notices and information: *http://www.cptc.edu/mycc*).