

# 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 – 6:00 pm on Program Information Session Wednesdays only**

### 2020-2021 Quarterly Registration Dates

	Summer 2020	Fall 2020	Winter 2021	Spring 2021
Priority Registration	June 5	June 5	Nov 5	Feb 5
Continuing Student Registration Continuing students in general ed classes	June 8-10 June 11	June 8-10 June 11	Nov 9-11 Nov 12	Feb 8-10 Feb 11
Open Registration	June 12-July 8	June 12-Sept 29	Nov 13 - Jan 5	Feb 12- Apr 6

#### 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. Continuing students may register in first quarter program classes.

**Open Registration:** All students admitted to CPTC. Students must have their education plans completed. Please check your registration access time.

Unless noted above, registration begins at 7:30am. The time for group registration appointments may vary.

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 2020	Fall 2020	Winter 2021	Spring 2021
<b>*TUITION &amp; FEES DUE DATES</b>	June 19	Sept 11	Dec 18	March 19
<b>FIRST DAY OF THE QUARTER</b>	July 1	Sept 28	Jan 4	April 5
Last day to withdraw with 100% refund	July 10	Oct 2	Jan 8	April 9
Last day to withdraw with 50% refund	July 29	Oct 23	Feb 1	May 3
Graduation Application due date	July 24	Oct 23	Jan 29	April 30
Last day to withdraw with "W" grade	Aug 19	Nov 17	Feb 24	May 25
Date students has earned 100% of Fin Aid funds	Aug 10	Nov 16	Feb 22	May 24
<b>LAST DAY OF THE QUARTER</b>	Sept 1	Dec 16	March 23	June 22
Quarterly grades available online	Sept 8	Dec 22	March 29	June 28

**\*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 2020	Fall 2020	Winter 2021	Spring 2021
	May 29	Aug 28	Dec 4	Mar 5

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](http://www.cptc.edu/financial-aid/steps).