



## Cuyahoga Community College (Tri-C®) Continuing and Professional Development Course Registration FAQ

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### **How do I log in or receive access to register for continuing and professional development open-enrollment courses?**

If you are a new student or do not remember your S-Number, please complete the “I am a new user” online form. The form will update our records and provide you with your S-Number and login information.

If you are a returning student and you know your S-Number and *my Tri-C space* password, you can log in via “I already have an account,” which will direct you to a Tri-C login page.

The Login/Enroll icon at the top of the open enrollment webpage provides two login options.

### **How do I reset my password?**

If you know your S-Number, click “I already have an account,” then “Forgot your password?” to be directed to the password reset/change page. Call 216-987-3075 for additional assistance.

### **How do I search/register for a course online?**

Visit [www.tri-c.edu](http://www.tri-c.edu) and search for courses either by using the search box at the top right or by browsing by category at <https://cpe.tri-c.edu>. Once you choose a course to register for, you will be directed to registration portal. To process your registration, just click “Add to Cart,” sign in and pay for the course.

### **Can I still register by phone or in person?**

Yes. You can still register by phone or in person at any campus Enrollment Center. Visit <http://www.tri-c.edu/enrollment-center/> for a complete list of Enrollment Centers.

### **Why is a full SSN required?**

A full Social Security number is required for all students who enroll at the College, including continuing education students.

## **What payment methods are accepted online?**

Credit cards and other payment methods are accepted online at the time of registration. Other acceptable payment methods include installment plans, employer-sponsored pay and preapproved scholarships or grants.

Starting in July 2018, e-checks will also be available for online processing.

Please visit a Campus Enrollment Center to pay by cash or check. A complete list of Enrollment Centers is available at <http://www.tri-c.edu/enrollment-center/>.

## **Will I receive a confirmation and receipt?**

You will receive a registration confirmation and receipt. You may also view your enrollment history via the student portal.

## **Who do I contact if I have questions?**

Specific registration questions should be directed to the MTC Enrollment Center at 216-987-3075 or [cpereg@tri-c.edu](mailto:cpereg@tri-c.edu).

General questions may be directed to 216-987-3075 or [cpe@tri-c.edu](mailto:cpe@tri-c.edu).

## **Can I register online with Tri-C employee remission of fees?**

Remission of fees registration will continue to follow the same process as in the past. You must complete the employee online form via My Tri-C Space. Once approved, it will be forwarded to a Campus Enrollment Center for processing (<http://www.tri-c.edu/enrollment-center/>).

## **Can I register online for Program 60 courses?**

No — you must visit a campus Enrollment Center to register for Program 60 courses. Visit <http://www.tri-c.edu/enrollment-center/> for a complete list of Enrollment Centers.