NEW STUDENT CHECKLIST

New students are individuals who are attending college for the first time.

Steps to Enroll

STEP 1: Apply to Tri-C® and choose your program!
- Find detailed instructions at **tri-c.edu/apply**
- Explore career pathways, degrees, and certificates **tri-c.edu/programs**

STEP 2: Financial Planning
- Complete Free Application for Federal Student Aid (FAFSA) at **studentaid.gov**
- Complete scholarship application at **tri-c.edu/scholarships**
- Explore payment options at **tri-c.edu/payingforcollege**

STEP 3: Placement/Submit Transcripts
There are multiple ways students can place into English and math courses. Visit **tri-c.edu/placement** for more information.

STEP 4: Academic Counseling and New Student Orientation
- Attend New Student Orientation (virtual and in person options) **tri-c.edu/orientation**
- Schedule a counseling appointment at **tri-c.edu/counseling**

STEP 5: Register and Pay
- Register for classes via *my Tri-C space*
- Payment arrangements must be in place at the time of registration

To-Dos:

- ☑ Submit official high school/GED transcript
- ☑ Sign in to *my Tri-C space* at **my.tri-c.edu**
- ☑ Check your Tri-C email for admission details
- ☑ Complete My Online Readiness Experience to get familiar with the online environment at **tri-c.edu/MORE**
- ☑ After registering for classes, visit Admissions and Financial Services to get your student ID. Bring a government-issued photo ID with you.
- ☑ Purchase textbooks online or at the campus bookstore (**tri-c.edu/bookstore**)

Transcript and FAFSA Information

Mailing your transcript

**Cuyahoga Community College
Office of the Registrar**
P.O. Box 5966
Cleveland, OH 44101-0966

Submitting your transcript electronically

Your school can send electronically to **registraroffice@tri-c.edu**

Tri-C's FAFSA Code
003040

Cuyahoga Community College

Signing in to *my Tri-C space* for the first time

Your *my Tri-C space* account will be generated as soon as your application is processed. Here, you'll find important information regarding registration, financial aid and course planning. You can also access your student email through this portal. Check your email regularly for important updates.

1. Go to **my.tri-c.edu**.
2. Click on Password Tools and Assistance.
3. Click Change Your Password.
4. Enter your Tri-C ID (S#) and click Continue.
5. Enter your date of birth as your old password (MM/DD/YYYY format, no leading zeros for single-digit dates).
6. Create a new password, then re-enter it.
7. Click Change to go back to the login page.
8. Log in to your My Tri-C Account using your student email **S00000000@acad.tri-c.edu** and your new password.
9. This will also be your log in information to access your email inbox from your *Microsoft Office 365* card in *my Tri-C space*.

CONTACT US!

Questions regarding admissions
Ask a recruiter | tri-c.edu/recruiters

Questions regarding New Student Orientation, registration, and more
Ask a success specialist
tri-c.edu/studentsuccessspecialist

Questions regarding financial aid and scholarships:
tri-c.edu/financialaid

Questions regarding transcripts:
tri-c.edu/transcripts

Ask Tri-C	tri-c.edu/ask
Live Chat	tri-c.edu/livechat
Phone	216-987-6000

Multi-Factor Authentication

Once your password is established, you will be required to set up multi-factor authentication (MFA) to access certain Tri-C applications or tools. MFA is required by the college due to federal regulations. Read **Student MFA Enrollment** for detailed instructions, and contact the Tri-C Help Desk with any questions: 216-987-4357, **HelpDesk@tri-c.edu**.

Cuyahoga Community College®