Transfer Student Enrollment Checklist

A TRANSFER STUDENT is someone applying for admission to Cuyahoga Community College (Tri-C®) who has previously attended another college or university. (Students who earned college credit while attending high school or a career center are still considered NEW STUDENTS). Transfer students should complete all enrollment steps six weeks before the start of the session.

Apply to Tri-C

☐ Apply for admission at www.tri-c.edu/apply.
   • You will receive an email notification with your Tri-C student identification number after your application has been processed.

Apply for Financial Aid

☐ Apply for financial aid at www.fafsa.gov.
   • Use Cuyahoga Community College Code 003040.
   • Check all financial aid requirements in my Tri-C space in the Paying for College tab under the Financial Aid button. Submit the required documents early to make sure your award is processed in time to pay for classes. For the priority deadline and important financial dates, visit: www.tri-c.edu/financialdates.

☐ Look at the available scholarships from Tri-C to see if you qualify: www.tri-c.edu/scholarships.
   • Apply for all of Tri-C’s Foundation Scholarships with one application in your my Tri-C space account in the Paying for College tab under the Financial Aid button.

Send in Transcript

☐ Submit official* high school transcript with date of graduation, GED transcript, other college transcript(s) and/or Joint Services Transcript (for military credit) and send it to the Registrar’s office:

   Cuyahoga Community College
   Office of the Registrar
   PO Box 5966
   Cleveland, Ohio  44101-0966

*An official transcript must be printed within the last year and sent directly from the institution in a sealed envelope marked “official.”
   • Official transcripts can be hand-delivered to any Enrollment Center office as long as the transcript is in a sealed envelope.
   • Faxed transcripts are not accepted.
   • Transcripts must be received prior to being awarded financial aid and starting classes.

Sign into my Tri-C space

☐ Sign into my Tri-C space. As soon as your application is processed, the College will generate your my Tri-C space account. Here, you will obtain important information regarding registration, financial aid and course planning. Within my Tri-C space, you will also have an email account. Remember to check your email regularly for important updates.

1. Go to http://my.tri-c.edu
2. Click “Change Your Password” to create a password.
3. Enter your Tri-C ID (S#) and click “Continue”
4. Enter your date of birth as your old password. Enter in m/d/yyyy format with no leading zeros.
5. Create a new password. Re-enter the password.
6. Click the Change button. You will be redirected to the My Tri-C Space login page.
7. Login using your Tri-C ID and the password you just created. (You will need to create a new password every 120 days.)
Once Tri-C receives your official college transcript(s), you will receive an email confirming your transcripts have been evaluated. Upon receiving your email, go to the Student tab on my Tri-C space under the Academic Records section. Click on the View Transcript (Unofficial) link to see your transfer credit evaluation.

### Mandatory Placement Test Preparation and Testing

You are exempt from placement test preparation and testing if you have completed college-level courses equivalent to Tri-C's math and English OR if you have earned qualifying ACT or SAT scores within the last two years. See grid for qualifying scores. Submit ACT/SAT scores to the registrar’s office or campus testing center. Students without qualifying ACT/SAT scores* should:

- Attend an on-campus preparation session prior to placement testing.
  
  Studies show students attending an in-person prep session may achieve a higher placement level. Self-study guides are available for those unable to attend the in-person review sessions. Visit www.tri-c.edu/placement-testing for the hours/locations of in-person prep sessions and the self-study guides.

- Take placement tests at your nearest campus testing center. Bring a photo ID.

  *If you have one qualifying ACT or SAT score, you must complete the mandatory placement test prep and placement testing for the subject without a qualifying score.

### Meet with a Counselor

- Call your campus Counseling Office at 216-987-6000 (option 4) to schedule an appointment with a counselor. For your convenience, you can also make an appointment online. Look at your my Tri-C space account under the Student tab and click the Counseling button.

### Register and Pay

- Register for classes on the Registration tab of my Tri-C space or at the Enrollment Center.

- Students are responsible for ensuring that all tuition and fees are paid. Registration is not complete until you have paid or made arrangements to pay for your tuition and fees. There is a payment deadline for each term. Pay your bill online or set up an installment plan on the Paying for College tab of my Tri-C space or make other arrangements with the Enrollment Center by the payment deadline. Students using financial aid must have an authorized award prior to the payment deadline – or be prepared to pay out of pocket. Financial aid status, including required documents and award overview, can be viewed under my Tri-C space in the Paying for College tab under the Financial Aid button. View the deadline dates at www.tri-c.edu/paymentdeadline.

### Get ID and Books

- Visit a campus Enrollment Center to get your student ID (My Tri-C Card). Your Tri-C ID card is necessary for conducting business at the College. A government issued photo ID is required. Your first ID is free; there is a fee for a replacement ID.

- Buy your books at the campus bookstore (see your printed schedule) or on the Tri-C bookstore website before the start of classes. The bookstore offers rentals, e-books, used books and new books.

### Engage

- Go to your classes, meet new people, and begin your college career at Tri-C!

Should you have any questions or need assistance, visit www.tri-c.edu/get-started or call 216-987-6000.