

Registration Information

Returning Students with a Tri-C student number: Returning/existing students can register directly for your preferred program on the Creative Arts web page, or you can send an email to creativeartsacademy@tri-c.edu and request that our office register your student.

Please include their first AND last name, their date of birth, S#, and the program name (example--“Vocal Arts Mastery Program”)

New Students: If your child is new to Tri-C, you must first “apply” for a Tri-C account for your student:

Step 1: Create An Account

- Click [HERE](#)
- Select Start Application, then Tri-C Application for Admission
- Create an account for each child registering for the Creative Arts Academy. Enter your child's information (**child's full name, date of birth, and a unique email address NOT affiliated with another Tri-C account**)
- You will also create a password. Please remember this password
- Term: Select “**Non-Credit July 2025-June 2026**” from the Dropdown Options
- Campus: Select “**Metro Campus**” from the Dropdown Options
- Select “**Create An Account**” which will then require you to authenticate your email address with a code sent to the email used to create the account.

Step 2: Start New Application

- Enter the authentication code once you receive it, and then you will be on a new page and select “**Tri-C Application for Admission**” at the top.
- Select “**Continue Application**”

- Under “What brings you to Tri-C”, select **“High School or Middle School Student Options/Summer Camps/Youth Programs”** from the Dropdown Options and then select **“Go To Next Step”**
- Under Academic Plans, select **“Other Youth Programs”**, and then under “I Want to Take Classes as a:” select **“Summer Camps or Other Youth Programming Student”** from the Dropdown Options.
- Under “When do you want to start?”, select **“Non-Credit July 2025-June 2026”** from the Dropdown Options, and under “What would you like to study:” select **“Non-Credit Program – S999 \ Non-credit”**. Then select “Go To Next Step”.
- Personal Information—enter your child’s personal information including social security number which is required since Tri-C is a public institution; then select “Go To Next Step”.
- Contact Information—enter your child’s contact information, including your child’s phone number if they have one, or use a parent phone number; then select “Go To Next Step”.
- Demographic Information—enter your child’s demographic information, then select “Go To Next Step”.
- Academic History—Select your child’s grade level; then select “Go To Next Step.”
- Emergency Contact—Enter parent or guardian information; then select “Submit”.
- Complete Final Crime Acknowledgements which are required by Tri-C as a public institution; enter names at the bottom, then select **“Submit Your Application”**.

Step 3: Wait for Application to be approved

- A confirmation will be sent to the student’s email address used for the application. It will take 7-10 business days for the application to be processed. Once accepted, you will receive another email from Tri-C Admissions confirming your acceptance to Tri-C; and it will also include your child’s S#.

Step 4: Register for your preferred program

- Once you have the S#, you can register directly for your preferred program on the Creative Arts web page, or you can send an email to creativeartsacademy@tri-c.edu and request that our office register your student. **Please include their first AND last name, their date of birth, S#, and the program name** (example-- “Vocal Arts Mastery Program”)

If you have difficulty registering your child, call the Creative Arts Academy at (216)987-6145. After you register, more information will be sent out prior to the start of classes.