

Cuyahoga Community College (Tri-C®) College Credit Plus (CCP) NEXT STEPS

You've applied to Cuyahoga Community College (Tri-C®) and met with an academic counselor. So, what's next?

1. Sign in to my Tri-C space

☐ Sign in to *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 and course planning. Within *my Tri-C space*, you will also have an email account. Remember to check your email regularly for important updates.

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| <ol style="list-style-type: none"> 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. | <ol style="list-style-type: none"> 5. Create a new password. Re-enter the password. 6. Click the Change button. You will be redirected to the <i>my Tri-C space</i> 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.) |
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2. Accessing My Tri-C Email Account

☐ You can access your Tri-C email by logging into *my Tri-C space* (my.tri-c.edu) and clicking the "Student Email" icon on the Email & Office 365 card.

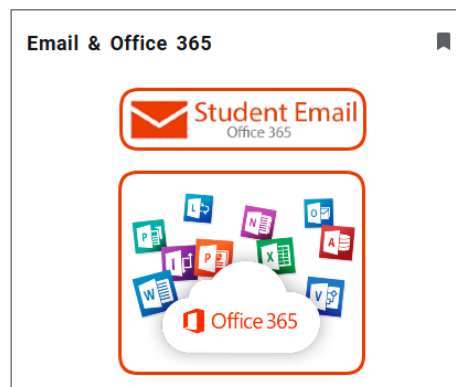
Your login is Snumber@acad.tri-c.edu, and your password is the same one you use to log in to *my Tri-C space*.

Your Tri-C email is the official and primary method of communication between you and the College. Be sure to check it frequently for important messages regarding your registration, grades, your account information and College updates/events.

3. Register for classes

- Log in to your personal or Tri-C email.
- Open the email with the subject line *CCP Student Registration*.
- Click the "Registration" link.
- Select the class times that fit your schedule and are approved by your school counselor.
- Click submit

If you need to make changes after completing the online registration, please contact your CCP coordinator.



4. Get your student ID

Once you've registered, you're ready to get a Stomp Card!

The Stomp Card is the official identification card for Tri-C students, faculty and staff. You can use it to access the College's testing centers, events, libraries and student services. Add financial value to your Stomp Card by uploading cash for on-campus purchases. Your Stomp Card is also loaded with funds for purchasing your CCP textbooks at a Campus Bookstore.

Head to your campus Enrollment Center and bring a photo ID. There, you'll have your photo taken and will receive your official Stomp Card. Visit www.tri-c.edu/card for more information on how to obtain your card or upload your own photo.

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5. Order your textbooks

Textbook ordering for College Credit Plus students is online.

Please view the CCP Textbook Ordering document: www.tri-c.edu/ccpbookorder

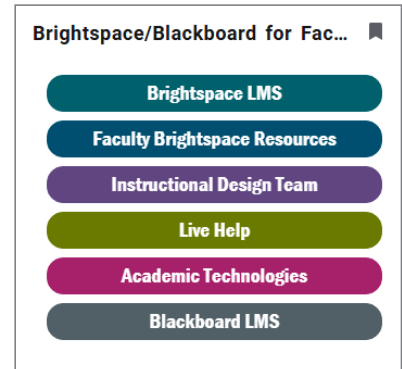
6. Access Brightspace

Cuyahoga Community College uses Brightspace as its learning management system for all courses.

Students can log in to Brightspace on *my Tri-C space*.

- Locate the Brightspace card and click the “Log In” button.
- On Brightspace, look under “My Courses” and click the link to your course.

Call 216-987-HELP (4357), email helpdesk@tri-c.edu or visit tri-c.edu/brightspacestudents for additional assistance.



Adding or Dropping a Class

If you want to add/change a class before classes begin, you must contact the CCP coordinator. A new Authorization Form may be required. If you want to change a class section time (same class, different time) before classes begin, you can make changes to your schedule using the online scheduling link that was sent to your email. Courses can only be added before they begin.

If you want to drop a class, you must complete a “CCP Authorization to Drop/Withdraw” form. The form must be signed by you, your school counselor, and your parent and returned to the CCP coordinator. Courses can be dropped without penalty within the first 14 days of the start of each session.

As a CCP student, your school district or nonpublic school may seek from you 100% reimbursement for any course under either of the following two circumstances: 1) If you receive a failing grade at the end of the course; or 2) If you drop/withdraw from the course subsequent to the 14th calendar day after the particular course began.

CCP Office Contacts		
Campus	Address	Email
Eastern Campus	4250 Richmond Road Highland Hills, OH 44122	ccpeast@tri-c.edu
Metropolitan Campus	2900 Community College Ave. Cleveland, OH 44115	ccpmetro@tri-c.edu
Western Campus and Brunswick University Center	11000 Pleasant Valley Road Parma, OH 44130	ccpwest-brunswick@tri-c.edu
Westshore Campus	31001 Clemens Road Westlake, OH 44145	ccpwestshore@tri-c.edu