How To Register Online

As an Encore 55+ Learning student, you will have the same access as a degree-seeking Tri-C student. Follow the steps below to complete the application, obtain your student number (S-Number) and password, and register for classes. Note: Obtaining your S-Number could take up to 10 business days. **Check *my Tri-C space* to accept the Student Acknowledgement notice once you receive your S-Number.**

To register on Dec. 9, submit your application by Nov. 23 (recommended to allow time for S-number processing; applications will still be accepted after this date).

Prefer to register for classes in person rather than online? Please see the instructions at the bottom of page 6 for details.

COMPLETE THESE STEPS FOR REGISTRATION SUCCESS!

Final Registration Deadlines for Campus Fridays and On-the-Go Classes

Winter Session: February 6

Spring Session: April 10

Please make sure to bring your driver's license or government issued ID with you if you are registering in person.

Need registration assistance?

Contact the enrollment centers at 216-987-6000 (option 3) or cpereg@tri-c.edu.

Step 1: Do you have a Tri-C student number (S-Number)?

- **Yes, and I got it within the past year:** Proceed to Step 2.
- **Yes, but I got it more than a year ago:** Complete the online noncredit registration form to update your profile and reactivate your S-Number before registering. Visit https://www.tri-c.edu/apply/index.html.
- **No:** Complete the online noncredit registration form to receive your S-Number. Visit https://www.tri-c.edu/apply/index.html. You will receive your student number in your personal email within seven to ten business days.
- Having issues obtaining your student number or need to check its status after applying? Contact the registrar at 216-987-6000 (option 1) or registrar@tri-c.edu.

Step 2: If yes in Step 1, check your profile status:

Visit https://portal2.tri-c.edu/UserStatus, and enter your S-Number and password. Use your student email, which starts with your S-Number (e.g., S12345678@acad.tri-c.edu).

Enrollment Services Registration Assistance Days

Receive in-person assistance completing the online application to obtain or reactivate your Tri-C student number and registration for classes.

Brunswick University Campus: Open during regular office hours

Eastern and Western Campuses:

December 9 from 1 – 3 p.m.

December 18 from 10 a.m. – 1 p.m.

January 8 from Noon – 3 p.m.

****January 15: East from 10 a.m. – 1 p.m. and West from Noon – 3 p.m.**

March 5 from 10 am – 1 p.m.

****March 19: East from 10 a.m. – 1 p.m. and West from Noon – 3 p.m.**

***New Student Orientation Dates and Times*

View full course descriptions and register online at **tri-c.edu/encore**.

Step 3: Do you have a password?

- **Yes:** Proceed to Step 4.
- **Yes, but I don't remember it:**
  - Go to https://portal2.tri-c.edu/UserStatus
  - Click "Reset Password" and follow the prompts.
  - Log in to confirm your password.
- **No:**
  - Go to https://portal2.tri-c.edu/UserStatus
  - Click "Change Your Password" and follow the prompts.
    - (Note: Your "old" password is your DOB in M/D/YYYY format.)
    - Create a password, then log in to confirm.

Contact the Help Desk at 216-987-HELP (4357) for assistance or visit tri-c.freshservice.com/support/home

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Step 4: Select your courses.

Paying by check? Complete Steps 1–3, then visit a campus Enrollment Center to register and pay.

Paying by credit card? Follow the instructions below. **Please note: There is a 2.25% service fee for credit card payments.*

BEFORE YOU BEGIN: Make sure you have your course selections, S-Number and password ready. You'll need the CRN and course title for each course.

Step 5: Let's get registered!

- Go to tri-c.edu/encore. Look for our most recent "how-to-register" video!
- Choose your desired location or program area.
- Click the "Bundle" button or choose your course by clicking on the course name.
- Click "Add to Cart" on the Bundle page.
- Select your desired courses by clicking the radio buttons next to the course names.
- If you want to add another bundle to your cart (Winter and Spring can be added at the same time), click "Continue Shopping" and repeat the steps above.
- Sign in to your account using your S-Number and password.
  - **Having issues with your password or registering online with your account? Email cpereg@tri-c.edu with name, S-number and your desired courses, including the CRN numbers.**

Step 6: Set up your authentication.

Once your password is established, you will be required to set up multi-factor authentication (MFA) to access certain Tri-C applications and tools. Federal regulations require the College to use MFA.

- Visit tri-c.edu/encoremfa for detailed instructions.
- Contact the Tri-C Help Desk with any questions at 216-987-4357 or HelpDesk@tri-c.edu.

In order to authenticate, enter your student email address (S#@acad.tri-c.edu) and your password. A code will appear on the screen. If you have the app, use this code. If not, click "I cannot use the app right now." You will then be able to send yourself a code via a phone call, text message or email.

View full course descriptions and register online at **tri-c.edu/encore**. Find instructions to register on page 4.

Step 7: Make your payment.

- Choose “Credit Card” as your payment method.
- Enter your card information.*
- Click “Submit,” then wait for the confirmation screen. You’ll receive an email once your registration and payment are processed.

Step 8: Watch for your welcome email.

You will receive a welcome email two to three business days before the term begins with the course room numbers, parking information and other important details.

How To Register In Person

You may register in person and pay by check or money order at any campus Enrollment Center. ***Be sure to complete Steps 1-3 above before visiting the Enrollment Center. Bring your driver's license or government issued ID for any in-person registration assistance.***

See tri-c.edu/enrollment-center for hours and locations.

*Important Payment Information

Effective July 15, 2014, a 2.25% service fee will apply to all payments made by credit card for Cuyahoga Community College credit and noncredit tuition, fees and other student account charges.

Enrollment Center
In-Person Hours of Operation

Monday – Thursday:
8:30 a.m. – 5 p.m.

Friday: 9:30 a.m. – 5 p.m.

216-987-6000 (option 3)
cpereg@tri-c.edu