



Returning Student Enrollment Checklist

A **RETURNING STUDENT** is someone who has not attended Cuyahoga Community College in the last three semesters. **Returning students should complete all enrollment steps six weeks before the start of the session.**

Apply to Tri-C

- If you **HAVE NOT** registered for class in the past three semesters, 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.

• My S Number is:

• My Tri-C email address is:

_____@acad.tri-c.edu

Participate in Online Orientation

- Learn valuable information to make your transition into Tri-C smooth and easy. Visit www.onlineorientation.net/cuyahoga/939 to participate in an online student orientation designed for students who are transferring or returning to Cuyahoga Community College.

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

- If you previously submitted your high school transcript to Tri-C, please verify that your transcript is still on record by calling 216-987-6000 (Option 1).

If you have attended another college or university since you were last enrolled at Tri-C, please request to have your official* college transcript(s) and/or Joint Services Transcript (for military credit) sent 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.

- Go to <http://my.tri-c.edu>
- Click "Change Your Password" to create a password.
- Enter your Tri-C ID (S#) and click "Continue"
- Enter your date of birth as your old password. Enter in m/d/yyyy format with no leading zeros.

- Create a new password. Re-enter the password.
- Click the Change button. You will be redirected to the *my Tri-C space* login page.
- Login using your Tri-C ID and the password you just created. (You will need to create a new password every 120 days.)

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.
- Depending on your status, you may need to take the placement test(s) before you register. Contact the Counseling Office at 216-987-6000 (Option 4) to determine if testing is necessary and make an appointment for advising. Visit www.tri-c.edu/counseling-center for more information.

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 class 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 continue your college career at Tri-C! Find information about engagement opportunities on our Student Life and Engagement webpage: www.tri-c.edu/student-life

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