Returning Student Enrollment
CHECKLIST

I previously attended Tri-C® but have not registered for a class in the past year.

SUBMIT
Submit the items below prior to attending New Student Orientation. Complete at home or on campus.

- **Tri-C Application**

  Apply to Tri-C: [www.tri-c.edu/apply](http://www.tri-c.edu/apply). Once your application is processed, you will receive an email notification and an acceptance letter via U.S. Mail with your Tri-C student ID number.

- **FAFSA**

  Complete the Free Application for Federal Student Aid (FAFSA) even if you don’t plan to use financial aid. It’s required for scholarships and tuition incentive programs. [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

    School code: 003040

- **Transcripts**

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

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

    *An official transcript must have been printed within the past year and must be sent directly from the institution in a sealed envelope marked “official.”

    - Official transcripts can be hand-delivered to any campus Enrollment Center as long as the transcript is in a sealed envelope.

    - Faxed transcripts are not accepted.

  Send transcripts to: Cuyahoga Community College
  Office of the Registrar
  P.O. Box 5966
  Cleveland, OH 44101-0966

PREPARE
Take the steps below to prepare for enrollment. Complete them at home or on campus.

- **my Tri-C space**

  Now that you’ve been accepted, log in to my Tri-C space ([http://my.tri-c.edu](http://my.tri-c.edu)).

  See instructions on reverse or watch the New Student Review.

- **Financial Planning**

  Click the Paying for College tab in my Tri-C space under Financial Aid to review financial requirements, apply for scholarships and discover alternative ways to pay. Submit documents early and on time!

  Important Dates: [www.tri-c.edu/financialdates](http://www.tri-c.edu/financialdates) | Scholarships: [www.tri-c.edu/scholarships](http://www.tri-c.edu/scholarships)

- **Prepare for Online Coursework**

  Participate in My Online Readiness Experience to prepare you for success in the classroom and in Tri-C’s online learning environment. Click on the New Student tab on my Tri-C space and go to the Prepare for Enrollment section.
ATTEND  These are the final steps to becoming a Tri-C student! You must come to campus to complete them.

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<td>❏ Meet with a Counselor</td>
<td>Call your campus Counseling Office at 216-987-6000 (Option 4) to schedule an appointment. For your convenience, you can also make an appointment online: go to the Student tab in my Tri-C space and click the Counseling button. Depending on your status, you may need to take the placement test(s) before you register. Contact Counseling to determine if testing is necessary and make an appointment for advising. Visit <a href="http://www.tri-c.edu/counseling">www.tri-c.edu/counseling</a> for more information.</td>
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<td>❏ Register and Pay</td>
<td>Register for classes on the Registration tab in my Tri-C space (my.tri-c.edu) or in person at a campus Enrollment Center. You must be prepared to pay or have financial aid requirements completed. <a href="http://www.tri-c.edu/payingforcollege">www.tri-c.edu/payingforcollege</a></td>
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Signing 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, financial aid and course planning. You can also access your student email through my Tri-C space. 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. Log in using your Tri-C ID and the password you just created. (You will need to create a new password every 120 days.)

QUESTIONS? Contact us!

**On a mobile device or computer:**
- Ask Tri-C  www.tri-c.edu/ask
- Live Chat  www.tri-c.edu/livechat

**By phone:**
216-987-6000

**Ask a student success specialist:**
www.tri-c.edu/studentsuccessspecialist

**Ask a recruiter:**
www.tri-c.edu/recruiters