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

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tri-C Application</td>
<td>Apply to Tri-C: <a href="http://www.tri-c.edu/apply">www.tri-c.edu/apply</a>. 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.</td>
</tr>
<tr>
<td>FAFSA</td>
<td>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. <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> School code: 003040</td>
</tr>
</tbody>
</table>
| Transcripts                 | Submit official* transcripts from any college or university you have attended.  
                             | *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  
                             | PO Box 5966  
                             | Cleveland, OH 44101-0966 |
| ACT/SAT Scores              | You are exempt from placement testing if you have completed college-level courses equivalent to Tri-C’s math and English courses (as determined by an official credit evaluation) or if you have earned qualifying ACT or SAT scores within the past two years.  
                             | See [www.tri-c.edu/testing](http://www.tri-c.edu/testing) for submission instructions.  
                             | See chart for eligible test scores. |

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>my Tri-C space</td>
<td>Now that you’ve been accepted, log in to my Tri-C space (<a href="http://my.tri-c.edu">http://my.tri-c.edu</a>). See instructions on reverse or watch the New Student Review.</td>
</tr>
</tbody>
</table>
| 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. |

(continued on back)
ATTEND These are the final steps to becoming a Tri-C student! You must come to campus to complete them.

- **Meet with a Counselor**
  
  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 [www.tri-c.edu/counseling](http://www.tri-c.edu/counseling) for more information.

- **Register and Pay**
  
  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. [www.tri-c.edu/payingforcollege](http://www.tri-c.edu/payingforcollege)

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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](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.)

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**QUESTIONS? Contact us!**

*On a mobile device or computer:*

- Ask Tri-C [www.tri-c.edu/ask](http://www.tri-c.edu/ask)
- Live Chat [www.tri-c.edu/livechat](http://www.tri-c.edu/livechat)

*By phone:*

216-987-6000

*Ask a student success specialist:*

[www.tri-c.edu/studentsuccessspecialist](http://www.tri-c.edu/studentsuccessspecialist)

*Ask a recruiter:*

[www.tri-c.edu/recruiters](http://www.tri-c.edu/recruiters)