Online Transfer Student Enrollment
CHECKLIST

I am coming to Tri-C® for the online Captioning and Court Reporting program.

Cuyahoga Community College

Please call the Captioning and Court Reporting Program Director Kelly Moranz at 216-987-5214 or email Kelly.Moranz@tri-c.edu to begin the process and further discuss steps.

SUBMIT Submit the items below.

❑ **Tri-C Application**	**Apply to Tri-C: www.tri-c.edu/apply.** Please choose Western Campus as your campus of choice. 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** **If you have already completed a FAFSA for another institution, update your FAFSA with the Tri-C school code. School code: 003040**
❑ **Transcripts**	Submit official* high school, GED, other college and/or Joint Services (for military credit) transcripts. *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." - Faxed transcripts are not accepted. - Transcripts must be received prior to being awarded financial aid and starting class. Send transcripts to: Cuyahoga Community College Office of the Registrar P.O. 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** for submission instructions. *See chart for eligible test scores.*

	Math	English
ACT	21+	18+
SAT	520+	430+

PREPARE Take the steps below to prepare for enrollment.

❑ *my Tri-C space*	Now that you've been accepted, log in to *my Tri-C space* (**http://my.tri-c.edu**). *See instructions below 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** | Scholarships: **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!

❏ **Placement Test**	If you do not have eligible ACT or SAT scores or their equivalent, you must take Tri-C's placement test if you are seeking an associate degree. Tri-C students who live outside of Northeast Ohio may complete their math and English placement tests at an approved remote testing location in their local area. Visit **www.tri-c.edu/remote** for more information.
❏ **Register and Pay**	Register for classes on the **Registration** tab in *my Tri-C space*. You must be prepared to pay or have financial aid requirements completed. Registration is not complete until you have paid or made arrangements to pay for your tuition and fees. **www.tri-c.edu/payingforcollege**
❏ **Equipment and Books**	If using financial aid, required equipment and/or books can be purchased on the Tri-C bookstore website before the start of class. Specific packages are in place for steno and voice track students which can be obtained using financial aid funds. If no financial aid, students can secure equipment from recommended sources. Contact Kelly Moranz before making any purchases. **www.tri-c.edu/bookstore**

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!

Ask the program director
Kelly Moranz | 216-987-5214 | kelly.moranz@tri-c.edu

or program assistant:
Jimi Gonzalez | 216-987-5113 | jimi.gonzalez@tri-c.edu

Cuyahoga Community College ®