

# New Student Enrollment CHECKLIST

**DURING REMOTE ACCESS PERIOD**

I want to attend college  
for the first time.



## Submit the following items prior to registration:

<input type="checkbox"/> <b>Tri-C® Application</b>	Apply to Tri-C at <a href="http://tri-c.edu/apply">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.
<input type="checkbox"/> <b>FAFSA</b>	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://fafsa.ed.gov">fafsa.ed.gov</a> <b>School code: 003040</b>
<input type="checkbox"/> <b>Transcripts</b>	Submit your official high school transcript (with graduation year) or GED transcript. Unofficial transcripts will be accepted at this time. Transcripts must be received prior to receiving financial aid.  Send transcripts to: Cuyahoga Community College Office of the Registrar P.O. Box 5966 Cleveland, OH 44101-0966  OR  Email to: <a href="mailto:registraroffice@tri-c.edu">registraroffice@tri-c.edu</a>
<input type="checkbox"/> <b>ACT/SAT Scores</b>	If you've taken the ACT or SAT, submit your test scores. Test scores are valid for two years. Score reports can be sent to <a href="mailto:admissions@tri-c.edu">admissions@tri-c.edu</a> .  See chart for eligible test scores.

	Math	English
ACT	21+	18+
SAT	520+	480+

## Complete the following:

<input type="checkbox"/> <b>my Tri-C space</b>	Now that you've been accepted, log in to <i>my Tri-C space</i> ( <a href="http://my.tri-c.edu">my.tri-c.edu</a> ). See instructions on reverse.
<input type="checkbox"/> <b>Financial Planning</b>	In <i>my Tri-C space</i> , click Paying for College, then Financial Aid. Select your financial aid year to view requirements. You can also apply for scholarships and discover alternative ways to pay. Payment must be made at the time of registration.  <b>Important Dates:</b> <a href="http://tri-c.edu/financialdates">tri-c.edu/financialdates</a>   <b>Scholarships:</b> <a href="http://tri-c.edu/scholarships">tri-c.edu/scholarships</a>
<input type="checkbox"/> <b>Placement Testing</b>	Determine which option is right for you by viewing the <a href="#">remote placement testing guide</a> .  If you will be taking the English or math placement, you can access prep documents by logging into <i>my Tri-C space</i> . Click on the New Student tab and go to the Placement Test section.
<input type="checkbox"/> <b>Prepare for Online Coursework</b>	Participate in <b>My Online Readiness Experience</b> to prepare you for success in the classroom and in Tri-C's online learning environment. Click on the New Student tab in <i>my Tri-C space</i> and go to the Prepare for Enrollment section. <a href="http://tri-c.edu/more">tri-c.edu/more</a>
<input type="checkbox"/> <b>New Student Orientation</b>	We have many options for <b>New Student Orientation</b> . Choose which works best for your schedule.

(Continued on reverse)

<input type="checkbox"/> <b>Meet With a Tri-C Counselor</b>	<p>Before you register for classes, you must meet with a Tri-C counselor. You can schedule a counseling appointment here: <a href="http://tri-c.edu/counselingappointment">tri-c.edu/counselingappointment</a> or by calling 216-987-6000. Choose option 4, then select your campus. Placement scores and New Student Orientation must be completed prior to making your appointment.</p>
<input type="checkbox"/> <b>Register and Pay</b>	<p>You will register for classes after you take the <b>Online New Student Orientation</b> and meet with a Tri-C counselor. You must be prepared to pay, or have financial aid requirements completed, at the time of registration. Register via <i>my Tri-C space</i> on the Registration tab.</p>

### Signing 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 find 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.

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| <ol style="list-style-type: none"> <li>1. Go to <a href="http://tri-c.edu">tri-c.edu</a></li> <li>2. Click “Change Your Password” to create a password.</li> <li>3. Enter your Tri-C ID (S#) and click “Continue.”</li> <li>4. Enter your date of birth as your old password. (M/D/YYYY format with no leading zeros.)</li> </ol> | <ol style="list-style-type: none"> <li>5. Create a new password. Re-enter the password.</li> <li>6. Click the Change button. You will be redirected to the <i>my Tri-C space</i> login page.</li> <li>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.)</li> </ol> |
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## CONTACT US!

<p><b>Questions regarding admissions:</b>  <i>Ask a recruiter</i>   <a href="http://www.tri-c.edu/recruiters">www.tri-c.edu/recruiters</a></p> <p><b>Questions regarding New Student Orientation, registration and more:</b>  <i>Ask a success specialist</i>  <a href="http://www.tri-c.edu/studentssuccessspecialist">www.tri-c.edu/studentssuccessspecialist</a></p> <p><b>Questions regarding financial aid and scholarships:</b>  <a href="http://www.tri-c.edu/financialaid">www.tri-c.edu/financialaid</a></p> <p><b>Questions regarding transcripts:</b>  <a href="http://www.tri-c.edu/transcripts">www.tri-c.edu/transcripts</a></p>	<p><b>Ask Tri-C</b>    <a href="http://tri-c.edu/ask">tri-c.edu/ask</a></p> <p><b>Live Chat</b>    <a href="http://tri-c.edu/livechat">tri-c.edu/livechat</a></p> <p><b>Phone</b>        216-987-6000</p>
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