Automotive Technology New Student
ENROLLMENT CHECKLIST

Cuyahoga Community College

Call the **Advanced Automotive Technology Center** at 216-987-5330
to begin the process and further discuss steps.

SUBMIT all items below:

1	**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.
2	**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. studentaid.gov/fafsa. **If you have already completed a FAFSA for another institution, update your FAFSA with the Tri-C school code: 003040**
3	**Online Scholarship Application**	Visit https://tri-c.academicworks.com/users/sign_in to complete the online scholarship application. Students who have applied for scholarships will receive an email confirmation and should check *my Tri-C space* for their application status. Notifications of the awards will be sent to the student's Tri-C email address.
4	**Submit HS or GED Transcripts**	Visit www.tri-c.edu/transcripts. An official transcript must be printed within the last year and sent directly from the institution in a sealed envelope and is designated "official" in writing or by virtue of transcript format. 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. Email transcripts to registraroffice@tri-c.edu. **Mail transcripts to:** Cuyahoga Community College Office of the Registrar P.O. Box 5966 Cleveland, OH 44101-0966
5	**(CT)2 - Career-Technical Credit Transfer**	Students who successfully complete approved high school technical programs are eligible to receive technical credit at Tri-C. For more info, visit Tri-C's **CTAG Credit** site: https://www.tri-c.edu/get-started/credit-for-prior-learning/career-technical-assurance-guide-credit.html

6	**ACT/SAT Scores and Math & English Placement Tests**	Email ACT/SAT test scores to Admissions@tri-c.edu and schedule your Math and English placement tests at any campus at www.tri-c.edu/testing-center/placement-testing. After Tri-C processes your high school transcript or documentation of your test scores, or within 72 hours of completing a placement test, an email with your placement results is sent to your Tri-C student email account. ***ENG-1010 and MATH-1100 are required courses for the Associate of Applied Science in Automotive Technology.**

7	*my Tri-C space*	As soon as your application is processed, the College will generate your *my Tri-C space* account, accessible at my.tri-c.edu. 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*. **How to access my Tri-C space:**

1. Go to 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. (M/D/YYY format with no leading zeroes.)
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.)

8	**Check you Tri-C Email Account Regularly**	**Be sure to check your Tri-C email account regularly so that you do not miss any important information!** Your Tri-C email address is your student ID (S#) followed by @acad.tri-c.edu (Example: S01234567@acad.tri-c.edu). If you prefer, you can have your Tri-C email forwarded to your personal email.

9	**Register and Pay**	Register for courses via *my Tri-C space* on the Registration tab. 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

10	**Books**	Make your purchases in person or online at www.tri-c.edu/bookstore. Questions? Ask your instructor.

VISIT tri-c.edu/auto for more information

QUESTIONS? Call 216-987-5330

Cuyahoga Community College ®