Want to Meet With a Counselor?
Triton College Counselors may be seen via the walk-in center (or by scheduling an appointment with the Counseling Department Secretary at (708) 456-0300, Ext. 3588). Stop by the Welcome Center to receive a ticket to see a Counselor. (Note: Students must make an appointment to complete a Program Plan.)

Walk-in Counseling Hours of Operation:
*Fall/Spring Hours
Mondays-Thursdays 8 a.m.-7:30 p.m.
Fridays 8 a.m.-4:00 p.m.
Saturdays 9 a.m.-1:00 p.m.
Sundays Closed

Summer Hours
Mondays-Thursdays 8 a.m.-7:30 p.m.
Fridays-Sundays Closed

*Counselors can only be seen on a walk-in basis during the months of January and August. No appointments are available during this time.

Forms and Information
The following forms and informational material(s) are available in the Welcome Center.

Forms
Registration Form
Admissions Application
Student Record Change Form
R.O. Box Agreement (must updated each semester)
Company Contract
General Petition
Graduation Petition
Add/Drop Form
Withdrawal Form
Financial Aid Data Form
Military Education Benefit Data Form
Program Completion Plan
Photo ID Issue Report
Petition For Repeated Course(s)

Informational
Counselor Contact Sheet
Campus Maps
Automatic Payment Plan Instructions and Deadlines

Academic Calendar
Testing Center Information
One-day Library Pass
Transcript and Enrollment Verification
Ordering Instructions
Destination Success Online Orientation Instructions
Curriculum Resource Guide
University Center Partner List
Childcare Information Sheet
“What To Do Next” Enrollment Step Sheet for New Students
Allied Health Info Session Schedules
TEAS Testing Dates
Event Information

Class Schedules and College Catalogs are available in the Welcome Center. You may also visit www.triton.edu/collegecatalog or MyTriton for a list of classes, descriptions, and schedules.

Feel free to stop by the Welcome Center with any question regarding Triton College and its offerings. We are here to make sure that your visit is friendly, informative and convenient.

Location
Student Center, Room B-100.
Phone: (708) 456-0300, Ext. 3888/3830
Website: www.triton.edu/Welcome-Center
E-mail: admissions@triton.edu

Hours of Operation
Fall/Spring Hours
Mondays-Thursdays 8 a.m.-7:30 p.m.
Fridays 8 a.m.-4 p.m.
Saturdays 9 a.m.-1 p.m.
Sundays Closed

Summer Hours:
Mondays-Thursdays 8 a.m.-7:30 p.m.
Fridays 9 a.m.-2 p.m.
Saturdays 9 a.m.-1 p.m.
Sundays Closed
RESIDENCY POLICY

Students must meet the following criteria to be considered an in-district resident of the College.

1. A student must have occupied and/or owned a dwelling in the district for at least 30 days prior to the start of classes.

2. The student must demonstrate district residency by providing at least two of the following documents:
   - Illinois driver’s license, automobile registration, property tax statement, utility or telephone bill, library card, or other appropriate dated documentation (other documentation may need to be approved through a General Petition before it is accepted as proof of residency).

Registration

Triton College students are provided with several options to register, add/drop and withdraw from classes. They can:

1. Register online by logging into the student portal, MyTriton.
2. Contact the Admissions Call Center at (708) 456-0300, Ext. 3130.
3. Visit the Welcome Center in the Student Center, Room B-100.

The Welcome Center can also provide students with printouts of their student bill, class schedule, degree audit, and unofficial transcript.

Photo IDs

All Triton Students should possess a Triton College Photo ID. These IDs are issued in the Welcome Center. To receive yours, please bring a state issued photo ID, passport, permanent resident card, or high school ID in addition to proof of registration for the Semester (IDs are only issued to current Triton Students).

Returning students will use the same ID and visit the Welcome Center every semester to have it updated.

Get your ID Today!

Student Record Changes and Updates

If you need your address, phone number, name, email address, student identification number, curriculum or admission status changed (i.e. degree seeking, non-degree seeking, transfer enrollee) you can visit the Welcome Center and one of our staff members will assist you.

A Student Record Change form must be submitted to complete name, social security number and address changes. Proof of identification and/or residency will be required. The following documentation will be requested for the changes listed below.

Name Change

Students must provide one piece of documentation with the new name such as a marriage certificate, valid driver’s license or state ID, or social security card.

Social Security Number Change

Students must provide the social security card and a photo ID such as a valid driver’s license, state ID or passport.

Address Change

In District - Photo ID with new address and one additional proof of residency from the list of acceptable documents below. (If you’re address is not listed on your ID please bring the ID along with two additional proofs of residency from the list provided).

Out of District – Photo ID needed for identification purposes only.

Visit the Welcome Center for:

- Transcript and Verification Pick-Up
- Student Record Changes and Updates
- Registration
- Photo IDs
- Walk-in Counseling
- Schedule, Bill, Unofficial Transcript and Degree Audit Printouts
- Forms and General Information

The Welcome Center, located in the Student Center, Room B-100, is available to provide information and resources to students, faculty, staff and community members. We are committed to providing accurate information regarding the programs, processes, and policies of Triton College. Our knowledgeable staff is available to assist you with your various needs.

At the Welcome Center, we provide a vast array of information and services. Our services include:

Transcript and Enrollment Verification Pick-Up

You can elect to pick-up your transcript and/or enrollment verification after ordering it on your MyTriton student portal. If you choose this option, they will be ready for pick up within 48 hours at the Welcome Center. You will need to show proof of identity before your documents can be released.