## Workforce Services Enrollment Checklist

Complete the steps in order. Use this checklist to help complete the process.

### 1. Apply for Admissions to the College & Complete a Financial Aid Application

- Get your Student ID number from the Admissions Office (BE1104) or fill out an online application at [seattlecentral.edu/enrollment-and-funding](http://seattlecentral.edu/enrollment-and-funding). (You will need a Student ID number before testing, orientation and/or registering for classes.)
- Complete a FAFSA (Free Application for Federal Student Aid) online at [fafsa.ed.gov](http://fafsa.ed.gov).

### 2. Plan Your Funding

- Take a [startnextquarter.org](http://startnextquarter.org) eligibility survey or pick up an application form from the Workforce Services Office (BE5166).
- Apply for Workforce Services funding. (Fill out a Workforce Services application and return by the deadline date).
- Apply for WA State Food benefits (if applicable). If you haven’t already, you can apply for Basic Food Assistance at DSHS (WA Dept. of Social & Health Services) or, re-open your Basic Food if it’s closed. (See: [washingtonconnection.org](http://washingtonconnection.org)).

### 3. Placement Testing

- Bring in any official transcripts of previous coursework to the Admissions Office.
- Take a placement test. (We can provide a Test Fee Waiver for you to take to the Testing Center in BE1106.)

### 4. Orientation

- Go through the “START New Student Orientation” (either at an in–person session or online at [seattlecentral.edu/start](http://seattlecentral.edu/start)). It is recommended you attend a START Orientation in-person. Advisors will be available to help you choose classes. (You will also get a PIN needed for registration.)
- Are you currently receiving WA State Unemployment Insurance? (If so, you will need to attend a CAT/TB Workshop; See below.)

  Attend a CAT/TB Workshop (Commissioner–Approved Training/Training Benefits) held in BE5102 on Thursdays at 2PM (There you will get more information and help with completing your application for CAT/TB.)

### 5. Register

- Register for classes (in–person at the Registration Office in BE1104, or online at [mycentral.seattlecolleges.edu](http://mycentral.seattlecolleges.edu)). **After having filled out and submitted a Workforce application, a “hold” will be placed on your tuition until your application is processed. (If you need help choosing classes, go to the Advising Office in BE1102. If you need help determining a program of study, meet with a Career Counselor in BE1102E.)**

### 6. Meet With a Workforce Advisor

- After your Workforce application is processed you will be contacted about your Workforce program eligibility and an intake appointment will be scheduled.
  **You must be registered for classes before you are eligible for funding. (If you are no longer interested in receiving Workforce funding, please let us know.)**