

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. (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.
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2 Plan Your Funding

- Take a 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.)
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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.)
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4 Orientation

- Go through the "START New Student Orientation" (either at an in-person session or online at 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). **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.)
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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.)**