

# WORKFORCE SERVICES

## ENROLLMENT CHECKLIST

Complete these steps in order. Use this checklist and links to complete the enrollment and funding process.

### STEP 1 Apply for Admissions & Complete a Financial Aid Application

- Get your Student ID number by filling out an online application [HERE](#) (you will need a Student ID number before testing, orientation and/or registration for classes).
- Complete a FAFSA (Free Application for Federal Student Aid) online [HERE](#), **or**, if you are an undocumented student, complete a WASFA (Washington Application for State Financial Aid) online [HERE](#). This is a required step for Workforce Funding. You *must* apply whether or not you are eligible.
- If you need help determining a program of study, make an appointment with a Career Counselor by emailing: [FYCS.Central@seattlecolleges.edu](mailto:FYCS.Central@seattlecolleges.edu) Find resources specific to your needs [HERE](#)

### STEP 2 Plan Your Funding

- Take an Workforce Programs eligibility survey online at [startnextquarter](#). This is not an application, to learn how to apply, go to the next check box.
- Apply for Workforce Services funding. Fill out our application [HERE](#) or email: [WorkforceServices@seattlecolleges.edu](mailto:WorkforceServices@seattlecolleges.edu) for more information
- Apply for WA State Food Benefits (if applicable). If you haven't already, you can apply for or reopen Basic Food Assistance through DSHS (WA Dept. of Social and Health Services) at Washington Connection [HERE](#)

### STEP 3 Transcripts and Placement Testing

- Submit any official transcripts of previous coursework to the Admissions Office at: [Admissions.Central@seattlecolleges.edu](mailto:Admissions.Central@seattlecolleges.edu).
- Take a math placement test. Instructions and information [HERE](#).
- Take the free English Directed Self-Placement testing [HERE](#).

### STEP 4 Orientation

- Go through the online "Start New Student Orientation" [HERE](#).
- Are you currently receiving WA State Unemployment Insurance? If so, you will need to apply for Commissioner Approved Training (CAT) and/or Training Benefits (TB). For more information contact: [workforceservices@seattlecolleges.edu](mailto:workforceservices@seattlecolleges.edu)

### STEP 5 Register

- Register for classes online at [mycentral](#). **\*\*NOTE:** After submitting a Workforce application, a "hold" is placed on your tuition so that you aren't dropped from classes when tuition becomes due. If you need help choosing classes, contact the Advising Office: [AdvisorCentral@seattlecolleges.edu](mailto:AdvisorCentral@seattlecolleges.edu)

### STEP 6 Meet with a Workforce Advisor

- After your Workforce Services application is processed, we will contact you by email or phone about your eligibility and next steps. **\*\*You must register for classes to be eligible for funding.** (If, at any time, you are no longer interested in receiving Workforce funding, please let us know.)