

WORKFORCE SERVICES

ENROLLMENT CHECKLIST

Complete these steps in order. Use this checklist and links to complete the enrollment and funding process during **Covid-19 remote operations.**

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: careerservicescenter@seattlecolleges.edu

STEP 2 Plan Your Funding

- Take an 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. Download our application from our website [HERE](#) or email workforceservices@seattlecolleges.edu to have a fillable PDF application emailed to you. Submit your completed application to workforceservices@seattlecolleges.edu by the required deadline (June 15th for Summer quarter, September 15th for Fall quarter).
- 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 [WashingtonConnection](#)

STEP 3 Admissions and Placement Testing

For current information about the Admissions and Testing Offices operations during Covid-19 click [HERE](#)

- Submit any official transcripts of previous coursework to the Admissions Office at: Admissions.Central@seattlecolleges.edu.
- Take a math placement test. If you need a test fee waiver contact workforceservices@seattlecolleges.edu to request one.
- Take the free English Directed Self-Placement testing [HERE](#)

STEP 4 Orientation

For current information on operations of this department during Covid-19, click [HERE](#)

- 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

STEP 5 Register

For current information about Registration operations during Covid-19, click [HERE](#)

- 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.

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.)