

Workforce Student Checklist

Now that you completed the Workforce intake application, follow the steps below:

Steps for All New Students

○ Complete the TCC College admissions application www.tacomacc.edu/costs-admission/admission-process/

○ Complete the New Student Orientation (NSO) <https://www.tacomacc.edu/costs-admission/admission-process/new-student-orientation>

- ✓ After completing the NSO, you will receive an email with the next steps, Academic Advisor contact information and resources guide.
- ✓ Your next step is to make an appointment with your [Academic Advisor](#). Before you meet with your Advisor, make sure to have your [accounts set up](#) and your English and math [placement](#) complete.
- ✓ Please allow two business days for the orientation hold to be removed from your account.

Please contact Entry Services entryservices@tacomacc.edu if you need assistance with the steps above or stop by Welcome Center in building 8.

○ Explore TCC resources for students at <https://www.tacomacc.edu/help/im-a-current-student>

Steps to Establish Workforce Program Eligibility

○ Provide documentation for Worker Retraining:

Documents can be submitted to tccworkforce@tacomacc.edu or to your navigator

- Unemployment Insurance check stub or go to www.secure.esd.wa.gov
- Divorce/Separation/ death decree; Displaced Homemaker attestation form
- DD214 if honorably discharged from military service
- Documentation of state licensed business closure

○ Complete the Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov/fafsa

- ✓ Free chatbot for FAFSA help www.getfafsahelp.org/CB.
- ✓ TCC school code: 003796 www.tacomacc.edu/costs-admission/financial-aid/

○ If appropriate, apply for Basic Food assistance at www.washingtonconnection.org (877-501-2233) and indicate you want to be on BFET at TCC in the comment box; or call 2-1-1

○ Enroll in classes and schedule an appointment with your navigator to complete a quarterly funding request form by the tuition due date: <https://www.tacomacc.edu/costs-admission/tuition-payment/>

Business, Paralegal, Technology Pathways: Adam Meyers [Click here for an appointment with Adam](#)

Healthcare Pathways: Chanry Yann [Click here to schedule an appointment with Chanry](#)

Education & Human Services Pathways: Angie Christoph [Click here for an appointment with Angie](#)

Transfer/Transitional Studies Pathways: Thi Huynh [Click here for an appointment with Thi](#)

BAS Programs Pwint KoKo [Click here to a phone appointment with Pwint](#)

○ Check your student email account regularly for critical messages from your Workforce navigator re: tuition payments, bookstore accounts, etc.

○ If you are in one of the programs under the **Business, Paralegal & Technology Pathways**, attend the Information Session to learn about programs.
www.tacomacc.edu/bus-para-tech

○ If you are in one of the programs under the **Healthcare Pathways**, attend the Information Session to learn more about programs.
www.tacomacc.edu/healthcareers

Steps for Students Receiving Unemployment Insurance (UI) Benefits

You need to complete the Training Benefits (TB) application for Employment Security. Please speak to your Navigator to learn about the process.

- ✓ See an advisor to make a full education plan with a program completion date.
- ✓ Schedule an appointment with your navigator (or the Resource Navigator, lann@tacomacc.edu) to do the application **with** their assistance!
- ✓ Continue to do your weekly job search until your application has been approved

Steps to Take After the Quarter Starts

○ Accept Canvas invitation to the Workforce Community Canvas

○ Meet with your academic advisor www.tacomacc.edu/academics_advising or faculty advisor to make an Education Plan.

○ **To request continued Workforce funding next quarter**

- ✓ Enroll in classes
- ✓ Complete the quarterly funding request form by the tuition due date. The Funding Request form will be available on the Workforce Community Canvas.