

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/
 - ✓ After submitting your application, you will receive an email on your next steps within 3 business days.
- 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 next steps, Academic Advisor contact information and resources guide.
 - ✓ Set up your TCC account <https://www.tacomacc.edu/costs-admission/admission-process/tcc-accounts>
 - ✓ Complete placement testing and/or get prior college transcript reviewed
 - Placement testing: <https://www.tacomacc.edu/costs-admission/admission-process/course-placement/placement-testing>
 - Transcript review: www.tacomacc.edu/costs-admission/admission-process/course-placement/transcript-review
 - ✓ Make an appointment with your Academic Advisor www.tacomacc.edu/academics-advising
 - ✓ Enroll in classes <https://www.tacomacc.edu/academics-programs/academic-support/enrollmentservices/enrollment/enroll-in-classes>

Please connect with 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

- 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/>

Your Workforce Funding navigator will provide you with Quarter Request for Funding form after you have enrolled for your classes.

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](#)

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

Transfer/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.

Steps for Students Receiving Unemployment Insurance (UI) Benefits

In order to complete the Commissioner Approved Training (CAT)/Training Benefits (TB) application for Employment Security:

- Complete a full education plan with academic advisor www.tacomacc.edu/academics_advising
- Enroll for the next quarter classes
- Options for completing CAT/TB application:
 - ✓ Download and print the paper application (this makes it easier to work through application with the navigator):
<https://esdorcharstorage.blob.core.windows.net/esdwa/Default/ESDWAGOV/jobs-and-training/ESD-training-benefit-application.pdf>
 - ✓ Use the online application through your SAW account; if you choose this, please be sure to make an appointment with your navigator prior to starting the application
- Use navigator's online Bookings to schedule a CAT/TB phone appointment with them, or email tccworkforce@tacomacc.edu to request an appointment for CAT/TB
- Fax/mail or submit (online) the CAT/TB Application as directed
- Do your weekly job search until your Training Benefits application has been approved.

Steps to Take After the Quarter Starts

- Check your student email regularly
 - 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 in Workforce Community Canvas.