

Workforce Student Checklist

Congratulations on completing the Workforce intake application! Here's a comprehensive step-by-step guide to ensure you're on the right track:

Steps for All New Students

1. **TCC College Admissions Application**
 - Complete the application at [TCC Admission Process](#)
 2. **New Student Orientation (NSO)**
 - Complete the NSO at [TCC NSO](#)
 - After completion, expect an email detailing the next steps, Academic Advisor contact information, and a resources guide.
 - Visit [Academic Advising page](#) and follow the instruction on there. Ensure your [accounts are set up](#) and [English and math placements](#) are complete.
 - Allow two business days for the orientation hold to be removed from your account.
 - For assistance, contact Entry Services at entryservices@tacomacc.edu or visit the Welcome Center in building 8 room 9.
 3. **TCC Resources for Students**
 - Explore resources at [TCC Current Student Help](#)
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Steps to Establish Workforce Program Eligibility

4. **Documentation for Worker Retraining if applied to you**
 - Submit required documents to your workforce navigator. These include:
 - Unemployment Insurance check stub or visit [Secure ESD](#)
 - Divorce/Separation/Death decree/Displaced Homemaker attestation form
 - DD214 (if honorably discharged from military service)
 - Documentation of state-licensed business closure
5. **Free Application for Federal Student Aid (FAFSA) or WASFA**
 - Complete the FAFSA at [Student Aid Gov](#) or WASFA at wsac.wa.gov
 - Use TCC school code: 003796 [TCC Financial Aid](#)
6. **Basic Food Assistance**
 - If appropriate, apply at [Washington Connection](#) or call 877-501-2233. Mention you want to be on BFET at TCC in the comment box or call 2-1-1.
7. **Enrollment and Navigator Check-In**
 - Enroll in classes and check-in with your navigator to complete a quarterly funding request form by the [TCC Tuition Due Date](#)
 - **Navigator Contacts:**
 - Business, Paralegal, Technology Pathways: Chanry Yann - cyann@tacomacc.edu [Appointment with Chanry](#)
 - Healthcare Pathways (last name A-R): Dail Rodriguez - drodriguez@tacomacc.edu [Appointment with Dail](#)
 - Healthcare Pathways (last name S-Z), Transfer, BEdA, ELA: Tuyen Huynh - thuynh@tacomacc.edu [Appointment with Tuyen](#)

- Early Childhood Education, Human Services, BAS program: Marisa Mezs- mmezs@tacomacc.edu
[Appointment with Marisa](#)

8. **Student Email Account**

- Regularly check your student email for critical messages from your Workforce navigator regarding tuition payments, bookstore accounts, etc.
- If you are not eligible for Workforce Grants, your Workforce navigator will send you an email to your student email.
- If you are eligible for Workforce Grants, you will see the award in your ctcLink once awards are posted.

9. **Information Sessions**

- If you are enrolled in or thinking about enrolling in Business, Paralegal & Technology Pathways, attend the session at [Bus-Para- Tech](#)
 - If you are enrolled in or thinking about enrolling in Healthcare Pathways: attend the session at [Healthcare Careers](#)
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Steps to Take After the Quarter Starts

10. **Workforce Community Canvas:**

- Accept the Canvas invitation. You will need to do a monthly check-in.

11. **Meet with Academic Advisor**

- Schedule a meeting with your [academic advisor](#) or faculty advisor to do an Education Plan and send a copy to your navigator.

12. **Continued Workforce Funding for next quarter**

- Enroll in classes and complete the Workforce Quarterly Funding Request Form by the [TCC Tuition Due Date](#).
 - The form is available on the Workforce Community Canvas under Modules. Workforce Funding Request Form takes a day to recognize enrollment from the ctcLink. If you would like to be considered for the Workforce funding you must request funding every quarter.
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Steps for Students Receiving Unemployment Insurance (UI) Benefits

13. **You may 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 Lorrie lan@tacomacc.edu or Adam ameyers@tacomacc.edu to do the application.
 - Continue your weekly job search until your application is approved.
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Note: Workforce Education Grants do **not cover entire degrees**. Eligible students may receive first-quarter funding for tuition and/or required textbooks **if funds are available and a funding gap is identified**.

Funding is reviewed each quarter and is not guaranteed. To be considered, you must request funding every quarter.