

# 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:

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## 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.
    - Schedule an appointment with your [Academic Advisor](#). 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](mailto: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 [tccworkforce@tacomacc.edu](mailto:tccworkforce@tacomacc.edu) or 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)**
  - Complete the FAFSA at [Student Aid 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: Adam Meyers - [ameyers@tacomacc.edu](mailto:ameyers@tacomacc.edu) [Appointment with Adam](#)
    - Healthcare Pathways (last name A-K): Dail Rodriguez - [drodriguez@tacomacc.edu](mailto:drodriguez@tacomacc.edu) [Appointment with Dail](#)
    - Healthcare Pathways (last name L-Z): Chanry Yann - [cyann@tacomacc.edu](mailto:cyann@tacomacc.edu) [Appointment with Chanry](#)

- Education & Human Services Pathways: Angie Christoph - [achristoph@tacomacc.edu](mailto:achristoph@tacomacc.edu) [Appointment with Angie](#)
- Transfer/Transitional Studies Pathways: Thi Huynh - [thuynh@tacomacc.edu](mailto:thuynh@tacomacc.edu) [Appointment with Thi](#)
- BAS Programs: Pwint KoKo - [mkoko@tacomacc.edu](mailto:mkoko@tacomacc.edu) [Appointment with Pwint](#)

## 8. Student Email Account

- Regularly check your student's 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 students' email.
- If you are eligible for Workforce Grants, you will see the award in your ctclink once awards are posted.

## 9. Information Sessions

- If enrolled in Business, Paralegal & Technology Pathways, attend the session at [Bus-Para-Tech](#)
- If enrolled in Healthcare Pathways: attend the session at [Healthcare Careers](#)

## Steps to Take After the Quarter Starts

### 10. Workforce Community Canvas:

- Accept the Canvas invitation. You will need to do 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.

## 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 your navigator (or the Resource Navigator, [lann@tacomacc.edu](mailto:lann@tacomacc.edu)) to do the application with their assistance!
- Continue your weekly job search until your application is approved.

**Note:** Please be aware that the Workforce Education Grants are not designed to pay for entire degrees. Students who are eligible for Workforce Education Grants may get first-quarter funding assistance to cover tuition and/or required textbooks on a case-by-case basis if funds are available and a gap in funding is identified. Funding for subsequent quarters is determined on a quarter-by-quarter basis and is not guaranteed. If you would like to be considered for the workforce funding you must request funding every quarter.