

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 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 [Appointment with Adam](#)
 - Healthcare Pathways (last name A-K): Dail Rodriguez - drodriguez@tacomacc.edu [Appointment with Dail](#)
 - Healthcare Pathways (last name L-Z): Chanry Yann - cyann@tacomacc.edu [Appointment with Chanry](#)

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

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 CtlLink 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 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.

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) 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.