



RENTON TECHNICAL COLLEGE

COLLEGE TRANSITION CHECKLIST

CONGRATULATIONS

on your decision to attend Renton Technical College!

Deciding to attend RTC is just the start of your college journey — there is a lot you have to do before you show up to school on the first day of classes. Read the full list below to make sure you are ready to start and be sure to check your email (and regular mail) often so you do not miss any important information or requests from the school.

Unlike in high school, during college your professors and staff will not typically check in with you about deadlines and missing work or information. You will be expected to reach out for assistance and information. Do not be afraid to ask questions, check in with advisors and professors, or seek out additional support if you need it: staff and services are there for you!

CONNECT WITH AN ENTRY ADVISOR

- ❑ If you have not already, schedule a meeting with an Entry Advisor at the Student Success Center (Bldg. I-218) to discuss your program of interest and learn which courses you should register for. <https://www.rtc.edu/advising>
 - ▶ You are required to meet with an Entry Advisor before you enroll in a career training or direct transfer program at RTC: <https://www.rtc.edu/new-career-training-students>. Students in other programs are strongly encouraged to meet with an Entry Advisor before registering for classes.

Contact Student Services to schedule an appointment with Student Success or if you have any questions or concerns: [425-235-5840](tel:425-235-5840).

FINISH THE FINANCIAL AID PROCESS

Financial Aid Application:

- ❑ If you haven't already, submit your FAFSA or WASFA as soon as possible as there may still be aid available to you. <https://fafsa.ed.gov> or <http://www.readysetgrad.org/wasfa>, and <https://rtc.edu/financial-aid>.

- ▶ **VERIFICATION:** The RTC Financial Aid Office may contact you requesting more information related to your FAFSA/WASFA. Respond as soon as possible to RTC requests in your student financial aid portal account. Your FAFSA/WASFA is not considered complete until you provide requested information.
- ▶ **HB 1079:** Eligible undocumented students can receive in-state tuition. <http://realhopewa.org/>

Financial Aid Award Letter:

- ❑ Accept or decline all or part of your award letter and return it to the Financial Aid Office in order to receive accepted aid. Financial aid award letters are emailed to your RTC email or sent through the mail usually starting in the spring for new students.

Scholarships:

- ❑ If you received outside scholarships (not awarded through financial aid and/or RTC), you need to report them to the Financial Aid Office as soon as possible by email or your funding may be impacted.
- ❑ Apply for scholarships to help fund your education. <http://www.rtc.edu/foundation-scholarships>

Contact the Financial Aid office with any questions or concerns by calling [425.235.5841](tel:425.235.5841) or online at: financialaid@rtc.edu

EVERY YEAR: Resubmit FAFSA or WASFA before the returning student deadline and return your award letter.

COMPLETE TESTING OR SEND TRANSCRIPTS

- ❑ Complete the Self-Directed Placement and Accuplacer Exams (or bring Accuplacer scores to Entry Services for review, if you have taken the exam through your high school or another program). Learn more at: <https://www.rtc.edu/testing-services>.
 - ▶ Self-Directed Placement is free. Accuplacer costs \$10 per test or \$25 for all three tests (reading comprehension, sentence skills, and various mathematics levels).
 - ▶ Testing is available on a drop-in basis during testing hours at Testing Services (J-218). Testing hours change monthly — check hours here: <https://www.rtc.edu/testing-services>.

Contact Testing Services if you have any questions or concerns at TestingCenter@RTC.edu or [425.325.2352](tel:425.325.2352) ext 5704.

REGISTER FOR CLASSES

❑ Register for classes during your assigned registration time. Registration dates for new and continuing degree/certificate program students are assigned and sent to students prior to each registration period. <https://www.rtc.edu/registration>

- ▶ New students can register in person at Enrollment Services (Bldg I-218), by mail or fax. Returning students can register online in addition to the above options. <https://www.rtc.edu/registration>
- ▶ Students enrolling in apprenticeship programs through RTC must register directly with the apprenticeship program. <https://www.rtc.edu/registration>

Contact Enrollment Services at [425-235-2352](tel:425-235-2352) if you have questions or concerns about registration.

EVERY QUARTER: Register for classes during your assigned registration time. After your first quarter, you will enroll online during your assigned registration appointment.

FIGURE OUT TRANSPORTATION

❑ If you would like to park your car on campus, register your car with RTC to receive a free student parking permit. <http://www.rtc.edu/parking>

GET YOUR TEXTBOOKS & MATERIALS

- ❑ Look up the textbooks you need for class by visiting: <https://www.bkstr.com/rtcstore/home>. Purchase your books from the RTC bookstore or online. You can buy your books used or rent them, which is usually cheaper than buying new.
- ❑ Most students want their own laptop at school, which means you may need to purchase one. Students can also access computers and have 10 free pages of printing in the Learning Resource and Career Center <https://rtc.edu/LRCC>. Consider your study habits and buy a laptop if needed.

EVERY QUARTER:

Get your books before your quarter begins.

PAY TUITION

❑ Pay your Fall Quarter tuition and fees before mid-August (deadline is usually around August 15 for Fall Quarter students who register for classes in the spring or summer) or set up a STEPP Payment Plan before then. Your financial aid will be applied to your account before the bill is issued, **which means if you have a "remaining balance" on the bill, you still owe money.**

- ▶ Pay tuition and fees with a credit or debit card through at Student Online Services "Pay Fees" section (<http://www.ctc.edu/~renton/wts/kiosk/index.html> or <https://www.ctc.edu/~renton/wts/wccba/waci600.html>), or in person at the Cashier in the Roberts Campus Center (Building I).
- ▶ View your tuition and fees balance through your registration page. If you cannot locate your balance, contact the Cashier ([425.235.2352 ext 5910](tel:425.235.2352) or cashiering@rtc.edu).
- ▶ If you miss the payment deadline, RTC may drop you from unpaid classes.
- ▶ If you can't pay your full tuition balance by the due date, set up a STEPP Payment Plan to pay three smaller payments over the quarter. Learn more about STEPP payment plans by visiting the Cashier next to Enrollment Services or at [425.235.2352 ext 5910](tel:425.235.2352) / cashiering@rtc.edu.

EVERY QUARTER: Pay your tuition and fees or set up a STEPP Payment Plan before the payment deadline.

FIND SUPPORTS & COMMUNITY

- ❑ **Find community, access student supports, and get involved on campus!** Don't be afraid to reach out if you are interested in something or need assistance — groups and resources are there for you! Check out some options below:
 - ▶ Explore different clubs you can join: <http://www.rtc.edu/Clubs-Student-Organizations>
 - ▶ Access tutoring and free advisors who can help you plan your education to career pathway, understand degrees and certificate requirements, and more: <http://www.rtc.edu/advising>, <http://www.rtc.edu/LRCC>
 - ▶ Learn more about on-campus LGBTQ resources for support: <http://www.rtc.edu/lgbtq-resources>
 - ▶ Connect with the Disability Support Services to request accommodation and access other supports for students with disabilities: <http://www.rtc.edu/disability-resource-services>

STAY UPDATED

- ❑ Check your student email at least once a week. Once you're on campus you will probably check it every day. <https://www.rtc.edu/student-email>
- ❑ Make sure to keep your email and mailing address updated with the college through your Student Online Services so you don't miss important notices and information. <https://www.ctc.edu/~renton/wts/kiosk/index.html> or <https://www.ctc.edu/~renton/wts/stuaddr/waci203.html>

► ACCESS THIS LIST ONLINE

Lists are available at:

<http://pccn.org/college-transition-checklists/>

All information has been compiled through college/university resources, but lists are not made by the college/university. Information is accurate as of March 2019. Be aware: information might change - check with your college if you have questions.