

CONGRATULATIONS

on your decision to attend Tacoma Community College!

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

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!

Individuals with disabilities are encouraged to contact Access Services if accommodations are needed for the enrollment process: https://www.tacomacc.edu/academics-programs/academic-support/access_services.

APPLY

- Gain admission to Tacoma Community College by completing your online application: <https://csprd.ctclink.us>.

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. <http://www.readysetgrad.org/wasfa> or <https://fafsa.ed.gov>, and <https://www.tacomacc.edu/costsandaid/applyforaid/>.
 - ▶ Use Tacoma Community College Federal School Code: 003796
 - ▶ TCC INSTITUTIONAL FORM: TCC requires students to complete a TCC Financial Aid Institutional Form in addition to the FAFSA/WASFA as part of the financial aid process. Log into your MyTCC portal account (<https://my.tacomacc.edu/>), select 'money/jobs', 'financial aid', and then 'financial aid forms.' This form will need to be completed every year. In order to access the form you will need to have already applied for TCC admission.

- ▶ VERIFICATION: The TCC Financial Aid Office may contact you requesting more information related to your FAFSA/WASFA. Respond as soon as possible to TCC requests in your student portal account, including Student Aid Report (SAR) information requests (which will be sent within two weeks of submitting your FAFSA/WASFA). Your FAFSA/WASFA will not be considered complete until you submit requested information.

Financial Aid Award Letter:

- Accept or decline all or part of your award letter in order to receive accepted aid. You will receive an emailed financial aid award notification when your award is ready (to the TCC email account that was assigned to you when you first applied to TCC and the email you listed as 'preferred' in your ctclink Student Center account), usually starting in the spring. TCC recommends students register for classes as soon as possible as this may expedite when their award is available.

Scholarships:

- If you received outside scholarships (not awarded through financial aid and/or TCC), you need to report them to the Financial Aid Office as soon as possible by email or phone or your funding may be impacted.

Contact the Financial Aid Office at (253) 566-5080 or sfs@tacomacc.edu with any questions or concerns.

▶ GOOD TO KNOW

Emergency Funds:

Supplemental assistance funds are available to students on a limited basis to pay for emergencies created by an unexpected event for which a student would be unable to remain at TCC. Visit the Financial Aid Office in Building 14 for an Emergency Fund Assistance application.

TCC also has an emergency book loan program that provides students with short-term loans for textbook purchases. Loans are for a maximum of \$100 per quarter, are available on a first-come, first-serve basis, and must be repaid in 30 days. To apply, complete a loan application through the MECA (Multi-Ethnic/Cultural Affairs) Office (Bldg 11). For more information, call 253.566.5335.

Learn more about emergency aid at: <https://www.tacomacc.edu/costs-admission/scholarships-funding/scholarships>

COMPLETE TESTING OR SEND TRANSCRIPTS

- ❑ Find out if you need to take an English and/or Math placement test or if you can instead high school transcripts, use AP/IB, SAT/ACT, or other scores (Placement by Multiple Measures) for required course placement. https://www.tacomacc.edu/gettingstarted/theenrollmentprocess/assessyourskills/recent_high_school_graduates/

If You Don't Need To Take A Placement Exam:

- ❑ If you believe you have eligible test scores or transcripts, contact the Assessment office at placement@tacomacc.edu or 253.566.5093. You should have unofficial copies of applicable scores or transcripts when you contact them for placement review. You may be asked to provide official copies (sealed copies sent directly from the school or testing agency) to TCC at some point.
 - ▶ Ask your high school counselor for help getting test scores or transcripts if needed.

If You Need To Take A Placement Exam:

- ❑ Decide if you will take the placement test on campus or online and pay the testing fee: <http://www.tacomacc.edu/gettingstarted/theenrollmentprocess/assessyourskills/accuplacer/>
 - ▶ **Online:** TCC has an option to take the Accuplacer placement test online from anywhere. You will need to have internet access, a computer that meets testing program computer requirements, and a credit card to pay the testing fee of \$43. Start the online testing process by visiting: https://www.tacomacc.edu/costs-admission/admission-process/course_placement/online-testing (ACCUPLACER - Online Testing section).
 - ▶ **On Campus:** On campus placement testing costs \$18 (pay online or at the Cashier's office) at the main campus is done on a walk-in basis (no appointments)
- ❑ Call (253)566-5158 to confirm dates/times. Testing at the Gig Harbor campus is by appointment only – call (253) 460-2424

Contact the Assessment Services Office at placement@tacomacc.edu or 253.566.5093 with any questions or concerns.

REGISTER FOR & COMPLETE ORIENTATION

- ❑ Register to attend a required New Student Advising and Orientation (NSAO) session by calling 253.566.6091 or registering online: https://www.tacomacc.edu/costs-admission/admission-process/new_student_advising_orientation. Session dates and times vary.
- ❑ Bring the following materials for your orientation:
 - ▶ Placement testing scores or transcripts.
 - ▶ Your calendar (you can schedule a follow-up appointment for education planning, if you wish)
 - ▶ Ideas about courses you might want to take and any questions you might have

REGISTER FOR CLASSES

- ❑ New students must attend New Student Advising and Orientation before they can register for classes. At orientation you will learn about how and when to register, class options and campus resources.

GET HOUSING

- ❑ TCC does not have campus housing options for students, and so you will need to secure housing in the surrounding community if you are not planning to live at home or in your current housing.

If you are homeless or at risk of becoming homeless, consider applying for the College Housing Assistance Program at: https://www.tacomacc.edu/tcc-life/life-resources/college_housing_assistance_program. If that does not apply to you, you will need to find your own housing in the surrounding community, if housing is needed.

FIGURE OUT TRANSPORTATION

- ❑ Once you are registered for classes, you may stop by the Campus Public Safety Office in Bldg. 14 to pick up a parking permit, which are \$15 per quarter or \$60 for the year. The cost of the permit will be added to your tuition bill. <https://www.tacomacc.edu/tcc-life/campus-services/parking>
 - ▶ There is open parking at the TCC-Gig Harbor campus (no permits required).
- ❑ Purchase a TCC Orca Pass to ride Pierce County Transit bus routes for just \$5 per quarter. Purchase a pass by bringing \$5 and your student ID to the Cashier's Office (Bldg. 14). The Cashier will provide you with an Orca Agreement form to complete and bring to Campus Safety. The TCC pass covers only Pierce Transit routes: https://www.tacomacc.edu/academics-programs/academic-support/orca_pass

GET YOUR TEXTBOOKS & MATERIALS

- ❑ Look up the textbooks you need for class by visiting: <https://www.tacomacc.edu/tcc-life/campus-services/bookstore>. Purchase your books from the TCC bookstore or online. You can buy your books used or rent them, which is usually cheaper than buying new.
- ❑ TCC has free computer labs on campus (https://www.tacomacc.edu/academics-programs/academic-support/elearning/information_commons). Consider your options and study habits before purchasing new equipment like a laptop.

TUITION

- ❑ Pay your Fall Quarter tuition and fees before the payment deadline, which is usually a couple weeks before the start of the quarter for students who register before September: <https://www.tacomacc.edu/costs-admission/tuition-payment/>. Your financial aid will be applied to your account before your statement is issued, **which means if you have a “remaining balance”, you still owe money.**
 - ▶ You should be able to view your tuition balance in your myTCC-ctcLink student account online after you register for classes and before the payment deadline. <https://my.tacomacc.edu/>
- ❑ Pay your tuition in person or by mail using cash, money order, cashier's check or personal check, or online through the myTCC ctcLink with a credit card (<https://my.tacomacc.edu/>). Learn more about your payment options at: <https://www.tacomacc.edu/costs-admission/tuition-payment/>
- ❑ If you cannot pay your full tuition balance by the due date, set up an automatic payment plan to pay smaller amounts over the course of the quarter. <https://www.tacomacc.edu/costs-admission/tuition-payment/automatic-payment-plan>.

Contact the Cashier's Office (Bldg 14) or at 253.566.5011 with any questions or concerns.

STAY UPDATED

- ❑ Check your myTCC-ctcLink student account and student email at least once a week. Once you're on campus you will probably check it every day. <https://my.tacomacc.edu/>
- ❑ Make sure to keep your email and mailing address updated with the college through your student account so you don't miss important notices and information.

FIND SUPPORTS & COMMUNITY

- ❑ **Find community, access student supports, and get involved on campus!** There are lots of opportunities to connect with different student groups and get involved. 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: https://www.tacomacc.edu/tcc-life/ose/clubs_and_organizations
 - ▶ Learn more about free advising services: <http://www.tacomacc.edu/resourcesandservices/advising/>
 - ▶ Access free mental health and wellness counseling: <https://www.tacomacc.edu/tcc-life/life-resources/counseling>
 - ▶ Consider using academic supports, such as tutoring: https://www.tacomacc.edu/academics-programs/academic-support/tutoring_centers/
 - ▶ Learn about the Center for Multi-Ethnic and Cultural Affairs (MECA) that offers support for underrepresented students: <https://www.tacomacc.edu/academics-programs/academic-support/casa-mecacasameca/>
 - ▶ Connect with Access Services to request accommodation for a disability: https://www.tacomacc.edu/academics-programs/academic-support/access_services

▶ ACCESS THIS LIST ONLINE

Lists are available at:

<http://psccn.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 2020. Be aware: information might change — check with your college if you have questions.



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