

# New Student Checklist

## College Level Programs

- Explore our programs: <https://rtc.instructure.com/courses/2281314>
- Apply to RTC: <https://rtc.edu/get-started>
  - Need help? Contact [Registration@rtc.edu](mailto:Registration@rtc.edu)
  - My ctcLink ID# is: \_\_\_\_\_
  - Program of choice: \_\_\_\_\_
- Activate your ctcLink account: <https://rtc.edu/ctclink-for-students>
- Connect with an entry adviser:
  - Ask your program questions and learn how to register for classes.
  - Review your program's admission requirements - some programs require testing, proof of high school graduation, immunization records, background check, etc.
  - Some special populations (Running Start, International) may have different entry requirements.
- Register for classes:
  - Self-register for classes on ctcLink
  - Class registration opens on: \_\_\_\_\_
- Paying for college:
  - Explore all funding options: <https://rtc.edu/paying-for-college>
  - Apply for financial aid:
    - FAFSA for US Citizens/permanent residents: <https://studentaid.gov/h/apply-for-aid/fafsa>
    - WAFSA for DACA or students without documentation: <https://wsac.wa.gov/wasfa>
    - Add RTC to your financial aid application - school code 014001
- If applicable, transfer credit to RTC: <https://rtc.edu/transfer>
  - If you have college credit, submit your official transcripts electronically through a verified service provider or directly from the sending institution to: [transcripts@rtc.edu](mailto:transcripts@rtc.edu)
  - Complete a transcript evaluation request form: <https://rtc.edu/student-forms-library>
  - Find out if you can get free college credit for classes you took in high school: <https://rtc.edu/dual-credit>
- Attend new student orientation: <https://rtc.edu/orientation>
  - My orientation date: \_\_\_\_\_
- Review important dates on the RTC Academic Calendar: <https://rtc.edu/Academic-Calendar>
  - My tuition deadline: \_\_\_\_\_
  - Pay close attention to withdrawal dates and refund dates - you have a limited amount of time to drop and receive a refund.
- Access your student email address: <https://rtc.edu/student-email>
- Login to CANVAS: Use your student email address and password: <https://rtc.edu/canvaslogin>
- Attend class! Welcome to RTC!
  - My first day of class: \_\_\_\_\_

To get started scan QR code:



or visit [rtc.edu/go](https://rtc.edu/go)

# Need help?

## Advising:

- Meet an adviser and discuss program requirements
  - In-person drop-in advising: Monday-Thursday, 9:30-11 a.m., located in the Student Success Center (I Building, 2nd floor)
  - Virtual drop-in advising: Monday-Thursday, 2:30-4:30 p.m., Virtual Welcome Center: <https://rtc.edu/virtual-welcome-center>
  - Schedule an appointment: <https://tinyurl.com/RTC1234>
  - Phone: 425-235-5840
  - Email: [Advising@rtc.edu](mailto:Advising@rtc.edu)

## Enrollment Services:

- Get help with your application to RTC and class registration help
  - In-person: Monday-Thursday, 9 a.m. - 5 p.m., located in the Student Success Center (I Building, 2nd Floor)
  - Virtual: Monday-Thursday, 2:30-4:30 p.m., Virtual Welcome Center: <https://rtc.edu/virtual-welcome-center>
  - Phone: 425-235-2371
  - Email: [Registration@rtc.edu](mailto:Registration@rtc.edu)

## Financial Aid:

- Get help with your FAFSA or WAFSA application and ask questions about your financial aid status
  - In-person: Monday-Thursday, 9am-5 p.m., located in the Student Success Center (I Building, 2nd Floor)
  - Virtual: Monday-Thursday, 2:30-4:30 p.m., Virtual Welcome Center: <https://rtc.edu/virtual-welcome-center>
  - Phone: 425-235-5841
  - Email: [Financialaid@rtc.edu](mailto:Financialaid@rtc.edu)

## Other Funding Help:

- Explore all of your funding options at RTC and get help paying for college: <https://rtc.edu/paying-for-college>
  - In-person: Monday-Thursday, 9:30-11 a.m., located in the Student Success Center (I Building, 2nd floor)
  - Virtual: Monday-Thursday, 2:30-4:30 p.m., Virtual Welcome Center: <https://rtc.edu/virtual-welcome-center>

## College Technology Services (CTS):

- Get help accessing your student accounts - ctcLink help, college email, CANVAS account, password resets
  - Phone: 425-235-2500
  - Email: [servicedesk@rtc.edu](mailto:servicedesk@rtc.edu)
  - LiveChat: <https://rtc.edu/CTS>