New Student Checklist

- **Learn About the College.** Take time to browse the EvCC website, [www.everettcc.edu](http://www.everettcc.edu). Learn about programs, student services, and activities.

- **Apply for Admission.** The earlier the better. You can apply online at [www.everettcc.edu/admissions](http://www.everettcc.edu/admissions). When you receive your letter or e-mail of admission it will include your Student ID Number and PIN.

- **Apply for Financial Aid.** Fill out your Free Application for Federal Student Aid (FAFSA) as soon as you can. You can fill it out online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

- **Complete Orientation.** All new students must complete orientation before you may register for classes. The orientation is available online at [www.everettcc.edu/orientation](http://www.everettcc.edu/orientation). If you are unable to complete the orientation online and need accommodations, please contact Enrollment Services at orientation@everettcc.edu or 425-388-9106.

- **Take the Placement Test.** The ASSET and Compass placement tests are offered on a regular weekly schedule. You must have your Student ID Number with you when you take the placement test. See [www.everettcc.edu/testing](http://www.everettcc.edu/testing) for the testing schedule, test fees, and more information. The CDS office recommends the Compass test because there is no time limit. Contact CDS if you need accommodations on the placement test.

- **Contact the Center for Disability Services (CDS)** in Parks 267, (425) 388-9272 (voice), (425) 388-9438 (TTY), (425) 388-9109 (fax). At least 4-6 weeks before classes begin, submit copies of your documentation to the CDS office. Then schedule an intake appointment to meet with the Director to set up your accommodations. Documentation policies can be found here: [www.everettcc.edu/cdsdocumentation](http://www.everettcc.edu/cdsdocumentation).

- **Be Advised!** Advisors know which classes you need to take to make the most of your time and money, and to help you accomplish your educational goals. To get advising, contact the Educational Planning Center in Parks Union Building, 3rd floor, (425) 388-9339.

- **Register for Classes.** After completing testing and orientation, you can use your Student ID Number and PIN to register online at [www.everettcc.edu/kiosk](http://www.everettcc.edu/kiosk) or in person at Enrollment Services in Parks Union Building, 2nd floor.

  Students registering for the Adult Basic Education (ABE) Program, GED Preparation, or High School Completion Program should contact Adult Education for placement testing information and an Orientation schedule prior to the beginning of the quarter. (425) 388-9291

- **Pay your Tuition and Fees.** You may pay online at [www.everettcc.edu/creditcardpay](http://www.everettcc.edu/creditcardpay) or at the Cashier’s Office in Parks Union Building, 2nd floor. **Students who wish to postpone their payment pending receipt of financial aid, scholarship, VA, or other funds must sign an agreement with the Financial Aid Office prior to the payment deadline EACH QUARTER.** If you do not place a hold on your registration, you may be dropped from your classes prior to the beginning of the quarter and may not be able to re-register for the same classes.
Arrange for Transportation, Parking and/or Childcare. Parking passes can be purchased through Cashiers in Parks Union Building, 2nd floor. You must have an EvCC parking permit to park anywhere on campus. If you use disability parking, you will also need to display your disability placard issued by the state. Information on parking and public transportation is available at www.everettcc.edu/parking. Check out EvCC’s Early Learning Center for children ages 1-5 at www.everettcc.edu/elc.

Note: Some classes are held off-campus – check the location of your classes prior to registering and make sure you will have time to get from one class to the next without being late. Look for the listing abbreviation for class locations at the beginning of the course listings in the class schedule.

Buy your Books. Visit the EvCC Bookstore in the Parks Student Union or buy your books online at www.evccbookstore.com.

Go to Class! Failure to attend class on the first two days of the quarter may result in you being dropped from your classes to make room for students on the waitlist. Once the waitlisted students have been added, the class may be too full for you to re-register. Attending class throughout the quarter is critical to your success at EvCC.

- You will not be contacted by the college to inform you when your courses begin. Be sure to pay close attention to the beginning and ending dates of each quarter when you register.
- Some classes do not meet for the entire quarter. If your class starts or ends earlier or later in the quarter, this will be indicated on your printed class schedule.

Check Your Student E-mail. https://mail.google.com/ Username: first initial + middle initial + last name (use the letter x if you have no middle name registered with the college)@students.everettcc.edu. Example: Joe F. Smith would be jfsmith@students.everettcc.edu. Temporary Password: first letter of your first name capitalized + the first letter of your last name in lower case + your full SID. NOTE: This password is temporary and you may be asked to change it the next time you login.

Need Help? Visit the Enrollment Services Office in Parks Building, 2nd floor, or call 425-388-9219 and press 0. Or send your questions to admissions@everettcc.edu

Other State Agencies:

- Department of Vocational Rehabilitation (DVR), Building B 2nd floor, 840 N Broadway Suite 500, Everett Wa. (800) 745-5960.
- Department of Labor and Industries (L & I), 729 100TH Street S.E. Everett Wa. 98208–3727, (425) 290-1300
- Department of Services for the Blind (DSB), 3411 S Alaska St, Seattle Wa. (800) 552-7103.

Contact www.access.wa.gov for additional resources.