Basic Food Employment & Training (BFET) Program
Getting Started Checklist

☐ **Learn more about Everett Community College** at www.everettcc.edu.

☐ **Apply Online for Admission** at www.everettcc.edu/admissions. The earlier the better! When you receive your email (or letter) of admission it will include your Student ID number and PIN.

☐ **Apply Online for Financial Aid** at www.fafsa.ed.gov. Fill out your Free Application for Federal Student Aid (FAFSA) as soon as you can. EvCC Federal School Code is 003776.

☐ Be sure to finish filling out your financial aid paperwork with the Financial Aid office approximately 5 days after submitting your FAFSA online. You can check your status at www.everettcc.edu/fa and click on Financial Aid Portal. Your password is your Social Security number and your PIN is your 6-digit birthday.

☐ **Complete Online Orientation** at www.everettcc.edu/orientation. All new students must complete orientation before registering for classes.

☐ **COMPASS Placement Test (optional for some programs).** Testing evaluates your current math, reading and writing skills. You may be required to take a placement test. Placement tests are given at the Testing Center in Glacier Hall. There is a $30 fee that needs to be paid for at the Cashier’s Office prior to testing. For more information see www.everettcc.edu/testing.

☐ **Complete Your Degree Plan.** Your degree plan **must** be completed by your faculty/program advisor before enrolling in the BFET Program. Contact a faculty/program advisor. Advisors are listed on the front of the curriculum guide and will assist you with your degree plan and/or signing your curriculum guide.

☐ **Application.** Please complete the joint Workforce Funding application found at www.everettcc.edu/bfet after you have completed the above requirements. Your application might be rejected if you have not completed the necessary requirements or if your application is incomplete.

☐ **Enrolling in the BFET Program.** *We will contact you and provide your next steps.* We are located on the 3rd floor of the Parks Student Union in the Workforce Funding department. Please email any questions to bfet@everettcc.edu.

*Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status or age.*