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

- **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 (FAFSA)** 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.

- **Follow-up Paperwork with EvCC Financial Aid Office.** Be sure to finish filling out your financial aid paperwork with the EvCC 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.