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 ctcLink ID number and PIN.

☐ **Complete Online College Orientation** at www.everettcc.edu/orientation. Once you receive your ctcLink ID, all new students must complete orientation before registering for classes.

☐ **Apply Online for Financial Aid (FAFSA)** at https://studentaid.gov/ or WASFA at Washington Application for State Financial Aid (WASFA) for undocumented students. Fill out your FAFSA or WASFA as soon as you can (BFET cannot pay tuition without it). 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 or WASFA online. You can check your financial aid status at https://www.everettcc.edu/ctclink.

☐ **Establish Placement for Classes** *(optional for some programs)*. Most students need math and English placement before registering for classes. Visit the placement page for a list of placement options at www.everettcc.edu/enrollment/placement. If you are required to take the Accuplacer test, tests are given at the Testing Center in Glacier Hall. There is a $33.70 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 Academic/Degree Plan.** Start working on your academic/degree plan. Your plan must be completed by an academic advisor prior to your second quarter of enrollment in the BFET Program. For information on program pathways and to find advisors see www.everettcc.edu/programs/pathways. If you are undecided or need assistance finding an advisor, please email bfet@everettcc.edu.

☐ **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.