


## Student College Transition Task Chart (4/24/2023):

### [Everett Community College](#)

Task	Links	Notes
<b>EvCC Getting Started Summary List</b>	<ol style="list-style-type: none"> <li>1. Explore EvCC Educational Pathways: <a href="http://EverettCC.edu/Pathways">EverettCC.edu/Pathways</a></li> <li>2. Apply for Admission Online: <a href="http://EverettCC.edu/Admissions">EverettCC.edu/Admissions</a></li> <li>3. Find Ways to Pay for College: <a href="http://EverettCC.edu/WaysToPay">EverettCC.edu/WaysToPay</a></li> <li>4. Complete Orientation <a href="http://EverettCC.edu/Orientation">EverettCC.edu/Orientation</a></li> <li>5. Establish Placement for Classes: <a href="http://EverettCC.edu/Placement">EverettCC.edu/Placement</a></li> <li>6. Complete the Entry Advising &amp; Select a Pathway: <a href="http://EverettCC.edu/Advising">EverettCC.edu/Advising</a></li> <li>7. Register &amp; Pay for Classes: <a href="http://EverettCC.edu/ctclink">EverettCC.edu/ctclink</a> <a href="http://EverettCC.edu/Deadlines">EverettCC.edu/Deadlines</a></li> </ol>	<p>Find the right one for you!</p> <p>Your acceptance email or letter will include your ctcLink ID number and PIN.</p> <p>Learn about your funding options.</p> <p>New students are required to complete orientation before registering for classes.</p> <p>Most students need math and English placement before registering for classes. Investigate the list of options.</p> <p>Students are required to complete entry advising before selecting first-quarter classes. Advising is also available remotely.</p> <p>Register and pay online in ctcLink and investigate payment deadlines.</p>
<b>EvCC Important Dates and Registration Calendar for Fall Quarter 2023</b>	<ul style="list-style-type: none"> <li>• Submit the Admissions Application at least two weeks before open registration to complete the “Getting Started” checklist.</li> <li>• Submit the Financial Aid Application (FAFSA/WASF) at least two weeks before the financial aid priority deadline in case additional documentation is needed.</li> <li>• Priority Financial Aid Deadline for maximum funding.</li> </ul>	<p>May 5, 2023</p> <p>May 16, 2023</p> <p>June 6, 2023</p>

	<ul style="list-style-type: none"> <li>• Open Registration for Fall 2023. Registration is open to all students with a ctcLink ID number.</li> <li>• Deadline to pay tuition and fees.</li> <li>• Final Deadline for Fall 2023 Admissions.</li> <li>• First Day of Fall Quarter Classes</li> <li>• Deadline to register, add a class with the instructor's written permission or drop a class without a record.</li> <li>• Last Day of Fall Quarter Classes</li> </ul>	<p>May 30, 2023</p> <p>August 23, 2023</p> <p>September 7, 2023</p> <p>September 18, 2023</p> <p>September 29, 2023</p> <p>December 7, 2023</p>
<b>Apply for Admission to EvCC</b>	Apply for EvCC online: <a href="http://EverettCC.edu/Admissions">EverettCC.edu/Admissions</a>	EvCC accepts applications on an ongoing basis. See the recommendations and deadlines above. Don't wait! Apply today!
<b>Receive your ctcLink ID after admission to EvCC.</b>	<p>Log in after receiving the admissions letter or email, here: <a href="http://EverettCC.edu/ctclink">EverettCC.edu/ctclink</a></p> <p><b>ctcLink Support</b>  <a href="#">Online Support Request Form</a>  Email: <a href="mailto:helpdesk@everettcc.edu">helpdesk@everettcc.edu</a>  Call: 425-388-9333  Visit Shuksan Hall 233  If able, please submit screenshots of the issue you are experiencing. This may expedite the resolution.</p>	<p>If you have not applied to EvCC, <b><a href="#">apply now!</a></b> You need to apply before you can complete orientation and registration. You will receive your ctcLink ID number after you are admitted to EvCC.</p> <p>The ctcLink is the way you manage your college business online:</p> <ul style="list-style-type: none"> <li>• Register for classes</li> <li>• Update student info</li> <li>• View your grades</li> <li>• Contact your advisor</li> </ul>
<b>I already have a ctcLink from Running Start or College in the High School Courses, what do I do?</b>	<p>If you already have ctcLink with EvCC through Running Start or College in the High School Courses and I am wanting to register for classes next fall, here is what you do.</p> <p>You do not need to reapply.</p> <p>You do need to fill out the following two forms:</p>	<b>If you are a Running Start or College in the High School student, you must fill out these two forms.</b>

	<ol style="list-style-type: none"> <li>1. <a href="#">Continuing at EvCC (After College in the High School)</a></li> <li>2. <a href="#">EvCC Request Program Change/Update</a></li> </ol> <p>Students then will need to do the next two steps below orientation and advising.</p>	
<p><b>Participate in an EvCC Orientation</b></p>	<p>Register for your orientation session (online self-guided or online small group), here: <a href="http://EverettCC.edu/Orientation">EverettCC.edu/Orientation</a></p> <p><b>Option 1:</b> <a href="#">Online Self-Guided Orientation Start</a></p> <p><b>Option 2:</b> <a href="#">Online Small Group Orientation Registration</a></p> <p>Students will need an EvCC ctcLink ID number to sign up for new student orientation. If you need assistance with your ctcLink: <a href="#">ctcLink at EvCC</a>.</p>	<p><b>All new students must complete orientation before registering for classes.</b> You have two options to complete this mandatory step.</p> <p><b>Option 1:</b> The Online Orientation is a self-guided course you can complete independently.</p> <p><b>Option 2:</b> The Orientation Workshops are small, virtual, interactive sessions led by an EvCC staff member. It's a chance to meet a few other new students and get your questions answered in real-time.</p>
<p><b>Complete Entry Advising</b></p>	<p><a href="http://EverettCC.edu/Advising">EverettCC.edu/Advising</a></p> <p><b>In most cases, students will have an Entry Advising block on their registration.</b> EvCC recommends that <i>all</i> new students speak with an entry advisor before selecting their first-quarter classes.</p> <p><b>Before you are ready for Entry Advising you will need to:</b></p> <ol style="list-style-type: none"> <li>1. Have a ctcLink ID Number (you get this after you have <b>applied</b>)</li> <li>2. Receive placement: New students can get the required course placement by taking the Accuplacer <b>Placement Test</b> or by submitting</li> </ol>	<p><b>All new students must complete entry advising before registering for classes.</b> However, a few EvCC programs are <b>exempt from Entry Advising</b>.</p>

	<p>the <a href="#">Placement Form</a> with the required documentation.</p> <p>3. What if I don't know what I want to study? EvCC has resources to help you explore. Click on our <a href="#">Career Coach</a> site for more information on how to find a pathway and program that works for you.</p> <p><b>Once you complete the above three steps, meet with an advisor via Zoom or in person.</b></p> <p><b>Zoom Drop-in Advising</b>  Monday 3:00 - 4:30 Zoom  Tuesday 10:00 -2:00 Zoom  Wednesday 3:00 - 4:30 Zoom  Thursday 10:00 - 2:00 Zoom  Friday 10:00 - 2:00 Zoom</p> <p><a href="#">Join Zoom</a> </p> <p>Meeting ID: 824 8927 8733  Or join by phone: 1-253-215-8782</p> <p><b>In-person: (drop-in Rainier Hall, Room 108)</b>  Monday &amp; Wednesday: 10 am – 1:30 pm (log in at least 30 min before closing) Advising is on a drop-in basis, and we cannot guarantee you will be seen if it gets too busy at the end of a session. Thank you</p> <p><b>April 3 - June 16, 2023</b>  <i>Can't make it during our hours of operation? Please email <a href="mailto:advising@everettcc.edu">advising@everettcc.edu</a> or call (425) 388-9339 and one of our entry advisors will contact you to help make arrangements.</i></p>	
<p><b>Register for Classes</b></p>	<p>Register for classes through the CTC Student Kiosk.</p> <p>In the CTC Student Kiosk, you can also change your PIN, look up your student ID number, get your unofficial transcript, check your waitlist status, find your current quarter schedule, and change your address. You can also access many of these services through the <a href="#">MyEvCC Student Portal</a>.</p>	<p>Register for classes as soon as registration opens to have access to more unfilled courses.</p>

	<p>Students search and identify desired courses using <a href="#">Class Search</a>. Students register for courses using ctcLink.</p> <p><a href="#">Here are illustrated directions</a> on how to search for classes and register using the ctcLink. <a href="#">Here is an EvCC ctcLink Video User's Guide</a> on how to use the Class Schedule and How to Register.</p>	<p><b>You will not be able to register for classes until you have:</b></p> <ul style="list-style-type: none"> <li>• a ctcLink ID number.</li> <li>• completed the online orientation.</li> <li>• completed the entry advising.</li> </ul>
<b>Apply for Financial Aid for EvCC using the FAFSA or WAFSA.</b>	<p>Ways to Pay for College: <a href="http://EverettCC.edu/WaysToPay">EverettCC.edu/WaysToPay</a></p>	<p>Here is a printable version of the guide: <a href="#">English - Ways to Pay for EvCC</a> &amp; <a href="#">En Español, oprima aquí.</a></p>
<b>Review EvCC Financial Aid Status.</b>	<p>Check the status of your financial aid by clicking on the <a href="#">Financial Aid Tile through ctcLink Student Homepage</a>.</p>	<p>Review financial aid <a href="#">Priority Deadlines</a>.</p>
<b>If requested, return Financial Aid Verification Documents to EvCC.</b>	<p>The Financial Aid Office may send an email to the address on your FAFSA/WASFA requesting additional documents. Log into your <a href="#">Student Homepage</a>. Submit any requested documents right away to avoid delays in processing your financial aid. You will be able to view your financial aid application status, aid offered, messages, and the "To Do List" through the student homepage.</p>	<p>Contact the EvCC Financial Aid Office if you need support or have questions.</p> <p>Carefully read your "To Do List" items from EvCC.</p>
<b>Accept Financial Aid Award Letter from EvCC</b>	<p><b>At EvCC you will not receive a financial aid award letter until after you enroll in classes.</b> You need to accept financial aid within a month of receiving your financial aid award. These awards usually come out after you have enrolled and registered for courses. You will do this through your <a href="#">Student Homepage</a>.</p>	<p>You may also see other Washington community colleges that you may have listed on your FAFSA or WASFA, so be sure that you do not accept aid from multiple colleges for the same term.</p>
<b>Send High School Transcript to EvCC (if applicable).</b>	<p>For general admission, transcripts from your high school and/or previous colleges are not necessarily required.</p> <p>However, there may be reasons to send transcripts:</p> <ul style="list-style-type: none"> <li>• Algebra/Chemistry/Computer Applications coursework as listed on your high school transcripts may satisfy a degree competency</li> </ul>	<p>The Enrollment Services Office provides written transcript evaluations for admitted students who wish to apply previously earned credits toward an EvCC certificate or degree.</p> <p><a href="#">See Transfer Credit for more information.</a></p>

	<p>requirement or course prerequisite.</p> <ul style="list-style-type: none"> <li>• Previous coursework may be transferable toward meeting requirements at EvCC. (AP Exam Credits and non-EvCC College in the High School Credits)</li> <li>• Some EvCC professional career programs, such as Nursing may require transcripts as part of the application.</li> </ul>	<p>A <a href="#">Transfer Credit Evaluation Request Form</a> is available online or from Enrollment Services.</p>
<p><b>Complete EvCC Housing Application (if applicable).</b></p>	<p>If you desire to live on campus, apply for housing as soon as possible, after acceptance. <a href="#">EvCC Student Housing Information</a>.</p>	<p>The Student Housing Application must be fully completed including:</p> <ul style="list-style-type: none"> <li>• Personal information (Including your name, contact information, age, etc.)</li> <li>• ctLink ID</li> <li>• Payment information</li> </ul> <p>Payment of the \$150 application fee is required before your application can be processed.</p>
<p><b>Complete a Center for Disability Services intake to receive class accommodations from your instructors (if applicable).</b></p>	<p>EvCC uses Accessible Information Management (AIM) to support student accommodations through the AccessPortal application.</p> <p>Complete the intake information to receive your accommodations. Go to the <a href="#">Getting Started page!</a> Complete the intake by September 1.</p> <p>Faculty Notification Letters start going out about one week before classes start. For all classes, EvCC will send out digital accommodation letters. Instead of meeting with your instructor during office hours, we recommend emailing your instructor to <a href="#">discuss how your accommodations can be implemented in the class</a>. You can view your letter and much more information when you log into <a href="#">AccessPortal</a> using your campus login credentials.</p>	<p>Center for Disability Services in-person staff availability for students in Parks 268:</p> <ul style="list-style-type: none"> <li>• Monday: 9:00 a.m. to 6:00 p.m.</li> <li>• Tuesday, Wednesday, Thursday &amp; Friday: 9:00 a.m. to 4:30 p.m.</li> </ul> <p><a href="#">CDS Virtual Zoom Office Hours</a> Monday - Thursday: 9:30 a.m. to 4:00 p.m.</p>
<p><b>Accept your Financial Aid Award Letter from EvCC.</b></p>	<p>You need to accept financial aid within a month of receiving your financial aid</p>	<p>You may also see other Washington community</p>

	award. <b>Remember you will not receive an award letter until your register for courses.</b> These awards usually come out after you have enrolled and registered for courses. You will do this through your <a href="#">Student Homepage</a> .	colleges that you may have listed on your FAFSA or WASFA, so be sure that you do not accept aid from multiple colleges for the same term.
<b>Review your tuition bill.</b>	Tuition is often due two weeks before the quarter starts. Review your bill as soon as you get it. You can wait on your financial aid funding to pay the bill – if you don't receive it, check with the financial aid office.	By registering, you are taking personal responsibility to pay tuition and/or fees. All students - regardless of the type of courses being taken - may be charged fees.
<b>Explore other aid options.</b>	Explore other aid options if there is an unpaid balance after receiving the Financial Aid Award Letter.  <a href="#">EverettCC.edu/WaysToPay</a>  <a href="#">SwiftStudent</a> A free digital tool to learn about the financial aid appeals process.	
<b>Make your tuition payment.</b>	Make final payment to billing office (payment plan, alternative loan, pay in full).  <b>Payment Options:</b>  1. <a href="#">Pay online with a credit card in ctLink</a>  2. <b>Pay by phone with a credit card or debit card.</b> Call the <a href="#">Cashiers Office</a> at 425-388-9225.  3. <b>Send a check</b> with a note of your ctLink ID number and Name Mail your check to: Everett Community College Attn: Cashiers MS-12 2000 Tower Street Everett, WA 98201 Allow extra time for the mail, and send an email to <a href="mailto:cashier@everettcc.edu">cashier@everettcc.edu</a> , letting them know you have sent your payment.	If you have concerns about being able to make this payment, contact the <a href="#">Financial Aid Office</a> immediately.

	<p><b>Tuition Payment Plan</b></p> <p>The payment plan gives you more time and flexibility to pay your tuition and fees to EvCC by splitting the amount owed into three payments, plus a one-time \$10 processing fee. To see deadlines and to sign up, read the <a href="#">tuition payment plan directions</a>.</p>	
<p><b>Check the syllabus for each of your courses.</b></p>	<p>A week before school starts check your courses' syllabi, calendar important exam dates, and project deadlines, and list the books and supplies needed for each course. The syllabus for each course will be located in an online tool called <a href="#">Canvas</a>.</p>	
<p><b>Purchase books and supplies.</b></p>	<p>A week before school starts, check your course syllabus on Canvas and purchase your necessary books and supplies. <a href="#">You may buy your books and supplies online</a>. EvCC's bookstore, located at Parks Student Union 263, is open for in-person purchases of textbooks and supplies. <a href="#">Check here for updated hours</a>.</p>	<p>Check the campus bookstore, but also Amazon or other online booksellers, for the best deal! Sometimes you can rent textbooks for a lower cost, or buy and re-sell your books.</p>
<p><b>Pay housing expenses (if applicable).</b></p>	<p><a href="#">Housing payment information: how much, when to pay, where to pay</a>.</p> <p>Rent is due quarterly. If moving in before the start of the quarter, then payment is due <b>before</b> moving in. If moving in after the start of the quarter, then payment is due <b>within 10 days</b> of moving in.</p>	
<p><b>Immunizations</b></p>	<p>Effective Winter quarter 2023, EvCC no longer requires students to attest their vaccination or exemption status, though some programs, such as healthcare, may require vaccination as part of Federal regulations.</p>	
<p><b>Campus Map</b></p>	<p>Check out a campus map (or take a walk around campus) to find where your classes will be. Here is a building locator and map: <a href="#">Everett Community College</a>.</p>	



<b>Communication Plan</b>	<p>Before the first week of classes, make a communication plan with family and close friends.</p> <ul style="list-style-type: none"> <li>• How you will communicate: text, call, message.</li> <li>• When you will communicate: daily, weekly, and monthly.</li> </ul>	
<b>Add/Drop and Withdrawal Dates</b>	<p>Before the start of classes, look at the quarter calendar to be aware of add/drop and withdrawal periods. Remember if you must add, drop, or withdraw this could affect your financial aid to be in contact with the Financial Aid office if this applies.</p>	<p>The EvCC dates for current and upcoming quarters are published <a href="#">here</a>.</p>
<p>Contact your <b>EvCC Housing Roommate</b> (if applicable).</p>	<p>Before moving into EvCC housing, contact your roommate and begin to get acquainted. Discuss with your roommate what housing items you may share and who will bring what.</p>	
<b>Computer Technology</b>	<p>Before classes begin, plan on acquiring a laptop either through:</p> <ul style="list-style-type: none"> <li>• Purchase</li> <li>• Rental</li> <li>• Borrow</li> </ul>	<p><a href="#">Computer Labs at EvCC</a> <a href="#">Dell Discounts at EvCC</a></p>
<p><b>Campus Job Search</b> (if applicable).</p>	<p>If you plan to work during the school year, begin your search as soon as possible. The EvCC Student Job Center is the place to begin.</p> <p><a href="#">EvCC Job Search FAQ</a></p>	<p>The Student Job Center is located on the second floor of Olympus Hall in Room 223. A variety of jobs are received by this office each week. <a href="#">The positions can be found after registering as a job seeker by clicking here</a> or by looking through posted jobs on the physical Job Center bulletin boards across from Financial Aid.</p>
<p>Visit the <b>TRiO Student Support Services</b> Office</p>	<p>A week before, or during, the first week of classes visit the <a href="#">TRiO Student Support Services office</a>.</p> <p>In-person services: Monte Cristo 210 Monday - Friday 9 AM – 4:30 PM Phone: 425-388-9365 Email: <a href="mailto:trio@everettcc.edu">trio@everettcc.edu</a></p> <p><b>TRiO offers the following free services to participants:</b></p>	<p>TRiO Student Support Services at Everett Community College is a federally funded program that provides academic support services to eligible participants. TRiO empowers first-generation, low-income students, and students with disabilities to navigate opportunities and barriers to author their authentic dreams.</p>

	<ul style="list-style-type: none"><li>• Personalized one-on-one academic planning and goal setting</li><li>• Transfer Advising</li><li>• Major choice and career advising</li><li>• Tutoring for specified courses</li><li>• Visits to local 4-year colleges and universities</li><li>• Scholarship and financial aid resources</li></ul>	
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