

# Workforce Development Check-List

[www.lwtech.edu/WFD](http://www.lwtech.edu/WFD)

- STEP 1:** Attend Workforce Development orientation  
All Workforce Development students must attend orientation. To see which program you may qualify for and to register for the workshop, please visit [www.lwtech.edu/WFD](http://www.lwtech.edu/WFD) and click the link that says "Please click here to take our Start Next Quarter Survey". At the conclusion of the survey, you can register for the orientation.

**Sessions are held every Wednesday in W305B at 12:00 PM. The orientation lasts an hour and half.**

- STEP 2:** Apply for admission to LWTech  
Online at [www.lwtech.edu/apply](http://www.lwtech.edu/apply) or in-person at [Enrollment Services](#) (W201)  
\*Questions? Call (425) 739-8104 or email [admissions@lwtech.edu](mailto:admissions@lwtech.edu).

- STEP 3:** Apply for [Financial Aid](#) & turn in all supplemental paperwork  
The primary way students pay for tuition is through federal financial aid. To apply, go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov).  
**Don't forget to turn your supplemental paperwork in after you've completed your FAFSA!**  
Download your paperwork at [www.lwtech.edu/financialaid](http://www.lwtech.edu/financialaid) OR stop by W209.

**Need help completing your FAFSA?** Attend our FAFSA lab. A Financial Aid Advisor will assist you. Check [www.lwtech.edu/financialaid](http://www.lwtech.edu/financialaid) for dates.

<p><b>FAFSA Lab</b> Thursdays 2:30 PM Room W113</p>	<p><b>What to Bring:</b> For 2016-2017 – Summer Quarter 2016 through Spring Quarter 2017: * Your 2015 tax return or income information * Dependent students will need their parent's 2015 tax return or income information * Eligible non-citizens will need their eight or nine digit Alien Registration number</p>
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- STEP 4:** Take the [self-guided placement assessment](#) or submit [transcripts](#)  
Please do one of the following, based on your college history:
- A. **Take the Self-guided Placement Assessment:** No appointment is necessary to take the assessment. All assessments are administered in the West Building, Room W204. Bring a government issued photo ID & your LWTech Student ID number with you.  
**Assessment Times: Mondays: 8-2 PM, Tuesdays: 8-2PM, Wednesdays: 8-2PM, Fridays: 10-2 PM**
- OR**
- B. **Transcripts:** Students may use unofficial transcripts for initial planning purposes. Students may need to submit official transcripts if transferring credits.

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**STEP 5: Attend New Student Orientation**  
[New Student Orientation](#) is **mandatory** for new students without previous college credit. All students must either attend orientation **or** show transcripts to an advisor in W207 in order to register for classes. Please go to [www.lwtech.edu/orientation](http://www.lwtech.edu/orientation) to view the orientation schedule.

**STEP 6: Academic Planning**  
Students will meet with a Workforce Development Advisor to review degree or certificate requirements, plan their course of study, and select their first quarter classes. You will register for an Academic Planning session at the Workforce Development Orientation.

## Optional Workshops and Resources

Other opportunities you may consider include:

- Want a complete tour of campus? Visit <http://www.lwtech.edu/campustours>.
- Unsure which major you want to pursue?** Attend the [Career Choice Workshop](#). Call 425-739-8113 for classroom location and to sign up! Held the 1<sup>st</sup> and 3<sup>rd</sup> Friday of each month.
- Want to schedule a Program Visit?** Contact the faculty listed on the program page to schedule one! [www.lwtech.edu/programs](http://www.lwtech.edu/programs)
- Are you a veteran?** Attend the [Veteran Benefits Orientation](#). Held Tuesdays at 11am and Thursdays 1:30pm in W213C.
- Need disability accommodations?** Request accommodations online at [www.lwtech.edu/DSS](http://www.lwtech.edu/DSS).
- Are you low-income, first-generation college student, or have a documented disability?** Enroll with [TRiO Projects](#) for one-on-one tutoring, additional advising support, and study-skills workshops.
- Looking for free tutoring resources?** Find them at [www.lwtech.edu/tutoring](http://www.lwtech.edu/tutoring).

*We look forward to helping you succeed at Lake Washington Institute of Technology!*