Year Up Puget Sound Program: South Seattle College Steps-To-Enroll

The following steps are intended for students who have already been accepted into the Year Up Puget Sound Program for Business Operations and Project Management Support program, located at South Seattle College. Please see our program page HERE.

<mark>ALL student must first apply with Year Up Puget Sound and be accepted into the program in order to move forward with the Steps to Enroll below!</mark>

1. Submit Your Admissions Application

Complete our free, online South Seattle College Admissions Application. Follow directions listed on the website.

For this Year Up Puget Sound program, please create an account and use the below information to start your application. You must complete a new application for South Seattle College for the Business Operations and Project Management Program regardless if you have previously attended any of the Seattle Colleges.

College: South Seattle College
I will be enrolling as a…..: First Year
Program: Professional Technical
Degree or Certificate I am seeking: Business OPS/Project Mgmt C20

Please submit your South Seattle College application as soon as possible! Your application can take up to 10-15 business days to process. Once your application has been processed, you will receive an email communication from ssccregistration@seattlecolleges.edu about your acceptance status and will be provided with a **ctcLink ID number**. (Please make sure to check all email folders including promotional and junk mailboxes).
Keep this unique number safe as you will use it throughout your time at South Seattle College.
Once you receive your ctcLink ID number, please send it to the Year Up Puget Sound onboarding center.
For questions on the status of your admissions application, contact ssccregistration@seattlecolleges.edu.

2. Set Up Your Tech Accounts-ctcLink, MySeattleColleges, Starfish, and Canvas

You will need to have your ctcLink account activated to do this step. We will use your ctcLink number to create your MySeattleColleges account, your Starfish account, and your Canvas account.

Go to tools.seattlecolleges.edu and select "Get My Credentials" to activate your Seattle Colleges email address. You will be provided with your email and login credentials. After this, you will set your password by selecting "Reset Password." Your email is usually your FirstName.LastName@seattlecolleges.edu and the password is one you can create. This password expires every 120 days. Make sure to use a secure and memorable password so you access your account again.

Here is a great student guide to explain how you will set up and use your ctcLink account, MySeattleColleges account, your Starfish account, and your Canvas account while in school.

If you need help setting up and navigating these tech tools, please contact the E-Learning Staff for assistance!

3. Placement

Students enrolled in the Year Up Puget Sound program are required to take both the Self-Directed English and Math Placement Assessment as part of the enrollment process. Before you can register for classes, you'll need to establish Math and English placement at South.

You can complete South's free English and Math Directed Self Placement tools (recommended) or look at alternate placement measures.

Each tool will only take you around 30 minutes to complete. Your results will be recorded in ctcLink.
- Click here to start the English Directed Self Placement Tool
  - o   Either ENGL 107 or ENGL& 101 are good choices for this program.
- Click here to start the Math Directed Self Placement Tool
  - o   Any choice will work for this program.

4. Apply for Funding

Year Up Puget Sound students enrolled in the Business Operations and Project Management Support Program are **not** responsible for the cost of these courses through South Seattle College.

Workforce Funds

Year Up Puget Sound students are required to connect with the Workforce Education department and fill out an application to see if you are eligible for one or more of their funding programs for Professional Technical students. Another great resource for students in these programs starting in Fall Quarter is our Opportunity Grant. Learn more at our Opportunity Grant website.

Financial Aid

Year Up Puget Sound students are required to apply for Financial Aid to see if they are eligible for funding. To start the process, you would submit the FAFSA or WASFA. Use Federal School Code for South Seattle College: 009706. Once your application is submitted, make sure to check your email often as you will get further directions from our Financial Aid office. Students often have to submit additional information to complete the Financial Aid File.

For questions in general, contact financialsouth@seattlecolleges.edu. You can also get help filling out your FAFSA or WASFA with the Benefits Hub or Year Up Admissions Staff!

Scholarships

South Seattle College also has a variety of Scholarships you can apply to (optional).

5. Registering and Advising

Login to the online schedule to register for classes by going to South's main webpage, click the magnifying glass on the top right corner, and click the link that says class schedule. You can then login!

Step by step instructions to register for classes using ctcLink can be found here at [Seattle Colleges CTC Instructions](#).

You will be registering for either section YU1 or YU2 of the following courses:

- BUS 113 Diversity Issues in Business
- BUS 169 Using Computers in Business
- BUS 116 Business Math/Spreadsheets
- BUS 131 Integrated Communications
- BUS 298 Special Topics: Business (Select the Lecture which is the 2nd option)

To find out which section (YU1 or YU2) you should register for, you can ask your Year Up Puget Sound team or an academic advisor! If you have any questions about registering for classes or would like to connect with an advisor, please visit [South Seattle College Advising Team](#).

Year Up Puget Sound students should NOT register for any classes other than what's listed for this program. Students will be financially response for any classes they register for outside of the YU courses.

6. Orientation

Make sure you check your emails to keep up to date with the Year Up Puget Sound Pre-Orientation and Orientation Week schedule. Attendance is mandatory to enroll.

This is different from the South Seattle College online orientation, which is not currently required for Year Up Puget Sound students.

<u>Need help?</u>

- If you are not currently enrolled in YearUp and have questions about their program(s) and/or want to apply for the YearUp program(s) at South Seattle College, please connect with their team to apply: https://www.yearup.org/students/become-a-student Email: yupsadmissions@yearup.org

- If you have already been accepted into a YearUp program and have questions about the enrollment steps 1-4, please schedule an appointment with our Welcome Center and we will help you navigate to your next step in the process: https://southseattle.edu/welcome-center

- If you have been accepted into the YearUp program and have questions about enrollment step 5 of how to register for classes, please contact South Seattle College's Advising Team to schedule an appointment: https://southseattle.edu/advising