

# Year Up Puget Sound Program:

## South Seattle College Steps-To-Enroll 2022

The following steps are intended for students enrolled in 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](#).

- 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.

### 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](mailto: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](mailto:ssccregistration@seattlecolleges.edu).

### 2. Set Up Your MySeattleColleges Account

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

Go to [tools.seattlecolleges.edu](https://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 use your ctcLink account and your MySeattleColleges account while in school.

### 3. Placement

Students enrolled in the Year Up Puget Sound program are required to take a Self-Directed English Placement Assessment as part of the enrollment process. The link to the test can be found here [HERE](#). For the English Directed Self Placement tool, students should choose either ENGL 107 or ENGL& 101.

You will not be able to complete your placement test until you receive your ctcLink ID.

### 4. Get Familiar with Starfish

Starfish is a tech tool you can use to schedule appointments with the Financial Aid, Advising, and even Tutoring departments.

Check out your [Starfish](#) tool. Your username should be [First Name].[Last Name] and your password would be the same as your MySeattleColleges Account. For detailed instructions for Starfish, please go to [Starfish IT Services](#)

### 5. 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](mailto: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).

**Need help picking the right funding option for you? Make an Intake Appointment with the [Welcome Center](#) for some personalized guidance to the right resources.**

## 6. Registering and Advising

Login to the online schedule to register for classes at [CTC Class Search for Students](#).

Step by step instructions to register for classes using CTC link 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

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 responsible for any classes they register for outside of the YU courses.

## 7. 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.

## **We're here to support you!**

If you have questions or need guidance on where to start, please contact our [Welcome Center](#) at [SouthWelcomeCenter@seattlecolleges.edu](mailto:SouthWelcomeCenter@seattlecolleges.edu) and we will help you get started.