South Seattle College- Aviation Seminar Program-Steps to Enroll 2023

The following steps are intended for students enrolling in the Aviation Airframe & Powerplant Seminar (For Transitioning Military personnel & Veterans) at South Seattle College. Our program page can be found HERE.

All students must first apply and be accepted through the SkillBridge program at https://skillbridge.osd.mil/. All interested students should review information through the Aviation Pathways Program Orientation at https://pacmtn.org/aviation-pathways/#/. For further information on qualifying for this program, please contact Aviation Pathways at AviationPathways@thurstonchamber.com . For support with applying, connect with Andrew Garate: andrew@workexmilitary.org

Once you have been approved for the program, please follow the below steps-to-enroll below for South Seattle college.

1. **Submit Your Admissions Application**

- Complete our South Seattle College Admissions Application. Follow directions listed on the website.
- For this Aviation Airframe and Powerplant Seminar, please create an account and use the below information to start your application.

- **College:** South Seattle College
- **I will be enrolling as a:** First Year
- **Program:** Professional Technical
- **Degree or Certificate I am seeking**: Airframe/Powerplant Sem C01

- Once you have submitted your application, please send an email to South's Registration department with your application number **using the below email template.** If you are an out-of-state resident stationed at JBLM, please attach copies your state issued photo ID (not your military ID) and your station orders. This will help ensure that you receive in-state tuition rate for this seminar.

Email Template to use to Email South's Registration Office to Request Admission Application to be Processed and to be Registered for the JBLM Aviation Seminar Class
To: ssccregistration@southseattle.edu
Subject: Request for Admission Application Processing and Registration into JBLM Aviation Seminar Class
Email:
Hello, my name is [first name, last name]. I applied for admissions and would like my application to be processed. I am applying for JBLM's Aviation Seminar and need to be manually registered for classes please. Attached are my residency documents to ensure in-state tuition rate is applied to my account. Thank you! My application number is [000000].

- 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 for this email).

- Keep this unique number safe as you will use it throughout your time at South Seattle College.

- For questions on the status of your admissions application, contact South's Registration team at ssccregistration@seattlecolleges.edu

2. **Check in about Funding**

There are multiple options for funding for the Aviation Seminar. You should first apply to use Workforce funding or WIOA funds. If you're ineligible for those, then you can use your GI Bill; however, we try to use the other sources first so we don't use up time on your GI Bill.

1st Priority Option-Workforce: To utilize Workforce funding, please contact them at: workforcesouth@seattlecolleges.edu and complete this intake survey at Workforce Intake. You'll need to include either/or: DD 214, separation papers, ETS orders, or an acceptance letter from Thurston County Chamber into the Aviation Seminar program to the Workforce team.

2nd Priority Option-WIOA: This is a specialized funding source for Thurston County Residents. Please check in with Aviation Pathways at if you are eligible for this specialized funding.

3rd (Last Option)-GI Bill: If you plan on using your GI bill, please contact Megan Goosetree in our Financial Aid department at Megan.Goosetree@Seattlecolleges.edu and let her know that you are attending the JBLM Aviation Seminar and are wanting to use the GI Bill. We try to encourage folks to utilize other funding source before using their GI Bill as a way to save your GI Bill for yourself and/or your family.

Regardless of what funding source, we will make sure to put a hold on your account once funding is established, so you are not dropped from the class for non-payment.

3. **Activate your CTC Account/Tech Access**

Once your application has been processed, you will be provided a ctcLinkID . You will use your ctcLink ID number to activate your ctcLink Account. (You will only need to activate it once).

1. Go to the ctcLink Gateway page.
2. Select "Activate Your Account".
3. Use your first name, last name, date of birth, and ctcLink ID number to activate your account.

If needed, Watch this video to go over the ctcLink account activation process. Your ctcLink Account will be used for a variety of processes. Your ctcLink account stores information about your student accounts, financial balances, class registration, enrollment, and transcripts.

4. **Register for Classes**

-If you've already emailed Registration (See step 1 for the email template) there is no further action needed to self-register as Registration should be registering you for the JBLM Aviation Seminar classes. Check your email for confirmation from Registration about registering you. For questions or to clarify with Registration send them an email: ssccregistration@seattlecolleges.edu

(Only applicable if you are not registered for classes w/ Registration-Once you activate your account, you should be able to self-register for the two Aviation seminar classes, **AMT 295 and AMT 296.** You will start by

going to the student tab on the South home page at https://southseattle.edu/students and going to class schedule. Here is the Guide to Register in ctcLink for screen shot directions.

Please note that while registering, the permission number box shows up for everyone. You should not need a permission code to register. Leave this field blank and click "Save".)

Once you have successfully registered for classes, you will see the classes listed in your CTC Account.

We are here to support you!

If you need help with the admission application, feel free to reach out to: southwelcomecenter@seattlecolleges.edu and let them know you're a JBLM Aviation Seminar prospective student seeking help!

If you have questions about your funding, please reach out to Workforce at: workforcesouth@seattlecolleges.edu and let them know you're a JBLM Aviation Seminar student seeking help!

If you have questions about the program, please reach out to Megan Goosetree at: Megan Goosetree at: megan.goosetree@seattlecolleges.edu and let them know you're a JBLM Aviation Seminar student seeking help!