



EMILY GRIFFITH Technical College

New Student Checklist

- STEP 1:** **Apply to Emily Griffith Technical College at www.emilygriffith.edu**
Admissions application is free. Legal documentation is required for a name change, social security number change, and admissions documents submitted with different names.
- STEP 2:** **Complete new student **orientation** at www.emilygriffith.edu/admission-steps**
Undecided on your program? Go to <https://secure.collegeincolorado.org> to take a 10-minute Interest Inventory Survey. Print your results and email Careers@emilygriffith.edu to schedule an appointment with Career Services to discuss your options.
- STEP 3:** **Apply for **financial aid** and **scholarships****
Complete the FAFSA at www.fafsa.ed.gov with EGTC school code 005596. To schedule an appointment for help with your FAFSA, call 720-423-4744. To apply for EGTC scholarships, visit www.emilygriffith.edu/scholarships.
- STEP 4:** **Take the **TABE** assessment test**
Practice tests and general info is available at www.emilygriffith.edu/testing-center. Bring a photo ID to the Lincoln Campus 6th floor Welcome Desk. First test is free and retest is \$15. Each test takes at least an hour to complete. No appointment necessary. Start your test M/T/W 8am-4pm, TH/ 8am-1pm, F/ 8am-10am.
- STEP 5:** **Meet with an **advisor****
Register for classes and get connected with resources. Lincoln Campus walk-in hours are M/T/W 7:30am-6pm, TH/ 7:30am-3pm, F/ 7:30am-12pm or email your advisor to schedule an appointment. Check-in for advising at the 6th floor Welcome Desk. After you register for classes, you will receive an email with student portal and career services portal login information.
- STEP 6:** **Pay for classes**
Pay in-person at the Treasurer's Office, online www.emilygriffith.edu/student-portal-instructions, or by phone at 720-423-4786. Cash, check, VISA, or MasterCard. You must confirm payment arrangements with the Treasurer's Office within 10 business days of registering for classes OR on the first day of class (whichever comes first). Monthly payment plans are available for most programs.
- STEP 7:** **Get your **student ID** at the Treasurer's Office**
- STEP 8:** **Buy **books** and supplies at www.emilygriffith.textbookx.com**
- STEP 9:** **Plan your **childcare, transportation, and parking****
For help connecting with community child care assistance, contact the Student Success Center at 720-423-4889. For public transit info, visit www.rtd-denver.com. Information on nearby parking and public transit is available at www.emilygriffith.edu/locations-address-and-parking.
- STEP 10:** **Go to class!**
To access course materials in Daylight at <https://egtc.desire2learn.com>, your username is your student ID# and your password is your birthdate MM/DD/YYYY (including slashes). Classes are inactive in Daylight until the class start date.