



Michigan Works! Client/Student Training Referral Check List

_____ has applied for training through Oakland County Michigan Works! and is being referred to **Oakland Community College (OCC)** to complete the following: (check all that apply)

MICHIGAN WORKS!

Review & Email signed Training Referral Check List (EDU364) to **MIW@oaklandcc.edu**
Instruct Client/Student to complete OCC Admissions STEPS and FAFSA

Completed by _____ Michigan Works!

Date	Name	Phone	E-mail
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ADMISSIONS & COUNSELING

Follow the New to OCC steps to become an OCC student (oaklandcc.edu/futurestudents/new_to_occ.aspx).
Take a Virtual campus tour (tour.oaklandcc.edu).

Schedule Mandatory Counseling appointment (one (1) hour) to review documentation. Let the scheduling staff know you are with Michigan Works! in order to ensure this one-hour timeslot. A second appointment may be required pending counselor professional judgement. (Occupational programs listed at www.mycareereducation.org).

Complete the Individual Training Account (ITA or EDU 366) plan at Counseling meeting

RETURNING STUDENT TIPS

All students must complete an Online Application if they have not been a student in the past three (3) years. Some of the steps may not be required depending on current status.

INITIAL COUNSELING APPOINTMENT PLEASE ENSURE THE FOLLOWING:

- All admissions STEPS are completed, including placement testing.
- Bring any unofficial transcripts from previous institutions for pre-requisites (if applicable).
- Schedule follow up counseling appointment to review academic progress. (1-2 times per semester)

COUNSELING FOLLOW-UP APPOINTMENT (SUGGESTED TOPICS):

- Review any additional student transcripts.
- Review previously approved ITA (EDU 366) Plan.
- Campus support services information as appropriate.
- Graduation Audit

MONITOR YOUR PROGRESS: Be sure to **LOG IN TO MYOCC**, select "Student." So, you will be able to:

Generate Your Registration statement	Monitor Payment process
Check on cancelled sections	Check your Financial Aid award status
Access the Raider Bookstore ordering system	Pay tuition (If you have a voucher, it must be taken to the Cashier's Office on campus)