



## STUDENT NAFTA/TRA/TAA BASIC OUTLINE SHEET

- The displaced worker (future MCC student) first contacts Michigan Works (TAA\*/NAFTA\*\*) support staff member and they confirm training program of interest to be sponsored through MCC.
- Michigan Works staff member provides displaced worker a copy of the MCC Projected Program Advising Sheet (two-part form).
- Displaced worker arranges advising session with MCC Academic Advisor and requests assistance. *Displaced workers undecided about a program of study can meet with an MCC Counselor for more information. Once program of study is decided, the displaced worker would need to meet with the Advisor of the program. (Advising & Counseling are on the second floor of the Prah College Center -- 810-762-033/Advising; 810-762-0111/Counseling) --**Advising & Counseling temporary relocated to lower level Prah College Center until the fall of 2007.***
  - a) Displaced worker presents Projected Program Advising Sheet to Advisor for guidance and assistance.; (810) 762-0331).
  - b) The Advisor and displaced worker complete the MCC Projected Program Advising Sheet.
  - c) Academic Advisor returns one copy of the MCC Projected Advising Sheet to displaced worker and provides other copy to Receptionist for filing.

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*Please note: after you register for courses, you need to complete a "**PERC Hold**" form in the Office of Student Services, aka: Financial Aid" (or Branch Campuses – Lapeer, Fenton, Clio). Otherwise, you may be dropped from your classes for non-payment.*

- A) Once your Michigan Works! Counselor has completed your NAFTA/MWA contract, a **Notice of Billing Authorization** is to be provided **each semester** (after your semester registration) as long as you continue on the NAFTA/MWA contract.
- B) **Bookstore Purchases:** Typically, bookstore accounts are 'open' **the week before the semester** begins (two weeks before for Fall & Winter semesters). Typically, bookstore accounts will close after the first week of classes. **You need to purchase your items before the Bookstore Accounts close.**

**Please note: NAFTA/MWA funding only covers required books & supplies for your program & TAX SHOULD NOT BE CHARGED for these items.**
- C) **Financial Aid/Grant Funding:** NAFTA/TAA students are encouraged to complete a 'Free Application for Federal Student Aid" aka: FAFSA, Pell grant.

If your current year's income (ex.2006) is considerably less than your previous year's income (ex.2005), you may be eligible for "Special Circumstances". Documentation (tax forms, unemployment statements, last pay stub, etc.) will be needed to have your projected current year's (2006) income determined.
- D) **Attendance Verification:** In order to verify attendance in class, the **MCC Attendance Verification Form** needs to be completed by your Instructors and you. Please have this sheet completed and submit it to the Office of Student Services aka: Financial Aid (*or the Main Office at the Branch Campuses*) with your MESC form that needs to be completed by MCC.
- E) **Student NAFTA Group:** For those interested in receiving information regarding the NAFTA process and experiences at MCC, please provide your email address to Suzanne Lossing, Office of Financial Aid: [slissing@mcc.edu](mailto:slissing@mcc.edu).