



GCC STUDENT ID# _____

Veteran "NEW" Student Check-Sheet

If you are a new student to Glendale Community College, please use this check-sheet as a guide to assist you in completing the VA benefits enrollment & verification process.

MEID: _____

Password: _____

- 1. Apply Online for a MEID:** <http://my.maricopa.edu/student-center/index.php>
If you have attended another MCCCDC college before, see step 2.
- 2. Be admitted to GCC:** <http://my.maricopa.edu/student-center/index.php>
Log in with your MEID and Password (created in step 1) and click the MCCCDC Admissions Link on your "student center" page.
- 3. Apply Online for Educational Benefits at the VA website:** <http://www.gibill.va.gov>
Please **submit** the electronic application form (you will be issued a confirmation number), bring a PRINTED copy and your sponsor's **DD214-Member-4** to the Veteran Services Center at GCC.
 - If you have used your sponsor's benefits before (at a different school) you will need to complete a VA form **22-1995** (also available at the VA website) and bring it to the Veteran Service Center at GCC.
- 4. Bring a copy of your Certificate of Eligibility to the Veteran Service Center as soon as you receive it in the mail from the VA.**
- 5. If you have not previously completed college level English, Math, or Reading courses, take the Placement Test at the GCC Testing Center; this is required to enroll in classes at GCC.** Unless you have already taken this test at another MCCCDC College and are happy with the test results.
- 6. Request Official Transcripts from all previous schools that you have attended outside of MCCCDC and have them mailed to:**

Glendale Community College
Enrollment Services
6000 West Olive Avenue
Glendale, AZ 85302-3090

-----The items below do not necessarily have to be completed in the order listed here-----

Helpful hint:

Choose a Career Goal- Get help with this from the Career Counseling Center here at GCC. Choosing a Career Goal is a very critical step!

Your VA educational benefits will eventually run out, therefore, the focus here should be a long term CAREER GOAL, one in which you can eventually retire from!!!

Speak with an Academic Advisor- You can make an appointment to speak with an advisor at the Veteran Service Center -OR- visit GCC Enrollment Center where they accept students on a walk-in basis.

You must declare a Program of Study offered here at GCC. This will determine which classes will be covered by your VA Educational Benefits.

↓ Your Program of Study ↓

Enroll ONLY in classes that apply to your PROGRAM OF STUDY

A program of study is any VA approved degree or certificate GCC offers, please see <http://www.gccaz.edu/FutureStudents/Programs/Programs.cfm>

You will not be certified for classes that do not apply to your Program of Study.

See an Academic Advisor for more info.

YOU CAN ENROLL IN CLASSES online at: <http://my.maricopa.edu/student-center>

Notify the Certifying Officials at the Veteran Services Center after you have enrolled in Classes.

NOTIFY the Certifying Officials at the Veteran Services Center **BEFORE MAKING ANY CHANGES** to your enrollment or class schedule. Any Changes could affect your VA Educational Benefits and cause **OVERPAYMENTS** from the VA!!!

You may be held responsible to payback overpayments!!!

Request a Book, Supply, and Tuition Deferments at the Veterans Service Center.

Complete all courses and all finals. Failure to attend a class up until the last day, including completing the final, may result in an overpayment that you will be responsible for. In almost all cases it is better to receive a failing grade than a withdrawal, but in order to do so you must remain in the class until after the final to avoid any overpayments.

Get a PRIORITY REGISTRATION APPOINTMENT for next semester, this will allow you to enroll in classes **BEFORE** the general population.

Enroll in classes for the next semester and notify the GCC Veteran Service Center as soon as possible by filling out a Benefit Request Form.

All questions concerning the receipt of your educational benefits should be directed to your

**Veterans Affairs Regional Processing Office (RPO)
Muskogee, Oklahoma.**

To reach the Muskogee RPO call or go online:

Call Center: 1-888-442-4551

Verification of Enrollment: 1-877-823-2378

Website: www.gbill.va.gov

General Information: 1-800-827-1000

"He who fails to plan, plans to fail" -Thomas Edison