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 MCCCD 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 MCCCD Admissions Link on your "student center" page.

☐ **3. Make the Transfer of Entitlement, by submitting an application to the Dept. of Defense. For more info visit the VA website:** http://www.gibill.va.gov/GI_Bill_Info/CH33/transfer.htm

☐ **4. Apply Online for Your 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 **Transfer of Entitlement Approval** 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.

☐ **5. 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.**

☐ **6. If you have not previously completed college level English, Math, or Reading courses, take the Placement Test at the GCC Testing Center; this is <u>required</u> to enroll in classes at GCC.** Unless you have already taken this test at another MCCCD College and are happy with the test results.

☐ **7. Request Official Transcripts from all previous schools that you have attended outside of MCCCD 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.gibill.va.gov
General Information: 1-800-827-1000

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