

Steps to Starting VA Benefits at Clatsop Community College

Welcome to CCC! This is provided to guide students through starting and maintaining VA benefits and for contact information listed on the back. Please read carefully to ensure there is no delay in your VA Educational Benefits.

**** Steps to enrolling – this should be done at the same time as the steps to obtaining your VA Educational Benefits**

Apply for Admission / Compass Placement

Complete an online admissions application at <https://www.clatsopcc.edu/getting-started/admissions> and declare your degree or certificate intent. Pay the one time admission fee of \$15.

You will also have to sign up for and take a Compass placement test. This is done through your MyCCC account and has a charge of \$15. Check with CCC Admissions if you already have transcripts showing completed college level math and writing or a college degree as this may exempt you from having to take the Compass test.

Previous Transcripts

All official transcripts from accredited institutions you have attended after high school must be submitted to the Admissions Office for evaluation of previous credit. This is a requirement for VA benefits as the VA will not pay on courses you have already successfully completed.

Advising / Register for Classes

Once you complete your Admissions Application and have taken the Compass placement test, contact the Admissions Office to be assigned an academic advisor. It is mandatory to meet with an academic advisor in order to register for classes. For VA purposes, the classes you enroll in must be required for the degree/certificate you are pursuing at CCC and cannot duplicate any courses or requirements you have already successfully completed (either here or at any other school).

Each term, you must submit a copy of your final registration to the Certifying Official to request VA benefits.

Attend New Student Orientation

New Student Orientation is a Fall term event that provides information for students to start strong at CCC, find out what they need to know to be a successful student, meet fellow students and enjoy a complimentary lunch. You must be admitted to a degree or certificate program to participate. Sign up online at <https://www.clatsopcc.edu>.

**** Steps to obtaining your VA Education Benefits – this should be done at the same time as the steps to enrolling!**

Apply for Veterans Educational Benefits

In addition to following the steps necessary to enroll in classes at CCC, there are steps you must follow if you intend to apply for Veterans Educational Benefits. ***The certifying official in the CCC Veterans Office does not determine your eligibility for benefits. Your eligibility is determined by the Veterans Affairs Office in Muskogee, Oklahoma when you apply online at www.qibill.va.gov. After application, you will receive a letter from the VA called a Certificate of Eligibility (COE). This is need by the CCC VA School Certifying Official in order to process your benefits. Your application could take up to 8 weeks to process, so please start early.***

Apply for the Free Application for Federal Student Aid (FAFSA)

All students are encouraged to complete a FAFSA at www.fafsa.ed.gov every year. Students receiving VA Educational Benefits may still be eligible for other types of aid such as Pell Grants and/or student loans along with their benefits.

Contact the CCC's VA School Certifying Official

Contact the VA School Certifying Official at CCC which is best to do when you have both a Certificate of Eligibility from the VA and a copy of your registration for classes. In a brief meeting, you will complete a Rights and Responsibility intake form and receive an overview of the VA procedures at CCC. **All who receive VA benefits will be required to submit a final copy of their registration to the School Certifying Official every term that they are requesting benefits.** An enrollment certification will then be forwarded to the VA for processing.

Pay your Tuition (or make sure it's been paid by CH33 / CH31)

The final responsibility for payment is yours. During the term you need to check the status of your CCC account at your MyCCC page and ensure payments are made. Tuition and fees can be paid by credit card, check or cash. You can get information about educational costs, pay your bill or set up the Installment Tuition Plan on your MyCCC account. You can also visit the Student Account Office or see your VA School Certifying Official if you have further questions about your responsibilities.

Satisfactory Academic Progress

Students receiving VA Educational Benefits must follow the CCC VA Satisfactory Academic Progress guidelines in order to maintain benefits. These guidelines state the grade point average, credit level completion and other important information on standards. It is your responsibility to understand these guidelines as a failure to follow them can lead to a suspension of your VA benefits. Please refer to www.clatsopcc.edu/veterans for important information regarding VA Educational Benefits and Satisfactory Progress.

CONTACT INFORMATION -->

Refer to our **Veterans Educational Benefits** page at www.clatsopcc.edu for information on VA and campus policies, procedures and resources.

CCC Veterans School Certifying Official

Terri Pierie

Financial Aid/VA Office / Columbia Hall Room 116 / 503.338.2414

tpierie@clatsopcc.edu

Student Account Office

Hazel Martinez

Columbia Hall Room 116 / 503.338.2330

hmartinez@clatsopcc.edu

CCC Disabilities Services Coordinator

Christine Riehl

Columbia Hall Room 312 / 503.338.2474

criehl@clatsopcc.edu

Counseling Services

Margaret Frimoth

Alder Hall 201 / 503.338.2378

Short term, confidential professional counseling is available to help students deal with personal difficulties that may affect their college work.

Plus Program

Towler Hall 312 / 503.338.2346

The Plus Program is a federal Student Support Services (TRIO) program offering enhanced support services to assist in successfully graduating from Clatsop Community College and transferring to a four-year college or university. Students must apply and meet federal eligibility requirements so please contact the Plus Program directly for specific information on participant requirements.

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Off Campus Resources:

GIBILL Home – 1.888.442.4551 – Official benefit website includes general information on education benefits

<http://www.gibill.va.gov/>

Web Automated Verification of Enrollment (WAVE) –allows students receiving Chapter 30, 1606, 1607 benefits to submit their required monthly verification of enrollment online

<https://www.gibill.va.gov/wave>

Joint Services Transcript – Get a transcript translating army formal military education and job experience into civilian language; also includes college equivalent credit recommendations

<https://jst.doded.mil/smart/signIn.do>

DoD Transferability – DOD transferability documents, policies, and procedures

http://www.defense.gov/home/features/2009/0409_gibill/