Office of Military & Veteran Services
www.mccc.edu/mvs
609-570-3240
vetservices@mccc.edu

New Student Checklist

_____ Visit www.va.gov to determine benefit eligibility and complete VA Form 22-1990.

_____ Call 1-888-442-4551 to speak with a VA Education Liaison Representative (ELR) to address questions you may have about the application process for benefit eligibility and type.

_____ Visit www.mccc.edu to learn about the enrollment/admissions process and explore programs offered at MCCC.

_____ Apply for admission to MCCC at: https://mccc.elluciancrmrecruit.com/Apply/Account/Login?ReturnUrl=%2fApply

_____ Request all transcripts be sent electronically to registrar@mccc.edu Follow-up with the Registrar's Office to ensure they have been received.

_____ Order Joint Services Transcripts at: https://jst.doded.mil/jst/ and send electronically to registrar@mccc.edu

_____ All benefit recipients are encouraged to file the FAFSA (Free Application for Federal Financial Aid) at www.fafsa.gov as you may be eligible for federal aid. FAFSA completion/submittal is required when using the NJ Guard Waiver.

_____ All military and non-military (IHL) transcripts must be reviewed by MCCC prior to registration to determine transferrable credit(s). *Note: Courses successfully completed cannot be repeated and certified with VA or DOD, unless a higher grade is needed for your degree program at MCCC.*

_____ Prior to registration, copies of all VA and/or military paperwork must be submitted to the Office of Military & Veteran Services at vetservices@mccc.edu . Required documents include but are not limited to, application for VA benefits, Certificate of Eligibility (COE), DD214, and an approved education plan if using Chapter 31 VR&E.

_____ An MCCC Term Certification form must be submitted each term education benefits will be used though VA, DOD, or Tuition Assistance (TA). The form can be located at: https://www.mccc.edu/student_services_veterans.shtml

_____ If using Tuition Assistance (TA) through your service branch, it must be approved by your branch **PRIOR TO ENROLLMENT/REGISTRATION**. **There are no exceptions.** Submit a copy of your degree plan to your Education Service Officer (ESO) for required approval, and confirm with MVS that your plan is approved.

_____ Ensure VA has your correct demographic information, (i.e.: name, address, phone number, electronic banking information, etc.) To update information with MCCC visit https://www.mccc.edu/registrar.shtml

_____ Familiarize yourself with MCCC's academic calendar for important dates and deadlines. Students are expected to know and adhere to college policies and procedures. To view academic calendars, visit: https://www.mccc.edu/news_calendar_academic.shtml

_____ Once all required paperwork has been submitted and accepted by the MVS office, make an appointment with your advisor to register for classes. Academic and/or faculty advisors are assigned by the division and their names are in your student portal.

_____ Notify MVS immediately after you are registered. A VET hold will be applied to your account which prevents changes to your schedule without first notifying MVS, and also stops your classes from being dropped for non-payment while we await tuition & fees payment from the VA.

_____ Rate of Pursuit (ROP) - Be mindful of credit load. Twelve credits for the span of the traditional fall/spring semesters are considered full time. If at any point in the semester you drop below 12 credits, you will not be full time by VA standards, and benefit eligibility and/or amounts may be affected.

_____ Shorter/mini terms within a semester have different ROPs. They can add to your overall full-time credit load, but will only be considered for the period the term dates span.

_____ If changes to your schedule are necessary, please meet with your advisor and/or MVS staff. All changes must comply with the VA/DOD/TA policy governing your benefit.

_____ The enrollment certification with VA is a two-part process. Initially term dates and credit load are submitted. After the add/drop period for the term has closed, the second part of the enrollment certification will be submitted for net tuition and fees. Your student account will be updated once funding has been received. ***Note: You must verify enrollment with VA at the end of each month. Failure to do so may interrupt your monthly benefits.***

_____ Students must maintain satisfactory academic progress according to MCCC standards and VA policy. If a student's GPA falls below the 2.0 minimum GPA standard for two consecutive semesters/terms, MVS may not be able to certify term enrollment with the VA.

_____ Familiarize yourself with all services and resources MCCC offers (i.e., Library Services, Academic Support Center, Career Services, Health Services, Shuttle Bus Services, Food Pantry, and more). Visit the following link for a comprehensive list: https://www.mccc.edu/student_services.shtml

_____ The Veteran's Resource Center is located in SC200. It is dedicated space for studying, relaxing between classes, socializing, etc. Two desktop computers and a printer are provided for MVS student use. Coffee, water, and snacks are also available. Please adhere to MCCC's hours of operation for accessing this area

_____ Each term you are registered and using VA benefits, a **VET** hold is placed on your account. This stops any changes to your schedule until the Office of Military & Veteran Services is notified, and avoids possible overpayments made to the school and/or student. It also promotes open communication between you and the MVS office.

Your success is as important to us as it is to you. Visit MCCC's MVS website for comprehensive information.
https://www.mccc.edu/student_services_veterans.shtml#1

By signing and dating below, I acknowledge receipt of the information provided in this New Student Checklist
and will adhere to the requirements as set forth by the MVS office.

Print Name _____

Signature _____

Student ID Number _____   **Date Submitted to MVS** _____

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