

Veteran Student Step-by-Step Enrollment Guide

A step-by-step guide to assist you in completing all processes needed to enroll at TCCC as a Veteran student.

1. **Apply for VA Educational Benefits.** As a veteran, you may be eligible for educational benefits through numerous GI Bill® programs. Log online at www.gibill.va.gov and submit the educational benefits application. Once received by VA, you will receive a Certificate of Eligibility stating the time limit of training you are eligible to receive. You must provide a copy of your Certificate of Eligibility (COE) to the school's Veterans certifying official.
2. **Apply for Admissions to the college.** Whether you are a first time college student or a transfer student, you must complete the NC Residency Determination Service and an Application for Admissions. Log online at www.tricountycc.edu and click on "Apply Today" at the bottom of the page.
3. **Official transcripts.** You MUST provide all high school, college, military transcripts, and your DD-214 to the school in which you plan to enroll for evaluation of credits you might have earned at other colleges or while in the military. Military transcripts can be requested online at <https://jst.doded.mil> with the exception of the Air Force. If you served in the Air Force, you must request a transcript by logging online to <https://www.airuniversity.af.edu/Barnes/CCAF> and complete a transcript order form and mail to the Community College of the Air Force (CCAF).
4. **Campus Tour.** Take a tour of the campus to learn about the college's facilities, as well as student life, culture on campus, academics, and programs offered by the institution.
5. **Meet the School Certifying Official.** TCCC's school certifying official is the Director of Financial Aid. The Financial Aid Office is located in the Harper Building on the main campus. You will be asked to provide certain documents and complete various forms each semester for your school enrollment to be certified to the VA.
6. **Apply for financial aid.** All students can apply for financial aid by filling out the Free Application for Federal Student Aid (FAFSA) by going to <http://www.fafsa.gov>. This is a free application. TCCC's school code is **009430**.
7. **Apply for scholarships.** TCCC offers a variety of scholarships. Many of these scholarships are made possible by the generous donations of local individuals and businesses. Check TCCC's website for available scholarships listed under the Financial Aid section. Deadline to apply for TCCC scholarships is April 15 each academic year.
8. **Meet with your advisor.** Every student is assigned an advisor. Interaction with the advisor will assist you in developing a suitable educational plan and making your course selections. This person will get to know you and empower you in decision-making skills in education, career, and life choices.
9. **Register for classes.** You MUST meet with the school's certifying official each semester once you have registered for classes to verify your class schedule before your enrollment can be certified to the VA. When registering for classes, you should verify that all classes for which you are registered are under your program of study, not previously completed adhering to your program's grade requirements, or prior transfer credit awarded.
10. **Connect with other veterans on campus.** Veteran Centers are popping up on many campuses. They are the place to meet other veterans, to do peer-to-peer networking, to connect student veterans with resources, and to help you to get involved-or simply hang out. If there is no center on campus, start one. Student Veterans of America can assist you in forming a chapter at your school.

11. **Verify Attendance.** You need to verify your attendance every month at www.gibill.va.gov before payment is issued if you are attending an Institution of Higher Learning (IHL) or Non-College Degree (NCD) program and are receiving one of the following:

- Montgomery GI Bill® - Active Duty
- Montgomery GI Bill® - Selected Reserve
- Reserve Educational Assistance Program - REAP
- Veterans Retraining Assistance Program – VRAP

Click “Verify Your Attendance” to enter the Web Automated Verification of Enrollment (WAVE) to verify your enrollment online. You can also call 1-877 VA-ECERT (1-877-823-2378) to verify by telephone. **You do not need to verify your attendance if you are attending an IHL or NCD program and receiving the Post -9/11 GI Bill®.**

12. **Changes in enrollment.** You should promptly notify your school’s certifying official if there is any change in your enrollment (dropping, adding or withdrawing from classes) to avoid any overpayment of VA educational benefits.

13. **Consumer/Resource Tools.** Listed below are some helpful consumer/resource tools that can assist you in choosing a school to attend:

- College Scorecard – a planning tool and resource to assist prospective students and their families as they evaluate options in selecting a school. Visit <https://collegescorecard.ed.gov> for more information.
- College Navigator – a consumer tool that provides school information to include tuition and fees, retention and graduation rates, use of financial aid, student loan default rates and features a cost calculator and school comparison tool. The College Navigator is located at <http://nces.ed.gov/collegenavigator>.
- Financial Aid Shopping Sheet – a model aid award letter designed to simplify the information that prospective students receive about costs and financial aid so they can easily compare institutions and make informed decisions about where to attend school. The Shopping Sheet can be accessed at <http://www2.ed.gov/policy/highered/guid/aid-offer/index.html>.
- Paying for College – a webpage that can be used by prospective students to enter the names of up to three schools and receive detailed financial aid information on each one and to enter actual financial aid award information. The tool can be accessed at: <http://www.consumerfinance.gov/paying-for-college>.

If you need additional information or have questions, please contact the school’s certifying official at:

(828) 837-6810