

Veteran Enrollment Checklist

Step 1: Complete the Following:

- Complete an online admissions application (<http://ccc.edu/services/Pages/Apply-for-College.aspx>)
- Check in with your College's Veteran Services Specialist, Gabriel Villagomez in room V226 (773-602-5152)
- Apply for VA Educational Benefits (www.gibill.va.gov)
 - Go to Apply /Change Education Benefits
 - Fill out personal Information
 - For Institution Select Kennedy King College
 - For Institution Select "College, University, Credit program Institution"
 - Ensure you type-in the appropriate degree program **NAME** and Degree **TYPE** (if unsure, consult VSS)
- Complete a FAFSA application (www.fafsa.ed.gov). The school code for Kennedy King is: 001654
- Request copies of your college and/or military transcripts. (<https://jst.doded.mil/official.html>) Note: Unofficial transcripts will be accepted for the initial Academic Advising appointment, but you are still required to submit an official copy to the Registrar's Office
- Once you have received your confirmation email with your student ID number, activate your student account <https://my.ccc.edu>

The first time you login, click "Retrieve your Username" and enter the ID number you received along with your birthdate, and then type the characters from the image code on the page (case sensitive).

You be given your User name and CCC E-mail address and be prompted to create a password. It is recommended that you create challenge questions at this point and that you write down your username and password in a safe place. You will use the new Username and password to access your CCC E-mail, My.CCC.Edu, Blackboard (ccc.blackboard.com), and GradesFirst.

- As a CCC student, faculty and staff will send important correspondence to your CCC e-mail address.

Make sure you can login here: [CCC student email](#). If you prefer to forward it to another email account that you regularly check, follow the instructions here: <http://www.ccc.edu/services/Pages/Manage-Email-Preferences.aspx>

Step 2: Admissions Process

- Once you have received a confirmation email with your student ID number, you must confirm your residency to the Admissions Dept. with one of the following documents:
 - Current state ID or driver's license
 - Utility bill (i.e. gas, electricity, phone)
 - Voter registration card

- Copy of your current lease
 - Take a placement exam for math, reading, and writing in room W251 (If applicable)
- Study guides are available at www.ccc.edu/services/Pages/COMPASS-Preparation.aspx.
- (Placement test can be waived if you are:
 - § · A transfer student who has earned a grade of "C" or better in college-level English and/or math or if you have previously earned an Associate Degree or higher from an accredited college or university. You must submit an official transcript verifying successful completion and may still be required to submit a written essay
 - § · A high school graduate with qualifying ACT test scores. Scores must be less than 2 years old. You may obtain a copy of your ACT test scores by contacting your high school advisor or ACT at (319) 337-1000
- Schedule an appointment with a Veteran Advisor to register for classes. The Veteran Advisor at Kennedy King is: Kay Trotter.

Step 3: Advising

- Meet with your Veteran Advisor to register for classes and map out an Education Plan

Step 4: Financial Aid Office (W230)

- Contact College's Veteran Certifying Official: Rogelio Villa (773-602-5126)
- Check VA Educational Benefits/Financial Aid Status
- Submit Eligibility Documents AND a copy of Education Plan
- Turn in Voucher to business office
- Obtain student ID card in room W110
- Purchase books (<http://citycolleges.textbookx.com/institutional/index.php#>)
- Attend your first class

Additional Resources & Services (additional services such as childcare and fitness centers may be available and vary by campus):

Academic Support Services for Tutoring (Y-265)

Career Planning and Placement Center (V-124)

Disability Access Center (W-149)

Library (Bldg. X)

Transfer Center (W-118)

Veteran Services Center (V-229)

Wellness Center (W-123)

Writing Lab (W-252)