Student Veteran Checklist

Step 1: Complete the Following:

☐☐   Complete an on-line admissions application - http://pages.ccc.edu/apply/

☐☐   Check in with your College's Veteran Services Specialist, John Kelly, in room 1300 (jkelly119@ccc.edu or 312-850-7859). For Virtual Student Services including the Veteran Services Center, follow this link. See College Veteran Services link: https://www.ccc.edu/colleges/malcolm-x/departments/Pages/Veterans-Services.aspx

Note: Students still serving in the armed forces, you must speak with your Educational Services Officer (ESO) or counselor within your branch prior to enrolling for classes. For more information, please speak to your Veteran Services Specialist.

☐☐   Apply for VA Educational Benefits - www.gibill.va.gov

☐☐   Apply for IVG/ING Grants - https://www.isac.org/isac-gift-assistance-programs/illinois-veteran-grant/ivg-eligibility-requirements.html

☐☐   Request/acquire copies of your DD214 - www.archives.gov

☐☐   Complete a FAFSA application - www.fafsa.ed.gov
(The school code for Malcolm X is 001650)

☐☐   Once you have received your confirmation email with your student ID number, activate your student account by going to 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 Username and CCC E-mail address and be prompted to create a password. It is recommended that you create challenge questions at this point and you write down your username and password in a safe place. You will use the new username and password to access your CCC email, my.ccc.edu, and Navigate.

☐☐   As a CCC student, faculty and staff will send important correspondence to your CCC E-mail address. You can access your email by visiting https://my.ccc.edu

☐☐   Register for New Student Orientation (walk-ins are not permitted). You can register for orientation via Navigate. Follow this link for instructions on how to register for your New Student Orientation.
Note: Orientation can be waived if you have a transcript documenting at least 15 passing college credit hours.

Step 2: Admissions Process

On your first trip to Malcolm X College, typically on your orientation date you must:

☐☐   Visit the Veteran Services Center, room 1300 and check-in with the Veteran Services Specialist – John Kelly (jkelly119@ccc.edu 312-850-7859). For Virtual Student Services including the Veteran Services Center, follow this link.

☐☐ Once you have received a confirmation email with your student ID number, you must confirm your residency 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

☐☐ Attend the New Student Orientation. As previously noted: Orientation can be waived if you have a transcript documenting at least 15 passing college credit hours.

☐☐ Take a placement exam for math, reading, and writing.

  - 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/SAT test scores. Scores must be less than 2 years old.

☐☐ Schedule an appointment with a Veteran Advisor to register for classes. The Advisors for Veteran students at Malcolm X College are:

Lucia Mascorro
312/850-7082
lmascorro@ccc.edu

Gabriel Razzo
312/850-7009
grazo7@ccc.edu

Step 3: Advising (room 1412)

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

Step 4: Financial Aid Office (room 1407)

☐☐ Contact the College's Veteran Certifying Official: Vonetta Brown (vbrown@ccc.edu 312-850-7069)

☐☐ Check VA Educational Benefits/Financial Aid Status

☐☐ Submit Eligibility Documents AND a copy of Education Plan

☐☐ Check Book Voucher Status (if applicable)

NOTE: Students not using financial aid must visit the Business Office to set-up a payment plan.

Next Steps:

☐☐ Obtain student ID card (Room 1414)

☐☐ Purchase books http://citycolleges.textbookx.com/institutional/index.php#

☐☐ Attend your first class(es)

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

Academic Advising
Room 1412

312-850-7185
https://www.ccc.edu/colleges/malcolm-x/services/Pages/Request-Academic-Advising.aspx

Academic Support Center – Tutoring Services
Room 2301 (or make an appointment through Navigate)
312-850-7473
www.ccc.edu/tutoring

Career Planning and Placement Center
Room 1400 A
312-850-7267
www.ccc.edu/careerservices

Childcare
Room 1315 L
312-850-7490
www.ccc.edu/childcare

Disability Access Center
Room 1302
312-850-7342
www.ccc.edu/dac

Financial Aid Department
Room 1407
312-850-7070
www.ccc.edu/financialaid

Library (Carter G Woodson Library)
Room 2300
312-850-7244

Registrar's Office
Room 1404
312-850-7105
https://www.ccc.edu/colleges/malcolm-x/departments/Pages/Registrar.aspx

Scholarships
www.ccc.edu/scholarships

Testing Center
Room 1413
312-850-7238
http://www.ccc.edu/colleges/malcolm-x/departments/Pages/Testing-Resources.aspx

Transfer Center
Room 2002
312-850-7088
www.ccc.edu/transfer

Wellness Center
Room 2211
312-850-7122
www.ccc.edu/wellnesscenter