



## VA New Student Checklist

	ACTIVITY	DONE
<b>STEP 1</b>	Fill out the Student Application Online by going to <a href="http://www.cmccd.edu">www.cmccd.edu</a> and click on "Apply Now" Create an account and complete the application.	<input type="checkbox"/>
<b>STEP 2</b>	Apply for Financial Aid at <a href="http://www.cmccd.edu/admissions/financial-aid">http://www.cmccd.edu/admissions/financial-aid</a> Copper Mountain College's school code is: <u>035424</u>	<input type="checkbox"/>
<b>STEP 3</b>	<b>Student Orientation</b> <ul style="list-style-type: none"><li>Once your application is received you will receive an email with your student ID#, also one with your MyCMC Portal ( <a href="https://idp.cmccd.edu/idp/Authn/UserPassword">https://idp.cmccd.edu/idp/Authn/UserPassword</a> ) account information.</li><li>Orientation is required for all Students. When you login to your MyCMC Portal you will see a Student Orientation link at the top of the page. When you have completed the Orientation please print a copy of the confirmation for your records.</li></ul>	<input type="checkbox"/>
<b>STEP 4</b>	Call to schedule appointments for your Assessment Test and Workshop to create your First Year Plan (FYP) Main Campus: (866) 366-3791 ext. 4232 Base Office: (760) 830-6133	<input type="checkbox"/>
<b>STEP 5</b>	Complete your assessment test and attend your Workshop	<input type="checkbox"/>
<b>STEP 6</b>	Register for classes!	<input type="checkbox"/>

### **The following are exceptions to the steps above:**

1. Students who are currently enrolled.
2. Returning and transfer students may not be required to take the full assessment
3. If you have recently completed these steps, you will not need to repeat them. If you are unsure, please call Admissions at (760) 366-3791 ext. 4232 or see Admissions in Student Services located in the 300 Quad. You may also contact the Base Programs Office at (760) 830-6133 or stop by the office located on 6<sup>th</sup> Street in building 1530, Room 209.

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STEP	ACTIVITY	DONE
<b>STEP 7</b>	<p><b><u>Please provide the following documents:</u></b></p> <p>Certificate of Eligibility                      Prior credit form                      Transcripts from other colleges attended                      DD-214 (Does not apply to CH. 35 /CH.33 TOE)                      Military Transcripts (Does not apply to CH. 35 /CH.33 TOE)</p>	<input type="checkbox"/>
<b>STEP 8</b>	<p><b><u>First time applying for your VA Education Benefits:</u></b>                      If this is your first time applying for your VA Education benefits, see the instruction sheet on how to apply online- this is for students using Chapters 30, 31, 33, 35 or 1606</p> <p><b><u>eBenefits:</u></b>                      your VA &amp; DoD Benefits online: <a href="http://www.ebenefits.va.gov">www.ebenefits.va.gov</a></p> <p><b><u>Vets.gov (VONAPP):</u></b>                      Application is available online at:  <a href="https://www.Vets.gov/education/apply">https://www.Vets.gov/education/apply</a></p> <p><b><u>Smart Transcripts:</u></b>                      Marines, Army, Navy, Airforce, Coast Guard- Active Duty and Veterans Website: <a href="https://jst.doded.mil/smart">https://jst.doded.mil/smart</a></p> <p><b><u>DD214:</u></b>                      The National Personnel Records Center(NPRC) has provided the following for Veterans to gain access to their DD214 online:  <a href="https://vetrecs.archives.gov/">https://vetrecs.archives.gov/</a></p>	<input type="checkbox"/>
<b>STEP 9</b>	<p><b><u>Transfer Students:</u></b>                      You will need to complete VA form 22-1995 (or VA form 22-5495 if CH.35 student). See the Veterans Services for these forms. Official transcripts are required to be certified. Transcript evaluation and a student education plan are required to be on file in order for second semester certifications. Failure to complete this process may result in delay of Education payments.</p>	<input type="checkbox"/>
<b>STEP 10</b>	<p><b><u>Processing Time:</u></b>                      For budgeting purposes, once your classes are certified, please be aware, it may take approximately 8 to 10 weeks for the Department of Veterans Affairs to process your paperwork and for you to begin receiving your benefits.</p>	<input type="checkbox"/>

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**FAX: (760) 366-5257**