



## Military Base Programs Student Checklist

Active duty service members are required to speak with their Educational Services Officer (ESO) or counselor within their Military Service prior to enrolling at the institution. The ESO and related staff can assist in providing information and options regarding furthering your education. After meeting with your ESO or related counselor, Copper Mountain College is happy to further discuss educational pathways, enrollment options, and related information.

	ACTIVITY	DONE
STEP 1	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"/>
STEP 2	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: 035424	<input type="checkbox"/>
STEP 3	<p style="text-align: center;"><b>Student Orientation</b></p> <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 center of the page; click "start here" Once you have completed the Orientation please print a copy of the confirmation for your records.</li> </ul>	<input type="checkbox"/>
STEP 4	Call to schedule appointments for your Assessment Test and First Year Plan (FYP) Base Office: (760) 830-6133 Main Campus: (866) 366-3791 ext. 4232	<input type="checkbox"/>
STEP 5	Complete your assessment test and meet with the counselor for your FYP	<input type="checkbox"/>
STEP 6	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 the Military Base Office at (760) 830-6133 or stop by the office located on 6<sup>th</sup> Street in building 1530, Room 209. You may also contact Admissions at (760) 366-3791 ext. 4232 or see Admissions in Student Services located in the 300 Quad.

# Copper Mountain College

## Student Checklist

### **Returning Students: Please Re-Apply for Admission Online at [www.cmccd.edu](http://www.cmccd.edu).**

It is important that your Social Security Number and birthdate are the same as your Social Security Number and birthdate on your previous application(s). Any discrepancies may create two separate accounts which WILL affect your financial aid and transcript records!

### **Transfer Students: Please Request Official Transcript(s).**

Please bring all official transcripts to all appointments. Request your official transcripts from your previous college(s) and have them sent to the following address:

Copper Mountain College Admissions & Records  
P.O. Box 1398 ~ Joshua Tree, CA 92252

### **New/Returning K-12 Concurrent Enrollment Students:**

Fill out the K-12 Concurrent Enrollment Application.

Obtain the application from Admissions and Records or online at [www.cmccd.edu](http://www.cmccd.edu).

- Click on Prospective Students
- Finally, click K-12 Concurrent Enrollment.

Meet with your high school counselor and principal to fill out the application.

Submit K-12 Concurrent Enrollment Application to Admissions & Record you're your current official high school transcript. Your application will be reviewed for approval by the Associate Dean of Student Services.

*NOTE: The approval process can take time during peak registration, so do this early! It is highly recommended high school students turn in their completed paperwork **several weeks before the semester begins**. This will ensure the student has enough time for approval and registration **prior** to the start of the new semester. Applications submitted after the start of the semester will not be approved.*

*You will be unable to register for classes until you receive notification stating you were approved to attend classes!*

### **Recent High School Graduates**

Please bring an unofficial high school transcript to all appointments.

### **Tuition Assistance (TA) for Active Duty**

1. Servicemembers seeking to use Tuition Assistance for the first time must complete the Higher Education Preparation Course (HEP) [http://jkodirect.jten.mil/](http://jkodirect.jten.mil)
2. Once HEP is complete, request TA online (Web TA) <https://myeducation.netc.navy.mil/>

Please visit the on-base Education Center for more information (760) 830-6881

### **Using Tuition Assistance at CMC**

1. Active Duty students intending to use TA should notify the CMC Military Base Office to be placed on sponsorship billing.
2. Once registered, the student needs to process his/her Tuition Assistance and submit the Tuition Assistance Authorization to the CMC Military Base Office prior to the first day of the semester.