

A GUIDE TO THE

# VA ENROLLMENT CERTIFICATION PROCESS

**SAN DIEGO MIRAMAR COLLEGE**  
**VETERANS AFFAIRS**

[WWW.SDMIRAMAR.EDU/SERVICES/VETERANS](http://WWW.SDMIRAMAR.EDU/SERVICES/VETERANS)

# 1

## GET STARTED

- APPLY TO SDCCD
- APPLY FOR VA EDUCATIONAL BENEFITS

# 2

## ESTABLISH AN EDUCATION PLAN

CONTACT THE  
COUSELING  
OFFICE FOR AN  
EDUCATION  
PLAN

# 3

## ENROLL

REGISTER FOR  
CLASSES ON  
MYSDDCCD

# 4

## SUBMIT REQUIRED DOCUMENTS

- SUBMIT REQUIRED DOCUMENTS TO MIRAMAR VA
- SEMESTER WORKSHEET TO COUNSELING OFFICE

# 5

## APPROVALS & CERTIFICATION

- SEMESTER WORKSHEET APPROVED BY A COUNSELOR
- COLLEGE VA OFFICE SUBMITS ENROLLMENT CERTIFICATION

# 6

## DEPARTMENT OF VETERANS AFFAIRS

DVA PAYMENTS  
PROCESSED WITHIN  
4-8 WEEKS AFTER  
CERTIFICATION

# RESOURCES

**EMAIL: [MiramarVeterans@sdccd.edu](mailto:MiramarVeterans@sdccd.edu)**

**PHONE: 619-388-7862**

San Diego Miramar College Enrollment Steps:  
[https://sdmiramar.edu/sites/default/files/2021-10/miramar\\_college\\_enrollment\\_steps.pdf](https://sdmiramar.edu/sites/default/files/2021-10/miramar_college_enrollment_steps.pdf)

Residency:

<https://sdmiramar.edu/services/admissions/residency>

Counseling Office:

<https://sdmiramar.edu/services/counseling>

mySDCCD:

<https://myportal.sdccd.edu/>

SDCCD College Catalog:

<https://www.sdccd.edu/students/college-catalogs/index.aspx>

VA WEAMS (VA APPROVED PROGRAMS:

<https://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do>)

**CH33 POST 9/11 GI BILL ® recipients receive a housing allowance that is prorated by the servicemember's length of service percentage. To be eligible for housing allowance rates, the student's rate of pursuit must be greater than 50% (greater than and not equal to 1/2 time status). If students are not enrolled in the same start and end dates, benefits will be prorated by the VA.**

Length of course	Number of units for full-time	Number of units for ½ time
16-week session	12 units	7 units
12-week session	8 units	5 units
8-week session	6 units	4 units
6-week session	5 units	3 units
4-week session	3 units	N/A

## 1

- After you apply to the college, you will be assigned a 10-digit student ID number

- Provide DD-214-Member 4 or LES & orders for priority registration, if eligible

- If determined as non-resident, submit required residency documents. Contact the college VA Office for information.

- Submit documents to [MiramarVeterans@sdccd.edu](mailto:MiramarVeterans@sdccd.edu) and include your 10-digit student ID number

## 2

- Connect with a counselor for academic advisement and select a VA approved education plan

- All classes for VA enrollment certification must be requirements on your education plan

- Confirm campus (City, Mesa or Miramar) of education plan with a counselor

- It is not advised to change majors mid-semester

## 3

- Enroll in classes via the MYSGCCD portal on your registration date/time

- Review the number of units enrolled to maximize your VA benefits

- Be mindful of start and end dates; otherwise benefits will be prorated

- Refer to the chart on full-time status for VA

- Hybrid courses that have an on-campus requirement to physically attend class are considered "resident" for VA.

## 4

TO ESTABLISH YOUR COLLEGE VA FILE SUBMIT THE REQUIRED DOCUMENTS TO  
**MIRAMARVETERANS@SDCCD.EDU**

**CH33 POST 9/11 GI BILL® & CH30**  
 - CERTIFICATE OF ELIGIBILITY  
 - DD-214 MEMBER 4  
 - STATEMENT OF UNDERSTANDING  
 - DEFERMENT CONTRACT

**CH31 VR&E**  
 - STATEMENT OF UNDERSTANDING  
 - DEFERMENT CONTRACT  
 - VALID AUTHORIZATION NUMBER FOR VR&E EDUCATION BENEFITS

**CH35 DEA**  
 - CERTIFICATE OF ELIGIBILITY  
 - STATEMENT OF UNDERSTANDING  
 - VA SPONSOR'S SSN ON SEMESTER WORKSHEET  
 - ALL TUITION AND FEES PAID

**ALL STUDENTS MUST SUBMIT SEMESTER WORKSHEET TO COUNSELING VIA EMAIL [MIRACOUN@SDCCD.EDU](mailto:MIRACOUN@SDCCD.EDU)**

## 5

- Counselors will approve Semester Worksheets and will route it to college VA to process your VA enrollment certification

- Allow college VA 10 business days to process certification

- Report changes (add/drop/withdraw) to college VA immediately by submitting a Class Adjustment Form

## 6

DEPARTMENT OF VETERANS AFFAIRS (DVA)  
 888-442-4551

- You will receive email notification from the DVA confirming that enrollment certification was processed by the college VA. This is known as the VA 22-1999

- CH33 Post 9/11 GI Bill® students will be required to verify monthly enrollment to receive your monthly housing allowance (MHA)