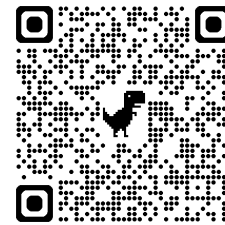




MIRAMAR VETERANS CHECKLIST



Scan this QR code for instructions on how to upload required documents!

Step 1: Apply

- ☐ Complete the Application for Admissions to the college <http://apply.sdccd.edu/>
 - ☐ You will receive your 10-digit student ID # via email from SDCCD within 48 hours
- ☐ Apply for VA education benefits <https://www.va.gov/>
- ☐ **Verification of Military Status:** DD214 Member 4 or LES (if Active Duty) with student ID # to establish **priority registration**.
<https://mysdccd.atlassian.net/servicedesk/customer/portal/4/group/86/create/532>
 - ☐ Complete the required fields
 - ☐ Under “**Veterans Form**”, select “**Verification of Military Status**”
 - ☐ Upload your **DD214** and a **valid form of identification**
- ☐ Submitting **Joint Service Transcript Consent**
<https://mysdccd.atlassian.net/servicedesk/customer/portal/4/group/86/create/641>
- ☐ Submit prior college transcripts from all schools attended after high school
- ☐ Apply for Federal Student Aid (FAFSA) (optional) <https://www.studentaid.gov>

Step 2: Education Plan

- ☐ Call the **Veterans Resource Center** to schedule an appointment with a VA academic counselor to set up a VA approved education plan (**619-388-7862**) or schedule an appointment online
<https://sdmiramar.edu/services/veterans>
 - ☐ Online Orientation <https://www.go2orientation.com/sdmiramar/sdmiramar>
 - ☐ Education plan must be VA approved - Search: GI Bill® Comparison Tool **
<https://www.va.gov/education/gi-bill-comparison-tool/>

Step 3: Enroll

- ☐ Enroll in classes using SDCCD Portal (see reverse side to reference the rate of pursuit chart)
 - ☐ <https://myportal.sdccd.edu>

Step 4: Using VA Education Benefits - Required documents

Ch.33 Post 9/11 GI Bill

- ☐ Certificate of Eligibility
- ☐ DD-214 Member 4
- ☐ Statement of Understanding

Ch.30 Montgomery GI Bill

Ch.1606/1607 Reserve

- ☐ Certificate of Eligibility
- ☐ DD-214 Member 4
- ☐ Statement of Understanding
- ☐ All tuition and fees paid

Ch.31 Veteran Readiness & Employment (VR&E)

- ☐ DD-214 Member 4
- ☐ Statement of Understanding
- ☐ Valid Authorization Number

Ch.35 Dependents Educational Assistance

- ☐ Certificate of Eligibility
- ☐ Statement of Understanding
- ☐ VA sponsor's full-name and SSN
- ☐ All tuition and fees paid

Step 5: Semester Worksheet & Class Adjustment

- ☐ After enrolling into classes, submit a Semester Worksheet online
<https://mysdccd.atlassian.net/servicedesk/customer/portal/4/group/86/create/534>
 - ☐ Complete required fields
 - ☐ Under “**Type of Worksheet**”, select “**Semester Worksheet**”
 - ☐ At the bottom of the form, enter your class schedule
- ☐ A Semester Worksheet is **required EACH** semester for VA enrollment certification
- ☐ All courses for VA certification must be requirements to the approved education plan
- ☐ Approvals and confirmation will be sent via email with **SRV #**
- ☐ Any changes to your schedule (add/drop/withdraw) require the submission of a **class adjustment form** at <https://mysdccd.atlassian.net/servicedesk/customer/portal/4/group/86/create/534>
 - ☐ Complete required fields
 - ☐ Under “**Type of Worksheet**”, select “**Class Adjustment**”
 - ☐ Please submit this only after enrolling in classes (no waitlisted courses)
 - ☐ Only submit courses you are either **adding** or **dropping**

-
- After your enrollment certification is processed, you will receive a confirmation email from the Department of Veterans Affairs (DVA). To check on the status of payments, call the **DVA - Education office: 888-442-4551**
 - **Ch.33 GI Bill student will need to verify monthly enrollment with DVA to receive monthly housing allowance**
-

Ch.33 Post 9/11 GI Bill recipients receive a housing allowance that is prorated by the servicemembers' 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 ½ time status). If students are not enrolled in the same start and end dates, benefits will be prorated by the VA.

Ch.33 and Ch.31 students: At least ****one in-person course is required** each semester to receive the full Monthly Housing Allowance (MHA)

- Fully online students receive **50% of the national average** MHA
- Remedial/refresher courses (under 100 level) **must be taken in-person** to qualify for benefits
- ****In-person course** can include Partially Online or Hybrid. Course details must have an in-person class requirement

RATE OF PURSUIT

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

Ch.35 DEA

<https://www.va.gov/family-and-caregiver-benefits/education-and-careers/dependents-education-assistance/rates/>

GI Bill® Comparison Tool

(Discover how your GI Bill benefits can support your education. Search and compare approved schools, employers, exams, licenses, and certifications to see how much your VA benefits can help cover)

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

619-388-7862

MiramarVeterans@sdccd.edu

