



MIRAMAR VETERANS CHECKLIST



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

Step 1: Apply

- ☐ Apply for admission to the college: <http://apply.sdccd.edu/>
 - ☐ You will receive your 10-digit student ID #, student email, & unique password 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) and 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 official transcripts from all previous schools attended (including official AP scores)
- ☐ 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: (619-388-7862) or schedule an appointment online: <https://sarsweb.sdccd.edu/eSARS/Miramar/Veteransx/eSARS.asp?WCI=Init&WCE=Settings>
 - ☐ Online Orientation <https://www.go2orientation.com/sdmiramar/sdmiramar>
 - ☐ Education plan must be VA approved - Search: GI Bill® Comparison Tool; San Diego Miramar College ** <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

**All tuition and fees must be paid before VA certification

Ch.33 Post 9/11 GI Bill

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

Ch.30 (MGIB) /1606/1607 (Reserve)

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

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

- ☐ DD-214 Member 4
- ☐ Statement of Understanding
- ☐ Valid authorization number from your VR&E counselor for each college (see chart)

Ch.35 Dependents Educational Assistance**

- ☐ Certificate of Eligibility
- ☐ Statement of Understanding
- ☐ VA sponsor's full-name and SSN

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MIRAMAR	CITY	MESA
Vendor name: San Diego Miramar College	Vendor name: San Diego City College Bookstore	Vendor name: San Diego Community College AU
Vendor ID: 952644299-02	Vendor ID: 952644299-01	Vendor ID: 952644299
Facility Code: 14985405	Facility Code: 11000505	Facility Code: 11000005
Email: miramaveterans@sdccd.edu	Email: cityva@sdccd.edu	Email: sdmesavets@sdccd.edu
Address: 10440 Black Mountain Rd. San Diego, CA 92126	Address: 1313 Park Blvd San Diego, CA 92101	Address: 7250 Mesa College Dr, Room A109 San Diego, CA 92111

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**

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- 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
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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** courses may include those listed as Partially Online or Hybrid, as long as the course details indicate a required in-person meeting for lectures. Classes that only meet in person for exams do not meet the in-person 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/ra-tes/>

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