

VA Educational Benefits Student Registration & Advising Procedures Checklist



All students using VA educational assistance applying to MxCC must follow the procedures below:

- Fill out MxCC student application located at <http://mxcc.edu/apply>
- Submit High School transcript/copy of H.S. Diploma (upload to MxCC application)
- Proof of two doses of MMRV immunizations (upload to MxCC application)
- Provide official transcripts from any previously attended school (transfer students to be sent after you've received your acceptance letter)
- A copy of the DD214 form (Member-4 copy)

In addition, students planning to use VA educational benefit programs that require certification to VA, need additional documentation to be submitted to the MxCC Veteran's School Certifying Official, Melissa Hall or Joanne Faust (contact information located at the end of the document). The VA documents needed will vary depending on the VA educational benefit the student qualifies under.

It is recommended that students apply for VA education benefits at <https://www.va.gov/education/how-to-apply/> at least six to eight weeks prior the start of classes, as this process takes about 30 days to process.

See below for a detailed list of required documents needed for enrollment at MxCC using VA educational benefits.

Post 9/11 GI Bill ®/ Chapter 33

Students using Chapter 33 will need to:

- Sign the MxCC Veteran's Accountability Contract
- Provide a copy of their COE (Certificate of Eligibility), mailed to student after completing VA form 22-1990 (application for chapter 33 benefits)
- *Declare a Major, meet with an advisor and pick your classes

Transfer students who have used Ch.33 benefits at a different school will need to provide in addition to the above stated requirements:

- A completed VA-Form 22-1995 (Change of Place of Training Form, available at MxCC)
- An updated copy of the education enrollment status that states the months remaining in their eligibility by logging in to the va.gov website.

Additional Important Chap. 33 benefits information:

- Only the courses that are on the Graduation Checklist of the program selected will qualify for certification. Prerequisites to the courses needed are allowed.
- Ch. 33 requires a minimum of 7 credits to qualify for Basic Housing Allowance
- 12 credits are needed to have a full time BHA rate with at least one on ground course
- If taking all classes online regardless of full time status, the VA will only award National Average rate for BHA.

Veteran Readiness & Employment / Chapter 31

Students using Chapter 31 will need to:

- Sign the MxCC Veteran's Accountability Contract
- Apply for VR&E- <https://www.va.gov/careers-employment/vocational-rehabilitation/how-to-apply/>
- **Veteran Readiness Counselor (VRC) must submit approval via Tungston Network.** VRC must submit plan of study or specific courses listed (please note, no deviation from what is stated is allowed).
 - Enrollment notices/questions should be directed to Mx-Veterans@mxcc.edu, MHall@mxcc.edu, or JFaust@mxcc.edu.
 - Tuition & Fee notices/questions should be directed to JoAnn Hernandez-Sierra or Kiomara Oliveras, Business Office JHernandez-Sierra@mxcc.edu or KOliveras@mxcc.edu
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457
- **An additional approval is needed via Tungston Network for the bookstore to purchase books and supplies.** Bookstore questions should be directed to: 0842mgr@follett.com
Follett 842
Follett's Bookstore @ Middlesex Community College
100 Training Hill Road
Middletown, CT 06457
- *Declare a Major, meet with an advisor and pick your classes

Additional Important Chap. 31 benefits information:

- Only the course approved by the student's Veteran Readiness Counselor will be certified.
- If change of major is requested, it must be approved by the student's Veteran Readiness Counselor.
- Only the courses that are on the Graduation Checklist of the program selected will qualify for certification. Prerequisites to the courses needed are allowed.

Montgomery GI Selected Reserve (MGISR) / Chapter 1606

Students using Chapter 1606 will need to:

- Sign the MxCC Veteran's Accountability Contract
- Provide a copy of the COE (Certificate of Eligibility) mailed to student after completing VA form 22-1990 (application for chapter 1606 benefits-VA.gov)

- NOBE (Notice of Basic Eligibility). This can be obtained from your unit commander.
- Provide a copy of the certification of Good Standing from the Connecticut (Guard Only) **Once per year**: Notice of Basic Eligibility from your Unit (NOBE)
- Declare a Major, meet with an advisor and pick your classes

Additional Important Chap. 1606 benefits information:

- Only the courses that are on the Graduation Checklist of the program selected will qualify for certification. Prerequisites to the courses needed are allowed.

Dependents' Educational Assistance Program (DEA) / Chapter 35

Students using Chapter 35 will need to:

- Sign the MxCC Veteran's Accountability Contract
- Provide a copy of their Certificate of Eligibility (COE), mailed to student after completing VA form 22-5490 – (application for chapter 35 benefits-VA.gov)
- Disabled/Deceased Veteran's VA file number (SSN #)
- Declare a Major, meet with an advisor and pick your classes

Transfer students who have used Ch.35 at a different school:

- Fill out VA-Form 22-5495 (Change of Place of Training Form, available at MxCC)
- Provide an updated copy of the education enrollment status that states the months remaining in their eligibility by logging in to VA.gov (<https://www.va.gov/education/how-to-apply/>)

Additional Important Chap. 35 benefits information:

- Only the courses that are on the Graduation Checklist of the program selected will qualify for certification. Prerequisites to the courses needed are allowed.

***Guest Students are exempt from these requirements**

Veterans Dedicated Only Email: Mx-Veterans@mxcc.edu

Melissa Hall
 Enrollment Services Assist.
 Primary VSCO
 Founders Hall Room 153
 860-343-5720
mhall@mxcc.edu

Joanne Faust
 Registrar
 Veterans Oversight & VSO
 Founders Hall Room 152
 860-646-5890
Jfaust@mxcc.edu