Middlesex Community College Veteran Student Checklist

☐ **Apply for admission to MCC:** You can visit the Admissions Office in Bedford (Enrollment Center, First Floor) or Lowell (Cowan Center, Room 314) and meet with one of our Admissions Counselors. To apply online, please visit https://middlenet.middlesex.mass.edu/pls/prod/bwskalog.P_DispLoginNon. Program information can be found at http://catalog.middlesex.mass.edu/content.php?catoid=20&navoid=1838.

☐ **Veterans Resource Center:** Meet with a VRC staff member in Bedford (Campus Center, Room 206) or in Lowell (Cowan Center, Room 117) for more information about MCC and how we can assist you.

☐ **eBenefits:** Visit your eBenefits account and complete the Application for VA Education Benefits (Form 22-1990) or to transfer your benefits from another college or university to MCC (Form 22-1995) by accessing VONAPP. The VA will issue a Certificate of Eligibility for qualified individuals. The COE will contain important information such as months of entitlement, the period of eligibility, and benefit level. This information can also be found in the eBenefits website for Post-9/11 GI Bill recipients in a Statement of Benefits summary.

☐ **Request transcripts:** Transcripts will be reviewed by MCC's Enrollment Management staff (High School, GED, HiSet, and/or any accredited college or university). Transcripts may be sent to:

Middlesex Community College
Enrollment Management Center
33 Kearney Square
Lowell, Massachusetts 01852-1987

Military transcripts from the Army, Navy, Marines and Coast Guard can be ordered via the Joint Services Transcripts (JST) at https://jst.doded.mil/. Air Force transcripts can be found at http://www.airuniversity.af.mil/Barnes/CCAF/Display/Article/803247/.

☐ **Financial Aid:** You may be eligible for additional grants. In order to apply for Financial Aid:

- Create an FAFSA I.D. (Free Application for Federal Student Aid). By creating an FSA ID, you may be eligible for scholarships and other financial assistance.
- Complete the application process for FAFSA (Free Application for Federal Student Aid at https://fafsa.ed.gov/.
- Be sure to save your FAFSA I.D. information in a secure location. For any questions about this process, please visit the Financial Aid Office in Bedford (Enrollment Center, First Floor) or Lowell (Cowan Center, Room 317).

☐ **Placement Testing:** New students may be required to complete placement testing in the areas of math, reading, and writing. Your Admissions Counselor or Academic Advisor will be able to determine if you will need to perform placement testing.

☐ **New Student Registration Session:** attend a session to be provided an overview of the college and receive assistance with registering for classes. You can sign up for a session by calling (800) 818-3434 or visiting the Student Information Center in Bedford (Enrollment Center, First Floor) or Lowell (Cowan Center, Room G01).

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☐ **Certification of Benefits:** The **certification process** is now online. New students to the college seeking to use veteran or military education benefits will need to complete the following steps:

1. Complete the Application and Registration process at the college.
    - For instructions on the application process, visit our Veterans Resource Center website (https://www.middlesex.mass.edu/VeteransResources/)
    - Upload a PDF copy of your DD214.
2. Upload a PDF print-out of your Certificate of Eligibility/Summary of Education Benefits.
    - Log into E-Benefits to print a PDF copy of your benefits (https://www.ebenefits.va.gov/
3. Complete the Certification Request Form.
    - To ensure accuracy, a registration hold will be placed on your account shortly after completing this form.
    - To make changes to your schedule after this point, please contact a School Certifying Official. Contact information for SCOs can be found at https://www.middlesex.mass.edu/VeteransResources/app.aspx.

Your SCO must have both documents in order to notify the Veterans Administration of your registration. Your Veterans Resource Center has information regard SCOs and their campus location.

☐ **Changes to academic schedule:** Due to the hold placed on your account after your initial registration, please contact your SCO immediately if you want to make any changes to your enrollment status. This includes adding courses, dropping courses, withdrawing, degree major changes, or receiving incomplete grades.

☐ **Tuition waiver:** The Student Accounts Office on campus requires you to file your veteran tuition waiver or National Guard tuition waiver with your DD-214 and Certificate of Eligibility. Student Accounts is located in the Enrollment Center, Second Floor on the Bedford campus or the Cowan Center, Room 317 on the Lowell campus.

☐ **Health insurance waiver**: If you are taking 9 or more credits, you are also required to file a health insurance waiver, otherwise you will be billed for health insurance. Students using Chapter 33 (Post 9/11 GI Bill) educational benefits that do have health insurance will need to fill out a separate Post 9/11 GI Bill health insurance waiver.

If you are using Chapter 33 (Post 9/11 GI Bill) educational benefits and you do not have health insurance, you can complete a form at the Student Accounts Office stating that you need health insurance that has been included on your semester invoice. Only then will the VA pay for the health insurance.

☐ **Disability Support Services:** For more information about accommodations, contact Disability Support Services in Bedford at (781) 280-3630 or in Lowell at (878) 656-3258. You may also visit: https://www.middlesex.mass.edu/disabilityservices/studentinfo.aspx.

☐ **Veteran and Military-Connected Student Orientation:** All veteran and military connected students are encourage to attend the Veteran and Military-Connected Student Orientation prior to the beginning of every semester. You will receive information via mail and email prior to your orientation as well as meet other new students.

Additional Information

☐ **Clubs and Organizations:** Consider joining a club on campus. For more information about clubs, please visit https://www.middlesex.mass.edu/studentactivities/clubsorgs.aspx. MCC has a Veterans Club. For more information, please visit https://www.middlesex.mass.edu/VeteransResources/club.aspx and consider joining!

☐ **Book vouchers:** If using financial aid, the Financial Aid Office can assist with book vouchers. Please visit their office for assistance.

If using Post 9/11 GI Bill educational benefits, you should receive a payment the first week of classes per semester from the VA.

If you are in the Chapter 31 Vocational Rehab program, please contact the MCC's Bedford Bookstore (Campus Center, 781-276-4211) or the Lowell Bookstore (Derby Building, 88 Middle Street, 978-322-8323) for assistance.

☐ **MCC App:** Download the MCC app to have quick and easy access to your email as well as school cancellation notifications.

To forward your MCC email to another account:

- Log into Office 365
- Click the Settings (gear icon) menu in the top-right corner
- In the search field, type *forwarding*
- Click *Start Forwarding*, and enter an email address that you would like your Office 365 account forwarded. (It is recommend enabling the option to keep a copy of forwarded messages.)
- Click *Save*

You may also choose to receive your e-mail using a different e-mail program. This can be done as long as the other e-mail program uses POP3 or IMAP.