MOORPARK COLLEGE
VETERAN SERVICES EDUCATIONAL BENEFITS CHECKLIST
NEW AND RETURNING STUDENTS

FIRST STEP: Apply for admission to Moorpark College at www.moorparkcollege.edu/apply. Set up your portal and login to access your student ID number. Your student ID is your identity throughout the college.

SECOND STEP: Access your portal and complete the following online items for Veteran Priority Registration: 1) New student orientation, 2) Degree Works Educational Plan, 3) English and Math self-assessment.

THIRD STEP: Apply for Financial Aid, 1) BOG Waiver at https://secure.ccapply.org/BOG_Waiver (covers tuition if qualified, especially if you will not be using the Post 911 G.I. Bill). Please notify the Veterans Center ASAP upon receiving a BOG or Cal Vet Fee waiver. 2) Federal Grant at www.fafsa.ed.gov (money that does not need to be paid back and can be used along with your G.I. Bill benefits).

FOURTH STEP: Make an appointment with the VA counselor to complete a VETERANS EDUCATIONAL PLAN. If you have attended any prior institutions, (whether you received credit or not) take unofficial copies of all your transcripts to your appointment. You can schedule your counseling appointment by calling 805-553-4600.

FIFTH STEP: Apply for your VA Benefits electronically via the VONAPP website at www.vabenefits.vba.va.gov/vonapp/default.asp. (Use VA Form 22-1990) If you are transferring from another institution where you used your GI Bill Benefits, you must complete VA Form 22-1995 (Change of Place of Training).

SIXTH STEP: REGISTER AND PAY FOR CLASSES. Do not submit your paperwork until your schedule is complete (no more changes, adds, or drops) to prevent untimely delays in payment of your benefits. Chapter 33 students may apply for a refund up to their eligibility percentage when the VA pays the school.

FINAL STEP: TURN IN THE FOLLOWING TO THE MOORPARK COLLEGE VETERANS OFFICE:

- DD214—if you were on active duty
- DD2384 (NOBE-Notice of Basic Eligibility) if you are in the reserves
- Certificate of Eligibility
- Veteran’s Educational Plan
- Army, Marines, Navy official transcripts such as SMART, ACE, or AARTS—may be requested through the Joint Services Training at https://jst.doded.mil
- Statement of Understanding (every new and returning student)
- Request for Certification (blue card)—every semester after registering for classes
- Request a refund at the Student Business Office (Chapter 33/Post 911 only)

REMEMBER:

- To comply with VA regulations and to avoid taking classes you’ve already taken, official transcripts from all previous military service and civilian higher learning institutions are needed immediately.
- You MUST notify the Veterans Certifying Official immediately of any enrollment changes (adds or drops), otherwise you risk owing the VA monies if you drop a class or stop attending a class. We report last day of attendance to the VA.
- New and continuing students must get or update your Ed Plan with the VA counselor every semester while using your GI Bill benefits.
- If you receive benefits under Chapter 30, 1606/1607 you will need to verify your enrollment on the last day of every month. You can do that at https://www.gibill.va.gov/wave/index.do, or by phone at (877) 823-2378.
- Always update your mailing address and email if these change. This can be done at your myvcccd.edu portal.
- You MUST submit your blue card to the VA Certifying Official every semester that you want to be certified for educational benefits.
- OFFICE HOURS: Monday through Thursday 10:00 a.m.- 3:00 p.m.; we are closed Friday through Sunday.