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760.795.6750

Dear Student Veteran,

Welcome to MiraCosta College! We are honored that you have chosen our institution to pursue your academic goal and look forward to assisting you in this process. This handbook was designed to help you navigate through both the programs and services here at MiraCosta, as well as to guide you through the educational benefit process.

The Veterans Services Office, located in Building T-100, provides assistance to veterans and dependents wishing to use their educational benefits at MiraCosta College. Veterans Services Office staff can help military affiliated students find resources on VA educational benefits, MiraCosta Student Services, and community organizations that are dedicated to assisting veterans. The center also provides a place for students to relax, study, and meet with friends. Resources are available on a variety of issues, including employment, counseling, housing, and healthcare.

The Veterans Services staff is committed to helping you achieve your academic goals. If we can provide additional information, please visit our offices or contact us:

Veterans Services Office

Phone: 760-795-6750

Email: vetsbenefits@miracosta.edu

Again, welcome to MiraCosta and thank you for your service!

Student Veterans Handbook - Updated 7/21

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GETTING STARTED

QUICK STEPS TO ENROLLMENT AT MIRACOSTA COLLEGE

STEPS FOR OBTAINING VETERANS EDUCATIONAL BENEFITS

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GETTING STARTED

QUICK STEPS TO ENROLLMENT AT MIRACOSTA COLLEGE

1. Submit an online application for admission to MiraCosta College at <http://miracosta.edu/apply>. Once received, it takes approximately 3-5 business days to process. You will be notified of your status via email.
2. Retrieve your student ID (also known as your SURF ID) through the MiraCosta College SURF system or in person (photo identification required) at Admissions & Records (A&R).
3. Determine your residency status. Effective Fall 2015 forward, nonresident tuition exemption shall be granted to students who qualify under Section 702 of the 2014 Veterans Access, Choice and Accountability (VACA) Act. For more information or for questions, please call Admissions & Records at 760.795.6620.
4. Complete matriculation:
 - a. If you were not provided with automatic English and Math placements based on your application to MiraCosta College (sent to you by email), you must obtain placements by submitting a Multiple Measures Placement Request Form to the Testing Office. Alternatively, you may take the English and math assessments at the Testing Office if needed. Visit <http://miracosta.edu/testing> to find the Multiple Measures Placement Form as well as testing hours and requirements.
 - b. Complete Spartan Prep Orientation and Advisement in your SURF account
5. Determine your enrollment date and enroll in classes via SURF. If you are currently in the military or were discharged within the last 15 years, you *may* be eligible for priority registration. Check with Admissions & Records for eligibility requirements and deadlines to submit required documentation. If not automatically granted, you may request priority registration by completing the *Military Priority Enrollment* form. You must complete matriculation (see above) to be eligible for priority registration.
- 6.

8. Veterans with disabilities are encouraged to pursue services through Student Accessibility Services (SAS) . For more information, please contact SAS at 760.795.6658 or visit their office in Building 3000, Oceanside campus.

STEPS FOR OBTAINING VETERANS EDUCATIONAL BENEFITS

1. Complete the application for Veterans Affairs (VA) Education Benefits via the Veterans Online Application (VONAPP) at www.benefits.va.gov/gibill (click on 'Apply for Benefits'). The VA will mail your *Certificate of Eligibility* (COE) to you in 30-45 days.
 - a. Are you a veteran? Submit *VA Form 22-1990*.
 - b. Are you a dependent using transferred Post 9/11 GI Bill benefits? Submit *VA Form 22-1990E*.
 - c. Are you a dependent of a 100% disabled or deceased veteran? Submit *VA Form 22-5490*.
 - d. Have you previously used your benefits at another institution? If you are a veteran, complete *VA Form 22-1995*. If you're a dependent, complete *VA Form 22-5495*.

Need assistance completing your VA benefit application? Staff in Veterans Services (Building T-100) will be glad to assist you!

2. Request official transcripts from all prior colleges, universities, and training institutions. This includes military transcripts (JST, CCAF, etc.). Send transcripts directly to the Admissions & Records Office.

Students must request their own transcripts. If the transcript is sent to your home address, it must remain in the original sealed envelope when delivered to MiraCosta to be considered official.

3. Meet with a Veterans Counselor to create an *Abbreviated Education Plan*. All students using VA benefits (including dependents) must have an education plan created by a Veteran Counselor rather than a General/Transfer Counselor. To schedule an appointment, please call 760.757.2121 x6981. Unofficial transcripts can be used for your *Abbreviated Education Plan* only.
4. Enroll in classes PRIOR to requesting certification for VA educational benefits. Use the MiraCosta College class schedule (available online) to determine class listings and availability. Courses must apply toward completion of a degree or approved Certificate of Achievement program. Refer to the *MiraCosta College Catalog* for degree programs and required courses.

Elective courses will not be certified until it is determined they are required for the stated major. Do not enroll in classes previously taken at another institution until transcript evaluation and a comprehensive *Education Plan* have been completed. If you are certified for a repeated course prior to transcript evaluation and comprehensive *Education Plan* development, the Veterans Education Office will adjust your certification and you will be responsible for any subsequent debt to the VA.

- a. *VA Form 22-1995* (veterans) or *22-5495* (dependents), if not submitted as part of your benefit eligibility documentation. If submitted in addition to the above documents, you do not need to complete the financial information. This document is used to determine your selected major.
 - b. *Tentative Semester Plan* with Veterans Counselor signature
5. Once you enroll in courses, you must complete a *Letter of Intent* (LOI). An LOI must be submitted EVERY semester after enrolling in courses. If you do not submit an LOI, you will not be certified to receive payment from the VA.
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Every Semester: Complete an LOI after enrolling in classes to continue benefit certification!

STUDENT RESPONSIBILITIES

Comprehensive Education Plan

You must have a *Comprehensive Education Plan* on file (including official transcripts from all prior credit) by the end of your first semester or an interruption in VA educational benefits may occur.

You are required to notify the Veterans Services if you change your major. A new *Comprehensive Education Plan* must be developed by a Veterans Counselor and immediately submitted to the Veterans Services Office.

It is your responsibility to submit your comprehensive *Education Plan*

Veterans Counselor. For available drop-in hours, please contact the Counseling Department. Identify yourself as a student receiving VA benefits.

Course Selection

Courses Approved for Payment by the VA

Courses required for your major and general education requirements.

Electives as needed to meet the overall unit requirement for program completion.

Required prerequisite courses (*recommended* courses are not the same as *required* courses).

Remedial courses (English or math), if applicable per assessment results. These must be taken on campus (not online or hybrid) to be certifiable.

Some repeat courses (courses in which a 'C' or better grade is required for graduation). There are college restrictions on allowable repeats. See the *MiraCosta College Catalog* for further details.

Courses Not Approved for Payment by the VA

Courses outside of your major or general education requirements.

Electives

Helpful Hints

If the start/end dates for your secondary school course differ from your primary school enrollment dates, rate of pursuit/training time may be affected.

Parent School Letters are subject to approval. Courses offered by secondary schools must be approved by the

NOTE ON TERM DATES

Different beginning and ending dates are considered to be separate terms. MiraCosta reports actual beginning dates, ending dates, and number of credits. The VA makes the conversion, not the school.

TIPS FROM STUDENT VETERANS

COLLEGE

- Verify your status for priority registration with the Admissions & Records Office, if applicable.
- All adds, drops, and withdrawals must be reported to the Veterans Services Office.
- Arrive early to class.
- Use time between classes to do homework.
- Schedule classes with breaks in between.
- Enroll in classes on the assigned appointment time and date.
- Meet with a Veterans Counselor prior to the start of the semester to ensure your classes are applicable to your major. Don't wait until the last minute to develop your *Abbreviated Education Plan* and/or *Comprehensive Education Plan*.
- Pay close attention to the semester deadlines for add, drop, refund, and withdrawal.
- Develop a working relationship with your Veterans Counselor.
- Be proactive with your instructors and speak to them about your concerns (workload, homework, etc.).
- If you decide to drop a class, be aware of deadlines and the impact it will have on your VA benefits.
- Ensure your contact information is always up-to-date with the Veterans Services Office.
- Check your email regularly. This is the primary means of communication between the Veterans Services Office and you.

VETERANS AFFAIRS

- Know the minimum number of units required to receive education benefits.
- Remember, you will be paid after the completion of the month.
- You are resm1 0o39 Tf 0 0 1 2c(You)JTJET0.00000912 0 612 792 reW* nBT/F3 9 Tf1 0 0

ACRONYMS AND ABBREVIATIONS

Need help with an acronym? Here's a list of frequently used acronyms and abbreviations!

Acronym	Full Title
A&R	MiraCosta College's Admissions & Records Office
AD	Active Duty
AP	Advanced Placement
Cal-Vet CCAF	California Department of Veterans Affairs

Application Process

1. Go to <http://www.benefits.va.gov/gibill> and click on "Apply for Benefits."
2. Complete the appropriate application:
 - o Are you a veteran? Submit *VA Form 22-1990*.
 - o Are you a dependent using transferred Post 9/11 GI Bill benefits? Submit *VA Form 22-1990E*.

POST 9/11 GI BILL: MARINE GUNNERY SERGEANT JOHN DAVID FRY SCHOLARSHIP

Eligibility

Children of an active duty member of the Armed Forces who has died in the line of duty on or after September 11, 2001. The child may be married or over the age of 23 and still be eligible. Beginning November 3, 2014, the VA began accepting applications under the newly expanded eligibility criteria to include surviving spouses of service members who died in the line of duty after September 10, 2001.

Benefits

Full tuition and fees paid directly to the school for all public school in-state students. For those attending private or foreign schools, tuition and fees are capped at a statutory maximum amount per academic year. A monthly housing allowance.
A books and supplies stipend.
Students are entitled to up to 36 months of benefits at the 100% level.
Students who are eligible for the Fry Scholarship may also be eligible for Dependents' Educational Assistance (DEA). Although the benefits cannot be used at the same time, a student may be eligible for up to 48 months of benefits between the two programs.

Application Process

1. Go to <http://www.benefits.va.gov/gibill> and click on "Apply for Benefits."
2. Submit *VA Form 22-5490*. Paper versions of the form may also be printed

MONTGOMERY GI BILL - ACTIVE DUTY (MGIB) - CHAPTER 30

Eligibility

Active duty members who enroll and pay \$100 per month for 12 months are then entitled to receive a monthly education benefit once they have completed a minimum service obligation. Veteran has received an honorable discharge.
For detailed information on eligibility requirements, please visit: <http://www.benefits.va.gov/gibill>

Benefits

Provides up to 36 months of education benefits.
Benefits expire 10 years from the date of discharge/separation (MGIB delimiting date).
Students are paid a monthly stipend (based on approved units) at the beginning of the month for the previous month's enrollment certification.
For current payment rates, visit:
http://www.benefits.va.gov/gibill/resources/benefits_resources/rate_tables.asp

\$600 Buy-Up Program

Service members may contribute up to an additional \$600 to the GI Bill to receive increased monthly benefits. View the current payments rates (link provided above) to determine the increased rate.

Remedial and Refresher Courses

VETERAN READINESS AND EMPLOYMENT (VRE) - CHAPTER 31

Eligibility

Have received, or will receive, a discharge that is other than dishonorable.

Have a service-connected disability rating of at least 10%, or a memorandum rating of 20% or more from the Department of Veterans Affairs.

Benefits

Services may include: vocational counseling and rehabilitation, education and training, assistance finding and keeping a job, and supportive rehabilitation services including case management, counseling, and medical referrals.

Application Process

Complete *VA Form 28-1900, Disabled Veterans Application for Vocational Rehabilitation* and mail to the VA Regional Office or visit:

VA Regional Benefit Office
8810 Rio San Diego Drive
San Diego, CA 92108

You can also apply online through <http://vabenefits.vba.va.gov/vonapp>

Remedial and Refresher Courses

Additional Supplies

The VA Vocational Rehabilitation program will cover the following:

Each standard term the following items can be charged, not to exceed \$55 per term (\$100 per term if purchasing ink):

Ream of Computer Paper
Folders
Pencils/Highlighters/Pens (not to exceed
\$3 each)
Package of Post-its
Report Covers

Spiral Notebooks or Note Paper
CD-RW Disks
Scantron & Blue Books
Black Ink
Paperclips & Index Cards
Non-electric Pencil Sharpeners

One-time purchase

CAL-VET TUITION FEE WAIVER FOR VETERAN DEPENDENTS

Waiver of mandatory tuition and fees at any State of California Community College, California State University, or University of California campus.

All students must meet California residency requirements.

To ensure ongoing benefits, students are required to reapply each year.

PLAN A

The spouse, child, unmarried surviving spouse, or California certified registered domestic partner of a veteran who is totally service-connected disabled or who has died of service-related causes, may qualify. A dependent of any veteran who has been declared missing in action, captured in the line of duty by hostile forces, or forcibly detained or interned in the line of duty by a foreign government or p

FREQUENTLY ASKED QUESTIONS

Do I have to pay tuition and fees?

Yes, if using Chapter 30, 35, 1606, or 1607, you are responsible for your own tuition and fees, which are due upon

Should I notify the VA if I move?

Yes! If you change your mailing address, telephone number, or e-mail address, you must notify MiraCosta's Veterans Services Office.

PAYMENT AND BENEFIT STATUS

eBenefits

You may research, access, and manage your benefits and personal information using the Veterans Benefit Administration's eBenefit website at: <https://www.ebenefits.va.gov>.

Click "Register Now" and select a free Premium account for unlimited access to:

Download a DD-214

Check Post-9/11 GI Bill entitlement

View benefit status

Check enrollment status

PAYMENTS

Direct Deposit

To establish or change your direct deposit, please complete one of the following:

1. Call 1.888.442.4551
- 2.