

# Military Services Check List

**All new MGCCC students requesting to use GI Bill benefits are required to:**

- Complete an online Application for Admission.
- Submit an **official, final** high school transcript or high school equivalency transcript (freshman only).
- Submit official military transcript (if applicable).
- Submit all official college/school transcripts (if applicable).
- Submit ACT scores or schedule an Accuplacer test by visiting [https://www.mgccc.edu/assessment\\_centers/](https://www.mgccc.edu/assessment_centers/) and choosing your campus (freshman only).

\*Transcripts can be sent electronically via e-script or mailed to the appropriate campus:

*JD Campus*  
ATTN: MGCCC Admissions  
and Records  
2226 Switzer Road  
Gulfport, MS 39507  
[jd.admissions@mgccc.edu](mailto:jd.admissions@mgccc.edu)

*JC Campus*  
ATTN: MGCCC Admissions  
and Records  
P. O. Box 100  
Gautier, MS 39553  
[jc.admissions@mgccc.edu](mailto:jc.admissions@mgccc.edu)

*Perkinston Campus*  
ATTN: MGCCC Admissions  
and Records  
P. O. Box 548  
Perkinston, MS 39573  
[pk.admissions@mgccc.edu](mailto:pk.admissions@mgccc.edu)

*George County Campus*  
ATTN: MGCCC Admissions  
and Records  
P. O. Box 77  
Lucedale, MS 39452  
[pk.admissions@mgccc.edu](mailto:pk.admissions@mgccc.edu)

- Complete a Change of Place of Training form (22-1995 (22-5495 for Chapter 35) online at [www.va.gov](http://www.va.gov)** If you have attended other colleges or universities since you last attended MGCCC or if you attended another MGCCC campus.
- Students using Chapter 31 must submit a 28-1905**, Authorization/Certification of Entrance or Re-Entrance into rehabilitation and certification of status (this document is obtained from your Voc-Rehab and Employment Counselor).
- Select a specific program of study or major and make course selections from that degree plan.
- Complete the application for VA education benefits on [www.va.gov](http://www.va.gov) and submit a copy of your Certificate of Eligibility (COE) Letter from VA, which provides information concerning GI Bill approval to the Military Services Center. If you have any questions contact the VA Regional Office at 1-888-442-4551.

**NOTE:** The Certificate of Eligibility **must be turned in** to the MGCCC Military Services Center before the certification process can be completed. Benefits will not be applied and the student will be responsible for tuition and fees if a COE is not received.

- Meet with an Enrollment Specialist or advisor to prepare a degree plan and complete the required forms for Military Services.
- After you have a class schedule, complete and sign the Verification of Enrollment form and submit it to Military Services.
- Students receiving Chapter 33 (Post 9-11) benefits will need a Deferment Form completed by a VA School Certifying Official in Military Services Center to secure payment of tuition & fees with primary campus Business Office.

### Guest or Transient Students:

- Request a Guest or Transient Student Approval Letter from the parent or degree granting institution's Veterans Services Office and submit it to the MGCCC Military Services Center on the appropriate campus. Form must include:
  - o List of approved courses
  - o Student name
  - o Social security number
  - o Chapter information
  - o Contact information for Veteran Services
  - o Signature of VA Certifying Official at Parent School

**\*\*ATTENTION VA STUDENTS\*\***

**THE FOLLOWING WILL IMPACT YOUR FINANCIAL GAIN:**

- **Taking all online classes** will cause you to receive only half of the approved BAH
- **Remedial/developmental classes taken online are not eligible for certification.**
  - this consists of “Beginning Algebra and Beginning English courses”
- **Taking nursing classes:** students may not receive full amount of BAH
  - these are short term classes and do not add up to full-time status
- **Taking non-traditional classes**
  - any class not considered full-term

**WHAT CAUSES STUDENT DEBT**

- **Changing your schedule after classes start**
- **Receiving a tuition scholarship that was not reported**
- **Taking classes not on your degree plan**
- **Retaking classes you passed with a “D”**
- **Taking a remedial class online**
- **Changing your major after the semester starts**
- **Retaking a course that was previously assigned an incomplete grade “I”**
- **Auditing a class**

**Students**, you are responsible for making sure the classes you are enrolled in are required for your degree plan!

For detailed information concerning BAH, book stipend, or eligibility for benefits: contact the VA Regional Office at 1-888-442-4551 or visit the website at [www.va.gov](http://www.va.gov).

**Military Services Campuses/Centers**

Lori Allemand  
Jefferson Davis, West  
Harrison, Keesler & Navy Base  
228-897-3859  
[lori.allemand@mgccc.edu](mailto:lori.allemand@mgccc.edu)

Gail Gable  
Bryant Center at Tradition  
228-267-8689  
[gail.gable@mgccc.edu](mailto:gail.gable@mgccc.edu)

Shellye Smith  
Perkinston  
George County  
601-928-6325  
[shellye.smith@mgccc.edu](mailto:shellye.smith@mgccc.edu)

Sheila Lowery  
Jackson County  
228-497-7752  
[sheila.lowery@mgccc.edu](mailto:sheila.lowery@mgccc.edu)