MILITARY BENEFITS PROCESSING

mgccc.edu/military-students • military.benefits@mgccc.edu • 228-897-9261

Apply for education benefits at VA.gov

- If eligible, you will receive a Certificate of Eligibility (COE) from the VA within 30 days.

Submit this to the Military Benefits Processing Office via email military.benefits@mgccc.edu, in person, or through the secured **Portal.**

Complete MGCCC Admissions Process

Apply to MGCCC online at **mgccc.edu/enroll/apply-now/**

- Submit all requested documents and official transcripts in a timely manner to admissions.
- If applicable, request official military transcripts sent to admissions:
  Army, Navy, and Marines: **jst.doded.mil/jst**
  Air Force: **(CCAF / AU) https://www.parchment.com/u/registration/32882/institution, or (USAFA) https://www.parchment.com/u/registration/33593/institution**

Apply for Financial Aid (optional)

- Apply for FASFA (Pell Grant and federal student loans) at **studentaid.gov** (students can use FASFA and VA benefits at the same time.)
- Be sure to communicate with the Enrollment Specialist, and your future advisor, that you are using VA benefits as this may impact how you select classes and arrange your schedule for maximum benefits.

Register for Classes

- Visit the Enrollment Center at your campus to meet with an Enrollment Specialist. Be sure to review "Top Things VA Students Need to Know."

Complete the Notification of Enrollment

- Visit **mgccc.edu/military** to complete the Notification of Enrollment. Certification will not begin until this is received and must be completed after class registration each semester.
  This is separate from the VA's monthly verification

IMPORTANT: ALL OFFICIAL COMMUNICATION MUST BE DONE VIA MGCCC EMAIL, BE SURE TO CHECK REGULARLY.

Be sure to review "Top Things VA Students Need to Know" on the next page.

MGCCC Mississippi Gulf Coast Community College

CONNECT WITH US

Mississippi Gulf Coast Community College is an Equal Opportunity Employer and welcomes students and employees without regard to race, color, religion, national origin, sex, pregnancy, age, or qualified disability in its programs and activities. For further information, contact the Compliance Officer P.O. Box 609, Perkinston, Mississippi, 39573, telephone number 601-528-8735, email address compliance@mgccc.edu.

Top Things VA Students Need to Know

1. Correct Major and Change of Major

A student's major must be listed correctly in Admissions and Military Benefits. Students will need to complete a Change of Major form in Admissions when changing their major.

2. Follow Degree Plans

Courses taken must be required and listed on the degree plan/program.

- Students following an academic program should follow the program for the transfer college if known. List the transfer college on the Notification of Enrollment (you can seek advisement from an Enrollment Specialists).
- Students majoring in career and technical programs can use MGCCC plans.

3. Schedule Changes

If a student changes his or her schedule in any way, they will need to submit a change of schedule form. The form can be found at **mgccc.edu/military/schedule-change**.
****NOTE: Changes may cause a debt including cost of class(es), MHA, and book stipend.****

4. Audit Classes and Online Classes

- Audit Classes - The VA will not approve certification for courses being audited.
- Online Classes - The VA will only pay half of the MHA for students taking all online courses.

5. Full Time

The VA classifies full time as 12 hours per term in the fall or spring and 7 hours for the summer for MHA purposes.
****NOTE: A term is defined as the same start and end date, not the semester.****

6. Repeat Courses and Incomplete Courses

Courses previously passed with a "D" or better are not eligible for certification (unless a "C" is required to enter an MGCCC program). The VA will not approve certification to repeat a course assigned an incomplete, (must be assigned a grade of an "F" to be eligible for certification).

7. Required Documents to the Military Processing Center

- Certificate of Eligibility submitted to Military Services via email military.benefits@mgccc.edu.
- Submit Notification of Enrollment (NOE) form at **mgccc.edu/military**.
- Service Members must submit an official military transcript. *(HPR – Students who have served in the military will automatically receive the required credit.)*

SCAN THE QR CODE FOR MORE INFORMATION.

Military Services
mgccc.edu/military-students
military.benefits@mgccc.edu
228-897-9261

Office of Recruitment
mgccc.edu/college-recruiters
questions@mgccc.edu
228-896-2536