



AIR FORCE

Steps for using Tuition Assistance at MGCCC

1. **Schedule your Tuition Assistance Briefing** by calling Shari Tart at (228) 376-8708. If you are in the Air Force Reserve, please call (228) 377-4408. You will be walked through the steps for using Tuition Assistance (TA).
2. **Apply to MGCCC** www.mgccc.edu/enroll/apply-now/
3. **Send all official transcripts** electronically to hc.admissions@mgccc.edu - search for MGCCC Harrison County Campus if sending Joint Services Transcript(JST), or by mail to MGCCC Attn: HC Office of Admissions, 2226 Switzer Rd, Gulfport, MS 39507.*

**Please note that transcripts will have to be received AND articulated before degree plans can be completed and can take a few weeks. Do not wait until the last minute to submit transcripts.*

4. **If you are interested in using Financial Aid** (Pell Grant/Federal Student Loans) complete the application at www.studentaid.gov
5. **If you are not a MS resident but have orders to be stationed in MS**, please submit orders to HC Admissions at hc.admissions@mgccc.edu to establish MS residency. Copy Military Bases Rep on the email & include your GCID/M number.
6. **Please be sure to read your acceptance email from MGCCC carefully and follow the directions to set up your student accounts.**
7. **When requesting a degree plan**, email, call, or visit the MGCCC Military Bases Representative, Regina Story. Include student email address, GCID/M number, and phone number in all correspondence. If you plan to transfer to a MS university, include in your email which one and the program of study. If you will be attending an out-of-state university, please attach a copy of the prerequisites that school is requiring so that your degree plan can be as accurate as possible.
8. **Once you have your degree plan**, send it to your Education Office. They will send you an email or document to confirm or deny your Tuition Assistance. Bring a copy of your approval to the Harrison County Business Office in person or email to hc.businessoffice@mgccc.edu
9. Enroll in the courses approved for TA.

Enrollment Services - hc.enrollment@mgccc.edu (228) 896-2504

Financial Aid - hc.finaid@mgccc.edu (228) 897-3907

Business Office - hc.businessoffice@mgccc.edu (228) 896-2503 **fax:** (228) 897-3957

Military Bases Representative

Regina Story

regina.story@mgccc.edu

(228) 897-3891