



## NAVY

### *Steps for using Tuition Assistance at MGCCC*

1. **Set up student account** on the Navy College Virtual Education at [www.navycollege.navy.mil](http://www.navycollege.navy.mil) then click on the box labeled TA/NCPACE for Sailors.
2. **Apply to MGCCC:** [www.mgccc.edu/enroll/apply-now/](http://www.mgccc.edu/enroll/apply-now/)
3. **Send all official transcripts** electronically to [hc.admissions@mgccc.edu](mailto:hc.admissions@mgccc.edu), search for MGCCC Harrison County 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](http://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](mailto: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**, upload the PDF into your Navy College Student portal. They will send you an email or document to confirm or deny your Tuition Assistance. Please email the approval directly to the business office at [hc.businessoffice@mgccc.edu](mailto:hc.businessoffice@mgccc.edu)
9. Enroll in courses approved for TA.

**Enrollment Services** - [hc.enrollment@mgccc.edu](mailto:hc.enrollment@mgccc.edu) (228) 896-2504

**Financial Aid** - [hc.finaid@mgccc.edu](mailto:hc.finaid@mgccc.edu) (228) 897-3907

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

### **Military Bases Representative**

**Regina Story**

**[regina.story@mgccc.edu](mailto:regina.story@mgccc.edu)**

**(228) 897-3795**