STUDENT CHECKLIST

[ ] Begin by submitting an Application for Admission Online at (www.imperial.edu/apply-now)

- Create your CCCApply Account
- Complete your Admission Application Online. Be sure to Select the correct Military Status on your Application; i.e. Active Duty, Veteran, etc.
- Once application is processed you will receive your IVC Student ID (G#) and login password via email. (Note: Average processing time is 24 to 48 hours)

[ ] Submit Official Transcripts

Submit official transcripts (military and/or other colleges and universities attended) to the Admissions and Records Office (Bldg. 10) to be evaluated for credit. Failure to submit all transcripts may delay your VA benefits or cause inaccurate academic advisement.

The following are links for requesting military transcripts:
Air Force: http://www.au.af.mil/au/barnes/ccaf/transcripts.asp.
All other branches: https://jst.doded.mil/smart/signIn.do.

*[ ] Complete 3 Step Matriculation (Orientation, Placement, and Advising)

1. Complete online orientation: www.imperial.edu/orientation.
2. The placement of students in English and Math courses will be based on one or more of the following: High School coursework, High School grades, and High School grade point average. If High School records are not available or student studied outside the United States; Guided Self-Placement and Self-Reported High School GPA will be used. Must see a counselor.
3. Counseling and Educational Planning: Contact the Military & Veteran Success Center (M&VSC) in Bldg. 600/Office 624 or by phone at (760) 355-6141 to make an appointment to meet with the Veterans Counselor. The counselor will help you create a Student Educational Plan (SEP).

[ ] Complete Armed Forces Priority Registration Form *Must be completed to receive priority registration*.

Submit the Armed Forces Request for Priority Registration Form which can be found on the IVC Military & Veteran Success Center webpage or come into the M&VSC. Fill out and submit with required documentation. Former members submit copy of DD 214, pg. 4 and Active members must show current military I.D. For questions contact the M&VSC at (760) 355-6141.

[ ] Enroll in classes that are required for your declared major

- Check the IVC Student Portal prior to start of priority registration for your registration date and time.
- Register for classes on WebSTAR at www.imperial.edu/webstar. You may use any computer with an internet connection. Come in to the M&VSC if you need assistance. *Only register for classes listed on your SEP.*
- Attend class. You must attend the first meeting of each class or you will be *DROPPED* from the course.

[ ] Buy Books

- You may purchase textbooks in-person or online at the IVC Bookstore at http://www.efollett.com.
- For questions, contact the IVC Book Store located in Building 1900 or call (760) 355-6394.

How do I pay for college?

[ ] **Apply for Financial Aid at www.FAFSA.ed.gov.**

> This is not a step in using your veteran educational benefits, but many Veteran students qualify and benefit greatly from Financial Aid. For assistance go to the Financial Aid Lab in Building 1700. For questions call the Financial Aid Office at (760) 355-6266.

[ ] **Tuition Assistance (TA)**

TA is offered to eligible active duty military personnel to assist in the cost of tuition.

- Students must receive command approval and meet all eligibility requirements as determined by your branch of service to begin off-duty voluntary education.
- **Complete and submit TA application at least 30 days in advance of term start date (up to 60 days in advance for USMC).** Your installations education/college center should provide instructions for TA application process.
- **Provide TA Authorization Form** (voucher) to the IVC Business Office located in Building 10 to process payment. This form will be provided by your installations Education Center. *Please note that TA will not pay for a course that has already started; all courses must be approved prior to the term start date. In addition, TA does not cover non-tuition education costs such as fees, e-books, books, supplies etc. Students are responsible for any fees not paid by TA.*

VA Educational Benefits

To apply for veteran educational benefits or to confirm eligibility status for benefits, log in to the www.va.gov/education/how-to-apply website or call the VA Education and Training department at 1-888-442-4551. You'll get a Certificate of Eligibility (COE) in the mail if your application is approved. Once received, please make an appointment to complete intake with the VA Certifying Official.

[ ] **Complete Intake with VA Certifying Official.**

Provide the following items to the VA Certifying Official located in Building 600/Office 624.

- Page four of the DD-214 or NOBE {NG or Reservist}
- Certificate of Eligibility from the VA, and
- Student Education Plan (SEP) completed during intake with Veteran's Counselor.

Once you have registered for courses, the VA Certifying Official can begin certifying your courses. If you drop or add courses after initial certification this will affect your VA educational benefits, please notify the Certifying Official if you make any changes to your schedule. Unreported changes can result in an over or under payment.

Attention Active Duty students: If you receive military orders that will require you to miss class for an extended period of time, communicate with your Academic Counselor and the Admissions and Records Office located in Building 10 to discuss protocol for dropping or withdrawing from courses.

For assistance along the way: Connect with the Military & Veteran Success Center at (760) 355-6141