# Veteran and Military New Student In-Processing Checklist

## Getting Started

<table>
<thead>
<tr>
<th>Task</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply for Admission</td>
<td>3</td>
</tr>
<tr>
<td>Submit ALL transcripts from institutions you have previously attended</td>
<td>3</td>
</tr>
</tbody>
</table>

## After Notification of Acceptance

<table>
<thead>
<tr>
<th>Task</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply for education benefits or tuition assistance (ASAP)</td>
<td>3</td>
</tr>
<tr>
<td>Set up your College of Charleston email account</td>
<td>4</td>
</tr>
<tr>
<td>Register for Orientation</td>
<td>4</td>
</tr>
</tbody>
</table>

## Before Orientation

<table>
<thead>
<tr>
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<tr>
<td>Submit your immunization form (MANDATORY)</td>
<td>4</td>
</tr>
<tr>
<td>Complete Lawful presence (proof of U.S. citizenship)</td>
<td>4</td>
</tr>
<tr>
<td>Verify and/or correct your residency status (if applicable)</td>
<td>4</td>
</tr>
<tr>
<td>File your FAFSA</td>
<td>5</td>
</tr>
<tr>
<td>Prepare for your advising session</td>
<td>5</td>
</tr>
<tr>
<td>Submit a photo for your student ID (Cougar Card)</td>
<td>5</td>
</tr>
<tr>
<td>Follow us on our social media accounts for updates and information</td>
<td>5</td>
</tr>
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</table>

## Post-Advising/Registration (Chapter 33 Students Only)

<table>
<thead>
<tr>
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<tr>
<td>Complete enrollment certification</td>
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**Veteran/Military Student In-Processing Checklist**

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**NOTE:** You are required by federal law to disclose all colleges attended and provide official transcripts from those schools. Failure to submit ALL transcripts may delay your VA benefits or cause inaccurate academic advisement.

### After Notification of Acceptance

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**Chapter 33 Post 9/11 GI Bill**

Apply at: [https://www.va.gov/education/how-to-apply/](https://www.va.gov/education/how-to-apply/)

- Form 22-1990 - if you have never applied for GI Bill benefits
- Form 22-1995 - if you have used your GI Bill benefits at another institution

**Note:** When you receive your Certificate of Eligibility (COE), please email to: financialaid.cofc.edu

**Chapter 31 VA Vocational Rehab**

If you are using Vocational Rehabilitation, your VR&E counselor will provide a 1905 form and a plan of service is developed to include education. This form is used in lieu of a Certificate of Eligibility (COE).

**Department of Defense Tuition Assistance**

(Active Duty, Guard or Reserve)

- When registered for courses, submit your TA Request for enrolled courses
- When receivedsubmit your approved semester-specific TA Request Authorization form (voucher) to the Treasurer's Office

**IMPORTANT NOTICE!**

**Changes to Schedule**

Your voucher is course specific, immediately notify the Treasurer's Office of any changes to your course schedule at 843.953.5572 or treasurer@cofc.edu

**Credit Hour Charges**

The College of Charleston charges $517 per credit hour. Military Tuition Assistance will pay $250 per credit hour and the student will be responsible for the remaining balance. However, there are other options to assist with the remaining balance. Contact the Financial Aid office for more information at 843.953.5540.
**Set up your College of Charleston email account**

To access your student email account, log into my.cofc.edu. Use your Cougars account username (also commonly referred to as: CofC username or MyCharleston user name) and password. Click the Cmail icon that will appear in the upper right-hand section of the screen. The first name you access your email account you will use the Cougar account information you used to log into MyCharleston.

**Register for Orientation**

**How to Register**

1. Go to [my.cofc.edu](http://my.cofc.edu), use your Cougars account information to log in (this would be the letter log in and not the number one you used as an applicant), and select the “academic services” tab.
2. Scroll down and locate the “orientation” box.
3. Click on the “orientation registration” link in the “orientation” box.
4. You will automatically be routed to the online registration form.
5. Verify that your name and email address are displayed and continue on to the registration form. Follow the instructions and complete the entire reservation form. Please answer all the questions.

**Before Orientation**

**Submit your immunization form MANDATORY**

The College of Charleston requires three vaccines (given within the last 10 years):
- MMR (Measles, Mumps, Rubella)
- Tetanus
- Diphtheria and Pertussis (Tdap)

Deadline for turning in a provider validated immunization record is the last day to withdraw from semester classes in the student’s first semester.

**Complete Lawful presence (proof of U.S. citizenship)**

Every student must provide proof of U.S. citizenship before enrolling. If you've filed a FAFSA, you're all set. If you've not filed a FAFSA, you must provide proof of U.S. citizenship; complete the Verification of Lawful Presence form and deliver the original, with a photocopy of your proof document, [http://registrar.cofc.edu/lawful-presence/lawful-presence.pdf](http://registrar.cofc.edu/lawful-presence/lawful-presence.pdf) in person or by

**Correct your state residency classification (if applicable)**

**Note:** You will receive notification if your residency needs to be corrected. For additional information go to: [http://legalresidency.cofc.edu/forms/index.php](http://legalresidency.cofc.edu/forms/index.php)
File your FAFSA (Suggested)

This is not a step in using your VA education benefit, however many veteran students qualify for Pell Grants, which do not need to be repaid.

You can file your FAFSA at: https://studentaid.ed.gov/sa/fafsa

Prepare for your advising session *Suggested*

- Log into MyCharleston prior to Orientation and be certain to bring login information with you to your session.
- Explore the Academic Services Tab in MyCharleston, especially the Academic Planning Box.
- Review the General Education Degree Requirements.
- Review Major Roadmaps for majors that interest you.
- Review the course requirements for different majors in which you might be interested.
- View course descriptions and requirements in the Academic Catalog System.
- Make a list of potential courses you are interested in taking.

Complete enrollment certification (MANDATORY) for Chapter 33

To be certified for VA Benefits through the College of Charleston VA Certifying Official, students must submit a VA Enrollment Certification form for each semester so that you may access your funds.

https://webforms.battery.cofc.edu/VAReg/Registrations/Create

Submit a photo for your student ID (Cougar Card) *Suggested*

1. To submit your photo, log in to the Cougar Card Portal through MyCharleston and go to the My Accounts tab.
2. The Cougar Card portal link is located on the bottom right of the page.
3. Select Student Login and enter your MyCharleston username and password.
4. Select Profile and “Click to submit a new photo”.
5. Your card will be waiting for you when you check in for orientation.
6. The deadlines for photo submission and other important information regarding the types of photos that can be submitted can be found here:

http://cougarcard.cofc.edu/online-photo-submission-for-new-students/index.php

Follow us on our social media accounts for updates and information!

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@cofcpro
@cofSvs
https://www.youtube.com/channel/UCr-A7G36FYylX_neSOD5FAw