NEW VETERAN AND MILITARY STUDENT CHECKLIST

Getting Started

☐ Apply for admission

☐ Submit ALL Transcripts for institutions you have attended previously

   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.

☐ Apply for Education Benefits or Tuition Assistance (ASAP)

   Chapter 33 Post 9/11 GI Bill
   Use the Veterans On-Line Application (VONAPP) at: https://www.ebenefits.va.gov/ebenefits/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, 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.

   Department of Defense Tuition Assistance
   1. Once registered for courses, submit TA Request for enrolled course(s)
   2. Submit your approved semester-specific TA Request Authorization form (voucher) to the Treasurer’s Office, when you receive it.

       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 for Orientation
   1. Go to 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

☐ Complete FAFSA

This is not a step in using your VA education benefit but 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

☐ Submit your immunization form MANDATORY

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

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 Math Placement Exam

All entering students are required to take the ALEKS mathematics placement test regardless of credit or courses from another institution. The placement test must be completed at least two weeks before attending new student orientation. Failure to complete the placement test before orientation will delay your enrollment in a math course.

For additional information go to: http://math.cofc.edu/placement-testing/aleks-math-placement-information.php

If Applicable

☐ 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 in person or by mail, to the Registrar's Office.

☐ Correct your state residency classification

Checklist and application are included in packet.

For additional information go to: http://legalresidency.cofc.edu/forms/index.php

Suggested Tasks

☐ 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 your Foreign Language Placement Exam *Suggested*

If you have previously taken a foreign language, go to: http://orientation.cofc.edu/placement-testing/placement-testing-fgsl.php
Submit a photo for your student ID (Cougar Card) *Suggested*

To submit your photo, log in to the Cougar Card Portal through MyCharleston and go to the My Accounts tab.

1. The Cougar Card portal link is located on the bottom right of the page.
2. Select Student Login and enter your MyCharleston username and password.
3. Select Profile and "Click to submit a new photo".
4. Your card will be waiting for you when you check in for orientation.
5. 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](http://cougarcard.cofc.edu/online-photo-submission-for-new-students/index.php)

Follow us on our social media accounts for updates and information

- Facebook: [CofCVeteranMilitaryStudentServices](https://www.facebook.com/CofCVeteranMilitaryStudentServices)
- Instagram: [@cofcmilitary](https://www.instagram.com/cofcmilitary)
- Twitter: [@cofcvet](https://twitter.com/cofcvet)

Orientation

 Attend veteran breakout session during Orientation

Details on breakout session location and time will be emailed to you before orientation

Attend advising appointment to register for your classes

**NOTE:** It is important that you attend your advising appointment during orientation because this is when you register for your classes. If you do not meet with an advisor, you will not be able to register, as there will be a hold on your account until you do so.

Complete Enrollment Certification (CHAPTER 33 Post 9/11 ONLY)

Once you have registered for your classes, complete the VA Enrollment Certification Request [http://finaid.cofc.edu/types-of-financial-aid/veterans-benefits/chapter33/index.php](http://finaid.cofc.edu/types-of-financial-aid/veterans-benefits/chapter33/index.php)

**NOTE:** You must complete the VA Enrollment Certification Request to begin using your benefits and continue to submit one every semester you are registered for classes.

Before Classes Begin

Attend Fall 2019 ALL CALL

- August 14, 2019
- Stern Center Ballroom
- Time: TBD