

NEW VETERAN/MILITARY STUDENT CHECKLIST

GETTING STARTED

Apply for admission

Submit ALL transcripts from institutions you previously attended

NOTE: Failure to submit all transcripts may delay your VA a benefits or cause inaccurate academic advisement.

AFTER NOTIFICATION OF ACCEPTANCE

Change Your Status from “Accepted” to “Student”

Check the personal email account that you used on your application to the College. There should be an email that includes a link, a new username, password and instructions for setting up your permanent student account. Click on the link and log in to activate your permanent student account with a new username and password.

You must change your status from “accepted” to “student,” and set up access to your permanent account. From this point on, you will use this permanent account for all business you conduct with the College, such as:

- registering for orientation.
- registering for a class.
- changing an address.
- reviewing account charges and balance information.
- checking space availability in a class.
- viewing your student email.

Apply for education benefits or tuition (ASAP)

Chapter 33 Post 9/11 GI Bill

Apply at: <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 received submit your approved semester-specific TA Request Authorization form (voucher) to the Treasurer's Office

Changes to Schedule (TA Only)

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 (TA Only)

The College of Charleston charges \$522 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.
- Click on the Cmail icon that will appear in the upper right-hand section of the screen.
- The first time you access your email account, you will use the Cougars account information that you used to log into MyCharleston.
- During your time at the College, you will use this email account (username@g.cofc.edu) for all college-related business.
- **We recommend that you check this email daily.**

Register for Orientation

1. Visit my.cofc.edu and log into your permanent MyCharleston account.
2. Select the “**academic services**” tab.
3. Scroll down and locate the “**orientation**” box.
4. Click on the “**orientation registration**” link in the orientation box.
5. Verify that your name and email address are displayed and continue on to the registration form.
6. You’ll notice there is an orientation registration hold on your student account. It will remain until you attend orientation and meet with an advisor. However, it will not prevent you from registering for orientation.
7. Follow the instructions and complete the entire reservation form.

BEFORE ORIENTATION

<input type="checkbox"/>	<p>Submit your immunization form MANDATORY</p> <p>The College of Charleston requires three vaccines (given within the last 10 years):</p> <ul style="list-style-type: none">• MMR (Measles, Mumps, Rubella)• Tetanus• Diphtheria and Pertussis (Tdap) <p>Deadline for turning in a provider validated immunization record is June 1st. View the steps for Uploading Immunization Records.</p> <p>Please contact Student Health Services if you have questions or need assistance regarding due date extension call Student Health Services at: 843.953.5520 or email: healthservices@cofc.edu</p>
<input type="checkbox"/>	<p>Complete Lawful Presence (proof of U.S. Citizenship)</p> <p>Required by June 1 for U.S. citizens who haven't submitted the FAFSA. You must verify lawful presence before being permitted to register for classes during orientation.</p>
<input type="checkbox"/>	<p>Correct your state residency classification (if applicable)</p> <p>Note: You will receive notification if your residency needs to be corrected. For additional information go to: http://legalresidency.cofc.edu/forms/index.php</p>
<input type="checkbox"/>	<p>File your FAFSA</p> <p>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.</p> <p>You can file your FAFSA at: https://studentaid.ed.gov/sa/afsa</p>
<input type="checkbox"/>	<p>Submit a photo for your student ID (Cougar Card)</p> <ol style="list-style-type: none">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. <p>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</p>
<input type="checkbox"/>	<p>Follow us on our social media accounts for updates and information!</p> <p> @CofCVeteranMilitaryStudentServices</p> <p> @cofcmilitary</p> <p> @CofCVMSS</p>

PREPARING FOR YOUR ADVISING APPOINTMENT

<input type="checkbox"/>	<p>Prepare for your advising session</p> <ul style="list-style-type: none">• 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. <p>REQUIRED: Review Math Placement Information for students: Math Placement Info for Students</p> <p>For more information go to: Preparing for your Orientation Advising Session</p>
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BEFORE ORIENTATION DAY

<input type="checkbox"/>	Set up your CofC email and make sure you can access it on your cell phone. Directions can be found at https://bit.ly/iOSEmailinstructions Check your email daily!
<input type="checkbox"/>	Set up your CofC zoom account and use it on your virtual orientation session date. Directions can be found at https://bit.ly/313TyiP NOTE: If will not be able to access the recommended technology on your assigned orientation date, please complete the survey at https://forms.gle/shEixr2pDAoo53rh8 so we can work on alternate plans. You will be contacted at your CofC email address in 5 business days from when you submit the survey.
<input type="checkbox"/>	Complete your orientation OAKS module

BEFORE ADVISING SESSION

<input type="checkbox"/>	Completed Academic Advising OAKS module before your assigned advising session. If you received an email adding you to an academic advising OAKS module, please complete it before your assigned session.
<input type="checkbox"/>	Check you student email regarding any holds you might have The orientation hold on your MyCharleston account is the one hold that should be there and will be removed on your assigned orientation date. To view your holds in MyCharleston, log in: <ul style="list-style-type: none">> Select the "Academic Services" tab> Go to the "Registration Tools" section> Click "Registration Status"> Select "2021 Fall"> Click "submit" and then "view holds" at the bottom of the screen.

AFTER REGISTERING

<input type="checkbox"/>	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
<input type="checkbox"/>	Registration Confirmation You will be able to see your confirmation on MyCharleston one week after you submitted your reservation form. Log onto my.cofc.edu , select the academic services tab, go to the orientation box and click on orientation registration confirmation. After your registration has been confirmed, get more details.