# Military-Connected Student Getting Started Checklist

**FIRST POINT OF CONTACT:**

Veterans & Military Resource Advisors (VMRA)

 Kyle Aines, 802.786.5185  
kyle.aines@ccv.edu  
Bennington, Brattleboro, Middlebury, Online, Rutland, Springfield, Upper Valley, and Winooski

 Marty McMahon, 802.828.0134  
martin.mcmahon@ccv.edu  
Montpelier, Morrisville, Newport, St. Albans, and St. Johnsbury

**CONTACT TO ACTIVATE BENEFITS:**

VA School Certifying Officials (SCO)

 Chiara Carmolli-Anderson, 802.654.0969  
chiara.carmolli-anderson@ccv.edu  
Montpelier, Morrisville, Newport, Online, St. Albans, St. Johnsbury, Upper Valley, Winooski

 JP Rees, 802-388-0383  
jp.rees@ccv.edu  
Bennington, Brattleboro, Middlebury, Rutland, Springfield

 ccv.edu/veterans  
veterans@ccv.edu

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**FIRST STEPS:**

- **APPLY FOR ADMISSION** (no cost) at [http://ccv.edu/apply/](http://ccv.edu/apply/) – CCV does not deny admission to any student. Be sure to declare yourself as a student veteran or dependent/spouse in order for us to best assist you.

- **CONTACT YOUR VETERANS & MILITARY RESOURCE ADVISOR (VMRA)** – Set up a phone, videoconference, or face-to-face Military Readiness Appointment with your VMRA (see sidebar).

  Meeting date(s)______________________________

**TO SET UP VETERANS AFFAIRS (VA) EDUCATION BENEFITS:**

- **COMPLETE YOUR VETERANS ONLINE APPLICATION FOR EDUCATION BENEFITS** (VONAPP) – Submit your application online at [www.vabenefits.vba.va.gov](http://www.vabenefits.vba.va.gov). Print a copy of the completed application for your records.

  Benefit___________________ Tier_______________ Form__________________

  *Ch. 1606 students should also submit their DD form 2384-1: Notice of Basic Eligibility (NOBE)*

- **YELLOW RIBBON?** – For eligible Post-9/11 GI Bill students who have non-resident tuition costs. Eligibility requirements are on the VA Yellow Ribbon Program webpage. If eligible, complete a CCV Yellow Ribbon Application.

- **CERTIFICATE OF ELIGIBILITY** – This paperwork comes in the mail 4-8 weeks after you complete the VONAPP. Bring a copy to your CCV center and have the front desk scan it to your SCO (see sidebar).

**TO ACCESS DEPARTMENT OF DEFENSE (DOD) EDUCATION BENEFITS:**

- **ACTIVE MILITARY USING TUITION ASSISTANCE?** – Contact and make an appointment to meet your unit’s Education Service Officer (ESO) to discuss TA procedures.

  Meeting date(s)______________________________

**TO GET COLLEGE CREDIT FOR MILITARY TRAINING/TRANSFER OTHER COLLEGE CREDIT (REQUIRED):**

- **MILITARY TRANSCRIPTS** – For all branches except Air Force, your military transcripts can be ordered from the JST System. Air Force members can receive their transcripts from the CCAF.

- **OTHER COLLEGE OFFICIAL TRANSCRIPTS** – Transcripts should be sent to CCV Transcript Clerk, PO Box 489, Montpelier, VT 05601 or emailed directly to registrar@ccv.edu.

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Go to [http://ccv.edu/veterans/getting-started/](http://ccv.edu/veterans/getting-started/) for a list with live links.
**IMPORTANT NOTE:**
If you are using VA Benefits (GI Bill), you must submit a Request for Enrollment Certification form each time you register for classes (including adds and drops). This is the only way your benefits are activated (and your tuition is paid and you receive your monthly stipend).

**CCV LOCATIONS:**
- Bennington 802-447-2361
- Brattleboro 802-254-6370
- Center for Online Learning 802-334-4451
- Middlebury 802-388-3032
- Montpelier 802-828-4060
- Morrisville 802-888-4258
- Newport 802-334-3387
- Rutland 802-786-6996
- Springfield 802-885-8360
- St. Albans 802-524-6541
- St. Johnsbury 802-748-6673
- Upper Valley 802-295-8822
- Winooski 802-654-0505

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**TO SUPPLEMENT VA/DOD BENEFITS WITH FINANCIAL AID:**
- FREE APPLICATION FOR FEDERAL STUDENT ASSISTANCE – We recommend all students apply for financial aid by completing their FAFSA.
- MEET WITH FINANCIAL AID COUNSELOR – Through your local CCV Academic Center, make an appointment to explore college financing options (including grants that you don’t have to pay back).

Meeting date(s)___________________________________________________

**TO SIGN UP FOR THE RIGHT CLASSES/GET READY FOR THE SEMESTER:**
- SCHEDULE A NEW STUDENT ADVISING APPOINTMENT – Through your local CCV Academic Center, make an appointment to discuss degree aspirations, class selection, transfer credits, and directed self-placement.

Meeting date(s)___________________________________________________
- ACCUPLACERS – Practice for and then schedule assessments by calling your local CCV Academic Center.

Test Date________________________________________________________
- COURSE SELECTION SURVEY – Complete the attitudes, behaviors, and commitments survey.
- REGISTER & CERTIFY – Make an appointment with your Academic Advisor to register for classes. Fill out and submit a Request for Enrollment Certification form.

Meeting date(s)___________________________________________________
- ACTIVATE YOUR CCV PORTAL – Find instructions at portal.ccv.edu
- PARTICIPATE IN AN ORIENTATION – Every new CCV student should participate in an Orientation for a successful first semester.

Orientation date__________________________________________________
- BOOKS – Purchase your books and materials as soon as possible. Not all benefits provide a stipend for books and supplies. Check with your VMRA on your eligibility.
- PARKING – Talk with staff at your local CCV Academic Center about parking availability and whether you need a pass.
- KNOW YOUR STRENGTHS – Each veteran and military student at CCV should take the StrengthsFinder assessment to learn more about their innate strengths and how to leverage them for personal, academic, and career success. Contact your VMRA for a special access code (provided free of charge) and then register/take the assessment at www.strengthsquest.com to receive a customized report.

My StrengthsQuest Code ____________________________________________