

MILITARY-CONNECTED STUDENT GETTING STARTED CHECKLIST

For more information, visit ccv.edu/veterans.

FIRST POINT OF CONTACT:

Veterans & Military Resource Advisors (VMRA)

Kyle Aines
 802.786.5185
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Bennington, Brattleboro, Middlebury, Online, Rutland, Springfield, Upper Valley, and Winooski

Marty McMahon
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Montpelier, Morrisville, Newport, St. Albans, and St. Johnsbury

CONTACT TO ACTIVATE BENEFITS: VA School Certifying Officials (SCO)

Chiara Carmolli-Anderson
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Newport, Online, St. Albans, St. Johnsbury, Winooski

Patrick LaRiviere
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Bennington, Brattleboro, Middlebury, Montpelier, Morrisville, Rutland, Springfield, Upper Valley

ccv.edu/veterans
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FIRST STEPS:

- APPLY FOR ADMISSION (no cost) at <http://ccv.edu/apply/veterans/> – 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 Veterans & Military Resource Advisor (see sidebar).
 Meeting date(s) _____

TO SET UP VETERANS AFFAIRS (VA) EDUCATION BENEFITS:

- COMPLETE YOUR ONLINE APPLICATION FOR EDUCATION BENEFITS – Submit your application online at <https://www.vets.gov/education/apply/> 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 your application for benefits. 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.

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

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 CliftonStrengths assessment to learn more about their innate talents 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 <https://www.gallupstrengthscenter.com/> to receive a customized report.

My CliftonStrengths Code _____