



# MILITARY-CONNECTED STUDENT GETTING STARTED CHECKLIST

For more information, visit [ccv.edu/veterans](http://ccv.edu/veterans).

## FIRST POINT OF CONTACT: Veterans Support Coordinator

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

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[ccv.edu/veterans](http://ccv.edu/veterans)  
[veterans@ccv.edu](mailto:veterans@ccv.edu)

## 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 VMRA (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.va.gov/education/how-to-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)\_\_\_\_\_
- VT National Guard Tuition Benefit Program – Contact and make an appointment with your Education Service Officer (ESO). View the [Tuition Benefit Checklist](#).  
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](mailto: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](#).
- VSAC GRANTS – We recommend all students apply for [VSAC](#) Grants.
- 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. Access your online [Request for Enrollment Certification](#) form. Your registration will be automatically loaded into the form. Contact your Veteran Resource Advisor with questions.
  - ACTIVATE YOUR CCV PORTAL – Find instructions at [portal.ccv.edu](http://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.