

Veterans/Dependents Enrollment Checklist

Welcome to Folsom Lake College! The Veterans Resource Center (VRC) is here to assist you in achieving your academic goals. Complete this checklist as you follow the process to enroll in classes and use your VA education benefits.

- **STEP 1:** Complete the following:
 - **Los Rios Admissions Application:** http://www.losrios.edu/lrc/lrc_app.php
 - **Financial Aid** (if applicable): www.fafsa.gov; Board of Governor's Fee Waiver (BOG); www.flc.losrios.edu/student-services/student-aid/financial-aid
We encourage all students to complete the FAFSA, which determines your eligibility for low/no interest student loans as well as state/federal grants. Make sure to report any veteran/military benefits you will be receiving. Financial Aid is initially based on your previous year's earnings. If this doesn't accurately reflect your income at the time you will be taking classes, make sure to complete a financial aid appeal through the FLC Financial Aid office to have your award re-evaluated.
 - **VONAPP (Veterans Online Application):** <http://vabenefits.vba.va.gov/vonapp>. It can also be accessed through the GI Bill website at www.gibill.va.gov. Click on "Apply for Benefits" link > Launch VONAPP app.
 - New applicant (veteran)-Complete VA Form 22-1990; Transfer (veteran)-Complete VA Form 22-1995
 - New applicant (dependent)-Complete VA Form 22-5490; Transfer (dependent)-Complete VA Form 22-5495
- **STEP 2:** Complete Los Rios **online orientation:** <http://www.flc.losrios.edu/student-services/student-success/orientation>
- **STEP 3:** Request and submit all **official transcripts** from colleges/universities attended and military transcripts to *Folsom Lake College, Evaluations, 10 College Parkway, Folsom CA 95630*.
 - For Army, Coast Guard, Marine Corps, Navy transcripts, request online @ <https://jst.doded.mil>
 - For Air Force transcripts, request online @ www.au.af.mil/au/ccaf
 - Per VA policy, all transcripts, regardless if VA education benefits were used or not, must be submitted to FLC to grant all appropriate credit to student's academic record.
- **STEP 4:** Take FLC **Math and English assessment** tests
 - Complete this step if you have not taken Math and/or English class for college credits.
 - For dates and times of assessment, go to <http://www.flc.losrios.edu/student-services/student-success/assessment>
- **STEP 5:** Submit the following **forms and documents** to the VRC:
 - FLC VA Intake Form
 - FLC VA Statement of Student Understanding form
 - DD214 (member 4 copy) – veterans only
 - NOBE – Select Reservists only. A copy of your **Notice of Basic Eligibility** must be submitted – it is obtained through your command.
 - Copy of Kicker, if applicable.
 - Certificate of Eligibility – **COE** (letter sent from VA that confirms eligibility for education benefits).
- **STEP 6:** Schedule an appointment to meet with a counselor to complete **VA education plan** (one hour appointment). If you are on active duty and not in the area, phone appointments are available if needed.
 - Per VA policy, a VA education plan is required to determine which courses are payable for VA education benefits. Only courses (including prerequisites) that satisfy requirements for a program of study can be reported to the VA.
 - All official transcripts should be on file at the Admissions & Records office **before** an appointment for a VA education plan can be made. Please note that a counselor will not be able to advise you of payable classes unless transcripts are provided.
- **STEP 7:** **Register** for classes online through Los Rios **eServices:** www.losrios.edu
 - You can register at any point after your application is submitted and your priority registration date is assigned (if applicable).

- For eServices assistance, go to FLC Welcome Center in Aspen Hall.
- **FEES** –
 - In-State Residency status – as a veteran, you can receive in-state residency status for tuition if you provide the proper documents to our office (it is recommended to take care of this BEFORE you register).
 - Payment of Enrollment Fees – Students using Chapter 30, 1606, 1607 and 35 benefits are responsible for paying their own enrollment fees. Only students using Chapter 31 (voc rehab) and 33 (Post 9/11 GI Bill) have fees paid by the Department of VA. It is very important, however, that chapter 31 and 33 students submit the Request for Certification EACH semester IMMEDIATELY upon enrollment. We will place a Do Not Drop indicator on the student’s record so they are not dropped for nonpayment (it can take up to a couple months to receive money from the VA to apply to students’ accounts).
- **STEP 8:** If using VA education benefits, complete and submit VA Enrollment Certification Request form to VRC. This is required EVERY semester in order to be certified with the VA and to report any enrollment changes during the semester.

NOTE: If you do not certify your classes, the VA will not be informed of your enrollment at FLC. No certification = No money. In addition, if you have stopped attending a class and do not report it to our office, we cannot report to the VA and you may end up in overpayment status with the VA (owing money back to them).
- **STEP 9:** Students using chapter **30, 1606 or 1607 must self-certify their enrollment** on the last day of each month – which will kick off the direct deposit or payment. Go to WAVE (www.gibill.va.gov/wave) or call 1-877-823-2378. This is NOT required for chapter 33, 31 and 35.



- ✓ Utilize **the e-Benefits site** – this is a highly recommended resource and provides veterans, service members, and their families with a portal to research, find, access and manage their benefits and personal info. <https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal>
- ✓ Benefit payments are based on attendance. Dropping a class will affect your benefit amount.
- ✓ It is the student’s responsibility to complete all necessary steps in a timely manner. Not completing the required steps above may cause a delay in receiving VA education benefits.
- ✓ It may take up to 8 weeks for disbursement of your VA education benefits after FLC submits an enrollment certification to the Department of Veterans Affairs.
- ✓ All students including veterans or service members must have completed the Los Rios Steps to Success (online orientation, assessment and education plan) to receive highest level of priority registration. All students must also maintain good academic standing in order to retain their priority registration status.
- ✓ If you have questions about VA certification, please contact the VA certifying official at FLC – Christine Wurzer. Phone: (916) 608-6645. Email: wurzerc@flc.losrios.edu