



Veteran Education Benefits: Checklist for Success

Enrollment Steps

[Use our Enrollment Steps Guide](#) to track your progress. This guide can help you remember where you left off in the enrollment steps.

These are the steps to the Glendale Community College enrollment process:

1. Get Admitted - A&R

- [Complete the admissions application](#). If you have applied in the past or taken classes at any MCCCDC school, please use the [Returning Student Application](#). When filling out the application, select the degree or certificate you plan to pursue.
- Provide proof of identification during the online application process. If you cannot provide your ID via the admissions application, you can submit it to the Admission and Records department once you have submitted your application.

2. Complete Tasks in Student Center- Student

- You may have additional tasks to complete after successfully being admitted. To view your tasks, [log in to your Student Center](#).
- If you are new to GCC, you may need to complete tasks in your Student Center, such as determining course placement or reviewing the New Student Orientation (NSO) presentation, which will be presented through the Student Support HUB on Canvas, and seek initial academic advising.

3. Complete Tasks Specific to Veteran Services Education Benefits:

- Apply for Benefits online @ [VA Education Benefits](#) (Chapters 35,33,31,30, 33TOE)
- Applied to GCC/Get Admitted (In Enrollment Center one time only)
- Get Re-Admitted (If 3 Spring or Fall semesters stopped out)
- Provide copy of Certificate of Eligibility (COE), DD214 copy #4 (Not CH35)
- Request Official copy of Joint Service Transcript GCCAZ campus @ [JST Link](#) (Not CH35)
- Request Official transcripts from other institutions of higher learning and forward to GCC
- Placement Testing via [EdReady](#) (English, Math & Reading)
- OR Provide High School transcript if finished high school less than 10 yrs & GPA is 2.6+
- Program of Study declared _____
- Complete advising Intake Form (FOI) [Advisement Link](#)
- Plans to transfer to a different college or university? If yes, _____

4. Determine Placement - GCC- A&R & VSC Teams

- GCC has multiple ways to identify the proper courses for your success. To get started, visit our [Placement Guide](#) with this step to find out how to submit placement documents or take online placement assessments.
- If you have taken college-level English, math, or reading courses at a previous college or university, ensure your official transcripts have been sent to Glendale Community College. Based on your previous coursework, placements may have been completed.
- Provide us an unofficial copy, AND have your previous school send your *official transcripts to GCC Arizona. Unofficial Transcripts can be used for temporary course placement and move you to the next step. For more information about Transfer Transcripts, visit this page: <https://www.gccaz.edu/admissions/transcripts>.
- Submit a VA/Military - Joint Service Transcript (JST) through our Veteran Services Center (VSC) and unofficial copies of previous military education and training transcripts. VSC cannot certify your VA benefits until prior education and training have been evaluated by your VSC Advisor.

5. Set Up Initial Academic Advising

1. After the completion of admission and the student has obtained their transcripts, academic advising is encouraged. Field of Interest (FOI) Advisors will provide a Suggested Course List and outline an Educational Plan for the degree program, if applicable.

2. Connect with an FOI Advisor.

- [Academic Advisement](#): You will need to complete the Advisement Intake Form to better determine proper advising. Our Prescreening team will then reach out for the next steps.

Or Visit the Enrollment Center on campus for in-person assistance connecting with your FOI advisor.

6. Register for Classes

- Contact VSC Advisors for course selection guidance in agreement with the Education Plan and VA Benefits.
- Once you know the classes you need to take, use the [How To Register Guide](#); VSC Advisor may assist with enrollment steps.

7. Make Payment Arrangements if needed.

- VSC Advisors will begin certification of benefits.
- You may also apply for Federal financial aid in conjunction with VA education benefits. Determine your grants and/or loan eligibility by submitting the Free Application for Federal Student Aid (FAFSA) at: www.fafsa.gov.

8. After your classes have been selected.

- Fillout a Request for Benefits Form [RFB](#).
- We can send it to you or you can go into the [GCCAZ Veterans](#) Center Website
- Scroll to the middle to Online Forms and click on the RFB

Veterans Services

Serving Those Who Served

The Veterans Services Center at Glendale Community College is a "one-stop" service for veterans who want to pursue education. Named a Veteran Supportive Campus by the Veterans Administration, the Veteran Services Center can help you transition from military life to the academic environment, get academic support and move into a civilian career.

[Download Purple Heart Tuition Waiver Act](#)




Our advisors are veterans themselves. Let them help you plan your academic path, identify federal and state benefit options, and connect with veteran services both on campus and in our surrounding community.

The VSC can help you:

- Choose and register for classes
- Plan your degree
- Complete financial aid forms
- Understand tuition and book deferment options
- Explore civilian career options, career counseling and job search tools
- Meet Department of Veterans Affairs regulations to use Veterans Educational Assistance benefits
- Network with other veterans in the Veterans Support Coalition or the Veteran Women's Support Group



Online Forms

Request for Benefits	 View Form
Veteran Educational Benefits Satisfactory Academic Progress (SAP) Appeal	 View Form
Request For Approval of Dual Program/Certificate	 View Form



Veteran Education Benefits Required Documentation (**forms are needed every semester for your enrollment to be certified for VA Education Benefits)

- [Request for Benefits form**](#)
- [Parent School Letter form**](#)
- [Veteran Educational Benefits Satisfactory Academic Progress Appeal \(SAP\)](#)
- [Request for Approval of Dual Program/Certificate](#)
- Promissory note (**Generated by Advisor from the Veteran Services Center to your student email**)

Helpful Links and Resources

- [GCC Veterans Page](#)
- <https://benefits.va.gov/gibill/>
- <https://www.va.gov/education/how-to-apply/>
- [VA WEAMS Institution Search](#)
- [GCC Degrees and Certificates](#)
- [Program \(Degree\) Search](#)
- [Academic Advising](#)
- [My Maricopa](#) - Access to Student Center, Student Email, and Canvas
- [Technical Support](#)
- [Admission, Records & Registration](#)