



10 Step Checklist to Success

Contra Costa College Veterans and Eligible Dependent of Veterans

1. **Complete an application for admission to Contra Costa College.** The application is online at www.contracosta.edu.
2. **Complete a VA Application for Education Benefits.** (VONAPP)
 - **Submit a copy of** Certificate of Eligibility to Admissions & Records
3. Apply for **Financial Aid.** (School Code: 001190)
 - Complete the **Free Application for Federal Student Aid (FAFSA)** at www.fafsa.gov
 - If you are determined ineligible due to a Estimate Family Contribution (EFC) letter inquire with Financial Aid about the "Reduction in Income" process.
4. ****Bring a copy of your DD-214 Member 4 Copy to the Veterans Office.** (Veterans only)
 - For **Select Reservists**, a copy of your Notice of Basic Eligibility (**NOBE**) must be submitted. The NOBE is obtained through your command.
5. **Read the Statement of Responsibility.**
 - Can be found on CCC website under
 - Student [Services > Admissions & Records > Forms > Veterans Forms](#).
 - Print a copy to keep for your records.
6. **Provide Admissions & Records with Official Transcripts.**

This includes any colleges you attended before, during, or after your military service.
7. ****Complete Orientation for Contra Costa College.**
 - Online Orientation: a link should be in the email you provided when you submitted your application

Required steps to receive Veteran Priority Registration Dates

- ** 1. Copy of DD-214 to Admissions & Records
- ** 2. Complete Online Orientation
- ** 3. Complete Math & English Assessments
- ** 4. Complete Ed Plan with a VA Counselor

8. ****Take the Assessment tests.** Make an appointment with the Assessment Center in **SSC-104** to take the assessment tests.
 - If you have taken a placement test at another California Community College within the last two years you can use those scores for placement into CCC classes. Bring in a copy of your official score report to the Assessment Center to be evaluated.
9. ****Meet with a Veterans' counselor for an Educational Plan (Ed Plan).** This course letter is an evaluation of your prior college credit and will also list each class you need to take in order to reach your educational goal. Before the counselor can make an appointment, you must:
 - Have completed all the previous steps listed above.
 - Have all required documents on file at the Veterans Office (SAB-112).
 - Make an appointment online via phone at 510-215-6877. Andrea drop-in hours will be located in the Transfer Center in SAB-227.
10. **Complete and submit VA Education Benefits Certification Request:** Can be found on CCC website under [Student Services > Admissions & Records > Forms > Veterans Forms](#).
 - You will need to **complete a request for Certification every semester**; benefits do not automatically roll over to the next semester.
 - Please attach a copy of your class schedule.

You are RESPONSIBLE to notify the Veterans Office within 30 days of any changes to your enrollment.

Note: Call the Dept of VA at 888-442-4551 for questions regarding your education benefits.