



Steps to Success Checklist

Contra Costa College Veterans and Eligible Dependent of Veterans

Prepare early! Complete the following if applicable.

1. **Complete an application for admission to Contra Costa College.** The application is online at <https://www.contracosta.edu/admissions/apply-now/>
2. **Complete a VA Application for Education Benefits.** (This application is now done online at <http://www.va.gov> under the "Apply Online" tab, then click on "Education". **Submit a copy of Certificate of Eligibility to veterans@contracosta.edu**
3. **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.
4. Apply for **Financial Aid.**
 - Complete the **Free Application for Federal Student Aid (FAFSA)** www.fafsa.gov
 - Complete the **Board of Governor's (BOG) Fee Waiver** www.cccapply.org/BOG_waiver
5. **Provide Admissions & Records with Official Transcripts.** This includes any colleges you attended before, during, or after your military service. Request and Submit your Joint Services Transcripts (JST) at <https://jst.doded.mil/official.html>
6. **Read and Sign the Statement of Responsibility.** Can be found on CCC website www.contracosta.edu under Student Services > Admissions & Records > Forms > Veterans Forms. Print a copy to keep for your records.
7. **Determine your placement level.** Placement is one of the most important steps in the enrollment process. At Contra Costa College, we want to help you succeed, and part of your success as a college student depends on enrolling in courses that match your abilities and skills. Visit <https://www.contracosta.edu/admissions/apply-now/placement/or> call 510-215-3896
8. **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. It is important to meet with a Counselor every semester. Schedule an appointment by calling the Counseling Office at 510.215.3935.
9. **Register for courses.** Register for courses via your InSite. In order to be certified for courses, your registered courses need to be listed on your Ed Plan from your Counselor.
10. **Complete and submit Student Worksheet VA Certification:** Can be found on <http://www.contracosta.edu> under [Student Services > Admissions & Records > Forms > Veterans Forms.](#)
 - List the classes you are enrolled in during the semester. You will need to **complete a request for Certification every semester**; benefits do not automatically roll over to the next semester.
 - **You are responsible to notify the Veterans Office ASAP of any changes to your enrollment.**

Note: If you have any questions or would like more information regarding your education benefits, call VA department at 888-442-4551 or go to gibill.va.gov