

Veterans/Dependents Enrollment Checklist

Welcome to Folsom Lake College! The Veterans Success Center (VSC) 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](#)**
 - Apply for Veterans Education benefits:** <https://www.va.gov/education/how-to-apply/>
 - Financial Aid:** www.fafsa.gov;
California Promise Grant; <https://www.flc.losrios.edu/student-resources/financial-aid>
All students must 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.
- STEP 2:** Request and submit all **official transcripts** from colleges/universities attended and military transcripts to *Folsom Lake College, Evaluations, 10 College Parkway, Folsom CA 95630*. All transcripts must be submitted to FLC to grant all appropriate credit to student's academic record.
- STEP 3: Math and English placements** – if you graduated from a US high school within the last 10 years, your English and math placements will be based on your high school grade and GPA information from your CCCApply application.
 - If you have been out of high school for more than 10 years or left high school without graduating, then you should use the guided self-placement process to figure out what English and math courses to take. Contact the Placement Office at: placement@flc.losrios.edu or (916) 608-6573, or see a counselor to obtain the guided self-placement link.
- STEP 4:** Submit the following **forms and documents** to the VSC or email to FLC-Veterans@flc.losrios.edu :
 - FLC VA Intake Form
 - FLC VA Statement of Student Understanding form
 - DD214 (member 4 copy) – veterans only
 - Certificate of Eligibility – **COE** (letter sent from VA that confirms eligibility for education benefits).
- STEP 5:** Schedule an appointment to meet with a counselor to complete a **VA educational plan** (one hour appointment). If you are on active duty and not in the area, phone and zoom appointments are available if needed. The counseling department phone number is (916) 608-6510.
 - 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; however, at the minimum, unofficial transcripts will be needed at the first appointment with a counselor.
- 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).
- **IMPORTANT FOR CHAPTER 33 STUDENTS:** In order to receive full Monthly Housing Allowance, you must be enrolled in at least ONE in-person class.
- **English & Math support classes:** The VA does not allow certification of English, math and statistics support classes if they are hybrid or online.
- For eServices assistance, go to FLC Welcome & Student Success Center in Aspen Hall.

- **FEES –**

In-State Residency status – as a veteran, you are eligible to 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 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 VA/VR&E. **It is very important that chapter 31 and 33 students submit the Request for Certification form 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 your VA education benefits, complete and submit the online VA Request for Certification form (found on the Veterans Success Center webpage). This is required EVERY semester to be certified with the VA, and it is required to report any enrollment changes during the semester.
NOTE: If you do not request to 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, there may be delays with reporting the adjustment 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 or 1606 must self-certify their enrollment** on the last day of each month – which initiates direct deposit or payment. Go to WAVE (www.gibill.va.gov/wave) or call 1-877-823-2378. Students using chapter 33 who receive the Monthly Housing Allowance must self-certify their enrollment each month. If you fail to verify for 2 consecutive months, then the monthly payments will be placed on hold and you will have to take additional steps to verify your enrollment and have the payments released. Visit the [VA Enrollment Verification and Training](#) webpage to learn how to self-certify.



- ✓ 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 4-6 weeks for disbursement of your VA education benefits after FLC submits an enrollment certification to the Department of Veterans Affairs.
- ✓ If you have questions, please call the Veterans Success Center at (916) 608-6898.