



Veterans Success Center Contact Information  
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## 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:** <https://losrios.edu/admissions/get-started-and-apply/steps-to-success> (STEP 1)
  - **Financial Aid:** [www.fafsa.gov](http://www.fafsa.gov) ; Submitting a FAFSA application also automatically submits an application for the California Promise Grant
    - 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.
    - For more information, visit: <https://www.flc.losrios.edu/student-resources/financial-aid>
  - **VONAPP (Veterans Online Application):** <http://www.benefits.va.gov/gibill/apply.asp> .
    - 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:** Request and submit all **official transcripts** from colleges/universities attended and military transcripts to  
**Folsom Lake College, Admissions & Records, 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](http://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 3:** Complete FLC New Student Orientation
- STEP 4:** Place into the Right Classes
  - You will be **automatically placed** into English and math classes if you:
    - Graduated from a US high school within the last ten years
    - Included all of the requested information about your high school records on your college application
  - If you have been out of high school for more than 10 years, have foreign high school transcripts, 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. Please contact the Placement Office at: [assessment@flc.losrios.edu](mailto:assessment@flc.losrios.edu) or (916) 608-6573, or see a counselor to obtain the guided self-placement link. After completing guided self-placement, your placements will be updated in our enrollment system overnight.

- STEP 5:** Submit the following **forms and documents** to the VSC:
  - 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:** If you have prior college credit, 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**:  
<https://ps.losrios.edu/psp/student/?cmd=login>
  - 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 or call (916) 608-6500.
  - **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). Call Admissions at (916) 608-6501 to speak to a Residency Specialist.
    - 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 Agreement to VSC. 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](http://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.
- ✓ 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