



STUDENT VETERAN CHECKLIST

Welcome To CFCC

This is your checklist for everything you need to do to get started with your classes and G.I. Bill benefits you've earned. Please read through the steps and start with Step 1 below. This checklist is designed to make your transition to CFCC and using your VA Education Benefits as easy as possible. Follow each step in the order it is listed to ensure that you have everything you need to do each step. If you have any questions after reading through this, feel free to contact the Veterans Centers located at the downtown and north campuses. Thank you for your service and joining us here at CFCC.





CFCC STUDENT VETERAN CHECKLIST

STEPS TO COMPLETE:	
1 -	Apply to CFCC
2 -	Submit Transcripts
3 -	Apply for VA Education Benefits
4 -	Complete FAFSA
5 -	Placement Tests
6 -	Complete Orientation Module Online
7 -	Register for Classes
8 -	Certify VA Education Benefits

FAQ: WHY DO I NEED...?

Transcripts:

- Could exempt you from needing to take placement test(s)
- Course credit may be awarded based on your military transcripts
- Proof of high school graduation is required for acceptance to CFCC
- Any past college credits may transfer to CFCC so you don't have to retake classes you've previously taken

VA Education Benefits:

- Includes all VA sponsored benefits: Montgomery/Post 9-11 GI Bills, Dependents Educational Assistance, Vocational Rehabilitation, and MGIBill-Ch.1606
- You need to active those benefits for them to be utilized

FAFSA/Financial Aid:

- You may be entitled to PELL Grants which are sources of money for school you don't need to pay back
- If you are not an In-State Resident or not receiving 100% of your GI Bill you may want to think about student loans

Placement Tests:

- These assess your skills in math and writing and place you in classes according to your knowledge level
- If you pass all tests, it prevents you from taking classes you don't need

Certify VA Benefits:

- These certify your classes based on your course load you register for
This needs to be done each semester to ensure that you receive all of your benefits (ie. BAH money)

STEP 1 : APPLY TO CFCC

Apply Online at :

www2.cfnc.org/exclusive.html#/applicationlogin/CapeFCC/NCCCSUndergraduate/CapeFCCUndergradApp

STEP 2 : TRANSCRIPTS

- Could exempt you from needing to take placement test(s)
- Course credit may be awarded based on your military transcripts
- Proof of high school graduation is required for acceptance to CFCC
- Any past college credits may transfer to CFCC so you don't have to retake classes you've previously taken

Were you in the Army, Navy, Marine Corps, or Coast Guard?

Army, Navy, Marine Corps, Coast Guard
[Click Here to Order Military Transcripts](#)

<http://jst.doded.mil/official.html>

Were you in the Air Force?

Air Force
[Click Here to Order Military Transcripts](#)

www.airuniversity.af.mil/Barnes/CCAF/Display/Article/803247/

Have you taken college courses before?

Go to that school's website or call them to request an Official Transcript Request

Official High School Transcripts:

- Contact the High School where you graduated and find out how to order an Official Transcript

Where do I send Official Transcripts?

- Use the following address to have them sent directly to the Admissions Office:

**ADMISSIONS OFFICE
CAPE FEAR COMMUNITY COLLEGE
411 NORTH FRONT STREET
WILMINGTON, NC 28401**

STEP 3 : VA EDUCATION BENEFITS

Apply for VA Education Benefits at:

VA Education Benefits

www.vets.gov/education/apply/

- Select the button “Select Correct Form”.
- Check the box for “Applying for a new benefit” if you have not yet used any VA education benefits at another institution, otherwise choose “Updating my current education benefits”.
- Follow the questions and enter all information that pertains to you.
- Once the application is submitted: **PRINT CONFIRMATION NUMBER.**

**If you don't have access to a printer: print the page as usual, select “Print to PDF” in the drop-down menu for choosing a printer, click save. This will save a pdf copy of the page for your records. Keep all documentation for your personal records!*

- Certificate of Eligibility (COE) will arrive in your mailbox in 1-4 weeks

To Transfer Post 9/11 GI Bill to Spouse and Dependents

- a) DoD determines eligibility to transfer benefits to dependents
- b) Once approved, new beneficiary (dependent-student) applies for benefits as stated above (Step 3)
- c) Dependent must be enrolled in the Defense Eligibility Enrollment Reporting System (DEERS) and be eligible for benefits at the time of transfer to receive transferred educational benefits.

STEP 4 : FAFSA & FINANCIAL AID

Go to the FAFSA website: www.fafsa.gov

FAFSA / Financial Aid

- Have your previous year's tax returns on hand
- FAFSA = Free Application for Federal Student Aid
- This form gives you access to Pell Grants
- This step is optional, but strongly recommended
- Use CFCC's FAFSA School Code for this process
- Make an appointment with the Financial Aid Office if you have further questions

FAFSA SCHOOL CODE: 005320

STEP 5 : PLACEMENT TESTS

→ **Register for your Placement Test(s)**

Register for Placement Tests

<http://cfcc.edu/testing/>

- Submitting your transcripts could qualify you from having to take any placement tests
- If you are not local to Wilmington, contact Scott Coulthard to coordinate

Scott Coulthard
910-362-7045 | cscoulthard80@mail.cfcc.edu

→ Placement Tests are:

- You must have applied to CFCC and received your Student ID Number
- Free to take
- Can be taken twice in a 12 month period
- Not timed

→ **Take a Practice Test:**

Practice Placement Test

<http://cfcc.edu/testing/how-to-prepare-for-the-placement-test/>

STEP 6 : CFCC ORIENTATION MODULE

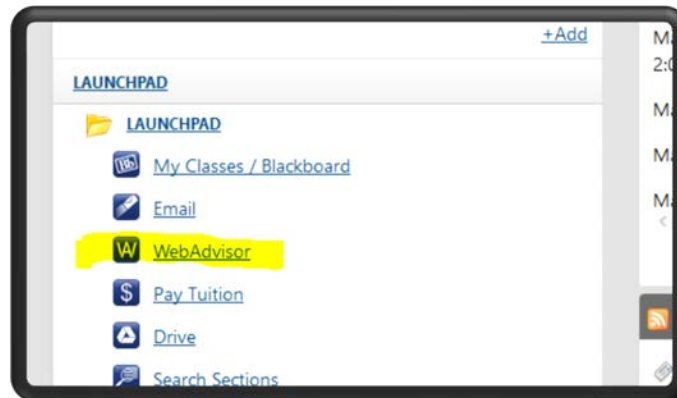
- You will receive an email invitation to attend CFCC Orientation in your student email inbox
- **Click on the link to watch and complete orientation**
- This is a short video followed by a quiz on the information presented in the video.
- Orientation is required

STEP 7 : CLASS REGISTRATION

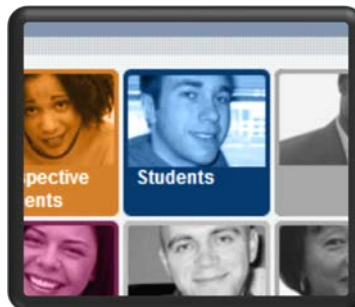
- Visit **CFCC's Registration Guide** for detail information on registering for classes including a video tutorial <http://cfcc.edu/registrationguide/>



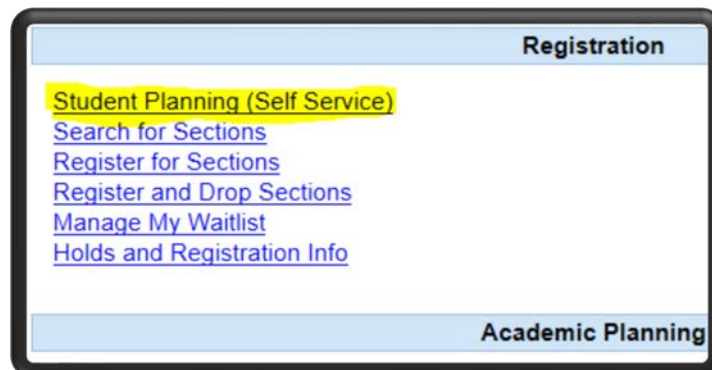
- Class registration is provided through WebAdvisor on the dashboard page of your myCFCC.edu student account which looks like this:



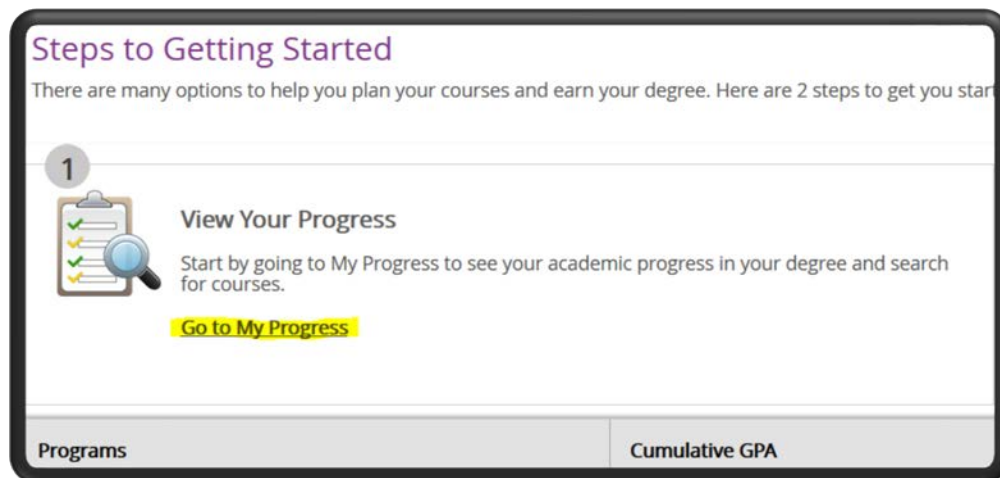
- **Click "WebAdvisor"**
- **Click on "Students" icon** on the right side of the window



- **Click on Student Planning (self-service)** on right side of window



→ Go to My Progress



→ Make sure your correct program evaluation is showing... scroll down and begin selecting your classes.

STEP 8 : CERTIFY VA EDUCATION BENEFITS

→ Download the Certifying Form by clicking here: [VetBenCertFormBlank.pdf](#)

(a copy of the VBCF is attached in the back of this packet for your convenience)

*This form will need to be completed and submitted each semester when you register for classes

→ Schedule an appointment for your New Student Veteran/Military Affiliated Meeting

- Schedule a time for meeting by emailing Ray Charfauros at: rcharfauros@cfcc.edu
- Bring the following documents to this appointment:
 - Certificate of Eligibility (COE)
 - DD-214 (copy)
 - Veteran Benefit Certifying Form (VBCF) (printed & completed)

→ Need to RE-CERTIFY before each new semester, send completed copy to

vacertifying@cfcc.edu

→ To change your Major or drop/add a class:

- Send an email request to vacertifying@cfcc.edu BEFORE you make the changes.
- Not notifying the certifying officials WILL cause an issue with the VA
- Results in you not being paid
- Classes not covered by GI BILL



VA BENEFIT CERTIFICATION FORM

Print & E-mail this form to: vacertifying@cfcc.edu

STUDENT ID: _____
 NAME: _____
 ADDRESS: _____
 PHONE #: _____
 PRIMARY EMAIL: _____

- CH30- Montgomery GI Bill
- CH31- Vocational Rehabilitation
- CH33- Post-9/11 GI Bill
- CH33(TOE) Post-9/11 Transfer of Entitlement
- CH35- Dependents Educational Assistance
(Surviving Spouse/Dependent & 100% P&T Service Member)
- CH1606- Reserves & National Guard

ACADEMIC PROGRAM: _____

ENROLLMENT TERM & YEAR: Fall Spring Summer Year: _____

Course Name	Course #	Credit Hours	Online (Y/N)	Add/Drop (A/D)	Repeated (Y/N)

Please Initial the Following Points to Show You Are Aware of Certain Stipulations

- _____ Program Evaluation Plan provides the official list of courses eligible for coverage under VA Education.
- _____ Courses taken outside of the stated curriculum will be the student's financial responsibility.
- _____ Adding/dropping/withdrawing from/stop attending courses may impact your VA benefits or debt.
- _____ Tuition, fees, and book costs are governed by the VA Education Program you are using.
- _____ VA only pays for courses that apply to your chosen program.
- _____ The VA will not pay for the following courses:
 - Online developmental courses
 - Adult continuous education (CON-ED) courses
- _____ Full time status requires the following per term: Fall/Spring-12 credit hours, Summer-8 credit hours
- _____ This contract will cover any schedule changes made to my account (drop/adds).
- _____ You will need to do a formal drop in the Registrars Office to drop any classes.
- _____ Classes must be dropped before the first day of the semester to avoid any charges.
- _____ Drops or withdrawals on/after the 1st day of semester results in owing a % of dropped class fees to the VA
- _____ Tuition must be paid prior to certification if using Chapters: 30, 35, or 1606
- _____ If your arrangements are not met by the deadline, your account will be turned over to a state-contracted collection agency, and the N.C. Department of Revenue pursuant to N.C.G.S. 105A, the Set-off Debt Collection Act, for collection. You will be responsible for any collection agency costs or fees incurred in the collection of this account.

SIGNATURE: _____

DATE: _____