

Monterey Peninsula College

Veterans and Dependents Student Success Handbook

Veterans Resource Center
980 Fremont Street
Monterey, CA 93940
Phone: (831) 646-4025
Fax: (831) 645-6999
Email: veterans@mpc.edu

Dear Student,

On behalf of the Veterans Resource Center staff we would like to welcome you to Monterey Peninsula College! The VRC staffs are here to assist you in navigating our college system; our programs, our services as well as educational benefits requirement. We would like to extend a genuine thank you for your dedicated service to our country. This handbook is intended specifically for our veteran students and/or dependent s that are entitled to VA education benefits.

Please note, there are many services available on campus and off campus to ensure your academic success whether your goal is to earn an Associate Degree, Certificate, or Transfer to a four-year institution. The Veterans Resource Center staff is devoted to assisting you in completing your educational goals. If you have questions or concerns that are not addressed in this handbook, please visit us at the Veterans Resource Center staff located in the Student Center, Room 110 or via email at veterans@mpc.edu.

The VRC staffs are dedicated to provide you with the holistic approach to assist you in achieving and reaching your educational goals. If you have questions or concerns that are not addressed in this handbook, please visit the Veterans resource Center, located in the Student Center, room 110 or email veterans@mpc.edu. Thank you and we are looking forward to meet you!

Sincerely,
Veterans Resource Center Staff

Check list

Please note: Students must complete the tasks below and provide all the necessary documents to the Veterans Resource Center Staff before moving forward with the certification process.

NEW STUDENTS WHO HAVE NOT USE VA EDUATION BENEFITS

- **Apply for Admission** <https://www.mpc.edu/admissions/apply-to-mpc/u-s-based-students>
- **Complete online orientation** located on your Web Reg Portal <https://webreg.mpc.edu>
- **Request ALL official transcripts** from the Military and/or previous school(s) to be sent to Monterey Peninsula College Admissions and Records, 980 Fremont Street, Monterey, CA 93940
 - Army, Marine, Navy, and Coast Guard: Joint Services Transcript <https://jst.doded.mil/jst/>
 - Air Force: <https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/>
- **Activate and set up Student Email:** <https://www.mpc.edu/about-mpc/campus-resources/information-technology/student-portal-mympc-and-email-support/activate-your-account>
- **Apply for the Free Application for Federal Student Aid.** Please note that this is additional grant funding you could be eligible to receive and it would not impede with your VA education benefits. <https://studentaid.gov/h/apply-for-aid/fafsa>
- **Schedule a counseling appointment** to develop a first (first semester enrolled) or second semester education plan by calling 831-646-4025.
- **Register for classes and print a copy via [web reg](#).**
- **Non-Resident fees:** Senate Bill 705 exempts GI Bill you are eligible to have your nonresident fees waived regardless when the veteran was discharged from the military. Please email admissions@mpc.edu and **provide your name, student ID#, and attach a copy of your DD214 and certificate of eligibility.**
- **Apply for VA education benefits** at <https://www.va.gov/education/how-to-apply/> – Print copy for records
 - Chapters 30, 33, 1606, and 1607 –VA Form [22-1990](#)
 - Chapter 31 – complete VA Form [28-1900](#)
 - Chapter 33 Transfer of Entitlement (TOE) – complete VA Form [22-1990E](#)
 - Chapter 35 – complete VA Form [22-5490](#)

Change of Address and Direct Deposit

If you have changed your address, contact information, or bank account you will be required to update your information with VA because all letters from VA will be mailed to the student.

If you are unable to update your bank account information you may call 1-877-838-2778.

EBenefits

To keep up-to-date with your education benefits are strongly encourage to register for an [eBenefits](#) account.

TRANSFER STUDENTS WHO HAVE USED BENEFITS AT A PREVIOUS COLLEGE www.gibill.va.gov – Print copy for records:

- Chapters 30, 33, 33 (TOE), 1606, and 1607 – complete VA Form [22-1995](#)
- Chapter 35 or Chapter 33 (Fry Scholarship) – complete VA Form [22-5495](#)

STUDENTS RETURNING TO MONTEREY PENINSULA COLLEGE AFTER ONE YEAR OR MORE:

- **Re-apply for admissions** <https://www.mpc.edu/admissions/apply-to-mpc/u-s-based-students>
- **Change your training site to** Monterey Peninsula College www.gibill.va.gov
 - Chapters 30, 33, 33 (TOE), 1606, and 1607 – complete VA Form 22-1995
 - Chapter 35 – complete VA Form 22-5495
- **Complete the steps from New Student section above.**

DOCUMENTS THAT WOULD NEED TO BE PROVIDED TO THE VETERANS RESOURCE CENTER FOR CERTIFICATION

- New student packet- **NEW STUDENTS ONLY**
- Recertification form – **CONTINUING STUDENTS ONLY**
- Deferment form – **CHAPTER 31, 31, 1606 ONLY**
- DD 214 (**veterans only**)
- Certificate of eligibility
- Current class schedule
- First semester education plan

DEPARTMENT OF VETERANS AFFAIRS EDUCATION BENEFITS
INFORMATION - EBenefits

Students are advised to submit the application for Education Benefits to the Veterans Administration (VA) at least four weeks before the semester/session begins. The application and all supporting documentation should be copied and the copies should be submitted the MPC Veteran's Resource Center and request for certification.

Students may view their education benefits and personal information by logging onto their [EBenefits](#). Students have access and download the following documents:

- DD-214
- View benefits status
- Review POST 9-11 entitlement
- Check enrollment status

EDUCATION BENEFITS INFORMATION
STUDENT RESPONSIBILITIES AND LIABILITY

ONLINE ORIENTATION

Online orientation provides the opportunities for new students to explore strategies to be successful in their academic endeavor and provides a smooth transition to college, connecting with students and campus programs and resources.

Veterans seeking priority registration must complete the orientation, have official transcripts sent to MPC's admissions and records office, have a comprehensive education plan on file, and must be making satisfactory academic progress. [Click here](#) and select "registration priority" to see if you have completed the above tasks.

TRANSCRIPTS

The Department of Veterans Affairs requires MPC to report previous units earned by students from other colleges/universities and from the military. Official transcripts must be sent directly to the Admissions and Records Office at MPC. All official transcripts must be evaluated and on file before the end of the first semester of enrollment for future certifications to proceed. Open and/or unofficial transcripts will not be accepted. Official transcript(s) should be mailed to:

Monterey Peninsula College
Admissions and Records Office
980 Fremont Street
Monterey, CA 93940-4799

- Army, Marine, Navy, and Coast Guard: Joint Services Transcript <https://jst.doded.mil/jst/>
- Air Force: <https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-Air-force-transcripts/>

To find out if your transcripts have been received and evaluated at MPC, please call the MPC Office of Admissions and Records at (831)646-4002 or (831) 646-4007 or email admissions@mpc.edu.

MILITARY CREDIT EVALUATION

All veterans must submit their military transcripts for evaluation of college credit for military service(s) and service school(s). **Official military transcripts must be sent directly to the Admissions and Records Office at MPC and must be evaluated and on file before the end of the first semester of enrollment for future certifications to proceed.** Open and/or unofficial transcripts will not be accepted.

MONTEREY PENINSULA COLLEGE EMAIL

The Veteran's Resource Center uses email as a form of communication with the veteran and eligible student population using VA education benefits. Please [activate your email](#) as soon as possible to ensure you receive vital and relevant information.

STUDENT EDUCATION PLAN

- **1st SEMESTER: FIRST SEMESTER EDUCATION PLAN**

Students wishing to avoid a delay in certification for VA payment must include a counselor signed student education plan that lists the courses needed towards a program of study in the first semester. **Only courses listed on the student education plan will be certified for VA payment.**

If you **DO NOT** have a first semester education plans on file:

1. Schedule an appointment with a counselor by calling (831)646-4025.
2. Inform the counselor that you are eligible for VA education benefits for your first semester.
3. Request that the counselor complete the first semester education plan.
4. Provide a copy of the education plan to the Veterans Resource Center staff via email at veterans@mpc.edu.

You will not be certified for a second semester/session of enrollment until all official transcripts, including an evaluation of military training, if applicable, have been received by the Admissions and Records Office.

2nd SEMESTER: FULL EDUCATION PLAN

A full comprehensive education plan that list all major and general education courses and an estimated time frame of when AA/AS/Certificate will complete the program of study must be completed with an MPC counselor prior to the second semester using VA Education Benefits. The full comprehensive education plan **replaces** the first Semester education plan in your second semester of certification. **STUDENTS WILL NOT BE CERTIFIED A SECOND TIME WITHOUT THIS PLAN.**

If you **DO NOT HAVE** a full comprehensive education plan on file:

1. Make sure ALL official transcripts are on file at MPC. Call Admissions and Records: (831) 646-4002/4007 to see if they have been received.
2. Schedule an appointment with a counselor. **Request a 1 hour appointment.** Please note that because of the need for accuracy, **counselors will complete full comprehensive education plans only during their scheduled appointment times, not drop-ins.**
3. Inform the counselor that you plan to receive VA Education Benefits for a second semester and will need a full comprehensive education plan.

4. The counselor will complete the full comprehensive education plan and list **all major course, prerequisites, general education courses, and elective units** needed for your chosen degree along with the anticipated date of graduation.

Keep a copy of the full comprehensive education plan and give the original to the VRC staff along with GE and major sheets.

Only courses listed on the Education Plan will be certified for VA payment.

CERTIFICATION/RECERTIFICATION IS NOT AUTOMATIC

Students wishing to use their Veterans Education Benefits must come in to the Veterans Resource Center **each** semester/session to complete the appropriate forms and provide a copy of class schedule and previous grades if applicable. Please note the processing time will take approximately:

- 8-12 weeks for initial enrollment certification
- 6-8 weeks for a returning student enrollment certification
- 4-6 weeks for a continuing student enrollment certification

After waiting the indicated period, if notification is not received from the VA, call the VA toll free number (1-888-442-4551). If the VA cannot confirm your enrollment claim, contact the MPC VRC at 831-646-4025. Processing time for transfer student is dependent upon the time it takes to transfer the file from one regional office to another.

RATE OF PAY

For semester length courses (17 weeks in length), the rate of pay is as follows:

- 12.0 Or more units = Full time pay
- 9.0 – 11.5 units = $\frac{3}{4}$ time pay
- 6. – 8.5 units = $\frac{1}{2}$ time pay
- 5.5 Or fewer units $\frac{1}{4}$ time (or reimbursement of tuition & fees, whichever is less)

Students will be paid only for the length of time that a course is in session. If a course does not last the duration of a semester/session, the pay is effective only during the dates that the course is in session. For example, if a student is enrolled in 12.0 units and one of the 3.0 units courses is in session two weeks after the start of the semester and ends three weeks before the semester ends, the students rate of pay will be $\frac{3}{4}$ time at the beginning of the semester. The rate of pay will go up to full time when the course begins and reduces to $\frac{3}{4}$ time when the course ends.

AUTHORIZATION TO RELEASE

I understand that I will be required to update my authorization to release form on an annual basis as long as I am enrolled at Monterey Peninsula College to meet AB 305- Veteran services bill requirement.

NON-RESIDENT FEES

Senate Bill 701- effective August 1, 2021 students eligible for GI Bill® educational benefits including the Chapter 30-Montgomery GI Bill® –Active Duty program the Chapter 31 - Veterans Readiness and Employment program (formerly called Vocational Rehabilitation and Employment), or Chapter 33 - Post-9/11 GI Bill® program are exempt from paying nonresident tuition regardless of when the veteran separated from the military. To request to have your non-resident fees waived, veterans must email admissions@mpc.edu and provide the following information:

- Name
- MPC student ID#
- State you are a veteran requesting to have your non-resident fees waived
- May have to provide DD214 and/or Certificate of Eligibility

PAYMENT OF BENEFITS

All VA payments received will be retroactive from the beginning of the semester. See processing time outlined in #4 on previous page.

CLASS CHANGES

The Veterans Resource Center must be notified immediately of all class changes during the semester. Unless extenuating circumstances beyond the student’s control, federal law does not permit payment of educational benefits for classes dropped after the drop date. **Failure to report changes in your enrollment could result in overpayment by VA and/or Debts to Monterey Peninsula College.**

ADDRESS/ CONTACT INFORMATION CHANGES

All changes in your contact information must be reported to Admissions **and** Records and the Veterans Resource Center immediately to assure you that you receive necessary information from the college and from VA.

COOPERATIVE WORK EXPERIENCE:

General Cooperative Work Experience (COOP 92) is not approved for VA Education Benefits. However, Departmental Work Experience (COOP 91) is approved if it is a part of a student program of study. Learn more about COOP by visiting the webpage here: www.mpc.edu/academics/CooperativeWorkExperience.

COURSE REPETITION

The VA will not pay for the repetition of a course unless the student received a grade of “F,” “W,” or “NP”. If a grade of ‘F’ is received as a result of non-attendance, then the last day of attendance will be reported to the VA. If the Graduation/major requirement states that the minimum grade received must be a “C” or better, and you do not complete the course at the “C” level, the course may be repeated once for payment (e.g. Math and English).

SATISFACTORY ACADEMIC PROGRESS

Students receiving VA education benefits must maintain both satisfactory attendance and a grade point average (GPA) of 2.00 or higher. If a student is placed on academic or progress dismissal or GPA is below 2.0, the student will not be certified for VA education benefits until the student has seen a counselor and petitioned for readmission. If readmitted, a veteran who is dismissed should contact the MPC Veteran's Resource Center for specific details concerning continued certification of VA education benefits.

Often time's students might have to be excused or withdraw from attending classes; therefore the following list suggest those circumstances which may be deem excusable by the VA.

- Illness or injury that prevents you from completing your courses
- Return to active duty
- Conflict with work and class schedule
- Had to move due to employment
- Death in the family
- Child care issues
- Immediate family or financial obligation
- Course(s) discontinued by the college
- An illness or death of an immediate family member

FINANCIAL AID

In addition to VA education benefits, students could be eligible to receive additional funding by applying for the [Free Application for Federal Student Aid](#). For more detailed information please contact the Student Financial Services office in the Student Services Building regarding scholarships, grants, and loans (831-646-4030) or visit the website at www.mpc.edu/financialaid. Contact the Job Center regarding part-time or full-time employment and work-study opportunities (646-4195/4196) or visit the website at www.mpc.edu/student-services/jobplacement.

MAJOR/PROGRAM OF STUDY

There are two types of Associate Degrees at MPC: Occupational Associate Degree and Transfer Associate Programs to four-year institutions. You can be certified for a maximum of 60 transferable units in addition to course prerequisites.

If you wish to transfer to a four year college and you have not identified a transfer college, you must choose one of the transfer associate degrees listed in the MPC Catalog. However, when you have identified a transfer college, you may be eligible to be certified to a maximum of 70 transferable units in addition to prerequisites. Make an appointment to see the Veteran's counselor for more information about how to start this process.

MPC: VETERANS RESOURCE CENTER ENROLLMENT VERIFICATION

The VRC staff will conduct a monthly enrollment verification ongoing basis throughout the semester that the student is enrolled. If the student add or drop a course without notifying the Certifying Official, amendments, adjustments, or terminations will be made to the certification without noticed to the student. By not notifying the Certifying Official of any changes to enrollment student understand that he/she might be in repayment to either VA or MPC.

Post 9/11 beneficiary student will begin to verify their enrollment to the Department of Veterans affairs on a monthly basis after December 17, 2021.

LAST SEMESTER OF ENROLLMENT AT MPC

You may receive additional pay for courses not required in your major (Rounding-Out). Talk to the Veterans Resource staff about the criteria.

SELECTING COURSES

- For all veterans and dependents using VA benefits and registering for classes, it is important to understand that all courses are subject to approval and must meet prerequisite or course requirements listed on the current Student Education Plan on file.
- Courses not meeting the requirements of the Education Plan will be denied by VA and will not be included towards the student's rate of pursuit (approved units) calculated for awarding monthly education benefits. As a result, these courses will not be reimbursed for paid out-of-pocket tuition and fees to the college.
- Failure to take the proper courses will result in an overpayment and the reduction or termination of benefits. Veteran and dependent assumes full liability for any overpayment of all VA educational benefits.
- Pay close attention to when each course starts and when it ends. Selecting courses that are short term (8weeks long) will affect your monthly stipend/BAH.

STUDENT'S ATTENDANCE

Regular attendance and consistent study is the student responsibility. Students are expected to attend all class meetings. Failure to attend class may prevent a student from participating fully in the educational process, thus causing the student to underperform academically. Failure to attend class may also result in being drop from class. Each instructor establishes the standards in their syllabus. It is the student's responsibility to know the attendance requirements in each class and to be aware of their attendance status. When the student has been absent or expects to be absent from a class should notify the instructor of the reason for the absence.

ABSENCE DUE TO RETURNING BACK TO THE ACTIVE SERVICE

A Military withdrawal (MW) grade will be assigned, upon verification of such orders, only to students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses. A military withdrawal will not be counted in progress probation and dismal calculations.

**Isakson and Roe Veterans Health Care and Benefits Improvement Act of 2020
Personalized Form Prior to Enrollment Requirements**

- 1) In State Tuition/Residency requirements including total cost of course, tuition, fees, books (approximate cost), supplies and other additional costs per the college catalog.

Community College Enrollment Fee: Students are required to pay an Enrollment Fee of \$46.00 per unit. The enrollment fee is refundable for courses dropped by the published deadlines.

Early Childhood Laboratory School Fee: An optional \$3.00 fee can be designated to support the Early Childhood Laboratory School on campus. The Early Childhood Laboratory School fee is a donation and is nonrefundable.

Health Fee: The Health Fee of \$20.00 per semester or \$17.00 for summer session is required of all students. Exemptions to the fee may be made through Student Health Services, before registering, for students who use prayer for healing (which must be verified in writing by the College Nurse).

The Health Fee is refundable if all courses are dropped within the refund deadlines. For full-term semester length courses the deadline is typically before the end of the second week of class. Short-term courses have individual deadlines, which are often quite short. Please refer to the section dates link available within WebReg or ask Admissions and Records for more information regarding the refund deadlines for any course.

Instructional Materials Fees: Monterey Peninsula College may require students enrolling in some courses to pay materials fees, if the materials required for the class/lab are used in the production of an end product and have continuing value to students outside the classroom/lab. Materials fees are refundable if all courses are dropped within the refund deadlines. For full-term semester length courses the deadline is typically before the end of the second week of class. Short-term courses have individual deadlines, which are often quite short. Please refer to the section dates link available within WebReg or ask Admissions and Records for more information regarding the refund deadlines for any course.

Eligible veterans and/or dependents who plan to use their CH33 or CH33TOE VA education benefits and who are 100% will have those fees paid by the Department of Veterans Affairs. CH 31 students participating in the VA Vocational Rehabilitation program will also have their tuition and fees paid. CH 30 and CH 35 DEA students are required to pay for their tuition and fees directly to the college.

Parking Permits: Student's may purchase a semester or annual parking permits through their WebReg (go to "www.mpc.edu/parking permits"). Current parking fees and parking information can be found on the website under Campus Safety or by typing in "parking" in the search field. Vehicles without semester or annual parking permits must display a daily permit available at the daily permit dispenser machines on campus. No partial refund will be given for the difference between semester-rate and annual parking permits.

The Parking Permit Fee is refundable. Parking Permits must be returned, if received, to the Admissions and Records Office within the first two weeks of the semester. For students who have not received a permit by the refund deadline, a refund request must be received by the deadline, or no parking refund will be given. If unpaid, the charge will remain owed to the college. Please check the Admissions and Records website for ordering and fee information.

Student Body Fee: The \$10.00 Student Body Fee allows for a picture ID and supports Student Government and it entitles the student to local merchants' discounts, ASMPC short-term emergency loans, free or reduced admission to all sporting events, dances, and other cultural, social or academic activities sponsored by Monterey Peninsula College. The Student Body Fee is refundable if all courses are dropped within the refund deadlines. For full-term semester length courses the deadline is typically before the end of the second week of class. Short-term courses have individual deadlines, which are often quite short. Please refer to the section dates link available within WebReg or ask Admissions and Records for more information regarding the refund deadlines for any course. Students requesting a waiver from the Student Body Fee must submit the Student Body Fee Waiver Form. The form is available on the MPC website, at the Admissions and Records Office, and at the Student Activities Office.

Student Center Use Fee: The Student Center Use Fee of \$10.00 per semester or \$5.00 for summer session is required of all students taking at least one course (excluding online courses) on the Monterey campus. This fee helps to repay a government loan which was obtained to build and maintain the Student Center. The Student Center Use Fee is refundable if all courses are dropped within the refund deadlines. For full-term semester length courses the deadline is typically before the end of the second week of class. Short-term courses have individual deadlines, which are often quite short. Please refer to the section dates link available within WebReg or ask Admissions and Records for more information regarding the refund deadlines for any course.

Student Representation Fee: This fee of \$2.00 is collected at the time of registration for the purpose of providing student government representatives the means to travel and attend conferences to enhance their goal in bringing forth the students' viewpoints before any political entity. The Student Representation Fee is refundable if all courses are dropped within the refund deadlines. For full-term semester length courses the deadline is typically before the end of the second week of class. Short-term courses have individual deadlines, which are often quite short. Please refer to the section dates link available within WebReg or ask Admissions and Records for more information regarding the refund deadlines for any course. Students requesting a waiver from the Student Representation Fee must submit the Student Representation Fee Waiver Form. The form is available on the MPC website, at the Admissions and Records Office, and at the Student Activities Office.

Textbooks: Textbooks are essential and though prices vary, textbooks for most classes are approximately \$100.00. Textbooks for accounting, nursing, math and drafting classes can be \$150.00 or more.

Transcript Fees: Upon the official request of the student, official transcripts are issued by the Admissions and Records Office. The first two copies of a student's transcript requested in a lifetime, under normal procedures, are provided at no charge. After the first two copies, transcript fees apply. Rush service is available for an additional cost. Transcript processing time may take up to ten business days. College policy does not permit the faxing of transcripts. Transcripts from high school and other colleges will not be forwarded by MPC. Unofficial transcripts for students who attended MPC since 1995 are available on our website (www.mpc.edu): click on WebReg. To request an official transcript, log on to WebReg or visit www.studentclearinghouse.org

- 2) Provide written guidance of the dual certification process where as the SCO will certify enrollment via VA-Once system and the recertifies the student after last day to drop with-out a W deadline.

When students enrolls in a semester and is requesting certification, the SCO reviews all necessary documents before the certification process can be initiated. The SCO certifies enrollment by determining when each course starts and ends. The SCO will enter zero as the amount of tuition and fees for the first certification. This allows eligible students

to modify their semester schedule to prevent a debt owed to VA or to the college. The SCO will recertify student courses after the last day to drop a course with-out a “W” grade deadline.

- 3) Beginning December 17, 2021, students wishing use their Post 9-11 education benefits at Monterey Peninsula College; The Department of Veterans Affairs will require Post 9-11 recipients to verify their enrollment on a monthly basis to continue receiving monthly housing allowance (MHA) and/or kicker payments. Failure to very enrollment two months consecutively VA will place a hold on you housing allowance until verification is made.
- 4) Financial Aid:
Students who applied for financial aid would be able to retrieve their personalized form on their web reg portal under “My Financial Aid” link.

Student Financial Aid Webpage: <https://www.mpc.edu/financial-aid>

Financial Aid 101: <https://www.mpc.edu/financial-aid/getting-started/financial-aid-101>

Net Price Calculator: <https://www.mpc.edu/financial-aid/getting-started/net-price-calculator>

FAQS: <https://www.mpc.edu/financial-aid/getting-started/faqs>

Admissions and Records <https://www.mpc.edu/admissions>

New Students-Steps to Success: <https://www.mpc.edu/admissions/new-students-steps-to-success>

Admissions Support: <https://www.mpc.edu/admissions/admissions-support>

Important Dates and Deadlines: <https://www.mpc.edu/admissions/important-dates-and-deadlines>

Apply to MPC: <https://www.mpc.edu/admissions/apply-to-mpc/u-s-based-students>

Register for Classes: <https://www.mpc.edu/admissions/register-for-classes>

Transcripts: <https://www.mpc.edu/admissions/student-records/transcripts>

Forms: <https://www.mpc.edu/admissions/forms>

Fees, Payments & Refunds: <https://www.mpc.edu/admissions/fees-payments-refunds>

Residency: <https://www.mpc.edu/admissions/residency>

Graduation: <https://www.mpc.edu/admissions/graduation>

FAQs: <https://www.mpc.edu/admissions/faqs>

Contact Information: <https://www.mpc.edu/admissions/contact-us-hours>

- 5) Provide your campus policy on SCOs automatically certifying courses to the VA?

A person who is eligible for VA education benefits and who wishes to use them at Monterey Peninsula College should stop by the Veteran’s Resource Center. Before the Certifying Official will certify enrollment to the Veteran’s Administration (VA), it is essential for students to make an appointment with an MPC counselor to have a Student Education Plan completed. Only courses toward a degree listed on the Student Education Plan will be certified for VA payments.

An initial claim may take up to three months processing time before the student receives his/her first payment.

Students requesting certification for the second semester must request all official transcripts from previous college attended and their military Joint Services Transcript be sent to MPC Admissions and Records office to be evaluated and on file at MPC before the end of their first semester. Students must then call the VRC to make a counseling appointment to complete a comprehensive VA Education Plan documenting units completed and courses needed to complete the educational goal. Students will not be certified a second time without this plan. Please note that because of the need for accuracy, counselors will only complete VA Education Plans during scheduled appointments. Students are encouraged to call 831-646-4025 to schedule an appointment with a counselor.

Certifications are not automatic. Students must request to have their courses certified each semester by contacting the Veterans Resource Center.

- 6) Provide veterans with requirements for their program of study: Include required classes and timeline to graduate (can be completed with Academic Plan preparation).

Eligible veterans/dependents would need select an approved major and meet with an academic counselor to develop an education plan that list all required courses to complete their program of study.

It would be the student's responsibility to pay the school any remaining balance should the student enrolls in courses that are not on listed on their approved education plan, or if the student is not entitled to 100% of Post 9/11 education entitlement. Students also have the option to have any outstanding balance deducted from their Financial Aid, if available.

- 7) Provide statement of absence due to Military Services policy of campus and website link.

A Military withdrawal (MW) grade will be assigned, upon verification of such orders, only to students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses. A military withdrawal will not be counted in progress probation and dismal calculations.

Web link: <https://www.mpc.edu/student-services/specialized-programs/veterans-resource-center/military-withdrawal>

- 8) Provide name/locations/emails of designated campus employees who serve as a point of contact for military affiliated students who need assistance.

Student Support Services

Access Resource Center: Jacque Davis

Location: Student Services Building (lower level) STS 115

Email: arcinfo@mpc.edu

jevans@mpc.edu

Phone: (831) 646-400

Extended Opportunity Program and Service: Kacey Giammanco

Location: Student Services Building (second floor) STS 215

Email: eopsmail@mpc.edu

Phone: (831) 646-4248

TRiO Student Support Services-Grace Anongchanya

Location: Student Services Building (second floor) STS 217

Email: gannonchanya@mpc.edu or trioss@mpc.edu

Phone: (831) 646-4246

Fax: (831) 646-3000

Veterans Resource Center-Eileen Crutchfield

Location: Student Center-SC110

Email: veterans@mpc.edu

Phone: (831) 646-4025

Core Services

Admissions and Records Office: Any staff member

Location: Student Services Building STS 101-First floor

Email: admissions@mpc.edu

Phone: (831) 646-4002

Fax: (831) 646-4015

General Counseling Office: Lillian Gorham or Carrie Craig

Location: Student Services Building (second floor) STS

Phone: (831) 646-4020/4021

Fax: (831) 646-4838

Student Financial Aid: Brenda Roush

Location: Student Services Build (lower level) STS 111

Email: financialaid@mpc.edu

Phone: (831) 646-4030

Fax: (831) 646-4202

Career and Transfer Resource Center: Sudeshna Nand

Location: General Classroom GC 103

Email: careertransfer@mpc.edu

Phone: (831) 645-1336

Early Childhood Education Lab School- Jeff Procive

Location: Child Development Center

Email: jprocive@mpc.edu

Phone: (831) 646-4066

Fax: (831) 646-4036

Health Services: Leann Contapay

Location: Student Services Building- (first floor) STS 101-101 E

Email: lcontapay@mpc.edu

Phone: (831) 646-4017

Fax: (831) 646-4879

Support Services

Free Wi-Fi Program - <https://www.mpc.edu/financial-aid/mpc-internet-essentials>

Tutoring Option

*Reading and Writing Center-*Adria Gerard

Location: 1st floor of the Library Technology Center

Email: agerard@mpc.edu

Math Learning Center

Location: BMC

Email: mlc@mpc.edu

Phone: (831) 645-1330

Stem Cohort Enhanced Learning- Paige Inman

Email: pinman@mpc.edu

*Tutoring and Academic Success Center-*Linda Hucks

Email: lhucks@mpc.edu

Phone: (831) 322-0352

MST Free Bus Pass - <https://www.mpc.edu/student-services/support-resources/mst-free-fare-zone>

Monterey Peninsula College and the Monterey-Salinas Transit (MST) have partnered to provide **FREE** bus service for MPC students anytime/anywhere - 7 days a week! Present your valid student ID card to the driver any day, anytime!

How does it work?

Any current MPC student with an MPC Student ID card will be able to ride the bus for free on any MST bus route.

- Students will be required to present their student ID card to the MST Coach Operator when boarding the bus.
- Students who need an MPC Student ID card must complete our [online form](#).

Cal Fresh - is a federal program that provides funding to the state of California who oversees and distributes funding for eligible persons. Students interested in applying for Cal Fresh would need to contact Victoria Mavricakis at (831) 646-3040 or via email at vmavricakis@mpc.edu

HELPFUL TIPS TOWARDS SUCCESS

College:

- Verify priority registration status with the Veterans Resource Center staff.
- Notify the Veterans Resource Center staff when you add, drop, or withdraw from a class immediately.
- Arrive to campus early to get a good parking spot.
- Attend the first day of class to prevent from being drop from class.
- Make time to study in a quiet place.
- Seek tutoring.
- Create or join a study group.
- Have a conversation with your instructor if you have class concerns.
- Reach out to the Health Service minor medical needs.
- Keep your contact information up to date with the VRC, Admissions office, and financial aid office by logging onto your web reg portal.
- Enroll in classes when the window of opportunity opens up for veterans or programs you may be affiliated with.
- Don't procrastinate. Meet with an academic counselor to develop an education plan as early as possible. Make sure you have requested all official military and college transcripts you attended and sent to MPC's admissions office to be evaluated.
- See an academic counselor at least two times a semester to make sure you are on track to graduate and/or transfer.
- Pay attention for add, drop, refund, and withdrawal deadlines.
- Communicate with your instructors if you are required to return to active duty. Be sure to withdraw from ALL classes at the admissions office and request a "Military Withdrawal".

- Stay connected with the VRC staff.
- Read your emails on a regular basis.
- Don't be afraid to ask questions. We don't know what you need unless you ask.

ENROLLMENT VERIFICATION RESOURCES

The Department of Veterans Affairs has implemented a new beginning the 2021-2022 academic year. Starting December 17, 2021 students enrolled at Monterey Peninsula College who are eligible for GI Bill ® Post 9-11 and receive basic monthly housing allowance and/or kicker payments would be required to verify their enrollment every month in order to receive monthly

There are two options to verify enrollment. Call VA at the end of each month at 1-888-442-4551 OR individuals with a mobile device may opt to receive a text message reminder from VA.

If you fail to submit enrollment verification for two consecutive months your MAH/kicker payments will be held until you verify your enrollment. For example, if MPC's semester starts on December 17, 2021 and you do not verify your enrollment for December 2021 and January 2022, your February 2022 payment will be temporarily be placed on hold.

Please note: enrollment verification will go into effect January 2022 for MPC veteran students since the spring 2022 semester starts that month and the fall 2021 semester ends December 2021.

NCD TOOLKIT RESOURCES	LINK
Enrollment Verification Webpage	benefits.VA.gov/gibill/isaksonroe/verification_of_enrollment.asp
Frequently Asked Question	benefits.VA.gov/GIBILL/docs/IsaksonRoe/EnrollmentVerificationFAQs.pdf
Infographic: Non-College Degree vs. Institute of Higher Learning Facility	benefits.VA.gov/gibill/docs/isaksonroe/1010_ncd_vs_IHL_infographic
Infographic: How to Verify Enrollment for NCD Facility Students	benefits.VA.gov/gibill/docs/isaksonroe/1010_NCD_Facility_Process_infographic.pdf
Video: Op into Text Message Verification for NCD facility Students	youtube.com/watch?v/watch?c=mX1nc7XkX60

VETERANS AFFAIRS EDUCATION BENEFITS

Failure to take the proper courses will result in an overpayment and the reduction or termination of benefits. Veterans or dependent understand that they will assume full liability for any overpayment of all VA Education Benefits

ADDITIONAL RESOURCES

EDUCATIONAL AND VOCATIONAL COUNSELING SERVICES CHAPTER 36 Eligibility

- Within six months prior to discharge from active duty and within one year following active duty.
- Eligible for VA Educational Benefits.

Benefits

- Counseling to facilitate career decision making for civilian or military occupations.
- Educational and vocational counseling to choose an appropriate civilian occupation and develop a training program.
- Academic and adjustment counseling to resolve barriers that impede success in training or employment.

POST-9/11 GI BILL® FOR ACTIVE DUTY & DEPENDENTS - CHAPTER 33 Eligibility

- Service member must have completed at least 90 days of aggregate service on or after September 11, 2001 or be discharged with a service connected disability after 30 days.
- Service member received an honorable discharge.
- Spouse and dependents must have a DEERS issued certificate of Transfer of Entitlement and have completed the application for VA Education Benefits (VA-Form 22-1990).
- Benefits expire 15 years from the date of discharge/separation (MGIB delimiting date).
- For detailed information on eligibility requirements, please visit the VA website at www.gibill.va.gov for those discharged before Jan 01, 2013.

Benefits

- Includes reimbursement of enrollment fees, health fee, student representation fee, a monthly housing allowance, a stipend for books and supplies, and a “kicker” college fund payment (if eligible).
- Monterey Peninsula College does not participate in the Yellow Ribbon Program.
- Effective August 1, 2010, the Post-9/11 GI BILL® will no longer pay for non-resident tuition.
- The college will reimburse students after Ch.33 funds have been received from the VA and processed by the college.
- It is recommended that all students apply for financial aid at www.fafsa.ed.gov . By doing so, students would be eligible for additional grant funding that will NOT hinder VA education benefits.

POST-9/11 GI BILL® CHAPTER 33 BASIC ALLOWANCE FOR HOUSING (BAH)

- A monthly housing allowance is paid directly to the student at the beginning of each month for the previous month's enrollment. The housing allowance is prorated by the student's length of service percentage. Active duty members utilizing Post 9/11 GI Bill® benefits and spouses who have been TRANSFERRED benefits by current active service members are NOT eligible for the BAH.

- The monthly housing allowance is equal to the Department of Defense Basic Allowance for Housing (BAH) for an “E-5 with dependents” and the zip code of the college. To view the current BAH rate, visit www.defensetravel.dod.mil Rate of Pursuit
- To be eligible for the BAH rates, the student’s rate of pursuit must be greater than 50% (greater than and not equal to ½ time status).
- Students taking less than twelve units will only receive partial housing allowance based on the rate of pursuit. Current payment rates can be viewed online at <http://www.gibill.va.gov>
- For more information contact the DVA to speak to a Veterans Benefits representative by calling 1-888-GI- BILL-1 (442-4551).
- Students will only be certified for approved courses as identified on the Student Education Plan on file. Distance Learning and BAH
- Students enrolled exclusively in distance learning (online courses) are eligible for monthly housing allowance equal to 50% of the national BAH average and your rate of pursuit.
- If a student’s enrollment is a combination of distance learning and on-campus and the rate of pursuit is greater than 50% you may be eligible to receive the local BAH rate.

REMEDIAL AND REFRESHER COURSES

- Remedial and refresher courses may be approved based upon mathematics and English assessment results. These courses must be taken on campus, not online or self-paced, to be eligible.

MONTGOMERY GI BILL® ACTIVE DUTY (MGIB) - CHAPTER 30 Eligibility

- Benefits expire 10 years from the date of discharge/separation (delimiting date).
- Veteran was active duty personnel.
- Veteran has received an honorable discharge.
- For detailed information on eligibility requirements, please visit the VA website at www.gibill.va.gov Benefits
- Provides up to 36 months of education benefits.
- Students are paid a monthly stipend (based on approved units) at the beginning of the month for the previous month’s enrollment certification.
- Current payment rates can be viewed online at <http://www.gibill.va.gov> 12 Remedial and Refresher Courses
- Remedial and refresher courses may be approved based upon mathematics and English assessment results. These courses must be taken on campus, not online or self-paced, to be eligible. Monthly Enrollment Certification—Last day of each month
- Veterans receiving MGIB-Active Duty (Chapter 30) must verify their enrollment with the VA on the last day of each month in order to receive payment for that month. Your enrollment can be verified by using the Web Automated Verification of Enrollment (WAVE) at <https://www.gibill.va.gov/wave> or by calling VA toll-free Interactive Voice Response (IVR) at 1-877-823-2378.

VETERANS READINESS AND EMPLOYMENT

Eligibility

- Served on or after September 16, 1940.
- Has service connected disabilities rated at least 20% by the DVA.
- Needs Vocational Rehabilitation (VR) to overcome an employment handicap and it have been less than 12 years since DVA notified veteran of their qualified service connected disabilities.

Benefits

- Services include: vocational and personal counseling, education and training, financial aid, job assistance, and if needed medical and dental treatment.
- Services generally last up to 48 months, but can be extended in certain instances.
- In most cases, you must have already been awarded a monthly VA disability compensation payment.
- In some cases, you may be eligible even if you are not receiving a monthly VA disability compensation payment. For example, if you are awaiting discharge from the service because of a disability.
- To apply: complete VA Form 28-1900, Disabled Veterans Application for Vocational Rehabilitation and mail it to the VA Regional Office that serves your area. You can also apply online [through here](#) or: <https://www.va.gov/careers-employment/vocational-rehabilitation/apply-vre-form-28-1900/introduction>

Remedial and Refresher Courses

- Remedial and refresher courses may be approved based upon mathematics and English assessment results. These courses must be taken on campus, not online or self-paced, to be eligible.

Did You Know You may be entitled to Vocational Rehabilitation and Employment Services?

- You must be rated at least 10% disabled; however, it must be determined that you have a serious employment handicap.
- Regardless of your service connected disabilities rating percentage, you may have longer than 12 years to use your VR benefit if certain conditions prevented you from participating in a VR program or it is determined that you have a serious employment handicap.

Getting Started

- An authorization must be uploaded to the Tungsten portal from your assigned case manager prior to processing your semester enrollment for VR benefits. If not on file, you will need to contact your VR&E case manager.
- After enrolling in your classes, you must contact the Veterans Resource Center staff located in the Student Center or via email at veterans@mpc.edu to begin the intake or recertification form. The student's signature is required on all documents submitted to the VRC office.

Book Authorization

- The bookstore authorization will be available in the college bookstore. Please see the book store staff to inquire about your authorization form.
- All textbooks and supplies must be purchased at the college bookstore.
- If classes are dropped, books may have to be returned. Please contact your VR&E counselor for further information. Please check with college bookstore for book return deadline dates in order to receive a refund.

Supplies for VA Vocational Rehabilitation Students

- In general, the Department of Veterans Affairs Vocational Rehabilitation & Employment Division (VR&E) will authorize Chapter 31 students to charge only books and supplies that are required by all other students in the same program. Your local VA case manager will audit each invoice and disallow items not authorized for payment.
- Text Books and Supplies (as listed on syllabus) The VA will approve payment for books and supplies that are required for the course and listed on the instructor's syllabus. The VA will not pay "Optional" or "Suggested Reading" books or supplies.

MONTGOMERY GI BILL® SELECT RESERVE (MGIB-SR) CHAPTER 1606
AND
RESERVE EDUCATIONAL ASSISTANCE PROGRAM (REAP) CHAPTER 1607 Eligibility

Eligibility

- Any Select Reserve member
- 1606/07 only – member must have served on active duty on or after September 11, 2001, under Title 10, U.S.C., for contingency operation and who served at least 90 or more consecutive days.
- Must NOT be using Tuition Assistance Program.

Benefits

- Benefits may be used for college degree and/or certificate programs.
- Students are paid a monthly stipend (based on approved units) at the beginning of the month for the previous month's enrollment certification.
- Current payment rates can be viewed online at <http://www.gibill.va.gov> Remedial and Refresher Courses
- Remedial and refresher courses may be approved based upon mathematics and English assessment results. These courses must be taken on campus, not online or self-paced, to be eligible. Monthly Enrollment Certification—Last day of each month
 - All veterans receiving MGIB®-Select Reserve (Chapter 1606), must verify their enrollment with the DVA on the last day of each month in order to receive payment for that month. Your enrollment can be verified using the Web Automated Verification of Enrollment (WAVE) at <https://www.gibill.va.gov/wave> or by calling the DVA toll-free Interactive Voice Response (IVR) at 1-877-823-2378.

DEPENDENTS EDUCATIONAL ASSISTANCE (DEA) PROGRAM - CHAPTER 35

Eligibility for dependents of veterans:

- Service member was released from active duty due to a permanent and total disability as a result of active duty service in the Armed Forces.
- Service member who has died or has a permanent and total service connected disability.
- Is Missing in Action (MIA) or was a Prisoner of War (POW)
- Children of service member between the ages of 18 and 26, with some exceptions (marriage does not preclude you from this benefit).
- The spouse of a service member may begin to use benefits during the eligibility period provided he/she has not remarried.

Benefits

- EA offers up to a total of 45 months of educational benefits.
- EA benefits may be used for college degree and/or certificate programs.
- Students are paid a monthly stipend (based on approved units) at the beginning of the month for the previous month's enrollment certification.
- Current payment rates can be viewed online at <http://www.gibill.va.gov> Remedial and Refresher Courses
- Remedial and refresher courses may be approved based upon mathematics and English assessment results. These courses must be taken on campus, not online or self-paced, to be eligible.

MARINE GUNNERY SERGEANT JOHN DAVID FRY SCHOLARSHIP

Eligibility

- Children of an active duty member of the Armed Forces who has died in the line of duty on or after September 11, 2001.
- The child may be married or over the age of 23 and still be eligible.

Benefits

- Full tuition and fees paid directly to the school for all public school in-state students.
- A monthly housing allowance and a stipend for books and supplies.
- Students are entitled to 36 months of benefits at the 100% level and may be used until their 33rd birthday.
- Students who are eligible for the Fry Scholarship may also be eligible for DEA – Chapter 35 benefits. Although the benefits cannot be used at the same time, a student may be eligible for up to 48 months of benefits between the two programs.

Application Process

- Go to <http://www.gibill.va.gov> and click on “Apply for Benefits.”
- Paper versions of the form (VA Form 22-5490) may be printed.

COLLEGE TUITION FEE WAIVERS FOR VETERANS’ DEPENDENTS (CAL-VET)

Benefits

- Waiver of mandatory tuition and fees at any California Community College, California State University and University of California.
- Students must meet California residency and income requirements.
- To ensure ongoing benefits, students are required to reapply each year and provide the admissions office a copy of the CalVet fee waiver each semester enrolled.

Eligibility

PLAN A: The spouse, child, unmarried surviving spouse, or California certified registered domestic partner of a veteran who is totally service connected disabled or who has died of service related causes, may qualify. 16 The veteran must have served during a period of war declared by Congress, or been awarded a Campaign or Expeditionary Medal. This program does not have an income limit. A child must be under 27 years of age to receive the fee waiver benefit. The age limit is extended to 30 years of age if the child is also a veteran. There are no age limits for a spouse, surviving spouse or California certified registered domestic partner.

PLAN B: The child (no age limit) of a veteran who has a service connected disability, or had a service connected disability at the time of death, or who died of service related causes, may also qualify for a waiver of fees. The child’s income, which includes the student’s ADJUSTED GROSS INCOME, PLUS THE VALUE OF SUPPORT provided by a parent, cannot exceed the “national poverty level” as published by the U.S. Census Bureau on December 31st of last year. NOTE: This figure changes annually. To obtain the applicable national poverty level, contact your local County Veterans Service Office (CVSO).

PLAN C: Any dependent, or surviving spouse who has not remarried, or California certified registered domestic partner of a member of the California National Guard who was killed, permanently disabled or died of a disability that resulted from activation under Military and Veterans Code Section 146.

PLAN D: Benefits are available to Congressional Medal of Honor recipients and their children. These applicants are required to apply directly to the California Department of Veterans Affairs. Your CVSO can accept and refer the application for you.

Application Process

- Contact your local County Veterans Service Office or go to www.nacvso.org to obtain an application. You should apply prior to attending school. Additional information is also available at www.calvet.ca.gov
- Applicants to the program must submit proof of income, such as a tax return from the previous year, with their application.
- If applicant had no income, a statement to the effect can be obtained from either the Franchise Tax Board (800) 852-5711 or IRS (800) 829-1040.
- Certain dependency documents may be required to establish your relationship with the veteran.
- Once the application is complete, take it to your local County Veterans Service Office (CVSO) for processing.

Monterey County Military and Veterans Affairs Office
1200 Aguajito Road, #003
Monterey, CA 93940

Hours: Monday through Friday, 8:00 am – 5:00 pm
Phone: (831) 647-7613 Fax: (831) 647-7618

Note: The information is for general reference only. For more up-to-dated information, please refer to the [Cal-Vet Website: www.calvet.ca.gov](http://www.calvet.ca.gov)

VA WORK-STUDY PROGRAM

Eligibility

- A student must be receiving VA Education Benefits.
- Must be attending college $\frac{3}{4}$ time or more.

Benefits

- Pay is based on the higher of the Federal minimum wage or the State/Local minimum wage.
- VA work-study pay is non-taxable.
- Time card is submitted after 50 hours worked

How do Students Apply?

- Complete the [Application for Work-Study Allowance](#) (VA Form 22-8691).
- Must be certified (VA form-1999) from the college VRC Office.
- Your Application and Enrollment Certification will be submitted to the VA Regional Processing Office by the college Veterans Resource Center Office.

- If approved by the VA Regional Processing Office, a letter will be sent to the college VRC work study supervisor who will notify you.
- If denied by the VA Regional Processing Office, a letter will be sent to you.

Check your local college VA office, VA Regional Office, and VA hospital for available positions	
Potential Employers	Contact

AVOID OVER/UNDER PAYMENT

- All adds, drops, and withdrawals must be processed through [WebReg](http://webreg.mpc.edu) at webreg.mpc.edu and must be reported to the Veterans Resource Center.
- You MUST attend class and participate (both on campus and online) or it will result in an adjustment to your original enrollment certification. The adjustment will result in a student debt to the Department of Veterans Affairs, including any accruing interest until the debt has been resolved.
- You MUST inform the Veterans Resource Center staff of any changes to your enrollment status (add/drop/withdrawal). Changes may result in an overpayment or underpayment of monthly benefit payment.

Failure to take classes listed on your approved Student Education Plan may result in an overpayment and the reduction or termination of benefits. Veterans and dependents assume full liability for any overpayment and will owe money to the Department of Veterans Affairs. The VA may deduct the funds from ANY Federal payments (retirement, taxes, disability, etc.).

RESOURCES	LINK
VA Education and Training Webpage	benefitsVA.gov/gibill
VA Education and Training Benefits Frequently Asked Questions	GIBill.custhelp.VA.gov/app/answer/list
GI Bill® comparison Tool	VA.gov/GI-Bill-comparison-tool
Isakson and Roe Act	Benefits.VA.gov/gibill/isaksonroe.asp
Education Call Center	Domestic: 1-888-GIBILL-1 (1/888/442/4551) Overseas: 001-918-781-5678

DEPARTMENT OF VETERANS AFFAIRS RESOURCES

Department of Veterans Affairs

Located in Muskogee, Oklahoma (Central Standard Time)

Education Benefits: 1-888-GI-BILL-1 (1-888-442-4551)

All other benefits: 1-800-827-1000

Online VA Education Benefits: www.benefits.va.gov/gibill/ Online VA Home website: www.va.gov

Online VA (Other) Benefits: www.benefits.va.gov

For all mail correspondence: Veterans Affairs Regional Office PO Box 8888 Muskogee, Oklahoma 74402-8888

Direct Deposit

▪ To establish or change your direct deposit information with the DVA, please call the following numbers Monday through Friday 7:30 AM to 4:50 PM Central Standard Time at 1- 877-838-2778 or 1-800-827-1000

Pay Status

▪ The college Veterans Office staff does not have access to payment information regarding education benefits awards.
▪ Please contact the DVA Muskogee Regional Office for all pay status inquiries by calling 1-888-GI-BILL1 (1-888-442-4551) Monday through Friday 7:30 AM to 4:50 PM Central Standard Time.

GETTING STARTED AT MONTEREY PENINSULA COLLEGE

- **Complete Application for Admission** online (www.mpc.edu, click on “Apply for Admission”).
<https://www.mpc.edu/admissions/apply-to-mpc/u-s-based-students>
- **Complete online orientation located on your Web Reg Portal** <https://webreg.mpc.edu>
- **Request ALL Official Transcripts from Military and/or previous school(s) to be sent to MPC Admissions and Records**
 - o Army, Marine, Navy, and Coast Guard: Joint Services Transcript <https://jst.doded.mil/jst/>
 - o Air Force: <https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/>
- **Activate and set up Student Email:** <https://www.mpc.edu/about-mpc/campus-resources/information-technology/student-portal-mympc-and-email-support/activate-your-account>
- **Apply for the Free Application for Federal Student Aid** - <https://studentaid.gov/h/apply-for-aid/fafsa>
- **Schedule Appointment with an MPC counselor for an Education Plan**
 - Call (831)646-4025 to schedule a counseling appointment.

Veterans using benefits for the first time, the following are required:

- VRC intake and deferment form (CH33 and CH31 only)
- DD 214 (Certified Copy)
- Form 1990
- Dependent Form 2168c, transcripts of dependents if they are over 18 but in school (This form is only used when veteran is eligible to claim dependents)
- Transcripts of previous coursework completed (All prior education and training must be evaluated by the admissions office)
- Certificate of eligibility from the VA
- Current class schedule
- Previous semester grades
- First semester education plan
- Certification of enrollment will not be submitted to the VA office for VA payment until the above forms are received.

Veterans who previously used benefits with three years of last attendance of MPC, the following are required:

- Form 1995 (Change of Program)
- Transcripts of previous coursework completed (All prior education and training shall be evaluated)
- Certification questionnaire and deferment form (CH33 and CH31 only)
- Current class schedule
- Revised education plan if needed

NOTE: Once all necessary paperwork has been submitted to the VRC and certification has been made, it takes up to 8 weeks before benefits are received. For information regarding specific payment issues, the veteran should call the VA processing office at 1-888-442-4551.

Statement of Understanding

Please read the statements below. By signing this document you have read and acknowledge the requirements of using your VA education benefits at Monterey Peninsula College.

- I understand I must complete the MPC online orientation located in my web reg portal.
- I understand that all official transcripts from prior college and military schools, including copies of a DD-214 or DD-295 must be on file and evaluated by the admissions office by end of the first semester of attendance at Monterey Peninsula College. Failure to submit official transcripts will delay further VA enrollment certifications. If I already have a bachelor's degree, I understand that my enrollment certification will not be submitted until all transcripts are EVALUATED.
- I understand the VRC staff use email as a form of communication and I must activate my MPC email.
- I understand if I am a new student, a first semester education plan must be on file and a copy is provided to the VRC staff prior to being certified for VA payment.
- I understand that comprehensive student education plan must be on file with the VRC along with a copy of a GE and major sheet prior to certification of the second semester.
- I understand as a veteran I am eligible to have my non-resident fees waived. I understand I must contact the Admissions office at admissions@mpc.edu or in person located on the first floor of the student services building.
- I understand that it takes 4 to 8 weeks for the VA Regional Office to process my educational Benefits. Payment is paid retroactive to the beginning of the semester.
- I understand that I must meet the college satisfactory academic progress. If I am academically disqualified from the college, I am no longer eligible to receive VA benefits until I petition to re- enroll.
- I understand that each semester I will be required to complete a "recertification and deferment form" (CH33 & 31 only) to continue my education benefits.
- I understand if I paid my tuition and fees and I am eligible for VA education benefits, the school will reimburse me once the college received payment from the Department of Veterans Affairs. Reimbursement percentage will be based on the number of years and/or months served in the military. As a dependent using CH35 and a veteran using CH30 Montgomery benefits, understand I am responsible to pay for my tuition and fees to the college for courses I am enrolled in and I am not eligible for a reimbursement.
- I understand that it is my responsibility to report any changes (Adds/Drops/Withdrawals) to the Veterans Resource Center staff immediately to prevent an overpayment to VA or MPC.

- I understand that all classes taken each semester must be towards my chosen major. Any course taken not listed on my education plan will not be certified for VA payment and I will be responsible to pay for the course fees.
- I understand that my DD-214 (with at least six months of active duty service and an honorable discharge) will meet the PE requirements for the AA/AS degree and CSU Area E General Education requirements.
- I understand that failure to enroll in the proper classes may result in an overpayment and the reduction or termination of benefits. The veteran and/or dependent assume FULL responsibility for any overpayment to the college or VA.
- I understand that I will get paid for the dates when each course starts and ends (For example, 8 and 5 week short term sessions only pay for that specific term and are not counted towards a full 16 week semester).
- I understand that I cannot count the units of SELF-PACED CLASSES or ONLINE REMEDIAL COURSES towards my education benefits.
- I understand if I take all courses online that I will only receive half of my monthly BAH regardless of how many units I am enrolled in.
- I understand that if I fail to report enrollment changes (dropping a class, adding a class, stop attending a class), this could result in delays, overpayments, or termination of my VA Education Benefits.
- I understand any overpayment is my responsibility and I may owe money to the Department of Veterans Affairs and/or MPC. The VA may deduct the funds from ANY Federal payments (retirement, taxes, disability, etc.).
- I understand that certification/recertification is NOT automatic. I must contact the VRC to request to be certified for VA payment.
- I understand that I must update my authorization to release form on an annual basis.
- I understand that I have read the entire handbook and understand the content in it.

Student Name: _____

Date: _____

Student's Signature: _____

Date: _____

Veterans Resource Center
CERTIFICATION QUISTINAIRE

Full Name: _____

Student I.D #

SS#:

Enrollment Status: New Student Continuing Returning Transfer Student

Reason for visit: VA Education benefits Priority Registration Counseling Appointment
 Financial Aid Text Books Food Sources
 VR & E Housing Legal Aid
 Disability Claim Personal Counseling Academic Resource Center
 Work study Assistance Technology
 Tutoring

Do you have health insurance Yes No

Do you have a disability rating with the VA? Yes No

Student Signature: _____ Date: _____

Access Resource Center
Application for Services

Monterey Peninsula College provides educational services and access for students with verified disabilities who intend to pursue coursework at MPC. A variety of accommodations and services are available that afford eligible students with disabilities the opportunity to participate fully in all aspects of college programs and activities through appropriate and reasonable accommodations. Completion of this form constitutes an agreement to apply for services through the Access Resource Center.

ACADEMIC YEAR				MPC STUDENT ID #	-	-
STUDENT NAME					DATE OF BIRTH	/ /
STREET ADDRESS						
CITY				STATE		ZIP CODE
EMAIL						
PHONE	CELL			HOM		

1. Check all that apply:

- I am an active client of the Department of Rehabilitation Yes No _____
DOR Counselor's Name
- I am receiving financial aid at MPC Yes No
- I am a Veteran Yes No

2. How would you describe your disability?

- | | | |
|---|---|--|
| <input type="checkbox"/> Learning Disability | <input type="checkbox"/> Physical Disability | <input type="checkbox"/> Autism Spectrum |
| <input type="checkbox"/> Acquired Brain Injury | <input type="checkbox"/> Mental Health Disability | <input type="checkbox"/> Intellectual Disability |
| <input type="checkbox"/> Deaf or Hard of Hearing | <input type="checkbox"/> Blind or Low Vision | <input type="checkbox"/> ADHD |
| <input type="checkbox"/> OTHER (please describe): _____ | | |

3. What educational difficulties do you experience because of your disability?

I understand that I must fulfill the requirements below for participation in the ARC program:

- I will complete this Application for Services. If I am eligible for services, I will receive printed information regarding the ARC service provision policies, and I understand there are consequences of failing to comply with the rules for responsible use of services. My rights and responsibilities are clearly defined on the ARC Student Rights and Responsibilities Statement.
- Before receiving services/accommodations through ARC, I must provide the documentation and/or forms (medical, educational, etc.) deemed necessary by ARC to verify my disability; disability verification must be from a physician and/or an appropriate licensed professional. Students are encouraged to obtain their verification of disability directly from a physician or professional in order to facilitate provision of services/accommodations as soon as possible.
- I will meet with an ARC Counselor/Specialist to complete an Academic Accommodation Plan (AAP) and agree to review and update my AAP at least once each academic year in order to continue services.
- I give my permission for ARC professionals to discuss my educational requirements with other professionals at Monterey Peninsula College who have a legitimate educational need to know. This authorization shall remain in effect during my enrollment until revoked by me in writing and signed by my ARC Counselor/Specialist.

I have completed the ARC Application for Services and understand the requirements for receiving services / accommodations through ARC.

<i>Student Signature</i>	<i>Date</i>
<i>Counselor/Specialist Signature</i>	<i>Date</i>

Veterans Resource Center
Certification Questionnaire

Name: _____

Claim # (CH 35 Dependents only): _____

MPC ID#: _____

Mailing Address: _____

Telephone: Home: _____ Cell/Work: _____

EMAIL: _____ Date of Birth: _____

Number of dependents: _____ Marital Status: _____

Have you served in the United States Military? Yes No

If no, are you the: Spouse Legal partner Parent Child

What branch of Service did you served in?

Army Air Force Navy Marine Core Coast Guard Space Force N/A

Service date entered: _____ Discharge date: _____

CHECK ONE: I am a veteran Legal partner Child

SEMESTER/SESSION REQUESTING CERTIFICATON FOR: _____ 20 _____

LAST SEMESTER/SESSION ENROLLED AT MPC: spring ____ summer ____ fall ____

At which college will you complete your educational objective: _____

Have you changed your major since the last semester enrolled at MPC? Yes No

• If "yes," what is your new major? _____

Has your educational program of study have been approved by an MPC Counselor? Yes No

Degree earned (check one): Associate's Bachelor's Master's None

Section Number/Course EX: 1234/Math 1	Units	Section Number/Course EX: 1234/Math 1	Units

By signing below you are agreeing to the following statement:

"I certify that the information on this form is complete and correct. I also understand that my Veterans Assistance Educational Allowance is based upon the number of units in which I am enrolled and that any changes in my class schedule (adds and/or drops) must be immediately reported to the Veterans Resource Center to prevent over payment to the Department of Veteran Affairs or to the College.

Student's Signature

Date

Veterans Office Staff Signature

Date



OFFICAL TRANSCRIPTS

I understand Monterey Peninsula College (MPC) has agreed to certify me for one semester to allow my prior credit(s) to be properly evaluated toward my major. I understand that:

- 1. I must request all of my college transcripts and/or military credit(s) (via JST, CGI, or CCAF transcripts) be sent directly to the MPC Admissions and Records Office before I can be certified for the upcoming semester.
- 2. After all of my transcripts are on file at MPC, it is my responsibility to obtain a Full Education Plan by scheduling an appointment with an MPC counselor.
- 3. **I will not be certified after evaluated by MPC.** **if my prior credit(s) have not been received and**

My signature on this document indicates that:

- 1. I understand I should not be certified for any course(s) previously completed at another college.
- 2. I will be required to repay the U.S. Department of Veterans Affairs for any benefits received for any previously completed course(s).
- 3. I have read and understand these requirements listed above.

Print Name

Signature

MPC Student ID Number: - -

Date / /

**Veteran's Resource Center
AUTHORIZATION FOR RELEASE OF INFORMATION**

I hereby authorize for Monterey Peninsula College employee to provide the Department of Veterans Administration to release information on my educational or other pertinent benefits claim whenever such information is needed. I also authorize the college to release my information to the Department of Veterans Affairs and other entities listed below for the purpose of receiving information on veteran's benefits for which I may be eligible for.

- (1) Full legal name.
- (2) Email address.
- (3) Mailing address.
- (4) Mobile telephone number.
- (c) Information obtained by the Department of Veterans Affairs pursuant to this section shall be used only to assist individuals in accessing benefits and shall not be disseminated except as needed for that purpose.
- (d) The following agencies shall abide by the requirements of this section:
 - (1) The California Community Colleges, and the Board of Governors of the California Community Colleges.
 - (2) The California Department of Aging.
 - (3) The State Department of Developmental Services.
 - (4) The California Housing Finance Agency.
 - (5) The California State University.
 - (6) The Department of Community Services and Development.
 - (7) The Department of Fish and Wildlife.
 - (8) The Department of Motor Vehicles.
 - (9) The Department of Rehabilitation.
 - (10) The State Department of Health Care Services.
 - (11) The State Department of Social Services.
 - (12) The University of California, as set forth in subdivision (e).
- (e) The Regents of the University of California are requested to comply with this section. This section shall apply to the University of California if the Regents adopt a resolution consenting to be subject thereto.
- (f) This section does not apply to intake or application forms that are provided to a person subsequent to any intake or application forms that have included the information required by this section.

My signature on this document indicates I have read and understand the authorization is valid for 12 months ***and I must update this document on an annual bases.***

Print Student's Name (last, first, mi)

SS#

Signature

MPC Student ID#:

Date

Semester

Year



Veterans Resource Center
Ch. 33/Ch. 31 Beneficiaries Only
Deferment Contract

Name: _____ Student Id Number: _____

Address: _____

Phone: _____ Email Address: _____

I will be receiving the following Military Educational Benefits (Choose One):

Ch. 33 Post 9/11 GI Bill Ch. 31 Vocational Rehabilitation Program Other:

Are you a California Resident? Yes No Semester and Year of Registration: _____

Please read and initial to acknowledge each statement:

I understand that I will be responsible for paying any outstanding enrollment fees not covered by my educational benefits. I will have a hold placed on my account and will not be able to register for classes in subsequent semesters until the balance is satisfied.

I understand that I am responsible for any fees and tuition not covered by my VA educational benefit.

I understand the college will only certify courses required under my current education plan.

Choose one: I would _____ any outstanding fees owed to the college to be deducted from my financial aid (if applicable).

Student Signature: _____

Date: _____

Official Use Only

School Certifying Official Signature: _____ Date: _____

Veteran (Service Member) Information

Replicate as Needed and Shred after RCSnet Input * Indicates required field

This block is for Staff use Only

VIF Number: _____

SSN Exemption: Law or Medical Profession VA Employee
 Special Ops Background Bereavement

***Social Security Number:** _____

***First Visit/Contact Date:** _____

***First Name:** _____

***Address:** _____

Middle Initial: _____

***Last Name:** _____

***City/Town:** _____

Preferred Name _____

***State:** _____

Address Exemption:
 Homeless/No Permanent Address
 Address Inactive

***Primary Phone:** _____ **Ext** _____

***Zip Code:** _____

Secondary Phone _____ **Ext** _____

Country: _____ **Territory:** _____

Email: _____

Emergency Contact Name: _____

***Preferred Contact** _____

Emergency Contact Phone: _____

Emergency Contact Relationship: _____

***Date of Birth:** _____

***Gender Identity** Female Male Non-Binary No Response Other
 Transgender Female Transgender Male

***Marital Status:** Divorced Domestic Partnership Married No Response Separated Single Widowed

***Race/Ethnicity:** African American/Black Alaskan Native or American Indian Asian American
 Hispanic or Latino No Response Other Pacific Islander/Hawaiian White

***Current Military Status :** Veteran Active Military National Guard Reserve

***Branch of Service Records:**

Branch of Service	Date Entered	Discharge Date

***Eligibilities- Please Select All That Apply (Multiple Selections Allowed)**

Combat Theater/Area of Hostility:

WWII War Zone Korean War Zone Vietnam Theater Vietnam Non-Theater Lebanon
 Grenada Panama Desert Storm/Desert Shield Somalia Bosnia
 Former Yugoslavia Ops/Kosovo Iraq (Post 9/11) Afghanistan (Post 9/11)
 Other Combat Operations Area of Hostility

Other Eligibility Criteria:

Bereavement Military Sexual Trauma Humanitarian/Not Eligible
 Active Military/Reserve Natl. Disaster Natl. Guard State Emergency Coast Guard Drug Interdiction
 Current Reserve Component - Behavioral Health Condition or Psychological Trauma

Combat Operations Support:

Mortuary Affairs Medical Personnel Unmanned Aerial Vehicle Crew