



# FRESNO CITY COLLEGE VETERANS' CERTIFICATION OFFICE CERTIFICATIONS OF NEW VETERANS

## Chapter 31

When a Veteran is certified for the first time, **the process time may take 8-12 weeks.**  
PLEASE FOLLOW THESE 4 STEPS TO START YOUR BENEFITS AT FCC

- A. Applying to FCC:** **First: Become a Student**
- Applied to FCC:** At [www.fresnocitycollege.edu](http://www.fresnocitycollege.edu). Two days later you will be emailed a student I.D. number.
  - Complete Online Orientation:** At [www.fresnocitycollege.edu](http://www.fresnocitycollege.edu) to create a Web Advisor, Blackboard, and Student Email account.
  - Financial Aid (Optional):** At [www.fafsa.ed.gov](http://www.fafsa.ed.gov) The Board Of Governors Grant (BOGG) Fee Waiver is recommended.
- N/A B. English & Math Placement Test: Optional** If Math and English classes have been completed at any prior college.  
-Upcoming test & locations can be found in the Assessment Center portal at [www.fresnocitycollege.edu](http://www.fresnocitycollege.edu)
- N/A C. Prior College Credit Evaluation:**
- Transcripts from all prior colleges must be turned in before the veteran may be seen by a counselor.
  - Unofficial transcripts can be used to move on to step 3, while awaiting for the official transcripts to arrive.
- Unofficial Transcripts in File
- Official Transcripts Ordered: From your previous college mailed to your home. Please bring a **sealed copy** into the FCC VRC, we will keep a copy, and turn in the original into Admissions Office.

## **Second: Process Your Education Benefits**

### **Step 1: Apply & Complete a Military Credit Evaluation (MCE)**

- Contact Form Completed**
- Applying at the Vocational Rehabilitation & Employment Office:** A case manager will process your case and authorize your chapter 31 Benefits by creating a Form 1905.
- N/A Veterans Form 1995:** If attended and used benefits at a previous college.
- Military Credit Evaluation (MCE) in File:**
- Petition:** The petition allows us to process your MCE.
  - DD-214 Member 4:** A **DD-214 Member 4 Copy**. If you have more than 1 DD-214 (National Guard/ Reserve, or served multiple non-consecutive terms), **please bring in all of them.**
  - Joint Service Transcripts / CCAF:** Can access your **unofficial** JST's at <https://jst.doded.mil/smart/signIn.do>
  - MCE Submitted:** **MCE takes about 2 weeks to be completed.** Air Force: <http://www.au.af.mil/au/ccaf/>
- V. A. Guidelines Form Completed**
- FCC VRC Guidelines Form Completed**

### **Step 2: Student Education Plan (SEP)**

- The SEP is developed by the veterans' counselor and the student.
- The Veterans' Counselor will also evaluate the student's prior college transcripts to determine which credits will transfer to FCC.
- The SEP is a list of all the classes that the Veterans' Dependents must attend to obtain their educational goal.

### **Step 3: Certification**

- Form 1905**
- Registration:** After receiving your SEP from the Veterans' Counselor, your next step is to register for classes on your **Web Advisor** using your SEP as a list. Keep in mind **\*\*\*The V.A. will not pay for classes not on your SEP\*\*\***
- Official Schedule from Admissions Office:** After you register for your classes you must bring a copy of your **official schedule** from the **admissions office only**. **\*\*\*Not from Web Advisor\*\*\*.**
- Control Card:** To be completed in the Veterans Office **\*\*\*Before the Beginning of Every Semester\*\*\***. This card is signed by the veteran to give authorization for the Veterans' Certifying Official to certify you for your education benefits with the V.A **SO YOU CAN GET PAID ON TIME.**

**\*\*\*You will be certified for your benefits ONLY after ALL documents have been submitted to the FCC VRC\*\*\***