



FRESNO CITY COLLEGE VETERANS' CERTIFICATION OFFICE CERTIFICATIONS OF NEW VETERANS

Chapter 1606

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. Two days later you will be emailed a student I.D. number.
 - Complete Online Orientation: At www.fresnocitycollege.edu to create a Web Advisor, Blackboard, and Student Email account.
 - Financial Aid (Optional): At 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
- 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 to the V.A.:** Apply on-line at www.gibill.va.gov and fill out Form 22-1990 (Application for Educational Benefits).
 - 2 to 8 weeks after applying you will receive a **Letter of Eligibility** in the mail.
 - Letter of Eligibility / **N/A Veterans Form 1995:** If attended and used benefits at a previous college
 - N/A DD Form 2384-1 Notice Of Basic Eligibility (NOBE):** Fill out, have commanding officer sign, and return to VRC
- 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

- 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*****