



## BENEFITS PACKET

### VETERANS RESOURCE CENTER

The Veterans Resource Center (VRC) staff at Mt. San Antonio College (Mt. SAC) welcomes you! We are eager to assist you as you continue your educational journey with us and hope that your time at Mt. SAC will be a rewarding experience. Should you have any questions or need assistance, please do not hesitate to contact our office so that we may assist you.

Phone: (909) 274-4520  
Email: [veterans@mtsac.edu](mailto:veterans@mtsac.edu)  
Website: <http://www.mtsac.edu/veterans>  
Instagram: @mt\_sac\_vrc  
Hours\*: 8:00 am – 5:00 pm Monday – Thursday  
8:00 am – 4:30 pm Fridays

*\*Winter and Summer hours may vary. During the summer months the campus is closed on Fridays.*

The Veterans Resource Center has prepared the following packet which outlines the procedures and processes that will enable you to successfully obtain your eligible benefits while on campus. The packet includes:

- Submitting your Request for Priority Registration
- Submitting your Request for Benefits Packet
- How to Get Started: Steps 1-10
- Veterans Success on Campus (VSOC) Flyer
- SALUTE and SVA Flyers
- VRC Handout

### MEET THE VRC TEAM



Members of the Veterans Resource Center staff are available to assist you.

Our team is made up of the following: VRC Manager, VRC Coordinator, Veterans Specialist/Certifying Official, Veterans Counselors, Financial Aid Specialist (Veterans), VRC Peer Mentors, and a Veterans Affairs Veterans Success Counselor (assigned to Mt. SAC by the Department of Veterans Affairs).

***“Every act of service we give echoes the service our veterans have already given — and together, we hold the profound honor and privilege to guide and support their path ahead.”***

## SUBMITTING YOUR REQUEST FOR PRIORITY REGISTRATION

The California Community Colleges Board of Governors approved changes that established system-wide enrollment priorities designed to ensure classes are available for students seeking job training, degree attainment or transfer and to provide incentives to students who make progress toward their educational goals.

Students who are active-duty military, veterans, and/or reservists (dependents are NOT eligible) will be considered for priority registration if they meet the following requirements\*:

1. Submit a DD-214 Member-4 or Service-2 Form, or present a current Military ID, to VRC;
2. Complete Online Orientation;
3. Take Assessment Questionnaire (AQ)
4. Have a Mountie Academic Plan (MAP) on file; (abbreviated MAPs are acceptable for priority purposes ONLY)
5. Maintain Satisfactory Academic Progress (including maintaining at least a cumulative 2.0 GPA); and
6. Have not exceeded 100 units.

*\*NOTE: The College will process and approve your request for priority registration. The VRC assists with confirming requirements #1 and #4.*

## SUBMITTING YOUR REQUEST FOR EDUCATIONAL BENEFITS

In order to ensure the timely delivery of your eligible benefits, follow the check-list below to ensure you have completed all required steps (see the “HOW TO GET STARTED” section for more details) in order to receive benefits at Mt. SAC:

### Checklist for GI Bill recipients NEW to Mt. SAC:

- ☐ I have applied for Financial Aid for the current academic year
- ☐ I have completed a Mt. SAC Admissions Application
- ☐ I have applied for VA Educational Benefits
- ☐ I have met with a VRC Counselor (and/or attended an INDOC orientation)
- ☐ I have submitted a request to the Office of Admissions, along with my sealed official transcripts, including foreign and military transcripts, for evaluation from all previous institutions
- ☐ I have attended Mt. SAC's New Student Orientation
- ☐ I have completed the Assessment Questionnaire
- ☐ I have completed a Mountie Academic Plan (MAP) approved (Educational Plans MUST be comprehensive).
- ☐ I have registered for classes
- ☐ I completed the following on-line forms: [Request for Active Educational Benefits Form](#) and [Statement of Obligation & Responsibilities Form](#)
- ☐ I have emailed my COE, MAP, and DD-214 (Veterans only) to veterans@mtsac.edu

The following must be submitted online in order for your request for educational benefits to be processed:

- ☐ [Request for Active Educational Benefits Form](#). You must attach your term schedule/receipt to this form – available via your “Student Self Service” card – select “Registration” drop down and then “Print Your Schedule/Receipt”
- ☐ [Statement of Obligation & Responsibilities Form](#)

The following required documents must be emailed to veterans@mtsac.edu:

- ☐ Certificate of Eligibility (Reservists should submit Notice of Basic Eligibility-NOBE)
- ☐ Educational Plan signed by a VRC Counselor approved for benefit use
- ☐ DD-214 Member-4 or Service-2 Form (Veterans only)

# HOW TO GET STARTED

## STEP ONE:



### Apply for Financial Aid.

- Complete the FAFSA at <http://www.fafsa.gov/> using Mt. SAC's school code **001245**.
- For assistance in completing your FAFSA application, contact the Mt. SAC Veterans Resource Center at (909) 274-4520. To check your status, visit your student portal at <https://www.mtsac.edu> and view your "Financial Aid" card.
- For students who have had a change of income (i.e. separation from Active Duty), please contact our VRC Financial Aid Specialist at [veterans@mtsac.edu](mailto:veterans@mtsac.edu) for information on how your financial need may be re-evaluated based on the reduction of income.

## STEP TWO:



### Apply for VA Benefits.

- To file for the use of VA education benefits, complete VA Education Benefits Form 22-1990 at: <https://www.va.gov/> detailed instructions can be found at: <https://www.va.gov/education/how-to-apply/>
- After completing the application you will receive a "Certificate of Eligibility" letter in the mail from the Department of Veterans Affairs, which you must submit via email to Mt. SAC's Veterans Resource Center as part of a completed packet. It may take up to 30 days to process
- If you have not received your "Certificate of Eligibility" and need one as soon as possible, you can print it out via the following steps:
  - o Log into VA.gov. Log in using ID.me, DS Logon, or My VA Login
  - o Download your VA Education Letter (Certificate of Eligibility or VA Education Decision Letter/Statement of Benefits
  - o Email a copy to [veterans@mtsac.edu](mailto:veterans@mtsac.edu) (include your Mt. SAC ID in email)

## STEP THREE:



### Complete an Admissions application.

- Complete and file an Admissions application online at: <https://www.mtsac.edu/admissions/steps-to-apply/>
- Should you have any questions about the Admissions process, please contact the Admissions Office at (909) 274-4415 or visit them on-line at: <http://www.mtsac.edu/admissions/>
- Be sure to check your email regularly. You will receive a welcome email confirmation 1-2 weeks after you submit your application. This message will be sent to the email address you provided when you registered with the CCCApply website.
- Once you are assigned a Mt. SAC ID number and username (provided in your Welcome Email), you will need to set up your Mt. SAC Portal.

## STEP FOUR:



### Make an intake appointment with a VRC Counselor (and/or attend an INDOC).

- Intake appointments and/or INDOC orientations are available online via [www.mtsac.edu/veterans](http://www.mtsac.edu/veterans) under the "Applying for Benefits" tab – click on "Getting Started at Mt. SAC" and are designed with the veteran student in mind, covering information about the GI Bill, financial aid, academic counseling, tutors, and other benefits and services for the student veteran.

**STEP FIVE:**

**Submit Your Discharge Letter (DD form 214). (ONLY FOR VETERANS)**

- Submit the **Member-4 or Service-2** copy of your DD Form 214.
- DD Form 2384 (Notice of Basic Eligibility-NOBE for Non-Activated Reservist is acceptable).

**STEP SIX:**

**Submit ALL official transcripts and an evaluation request to the Admissions Office.**

(NOTE: An appointment to complete an Educational Plan WILL NOT be made unless all transcripts have been submitted, received and evaluated. Once received, it may take up to 3 weeks for transcripts to be evaluated – it is your responsibility to plan accordingly.)

- When sealed official transcripts are received, please send an email to admissions@mtsac.edu and request your transcripts be evaluated. Be sure to include a *Transcript Evaluation* form that can be found at:  
**<https://www.mtsac.edu/admissions/forms-and-publications.html>**
- Include all foreign and military transcripts as they are required by the VA. For links to military transcript request sites, visit: **<http://www.mtsac.edu/veterans/forms.html>**

**STEP SEVEN:**

**Attend Mt. SAC's mandatory orientation for new students.**

- **Orientation must be completed prior to registering.**
- The Online Orientation can be completed by logging into your Mt. SAC Portal and locate (or search for) the "Orientation" card. Click the "Launch Orientation" button.

**STEP EIGHT:**

**Complete the Assessment Questionnaire (AQ)**

- To help ensure students take the right English and Math courses, MT. SAC uses an Assessment Questionnaire (AQ) for course **placement in English and Math only**. Most students will immediately receive placement results based on their answers to the AQ. The AQ pertains to high school GPA, high school courses, and grades in those courses.
- Via your Mt. SAC Portal, go to **<http://www.mtsac.edu/aq>**, complete the AQ, and obtain your English and math course placement.

**STOP – Read before proceeding to step #9:**

In order to complete an educational plan, you **MUST** confirm that ALL transcripts from previously attended institutions (if applicable) have been submitted to and evaluated by the Mt. SAC Admissions

**STEP NINE:**

**Schedule an Appointment to Complete a Mountie Academic Plan (MAP).**

- Complete a Comprehensive Mountie Academic Plan with a VRC Counselor before registering for your first semester.
- Make an appointment by visiting:  
**<https://www.mtsac.edu/veterans/vetcounseling.html>**
- Appointments should be made 10 days - 2 weeks in advance of registration and only after you have confirmed that ALL transcripts from previously attended institutions have been received and evaluated.

**STEP TEN:**

**Register for classes and submit your required forms\* and documents to the VRC.**

- In your Mt. SAC Portal, click on "Student Tab" and then click on "Register". Click on "Select a Term", then type 5 Course Reference Numbers (CRN) in the area provided. Click "Submit Changes" and save your Student Schedule/Receipt to confirm your class schedule (available via the "Student Self Service" card – select "Registration" drop down and then "Print Your Schedule/Receipt" which you will attach when
- Submit the **[Request for Active Educational Benefits Form](#)** and **[Statement of Obligation & Responsibilities Form](#)** online. Email COE or NOBE (reservists only), signed MAP and DD214 (if applicable) to veterans@mtasc.edu.

\*Visit **<https://www.mtsac.edu/veterans/forms.html>** to access and submit required forms. Email required documents to veterans@mtsac.edu.





# Veterans Success - VSOC - on Campus Mt. San Antonio College VRC



The Vet Success on Campus program (VSOC) locates experienced VA counselors at schools to assist the growing number of Veterans on college campuses. VSOC counselors provide resources to help Veterans achieve their academic goals and find meaningful careers. The counselors collaborate with VA school certifying officials, perform outreach, and communicate with student Veterans. They make sure Veterans' health, educational, and benefit needs are met, helping them reach their education and career goals.

VA has placed trained counselors at 104 college and university campuses throughout the nation. Mt. SAC is proud to be selected as a VSOC site and welcomed VA staff member Maura Kazden to our Veterans Resource Center Team in 2019.



Mt. San Antonio College  
Veterans Resource Center



(310) 235-6000  
ext. 47283



[maura.kazden@va.gov](mailto:maura.kazden@va.gov)



[mtsac.edu/veterans/vsoc](https://mtsac.edu/veterans/vsoc)

## **VSOC Hours**

Wednesday - Friday  
6:30 am - 4:30 pm

**Maura L. Kazden, M.S.**

**VA Vet Success on Campus Counselor (VSOC)**

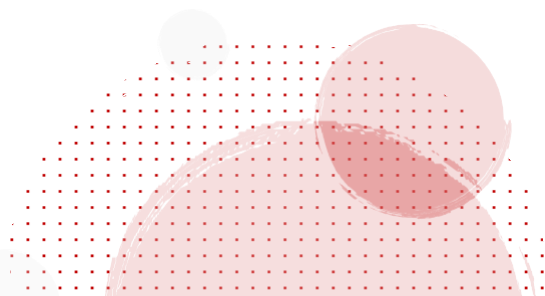
Veterans Administration, VR&E Division (28/344)  
Los Angeles Regional Office

**Citrus College** – Mon. and Tues.

**Mt. SAC** – Wed., Thurs., and Fri.

(310) 235-6000 ext. 47283 (voice-message/appointments)

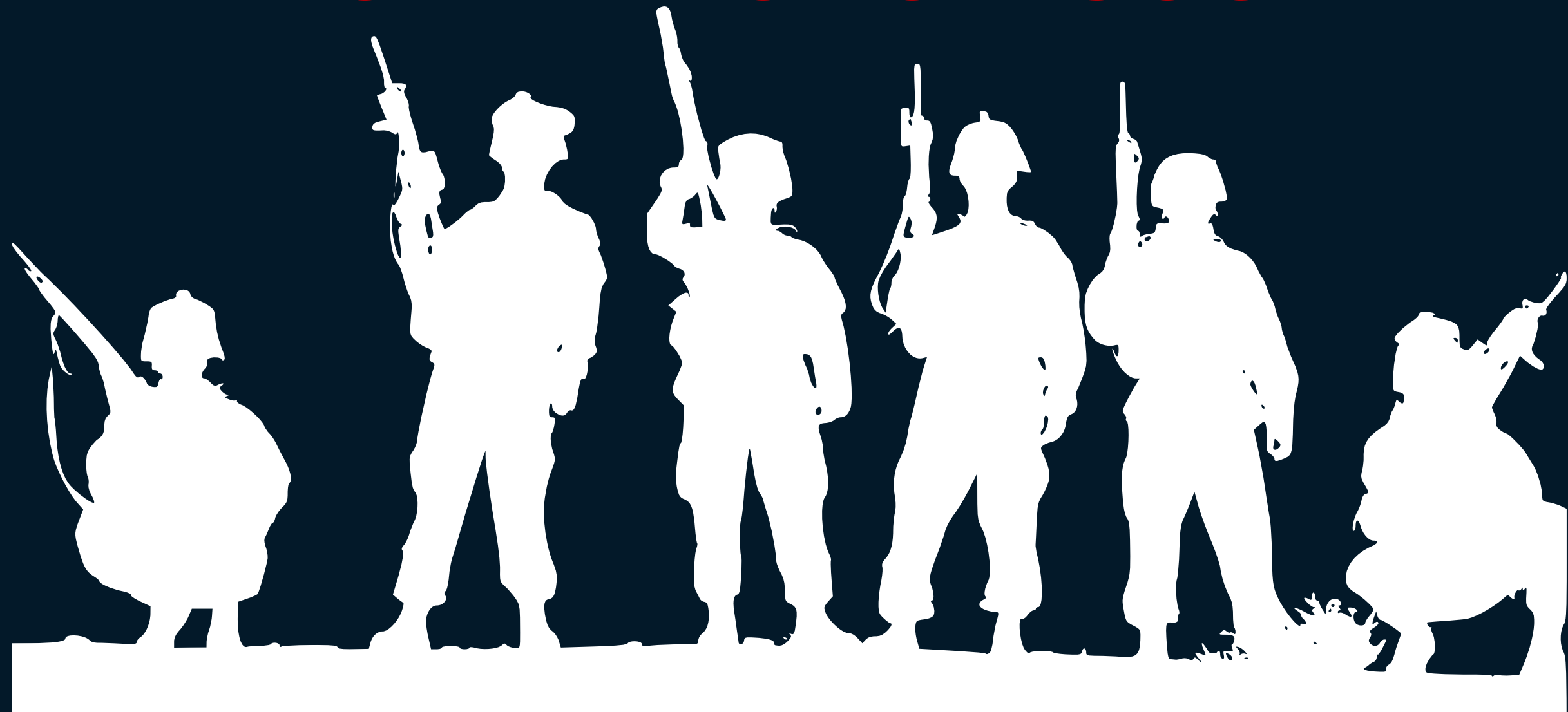
[maura.kazden@va.gov](mailto:maura.kazden@va.gov)





# MT. SAC CHAPTER S.A.L.U.T.E.

## NATIONAL HONOR SOCIETY



SALUTE is a national honor society for student veterans and active military students. Our chapter values Service, Academics, Leadership, Unity, Tribute and Excellence.

### Membership Levels



ALPHA LEVEL: 3.76 – 4.00  
BRAVO LEVEL: 3.51 – 3.75  
CHARLIE LEVEL: 3.26 – 3.5  
DELTA LEVEL: 3.00 – 3.25

TIER-UPGRADE MOBILITY IS ENCOURAGED  
AS YOUR GPA INCREASES.

### Selection Criteria

- BE CURRENTLY ENROLLED
- HONORABLY DISCHARGED
- U.S. VETERAN OR ACTIVE RESERVE (ANY BRANCH)
- HAVE 12+ LETTER-GRADED UNITS COMPLETED WITH AT LEAST A 3.0 OVERALL GPA

### Membership Benefits

- ACADEMIC RECOGNITION
- SCHOLARSHIP OPPORTUNITIES
- ENHANCE YOUR RESUME
- NETWORKING AND LEADERSHIP

### Chapter Contact Info:

MT. SAC VRC – BLDG. 9E  
909-274-4520

VETERANS@MTSAC.EDU

[WWW.MTSAC.EDU/VETERANS/SALUTE.HTML](http://WWW.MTSAC.EDU/VETERANS/SALUTE.HTML)





# MT. SAC CHAPTER STUDENT VETERANS of AMERICA®

## Benefits of Club Membership:

- Commeraderie Building
- Scholarships
- Leadership Opportunities
- Monthly events and activities
- Advocacy for fellow veterans
- Travel Opportunities and more!

Student Veterans of America® (SVA) is the premier organization leading service, research, programs, and advocacy for veterans in higher education. The SVA mission is to act as a catalyst for student veteran success by providing resources, network support and advocacy to, through, and beyond higher education.



Interested in joining?

For more information - email us:  
[mtsacstudentveteransofamerica@gmail.com](mailto:mtsacstudentveteransofamerica@gmail.com)

## FOLLOW US ON SOCIAL MEDIA!



Club Instagram:  
**mt.sac\_sva**



**Mt. San Antonio College**

# VETERANS RESOURCE CENTER

**Bldg. 9E, 1st Floor**

**Serving military-connected students in  
their success at Mt. SAC and beyond!**

**CONTACT US:**

**909-274-4520**

**VETERANS@MTSAC.EDU**



## *Specialized Services*

- Educational/Career Counseling
- ACCESS Instructional Specialist
- Financial Aid Advising
- Scholarship Advising
- VA Adjustment Counseling
- VA Counseling/Referrals

## *Programs & Events*

- Vet Orientations/In-Docs
- Monthly Workshops
- Emergency Funds Programs
- University Veteran-Specific Tours
- Veteran Honors Program
- Veterans Month

## *VRC Perks*

- Lounge and Study Space
- Complimentary Academic Printing
- Computer Lab
- Free Vet-to-Vet Tutoring

**WWW.MTSAC.EDU/VETERANS**  
**INSTAGRAM: MT\_SAC\_VRC**