VETERANS 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	
Fax:	(909) 274-2991	
Email:	veterans@mtsac.edu	
Website:	http://www.mtsac.edu/veterans	
Hours*:	7:00 am – 7:00 pm	Monday – Thursday
	8:00 am – 4:30 pm	Friday

**Winter/Summer semester and intersession hours may vary.*

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:

- Benefit Check-list
- How to Get Started: Steps 1-10
- Submitting your Request for Benefits Packet
- Submitting your Request for Priority Registration
- Veterans Resource Center Flyer
- Counseling and Health Resources
- ACCESS Services Information
- Veterans Services Required Forms

MEET THE STAFF

The Veterans Resource Center staff is housed in room 1310 of the first floor within the Student Success Center, Bldg 9E. The full-time staff consists of the Director of Financial Aid, Chau Dao, Manager Desiree Marquez, Financial Aid Specialist/Certifying Official Jazmin Vargas, and Counselor Bernard (Bernie) Somers.

The staff also includes student Veterans who hold the position of Peer Mentor, tutors and Adjunct Faculty. The staff provides assistance to Veterans and/or dependents, aids in the coordination of programs for Veterans, and assists in the daily functions of the Veterans Resource Center.

STUDENT VETERANS BENEFIT CHECK-LIST

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:

Check-list for Student Veterans 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 completed an Indoc Orientation with the VRC or met with an Educational Counselor
- ☐ I have submitted a blue *VA Control Card*, along with my sealed official transcripts, **including foreign and military transcripts**, to the office of Admissions for evaluation from all previous institutions/post-secondary schools I have attended
- ☐ I have completed Mt. SAC's mandatory orientation for new students online in MyPortal
- ☐ I have taken the required assessment tests at the Mt. SAC Assessment Center or completed the Assessment Questionnaire (AQ) online
- ☐ I have completed a Mountie Academic Plan (MAP) (Educational Plans MUST be comprehensive). NOTE: An appointment to complete an academic plan WILL NOT be made unless all transcripts have been submitted to, received **and** evaluated by the Mt. SAC Admissions and Records Office
- ☐ I have registered for classes
- ☐ I have submitted a complete "Request for Benefits" packet to the Veterans Resource Center counter A complete packet consists of the following:
    - Request for Active Educational Benefits Form
    - Educational Plan
    - Student Schedule/Receipt (#11 under the Student Tab in MyPortal)
    - Certificate of Eligibility
    - Statement of Obligation & Responsibilities Form
    - DD-214 Member-4 or Service-2 Form (Veterans only)

  Veterans/Dependents who have never attended Mt. SAC but who have applied for benefits at another institution must also submit the following as a part of their complete packet:
    - VA form 22-1995 (Veteran or Reservist changing place of training)
    - VA form 22-5495 (Dependent changing place of training)
    - DD2384 (Notice of Basic Eligibility-NOBE, Reservist only)

HOW TO GET STARTED

In order to ensure the timely delivery of your eligible benefits, please follow closely to the procedures listed below in order to prepare for the submission of your "Request for Benefits" packet to the Veterans Resource Center. If you are looking to simply apply for priority registration WITHOUT the use of your VA educational benefits, please proceed to page 6.

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 Veteran Resource Center at (909) 274-4520. To check your status, visit your student portal (MyPortal) at **https://myportal.mtsac.edu/cp/home/displaylogin**.
- For students who have had a change of income (i.e. separation from Active Duty) from please contact or visit the VRC Financial Aid Specialist for information on how your financial need may be re-evaluated based on the reduction of income.
- One-on-one FAFSA application assistance is available at the Veterans Resource Center, pending staff availability. Contact the VRC at (909) 274-4520 for drop-in hours.
- Veterans and/or dependents receiving veteran's education benefits are highly encouraged to also apply for financial aid. A common misperception is that students may not receive both financial aid and VA Benefits – this is **NOT** true.

STEP TWO: **Apply for VA Benefits.**

- To file for use of education benefits with the VA, please use the eBenefits website and complete the Educational Benefits Application at: **https://www.ebenefits.va.gov/ebenefits/homepage**.
- 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 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:
    - Log into ebenefits.va.gov
    - Select "manage" at the top
    - Select "Education" from the drop down menu
    - Select whichever benefit you'll be using and print out the status

STEP THREE: **Complete an Admissions application.**

- Complete and file an Admissions application on-line at: **http://www.cccapply.org/**.
- If English and Math courses have been completed, submit Official transcripts to Admissions & Records in the Student Services Center. 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/students/admissions/**.
- You will need your Mt. SAC student ID # before continuing on with the following steps in this packet.
- Your Student ID# **A0xxxxxxx** will be sent to the email in which you applied to the school.
- If you do not received your student ID#, visit or call the Admissions and Records department (909) 274-4415 in order to obtain that information.

STEP FOUR: **Complete a Veteran Indoc Orientation with a Counselor.**

- Indoc orientations are held weekly on Friday mornings in the Veteran Resource Center.
- If you are unavailable for an Indoc orientations, please visit t or call the VRC Front Desk at (909) 274-4520 in order to set date for an alternative appointment.

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

- Submit a copy of your Discharge letter to the Veterans Resource Center in order to request priority registration, if eligible. Only the Veteran is eligible for Priority Registration
- 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 stop by the Veterans Resource Center to pick up a blue **VA Control Card**. You will then take the VA Control Card, an Evaluation Request Form (available at the Admissions & Records Office), and transcripts to Admissions & Records for evaluation in the Student Services Bldg, 9B, first floor.
- **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**.
- You must complete an Online Orientation in "MyPortal" under "Student Success: Step One".
- Note: If you have a medical condition, injury or disability that might affect your education and need services, please contact Disabled Student Programs & Services at (909) 274-4290 or visit **http://www.mtsac.edu/students/dsps/**.

STEP EIGHT: **Take your Assessment tests.**

- VA students who are **NEW** to Mt. SAC must take the Assessment of Written English (AWE) and Degrees of Reading Power (DRP) test for their English and Reading placement. Students wishing to take math should take a math placement test.
- To help ensure students take the right English and Math courses, the Assessment Center 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 Assessment Questionnaire. The questions you will answer pertain to high school GPA, English and math courses taken in high school, and grades in those courses.
- English and Math tests taken at the Mt. SAC Assessment Center will be accepted if taken within the last two years.
- To make an appointment for testing, call (909) 274-4265 or online at **http://www.mtsac.edu/assessment**. To complete the AQ visit **http://www.mtsac.edu/aq**

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 and Records Office.

STEP NINE: **Complete a Mountie Academic Plan (MAP).**

- Complete a Comprehensive Mountie Academic Plan before registering for your first semester.
- Make an appointment by calling or visiting the VRC and speaking with a member of the front desk (909) 274-4520. 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.**

- You will receive your permit to register and date of registration via the email that you supplied on your **http://www.cccapply.org** application.
- You can also check your registration status in MyPortal (#8 under the Student tab),
- Register online via your my.mtsac portal (**https://myportal.mtsac.edu**).
- Registration is under the **Student** tab on your portal (Self-Service link #4).

NEW STUDENTS SUBMITTING YOUR REQUEST FOR BENEFITS "VETERANS PACKET"

The following paperwork must be submitted to the Veterans Resource Center in order for your request for educational benefits to be processed:

- ☐ Request for Active Educational Benefits Form (2nd to last page in this packet)
- ☐ Educational Plan
- ☐ Student Schedule/Receipt (#11 on your Student Tab via the my.mtsac portal)
- ☐ Certificate of Eligibility
- ☐ Statement of Obligation & Responsibilities Form (last page in this packet)
- ☐ DD-214 Member-4 or Service-2 Form (Veterans only)

Veterans/Dependents who have never attended Mt. SAC but who have applied for benefits at another institution must ALSO submit the following as a part of their complete packet:

- ☐ VA form 22-1995 (Veteran or Reservist changing place of training)
- ☐ VA form 22-5495 (Dependent changing place of training)
- ☐ DD2384 (Notice of Basic Eligibility-NOBE) (Reservists only)

Check-list for student Veterans CONTINUING at Mt. SAC:

- ☐ I have applied for Financial Aid for the current academic year.
- ☐ I have my most current Mountie Academic Plan (MAP) on file with the Veterans Resource Center.
- ☐ I have registered for the current semester and my currently registered courses are listed on the MAP that is on file with the Veterans Resource Center.
- ☐ I have submitted a complete semester packet to the Veterans Resource Center. A complete semester packet consists of the following:
  - Request for Active Educational Benefits Form
  - Student Schedule/Receipt

Forms

Visit our website (**https://www.mtsac.edu/veterans/forms.html**) to download/access required forms (most forms are editable online, just fill out and print) OR visit the Veterans Resource Center counter to pick up hard copies.

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 will be considered for priority registration if they meet the following requirements:

- Submit a DD-214 Member-4 or Service-2 Form, or current Military ID, to the Veterans Resource Center;
- Complete Online Orientation;
- Take Assessments; (Assessment Questionnaire (AQ) or in person tests)
- Have an Mountie Academic Plan (MAP) on file; (abbreviated MAPs are OK)
- Maintain Satisfactory Academic Progress (including maintaining at least a cumulative 2.0 GPA); and
- Have not exceeded 100 units.

Mt. San Antonio College

Deployment to Employment: Serving Those Who Have Served

Health and Counseling Resources

ON CAMPUS - Student Health Services, Bldg 67B 909-274-4400

Medical Services

The mission of Student Health Services is to treat minor, temporary conditions that require short-term care, thus enabling students to continue academic programs with minimal interruptions. Services include medical evaluation, diagnosis and treatment of illnesses and injuries, women's health exams, family planning (pregnancy testing, low cost condoms, birth control pills, sexual health classes, etc.), laboratory services, immunizations, TB skin testing, and chiropractic services. These services are provided by physicians, nurse practitioners, registered nurses, and chiropractic doctors and interns.

Personal Counseling

Available personal counseling services include crisis intervention and immediate counseling for psychological emergencies, and short term psychotherapy for interpersonal problems. Referrals to community agencies are available if needs cannot be met by short-term counseling.

Lending Library - We have a growing selection of self-help books available. Book titles are aimed at addressing interpersonal problems, life transitions, grief and loss, and improving relationships, depressive/anxiety symptoms.

OFF CAMPUS

VA Loma Linda Healthcare System http://www.lomalinda.va.gov

The Medical Center provides a wide variety of services through inpatient, outpatient and home care programs. Special Programs include: Alcohol and drug treatment, PTSD clinic, Sleep disorder clinic, Women's trauma recovery program, Women Veterans' health program, and other medical and behavioral programs.
11201 Benton Street
Loma Linda, CA 92357
909-825-7084 or 800-741-8387

VA Clinics *(a community-based clinic under VA Loma Linda Healthcare System)*

The clinic operates like a local doctor's office where patients are seen by scheduled appointments. Services include primary care, behavioral health services such as individual, group and family counseling, and other programs. Emergency services are not available.

VA Corona Clinic
800 Magnolia Ave., #101
Corona, CA 92879
951-817-8820

VA Rancho Cucamonga Clinic
8599 Haven Ave., #102
Rancho Cucamonga, CA 91730
909-946-5348

VA Long Beach Healthcare System http://www.longbeach.va.gov

Comprehensive health care is provided through primary care, tertiary care, and long-term care in the areas of medicine, surgery, psychiatry, physical medicine and rehabilitation, neurology, oncology, dentistry, spinal cord injury, geriatrics, and extended care.
5901 East 7th Street
Long Beach, CA 90822
562-826-8000 or 888-769-8387

The following are community-based clinics under VA Long Beach Healthcare System:

Anaheim Veterans Medical Clinic
2569 W. Woodland Dr.
Anaheim, CA 92801
714-763-5300

Santa Ana Veterans Medical Clinic
1506 Brookhollow Dr.
Santa Ana, CA 92705
714-439-4600

Whittier/Santa Fe Springs Veterans Medical Clinic
10210 Orr & Day Road
Santa Fe Springs, CA 90670
562-466-6080

Vet Center Programs 1-877-927-8387 www.vetcenter.va.gov

Free readjustment counseling and outreach services to veterans who served in any combat zone (bereavement, military sexual trauma counseling).

San Bernardino Vet Center
155 W. Hospitality Lane Ste. #140
San Bernardino, CA 92408
909-890-0797

Corona Vet Center
800 Magnolia Ave. Ste. #110
Corona, CA 92879
951-734-0525

East Los Angeles Vet Center
5400 E. Olympic Blvd. Ste. #140
Commerce, CA 90022
323-728-9966

Orange County Vet Center
12453 Lewis St. Ste. 101
Garden Grove, CA 92840
714-776-0161

Veterans Health Administration www.va.gov/health/

Website offers tools and information to help connect Veterans with the health support services they may need.

Veterans Affairs Mental Health www.mentalhealth.va.gov

Website offers a variety of links and information related to mental health concerns.

After Deployment http://afterdeployment.dcoe.mil/
A wellness resource for the military community.

Student Veterans of America http://www.studentveterans.org
Student Veterans of America is a coalition of student veterans groups from college campuses to provide resources, support, and advocacy to succeed in higher education and beyond graduation.

Military OneSource 1-800-342-9647 www.militaryonesource.mil
Military OneSource is a confidential Department of Defense-funded program providing comprehensive information on every aspect of military life at no cost to active duty, National Guard, and reserve members, and their families. Information includes, but is not limited to, deployment, reunion, relationships, grief, spouse employment and education, parenting and childhood services. It is a virtual extension to installation services.

Veterans Affairs – Returning Service Members www.oefoif.va.gov
VA benefits available for OEF/OIF/OND combat Veterans.

1-877-222-8387 Health Care
1-800-827-1000 Benefits

Veterans Crisis Line www.veteranscrisisline.net/
Connects Veterans in crisis and their families and friends with qualified, caring Department of Veterans Affairs responders through a confidential toll-free hotline, online chat, or text, available 24/7.

1-800-273-8255 Press 1
Chat Online by visiting the website
Text 838255

DSP&S VETERANS SERVICES
Services for Injured Veterans

Student Veterans, especially those who served in combat zones, can experience a variety of difficulties when attending college due to injuries suffered during their service. Veterans may experience problems accessing and participating fully in their education due to several "signature" injuries: **Traumatic Brain Injury (TBI), Post-traumatic Stress Disorder (PTSD), and Hearing Loss.**

Traumatic Brain Injury (TBI):

A traumatic brain injury involves injury to the brain as the result of trauma, and can result in loss of some previously learned skills or knowledge, and create difficulties with new learning. There can be physical, sensory, cognitive, language, behavioral and/or emotional changes as a result of the injury.

EDUCATIONAL LIMITATIONS:

Injuries to the brain can result in a wide variety of types and severities of limitations including, but not limited to the following:

- Reduced attention skills, including increased distractibility, which may interfere with learning and performance on tests
- Reduced memory skills, especially for new information
- Slower retrieval of learned information
- Slowed or reduced ability to form abstract concepts, or to express those concepts in words
- Cognitive difficulty may cause more rapid fatigue than expected in tests
- Sensory difficulties may interfere with hearing and/or visual perception

POTENTIAL ACCOMMODATIONS:

- Notetaker or audio taping of lectures
- Preferential seating
- Alternate media or reader
- Extended time for exams
- Distraction-reduced exam area
- Breaks during exams

Hearing Loss:

Hearing loss may range from complete deafness to a slight loss in a few frequencies and may include tinnitus.

EDUCATIONAL LIMITATIONS:

- Difficulty hearing lectures, group discussions, or student questions in a classroom setting
- Difficulty taking notes while trying to listen
- Difficulty hearing audio in media presentations
- May misunderstand auditory information without realizing the error

POTENTIAL ACCOMMODATIONS:

- Preferential seating
- Notetaker for class lectures
- Assistive listening device (e.g., P.F.M.)

Post-Traumatic Stress Disorder (PTSD):

Post-Traumatic Stress Disorder (PTSD) is an anxiety disorder that can develop after exposure to a terrifying event in which grave physical harm occurred or was threatened. Symptoms may include: frightening thoughts/memories, sleep problems, feeling detached, being easily startled.

EDUCATIONAL LIMITATIONS:

- Difficulty processing lectures and taking notes simultaneously in the classroom
- Difficulty taking tests in standard conditions
- Difficulty concentrating and staying focused
- Low tolerance for stressful situations
- Difficulty managing emotions in anxiety-producing or novel situations

POTENTIAL ACCOMMODATIONS:

- Extended time for exams
- Distraction reduced exam area
- Preferential Seating

DSP&S is located in the Student Services Building (9B), lower level closest to the west entrance. You may contact us at (909) 274-4290 (Voice) or (866) 954-4765 (Video Phone for American Sign Language users).

Veterans Services Center
(909) 274-4520
veterans@mtsac.edu

Veteran's Request for Acuve Educational Benefits

This form, along with each term's receipt, MUST be submitted **EVERY** semester.

NAME: _____ **MAJOR:** _____

ADDRESS: _____ **LAST FOUR OF VA File#:** XXX-XX-_____

CITY: _____ **ZIP**: _____ **MT. SAC ID**: A_____

TELEPHONE: _____ **DATE OF BIRTH**: _____

MT. SAC EMAIL: _____@student.mtsac.edu **PERSONAL EMAIL:** _____

LIST ALL COLLEGES PREVIOUSLY ATTENDED (Include year and location):

1. _____ 3. _____

2. _____ 4. _____

☐ I VERIFY THAT ALL PRIOR TRANSCRIPTS FROM PREVIOUSLY ATTENDED INSTITUTIONS HAVE BEEN SUBMITTED TO AND EVALUATED BY THE MT. SAC ADMISSIONS OFFICE.

PLEASE SELECT YOUR CHAPTER OF BENEFITS:

☐ CHAPTER 30 – MGIB ☐ CHAPTER 33 – POST 9/11 ☐ CHAPTER 1606 – RESERVES (NON-ACTIVATED) ☐ VRAP

☐ CHAPTER 31 – VOC REHAB. ☐ CHAPTER 35 – DEPENDENTS CASE #: _____ ☐ CHAPTER 1607 – ACTIVATED RESERVES

SEMESTER & YEAR APPLYING FOR: ☐ FALL_____ ☐ WINTER _____ ☐ SPRING _____ ☐ SUMMER _____

PLEASE LIST THE CLASSES AND THE AMOUNT OF UNITS YOU ARE REQUESTING CERTIFICATION FOR:

1. _____ UNITS: _____ 5. _____ UNITS: _____

2. _____ UNITS: _____ 6. _____ UNITS: _____

3. _____ UNITS: _____ 7. _____ UNITS: _____

4. _____ UNITS: _____ 8. _____ UNITS: _____

I, _____, understand that any semester/session I receive benefits for under U.S. Code, Title 38, and withdraw or reduce my unit load I must notify the Department of Veterans Affairs via Mt. SAC Veterans Services Center. I understand that I must work directly with the Department of Veterans Affairs regarding the election of benefit type, initial and continued eligibility for selected benefits, and all benefit payment inquiries. I understand that it is my responsibility to confirm with the Department of Veterans Affairs the required pursuit/training time for benefit consideration. I understand I must submit a "Request for Active Educational Benefits" form, a copy of the current semester's receipt, and have a current and complete educational plan on file with the Mt. SAC Veterans Services Center each semester in order to request that my educational benefits remain active.

By signing below I verify I have read and understand the statement above; give Mt. San Antonio College permission to notify and furnish any information requested by the VA Administration regarding this claim; and that all information provided herein is true and correct.

Signature: _____ Date: _____

OFFICE USE ONLY: Staff Initials: _____ Date Received: _____

Certifying Official: _____ Date Certified: _____

STATEMENT OF OBLIGATION & RESPONSIBILITIES FORM

By signing this form you, the student Veteran/Dependent, understand that you must meet all obligations and responsibilities stated on this form in order to be eligible to request your VA educational benefits while attending Mt. San Antonio College. This form is required for all first-time applicants for the use of VA benefit request processing at Mt. SAC (regardless of VA benefit use at a prior institution).

OBLIGATIONS & RESPONSIBILITIES TO THE VETERANS SERVICES CENTER AT MT. SAC:

- **Transcripts** - You must have your official transcript(s) from all previous colleges attended turned in to Mt. SAC's Admissions & Records office and evaluated prior to submitting a request for VA educational benefits processing. You must pick up a *Veterans Transcript Control Card* from the Veterans Services Center and an *Evaluation Request Card* from the Admissions & Records Office prior to turning in your transcripts to the Admissions & Records office.

- **Declaring a Major or Certificate Program -** You must declare a major, certificate program or transfer goal, and continue to make satisfactory progress toward completion of your educational goal. If satisfactory progress is not maintained, the school may place you on probation and the VA will be informed of your progress status. (Consult the school catalog for specific probation information.)

- **Educational Plan** – You must obtain a comprehensive Educational Plan from the Counseling Department on campus in order to request the processing of your benefits. You must have a current and complete Educational Plan on file with the Mt. SAC Veterans Services Center at all times, abbreviated plans will not be accepted.

- **Changing Majors/School** - If you decide to change your major you must make an official change to your Educational Plan with a Counselor's approval. If you are changing schools, you must complete a change of program and or place of training form, **VA Form 22-1995** (Available on-line at www.ebenefits.va.gov).

- **Each month – Chapter's 30, 1606, and 1607** must verify their enrollment online or by phone, on the last day of every month that they are enrolled by calling **(1-877-823-2378),** or by visiting https://www.gibill.va.gov/wave/default.cfm. **If you do not verify you the VA will not process payment, pending eligibility**.

  ***Chapter's 31, 33, and 35 do not need to verify monthly**, **these chapters receive automatic payment**.

- **Every Semester -** After registering you must fill out a *Request for Active Benefits* form, available online at: **www.mtsac.edu/veteran**, or in the Veterans Services Center on campus. You must also submit a copy of your schedule/receipt**(**#11 on your Student Tab - **https://myportal.mtsac.edu/cp/home/displaylogin**).

  ***If you do not fill out the *Request for Active Benefits* form EVERY semester, your benefit request will not be processed.**

- **Military PE Credit (Veterans Only) -** If you elect to use your military service as P.E. credit, you may be eligible to receive 4 upper division units towards your educational goal. It is at your discretion if you choose to receive this credit. VA will only pay for P.E courses **required** for your major/certificate.

- **Course Applicability** – You must have a current and complete educational plan on file with the Veterans Services Center at all times. Only REQUIRED courses that satisfy requirements outlined by your Educational Plan can be certified for VA purposes. Courses that do not fulfill a program requirement cannot be certified for VA purposes.

- **Incomplete Courses -** If you receive an **incomplete** grade in an approved course that you are receiving VA benefits for, you must complete the required coursework within **one (1)** year. If you do not complete this coursework you will receive a grade as agreed to by the instructor, which may result in an over payment. (Consult the school catalog for specific information regarding an incomplete grade.)

- **No Credit and Withdrawals -** You may be required to reimburse the VA for any money received for a "No Credit" or "W" that is issued. You must immediately notify the Mt. SAC Veterans Services Center of any change in units. If the VA is not notified promptly of your withdrawal, an over payment may result.

- **Punitive Grades** - If you receive a punitive grade (F Grade), in a course that you are receiving benefits for, and you did not attend throughout the entire semester, did not drop the course in a timely manner, or did not complete the final, **you will be liable for any overpayments.** By signing below, you agree to respond to all correspondence sent by the Veterans Services Center to you regarding punitive grades.

- **Mt. SAC Catalog -** It is your responsibility to be familiar with the information contained in the Mt. SAC catalogue, "*Key Dates to Remember*", and to be familiar with the college's matriculation, registration, retention, academic information, and campus regulations.

- **Change of Address or Telephone Number** - It is your responsibility to immediately notify Mt. SAC's Veterans Services Center and the Admissions & Records Office if you change your address and/or telephone number.

- **Required Training Time/Rate of Pursuit** – It is your responsibility to confirm with the Department of Veterans Affairs the required pursuit/training time for benefit consideration during standard AND nonstandard enrollment periods (short-term courses during fall and spring, winter and summer terms, etc.).

- **Mt. SAC Email** – All correspondence from the Veterans Services Center will be sent via your campus email account. It is your responsibility to check your campus email regularly.

By signing below you understand and agree that you are liable for any over payment caused by the processing of your benefits and/or your failure to abide by the above stated obligations and responsibilities.

_____	_____	_____
Date	Print Name	Signature