

Checklist for Mendocino College Veterans and Eligible Dependents



New Students

- Submit an Application for VA Benefits**

Please complete and submit an Application for VA Educational Benefits. For more information about applying for VA Educational Benefits and eligibility requirements please visit the VA website: <https://www.benefits.va.gov/gibill/apply.asp>

! Plan ahead and apply early because VA education benefits can take a few weeks to process.

 - If you need additional assistance applying for VA benefits you can contact Marianna Cooper at Mendocino College Admissions & Records office at 707-468-3104 or visit your nearest VA regional office to apply in person.
- Submit a Mendocino College Application for Admission**

Access the application online at <https://www.mendocino.edu> and click on Apply Now, or in person at the Ukiah campus, North County Center in Willits, Lake Center in Lakeport, or the Coast Center in Fort Bragg.
- Apply for Financial Aid**

You may qualify for certain types of aid such as FAFSA, Cal Grant, EOPs, or Fee Waiver. Review the following site for more information or contact the Financial Aid department at 707-468-3101: <https://www.mendocino.edu/student-services/financial-aid>

! Financial aid may take a few weeks to be processed. If you are relying on financial aid to pay for your classes please visit the Financial Aid Office as soon as possible.
- Log in to the Mendocino College WebAdvisor**

To log in find the WebAdvisor tab at <https://www.mendocino.edu>. Your User ID is your **first name.last name** (all lower case letters). Example: jane.smith. Your initial temporary password is included in your Welcome Email. If you did not receive this email, please contact the help desk at (707)468-3101 or webaccess@mendocino.edu
- Complete a New Student Orientation**

To be completed online. Follow the link at: <https://www.mendocino.edu/student-services/orientation>
- Provide Mendocino College with Transcripts**

This includes any college you attended before, during or after your military service.
- Complete the Online Placement Questionnaire**

Log in to the Math and English Placement tool using your WebAdvisor log in information to complete the placement questionnaire: <https://www.mendocino.edu/mathandenglish>
For any questions, contact the Learning Center at 707-468-3046.
- Meet with a Counselor**

Complete a comprehensive educational plan and let the counselor know that you plan to use your VA educational benefits. Counseling appointments can be scheduled by calling 707-468-3048.
- Meet with the School Certifying Official (SCO)**

Once you have submitted your Application for VA Benefits and received your Certificate of Eligibility from the VA, you need to see the School Certifying Official (SCO) at Mendocino College, Anastasia Simpson-Logg. The SCO certifies your actual enrollment period to the VA which triggers your payment. To schedule a meeting, please contact the Office of Admissions and Records 707-468-3101.

 - Please bring a copy of your DD Form 214 and Certificate of Eligibility to the meeting.

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Returning Students

Students who have previously used GI Bill Benefits

- If you have used your GI Bill benefits before at a different school, complete and submit a Request for Change of Program or Place of Training, VA Form 22-1995 to the VA. For VA dependents using Chapter 35 it is VA Form 22-5495. These forms can be accessed electronically for electronic submission at <http://vabenefits.vba.va.gov/vonapp/main.asp>. Bring a copy to the Mendocino College Admissions & Records Office and schedule a meeting with the School Certifying Official after completing the matriculation steps (see reverse side).
- If you have previously used your GI Bill Benefits at Mendocino College and plan on continuing to use your benefits you must let the School Certifying Official know in writing each semester that you wish to continue using your benefits in order to certify your actual enrollment period to the VA. Emails can be sent to asimpson@mendocino.edu

To schedule a meeting with the School Certifying Official, please contact the Office of Admissions and Records 707-468-3101.