



Veterans Services Office

New Student Checklist

Instructions for these steps are on the back of this page

- Apply for Admissions at www.palomar.edu
 - Login to eServices and activate your student email account.
- Apply for your VA Education Benefits online.
 - If you've used your benefits before, you'll submit a [VA Form 22-1995](#) via VONAPP.
- Submit [VA Benefit Coding Request](#) to the Veterans Office to receive priority registration.
 - This form also prevents Ch. 33 students from being dropped for nonpayment.
- Submit Official copies of your transcripts from EVERY college EVER attended to the Records Office.
- Request an official copy of your military transcripts via online delivery.
- Take English and Math assessment tests unless previous test scores or coursework have fulfilled the requirement.
- Complete Veterans [Orientation](#) and questionnaire.
- After all of the above is complete, call (760) 744-1150 Ext. 2173/2174 to schedule an appointment with a Veterans Counselor in the Veterans Office.
- Enroll in classes that are required for your declared major.
 - CH 30, 35, 1606, and 1607 - Must pay for classes within 10 calendar days, unless otherwise noted by eServices, or you will be dropped due to non-payment.
 - CH 33 and 31 – Don't pay for your classes as the VA will be covering it.
- Submit documents to Veterans Office.
 - VA Benefit Coding Request (if not already turned in)
 - Counseling Paperwork
- Apply for Financial Aid at FAFSA.ed.gov
 - This is not a step in using your GI Bill but many Veteran students qualify and benefit greatly from Financial Aid. Learn more on Palomar's [Financial Aid website](#).

ADMISSIONS

Apply to Palomar College at www.palomar.edu, and clicking on [Apply for Admission](#). If you feel you have been incorrectly identified as a non-resident, please contact the Admissions Office.

Student ID: _____

eSERVICES

Log into [eServices](#), activate your student email, update information, enroll/drop classes, etc. You may also set your personal email as your 'preferred' email account. Your student email is a primary method of communicating with you, so check it often.

VA EDUCATION BENEFITS

Apply for your VA Education benefits at www.ebenefits.va.gov. Click 'apply for BENEFITS' and register or login, complete and submit the online application. The VA will determine your eligibility based on this application.

VA BENEFIT CODING

Complete and submit your VA Benefit Coding Request to the Veterans Office. This form will get you your priority registration and will prevent Post 9/11 and VocRehab students from being dropped due to non-payment.

COLLEGE TRANSCRIPTS

Submit **OFFICIAL** copies of your transcripts from **EVERY** college **EVER** attended to the Palomar College Records Office. You are required by federal law to disclose all colleges attended and provide official transcripts from those schools. **Failure to submit ALL transcripts may delay your VA benefits or cause inaccurate academic advisement.**

You may also turn your transcripts in person to the Records Office but be sure not to open the envelope.

Palomar College
Attn: Records Office
1140 West Mission Road
San Marcos, CA 92069

MILITARY TRANSCRIPTS

Request an official copy of your military training transcripts

- **Army, Coast Guard, Marine Corps, Navy** – Joint Services Transcript - jst.doded.mil
Submit via online delivery (sent directly to the school)
- **Air Force** – Community College of the Air Force -- <http://www.au.af.mil/au/barnes/ccaf/transcripts.asp>
Submit a copy of the request to the Veterans Office

ASSESSMENT TESTS

Schedule an appointment with the [Assessment Center](#) at 760-744-1150 ext.2383/2476 to take your placement test for English and Math, if needed. Math and/or English classes are unable to be certified on your VA benefits until you've taken the assessment tests or cleared your previous coursework through the Assessment Office.

ORIENTATION

View Veterans Orientation on [Veterans Homepage](#) and complete questionnaire.

COUNSELING APPOINTMENT

Once you've verified ALL of your transcripts are on file, call the Veterans Office at 760-744-1150 ext. 2173/2174 to schedule an appointment with a Veterans Counselor to complete your Declaration of Major and Education Plan.

ENROLL

- If your counseling appointment is **prior** to your class enrollment date, the counselor will help you choose classes. Enroll in the suggested courses on your assigned enrollment date (per your 'eServices' account).
- If your counseling appointment is **after** your class enrollment date, register for classes on your assigned enrollment date (per your 'eServices' account), paying close attention to the following:
 - Only select classes required for your major (as shown in the catalog, or on www.assist.org).
 - Do not select classes that could be duplicates of courses you took somewhere else.

SUBMIT FORMS

After you've seen the counselor **AND** enrolled in classes, return to the Veterans Office and submit the following:

- VA Benefit Coding Request (if not already turned in)
- Declaration of Major & Education Plan

WELCOME TO PALOMAR COLLEGE!!