



Getting Started – Steps to Success VA Benefits Enrollment & Verification Process Chapter 35

Chapter
35
Dependent

- Setup Online Student Center: <http://my.maricopa.edu/checklist/new-student/set-online-student-center-0>
- Apply Online for Your Educational Benefits at the VA Website: <http://www.gibill.va.gov>
 - After submitting the electronic application form, you will be issued a confirmation number. Provide a printed copy of your application and your letter of entitlement to Veteran Services at PC.
 - If you used your benefits at another school, complete a VA form **22-5495** and bring it to Veteran Services at PC.
- Provide a copy of your Certificate of Eligibility to Veterans Services at PC.
- If you are new to college and taking mathematics, English or reading, OR enrolling as a full time student AND planning to earn an associate's degree or transfer to a four-year institution, you will need to take placement tests to help determine proper course selection. For more information: <http://www.phoenixcollege.edu/enroll/get-started>
Testing Services is located in the Hannelly Center - HC Building on the lower level.
- Request official transcripts from your high school and from all previous schools that you have attended and have them sent to:

**Phoenix College
Admissions and Records
1202 W. Thomas Road
Phoenix, AZ 85013**

- Sign Up for a Bear Trax Session: Bear Trax is an advising session and orientation for all new to college students who are planning to complete a degree or transfer to a university, and attending either full-time or part-time. After taking the placement test, all new to college students who meet the above criteria will enroll in a Bear Trax session that is most convenient. Your VA Representative can assist your registering in one of the NSO sections.
- Meet With an Academic Advisor: Career Services can help veterans in selecting a career goal to help you use your VA benefits wisely. My program of study will be: _____
VA students can only be certified for classes that apply to their program of study.
- After enrolling in your classes, see your Certifying Official at Veterans Services at PC.
NOTE: Notify your Certifying Official BEFORE making any changes to your class schedule. Any change could affect your VA educational benefits, and you could be held responsible to payback any overpayments that may occur.
- Attend My College Orientation
- Attend all classes and complete all finals. Failure to do so may result in an overpayment that you will be responsible for paying. A failing grade received after attending all classes could avoid an overpayment.
- Priority Registration: Veterans and their dependents can enroll in classes one week BEFORE the general population.
- Questions regarding receipt of your educational benefits:
Veterans Affairs Regional Processing Office (RPO), Muskogee RPO
Call Center: 1-888-42-4551 General Info: 1-800-827-1000 WAVES: 1-877-823-2378 Website: www.gibill.va.gov