

New Student Checklist

All VA forms must be submitted electronically to veterans@palomar.edu via your Palomar email account. To access your email account, visit www.office.com and enter your Palomar email credentials and password.

- Apply for Admission to Palomar College by clicking on “Apply for Admission” at <http://www2.palomar.edu/>
 - On the CCC Apply website, click “create new account” and fill out the required information
 - Your student ID number will be emailed to your email address
 - Log into [My Palomar \(eServices\)](#) with your student ID number and use the password from CCC Apply to activate your student email account
 - Review the optional [Veterans Orientation Presentation](#)

- Apply for your VA Education Benefits online via www.va.gov
 - The VA will determine your eligibility based on this application and mail you a “Certificate of Eligibility”, which outlines the details of your entitlement. Keep this document for your records.
 - If you’ve used your benefits at another institution, submit a VA Form 1995 via www.ebenefits.va.gov

- Submit a [VA Coding Request](#) to the Veterans office to receive priority registration
 - This form also prevents Ch.33, Ch.33D, and Ch.31 students from being dropped from classes for non-payment of tuition & fees
 - Ch.30, Ch.35, Ch.1606 & Ch.1607 recipients are responsible for paying their tuition & fees within 10 days of enrollment. Students who fail to post payment will be dropped from ALL registered classes.

- Submit **OFFICIAL** copies of your transcripts from **EVERY COLLEGE** ever attended to the Records Office SSC-55
 - Receipt of ALL OFFICIAL TRANSCRIPTS is required before an appointment can be reserved with a Veteran’s Counselor.
 - This policy is **federal law**, and noncompliance may result in the delay of benefit processing, inaccurate academic advisement, or student financial liability in the event of VA auditing discrepancies.

- Request an official copy of your military transcript for delivery to the Palomar Records Department
 - **Army, Coast Guard, Marine Corps & Navy** – Electronically submit your Joint Services Transcript (JST) to Palomar’s San Marcos campus via <https://jst.doded.mil/smart/signin.do>
 - **Air Force** – Request your military transcript from the Community College of the Air Force via <http://www.au.af.mil/au/barnes/ccaf/transcripts.asp> (for expedited processing, electronic delivery is highly recommended)

- After all of the above is complete, you will need to obtain an Education Plan with a Veteran’s Counselor
 - [CLICK ON THIS LINK](#) to schedule an educational advising appointment with a VETERAN’S COUNSELOR.
 - The counselor will provide you with the REQUIRED VA Declaration of Major (DOM) to certify your VA Educational benefits.
 - Note: Appointments made with the general counseling office do not guarantee accurate academic plans compliant with VA standards and may delay the processing of education benefits.

- Enroll in classes that are required for your declared major. The VA will **not** pay for courses that fall outside your degree plan.
 - Priority enrollment dates can be found on the “Welcome” tab of your MyPalomar/eServices account. Enrollment for Spring usually begins around October, while Fall registration is typically in June.
 - [Academic & Processing Calendars can be found here](#)
 - If your counseling appointment is **prior** to the beginning of the term, the veteran’s counselor will help you choose classes. Enroll on [MyPalomar/eServices](#). If your counseling appointment is **after** the beginning of the term, you may still enroll in classes, but must ensure:

- Selected courses apply toward your declared major
 - You do not select any courses that you may have taken elsewhere
- ☐ Once you are enrolled in classes, submit all counseling documents to the Veterans Resource Center & complete a [CERTIFICATION REQUEST](#)
- Paperwork from your counseling appointment should include a **Declaration of Major** and an **Education Plan**
 - You will **CERTIFY** your classes **EACH SEMESTER.**
 - The certification process involves your written consent to use benefits. A Veterans Services worker will ensure your registered classes are payable & submit this enrollment information to the VA for processing.
 - Payment amounts are determined by the VA based on the number/type of units you are enrolled in and the Chapter of Benefits you are entitled to. Full time enrollment consists of 12 units for 16-week courses. Full time enrollment for Fast Track, Intersession, & Summer courses are calculated differently.
 - New Students will be required to complete and submit the [Transcript Evaluation Request](#)

Benefit Chapter	Minimum Enrollment Required for BAH	Resident Classes required for full BAH	Student Required to Pay Tuition & Fees
33, 33D	> ½ time	one	No
31	> ½ time	one	No
35	> 0 units	none	Yes
30	> ½ time	none	Yes
1606, 1607	> 0 units	none	Yes

- ☐ The following services are not required but we *strongly* encourage you apply for additional financial assistance & academic resources:
- Complete the Free Application For Federal Student Aid (FAFSA) via <https://fafsa.ed.gov/>
 - Apply for Extended Opportunities Programs & Services (EOPS) via <https://www2.palomar.edu/pages/eops>
 - Apply for TRIO Student Support Services via <https://www2.palomar.edu/pages/trioss/about/apply>
 - Apply to the **Student Leadership Program** in the Veterans Services Resource Center or via <https://www2.palomar.edu/pages/veterans>
 - This program is for military-affiliated students who would like a personal point of contact within the Veterans Resource Center. Applicants are paired with a senior veteran student who can assist with VA benefit processing, financial aid, university transfer, academic/personal resources, and much more!

Additional Resources

Career Center: Explore your career options by using their career search database, career library, and job search tools. Located in SU-17. (760) 744-1150 Ext. 2194

Writing Center: Get support in any phase of the writing process for assignments in any Palomar College Course. Located in BE-1. (760) 744-1150 Ext. 2778

Science Technology Engineering & Math Center: Get tutoring and supplemental instruction. Located in NS-310. (760) 744-1150 Ext. 2265

Transfer Center: Learn everything you need to know about what it takes to transfer to a 4-year college or university. Located in SSC Building. (760) 744-1150 Ext. 2552

Disability Resource Center (DRC): Services are available for students with physical, learning, vision, hearing, communication, and psychological disabilities. Located in DSPS Building. (760) 744-1150 Ext. 2375

S.T.A.R. TUTORING CENTER: Tutoring is a free service available to all currently enrolled Palomar College students. Located in LL-105 (760) 744-1150 Ext. 2448

Math Learning Center: The Math Learning Center provides free tutoring to students enrolled in math courses at Palomar College. Located in MC-1. (760) 744-1150 Ext. 2535

Behavioral Health Counseling Services: Free for all students. Located in NB-2 (760) 891-7531

North Inland Live Well Center: Non-academic resources. 649 West Mission Ave. #2400 Escondido, CA 92025. (760) 740-5604