



# VETERANS RESOURCE CENTER

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## New Student Checklist

1. Apply for Admission to Palomar College by clicking on “Apply” 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 eServices via <http://www2.palomar.edu/> with your student ID number and use the password from CCC Apply to activate your student email account
2. Apply for your VA Education Benefits online via [www.va.gov](http://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.
3. 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.
4. 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.
  - **Army, Coast Guard, Marine Corps & Navy Veterans** – Electronically submit your Joint Services Transcript (JST) to Palomar’s San Marcos campus via <https://jst.doded.mil/jst/>
  - **Air Force Veterans** – 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)
5. Schedule an advising appointment with a **Veteran’s Counselor** in the Veterans Resource Center by calling (760)744-1150 Ext. 2173.
  - 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.
6. 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 account. Enrollment for Spring usually begins around October, while Fall registration is typically in mid-April.
  - If your counseling appointment is **prior** to the start of the term, the veteran’s counselor will help you choose classes. Enroll in classes on MyPalomar using your Education Plan as a guide for choosing classes.
  - If your counseling appointment is **after** the start 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

7. Once you are enrolled in classes, submit the following documents to the Veterans Resource Center
- **Certification Request form** – your written consent to use VA Education Benefits
  - **Evaluation Request form** – required to evaluate prior transcripts, major, and graduation eligibility
    - VA forms can be found at <https://www.palomar.edu/veterans/va-student-portal/>
  - **Declaration of Major** and an **Education Plan** - provided following VA counseling appointment.
- Student's may also request certification digitally through MyPalomar by following instructions via <https://www.palomar.edu/veterans/va-student-portal/>
  - You will request **Certification** of your classes **EACH SEMESTER** you wish to use benefits.
  - 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.

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

## Additional Resources

- 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 **P.A.V.E.** peer support program in the Veterans Services Resource Center
    - This is a student program for military-affiliated students who would like a personal point of contact within the Veterans Resource Center and take part in growing our Veteran community. Applicants are paired with a senior veteran student who can assist with VA benefit processing, financial aid, university transfer, outreach, peer support, linkage to resources, and much more!

**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 H-102. (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*