



New & Returning Student Checklist

Post 9/11 GI Bill & Chapter 35

- ☐ **Meet with Program Coordinator at the VRC**
- ☐ **Apply for VA benefits at www.gibill.va.gov**
 - If approved, you will receive a letter in the mail within 30 days called your Certificate of Eligibility (COE).
- ☐ **Apply to Ventura College at VenturaCollege.edu/apply-and-enroll**
 - You will receive acceptance email in 24 hours. In 48 hours you will receive another email to set up your portal.
- ☐ **Set up MyVCCCD portal and watch orientation video**
 - Set up your portal using the link you received in your acceptance email
 - Make note of your 900#
 - Watch the orientation video in your portal (under student resources)
- ☐ **Request military transcripts to be sent electronically to Ventura College**
 - Necessary for all active-duty and veterans using benefits (including VR&E); not Chapter 35.
 - Army, Navy, Marines, Coast Guard: <https://jst.doded.mil/official.html>
 - Airforce: <https://www.airuniversity.af.edu/barnes/CCAF/>
- ☐ **Request official transcripts from other colleges or universities to be sent electronically to VC**
 - Once you are notified that transcripts have arrived (via email), you must request a formal evaluation of credits by emailing vchacon@vcccd.edu. Be sure to include your name, 900# and intended major at VC.
- ☐ ****Submit DD214 & COE**
 - Submit online [via secure forms submission](#). If Active Duty, can submit military ID.
 - Military family members using Chapter 35 or other can submit the parent DD214 or military ID.
- ☐ **Meet with academic counselor to complete a Comprehensive Educational Plan**
 - Call the VRC to book an appointment at 805-289-6060.
- ☐ **Register for classes on your educational plan**
 - Check registration date, access your educational plan using Degree Works in portal and register.
 - If you need registration support, follow the step by step info on our website or come into the VRC.
 - Students are encouraged to see our counselor at least once per semester to ensure that an updated ed plan is on file.
 - Reminder – Students using Post 9/11 GI bill must register for at least one 1 in person course (in person hybrid is OK) to receive monthly BAH.*
- ☐ ****Submit and complete online “[Request for Certification](#)” form electronically via Admissions & Records ****
 - This form MUST be completed for students planning to use any of the following benefits:
 - Post 9/11 GI Bill, VR&E, and Chapter 35
 - If using Post 9/11, VA will reach out for monthly Enrollment Verification by text or email.
 - Once you have been certified by our School Certifying Official (SCO), you will receive an automated email from the VA (usually to the email the VA has on file).
 - If the student using benefits makes any changes to courses (adding/dropping) or is failing, they should communicate with our VRC counselor immediately to discuss how it may affect their benefits and ed plan.
- ☐ **Apply for the FAFSA, for Financial Aid at www.fafsa.gov**
 - Even if you think you might not qualify, apply! Applying builds a financial safety net in the event of an emergency or unpredictable situation with grants like our Jordana Ybarra Telias Grant.

****Residency – if flagged as out-of-state resident, please contact Admissions & Records.****



New & Returning Student Checklist

Parent Letter Information

A parent letter allows you to take courses at another non-VCCCD institution while still receiving benefits. To optimize efficiency, the VA ensures that a Veteran's educational pursuits align with VA-approved coursework. If you're taking courses elsewhere, a parent letter will be needed to facilitate the certification of your courses for VA benefits.

If VENTURA COLLEGE is your primary campus

Our A&R team will send parent letter to SCO at our sister colleges (OC & MC)

If you plan on taking concurrent courses at another community college (not OC or MC), student may need to provide copy of student schedule from other campus for parent letter to be sent for full benefit certification. Please send concurrent schedule to vcgibill@vcccd.edu

If VENTURA COLLEGE is NOT your primary campus

If OC or MC is home campus, they will alert our VC admissions team and provide the parent letter on their own. If neither is your home campus, please ask home campus to send VC a parent letter for certification to vcgibill@vcccd.edu

Ventura College Student Resources

Basic Needs: Our VC Basic Needs Center includes a free Food Pantry for students, housing support services for homeless students, and other support services such as Cal Fresh. 805-289-6583 | vcbasicneeds@vcccd.edu

Career Services: The Career Center provides workshops and services to support in career exploration, career advancement, find jobs, revamp resumes, provide mock interviews and help learn the fundamental of networking. 805-289-6473 | vccareercenter@vcccd.edu

EAC: The Educational Assistance Center supports military connected students with disabilities (learning, physical, speech, psychological, etc.), promoting a seamless integration into college life. Eligible individuals, including those with various challenges, can access specialized services and classes for a well-rounded educational experience. 805-289-6300 | vceac@vcccd.edu

Student Health Center: Offers assistance with various health concerns, including free mental health therapy, birth control, immunizations, STD testing, school or work physicals, and more! 805-289-6346 | vchealthcntr@vcccd.edu

Tutoring & Learning Resource Center: The LRC provides workshops and tutoring services covering diverse subjects. Workshops topics include time management, scholarship essay support, note-taking, mindfulness, and more. Tutoring is available for subjects including accounting, biology, chemistry, communications, mathematics, physics, Spanish, and writing. 805-289-6320 | vclearningcenter@vcccd.edu



VC Veterans Resource Center
(805) 289-6060 | vcvets@vcccd.edu
4667 Telegraph Road, Ventura, CA 93003

Located on the south side of the Campus Student Center

HELPFUL RESOURCES at Ventura College

Veterans Resource Center

Elizabeth Rublacava
VRC Program Coordinator
(805) 289-6597
erublacava@vcccd.edu

Maureen Sheldon
VRC Office Assistant
805-289-6060
vcvets@vcccd.edu

TEXT VRC @ 805-420-2738

V.A. Certifying Officials

Last name: A- K
America Juan Mercado
vcgibill@vcccd.edu

Last Name: L-Z
Albert Dominguez
vcgibill@vcccd.edu

Veterans Academic Counselor

Vanessa Chacon
(805) 289-6060
vchacon@vcccd.edu

Financial Aid Veterans Liaison

Micsin Martinez
(805) 289-6161
micsin_martinez1@vcccd.edu

Educational Assistance Center

Patty Wendt
(805) 289-6109
pwendt@vcccd.edu