



# Active-Duty Military and Veterans Checklist

## Apply for your education benefit

For VA education benefits—Chapters 30, 31, 33, 35 and 1606, apply online at [va.gov/education/how-to-apply/](http://va.gov/education/how-to-apply/). If you have any questions about which benefit to choose, call the VA Hotline at 1-888-442-4551.

## Documents and information to have when applying:

- ★ You will need your social security number of the veteran you are claiming dependent benefits from.
- ★ Bank account direct deposit information.
- ★ Education and military history.
- ★ Basic information about the school or training facility you want to attend or are attending now.

For tuition assistance, prior to enrolling in your classes, contact your Educational Service Office or counselor within your unit to see how to apply for tuition assistance.

## Complete the SCC Admission Application online

- ★ Submit your SCC Admission Application at [www.stchas.edu/apply](http://www.stchas.edu/apply).

Once you have applied, SCC will send you a welcome letter with further information.

- ★ Request Military Service Transcripts at [jst.doded.mil/official.html](http://jst.doded.mil/official.html). Search and send to St. Charles Community College.
- ★ Request official transcripts and submit Request of Evaluation Form.

If you have earned college credit at another institution, request each institution to send your official transcript to SCC. In your mySCC Student Portal, under Quick Links, click on Eforms>Forms>Request for Evaluation of Transfer Credit.

## Activate Student Portal (mySCC) and Cougar Mail Account

- ★ Access the SCC student portal and have information at your fingertips by visiting [www.stchas.edu/sccportal](http://www.stchas.edu/sccportal).
- ★ For Cougar Mail Account information visit [www.stchas.edu/servicedesk](http://www.stchas.edu/servicedesk).

Your Cougar Mail Account is SCC's official means of communication with students who use financial aid, VA education benefits, or tuition assistance.

## Apply for Federal Student Aid and SCC scholarships

Submit the Free Application for Federal Student Aid (FAFSA) at [studentaid.gov](http://studentaid.gov).

Explore scholarship opportunities at [www.stchas.edu/scholarships](http://www.stchas.edu/scholarships).

## Take the Academic Skills Assessment

For more information and to determine if you need to complete the assessment, visit [www.stchas.edu/assessment](http://www.stchas.edu/assessment).

## Register for classes

Academic advisors are available in SCC Main, Office 1100.  
[www.stchas.edu/advising](http://www.stchas.edu/advising)

Academic advisors assist in planning your academic path, in setting your academic goals, and in learning about the resources available for you at SCC.

## Complete a VA Certification Request in your SCC Student Portal

- ★ Log in to your mySCC Student Portal. Under Quick Links>Eforms>Forms>Veteran Certification Request form. For VA education benefits, you can upload your Certificate of Eligibility (COE) along with your Veteran Certification Request or in person to the Financial Aid Office/Veteran Services office.
- ★ For tuition assistance notify Financial Aid Office/Veteran Services that your tuition assistance is approved.

## Pay tuition and fees

- ★ If you are receiving education benefits under Chapter 31 (VA VR&E) or Chapter 33 (Post 9/11), the VA will pay your tuition and fees directly to SCC.
- ★ Veterans who receive Chapter 33 benefits are responsible for their book charges and must have these paid prior to the start of each term.
- ★ Students with Chapter 30, 35, and 1606 education benefits will be responsible for paying SCC directly.

Alternative payment plans are available at  
[www.stchas.edu/admissions/tuition-payment/tuition-payment-plan](http://www.stchas.edu/admissions/tuition-payment/tuition-payment-plan).

Students may defer their tuition payment by indicating this option on their Veteran Certification Request form and enrolling in the Nelnet Deferred payment plan at  
[www.stchas.edu/lp/nelnet-deferred](http://www.stchas.edu/lp/nelnet-deferred).

If your tuition assistance is approved, you must contact Veteran Services and provide proof of approval. If approved and you notify Veteran Services prior to the tuition payment deadline, you will be held in your courses. If your tuition assistance is not approved or you fail to contact Veteran Services prior to the tuition payment deadline, you will be responsible for paying any tuition and fee charges by the deadline to avoid being dropped from your courses. Failure to pay before the payment deadline will result in being dropped from your courses.

## Buying your Textbooks

Books are available one month before each semester starts at the SCC Campus Store.  
[www.stchas.edu/bookstore](http://www.stchas.edu/bookstore)

Chapter 31 (VA VR&E) veterans will have a bookstore credit provided your VR&E Counselor has given Veteran Services an Authorization PO number. Please visit Financial Aid Office/Veteran Services or call 636-922-8268 prior to purchasing your books.

## Student Veterans Organization (SVO) and Veterans Lounge

- ★ SVO provides transitional and educational support, camaraderie and personal development for veterans, veteran supporters, current service members and family members.
- ★ Visit the Veterans Lounge in SCC Main, next to the Financial Aid Office/Veteran Services. The lounge provides support and resources for student veterans and service members to be successful in college.



## For more information

Contact **Amy Blackwell**, Financial Aid Officer/Veteran Services  
at [ablackwell@stchas.edu](mailto:ablackwell@stchas.edu) or 636-922-8268.