☐ Complete the online admissions application.  http://www.solacc.edu;
☐ Submit your military transcripts and ALL prior college transcripts to SLCC Admissions for transfer credit evaluation. Military transcripts can be obtained by visiting https://jst.doded.mil, or you have the option to complete the SLCC VA Joint Service Transcript Authorization Release form to authorize SLCC to obtain your military transcript on your behalf via https://www.solacc.edu/financial-aid/va-forms.

***Students will NOT be certified or processed without transcripts being received – NO EXCEPTIONS***

☐ Complete the application (22-1990) for VA benefits: www.benefits.va.gov/gibill;
  ▪ Dependents and spouses should fill out a 22-5490 (if changing place of training-22-1999).
☐ Submit your DD214, Kicker Contract, and/or Notice of Basic Eligibility (NOBE) when completing your application with VA;
☐ Submit your Certificate of Eligibility (COE) to the SLCC VA School Certifying Official/Financial Aid Office upload portal via https://www.solacc.edu/financial-aid/veteran-affairs;

***Students MUST provide COE by end of first semester of attendance.***

☐ Submit the Request to Certify Enrollment (RTC) form for course verification. You can find the form via https://www.solacc.edu/financial-aid/va-forms;
  ▪ The RTC must be completed every semester you wish to utilize your VA benefits.
  ▪ You will be required to attach a copy of your schedule when completing the electronic form. A copy of your schedule is available on your LoLA account.
  ▪ A Student Success Academic Advisor will submit your RTC, schedule, and degree audit to a School Certifying Official in the Office of Financial Aid.

☐ REPORT ALL CHANGES IMMEDIATELY
  ▪ Adding/dropping courses, withdrawing from a course, receiving an incomplete in a course, change of major must be reported to the VA Certifying Official by completing the Change of Enrollment form: https://www.solacc.edu/financial-aid/va-forms;

***Failure to report changes could result in the student owing a balance to the college and possibly VA. ***

☐ Report school attendance to the Department of Veterans Affairs on the last day of each month in order to receive payment;
  ▪ MGIB-Active Duty (Ch. 30), MGIB Selected Reserve (Ch. 1606), or Reserve Educational Assistance Program (Ch. 1607) Students - Call 1-877-823-2378 or go online at www.gibill.va.gov/wave/index.do.
  ▪ Post 9/11 GI Bill (Ch. 33) Students – Text or call the Education Call Center at 1-888-GIBILL-1 (1-888-442-4551).
  ▪ LA National Guard Tuition Exemption or Louisiana’s Title 29 Dependents’ Educational Assistance Students - Notify the Student Accounts Office by calling 337-521-8904 or send email to studentaccounts@solacc.edu.

Thank you for your service to our country and best wishes on your educational endeavors.

Helpful links, emails, and phone numbers:

- Department of Veteran Affairs Education and Training questions: Student Hotline: 888-442-4551
- SLCC Veterans website: https://www.solacc.edu/financial-aid/veteran-affairs
- SLCC Admissions: 337-521-9622 email: admissions@solacc.edu
- SLCC Registrar’s Office: 337-521-8925 email: registrar@solacc.edu
- SLCC Student Accounts Office: 337-521-8904 email: studentaccounts@solacc.edu
- SLCC Student Success Center: 337-521-6983 email: studentsuccess@solacc.edu
- SLCC Office of Disability Services: 337-521-6915 email: ada@solacc.edu
- SLCC Career and Transfer Center: 337-521-8933 email: careertransfer@solacc.edu
- SLCC Tutoring Services: 337-521-8961 email: https://www.solacc.edu/academics/academic-success-center/index
- Campus Bookstore: 337-521-8930 email: slcc-lafayette@bkstr.com
- Department of Veteran Affairs site: https://www.va.gov/
- Louisiana Department of Veterans Affairs: https://www.vetaffairs.la.gov/