



# VETERANS PACKET

## Veterans Resource Center

The Veterans Resource Center (VRC) staff at Mt. San Antonio College (Mt. SAC) welcomes you! We are eager to assist you as you continue your educational journey with us and hope that your time at Mt. SAC will be a rewarding experience. Should you have any questions or need assistance, please do not hesitate to contact our office so that we may assist you.

Phone: (909) 274-0156  
Email: [veterans@mtsac.edu](mailto:veterans@mtsac.edu)  
Website: <http://www.mtsac.edu/veterans>  
Instagram: @mt\_sac\_vrc  
Hours\*: 8:00 am – 5:00 pm Monday – Thursday  
8:00 am – 4:30 pm Fridays

*\*Winter and Summer hours may vary. The VRC is closed for in-person assistance when classes are not in session.*

The Veterans Resource Center has prepared the following packet which outlines the procedures and processes that will enable you to successfully obtain your eligible benefits while on campus. The packet includes:

- Benefit Check-list
- How to Get Started: Steps 1-10
- Submitting your Request for Benefits Packet
- Submitting your Request for Priority Registration
- Links to Veterans Resource Center Required Forms
- Veterans Success on Campus (VSOC) Flyer

## Meet the VRC Team

The Veterans Resource Center staff are available to assist you. This is your support team!



**Jazmin Vargas**  
VRC Coordinator



**Desiree Campos Marquez**  
VRC Manager



**Dr. Bernie Somers**  
VRC Counselor



**Luis EcheverriaNewberry**  
VRC Counselor



**Jason Conway**  
VRC Counselor



**Lisa Foster**  
VRC Certifying Official



**Naomi Lagerstrom**  
VRC Financial Aid Specialist

## STUDENT VETERANS BENEFIT CHECKLIST

In order to ensure the timely delivery of your eligible benefits, follow the check-list below to ensure you have completed all required steps (see the "HOW TO GET STARTED" section for more details) in order to receive benefits at Mt. SAC:

### **Checklist for GI Bill recipients NEW to Mt. SAC:**

- I have applied for Financial Aid for the current academic year
- I have completed a Mt. SAC Admissions Application
- I have applied for VA Educational Benefits
- I have completed an INDOC Orientation with the VRC or met with a VRC Counselor
- I have submitted a request to the Office of Admissions, along with my sealed official transcripts, **including foreign and military transcripts**, for evaluation from all previous institutions/post-secondary schools I have attended
- I have completed Mt. SAC's mandatory orientation for new students online in MyPortal
- I have completed the Assessment Questionnaire (AQ) online
- I have completed a Mountie Academic Plan (MAP) (Educational Plans MUST be comprehensive). NOTE: An appointment to complete an academic plan WILL NOT be made unless all transcripts have been submitted to, received **and** evaluated by the Mt. SAC Admissions and Records Office
- I have registered for classes
- I have submitted a complete "Request for Benefits" packet to the Veterans Resource Center

A complete packet consists of the following:

- [Request for Active Educational Benefits Form](#)
- [Statement of Obligation & Responsibilities Form](#)
- Educational Plan
- Student Schedule/Receipt (#11 under the Student Tab in MyPortal)
- Certificate of Eligibility
- DD-214 Member-4 or Service-2 Form (Veterans only)

Veterans/Dependents who have never attended Mt. SAC but who have applied for benefits at another institution must also submit the following as a part of their complete packet:

- VA form 22-1995 (Veteran or Reservist changing place of training)
- VA form 22-5495 (Dependent changing place of training)
- DD2384 (Notice of Basic Eligibility-NOBE, Reservist only)

## **HOW TO GET STARTED**

In order to ensure the timely delivery of your eligible benefits, please closely follow the procedures listed below in order to prepare for the submission of your “Request for Benefits” packet to the Veterans Resource Center. If you are looking to simply apply for priority registration WITHOUT the use of your VA educational benefits, please SKIP the “How to Get Started” section and proceed to “Submitting Your Request for Priority Registration”.

### **STEP ONE:**



#### **Apply for Financial Aid.**

- Complete the FAFSA at <http://www.fafsa.gov/> using Mt. SAC’s school code **001245**.
- For assistance in completing your FAFSA application, contact the Mt. SAC Veteran Resource Center at (909) 274-0156. To check your status, visit your student portal (MyPortal) at <https://inside.mtsac.edu>.
- For students who have had a change of income (i.e. separation from Active Duty), please contact our VRC Financial Aid Specialist at veterans@mtsac.edu for information on how your financial need may be re-evaluated based on the reduction of income.

### **STEP TWO:**



#### **Apply for VA Benefits.**

- To file for the use of education benefits with the VA, please use the eBenefits website and complete the Educational Benefits Application at: <https://www.ebenefits.va.gov/ebenefits/homepage>.
- After completing the application you will receive a “Certificate of Eligibility” letter in the mail from the Department of Veterans Affairs, which you must submit to Mt. SAC’s Veterans Resource Center as part of a completed packet. It may take up to 30 days to process
- If you have not received your “Certificate of Eligibility” and need one as soon as possible, you can print it out via the following steps:
  - o Log into ebenefits.va.gov
  - o Select “manage” at the top
  - o Select “Education” from the drop down menu
  - o Select whichever benefit you’ll be using and print out the status

### **STEP THREE:**



#### **Complete an Admissions application.**

- Complete and file an Admissions application online at: <https://www.mtsac.edu/admissions/steps-to-apply/>
- Should you have any questions about the Admissions process, please contact the Admissions Office at (909) 274-4415 or visit them on-line at: <http://www.mtsac.edu/admissions/>
- Your Student ID# **A0xxxxxxx** will be sent to the email in which you applied to the school.
- If you do not received your student ID#, call the Admissions and Records Department at (909) 274-4415 in order to obtain that information.

### **STEP FOUR:**



#### **Complete a Veteran Indoc Orientation with a VRC Counselor.**

- Indoc orientations are available online via [www.mtsac.edu/veterans](http://www.mtsac.edu/veterans) under the “Applying for Benefits” tab – click on “Getting Started at Mt. SAC”
- The Indoc Orientation is designed with the veteran student in mind, covering information about the GI Bill, financial aid, academic counseling, tutors, and other benefits and services for the student veteran.

**STEP FIVE:****Submit Your Discharge Letter (DD form 214). (ONLY FOR VETERANS)**

- Submit the **Member-4 or Service-2** copy of your DD Form 214.
- DD Form 2384 (Notice of Basic Eligibility-NOBE for Non-Activated Reservist is acceptable).

**STEP SIX:****Submit ALL official transcripts and an evaluation request to the Admissions Office.**

(NOTE: An appointment to complete an Educational Plan WILL NOT be made unless all transcripts have been submitted, received **and** evaluated. Once received, it may take up to 3 weeks for transcripts to be evaluated – it is your responsibility to plan accordingly.)

- When sealed official transcripts are received, please send an email to admissions@mtsac.edu and request your transcripts be evaluated. Be sure to include a *Transcript Evaluation* form that can be found at:  
**<https://www.mtsac.edu/admissions/forms-and-publications.html>**
- Include all foreign and military transcripts as they are required by the VA. For links to military transcript request sites, visit: **<http://www.mtsac.edu/veterans/forms.html>**

**STEP SEVEN:****Attend Mt. SAC's mandatory orientation for new students.**

- **Orientation must be completed prior to registering.**
- The Online Orientation can be completed by logging into your Mt. SAC student portal and selecting the Student Success tab, you will find the link under the New Student Registration List "Step Two". Access your portal at <https://inside.mtsac.edu>.

**STEP EIGHT:****Take your Assessment tests.**

- To help ensure students take the right English and Math courses, the Assessment Center uses an Assessment Questionnaire (AQ) for course **placement in English and Math only**. Most students will immediately receive placement results based on their answers to the Assessment Questionnaire. The questions you will answer pertain to high school GPA, English and math courses taken in high school, and grades in those courses.
- English and Math tests taken at the Mt. SAC Assessment Center will be accepted if taken within the last two years.
- To complete the AQ visit **<http://www.mtsac.edu/aq>**

**STOP – Read before proceeding to step #9:**

**In order to complete an educational plan, you MUST confirm that ALL transcripts from previously attended institutions (if applicable) have been submitted to and evaluated by the Mt. SAC Admissions and Records Office.**

**STEP NINE:****Complete a Mountie Academic Plan (MAP).**

- Complete a Comprehensive Mountie Academic Plan with a VRC Counselor before registering for your first semester.
- Make an appointment by visiting the VRC website:  
**<https://www.mtsac.edu/veterans/vetcounseling.html#VirtualCounseling>**.
- Appointments should be made 10 days - 2 weeks in advance of registration and only after you have confirmed that ALL transcripts from previously attended institutions have been received and evaluated.

**STEP TEN:****Register for classes.**

- You will receive your permit to register and date of registration via the email that you supplied on your **<http://www.ccapply.org>** application.
- You can also check your registration status in MyPortal (#8 under the Student tab),
- Register online via your my.mtsac portal **<http://inside.mtsac.edu/>**
- Registration is under the **Student** tab on your portal (Self-Service link #4).

## **SUBMITTING YOUR REQUEST FOR BENEFITS “VETERANS PACKET”**

### **Checklist for NEW student Veterans at Mt. SAC:**

The following paperwork must be submitted to the Veterans Resource Center in order for your request for educational benefits to be processed, submit your completed packet to [veterans@mtsac.edu](mailto:veterans@mtsac.edu):

- [Request for Active Educational Benefits Form](#)
- [Statement of Obligation & Responsibilities Form](#)
- Student Schedule/Receipt (#11 on your Student Tab via the Mt. SAC portal)
- Certificate of Eligibility
- Educational Plan
- DD-214 Member-4 or Service-2 Form (Veterans only)

Veterans/Dependents who have never attended Mt. SAC but who have applied for benefits at another institution must **also** submit the following as part of their complete packet:

- VA form 22-1995 (Veteran or Reservist changing place of training)
- VA form 22-5495 (Dependent changing place of training)
- DD2384 (Notice of Basic Eligibility-NOBE) (Reservists only)

### **Check-list for student Veterans CONTINUING at Mt. SAC:**

- I have applied for Financial Aid for the current academic year.
- I have my most current Mountie Academic Plan (MAP) on file with the Veterans Resource Center.
- I have registered for the current semester and my currently registered courses are listed on the MAP that is on file with the Veterans Resource Center.
- I have submitted a complete semester packet to the Veterans Resource Center. A complete semester packet consists of the following:
  - [Request for Active Educational Benefits Form](#)
  - Student Schedule/Receipt (#11 on your Student Tab via the Mt. SAC portal)

## **Forms**

Visit our website (<https://www.mtsac.edu/veterans/forms.html>) to download/access required forms. Once you have completed forms, please submit additional required documents via email to [veterans@mtsac.edu](mailto:veterans@mtsac.edu).

## **SUBMITTING YOUR REQUEST FOR PRIORITY REGISTRATION**

The California Community Colleges Board of Governors approved changes that established system-wide enrollment priorities designed to ensure classes are available for students seeking job training, degree attainment or transfer and to provide incentives to students who make progress toward their educational goals. Students who are active-duty military, veterans, and/or reservists will be considered for priority registration if they meet the following requirements:

- Submit a DD-214 Member-4 or Service-2 Form, or current Military ID, to the Veterans Resource Center;
- Complete Online Orientation;
- Take Assessment Questionnaire (AQ)
- Have an Mountie Academic Plan (MAP) on file; (abbreviated MAPs are acceptable for priority purposes ONLY)
- Maintain Satisfactory Academic Progress (including maintaining at least a cumulative 2.0 GPA); and
- Have not exceeded 100 units.



# Veterans Success - VSOC - on Campus Mt. San Antonio College VRC

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The Vet Success on Campus program (VSOC) locates experienced VA counselors at schools to assist the growing number of Veterans on college campuses. VSOC counselors provide resources to help Veterans achieve their academic goals and find meaningful careers. The counselors collaborate with VA school certifying officials, perform outreach, and communicate with student Veterans. They make sure Veterans' health, educational, and benefit needs are met, helping them reach their education and career goals.

VA has placed trained counselors at 104 college and university campuses throughout the nation. Mt. SAC is proud to be selected as a VSOC site and welcomed VA staff member Maura Kazden to our Veterans Resource Center Team in 2019.



Mt. San Antonio College  
Veterans Resource Center



(310) 235-7778



[maura.kazden@va.gov](mailto:maura.kazden@va.gov)



[mtsac.edu/veterans/vsoc](https://mtsac.edu/veterans/vsoc)

**VSOC (Remote) Hours**  
Wednesday - Friday  
6:30 am - 4:30 pm

**Maura L. Kazden, M.S.**

**VA Vet Success on Campus Counselor (VSOC)**

Veterans Administration, VR&E Division (28/344)  
Los Angeles Regional Office

**Citrus College** – Mon. and Tues.

**Mt. SAC** – Wed., Thurs., and Fri.

(310) 235-7778 (**voice-message/appointments**)

[maura.kazden@va.gov](mailto:maura.kazden@va.gov)

