

MSJC Military Dependents – New Student Checklist



Enroll Now

1. **Campus Tour** (Depending on Staff Availability)
2. **Application** – <https://www.msjc.edu/enroll/>
3. **Apply for VA Education Benefits** – [VA.gov Home](#) | [Veterans Affairs](#) (optional)
 - a. When Certificate of Eligibility (COE) arrives in mail, please submit immediately after registering for classes by uploading at [Veterans Services Secure Document Upload](#)
 - b. If you previously used VA education benefits complete Request for Change of Program or Place of Training (VA Form 22-5495) here: [VA.gov Home](#) | [Veterans Affairs](#)
 - c. **Cal Vet Fee Waiver.** For more information see [Microsoft Word - DVS - 40 rev 1-17x \(ca.gov\)](#)
Applications also available from MSJC Veterans Services
4. **Apply for Financial Aid** [FAFSA® Application](#) [MSJC Federal School Code: 001246] (optional)
5. **Obtain Your Username & Student ID Number** – Self-Service [ea.msjc.edu](#)
 - a. On the Log In Page, click on “What is my Username and Student ID?”. You should have received an email with this information as well.
6. **Orientation** – <https://login.msjc.edu/> (may take up to 24 hours for your completion to show)
7. **Placement** - Students who graduated from high school within the last 10 years are eligible for Math and English placements based on high school transcript information reported on their admissions application. Click here to learn more: www.msjc.edu/MultipleMeasures. For those who have not received a placement based on multiple measures, our counselors can help with a placement clearance form.
8. **Activate Student Email** – Enrollment Services emails Registration Dates and Times. Check your MSJC email.
9. **Submit Transcripts** – Official transcripts can be sent electronically from an institution or vendor via email to officialtranscripts@msjc.edu. Paper transcripts may also be mailed if they remain unopened.
 - a. Submit all previous transcripts from any schools attended including military transcripts for evaluation.
 - b. If using Federal VA benefits all official transcripts must be received by the end of the second semester.
10. **Counseling** - To schedule an appointment online please visit: <https://msjc.craniumcafe.com/group/veterans>
Select a Veterans Counselor: Debra Gleason, Leslie Alarcon or Deisy Baltazar
 - a. Education plans required if you are using Federal VA Educational Benefits, otherwise highly recommended.
11. **Registration Date. Enrollment Services emails Registration Dates and Times. Check Your MSJC email.**
 - a. If you do not feel your registration date is correct, please contact a Veterans Counselor.
12. **Register for Classes.** Self-Service. Select “Student Planning.”
13. **Submit Documents** via Secure Document Upload at [Veterans Services Secure Document Upload](#)
14. **Remember to Submit Statement of Responsibility (SOR)** each term and each time you add or drop a course (s).
15. **Join our Student Veterans Organization.** Military Dependents and Friends of Veterans are encouraged to join and participate <https://www.facebook.com/MSJCVets/>

Student ID # _____

MSJC Student Support Hub

www.msjc.edu/hub

Phone Numbers

MSJC Veterans Services

(951) 639 -5237

U.S. Department of Veterans Affairs

Education Benefits (888) 442 – 4551

California Department of Veterans Affairs

(951) 955.3060

As a Military student at MSJC you are a member of our PAVE Program or Peer Advisor for Veterans Education Program. Our PAVE program partners new students with current students to support their transition & success by sharing information, answering questions, and providing guidance on benefits and services.

MSJC
Mt. San Jacinto College