

MSJC Student Veterans – New Student Checklist

1. **Campus Tour** (Depending on Staff Availability)
2. **Application** – <https://www.msjc.edu/enroll/>
3. **Apply for VA Education Benefits** – VA.gov
 - a. When Certificate of Eligibility (COE) arrives in mail, please submit immediately after registering for classes by uploading at [Veterans Services Secure Document Upload](#)If you have previously used VA Education Benefits complete Request for Change of Program or Place of Training (VA Form 22-1995) here: [VA.gov Home | Veterans Affairs](#)
4. **Apply for Financial Aid** <https://studentaid.gov/h/apply-for-aid>
 - a. 2021-2022 FAFSA/MSJC Federal School Code: 001246 (optional)
5. **Obtain Your Username & Student ID Number – Self-Service (EagleAdvisor)** ea.msjc.edu
 - a. On the Login Page, click on “What is my Username and Student ID?” You should have received an email with this information.
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 <https://msjc.edu/proctoring/multiple-measures.html> If you have not received a placement based on multiple measures, our Veterans Counselors can help with a placement clearance form.
8. **Activate Student Email – EagleAdvisor** ea.msjc.edu
 - a. Log in and select “Student EagleAdvisor.” Click on the “Activate Student Email Account” link.
9. **Submit Transcripts** – Official transcripts may be sent electronically from an institution or vendor via email to officialtranscripts@msjc.edu. Paper transcripts can also be mailed they must remain unopened.
 - a. Submit transcripts from any schools previously attended including military transcripts for evaluation. [Joint Services Transcript \(JST\)](#) [Community College of the Air Force Transcripts](#)
 - b. If using VA benefits all official transcripts must be received by the end of your second semester.
10. **Submit DD214 (Member Copy 4) - Upload** [Veterans Services Secure Document Upload](#)
11. **Counseling** - To schedule an appointment online please visit: <https://msjc.craniumcafe.com/group/veterans>
Select a counselor: Debra Gleason, Leslie Alarcon or Deisy Baltazar. Education plans required if using Federal VA Educational Benefits, otherwise highly recommended.
12. **Registration** – Enrollment Services emails Registration Dates. Check Your MSJC Email for Date and Time
 - a. If you do not feel your registration date is correct, please contact your Veterans Resource Specialist – Diana Chacon - dchacon@msjc.edu Last Names A-M, Benny Rivas - brivas@msjc.edu Last Names N-Z.
13. **Register for Classes – Self-Service.** Click on “Student Planning.”
14. **Submit Documents** – via Secure Document Upload at [Veterans Services Secure Document Upload](#)
15. **Remember to Submit Statement of Responsibility (SOR)** each term and each time you add or drop a course (s).
16. **Join our Student Veterans Organization.** <https://www.facebook.com/MSJCVets/>



Your Responsibility
Each Term After Registering for Classes
Upload Your Statement of Responsibility Form
or
Email Your MSJC Registration Statement
Upload - [MSJC Veterans Services Secure Document Upload](#)

Email – Veterans Resource Specialists
Last Names A-M Diana Chacon
Last Names N-Z Benny Rivas

Phone Numbers

MSJC Veterans Services

951.639.5237

U.S. Department of Veterans Affairs (VA) Education

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

08/21