

Checklist for Butte College Veterans and Eligible Dependents of Veterans



To Do:

- Complete VA Application for Education Benefits.** This application is available online at <http://vabenefits.vba.va.gov/vonapp/>. We encourage all applicants to complete this application in our office to avoid confusion and delays in the process. If done at home, we can certify you only after you bring to our office the **entire completed application with a confirmation number** or the **Certificate of Eligibility**.
 - Veterans: keep a copy of your DD-214 on hand to enter correct service dates.
 - Dependents: bring the Social Security number of the parent who served military time.***Note:** On the VA application, when asked to enter an "Effective Date", use the date that you want your benefits to start. Make sure that this date is before the start of the semester; otherwise, the VA will not begin to pay you or your tuition and fees until the date you elected.*

- Complete an Application for Admission to Butte.** The application can be obtained from the Admissions and Records Office or online at <http://www.butte.edu/newandreturning/>. Go to the Getting Started at Butte College link, then Enrollment Process.

- Provide Butte College with Transcripts.** This includes any colleges you attended before, during, or after your military service. Make sure Admissions and Records gets an **official, unopened** copy of your transcripts.

- Take the Assessment Tests.** Testing schedules are available at the Assessment Office. If you completed assessments at another college, you may contact that college and request that the scores be sent to Butte College. For scheduling, contact the Assessment Office at (530) 895-2350.

- Attend Orientation:** If this is your first time at Butte College you may be required to attend Orientation. You must schedule an appointment, either by visiting the Orientation Office located in the SAS building (1st floor), or online at: http://www.butte.edu/newandreturning/getting_started/enrollment_process/orientation/
***Note:** You may not need to attend Orientation. Make sure you check the exemptions to see if any apply to you and then contact the Orientation Office to be waived (895-2416).*

- Meet With a Counselor for a Veterans Education Plan.** This Ed Plan will list each class you need to take in order to reach your educational goal. Before the counseling department can make an Ed Plan appointment, you must have completed all the previous steps listed above.
***Note:** Prepare early! Counseling appointments are limited and could delay certification of enrollment.*

- Register for Courses.** Although you may register for any courses, only those courses that fall within your Ed Plan will be certified to the VA.
***Note:** Only those who are receiving VA vocational Rehab and Ch. 33 Post 9/11 benefits with a 100% rating and submitted their Certificate of Eligibility and Declaration of Enrollment within 4 days will be exempt from Butte College's 7 Days to Pay policy.*

- Complete Declaration of Enrollment.** List the classes you will be taking during the semester. You will need to complete a Declaration of Enrollment every semester; benefits do not automatically roll over to the next semester. You are responsible to notify this office of any changes to your enrollment.
***Note:** Veterans are not required to take any P.E. courses or Health 2 unless indicated on your Ed Plan. (These classes are waived by your DD-214). Check with your counselor!*

- Bring a Copy of Your DD-214 Member 4 Copy** (Veterans only), **Veterans Ed Plan, and VONAPP Application to the Office of Veterans Services.** For **Select Reservists**, a copy of your Notice of Basic Eligibility (**NOBE**) must be submitted. The NOBE is obtained through your command.

If you have any questions or would like more info, call or e-mail the Butte College Office of Veterans Services at: (530) 895-2566 or veteransservices@butte.edu. You can also find us on Facebook by searching for Butte College Veteran's Resource Center and clicking "like."