STEP BY STEP FOR VETERANS and DEPENDENTS

_______ Complete a PCC Admissions Application. You can apply by going to www.pittcc.edu. Click on Apply Now.

_______ Complete VA Application for VA Education Benefits. You can do this by going to www.gibill.va.gov and clicking on the Apply for Benefits tab. If you have an e-benefits account, you can also apply through e-benefits. Every Veteran is encouraged to set up an e-benefits account. If you are using Tuition Assistance, please contact your unit commanding officer about steps to apply.

_______ Meet with your VA Coordinator, Sonji Rowsom. Sonji can be reached at 252-493-7323 or by email at srowsom@email.pittcc.edu or the Veterans Services Specialist, Douglas “Brady” Quinn at 252-493-7332 or by email at dquinn@email.pittcc.edu.

_______ Please inform VA Coordinator of in-state vs. out of state residency and your status (active duty or inactive.) Check your admissions acceptance letter for your residency status. If you want to appeal your residency status, please go to www.pittcc.edu and type “residency” in the search site box for more information on how to appeal.

_______ Choice Act for Chapters 30 and 33 students only. Letter of intent, DD-214, and Certificate of eligibility needed for Choice Act. (Veterans and dependents of veterans who are using Montgomery GI Bill or Post 9/11 benefits and who have been honorably discharged within 36 months of enrollment).

_______ Request your official high school transcript/GED. ALL official college transcripts, and your Joint Services transcript (copies must be received electronically or mailed directly from CCAF). If you need to verify that your official transcripts have been received, call the Registrar’s Office at 252-493-7232 or the VA Office at 252-493-7323/252-493-7332.

_______ Apply for financial aid. You can do this by going to www.fafsa.ed.gov. The 2017-18 FAFSA is needed for fall 2017, spring 2018, and summer 2018. The PCC school code is 004062.

_______ Complete Placement Testing. For more info. Go to www.pittcc.edu and type placement testing in the search site box or call 252-493-7561.

_______ Attend Orientation – This is required for students who are 1st time college students. Orientation is recommended for transfer students, but not required. Go to pittcc.edu, type orientation in search box and register for available sessions. For additional information, contact John Carrere at 252-493-7380.

_______ Meet with your academic advisor to discuss classes you need to take.

_______ Register for classes. Make sure that you have financial aid or payment made by the payment deadline debt. For Post 911/Chapter 33 recipients: In order to receive your full housing allowance, you must have at least one seated class for the entire term. Non-seated classes include Internet (ending with IN) and Hybrid (ending with HY)

_______ Meet with the VA Representative to make sure you that you have registered for the correct classes.
Review and sign PCC VA GI BILL Instruction Letter

Receive verification via e-mail from VAONCE. **This should happen after school begins and your VA Certifying Official has certified your enrollment.**

Students using Montgomery GI Bill (Chapter 30), Montgomery GI Bill-Selected Reserve Chapter 1606), and REAP (Chap 1607) must **verify their enrollment** at the end of each month prior to receiving funds. Please verify your enrollment with the VA by calling 888-GIBILL-1 (888-442-4551). Call between 8 a.m.-6 p.m., Monday-Friday. Press options 1, and then 0, to get to an operator. Your VA File number is the same as your social security number.