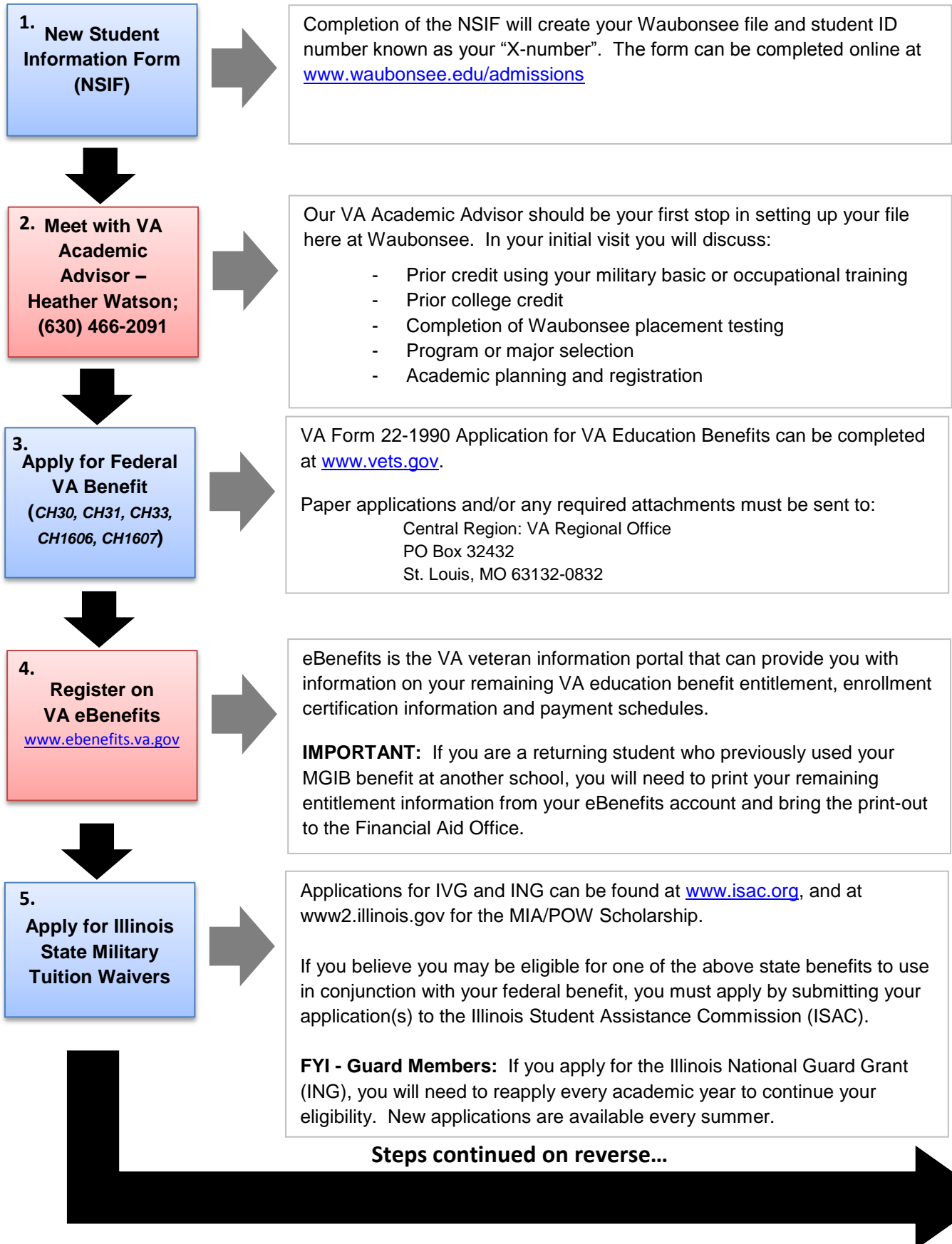
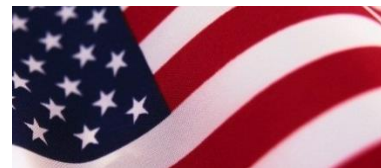




## WCC Veteran Student Checklist





# IMPORTANT

# CONTACTS

*For assistance getting started, academic advising, benefit/referral information, and the evaluation of military training for college credit, please contact:*

Heather Watson  
Transfer/ Veterans Advisor  
Student Center, Room 278  
(630) 466-2091  
[hwatson@waubonsee.edu](mailto:hwatson@waubonsee.edu)

Office Hours:  
M, 8 a.m.-5:30 p.m.;  
T and Th 8 a.m. – 4:30 p.m.  
W 8 a.m. – 7 p.m.  
F 8 a.m. – 12:30 p.m.

*For assistance with financial aid and veterans' benefits, please contact:*

Allison Guziec (A-M)  
Financial Aid Advisor  
Student Center, Room 244  
(630) 466-2902  
[aguziec@waubonsee.edu](mailto:aguziec@waubonsee.edu)  
Office Hours:  
8 a.m. – 4:30 p.m., M,W,Th,F  
10:30 a.m.-7 p.m., T

Andrea Wheeler (N-Z)  
Financial Aid Veterans Coordinator  
Student Center, Room 246  
(630) 466-2797

[awheeler@waubonsee.edu](mailto:awheeler@waubonsee.edu)  
Office Hours:  
8 a.m. – 4:30 p.m., T,W,Th,F  
10:30 a.m.-7 p.m., M



## 6. Complete Free Application for Federal Student Aid (FAFSA)

Every veteran is asked to complete the FAFSA to determine eligibility for additional aid through the federal and state grant programs. **Federal School Code: 006931**

The FAFSA can be completed at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

## 7. Certificate of Eligibility (CoE)

You must provide a copy of your Certificate of Eligibility for each benefit you wish to use.

**Dependent Students:** If you are using dependent benefit Chapter 35, you must provide the social security number of the veteran and your code number when submitting your letter to our office. **This information is considered your VA file number and is required for processing.**

## 8. Notify the VA of Changes

**VA Form 22-1995 Request for Change of Program or Place of Training Form** is required for transfer students. If you previously attended Waubonsee, you will not need to complete this form unless your registration gap is longer than 16 weeks.

You will also be required to complete a Transcript Evaluation Request Form (TERF) at [waubonsee.edu](http://waubonsee.edu) for schools previously attended while using your benefit. The form is located on the Student tab in the Student Forms box. **WCC will only certify ONE semester without review of prior credit.**

**DEPENDENTS:** You will need to complete the **22-5495 Dependents' Request for Change of Program or Place of Training Form.**

Both forms can be completed online through the VAONAPP system found at [vabenefits.vba.va.gov/vonapp/main.asp](http://vabenefits.vba.va.gov/vonapp/main.asp)

## 9. Request the Campus Notify VA of Your Enrollment

**Veteran's Enrollment Certification Request (VECR)** form, found in your mywcc account on the Student tab, must be completed every semester you wish the Financial Aid Office to certify your federal benefit (i.e. Chapter 30, Chapter 33, Chapter 31, 1606, 1607, VRAP and/or Chapter 35), and/or apply your state veteran funding (IVG, ING or MIA/POW).

**IMPORTANT:** This form must also be submitted when you add or drop courses after your semester has been certified. Failure to notify our office in a timely manner could result in a higher overpayment. Please allow for 5-10 business days for processing.