



Veterans Services Checklist



1. How to Apply for VA Education Benefits:

- a. Complete the Application for VA Education Benefits (VONAPP) online at www.vabenefits.vba.va.gov
- b. VA will issue a Certificate of Eligibility (C.O.E.) this certificate will give basic eligibility information including months of entitlement and period of eligibility.

2. Apply for admission to West Los Angeles College:

- a. If you are not currently enrolled in at WLAC, or have not registered for classes for two consecutive semesters (Fall and Spring), you must complete an online Enrollment Application.
- b. Apply via-online www.openccapply.net from any computer or mobile device with internet access or from a campus computer



3. West Express Way:

- a. The Student Success Support Program & Services Coordinates Assessment, Orientation and Initial Counseling so you can move towards your educational goal.
- b. Go to <http://www.wlac.edu/sssp/express.aspx> website and click on "Admissions/Expressway." West Expressway will guide you through Orientation, Assessment test and Abbreviated Student Education Plan.



4. Apply for Financial Aid:

- a. You may be eligible for fee waivers, grants and other financial aid to cover college expenses. To receive the best aid package, file your Free Application for Federal Aid (FAFSA) between the beginning of January and March.
- b. Submit Free Application for Federal Student Aid; Go on-line to www.fafsa.gov and follow the instructions for completing an application. Federal School Code: 008596



5. New Students Requesting Veterans Education Benefits; Chapter 30, 31, 33, 35, 1606 and 1607:

- a. Contact Bill Mckillian for VA Benefits Verification Process
- b. Submit Certificate of Eligibility (C.O.E.)
- c. Submit Copy of DD 214 Reserves: Copy of DD 2384 Notice of Basic Eligibility (N.O.B. E.)
- d. Submit AARTS, SMARTS, Community College of Air Force, and United States Coast Guard Transcripts.
- e. For Chapter 31 submit the VA form 28-1905 issued by (VRC) or Case Manager
- f. Schedule an appointment with Tamara Jones-Jamison, Veterans Counselor, on 3rd floor of Student Services Building (SSB) room 350, for a Comprehensive Student Educational Plan (CSEP).
- g. Complete Request for Certification for Veterans Benefits form.

6. Continuing Student Requesting Veterans Education Benefits; Chapter 30, 31, 33, 35, 1606 and 1607:

1. Only required classes for your stated educational goal can be certified for GI Bill benefits. Therefore, if there is a change of classes for any reason once your CSEP has been created, schedule another appointment with the Veterans Counselor.
2. Complete a Request for Certification for Veterans Benefits Form: Note: WLAC Veterans Office does not assume you want to use your VA education benefits every semester that you are enrolled. You must submit a Request for Certification of Benefits Form as soon as you register for classes each semester. The earlier you register and notify WLAC veteran's office, the more likely you will begin receiving benefits in a timely manner.

Verify Your Enrollment:

Chapter 30, 1606 and 1607 students must verify their enrollment monthly. Verification may be completed via: Web Automated Verification of Enrollment (WAVE) at www.gibill.va.gov/wave/index.do or by calling (877) 823-2378.

Enrollment Status

Contact WLAC VA Certifying Official immediately if there are any changes in your enrollment status, including adding/dropping courses.

Point of Contact:

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| <u>Veterans Certifying Official:</u> | Bill Mckillian | (310) 287-4370 email: mckilwi@wlac.edu |
| <u>Veterans Counseling Appointments:</u> | Liz Martinez | (310) 287-4399 email: martinln@wlac.edu |
| <u>Veterans Counselor:</u> | Tamara Jones-Jamison | (310) 287-4247 email: tjones@wlac.edu |
| <u>Financial Aid Technician:</u> | Francine Sanz | (310) 287-4413 email: sanzFG@wlac.edu |

Department of Veterans Affairs Office (888) 442-4551