1. **Apply for Veterans Educational Benefits** - Go to www.gibill.va.gov and apply online for VA Educational Benefits. You will receive a Certificate of Eligibility to your mailing address. The GI-Bill application process takes approximately 3 to 6 weeks at the VA Regional Office.

   - Veterans use form **22-1990** for Chapter 33, 33TR, 30, 1606 or REAP 1607
   - Dependents/Spouse use form **22-5490** for Chapter 35
   - Approximately about 3-6 weeks after, two copies of the Certificate/Letter of Eligibility will be mailed to you and you must bring one copy to the Moreno Valley College Veterans Services office and keep one for your records.

   *If you have previously used your benefits at a different institution, you will need to submit a Request for Change of Program or Place of Training form 22-1995, if you are a dependent complete a 22-5495 (these forms are also available on the Department of Veterans Affairs website and at www.mvc.edu/veterans ).

2. **Apply for Admissions** - Go to [www.mvc.edu](http://www.mvc.edu) to submit an online application.

   - As a veteran you may be eligible for priority registration for future terms. Bring in a copy of your DD214 to the Veterans Services office to check if you are eligible. Eligible students will be notified via their RCCD student email account.

   *Dependent student must complete the Admissions process but are not eligible for priority registration.

3. **Apply for Financial Aid** - Log onto [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to apply. Visit the Student Financial Services website for information on upcoming financial aid workshops. Moreno Valley College Financial Aid school code is **041735**.

4. **Set up RCCD Student E-mail Account** - Student RCCD email will provide important notices from the Veterans Services Office including certification confirmation, registration date, upcoming events, faculty correspondence, and much more. For information about activating your student email go to www.mvc.edu and log in to WebAdvisor.

5. **Mail in/Walk in all College & Military transcript(s)** - To assist in accurately completing your Student Educational Plan, we recommend that all your transcripts from the Military and other colleges and universities be submitted. Your enrollment in courses according to your SEP will assist in certifying your enrollment, if it is determined at a later time that you received payment for courses previously taken you will be in an overpayment and further funding may be terminated. Transcript(s) must be official, sealed, and less than 90 days from print date. **Please mail all transcript(s) to:**

    Moreno Valley College
    ATT: Veterans Services
    16130 Lasselle Street
    Moreno Valley, CA 92551

   *Please check WebAdvisor to determine when all transcripts have been received by MVC.*
6. **VA Counseling Appointment** – After all transcripts have been received (from the Military and other colleges/universities) and you have submitted your Certificate of Eligibility to Veteran’s Services, you will be given a Veteran’s Counseling Referral Slip. You must take this slip to the Counseling Department to set up an appointment with a counselor to complete your VA Student Educational Plan.

   *The VA will not pay for classes that are not included on the VA Student Educational Plan.*

7. **Register for Classes** – Registration for classes will take place via WebAdvisor on your registration date. It is mandatory that you communicate to Veterans Services any changes in your enrollment after you have received your benefits. If you were eligible for priority registration and missed registration, you will need to register for classes on your regular assigned date.

8. **Submit a Veteran’s Statement of Responsibility Form** – Once you have your signed Student Educational Plan and have registered for your classes, Veteran students are required to turn in a Statement of Responsibility form. The Statement of Responsibility form must be submitted every semester after enrolling in classes. After MVC has submitted your certification, you will receive a confirmation email to your RCCD student email address and it may take up to 4-6 weeks to receive your benefits from the VA. If you do not receive your benefits within this time, please contact the VA office at 1(877)823-2378 or visit their website at [www.gibill.va.gov](http://www.gibill.va.gov) and sign up for e-Benefits for payment information.

9. **Pay Fees** – If you have not received your GI Bill benefits please see Veterans Services as Moreno Valley College offers a deferral of payment for VA students. (Note: VA does not cover optional fees for Chapter 33/33TR benefit users, check your WebAdvisor for outstanding fees).

10. **Verify Your Enrollment** – Students receiving chapter 30, 1606 and 1607 benefits must verify their enrollment monthly by Web Automated Verification of Enrollment (WAVE) at [www.gibill.va.gov/wave/index.do](http://www.gibill.va.gov/wave/index.do). All other VA students are strongly encouraged to check the website for any information.

**Tips for being a Successful Student at Moreno Valley College:**

- Attend your classes and begin making progress toward your academic goals! - Meet each semester with an academic counselor to be sure that you are enrolling and successfully completing the VA approved courses that are required to complete your educational goal.

- Keep copies of all forms for your records.

- Keep your RCCD email activated and always check it for important information and updates.
Before you apply, read the important information within these links!

To get help over the phone call:
1-888-442-4551
**Ordering Military Transcripts**

Information about military transcripts and how to request the transcripts is available for each branch of the military. It is important to understand what each branch requires so it is highly recommended that each veteran requesting transcripts has read his/her specific guidelines on their particular military service website.

- **ARMY (AARTS Transcript):**
  Step 1. Go to: [http://aartstranscript.army.mil](http://aartstranscript.army.mil)
  Step 2. Click on ‘Official Transcripts’
  Step 3. Fill out the information requested to access transcript.
  Step 4. Choose the school where the transcripts are to be sent.

- **Navy & Marine Corps (SMART Transcript):**
  Step 2. Click on ‘OK’
  Step 3. Go to ‘How to Request an Official Transcript’
  Step 4. Print the form and take all necessary action to complete the form.
  Step 5. Follow instructions on top of form and fax or mail the request.

- **Air Force (CCAF Transcript):**
  Step 2. Scroll down and click on ‘Order Transcripts Online’
  Step 3. Fill out the information requested to access transcript.
  Step 4. Follow instructions to send request.

- **Coast Guard (CGI Transcript):**
  Step 1. Go to: [http://www.uscg.mil/hq/cgi/active_duty/go_to_college/official_transcript.asp](http://www.uscg.mil/hq/cgi/active_duty/go_to_college/official_transcript.asp)
  Step 2. Click on ‘Official USCG Transcript Request form CGI-1564’
  Step 3. Completely fill out request and press ‘submit to CGI’ on bottom right.

**Send Transcripts to:**

**MORENO VALLEY COLLEGE**

**ATTN: VETERANS SERVICES**

**16130 Lasselle STREET**

**MORENO VALLEY, CA 92551**

**The ACE Military Guide**

The ACE military Guide (Guide to Evaluation of Educational Experiences in the Armed Forces) is on the web at [www.militaryguides.acenet.edu](http://www.militaryguides.acenet.edu)
Activate Your RCCD Email Account

As a student of the Riverside Community College District (RCCD) you are provided with free student email via Microsoft’s Live@edu; all you need to do is activate it! RCCD email gives you access to important notices, new classes, class changes, wait list status, notices from Student Financial Services, faculty correspondence and more. **Personal email addresses will not be used by RCCD. An RCCD email account is the ONLY approved method of formal communication between the District and the student.**

You should have received your RCCD email address in the welcome email you received a few days after applying. You may also find it by going to WebAdvisor and clicking on *What’s My Email Address?*

To activate your email:

1. Go to outlook.com to SIGN IN (not SIGN UP) with your RCCD email address. Your temporary password will be your 6-digit date of birth (ex: 061078). You will be asked to change it to a private password.
2. Follow the Microsoft prompts to set up and activate your account. This is where it’s a good idea to be able to provide an alternate email address.
3. You can also forward your RCCD email to another personal email account. See detailed instructions below:

   a. Log on to your student email account
   b. Go to options drop down box (top right corner)
   c. Select *See All Options*
   d. Click on *Connected Accounts*
   e. Go to *Forward Your Email*
   f. Type in the email address of your choice in the forward my emails box
   g. Select *Start Forward*
   h. Last, click on *Save*

If you need help, view the student email tutorial on *WebAdvisor*. If you are having difficulty and you cannot resolve your problem using the tutorial call (951) 571-6101 or visit the Admissions & Records office.

**Mandatory:** You must send an email to veterans@mvc.edu ...

- In the subject line indicate: **Veterans Confirmation Email.**
- In the body indicate: **RCCD Email Set Up Complete.**

**Note:** *This step must be completed to ensure communication with MVC Veterans Services.*
How Can eBenefits Assist Me?

I am a Veteran
With a Premium (Level 2) DS Logon Account, Veterans are able to Apply for Veterans' Benefits Online (VONAP), access VA Payment History, apply for VA Home Loan Certificate of Eligibility, check on Compensation & Pension Claims Status, and more. Learn more.

I am a Service Member
With a Premium (Level 2) DS Logon Account, Service Members have access to Service Member Civilian Employment Information, Service Member Personnel Information, DoD TRICARE Insurance, Education Benefits and more. Learn more.

I am a Family Member
Family members (spouses and dependents [ages 18+]) of Service members and Veterans may register for a Basic (Level 1) DS Logon to access eBenefits. View TRICARE benefits, explore eLearning opportunities, and request information from State VA offices online. Learn more.

Register now to use all of the available features of eBenefits!

https://www.ebenefits.va.gov/