

The Office for Veteran Success Processing Check List

Welcome to College of the Mainland and the Office for Veterans Success (OVS). The OVS offers access to computers, a quiet room for studying or working on class assignments and the use of the center's copy/fax machine. The center is open Mondays and Tuesdays from 8 a.m. – 7 p.m. and Wednesdays through Fridays from 8 a.m. – 5 p.m.. This check list will assist you with applying to COM, applying for VA education benefits and requesting certification for your approved courses.

- Complete the application for college admission at www.applytexas.org. (Select two year college)
- Request **all** official transcripts of all prior schools attended (e.g. military, college, university or trade school). Official transcripts must be sent directly to COM's admission's office.
- You must meet all COM admissions requirements, otherwise you cannot attend class.**
- Include copy of DD214 with packet (**member's copy 4**). And a copy of your **Certificate of Eligibility** (recent and updated copy if available). Also submit a copy of DD-214 to the admissions office for evaluation.
- Apply for VA educational benefits at www.gibill.va.gov (VONAPP). *never used = first time applying to use VA benefits; used = used benefits before at another institution*
 - **Chapter 30** - Montgomery Bill (active duty, discharged/retired) – **You must complete VA form 22- 1990 never used or 22-1995 used**. This chapter requires VA enrollment verification monthly.
 - **Chapter 31** – Vocational Rehabilitation (Must apply through the VA Houston Regional Office) – **You must provide completed VA form 22- 1905 from Vocational Rehabilitation Counselor. (Contact Houston Regional Office at 713-383-1985.)**
 - **Chapter 33-** Post 911 (active duty, discharged/retired) – **You must complete VA form 22- 1990 never used or 22-1995 used. See note below.**
 - **Chapter 35** – Survivors and Dependents Educational Benefits (Service member must be 100 percent, permanently and totally disabled or deceased from a service-connected event.) **You must complete VA form 22-5490 never used or 22-5495 used.**
 - **Chapter 1606** – Montgomery Bill – Selected Reserves - **You must provide VA form DD-2384 Notice of Basic Eligibility (NOBE) from unit commander. This chapter requires enrollment verification monthly by going to VA website. www.gibill.va.gov/resources/verify_attendance**

Note: If transferring benefits to a family member, the recipient must fill out VA form 22-1990E (e.g. spouse or dependents of the veteran).



Establish an account with E-Benefits at (www.ebenefits.va.gov/ebenefits/homepage). This should have been done during your out-processing; if not, you and all others need to create an account).

Print copy of military transcript and include with Veterans Educational Packet. Military transcripts (unofficial) may be obtain online at <https://jst.doded.mil>. Have official copy sent to COM.

Testing: Texas Success Initiative assesses basic skills, visit <http://www.com.edu/testing-center/tsi-assessment> to see if you will require enrollment in a developmental class. **Military students meeting requirements are TSI exempt and are not required to take the test. Please contact the OVS for more information prior to testing.** If you feel that you are not as proficient as you would like to be in math, reading or writing, it is highly recommended that you take the test.

Apply for financial aid (FAFSA) online at (WWW.fafsa.gov). The school code is **007096**. Applying may provide additional funding. (This is optional.)

First-time college students must take the **New Student Orientation before registering for classes.** Go to WebAdvisor <https://webadvisor.com.edu/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=4601210691>

1. Log in or click ID/COM ID, click student menu, click academic profile, choose My Profile
2. Go back to Main Menu and click continuing education
3. Click registration and pay for continuing education classes (**Class is free.**)
4. Choose Topic code NSO and click submit, choose online section NSO and register

Meet with a veteran academic advisor (Joel Camacho or Ashley Jackson) to develop a degree plan and establish educational goals.

Complete registration in the student planner. (One-on-one assistance provided for first and second semester students). Others on a case by case basis as needed.

Return **fully completed packet** (Request for Certification, Veteran Responsibility, Transcript Evaluation and Prior Credit Request, VA Chapter Benefit and Military Transcript Request Receipt, Degree Plan and Class Registration and Fee Statement) to Office for Veteran Success. **Incomplete packets will not be accepted, as this delays timely processing of benefits.**

Veteran Coordinator/ School Certifying Official

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Education Section

1-888-442-4551

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College of the Mainland

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