

## Military and Veteran Affairs NEW Student Checklist

### New HACC MVA Students (Have not used VA Education Benefits)

#### First Time Using VA benefits

- (1) Apply at VA webpage: <https://www.va.gov/education/how-to-apply>
  - (a) For Chapters 30, 33, 1606 - VA form 22-1990
  - (b) For Chapter 35 (DEA) - 22-5490
- (2) Apply to HACC at <https://www.hacc.edu/Admissions/first-time-students.cfm>
- (3) Email [vaoffice@hacc.edu](mailto:vaoffice@hacc.edu)
  - (a) A copy of either your Confirmation of Application (take screenshot) or Certificate Of Eligibility (COE)
  - (b) DD-214 (member 4 copy showing discharge status), you may send to us via MyHACC
  - (c) Request to schedule an appointment for a HACC benefits briefing
- (4) Complete your enrollment processes with HACC. **Watch your new Hawkmial for communications**
- (5) Once you are registered for HACC classes, Submit your [Veterans Benefits Request Form \(Yellow Sheet\)](#) –
- (6) If transferring credits, send official transcripts to [HACC'S Records Office](#)

### New HACC MVA Students (Previously received VA Benefits at another school )

#### Transfer Students

- (1) Apply to HACC at <https://www.hacc.edu/Admissions/first-time-students.cfm>
- (2) Email [vaoffice@hacc.edu](mailto:vaoffice@hacc.edu)
  - (a) A copy of either your Certificate Of Eligibility (COE) from the VA
  - (b) DD-214 (member 4 copy showing discharge status), you may send to us via MyHACC
  - (c) Request to schedule an appointment for a HACC benefits briefing
- (3) Complete your enrollment processes with HACC. **Watch your new Hawkmial for communications**
- (4) Once you are registered for HACC classes, Submit your [Veterans Benefits Request Form \(Yellow Sheet\)](#) –
- (5) If transferring credits, send official transcripts to [HACC'S Records Office](#)

### REMINDERS:

- HACC's Veteran Benefits Request Form "Yellow Sheet" should be submitted every time you register for a new Term or add a new class to your schedule. The Yellow Sheet allows us to submit your information to VA for benefits!
- The VA does NOT authorize: **ONLINE, REMEDIAL** (below 100 level) classes, weapons or bartending classes, private music lessons, or classes outside of your program. Please make sure you follow your degree plan. Questions can be addressed to your academic advisor or HACC's MVA
- All remedial courses (below 100 level) must **be** taken in person
- After you have submitted your Yellow Sheet, **Chapter 33 (Post 9/11) Tuition and Fees** benefits are **PAID** after all drop/add periods are over, your classes are held until that point
- Chapter 33 Veterans are **not eligible** to take any PE courses

HACC's MVA contact information: (717) 780-2331 [vaoffice@hacc.edu](mailto:vaoffice@hacc.edu)