

## BCC Veteran's Affairs Program Information and Checklist



Thank you for choosing Berkeley City College to pursue your educational goals. Our mission is to promote student success, to provide our diverse community with educational opportunities, and to transform lives.

**Office Hours and Location:** Monday through Thursday, 8:30 a.m. to 4:30 p.m., Friday by appointment  
2070 Allston Way, Room 202 (Veteran's Resource Center), Berkeley, CA 94704

### **Contact Information:**

Jennifer Lenahan, VA Certifying Official  
and Program Coordinator/Counselor

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Amy Herrera, VA Counselor

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### **Categories of Benefits available:**

Chapter 30: Montgomery GI Bill

Chapter 31: Vocational Rehabilitation (for Veterans disabled while on active duty)

Chapter 32: VEAP (Veteran's Educational Assistance Program)

Chapter 33: Post 9/11 GI BILL

Chapter 1606/1607: Active Reservist & National Guard

Chapter 35: DEA (Survivors' & Dependents' Educational Assistance Program for dependents of deceased or 100% disabled Veterans)

### **Please complete the following steps:**

- Admission Application:** In order to apply for admissions to any California community college, you will need to fill out the *OpenCCC* application. You can access to this application here: <http://web.peralta.edu/enrollment-2/>. New and former students should select *Berkeley City College* to continue with the application.
- Veterans Affairs Application:** Submit your VA application online at <http://vabenefits.vba.va.gov/vonapp>. Once your application is received, you will receive an eligibility letter in the mail in approximately 2-3 weeks. Please bring a copy of this letter to our office.
- Assessment (Math and English):** The Department of Veterans Affairs requires all students to participate in BCC's Student Success & Services Program (matriculation process), which includes the completion of an assessment in English and Math, orientation, and academic counseling. If you have prior college credit in English, Math or have completed an assessment at another college in the last three (3) years, you may be exempt from this assessment & orientation requirement. Documentation is required.
- Financial Aid Application (if applicable):** The Higher Education Act of 1965 provides the basic rules and regulations governing Federal Financial Aid requests using the Free Application for Federal Student Aid (FAFSA). The FAFSA is used to apply for federal loans, grants, and work study. In addition, some schools use the FAFSA to award non-federal aid. To apply, please go to: <http://www.fafsa.ed.gov>
- California Fee Waiver (dependents only) and BOGG Fee Waiver:** Veteran dependents are eligible to apply for a California Fee Waiver through your local county VA office or a BOGG Fee Waiver from the Financial Aid Office. Veterans, receiving educational benefits, are not eligible for the CA Fee Waiver.
- Student Education Plan:** In order for us to certify your coursework, you will need to develop a Student Education Plan with our Veterans Affairs Counselor. The education plan outlines the courses that you will take to meet your educational goal. Therefore, we can only certify approved courses on your education plan. Information regarding prior college credit is incorporated into the education plan. We cannot certify you until all required documents are received and evaluated by our VA Counselors.

- ❑ **Enrollment:** For every semester that you request to be certified for, you will need to fill out an “*Enrollment Certification Request Form*”. After you complete your first semester, you will then be eligible for early priority registration for the next semester. Also, to ensure that you receive your monthly benefits on time, you should submit your enrollment request to us prior the beginning of the next semester.
- ❑ **Other College Transcripts and Initial Evaluation:** If you have transcripts from other colleges, please bring all official transcripts to our office or the VA Counselor. We are required to have an initial military evaluation on file for you. The military evaluation must be performed no later than 30 days from the 1st day of the semester. The official evaluation and granting of credit will be completed by our district Admissions and Records Office. All Veterans will receive six (6) semester units of elective credit for successful completion of basic training.

In order to determine Program Eligibility, you must submit the following documents to our office:

For Veterans:

- VONAPP-Online Application and/or you Eligibility Letter
- DD-214, DD-2284 or DD 22-1905 (Discharge papers)
- Previous College transcripts (if applicable)
- Education Plan with our VA Counselor
- Photo Identification

For Dependents/Spouse (required additional information):

- Dependents: A copy of your Birth Certificate
- Spouses: A copy of your Marriage License
- Award/Benefit Eligibility Letter
- Photo Identification

**Changes in your Program of Study:** If you change your educational goal or want to make any changes to your student educational plan, or add or drop a course, it is your responsibility to notify us immediately and then meet with our VA Counselor to update your file. A copy of your revised educational plan must be in your Veteran Affairs file here within 30 days from the date of the revision. Failure to report changes in a timely manner may result in the interruption of your benefits.

**Monthly Verification (Ch. 30 Veterans Only):** VA requires that you verify your enrollment on a monthly basis to them; this is also what initiates your monthly stipend. Our Veterans Affairs program here does not, nor cannot report your monthly enrollment for you. We only certify you once for the semester and report changes as they occur. It is your responsibility to verify your monthly enrollment. To verify your monthly enrollment please call (877) 823-2378 on the last business day of each month or you can go online to their website <https://www.gibill.va.gov/wave/index.do>

**Progress Probation/Dismissal:** Monthly verifications done at the campus level are only for students that have developed a pattern or have a history of dropping courses or withdrawing and/or receiving punitive grades, do not report changes to their schedules timely and/or do not attend classes on a satisfactory basis. We have the right to also place you on probation or termination if we feel that you have not satisfactorily met our program requirements. We always try to work with our students to avoid any disciplinary action, therefore, by requiring submission of a monthly enrollment verification with your instructors, we are able to track your progress.



**Program Commitment:** BCC and our Veterans Program personnel are committed to assisting you in maintaining your program requirements and achieving your educational goals. We will also work with you to ensure that you do not have any interruptions in your monthly benefits. In order for us to assist you with this, we ask that you please also keep us informed of any changes immediately. If you need help or have questions about the VA program and our college process, please contact our office. You are welcome to stop by our office or to the VA counselor whenever you feel necessary.