

MILITARY & VETERAN PROGRAMS ADMISSIONS CHECKLIST



☐ **1 APPLY FOR YOUR VA EDUCATION BENEFITS**

Review the different education benefits offered by the VA and complete an online application. If you already used your benefits at a previous school, please complete the change of school. It may take up to 30 days for the VA to process your application. Once approved, the VA will mail you a Certificate of Eligibility (COE), and is required for MVP to process your benefits.



☐ **2 APPLY FOR ADMISSION TO OLYMPIC COLLEGE**

Complete the online application. Your application may take one to two weeks to process. Once accepted, you will receive an email containing your ctcLink ID.



☐ **3 SUBMIT REQUIRED DOCUMENTATION**

The Military & Veterans Programs is your primary resource for VA education benefits, financial aid, and enrollment information. To make sure you're receiving the benefits available to you, it's important that you register with this office and provide the necessary documents.

- Student Agreement
- 100% Tuition Waiver Application (Chapter 35/ Dependents Education Assistance only)
- VA Certificate of Eligibility Waiver
- Transcript Evaluation Request
- Secure Upload for your Certificate of Eligibility or DD214



☐ **4 SUBMIT COLLEGE AND/OR MILITARY TRANSCRIPTS**

Olympic College is committed to providing you with credit for prior college training and military service. For a credit/transcript review, request official transcripts from your prior college(s) and military service, and submit a Transcript Evaluation Request. Transcripts can be sent via email to: evaluators@olympic.edu and mailed to

Olympic College
ATTN: Evaluators
1600 Chester Avenue
Bremerton, WA 98337

- Submit an evaluation request for your college transcripts (Including CCAF)
Request your Community College of the Air Force (CCAF) transcript
- Submit an evaluation request for your Joint Services Transcript
Request your Joint Services Transcript (Army, Coast Guard, Marine Corps, Navy)

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ADMISSIONS CHECKLIST (continued)



☐ COMPLETE ASSESSMENT TESTING OR PREREQUISITES REVIEW

Many courses require placement into English or Math or require you to show completion of these courses at a prior school. Be sure to get this process done early, to avoid any delay in enrolling for the classes you need. This is also important before meeting with your Student Success Coach or MVP Advising Team, so that they can create as accurate a plan as possible for your program.

- Schedule your Accuplacer Assessment
- Verify prerequisites



☐ PLAN YOUR EDUCATION

MVP advisors or Student Success Coaches are available for all degree programs and are here to help you schedule your classes and provide a path towards completion of your program. While meeting with a MVP advisor is not mandatory, it can be extremely helpful to ensure you are maximizing your VA education benefits and completing your program as quickly as possible.

- Book an appointment with Tatiane Simons
- Book an appointment with Viviana Byrd
- Make an appointment with a Student Success Coach

If you are unable to meet with the advising team, you can also plan classes on your own! Check out the Academic Planning Tools, Resources & Forms page on the Advising website.



☐ ENROLL IN YOUR CLASSES

After determining what classes you need to take, it's time to enroll, and request your VA benefits. The class schedule is posted online each quarter and each class has a unique, 5-digit Class Number.

After enrolling for your classes each quarter, you will need to submit your Certification Request. This notifies the MVP Benefits Office that you have enrolled and would like to use your VA education benefits.

MORE INFO:

Scan the QR code to visit our Military & Veteran Programs webpage:

olympiccollege.link/MVPChecklist

