

New VA Student Checklist

- Complete the online admissions application. <http://www.solacc.edu>;
- Submit your military transcripts and ALL prior college transcripts to SLCC Admissions for transfer credit evaluation. Military transcripts can be obtained by visiting <https://jst.doded.mil>, or you have the option to complete the SLCC **VA Joint Service Transcript Authorization Release** form to authorize SLCC to obtain your military transcript on your behalf via <https://www.solacc.edu/financial-aid/va-forms>.  
  
**\*\*\*Students will NOT be certified or processed without transcripts being received – NO EXCEPTIONS!\*\*\***
- Complete the application (22-1990) for VA benefits: [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill);  
  - Dependents and spouses should fill out a 22-5490 (if changing place of training-22-1999).
- Submit your DD214, Kicker Contract, and/or Notice of Basic Eligibility (NOBE) when completing your application with VA;
- Submit your **Certificate of Eligibility (COE)** to the SLCC VA School Certifying Official/Financial Aid Office upload portal via <https://www.solacc.edu/financial-aid/veteran-affairs>;  
  
**\*\*\*Students MUST provide COE by end of first semester of attendance.\*\*\***
- Submit the **Request to Certify Enrollment (RTC)** form for course verification. You can find the form via <https://www.solacc.edu/financial-aid/va-forms>;  
  - **The RTC must be completed every semester you wish to utilize your VA benefits.**
  - **You will be required to attach a copy of your schedule when completing the electronic form. A copy of your schedule is available on your LoLA account.**
  - **A Student Success Academic Advisor will submit your RTC, schedule, and degree audit to a School Certifying Official in the Office of Financial Aid.**
- REPORT ALL CHANGES IMMEDIATELY**
  - Adding/dropping courses, withdrawing from a course, receiving an incomplete in a course, change of major must be reported to the VA Certifying Official by completing the **Change of Enrollment** form: <https://www.solacc.edu/financial-aid/va-forms>;**\*\*\*Failure to report changes could result in the student owing a balance to the college and possibly VA.\*\*\***
- Report school attendance to the Department of Veterans Affairs on the last day of each month in order to receive payment;
  - **MGIB-Active Duty (Ch. 30), MGIB Selected Reserve (Ch. 1606), or Reserve Educational Assistance Program (Ch. 1607) Students** - Call 1-877-823-2378 or go online at [www.gibill.va.gov/wave/index.do](http://www.gibill.va.gov/wave/index.do).
  - **Post 9/11 GI Bill (Ch. 33) Students** – Text or call the Education Call Center at 1-888-GIBILL-1 (1-888-442-4551).
  - **LA National Guard Tuition Exemption or Louisiana’s Title 29 Dependents’ Educational Assistance Students** - Notify the Student Accounts Office by calling 337-521-8904 or send email to [studentaccounts@solacc.edu](mailto:studentaccounts@solacc.edu).
- APPLY FOR FINANCIAL AID:** [www.studentaid.gov](http://www.studentaid.gov). SLCC Federal School Code: **039563**



**Thank you for your service to our country and  
best wishes on your educational endeavors.**



**Helpful links, emails, and phone numbers:**

- Department of Veteran Affairs Education and Training questions: **Student Hotline: 888-442-4551**
- SLCC Veterans website: <https://www.solacc.edu/financial-aid/veteran-affairs>
- SLCC Admissions: 337-521-9622 email: [admissions@solacc.edu](mailto:admissions@solacc.edu)
- SLCC Registrar's Office: 337-521-8925 email: [registrar@solacc.edu](mailto:registrar@solacc.edu)
- SLCC Student Accounts Office: 337-521-8904 email: [studentaccounts@solacc.edu](mailto:studentaccounts@solacc.edu)
- SLCC Student Success Center: 337-521-6983 email: [studentsuccess@solacc.edu](mailto:studentsuccess@solacc.edu)
- SLCC Office of Disability Services: 337-521-6915 email: [ada@solacc.edu](mailto:ada@solacc.edu)
- SLCC Career and Transfer Center: 337-521-8933 email: [careertransfer@solacc.edu](mailto:careertransfer@solacc.edu)
- SLCC Tutoring Services: 337-521-8961 email: <https://www.solacc.edu/academics/academic-success-center/index>
- Campus Bookstore: 337-521-8930 email: [slcc-lafayette@bkstr.com](mailto:slcc-lafayette@bkstr.com)
- Department of Veteran Affairs site: <https://www.va.gov/>
- Louisiana Department of Veterans Affairs: <https://www.vetaffairs.la.gov/>