

SHORELINE COMMUNITY COLLEGE VETERAN & MILITARY STUDENT SERVICES (VMSS)

Are you a military-connected student seeking to use VA Education Benefits?

Getting started is a multi-step process at Shoreline:

As a military-connected student, you have *multiple applications* to complete. These applications can be completed concurrently. **You are advised to start your financial aid application as early as possible due to lengthy processing times. Use this step-by-step instruction sheet to get started.**

STEP 1: Apply for Admission to Shoreline Community College:

- Complete an [online application](#)
 - ✓ Be sure to mark **Veteran** on your application if applicable
 - ✓ The application takes 3-5 days to process
 - ✓ Once processed, you will receive an email containing your Student ID number

STEP 2: Apply for your VA Benefits:

- Review the [Department of Veterans Affairs](#) to learn about VA Education Benefits
- Complete your online [Education Benefits](#) application
- It typically takes 4-6 weeks to receive your Certificate of Eligibility from the VA

STEP 3: Apply for Financial Aid:

- Visit the Shoreline [Financial Aid website](#)
- Get your PIN (Electronic signature)
- Complete the free online [FAFSA](#). SCC code: 003791 *You will need your DD214

STEP 4: Activate your Shoreline Email Account:

- 24 hours after admission, please [activate](#) your SCC email account
- Don't miss important info from Shoreline! All email communication is sent to your go.shoreline.edu account
- Check your Shoreline email account often. We cannot send email to your personal email account!

STEP 5: Determine Appropriate Placement for English and Math Courses:

- See [Placement Methods](#)
- If placement is required, we recommend Directed Self Placement (DSP) for English and ALEKS for Math
- **Please bring placement documents to your Indoc appointment**

STEP 6: Submit your Official College Transcripts:

- Have all official transcripts (military and college) sent to Shoreline Community College Enrollment Services:
 - ✓ For Army, Marine Corps, Navy, and Coast Guard, your military transcript can be ordered from the [Joint Services Transcript website](#)
 - ✓ For Air Force, your military transcript can be ordered from the [Community College of the Air Force](#)
 - ✓ For other colleges, review the college website for information on how to order an official transcript
- If you are completing a Transfer Degree, see [Transcript Evaluation](#)
 - ✓ Submit the transcript evaluation [form](#) to Enrollment Services
 - ✓ Be sure to mark "Send to Veterans Programs" and list your military transcript
- **Please bring unofficial transcripts to your Indoc appointment and any subsequent advising appointments**

STEP 7: Attend Military-Connected Student Indoc:

- Call 206-546-4545 to register. Indoc appointments are typically held every Tuesday and Wednesday
- Review 'Required Documents' form and bring all applicable documentation
- In this appointment, you will:
 - ✓ Finalize your GI Bill® paperwork
 - ✓ Learn how your VA Education Benefits work
 - ✓ Learn about campus and community resources
 - ✓ Discuss your education and career goals
 - ✓ Develop a required academic plan to guide you in registering for classes

STEP 8: Register for Classes & Pay your Tuition:

- [Register](#) for classes online
- Pay your Tuition & Fees:
 - ✓ For students with Post-9/11 (Chapter 33), Vocational Rehab (Chapter 31), Tuition Assistance (TA), or MyCAA benefits, the VA pays the college directly for your tuition & fees
 - ✓ For students with Montgomery GI Bill Active Duty (MGIB-AD – Chapter 30), MGIB Selected Reserve (MGIB-SR- Chapter 1606), payment for tuition & fees is due within 5 business days following registration or the 1st day of the quarter, **whichever comes first**
 - ✓ For students with Survivors' and Dependents' Assistance (Chapter 35), please discuss with the Veterans Program Coordinator/Certifying Official during your Indoc appointment

STEP 9: Attend a College-wide New Student Orientation (NSO):

- Choose a [session](#)

STEP 10: Determine Your Transportation Plan:

- Buy a Quarterly Bus Pass: See [Orca Card](#)
- Buy a Quarterly Parking Permit: See [Parking](#)
- Ride the Free Shuttle: See [Shuttle](#)

STEP 11: Get Your Shoreline Photo ID and Order Your Books:

- See [Shoreline ID](#)
 - ✓ You will need to provide your class schedule and a legal photo ID
- See: [Bookstore](#) and/or research other options for purchasing/renting textbooks

STEP 12: Login to CANVAS

- Familiarize yourself with the Shoreline eLearning tool, [CANVAS](#), and login at the beginning of the quarter
- Contact [eLearning Services](#) or 206-546-6966 for assistance

