1. APPLY FOR ADMISSION
- Submit Admissions Application
  - Be sure to pay $30 admissions fee to finalize application (The VA will not pay for this)
  - Your letter of acceptance will arrive via email or mail
- Send Official College Transcript(s) and Joint Service Transcript (and CCAF transcripts if applicable) for transfer credit evaluation
- Take Math and English placement tests in Building 1400; by appointment only (509) 793-2064. $20 placement fee required (The VA will not pay for this) OR Have official transcript(s) sent with college level English and Math from previous institution(s).
- Follow instructions in the acceptance letter to sign up for New Student Registration

2. OPTIONAL: APPLY FOR FINANCIAL AID
- Submit FAFSA Application - It takes 5-7 days to process into school system
- Check your Financial Aid Portal and email regularly. This is how BBC Financial Aid notifies you of your awards & any documents required to complete your file.
  - Contact office at (509) 793-2061 for questions.

3. ATTEND NEW STUDENT REGISTRATION
- Attend New Student Registration
  - This is where will register for your classes & learn more about BBC resources

4. APPLY FOR VA EDUCATIONAL BENEFITS
- Apply for VA Educational Benefits
  - 1(888) 442-4551 VA Education Specialists Hotline
  - You will need to submit a copy of your Certificate of Eligibility once it has been mailed to you from the VA (w/in 30 days of application receipt), unless claiming Chapter 1606/1607 (National Guard/Reserve)
  - If you’re using Chapter 1606/1607, a Notice of Basic Eligibility is required for certification. Contact your Reserve/Guard unit for details. Commanding Officer’s signature required

5. CONTACT CERTIFYING OFFICIAL
- Contact Elise Warren once you’ve completed Steps 1-4 or if you have any questions or concerns:
  - (509) 793-2452
  - elisew@bigbend.edu
  - Building 1400 - Student Administrative Support Services - Room 1485

To complete your Veteran file and utilize Education Benefits, YOU MUST submit the following documents:
- BBC Veteran Reporting Form
- Application for VA Educational Benefits - 22-1990
- Certificate of Eligibility 26-1880 (If you do not receive a copy w/in 30 days of application)
- DD-214, Member copy – 4 (if requesting waiver)
- Request change of program 22-1995 (if applicable)
- Program plan from your advisor

OPTIONAL: CONTACT VET CORPS NAVIGATOR
Our focus is on helping veterans navigate and transition to life as a college student. Vet corps members act as on-campus guides and provide practical advice and assistance to resources on and off-campus.

We are currently in the process of hiring a new Vet Corps Navigator. In the meantime, Elise Warren is happy to assist you.

OPTIONAL: DISABILITY SERVICES
Requests for disability services are processed through the DSS office. We value a collaborative process with students as we work to determine eligibility and implement reasonable accommodations and services.
- Lora Lyn Allen
  - (509) 793-2027
  - loraa@bigbend.edu
  - Building 1400 - Student Administrative Support Services - Room 1472

NOTES
- Reminder: Be sure to keep your email address & phone number up-to-date with Big Bend Admissions, Financial Aid, and the School Certifying Official/Vet Corps Navigator. This is our main source of communication.
- Reminder: You are required to notify Elise Warren if you change your courses or intend to switch degree programs.