Important Information!  All Veterans and active Guard/Reservist at Sierra College receive Veteran’s Priority Registration each semester.  Please start the VA process early in order to utilize this benefit.

Directions: Complete each of the steps below. Check the box as you complete each one.

1. **Apply to Sierra College**: [www.sierracollege.edu](http://www.sierracollege.edu)
   - If you are flagged for non-residency, please talk to Veterans Office as you might be eligible for a waiver
   - IMPORTANT….Once you have applied to college, you will receive an email with a password and user ID name. **DO NOT LOSE** this email!

2. **Priority Registration**: Turn in your DD214 or active duty ID to receive priority registration… Veterans get first pick of classes!

3. **Log into your “mySierra” account**: The school and Veterans office will send communications through your mySierra email.

4. **!!!California Residency**: If you are flagged for non-residency, please talk to Veterans Office as you might be eligible for a waiver.

5. **Take assessment tests** for math, English, and reading at (916) 660-7430, unless you meet the following conditions:
   - Provide assessment scores dated within last 5 years from another college.
   - Provide transcripts w/English, math, and reading classes with “C” or better.

6. **Order official transcripts From all colleges**: Include any college you attended before, during, or after your military service. You may bring in official transcripts with you as long as they remain in a sealed envelope.


9. **Submit copy of DD-214, “Member 4 copy”**. Required to receive 5 units of credit.

10. **Submit Certificate of Eligibility (COE) to Veterans Office**. Once approved by VA for educational benefits, VA will send you a “certificate of eligibility” letter; please bring to the Sierra College Veterans Office.

11. **SUBMIT COPIES OF YOUR “Kicker” OR “College Fund.”** If your kicker was taken out in monthly increments, bring all copies of your LES that show all deductions totaling $600.00. If you were awarded a college fund, this should be on your original paperwork completed when you enlisted or on your DD214.

12. **Veteran Orientation**. In order to be cleared to register for courses and schedule an appointment with a Veteran Counselor, you must first complete the Veteran Orientation.

13. **Schedule appointment with Veteran Counselor**. Once above steps have been completed, the Veteran Counselor will evaluate all prior coursework and assist you in mapping out a VA approved educational plan, which will clearly define what classes are approved by the VA.
14. **Register for classes.** (Note, if the above steps have been completed, the VA office will code you as a veteran and you will be eligible for priority registration.)

15. **Submit VA Enrollment card to Veteran Office immediately after registering for classes, and/or making changes to your schedule every semester** (cards located in Veterans Office).

16. **Use telephone WAVE system to verify classes monthly:** Call the VA at 1-877-823-2378 to complete monthly verification of attendance the last day of the month at the earliest.

17. **VA Health Benefits and Disability Claims.** Please reference the Local Veteran Resources Handout for current VSO contact information to file a claim. Submit a DD214 to the Mather VA Enrollment office at 10535 Hospital Way Mather, CA 95655.

18. **Unemployment Benefits:** You can access the online eApply4UI application at [www.edd.ca.gov](http://www.edd.ca.gov) or phone (800) 300-5616.

19. **Apply for FAFSA (Free Application for Federal Student Aid).** Veterans may be entitled to financial aid and fee waivers in addition to their GI Bill. Stop by the Financial Aid office for assistance.