☐ **Apply to Sierra College:** [www.sierracollege.edu](http://www.sierracollege.edu). After you’ve applied, you will receive an email with a password and user ID number. DO NOT lose this email! Check your spam folder if you do not see the email in your inbox.

☐ **Order Official Transcripts From All Colleges, ASAP:** Include any college you attended before, during, or after your military service. *You will be unable to receive VA benefits until we have them.*

If you have attended other colleges, you will need to submit your official transcripts to Admissions and Records. Once submitted wait one week, then please send an email to [degreeworks@sierracollege.edu](mailto:degreeworks@sierracollege.edu) asking the courses to be evaluated. Be sure to include your student ID#, what other colleges you attended.

☐ **Submit copy of military ID card** for priority registration… Reservists, Guard, active, and Veterans get first pick of classes!!

☐ **California Residency:** If you are flagged for non-residency, please talk to Veterans Office.

☐ **Log Into Your “mySierra” account:** Required for registration and all correspondence. You forward all mySierra emails by going to Email Options → Auto Forward.

☐ **Take Assessment Tests:** Available in the SCVC, appointments and walk-ins are welcomed. Assessments are mandatory unless you have:
  * Assessment scores dated within last 5 years from another college.
  * Transcripts w/English, math, and reading classes with “C” or better.


☐ **Submit copy of NOBE and/or DD-214 Member 4 copy** (If you have 1 year of active duty on your DD-214, you may be eligible to receive 5 units of credit.)

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

☐ **Veteran Orientation:** Required before you can meet with a Veterans Counselor.

☐ **Schedule appointment with Veteran Counselor.**