



STEPS TO VETERAN ENROLLMENT

Big Bend Community College
7662 Chanute Street NE
Moses Lake, WA 98837-3299

Elise Warren
(509) 793-2452

School Certifying Official

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 BBCC 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 BBCC 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:

- [BBCC Veteran Reporting Form](#)
- [Application for VA Education Benefits](#) – 22-1990
A print-out of the "claim received" screen is okay
- [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
lora@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