LANSING COMMUNITY COLLEGE | OFFICE OF VETERAN & MILITARY AFFAIRS

333 North Washington Square, Lansing, MI 48933   Office Phone: 517-483-5246   Fax: 517-483-5245   lcc-veteran-affairs@star.lcc.edu

VA STUDENT CHECKLIST FOR SUCCESS

GETTING STARTED

- Apply for admission to LCC at **LCC Online Application**

ONCE YOU ARE ACCEPTED TO LCC

- Activate your student account at **Setting up Student Accounts**
- Request official transcripts to be sent to **Registrar's Office** at LCC (High School, GED, Military and/or any accredited colleges). **Evaluations take approximately 3-4 weeks during peak periods.**
  - o Joint Service Transcripts: Army, Navy, Marines, Coast Guard
    - ▪ **Joint Service Transcript Information**
  - o Community College of the Air Force Transcripts
    - ▪ **https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college- of-the-air-force-transcripts/**
  - o Upload unofficial transcripts from HS, ACT/SAT/ASVAB or other colleges to set placement levels
    - ▪ **Waiving Placement Tests**
  - o OR complete required placement testing for reading, writing and math.
    - ▪ Visit the StarZone in the Gannon Building
    - ▪ **LCC Placement Testing**
- Complete New Student Orientation in order to open registration.
  - o **LCC Orientation** – All LCC Students
  - o **LCC VA Orientation – Military Benefit Students**
- Meet with our Veterans Academic Advisor. Contact Bill Lapham by chat (**Veteran Affairs Office Chat**) email (**laphamw@star.lcc.edu**), or phone (517-483-5324) to discuss career and educational goals and select courses that will open the most expeditious route to success.
  - o All registered courses must be required by the chosen degree or certificate program as listed in Degree Works.
  - o Changing programs may be the only remedy for taking courses outside of your chosen course of study.
  - o The following sheet has instructions for changing programs, using Degree Works, and registering for classes.
- Register for classes.

HOW TO REGISTER:

- **Login to MyLCC,** then click "**Banner**" at top right
- Click **"Student"** tab
- Click **"Registration"**
- Click **"Registration Tasks"**
- Click **"Add or Drop Classes"**
- Select the semester you would like to register for
- Click **"Class Search"** to search for the course(s) you want
- Select courses based on DegreeWorks or advisor recommendations. Online courses with days/times indicate meeting times in D2L WebEx. *Register only for courses that are required to complete your major.*

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REGISTRATION GUIDE:

- Days of the week:
  - M = Monday
  - T = Tuesday
  - W = Wednesday
  - R = Thursday
  - F = Friday
  - S = Saturday
  - U = Sunday
    - Example: **TR** = Class meets **Tuesdays** & **Thursdays**
    - If the semester begins on a Thursday, your first class will be **THAT** Thursday
- Campus Location = CMP Column:
  - ON = Online
  - M = Main (Downtown Lansing)
  - E = East Campus (East Lansing)
  - LIV = Livingston County Center (Howell)
  - WC = West Campus (West Lansing)

COURSE OFFERING FORMATS:

- **ON - Online:** Traditional, asynchronous, online courses.
- **ORT - Partial Schedule Lecture:** An Online Real Time (ORT) class that has some regularly scheduled online meeting day(s) and times.
- **ORT - Full Scheduled Lecture:** An Online Real Time (ORT) class where all instruction is delivered online during designated meeting day(s) and times.
- **OH - Online Hybrid:** A class that has some regularly scheduled, face-to-face classroom instruction, along with online coursework and activities.
- **Face-to-Face:** A traditional, in-person class with on-campus instruction.
- *When **TBA** is listed for day/time, that typically means there is no set meeting time, like in an ON: Online class.*
- *You may also see **TBA** in combination with a specified lecture time, making it for ORT: Partial Scheduled Lecture course or an OH: Online Hybrid course.*

HOW TO CHANGE MAJOR:

- **Login to MyLCC**, then click **"Banner"** at top right
- Click **"Profile"** tab
- Scroll down page to **"Student Forms"**
- Click "**Change of Program Request**"
- Follow links, complete form and submit.

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HOW TO USE DEGREE WORKS:

- **Login to MyLCC**, then click "**Banner**" at top right
- Click **"Student"** tab
- Click **"Degree Works"**
  - Type in your **Student ID # (X00…)**
  - **Worksheet**
    - Check marks indicate requirement is met (either by LCC courses or by transferred credits from other schools or the military JST.)
  - **CORE**
    - Gen Ed courses needed to graduate with an Associate's Degree.
  - **MTA**
    - Michigan Transfer Agreement. 36-40 credits to **TRANSFER** for Bachelor's Degree.
  - **My Academic Pathway (MAP)**
    - Program of study
  - **What-if**
    - Decision aid for changing majors, **NOT AN ACTUAL PROGRAM CHANGE**.
    - Allows you to look to see what you would need to complete **IF** you changed your major
      - Select a *trial* program from the drop-down menu.
      - **Process What-if**
        - This function displays your completed work on a trial major.

<u>VA STUDENT CHECKLIST FOR SUCCESS</u>

VA EDUCATION BENEFITS

- Register with eBenefits at **Ebenefits Homepage**
- Apply for Veterans Education Benefits
    - o During this process you will elect the education benefit you are planning on utilizing. You're your bank account information available at this time as well as a permanent address for eligibility letter purposes. Application processing time is typically between 6 and 8 weeks. Be sure you use Lansing Community College as the institution of learning when applying for your benefits, and use a current phone number and email address.

HOW TO APPLY FOR GI BILL BENEFITS:

- **www.VA.gov**
- Education section
    - o Click "Apply for education benefits"
- Scroll down
    - o Click "Find your education benefits form"
    - o Choose "Applying for a new benefit"
    - o Answer YES or NO to next question
    - o Answer follow up questions
- Click "Apply" and complete the application
- Take a screenshot of final screen showing completion of application.

- Updating Program or Place of training with the VA
    - o If you have already used your GI Bill benefits at another institution or you have changed your program of study, you need to update this information with the VA online

HOW TO UPDATE PLACE OF TRAINING/PROGRAM OF STUDY WITH VA:

- **www.VA.gov**
- Education section
    - o Click "Apply for education benefits"
- Scroll down
    - o Click "Find your education benefits form"
        - ▪ Choose "Updating my program of study or place of training"
        - ▪ Select answer for next question
- Click "Apply"
- Fill in information using LCC as your place of training and your current program of study

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FEDERAL AND STATE MILITARY EDUCATION BENEFITS

- Federal Tuition Assistance
  - Active Army/Army National Guard/Army Reserve
    - Up to $4000 **OR** 16 credit hours per **FISCAL YEAR (Oct 1 – Sept 30)**
      - **PAYS FOR CREDITS ONLY, NOT COURSE FEES**
    - Apply through **ArmyIgnitED**
    - Use this **Guide** to help you apply and complete what is required of you each semester
      - **Must submit TA Requests AT LEAST 5 days prior to course start date**
    - Veteran Services will submit FTA invoices one per month
    - Funds are paid **DIRECTLY** to the college
      - You do not receive any unutilized funds
    - If you have questions, email Andrew Cosgrove **(cosgr1@star.lcc.edu)**
- Federal Tuition Assistance
  - Active Navy
    - Up to $4500 **OR** 18 credit hours per **FISCAL YEAR (Oct 1 – Sept 30)**
      - **PAYS FOR CREDITS ONLY, NOT COURSE FEES**
    - Apply through **Navy College Program**
    - Student is responsible for submitting a TA Billing Authorization Form to the Veteran Services Office (Email to **cosgr1@star.lcc.edu**)
    - Funds are paid **DIRECTLY** to the college
      - You do not receive any unutilized funds
    - If you have questions, email Andrew Cosgrove **(cosgr1@star.lcc.edu)**
- Michigan National Guard State Tuition Assistance Program (MINGSTAP)
  - Michigan Army National Guard/Michigan Air National Guard
    - Reimburses students for tuition costs **(CREDITS AND FEES)**
    - Degrees
      - Up to $14,400 per school year (Fall, Spring, Summer)
    - Certificates
      - Up to $6,000 per school year (Fall, Spring, Summer)
    - Army Guard
      - Must use FTA first or concurrently to be eligible for MINGSTAP
    - Air Guard
      - Not eligible to use FTA
      - Can use MINGSTAP
    - Student responsibilities
      - Apply for MINGSTAP **(Must be done no later that 14 days AFTER courses begin)**
        - Apply through **MINGSTAP Website (Student Portal)**
        - Apply prior to Fall semester for entire school year
        - Apply prior to first semester attending courses
      - Submit final grades, official transcript and semester costs AFTER the completion of each semester you would like to be reimbursed

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VETERAN SERVICES ADMINISTRATIVE REQUIREMENTS

- Submit required forms to the Veteran Services Office
  - **Veterans Intent Form**
    - Completed **EACH** semester **AFTER** your registration is complete
    - Try to have your schedule finalized **BEFORE** you submit this form
  - Release of Information Form
    - This allows our office to speak with someone about your academics and benefits (Mom/Dad)
    - This is submitted once, unless you want to update it at a later time
  - Statement of Understanding
    - This goes through VA and LCC policy information **(READ CAREFULLY)**
    - This is only submitted once
  - All forms can be found on the **Military Forms** page on the Veteran Services website
- Set Refund Preference **(COMPLETED ONCE UNLESS YOU NEED TO UPDATE IT)**
  - Set your direct deposit refund preference in case you are ever owed a refund from the college

HOW TO SET UP REFUND PREFERENCE (DONE ONE TIME):

- **Login to MyLCC,** then click "**Banner**" at top right.
- Click **"Student"** tab
- Click **"Student Finance/TouchNet**"
- Click **"Refund,"** then **"I Agree"** (A new window will pop up).
- **Select prompt in box to "select refund preference."**
- **Choose Direct Deposit,** then **complete form and submit.**

- Set payment plan **(EACH SEMESTER)**
  - The following benefit chapters MUST complete a payment plan
    - Chapter 30 Montgomery
    - Chapter 33 Post 9/11 **less than 100% eligibility**
    - Chapter 35 DEA
    - Chapter 1606 Select Reserve
    - MINGSTAP (Michigan National Guard only)
    - Federal Tuition Assistance (FTA)

HOW TO SETUP PAYMENT PLAN (DONE AFTER SUBMISSION OF SEMESTER INTENT FORM):

- **Login to MyLCC,** then click "**Banner**" at top right.
- Click **"Student"** tab
- Click **"Student Finance/TouchNet**"
- Click **"Payment Plan,"** then **"I Agree"** (A new window will pop up).
- **Select "Payment Plan" tab.**
- **Choose semester,** then **submit/next.**
- **Choose the plan option that is best for you.**

<u>VA STUDENT CHECKLIST FOR SUCCESS</u>

<u>OTHER ITEMS TO THINK ABOUT</u>

- Apply for Federal Financial Aid (Loans and Pell Grant)
  - Do you qualify for Pell Grant? ($6000/school year; No repayment necessary)
  - **FAFSA Online Application**
- Michigan ReConnect Program
  - Tuition grant for Michigan residents over the age of 25
  - **MI Reconnect Information**
- Do you need disability accommodations?
  - **LCC Accessibility Office**
- Do you need assistance with childcare payments or other tuition grants?
  - **Adult Resource Center**
- Placement Levels
  - Required for initial class placement.
  - Can use the following
    - HS GPA (within 10 years)
    - ACT/SAT
    - ASVAB-AFQT (57+ for Reading 5 & Writing 6 only)
    - Take placement test (if none of the above are available, and **ALWAYS** for math)
      - **Can be completed online**
- **Remember to check your LCC e-mail often for important veteran benefit education in addition to important LCC updates!**