



# SIX STEPS TO SUCCESS

## New and Transferring Student Process (veterans and dependents)

### VETERANS SERVICES

Belleville Campus • Sam Wolf Granite City Campus • Scott Air Force Base

#### 1. PREPARATION

- Search the [GIBILL.va.gov](http://GIBILL.va.gov) website to determine benefit eligibility. The U.S. Department of Veteran Affairs recommends you apply online using VONAPP (Veterans Online Applications). **NOTE: Once you apply for Chapter 33 benefits and are approved, you cannot change or return to another chapter of benefits.**
- Be sure to print a copy of your application and bring it with you when you're ready to claim your benefits.
- Request an official transcript through the JST (Joint Service Transcript) site at [jst.doded.mil](http://jst.doded.mil) and have it sent to SWIC. (Air Force veterans, use the CCAF (Community College of the Air Force) site, [au.af.mil/au/ccaf/transcripts.asp](http://au.af.mil/au/ccaf/transcripts.asp)).

#### 2. ACADEMIC ADVISING/COUNSELING

- Make sure you tell the counselor or adviser you are using GI Bill benefits before you declare a program of study.

#### 3. CLASS REGISTRATION: REGISTER AS SOON AS POSSIBLE

The sooner you register and claim your educational benefits, the sooner you will receive them.

- The Veterans Administration (VA) will only pay for classes that fit in your program of study.
- **Do not** register for classes that you have already received credit for from the military or some other college until your transcripts have been evaluated.

#### 4. VETERANS SERVICES OFFICE

To claim your benefits, bring the following to the Belleville Campus MC, Room 1240 or the Sam Wolf Granite City Campus, Room 435:

- A copy of your application or letter of eligibility from the VA (Chapter 33 only). If you have not received your letter of eligibility by this point in the process, be sure to bring it to Veterans & Career Services as soon as possible after receipt.
- Member 4 copy of your DD 214 (veterans only).

**To keep benefit claims and payments current, you are required to notify Veterans Services by phone or in person, of any program, class or schedule changes.**

**FORMS SUBMITTED TO VETERANS SERVICES MUST BE COMPLETED EVERY SEMESTER TO USE YOUR BENEFITS.**

#### 5. FINANCIAL AID

- Illinois National Guard Grant claims are handled by the Financial Aid office.

**NOTE:** Chapter 33 students (veterans and dependents) should be aware the GI Bill will only be certified for tuition and fees not covered by grants or scholarships.

#### 6. BUSINESS OFFICE

- Be prepared to pay up front for tuition and fees at time of registration.
- Temporary holds can be put on your account to keep from being dropped from your classes while waiting for your VA claim to be processed.
- Payment plans can also be set up with the Business Office.
- Direct VA payment questions to the Veterans Regional Processing Office (888-442-4551).
- There are two ways to verify monthly enrollment for Chapter 30, 1606 and 1607 students.
  1. Call the Interactive Voice Response System (IVR) at 877-823-2378; or
  2. Access [GIBILL.va.gov](http://GIBILL.va.gov) and follow the link to the WAVE program and follow the instructions.

**Veterans & Career Services**  
**866-942-SWIC (7942), ext. 5226**  
**[swic.edu/veterans](http://swic.edu/veterans)**