CONTACT INFORMATION

Community College of Aurora
Military and Veteran Services
Phone: 303-360-4768
Email: vetbenefits@ccaurora.edu
Website: www.ccaurora.edu/students/military-veterans

Department of Veterans Affairs
Education Office
Phone: 1-888-442-4551 (1-888-GiBILL1)
Direct Deposit Enrollment Phone: 1-877-838-2778
Education Website: https://benefits.va.gov/gibill
Application Website: www.va.gov

eBenefits Gateway to Benefit Information:
Website: www.ebenefits.va.gov/ebenefits/homepage
Secure online service for inquiries regarding GI Bill benefits and submitting documentation directly to the Veterans Affairs (VA) Education Office: https://gibill.custhelp.va.gov

Debt Management Center
Phone: 1-800-827-0648
Email: dmcedu.vbaspl@va.gov
Website: www.va.gov/debtman

Eastern Colorado Health Care System
Address: 1700 N Wheeling St, Aurora, CO 80045
Phone: 303-399-8020
Website: www.denver.va.gov

National Archives (DD-214 Requests)
Website: www.archives.gov/veterans/military-service-records

Colorado Department of Military and Veteran Affairs
Website: www.colorado.gov/dmva

Mental Health Services
Veterans Crisis Line
Phone: 1-800-273-TALK
Text to 838255 to connect with a VA responder
Chat online at VeteransCrisisLine.net/Chat

Colorado Crisis Services
Phone: 1-844-493-TALK
Text TALK to 38255 or
Chat online at https://coloradocrisisservices.org/

GIBill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site: http://www.benefits.va.gov/gibill.
ACADEMIC CALENDAR AND IMPORTANT DATES

Summer 2020
Registration Begins: April 5
Classes Start: June 1
Classes End: August 9
Holidays/Breaks:
   Independence Day: July 5 (College closed)

Fall 2020
Registration Begins: April 26
Classes Start: August 23
Classes End: December 11
Holidays/Breaks:
   Labor Day: September 6 (College closed)
   Faculty In-Service: November 23 (College open, no classes)
   Thanksgiving: November 24 – 27 (No classes, college closed only on Thanksgiving Day)

Spring 2022
Registration Begins: November 1, 2021
Classes Start: January 18
Classes End: May 9
Holidays/Breaks:
   Spring Break: March 21 - 26
   Graduation: May 7

Schedule subject to change to match local school districts and other external schedules as necessary. Adjustments are typically made in late March or early April but could occur at any time so please refer to the online schedule frequently as it will always be the most current calendar available. To find the general Academic Calendar, go to www.ccaurora.edu/academic-calendar
ELIGIBILITY AND APPLICATION INFORMATION

Applying for Benefits
Eligibility requirements for education programs are on the U.S. Department of Veterans Affairs (VA) application website at https://www.va.gov/education/how-to-apply/ or you can contact VA to discuss your status.

Instructions
Veterans and Service Members
Post-9/11 GI Bill (Chapter 33), Montgomery GI Bill (Chapter 30), Montgomery GI Bill-Selected Reserves (Chapter 1606)

First-time applicant:
(Equal to VA Form 22-1990)
• Click on Find Your Education Benefit Form (green button)
• Select Applying For a New Benefit
• Select Yes to indicate that you are the veteran or servicemember claiming a benefit based on your own service
• Select No to indicate that you are not claiming National Call to Service Education benefit

Transfer student who has used benefits before:
( equal to VA Form 22-1995)
• Click on Find Your Education Benefit Form (green button)
• Select Updating My Current Education Benefit
• Select No, I'm Using My Own Benefit

Students using Chapter 30 or 1606 benefits must verify their enrollment with VA every month. This can be done at www.gibill.va.gov/wave or by calling 1-877-823-2378 beginning the last day of each month.

First-time applicant:
(Equal to VA Form 22-5490)
• Click on Find Your Education Benefit Form (green button)
• Select Applying For a New Benefit
• Select No to indicate that you are the veteran or servicemember claiming a benefit based on your own service
• Select Yes to indicate that your sponsor is deceased, 100% permanently disabled, MIA, or a POW

Transfer student who has used benefits before:
(Equal to VA Form 22-5495)
• Click on Find Your Education Benefit Form (green button)
• Select Updating My Current Education Benefit
• Select No, I’m using the Fry Scholarship or DEA (Chapter 35)

Dependents Using Dependents’ Educational Assistance (Chapter 35)

First-time applicant:
(Equal to VA Form 22-1990E)
• Click on Find Your Education Benefit Form (green button)
• Select Applying For a New Benefit
• Select No to indicate that you are not the veteran or servicemember claiming a benefit based on your own service
• Select Yes to indicate that your sponsor is not deceased, 100% permanently disabled, MIA, or a POW

Transfer student who has used benefits before:
(Equal to VA Form 22-1995)
• Click on Find Your Education Benefit Form (green button)
• Select Updating My Current Education Benefit
• Select Yes, I’m Using My Own Benefit

Dependents Using Transferred Post-9/11 GI Bill Benefits

Make sure the transfer of benefits has been approved by the Department of Defense BEFORE submitting the application to VA! The transfer of entitlement is submitted through milConnect at https://milconnect.dmdc.osd.mil/milconnect/ by clicking on the Transfer my education benefits link.

First-time applicant:
(Equal to VA Form 22-1990E)
• Click on Find Your Education Benefit Form (green button)
• Select Applying For a New Benefit
• Select No to indicate that you are not the veteran or servicemember claiming a benefit based on your own service
• Select No to indicate that your sponsor is not deceased, 100% permanently disabled, MIA, or a POW

Transfer student who has used benefits before:
(Equal to VA Form 22-1995)
• Click on Find Your Education Benefit Form (green button)
• Select Updating My Current Education Benefit
• Select Yes, I’m Using My Own Benefit
Using Tuition Assistance (TA) and VA Benefits Simultaneously

VA and Federal TA rules are subject to change based on law and

<table>
<thead>
<tr>
<th>Federal TA</th>
<th>Other TA Sources*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post-9/11 GI Bill</td>
<td>✔️ ✔️</td>
</tr>
<tr>
<td>Montgomery GI Bill- Active Duty</td>
<td>✔️ ✔️</td>
</tr>
<tr>
<td>Montgomery GI Bill- Selected Reserves</td>
<td>✗ ✔</td>
</tr>
<tr>
<td>Dependents’ Educational Assistance</td>
<td>✗ ✔</td>
</tr>
</tbody>
</table>

* Other TA sources: State TA, work TA, etc.

- ✔ Tuition reported to VA is the difference between your tuition and fee charges and the amount paid by the third party. This may delay when tuition can be reported to VA. This benefit will be charged based on training time no matter how much money you’re paid back. i.e., half-time training rates reduce your GI Bill benefit by a half-month for each month you’re enrolled. If you’re serving on active duty, you will not qualify for the housing stipend, so it’s not recommended that you use this option.

- ❌ Tuition reported to VA is the difference between your tuition and fee charges and the amount paid by the third party. This may delay when tuition can be reported to VA. This benefit will be charged based on training time no matter how much money you’re paid back. i.e., half-time training rates reduce your GI Bill benefit by a half-month for each month you’re enrolled. You will still qualify for the monthly housing allowance.

- ❌ ❌ Tuition reported to VA is the difference between your tuition and fee charges and what TA will pay. This benefit will be charged one month of entitlement for each payment that is equal to a full month of the GI Bill rate.

- ❌ ❌ ❌ Approved, but not useful unless your eligibility percentage is less than 100%. Tuition and fees reported to VA will be reduced by the amount received through TA.

Processes for TA

Once you are registered for classes, you need to submit your TA request to your respective Education Office or through their web portal.

Once you receive your approval for TA, submit your approved TA request to the Cashier’s Office to hold your seat in classes and ensure that CCA bills the military for your tuition. Approvals must be complete with accurate tuition listed; you are responsible for all fees. You may email your approval forms to thirdparty@ccaurora.edu. See www.ccaurora.edu/

Using VA benefits at Multiple Schools Simultaneously

VA allows you to take classes at more than one institution at a time, as long as the classes at both institutions apply toward the degree requirements at the “primary” school; any other schools you attend would be “secondary” schools.

As a student, first determine which school is your “primary” school - the one that is awarding your degree. Next, talk to the certifying official at both schools to ensure that you have everything in order.

If CCA is the primary school, send an email to vetbenefits@ccaurora.edu from your CCA-issued email account listing:
- secondary school name
- secondary school certifying official name, with email address
- the term (i.e. fall 2018)
- course name, title, and credit hours (i.e. ENG 121 – English Composition I, 3 credit hours)

Once Military and Veteran Services Office verifies that CCA will accept the credits toward transfer we will send the secondary school a Parent Letter authorizing them to report your enrollment to VA and you will be notified through your student email account.

If CCA is the secondary school, submit a Student Intake Sheet and the Parent Letter from your primary institution. If you are receiving the Post-9/11 GI Bill, also submit proof of your eligibility in order for your tuition to be deferred.

Concurrent Enrollment

A supplemental certification is submitted when you are attending both schools at the same time. If you are receiving the Post-9/11 GI Bill, you will be paid based on total rate of pursuit between the two schools. The housing rate, if different between the two schools, is determined by the housing rate at the school where you have the higher rate of pursuit.
TUITION CLASSIFICATION AND PAYMENT

Colorado law allows for many military-affiliated students (active duty, drilling Guard and Reserves, honorably discharged veterans, and qualifying dependents) to receive the in-state tuition rate. Contact Admissions, Registration, and Records at 303-361-7363 if you have questions regarding your residency or tuition classification.

Active Duty Personnel and Eligible Dependents
Active duty and drilling Guard and Reserves service members who are stationed in Colorado and their qualifying dependents must complete a Military Certification for Tuition Classification form each semester to qualify for in-state tuition rates. This form is available on the MyCCA portal or from the Admissions, Registration, and Records Office and must be submitted by the drop deadline for your classes to receive the in-state tuition rate.

GI Promise Act
The GI Promise Act was passed in 2010 and allows for discharged members of the U.S. Armed Forces, including members of the Air Force, Army, Navy, Marines, Coast Guard, National Guard, and the NOAA Officer Corps who have a character of service of either “Honorable” or “General” on their release from active duty paperwork (DD Form 214), to receive the in-state rate of tuition at state institutions in Colorado for up to two years while establishing Colorado residency. Qualifying dependents are also eligible to receive the in-state rate.

Eligibility begins the term following release from active duty.

You are eligible to receive this benefit for a maximum of six consecutive semesters and must petition for residency with the Admissions, Registration, and Records Office after the six semesters have been used. Failure to petition will result in non-resident tuition charges.

For Dependents:
When the parent/spouse (veteran) is still living, you must present the following:
- Veteran’s DD214.
- Student’s military dependent card.
- Proof that the student lives in Colorado.

When the parent (veteran) is deceased, you must present the following:
- Veteran’s DD214.
- ID card showing veteran is deceased.
- Proof that the dependent lives in Colorado.

Veterans Access, Choice, and Accountability Act
The Veterans Access, Choice, and Accountability Act of 2014 (Choice Act) requires that public schools grant in-state tuition rates to students using the Post-9/11 GI Bill and Montgomery GI Bill-Active Duty.

You can qualify for in-state tuition rates in Colorado if you are receiving either of these benefits and meet the following conditions:
- Have an active Colorado address.
- Qualify for the benefit for the semester in question. You must submit proof of eligibility to Military & Veteran Services.

Students who meet the criteria above will retain eligibility for in-state tuition rates as long as they remain continuously enrolled (other than during regularly scheduled breaks between terms) at CCA. Students must submit either a DD214 or proof of active duty status to the Military and Veteran Services Office to qualify. Eligible students will be automatically coded to receive the in-state tuition rate under the Choice Act when enrollment is reported to VA each term.

Tuition Payments
If you are receiving education benefits through the Post-9/11 GI Bill® or Veteran Readiness and Employment and have submitted an Intake Form, Certification Request, and have proof of benefits on record with CCA you do not need to make payment arrangements.

For Tuition Assistance, turn your paperwork in to the Cashier’s Office or email it to thirdparty@ccaurora.edu.

All other beneficiaries (Montgomery GI Bill-Active Duty, Montgomery GI Bill-Selected Reserves, and Dependents’ Educational Assistance) must have other arrangements to be held in classes. This means you must have either a payment plan or approved financial aid. www.ccaurora.edu/payment
Guided Pathways

Find your passion. Earn your degree. Start your career.

Guided Pathways is your experience at CCA. It’s the whole package of programs, advising, and other support services that get you from application to graduation. Guided Pathways represents six areas of general interest at Community College of Aurora: Professional Studies; Science, Technology, Engineering, and Math (STEM); Health and Public Services; People, Societies, and Ideas; Communication and Languages; and Creative Industries.

The Guided Pathways Quiz will help you discover the program and career that best fits your interests and skills. Go to: www.ccaurora.edu/guidedpathways today!
MEET THE ASSESSMENT REQUIREMENT

All students must meet assessment requirements in the areas of math and English to register for courses. You must do one of the following:

A. Provide your Pathways Advisor with an unofficial copy of college transcripts from a regionally accredited institution showing successful completion of college level math and English coursework.

B. Provide a copy of your ACT or SAT scores (no more than five years old).

C. Take the placement test to assess your current academic skill level. It is important to be prepared for the test so that you can be placed into the appropriate courses. Before you take the test, you are strongly encouraged to review the assessment workbook and attend an assessment prep workshop.

Math and English courses below college level must have test (ACT, SAT, or Accuplacer) scores demonstrating need for the class. The Multiple Measures assessment does not meet VA requirements.

TRANSCRIPT REQUIREMENT

To remain in compliance with VA regulations under Title 38 of the Code of Federal Regulations §21.4253(d)(3) and 21.4254(c)(4), the Community College of Aurora is required to review all prior college transcripts and military transcripts for students using GI Bill benefits.

It’s important that you submit transcripts as early as possible because duplicate coursework may result in reductions to prior enrollment certifications, which can create debts with the VA that you will be responsible for repaying.

Submitting Transcripts

Order your official military transcripts online:

**Army, Navy, Marines, and Coast Guard: Joint Services Transcript:** [https://jst.doded.mil/smart/signIn.do](https://jst.doded.mil/smart/signIn.do)

**Air Force: Community College of the Air Force:**


You may either order a transcript online for a small fee or mail the CCAF Transcript Request Form to Maxwell AFB.

**Mail** official transcripts to:

Community College of Aurora  
c/o Credential Evaluator 16000 E. CentreTech Pkwy.  
Aurora, CO 80011  
Email: records@ccaurora.edu

Electronic transcripts must be sent directly by the school through a secure system. Transcripts sent to any other email address will not be considered official.

YOUR GUIDED PATHWAYS TEAM HAS YOUR SIX

- ☐ Professional Studies & Professional Service
- ☐ Science, Technology, Engineering, and Math
- ☐ Health
- ☐ People, Societies, and Ideas
- ☐ Communication and Language
- ☐ Creative Industries

**Your Pathways Advisor is:**

_________________________________________ @CCAurora.edu

**Phone:** ________________________________

**Campus:** CentreTech  Lowry

**Your Pathways Financial Aid Advisor is:**

_________________________________________ @CCAurora.edu

**Phone:** ________________________________

**Your Pathways Student Government representative is:**

_________________________________________
MEET WITH YOUR PATHWAYS ADVISOR AND REGISTER FOR CLASSES

Your Pathways Advisor is here to help you select the right courses to complete your pathway of choice.

Remember to print a copy of your schedule a few days before the semester begins to get updated room information.

CCA Navigate
CCA Navigate is a tool to help students schedule appointments, plan their schedule, and register for classes. CCA Navigate is available on the Dashboard of MyCCA and your Pathways Advisor can help show you how it works.

Declaring a Program
VA allows students up to two semesters to declare a degree or certificate, but keep in mind that you could be wasting benefits while undeclared. The intent of VA educational benefits is to help you become more employable, and a degree or credential is important.

Not sure what you want to do? Visit with Career Services to identify your skills, what career you would like to pursue, and choosing a degree or certificate that helps you reach your goal!

Changing Your Program
VA does not have restrictions on how many times you can change your program, but keep in mind that your benefits are limited and completing a degree or earning a credential will help you in the long run.

You will need to complete a Degree or Certificate Change Form on the Forms tab of MyCCA under Registration and Records Forms. You must select the option to have any transcripts submitted re-reviewed under the new program.

ELIGIBLE CLASSES

To be eligible for VA certification, classes must either apply directly toward your declared degree or certificate program or be a pre-requisite course for a program requirement. For example, MAT 080 Algebra Onboarding might be a required course for MAT 121 College Algebra if you do not meet the pre-requisite requirements and might be eligible for VA certification even though it does not count toward the courses required for graduation.

You can run a degree audit through Degree Check on the MyCCA portal. Degree Check is an individualized degree audit that shows courses you have transferred in, completed, and are registered for and how they apply toward your program requirements.

Online Classes
VA will not pay for online remedial courses under any circumstance, regardless of the education benefit you are receiving. Remedial classes are those that have a 0-prefix, such as CCR 094 or MAT 080.

All other online classes are approved to receive benefits as long as they are necessary toward the completion of your degree or certificate requirements.

Classes that Meet VA’s residential requirement
Students receiving benefits through the Post-9/11 GI Bill must take at least one class on campus to qualify for the full housing-rate for Aurora, Colorado. Taking all online classes will result in a greatly reduced housing rate with a maximum of $916.50 per month for the 2020-2021 school year, prorated if you are not full-time and/or do not have 100% eligibility, so try to register for at least one class on campus every semester (including summer)!

The following course types meet VA’s definition for residential course work:

- HyFlex with lab (HL)
- Classroom Based (CL)
- Hybrid (HY)

Changing Your Schedule
If your enrollment has been reported to VA already, CCA will not report any changes until after classes begin. You don’t need to let us know, but it is recommended you check with Military & Veteran Services to make sure your changes are okay and you can also check that classes still apply by running a new degree audit through Degree Check.
**ELIGIBLE CLASSES (CONTINUED)**

**VA Definition of Enrollment Status**

VA calculates enrollment differently than CCA, financial aid, loan servicers, and other organizations. If you are receiving other forms of aid, benefits, or assistance, please check with the individual agency for information about their qualifications for training time.

Enrollment is reported using course dates and that influence your VA payments. It is recommended that you enroll in full-term classes (15 or 16 weeks in the fall/spring, 10 weeks in the summer) to ensure that you are receiving the payment rate you expect.

Late-start or short classes will affect your eligibility.

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>VA Equivalent Credit Hours Course Length (Weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1       2         3       4       5       6       7       8       9       10      11      12      13      14      15      16      17      18</td>
</tr>
<tr>
<td>2</td>
<td>Full    Full     Full    9       7       6       5       5       4       4       3       3       3       3       2       2       2       2</td>
</tr>
<tr>
<td>3</td>
<td>Full    Full     Full     Full    11      9       8       7       6       5       5       4       4       3       3       3       3       3</td>
</tr>
<tr>
<td>4</td>
<td>Full    Full     Full     Full     Full    10      9       8       7       7       6       6       5       4       4       4       4</td>
</tr>
<tr>
<td>5</td>
<td>Full    Full     Full     Full     Full     Full    11      10      9       8       8       7       6       5       5       5       5</td>
</tr>
<tr>
<td>6</td>
<td>Full    Full     Full     Full     Full     Full     Full    11      10      9       8       8       6       6       6       6       6</td>
</tr>
<tr>
<td>7</td>
<td>Full    Full     Full     Full     Full     Full     Full     Full    11      11      10      9       7       7       7       7       7</td>
</tr>
<tr>
<td>8</td>
<td>Full    Full     Full     Full     Full     Full     Full     Full     Full    11      10      9       8       8       8       8       8</td>
</tr>
<tr>
<td>9</td>
<td>Full    Full     Full     Full     Full     Full     Full     Full     Full     Full    11      10      9       9       9       9       9       9</td>
</tr>
<tr>
<td>10</td>
<td>Full    Full     Full     Full     Full     Full     Full     Full     Full     Full     Full    10      10      10      10      10      10      10</td>
</tr>
<tr>
<td>11</td>
<td>Full    Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full    11      11      11      11      11      11      11</td>
</tr>
<tr>
<td>12</td>
<td>Full    Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full    11      11      11      11      11      11      11</td>
</tr>
<tr>
<td>13</td>
<td>Full    Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full    11      11      11      11      11      11      11</td>
</tr>
<tr>
<td>14</td>
<td>Full    Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full    11      11      11      11      11      11      11</td>
</tr>
<tr>
<td>15</td>
<td>Full    Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full    11      11      11      11      11      11      11</td>
</tr>
<tr>
<td>16</td>
<td>Full    Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full    11      11      11      11      11      11      11</td>
</tr>
<tr>
<td>17</td>
<td>Full    Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full    11      11      11      11      11      11      11</td>
</tr>
<tr>
<td>18</td>
<td>Full    Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full    11      11      11      11      11      11      11</td>
</tr>
<tr>
<td>19</td>
<td>Full    Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full     Full    11      11      11      11      11      11      11</td>
</tr>
</tbody>
</table>

**Status Based on Equivalent Credit Hours**

<table>
<thead>
<tr>
<th>Post-9/11 GI Bill</th>
<th>All Other Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% (Full-time): 12+ credit hours</td>
<td>Full-time: 12+ credit hours</td>
</tr>
<tr>
<td>90%: 11 credit hours</td>
<td>3/4-time: 9-11 credit hours</td>
</tr>
<tr>
<td>80%: 9-10 credit hours</td>
<td>1/2-time: 6-8 credit hours</td>
</tr>
<tr>
<td>70%: 8 credit hours</td>
<td>Less than 1/2-time: 4-5 credit hours</td>
</tr>
<tr>
<td>60%: 7 credit hours</td>
<td>Less than 1/4-time: 1-3 credit hours</td>
</tr>
<tr>
<td>Below 7 equivalent credit hours you are not eligible for the housing stipend.</td>
<td></td>
</tr>
</tbody>
</table>
Special Programs
Many CCA programs* have staggered course dates that may affect payments from VA as the rate of pursuit changes throughout the semester. The Military and Veteran Services Office can help calculate equivalent credit hours/rate of pursuit but cannot determine what VA will pay.
- Emergency Medical Services
- Fire Science
- Peace Officer Standards and Training (POST) Academy
- Diesel Mechanics
- Phlebotomy and Certified Nurse Aide
- Entrepreneurship Programs
- Construction Certificates

*Others may be added as new programs are created.

Colorado Film School
Because of the way some film classes have to be scheduled, you may need to balance out your classes between the first and second halves of the semester to be eligible for VA payments.

Example for full-time enrollment:

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Length (Weeks)</th>
<th>CCA Credit Hours</th>
<th>Equivalent Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FVM 153</td>
<td>1/16-3/7/2018</td>
<td>7</td>
<td>3</td>
<td>7.7</td>
</tr>
<tr>
<td>FVM 185</td>
<td>1/16-5/7/2018</td>
<td>16</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>FVM 117</td>
<td>1/16-5/7/2018</td>
<td>16</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>FVM 205</td>
<td>3/8-5/7/2018</td>
<td>9</td>
<td>3</td>
<td>6</td>
</tr>
</tbody>
</table>

COLLEGE OPPORTUNITY FUND
The College Opportunity Fund (COF) provides a tuition stipend for eligible students at CCA. If you didn’t sign up for COF when you applied at CCA, you can complete the one-time application at http://cof.college-assist-org. Once you’re registered each semester you’ll need to make sure to authorize COF through MyCCA.

ATTEND ORIENTATION
First-time college students are required to attend orientation, but all students can benefit from attending! At orientation, you will learn about what it is like to be a student at CCA, your path to your career, how to pay for college, and much more. Orientation = Success!

STUDENT ID AND PARKING PASS
Stop by the Welcome Center at the CentreTech Campus or Lowry Student Services to get your CCA Student ID card and your parking pass. A photo ID is required to get your student ID.

BUY YOUR BOOKS
You can take your schedule to the bookstore to purchase your books or search on the bookstore’s website to find what books you’ll need. Make sure to buy your books before classes begin so you’re prepared!
REQUESTING CERTIFICATION

HTTPS://CCAURORA.FORMSTACK.COM/FORMS/MVA_RFVAC You need to complete the Certification Requestion every semester that you want CCA to report your enrollment to VA. In addition to the Request, you must be enrolled in classes before enrollment can be reported to VA.

You will typically hear back regarding your status within 2 weeks of submitting the Request, but it may take longer during busy periods right before the semester starts. You will receive updates through your CCA-issued email account and through MyCCA.

VA Payments

Once the school submits your enrollment information, it must be processed by VA. It can take VA anywhere from a couple of days to 6 weeks to process enrollments each semester. Once VA has processed your enrollment, stipends are paid in arrears for the month. This means that you will receive payment for January at the beginning of February. Keep in mind, VA prorates monthly payments when classes aren't in session (i.e. the beginning and end of the semester).

VA does not provide payment information to CCA, so be sure to contact VA if you have questions about when you will get paid or the amount of any payments.

Books and Supplies Stipend

The Books and Supplies Stipend is a lump sum payment paid directly to students using the Post-9/11 GI Bill. The stipend is $41.67/credit hour for up to 24 credits ($1000 total) per academic year (August-July) and is prorated based on entitlement.

The payment is released two weeks prior to the start of the class, provided VA has processed the enrollment certification. You may receive multiple payments if you’re taking a mix of in-class, online, and/or late-start classes.

To help ensure that you receive your Books and Supplies Stipend on time, we encourage you to submit your Request for VA Certification as early as possible!

Monthly Housing Allowance (MHA)

The housing rate is based on the military BAH rate (https://www.defensetravel.dod.mil/site/bahCalc.cfm) for an E-5 with dependents for the zip code of the school and becomes effective August 1 of each year.

Students enrolled only in online and/or self-paced courses will qualify for an MHA at a much lower rate than students with at least one residential course.

To receive a housing allowance students must be enrolled more than half-time. Housing payments are based on the following calculation:

\[ \text{Payment} = MHA \times \text{rate of pursuit} \times \text{benefit eligibility}. \]

The rate of pursuit is determined by dividing VA equivalent credit hours (see page 10 for information on equivalent credit hours) by 12 and rounding to the nearest 10%.

Example:
The housing allowance is $2,000.00 for a full-time CCA student with 100% entitlement. Bob is enrolled in nine credit hours for a 15-week semester and has 70% entitlement.

\[ \text{Rate of pursuit is } 80\% \text{ (9 credits}/12=75\%, \text{ rounds to } 80\%). \]

\[ MHA = 2,000.00 \times 80\% \times 70\% = 1,120.00. \]

VA debts

Debts are established on a student when:

- You drop and/or withdraw after the first day of the term.
- You reduce hours, whether the reduction occurred before or during the term.
- You attended at least one day of any of the classes certified and a payment has been issued.
- The school submitted a change in enrollment and reported a reduction in tuition and/or fees due to your action reducing or terminating training.

For tuition and fees debts, VA will bill CCA and you may owe CCA. You will receive an email from Military & Veteran Services as soon as we recevie communication from VA regarding the debt amount.

VA will send you an initial notification of the debt and forward your account to VA’s Debt Management Center (DMC). The DMC will send a notification letter that informs you about your rights and obligations regarding the debt. Failure to contact VA can result in your file being reported to credit agencies and your account referred to the U.S. Department of the Treasury for collection.

VA will work with you to make arrangements regarding debts, so it is important to contact them as early as possible (https://www.va.gov/debtman/).
In addition to your Pathway team, we have services that are here to support you and help ensure that your time at CCA is successful.

**Office of Disability and Equity**  
CentreTech Campus, Student Centre, Room 202B  
303-361-7395  
ode@ccaurora.edu

The Office of Disability and Equity supports our student veterans and military-affiliated students with accommodations and other services in order to eliminate barriers to equal access and participation. Services are interactive, confidential, and responsive to the individual needs of our students.

**Office of Student Intervention and Conduct**  
CentreTech Campus, Administration Building, Room 105B  
303-340-7524  
angela.tiedeman@ccaurora.edu

The Office of Student Intervention and Conduct provides support services, resources, and guidance to help students in overcoming obstacles to college completion, transfer, and employment. Resources include information on SNAP food stamps, food banks, CCA’s meal plan, and housing, financial, medical, and legal resources.

**Counseling Services**  
CentreTech Campus, Administration Building, Room 105A  
303-360-4949 (Appointment Line)  
counseling@ccaurora.edu

Counselors can help address short-term needs like coping strategies for the classroom or provide referrals for longer term needs or evaluations for treatment for PTSD, TBI, or other mental health concerns.

**In an emergency, contact:**  
Veterans Crisis Line: 1-800-273-TALK  
Text to 838255 to connect with a VA responder Chat online at VeteransCrisisLine.net/Chat

Colorado Crisis Services: 1-844-493-TALK  
Text TALK to 38255 or  
Chat online at https://coloradocrisisservices.org/

**Career Services**  
CentreTech Campus, Administration Building, Suite 201  
303-360-4982  
careerservices@ccaurora.edu

Career Services offers assistance to students by helping with program selection, career exploration, mock interviews, job searches, and more! Our career counselors can assist in crafting a resume that translates your military experience and training into civilian terminology and help you nail your next interview.

**Office of Student Life**  
CentreTech Campus, Student Centre, Room 102  
Lowry Campus, West Quad Building, Room 110  
303-360-4729 (CentreTech) or 303-340-7525 (Lowry)  
student.life@ccaurora.edu

With the Office of Student Life, you can get involved in the CCA community as a way to enhance your experience, meet new people, and develop skills that will help you now and in the future. Student clubs and the Student Government Association are a great way to strengthen your leadership skills and connect with other CCA students. Student Life also runs the MyQUEST Leadership Program that equips students with the knowledge, skills, and attitudes to help you develop into an engaged and active leader.

**Student Success Center**  
CentreTech Campus, Student Centre, Suite 101  
303-340-7108  
studentsuccess.cca@ccaurora.edu

The Student Success Center is dedicated to increasing the retention, completion, and transfer of CCA students through several programs. These programs, open to all eligible CCA students, include:

- TRIO Student Support Services
- English as a Second Language (ESL) TRIO Student Support Services
- Upward Bound
- Colorado Opportunity Scholarship Initiative (COSI)
- Brother to Brother
- Transfer Success Office
- Students connected to a variety of scholarship programs.
TECHNOLOGY

MyCCA
MyCCA is your student portal where you can access your student information (schedule, registering for classes, address, etc.)

- Go to www.ccaurora.edu
- Click on MyCCA at the top of the page.
- User Name: Student Number (include the S), Password: MMDDYY (Your Birthday ex: June 6th 1990 = 060690)
- You will then change your password. Password Rules are:
  - Length must be 14 characters or more.
  - Must contain at least three of the following character types:
    - Uppercase letters, lowercase letters, numbers, and special characters (spaces count).
  - You will be required to change your pass phrase every six months.

Student Email
Student Email is accessible from MyCCA. It is extremely important that you check your student email because this is how the college will communicate important information to you.

- Click the student email button at the top of MyCCA.
- Set the language and Mountain for the time zone
- Maximize the window (make it big).
- To forward your email to another account:
  - Click Settings at the top (on the black bar).
  - Type Forward in the search box.
  - Look for Forwarding.
  - Type in the email address you want it to forward to.
  - Click the Keep a Copy of Forwarded Message box
  - Click Save at the top.

Desire2Learn (D2L)
Desire2Learn is an online platform for each class where your instructors will put course information and ask you to turn in assignments and take tests. You can access D2L from MyCCA by clicking on the D2L icon or by clicking on the title of the courses listed on your Student tab.

- Go to www.ccaurora.edu
- Click Programs and Classes.
- Click Online Learning.
- Click on Desire2Learn Student Orientation (near the bottom of the page).

Desire2Learn Student Orientation - View a presentation on how to use Desire2Learn, our online course management system. Included in the presentation are guides on how to perform all of the online activities an instructor may require in a course.

- If you get a stop sign click activate (in white).
- Click Save and Remember.
- If a box says "Continue from where you stopped last time?" Click Cancel.
- The orientation will show you how to navigate D2L. Pay attention because you will have an opportunity to do what you were just taught.

CCA Mobile App
Available for both iOS and Android platforms, CCA Mobile can help students when they are away from a laptop or home computer and need to look up their class schedule or find the right contact person to reach at school.
**DROPPING, FAILING, AND REPEATING CLASSES**

**Dropping or Withdrawing from Classes**
Schools are required to notify VA when changes occur to your schedule. Decreases in training time caused by dropped classes and/or withdrawals will create over payments with VA; this can affect prior and future payments. If VA has issued a payment to you, CCA, or both, for the term in which an enrollment change occurs, you may owe money to VA, CCA, or both.

Please notify Judy Steele before you make the enrollment change if a mitigating circumstance is the cause for dropping or withdrawing from a class. VA determines debts differently if a mitigating circumstance exists and it can be documented. If a mitigating circumstance is not reported by CCA, you will have to appeal directly to VA.

**Drop period:** the period at the beginning of a course when you can drop a course without being charged tuition and the course does not appear on your transcript. This is usually, the first 15% of a course. Check your schedule on the MyCCA portal for specific deadlines.

**Withdrawal period:** the period between the drop deadline and 80% of the course length when you can withdraw from a course. You are liable for the tuition and fees charged for the class and it will show on your transcript with a grade of W. Check your schedule on the MyCCA portal for specific deadlines.

**Failing a Class**
VA does not assess a penalty the first time you fail a course. However, repeated failures, including D grades in most cases, are required to be reported to VA and will cause overpayments for housing, tuition, and fees.

Keep in mind, failing courses affects your grade point average (GPA), possible financial aid status, and how far your benefits will go toward your education. Taking courses that do not count toward your degree may mean that you are paying out-of-pocket for your last couple of classes, and four-year colleges and universities are far more expensive than CCA.

**Repeating a Class**
VA permits certification of repeated coursework for courses that are dropped, failed, or where the earned grade does not meet minimum requirements for graduation. VA will not pay for you to repeat a course for which you received a passing grade, but wish to earn a higher grade.

**UNIVERSITY OF COLORADO HEROES CLINIC**

Located in Aurora, Colorado at the Fitzsimmons Medical Campus, the CU Heroes Clinic offers FREE dental services to full-time student veterans attending several metro-area colleges, including CCA.

Established with the generous support of Delta Dental of Colorado, the CU Heroes Clinic was created to meet the specific needs of veterans and provides a wide variety of services – all free of charge. All services are provided by senior dental students under the supervision of highly-qualified faculty and staff, many of whom are veterans themselves.

Student veterans do not need to be eligible for or using VA education benefits to qualify for these services. If you think you might qualify, please contact Judy Steele at judy.steele@ccaurora.edu.

If you are a full-time student veteran at CCA, you can contact the CU Heroes Clinic directly by email at sdmheroes@ucdenver.edu or call 303-724-2VET to schedule an appointment.
CHECKLIST FOR THE FIRST SEMESTER

1. Complete Our Guided Pathways Quiz
   WWW.CCAURORA.EDU/GUIDEDPATHWAYS

2. Apply for Admission
   WWW.CCAURORA.EDU/APPLICATION

3. Apply for VA Benefits
   WWW.VETS.GOV/EDUCATION/APPLY

4. Apply for Financial Aid
   WWW.CCAURORA.EDU/AID | FAFSA.ED.GOV

5. Log in to CCA Navigate
   CCAURORA.NAVIGATE.EAB.COM
   (Use S number to log in)

6. Check-in With Admissions, Registration, and Records
   CENTRETECH CAMPUS - ADMINISTRATION BUILDING - WELCOME CENTER DESK
   • Make sure you are receiving in-state tuition rate
   • Submit your transcripts
   • See if you meet the assessment requirements

7. Meet With a Pathways Advisor
   WWW.CCAURORA.EDU/ADVISING

8. Register for Classes
   WWW.CCAURORA.EDU/REGISTER

9. Attend Orientation
   WWW.CCAURORA.EDU/ORIENTATION

10. Submit the Following Forms to Military and Veteran Services
    HTTPS://CCAURORA.FORMSTACK.COM/FORMS/MVA_RFVAC
    • Intake sheet
    • Proof of benefits
    • DD214 (if proof of benefits has not yet been received)
    • Complete your Certification at the link above

11. Make Sure Payment Arrangements Have Been Made
    WWW.CCAURORA.EDU/PAYMENT
    See below for more information on tuition deferment for eligible students.

12. Get Your Student ID and Parking Pass
    WWW.CCAURORA.EDU/ID

13. Buy Your Books
    WWW.CCAURORA.EDU/BOOKS

FINANCIAL AID
VA education benefits and financial aid do not impact each other, so it is strongly recommended that you apply for financial aid to see if you qualify for additional grants or scholarships.

If you are receiving financial aid, CCA reports full tuition and fee charges to VA for students receiving benefits through the Post-9/11 GI Bill and Vocational Rehabilitation and Employment, regardless of financial aid that you receive*. We do not report tuition and fees until after the drop deadline for the class, so VA does not typically pay until five to six weeks after your classes begin.

This means that you will probably receive multiple refunds for your financial aid, especially if you have late-start classes.

*Tuition-specific grants/scholarships will need to be deducted from the amount reported to VA.

CHOOSE YOUR REFUND PREFERENCE
WWW.CCAURORA.EDU/CCA_refund_information

TUITION DEFERMENT
We can only defer tuition for students using the Post-9/11 GI Bill or Veteran Readiness & Employment and current documentation of eligibility must be on file with Military & Veteran Services.

Students using any other education benefit must have other payment arrangements on record before the tuition deadline.
The Community College of Aurora prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. The Community College of Aurora will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.