

STUDENT VETERAN ORIENTATION PACKET



Kalamazoo**VALLEY**TM
community college

KALAMAZOO VALLEY WELCOMES YOU

Kalamazoo Valley Community College welcomes all men and women who have served in the U.S. Armed Forces! Whether you are a veteran, serving on active duty, in the Reserves or the Guard, or a dependent of a veteran, Kalamazoo Valley is committed to supporting and encouraging your success. The Veteran Services Office can assist you with access to resources at the college and in the community. Let us help make your transition back to school successful!

While all our faculty and staff members are available to assist you, a Veterans' Success Team (VST) has been established to focus on Kalamazoo Valley Community College's efforts to be a military and veteran friendly campus. There are many resources available to you both on and off campus. Please visit the hub of online resources available to you at www.kvcc.edu/veterans.

VETERANS' SUCCESS TEAM:

Audree Morrison

Veteran Services Coordinator
269.350.1952
amorrison@kvcc.edu
Or visit Room 9300 at TTC

Stacy Hoffman

Certifying Official & Financial Aid Assistant
269.488.4253
shoffman@kvcc.edu
Or visit Room 9210 at TTC

Brent Haddow, U.S. Air Force Veteran

VetSuccess on Campus
Vocational Rehabilitation & Benefits-Related Questions
Cell: 313.310.2157
brent.haddow@va.gov
Or visit Room 3384 at TTC on Tuesdays and Wednesdays

Sue Visser

Accounts Receivable
269.488.4227
svisser@kvcc.edu
Or visit Room 5139 at TTC

Lois Baldwin

Director of Special Services
269.488.4397 or TTC: 269.488.4358
lbaldwin@kvcc.edu
Or visit Room 2220 at TTC

Colleen Olson

Counselor
SVA Advisor
269.488.4040
colson@kvcc.edu
Or visit Room 9300 at TTC

LaSonda Wells, U.S. Air Force Veteran

Counselor
269.488.4669
lwells@kvcc.edu
Or visit Room 9300 at TTC

Coty Dunten

Life Resources Coordinator
269.488.44825
cdunten@kvcc.edu
Or visit Room 9300 at TTC

Jenny Buysse

Career & Student Employment Services Advisor
269.488.4649
jbuysse@kvcc.edu
Or visit Room 9300 at TTC

Ezra Bell

Transfer Coach
269.488.4045
ebell@kvcc.edu
Or visit Room 9300 at TTC

Success Advocate

269.488.4040
success@kvcc.edu
Or visit Room 9300 at TTC

Aaron Edlefson

Veterans Service Specialist
269.373.5284
adedle@kalcounty.com
Kalamazoo County Veterans Service Office



VETERANS CHECKLIST

For assistance with any of the following steps please contact or make an appointment with Kalamazoo Valley's Veteran Services Coordinator, Audree Morrison

TTC 9300
amorrision@kvcc.edu
269.350.1952
www.kvcc.edu/veterans

- 1. Complete the application online at www.kvcc.edu/apply. The application is free and easy. You will receive your acceptance letter in the mail within one week.
- 2. Submit copies of your DD214, and request official military transcripts and transcripts from all colleges and universities you have attended: **Kalamazoo Valley Community College , 6767 West O Avenue, PO Box 4070, Kalamazoo, MI 49003-4070**
 - o How to get DD214:
 - You can obtain a certified copy from your local County Records Office or the Commission Office, if you previously had it recorded. If not, to obtain a copy of your military record, you can make an electronic request at <http://www.archives.gov/veterans/military-service-records>
 - o Request to have official military transcripts sent to KVCC:
 - Army, Coast Guard, Navy and Marines - Joint Service Transcript (JST)
<https://jst.doded.mil/smart/dodMandatoryBanner.do>
 - Community College of Air Force Transcripts:
http://www.au.af.mil/au/ccaf/active_duty.asp
- 3. Apply for Benefits.
 - o Complete the Application for VA Education Benefits (VONAPP) online at gibill.va.gov/apply-for-benefits/application/ When the application process is completed, VA will issue a Certificate of Eligibility (COE) to qualified individuals. The certificate will contain basic eligibility information including months of entitlement, period of eligibility and benefit level. Please submit a copy to Stacy Hoffman, located in the Financial Aid Office at TTC Room 9210 in the Student Services Wing.
 - If you have questions about applying for your benefits, contact Brent Haddow,
TTC 3384
313.310.2157
brent.haddow@va.gov
- 4. Complete the Free Application for Federal Student Aid (FAFSA) and Apply for a Pell Grant. The Financial Aid Office provides numerous options for assisting students with the costs associated with attending Kalamazoo Valley. These options include grants, scholarships, work opportunities and loans to qualified students.
 - o File online at www.fafsa.ed.gov. Apply now!
 - o Complete every year
 - School Code: 006949
 - o For questions, see:
 - Stacy Hoffman, TTC 9210
Certifying Official & Financial Aid Assistant
shoffman@kvcc.edu
269.488.4253
- 5. Apply for Tuition Assistance.

- o Active Duty Army, Army Reserve (AR) and Army National Guard (ARNG) Soldiers currently serving may qualify for Tuition Assistance through GoArmyEd.com. This provides soldiers with up to \$4,500 per fiscal year to use toward tuition expenses.
- o A step-by-step guide is provided to assist soldiers through the process of creating an account, obtaining required documents and requesting tuition assistance for classes. To receive your copy, or make an appointment to review TA procedures, make an appointment with the Student Success Center at 269.488.4040.

6. Complete Placement Testing.
- o ACT or COMPASS test scores are required to be on file prior to attending orientation and registering for classes. Submit your ACT scores after you have received your acceptance letter. If they were not sent to Kalamazoo Valley, you can have ACT submit your scores by going to www.actstudent.org (Kalamazoo Valley's ACT code is 2016).
 - o If you feel your ACT scores do not reflect your abilities, or you have not taken the ACT, you may take the COMPASS test in the Kalamazoo Valley Testing Center, TTC, Room 2210 or ACC, Room 123. Please contact the TTC Testing Center at 269.488.4235 or ACC Testing Center at 269.373.7815 for more information.

7. Attend Orientation or Inprocessing Event.
- o Orientation is required for all new students. Sign up for an orientation session to learn important information about attending college. Counselors will be available to assist you in selecting your first semester of classes and will demonstrate how to search and register for classes online. There are designated orientations for military personnel and student veterans. These "New Student Veteran Inprocessing Orientations" are held throughout the year and cover several topics unique to veterans, such as VA educational benefits and KVCC's Vet-to-Vet Mentorship Program. To reserve your seat in either type of orientation, please call 269.488.4040.

8. Sign Up for Classes (if you didn't already do so during orientation).
- o Visit www.kvcc.edu/myvalley to register for classes.
 - o For assistance, or to discuss your program of study, meet with a Kalamazoo Valley counselor.
 - o How a counselor can assist you:
 - Compare and contrast programs of study
 - Create academic goals
 - Decide which classes to take each semester
 - Review your progress toward a degree
 - Perform pre-graduation audits
 - Change your program of study
 - Receive short-term personal counseling
 - Obtain information about long-term personal counseling resources
 - Learn about applications or prerequisites for certain programs and classes
 - Identify beneficial on-campus resources, such as tutoring and career counseling
 - o To schedule an appointment, inform the person scheduling the appointment that you are a veteran and/or serving in the U.S. Armed Forces:
 - Texas Township Campus, Room 9300
269.488.4040
 - Arcadia Commons Campus, Room 120
269.373.7834

9. Meet with a Career and Student Employment Services Advisor (if applicable).
- o If you are undecided about your desired career path, and therefore your Kalamazoo Valley program of study, it is advised to make an appointment with The Career and Employment Services Office.
 - o You can make an appointment with a Career and Student Employment Services advisor by calling 269.488.4123 or visiting Room 9300 at TTC.

10. Submit Documentation.
- o If you haven't done so already, submit supporting documentation. Please submit a copy of your COE from the VA to Stacy Hoffman.
 - o Remember to contact Stacy Hoffman if there are any changes in the number of credit hours for which you are registered. 269.488.4253 shoffman@kvcc.edu
 - o Veteran Educational Benefits are certified on a semester basis. **Please be sure to complete Kalamazoo Valley's Veteran Intent Form each semester after you have registered for classes.** The form can be found at www.kvcc.edu/admissions/finaid/1415forms/VetInt14-15.pdf
 - o **Each year, submit the Veteran Certification Form to Stacy Hoffman.** www.kvcc.edu/admissions/finaid/1415forms/VetCert14-15.pdf
 - o Student Verification of Enrollment: Chapter 30, 1606 and 1607 students must verify their enrollment monthly by Web Automated Verification of Enrollment (WAVE) or by Interactive Voice Response (IVR). Payments will not be sent until this is done. The preferred method is WAVE, which includes features not in IVR. WAVE allows students to verify their enrollment on the Internet. The web address is gibill.va.gov/wave/. Students must be currently enrolled in an approved educational program and must have a current benefit award to use WAVE. IVR allows students to call 877.823.2378 for their monthly verifications. The monthly verification of enrollment procedure has not been adopted for Chapters 33 or 35 students.
11. Make an Appointment with Special Services (if applicable).
- o Special Services is located within the Learning Center in Room 2220 at TTC. They offer educational accessibility and other services to students with disabilities who are currently attending or plan to attend Kalamazoo Valley.
 - o They may also provide the following resources:
 - Advising
 - Advocacy
 - Adaptive equipment
 - Assistance with registration and scheduling
 - Assistance with organizational and study skills
 - Connections with outside agencies
 - Counseling and referrals
 - Electronic text
 - Interpreter services
 - Note-taking assistance
 - Tutoring
 - o A Special Services advisor will be able to meet with you at a time and place convenient for your schedule.
 - o To schedule an appointment, please call the Special Services Office: 269.488.4397 or TTD: 269.488.4358.
12. Pick up your Student ID.
- o Student Service Center
 - o TTC: Main Lobby, near bookstore: 269.488.4100
 - o ACC: 269.373.7800

RESOURCES

Veterans Discount in KVCC's Cafeteria!

Show your Veterans ID card, such as a CAC card, at KVCC's cafeteria and receive 15% off!

If you do not have a Veterans ID card call KVCC Veteran Services to receive a Kalamazoo County Veterans ID card.

CAC Readers

CAC readers can be found at each campus, including The Groves. Contact the Computer Labs for more information.

Student Veterans of America

The mission of this student organization is to provide military veterans with the resources, support, and advocacy needed to succeed in higher education and following graduation.

www.kvcc.edu/veterans

www.studentveterans.org

Visit your county veterans service office.

Aaron Edlefson is Kalamazoo County's Veterans Service Specialist.

He can help you with:

- Claims filing for VA disability benefits
- VA health care benefits
- Dependents and survivors benefits
- VA Home Loan Guaranty
- Burial and headstone benefits
- Kalamazoo County Veterans ID card
- Education benefits
- Medical treatment
- Military records and medals
- Emergency financial aid
- Michigan Veterans Trust Fund Agents
- Assistance referrals
- Transport to the VA Medical Center in Battle Creek

In Kalamazoo County, you can visit:

3299 Gull Road

Kalamazoo MI 49048

Second Wing, Third Floor Room 310

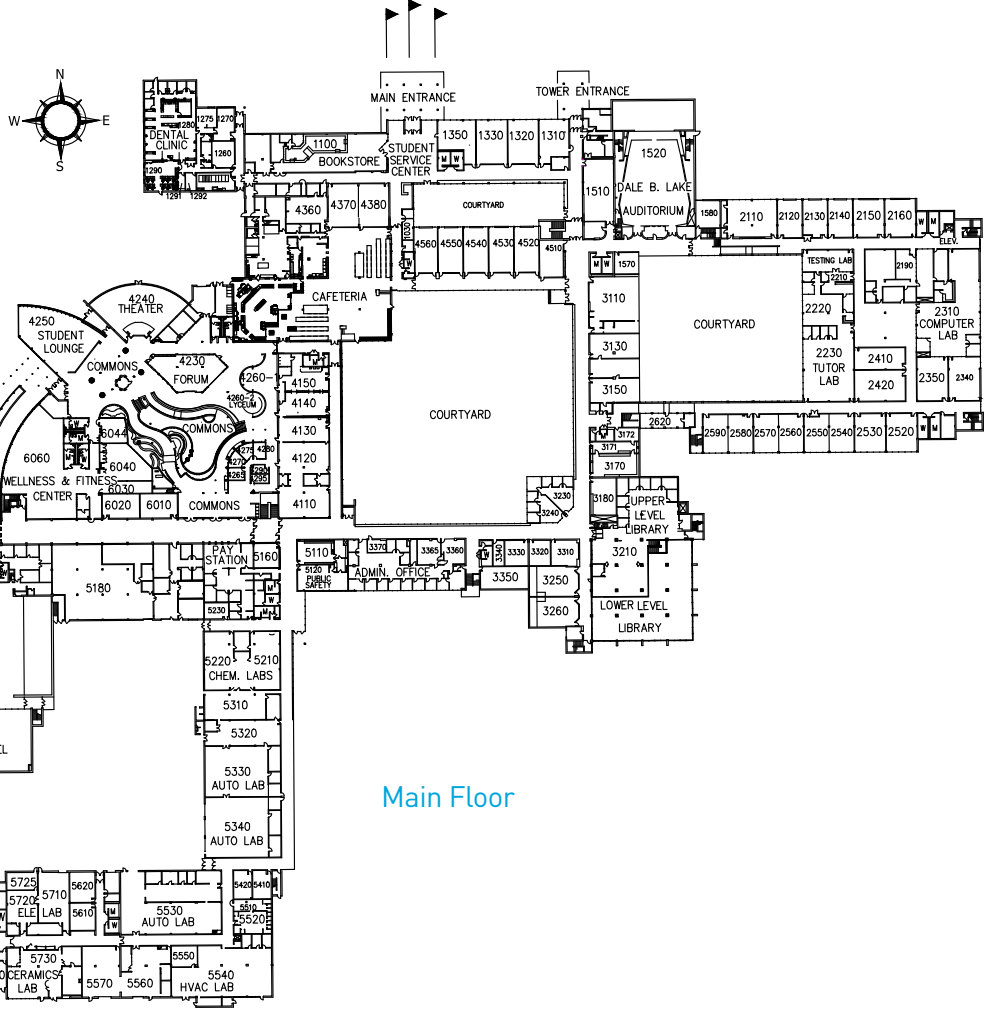
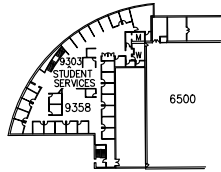
269.373.5304

www.kvcc.edu/veterans

Like us on Facebook: KVCC Student Veterans

TEXAS TOWNSHIP CAMPUS MAP

Student Services Wing
Second Floor



Main Floor



Find your Kalamazoo Valley destination on your iOS® and Android® device using Google Indoor Maps.

For instructions, visit www.kvcc.edu/maps