

# Skyline College Veterans Resource & Opportunity Center (VROC) New Student Checklist



Skyline  
College

## 1 APPLY FOR ADMISSIONS

- Apply for Admissions at [skylinecollege.edu/apply](https://skylinecollege.edu/apply)
  - Provide your information within the *U.S. Military/Dependent of Military* section
  - You will receive your *Welcome* email within 24 hours with your student ID number and instructions on how to access the mySMCCD Student Portal.
- If applicable, apply for Financial Aid at [skylinecollege.edu/financialaid](https://skylinecollege.edu/financialaid)

## 2 CONFIRM IF YOU PLAN TO USE VA EDUCATION BENEFITS

- You will receive an email from the VROC to confirm which benefit you intend to use while attending Skyline College.
  - **Very Important! Responding to this email will:**
    - Connect you with the **Veterans Academic Counseling Team** and **Veteran Forms** in your mySMCCD Student Portal.
    - **Contact the VROC** if you are unable to locate this email.
- Once you have confirmed which benefit you intend to use, get in touch with a School Certifying Official (contact info on page 4) to:
  - **Verify your Residency status.** If you are not categorized as California resident, you will need to submit a form and supporting documents to adjust your status so you are not charged non-resident fees.
  - **Verify you won't be dropped for non-payment** while waiting for VA tuition payments to be posted to your account.

## 3 ORIENTATION

- The New Student Orientation will provide you with the information, resources, and tools you need to be successful at Skyline College
  - New Student Orientation - [skylinecollege.edu/orientation/](https://skylinecollege.edu/orientation/)

## 4 COMPLETE ASSESSMENT (if needed)

- You may need to complete an assessment measure to determine English and/or Math placement. Successful completion of College Level English and/or Math courses at an institution outside of SMCCCD may satisfy this step.
  - **Submit Official Transcripts** and discuss with a Veterans Academic Counselor (instructions below)

## 5 SUBMIT OFFICIAL TRANSCRIPTS

- Submit official transcripts from ALL colleges previously attended outside of SMCCCD (including Joint Services Transcripts) to Transcript Evaluation Services.
  - **Official transcripts cannot be received electronically from students.** Official transcript(s) can be sent electronically to [transevaluation@smccd.edu](mailto:transevaluation@smccd.edu). Official transcript(s) can be mailed to:
    - College of San Mateo - Attn: Transcript Evaluation  
Services 1700 W. Hillsdale Boulevard  
San Mateo, CA 94402
  - Instructions on how to request an official Joint Services Transcripts:  
<https://jst.doded.mil/official.html>

## 6 MEET WITH A VETERANS ACADEMIC COUNSELOR

- Schedule an appointment with a Veterans Academic Counselor
  - Instructions - [skylinecollege.edu/veterans/prospectivestudents.php#counseling](https://skylinecollege.edu/veterans/prospectivestudents.php#counseling)

## 6 MEET WITH A VETERANS ACADEMIC COUNSELOR (Continued)

- **You and your Counselor will review and set up your educational goals.** A Student Education Plan (SEP) will be created to help you build your road map towards your education goal. A Veterans Academic Counselor will need to perform a soft evaluation on all outside transcripts to ensure you are not taking any repeated courses.
  - Students who are certified for repeated courses may be responsible to pay back debt accrued.
- **Submit official transcripts and bring copies of transcripts to your counseling appointment.** The Veterans Academic Counselor will be able to review unofficial copies until the official version is delivered.

## 7 REGISTRATION

- Register for classes that are listed on your SEP through WebSMART
  - Login into your mySMCCD Student Portal at [smccd.onelogin.com](https://smccd.onelogin.com)
    - Select WebSMART icon, then click 'Registration Dashboard' link

## 8 COMPLETE STATEMENT OF RESPONSIBILITY & CERTIFICATION REQUEST

- Once you have registered for courses, submit your **Certification Request** through mySMCCD Student Portal > Student Success Link > Veteran Forms
  - All courses present on your Certification Request must be included on your SEP and are required for an approved program of study.
  - The Veteran's Benefits Statement of Responsibility Form is a part of the Veterans Certification Request in the Student Success Link.
  - For questions regarding the certification requirements/process, contact our **SCHOOL CERTIFYING OFFICIAL TEAM** at [skymilitarycert@smccd.edu](mailto:skymilitarycert@smccd.edu)

## Requirements That Could Impact Your VA Education Benefits

- Full-time for Fall & Spring certification of VA education benefits is **at least 12 units or more of continuous enrollment**, excluding LSKL and courses not required for your certificate and/or degree.
  - *At least 6 units for Summer semester(s).*\*
- In order to maximize benefits, specifically pertaining to your monthly housing allowance (MHA), **you must take at least one in-person or hybrid class (resident)**.
  - Students using **CHAPTER 31** Benefits, check with your VR&E Counselor for the minimum resident unit requirement.
  - Students using **CHAPTER 30, 1606, 35** benefits: Please check with the program you participate in to determine your specific program requirements.
- If you take classes (online or in-person) at any college other than Skyline College, it must be included on your SEP and may delay when your courses will be certified.
- Post-9/11 GI Bill® (Chapter 33) and Dependents (Chapter 35) students are required to verify enrollment at the end of each month.
  - **If you fail to verify enrollment, your payments will be placed on hold.**
- **Non-Punitive or Failing Grades**
  - **Withdrawal** from any class listed on your SEP/ previously certified with the VA will be reported to the VA, in most cases will reduce your benefit amount, and may result in a debt to the VA.
  - **Receiving an F grade** in a class will not be reported to the VA **unless** the instructor has submitted the F along with a last date of attendance that precedes the end of the term.
- Veterans and Dependents receiving Educational Benefits will be subject to Academic Standards for Continued Eligibility. See catalog for more details.

**YOU MUST COMPLETE EACH STEP BEFORE PROCEEDING TO THE NEXT ONE**

## **ATTENTION: CH.31 / VRE Students**

In order for us to certify your enrollment, we need a current active Purchase Order provided by your VRE counselor. Please make sure to provide the correct identifying information for our institution, to ensure we receive the Purchase Order with correct information and in a timely manner, to avoid any delays in certification.

### **Information for Ch.31/VRE Students to Provide to VRE Counselor for Issuing a Purchase Order**

- **Our Tax ID:** 943084147
- **Facility code:** 11117405
- **SCO Email:** skymilitarycert@smccd.edu

## **ATTENTION CH.35/Dependent Students**

**If you are using Ch.35 dependent benefits for the first time**, please make sure to contact the School Certifying Official to provide the qualifying veterans **first name, last name and SSN**.

Provide the information in one of the following ways:

- Via email: skymilitarycert@smccd.edu
- Via phone: (650) 738-4292
- In-person on Campus: Building 19, Room 104
  - Ask for a School Certifying Official



# SKYLINE COLLEGE - KNOW YOUR RESOURCES

## CAMPUS RESOURCES

### VETERANS RESOURCE & OPPORTUNITY CENTER (VROC)

**Location:** Building 19, Room 209

**Contact:** (650) 738-7060 | [skyveterans@smccd.edu](mailto:skyveterans@smccd.edu)

**Services:** Provides information and referrals to campus and community services, assistance with requesting VA Education Benefits, support with admissions processes, support with course registration, and registration. Study space with computers available.



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### SCHOOL CERTIFYING OFFICIAL (SCO Team)

**Location:** Building 19, Room 104

**Contact:** [skymilitarycert@smccd.edu](mailto:skymilitarycert@smccd.edu)

**Services:** The School Certifying Team verifies enrollment, submits certification to the VA, tracks changes, and ensures timely, accurate processing of education benefits in compliance with VA regulations and policies.



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### ADMISSIONS & RECORDS

**Location:** Building 19, Room 104

**Contact:** (650) 738-4251

**Services:** The Admissions & Records team helps with college applications, class registration, transcripts, graduation petitions, change of grade requests and keeps your student records up to date and accurate.



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### FINANCIAL AID

**Location:** Building 19, Room 104

**Contact:** (650) 738-4236

**Services:** The Financial Aid Office is here to help you find and apply for money to pay for college. We offer support with FAFSA applications and connect you to grants, scholarships, loans, and work-study. Our team guides you through the process so you can make smart choices about your financial options.





# SKYLINE COLLEGE - KNOW YOUR RESOURCES

## CAMPUS RESOURCES

### EDUCATIONAL LEARNING CENTER (EAC)

**Location:** Building 5, Room 5-132

**Contact:** (650) 738-4280 | [skyeac@smccd.edu](mailto:skyeac@smccd.edu)

**Services:** The EAC offers accommodations, counseling, and support for students with documented disabilities. For questions, contact the team by phone, email, or visit Room 5-132 to schedule an appointment with a EAC Counselor or Learning Disabilities Specialist.



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### THE LEARNING CENTER

**Location:** Building 5 Second Floor

**Contact:** (650) 738-4144 | Text: (650) 456-7744 | [skytlc@smccd.edu](mailto:skytlc@smccd.edu)

**Services:** The Learning Commons, which includes the Learning Center and Library, supports your success in and out of the classroom. Our team of student assistants, peer and graduate tutors, and faculty and staff is here to help you get the most from your Skyline College experience.



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### LIBRARY

**Location:** Building 5, First Floor Room 5-100

**Contact:** (650) 738-4311 | Text: (650)738-4311 | [skylibrary@smccd.edu](mailto:skylibrary@smccd.edu)

**Services:** The Library, on Building 5's second floor, offers 50,000 volumes, digital resources, collaborative spaces, and educational technology. As part of the Peninsula Library System (PLS), it provides access to an extensive online catalog and hosts workshops and events.



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### TRANSFER CENTER

**Location:** Building 19 Room 19-208

**Contact:** (650) 738-4232 | [skytc@smccd.edu](mailto:skytc@smccd.edu)

**Services:** The Transfer Center supports your transfer journey by offering resources, services, and events designed to simplify the process. We provide tools and guidance to help you plan effectively and make the most of your Skyline College experience.





# SKYLINE COLLEGE - KNOW YOUR RESOURCES

## CAMPUS RESOURCES

### SPARKPOINT

**Location:** Building 1, Room 1-221

**Contact:** (650) 738-7035 | [skylinesparkpoint@smccd.edu](mailto:skylinesparkpoint@smccd.edu)

**Services:** Do you want to learn more about budgeting and financial wellness? Do you need free groceries or help navigating a housing emergency? SparkPoint can help you secure your financial and basic needs so you can be your best self and thrive in school!



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### HEALTH & WELLNESS

**Location:** Building 19, Room 19-110

**Contact:** (650)-738-4270

**Services:** All students have access to Health & Wellness Services. We provide health care, personal counseling services, health & wellness education and referrals to off campus resources. Our mission is to cultivate a holistically healthy, safe and equitable community.



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### CAREER READINESS & JOB PLACEMENT

**Location:** Building 1, Third Floor

**Contact:** (650)738-4337 | [skylinecareers@smccd.edu](mailto:skylinecareers@smccd.edu)

**Services:** Career Readiness & Job Placement helps you pursue jobs or paid internships through in-person and virtual support. We connect you with opportunities and provide the resources, guidance, and preparation needed to achieve your professional goals and succeed in today's competitive job market.



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### CENTER FOR STUDENT LIFE & LEADERSHIP DEVELOPMENT

**Location:** Building 6, Room 6-212

**Contact:** [skystudentlife@smccd.edu](mailto:skystudentlife@smccd.edu)

**Services:** The Center for Student Life and Leadership Development supports students in creating or joining campus events, building leadership skills, and enriching their college experience through extracurricular activities, involvement opportunities, and community engagement.





# SKYLINE COLLEGE - KNOW YOUR RESOURCES

## VETERANS COMMUNITY RESOURCES

### VA EDUCATION BENEFITS

**Contact:** 1-888-442-4551 | Ask.VA (AVA): <https://ask.va.gov/>

**Hours:** Monday - Friday 7am - 6pm (CT)

**Services:** One-stop shop for the most up to date information regarding your VA education benefits, VR&E benefits, payment statuses, GI Bill Comparison Tool, Enrollment Verification and more. you can also email them questions or concerns regarding your benefits.



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### SAN FRANCISCO VA MEDICAL CENTER

**Contact:** (415) 221-4810 | Hours: 24/7

**Location:** 4150 Clement St, San Francisco, CA 94121

**Services:** Provides primary care and speciality health services, including addiction and substance abuse treatment, mental health care, post-traumatic stress disorder (PTSD) treatment, suicide prevention, surgery and more.



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### SAN MATEO COUNTY VETERANS SERVICES OFFICE (VSO)

**Contact:** (650)802-6598

**Hours:** Mon-Thurs 8AM-12PM, 1PM-4PM

**Services:** Staff from the County Veterans Services Office assist veterans and their families with service-connected disability and pension claims, California veterans benefits, VA life insurance, burial benefits, home loans, and college tuition waivers for dependents. Support is available to help navigate federal and state resources.



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### VETERANS CRISIS LINE - PRESS 1

**Contact:** 1-800-273-8255 or 988 and press 1

**Text:** Send text message to 838255

**Hours:** 24/7

**Services:** The Veterans Crisis Line is a free, confidential service offering 24/7 support to veterans, service members, National Guard and Reserve members, and their families and friends. You don't need to be enrolled in VA benefits or health care to use it.

