

### PRE-ADMISSION

- Complete the **Admissions Application** at [www.arapahoe.edu](http://www.arapahoe.edu).
  - ★ Select **Apply to ACC**
  - ★ The processing time is 2 – 5 business days. You will receive your acceptance letter by email.
- Complete the **Application for Education Benefits** with the VA at [www.ebenefits.va.gov](http://www.ebenefits.va.gov).  
If you have utilized your educational benefits before, please complete a request for change or place of training form.
  - ★ You will receive your certificate of eligibility in the mail.
  - ★ If you have just moved to Colorado, you can receive resident tuition by providing your **DD214 (member-4-copy, or the appropriate form per active duty orders)** to Admissions and Records.
- Fill out the **Free Application For Federal Student Aid** at [www.fafsa.gov](http://www.fafsa.gov) to see if you qualify for grants, loans, or work study funds. You can use both GI Bill and Financial Aid at the same time!
  - ★ ACC's school code is **001346** and the **priority deadline is March 1** each year; you are able to apply after the priority deadline.

### REGISTRATION

(After you have received your Student ID Number)

- Log in to **myACC** and activate your **student email account** using the student ID number and password received in your acceptance email.
  - ★ **Your student email is ACC's official method of communication. Check your email often!**
- Apply for and authorize the **College Opportunity Fund** stipend. The form can be found in your **myACC** account under the **Student Tab**.
- Complete the **placement** test, submit your **ACT/SAT** scores, or **prior college transcripts (unofficial)** to the Testing Center.
  - ★ The **placement test** determines your placement for numerous courses, so be prepared. Need a refresher? We have study guides and prep material on the website under **Student Resources**.
  - ★ Have your military and other college transcripts sent directly to **ACC Admissions and Records**.
- If needed, contact **Student Access Services** to schedule an intake appointment.
  - ★ The process that student access services utilizes is completely confidential. Rest assured that any information provided will not be passed on to instructors or college administration unless the student chooses to make the information known.
- If you are new to college, you will be required to sign up for **New Student Orientation**. You may do so through the website on the **Current Students** tab under **Student Resources**.
- Deliver your **Certificate of Eligibility** along with your **DD-214** to the Veteran's Benefits Office, located at the Littleton campus, first floor, Room M1605, or via e-mail at [vets@arapahoe.edu](mailto:vets@arapahoe.edu). If you have recently applied for benefits and do not have a Certificate of Eligibility, please be sure to provide a copy of your confirmation from your VONAPP application; this will flag you as a Veteran so your classes are not dropped for non-payment before your Certificate of Eligibility arrives.
- Complete a **Request for Certification** found on the website under [www.arapahoe.edu/vets](http://www.arapahoe.edu/vets). Register for your classes yourself or see an Academic Advisor for assistance with registration.
  - ★ **Keep in mind that the VA/GI Bill will not pay for any courses which do not directly apply to your chosen degree and/or certificate. They also do not pay for remedial online classes.**

### ALMOST FINISHED!

- View the **Payment Deadlines** and pay for courses through **myACC**, if applicable.
  - ★ You **must** have been awarded financial aid, set-up a payment plan, paid your tuition in full, or turned in Post 9/11 GI Bill paperwork to the Certifying Official by payment deadline to avoid being dropped from classes.
- Get your **Parking Permit** and **Student ID Card**:
  - ★ **Parking permit**: Visit Campus Police. You will need your paid fees receipt from the cashier's office.
  - ★ **ID Card**: visit Admissions and Records. Remember to ask the Campus Police for swipe access to the Veteran Study Lounge (M1630) on your student ID card.
- Purchase your **Textbooks** either online or at the ACC Campus Bookstore.
  - ★ Bring a copy of your class schedule if purchasing at the Bookstore. The VA pays you directly if you receive a book stipend. The school does not receive the book money; it is a reimbursement to you after you purchase your books out of pocket or using approved Financial Aid funds.

