From Military to College: A Guide for Veterans

Welcome to Normandale Community College! The following lists, one for enrollment in the College and the other for obtaining your veterans educational benefits, should be completed at the same time to ensure your eligibility for and a timely disbursement of benefits.

**Becoming Enrolled at Normandale Community College**

1. Apply for admission at [www.normandale.edu/apply](http://www.normandale.edu/apply). Submit a copy of your or DD214 or visit the Admissions Office with your military ID for a waiver of the application fee.
2. Submit official transcripts for previous college-level coursework, including military training, to the Admissions Office.
   - Transcripts for all other branches can be ordered at [https://jst.doded.mil/](https://jst.doded.mil/)
   - FAFSA determines your eligibility for low/no interest student loans as well as state/federal grants and work study.
   - Financial aid is initially based on your previous year’s earnings. If this doesn’t accurately reflect your income at the time you will be taking classes, talk to the financial aid office (C 1074, 952-358-8250) to discuss an appeal process.
4. Search for scholarships at [www.normandale.edu/scholarships](http://www.normandale.edu/scholarships) and at [www.mymilitaryeducation.org](http://www.mymilitaryeducation.org)
5. Schedule your placement testing and Advising & Registration events at [www.normandale.edu/enroll](http://www.normandale.edu/enroll)
   - Incoming new students must demonstrate readiness in reading, writing, and math by placement testing, SAT, ACT, CLEP, International Baccalaureate, Advanced Placement, or DANTES score; or by previous college coursework.
   - Advising & Registration is your orientation to Normandale Community College. You will receive information on campus services, degrees and programs offered, and registration assistance.
   - Bring a photo ID to your scheduled sessions and plan to be on campus for at least 2.5 hours for each event.
6. Register for classes
   - You can register at your Advising & Registration event or anytime following through the fifth day of the semester. Your course selection should be done in consultation with an academic advisor or counselor and must fulfill program requirements in order to be benefits-eligible.
7. Notify your School Certifying Official (SCO) of your election to use benefits by completing a Deferment Form, obtained from the Registration and Records Office.
   - The Deferment Form will defer your tuition and fees until 30 days prior to the end of the term (you must submit a Deferment Form before each new semester) and allows students receiving benefits under Chapter 33 to charge their textbooks.
Applying for Veterans Benefits

- GI Bill
  - Bring a copy of your Certificate of Eligibility (may take up to 6 weeks to receive by mail) to the Registration and Records Office.
- Minnesota GI Bill
  - Apply at [https://www.ohe.state.mn.us/ssl/gibill/gibillapp.cfm](https://www.ohe.state.mn.us/ssl/gibill/gibillapp.cfm)
  - Minnesota residents who served active duty after 9/11/2001 or those who have not served on active duty, but have served at least 5 years in the National Guard/Reserves and some spouses and dependents may be eligible for this benefit.
  - Student must attend participating Minnesota public or private institution.
  - Applicants must first submit a FAFSA.
- Federal Tuition Assistance
  - Available to active duty members and some members of the National Guard and Reserve.
  - Contact your Unit Full Time Staff (Unit Admin) to start the application process. Alternatively, apply at [www.GoArmyEd.com](http://www.GoArmyEd.com).
  - Apply early, money for this program can run out! Approval must occur prior to the term begin date.
  - Submit your Tuition Assistance Authorization form to the Registration and Records Office.
- Minnesota National Guard—State Tuition Reimbursement
  - Available to members of the Minnesota Army and Air National Guard, as well as spouses
  - Apply through your Unit Full Time Staff (Unit Admin).
  - You must submit a grade report and paid tuition statement to your Unit Admin at the end of the term.
  - You can obtain these documents from your School Certifying Official (SCO).

Several factors determine your eligibility for benefits. If you are unsure of the educational benefits available to you, please contact Kathy Bachman, MDVA South Metro Regional Coordinator at katherine.bachman@state.mn.us or at 651-423-8274.

Other Campus Services and Contacts

- Kari Rusch-Curl, Academic & Veterans Advisor, 952-358-8776, kari.rusch-curl@normandale.edu
- Sara Leigh, School Certifying Official, 952-358-8220, veteransbenefits@normandale.edu
- Veterans Resource Center, C1103, 952-358-8501, VeteransResourceCenter@normandale.edu
  - Information regarding benefits, resources, and a place to gather with other veterans
- Office for Students with Disabilities, Walk-in Office, L2740, 952-358-8625, osd@normandale.edu
  - Debbie Tillman, Director, L2700, 952-358-8623, debbie.tillman@normandale.edu
    - Provides accommodations for students with disabilities