

NHCC Military and Veteran Successful Start Guide

Apply for Admission:

- Complete an NHCC Application for Admission available at <https://www.nhcc.edu/admissions-aid>. You will receive your Student/Tech ID after your application has been processed. If you have attended NHCC in the past, complete the Student Record Update Form available at www.nhcc.edu/forms under “Records & Registration”
- For more information, email admission@nhcc.edu or call Admissions at 763-424-0724

Submit All (Including Military) Transcripts:

- Your military training may count for credit toward your degree. Go to <https://www.nhcc.edu/student-resources/veterans-affairs> and click on “Credit for Military Training” under the “Apply for Free” section
- Request an official transcript from all other colleges you have attended
- Submit transcripts to Admissions and Registration
- For more information, email registration@nhcc.edu or call 763-424-0719 to contact a Transfer Specialist

Apply for Military/Veteran Education Benefits:

- Research the option that is best for your situation and apply online at <https://www.va.gov/education/>
- After approved for any federal military education benefits and notification is received via mail or email, submit your Certificate of Eligibility (COE) or Notice of Basic Eligibility (NOBE) to the NHCC School Certifying Official (SCO)
 - Can be electronically scanned and emailed to veterans@nhcc.edu or physically brought to the School Certifying Official in Campus Center 234
- For more information, email veterans@nhcc.edu or call 763-493-0573 to reach our SCO

Register for Classes:

- Register online using eServices with your StarID and password
- Courses *must* be in your approved degree program according to your degree audit to receive military education benefits!
- For assistance in course planning and transcript review, call NHCC Academic Advising at 763-424-0703 and ask to schedule an appointment with the Military Academic Advisor
- After class registration is complete, fill out the Veteran Benefits Request Form
 - Find at <https://www.nhcc.edu/student-resources/forms> after clicking “Veteran’s Affairs”
 - This must be completed *before* classes begin *every semester*!

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Returning Student for Each Term:

- Students using military education benefits are required to have an Academic Advisor review and/or authorize semester class schedules to ensure your classes are required for your degree program prior to VA certification
- Call NHCC Academic Advising at 763-424-0703 and ask to schedule an appointment with the Military Academic Advisor

Make Satisfactory Payment Arrangements:

- Students with a Veteran Benefits Request Form on file will have tuition deferred while VA payment processing occurs. You may pay any leftover tuition and fees with cash, check, credit card, or payment plan.
- Make payment arrangements by the payment due dates at <https://www.nhcc.edu/calendar> to avoid having your registration canceled.
 - Note: Invoices for tuition are not mailed. GI benefits under Chapters 30, 31, 33, 35, or 1606 will have tuition automatically deferred while they are waiting GI Bill payments.
 - Students using FTA must still submit a Veteran Benefits Request Form to be deferred. Deferring tuition will hold your courses without having to set up a payment plan.