

**CHECKLIST OF SERVICES AND REQUIRED DOCUMENTS FOR
VETERANS, SERVICE MEMBERS AND SERVICE MEMBERS' FAMILY**

The following items ensure that you are aware of all relevant information needed to access the academic and support services available at *Oklahoma City Community College* and to assist you with the steps to receive service members or veterans education benefits. Please retain this document for use as a resource.



- Transcripts for all prior college coursework and military experience submitted to Records Office.
- Tuition Assistance (TA) request initiated with your military unit.
- TA approval submitted to Bursar's Office.
- Received Student Right-to-know Disclosure of Information available: <http://www.occc.edu/aboutus/disclaimers.html>
- Completed Application for Veterans Benefits with the Veterans Services Office: <http://www.benefits.va.gov/gibill/apply.asp>
- Completed Free Application for Federal Student Aid: www.fafsa.gov listing OCCC, School Code 010391, to receive the results of processed FASFA.
- Document requests have been submitted to appropriate office(s).
- Obtain a copy of the College Catalog: <http://occc.edu/catalog/index.html> , Student Handbook: <http://www.occc.edu/handbook/> and review OCCC homepage at: www.occc.edu
- Meet with an Academic Advisor to discuss my Academic Plan.
- Have a plan for getting books and supplies.

OCCC provides the people of Oklahoma and our community with broad access to certificates of mastery, associate degrees, community education, and cultural programs of exceptional quality, empowering our students to achieve their educational goals and our community to thrive in an increasingly global society. See more about our Mission at: <http://www.occc.edu/aboutus/mission-vision.html#sthash.FqwiFSvH.dpuf>

Oklahoma City Community College *KEY OFFICES*

Below is a list of offices that you may need to visit to learn more about OCCC.
Information is also available at www.occc.edu

- **RECRUITMENT AND ADMISSIONS: Main Building 2K7 (405) 682-7580**
<http://www.occc.edu/admissions/index.html>. This office is generally the first stop for new students. An Admissions Advisor will assist you with admission, your program of study, skills assessment that may be required, general information about OCCC, campus tours and scholarships. Bring your completed OCCC Application for Admission and all official transcripts from previous schools you attended. If you mailed or faxed in your application, you still need to stop here before enrolling.
- **TESTING AND ASSESSMENT: Main Building 1G4 (405) 682-7531**
<http://www.occc.edu/acs/testingcenter.html>. You might be sent to this office by either your Admissions Advisor or your Academic Advisor to take your skill assessment testing if needed. The Testing and Assessment Office also provides services for GED, ACT and CLEP testing and the TOEFL (Test of English as a Foreign Language)
- **ACADEMIC ADVISING: Main Building 1H4 (405) 682-7535** <http://www.occc.edu/acs/> An academic advisor will meet with you about your educational goals, assessment scores, and placement for courses. A peer advisor will help you create a schedule, learn about your online record system, and navigate your online courses. You must have copies of all transcripts or assessments with you to show course prerequisites.
- **REGISTRATION: Main Building 1J3 (405) 682-7565** Staff in the registration area will help you enroll in your classes and provide a printout of your schedule. After your first semester of enrollment, you may enroll online at <http://www.occc.edu/records/enrollment.html>. Computers are available campus-wide for student use.
- **RECORDS: Main Building 1J3 (405) 682-7512** <http://www.occc.edu/records/index.html>. You are to submit all official transcripts from other schools for transfer to this office. You may request an official transcript, verification, or general information regarding your records. Student academic records, student IDs and parking decals are provided in this office.
- **FINANCIAL AID OFFICE: Main Building 1G2 (405) 682-7525** <http://www.occc.edu/financialaid/index.html>
The Staff will answer questions you may have about the process involved in gaining financial aid and checking on the status of your FAFSA. Information regarding OHLAP (Oklahoma's Promise), OTAG, and tuition fee waivers is also provided.
- **VETERANS SERVICES: Main Building 1F3 (B) (405) 682-7527** <http://www.occc.edu/veterans/index.html>
Certifies servicemen, veterans, and family members for GI Bill benefits under Chapters: 30, 31, 33, 35, 1606 & 1607, and provides referrals to other support services as needed to assist students.
- **BURSAR'S OFFICE: Main Building 1S7 (405) 682-7825** <http://www.occc.edu/bursar/index.html> The Bursar's office is where you pay your tuition, fees and other charges. You may pay your tuition and fees in-full prior to the due date or be billed monthly with a 2% finance charge. Students seeking eligibility under Department of Defense for Tuition Assistance (TA) must provide TA approval letter.
- **STUDENT LIFE: Main Building 1H8 (405) 682-7523** <http://www.occc.edu/studentlife/index.html> Getting involved with campus life is a vital part of the college experience. Stop by the Office of Student Life for information about lectures and social events, community service projects, or check out the more than 30 student clubs and organizations.
- **STUDENT SUPPORT SERVICE: Main Building 1E7 (405) 682-7520** <http://www.occc.edu/support/index.html>
Students can receive disability counseling and learning support services in this office. A certified professional counselor is available to assist you with non-academic matters.
- **GRADUATION/TRANSFER EVALUATION SERVICES: Main Building 1H2 (405) 682-1611 ext. 7470**
<http://www.occc.edu/records/index.html> This office will provide you with a graduation checklist to make sure you are on track to graduate. After you earn 45 credit hours, you must apply for graduation. Other services offered are military transcript credit evaluation, transfer evaluation, advanced standing credit, and academic forgiveness.
- **STUDENT EMPLOYMENT AND CAREER SERVICES: Main Building 1G7 (405) 682-7519**
<http://www.occc.edu/es/index.html> Services include: Discover Career Exploration; job search; resume and cover letter creation; and interviewing skills development.