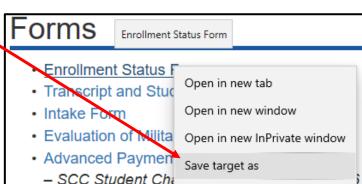
## Submitting Enrollment Status Forms to the VRC During the COVID-19 Outbreak

- 1) In your web-browser go to <a href="http://solano.edu/veterans/forms.php">http://solano.edu/veterans/forms.php</a>
- 2) Right-Click on "Enrollment Status Form."
- 3) Click on "Save link as..." or "Save target as" depending on the browser you're using.

Google Chrome & Mozilla Firefox: Microsoft Edge: Forms orms Enrollment Status Form Open link in new tab Transcript and Stud Open link in new window Intake Form Open link in incognito window · Evaluation of Militar Advanced Payment Save link as... SCC Student Cha Copy link address classes and enrolled Ctrl+Shift+I SB 81 - VACA Act 2



- 4) Save the PDF somewhere on your computer.
- 5) Open the document using Adobe Reader.

If you don't have Adobe Reader you can download it for free from <a href="https://get.adobe.com/reader/">https://get.adobe.com/reader/</a> MAKE SURE that you deselect the two "Optional offers" then click on "Download Acrobat Reader."

6) Fill out all applicable fields. (See <u>Page 2</u> for an example)
A printed, scanned, and signed form is preferable; but for the purposes of the COVID-19 Outbreak we are accepting a

\*\*Make sure you submit the form using an e-mail that is associated with your Solano Community College account. For instructions on checking to see what e-mail addresses are associated with your Solano Community College account see <a href="Page 3.">Page 3.</a>

typed signature on any VRC forms.

- 7) Include a copy of your Schedule and Bill which can be obtained from your MySolano account in a PDF Format. For instructions on obtaining a copy of your Schedule and Bill see **Page 4**.
- 8) Attach the Enrollment Status Form and the schedule/bill and e-mail them to veterans@solano.edu



## **Enrollment Status Form**

Veterans Resource Center

Building 2700, Room 2750 4000 Suisun Valley Road Fairfield, CA 94534 – 3197

Office: (707) 864-7105 Fax: (707) 646-2092

Email: Veterans@solano.edu

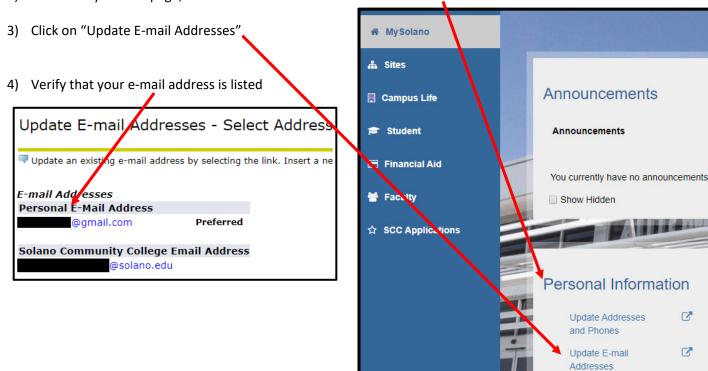
Doe, John  123-45-6789  987654321  Address  City State Zip  CA 95820  A File # (if dependent)  Phone Email Johndoe 1234@gmail.com  Term to be certified: Spring 20 Spr	Name	SSN				Student ID							
Phone   123-456-7890     Fairfield     DA   96620     Phone   123-456-7890     Phone   123-456-7890     Phone   123-456-7890     Phone   123-456-7890     Phone   123-456-7890     Phone   Phone   123-456-7890     Phone   123-456-7890     Phone   123-456-7890     Phone   123-456-7890     Phone	Doe, John					123-45-6789				987654321			
Phone   123-456-7890   johndoe1234@gmail.com   Term to be certified:   Spring 20   Summer 2020   Fall 20   Sententists   Ch 30   Ch 31   Ch 33 Vet   Ch 33 Dep   Ch 35   Ch 1606   Fry Scholarship   (If dependent, are you: Spouse or Child)   Are you utilizing solano Community College DSP (Disability Services Program)?   Ves   No   Ves	Address					,				State	Zip		
I23-456-7880   johndoe1234@gmail.com   I23-456-7880   summer 20 20   Fall 20   Sender 1234@gmail.com   I23-456-7880   Summer 20 20   Fall 20   Sender 1234@gmail.com   I23-456-7880   Sender 123-456-7880   Sender 123-4	1234 Sweetwater way					Fairfield				CA	9562	20	
Term to be certified:	VA File # (If dependent) Phone					Email							
Benefits: Ch 30 Ch 31 Ch 33 Vet Ch 33 Dep Ch 35 Ch 1606 Fry Scholarship  (If dependent, are you: Spouse or Child)  Are you utilizing Solano Community College DSP (Disability Services Program)? Ves No  Courses Added (e.g. Engl 001)  ENGL 001 4  LR 10 1  ENGL 31 DD 1  FINGL 31 St., 35, and 1606 ONLY): Do you want advance payment of benefits? Ves No  Advance Payment (Ch 30, 31, 55, and 1606 ONLY): Do you want advance payment of benefits? Ves No  Advance Payment Requirements: There's more than 30 days between terms and break pay won't be paid, and the student is enrolled at least halftime, and the VA receives the advance payment request at least 30 days but not more than 120 days before the enrollment period.)  Read and Initial:  JO I understand that I am required to have an Education Plan written by a VA-approved counselor prior to being certified.  JO I understand that I am required to have an Education Plan written by a VA-approved counselor prior to being certified.  JO I understand that I am required to have an Education Plan written by a VA-approved counselor prior to being certified.  JO I understand that I am required to have an Education Plan written by a VA-approved counselor prior to being certified.  JO I understand that I am required to have an Education Benefits. A failure to do so will result in an interruption in my Education Benefits.  JO I understand that I is my responsibility to complete a Staus Form with the Solano Community College, Veterans Resource Center each semester in order to continue my Education Benefits. A failure to do so will result in an interruption in my Education Benefits.  JO I understand that II am receiving Chapter 30 or Chapter 1606 benefits, I am required to verify my enrollment at the end of each month. A failure to do so will result in an interruption in my Education Benefits.  JO I authorize any staff member in the Solano Community College, Veterans Resource Center to discuss my case with any US Department of Veterans Affairs Representative.  JO I authorize any staff me		1											
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SIGNATURE John Doe DATE 3/20/2020	I understand that I am <u>required</u> to have an Education Plan written by a VA-approved counselor prior to being certified.  I understand that I am <u>required</u> and that it is <u>my</u> responsibility to have any and all <b>Official Transcripts</b> sent to Solano Community College, Admissions and Records <b>prior to my third semester</b> of using my Education Benefits. A failure to do so will result in an interruption in my Education Benefits.  JD I understand that it is <u>my</u> responsibility to complete a Status Form with the Solano Community College, Veterans Resource Center each semester in order to continue my Education Benefits. A failure to do so will result in an <u>interruption in my Education Benefits</u> .  JD I understand that I am <u>required</u> to inform the Solano Community College, Veterans Resource Center of <u>any and all changes</u> to my schedule during the Semester. A failure to do so may result in an overpayment on my part, which would result in a debt with the US Department of Veterans Affairs.  JD I understand that if I am receiving Chapter 30 or Chapter 1606 benefits, I am <u>required</u> to verify my enrollment at the end of each month. A failure to do so will result in an interruption in my benefits. (Verification of Enrollment Information: 1-877-823-2378 or <a href="https://www.gibill.va.gov/wave">https://www.gibill.va.gov/wave</a> JD I authorize any staff member in the Solano Community College, Veterans Resource Center to discuss my case with any US Department of Veterans Affairs Representative.  JD I authorize any staff member in the Solano Community College, Veterans Resource Center to discuss my case with any US Department of Veterans Affairs Representative.  JD I understand that I am <u>required</u> and that it is <u>my</u> responsibility to submit a copy of my Certificate of Eligibility for my education benefit within <u>one semester</u> of utilizing the benefit. A failure to do so may result in an <u>interruption in my Education Benefits</u> .  I understand that by signing this form I am acknowledging that I have read all information thoro												
	SIGNATURE_John D	oe						_	DATE 3/20/2020				

## **Verifying Your E-mail**

1) Log-on to <a href="www.my.solano.edu">www.my.solano.edu</a> using your MySolano user name and password.

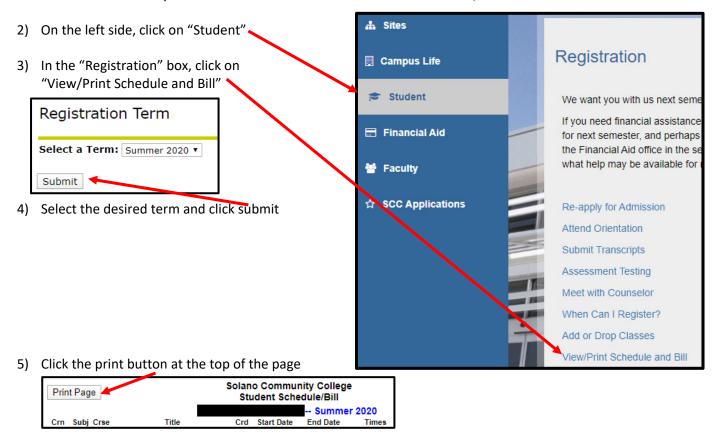
If you don't remember them click on "Find User Name/Reset Password"

2) On the "MySolano" page, locate the box labeled "Personal Information"



## **Obtaining a Schedule and Bill**

Log-on to <u>www.my.solano.edu</u> using your MySolano user name and password.
 If you don't remember them click on "Find User Name/Reset Password"



Print

Pages

Destination

1 sheet of paper

🖶 KM\_Follow\_You on pri 🔻

Save to Google Drive

OneNote

Save as PDF

See more...

KM\_Follow\_You on print

6) Most computers these days have a "Save as PDF" or "Print to PDF" Option when you select the "printer destination" you want.

7) If your computer doesn't have the option to "Save as PDF" or "Print to PDF."

8) If your computer doesn't have the option to "Save as PDF" or "Print to PDF" you can take a screen shot of your screen by clicking on the "PrtScrn" or "Print Screen" button on your keyboard and pasting the image in a document or e-mail.

9) As a last option, you can take a VERY CLEAR picture of your computer screen using your phone. Make sure ALL THE TEXT from your schedule and bill is visible and legible.