



Veterans Center of Excellence
PUB, Room 015
vetresources@clark.edu
360-992-2112
Fax: 360-992-2864
www.clark.edu/cc/veterans

Admission to Clark College

You will need to be accepted to Clark before you can take classes and that involves submitting an online application.

If you have attended a class at Clark within the last 2 years, you do not need to apply.

➔ Apply online at www.clark.edu/apply

📞 Questions? Call: 360-992-2078

The admissions deadline is 10 days prior to the beginning of each quarter

Contact the Veteran Benefits Specialist

After applying to Clark, you need to talk to a Veterans Benefit Specialist to learn about how to access your benefits and submit the required paperwork.

📞 Call: 360-992-2112

✉ Email: veterans@clark.edu

📍 Drop by the Veterans Center in PUB 015

- Bring your or your sponsor's DD214 form with you.
- If possible, try to talk to the Veterans Benefit Specialist 6 weeks or more before you plan on starting classes. Classes start filling 6 weeks before their start date and you will need to have your paperwork submitted so you can register for classes. Then, you will be ready to start when classes start.
- If you have your Certificate of Eligibility letter from the VA bring it with you when you go to talk to the Veterans Benefit Specialist. Also bring your DD214. This allows us to open your VA file with Clark.

When you talk to the Veterans Advisor, your information will be available to them.

Apply to VA for Your Certificate of Eligibility

To receive Veterans Educational Benefits, you need to visit the VA website and fill out the online application.

➔ <https://www.va.gov/education/apply-for-education-benefits/application/1990/introduction>

- When you fill out the application, you will learn which benefit you are eligible to receive. If you have any questions while filling out the application, contact the Veterans Center and we will help you.

Speak to an Advisor

A. See the Veterans Advisor

- The Veterans Advisor is an advisor who works exclusively with veteran students. This advisor is here to help you develop your plan for reaching your educational goals.
- They help you with class selection, degree requirements, major declaration, registration procedures, college policies and more.
- The Advisor will also help you select your placement assessments, which could affect your class schedule as well.

B. See the Career Advisor (for undecided students)

- The Career Advisor can help you choose a career path
- If you are unsure what program you would like to enter, this advisor can have you answer some questions that can help you decide what is best for you.
- If you are unsure of your path, it would be best to see this advisor before making an appointment with the Veterans advisor.

Take Placement Assessments

To help you be successful in your educational journey, it is helpful for us to know your current skills in English and Math. We use English and Math assessments to do just that. Once we know what English and Math skills you bring, we can place you in the classes that will advance your skill level so when you graduate you will have the appropriate skill set for your degree

➔ Visit www.clark.edu/assessment for placement options and hours

📞 Questions? Call: 360-992-2107

Photo ID is required.

Complete Orientation

Mandatory for new and transfer students

➔ Register online: www.clark.edu/orientation

Register for Classes

It is important that you register for classes on your degree plan that qualify for benefits.

- Have your degree plan handy as you identify the classes you will register for your first term.
- **Do not repeat any classes**—If you have already taken a class at another institution or at Clark, it does not qualify for VA benefits.
- To qualify for the maximum benefit, enroll full time (at least 12 credits at every point during the term). If you register for less than full time, you may receive a reduced housing allowance for that term.
- Check with the Veterans Resource Center to see if you qualify for **Veterans Priority Registration**.
- If you choose a schedule that is remote classes, you will only be eligible for the Chapter 33 benefits for an online student. If you choose at least 1 class that meets on campus, you will receive full resident housing allowance.
- For Chapter 33, if you take 6 or less credits per term, you may not be eligible to receive MHA.

➔ Register online: www.clark.edu/current

Ensure You Get Your Benefits

To receive your benefits each term, you must upload a Certification Request Form (CRF) into ctcLink.

The CRF lets the college and the VA know that you are registered for a particular term and that they will need to provide you benefits.

Submit Your Proof of Attendance

Complete the Proof of Attendance form and upload to ctcLink each term that you are attending Clark.

Report any schedule changes that occur during the quarter to the Veterans Benefit Specialist.

Submit Any Changes

The Veterans Advisor will create a program worksheet showing remaining credits and courses for degree completion

Program changes require a new signed program worksheet to ensure you continue to receive benefits.

Maintain Your Eligibility

To keep receiving veterans benefits, you need to make sure you maintain eligibility throughout the entire term.

- Enroll in 12 credits per term to ensure you receive the full housing allowance. If you are below 12 credits, your housing allowance is prorated to match your enrollment
- Attend all your classes. If you stop attending class, your housing allowance is reduced and the VA will send you a bill for the amount they overpaid after your enrollment status decreased
- Pass your classes. You need to complete 2/3rds of the credits you attempt: if you start with 12 credits, you need to pass at least 8 credits.
- Transfer in credits. This includes your military transcripts and transcripts from other higher ed institutions you attended.

ctcLink ID #:	Registration Date:
Password:	Term Start Date:
Writing Placement:	Math Placement: