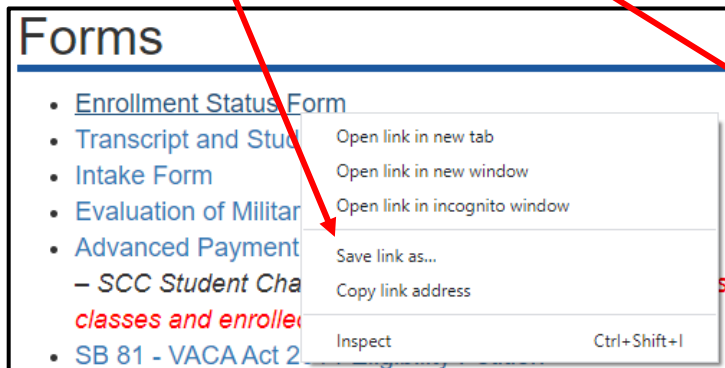


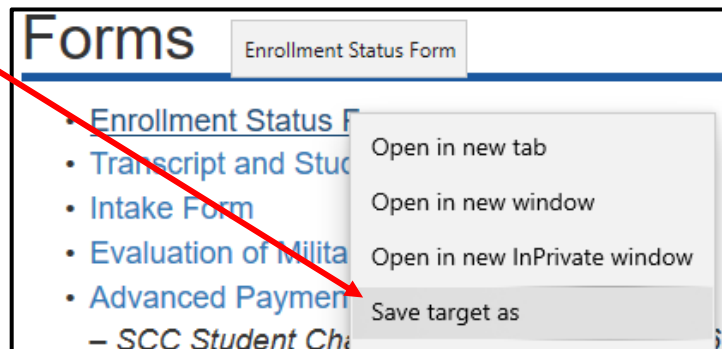
## Submitting Enrollment Status Forms to the VRC During the COVID-19 Outbreak

- 1) In your web-browser go to <http://solano.edu/veterans/forms.php>
- 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:



- 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 <https://get.adobe.com/reader/> **MAKE SURE** that you deselect the two "Optional offers" then click on "Download Acrobat Reader."
- 6) Fill out all applicable fields. (See **Page 2** for an example)  
A printed, scanned, and signed form is preferable; but for the purposes of the COVID-19 Outbreak we are accepting a typed signature on any VRC forms.  
**\*\*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 Page 3.**
- 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](mailto:veterans@solano.edu)



## Verifying Your E-mail

- 1) Log-on to [www.my.solano.edu](http://www.my.solano.edu) 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"
- 3) Click on "Update E-mail Addresses"
- 4) Verify that your e-mail address is listed

**Update E-mail Addresses - Select Address**

Update an existing e-mail address by selecting the link. Insert a new e-mail address by clicking on the link.

**E-mail Addresses**

|   |           |
|---|-----------|
| <b>Personal E-Mail Address</b>                |           |
| ██████████@gmail.com                          | Preferred |
| <b>Solano Community College Email Address</b> |           |
| ██████████@solano.edu                         |           |

The screenshot shows the MySolano user interface. On the left is a navigation menu with items: Sites, Campus Life, Student, Financial Aid, Faculty, and SCC Applications. On the right, there are two panels. The top panel is titled "Announcements" and contains the text "You currently have no announcements" and a "Show Hidden" checkbox. The bottom panel is titled "Personal Information" and contains two links: "Update Addresses and Phones" and "Update E-mail Addresses". A red arrow points from the "Update E-mail Addresses" link in the Personal Information panel to the "Update E-mail Addresses - Select Address" form shown in the previous block.

## Obtaining a Schedule and Bill

- 1) Log-on to [www.my.solano.edu](http://www.my.solano.edu) using your MySolano user name and password.  
If you don't remember them click on "Find User Name/Reset Password"

- 2) On the left side, click on "Student"

- 3) In the "Registration" box, click on "View/Print Schedule and Bill"

Registration Term

---

Select a Term: Summer 2020 ▾

Submit

- 4) Select the desired term and click submit

The screenshot shows the MySolano website interface. On the left is a blue navigation menu with the following items: Sites, Campus Life, Student (highlighted), Financial Aid, Faculty, and SCC Applications. On the right is a white 'Registration' section with a blue header. Below the header is a message: 'We want you with us next semester. If you need financial assistance for next semester, and perhaps the Financial Aid office in the semester, what help may be available for you?'. Below this message is a list of links: Re-apply for Admission, Attend Orientation, Submit Transcripts, Assessment Testing, Meet with Counselor, When Can I Register?, Add or Drop Classes, and View/Print Schedule and Bill (highlighted with a red arrow).

- 5) Click the print button at the top of the page

Print Page

Solano Community College  
Student Schedule/Bill

--- Summer 2020

| Crn | Subj | Crse | Title | Crd | Start Date | End Date | Times |
|-----|------|------|-------|-----|------------|----------|-------|
|-----|------|------|-------|-----|------------|----------|-------|

- 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.

The screenshot shows a print dialog box titled 'Print' with '1 sheet of paper' on the right. The 'Destination' dropdown menu is open, showing several options: KM\_Follow\_You on pri (selected), KM\_Follow\_You on print, OneNote, Save as PDF (highlighted with a red arrow), Save to Google Drive, and See more... The 'Pages' field is empty.