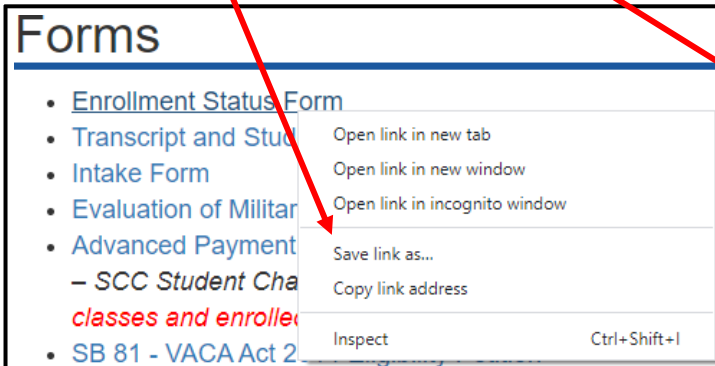


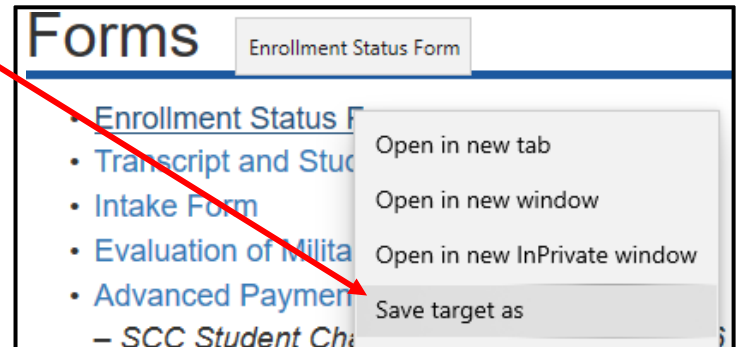
## Submitting Enrollment Status Forms to the VRC

- 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 account see **Page 3.****

- 7) Include a copy of your Schedule and Bill which can be obtained from your MySolano account in a PDF or screen-shot 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)



## Enrollment Status Form

Veterans Resource Center

Building 2700, Room 2750

4000 Suisun Valley Road

Fairfield, CA 94534

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

E-mail: veterans@solano.edu Website: www.solano.edu/veterans

**If you do not submit a schedule/bill with your Enrollment Status Form, your paperwork will not be processed.**  
**Obtain from: <http://my.solano.edu> -> Student Tab (Left Side) -> Registration Box -> View/Print Schedule and Bill**

Full Name: Doe, John		Last 4 SSN: 1234		Student ID: 123456789		
Term to be certified: <input checked="" type="checkbox"/> Spring 2023 <input type="checkbox"/> Summer 20___ <input type="checkbox"/> Fall 20___						
Benefit: <input type="checkbox"/> CH30 <input type="checkbox"/> CH31 <input checked="" type="checkbox"/> CH33 Veteran <input type="checkbox"/> CH33 Dependent <input type="checkbox"/> CH35 <input type="checkbox"/> CH1606 <input type="checkbox"/> Fry Scholarship						
Are you utilizing Solano College ASC (Accessibility Services Center)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
Has your contact information changed recently (If Yes, update below)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
Address:			City:		State:	
Phone:			Email:			
Course(s) Added Ex: ENGL 001	Units	Office Use	Course(s) Dropped Ex: ENGL 001	Units	Today's Date	Office Use
ENGL 001	4					
LR 010	1					
MATH 011	4					
<b>Total Units:</b>	9		<b>Total Units:</b>			

**Read, understand, and Initial Each Line to agree:**

- JD  I understand that if I am receiving Chapter 33 benefits, I am required to contact the regional VA Education Office at 1-888-442-4551 at the end of every month to verify my enrollment. A failure to do so will result in an interruption in my benefits.
- JD  I understand that I am required to have an Education Plan written by a VA-approved counselor prior to being certified.
- JD  I understand that I am required to have any and all Official Transcripts sent to Solano Community College prior to my third semester 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 my responsibility to complete an Enrollment Status Form with the 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.
- JD  I understand that I am required to inform the Veterans Resource Center of all changes to my schedule. A failure to do so may result in an overpayment on my part which will result in a debt to the US Department of Veterans Affairs.
- JD  I understand that if I 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 benefits. Contact: 1-877-823-2378 or [www.gibill.va.gov/wave](http://www.gibill.va.gov/wave)
- 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 required to submit a copy of my Certificate of Eligibility for my education benefit within one semester of utilizing the benefit. A failure to do so may result in an interruption in my Education Benefits.
- JD  I understand if I drop any course(s) that changes my rate of pursuit, I will be required to pay a portion or all of my MHA or Monthly Stipend effective the first day of the semester to the VA.

I understand that by signing this form I am acknowledging that I have read all information thoroughly and understand what information has been provided to me. I certify that: I am legally enrolled in the above courses, I am not repeating any course for which I have previously received credit, and all information provided is current and correct.

SIGNATURE John Doe

DATE 4/11/2023

## Verifying Your E-mail

- 1) Log-on to [www.my.solano.edu](http://www.my.solano.edu) using your MySolano username and password.
  - If you don't remember them, click on "Find Username/Reset Password"
- 2) On the "MySolano" page, locate the box labeled "Personal Information"
- 3) Click on "Update E-mail Addresses"
- 4) 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.

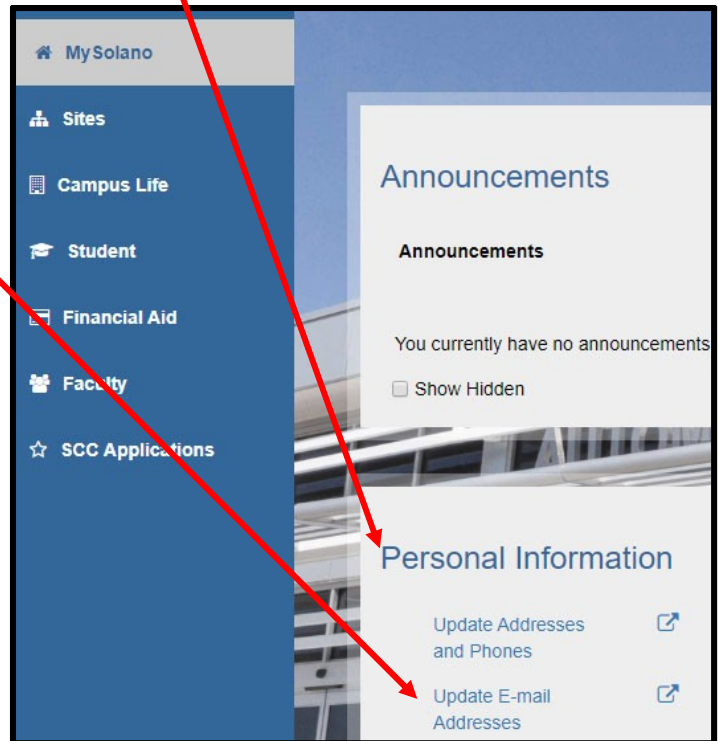
**E-mail Addresses**

**Personal E-Mail Address**

[Redacted]@gmail.com Preferred

**Solano Community College Email Address**

[Redacted]@solano.edu



## Obtaining a Schedule and Bill

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

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

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

Registration Term

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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 the 'Registration' page, which contains a welcome message and 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. Red arrows point from the 'Student' menu item to the 'Registration' page, and from the 'View/Print Schedule and Bill' link to the 'Registration Term' form.

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

The screenshot shows a print dialog box with the title 'Print' and '1 sheet of paper'. It has two sections: 'Destination' and 'Pages'. 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 in blue), Save to Google Drive, and See more... A red arrow points from the 'Save as PDF' option in the dropdown to the 'Save as PDF' option in the list.

- 7) 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.