



Getting Started at HCC Military Personnel/Veterans

Hagerstown
Community
College

1. **Apply for admission** – Submit an Application for Admission (no fee) and send it to the Office of Admissions and Registration. You may apply online at www.hagerstowncc.edu/admissions.
2. **Submit Transcripts** – Credit may be granted for a variety of formal military, technical and educational programs based on the student's program at HCC. Official transcripts for Community College of the Air Force can be found through Credential Solutions at www.credentials-inc.com (handling fee may apply). All other branches go to the Joint Services Transcript page at <https://jst.doded.mil> and forms DD214 and DD295 (if applicable) should be sent to the Office of Admissions and Registration. Please also submit high school transcripts (if you have graduated within the past five years or plan on applying for financial aid), college/university transcripts, and GED scores.
3. **Fill out an Application for Educational Benefits.**
 - A. If you are considered a Montgomery G.I. Bill (Chapter 30) or Post 9/11 (Chapter 33) student, fill out form 22-1990. The application is available online at www.benefits.va.gov/gibill. For students who receive the Post 9/11 benefits, you will receive a Certificate of Eligibility stating the percent of benefits you qualify for, and the number of months you are eligible to collect benefits. Usually the letter is mailed to the student within a 45-day period. Once the letter is received, you will need to bring a copy to the Records Office for placement in your VA folder.
 - B. Students who are collecting Vocational Rehabilitation Benefits (Chapter 31) usually have talked with a vocational rehabilitation counselor before visiting the college. The vocational rehabilitation counselor and the student have worked out an educational plan. Either the vocational rehabilitation counselor will fax or mail the form to the Records Office, or the student will be given a copy to provide to the certifying official.
 - C. Students who are dependents of service members who were severely wounded or died as a result of injuries received in the line of duty will need to fill out the Survivors' and Dependent's Educational Assistance Form (form 22-5495).
4. **Speak with Financial Aid/HCC veterans representative** – Complete the Free Application for Federal Student Aid (FAFSA) – if applicable. For more information about Financial Aid, go to www.hagerstowncc.edu/financial-aid or call 240-500-2473. Financial Aid TV is available 24 hours a day on the website.
5. **Schedule Placement Assessment Tests** – visit www.hagerstowncc.edu/testing. All new students will be tested in Reading, Writing, and Mathematics. DANTES Subject Standardized Tests (DSST, formerly known as DANTES) and the College Level Examination Program (CLEP) are available to military personnel as well as civilians. DANTES will pay DSST and CLEP fees for military personnel. Visit the DSST website at www.getcollegecredit.com. See the listing for National Examinations in the HCC catalog for more information about these tests. Further information is also available at military education centers and the Academic Testing Center at HCC.
6. **Meet with an advisor** – All new students must meet with an Academic Advisor. To schedule an appointment to meet with an advisor, please call 240-500-2530 or email advise@hagerstowncc.edu.
7. **VA Certification Form** – Once all the necessary steps for admission are complete, the student will need to fill out the VA Certification of Classes form. The student can get the form either by going online to www.hagerstowncc.edu/veterans or stopping by the Records Office.

Important Contact Information

Admissions and Registration

240-500-2238

veterans@hagerstowncc.edu

www.hagerstowncc.edu/veterans

Financial Aid

240-500-2473

finaid@hagerstowncc.edu

Academic Advising

240-500-2240

advise@hagerstowncc.edu

Disability Support Services

240-500-2273

dss@hagerstowncc.edu

Veterans' Benefits

240-500-2239

gjhughes@hagerstowncc.edu

Academic Testing Center

240-500-2398

testingcenter@hagerstowncc.edu