



HCC's enhanced services for veterans help to make the transition from military duty to the college classroom a stress-free experience.

**HCC offers:**

- Over 100 programs of study, many of which are short-term
- Flexible course schedules including online and off-campus classes
- One-on-one academic advisement
- Financial aid opportunities
- Disability support services
- Learning Support Center
- College credit for military experience\*
- Free access to campus Fitness Center
- Student Veterans Club
- Veteran Connection Center
- Yellow Ribbon Program (coming fall 2016)

\* See inside for details

**Contact Information**

**Angela Ryan**  
Veterans Recruiter/Advisor  
240-500-2377  
alryan@hagerstowncc.edu

**Admissions**  
240-500-2238  
admissions@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  
jlbachtell@hagerstowncc.edu

**Veterans' Benefits / Records Office**  
240-500-2239  
gjhughes@hagerstowncc.edu



*Stay close. Go far.*

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**Services for Service Members and Veterans**



*Stay close. Go far.*

“At home and abroad, military men and women are showing purpose and dedication in defending American ideas. They are performing in our country's best traditions under circumstances both difficult and complex. Thanks to their determined spirit of patriotism and professionalism, our country has a powerful and unified defense team, employing its forces in the constant quest for peace and freedom.”

The Honorable Melvin Laird



## How do I get started?

- 1. Apply for admission:** Submit an Application for Admission (no fee) and send it to the Office of Admissions. You may apply online at [www.hagerstowncc.edu/admissions](http://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 (see last panel for details). Prospective students should 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. Speak with a financial aid representative:** To see if you qualify for financial aid, begin by completing the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Questions about the FAFSA or other forms of tuition assistance such as scholarships can be directed to the Student Financial Aid Office by calling 240-500-2473, or by emailing [finaid@hagerstowncc.edu](mailto:finaid@hagerstowncc.edu).
- 4. Stop by the Testing Center:** Students without previous college credits in English, mathematics, and computers must take placement tests in those subject areas. Testing is given on a walk-in basis. For Testing Center information, visit [www.hagerstowncc.edu/testing](http://www.hagerstowncc.edu/testing).
- 5. Meet with an Academic Advisor:** All new students are required to meet with an academic advisor prior to scheduling for classes. Advisors are available on a walk-in basis. For advising hours, visit [www.hagerstowncc.edu/advisement](http://www.hagerstowncc.edu/advisement).

## Applying for VA Education Benefits

As a service member or veteran you will need to provide a copy of your DD214 and Certificate of Eligibility to the HCC Records Office. The Records Office is located in the Administration and Student Affairs Building.

### How do I apply for VA Education Benefits?

Visit the VA website at [www.gibill.va.gov](http://www.gibill.va.gov) and follow prompts to apply online. Once processed, the service member or veteran will receive a Certificate of Eligibility via mail that gives the Certifying Official all the information needed. This usually takes 45 days.

### Montgomery and Post 9/11 GI Bills – Chapter 33

The Certificate of Eligibility will state the students percentage of benefits and the eligibility time period to receive those benefits. Fill out application form 22-1990 to apply for these benefits.

### Survivor's and Dependent Education Assistance

For Students who are dependents of service members who were severely wounded or who have died as a result of injuries received in the line of duty. Fill out application form 22-5490.

### Vocational Rehabilitation – Chapter 31

Veterans who are eligible should speak with his or her Vocational Rehabilitation Counselor to develop an education plan. A copy of the education plan must be turned into the HCC Records Office.

## VA Certification of Classes

Once all the necessary steps for admission are complete, the student will need to fill out the VA Certification of Classes form. The form can be accessed online at [www.hagerstowncc.edu/veterans](http://www.hagerstowncc.edu/veterans) or can be picked up in person at the HCC Records Office.

Veteran Students using education benefits are responsible for submitting a Certification of Classes every semester to the Certifying Official at HCC.

### Military Transcripts

Credit may be granted for military training, please submit your official transcripts to the Records Office. To get official transcripts for the Airforce, go to [www.credentials-inc.com](http://www.credentials-inc.com) (handling fee may apply). All other branches can request their official transcripts at <https://jst.doded.mil>. Then stop by the Office of Admissions and fill out a Transcript Evaluation Request to have those official transcripts reviewed for transfer credit.

### Veterans Club

Our goal is to have the Veterans Club active in on campus activities and in the community. The Veterans Club is available to all active, reservist, national guard, retiree, and veteran students. For questions about the club, email [veterans@hagerstowncc.edu](mailto:veterans@hagerstowncc.edu).

Let us help you remain on the path you started with your military service, by pursuing your educational goals. Learn more at [www.hagerstowncc.edu/veterans](http://www.hagerstowncc.edu/veterans).