



BCC New Military Student Checklist

Call 760-252-7601 or Email ftirwin@barstow.edu

Active Duty Military Members should contact the Educational Services Officer or military counselor at the Education Center (BLDG 1020) to review all available educational options.

□ Step 1: APPLICATION (admissions@barstow.edu)

Go to www.barstow.edu & click on [Getting Started](#) to complete an Admissions Application through [OpenCCC](#). (Be sure to complete your application after you create your account. For further assistance, please speak with staff.)

□ Step 2: Financing Your Education

School Code: 001119

1. Use Financial Aid (FAFSA)
 - a. Go to www.studentaid.gov to apply for financial aid using the FAFSA (Free Application for Federal Student Aid). To learn more about the BCC financial aid process, please go to www.barstow.edu/Financial-Aid.html.
2. Use Tuition Assistance (TA)
 - a. Go to www.armyignited.army.mil to apply for tuition assistance. Login – Under “Education Path” click “Request Tuition Assistance”. Then select the course(s) you are enrolled in and submit request.
3. Use VA Educational Benefits
 - a. Go to www.va.gov/education/how-to-apply/ to apply for VA Educational Benefits (your certificate of eligibility will be mailed within 30 days).
 - b. Meet with a counselor to receive an education plan.
 - c. Once enrolled in classes, fill out a Request for Benefits form (located online or in the Veterans Services office)
 - d. Submit a copy of the certificate of eligibility, education plan, DD-214 (if a veteran) and completed request for benefits form to the Veterans Resource Center or email to vets@barstow.edu.

□ Step 3: ORIENTATION

Go to www.barstow.edu & click on [Getting Started](#) to complete the online [Orientation](#). Orientation can be completed once your application has been processed, which usually takes 1 hour from the time you submit. Orientation is **MANDATORY** for all new students at BCC. Use your B# to start. (B#'s can be found at: www.barstow.edu: Getting Started>Find Your B Number).

□ Step 4: ACADEMIC ADVISING (ftirwin@barstow.edu) *Be Sure You Have Completed Steps 1-3

Meet with a counselor to create your education plan & class schedule. You can email ftirwin@barstow.edu if you are unable to come to campus. If you have transcripts from another college or Joint Service Transcripts (JST), bring them in with you for this meeting.

All financial aid recipients may need an education plan on file with the Financial Aid office.

Long wait times to see a counselor are normal during peak registration dates as counseling sessions may take 30-45 minutes per person, appointments are available.

Your counselor will provide you with information on the following student support services:

- ACCESS program for students with disabilities
- CalWORKS
- Cooperative Agencies Resources for Education (CARE)
- Extended Opportunity Programs & Services (EOPS)
- Vocational and Technical Education (VTEA)
- Transfer and Career Planning Center
- Tutorial Services
- Veteran’s Education Benefits
- Veterans Education & Transition Services (VETS)
- Military & Veterans Programs (MVP)

☐ **Step 5: REGISTER & PAY FEES (admissions@barstow.edu)**

Register for your classes.

- Register online by going to **www.barstow.edu**: MYBCC>Registration, Financial Aid & Other Self Service options portal>Student Services>Registration>Add/Drop
- For more directions on registering for classes, please visit: www.barstow.edu/student_services_tutorial.html
- **Military** members and their family members who are stationed in California for other than educational purposes or who have a home of record of California may be eligible for California residency and can apply for the California College Promise Grant (CCPG, formally known as the BOG fee waiver). In order to qualify, please bring a copy of your orders showing you are stationed in CA.

☐ **Step 6: STUDENT ID/ASB STICKER (extension 7258)**

Take your picture to receive your student identification card.

- Bring a printout of your schedule to the ASB department that shows that you have paid your \$12 ASB fee. The sticker that you receive gives you a discount at the bookstore in addition to other local discounts.

☐ **Step 7: VIKING SHOP BOOKSTORE (extension 7262)**

- Go to www.bkstr.com/basrtowccstore/home and click “Textbooks” to look up what is required for your courses.
- Bring your schedule with you & the bookstore staff will help you find the books and supplies required for your courses.
- You can order your books & supplies online by going to www.barstow.edu & clicking on [Viking Bookstore](#).

☐ **Step 8: ATTEND CLASS**

Stop by Bldg 285 for directions to your classes.

- Use the **MYBCC** portal to attend your online courses at **www.barstow.edu**, Click on the **Canvas** portal to find your class information.
- If you are taking classes online, make sure to complete & submit the syllabus on the first day of class.
- **Tutorial Services** can help you navigate through your classes if you need assistance (760-252-2411 ex 7288).

All new students must complete these matriculation steps in order to be considered for priority registration.

You have completed the matriculation process! Good Luck in your academic endeavors.

Please don't hesitate to contact BCC staff for further assistance.

Detailed matriculation policies can be found in the College Catalog www.barstow.edu/College-catalogs.html.

The Schedule of Classes can be found at www.barstow.edu/Schedule.html

