

PPCC Military & Veterans Programs

Room 112, Bldg. 1141 Peterson AFB Ed Center

719-502-4300 mvp@ppcc.edu

- **APPLY TO THE COLLEGE** (www.ppcc.edu) Click on APPLY
 - Create an account and complete the application.
 - Select YES for COF (College Opportunity Fund).
 - Open MY ACCOUNT to access your student number.
- **PLACEMENT TESTING:** required prior to registration in classes.
 - There are tests for Reading, English, and Math
 - Or, request exemption based on prior successful completion of college level English Composition and College Algebra.
 - Or, submit ACT/SAT scores less than 5 years old.
- **OFFICIAL TRANSCRIPTS** Order from all of your prior colleges.
 - Send to PPCC Registrar, 5675 S. Academy Blvd., Box C-8, Colorado Springs, CO 80906 or in secured electronic format to Records@ppcc.edu.
 - Air Force TA requires all college credits to be evaluated by PPCC prior to completing an Evaluated Degree Plan.
 - Unofficial (open) transcripts are ok for testing exemption ONLY
- **INSTATE TUITION:**
 - If you answer YES to Active Duty, Active Duty Dependent (and are attached to a CO military installation) or to Veteran, or Veteran dependent on the Admissions Application, you will automatically receive In-State Tuition. **If you are charged an Out-of-State rate, submit your Military/Military Dependent ID for processing at an MVP or Enrollment Services Office.** The form is also available electronically at <https://www.ppcc.edu/military/mil-instate-tuition>.
 - If becoming a veteran during the semester, complete a Vet waiver (with DD214 and CO Driver License) to obtain in-state tuition rate.
 - Ask about the Continuous Enrollment residency option if you PCS before completing your degree or certificate.
- **FINANCIAL AID INFORMATION:**
- <https://www.ppcc.edu/financial-aid-office/faq/paying-college>
Apply here www.fafsa.ed.gov
 - PELL GRANT— helps with educational expenses such as books, student and program fees not covered by TA.
 - All Financial Aid communication will go to your official college email.
- **REGISTER FOR CLASSES** through your student portal:
 - Click on your student tab, then Add/Drop classes
 - Select the classes you want to take and submit
 - Print your detailed student schedule (you will need this when requesting TA)

Request TA through the AFVEC after registering for classes. Failure to follow these steps will result in your being responsible for 100% of the tuition bill.

See reverse side for directions on how to request TA.

- **PURCHASE YOUR TEXTBOOKS**
 - Look up the required books at www.ppccbookstore.com
 - If using TA and have also been awarded a PELL Grant, contact financial aid for help in setting up your bookstore charge account.

PPCC will evaluate your CCAF Progress Report for college credit and unofficial college transcripts for transfer credit after you complete six (6) credit hours. Your PPCC Evaluated Degree Plan will be sent to you to be uploaded to the AFVEC. For questions, see PPCC's Academic Advisor in room 112 or call 719-502-4300.

How to Request TA using AF Portal

(Follow these steps to avoid getting stuck with the bill)

- Print your PPCC student schedule, then log into the AF Portal at <http://www.my.af.mil/>
- Scroll down to "Education/Training/Force Development" and select "AFVEC-AF Virtual Ed Center".
- Register for an account or click "LOGIN".
- At the AFVEC Homepage, under "Self-Service Options", select "Start a Funding Request".
- Follow and complete the TA Application screens and submit. The form will automatically be sent to your supervisor, then to the Education Office for review and approval. You will receive a "Thank you" screen with a "T" number. If you do not receive this screen, your TA was not successfully entered into the system.
- See an AF education counselor to get approval for any courses with a catalog number below 100 (ex. CCR 092, MAT 055, etc.).
- Using the information on your PPCC schedule, you'll need:
 - Name of school – PPCC
 - Course Number (ie. ENG 121)
 - Course Title (ie. English Composition)
 - PPCC uses semester hours (SH)
 - Cost per SH
 - Lab fee (if applicable)
 - Number of SH for the class
 - **Correct class start/end date has been selected.** TA will not pay if you select the wrong term dates. The dates/times on the TA request must exactly match the dates/times on your PPCC student schedule.
- Review information:
 - Cost per credit hour (= PPCC in-state).
 - **STUDENT FEES ARE PAID BY STUDENT.**
 - Student amount (if too high, cancel request and get assistance).

If you cannot find the class or the tuition rate is out of state, please contact us for assistance.

- **Complete all ADD/DROP actions in BOTH the PPCC student portal and the AFVEC. Adding or dropping a class in the AFVEC will not add/drop you from the PPCC class. This will result in a bill that TA will not pay.**

Per AF Policy, TA must be requested and approved in the AFVEC no sooner than 45 days prior to the start date of the term and no later than 7 days prior to the start date of the term. If you wait until classes start, it is too late to use TA and you will be responsible for the tuition bill.

If you are using the GI Bill®, contact our experts at the Centennial Campus, Room C222, mvp@ppcc.edu, or 719-502-4100.