



Active Duty Member Getting Started Checklist

Contact Person: Monique Suter @ (559)925-3350

West Hills College Process:

1. Complete WHC admission application www.westhillscollge.com/lemoore and click on "Admission & Financial Aid".
2. Complete the WHC orientation online. www.westhillscollge.com/lemoore and click on "Future students" then "new student orientation". You will be required to log on. You will need your WHC username and password.
3. ****Only if not using Tuition Assistance**** Apply for FAFSA by completing an application online at www.fafsa.edu.gov. Federal School Code: 041113
4. Call to schedule an appointment to take the Math/English Placement Test (only if you have not completed any prior college units).
5. Request copies of your official transcripts from all previously attended Colleges.
Mail transcripts to:
West Hills College NAS Lemoore
824 Hancock Circle Suite 101
NAS Lemoore, CA 93245
6. Call to schedule an appointment with an advisor.

Web TA Training Information:

- 1.1 Go to <https://www.navycollege.navy.mil>
- 1.2 Click on "TA information" drop down
- 1.3 Select "Web TA Training"
- 1.4 Proceed with training information
- 1.5 (Remember to put your first and last name)
- 1.6 When finished, "Save" the certificate-submit to navycollege@livehelpnow.net

Get Your Degree Plan from Your School:

- 2.1 Speak to your WHC advisor about a degree plan
- 2.2 During your advising session you will upload your Degree Plan.
- 2.3 Select "My Education" <http://www.navycollege.navy.mil>
- 2.4 Select "upload file" to submit the Degree Plan (MS Word or PDF document)

TA Counseling:

- 3.1 After uploading your Degree Plan, call the Virtual Education Center (VEC) to review the Degree Plan with one of their education advisors. They will inform you of any additional requirements, such as TA Counseling, etc.

**** The VEC is available 0600-2100 Eastern Time. Toll free 1-877-838-1659****

Thank you for choosing West Hills Community College!