

Concurrent Enrollment Procedures (Parent/Guest Students)

Veteran students may take courses at more than one college or university in order to satisfy their educational objective. During concurrent enrollment, the institution that will issue the student's degree or certificate becomes the "Parent" school. The additional institution that the student attends becomes the "Guest" school.

Guest students will need to complete a Parent Letter at their parent school. This form must be completed in order for a course to be certified at another institution. You must complete the following step every semester in which you have concurrent enrollment and want to use your GI Benefits.

If SCC is your "Guest School," please complete the following steps:

1. Contact your parent school's Veteran Office to inquire about their process for concurrent enrollment.
2. Complete the Parent Letter from your parent school, following the process outlined by your parent institution's Veteran Office.
3. Have the Parent Veteran's Office: fax, email, or mail your Parent Letter to SCC's Veteran Service Office (VSO). SCC VSO will certify the course(s) detailed on your Parent Letter.

SCC Veteran Service Office
Phone: (714) 628-4793 | Fax: (714) 628-4793
Email: vso@scccollege.edu 8045
E. Chapman Avenue, A-210
Orange, CA 92869

4. Once the form is submitted to the VSO, visit our office to complete the SCC Certification Request Form.

The SCC Certifying Official is unable to certify your courses for the term without a Parent Letter from your primary institution and the SCC Certification Request Form.

5. Once the Certifying Official certifies the classes that are outline in your Parent Letter, the VSO will fax, email, or mail a copy of the completed VA Certification to the parent institution.

If SCC is your "Parent School," please complete the following steps:

1. Visit the VSO to receive a Parent Letter. The student will be responsible for completing the top section of the form before completing the remaining steps.
2. Meet with an academic counselor at SCC to discuss the course(s) you will be taking at the guest institution. This course must be verified by counseling to be the equivalent of a required course(s) needed on your educational plan. The counselor will complete the second section of the Parent Letter.
3. Return the completed Parent Letter to the VSO. Please be sure to include the contact information for the guest school's Veteran Office.
4. Complete the Certification Request Form for the classes you wish to be certified. After the Certifying Official certifies your courses at SCC, then he/she will forward your Parent Letter to your guest institution.

The SCC Certifying Official is unable to forward your information to your guest institution for certification without the Parent Letter and the Certification Request Form.

5. The VSO requires a copy of the VA Certification to be sent to the office from the guest institution via email or fax.