



THE UNIVERSITY OF ARIZONA

## Office of the Registrar

### Military- Connected Benefits & Certifications

**MCBC** works to assist military-connected students in using their education benefits for the first time, and each following semester. With the many benefit options available, we're here to support students with help navigating the process and answering questions along the way.

In-person help is available at Student Union Memorial Center, Room 404.

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**Phone:**

**520-621-9501**

**Fax:**

**520-621-3665**

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### HOW DOES MCBC HELP?

#### **CERTIFYING THE USE OF V.A. EDUCATION BENEFITS** ✓

for eligible, military-connected students after enrolling in classes

#### **ACTIVE DUTY MILITARY TUITION ASSISTANCE** ✓

processing of vouchers for enrolled students

#### **CONTACT** ✓

your Military Education Benefits Coordinator to see how we can help

[veterans@arizona.edu](mailto:veterans@arizona.edu)  
[registrar.arizona.edu/mcbc](https://registrar.arizona.edu/mcbc)

## STEPS FOR UTILIZING V.A. BENEFITS

- 1 Get your **Certificate of Eligibility (COE)**.  
*Helpful Hint:* Take a screenshot of the COE and email it to MCBC. With that screenshot, we can start the process before receiving the physical copy.
- 2 Schedule an appointment with your **academic advisor** to discuss course enrollment and generate an **Advising Report**.
- 3 **Register for Classes.** In upcoming semesters you will register in the **first priority registration** group.
- 4 Initiate the **Certification Process in UAccess Student**.  
*Helpful Hint:* Refer to the Certification Guide on the MCBC webpage
- 5 MCBC at the University of Arizona will submit the certification to the V.A.  
*Helpful Hint:* Remember this certification process is required for each semester you use V.A Benefits.

## ACTIVE DUTY TUITION ASSISTANCE

- 1 Access your **branch's portal** for Tuition Assistance.
- 2 **Generate a Voucher** on the branch portal.
- 3 **Email that voucher to MCBC.**  
*Helpful Hint:* for quickest response you should manually email a copy of the voucher to MCBC. Make sure the class enrollment information matches the voucher.

