



Enrolling in GI Bill Approved Courses Checklist

Welcome to Workforce Solutions and your enrollment in courses approved for funding using your GI Bill eligibility.

Once you have received enrollment approval from Workforce Solutions, you will communicate with the Center for Military and Veterans Education, Military Contract Programs office to complete your VA Once certification and course registration, as follows:

- Obtain course information from Workforce Solutions by calling 757-822-1234
- After you have your course information, log into the Workforce Solutions registration website: <https://workforce.tcc.edu/register> and select register for your course.
- Select "View courses & register"
- In the registration area, click the "Login/Create Account" link at the top of the page.
New students: If this is your first time taking classes through the Center for Workforce Solutions, select "Create a New Profile" to create your user account.
Returning students: If you are a returning Workforce student, enter your username and password to sign into your user account.
- Once you have signed up or logged in, you will be ready to enroll in classes.
- Select your course, add it to your cart, and checkout; (NOTE: be sure to select the correct section of the course.)
- When asked for payment option, just close out of the system and complete the Enrollment Certification Form (ECR) at the following TCC website: <https://forms.tcc.edu/CMVE-mcp-ecr/>.
- As highlighted in the ECR you will need to call the Military Contract Programs office and provide your VA File number (normally your full social security number) in order for your benefits claim to be processed in VA Once. Contact Dr. Calvin Scheidt 757-822-7702 or Ms. Batanya Gipson 757-822-7724 and they will assist you with completing your course registration and GI Bill processing.
- Once registration is completed you will receive via email a copy of your completed registration. (NOTE: Your enrollment in VA Once will not occur until the first day of the course.)

If you experience any issues or have questions, please contact the Military Contract Programs office for assistance:

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