

## Pikes Peak State College (PPSC) Military & Veterans Programs (MVP)

Bldg. 1141, Room 112, Peterson SFB Education Center  
719-502-4300 [mvp@pikespeak.edu](mailto:mvp@pikespeak.edu)

- **Apply to the College:**
  - Go to [www.pikespeak.edu](http://www.pikespeak.edu) and click on the "APPLY" field.
  - Select "Create Account" and complete the application.
  - Select **YES** for COF (College Opportunity Fund).
  - Open MY ACCOUNT to access your student number.
- **Placement Testing:**
  - Placement tests are required prior to registration in classes.
  - There are tests for English and math.
  - Students can request exemption based on prior successful completion of college level English Composition and math.
  - Or submit ACT/SAT scores less than 5 years old.
- **Official Transcripts:**
  - Order transcripts from all your prior colleges.
  - Submit official transcripts for evaluation:
    - By mail: Send to Pikes Peak State College, 5675 S. Academy Blvd, Box C-8, Colorado Springs, CO 80906
    - By email: Electronic transcripts must be issued directly to PPSC from the previous school in secured electronic format to [records@pikespeak.edu](mailto:records@pikespeak.edu); transcripts issued to a third party or forwarded links and/or transcripts will not be accepted.
    - Air Force TA requires all college credits to be evaluated by PPSC prior to completing an Evaluated Degree Plan.
  - Unofficial (open) transcripts are ok for testing exemption ONLY
- **Military In-state Tuition:**
  - Webpage link:  
<https://www.pikespeak.edu/admissions/military/MVP-resources/mil-instate-tuition.php>
  - If you answer "YES" to Active-Duty, Active-Duty Dependent (and are attached to a CO military installation), Veteran, or Veteran dependent on the Admissions Application, you will automatically receive in-state tuition.
  - If Active-Duty/Veteran and you are not receiving in-state tuition, go to this link <https://apps.pikespeak.edu/sign/ARES/MilitaryInStateTuition> and submit an online request.
- **Financial Aid Information:**
  - PPCC Financial Aid link:  
<https://www.pikespeak.edu/costs-scholarships-aid/financial-aid/index.php>
  - Apply here: <https://studentaid.gov/h/apply-for-aid/fafsa>
    - 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 MYPPCC Portal:**
  - Use **MYPPCC PORTAL LOGIN** on [www.pikespeak.edu](http://www.pikespeak.edu) to get to your Dashboard
  - Click on "Navigate" under your "Student Tools"
  - Use the **Planner Tab** in Navigate to select the classes you want and add them to your class schedule.
  - After you create your class schedule, make sure you click "Register."
  - Print your detailed student schedule; it is required when requesting TA.
- **Request TA Through AFVEC After Registering for Classes:**

See reverse side for directions on how to request TA.  
**Failure to follow these steps will result in the student being responsible for 100% of the tuition bill**
- **Purchase Your Textbooks**
  - Look up the required books here:  
<https://pikespeak.bncollege.com/shop/pikes-peak-centennial/home>
  - If using TA and have also been awarded a PELL Grant, contact financial aid for help in setting up your bookstore charge account.

## How to Request TA using AF Portal (Follow these steps to avoid getting stuck with the bill)

- **Per AF policy, TA funding request must be submitted and approved before the start date of the term (45/7 rule):**
    - Apply no sooner than 45 and no later than seven days prior to the start date of the term.
    - You must have supervisor's approval.
    - If you wait until classes start, it is too late to use TA and you will be responsible for the tuition bill.
  - **Start by Printing Your PPSC Student Schedule.** If you are a registered student, use your student tools in the **MYPPCC PORTAL LOGIN** (<https://myportal.cccs.edu/web/pikes-peak-community-college>) to print or download a copy of your schedule. Note: The portal login name and link will change in the future due to the Pikes Peak State College migration.
  - **Next, 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."** In AFVEC do the following:
    - Register for an account or click "LOGIN"
    - **At the AFVEC homepage**, under the "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.
    - Using the information on your PPSC schedule, you'll need:
      - Course dates
      - Location (On-base, Off-base, DL/Online)
      - Name of school – PPSC
      - Course Number (i.e., ENG 1021)
      - Course Title (i.e., English Composition)
      - PPSC uses semester hours (SH), cost per SH
    - **Ensure the correct class start/end date were 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 PPSC student schedule.
  - **You can request TA for your first two classes by using an unofficial degree plan downloaded from your school's website.**
    - Six credit hours (two classes) must be taken at PPSC to request an **Evaluated Degree Plan (EDP)**; the EDP is required to continue using tuition assistance.
    - Upon completion of six credit hours (two classes), see <https://www.pikespeak.edu/admissions/military/benefits/evaluated-degree-plan-air-force.php> to submit an EDP form or call 719-502-4300 for additional information.
  - **See an AF Education Counselor to get approval for any courses with a catalog number below 100 (ex. MAT 055, etc.).**
    - Remedial courses, such as mathematics and English can be funded for students pursuing a CCAF degree.
    - The academic institution must certify, in writing, the need for these courses.
    - Placement test scores are required to get AF TA to pay for developmental education classes
  - **Review Information:**
    - Cost per credit hour (= PPSC instate).
    - 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 is out of state, please contact us for assistance.**
- **Complete all add/drop actions in both the MYPPCC Portal and the AFVEC.**
    - Adding or dropping a class in the **AFVEC** will not add/drop you from the PPSC class. You must use the **MYPPCC PORTAL** to add/drop you from the PPSC class.
    - Failure to use the **MYPPCC PORTAL** will result in a bill that TA will not pay.