

## Steps to Ensure Timely John Jay Graduation and Smooth Transition to Employment

- 1) Apply for VA Education Benefits and confirm status with Certifying Official
- 2) Meet an Academic Advisor at the Academic Advisement Center for General Education Requirements
- 3) Meet a major advisor at the Academic Department for courses in your major
- 4) Locate your Joint Service Transcript (JST)
- 5) Check your Degree Audit online
- 6) Begin planning for your internship and job search
- 7) Arrange study support as needed

ON FACEBOOK: [https://  
www.facebook.com/JJCVeteransAffairs](https://www.facebook.com/JJCVeteransAffairs)

**JOHN JAY**   
**VETERANS ASSOCIATION**

Office of Military and Veteran  
Services  
John Jay College of Criminal Justice  
229 Haaren Hall  
524 West 59th Street  
New York, NY 10019  
Phone: (212) 484-1329  
Fax: (212) 621-4108

Website:  
[http://www.jjay.cuny.edu/military-  
and-veteran-services](http://www.jjay.cuny.edu/military-and-veteran-services)

Military & Veteran Services  
Manager:  
Richard (Dick) Pusateri  
Captain, US Navy retired  
(212) 484-1329  
[rpusateri@jjay.cuny.edu](mailto:rpusateri@jjay.cuny.edu)

Veteran Certifying Official:  
Chrissy Pacheco  
BMW Building, 6th Floor  
Financial Aid, Suite 607  
(212) 237-8153  
[cpacheco@jjay.cuny.edu](mailto:cpacheco@jjay.cuny.edu)

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OFFICE OF MILITARY  
AND VETERAN SERVICES

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*John Jay College  
Student Veterans  
Planning for  
Academic Success*

**John Jay Veterans' Center  
Haaren Hall rooms 228 and 229  
(212) 484-1329**

[johnjayveterans@jjay.cuny.edu](mailto:johnjayveterans@jjay.cuny.edu)

## Applying for your VA benefits

The quickest and easiest way to apply for the first-time use of your VA Educational Benefits is to apply online at: <https://www.va.gov/education/how-to-apply/#modal>

After you have completed your application, register with eBenefits so you can track the status of your payments. You can also access your DD214 and other records which need to be submitted to the school.

<https://www.ebenefits.va.gov/ebenefits/apply>

## Coordinate with the Certifying Official

Contact the Certifying Official after enrollment to ensure you receive your VA, state and/or military benefits in a timely manner.

### Chrissy Pacheco

Financial Aid, BMW Building, 6th Floor  
Suite 607  
(212) 237-8153  
[cpacheco@jjay.cuny.edu](mailto:cpacheco@jjay.cuny.edu)

Provide Ms. Pacheco your DD214 and VA benefits letter (mailed copy or from ebenefits), and our John Jay certification form (download at: <https://jstop.jjay.cuny.edu/forms/VA%20Enrollment%20Certification%20Form.pdf>)

If you've used your VA education benefits previously, you'll need to provide Ms. Pacheco VA Form 22-1995 (<https://www.vba.va.gov/pubs/forms/VBA-22-1995-ARE.pdf>) to transfer your benefits to John Jay.

Ms. Pacheco is available for **drop-in assistance** 9 AM-5 PM, Monday-Friday:

For appointments after 5 PM or other times, phone or email Ms. Pacheco.

## VA Education Hotline

888-GIBILL-1 (888) 442-4551

## Academic Advisement Center

All new Freshman, Transfer and Readmitted veteran students need to meet with an academic advisor to track your degree progress and to understand all of the pieces of your education, including:

- \* transitioning to university life
- \* understanding the structure of your bachelor's degree and graduation requirements
- \* understanding your credit evaluation (JST and other college credits)
- \* selecting the major/minor that prepares you for the *Career you Desire!*
- \* selecting appropriate courses to ease your certification with the certifying official
- \* creating a semester by semester academic plan
- \* utilizing online advisement tools (CUNYFirst and DegreeWorks)

### Hugo Monroy-Caceres

Academic Advisement Center  
Room L.73.04NB  
(212) 621-4106  
[Hmonroy-caceres@jjay.cuny.edu](mailto:Hmonroy-caceres@jjay.cuny.edu)

### Vicky Qiu

Academic Advisement Center  
Room L.73NB  
(212) 621-4070  
[Vqiu@jjay.cuny.edu](mailto:Vqiu@jjay.cuny.edu)

Make an appointment with the veteran advising team on advisortrac, call or stop by the office <http://www.jjcadvisortrac.jjay.cuny.edu>

## Transfer Military Service into Credit

Your Joint Service Transcript will be evaluated by the Office of Testing and Evaluation L.71NB (212) 237-8108.

- \* Retrieve your JST online at: <https://jst.doded.mil/official.html>
- \* After you request your JST, inform them it's coming at their office or by emailing them at: [testing@jjay.cuny.edu](mailto:testing@jjay.cuny.edu)
- \* Evaluation of the JST grants you military experience credit that can be used for electives

FOR USAF: <http://www.airuniversity.af.mil/Barnes/CCAF/Transcripts.aspx>

## Career and Internship Planning

It's never too early to prepare for your post-graduate career through valuable internship experiences, job searches, and resume support.

### Prem Sukhan, Associate Director and Veterans' Liaison

Center for Career & Professional Development L.72.21NB  
(212) 237-8437  
[psukhan@jjay.cuny.edu](mailto:psukhan@jjay.cuny.edu)

Make an appointment online, call or stop by the office

<http://www.jjay.cuny.edu/Career-services>

## Classroom and Study Support

Veterans with special needs may register to receive supportive services such as extended time on exams, note-taking services, separate testing and/or other accommodations, and other program support.

### Gizele Terry

Office of Accessibility Services L.66.01NB  
(212) 393-6405  
[gterry@jjay.cuny.edu](mailto:gterry@jjay.cuny.edu)

**Math and Science Resource Center,**  
room 01.94NB  
Email: [msrc@jjay.cuny.edu](mailto:msrc@jjay.cuny.edu)  
Phone: 646-557-4635

**Writing Center,** room 1.68NB  
Information: 212-237-8569

## Track your degree progress

Log into CUNYFirst and select



DegreeWorks - Online Advisement System

You can view grades, credits, and courses needed for graduation. This is supplemental to meeting with an Academic Advisor, and does not take the place of formal advisement or speaking with the Chair of your major's department.