



**Shawnee**  
Community College



# **Veterans Services Handbook**

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## COLLEGE ADMISSION

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- Apply online at [www.shawneecc.edu](http://www.shawneecc.edu)
- If you have previously attended other colleges, official transcripts may be sent directly to the SCC Admissions Office. Opened transcript envelopes or faxed transcripts will not be adequate for evaluation.
- If you earned an ACT score of 21 or higher, no additional testing will be necessary.
- If your ACT score was below 21, you will need to take either the Asset or the Compass placement test.

## VA BENEFIT APPLICATION PROCESS

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### ALL APPLICANTS

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- Have all official transcripts (high school, military and other colleges/universities) sent to directly to the SCC Admissions Office. Opened transcript envelopes or faxed transcripts will not be adequate for evaluation.

### NEW BENEFIT USER

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- Fill out the VA application at [www.gibill.va.gov](http://www.gibill.va.gov), or get a paper application from the SCC Veterans Services Office.
  - Form 22-1990 for Prior Active Duty and Select Reserve
  - Form 22-5490 for dependents and spouses
- Attach a copy of your DD-214, Member 4 copy (Prior Active Duty), NOBE (Select Reservists), birth certificate (dependent), marriage license (spouse), and your kicker (if applicable).
- In 4-6 weeks, you will receive a Certificate of Eligibility. Bring a copy to the SCC Veterans Services Office.

## PREVIOUS BENEFIT USER

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- Come to the SCC Veterans Services Office and fill out the correct form.
  - Form 22-1995 for Prior Active Duty and Select Reserve
  - Form 22-5495 for Dependents and Spouses
- Please inform the SCC Veterans Services Office if another sibling has, or currently is, using this benefit, as well.

## VETERANS CLUB

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The Shawnee Community College Veterans Club is an organization that provides members with meaningful interaction and activities with other veterans who have similar past experiences and current life situations, due to prior service in the military.

All veteran students enrolled at Shawnee Community College are automatically considered members of the club.

However, active participation is encouraged. There are several benefits for college veterans to actively participate and attend SCC Veterans' Club meetings:

1. Workshops, such as information on the new G.I. Bill, and guest speakers, geared toward helping college veterans transition into the college environment more smoothly.
2. Helping veteran students regain a collective sense of camaraderie and "family" through the club meeting discussions and the various club activities.
3. The opportunity for veteran students to share their veteran and current life experiences with other veterans.
4. Giving back to their community by participating in various club activities.
5. Gaining leadership experience by organizing fund raising activities.
6. The opportunity to help currently serving troops by organizing activities that promote and provide support.

For more information about the club, please contact Dr. Tammy Capps by e-mail at [tammyc@shawneecc.edu](mailto:tammyc@shawneecc.edu) or by phone at (618) 634-3280.

## ACADEMIC STANDING

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- Students who attend SCC are expected to maintain good academic standing. Please review pages 23-24 in the 2009-2011 SCC Catalog. All Satisfactory Academic Progress (SAP) rules pertain to the veterans benefits as well.

- If you are placed on suspension, you will be required to have an appeal approved before veterans benefits can be reinstated. This process is described in the college catalog on pages 23-24.

### PARENT SCHOOL LETTERS

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- You can be concurrently enrolled in two schools and still receive your benefits.
- The school you are receiving your degree from is your parent school; the other school is your secondary school.
- A Parent School Letter (PSL), or Form 22-315, lets the secondary school know that your class(es) are approved for your program of study at your parent school.
- You need a PSL if you are taking SCC classes, but SCC is not your parent school. The PSL comes from your parent school.
- You need a PSL if you are taking classes elsewhere, but SCC is your parent school. The PSL comes from SCC.
- To request a PSL, you will need to turn in a copy of the class(es) description from the current catalog of the secondary school and a copy of your current class schedule (with charges) to the Veterans Services Office of the parent school.

### ACADEMIC ADVISING

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- It is recommended that you speak to an academic advisor each semester to ensure all of your classes count toward your degree.
- Let the advisor know that you are a veteran, or a dependent of a veteran, and are receiving Veteran Education benefits.
- An advisor can answer questions you have regarding specific classes, programs of study, and academic standing.
- You should meet with an advisor every semester to have a new degree audit prepared and to enroll in the following semester.

- Take the degree audit to the Veterans Services Office, along with a copy of your schedule for the following semester.

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### CHOOSING A PROGRAM OF STUDY

- A VA approved program of study is required for any student requesting to receive the veteran education benefits.
- It is similar to a major.
- If you change your program of study, you must fill out a Form 22-1995 for Prior Active Duty and Select Reserve or a Form 22-5490 for dependents and spouses.

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### DEGREE AUDIT

- A degree audit is a list of classes necessary to complete a program of study.
- Only classes required on the degree audit are payable.

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### CERTIFICATION PROCESS

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### MONTHLY VERIFICATION

- You will not automatically be certified every semester.
- Your classes will be checked against your SEP to make sure they qualify.
- Prior Active Duty and Select Reservists must verify their enrollment on the last day of the month.
- For Chapter 30 and selected reserve, use the Interactive Voice Response (IVR) by calling 1-877-823-2378, or use the Web Automated Verification (WAVE) of Enrollment at <http://www.gibill.va.gov/wave>. Failure to verify monthly will cause your benefits to stop.

## PAY RATES

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- The amount you are paid depends on several factors:
  - If you were active duty, in the Select Reserves, or are a dependent/spouse.
  - How long you were in the service,
  - How much you contributed, and
  - How many payable units you are taking.
  
- The pay rates change approximately once a year and the current rates can be found at [http://www.gibill.va.gov/GI\\_Bill\\_Info/rates.htm](http://www.gibill.va.gov/GI_Bill_Info/rates.htm) or at the SCC Veterans Services Office.
  
- Only tuition and fees will be paid if you are enrolled in less than ½time. If you are Chapter 1606 (Reservist), see the above link for the pay rate.

## UNIT REQUIREMENTS

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Length/Term	Full-time	¾ time	½ time
Fall/Spring 16 week	12 units	9-11 units	6-8 units
Summer 8 week	6 units	4-5 units	3 units

## OVERPAYMENT

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- If you drop a class and do not report it to the Veterans Services Office and the VA, it could result in an overpayment.
  
- When there is an overpayment, the VA will ask for repayment of the overpaid benefits.



- If you ignore the request, the VA may withhold future payments, disability payments, or they can take you to court, charge interest, and attach wages.
- You must report any change in your schedule to the SCC Veterans Services Office.

## BREAK PAY

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- Break pay is pay for the break between two semesters and is based on the enrollment status of the previous semester. To receive break pay:
  - The break must be less than 56 days, or
  - The break cannot be longer than the terms before or after the break.
  - You must be enrolled in at least ½-time during the semesters prior to and following the break.
- You cannot have withdrawn from all of your classes the term prior to the break.
- If you change schools, you must maintain the same program of study.

## TYPES OF CLASSES

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### REMEDIAL COURSES

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Remedial courses are classes that you must test into to qualify for payment. These classes are non-degree credit. If a remedial course appears on your degree audit, it is payable. Examples of remedial courses are ENG 041, ENG 042, ENG 043, ENG 044, MAT 041, MAT 042, and MAT 046.

### ONLINE/TELECOURSES

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- Online Courses
  - These courses are done completely online. Any class offered online is payable if it is required on your degree audit (unless you are receiving Chapter 33 benefits and only take distance learning courses).

- Telecourses
  - Telecourses are hybrid courses. Most of the coursework is done through televised or videotaped lectures, though a few classes may require some attendance. If a class listed on your degree audit is offered as a telecourse, it will be payable (unless you are receiving Chapter 33 benefits and only take distance learning courses).

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### REPEAT COURSES

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- The VA does pay for some classes that must be repeated.
- See the college catalog for the policy on repeated courses.

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### ELECTIVE COURSES

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- Elective coursework depends on the evaluation of prior credit. When you bring your military and other college/university transcripts to SCC, they are evaluated. Credit is given for the units that can be used toward your degree (either in general education, major requirement, or elective areas). Afterward, the credit issued and the credits needed are added up to see if there are any elective credits required.
- Elective courses must be qualifying courses and are only payable if there is room indicated on your degree audit.

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### WITHDRAWALS

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The Veterans Services Office is required to report the last day a student attended when dropped from class(es). It is the student's responsibility to report all changes in your schedule to the Veterans Services Office.

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### MILITARY WITHDRAWALS

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- A military withdrawal (MW) is issued when a veteran student is called to active duty. In order to receive the "MW" you need to:

- Bring a copy of the official orders with your name on it to the Veterans Services Office or Admissions and Records.
- Drop your classes.
- Once this is done, your orders will be evaluated and processed by Admissions & Records.

#### VA WORK STUDY

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- Requirements:
  - ½ time student
  - Receiving veteran's education benefits
- Contact the SCC Veterans Services Office for more information.

#### ILLINOIS VETERANS GRANT

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This program pays eligible tuition and allowable fees. Benefits are limited to use only at Illinois public colleges or community colleges. Qualified applicants may use this grant at the undergraduate or graduate level for the equivalent of four academic years of full-time enrollment, which is measured in eligibility units. IVG Program eligibility units are based on the enrolled hours for a particular term, not the dollar amount of the benefits paid. Charges for noncredit courses that meet the definition of tuition and mandatory fees may be covered by IVG benefits. Eligibility units used for a noncredit course are the same as those assessed for a credit course having the same number of faculty contact hours. Contact the Financial Aid Office to determine the amount of the eligible tuition and mandatory fees that will be covered by this grant.

## NON-VA FINANCIAL AID

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You may be eligible to receive financial aid at the same time as your veterans educational benefits. You can apply for any financial aid offered through SCC by applying at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or pick up a paper copy of the Free Application for Federal Student Aid (FAFSA) from the SCC Financial Aid Office. For more information on non-VA financial aid, visit [http://www.shawneecc.edu/financial\\_aid/](http://www.shawneecc.edu/financial_aid/).

## VA WEBSITES

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GI Bill	<a href="http://www.gibill.va.gov">www.gibill.va.gov</a>
Apply for GI Bill Benefits	<a href="http://www.vba.va.gov/pubs/forms/VBA-22_1990.pdf">www.vba.va.gov/pubs/forms/VBA-22_1990.pdf</a>
GI Bill WAVE	<a href="http://www.gibill.va.gov/wave">www.gibill.va.gov/wave</a>
Veterans Online Application (VONAPP)	<a href="http://www.vabenefits.vba.va.gov/vonapp/main.asp">www.vabenefits.vba.va.gov/vonapp/main.asp</a>
VA Hiring-Student Programs	<a href="http://www.va.gov/JOBS/hiring_programs.asp#5">www.va.gov/JOBS/hiring_programs.asp#5</a>
VA Medical Centers	<a href="http://www2.va.gov/directory/guide/home.asp?isflash=1">http://www2.va.gov/directory/guide/home.asp?isflash=1</a>
VA Compensation & Pension	<a href="http://www.vba.va.gov/bln/21">www.vba.va.gov/bln/21</a>
VA Forms	<a href="http://www.va.gov/vaforms">www.va.gov/vaforms</a>
VA Benefits in Brief	<a href="http://www.vba.va.gov/pubs/forms/21-0760.pdf">www.vba.va.gov/pubs/forms/21-0760.pdf</a>
Veterans Benefits Time Table	<a href="http://www.vba.va.gov/pubs/forms/21-0501.pdf">www.vba.va.gov/pubs/forms/21-0501.pdf</a>
Application for Change of Program/University	<a href="http://www.vba.va.gov/pubs/forms/VBA22-1995-ARE.pdf">www.vba.va.gov/pubs/forms/VBA22-1995-ARE.pdf</a>
Application for VA	<a href="http://www.vba.va.gov/pubs/forms/22-8690.pdf">www.vba.va.gov/pubs/forms/22-8690.pdf</a>
Work Study Program	
Application for Survivors and Dependents Education Assistance	<a href="http://www.vba.va.gov/pubs/forms/22-5490.pdf">www.vba.va.gov/pubs/forms/22-5490.pdf</a>
Veterans Benefit Booklet	<a href="http://www.va.gov/OPA/vadocs/current_benefits.asp">www.va.gov/OPA/vadocs/current_benefits.asp</a>

## VETERAN SERVICE ORGANIZATIONS

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Student Veterans of America		<a href="http://www.studentveterans.org">www.studentveterans.org</a>
The American Legion	1-800-433-3318	<a href="http://www.legion.org">www.legion.org</a>
Veterans of Foreign Wars	1-800-VFW-1899	<a href="http://www.vfw.org">www.vfw.org</a>
Disabled American Veterans	1-800-426-2838	<a href="http://www.dav.org">www.dav.org</a>
Paralyzed Veterans of America	1-800-424-8200	<a href="http://www.pav.org">www.pav.org</a>
AMVETS	1-877-726-8387	<a href="http://www.amvets.org">www.amvets.org</a>
Vietnam Veterans of America	1-800-882-1316	<a href="http://www.vva.org">www.vva.org</a>
Operation Vets		<a href="http://www.operationvets.com">www.operationvets.com</a>
Defense and Veterans	1-800-870-9244	<a href="http://www.dvbic.org">www.dvbic.org</a>
Traumatic Brain Injury Center		
Servicemen Opportunity Colleges		<a href="http://www.soc.aascu.org">www.soc.aascu.org</a>
Troops to Teachers		<a href="http://www.proudtoserveagain.org">www.proudtoserveagain.org</a>

## OTHER USEFUL GOVERNMENT WEBSITES

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Defense Activity for Non-Traditional Education Support (DANTES)	<a href="http://www.dantes.doded.mil/Dantes_web/DANTESHOME.asp">www.dantes.doded.mil/Dantes_web/DANTESHOME.asp</a>
Army/ American Council on Education Registry Transcript System (AARTS)	<a href="http://www.aartstranscript.army.mil">www.aartstranscript.army.mil</a>
Community College of the Air Force Request Forms	<a href="http://www.maxwell.af.mil/au/ccaf/transcripts.asp">www.maxwell.af.mil/au/ccaf/transcripts.asp</a>
Coast Guard Military Transcripts	<a href="http://www.uscg.mil/hq/cgi/offical_transcript.asp">www.uscg.mil/hq/cgi/offical_transcript.asp</a>
Sailor/Marine American Council on Education Registry Transcript (SMART)	<a href="http://www.navycollege.navy.mil/transcript.html">www.navycollege.navy.mil/transcript.html</a>
National Center for PTSD	<a href="http://www.ncptsd.va.gov">www.ncptsd.va.gov</a>
National Archives	<a href="http://www.vetrecons.archives.gov">www.vetrecons.archives.gov</a>
How to obtain your DD-214	

## HELPFUL TIPS

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- Be sure to have a certified copy of your DD-214, Member 4 copy, on hand and on file with your local Court House.