



Shawnee
Community College



Veterans Services Handbook

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COLLEGE ADMISSION

- Apply online at www.shawneecc.edu
- If you have already attended other colleges, bring all transcripts (official, sealed, and less than 90 days old) and turn them in to the Counseling Department.
- Complete the assessment Complete the assessment testing, orientation and counseling.

VA BENEFIT APPLICATION PROCESS

ALL APPLICANTS

- Have all official transcripts (military and other colleges/universities) sent to the SCC Veterans Services Office.
- A copy of your high school transcripts.

NEW BENEFIT USER

- Fill out the VA application at 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 (Prior Active Duty), NOBE (Select Reservists), birth certificate (dependent), or marriage license (spouse) and your kicker if applicable.

- Mail the signature page and attached papers to: Veterans Administration, Regional Office, P.O. Box 8888, Muskogee, OK 74402-8888.

- In 4-6 weeks you will receive a Certificate of Eligibility. Bring a copy to the SCC Veterans Services Office.

PREVIOUS BENEFIT USER

- 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

VETERANS CLUB

Get info from Jason

ACADEMIC STANDING

Students who attend SCC are expected to maintain good academic standing.

If you are placed on dismissal, you need to bring a copy of your readmit contract to the Veterans Services Office as this can affect your benefits.

PARENT SCHOOL LETTERS

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) 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 to the Veterans Services Office of the parent school.

COUNSELING

- It is recommended that you speak to a counselor.
- Let the counselor know that you are a veteran and are receiving GI Bill® benefits.
- A counselor can answer questions you have regarding specific classes, programs of study, and academic standing.
- You should meet with a counselor every semester to review your Student Education Plan.

CHOOSING A PROGRAM OF STUDY

- A program of study is required for any student requesting to receive the Montgomery .
- It is similar to a major.
- After speaking to an SCC counselor, come to the Veterans Services Office and tell us what program you want to pursue. (Approved programs are listed at www.gibill.va.gov under approved education programs). The Veterans Services Office will then have a Student Education Plan prepared for you.

STUDENT EDUCATION PLAN

- A Student Education Plan (SEP) is a list of classes necessary to complete a program of study.
- Once you let the Veterans Services Office know what program you want to pursue, we will have an SEP prepared for you.
- Before this can be done, all of your official, sealed transcripts (less than 90 days old) will need to be turned in to SCC.
- Any SEP done outside of the Veterans Services Office will not be useable for your GI Bill® Benefits.
- Only classes required on the SEP are payable.

is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

CERTIFICATION PROCESS

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.
- 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

- 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> 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

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
Summer/Winter 6 week	4 units	3 units	2 units

OVERPAYMENT

•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. Signing the Blue Sheet shows your acceptance of this requirement.

BREAK PAY

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

REMEDIAL COURSES

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 SEP, it is payable. Examples of remedial courses are:

ENG-60A, ENG-60B, MAT-63, MAT-64,

MAT-65, REA-81, REA-82, and REA-83

ONLINE/TELECOURSES

Online Courses

- These courses are done completely online. The following web address is the login page, <http://www.opencampus.com/online/login.html>. Any class offered online is payable if it is required on your SEP.

Telecourses

- Tele-courses are hybrid courses. Most of the coursework is done through televised or videotaped lectures, though a few classes may require some attendance. Some classes are web enhanced. These classes are labeled tele-webcourses. If a class listed on your SEP is offered as a telecourse, it will be payable.

REPEAT COURSES

The VA does pay for some classes that must be repeated.

- Major requirement classes must be completed with a “C” or better.
- Most general education classes require a “D” to pass unless otherwise stated on your Student Education Plan (SEP).
- If you do not complete a class with the required grade, you may retake the class and receive pay for it again.

ELECTIVE COURSES

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 SEP.

“F/NC” GRADES AND WITHDRAWALS

“F/NC” GRADES

The VA does not pay for the period after a student has stopped attending a class. An “F/NC letter” will be sent to each student receiving benefits and they will be required to report on their attendance. If the letter is not returned within 5 days after you receive it, the Veterans Services Office will report non-attendance according to VA regulations.

WITHDRAWALS

The Veterans Services Office is required to report the last day a student attended when dropped from class(es). When you sign the Veteran’s Statement of Responsibility (Blue Sheet) each semester, you are agreeing to report all changes in your schedule to the Veterans Services Office.

MILITARY WITHDRAWALS

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

Requirements:

- $\frac{3}{4}$ time student
- Receiving Montgomery GI Bill®

Contact the SCC Veterans Services Office

ILLINOIS VETERANS GRANT

This program pays eligible tuition and allowable fees (effective for fall 2005 term, includes mandatory 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 at your college to determine the amount of the eligible tuition and mandatory fees that will be covered by this grant.

NON-VA FINANCIAL AID

You may be eligible to receive financial aid at the same time as your Montgomery GI Bill®. Before applying for financial aid, you need to apply at SCC and declare a program of study with the school. You can apply for any financial aid offered through SCC by applying at www.fafsa.ed.gov/ or pick up a paper copy of the FAFSA from the SCC Student Financial Services Office. For more information on non-VA financial aid, visit www.shawneecc.edu/

VA WEBSITES

GI Bill®	www.gibill.va.gov
Apply for GI Bill® Benefits	www.vba.va.gov/pubs/forms/VBA-22_1990.pdf
GI Bill® WAVE	www.gibill.va.gov/wave
Veterans Online Application (VONAPP)	www.vabenefits.vba.va.gov/vonapp/main.asp
VA Hiring-Student Programs	www.va.gov/JOBS/hiring_programs.asp#5
VA Medical Centers	www2.va.gov/directory/guide/home.asp
VA Compensation & Pension	www.vba.va.gov/bln/21
VA Forms	www.va.gov/vaforms
VA Benefits in Brief	www.vba.va.gov/pubs/forms/21-0760.pdf
Veterans Benefits Time Table	www.vba.va.gov/pubs/forms/21-0501.pdf
Application for Change of Program/University	www.vba.va.gov/pubs/forms/VBA22-1995-ARE.pdf
Application for VA Work Study Program	www.vba.va.gov/pubs/forms/22-8690.pdf

Application for Survivors And
Dependants Education Assistance

www.vba.va.gov/pubs/forms/22-5490.pdf

Veterans Benefit Booklet

www.va.gov/OPA/vadocs/current_benefits.asp

VETERAN SERVICE ORGANIZATIONS

Student Veterans of
America

www.studentveterans.org

The American Legion

1-800-433-3318

www.legion.org

Veterans of Foreign Wars

1-800-VFW-1899

www.vfw.org

Disabled American

1-800-426-2838

www.dav.org

Veterans

Paralyzed Veterans of
America

1-800-424-8200

www.pav.org

AMVETS

1-877-726-8387

www.amvets.org

Vietnam Veterans of
America

1-800-882-1316

www.vva.org

Operation Vets www.operationvets.com

Defense and Veterans [1-800-870-9244](tel:1-800-870-9244) www.dvbic.org

Brain Injury Center

Servicemen Opportunity www.soc.aascu.org

Colleges

Troops to Teachers www.proudtoserveagain.org

OTHER USEFUL GOVERNMENT WEBSITES

Defense Activity for Non- www.dantes.doded.mil/Dantes_web/DANTESHOME.asp

Traditional Education

Support (DANTES)

Army/ American Council on Education www.aartstranscript.army.mil

Registry Transcript System (AARTS)

Community College of the www.maxwell.af.mil/au/ccaf/transcripts.asp

Air Force Request Forms

Coast Guard Military Transcripts www.uscg.mil/hq/cgi/offical_transcript.asp

Sailor/Marine American Council www.navycollege.navy.mil/transcript.html

on Education Registry Transcript

(SMART)

National Center for PTSD

www.ncptsd.va.gov

National Archives

www.vetrecs.archives.gov

(How to obtain you DD-214)