



WESTERN OKLAHOMA STATE COLLEGE

OFFICE OF VETERANS' AFFAIRS

STUDENT HANDBOOK

Welcome and thank you for considering Western Oklahoma State College for your higher education needs. The office of Veterans' Affairs will be happy to assist you in any way possible. Please contact us for any questions or concerns you might have.

Contact information WOSC VA Office:

Office Hours:

Monday 8:30 to 3:30
Tuesday 8:30 to 2:00
Wednesday Out of the Office
Thursday 8:30 to 2:00
Friday 8:30 to 2:00

Summer Hours:

Monday TBD
Tuesday TBD
Wednesday TBD
Thursday TBD
Friday TBD

Emily Winters
Western Oklahoma State College
Financial Aid/VA Specialist
Emily.winters@wosc.edu

Office: (580) 477-7972
Fax: (580) 477-7716

Contact the VA Regional Office:

Regional Office Hours: 7:00 AM to 7:00 PM Central Time
Monday through Friday

Education Benefits: 1-888-442-4551
Other VA Benefits: 1-800-827-1000
Direct Deposit: 1-877-838-2778 (To stop, start, or change your direct deposit)
Debt Management: 1-800-827-0648
Monthly Verification of Enrollment: 1-877-823-2378 (To Self Cert by phone)
GI Bill Website: <http://www.gibill.va.gov>

Mailing Address:
VA Regional Office
PO Box 888
Muskogee, OK 74402-8888

Required Documents

For initial Application for benefits there are a variety of documents that must be submitted in order for the Veteran Affairs to complete certification for VA Benefits. Documents need to be turned in as soon as possible to avoid delays in your claim being processed. After forms are submitted to the Office of Veteran Affairs it is typically 4-6 weeks before a Certificate of Eligibility will be sent. Once received it is imperative that it be brought in to the VA Certifying official at your school to complete enrollment process.

Chapter 30

VA Form 22-1990
DD-214

Chapter 31 (VA Voc Rehab)

Contact Your Vocational Rehabilitation Case Manager

Chapter 33 (Post 9/11)

VA Form 22-1990
DD-214

Chapter 35 (Disabled Vet Spouse/Child)

VA form 22-5490
Document showing 100% Disability of Veteran or Death Certificate
Marriage certificate (Spouse) or Birth Certificate (Child)

1606 & 1607(REAP)

VA form 22-1990
DD-214
Notice of Eligibility (NOBE)

Visit <http://vabenefits.vba.va.gov/vonapp/> to complete an online application for benefits. All above forms (except the form for Chapter 31) are available through vonapp.

GENERAL INFORMATION

ADMISSIONS: Your VA Education benefits **do not pay** for your tuition, fees, books, or supplies unless you are a Chapter 31 (Rehab) student or you are a Chapter 33 (Post 9/11) student. You receive your GI Bill® benefits because you are attending school. Therefore, you must pay for your registration and enrollment expenses.

APPLICATION PROCEDURE: When all your documentation is complete:

- (1) Bring your documents to the **Veterans Affairs Office** located in Room SSC 205.
- (2) Your enrollment will then be certified and submitted to the VA Regional Processing Office in Muskogee, OK.

You will only be certified and paid VA Education benefits for:

1. Degree applicable courses
2. Pre-requisites for degree applicable courses
3. Deficiency courses for which you have test scores indicating need for zero level courses
4. See Rounding Out in the Glossary of Terms for the only exception to 1, 2, & 3 above.
5. VA Education benefits cannot pay for any deficiency courses that are taken online. In order to be certified to the VA those classes must be taken in class.

Your First Check!

- (1) **Chapter 30, 1606, & 1607** students must "Self Cert" monthly to receive their benefits or you may phone in your self cert.
(1-877-823-2378) **Remember:** Self Cert should be done the last day of each month.
- (2) **You should receive your first check** within 6 to 8 weeks of certification or of the first day of class, whichever is later.
Remember: Your first and last check of a semester **may** be for a partial month.
- (3) **After your first semester** of receiving your benefits, **if you register and certify early** and do not change your major or place of training, your first check of a subsequent semester, should be received within 30 days of the first day of class.
- (4) **Basic rates of pay are available online at www.benefits.va.gov/gibill.** Updated rate charts are always available in the Veterans Affairs Office anytime a change in the basic rates occurs.
- (5) **If you are still on active duty, you will only be eligible** to draw an amount equivalent to **tuition and fees** and your training time will be reduced. The amount you paid for tuition and fees (books are not included) will be divided by the number of months in your enrollment period and your monthly benefit will be the amount of the tuition and fees divided by the number of months in your enrollment period. Your training time will be reduced by the number of weeks or months in your enrollment period.
- (6) **If you are enrolled less than half-time**, you will only receive the equivalent of your tuition and fees.

Example: Enrollment in less than 6 hours in a 16-week semester is less than half time.

Items Required by Western Oklahoma State College:

You must be enrolled before we can certify you to receive VA Education benefits.

Evaluation of transcripts from any other colleges attended (**including** AARTS if Army, CCAF if Air Force, or SMARTS if Navy or Marine Corps) must be made because VA requires all prior credit be evaluated and applied toward your major at WOSC.

Therefore, it is EXTREMELY important for YOU to:

- (1) **Request official** copies of all your transcripts be sent to WOSC.
- (2) **Request a transcript evaluation or degree check.** Make this request as soon as you know all your transcripts have been received by WOSC.
- (3) When you receive the results of the evaluation or degree check, **it is your responsibility to take the completed Transcript evaluation** to the VA Office. The VA Office can then report your prior credit to the VA Office in Muskogee.

NOTE: You will be awarded 2 hours Physical Education credit for basic training after you have completed 12 hours at WOSC.

WARNING! WARNING! WARNING! WARNING! WARNING! WARNING! WARNING!

If you request certification with prior credit pending, we will certify your enrollment with prior credit pending for **one** semester. A second pending for **two consecutive** semesters may be allowed in the event of mitigating circumstances. ("I forgot." is not considered mitigating circumstances.) A second pending can only be approved by the WOSC VA Certifying Official. However, if we do certify you with prior credit pending, **know** that if we certify a course or courses in which you are currently enrolled, then, as a result of the transcript evaluation or degree check, it is established that you have already fulfilled the requirement of any course by prior credit; **you will be in an overpayment situation.**

IN ORDER TO RECEIVE YOUR VA BENEFITS BEYOND THE INITIAL SEMESTER YOU MUST:

Be certain the courses in which you choose to enroll are required for your degree plan. **We cannot certify you to receive your VA education benefits for any course that does not apply to your degree!**

SPECIAL CIRCUMSTANCES IN ALPHABETICAL ORDER

CHANGES IN HOURS ENROLLED: It is **your responsibility** to immediately **report** all enrollment **changes** and schedule **changes** to the WOSC VA Office. Degree applicability of all coursework must be determined prior to certification. If you add/drop a class to your current schedule, you must fill out an "Add/Drop Form" and take it to the VA Office.

CHANGE OF MAJOR: The number of major changes is unlimited but to be certified if you change your major, you need to request (in our Admission Office) that your prior credit be evaluated toward your new major. Then you need to fill out a "Change of Program Form" in the VA Office. (Chapter 30,33 or 1606: form 22-1995, Chapter 35: form 22-5495)
Chapter 31: See your VA Rehab Counselor as you cannot change your major without his/her approval.

NEVER ATTENDING A CLASS OR CEASING TO ATTEND A CLASS:

Students who enroll in classes will be responsible for the enrollment fee/tuition payment, whether they ever attend a class or not. If students officially drop the classes by the last scheduled day to drop, they will not be charged for the classes. If students do not drop classes by the specified deadline, they will be assessed 100% of the enrollment fee/tuition charge.

PARENT SCHOOL LETTERS:

If you are enrolled at WOSC but WOSC **IS NOT** your Parent School (the institution where you are seeking your degree), You must **secure a Parent Letter from your Parent School** in order for your enrollment at WOSC to be certified. The Parent School Letter must contain the following:

1. Chapter under which you are eligible
2. Your declared major
3. Courses approved by that institution to be taken at WOSC
4. Whether or not you are concurrently enrolled at your Parent School

If Western Oklahoma State College **IS** your Parent School but you are taking courses at another institution that will transfer to WOSC and apply to your degree, your must check with the VA Office to see that a Parent School Letter is sent to that institution so they can certify you to receive your benefits for courses in which you are enrolled.

TRAINING TIME: Full time: 12 or more hours
 3/4 time: 9 hours
 1/2 time: 6 hours
 1/4 time: 3 hours

Semester Hr Per Term	Number of Weeks Per Term																											
	15 to 19	14	13	12	11	10	9	8	7	6	5	4	3	2														
12 or More	FULL TIME																											
11															3/4													
10															3/4													
9															3/4	3/4												
8															1/2	3/4	3/4											
7															1/2	3/4	3/4	3/4	3/4									
6															1/2	1/2	1/2	3/4	3/4	3/4								
5															-1/2	1/2	1/2	1/2	1/2	3/4	3/4	3/4						
4															-1/2	-1/2	-1/2	1/2	1/2	1/2	1/2	3/4	3/4					
3															1/4	1/4	-1/2	-1/2	-1/2	-1/2	1/2	1/2	1/2	3/4	3/4			
2															1/4	1/4	1/4	1/4	1/4	1/4	-1/2	-1/2	-1/2	1/2	1/2	3/4		
1															1/4	1/4	1/4	1/4	1/4	1/4	1/4	1/4	1/4	1/4	1/4	-1/2	1/2	3/4

GLOSSARY OF TERMS

Certificate of Eligibility: When your application for benefits is approved, the VA will mail you a letter that tells you about your eligibility (i.e. , how many months for which you are eligible).

Deficiency Courses: Zero level courses required to satisfy curricular deficiencies and performance proficiencies.

Degree Applicable: Courses which apply toward your degree plan, including pre-requisite courses, required deficiency courses and/or courses required to meet requirements for receiving a degree a Western Oklahoma State College.

Delimiting Date: Delimiting date is the term used for the last date you are eligible to receive VA benefits.

- Chapter 30: 10 years from the date of release from active duty
- Chapter 31: Usually 12 years from date of disability

- Chapter 35: (spouse) 10 years from date of disability or death
 (child) 8 years and child's age cannot exceed 26 years

Overpayment Situation: An overpayment situation may occur if you withdraw from classes for which you have received payment from the VA. It may also occur if you are being paid for Grad Pad classes but you drop a required course.

Anytime you consider dropping a course, please contact us The VA Office we can advise you as to how that will affect your pay.

Prior Credit: Courses taken at institutions prior to your attendance at WOSC as well as credit you received while in the military must be evaluated toward fulfillment of the requirements for your degree plan. If you have prior credit for coursework that will fulfill any of your course requirements, that prior credit must be applied toward your degree plan.

Rounding Out (GRAD PAD): Rounding out is the term used by the VA to describe the policy of allowing you to maintain fulltime status during your last semester before graduating even if you only need one course to complete your degree. Therefore, so long as you need at least one hour under your degree plan to graduate, and you are enrolled in that one class you may take additional courses, called "GRAD PAD" courses, to bring you up to full-time status. If you drop the one course you need to graduate, you will no longer be eligible to be paid for the other classes, and therefore you may be in an overpayment situation. You may only be paid Grad Pad one semester!

ATTENTION: CHAPTER 30, 1606, & 1607

You are now able to use two programs designed to speed processing your Monthly Verification of Enrollment.

The two new systems are: Telephone system using Interactive Voice Response (IVR).

Internet program called WAVE (Web Automated Verification of Enrollment).

How do these systems work?

IVR: To use Telephone Interactive Voice Response System, just dial 1-877-823-2378 and follow the instructions provided.

WAVE: To use the Web Automated Verification of Enrollment system, just point your Internet browser to our web site <http://www.gibill.va.gov> and follow the link to the WAVE program. Instructions are provided on-line.