



Student Handbook

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

Contact information- WOSC VA Office:

Janet Ballard
Veterans' Affairs/Attendance Specialist
Western Oklahoma State College
2801 North Main
Altus, OK 73521
580-477-7972 Phone
580-477-7716 Fax
janet.ballard@wosc.edu

Office Hours:

Monday 7:30 AM to 5:00 PM
Tuesday Out of the Office
Wednesday 7:30 AM to 5:00 PM
Thursday Out of the Office
Friday Out of the Office

Contact the VA Regional Office: (Monday through Friday)

Education Benefits: 1-888-442-4551
Regional Office Hours: 7:00 AM to 7:00 PM Central Time
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: <https://www.benefits.va.gov/gibill/>

Mailing Address:

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

Visit: <https://www.vets.gov/education/apply/> to complete an **online application for benefits**.

Visit: <https://www.archives.gov/veterans/military-service-records> to get your **DD214**

Visit: www.vets.gov to access benefits and get a copy of your **Certificate of Eligibility**

Visit: www.military.gov (then choose branch of service) to print your **Military Transcript**

Items Required by Western Oklahoma State College

Please submit the following documents to the WOSC VA Office so VA Certification may be completed. Documents need to be turned in as soon as possible to avoid delays in processing.

ALL STUDENTS: Your official High School Transcript or GED & all official transcripts from any college/university you have ever attended must be on file in our Admissions office for benefits to be certified. (Even if you did not complete classes) 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.

Chapter 30 (Montgomery GI Bill)

WOSC VA Intake Card, Certificate of Eligibility and DD-214

Chapter 31 (VA Voc Rehab)

WOSC VA Intake Card and Please contact Your Vocational Rehabilitation Case Manager for other needed paperwork.

Chapter 33 (Post 9/11 GI Bill)

WOSC VA Intake Card, Certificate of Eligibility, DD-214-Veteran, Marriage License (If Veteran is your spouse)

Chapter 35 (DEA Disabled Vet- Spouse/Child)

WOSC VA Intake Card, Certificate of Eligibility, Document showing 100% Disability of Veteran or Death Certificate, Marriage License copy (If Veteran is your spouse), Your Birth Certificate copy (If Veteran is your parent)

1606 & 1607 (REAP)

WOSC VA Intake Card, DD-214 and Notice of Eligibility (NOBE)

Chapter 30, 1606, & 1607 students must "Self Cert" monthly to receive their benefits or you may phone in your Self Cert. at (1-877-823-2378) **Remember:** "Self Cert" should be done the last day of each month.

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 GI Bill) student.

A Veterans Certification Intake Card must be completed each semester. This is available in the WOSC VA Office, Online at www.wosc.edu, Enrollment, Financial Aid and VA Intake card, or it can also be mailed to you at your request. Once you are enrolled and all needed documents and transcripts are received, your enrollment will be certified and submitted to the VA Regional Processing Office in Muskogee, OK.

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

Degree applicable courses- 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 at Western Oklahoma State College.

Deficiency courses for which you have test scores indicating need for zero level courses- **VA Education benefits cannot pay for any deficiency courses that are taken on-line. In order to be certified by VA, those classes must be taken in the classroom.**

Rounding Out (GRAD PAD): Rounding out is the term used by the VA to describe the policy of allowing you to maintain full-time status during your last semester before graduating even if you only need one course to complete your degree.

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

Your First Check!

- (1) **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.**
- (2) After your first semester of receiving benefits, your first check of a subsequent semester should be received within 30 days of the first day of class as long as you register early & do not change your major or place of training.
- (3) **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.

If you request certification with prior credit pending, we will certify your enrollment with prior credit pending for **one** semester. 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.**

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 for signature and guidance of how it may affect your VA benefits.

CHANGE OF MAJOR: The number of major changes is unlimited but to be certified for a change your major, you need to request (in our Admission Office) that your prior credit be evaluated toward your new major
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, you 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.