



# Quarterly Course Enrollment Certification Form



Veteran Services, UCI Student Center, G301, Irvine, CA 92697-5125 (949) 824-8045 FAX:(949) 824-7971 veteran@uci.edu http://www.dos.uci.edu/veteran

**Personal Information (Please Print or Type)**

Name (Last, First, Middle)		UCI Student ID
VA case/ file number	UCI E-mail	Telephone

Has your address recently changed? If so, check this box and indicate new address here.

**School Information**

Major(s) / Program	Minor(s)
Degree: <input type="checkbox"/> BA/BS <input type="checkbox"/> MA <input type="checkbox"/> MBA <input type="checkbox"/> PhD <input type="checkbox"/> MD <input type="checkbox"/> Other _____	Class Level: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Other _____

Certification Status:  Recertifying  Change of major  New student (first time certifying)\*  
 Transfer student (first time certifying at UCI)\*If checked, from which school? \_\_\_\_\_  
*\* Please review the Veterans Services Intake Form "Checklist" for ALL necessary paperwork.*

Fees: Have you waived USHIP or GSHIP?  Yes  No

**Type of Benefits**

<p><b>Veterans Only</b></p> <input type="checkbox"/> Chapter 30: Montgomery GI Bill (3 or more years active duty) <input type="checkbox"/> Chapter 30: Montgomery GI Bill (less than 3 years active duty) <input type="checkbox"/> Chapter 33: Post 9/11 GI Bill _____% qualified for <input type="checkbox"/> Chapter 1606: Montgomery GI Bill-Selected Reserve (MGIB-SR) <input type="checkbox"/> Chapter 1607: Rsrv. Ed. Assist. Prgm (REAP) (90days+/but <1yr) <input type="checkbox"/> Chapter 1607: Reserve Ed. Assist. Prgm (REAP) (1yr+/but <2yr) <input type="checkbox"/> Chapter 1607: Reserve Ed. Assist. Prgm (REAP) (2+yrs) <input type="checkbox"/> Chapter 31: Vocational Rehabilitation <input type="checkbox"/> Chapter 32: Veteran's Educational Assistance Program	<p><b>Dependents Only</b></p> <input type="checkbox"/> Chapter 35: Survivors' & Dependents Educational Assistance Program (DEA)  <input type="checkbox"/> Chapter 33: Post 9/11 GI Bill w/ TOE _____% qualified for  Are you receiving the CALVET Fee Waiver? _____
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**Academic Courses for Certification**

<p><b>Term</b> Year: _____</p> <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Sum I <input type="checkbox"/> Sum II <input type="checkbox"/> Summer 10 Week	<p><b>Instructions</b> - 1) Please list ONLY courses and units that are REQUIRED for you to complete your degree.          2) <b>** You MUST check off the requirement that the course satisfies.**</b>          3) Indicate if the course is being repeated. The VA does not pay for repeated course in which you originally received a passing grade. Please indicate the Non-passing grade in the space provided.  <small>**GE=General Education, W=Writing, S=School, M=Major, DE=Degree Elective, E=Elective, Mi=Minor, R=Repeat**</small></p>																												
<table border="1"> <thead> <tr> <th>Course Code (5-digit #)</th> <th>Course Name &amp; Number (ie. Math 10, Bio 1A)</th> <th>Units</th> <th>**Degree Requirement**</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>→</td> <td><input type="checkbox"/>GE <input type="checkbox"/>W <input type="checkbox"/>S <input type="checkbox"/>M <input type="checkbox"/>DE <input type="checkbox"/>E <input type="checkbox"/>Mi <input type="checkbox"/>R</td> </tr> <tr> <td></td> <td></td> <td>→</td> <td><input type="checkbox"/>GE <input type="checkbox"/>W <input type="checkbox"/>S <input type="checkbox"/>M <input type="checkbox"/>DE <input type="checkbox"/>E <input type="checkbox"/>Mi <input type="checkbox"/>R</td> </tr> <tr> <td></td> <td></td> <td>→</td> <td><input type="checkbox"/>GE <input type="checkbox"/>W <input type="checkbox"/>S <input type="checkbox"/>M <input type="checkbox"/>DE <input type="checkbox"/>E <input type="checkbox"/>Mi <input type="checkbox"/>R</td> </tr> <tr> <td></td> <td></td> <td>→</td> <td><input type="checkbox"/>GE <input type="checkbox"/>W <input type="checkbox"/>S <input type="checkbox"/>M <input type="checkbox"/>DE <input type="checkbox"/>E <input type="checkbox"/>Mi <input type="checkbox"/>R</td> </tr> <tr> <td></td> <td></td> <td>→</td> <td><input type="checkbox"/>GE <input type="checkbox"/>W <input type="checkbox"/>S <input type="checkbox"/>M <input type="checkbox"/>DE <input type="checkbox"/>E <input type="checkbox"/>Mi <input type="checkbox"/>R</td> </tr> <tr> <td colspan="3"><b>TOTAL UNITS</b></td> <td></td> </tr> </tbody> </table>	Course Code (5-digit #)	Course Name & Number (ie. Math 10, Bio 1A)	Units	**Degree Requirement**			→	<input type="checkbox"/> GE <input type="checkbox"/> W <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> DE <input type="checkbox"/> E <input type="checkbox"/> Mi <input type="checkbox"/> R			→	<input type="checkbox"/> GE <input type="checkbox"/> W <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> DE <input type="checkbox"/> E <input type="checkbox"/> Mi <input type="checkbox"/> R			→	<input type="checkbox"/> GE <input type="checkbox"/> W <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> DE <input type="checkbox"/> E <input type="checkbox"/> Mi <input type="checkbox"/> R			→	<input type="checkbox"/> GE <input type="checkbox"/> W <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> DE <input type="checkbox"/> E <input type="checkbox"/> Mi <input type="checkbox"/> R			→	<input type="checkbox"/> GE <input type="checkbox"/> W <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> DE <input type="checkbox"/> E <input type="checkbox"/> Mi <input type="checkbox"/> R	<b>TOTAL UNITS</b>				
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**Student Responsibility**  
 I understand it is my responsibility to notify Veterans' Services of any changes in my class schedule or address. All adds and drops must be reported to the UCI Veterans Services Office. I have read and understand the information on this form and my signature below certifies I understand these statements. I understand the failure to report a drop in units may result in an overpayment. I understand a failure to notify the UCI Veterans Services Office or the VA of an address change, may result in a check delay of 6-8 weeks.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** To complete the "Graduate Advisor Section" please contact your graduate advisor/registrar for an appointment.

**Graduate Advisor Section**

I certify that the above information on "Academic Courses for Certification" is correct and that all listed courses are applicable to the student's Degree Objective.

Graduate Advisor/Registrar Name: \_\_\_\_\_

Actual Dates of Student's Term: \_\_\_\_\_ Tuition: \$ \_\_\_\_\_ Fees: \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Extension: \_\_\_\_\_

**FOR VA OFFICE USE ONLY**

Received \_\_\_\_\_

Q. Units Reported \_\_\_\_\_

Months \_\_\_\_\_

Tuition \_\_\_\_\_

Fees \_\_\_\_\_

Amount/mo to Student \_\_\_\_\_

Verified by \_\_\_\_\_

Verified Date \_\_\_\_\_

## Your Responsibilities

### Department of Veterans Affairs:

The US Department of Veterans Affairs (VA) supervises the programs of all students receiving benefits. You have agreed to this supervision by signing the application for benefits. In addition, your signature allows UCI Veteran Services to release school records to VA.

### Benefits are for approved programs only:

VA benefits are only allowed for academic progress towards the completion of an approved program degree. You may NOT use VA benefits "just to take some courses."

### Financial Responsibility:

All students incur a financial obligation to the University at the time of registration and must be financially prepared to meet the stated tuition and fee deadlines. Students will be administratively withdrawn from the University if they fail to pay their outstanding obligations. There is no provision in the law governing students' use of VA Educational Benefits. The failure of VA to mail a check to a student in a timely manner does not erase or mitigate the student's financial responsibility to the University. UCI Veteran Services must notify VA if a student is administratively withdrawn for nonpayment of tuition. The student is responsible for any overpayment of benefits from the withdrawal.

### Change of Personal Information

You must inform UCI Veteran Services immediately in writing if, while receiving VA benefits, your personal information ever changes such as legal name, email, address, and telephone number. The VA and UCI Veteran Services are not responsible for delayed payments due to incorrect or outdated personal information.

### Changes in Program (Degree) and/or Course Enrollment Responsibility:

You must inform UCI Veteran Services immediately if you are Adding/Changing/Declaring majors. If, at any time, you add/drop courses, withdraw from UCI, or otherwise change your enrollment status, you MUST inform UCI Veteran Services immediately. You will be responsible for any overpayment of benefits resulting from these changes if not immediately reported.

### Student Verification of Enrollment

Students receiving Chapter 30 or Chapter 1606 benefits must verify their enrollment each month of every certified term to receive payment for that month. Enrollment can be verified on the last calendar day of the month by using the Web Automated Verification of Enrollment (WAVE) at <https://www.gibill.va.gov/wave> or by calling the Interactive Voice Response (IVR) telephone line at 1-877-823-2378.

## Enrollment Certification & Grade Policies

*The following policies are for VA purposes only. They do not supersede the "Academic Regulations and Procedures" as outlined in the UCI General Catalogue and their governance over UCI student records. These policies apply only toward VA certified units and/or if VA "training time" becomes affected.*

### Course Applicability

Despite the total number of UCI units you are enrolled, ONLY courses that apply toward completion of your degree(s) can be certified to VA. If 12 units are VA certified, all 12 must apply. If you enroll in a total of 12 units, but only 8 satisfy degree requirements, then only 8 will be certified. However, this rule allows 3 exceptions:

- The last quarter before graduation, all enrolled units can be certified if 1 or more of the units **satisfy a degree requirement**. Last means **LAST**. There is only one last quarter. The UCI Application to Graduate must be filed first.
- If non-required courses can be substituted for degree requirements, they can be certified. You must first file a course petition in your school and provide UCI Veteran Services an approved copy **before** substitute courses can be certified.
- If non-required courses are prerequisites for an Add/Change/Declaration of major, they may be certified. Contact UCI Veteran Services.

\*If you are an Undecided/Undeclared student, only the courses that fulfill UCI Breadth Requirements will be eligible for payment.

### Academic Standing:

All students receiving VA educational benefits must be in good academic standing. An undergraduate student with a cumulative GPA below 2.0 or a graduate student's cumulative GPA below 3.0 for two consecutive academic quarters will have their VA benefits terminated. Benefits will be reinstated if and when the undergraduate student's cumulative GPA is 2.0 or above or the graduate student's cumulative GPA is 3.0 or above. *(This policy is separate and distinct from UCI Normal Progress Requirement and the UCI Academic Standing Requirement. The VA Academic Standing Requirement has to do with the receipt of VA benefits.)*

### Repeating Courses

VA does not pay for repeated courses in which you originally received a passing grade, earning unit credit. Some course, departmental, school, and university policies require a minimum of C or equivalent in particular courses, outlined in the *UCI General Catalogue*. In this case, VA will pay for repeated courses if original course grade does not meet such minimum requirements.

**Nonpunitive Grades** (a grade not counted as earned credit and /or doesn't affect progress standards for degree completion.)

### INCOMPLETE (I)

A course for which an I is received will be immediately reported to VA. Student will be notified and will be required to give proof of mitigating circumstances, if any, and their last date of attendance (LDA/EFF) in the course. Only when student makes up an incomplete will the VA be notified of course completion.

After 1 year, VA will assume an incomplete as not made up, will reduce benefits retroactively, will retroactively create an overpayment, and will ask the student for evidence of mitigating circumstances. If incomplete is made up after 1 year, the change will be reported and will be under the discretion of VA.

### NO REPORT (NR)

At UCI, a NR becomes an F or NP after 1 quarter of subsequent enrollment or at the end of the quarter immediately preceding award of the degree, whichever comes first, unless student makes it up. For VA purposes, a NR will immediately be reported to VA and student will be required to provide proof of mitigating circumstances, if any, and their last date of attendance (LDA/EFF) in the course. When NR converts, either automatically or by student action, to a punitive grade, the change will be reported to VA. If a NR converts to another nonpunitive grade, it will be treated accordingly as outlined.

### WITHDRAWAL (W)

A W notation is recorded on a student's permanent record for each course a student drops after the end of the sixth week of instruction in a quarter. W's are disregarded in determining the student's grade point average and will not be considered as courses attempted in assessing the student's satisfaction of the normal progress requirement.

ALL W's will be reported to VA and student will be asked to provide proof of mitigating circumstances, if any, and their last date of attendance (LDA/EFF) in the course. The last day of Week Six will be used as the LDA/EFF unless documented proof of later drop date is provided to UCI Veteran Services.

**Punitive Grades** (a grade that affects progress for degree completion.)

LETTER GRADES (A, B, C, D, F)

PASS/NOT PASS (P/NP)

SATISFACTORY/UNSATISFACTORY (S/U) (Graduate Students Only)

**I have carefully read and fully understand the information on this form and my signature below certifies I understand these statements.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_