

Advisor Cheat Sheet
Students Using Veterans Benefits

Veterans Affairs certification through Office of Veteran Services

- OVS must confirm courses meet a requirement towards degree completion.
- OVS verifies enrollment with the VA by certifying enrollments before VA releases payments.
- OVS's goal is to certify well before classes begin so payments are released on time.
- Any schedule changes require OVS to reconfirm course requirements.
- If a class does not meet a degree requirement, OVS will not certify for that class.
- OVS uses DARS to verify:
 - o Class doesn't meet a degree requirement on DARS? OVS checks Navigate for advisor notes
 - o No advisor notes? Reach out to student to get advisor confirmation on class
 - o Advisor notes in Navigate are unclear? Reach out to advisor
 - o Advisor notes clear? Ex: Student is planning COM to BUS. Must take XX, XX, XX classes. OVS does a "Thank YOU!" shout out, because we can certify w/o delay
- Any delay in course review leads to a delay in certification or leads to a delay in student's ability to make changes to their schedule. Depending upon the timeline, it may be too late to fix the issue. This leads to delays or reductions in student payments.

Classes VA will cover	Classes VA will not cover
Classes required for completion of degree to include prereqs, declared double majors, double concentrations, minors to include substitutions.	Highly recommended classes that do not meet a specific degree requirement or are not clearly listed as a substitution. Examples we have seen are some UG research, independent study, internship
Classes needed to change majors. <i>Navigate notes indicating student intent & specific needed is very helpful for processing.</i>	Classes students want to take because they interest them/just exploring but do not meet a specific degree requirements.
Classes needed as prerequisites for intended graduate programs such as pre-med, pre-dental, pre-vet. <i>Navigate notes indicating student intent & specific classes needed is very helpful for processing.</i>	Classes taken to meet a licensure or certificate such as project management, personal trainer, etc. that do not meet a specific degree requirement.
Repeated class if student didn't meet <i>required</i> grade, such as a required C+ for a major course requirement, or if repeated class needed for degree. Ex: MUS, AS, MN	Classes repeated for the sole purpose of getting a better grade.
Classes needed for ROTC/VTCC program.	Classes needed for a specific program but do not meet a degree requirement. Ex: Honor's College, LLC, study abroad
Classes needed for fulltime enrollment during the FINAL SEMESTER. Additional classes MUST be a degree option class (must be class that would have meet a degree requirement such as a pathway course or major elective specific to check sheet).	Additional class enrollment to meet fulltime requirement but do not meet a requirement for the degree. Examples of classes we have had problems with: most PHS classes, GEOG 4054, Hort 2144
Classes the student completes and receives a grade for to include P/F.	Classes the student either drops or withdraws from. No audited classes. Incompletes are covered so long as a letter grade is awarded.

FAQs

What is the process for students to request VA certification? Students must request certification each semester through Hokie SPA. They must complete the Veteran Enrollment Certification form. This form is available to complete once they are registered for classes for that specific term. They can check the status of their certification by going to the form once submitted. OVS cannot certify a student for a term unless this form is completed.

What programs does the VA cover? All majors, minors, concentrations: If a student is considering a major, minor or concentration, they should not wait to declare. If student is considering a COM, dbl major or minor, please add this information to Navigate notes indicating which program and applicable courses.

Would changing majors impact anything? It depends. It will not cause an issue with past certifications under another major. Putting in a note in Navigate stating the student's intentions and confirming which classes they are taking for the new major while they are in the process of changing the major makes the SCO confirmation of classes more efficient for certification. Note: Something for students to consider is that they have a finite amount of benefits. If changing their major adds additional time to their studies, they need to think about their funding.

What support services offered by OVS? Information on VA education benefit options, advice on benefit responsibilities, student veteran network opportunities, resource information for veteran specific support services, resource information for military dependent specific support services.

What are the "consequences" if a student is using veteran services? Certifications can only be done for classes that meet requirements towards degree completion. Classes outside of a declared degree or as unneeded free electives cannot be certified. Students dropping or withdrawing from a class or students resigning from a term may incur financial consequences.

What happens if a student drops or withdraws from a course? The VA considers drops and withdrawals the same. If a student drops or withdraws from a class, those credit hours must be removed from certification. If the adjustment puts the student below 12CR for VA certification, the VA will reduce the amount paid to less than fulltime payments. The date the drop or withdrawal is in effect does not matter. The VA will consider the change from the first day of the term. As a result, it is possible the student will owe money for payments already made at the fulltime rate. The same applies if a student resigns from the semester. Students do have the option for appeal with the VA regarding payments, but that is an after the fact option. If your student plans to withdraw from a class, they should contact OVS first to make sure there are no financial repercussions.

Can we refer students through Navigate to OVS? Yes

What are the most frequent conflicts between student enrollment and VA requirements? The most frequent issues we see are when a student is enrolled in a class that cannot be certified. It can affect certification at the fulltime rate (12 CR) for full VA benefits. OVS frequently sees issues with:

- Extra class for full time enrollment that does not meet a degree requirement
- Extra class for fulltime enrollment during final semester that does not meet a degree option
- Free electives when the student does not need additional FE for degree completion
- Required classes for a program that are not required for the degree
- Withdrawal from a course or courses that cause an adjustment of the certification to below 12 CR within the VA system.