

The completion of this form authorizes Veterans Services to provide required information and certify your enrollment at AU for a specific semester to the US Department of Veterans Affairs (DVA), Department of Defense Branches (DOD) or VR&E Counselor (Under Chapters 30, 32, 33, or 35, 31 Title 38, USC or Chapter 1606, 1607 Title 10 USC).

AU ID# _____ Last 4 Digits of Social Security # _____ Email Address _____

Last/Family Name _____ First Name _____

Middle Name _____ Maiden/Previous Name(s) _____

Home Street Address _____

City _____ State _____ Zip/Postal Code _____ Country _____

Is this a change of address since the last time you received educational benefits? Yes No

Telephone Number _____

PLEASE CHECK THE APPROPRIATE CATEGORY:

- | | |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| ** <input type="checkbox"/> Ch 30 Montgomery GI Bill—Active Duty (MGIB) | ** <input type="checkbox"/> Ch 1606 Montgomery GI Bill—Selected Reserve (MGIB-SR) |
| * <input type="checkbox"/> Ch 31 Vocational Rehabilitation | <input type="checkbox"/> Ch 33 Post—9/11 GI Bill |
| <input type="checkbox"/> Ch 32 Veterans Educ. Assistance Program (VEAP) | <input type="checkbox"/> Tuition Authorization (Branch) _____ |
| <input type="checkbox"/> Ch 35 Dependents Educational Assistance (DEA) | |
| Soc Sec/Case # of Survivors/Dependent _____ | |

** **Ch 30 and Ch 1606**—To receive a check, you must verify your school attendance to the DVA at the end of each month.

*Need Authorization from Voc Rehab Counselor, call **1-877-823-2378** (IVR) or go online—www.benefits.va.gov/vocrehab

GUIDELINES:

- The dollar amount of your GI Bill Educational Benefit check may be affected by DROPPING or ADDING courses, enrolling in an unauthorized repeat of a satisfactorily completed course, enrolling in courses not authorized under the general education requirements degree program, and enrolling in block classes or summer terms with variable dates.
- I understand that I must attend class and maintain at least a 2.00 grade point average (GPA) and that it is my responsibility to notify Veterans Services if I make a change in my class load.
- If first time filling out this form:
 - » Have you requested your military transcript? Yes No
 - » Have you requested your previous college transcript? Yes No
 - » (GI BILL) Have you completed a Change of Place of Training Form 22-1995? Yes No

MAJOR/DEGREE PROGRAM: _____ **TERM:** Year _____ Fall Spring Summer

- Is this the same degree program you had the last term you received benefits? Yes No

ACRONYM & NUMBER	COURSE TITLE	CR HRS	INSTRUCTOR	R=Repeated* A=Audit D=Deficiency Q=Not Required

*Repeat Policy: The DVA will not pay for the repeat of a satisfactorily completed course.

STATEMENT (Student): "My signature verifies that I understand the guidelines for course registration as printed on both sides of this form."

STATEMENT (Advisor): "My signature verifies that each course listed above is required for this student's General Education and degree program. If not, the course is designated as such in the 'Not Required' column."

Student's signature _____ Date _____

Academic Advisor's signature _____ Date _____

Course Registration Guidelines for Veterans



Office of Veterans Services
 Andrews University
 Administration Building 1st Floor

Phone: 1-269-471-3286
 Email: veterans@andrews.edu
 Fax: 1-269-471-3228

COURSE APPLICABILITY FOR VA CERTIFICATION

Only credits that apply toward completion of the student’s degree program can be certified for VA purposes. Ex.: If 12 credit hours are certified, all 12 must apply. If a student enrolls for 12 credits but only 9 satisfy degree requirements, only 9 credits will be certified. There are two exceptions to the rule.

- The last semester before graduation, all credit hours taken can be certified if one or more of the credits satisfy a graduation requirement. Last means last. There is only one last semester.
- If a substitution is requested and approved for a degree requirement, VA will allow the substitution.

REPEATING COURSES

- Courses that are failed or for which the grade does not meet minimum requirements for graduation may be certified for VA purposes if they are repeated.
- Courses that are successfully completed may not be certified for VA purposes if they are repeated. If students choose to take additional courses to raise their GPA to graduate, the courses must not have already been successfully completed and can only be taken during the last semester.

CREDIT HOURS AND CLASS LOADS DURING ACADEMIC SEMESTER

Andrews University Credit Hours for Class Loads			
Program/Level	Full-time	3/4-time	1/2-time
Undergraduate	12+	9-11	6-8
Graduate	8+	6-7	4-5
Master of Divinity	9+	6.75	4.5-6.74

VA TRAINING TIME REQUIREMENTS FOR VA EDUCATIONAL BENEFITS (Standard Semester Term)*

Undergraduate (Training Time Equivalency)

- 12 credits or more = Full time
- 9-11 credits = Three-quarter
- 6-8 credits = One-half time
- 4-5 credits = Less than one-half time
- 1-3 credits = One-quarter time

Graduate

Certified as per AU credit hours time for class load policy. (See above.)

*Changes in credits are reported to VA only if training time changes according to the above chart.

INDEPENDENT STUDY, REMEDIAL AND DEFICIENCY COURSES

Independent Study, Remedial and deficiency courses are approvable if printed in the current bulletin. Otherwise, such courses must be approved by the State Approving Agency before they can be certified as part of an approved degree program. See the benefits coordinator in the AU Veterans Services Office.

- Chapters 33, 30, 32, 1606, and 1607: Entitlement is charged for remedial and deficiency training.
- Chapter 35: Entitlement is not charged for 5 months of full-time remedial and deficiency training.