

George C. Wallace Community College

DOTHAN AND EUFAULA

IMPORTANT INFORMATION FOR STUDENTS RECEIVING FEDERAL VA BENEFITS

CHAPTER 31

1. All VA certifications are processed based on the academic year; i.e. beginning Fall Semester and ending Summer Semester. We will certify your enrollment based on the schedule in the system at the time of certification.
2. Under certain circumstances, veterans can be paid at an **accelerated rate** for a lesser number of credit hours. This typically occurs during mini-term semesters and Summer semester.
3. All VA recipients are required to declare a program of study and program option. The declared program of study and option must be the same with the Admissions Office and VA. Classes will not be certified to the VA that do not meet graduation requirements. **Remedial classes, based on placement test scores, can be certified to VA; however, online or hybrid remedial classes cannot be certified or charged to VA without approval granted by your VR&E Counselor.**

Students may take only those courses, which are required in their program of study and program option, as outlined in the Wallace College Catalog and Student Handbook. If the student registers for a course not required in their program of study, the enrollment certification will be adjusted to delete that course from that semester's enrollment certification, unless a letter of substitution has been received from the appropriate instructional Dean. The substitution letter should be submitted to the Financial Aid Office/Veterans Affairs Office no later than the end of the drop/add period. **Charges for classes outside your declared degree plan will not be covered by VA unless approval is granted by your VR&E Counselor. If you have any questions regarding this requirement, contact your VR&E Counselor.**

- ★ 4. Immediately upon registration each term, veterans are required to email their VA Coordinator to let them know they want to use their benefits for the upcoming semester. **Failure to do so will result in not being certified to VA.** It is the student's responsibility to immediately notify our office of any changes in status (course, program, dependents, drop/add, withdrawal, etc.). **This will need to be done each semester.**
5. **Class attendance is required in order to receive benefits.** If the student fails to report non-attendance, VA will be notified when the non-attendance is discovered via grade review, regardless of when the non-attendance is discovered.
6. **Your enrollment will be certified to the VA for only one (1) semester until prior college and/or military transcripts are received and evaluated by the Admissions Office at Wallace College. If transfer credit is awarded for an acceptable course or courses from any other source, VA will not pay for that course to be repeated without approval from your VA case manager.**
7. Should you fail a course, the VA will pay you to take the course until a passing grade is achieved. Courses cannot be repeated in order to improve your grade point average, unless you initially received a failing or insufficient grade.
8. The VA will not pay for audit courses, under any circumstances. Tutorial assistance is available through the VA if you are having difficulty in your class.
9. Veterans and dependents must meet the standards of progress requirements applicable to all students at this institution.
10. VA Certifying Officials Contact Information:

Dothan Neosha Floyd phone: 334-556-2479 email: nfloyd@wallace.edu

Eufaula Neosha Floyd phone: 334-556-2479 email: nfloyd@wallace.edu

****KEEP THIS SHEET FOR FUTURE REFERENCE**
SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

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Overpayments can occur for:

- ◆ **Withdrawing** from a course: The student will have to establish that he or she withdrew for a reason that was beyond his/her control; otherwise, a retroactive overpayment may result. **If you have stopped attending one or more, or all of your classes, or you have reduced your status from fulltime to ¾-time, ½-time, etc., you are required to immediately notify the Wallace College VA Certifying Official, in person, that you have stopped attendance. You then must contact your VR&E Counselor.**
- ◆ **Receiving** a grade which does not count toward the graduation requirements; the student will have to establish that he/she received the grade due to circumstances beyond his/her control; otherwise, a retroactive overpayment may result.
- ◆ **Failure** to have an incomplete grade changed to a grade that counts toward graduation requirements.
- ◆ **Registering** for a class that does not apply toward your declared degree, you don't have room for, or that you already have credit for.

Things to Remember:

- ◆ **Unless you have processing questions or concerns, it is not necessary for you to see us in-person.**
- ◆ **Every effort will be made to report any status changes as early as possible, as long as you provide us with an email stating you would like to use benefits and a notice of any schedule changes. Please help us to help you.** If you fail to let us know you'd like to use your benefits or any schedule changes as requested, delays will likely occur with the processing of your VA enrollment certification; thus causing overpayment or underpayment.
- ◆ The Financial Aid Office/Veterans Affairs Office on campus is not a function of the Department of Veterans Affairs. This is a service provided by Wallace College to assist veteran and students. The personnel in the Financial Aid Office/Veterans Affairs Office will be happy to assist you in any way possible. Your cooperation is appreciated.
- ◆ Veterans/Active Duty Servicemembers must provide a military transcript to the Admissions Office. Your enrollment will be certified to the VA for only one (1) semester until all prior transcripts are received and evaluated by the Admissions Office at Wallace College.
- ◆ The information provided on this sheet is not intended to be all-inclusive in terms of VA enrollment certification rules and regulations.

BE SURE TO ESTABLISH YOUR WALLACE COLLEGE STUDENT EMAIL

- ◆ Go to **www.wallace.edu**.
- ◆ Click on **Student E-Mail** to access email login page.
- ◆ Your username (name) is your first initial, last name, and last 4 of your Social Security Number.
- ◆ Your password is your birth month, day, and year (example: MMDDYY).
- ◆ If you have trouble getting into your email, contact Helpdesk at 334-556-2464 or helpdesk@wallace.edu

*****IT IS YOUR RESPONSIBILITY TO CHECK YOUR STUDENT EMAIL REGULARLY*****

All communication will be sent to your WCC student email address. Failure to check student email may result in loss or reduction of monthly stipend.

You will receive an email from VA, at your WCC student email address, when VA receives your enrollment certification.

**BE SURE TO SUBMIT YOUR APPLICATION FOR FAFSA.
GO TO WWW.STUDENTAID.GOV TO APPLY**

The only VA income you are required to report is listed in the UNTAXED INCOME section of the application. Income such as disability and VA work-study must be reported. See the application for complete details.

I have read and received a copy of this information sheet.

Student Signature

Date

WCC Student Number

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