

*West* West Los Angeles College  
LA COLLEGE

# VETERAN'S HANDBOOK



Veteran's Office in  
Admissions and Records, Student Services Division  
(310) 287-4388/4370



WEST LOS ANGELES COLLEGE  
 Veteran's Services Office  
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## Table of Contents

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VA Regional Office Information	2
How to apply for VA Benefits	2
Documents Required for VA Benefits	2
Monthly Verification Procedures (Chapter 30, Chapter 1606 & Chapter 1607 only)	6
Direct Deposit	6
Pay Status	6
G.I. Bill Benefits & Pay Listings	7
Educational Plan Evaluations (SEP Form) Student Educational Plan	8
Military Credit Evaluations	9
Continuation of VA Benefits	9
Extension of VA Benefits	10
Non-Required Courses	10
Standards of Satisfactory Progress	10
Incomplete, No Credit and "F" Grades	10
Financial Aid Assistance	10
Military Tuition Assistance (TA) Active Duty	11
National Guard Fee Waiver	11
Parent School Letters	11
Orders of Leave	12
Repeat Courses	12

Welcome to West Los Angeles College. The Veterans Office and Veterans Services Office are here to assist and answer any questions you may have about Veterans resources and Veterans benefits. The Veterans staff will submit all of your documentation for benefits to the Veterans Administration Regional Office, which is located in Muskogee, OK.

Eligibility for Veterans benefits can only be determined by the department of Veteran Affairs (VA), so if you have questions regarding your status, you will need to contact the VA immediately.

As a student who is enrolled at West Los Angeles College, you have the opportunity to schedule an appointment to talk with an Academic Counselor for an advising session. You may also see a Career Counselor to assist you in selecting a major which then will have to be approved by the Veterans Administration. All VA educational benefits are paid based upon enrollment and attendance in the approved classes which are appropriate for the major.

If you should have any specific question about your Veterans benefits, you need to contact the Veterans Affairs Office at:

**Muskogee, OK – Regional Office**  
**P.O. Box 888**  
**Muskogee, Oklahoma 74402-8888**

**TOLL FREE EDUCATION NUMBER: 1 (888) 442-4551**

*\*IMPORTANT: When dialing the toll free number, as soon as you hear a voice prompt, press #1, then #0 and you will be told to hold for the available technician. Be sure to get the name of the contact person that is assisting you in case you should have future question or concerns.*

**How to Apply For Veterans Benefits**

Before applying for your benefits, you must complete your application for admission at the Enrollment Center. Then you can proceed to the Veterans Office for instructions on applying for Veterans benefits. Additional documents may be required for certain individual cases.

**Required documentation for Certification**

Be sure to collect and submit all appropriate documentation. You need to refer to the instruction and the list of documents required in each of the following VA chapters.

**Montgomery GI Bill Active Duty an Selected Reserve  
Educational Programs, Chapters 30 & 1606,  
Reserve Educational Assistance Program (REAP)  
Chapter 1607 and  
Post 9/11, Chapter 33**

1. Complete VA 22-1990 Form.
2. Complete Request for Enrollment Certification Form.
3. DD-214 (copy member 4) or N.O.B.E. (Notice of Basic Eligibility DD-2384).
4. Documentation indicating any other type of contribution, such as Kicker, Bonuses, etc.
5. \*Official Academic Transcripts (any college or university attended, including schools where you did not receive VA benefits.) \*(see note)
6. SEP Form (Student Educational Plan) from either a VA Counselor or an Academic Counselor.
7. Complete VA 22-1995 Form (Request for either change of program or place of training) if you have attended another school or are requesting a change of your major.
8. Once you receive your certification of eligibility from the VA Regional Office you must submit this documentation to the Veterans Office.

*\*Note: Copies of Academic Transcripts MUST be received in the Veterans Office by the end of the first semester which you were first certified. You will need to see a Counselor for an evaluation of your transcript.*

Once you have been processed for your VA benefits, you must resubmit a Request for Enrollment Certification Form, along with an updated SEP Form for every subsequent semester attended at West Los Angeles College.

*\*\*Please note: In order to expedite your monthly payment, Veterans who only receive Chapter 30 or Chapter 1606 benefits from the Montgomery GI Bill Program, are required to call the VA Phone number 1-888-442-4551 at the end of each month or log onto their official website at <http://www.gibill.va.gov> to verify the status of your enrollment for each month.*

THE CERTIFICATION PROCESS WILL NOT BE COMPLETED UNTIL ALL THE REQUIRED DOCUMENTATION IS SUBMITTED. NO EXCEPTIONS!

## Vocational Rehabilitation Chapter 31

1. VA Authorization Form 28-1905, which must be obtained from your VA Vocational Rehabilitation Counselor each semester. A counselor has to submit the time frame a veteran will be eligible Vocational Rehabilitation. These enrollment dates should include term name, beginning date, and ending date.
2. DD-214 (copy member 4).
3. Request for Enrollment Certification Form (buff colored).
4. Official Academic Transcripts (any college or university attended, including schools where you did not receive VA benefits.) \*(see note)
5. SEP Form (Student Educational Program Plan) from either a VA Counselor, or an Academic Counselor.
6. Once you receive your certification of eligibility from the VA Regional Office you must submit this documentation to the Veterans Office.

*\*NOTE: COPIES OF Academic Transcripts MUST be received in the Veterans Office by the end of the first semester in which you were first certified. You will need to see a Counselor in the Counseling Office for an evaluation of your transcript.*

Once you have been processed for your VA benefits, you must resubmit a Request for Enrollment Certification Form, along with an updated SEP Form and VA Form 28-1905 for every subsequent semester attended at West Los Angeles College.

IF YOU ARE REQUESTING A CHANGE OF PROGRAM OR PLACE OF TRAINING, PLEASE CONTACT THE VA COORDINATOR FOR MORE DETAILS.

THE CERTIFICATION PROCESS WILL NOT BE COMPLETED UNTIL ALL THE REQUIRED DOCUMENTATION IS SUBMITTED. NO EXCEPTIONS!

## Survivors and Dependents of Disabled or Deceased Veterans Educational Program Chapter 35

1. Complete VA Form 22-5490.
2. Dependent children submit Birth Certificate or military I.D. to the VA Regional Office. Spouses submit Marriage Certificate or Military I.D. to the VA Regional Office.
3. Official Academic Transcripts (any colleges or university attended, including schools where you did not receive VA benefits.) \*(see note)
4. SEP Form (Student Educational Plan) from an Academic Counselor.
5. Complete VA Form 22-5495 (Request for either change of program or place of training) if you have attended another school or have requested a change of your major.
6. Once you receive your certification of eligibility from the VA Regional Office you must submit this documentation to the Veterans Office.

*\*NOTE: Copies of Academic Transcripts MUST be received in the Veterans Office by the end of the first semester in which you were first certified. You will need to see an Academic Counselor in the Counseling Office for an evaluation of your transcript.*

Once you have been processed for your VA Benefits, for subsequent semesters all you need to do is submit a Request for Enrollment Form, along with a SEP Form for the semester.

IF YOU ARE REQUESTING A CHANGE OF PROGRAM OR PLACE OF TRAINING, PLEASE CONTACT THE VA COORDINATOR FOR MORE DETAILS.

THE CERTIFICATION PROCESS WILL NOT BE COMPLETED UNTIL ALL REQUIRED DOCUMENTATION IS SUBMITTED. NO EXCEPTIONS!

Please be sure to notify the West Los Angeles College- VA Coordinator of any changes, with regards to your name address, or telephone number. (Changes submitted to the VA Regional Office will NOT update West Los Angeles College files).

*\*Please note that any changes to your class schedule may affect your VA benefits. Again, also note that any non-required classes taken will not be certified by the VA Certifying Official.*

West Los Angeles College's Veterans Office needs to be notified of any changes to your Student Educational Plan (SEP) immediately. If you add or change more than one class on you schedule, the West Los Angeles College Veterans Office will require a SEP Form listing the new course (s). **All added classes must be submitted to the West Los Angeles College Veterans Office for review. No exceptions!**

**Monthly Verification Procedures**

All Chapter 30 and Chapter 1606 recipients must verify your attendance on a monthly basis. Veterans may either call the VA Office at 1-888-442-4551, and follow the voice prompts, or they can access the VA's website at <http://gibill.va.gov>. Click on the link that says "Verify School Attendance," which will take you to the WAVE program, and follow the instructions provided. This must be done on the last business day of each month, during the semester.

**Direct Deposit**

Veterans using Chapter 30, Chapter 33, Chapter 1606 & Chapter 1607 benefits have the option to request for VA Benefits to be directly deposited into a checking/preferred saving account. Interested veterans should contact either the VA office at 1-888-442-4551 to set up your account, or submit a void blank check to the West Los Angeles College Veterans Office.

**Pay Status**

Veterans enrolled in a community college are considered to be a t full-time status by the VA if you are enrolled in (12) semester units/hours of eighteen week courses or three-quarter time status, if you are enrolled in (9-11.5) semester units/hours of eighteen week courses or half-time status, if you are enrolled in (6-8.5) semester units/hours of eighteen week course. \*Veterans who enroll in less than (6) semester units/hours of eighteen week course, will be reimbursed for your tuition & health fees only!

Veterans enrolled during the four week summer sessions will be considered at full-time status if you enroll in (4) semester units/hours.

**Requirements may differ at upper division schools and universities.** With the exception of Chapter 31 veterans, all less than half-time veterans will be paid in a lump sum payment.

**VA educational benefits are non-taxable.**

**GI BILL Benefits**

**CH 30-NEW MGIB**

**Three or more years active service**

FT	$\frac{3}{4}$	$\frac{1}{2}$
\$1,717.00	\$1,287.00	\$858.00
* Less than $\frac{1}{2}$ time status	\$858.50	
* Less than $\frac{1}{4}$ time status	\$429.25	

**CH 30-NEW MGIB**

**Less than three years active service**

FT	$\frac{3}{4}$	$\frac{1}{2}$
\$1,287.75	\$965.80	\$643.87
* Less than $\frac{1}{2}$ time status	\$322.00	

**CH 33-POST 9/11**

**Based on your length of active duty service, you are entitled to a percentage of the following:**

- All tuition and fees paid for an in-state undergraduate tuition at a public institution of higher education (paid to school);
- Monthly housing allowance equal to the basic allowance for housing payable to a military E-5 with dependents, in the same zip code as your school (paid to you); (\$2175.00 for the Los Angeles zip code)
- Yearly books and supplies stipend of up to \$1000 per year (paid to you)
- \* Pay may vary according to the units enrolled in for the semester.

**CH 35-SURVIVOR AND DEPENDENT BENEFITS**

FT	$\frac{3}{4}$	$\frac{1}{2}$
\$1,018.00	\$763.00	\$506.00
* Less than $\frac{1}{2}$ time status	\$506.00	
* Less than $\frac{1}{4}$ time status	\$254.50	

## CH 1606-RESERVES/NATIONAL GUARD

### Selected Reserve MGIB

FT	$\frac{3}{4}$	$\frac{1}{2}$
\$367.00	\$274.00	\$182.00

\* Less than 1/2 time status: \$91.75 per month

## CH 1607-RESERVE EDUCATIONAL ASSISTANCE PROGRAM (REAP)

### Consecutive service of 2 years +

FT	$\frac{3}{4}$	$\frac{1}{2}$
\$1,373.60	\$1,030.20	\$686.80

\* Less than  $\frac{1}{2}$  time status \$686.80

\* Less than  $\frac{1}{4}$  time status \$343.40

### Consecutive service of 1 year +

FT	$\frac{3}{4}$	$\frac{1}{2}$
\$1,030.20	\$772.65	\$515.10

\* Less than  $\frac{1}{2}$  time status \$515.10

\* Less than  $\frac{1}{4}$  time status \$257.55

### Consecutive service of 90 days but less than 1 year

FT	$\frac{3}{4}$	$\frac{1}{2}$
\$686.80	\$515.10	\$343.40

\* Less than  $\frac{1}{2}$  time status \$343.40

\* Less than  $\frac{1}{4}$  time status \$171.70

\*\*\*Important notice: Effective October 1st of each year, Congress will authorize an annual increase in all chapter benefits, subject to fiscal budget constraints.

## West Los Angeles College VA Educational Plan (SEP)

All VA students must obtain a Student Educational Plan from an Academic Counselor in the Counseling Office or a VA Counselor. The VA requires the West Los Angeles College Veterans Office to maintain an Educational Plan for each veteran's educational objective!

Appointments with an Academic Counselor must be made before registering for classes to ensure that the approved classes are being taken for one's major! To make an appointment with an Academic Counselor, please call the Counseling Office.

Failure to obtain an Educational Plan from a Counselor will delay the processing of your Veteran benefits. The Student Educational Plan (SEP) must accompany the Request for Enrollment Certification each semester.

*\*Note: You are responsible for selecting and enrolling in only those classes which apply to your major. Deviating from the Student Educational Program Plan may result in not being certified for all courses!*

The West Los Angeles College Veterans Office must be notified of any changes to your Educational Plan as soon as possible.

## Military Credit

To apply for evaluation of military credit, the following conditions must be met:

1. A minimum of 24 degree applicable units at a regionally accredited college or university must be complete.
2. Of the minimum 24 degree applicable units, 12 must have been completed at West Los Angeles College.
3. Submit a clear and legible copy of the DD214.

If there are any courses that need to be evaluated, which do not appear on the DD214, please submit copies of either "SMART" or "ARRTS" transcripts to the West Los Angeles Veterans Office review.

***\*NOTE: Military credit will only be applied (if applicable) when the veteran has submitted an application for graduation.***

## \*DISCLAIMER

*Please be advised that there are no State or Federal Statutes which require military credit to be granted to a veteran, but rather, this is a "best practices" policy that West Los Angeles College has adopted for its veterans who are applying for VA benefits.*

## Continuation of VA Benefits

Due to the high volume of Requests for Certification each semester, all veterans are encouraged to submit both their Student Educational Plan (SEP) and Request for Enrollment Certification as soon as possible, in order for the Veterans Office to review all paperwork before certifying the request.

If you are continuing student, take advantage of the early enrollment period. The earlier you submit your request, the sooner you will be processed for your benefits. Also, note that West Los Angeles College cannot guarantee when you will receive your benefits. Be advised that multiple class changes may cause delays in processing your request.

### **Extending your VA Benefits**

If you are using either Chapter 30 or Chapter 35 benefits, you may be able to request an extension of your benefits. You can submit a written request for an extension of your VA benefits to the VA Regional Office, in Muskogee, OK. (See page 1 for complete address of VA Regional Office).

### **Non-Required Courses**

The Veterans Administration will pay only for required courses listed on your Educational Plan. These approved courses must meet the minimum requirements for graduation established by the Los Angeles Community College District.

### **Standards of Satisfactory Progress**

Students who do not maintain satisfactory progress for two (2) consecutive semesters will not be eligible for any further certifications of Veterans Benefits, unless the student either attends a Counseling 93 class, or elects to sit out the third semester without receiving benefits while completing 67% of the attempted units with a C or better in all of the classes.

### **“INC”, “F” and “NCR” Grades**

If you have received an “INC” or Incomplete for a class, please note that you will have one (1) year to complete the course before the VA may charge you with an overpayment. You will receive a letter from the West Los Angeles College Veterans Office regarding these grades. Please sign and return the letter within 30 days from the date of the letter.

You are responsible to notify the West Los Angeles College Veterans Office when the course grades change from an “INC” to a letter grade on your transcript. Students who receive a grade of “F” for non-attendance may be charged with an overpayment by the VA.

If roll is not taken in class by the instructor, then non-attendance will be determined by the last date of attendance in class from tests taken and homework submitted. Mitigating circumstances may be submitted to the West Los Angeles College Veterans Office, via VA Form 21-4138 to explain what circumstances might have caused an unsubstantial grade.

### **Financial Aid Assistance (FA)**

Be sure to check with West Los Angeles College Financial Aid Office for information on both federal and state financial aid programs (fee waivers, grants, loans and scholarships) which may be available to assist you with your educational expenses. If eligible, you may receive both VA benefits and financial aid funds during the same semester, however the amount of VA assistance you receive may become part of your financial aid package.

\*Note: If you are a CH 30 veteran and you have received a California Board

of Governors Fee Waiver to pay for your classes, it may be cancelled after the fact if you no longer have at least \$1.00 of unmet need in your budget, since the state fee waiver is not considered an “entitlement” like the grants or VA benefits. We will notify you if this happens and you may have to pay back the amount paid by the state Board of Governors Grant.

### **Military Tuition Assistance (TA) Active Duty Status**

Service personal and Veterans who are eligible for CH 30 benefits and approved for TA, must submit their paperwork for TA to the West Los Angeles College Veterans Office for processing.

*\*Note: Veterans who are applying for both VA benefits and Financial Aid funds must notify the Financial aid Office that they are receiving Tuition Assistance from the Veterans Administration. Failure to notify the West Los Angeles College Veterans Office may result in a possible overpayment of VA benefits.*

### **National Guard Tuition Waivers**

National Guard (1606) Reservists may also be entitled to a National Guard Tuition Waiver. This waiver may be used in conjunction with their VA Benefits. More information can be obtained through individual National Guard units. All tuition waivers must be processed through the West Los Angeles Veterans Office.

### **Parent School Letter**

Parent School Letters are issued to students taking courses simultaneously at more than one (1) school. The school that will grant the degree is the student’s “primary” school. All other schools are “secondary” schools.

Students seeking a degree at another institution and attending courses at West Los Angeles College must have approval from the degree granting institution in order to certify the courses taken at West Los Angeles College. A Parent School Letter of Understanding request form must be completed by the student each semester. The student must inform the West Los Angeles College Veterans Office if changes have been made to their enrollment schedule or degree objective after completing the initial Parent School Letter Statement of Understanding. The West Los Angeles College Veterans Office will not issue a Parent School Letter without the receipt of an enrollment schedule. The enrollment schedule must list all courses required for approval by the Parent School.

Be advised that all students attending two (2) schools simultaneously will need to submit a final grade to the West Los Angeles College Veterans Office, upon completion of courses at the “secondary” school, in order to determine student’s satisfactory academic progress.

**Orders of Leave**

In the event that you are ordered to leave on military duty, you must submit such orders of leave to the West Los Angeles College Veterans Office.

**Repeat Courses**

The VA will not pay for repeated courses which were successfully completed. Letter grades of "A", "B", "C", "D", or "CR" are approved for payment of required courses. Only "F" or "NC" grades may be repeated, if the courses are required for completion of program.

The Los Angeles Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District's full policy on nondiscrimination, sexual harassment, sexual assault treatment and counseling, and maintenance of a drug free environment is available in the District's Human Resources Office.



