

OAKLAND COMMUNITY COLLEGE

VA Certification Checklist

Contact Information

Contacts: Jennifer Clifton, Financial Aid Specialist – VA Specialist
Staci Cohen, Financial Aid Specialist – VA Specialist

Location: Auburn Hills Campus, Bldg B, Room B-227

Hours: Monday – Thursday 9:30am-6:00pm; Friday 8:30am-3:00pm

Phone: 248.232.4342 FAX: 248.232.4349

Email: veteransaffairs@oaklandcc.edu

OCC Website: [Oakland Community College Veterans Services](http://www.oaklandcc.edu/veterans-services)

Veterans' Resource Room Location

Auburn Hills Campus – G103 (In Student Center)

Required Documentation for Certification

Documents obtained from the Department of Veterans Affairs

- **DD214 member 4 copy** or Notice of Basic Eligibility (**NOBE**) form DD2384 obtained from your unit. To receive a replacement DD214 call 314.801.0800 or go to:
<http://www.archives.gov/st-louis/military-personnel/index.htm>.
- **Certificate of Eligibility** – For students using all chapters of the GI Bill
- **28-1905** – For students in the **Vocational Rehabilitation Program**

Documents found on the OCC Website

- **Veterans Plan of Study** – To be completed and signed by the student and an OCC Counselor.
- **Statement of Responsibility**
- **Statement of Intent** – To be submitted **EVERY** semester as soon as soon as you register.

Required Documentation for Certifying Guest Students

- **Statement of Intent**
- **Statement of Responsibility**
- **Parent Letter** – A letter from the primary institution's certifying official listing the approved courses for the current semester.

United States Department of Veterans Affairs Contact Information

Payment and/or benefit eligibility questions should be directed to

The Department of Veterans Affairs

Visit the VA website at www.benefits.va.gov/gibill or call:

The Veterans Affairs Education Case Management Center (St. Louis) **1.888.442.4551**
Veterans Administration Regional Office (VARO), Phone Number 1.800.827.1000
Vocational Rehabilitation – Chapter 31
Patrick McNamara Federal Building
477 Michigan Avenue
Detroit, MI 48226-2591

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Apply Online for VA Benefits to Receive a Certificate of Eligibility

- Go to Vets.gov to complete one of the following application forms:
 - VA Form 22-1990 (Application for VA Education Benefits)
 - VA Form 22-5490 (Dependents' Application for VA Education Benefits)
 - VA Form 22-1990E (Application for Family Member to Use Transferred Benefits)

You will receive a **Certificate of Eligibility (COE)** in the mail approximately 6-8 weeks after you apply.

- Students who have used their veterans benefits at other institutions will need to complete a **Request for Change Place of Training Form or 22-1995 or 22-5495 (CH 35)**.
- To complete a 22-1995 or 22-5495 use the Vets.gov website.

Apply Online for Admission to Oakland Community College

- Apply online using the [Oakland Community College Online Application](#). OCC applications can take three days to process.
- **Students will need to apply by the semester application deadline found on the OCC website.**

Log on to MyOCC and Activate Your OCC Student E-mail

- Go to www.oaklandcc.edu and click on **MyOCC** located on the upper right side of the homepage.
- **View the [MyOCC Tutorial](#)** for more information on using MyOCC.
- **Activate your OCC student e-mail account**, which is required for registration, and **check it often**.
- **All OCC Communications will be sent to the OCC Student Email Address.**

Complete the Online Orientation

- **All incoming, new students** including high school guest and dual enrolled students must participate in Orientation Online. Guest students from other colleges & returning OCC students do not have to complete the online orientation.
- Students **must complete** all of the Orientation **before registering for classes**.
- For more information

Take the English and Math Placement Tests

- To find out more information regarding the ACCUPLACER or ALEKS placement tests go to the following link: [Oakland Community College Placement Test](#)

OCC-Placement Testing Contact Information

Auburn Hills – 248.232.4475	Royal Oak – 248.246.2435	Orchard Ridge – 248.522.3435
Highland Lakes – 248.942.3035	Southfield – 248.233.2735	

Send All Official Transcript(s) to the OCC Enrollment/Admissions Office

- Veterans and dependents using their educational benefits are required to have all official college and/or military transcript(s) sent to Oakland Community College to be evaluated.

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College Transcripts

- Have official college transcripts mailed to:
Oakland Community College
2480 Opdyke Road
Bloomfield Hills, MI 48304

Military Transcripts

- Army, Coast Guard, Marine Corps, and Navy: Active Duty, Reserve and Veterans – Request Joint Services Transcripts (JST) by visiting the JST website at <https://jst.doded.mil/>

Apply for Financial Aid

Students receiving veterans' benefits may also qualify for financial aid. Even though there is a wide variety of financial aid available at the college, students should apply as early as possible. Get started by:

- Applying on-line at www.fafsa.gov.
- Visiting the financial aid website <https://www.oaklandcc.edu/FinAid/>
- OCC Auburn Hills Financial Aid Title IV School Code is 002304

Make an Appointment with an OCC Counselor to Complete a Veterans Plan of Study Form

- Schedule an appointment at any OCC campus. When you **make your appointment** specify that you need to **complete a Veterans Plan of Study**.
- **Bring unofficial copies of your college and military transcripts**, if possible. The counselor can use your transcripts to assist in course selections. However, your official transcripts must be sent to the OCC Enrollment/Admissions office for an official evaluation.
- Students must complete a **Veterans Plan of Study only when they are initiating benefits** and when **changing their program of study** with the VA. **Submit the completed Veterans Plan of Study form to the OCC-Veterans Services office.**
- Complete the **Change of Information Request** form to update your program of study information with **enrollment services**.

OCC Counseling Contact Information

Auburn Hills – 248.232.4350	Royal Oak – 248.246.2450	Orchard Ridge – 248.522.3450
Highland Lakes – 248.942.3050	Southfield – 248.233.2750	

Students can complete a Veterans Plan of Study with a Virtual Counseling Appointment using ZOOM

- Schedule a **virtual counseling session (Zoom)** by calling (248) 942-3050 or (248) 246-2450
- For more information on virtual counseling sessions, visit the OCC Counseling Website at [OCC Virtual Campus-Counseling](#) .

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Register for Classes

The VA will only pay benefits for classes **required to complete** your current Veterans Plan of Study except when a student is rounding out..

Courses that **CANNOT** be certified are:

- Courses **recommended** for a program, **but not required** for the completion of the program
- Courses that have been **successfully completed with a passing grade**. **Unless** a course **requires a specific minimum grade for the completion of the program**. This includes prerequisite that require a minimum grade. Please refer to the OCC catalog at <http://catalog.oaklandcc.edu/>
- **Audited** classes.
- **On-line remedial** classes

Courses that **CAN** be certified are:

- **Courses required for completion of the student's** current Veterans Plan of Study.
- **Required prerequisite courses** needed in order to complete the student's program of study
- **Remedial courses** in English and Math with an appropriate placement test score.
- **Required courses that have been completed with a failing grade**.
- **Required courses that have been completed with a grade that did not meet the minimum grade requirements as stated in the catalog**. If a program requires a higher grade than achieved, that course may be repeated as many times as necessary to achieve the required grade. For example, if Nursing requires a "B" or better in Biology, then that course may be repeated if a "B" was not earned.

The Exception – Rounding Out (CH33, 30, 1606 & 35)

Rounding out **allows students**, with a limited number of credits remaining, **to take classes not required to complete their program of study** during the student's **FINAL semester only**. This allows the student to continue to receive benefits at a full-time rate in the last term of enrollment for their program of study. When rounding out:

- Students may **use any credit hour unit subject**, including a subject that has previously been successfully completed (received a passing grade), or courses that are not part of their program of study, in order to get their schedule up to full-time.
- It can only be done **once per degree program** and only **during the final semester** of the program.
- **For Example:** A student only needs 9 credit hours to complete their degree during the Fall Semester. The student registers for the required 9 credits. In addition to the 9 required credit hours, the student adds to their schedule a 4 credit hour class. This additional class is not required to complete their degree. If a student is eligible to round out, all 13 credits would be eligible for certification and the student would receive full-time benefits for the semester.

Students must submit a **completed graduation application** with the Statement of Intent to round out.

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Registration for Post 9/11 (CH 33) Students Eligible for a Housing Allowance

What is full-time?

15 week classes – 12 Credit Hours

8 week Classes – 6 Credit Hours

The VA uses **actual begin dates, end dates and credit pursued** to calculate student benefits, **not just the number of credits taken within a semester**. Once a class starts or ends, benefits are adjusted for the semester.

Calculating Rate of Pursuit

- **RATE OF PURSUIT MUST BE OVER 50%** for students to be entitled to any of their housing benefit. Rate of pursuit applies specifically to Chapter 33. VA calculates rate of pursuit by dividing the number of credits being pursued by the number of credit considered to be full-time by the school.

Examples: If full-time is 12 credits for 15 week classes, and all classes start and end on the same days, then rate of pursuit is:

- 6 credits is 50% ($6 \div 12 = 50\%$) Student is **not entitled** to any housing benefits
- 7 credits is 58% ($7 \div 12 = 60\%$) Student is **entitled** to partial housing benefits. (rate of pursuit is rounded to the nearest multiple of 10).
- This conversion is done by the U.S. Department of Veterans Affairs and not by Oakland Community College.
- Benefits are prorated based on the number of days in the month for which you are enrolled.

Online Classes and the Housing Allowance (Chapter 33)

- The housing allocation for students registered exclusively in online classes is reduced to equal to half the national average BAH for an E-5 with dependents.
- Students must enroll in at least one **on-campus course** to receive the full BAH.
- To view rates go to: [VA Educational Benefit Rate Tables](#)

Submit a Statement of Intent to the OCC – Veterans Services Every Semester

- Only classes listed on the Statement of Intent will be considered for certification. Classes cannot be reported to the VA until this form is signed and received.
- Any addition to a student's schedule must be reported to the OCC–Veteran Services office as soon as possible by submitting a new Statement of Intent. Only the added classes need to be listed on the Statement of Intent.
- Drops do not need to be reported unless the student is also submitting documentation for mitigating circumstances to be considered.
- Mitigating circumstances are circumstances beyond the student's control that prevent the student from continuing in school or that cause the student to reduce credits.

Receive Confirmation E-mail from the Department of Veterans Affairs

- The Department of Veterans Affairs will send a confirmation to the veteran's OCC Student e-mail account once a certification for benefits has been submitted.
- This is your confirmation that your Statement of Intent has been processed and eligible classes have been reported to the VA.
- Please review the certification for accuracy.

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Pay for Classes by the Payment Due Date

- **Post 9/11 (CH 33) Students** will have a hold placed on their account that will keep them from being deregistered for nonpayment **once a signed Statement of Intent is received from the student.** Students are responsible for any charges not covered by their post 9/11 (CH33) benefits.
- **Voc. Rehab (CH 31) students** will have a hold placed on their account that will keep them from being deregistered for nonpayment **once a signed Statement of Intent and a valid VA Form 28-1905 received for the student.** Students are responsible for any charges not covered by their Vocational Rehabilitation (CH31) Benefits.
- **Post 9/11 (CH 33) Students who receive benefits at less than 100%** are responsible for payment of their portion of tuition and fees.
- **MGIB (CH 30, 1606, CH 35)** Students are required to pay for their tuition and fees before the posted payment deadline to avoid being deregistered. **See MyOCC for payment deadlines.**

You are responsible for ensuring that any unwanted classes –whether paid for or not – have been properly dropped. Failure to do so may result in:

- An Invoice for unpaid tuition and course fees
- The placement of a financial hold on your account
- The unwanted class remaining on your academic record/transcript
- The posting of failing or no-show grades for the unwanted class

Summer Classes

Students enrolled in late-start and summer sessions need to be very aware of course dates within a semester when choosing classes. **The VA uses actual begin dates, end dates and credit pursued to calculate student benefits and not just the number of credits taken within a semester.** This conversion is done by the U.S. Department of Veterans Affairs and not by Oakland Community College.

Purchase your Books and Supplies

Visit the OCC bookstore website <https://www.oaklandcc.edu/Bookstore/> to find out which textbooks and supplies will be needed for your classes. Textbooks often vary by campus. Please purchase your textbooks from the campus store where you are registered.

Vocational Rehabilitation (CH 31)

Students, who have had their courses certified, can obtain the required books and supplies from their OCC bookstore approximately **two weeks prior to the start of the semester up until one week after the start of the semester.** See the bookstore for actual dates.

A valid government issued picture ID or Raider One Card is required at the time of purchase. Purchases are limited to **required books and supplies** for each certified class and a total of **\$75.00 in support items** (paper/pens/flash drive/folders/etc.). Additional items require approval from the student's Vocational Rehabilitation Counselor or the OCC-Veterans Services Office.

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Post 9/11 (CH 33)

Students will receive a book and supply payment directly from the VA 6-8 weeks after their classes are certified. The post 9/11 (CH 33) books and supplies stipend will pay up to **\$41.67 per credit certified, for up to 24 credits during an academic year**. The **maximum** stipend is **\$1,000 per academic year**. It is recommended that you do not wait to receive this payment to purchase your books.

Students with Financial Aid

Students, who have completed the FAFSA and have been awarded financial aid, **may have an electronic book voucher available for them to use at the OCC Bookstore** for books and supplies directly related to their academic courses. If your tuition and fees are less than your eligible financial aid award, the remaining amount, up to \$1,200, is available as an Electronic Book Voucher.

MGIB (CH 30 & 1606) Students MUST Verify Enrollment Monthly

Students receiving Chapter 30 and 1606 must verify their enrollment monthly by Web Automated Verification of Enrollment (WAVE) or by Interactive Voice Response (IVR).

- The earliest students can verify their enrollment is the **last calendar day of each month**.
- **WAVE allows students to verify their enrollment on the internet** WAVE is on the education Service website at <https://www.gibill.va.gov/wave/index.do>
- **IVR allows students to “phone in” (1-877-823-2378)** their monthly verification if there are no changes to the enrollment during the previous month.

Chapter 33 on Active Duty Monthly Housing Allowance

CH 33 active duty personnel (including those on terminal leave) and their spouses utilizing transferred entitlement are not eligible for the housing allowance.

Receive Monthly Benefit Payments (Monthly Housing Allowance for CH 33)

- Monthly benefit payments (or Monthly Housing Allowance for CH 33) are made **directly to the student by the Department of Veteran Affairs**.
- **Please call 1.888.442.4551** to address questions or concerns regarding your monthly benefit payments or monthly housing allowance.
- Payments are made at the **beginning of each month for the previous month** for the number of days the student is certified.
- If a student is certified for a whole month, the full monthly benefit is paid. If the student is only certified for part of the month, the benefit is prorated.
- **The VA uses a 30-day month**. Divide the monthly rate by 30 to get the daily rate. For example: If a student is certified from the January 16 – January 30 (or 31), the student is certified 15 days and is entitled to 15/30ths of the full monthly benefit.
- **View the current status of your payments (both education and disability) through eBenefits.** <http://www.ebenefits.va.gov/>

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College Resources

OCC Academic Support Center (ASC)

For Tutoring Contact any OCC Academic Support Center (ASC)

Auburn Hills – 248.232.4435	Royal Oak – 248.246.2435	Orchard Ridge – 248.522.3435
Highland Lakes – 248.942.3035	Southfield – 248.233.2735	

OCC Accessibility Compliance Center and Education Support Services (ACCESS) Office

For Special Accommodations and/or Services Contact any OCC ACCESS Office

Auburn Hills – 248.232.4080	Royal Oak – 248.246.2480	Orchard Ridge – 248.522.3480
Highland Lakes – 248.942.3080	Southfield – 248.233.2780	

How Changes in Enrollment Affect your Benefits

Code of Conduct

Students are required to follow the college's Student Code of Conduct. Any changes in enrollment due to a student's failure to follow this code will result in the termination of VA Educational Benefits for unsatisfactory conduct. This could result in a debt to the VA. To view the official Student Code of Conduct as well as other important student information, go to the [OCC Student Handbook](#) located on the OCC website.

Non-Punitive Grades & Dropping Classes

The VA does not pay benefits toward classes for which a student receives a non-punitive grade, unless there are mitigating circumstances. Receiving this type of mark may result in an overpayment. Non-punitive grades are grades that do not count toward graduation or calculate into the student's GPA and include: "W", "WS", "N", "I". Students who withdrawal from a course and receive a "W" or are given a "WS" mark by their instructor and would like mitigating circumstances to be considered, may **submit supporting documentation** to be reported to the VA. This should be done before the non-punitive grade is assigned.

Mitigating Circumstances

Mitigating circumstances are circumstances **beyond the student's control** that prevent the student from continuing in school or that cause the student to reduce credits. Examples are:

- An illness or death in the student's immediate family.
- An illness or injury afflicting the student during the enrollment period.
- An **unavoidable** change in the student's conditions of employment.
- An **unavoidable** geographical transfer resulting from the student's employment.
- Immediate family or financial obligations **beyond the control of the claimant** that require him or her to suspend pursuit of the program of education to obtain employment.
- Discontinuance of the course by the school.
- Unanticipated active military service, including active duty for training.
- Unanticipated difficulties with childcare arrangements the student has made for the period during which he or she is attending classes.

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Receiving an “F” Grade

When a student receiving veteran benefits receives an “F” grade, no changes in enrollment are reported to the VA and no overpayment to the student will result.

Repeating a Course

A student who has received a failing grade or a grade that did not meet the minimum requirements for the program of study, may repeat the course and be certified for it **until it is successfully completed.**

Incompletes

Students, who receive an incomplete “I” in a class, **must notify the OCC-Veterans Services department once the course is completed and a letter grade is issued.** Once an appropriate grade has been issued, the class will no longer be considered to have a non-punitive grade.

CHAPTER 35 Students – Children of Veterans Tuition Grant

Description

The Children of Veterans Tuition Grant Act is a state funded program designed to provide undergraduate tuition assistance to certain **children older than 16 and less than 26 years of age who have been Michigan residents for the 12 months prior to application.** To be eligible a student must be the **natural or adopted child of a Michigan veteran.** Stepchildren or grandchildren of the veteran are not eligible. The **veteran must have been a legal resident of Michigan immediately before entering military service and did not later reside outside of Michigan for more than two years; or the veteran must have established legal residency in Michigan after entering military service.**

About the Grant

Students may receive scholarship assistance for up to four academic years for a total of up to \$11,200. Awards are for an academic year with the amount determined by the student’s enrollment status. Full-time students can receive up to a maximum of \$2,800 per academic year.

To view all eligibility requirements and/or to apply visit: www.michigan.gov/ssg

