

Veteran Benefits Advising Guide

Review graduation requirements before approving the VA Enrollment Verification Form	Undergraduate	Graduate Student
Student is proposed in a major	College and/or Major Adviser checks the box indicating which requirement the class fulfills toward graduation. Classes that do not apply check NR (not required)*	N/A
Student is “Undeclared”	College approves classes that fulfill the student’s General Education or college requirements only. Student cannot be certified for other requirements until proposed in a major.	N/A
Student is “Officially Declared” in a major	Major adviser approves major requirements and electives. Major adviser approves Academic Plan. College may approve GE’s, electives, College Requirement classes.	Graduate Adviser checks the box indicating which requirement the class fulfills toward graduation. Classes that do not apply check NR (not required)*
Student is “Officially Declared” in a minor	Minor adviser approves classes that fulfill the student’s minor and electives. Minor Adviser approves academic plan. College may approve GE’s, electives, College Requirement classes.	N/A
Student is studying abroad	Major and/or college adviser approves classes abroad if transferring in at full credit and classes fulfill a graduation requirement.	N/A
Student is not in good academic standing	Student should be advised by academic adviser. May refer to School Certifying Official for veteran benefits advising.	Student should be advised by Graduate Adviser. May refer to School Certifying Official for veteran benefits advising.
Student transferred in excess of 90 credits	Advise students regarding the minimum credit requirement and maximizing benefits. Students may "round out"*** their last quarter only.	N/A
Student will exceed minimum credit requirement	Adviser should not approve classes for units for students who have or will fulfill 180 credits without the class. Students transferring in excess of 90 credits may see a reduction of benefits, even if enrolled full-time.	N/A
Student is enrolled in their last term	Student must enroll in at least one required class and if enrolled full-time, they will be paid at full-time through “round out.”***	N/A
Location Zip Code (Chapter 33 only)	Check to ensure student entered the zip code location for each class	Check to ensure student entered the zip code location for each class

* Not Required: If a course does not fulfill any element of a students’ degree objective, select the “NR” box.

** Round Out: Student may be certified for full-time course-load if at least one class fulfills a graduation requirement.