

TOP THINGS VA STUDENTS AND ADVISORS NEED TO KNOW

1. **Correct Major** - A student's major must be listed correctly in both Admissions and Military Services
2. **Change of Major** - Students must submit a Change of Major form [link to form to correct their major](#). If students change their major after classes start, the change will not be applied until the start of the next semester.
3. **Required Courses** – To be eligible for certification, courses taken must be required and match the degree plan/program of study exactly.
4. **Follow Degree Plans**
 - a. Freshman students must declare a major by their second semester.
 - b. Academic/transfer students are to follow the degree plan for the school they are planning to attend. They cannot use the general studies plan
 - c. For students who are undecided on their transfer college we recommend using the MS Articulation Transfer Tool (www.matttransfertools.com) to find a college that has their major.
 - d. Students majoring in career and technical programs can use MGCCC degree plans.
5. **Schedule Changes** - If a student withdraws from a course after classes begin, the student will incur a debt to the VA and possibly MGCCC. Changes need to be reported to Military Services and the instructor as soon as possible. Students must complete a schedule change form and submit it to Military Services [link to form](#).
6. **Remedial Courses** – VA will only approve payment for remedial courses if they are required and they must be taken as a resident or hybrid class. The VA will not pay for remedial courses taken online [link to info](#).
7. **LLS Class** VA will pay for the Improvement of Study course if remedial English and Algebra courses are required [link to test score info](#).
8. **Audit Classes** – VA will not approve certification for courses audited.
9. **Online Courses** - If a student takes all online classes, the VA will only pay half of the Basic Allowance for Housing (BAH). Students must take at least one resident class to receive full Basic Allowance for Housing (BAH).

10. **Full Time** - The VA classifies full time as 12 hours per term in the fall or spring term and 7 hours for the summer. **NOTE: A term is defined as the same start and end date.**
11. **Repeat Courses** - The VA will not approve certification for a course previously passed with a “D” or better.
12. **Incompletes** – VA will not approve certification for a student to repeat a course assigned an incomplete. (If the student fails the course, it may be eligible for certification).
13. **Never Attended** – When a student is assigned a Never Attended drop code (NG) after classes begin and the certification has been processed, it will create a debt. Students and faculty must report any changes to the Military Services as soon as possible.
14. **Required Documents** – Students will not be eligible for certification until all VA and Military Services required documents are submitted to the Military Services Center and/or Admissions.
 - a. Verification of Enrollment
 - b. Certificate of Eligibility
 - c. Copy of degree plan
 - d. All official transcripts from other colleges and Military (if applicable)