

Certification Eligibility

TOP THINGS VA STUDENTS AND ADVISORS NEED TO KNOW

1. **Correct Major** - A student's major must be listed correctly in Admissions and Military Services.
2. **Change of Major** – Students will need to complete a change of Major form in Admissions.
3. **Follow Degree Plans** - Courses taken must be required and listed on the degree plan/program.
 - a. Student's must declare a major by the end of the second semester.
 - b. Students following an academic program, should follow the program for the transfer college if known. List the transfer college on the Verification of Enrollment (you can seek advisement from an Enrollment Specialists)
 - c. Students majoring in career and technical programs can use MGCCC plans.
4. **Schedule Changes** - If a student changes his or her schedule in any way, they will need to submit change of schedule form. The form can be found on the Military Benefits webpage <https://mgccc.edu/enroll/apply-now/military-students/> .
 - a. **Changes may cause a debt; cost of class, BAH, and book stipend.**
5. **Audit Classes** – VA will not approve certification for courses being audited.
6. **Online Courses** - The VA will only pay half of the BAH for students taking all online courses.
7. **Full Time** - The VA classifies full time as 12 hours per term in the fall or spring and 7 hours for the summer.
NOTE: A term is defined as the same start and end date, not the semester.
8. **Repeat Courses** - Courses previously passed with a “D” or better are not eligible for certification (unless a “C” is required to enter an MGCCC program).
9. **Incompletes** – VA will not approve certification to repeat a course assigned an incomplete, (must be assigned a grade of an “F” to be eligible for certification).
10. **Required Documents**
 - a. Certificate of Eligibility (COE) submitted to Military Services via email va.benefits@mgccc.edu.
 - b. Submit Verification of Enrollment form online <https://mgccc.edu/enroll/apply-now/military-students/>
 - c. Send a copy of the student's degree plan via email.
 - d. Submit all official transcripts from any university or college previously attended to the admissions office, (if the service member the military transcript is also required).
11. **If you are following a career/Accelerated program** - while taking program classes, academic courses are not eligible for certification.
12. **HPR** - Students who have served in the military will automatically receive the required credit.