

VETERANS AFFAIRS CLASS REGISTRATION

- THIS FORM MUST BE COMPLETED BY THE STUDENT'S ACADEMIC ADVISOR

Dear Faculty Advisor:

This student is a participant in our Veterans Educational Benefits Program. To maintain eligibility for this program, the student must be enrolled in courses for which the credit earned is applicable to a degree program. The university certifies the eligibility of each of its VA students. Your cooperation in completing the following verification form will greatly assist with one aspect of the academic eligibility certification process intended to assure academic progress.

It is anticipated that Faculty advisors may have questions as to the interpretation of the requirements in specific situations. In general, the following guidelines apply.

1. A change of major is acceptable as long as such change of major is accomplished in accordance with university and VA procedures. Students must also, complete form 22-1995 or 22-5495
2. Repeated credits that have been passed (credit given) will not be counted as new credits (i.e. If a student is repeating a 3 hour English course that he/she received a D- in, the student would need to take an additional 3 hours to compensate for the repeated course.)
3. When appropriate, elective credits are allowed.

Individual student records of actual course enrollment and completion are audited to verify that credit hours earned are based upon the courses designated by the student's faculty advisor.

If you have questions you may call:

The Veterans Office (VA Certifying Official) at 231 - 591-2798

VETERANS AFFAIRS CLASS REGISTRATION FORM

STUDENT NAME: _____ FSU ID #: _____

PROGRAM: _____ Is this a new program this term? Yes ___ No ___

Please check VA Educational benefit election:

- Chapter 30 Montgomery GI Bill- Active Duty
- Chapter 1606 Montgomery GI Bill- Selected Reserves
- Chapter 31 Vocational Rehabilitation- Case worker email _____
- Chapter 33 Post- 9/11 GI Bill- Entitlement Percent _____
- Chapter 35 Survivors' & Dependents' Assistance- VA file number _____

SEMESTER: Fall ____ (yr) Spring ____ (yr) Summer ____ (yr)

- A REPEATED CLASS MAY NOT COUNT AS NEW CREDIT. * a satisfactorily completed course cannot be certified again.
- IF CLASSES WHICH HAVE BEEN AUTHORIZED BY THE ADVISOR ARE NOT AVAILABLE, STUDENT MUST RETURN TO THEIR ADVISOR FOR NEW SELECTIONS.
- **AFTER REGISTERING**, THIS FORM SHOULD BE TAKEN TO THE OFFICE OF ADMISSIONS & RECORDS, CSS 201E, (231) 591-2798 OR EMAIL TO VETERANS@FERRIS.EDU
- NO STUDENT WILL BE CERTIFIED UNTIL THIS FORM HAS BEEN RECEIVED BY THE VETERANS OFFICE.

COURSE	BEGIN AND END DATE	CREDIT HOURS	REQUIRED FOR DEGREE?		IS THIS A SUBSTITUTE COURSE?		IS THIS A REPEATED COURSE?	
			Advisor must check	Advisor must check	Advisor must check	Advisor must check		
			Yes	No	Yes	No	Yes	No

DATE: _____ ADVISOR SIGNATURE: _____

DO NOT TURN THIS IN TO THE VETERANS OFFICE, CSS 201E, UNTIL **AFTER** YOU REGISTER