CHECKLIST

Student Responsibilities

1. Student must meet with the VA Clerk if:
   • New
   • Changing major/program, name and/or address
   • Transferring from another institution
   • Dropping courses after submitting the initial “Veteran Student Enrollment Information” (VSEI) form

2. Student must request official transcripts for all military training and/or previous college courses and have them sent directly to the Admissions and Records Office and submit a “Transcript Evaluation Request” form.

3. Student must submit a “Responsibility Statement For Veterans Education Benefits” (RSVEB) form only for the first semester applying for VA benefits at LCC.

4. Each semester a student wishes to receive VA educational benefits, the student must:
   • Meet with a counselor with a copy of their course schedule and tuition payment receipt.
   • Have a counselor verify that their courses are required for the major/program
   • Submit the VSEI form signed by a counselor, to the VA Clerk with
     - Course schedule AND OR tuition payment receipt
     - Advising sheet
     - Substitution waiver form(s), if applicable

   The submission of these documents will initiate the certification process.

   • Submit a new VSEI form whenever adding or changing a course after submitting the initial form.

Counselor’s Responsibilities

1. Check that the student has a course schedule and tuition payment receipt.

2. Verify that the courses are required for the major/program requirement.

3. Complete and sign the VSEI form.

4. Attaches the course schedule AND OR tuition payment receipt and advising sheet.

5. If a student enrolls in courses that are not a part of the program requirement, student may request a substitution waiver from the Division Chair of the department.

6. The following types of courses will not be counted toward their enrollment status:
   A. Math or English courses below placement test score.
   B. Repeated courses. Repeatable courses may be repeated if it is stated in the catalog.
   C. A course with a “D” grade can be repeated only if it is used as a prerequisite requirement.

   **Enrollment Status**
   
<table>
<thead>
<tr>
<th>Credits</th>
<th>Status</th>
</tr>
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<tbody>
<tr>
<td>12+</td>
<td>Full-Time</td>
</tr>
<tr>
<td>9-11</td>
<td>¾ Time</td>
</tr>
<tr>
<td>6-8</td>
<td>½ time</td>
</tr>
<tr>
<td>4-5</td>
<td>Less than ½ time</td>
</tr>
<tr>
<td>1-3</td>
<td>¼ time or less</td>
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7. If you have any questions about the VSEI form, please contact the VA clerk.
LEEWARD COMMUNITY COLLEGE  
VETERAN STUDENT ENROLLMENT INFORMATION  

NAME: ___________________________  
STUDENT ID#: _____________________  

Last    First    M.I. 

Obtain a copy of your class schedule or proof of payment before meeting with a counselor  

****************************************************************************************************************************  

ACADEMIC COUNSELOR COMPLETES THIS SECTION:  

1. Catalog Year Used for Advising: _________ to _________  

2. Degree:  
   - [ ] Associate in Arts Degree  
   - [ ] Associate in Science Degree  
   - [ ] Associate in Applied Science  
   - [ ] Advanced Professional Certificate  
   - [ ] Certificate of Achievement  
   - [ ] Certificate of Competence  

   – Major: __________________  

3. Is the Student expected to graduate this semester:  
   - [ ] Yes  
   - [ ] No  

4. Class Schedule for:  
   - [ ] Fall 20___  
   - [ ] Spring 20___  
   - [ ] Summer 20___  

<table>
<thead>
<tr>
<th>CAMPUS (e.g. LEE)</th>
<th>COURSE (e.g. ENG 100)</th>
<th>CREDITS (e.g. 3)</th>
<th>APPROVED</th>
<th>COMMENTS</th>
<th>STAR REPORT</th>
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<tr>
<td></td>
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</tbody>
</table>

Counselor’s Signature: ___________________________ Date: ___________  


STUDENT: Please provide class schedule/tuition payment receipt.  

I understand that I must submit a VA enrollment form for each semester that I wish to receive VA educational benefits. I must also submit a new form if I add or change my classes within this semester.  

Student’s Signature: ___________________________ Date: ___________  

THIS FORM MUST BE SUBMITTED TO THE VA CLERK TO BEGIN THE CERTIFICATION PROCESS  

(01/19)