

## 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

12+ credits	=	Full-Time
9-11 credits	=	$\frac{3}{4}$ Time
6-8 credits	=	$\frac{1}{2}$ time
4-5 credits	=	Less than $\frac{1}{2}$ time
1-3 credits	=	$\frac{1}{4}$ time or less

7. If you have any questions about the VSEI form, please contact the VA clerk.

