Quarterly Course Enrollment Certification Form

Student Services Office, PO Box 6050, Irvine, CA 92616-6050 (949) 824-5414 FAX (949) 824-2090 dce-services@uci.edu

Personal Information *(Please Print or Type)*

Name (Last, First)

Address

City  
State  
Zip

Email Address  
Phone

Type of Benefits

- Chapter 30: Montgomery GI Bill®—Active Duty
- Chapter 31: Vocational Rehabilitation
- Chapter 33: Post 9-11 GI Bill®
- Chapter 35: Dependents Educational Assistance (DEA)
- Chapter 1606: Select Reserves
- Chapter 1607: Reserve Educational Assistance Program (REAP)

Courses for Certification

Are you changing your program?  Yes  No

If yes, please indicate the new program here:

Term to be Certified  Year:  Quarter:  

- Fall
- Winter
- Spring
- Summer

NOTE: Please list ONLY courses and units that you wish to be certified with the VA.

<table>
<thead>
<tr>
<th>Reg #</th>
<th>Course Name &amp; Number (i.e. MGMT X460.1)</th>
<th>Units</th>
<th>Course Fee</th>
<th>Required - R</th>
<th>Elective - E</th>
<th>Online - O</th>
<th>Classroom - C</th>
<th>Note(s)</th>
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Student Responsibility

I understand it is my responsibility to notify UCI Division of Continuing Education’s School Certifying Official of any changes in my class schedule or address. All adds and drops must be reported to the School Certifying Official. I understand the failure to report a drop in units may result in an overpayment and I may be billed by the VA and/or the school. I understand a failure to notify the UCI Division of Continuing Education Student Services Office or the VA of an address change, may result in a check delay from the VA of 6-8 weeks. I have read and understand the information on this form and my signature below certifies I understand these statements.

Student Signature:  
Date: 

FOR OFFICE USE ONLY

Received:  
Enrolled:  
Certified:  
By:  

The US Department of Veterans Affairs (VA) supervises the programs of all students receiving benefits. You have agreed to this supervision by signing the application for benefits. In addition, your signature allows UCI Division of Continuing Education to release school records to the VA.

Approved Programs Only
VA benefits are only allowed for academic progress towards the completion of an approved program. You may NOT use VA benefits “just to take some courses.”

Financial Responsibilities
All students incur a financial obligation to UCI Division of Continuing Education at the time of registration and must be financially prepared to meet the stated enrollment and refund deadlines. All fees must be paid in full at the time of registration. There are no provisions in the law governing students’ use of VA Educational Benefits. The failure of the VA to mail a check to a student in a timely manner does not erase or mitigate the student’s financial responsibility to UCI Division of Continuing Education.

Change of Personal Information
You must inform UCI Division of Continuing Education immediately in writing if, while receiving VA benefits, your personal information ever changes such as legal name, email, address, and telephone number. The VA and UCI Division of Continuing Education are not responsible for delayed payments due to incorrect or outdated personal information.

Changes in Program and/or Course Enrollment
You must inform UCI Division of Continuing Education immediately if you are changing your program. If, at any time, you add/drop courses or if there is a change in the dates of your course, you MUST inform UCI Division of Continuing Education immediately. You will be responsible for any overpayments resulting from these changes if not immediately reported.

Student Verification of Enrollment
Students receiving Chapters 30, 35, 1606 or 1607 benefits must verify their enrollment each month of every certified term to receive payment for that month. Enrollment can be verified on the last calendar day of the month by using the Web Automated Verification of Enrollment (WAVE) at https://www.gibill.va.gov/wave or by calling the Interactive Voice Response (IVR) telephone line at 1-877-823-2378.

Your Responsibilities

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Enrollment Certification & Grade Policies
The following policies are for VA purposes only. They do not supersede the UCI Division of Continuing Education registration policies and procedures as outlined in the UCI Division of Continuing Education catalog and their governance over the UCI Division of Continuing Education student records. These policies apply only towards VA certified units.

Course Applicability
Despite the total number of units you are enrolled, ONLY courses that apply toward completion of your program can be certified to VA. If 6 units are VA certified, all 6 must apply. If you enroll in a total of 8 units, but only 6 satisfy certificate requirements, then only 6 will be certified. However, this rule allows two exceptions:

- The last quarter before completing your program, all enrolled units can be certified if 1 or more of the units satisfy a certificate requirement. Last means LAST. There is only one last quarter. The Application for Candidacy must be filed first.
- If non-required courses can be substituted for certificate requirements, they can be certified. You must first file a course substitution request in your program’s department and provide UCI Division of Continuing Education an approved copy before substituted courses can be certified.

Academic Standing

Certificate Programs:
All students receiving VA educational benefits must be in good academic standing, a student with a GPA below 2.0 for two quarters (even when they are not back to back quarters) will have their VA benefits terminated. Benefits will be reinstated if and when the student completes a successful quarter with a GPA 2.0 or above. The VA Academic Standing Requirements pertain to the receipt of VA benefits.

Postbaccalaureate Programs:
Postbaccalaureate Premedical Program – a student with a GPA below 3.3 for two quarters (even when they are not back to back quarters) will have their VA benefits terminated. Benefits will be reinstated if and when the student completes a successful quarter with a GPA 3.3 or above.

Postbaccalaureate Program in Psychology and Social Behavior – a student with a GPA below 2.0 for two quarters (even when they are not back to back quarters) will have their VA benefits terminated. Benefits will be reinstated if and when the student completes a successful quarter with a GPA 2.0 or above.

Repeating Courses
VA does not pay for repeated courses in which you originally received a passing grade and earned unit credit. Most programs require a minimum of C or equivalent to be awarded a certificate as outlined in the UCI Division of Continuing Education catalog. In this case, the VA will pay for repeated courses if the original course grade does not meet such minimum requirements.

Non-punitive Grades (a grade not counted as earned credit and/or does not affect progress standards for degree completion)

INCOMPLETE (I)
Student will be notified and will be required to give proof of mitigating circumstance, if any, and their last date of attendance (LDA/EFF) in the course. Incomplete (I) grades will convert to a failing grade (F), not pass (NP) or unsatisfactory (U), whichever is appropriate, after remaining on the student’s record for six months. The Incomplete (I) non-punitive grade will become a punitive grade when converted to a failing grade (F), not pass (NP) or unsatisfactory (U).

NO REPORT (NR)
For VA purposes, a NR will immediately be reported to the VA and student will be required to provide proof of mitigating circumstance, if any, and their last date of attendance (LDA/EFF) in the course. If a NR converts, either automatically or by student action, to a punitive grade, the change will be reported to the VA. If a NR converts to another non-punitive grade, it will be treated accordingly as outlined.

Punitive Grades (a grade that affects progress for degree completion)

LETTER GRADES (A, B, C, D, F)
PASS/NOT PASS (P/NP)*

* In order to make progress towards completing your program, all classes must be taken for a letter grade, unless otherwise noted in the UCI Division of Continuing Education catalog.

I have carefully read and fully understand the information on this form and my signature below certifies I understand these statements.

Student Signature: ______________________________ Date: ____________________________