Follow the Steps for Military Benefit Success

Office of the Registrar
Introductions

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Follow the steps for Military Benefits Success – November 28, 2023
The Office of the Registrar is responsible for the accuracy and integrity of the academic record.

Serving all students, faculty, academic units, and student support functions; the Office is charged with the implementation of academic and student policies and their alignment to state and federal regulations and accreditation standards.

The Office strives to be a leader and thought partner in creating efficient processes that are designed in a way that supports student success and service excellence.
Follow the Steps for Military Benefit Success: Agenda

1. Welcome & Introductions
2. Overview of MCBC Benefits
3. General Reminders
4. Plan of Study Requirements
5. Issue/Problems and How to Solve Them
6. Your Questions
7. Thank You

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Military-Connected Benefits & Certifications

Overview

The Military-Connected Benefits & Certifications Team (MCBC team) works in partnership with the Veterans Administration to assist University of Arizona military-connected students in using their GI Bill® Education Benefits and Tuition Assistance.

MCBC is located in the Student Union Memorial Center on the 4th Floor 404V. We are open 8:30 a.m. to 4:30p.m., Monday to Friday, and MCBC School Certifying Officials also schedule Zoom appointments for students residing outside of Tucson using the Trellis platform.

https://registrar.arizona.edu/mcbc

Phone: (520) 621-9501

Email: veterans@arizona.edu
How We Support Military-Connected Students

Overview

Process requests for the use of the GI Bill® benefits

Communicate with the Veterans Administration

Serve all students at the University of Arizona, regardless of location or modality of programs.

Ensure students receive benefits to support their academic goals

DOD Tuition Assistance
Veteran’s Administration Benefit Overview

• May be referred to as the "G.I. Bill®"
  o There are multiple chapters or categories of benefits
  o Individuals will have varying levels of financial support based on VA evaluation

• Available to veterans and their dependents/spouses
  o The student will provide our team with a Certificate of Eligibility from the VA when they submit their initial certification request
  o This document confirms that the student is eligible for the benefit, and is required to submit for Residency Exception

"GI Bill® is a registered trademark of the US Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official US government website."

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Active-Duty Tuition Assistance Overview

• Available for active-duty service members as determined by their specific branch

• Each branch provides the benefit via stand-alone portal or system

• Undergraduate students using this benefit receive a tuition rate of $250/credit hour

• Graduate students using this benefit can use TA, but do not receive the $250/credit rate

• The benefit pays for tuition only – it does not pay for fees, digital books, etc.

• Students must provide the University with an approval voucher for their benefit to be applied to their account
### Overview of Students That Use Benefits

<table>
<thead>
<tr>
<th>Tuition Assistance</th>
<th>VA Chapter Benefits</th>
<th>Total Files Processed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of direct students: 657</td>
<td>Number of direct students: 782 Number of dependent/spouse students: 412</td>
<td>Total certifications submitted: 1,945</td>
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<tr>
<td></td>
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<td>VA Chapter 30: 52</td>
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<tr>
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<td>VA Chapter 31: 185</td>
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<td></td>
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<td>VA Chapter 33: 1,246</td>
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<td></td>
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<td>VA Chapter 35: 415</td>
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<td>MGIB S-R: 37</td>
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<td>FRY Scholarship: 10</td>
</tr>
</tbody>
</table>
VA Certifications

General Reminders

Every term requires certification

• Students must submit TA or VA requests each term in which they are enrolled and intend to use benefits. Remember, it is the courseload that is certified, not the student.

• Students who have used a benefit in a prior term (such as Fall 2023) will be assigned a priority enrollment appointment for the next term (Winter 2023) to facilitate early submission of benefit requests.

WEAMS

• This informational tool is maintained by the VA which provides all approved programs that utilize VA benefits.
• This is a useful tool to use with students to determine if their desired program may be covered.

WEAMS Institution Search

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Office of the Registrar
VA Benefits & Efficient Certifications

General Reminders

Students should submit their VA benefit certification request as soon as their enrollment is finalized

- All courses must appear on the student's advisement report or Plan of Study as required for degree or minor completion, or the coursework cannot be certified
  - Change of major or addition of a minor should be done before submitting a certification request.
  - Any courses that do not appear on either document will require an email from the advisor or graduate coordinator confirming the necessity of enrollment.

Late changes to enrollment or missing items on the advisement report or Plan of Study may result in a delay in the student receiving their benefits

Any time a student's schedule changes (add, drop, swap), it is crucial that the student contact us.

- Could impact housing stipend and/or tuition & fees sent by the VA
- VA requires enrollment changes to be submitted no later than 30 days after the change
Tuition Assistance Processing

General Reminders

• Students must initiate the request using their service portal (AFVEC, ArmyIgnitED, or NVEC) as MCBC is unable to submit on behalf of the student.
  o Base Education Center counselors can help with portal submissions
  o Once the request is approved, the student must forward a copy of the Funding Document or ‘voucher’ to MCBC for verification and processing
  o It is the student’s responsibility to submit an approved voucher for each desired course

• MCBC will verify enrollment and forward the voucher to the Bursar’s office

• Once the Bursar receives approval from MCBC, the account will be processed for invoicing
Tuition Assistance Processing

General Reminders

• Each service branch has unique timelines and requirements
• However – all requests for TA must be submitted to MCBC no later than 7 days before the term start date (Regular, 7wk1, etc.) that the student's course is in.

- Army & Marine Corps: submit 60 days out
- Air Force: submit 45 days out
- Navy: submit 30 days out

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Advisement Report

All courses that a student is requesting to be certified to the VA must be a degree requirement.

MCBC sends emails to academic advisors if a certified course is not populated as a specific requirement on the advisement report. These responses are used as documentation for why a course is/is not certifiable.

<table>
<thead>
<tr>
<th>What does work?</th>
<th>What doesn’t work?</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Course(s) needed to complete degree</td>
<td>• Elective credit to reach an overall number of units/meet 120-unit req</td>
</tr>
<tr>
<td>• Listing specific requirement and/or updating advisement report</td>
<td>• The student is thinking about adding the minor for these courses</td>
</tr>
<tr>
<td>• Required for Degree</td>
<td>• Needed to be full-time for financial aid/scholarships</td>
</tr>
<tr>
<td>• Approved for Degree</td>
<td>• Only count towards GPA</td>
</tr>
<tr>
<td></td>
<td>• Contributes to upper-division units</td>
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</tbody>
</table>

**Best Practice:** Ensure the advisement report is updated

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Plan of Study Requirements
Graduate and Professional Students

Graduate Students Utilizing VA Benefits

• Must have an approved Plan of Study on file by their second (2nd) Semester
• If any schedule changes are made, this must be reflected on an updated Plan of Study.
• MCBC will reach out to students if they do not have an approved or current Plan of Study.

Professional Colleges Students Utilizing VA Benefits

• Professional colleges must coordinate with MCBC on how to submit their full degree audit for their specific program.
  o College of Medicine - Tucson
  o College of Veterinary Medicine
  o Pharmacy
  o Law
Non-Degree Seeking Students

Students must be in an approved degree program to receive VA benefits.

- If a student is taking UA courses to fulfill a degree elsewhere, MCBC needs a parent letter from that institution.*
- If a student is taking UA courses to be admitted into a UA program, MCBC will need confirmation from the UA program.*

* This does not apply to undecided undergraduate students

Graduate Students

- Limited to two (2) terms to be certified.
- Courses must be required in students intended degree program.

Undergraduate Students

- Limited to two (2) terms.
- Courses must be required in students intended degree program.
Issues/Problems and How to Solve Them

Frequent asked questions

If a student has:
- Financial issues with VA or TA-related Payments, please contact MCBC before reaching out to the Bursar’s office.

If a student will:
- Withdraw from classes or complete a university withdrawal, please Contact MCBC before submitting a withdrawal.
- Submit a Leave of Absence, please Contact the Veterans Education & Transition Services Center (VET Center)
  - The VET Center provides community outreach, peer advocacy, and advising liaison.
    [https://vets.arizona.edu/cmners](https://vets.arizona.edu/cmners)

Any Reserve Officer’s Training Corps (ROTC) questions please contact the ROTC Office.
[https://deanofstudents.arizona.edu/community/reserve-officers-training-corps-rotc](https://deanofstudents.arizona.edu/community/reserve-officers-training-corps-rotc)
VA Full-Time Status

Graduate: Fall or Spring Term

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<th>Session</th>
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<td>9 Units</td>
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<tr>
<td>8 Week 1</td>
<td>4 Units</td>
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<tr>
<td>8 Week 2</td>
<td>4 Units</td>
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<tr>
<td>7 Week 1</td>
<td>3 Units</td>
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<tr>
<td>7 Week 2</td>
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<td>5 Week 2</td>
<td>3 Units</td>
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<td>5 Week 3</td>
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Undergraduate: Fall or Spring Term

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<th>3/4 Time</th>
<th>1/2 Time</th>
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Questions?
THANK YOU

Please visit our website at registrar.arizona.edu for additional information and resources available to the campus community.

Contact us at: veterans@arizona.edu