



# Follow the Steps for Military Benefit Success



Office of the Registrar

# Introductions

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Gluski**

Associate  
Registrar  
Graduation,  
Records &  
Certifications



**Courtney  
Manker**

Manager,  
Military-Connected  
Benefits



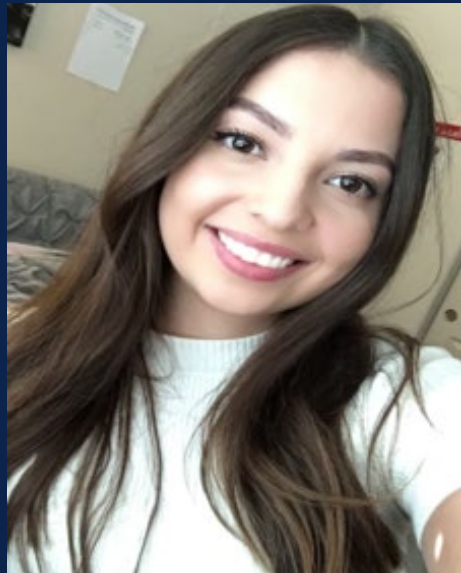
**Rudy  
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Office of the Registrar

**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.**

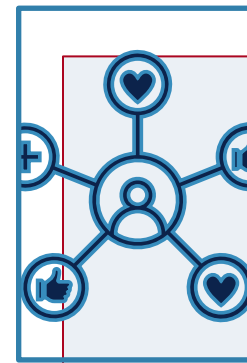


**Office of the Registrar**

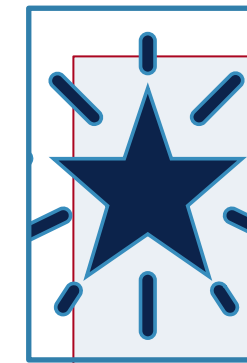
# Follow the Steps for Military Benefit Success : Agenda



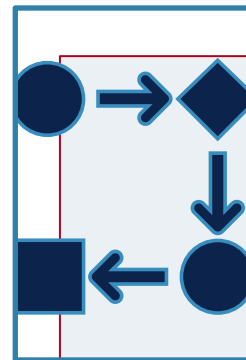
**Welcome &  
Introductions**



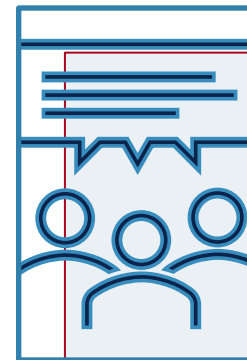
**Overview of MCBC  
Benefits**



**General Reminders**



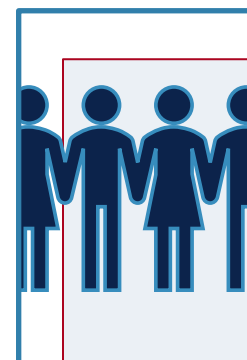
**Plan of Study  
Requirements**



**Issue/Problems and  
How to Solve Them**



**Your Questions**



**Thank You**



# 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<sup>®</sup> 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 Trelis platform.

<https://registrar.arizona.edu/mcbc>

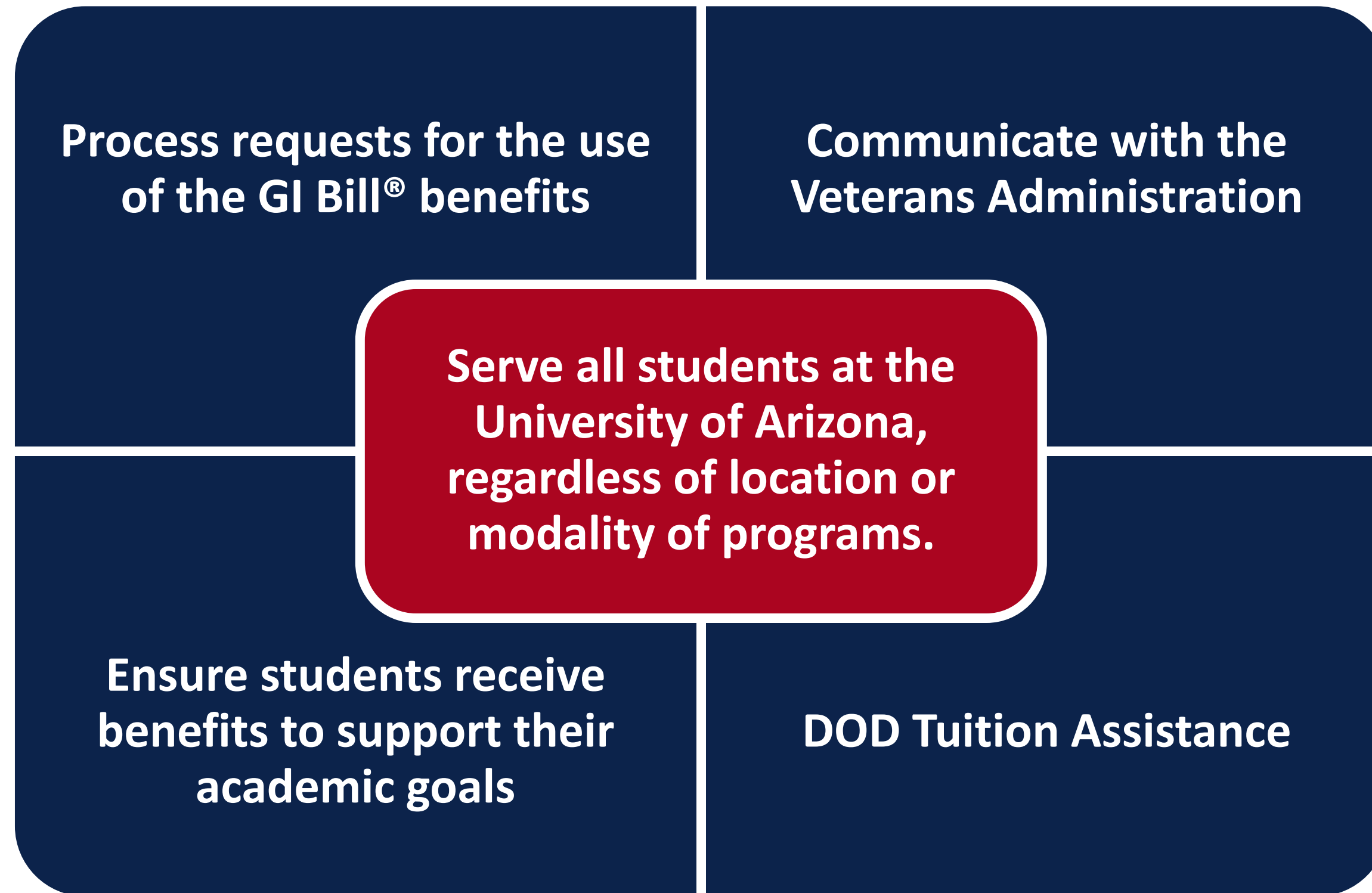
Phone: (520) 621-9501

Email: [veterans@arizona.edu](mailto:veterans@arizona.edu)



# How We Support Military-Connected Students

## Overview



# Veteran's Administration Benefit Overview

- **May be referred to as the "G.I. Bill® "**
  - There are multiple chapters or categories of benefits
  - Individuals will have varying levels of financial support based on VA evaluation
- **Available to veterans and their dependents/spouses**
  - The student will provide our team with a Certificate of Eligibility from the VA when they submit their initial certification request
  - 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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## Veteran's Administration Benefits

### Who can use it:

- Veterans
- Active-Duty service members
- Spouses and Dependents

### What it covers:

- Benefit level varies by Chapter



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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

## Active-Duty Tuition Assistance

### Who can use it:

- Active-Duty service members
- All service branches

### What it covers:

- Tuition payment as approved by branch
- Maximum amount varies by branch





# Overview of Students That Use Benefits

## Tuition Assistance

- Number of direct students: 657

## VA Chapter Benefits

- Number of direct students: 782
- Number of dependent/spouse students: 412

## Total Files Processed

- Total certifications submitted: 1,945
- VA Chapter 30: 52
- VA Chapter 31: 185
- VA Chapter 33: 1,246
- VA Chapter 35: 415
- MGIB S-R: 37
- FRY Scholarship: 10



# 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](#)



# 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

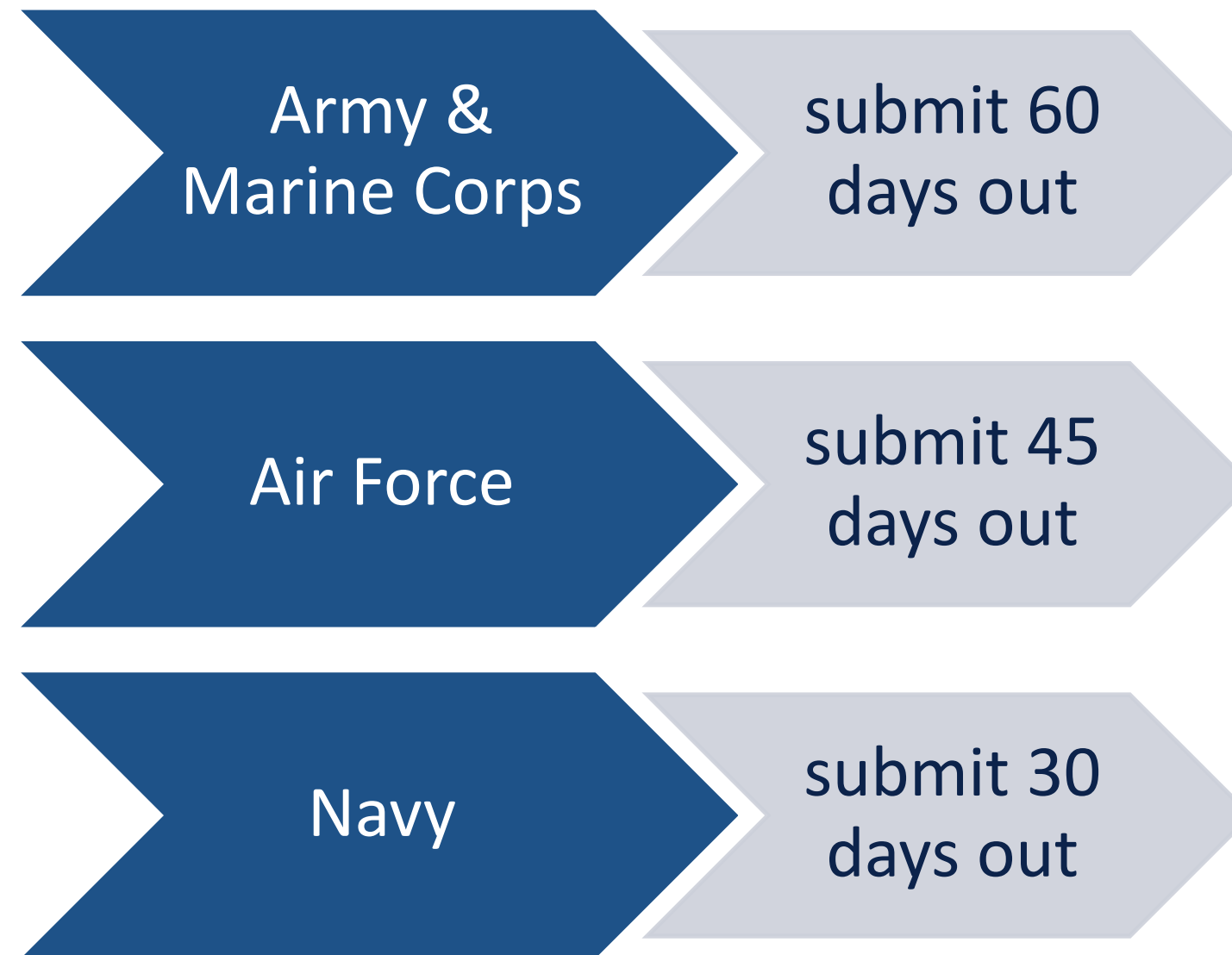
- **Students must initiate the request using their service portal (AFVEC, ArmyIgnitED, or NVEC) as MCBC is unable to submit on behalf of the student.**
  - Base Education Center counselors can help with portal submissions
  - Once the request is approved, the student must forward a copy of the Funding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



# 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.

## What does work?

- Course(s) needed to complete degree
- Listing specific requirement and/or updating advisement report
- Required for Degree
- Approved for Degree

## What doesn't work?

- Elective credit to reach an overall number of units/meet 120-unit req
- The student is thinking about adding the minor for these courses
- Needed to be full-time for financial aid/scholarships
- Only count towards GPA
- Contributes to upper-division units

**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 (2<sup>nd</sup>) 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.**
  - **College of Medicine - Tucson**
  - **College of Veterinary Medicine**
  - **Pharmacy**
  - **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/centers>**

**Any Reserve Officer's Training Corps (ROTC) questions please contact the ROTC Office.**

**<https://deanofstudents.arizona.edu/community/reserve-officers-training-corps-rotc>**



# VA Full-Time Status

Trellis

While the UA looks at Full-Time (FT) enrollment for the entire credits in the semester, the VA breaks it down differently.

Full-time (FT) status is determined by what the VA calls the 'Rate of pursuit' for each session in the term. See FT Unit requirement table and example below:

## Graduate: Fall or Spring Term

Session	Full-Time
16 Week	9 Units
8 Week 1	4 Units
8 Week 2	4 Units
7 Week 1	3 Units
7 Week 2	4 units
5 Week 1	3 Units
5 Week 2	3 Units
5 Week 3	3 Units

## Undergraduate: Fall or Spring Term

Session	Full-Time	3/4 Time	1/2 Time
16 Week	12 Units	9 Units	6 Units
7 Week 1	5 Units	4 Units	3 Units
7 Week 2	6 units	5 Units	4 Units
5 Week 1	4 Units	3 Units	2 Units
5 Week 2	4 Units	3 Units	2 Units
5 Week 3	4 Units	3 Units	2 Units



# Additional Resources

## Office of the Registrar

[Military-Connected Benefits & Certifications](#)

## VA Benefit Certification Guide

[Online Certification Guide](#)

## Tuition Assistance

[Tuition Assistance](#)

## FAQs

[Military-Connected Benefits & Certifications FAQs](#)

## Veteran's Administration

[Veteran Administration Benefits](#)

## WEAMS

[WEAMS Institution Information](#)



Questions?



# THANK YOU

Please visit our website at [registrar.arizona.edu](https://registrar.arizona.edu) for additional information and resources available to the campus community.

Contact us at: [veterans@arizona.edu](mailto:veterans@arizona.edu)



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