


**Veterans Affairs Online Orientation**  
**Courtesy of**  
**South Carolina State University**  
**Office of Veterans Affairs**



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# Mission Statement

## Office of Veterans Affairs

The mission of the Office of Veterans Affairs at SC State University is to assist veterans in pursuing their educational, professional, or vocational objectives. The Office serves as a liaison between enrolled veteran and dependent of veteran students and the U.S. Department of Veterans Affairs. The Staff of the Office of Veterans Affairs are available to answer questions concerning veteran educational benefits, certify enrollments for the Department of Veterans Affairs, and monitor students' degree plans and academic progress.



## **Application Checklist for VA Educational Benefits**

### Prospective Students

- ✓ Apply for admission with the Office of Admissions, Recruitment and Scholarships. May 31 deadline for the fall semester. October 31 for the spring semester. You may apply for online at <http://www.applyweb.com/aw?scsu>.
- ✓ If applicable, apply for Financial Aid by completing the FASFA at <http://www.fafsa.ed.gov/>.
- ✓ Apply for Veterans Educational Benefits by completing the Veterans On-line Application ([VONAPP](#)).

### New Students

- ✓ Apply for Veterans Educational Benefits by completing the Veterans On-line Application ([VONAPP](#)).



## **Application Checklist for VA Educational Benefits**

- ✓ Familiarize yourself with Bulldog Connection at: <https://luminis.scsu.edu/cp/home/displaylogin>.
- ✓ Register for classes through your department.
- ✓ Submit your Certificate of Eligibility for VA Educational Benefits to the VA Coordinator, [whampto1@scsu.edu](mailto:whampto1@scsu.edu) or 803-536-8405 or 536-8403 – Moss Hall, 106.
- ✓ Certify your enrollment with the VA Coordinator.
- ✓ For any billing concerns, contact Accounts Receivable at 803-536-8077 or 536-8991 – Moss Hall, 102.
- ✓ If applicable, contact the Office of Financial Aid at 803-536-7067 concerning a financial aid award.
- ✓ Validate your enrollment via [Bulldog Connection](#).



## **Application Checklist for VA Educational Benefits**

### **Current Students**

- ✓ Obtain your Alternate Pin# from your advisor or department. Students must obtain a new Alternate Pin# from their advisor or department each semester to register for classes.
- ✓ Certify your enrollment with the VA Coordinator, [whampto1@scsu.edu](mailto:whampto1@scsu.edu) or 803-536-8405 or 536-8403 – Moss Hall, 106
- ✓ Notify the VA Coordinator of any changes concerning your enrollment such as credit hour increases or decreases, change of majors, or repeat grades.
- ✓ For any billing concerns, contact Accounts Receivable at 803-536-8077 or 536-8991 – Moss Hall, 102.
- ✓ If applicable, contact the Office of Financial Aid at 803-536-7067 concerning a financial aid award.
- ✓ Validate your enrollment via [Bulldog Connection](#).



## Under which Chapter am I receiving Benefits?

- **CHAPTER 30, NEW GI BILL (MONTGOMERY GI BILL)**  
Entered Active Duty after June 30, 1985. Completed at least 2 years continuous active service; contributed \$1200 to the program; received a high school diploma or GED; and received an honorable discharge. For more information on the New Montgomery GI Bill select education [benefits](#).
- **CHAPTER 1606, NEW GI BILL (SELECTED RESERVE)**  
Any person who enlists, re-enlists, or extends an enlistment in the Selective Reserve for not less than 6 years, in addition to any other period of obligation after June 30, 1985 and completed high school or GED, IADT, 180 days of service in the selective reserve and is satisfactorily participating in required training in the selective reserve. For more information on the Reserve GI Bill select education [benefits](#).
- **CHAPTER 35, DEPENDENTS EDUCATIONAL ASSISTANCE PROGRAM**  
This portion of 38 U.S.C. authorizes educational benefits to dependents and survivors of certain veterans who have serious disabilities as the result of their service, (100% disabled), or who have died of a service-connected cause, were a prisoner of war, or missing in action. For more information on Dependents Educational Assistance select education [benefits](#).



## Under which Chapter am I receiving Benefits

- **CHAPTER 32, VETERANS EDUCATIONAL ASSISTANCE PROGRAM**  
Entered the military service after January 1, 1977, contributed to the program, and did not contract with the Armed Forces under a delayed entry program. Benefits are dependent upon total contributions made and are calculated individually. No allowance is made for payment for dependents. Active duty service members may receive full VA educational entitlement under the VEAP program. Under specified conditions, participants under VEAP may be eligible to convert their entitlement to the New/Montgomery GI Bill. For more information on the Veterans Educational Assistance Program select education [benefits](#).
- **CHAPTER 31, VOCATIONAL REHABILITATION**  
Veterans who have been declared disabled by the Department of Veterans Affairs due to service related injury. For more information on Vocational Rehabilitation contact your case manager.
- **ACTIVATED RESERVISTS AFTER SEPTEMBER 11, 2001 - CHAPTER 1607**  
Certain reservists who were activated after September 11, 2001 may either be eligible for education benefits or eligible for increased benefits. For more information on Chapter 1607 select education [benefits](#).



## Under which Chapter am I receiving Benefits

➤ **CHAPTER 33, THE POST-9/11 VETERANS EDUCATIONAL ASSISTANCE ACT OF 2008**

The Post-9/11 GI Bill is for individuals with at least 90 days of aggregate service on or after September 11, 2001 or individuals discharged with a service-connected disability after 30 days. **Benefits for Chapter 33 are not payable until after August 1, 2009.**

For more information on Chapter 33, please select the following on the Department of Veterans Affairs website:

Eligibility and Benefits select [benefits](#)

Comparison between Chapter 33 and other educational benefits select [benefits comparison](#).

Housing Allowances select [Housing](#) or [Basic Housing Allowance](#) Note: The Basic Housing Allowance is based on an E5 with dependents at the location of the school.

**Attention all POST 9/11 Applicants: You must submit a Certificate of Eligibility Letter to the VA Coordinator at SC State University to apply Post 9/11 benefits towards your tuition.**

**Note:** You can find your chapter status under your Certificate of Eligibility Letter or calling the Department of Veterans Affairs at 888-442-4551.



## Tuition Assistance (TA) Success

National Guard and National Reserves applicants for the Tuition Assistance (TA) Success Program must submit their DA Form 217 1E-R to the University Accounts Receivable Office. **Applicants must have an assigned CONTROL Number on their DA Form 217 1E-R for processing.**

Note: The Tuition Assistance (TA) Success Program is not a GI Bill Program listed with the Department of Veterans Affairs.

Fax: 803-516-4870

Mail: SC State University  
Accounts Receivable  
Post Office Box 7425  
Orangeburg, SC 29117

Number: 803-536-8077 or 536-8991



## How to Apply for VA Educational Benefits

Applicants may apply for VA Educational Benefits via the Veterans On-line Application (VONAPP), by downloading a paper application off the GI Bill website, or by completing an application with the VA Coordinator, Moss Hall106. **Due to the length of time it takes for the Department of Veterans Affairs, it is strongly encouraged that applicants complete the [VONAPP on line](#).** It can take up to 4 to 8 weeks for the Department of Veterans Affairs to process applications. To ensure receipt of VA Educational Benefits, veterans and dependents of veterans are encouraged to apply for VA Educational Benefits no later than June 1 for the fall term and December 1 for the spring term.

### How to Apply via [VONAPP](#) - Dependents of Veterans

- Type: <http://www.gibill.va.gov/>
- Click: Education Benefits
- “How to Apply for GI Bill Benefits”
- “Here” under “Apply for Benefits”

OR simply click [VONAPP](#)

Note: Dependents of Veterans will complete Form – 22-5490.



## **How to Apply for VA Educational Benefits**

- How to Apply via VONAPP- Veterans
- Type: <http://www.gibill.va.gov/>
- Click: Education Benefits
- “How to Apply for GI Bill Benefits”
- “Here” under “Apply for Benefits”

OR simply click [VONAPP](#)

Note: With the exception of Chapter 31 (Vocational Rehabilitation), veterans will complete Form – 22-1990. Please have supporting military documentation like your DD Form 214 present when completing the VONAPP.

Special Note for Vocational Rehabilitation Students (Chapter 31): Chapter 31 students must apply for VA Educational Benefits through your local VA Vocational Rehabilitation Counselor. Chapter 31 students must present their Certificate of Eligibility Letter to the VA Coordinator at SC State University - Moss Hall, 106.



## How to Apply for VA Educational Benefits

Applicants may complete a paper application for VA Educational Benefits with the Registrar's Office/Veterans Affairs. Dependents of veterans complete the 22-5490 Form. Veterans, with the exception of those under Chapter 31, complete the 22 1990 Form.

Due to the large volume for paper applications received by the Department of Veterans Affairs, especially during registration periods, it is strongly advised that applicants apply for educational benefits online via [VONAPP](#).

Special Note: To ensure receipt of VA Educational Benefits, veterans and dependents of veterans are encouraged to apply for VA Educational Benefits **no later than June 1 for the fall term and December 1 for the spring term.**

For other important dates and deadlines, please view the [Academic Calendars](#).



## **How to Apply for VA Educational Benefits**

Dependents of Deceased or 100% Disabled War Veterans

### **Free Tuition/Education Assistance (Free Tuition for Certain War Veteran's Children)**

Provides for free tuition to the children of certain war veterans attending South Carolina state supported colleges and universities as well as state supported post high school technical education institutions. Certain residency requirements apply. For questions or to apply contact (803) 255-4255.

Students can pick up an application in Registrar's Office/Veterans Affairs, Moss Hall 106, through the VA Coordinator. Students may also access the application at:

<http://www.govoepp.state.sc.us/va/mission.html>

Click: South Carolina Veteran's Benefits

Click: "Free Tuition/Education Assistance (Free tuition for certain veteran's children" under "Benefits"



## **Certifying Your Enrollment**

**All veteran and dependent of veteran students must certify their enrollment each semester to receive VA Educational Benefits – No Exceptions**

Veteran and dependents of veteran students must submit a Veterans Affairs Certification Form to the VA Coordinator. Please click [VA Enrollment Certification Request](#) to download the Form off the web. VA Enrollment Certification Request Forms can be submitted by mail, in-person, or by fax.

VA Coordinator  
Registrar's Office/Veterans Affairs  
Moss Hall 106  
Orangeburg, SC 29117  
803-536-8405 (phone)  
803-536-8602 (fax)



## How do I Register for Classes

### New Freshmen and Transfers – with Majors

- New Freshmen and Transfer students must register with their department. New Freshmen and Transfer students are strongly encouraged to participate in New Student Orientations to complete registration.

### Undecided Students

- Undecided students register with Student Success & Retention.

### Returning Students

- Returning students (Undergraduates only) must obtain an Alternate Pin# from their advisor or department. Students will use the Alternate Pin# to register on [Bulldog Connection](#). Students must obtain a new Alternate Pin# each semester to register for courses.

**Special Note: Graduate students** both new and returning do not have to obtain an Alternate Pin# to register. Graduates students register via [Bulldog Connection](#).



## **FALL 2009 REGISTRATION – Instructions**

### **Academic Advisement – Bulldog Connection**

**To: All Undergraduate Students:**

**Seek advisement**

**\*Obtain Alternate PIN from \*Advisor (Mandatory for all undergraduate students)**

**Go to SCSU Home page - <http://www.scsu.edu/>**

**Click on *Current Students* - <http://www.scsu.edu/currentstudents.aspx>**

**Go to Bulldog Connection - <https://luminis.scsu.edu/cp/home/displaylogin>**

**In the Secure Access Login**

**Enter *User Name***

**Enter *Password***

**Click *Login***

If you have trouble logging in, click on the link in the Secure Login Area that says, “Having problems logging in? Click here.”

**Click on *Student Resources***

**Click on *Academic Services and the Administrative Services link***

**Click on *Student & Financial Aid***

**Click on *Registration***

**Select *Term***

**Click *Submit***

**Select *Add or Drop Classes***

**Input CRNS**

**Congratulations - You have selected courses for the Fall Semester**



## Verification of Enrollment

To submit proof of your enrollment status to your military unit, a health insurance agency, or another third party agency, veterans and dependents can verify their enrollment. If you are claiming benefits under Chapters 1607, 1606, or 30, you may use the Web Automated Certification of Enrollment (W.A.V.E). Enrollment Verifications can also be generated through the Registrar's Office.

### W.A.V.E.

Students under Chapters 1607, 1606, and 30 may use W.A.V.E. to verify their enrollment, set up direct deposit, change an address, and check their benefits status. Please select [W.A.V.E.](#) to be directed to the site. First-time users must create a Login. Only Chapter 1607, 1606, and 30 students who are officially registered with the University and have certified their enrollment with the VA Coordinator can use this service.

Note: W.A.V.E. is currently unavailable to students under the New POST 9/11 Bill.



## Verification of Enrollment

To obtain an Official Enrollment Verification Letter through the Registrar's Office/Veterans Affairs, click [Forms](#) and download the "Verification Request Form." The Form can be submitted in person in Moss Hall, 106 or by fax to 803-536-8602.

Enrollment Verification Letters are free for pick up or to send by mail. There is a \$5.00 charge to fax a Letter. Payments can be made in the Cashier's Office, 803 536-8529 – Crawford Zimmerman Complex, 108. A student must be officially enrolled to obtain an Enrollment Verification Letter.

	<u>Full-time</u>	<u>Part-time</u>
Undergraduate:	12 credit hours or more	11 credit hours or less
Graduate Student:	9 credit hours or more	8 credit hours or less

Note: The Registrar's Office/Veterans Affairs is working to make the National Clearinghouse available on Bulldog Connection. This service will allow students to print enrollment verifications 24 hours a day – 7 days a week through the Clearinghouse.



## **Educational Benefit Payment Rates**

For information on payment rates for Chapter 30, 35, 1606, 1607, please click [Payment Rates.](#)

For information on payment rates on the new POST 9/11 Bill, please click [benefits pamphlet](#) or [fact sheet](#) .



## **Student Responsibilities**

Veteran students at South Carolina State University have ongoing responsibilities to the Department of Veteran Affairs. The Department of Veteran Affairs and the Registrar's Office closely monitors each veteran student's enrollment status and academic program, primarily since the student's entitlement is based upon the number of credit hours for which a student is enrolled and any changes in academic program.

### **The Following are Expected of all Student Veterans and Dependents each Semester:**

- VA certification is validated by the semester. You are required to submit Certification documentation to the Veterans Coordinator to ensure that you are certified. Students must complete their registration and certify their enrollment by June 1 for the fall term and December 1 for the spring term.
- You must maintain satisfactory progress to retain benefits.
- You are prohibited from receiving educational benefits for auditing a course.
- You will not receive benefits for repeated courses, unless they are graduation requirements.



## Student Responsibilities

- You must be formally admitted as a degree-seeking student after completing two semesters.
- Register only for courses that are required for completion of your selected degree.
- Do not register in courses for which you have previously received a passing grade/credit (even if taken at another institution).
- **(Chapters 30, 1606, & 1607 only)**. Call the Department of Veterans Affairs at 877-823-2378 **monthly** to process enrollment verification for payment.

Notify the Veterans Coordinator in Moss Hall, **immediately** concerning any of the Following Changes:

- Termination of attendance
- Change in credit hours
- Withdrawal or stop of attendance in a course
- Grades of incomplete (I)
- Change in educational program
- Change in address or phone number



## Overpayment

If a student makes certain enrollment changes such as failing to commence attendance after receiving an Advance Payment, withdrawing from one or more courses, completing a course and receiving a grade that is not considered when determining progress toward fulfillment of graduation requirement (i.e., a nonpunitive grade), etc., he or she may receive one or more benefit checks in amounts that exceed his or her actual entitlement.

When this occurs, the VA will make a retroactive adjustment to the student's award and the student will be charged with a debt to the U.S. Government. Legitimate debts that are the result of benefit overpayment should be paid in full by the student within 30 days after the VA sends notification of the debt to the student. If the debt is not repaid promptly, the debtor will be charged interest and administrative collection costs on the outstanding indebtedness.

To prevent overpayment, please maintain satisfactory progress as outlined in the Student Responsibilities Section and notify the VA Coordinator immediately of any changes (credit hours, change of major, etc) in your academic status.



## Contact Information

If you have any questions or concerns, contact the Veterans Coordinator in Registrar Office/Veterans Affairs between the hours of 8:30 a.m. and 5:00 p.m.

Veterans Affairs Coordinator  
The Registrar's Office/Veterans Affairs  
106 Moss Hall  
Post Office Box 8104  
Orangeburg, SC 29117

SC State University Veterans Office	803-536-8405 or 536-7185
SC State University Veterans Affairs Fax	803-536-8602
SC State University Registrar's Office	803-586-7185

Department of Veteran Affairs	888-442-4551
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VA Phone Assistance & General Benefits Information (including general Vocational Rehabilitation questions)	800-827-1000
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Chapters 30, 1606, & 1607 for monthly enrollment verification & payment)	877-823-2378
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## **Helpful Websites**

Please click the headings below to access the web pages.

[Office of Veterans Affairs](#)

[Bulldog Connection](#)

[Veterans Affairs Enrollment Certification Form](#)

[Academic Calendars](#)

[Veterans On-line Application \(VONAPP\)](#)

[Department of Veterans Affairs](#)

[Veterans Enrollment Certifications \(W.A.V.E\)](#)