

## **CHAPTER 31**

Now that you have been approved for Chapter 31 benefits through the U.S. Department of Veterans Affairs, Vocational Rehabilitation and Counseling, there are a few things you will need to do *before* this office can certify your enrollment for your first semester of benefits. This information is designed to assist you in using Chapter 31 education benefits at Sierra College. Please do not hesitate to contact this office if you have any questions or need clarification. We look forward to working with you to meet your educational goal!

1. **COMPLETE AN APPLICATION FOR ADMISSION** to Sierra College. The application can be obtained from the Sierra College Admissions Office located in the Administration Building.
2. **BRING THIS OFFICE A COPY OF YOUR DD214, MEMBER 4 COPY.** This is required for evaluation for Military Service Credit. See catalog for more information.
3. **TAKE THE ASSESSMENT TESTS** for math, English, and reading and provide this office with the test results. Testing schedules are available from the Assessment Office.
4. **PROVIDE THIS OFFICE WITH OFFICIAL TRANSCRIPTS OF ALL OTHER COLLEGES ATTENDED.** This includes any colleges you attended before, during, or after your military service.
5. **MEET WITH AN ACADEMIC COUNSELOR FOR A STUDENT EDUCATION PLAN (SEP).** This education plan is based on your VA approved program of study that is listed on the VA authorization form (VA FORM 28-1905), and will list out each class you need to take in order for you to reach this goal. Before the Sierra College Veterans Office can make an SEP appointment, you must have completed all of the previous steps listed above and all required documents are on file. *Please call (916) 781-0439 to schedule your SEP appointment once you have completed all of the above steps.* NOTE: Prepare early! Counseling appointments are limited and could delay certification of enrollment.
6. **COMPLETE THE VETERANS ENROLLMENT CARD AND REGISTRATION FORM in the Veterans Affairs Office.** The enrollment card and registration form are available in the Sierra College Veterans Affairs Office. The Veterans Affairs office staff will officially register you for required courses as long as there is space available and you are within registration deadlines posted in the Veterans Affairs Office; your class schedule and/or parking permit will be mailed to you.

However, if you prefer, you may choose to register on P.A.S.S. Telephone Registration according to your regular scheduled appointment. However, you must contact this office within 4 business days to have courses verified; you will be dropped from classes if the Admissions Office does not receive a completed VA Form 28-1905 from this office or your full payment of fees by the 5th business day after you registered.

**This is when the Sierra College Veterans Affairs Office certifies to VA that you are enrolled in the College. The classes listed on the SEP will be the only classes that can be certified for your benefits. If you would like to take any other courses not listed on the SEP, you will either be responsible to pay all fees for the class(es) or get written authorization from your Voc. Rehab. Counselor prior to registration.**

A copy of the completed VA Form 28-1905 will also be sent to the Sierra College Bookstore in order for you to charge required books and supplies. (See attached Bookstore guidelines).

### **Other Important Information:**

- You are responsible for notifying this office within 30 days of *any* changes to your enrollment.
- Once a semester you will be required to complete a Verification of Attendance Form. This is a form that will be mailed to you (at the address you have on file with the Sierra College Records Office) from this office and that you must have each of your instructors sign. If you fail to turn this form in by the listed deadline your benefits may be terminated.
- You will need to complete a registration form and a new Veterans Enrollment Card according to the deadlines posted in the Veterans Affairs Office each semester; benefits do not automatically roll over to the next semester. Remember, this registration option almost guarantees your courses (excluding cancelled classes or course time conflicts).

Again, if you choose to register on P.A.S.S. Telephone Registration according to your regular scheduled appointment, you must contact this office within 4 business days to have courses verified; you will be dropped from classes if the Admissions Office does not receive a completed VA Form 28-1905 from this office or your full payment of fees by the 5th business day after you registered.

NOTE: Prior to registration, you should check with our office to ensure that we have a current authorization (VA FORM 28-1905) on file for you. If we do not have it, please contact your Vocational Rehabilitation Counselor to send an authorization to this office.

- It is also recommended that you contact the Sierra College Disabled Student Services Office to see if you qualify for any of their services. Some of these services include tutors, note-takers, and much more. The Disabled Student Services Office is located next to the Bookstore or you can call 624-3333, extension 2365. (If you are also receiving services from the Disabled Student Services Office, you will still need to make the SEP appointment with the Sierra College Veterans Affairs Office).
- All students who receive V.A. education benefits are required to maintain a 2.0 G.P.A. to meet minimum standards of progress. See the Sierra College catalog for more information.
- Tutoring is available through the Sierra College Tutoring Center. However if you need more than one hour of tutoring per subject per week in order to bring your course grade up to a "C" you may be eligible to have V.A. pay for additional tutoring. Contact this office for more information.

*Please contact the Sierra College Veterans Affairs Office at (916) 781-0439 if you have any questions.*