



Student Veteran Handbook

PREPARED BY
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Military & Veteran Services

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Veterans Handbook

A critical task of the Office of Military and Veteran Services is to assist you in applying for and receiving the Department of Veteran Affairs (V.A.) Educational Benefits. Our role is that of a liaison between the student veteran and the Department of Veteran Affairs. The purpose of this handbook is to provide information on topics we think you should be aware of, not to act as a substitute for the college catalog. Read and understand the information it contains. Failure to adhere to this handbook's information may result in delays of certification, overpayment, and unnecessary termination of educational benefits. *If you have questions beyond this handbook's scope, please feel free to contact Eric Ramaekers at 740-351-4441.*

Disclaimer

This handbook's content has regular updates; students should make sure that they have the most up to date copy by referencing the most current manual found on SSU's Military and Veterans Services homepage. Also, the information given is general and may not suit every individual's circumstances. *For questions, please contact the Office of Military and Veterans Services SSU and speak with a representative.*

Applying for V.A. Benefits at Shawnee State University (New Students)

If you intend to use V.A. Educational Benefits while attending SSU, you should be sure to provide all required documentation so that we can better serve you. *The following steps outline the procedure for how to get started.*

You should:

1. Apply for the college at <http://www.shawnee.edu/offices/admission/apply.aspx>
2. Complete the Application for V.A. Education Benefits at <http://www.vets.gov>. (Click on "Apply for Educational Benefits") Bring your Certificate of Eligibility to the Office of Military and Veteran Services when you receive it (processing time 30-45 days). If you have already applied, bring a copy of your Certificate of Eligibility/Notice of Basic Eligibility to the Office of Military and Veteran Services.
3. Submit a copy of your DD-214 (member 4) to the Office of Military and Veteran Services.
4. Send all previous college transcripts, including military transcripts, joint transcripts, to the Admissions Office. All transcripts must be on file by the end of the semester. Students who are pending transcripts will not be certified for future semesters.
5. Take College Assessment exams if needed.
6. Meet with your academic advisor for an Academic Plan and a V.A. Semester Worksheet.
7. Submit a copy of your V.A. Semester Registration Form to the Veteran Services Center.

Returning Student Checklist

Students that return to SSU after using their V.A. benefits at a different location must submit a "Request for Change of Program or Place of Training" through the V.A. before using your benefits at SSU.

1. Obtain an updated COE

- a. Apply for your updated COE online at vets.gov
- b. You should send the Vet Center a printed copy of the confirmation page as a placeholder.
- c. Turn in a copy of the mailed COE once received.

2. If you are transferring to SUU from another institution and wish to continue using:

- a. Chapters 1606, 1607, 30, or 33 (Post 9/11) benefits, complete VA Form 22-1995 "Request for Change of Program or Place of Training."
- b. Chapter 35 benefits complete VA Form 22-5495 "Dependents' Request for Change of Program or Place of Training."

Note: Application for your COE is only suitable for one semester; afterward, you must supply an official Awards Letter.

3. Any credits you earned from a different institution or certification must be submitted to SUU for credit evaluations

- a. Send official transcripts to SSU

Note: V.A. will not pay for duplicated credits, including certificates & licenses.

Course Registration Checklist (Online)

Registering for your courses is the process you take to inform SSU of the courses you intend to take during the upcoming semester. This is not the same as requesting certification from the Veterans Center.

To register online, do the following:

1. Ensure that all your courses fulfill a requirement towards your degree.

- General Education Requirements
- Major / Minor
- Minimum electives; excess electives cannot be certified.

2. Log into MySSU.

Note: To log in for the first time, you will need to enter your User ID # (your student id number) and your password. Your initial password is your birth date (YYYYMMDD Example: If your birth date is May 6, 1963, your password would be 19630506). Click "Sign in." Once logged in, click on "Student" at the top right of the page. Go to www.suu.edu

3. Select the correct academic year you are registering for.

Note: You can change these settings under 'Set options.'

4. Click 'Registration' in the left margin.

5. Enter the full course number, i.e., ENGL1101

6. Select section number from the drop-down menu (i.e., 02)

7. Click Add

Registration in Person

Obtain a registration form from the Student Business Center and complete the form with the courses you want to register. The registration form should be submitted for processing. Your registration will be processed immediately with your course/fee schedule prepared while you wait. *The Registrar's approval is required if you are attempting to schedule more than 20 credit hours; a maximum of 24 hours may be attempted.*

NOTE: You may register only during your assigned time - check registration windows on the Semester Schedule. Veterans and Active Duty/Reserve service members receive Special Group priority registration. You may not register if you have a registration hold. Your advisor should have cleared you to register when you met for advising (If required). Mandatory advising is required for all freshmen (30 or less cumulative earned hours), Sophomores with fewer than 60 cumulative hours earned but moving to Junior status at the end of the term, and Juniors with fewer than 90 cumulative hours earned but moving to Senior status at the end of the term. Mandatory advising is also required for all students in select majors.

Getting Your DD-214

All Chapters of the GI Bill, except Chapter 31 (Voc-Rehab) and Chapter 1606 (Montgomery GI Bill Selected Reserve) should submit a copy of their DD-214 (Member 4) to the Certifying Official to obtain benefits. If you do not have your DD-214, you can get a copy by going to www.ebenefits.va.gov/ebenefits-portal and creating a premium account. This site will give you access to your military documents, including your DD-214.

You can also get a copy by going to www.archives.gov/veterans/ and requesting it.

V.A. G.I. Benefits by Program

This section summarizes each chapter type's eligibility requirements and the required documentation needed by the Office of Military and Veterans Services.

Montgomery GI Bill for Veterans (MGI B) – Chapter 30

Eligibility Requirements:

- Benefits expire ten years from the date of discharge/separation.
- The veteran was active duty personnel and entered active duty for the first time after June 30, 1985.
- The veteran has received an honorable discharge
- For detailed information on eligibility requirements, please visit the DVA website at www.gibill.va.gov

Benefits:

- Provides up to 36 months of education benefits.
- Students are paid a monthly stipend at the beginning of the month for the previous month's enrollment certification.
- Current payment rates can be found at www.gibill.va.gov

Vocational Rehabilitation – Chapter 31

Eligibility Requirements:

- Served on or after September 16, 1940.
- Has a service-connected disabilities rating of 10% with a severe employment handicap or at least 20% with an employment handicap.
- Requires vocational rehabilitation because his or her disability creates an employment handicap.

Benefits:

- **Services Include** Vocational and personal counseling, education and training, financial aid, and job assistance.
- Services generally last up to 48 months but can be extended in certain instances.
- **To Apply:** Complete VA Form 28-1900, Disabled Veterans Application for Vocational Rehabilitation, and mail it to the V.A. Regional Office that serves your area. You can also apply online at <https://www.ebenefits.va.gov/ebenefits/about/feature?feature=vocational-rehabilitation-and-employment> or visit the V.A. Regional Office, 420 North James Street, Columbus, Ohio 4321

Post 9/11 GI Bill for Veterans Duty and Dependents – Chapter 33

Eligibility:

- The service member must have completed at least 90 days of aggregate service on or after September 11, 2001, or be discharged with a service-connected disability after 30 days.
- Service members received an honorable discharge.
- Spouse and dependents must have DEERS issued a Transfer of Eligibility certificate and have completed the DVA Education Benefits (VA Form 22-1990).
- Benefits *may* expire 15 years from the date of discharge/separation, depending on the discharge date.
- For detailed information on eligibility requirements, please visit the DVA website at www.gibill.va.gov
- **Benefits:**

- Provides up to 36 months of education benefits.
- Includes reimbursement of tuition and fees at the rated level.
- A Monthly Housing Allowance (MHA) is generally the same as the military Basic Allowance for Housing (BAH) for an E-5 with dependents. The student's MHA is based on the zip code for your school. The housing allowance is paid directly to the student at the beginning of each month for the previous month's enrollment.
- Individuals using the Post 9/11 GI bill are eligible for up to \$1000 per V.A. academic year for books and supplies. This amount is paid proportionately based upon the student's enrollment.

Rate of Pursuit:

- To be eligible for the BAH rates, the student's rate of pursuit must be greater than 50% (more than half-time (6 credits) enrollment)
- Students attending less than full time will only receive partial housing allowance based on the rate of pursuit. Current payment rates can be viewed online at https://www.benefits.va.gov/gibill/comparison_tool.asp
- Students will only be certified for approved courses as identified on the Academic Plan on file.

Note: Distance Learning for Post 9/11 Benefits and BAH. Students enrolled exclusively in distance learning (online courses) are eligible for a monthly housing allowance equal to 50% of the national BAH average

Dependents Educational Assistance (DEA) Program – Chapter 35

Eligibility for Dependents of Veterans:

- The service member was released from active duty due to permanent and total disability due to active duty services in the Armed Forces.
- A service member who died while serving on active duty or is Missing in Action (MIA) or was a Prisoner of War (POW).
- Children of service members must be between the ages of 18 and 26.
- The spouse of a service member may begin to use benefits during the eligibility period provided he/she has not remarried.

Benefits:

- DEA offers up to a total of 36 months of educational benefits.
- DEA benefits may be used for a college degree or certificate program.
- Students are paid a monthly stipend based on credit load at the beginning of the month for the previous month's certification.
- Current payment rates can be viewed online at www.gibill.va.gov.

Chapter 1606 (MGIB Selected Reserve)

The Montgomery GI Bill – Selected Reserve is an education program that provides up to 36 months of education benefits to the Selected Reserve members: Army, Navy, Air Force, Marine Corps, and Coast Guard Reserves, as well as the Army National Guard and the Air National Guard. An eligible reservist may get education benefits while in a program approved for V.A. training.

Eligibility Requirements

- After June 30, 1985, they signed a six-year obligation to serve in the Selected Reserve, AND
- Completed their Initial Active Duty for Training (IADT), AND
- Got their High School Diploma or GED before they completed their IADT, AND
- Are in good standing in a drilling selected reserve unit.

Note: Benefits generally end 14 years from the date they become eligible or leave the Selected Reserves. Their period of eligibility may be extended if they were unable to train because of a service-related disability.

Benefits

Please reference www.gibill.va.gov for current amounts.

Monthly Verification Procedures

Students receiving Chapter 30, 1606, or 1607 Educational Benefits must verify their enrollment at the end of each month. Students can confirm their registration through the V.A.'s Web Automated Verification of Enrollment system (WAVE) website at www.gibill.va.gov/wave or by calling 1-888-442-4551. This service is available 24 hours a day, seven days a week. Students receiving benefits under Chapter 33-Post 9/11 educational benefits are not required to verify their enrollment.

Kickers, College Funds, Additional Contributions

Students eligible for a Kicker/College Fund under Chapter 30 or 1606 may receive the Kicker/College Fund under Chapter 33 (Post 9/11). The Kicker/College Fund will be prorated by the student's rate of pursuit percentage and paid monthly to the student. The student will need to send a copy of the Kicker/College Fund document to the student's V.A. Regional Processing Office. This document was signed with the enlistment contract.

Advanced Payment

Shawnee State University participates in the advance payment program with the DVA. New students and continuing students with 30 or more days break between semesters are eligible. If you elect advance pay, you will be paid in advance for the first month or fraction thereof in, which the semester begins, plus the amount payable for the following month. Requests for advance payment should reach the DVA Processing Regional Office at least sixty (60) days before the semester.

Note: If you receive an advance payment, it will take approximately three months to receive another benefits check. Those receiving Post 9/11 benefits are ineligible for advanced payments

Break Pay

The VA does not pay for any break in instruction for more than eight (8) days in duration.

For example, if winter break in December is eight days, the V.A. will only pay for 22 days (V.A. always counts a month as 30 days, regardless of the actual number of days in the month).

Change of Address and Direct Deposit for the V.A.

Address and direct deposit information must be kept current. Chapter 30, 1606, and 1607 students can use the WAVE system to update address and financial institution information. Links to do so are on the "Main Menu" available after you log onto WAVE.

If a student wants to start (Chapter 30, 33, 35, 1606, and 1607) or change a direct deposit. The following information is needed to set up direct deposit:

- Account number
- A 9-digit bank routing number
- Type of account (checking or savings)

If a student has direct deposit, the student still needs to keep their address current because all other correspondences, including award letters, are mailed to the student's address.

Students can call 1-877-838-2778 to begin and change the direct deposit.

Federal Tuition Assistance

Armed Forces Tuition Assistance (T.A.) is a benefit paid to eligible members of the Army, Navy, Marines, Air Force, and Coast Guard. Each service has its criteria for eligibility, obligated service, application processes, and restrictions. This money is usually paid directly to the institution by the individual services. Currently, the U.S. Navy and Marines do not offer tuition assistance programs. All students participating in the T.A. program must speak with their Educational Services Officer within their service branch 90 days before registration.

The USAR/USAFR offer:

- 100% tuition assistance up to \$250 per semester hour, or \$166 per quarter hour, not to exceed \$4,500 annually per service member.
- 75% tuition assistance up to \$250 per semester hour, \$166 per quarter-hour, and \$4,500 per F.Y. for officers pursuing a bachelor's degree.

Eligibility:

- The soldier must be a drilling reservist in good standing.
- The soldier must declare an educational goal leading to a credential higher than the current degree level.
- Enlisted soldiers and warrant officers must have sufficient time remaining on their term of service to complete the course before separation.
- Commissioned officers must have at least four years of Selected Reserve service remaining from the date of completion of the course for which tuition assistance is provided.

Note: Tuition assistance (T.A.) requests MUST be submitted ten days before the class's start date.

Military Tuition Assistance Refund Policy

Military Tuition Assistance (T.A.) is awarded to a student under the assumption the student will attend for the entire approved term. If a student withdraws, the student may no longer be eligible for the full amount of T.A. funds. To comply with the Department of Defense's policy, any unearned T.A. funds will be returned on a proportional basis through at least the 60 percent portion of the period for which the funds were provided. We will recalculate T.A. eligibility for a student who fails to attend, drop out,

withdraw (officially or unofficially), or are dismissed before completing greater than 60 percent of the enrollment period. The enrollment period is computed from the "classes begin" date to the "last day of classes" date. T.A. funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending.

Recalculation is based on the percent of T.A. funds earned using the following formula:

15 Week Session Withdraw Calculation

Before or during weeks 1-2:	100% Return
During weeks 3-4:	90% Return
During weeks 5-6:	75% Return
During weeks 7-8:	50% Return
During week 9:	40% Return (60% or course completed)
During weeks 10-15:	0% Return

7 Week Session Withdraw Calculation

Before or during week 1:	100% Return
During week 2:	75% Return
During week 3:	50% Return
During weeks 4-5:	40% Return (60%, of course, is completed)
During Weeks 6-7:	0% Return

VA Work-Study Program

Students that are full-time or 3/4-time at SSU can participate in the DVA work-study allowance. The DVA work-study allowance is available to persons registered at least on a ¾ time basis during a semester. Students earn an hourly wage equal to the Ohio minimum wage, \$8.55 an hour. Students may work at the Office of Military and Veterans Services up to 25 hours a week. *Please see the Office of Military and Veterans Services for additional information.*

eBenefits

Students are strongly encouraged to register and utilize eBenefits to assist them in the following:

- Obtaining up to date information on their educational entitlement
- Updating their Direct Deposit and personal contact information
- Downloading VA letters and personal documents
- Viewing the current status of their payments (both education and disability)

Students can register for either a Basic or Premium account but must be enrolled in the Defense Enrollment Eligibility Reporting System (DEERS) to obtain either account type.

Credit for Military Training

Through the Joint Services Transcripts (JST), the American Council on Education (ACE) provides SSU with a suggested credit hour and course evaluation for various military training types. ACE provides the Army, Marine Corps, Navy, and Coast Guard quality assurance and JST policy guidance.

Student's credit recommendations will appear on their JST. To receive credit for your military experience, you must request your Joint Service Transcript at <http://jst.doded.mil>. Official JST transcripts must be sent directly to SSU; paper copies will not be accepted.

The Community College of the Air Force or Air University is a federally chartered degree-granting institution that serves the United States Air Force's enlisted force. Since they are an accredited college, many credits are transferrable.

Students must order an official copy of their transcript from CCAF and send it directly to SSU's Admissions Office at SUU. Those who served in the Air Force may obtain their transcripts at <http://www.airuniversity.af.mil/Barnes/CCAF/>.

Note: Once credits are added to your SSU transcript, they cannot be removed.

The actual credit is awarded solely at the discretion of SSU. Student's military credits at SSU are most often applied to help fulfill elective credit hour requirements in their degree plan. To graduate with a bachelor's degree, SSU requires that students graduate with at least 120 credit hours; some majors may require slightly more. The difference of general education, major, minor (if required), and other possible requirements will not always add up to 120 credit hours. That extra credit hour space can be filled with elective hours from student's JST.

Student's training may be determined to be equivalent to courses within their major requirements. This action is more likely when their training is related to their selected major or minor. In such cases, the department chair may decide to give specific SSU course credit. Some departments at SSU will be unable to consider credit recommendations for specific major course requirements due to restrictive accreditation standards for those majors.

Note: Not all degree plans leave space for electives, so elective military credit may not be needed.

Audits, Repeats, Withdrawals & Non-Required Courses

The DVA will not authorize payment for the following:

- Withdrawals/drops
- Audits
- Courses that do not apply to a declared degree objective
- Courses for which a grade assigned is not used in computing requirements for graduation
- Repeating a course with a grade of "D" or better unless a higher grade is required
- A course you stopped attending

Note: Payment will be authorized for repeating the required courses for which you have failed.

Satisfactory Academic Progress

All students receiving V.A. educational benefits must maintain satisfactory academic progress according to published standards established and enforced by the university. Shawnee State's Standards of Progress have been approved by the State Approving Agency (SAA) and accepted by the V.A. Title 38, United States Code, Section 3474 and 3524 requires that educational assistance benefits to veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward completion of his or her training objective.

Remedial and Deficiency Courses

Remedial and deficiency courses are typically intended to assist individuals in overcoming weaknesses in particular areas of study. Often, institutions will require the completion of specific deficiency courses without granting credit toward graduation. Basic English language or mathematics courses are authorized only when accepted testing methods have established the need for training. These courses must be taken in the classroom to receive V.A. benefits.

Parent (Visiting) School Letters

Parent school letters are issued to students taking courses simultaneously at more than one school. The home school that is granting the degree is the student's "parent" school. All other institutions are "secondary" schools. Even when a student is taking classes at another institution, the courses must still be part of the student's degree plan. The "home" school will supply the "secondary" school with a letter stating what classes are authorized. If a student is seeking a degree from another institution and taking courses at SSU, they must have prior approval from their degree-granting institution.

First-Year University 1100 Mentoring Program

Students who have never attended any college or university will be classified as new freshmen. Students enrolled full-time in the fall term who have earned less than 24 college credits after graduating from high school and full-time or part-time students who entered with advanced standing (college credits earned before graduation from high school). After graduation from high school, credit earned includes Advanced Placement credit, CLEP credit, and Early College credit. All students utilizing V.A. educational benefits must participate in the First-Year Mentoring Program for the first three semesters of using benefits, excluding the summer semester. Students must participate in their appointment before requesting certification for next term for all three semesters.

Overpayments

An overpayment is a charge of indebtedness to the U.S. Government. An overpayment must be repaid. Failure to comply with overpayment letters from the V.A. could result in legal proceedings. An individual with an overpayment has the right to request a waiver or repayment of debt in monthly installments. In both cases, the V.A. will make the final decision. See a representative from the Office of Military and Veteran Services for this type of Request procedure. Please keep in mind that you will be charged interest and possible administrative fees on any overpayment with the V.A. **Listed below are some possible causes for overpayment, their solution, or possible ways to avoid them:**

- **Cause:** Enrolling in courses not required on your degree plan.
- **Solution:** Always review your degree plan before enrolling for courses, make sure they are required.
- **Cause:** Enrolling for courses which credit was previously granted from prior colleges/universities attended or military experience.
- **Solution:** DO NOT ENROLL FOR A COURSE if you have the slightest feeling that you have taken a similar course before or earned credit based on past military experience.
- **Cause:** Withdrawing from a course or courses during a semester.
- **Solution:** If at all possible, try to avoid this. It is recommended that a statement be submitted to the V.A. identifying your reason for the withdrawal. If the V.A. accepts your reasons, it will reduce the amount of the overpayment.

6-Credit Hour Exclusion

VA automatically grants mitigating circumstances for up to six credits the first time a student reduces or terminates, and mitigating circumstances must be considered. This automatic grant is called the 6-Credit Hour Exclusion. The exclusion is a one-time grant made the first time mitigating circumstances must be considered for the student. Up to six credits can be excluded if the student has been awarded benefits for the credit. The 6-Credit Hour Exclusion cannot be granted if the student completes the term and receives non-punitive grades.

Round Out Option

A student can round out a schedule with non-required courses to bring his/her course load up to a full-time schedule in his/her last term only. This action allows students to continue to receive benefits at the full-time rate in their final term of enrollment, even though fewer credits are required to complete the program. ***This procedure can be done only once per program.*** Students may use any credit hour unit subject in rounding out a full-time schedule, including a previously completed subject (received a passing grade). *EXAMPLE: A student needs to complete 120 credit hours to obtain a B. A. degree. After passing 117 credit hours, the student enrolls in four 3-credit-hour courses. V.A. may pay the students educational assistance for full-time training during this last term.*

Called to Active Duty Withdrawal Policy

Overview

Shawnee State University has developed the following guidelines for registered students ordered to active duty during a semester or session.

Policy

When registered students are called to active military duty, it is often impossible for them to have anticipated the effect this has on their enrollment status. Therefore, faculty and staff are encouraged to be as flexible as possible with the students who wish to make arrangements to complete coursework for credit. The following are options available to these students.

Option 1- Withdrawal from all courses for the semester

Students may choose to withdraw from all classes. In such cases, a student may request either: That the official transcript indicates the courses from which he or she has withdrawn, the date of withdrawal, and the reason for withdrawal. Students choosing this option will have their tuition and fee charges and their student financial aid eligibility calculated effective with their official withdrawal date. Or the student may request that all courses for that semester be expunged from the student's academic record. Students taking this option will receive a complete refund of all educational and incidental fees paid by the student enrollment that semester. However, a student who has received federal, state, or institutionally funded financial aid must return all aid disbursed to them for the semester.

Option 2- Receive Incompletes in all courses for the semester

Students selecting this option will not receive a refund of tuition and fees. The student has one semester to complete their course requirements once they return from active duty. Students receiving financial aid should consider this option. If they withdraw completely from school, receive "W" grades in their classes, and are given a refund, they would be required to repay most, or all their financial aid award, not merely the part refunded for tuition and fees.

Process

To effect these policies, the student must present proof of having been called to active duty. To do this, the student should fax (740-351-3435) or mail a copy of the call-up orders to the Coordinator, Military & Veterans Services, Shawnee State University, University Center 219, Portsmouth, OH 45662. The student should also include a written statement indicating which of the options described in the Policy section he or she has chosen to exercise for each course in which he or she is enrolled.

Note: Please note this refund policy does not apply to students called to active duty for training. Active duty training includes Initial Entry Training, such as Basic Training or Boot Camp and Advanced Individual (AIT) or Military Occupation.

Note: Students living in the dorms or on the food plan should receive a prorated refund of unused portions of payments made, regardless of the student's options.

Financial Assistance

The major categories of financial assistance programs for undergraduates include loans, grants, scholarships, and student employment. Loans from federal government sources or private lenders must be repaid; however, the interest rate is usually low, and the repayment period is extended. Grants and scholarships do not have to be repaid, nor does the income earned through student employment. We encourage all veterans to complete the FAFSA (Free Application for Federal Student Aid) to see if they are eligible to receive the Pell Grant, the Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study, or the Ohio Instructional Grant (For Ohio residents only). The FAFSA should be submitted as early as possible, beginning in October, preceding the academic year. Federal recipients must have a complete financial aid file, including necessary verification documents. Go to fafsa.gov to apply.

After your FAFSA needs analysis and other documents have been received and reviewed for accuracy, you are notified through your [MySSU](#) account of any award for which you are eligible. If you are denied grants, you are encouraged to continue in the process to be considered for supplemental forms of assistance, such as student loans. Individual loan counseling is available upon request. All students interested in obtaining student loans are strongly encouraged to view <https://collegescorecard.ed.gov/> and <https://nces.ed.gov/ipeds/> prior to applying for loans. Importantly, these sites provide important information regarding borrower information for both current and previous students who attended Shawnee University.

If the applicant's income has decreased from the previous year, they can complete a Special Condition form to show a change of income. Once completed, this change of income may enable the student to be eligible for grants. *Should you need further information concerning the financial aid process, please stop by the Financial Aid Office or contact them at 740-351-4243.*

Student Conduct Code (Policy 11.2)

Shawnee State University establishes high expectations and community standards for its students through its policies and procedures. The University's Student Conduct Code identifies actions and behaviors that are prohibited. The Code also establishes the process and procedures that are used to resolve allegations of student misconduct. Students are encouraged to review the Code of Conduct information at <http://shawnee.edu/offices/dean-students/media/student-conduct-code.pdf>.

- If the student withdraws from 3 credits, the exclusion will be granted for three credits, and the student's one-time exclusion is used.
- If the student withdraws from 12 credits, the exclusion will be granted for six credits. The student's one-time exclusion is used, and the student must provide mitigating circumstances for the other six credits.

Veterans Lounge

The lounge is open to all Veterans and Dependents. It's a place to go to "hang out" in between classes, get some coffee, watch T.V., study, nap, or just relax. There are a refrigerator and microwave available as well. Other amenities include Netflix, Play Station 4, X-Box, and free drinks. There is also an extra computer and printer in the Veterans Lounge that students may utilize.

Student Veterans of America

SVA is a coalition of student veteran groups on college campuses across America. These member chapters help veterans reintegrate into campus life and succeed academically. Each chapter is a student group officially recognized by the institution that can provide a peer-to-peer network for veterans. *Please contact the Office of Military and Veteran Services for more information at 740-341-4441.*

Important Campus Phone Numbers

Office of Admission – 740-351-4778
Clark Memorial Library – 740-351-3323
Counseling and Health Services – 740-351-3608
Campus Security (Non-Emergency) – 740-351-3243
Campus Security (Emergency) – 740-351-3232
Accessibility Services – 740-351-3276
Financial aid – 740-351-4243
Health Clinic – 740-351-4362
Student Business Center – 740-351-4357
Student Life – 740-351-3549
Student Success Center – 740-351-3594
University Housing – 740-351-3222
Military and Veterans Services – 740-351-4441

Training Time Chart

Fall and Spring Semesters (Chapters 33, 30, 32, 35, and 1606)

Undergraduate

Full time	12 or more credits ane
$\frac{3}{4}$ time	9 – 11 credits hrs
$\frac{1}{2}$ time	6 – 8 credit hrs
$< \frac{1}{2}$ time	4 – 5 credit hrs

Graduate

Full time	9 credit hrs
$\frac{3}{4}$ time	7 -8 credit hrs
$\frac{1}{2}$ time	5 -6 credit hrs
$< \frac{1}{2}$ time	1 – 4 credit hrs

10 Week Summer Semester

Undergraduate

Full time	7 or more credit hrs
$\frac{3}{4}$ time	5 – 6 credit hrs
$\frac{1}{2}$ time	3 – 4 credit hrs
$< \frac{1}{2}$ time	1 – 2 credit hrs

5 Week Summer "A" and Summer "B" Semesters

Undergraduate

Full time	4 credit hrs
$\frac{3}{4}$ time	3 credit hrs
$\frac{1}{2}$ time	2 credit hrs
$< \frac{1}{2}$ time	1 credit hr

Office of Military and Veterans Services Registration Form



Office of Military and Veteran Services Registration Form

Student Name: _____ **SSU ID#** _____
Program: _____ Is this a new Program this term? Yes No

Please check the V.A. Educational Benefit election

- Chapter 30 Montgomery GI Bill®- Active Duty
- Chapter 1606 Montgomery GI Bill®- Selected Reserves338
- Chapter 33 Post 9/11 GI Bill® - Entitlement Percent _____
- Chapter 31 Vocational Rehabilitation- Case worker email _____
- Chapter 35 Survivors & Dependents’ Assistance- VA File number _____

Semester: Fall _____ (yr) Spring _____ (yr) Summer _____ (yr)

- I am currently a service member or have served in the military.
 - I am a dependent of a service member or someone who has served in the military.
- **After registering**, the form should be taken to the Office of Military and Veteran Services, Massie Hall 145, or email to eramaekers@shawnee.edu.
 - **No student will be certified until this form has been received by the Office of Military and Veteran Services.**

COURSE	BEGIN AND END DATE	CREDIT HOURS	REQUIRED FOR DEGREE Advisor must check		IS THIS A SUBSTITUTE COURSE Advisor much check		IS THIS A REPEATED COURSE Advisor must check	
			Yes	No	Yes	No	Yes	No
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date: _____ **Advisor Signature:** _____
DO NOT SUBMIT THIS FORM TO THE OFFICE OF VETERAN SRVICES, UC 219, UNTIL AFTER YOU REGISTER.

Statement of Understanding

Students: Please read and initial each of the items listed below, sign and date where indicated.

_____ I understand that I must maintain satisfactory academic progress to continue receiving V.A. benefits.

_____ I now certify that I have not received credit for any course for which I am registered.

_____ I agree to report immediately ANY enrollment changes, including any class changes, withdrawal from school, withdrawal, add/drop from courses to the veterans' Rep at Shawnee State University, and failure to do so may result in termination of my V.A. benefits.

_____ I understand that Veteran Affairs will not award benefits for courses that are not accredited to my degree.

_____ It is my responsibility to notify the V.A. (And the V.A. Rep at SSU) if I change my program of study (major), change my address, or take testing that will give me additional earned credits.

_____ If I am transferring from another school or have prior credits to submit for additional credit hours, I must submit all transcripts, including military transcripts, before the end of my second semester at SSU. I am aware that V.A. regulations allow payments for two semesters only if this information is not on record.

_____ I understand that monthly housing allowance benefits are paid based on the rate of pursuit.

_____ I understand I must submit a Registration Certification form to the Office of Military and Veteran Services at the beginning of each semester or change in enrollment status in any way; adding, dropping, withdrawing, etc.

Student Signature _____

Date _____