



WAUBONSEE
COMMUNITY COLLEGE



VETERAN Student Handbook

2/27/23

www.waubonsee.edu/veterans

**Waubonsee
Community College**
Financial Aid Office
Veteran Services
Sugar Grove Campus
Route 47 at Waubonsee Drive
Sugar Grove, IL 60554
Office: (630)466-5774
Fax: (630)906-4846

Financial Aid questions:
financialaid@waubonsee.edu

Veterans Aid or Advising
questions:
veteranscertifications@waubonsee.edu
www.waubonsee.edu/veterans

For assistance with getting started,
academic advising, benefit/referral
information, and the evaluation of mil-
itary training for college credit, please
contact:

Heather Watson
Academic and Career Advisor
Veterans Services
Student Center, Room 278
Office: (630) 466-2361 ex. 2091
hwatson@waubonsee.edu

For assistance with financial aid and
veterans' benefits, please contact:

Lindsay Janssen
Financial Aid Veterans' Coordinator
Student Center, Room 244
Office: (630) 466-5774
ljanssen@waubonsee.edu

Asia Jordan
Financial Aid Advisor
Aurora Downtown, Room 241
Office: (630) 466-5774
ajordan1@waubonsee.edu

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QUICK REFERENCES AND RESOURCES

Paperwork WCC Financial Aid will need from you:

- ✓ DD-214 if using Chapter 33 Post 9/11 GI Bill
- ✓ Certificate of Eligibility (COE) for federal veteran benefits
- ✓ Completion of the WCC Veterans Certification Request Form (VECR)
 - o This document must be completed every semester you wish to use your benefits at Waubonsee Community College. Usage of state grants/tuition waivers (i.e. IVG, ING, and MIA-POW) must be requested before you register for courses by submission of this form.
- ✓ Complete the FAFSA online at www.studentaid.gov.

Waubonsee Community College Contacts:

Admissions	(630) 466-5756
Registration & Records	(630) 466-2370
Academic & Career Advising	(630) 466-2361
Tutoring	(630) 466-2576
Student Support Services	(630) 466-5767
Access Center for Students with Disabilities	(630) 466-2564

VA & DoD Hotlines

VA Education Office	(888) 442-4551
VA Healthcare Office	(877) 222-8387
All other VA Benefits	(800) 827-1000
VA Debt Hotline	(800) 827-0648
W.A.V.E (Verify Attendance)	(877) 823-2378
DoD Direct Veterans Hotline	(800) 497-6261
Suicide Hotline	(800) 273-8255
Kendall County VA Office (VACKC)	(630) 553-8354
Kane County VA Office	(630) 232-3550
DuPage County Vet Center	(630) 585-1853 or (877) 927-8387

Useful Websites

Waubonsee Veterans Information	www.waubonsee.edu/veterans
VA Education and Application (VONAPP)	www.va.gov
Apply for Federal Student Aid	www.studentaid.gov
<i>Waubonsee School Code: 006931</i>	
Other VA Education Funding Options	http://benefits.va.gov/benefits
National Center for PTSD	https://www.ptsd.va.gov
eBenefits	www.ebenefits.va.gov
Military.com	www.military.com



Connecting with Other WCC Veterans

The Waubonsee Community College Veterans' Club serves to connect student veterans on campus and to provide opportunities for camaraderie between individuals with similar backgrounds and experiences. The group also serves as peer network, sponsoring monthly social gatherings. **To learn more contact Student Activities at (630) 466-2369** or visit the "Waubonsee Community College Veterans" Facebook page.

SALUTE Veterans National Honor Society

SALUTE Veterans National Honor Society recognizes the hard work and dedication to higher education by American military and veteran students. Students selected for induction must have completed 12 semester hours with an overall GPA of 3.00. There is a minimal one-time membership fee and a formal induction ceremony for new members.

Members of SALUTE will be eligible to wear a red/white/blue honor cord during your graduation ceremony and will receive a national SALUTE challenge coin and certificate of achievement.

New Students

If you are new to Waubonsee Community College, it is important that you complete a [New Student Application](#). The completion of this form generates your Waubonsee Xnumber or student ID number. Your Xnumber is used to log in to your mywcc account to access registration and financial information pertaining to your file. You can complete an admissions form by going to www.waubonsee.edu/admissions and clicking on the Enroll tab.

REVIEWING PRIOR CREDIT AND TESTING

Evaluation of Prior College Credit

Waubonsee will need official transcripts from all of your previous college(s) and universities. Have them sent to:

Registration and Records
Waubonsee Community College
Route 47 at Waubonsee Drive
Sugar Grove, IL 60554

The Registration and Records office will evaluate your prior coursework and post applicable transfer credit as transcripts come in. You will receive an email from transfercredit@waubonsee.edu after each transcript has been evaluated. Please note, the evaluation can take up to four weeks.

Evaluation of Military Training

Military Basic Training – You may be granted a total 4 semester hours of credit as a result of your basic training – 3 credits in health education and 1 credit in physical education.

Required documentation for review includes;

- Evaluation of Military Basic/Occupational Training Request for Evaluation Form
 - www.waubonsee.edu/veterans
- VA Form DD-214
 - Separation Record or Certificate of Completion (available at www.archives.gov)

Military Occupational Training – You may be granted credit for training if it is equivalent to a Waubonsee course.

Required documentation for review includes;

- Evaluation of Military Basic/Occupational Training Request for Evaluation Form
 - www.waubonsee.edu/veterans
- Joint Services Transcript or Community College of the Air Force transcript.

For more information on this process please visit

www.waubonsee.edu/veterans

FEDERAL VETERANS BENEFITS AT WAUBONSEE

Chapter 33 – Post 9/11 GI Bill®

Individuals who served a minimum of 90 days on active duty after September 10, 2001, are eligible for educational assistance under the Post 9/11 GI Bill. Chapter 33 will pay applicable tuition and fee charges, provide a book stipend paid to the student, and a monthly basic allowance for housing based on E-5 with dependent criteria. The amount of funds released for each category is dependent on the veteran's level of entitlement for Chapter 33. For those whose last discharge date was on or after January 1, 2013, the 15-year limitation on benefit usage has been removed (Forever GI Bill).

Out of State/Out of District Students: In-state tuition and fees will be applied to students using Chapter 33 benefits.

Dependents: Dependents of eligible servicemen/women could be eligible for transferred entitlement of Chapter 33 benefits. The determination for transferability is made by the Department of Defense (DOD) and requires prior approval before Waubonsee will submit information to VA Education.

Chapter 30 – Montgomery GI Bill – Active Duty

The Chapter 30 – Active Duty GI Bill provides up to 36 months of education benefits to eligible veterans. Monthly benefits are paid directly to the veteran.

Chapter 31 – Veterans Readiness and Employment (VR&E)

Veterans Readiness and Employment is available to veterans who have been determined eligible by the U.S. Department of Veterans Affairs to have a service-connected disability rating of at least 10%, or a memorandum rating of 20% or more from the Department of Veteran Affairs. Chapters 31 will pay the campus for tuition and fees and books and supplies, and a monthly allowance for housing will be paid to the student.

For additional information on this benefit visit

<https://www.va.gov/careers-employment/vocational-rehabilitation/eligibility/>



Funding for CLEP Testing

If you are an eligible veteran, you can receive full reimbursement for CLEP exams and applicable administration fees from the U.S. Department of Veterans Affairs.

Veterans must pay for testing upfront and reimbursement for all fees by submitting a VA claim form.

**For additional information
on this process visit**

www.va.gov

Chapter 1606 – Montgomery GI Bill - Selected Reserve

Service members of the Selected Reserve can apply for this benefit that provides a monthly educational assistance allowance based on enrollment status for 36 months of entitlement. Selected Reserve service branches include Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve, Coast Guard Reserve, Army National Guard and the Air National Guard.

Chapter 35 – Survivor’s and Dependent’s Educational Assistance

Chapter 35 provides 36 months of full-time or equivalent educational benefits for the spouse or child(ren) of a veteran who dies or is permanently and totally disabled as a result of a service-connected disability, or a spouse or child of a veteran who has been listed as a POW or MIA for a period of 90 days. The monthly benefit is paid directly to the survivor or dependent.



How to apply for Federal Veteran Benefits (Ch. 30, 33, 31, 1606 and 35)

Complete the 22-1990 Application for VA Educational Benefits online at www.va.gov for faster processing. The standard processing time for the application is 6-8 weeks. You will need to provide the Waubensee Community College Financial Aid Office with a copy of your Certificate of Eligibility (COE) once you have been approved for your benefit.

For more help in choosing which benefit will work best for you visit the www.va.gov website and select “Road Map to Success” to view a side by side comparison of your benefit options.

IMPORTANT: *Students using Chapter 30 or Chapter 1606 must verify attendance through the VA at the end of every month before payment is issued. Verification of attendance is completed through the VA’s W.A.V.E system online at www.gibill.va.gov/wave or by phone at 1-877-823-2378. Students using CH 33 will also need to verify attendance through the VA enrollment verification system.*

https://benefits.va.gov/gibill/isaksonroe/verification_of_enrollment.asp

STATE OF ILLINOIS TUITION WAIVERS FOR VETERANS AND THEIR DEPENDENTS

Illinois Veterans Grant (IVG)

The program is available through the Illinois Student Assistance Commission (ISAC). The grant pays in-district and out-of-district tuition and the per credit hour student fee here at Waubonsee. Any additional fees billed to your student account cannot be billed to IVG. Once approved by ISAC the 120 unit eligible is equivalent to four full-time years of enrollment at an Illinois public college or university. IVG cannot be used towards non-credit courses here at Waubonsee Community College.

To be eligible for IVG you must:

- Have served at least one year of active duty;
- Have been a legal resident physically residing in Illinois for six months prior to entering the U.S. Armed Forces;
- Have physically returned to Illinois within six months of separation from the service and now be living in Illinois;
- Have an honorable discharge status;
- Not be in default on any federal student loan;
- Maintain Satisfactory Academic Progress.
- Be currently residing in the state of Illinois.

For an application and additional information please visit

www.isac.org.

Illinois National Guard (ING) Grant

The program is available through the Illinois Student Assistance Commission (ISAC). The grant pays in-district and out-of-district tuition and the per credit hour student fee here at Waubonsee. Any additional fees billed to your student account cannot be billed to ING. Once approved by ISAC the 120 units eligible is equivalent to four full-time years of enrollment at an Illinois public college or university. ING cannot be used towards non-credit courses here at Waubonsee Community College.

To be eligible for ING you must:

- Be on active duty status and have served at least one year in Illinois National Guard;
- Not be in default on any federal student loan;
- Maintain Satisfactory Academic Progress.

For an application and additional information please visit www.isac.org.

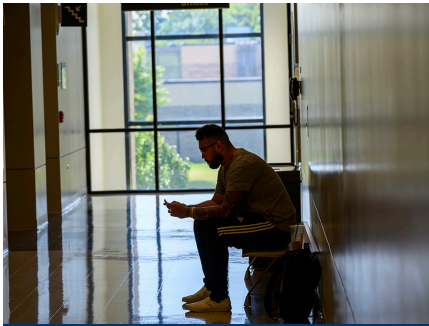
MIA-POW Scholarship

The program is available through the Illinois Department of Veteran Affairs (IDVA). The grant pays in-district and out-of-district tuition and the per credit hour student fee here at Waubonsee. Any additional fees billed to your student account cannot be billed to MIA-POW. Once approved by IDVA the 120 unit eligible is equivalent to four full-time years of enrollment at an Illinois public college or university. MIA-POW cannot be used towards non-credit courses here at Waubonsee Community College.

To be eligible for MIA-POW you must:

- Be a dependent of a service person whose status is or has been that of prisoner of war, missing in action, killed in service or died as a result of a service-connected disability, or is 100 percent permanently disabled as recognized by the U.S. Department of Veteran Affairs or U.S. Department of Defense;
- Maintain Satisfactory Academic Progress.

For an application and additional information please visit www.isac.org.



Military Tuition Assistance

Tuition Assistance (TA) is a Department of Defense (DOD) program. TA rules will vary between military branches and unit depending on whether the unit is active, reserve or National Guard. Service members are able to use a Federal VA Education benefit in combination with TA. For information, please check: <https://selfservice.waubonsee.edu/pls/PROD/bwpkeinf.P>

STATE WAIVER UNIT/CREDIT CONVERSATION CHART (IVG, ING and MIA-POW)

HOURS TAKEN	UNITS USED
0-2.99 hours	1 unit
3-5.99 hours	3 units
6-8 hours	6 units
9-11 hours	9 units
12+ hours	12 units

HOW TO USE YOUR FEDERAL AND/OR STATE BENEFITS AT WAUBONSEE

Veteran Administration Benefits (Chapter 30, 31, 33, 35, 1606)

- If you are a new student at Waubonsee please visit www.waubonsee.edu/admission and click on the Enroll tab. After clicking on the Enroll tab click on the New Student Application Form (online) link. Completing this form will generate your Waubonsee student ID number.
- If you have never applied for VA Education benefits before or are looking to change your current benefit you will need to complete the VA Form 22-1990 Application for VA Education Benefits for all Federal Benefits. Electronic completion can be done at www.va.gov.

Paper applications and/or any required attachments must be sent to:

Central VA Regional Processing Office
PO Box 66830
St. Louis, MO 63166-6830

- If you are applying for the Chapter 33 Post 9/11 GI Bill® you will need to provide the Financial Aid Office with a copy of your most recent VA Form DD-214 Member 4 copy.

Illinois Student Assistance Commission (IVG, ING or MIA/POW Scholarship Eligibility)

If you believe you may be eligible for one of the above state benefits to use in conjunction with your federal benefit you must apply by submitting your application(s) to the Illinois Student Assistance Commission (ISAC). Applications can be found at <https://www.isac.org/>

You must submit a copy of your Certificate of Eligibility once it is received to the Financial Aid Office.

***FYI Guard Members:** If you apply for the Illinois National Guard Grant (ING) you will need to reapply every academic year to continue your eligibility. New applications are available every summer.*

Free Application for Federal Student Aid (FAFSA)

You are asked to complete the FAFSA at www.studentaid.gov to determine your eligibility for additional aid. Completion of the FAFSA and subsequent awarding of grants, work-study and/or loans can help defray cost when the VA is delayed in payments for things like books, travel and living expenses.

You must provide a copy of your Federal VA Education Certificate of Eligibility for each benefit you wish to use.



ROTC Transfer Option

U.S. Army Reserve Officers' Training Program (ROTC) provides college students who graduate with a bachelor's degree the opportunity to become commissioned officers in the U.S. Army, the Army National Guard, and the U.S. Army Reserve.

Waubonsee students, cross-enrolled with the Northern Illinois University (NIU) Army ROTC program, can complete the first two years of military science classes as electives in an Associate of Arts or Science at NIU.

**For more information,
please contact NIU Army ROTC
at NIU_ROTTC@niu.edu**

**1050 Lucinda Avenue
Dekalb, IL 60115**

Phone: (815) 752-7682

Dependent Students: *If you are using dependent benefit Chapter 35 you must provide the social security number of the veteran and your code number when submitting your letter to our office. This information is considered your VA file number and is required for processing.*

Veteran's Enrollment Certification Request (VECR)

This form, found in your mywcc account on the Veterans Services page must be completed every semester you wish the Financial Aid Office to certify your federal and/or state benefit (i.e. Chapter 30, Chapter 33, Chapter 31, 1606, and Chapter 35), and/or apply your state veteran funding (IVG, ING or MIA/POW).

FYI: *This form MUST also be submitted when you add or drop courses after your semester has been certified. Failure to notify our office in a timely manner could result in a higher overpayment.*

GUEST STUDENTS/CONCURRENT ENROLLMENT

A “guest” student as defined by the VA is a student who isn’t matriculated at Waubonsee Community College and is pursuing a degree at another college or university. For students attending Waubonsee under a guest status and would like to apply their federal G.I. Bill benefit, you will need to contact your home institution and request a Guest Letter be forwarded to your Waubonsee VA School Certifying Official.

Deliverables to be submitted to the Waubonsee Community College Financial Aid Office include:

- ✓ A VECR
 - ✓ Your Certificate of Eligibility for your benefit before.
-

WITHDRAWAL DUE TO CALL TO ACTIVE DUTY EFFECTIVE JANUARY 1, 2013

The following procedures are for students who are enrolled in classes and who are members of the National Guard, Reserves, or active duty United States military that have been called to serve with their military units. Students may elect either option in this situation.

1. *Full Refund for complete withdrawal*

- a. In accordance with Illinois Statute (330 ILCS 60/5.2), students who are called to active military service have the right to receive a refund of tuition and fees applicable to their registration, when called to duty for a period of 7 or more consecutive days.
- b. To initiate the withdrawal process, eligible students should complete the Tuition Appeal Form printable from their mywcc portal and attach a copy of their orders.
- c. Withdrawn students will receive a notation on their official transcript that reflects that the withdrawal is due to military service.

2. *Remain enrolled in classes for current term*

- a. Complete course requirements early
 - i. Students make individual arrangements with instructors
 - ii. Course work is completed prior to reporting for duty
 - iii. Earned final grades are reported by the instructors at end of term
- b. Request an incomplete- The student may arrange, with written permission of the instructor, to receive an incomplete for the course. The student and instructor will agree upon specific timeframes and procedures for completing the course based on the College’s incomplete guidelines.

(See “Incomplete Grades” in Waubonsee Catalog) A final grade of “I” will be assigned pending completion of course requirements. Students who select an incomplete grade are not eligible for a textbook refund. The usual textbook buy back policies are available.

Students Receiving Financial Aid

Students must contact the School Certifying Official in the Financial Aid Office.

1. The School Certifying Official will notify the Veterans Administration about withdrawals and last dates of attendance for students who are receiving VA benefits and who are called to duty.
2. If the student withdraws from all classes in a term and had federal financial aid, the “Federal Return to Title IV Policy” applies.
3. Any refunds for tuition and fees will be reviewed and calculated by the Financial Aid Office.

Readmission - Limited Admission Programs

Higher Education Act of 2008 – Public Law 110-315 ensures entitlement to readmission of military service members returning from more than 30 days of active duty who have completely withdrawn from Waubonsee Community College.

1. Limited Admission Programs include:
 - a. Nursing
 - b. Nursing Assistant
 - c. Medical Assistant
 - d. Health Information Technology
 - e. Interpreter Training
 - f. Therapeutic Massage
 - g. Paramedic
2. Readmission requirements apply to those students who perform service under Federal authority for a period of more than 30 consecutive days under a call to order to active duty.
3. Readmission requirements apply to those students who have completely withdrawn from an institution.
4. Readmission requirements does not apply to a servicemembers absence from class to attend training.
5. The servicemember who is eligible for readmission will be readmitted into the next class or classes in the servicemember’s program beginning after the servicemember provides notice of his or her intent to re-enroll.
6. The cumulative length of absences due to service must not exceed five years.
7. A servicemember’s eligibility for readmission terminates upon the occurrence of a dishonorable or bad conduct discharge.

Textbook Refunds

A full refund for textbooks shall be granted to those students who receive a full tuition refund when a Tuition Appeal has been approved based on being called to active duty or an approved military service-connected withdrawal.

The textbooks must be returned to the bookstore during the semester of withdrawal and should be accompanied by the Tuition Appeal approval letter.

Student Account Appeal Process

Tuition refunds are issued based upon the official date of the withdrawal. The academic calendar for each semester lists the last day for refunds for 16-week courses. An appeal process is available for extenuating medical circumstances and supporting documentation must be submitted with the appeal.

The Student Account Appeal Form can be found in the Registration link of the Registration and Records page located in your mywcc.

For more information on this process please contact Registration and Records at (630) 466-2370.



NON-ATTENDANCE DUE TO MILITARY SERVICE

In accordance with Illinois Statute (330 ILCS 60/5.2) a service member enrolled in courses and unable, because of his or her military service to attend classes on a particular day or days has the right to be excused and to reschedule a course examination administered on the missed day or days.

The student and instructor are to determine if the student will be able to successfully complete the course due to missed classes or if the student needs to withdrawal due to military service. A copy of military leave orders must be presented to each instructor prior to their absence(s).

Successful completion of the course(s) remains the sole responsibility of the student. For additional information please visit www.waubonsee.edu/veterans.

If a student's military service requires them to take a leave of absence (more than 30 consecutive days of active duty) the student should withdraw due to active military service.

In accordance with the Higher Education Act 2008; Public Law (110-315), the service member is entitled to be readmitted in the next class or classes in their program after giving notice to reenroll.

Appeal Procedures

A veteran student may submit a written appeal within 30 calendar days following the end of the semester in which he/she was ruled ineligible. An Appeal Form may be obtained online at www.waubonsee.edu/veterans. Failure to meet this deadline may result in the denial of reinstatement. If the veteran student believes there were mitigating circumstances that affected their academic progress, the veteran student may appeal the suspension of benefits.

In order to be considered for possible reinstatement to a probationary status, a veteran student must have uncontrollable mitigating circumstances such as a family illness, death or medical problems that may have caused the student difficulty in achieving satisfactory academic progress requirements.

These appeals should include documentation such as medical bills, insurance claims, etc. Appeals will be considered on an individual basis by the Academic Progress Review Committee and will be responded to within 14 calendar days of receipt of the Appeal. Appeals will be reviewed and either approved with provisions or denied.

VETERANS SATISFACTORY ACADEMIC PROGRESS POLICY EFFECTIVE JANUARY 1, 2012

VA Academic Progress Standards

In accordance with the United State Department of Veterans Affairs and State of Illinois regulations, Waubonsee Community College has established minimum Academic Progress guidelines for all veteran's educational benefit recipients. These standards apply to all students receiving federal and state veteran educational funding.

Grade Point Average Requirement

A veteran student must maintain a 2.0 cumulative Grade Point Average. The veteran student's total academic performance at Waubonsee Community College will be reviewed to determine the current semester's cumulative Grade Point Average.

Evaluation and Academic Progress Statuses

A veteran student is evaluated for academic progress when the veteran applies for benefits and at end of each academic term. This evaluation includes all coursework taken at Waubonsee.

VAPASS

Student meeting the 2.0 GPA standard. A student not meeting the standard who improves his/her cumulative GPA will automatically go to VAPASS.

VAWARN

First term the student is not meeting the GPA standard. The student can be certified for benefits while on VAWARN.

VAFAIL

Student is not meeting the GPA requirement after the end of the VAWARN term. Processing of benefits is suspended.

VAPEAL

Veteran student has appealed their VAFAIL status and the Appeal was approved. The student is placed back VAPEAL and must meet the 2.0 GPA for the term to retain this status. If the veteran student fails a course while on a VAPEAL status the academic progress status will revert back to VAFAIL for the following semester.

ACADEMIC RESOURCES

Access Center for Students with Disabilities

The Access Center for Students with Disabilities makes educational opportunities more accessible by coordinating accommodations for students who have disabilities. The Access Center assists students toward further independence and greater self-determination.

Available services include:

- ✓ Counseling;
- ✓ Assistance with admissions and registration;
- ✓ Interpreting (sign language);
- ✓ Readers;
- ✓ Writers services;
- ✓ Advocacy.

Admission to the program is open to all students who qualify based on school records, diagnostic testing information and an optional personal interview.

For more information contact the Access Center at (630) 466-2564.

TRIO/Student Support Services

Student Support Services provides educational support services for eligible Waubensee Community College students. The program helps students successfully complete their college degree or certificate programs. First-generation college students, students who need financial assistance or students who have a disability and demonstrate a need for academic support may qualify.

For more information please contact Student Support Services at (630) 466-5767.

Learning Enhancement (Tutoring Program)

Free tutoring is available to students currently enrolled in classes. Schedules are posted every semester. No appointments are required when seeking tutoring at the walk-in assistance labs located in Collins Hall on the Sugar Grove Campus, at the Aurora Campus, Room 215, and Plano Campus, Room 213.

For more information call (630) 466-2576.



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