

**George C. Wallace Community College**  
**“Principles of Excellence” Defined in President Obama’s Executive Order 13607**  
**of April 27, 2012**

On April 27, 2012, President Barack Obama signed Executive Order 13607. Within the President’s Executive Order are “Principles of Excellence.” On July 16, 2012, Wallace Community College sent the following statement to Department of Veterans Affairs:

**George C. Wallace Community College agrees to comply with the Executive Order 13607: Establishing [Principles of Excellence](#) for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members. The College will ensure that service members have access to the information they need to make informed decisions concerning the use of their Federal Military and Veterans Educational Benefits.**

The George C. Wallace Community College (WCC) Financial Aid/ Veterans Affairs Office created this document in response to how WCC is currently fulfilling the “Principles of Excellence” defined in the President’s Executive Order 13607.

**(a) Prior to enrollment, provide prospective students who are eligible to receive Federal military and veterans educational benefits with a personalized and standardized form, as developed in a manner set forth by the Secretary of Education, working with the Secretaries of Defense and Veterans Affairs, to help those prospective students understand the total cost of the educational program, including tuition and fees; the amount of that cost that will be covered by Federal educational benefits; the type and amount of financial aid they may qualify for; their estimated student loan debt upon graduation; information about student outcomes; and other information to facilitate comparison of aid packages offered by different educational institutions;**

WCC Financial Aid/Veterans Affairs Office provides ongoing information for all incoming and transfer students. As part of this process, students are provided with detailed and personalized information on the financial aid benefits. The Financial Aid Shopping Sheet is a consumer tool that is use to notify students about their financial aid package. Instructions to access a customized Financial Aid Shopping sheet, you must apply to WCC. The Net Price Calculator is available for incoming students to estimate your individual net price to attend WCC before you apply. The calculator is a planning tool and is an estimate based on the information you provide. For more information on the services WCC offers to veterans please refer to the following websites:

[George C. Wallace Community College Veterans Benefits](#)  
[George C. Wallace Community College Financial Aid Shopping Sheet](#)  
[George C. Wallace Community College New Price Calculator](#)

**(b) Inform students who are eligible to receive Federal military and veterans educational benefits of the availability of Federal financial aid and have in place policies to alert those students of their potential eligibility for that aid before packaging or arranging private student loans or alternative financing programs;**

WCC provides education information to students on free financial aid prior to pursuing private student loans or alternative financing programs. Furthermore, the WCC Financial Aid/Veterans Office educates students and families on the many funding options available as provided on the following website:

[George C. Wallace Community College Financial Aid](#)

**(c) End fraudulent and unduly aggressive recruiting techniques on and off military installations, as well as misrepresentation, payment of incentive compensation, and failure to meet State authorization requirements, consistent with the regulations issued by the Department of Education (34 C.F.R. 668.71–668.75, 668.14, and 600.9);**

Recruiting methods for veterans are no different than any recruiting methods for events held within our service area for non-veterans. WCC prides itself on offering opportunities to all interested students who meet admission's requirement. The admissions eligibility criterion is further outlined on the following website:

[George C. Wallace Community College Admissions](#)

**(d) Obtain the approval of the institution's accrediting agency for new course or program offerings before enrolling students in such courses or programs, provided that such approval is appropriate under the substantive change requirements of the accrediting agency;**

George C. Wallace Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts, Associate in Science, and the Associate in Applied Science degrees. For information regarding accreditation to award degrees, please visit the following website:

[George C Wallace Community College Accreditations](#)

**(e) Allow service members and reservists to be readmitted to a program if they are temporarily unable to attend class or have to suspend their studies due to service requirements, and take additional steps to accommodate short absences due to service obligations, provided that satisfactory academic progress is being made by the service members and reservists prior to suspending their studies;**

George C. Wallace Community College, in conjunction with academic counselors and instructors, will work with students on a case-by-case basis, looking at each request in an independent manner. The decision which is best for the student will depend on the student's personal details, the time remaining in the term, the portion of coursework completed at the time of military activation, and understandings which can be reach with instructors. The Office of Registrar is the point of contact for these types of requests.

### **Active Duty Military Withdrawal Policy**

**Refund for Alabama National Guard and Reservists Call to Active Duty:**  
Students who are active members of the Alabama National Guard or reservists or

who are active duty military who are called to active duty in the time of national crisis may receive a full tuition refund at the time of withdrawal. If a National Guard student is receiving Title IV funding, a recalculation must be performed as required by Federal Title IV regulations, which could result in less than a 100% refund.

**(f) Agree to an institutional refund policy that is aligned with the refund of unearned student aid rules applicable to Federal student aid provided through the Department of Education under Title IV of the Higher Education Act of 1965, as required under section 484B of that Act when students withdraw prior to course completion;**

George C. Wallace Community College complies with the refund of unearned student aid rules applicable to Federal student aid provided through the Department of Education under Title IV of the Higher Education Act of 1965, as required under section 484B of that Act when students withdraw prior to course completion. These policies are outlined in the following website:

[George C. Wallace Community College Tuition Refunds](#)

**(g) Provide educational plans for all individuals using Federal military and veterans educational benefits that detail how they will fulfill all the requirements necessary to graduate and the expected timeline of completion;**

George C. Wallace Community College has a section on our website that lists our employee directory. This section lists advisors and their locations and is located here:

[George C. Wallace Community College | Employee Directory](#)

Students have access to a number of resources on campus to assist in planning a curriculum that will meet their degree requirements using myWCC, an online 24/7 planning tool. MyWCC provides access to all the requirements for the program of study currently declared by the student. It is individualized and protected information under FERPA. Students have the option of creating Academic Plans within myWCC that plan out each course that will satisfy degree requirements. These plans are currently utilized by various offices on campus to ensure degree progress but are not required in general. [MyWCC](#) also has a “what-if” feature that allows students to see what courses would be required should they choose to change their major.

**Sample course plans** – Many majors on campus have materials available either in their offices or on their websites showing a common possibility for organizing required courses. These templates are available to assist students in creating their own individualized course plans. Sample plans do not include preparatory coursework below the level required for the major, so students may require longer completing their degree than listed on the sample. Many sample plans are also available as templates inside myWCC.

**Academic Advisors** – All programs on campus have designated faculty advisors or professional counselors to assist students. Advisors/counselors can assist students with their plans during personal advising appointments. Most majors encourage students to meet with an advisor and review their course plans at least once per year; certain majors require more frequent contact. Students are responsible for monitoring their degree progress and seeking assistance if needed.

**(h) Designate a point of contact for academic and financial advising (including access to disability counseling) to assist service member and veteran students and their families with the successful completion of their studies and with their job searches.**

The VA Certifying Officials are the point of contact for all student veterans and dependents enrolling or attending Wallace Community College. The Veterans Certifying Official duties include but are not limited to the following:

- Develop and implement strategic and tactical plans for enhancement of welcoming, encouraging, and supporting campus environment for military and veteran students.
- Collaborate with the Admissions, Records and Registration, Disability Access Services, and Financial Aid to improve the enrollment and retention process for student veterans.
- Collaboration with academic department about academic programs that are of interest and value to military and veteran students.
- Maintain consistent correspondence with military and veteran students providing the latest news on benefits, processes, and procedures from the VA, Department of Defense, and Community.
- More information pertaining to Veteran Services Advisor and veteran resources on campus are outlined on the Wallace Community College Veterans website:

[George C Wallace Community College Counseling and Career Services](#)

[George C. Wallace Community College Career Service Center](#)

[George C. Wallace Community College | Disability Student Services](#)