

George C. Wallace Community College

DOTHAN OR EUFAULA

IMPORTANT INFORMATION FOR STUDENTS RECEIVING FEDERAL VA BENEFITS

CHAPTER 33

- ❖ All VA recipients are required to declare a program of study and program option. The declared program of study and option must be the same with the Admissions Office and VA. Classes will not be certified to the VA that do not meet graduation requirements. Remedial classes, based on placement test scores, can be certified to VA; however, **online remedial classes cannot be certified to VA**. Students may take only those courses, which are required in their program of study and program option, as outlined in the Wallace College Catalog and Student Handbook.
- ❖ Veterans and dependents are required to **provide the Financial Aid Office/Veterans Affairs Office with a copy of their class schedule immediately upon registration each term**. Failure to do so will prevent certification of enrollment to the VA. It is the student's responsibility to immediately notify our office of any changes in status (course, program, dependents, drop/add, withdrawal, etc.).
- ❖ Charges for tuition/fees are subject to review at any point during the enrollment certification process. If charges are not allowed (out-of-degree), you will be notified as soon as the issue is discovered. It is your responsibility to insure that only classes in the printed curriculum (Wallace College Catalog and Student Handbook) are charged to your VA benefits.
- ❖ **Class attendance is required in order to receive benefits**. If the student fails to report non-attendance, VA will be notified when the non-attendance is discovered via grade review, regardless of when the non-attendance is discovered.
- ❖ **Your enrollment certification can be submitted to VA for more than one semester at a time. Certain restrictions apply.**
- ❖ **Your enrollment will be certified to the VA for only two (2) semesters until prior transcripts are received and evaluated by the Admissions Office at Wallace College. If transfer credit is awarded for an acceptable course or courses from any other source, VA will not pay for that course to be repeated.**
- ❖ Veterans and dependents must meet the standards of progress requirements applicable to all students at this institution. **Class attendance is required in order to receive benefits.**
- ❖ VA toll-free information phone number: **888-GIBILL1 (888-442-4551)**.
VA mailing address: **Department of Veterans Affairs Regional Office, P.O. Box 8888, Muskogee OK 77402-8888.**
VA toll-free number for veterans' automated phone verification: **877-823-2378**.
Website address for VA education benefits: **www.gibill.va.gov**
- ❖ **VA Certifying Officials:**
Dothan - Karen Wilson - 334.556.2469 – email: kwilson@wallace.edu
Anthony Jouvenas – 334.556.2481 – email: ajouvenas@wallace.edu

Eufaula – Erma Perry – 334.687.3543, ext. 4285 – email: eperry@wallace.edu
Peggy Hill – 334.687.3543, ext. 4014 – email: phill@wallace.edu
- ❖ The Financial Aid Office/Veterans Affairs Office on campus is not a function of the Department of Veterans Affairs. This is a service provided by Wallace College to assist veteran and dependent students. The personnel in the Financial Aid Office/Veterans Affairs Office will be happy to assist you in any way possible. Your cooperation is appreciated.

WCC affords equal opportunity to all employees and applicants for admission or employment regardless of race, color, gender, religion, national origin, age or disability. WCC will make reasonable accommodations for persons with disabilities.

*****KEEP THIS SHEET FOR FUTURE REFERENCE*****
SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

Overpayments can occur for:

- ◆ **Withdrawing** from a course.
- ◆ **Receiving** a grade which does not count toward the graduation requirements.
- ◆ **Failure** to have an incomplete grade changed to a grade that counts toward graduation requirements.
- ◆ **Registering** for a class that does not apply toward your declared degree.
- ◆ **Cease-to-attend or never-attend** a class after the class has been certified to VA.

Things to Remember:

- ◆ **Provide** the Financial Aid Office/Veterans Affairs Office with a copy of your class schedule during early registration (current students) or during regular registration (new students). **Please help us to help you.** If you fail to provide us with your schedule as requested, delays **will occur** with the processing of your VA enrollment certification.
- ◆ **Class attendance is required** in order to receive benefits.
- ◆ Remedial classes, based on placement test scores, can be certified to VA; however, **online remedial classes cannot be certified to VA.**
- ◆ Your enrollment will be certified to the VA for only two (2) semesters until prior transcripts are received and evaluated by the Admissions Office at Wallace College.
- ◆ The information provided on this sheet is not intended to be all-inclusive in terms of VA enrollment certification rules and regulations.

HOW TO ACCESS WALLACE STUDENT EMAIL

- Go to **www.wallace.edu**.
- Click on **Student E-Mail** to access email logon page.
- Your username (name) is your first initial, last name, and last 4 of your Social Security Number.
- Your default PIN is your birth month, day, and year (example: 041582).

All email communication will be sent to your WCC student email address.

Karen Wilson – email: kwilson@wallace.edu
Anthony Jouvenas – email: ajouvenas@wallace.edu
VA Certifying Officials
Wallace Community College – Dothan Campus
Fax [334.556.2523](tel:334.556.2523) ([Attention: Karen Wilson or Anthony Jouvenas](#))



I have received a copy of this information sheet.

Student Signature

Date

Last 4 of Your SSN