

**Name:**

**CWID:**

**MAJOR/ACADEMIC GOAL:**

You must declare a two-year major, a four-year major, or a certificate as listed under VA approved programs, or a transfer major based on approved, articulated four-year institutions.

**VERIFY FEES:**

Verify the fees you are charged after registering for classes. If you are charged non-resident tuition, please reach out to the VRC immediately.

**APPROVED PROGRAM/EDUCATION PLAN:**

You must meet with a VRC counselor each quarter to verify your Education Plan

You must register in courses that follow your Program of Study and Education Plan. The VRC cannot certify courses that do not meet this requirement.

**CHANGES TO MAJOR/ENROLLMENT STATUS:**

Report any changes to your major. You will be required to obtain a new education plan to reflect the changes.

You are required to report any changes in your enrollment status. You may notify the VRC by email or in person.

**CERTIFICATION:**

You must authorize the VRC to process certification for Veteran Education Benefits each quarter. Complete the Request for Certification:

**VERIFY ENROLLMENT**

Chapter 30 and 1606 must verify their enrollment on the last day of each month through WAVE. You may verify enrollment by calling (877) 823-2378 or verify online at <https://www.gibill.va.gov/wave/index.do>

Chapter 33 must verify enrollment once a month. For details on how to verify via text, email, or online, visit the [VA Education and Training Website](#)

**MISCELLANEOUS**

If called to active duty while enrolled, provide a copy of your deployment to the VRC. Immediately contact each of your instructors via email or via message in Canvas.

Certifications are processed in the order they are received. Incomplete certification request applications or outdated education plans will delay processing which may result in late payment.

To remain eligible for priority registration you must:

- Declare a major and select a goal in My Portal
- Complete a New Student Orientation
- Have an education plan in DegreeWorks that includes classes for the quarter you want priority registration.
- Meet the state requirements for priority registration (i.e. 2.0 GPA, less than 100 attempted credits)

I acknowledge that I have read and understood the contents in this form