

## Declaring Major, Objective, Course Work

### Declaring an Academic Objective

The VA requires students to declare an academic objective, (occupational certificate, associate degree or transfer program) in order to certify your benefits. Only courses that meet the requirements for your academic objective may be certified. The VA will only pay for one major at a time. Changes to your major or academic objective must be reported to the Veterans Program Office and you must complete a new Student Educational Plan (SEP) with the counselor.

### Adding/Withdrawing from Classes

You must notify the Veterans Program Office of any enrollment changes to your original certification request (adding/dropping classes including section changes) as soon as the change takes place.

### Taking Classes Concurrently

It is acceptable to take classes at another college or university. Valley College students must obtain an approval letter (Parent School Letter) from our Veterans Services Office before enrolling in classes at another college or university.

### INC Grades

If you received an INC, you are responsible for notifying the office when the INC is changed to a letter grade.

### Repeating Courses

The VA does not pay for successfully completed courses more than once. There are some courses listed in the college catalog that require a specific minimum grade for successful completion of course requirements. These courses may be approved by the VA for repeatability.

## Veterans Resource Center (VRC)

The Veterans Resource Center (VRC) at Los Angeles Valley College opened in 2012. In the VRC we have dedicated staff who are available to help with applying for admission, enrollment, VA benefits, and referral to other services on and off campus. The academic success of each veteran on our campus is our number one priority. In addition to providing services to veterans, we also encourage spouses and dependents to utilize our services as well.

The VRC space is available for veterans on campus to connect and continue engaging with one another. We have space for studying and laptops for your use.

The Veterans Resource Center (VRC) is located in the Student Services Building, Mosaic Center, Room 206.

## Helpful Information

### VA Benefits Payment Status

888 442-4551

### Attendance Verification

877 823-2378

### Other VA Benefits

800 827-1000

### Military Service Records

<http://www.archives.gov>

## Los Angeles Valley College

Student Services Center – Mosaic Center  
2nd floor  
5800 Fulton Ave.  
Valley Glen, CA 91401  
818.778.5627

[www.lavc.edu/veterans](http://www.lavc.edu/veterans)

# Veteran Services



## Los Angeles Valley College

Tel: 818.778.5627  
Tel: 818.947-7284 Outreach  
Fax: 818.947.7283  
[veteransinfo@lavc.edu](mailto:veteransinfo@lavc.edu)

## LAVC VETERANS PROGRAM

The United States Government believes that the more education and training you have the better your chances of obtaining the job or career you want.

**At Los Angeles Valley College we offer benefits for:** active-duty veterans, reservists, veteran's with service-connected disabilities and their dependents.

### VETERANS PROGRAM PROCESSES BENEFITS FOR:

1. **Chapter 30** - Montgomery GI Bill MGIB – Active Duty
2. **Chapter 31** - Vocational Rehabilitation Program (VPR)
3. **Chapter 33** - Post 9/11 GI Bill
4. **Chapter 35** - Survivors and Dependents Benefits
5. **Chapter 1606** - Montgomery GI BILL MGIB – Selected Reserve
6. **Chapter 1607**- Reserve Educational Assistance Program (REAP)



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## STEPS TO INITIATE VA EDUCATIONAL BENEFITS

1. **Apply for VA benefits:** logon to eBenefits <https://www.ebenefits.va.gov/ebenefits/homepage>
2. **Apply to LAVC:** logon to <http://www.lavc.edu> and select "Apply." The Admissions Office will email you a student ID number and instructions about obtaining a registration appointment.
3. **Request Transcripts:** If you have attended college(s) outside the Los Angeles Community College District (LACCD), you must request transcripts to be mailed directly to LAVC Admissions Office since hand-delivered transcripts are not considered official. **In order for VA benefits certification(s) to be processed, transcripts must be received no later than your second semester of attendance.**
4. **Apply for Financial Aid:** applying for financial aid is highly recommended since this will **not** affect your VA benefits. Logon to <http://www.fafsa.ed.gov>
5. **Complete – OAC:** Complete the three Core Services:  
**Orientation:** Complete online at <https://www.lavc.edu/orientation/valleycollege.asp>  
**Assessment:** Review the pre-assessment video online at: <http://www.lavc.edu/assessment/index.html> then contact the Assessment Center at (818) 947-2587 located at SSC 242 to schedule an appointment for the English and Math Assessment.  
**Counseling/Educational Planning:** Complete **First Semester Educational Planning** online at <https://www.lavc.edu/advising2/asp> or attend an in-person session conducted by a counselor. Appointments for an in-person SEP session can be scheduled in the Assessment Center following your assessment, or by visiting the Counseling Office (SSA 151) or call (818) 947-2600, ext. 4200.
6. **Make an appointment** with a counselor for a veteran SEP. Please call (818) 778-5627 or visit the Veterans Services Office (SSC 2<sup>nd</sup> floor, Mosaic Center)

**NOTE:** You must schedule a 1-hour counseling appointment for an evaluation of transcripts from outside the LA Community College District (LACCD).

**If you submitted out-of-LACCD transcripts after your initial SEP appointment, you must schedule another counseling appointment for an updated SEP.**

## REQUIRED DOCUMENTS

**CHAPTER 30, 1606, and 1607**  
(Montgomery GI Bill – Active Duty)  
(Montgomery GI Bill – Selected Reserve)  
(Reserve Educational Assistance Program (REAP))

- Veterans** Student Educational Plan (SEP)
- Copy of DD-214 (Member 4)
- Eligibility Letter

**CHAPTER 31**  
(Vocational Rehabilitation Program)

- Veterans** Student Educational Plan (SEP)
- Copy of DD214 (Member 4)
- 28-1905 Form (provided by Vocational Rehabilitation Counselor)

**CHAPTER 33**  
(Post 9/11 GI Bill)

- Veterans** Student Educational Plan (SEP)
- Copy of DD214 (Member 4)
- Eligibility Letter

**Reminder:** For fall and spring semesters, a minimum **7** units are required to be eligible to receive a percentage of Basic Allowance for Housing (BAH). Please contact the Veterans Services Office regarding enrollment requirements for winter and summer semesters and late start courses.

**CHAPTER 35**  
(Survivors and Dependents)

- Student Educational Plan (SEP)
- Copy of DD214 or File No.
- Eligibility Letter

