

WINDWARD COMMUNITY COLLEGE
Admissions and Records Office

VA REGISTRATION FORM

To Student: Make an appointment with your Academic Counselor at 235-7413 after you have registered for your classes and submit this completed form to the Admissions and Records Office to initiate your VA Education Benefits. This VA Registration Form must be submitted each semester. You must also sign and submit to the Admissions and Records Office the VA Student Responsibility Statement.

NAME: _____ UH ID: _____ PHONE: _____
Print Last Name, First Name, MI

- | | | |
|--|---|--|
| <input type="checkbox"/> Fall Year _____
<input type="checkbox"/> Spring
<input type="checkbox"/> Summer _____ | Degree Type:
<input type="checkbox"/> Associate in Arts
<input type="checkbox"/> Certificate of Completion
<input type="checkbox"/> Certificate of Competence
<input type="checkbox"/> Academic Subject Certificate | Major:
<u>Liberal Arts</u>

_____ |
|--|---|--|

~ ~ ~ ~ ~ ACADEMIC COUNSELOR SECTION ~ ~ ~ ~ ~

Campus of Class	Class Subject	Class No.	Credits	Class Required Yes/No	Remedial/ Refresher Yes/No

Check this box if student will complete all WCC degree requirements this semester

I certify that the above classes comply with the VA enrollment certification requirements as stated on the back of this form. I have attached a copy of the student's most recent Graduation Check list.

_____ Date: _____
Academic Counselor's Signature

I understand the VA enrollment certification requirements as stated on the back of this form. I also understand that I must process a new VA Registration Form if I add or change my registration within this semester AND each semester thereafter.

_____ Date: _____
Student's Signature

In order to receive VA education benefits at Windward Community College (WCC), the student's course work is evaluated by an Academic Counselor according to the following requirements:

1. The student enrollment certification is based on WCC being the Home Institution.
2. Only courses necessary to complete the graduation requirements for the "official" major at WCC will be certified for VA education benefits.
3. All transcripts from previous colleges/military training must be evaluated for possible transferring of credits.
4. If the student is repeating course work for which he/she has already been granted transfer credit, these courses cannot be certified for VA education benefits.
5. A course a student failed or for which the grade did not meet minimum requirements for WCC graduation may be certified for VA purposes if the course is repeated.
6. Remedial and deficiency courses are courses designed to correct deficiencies (based on student's placement level) in basic mathematics, English, and reading at the elementary or secondary level. Approved remedial/deficiency courses by the State Approving Agency can be certified as part of the student approved program.
7. The student must take math and/or English classes at a level that is consistent with his/her placement test results. Courses taken **below** the student's placement level cannot be certified for VA education benefits.
8. The student's Graduation Checklist must be completed by the academic counselor, attached to this VA Registration Form, and submitted to WCC A&R.