

Detailed Veteran Enrollment Check-List

Welcome to the Richland Veterans Affairs Office. We will be glad to assist you in filing for your Veterans educational benefits. At this point you should have completed and turned in your Application Packet for Veterans Educational Benefits. However, before the Richland Veterans Affairs Office can send a certification of your enrollment to the Department of Veterans Affairs, you the Veteran/Student must meet necessary VA requirements for enrollment. This is sometimes a time consuming process and will require more than one visit to the Veterans Affairs Office at Richland College. However, this check-list has been prepared for your convenience so you may keep track of your progress.

Read this check-list carefully and follow all instructions. It is your responsibility to initiate and complete each step. All steps must be completed in order to be certified and receive VA Benefits. If you have any questions, contact the Veterans Affairs Office at Richland College. (T130, 972-238-6935).

1. **Apply for Admissions.** Residency information may be required. Contact the Enrollment Management Office for specifics. (T170, 972-238-6101).
2. **Transcripts.** It is your responsibility to request Official Academic Transcripts from all colleges previously attended. Transcripts may be mailed directly to:

Richland College
ATTN: Registrar
12800 Abrams Rd.
Dallas, TX 75243-2199

3. **Assessment Test.** Complete the Richland College Assessment Test. This will evaluate your reading, writing, and math skills. If you have recently taken the SAT or the ACT (2 years or less), then you may present an official copy of your scores in place of the Assessment Test. Also, if you are a transfer student you may be exempt from the Assessment Test if you have completed enough college credit classes. Official Academic Transcripts from your previous college will be required before this determination can be made. Contact the Testing/ Assessment Center to schedule an appointment to take the Assessment Test. (M105, 972-238-6160).
4. **Educational Plan (Degree Plan).** The Veterans Affairs Office will require you to stop by and sign an Educational Plan (Degree Plan). No benefits will be paid without an Educational Plan (Degree Plan). All previous course work must be evaluated before an Official Educational Plan (Degree Plan) can be prepared. Richland College must have Official Academic Transcripts from all previous colleges before previous course work can be evaluated.
5. **Academic Advisement.** Report to the Enrollment Management Office for your academic advisement. You will:
 - A. Complete your educational plan (Degree Plan).
 - B. Be advised to what courses are required for your course of study.
 - C. Register for classes.

The steps listed above may require separate visits to the Enrollment Management Office.

6. **Developmental Courses.** If you are enrolled in a developmental reading, writing, and/or math course, you must have not passed the college assessment test. (I.e. TASP, ACCUPLCACER, MAPS, Compass, ASSET) in order to receive GI benefits. If you have passed it and you are still required to take developmental course, we need a signed letter from the Dean of that Department in order for you to receive benefits for the developmental class (es) being taken.
7. **Fee Receipt.** Once you have paid for your classes, you will need to bring a copy of your paid Fee Receipt to the Veterans Affairs Office. Your Fee Receipt is your proof that you have actually enrolled for classes at Richland College.
8. **Changes.** Report any changes such as adding classes, dropping classes, changes of your academic major, address changes, and course substitutions to the Veterans Affairs Office. This information is relevant and could effect your VA Educational Benefits Entitlements.

Additional Information

1. **Educational Plan.** Always check the classes you plan to enroll in each semester and make sure they fit on the Educational Plan that you have signed. The Veterans Affairs Office can not certify enrollment for a class that does not fit on your Educational Plan.
2. **Repeating Classes.** If you have received a grade of "F", "W", or "WX", then you may repeat a class once and receive benefits for that one class. You will not receive benefits for a class repeated more than one time.
3. **Flex Entry and Fast Track Classes.** You can receive payments for enrolling in flex entry and fast track classes. However, you are only paid for the period of time you are attending these classes. Your benefits could be altered when you start or stop attending a flex entry or fast track class.
4. **Continuing Benefits.** It is your responsibility to request that the Veterans Affairs Office certify your enrollment to the Department of Veterans Affairs each semester that you are enrolled at Richland College. The Department of Veterans Affairs must receive a certification of your enrollment from our office before any benefits will be paid. In most cases, a copy of your paid fee receipt/schedule will serve as a request and provide our office with the information necessary to prepare an enrollment certification. However, if you have changed your major, changed your address, or enrolled for developmental classes, then you should contact the Veterans Affairs Office for more information as well as providing a copy of your fee receipt/schedule.