SOUTHSIDE VIRGINIA COMMUNITY COLLEGE

Veterans' Affairs Information Guide

New Veteran Student To-Do List:

o Obtain a Certificate of Eligiblity from the Department of Veterans Affairs (VA) at www.va.gov/education/how-to-apply/ where you will find information regarding the different VA benefits and the application for benefits. Processing time is up to 30 days. They willl send you either a Certificate of Eligiblity or a Denial Letter. **(Please note: They do not send this to us. It is the students responsibility to get this to your selected school.)**

o You will need to complete a Transfer Credit Evalution through our Admissions Department. This form is to show if you have any credit from another college. **THIS IS REQUIRED.** That departments contact information is admissions@southside.edu or (434)736-2046.

o Once you've obtained your Certificate of Eligiblity it needs to be emailed to heather.wells@southside.edu as it must be on file prior to the certification of classes.

o You will need to speak with Student Services (student.services@southside.edu or (434)736-2022) regarding getting placed in an approved VA program and enrolling in classes.

o Once you are enrolled you **MUST** complete the SVCC - GI Bill Enrollment Request Form for your classes to be certified to the VA. You can find this form by going to **www.southside.edu/veterans-affairs** and scrolling down to new students and clicking the link to it. https://docs.google.com/a/southside.edu/forms/d/e/1FAIpQLSeGuja_JnTIcjSWvKjYpv DNBukTVu_ImffrJVwv0_ekUjgyGQ/viewform?c=0&w=1

o Once you have completed the Enrollment Request Form, your classes will be reviewed and certified if no issues. If there are any issues, you will be reached out to directly by email by the SCO. The VA does NOT pay for courses if they are not in your program. Once your certification has been submitted you will receive an email from the VA confirming it's submission. Any payment questions should be directed to the VA at 888-442-4551.

Returning Veteran Student To-Do List:

o Enroll in class by contacting Student Services (student.services@southside.edu or (434)736-2022).

o Once you have been enrolled, complete the SVCC- GI Bill Enrollment Request Form for you courses to be certified. You can find this form by going to **www.southside.edu/veterans-affairs** and scrolling to current students and you will find the link on the second bullet. https://docs.google.com/a/southside.edu/forms/d/e/1FAIpQLSeGuja_JnTIcjSWvKjYpv DNBukTVu_ImffrJVwv0_ekUjgyGQ/viewform?c=0&w=1

o If you do not fill out the enrollment request form, your courses cannot be certified. Once it has been filled out, your request will be reviewed. If there are any issues, you will be contacted directly by email. Reminder: The VA will NOT pay for courses that are not in your program. If there are no issues the certification will be submitted, and you will receive a confirmation email from the VA. Any payment questions should be directed to the VA at 888-442-4551.

Veterans' Affairs Contact Information:

o Heather Wells | School Certifying Official | heather.wells@southside.edu | (434)949-1094

o Student Services | Advising | student.services@southside.edu | (434)736-2022

o VA Student Help Line | Questions regarding payments/benefits | (888)442-4551

o SVCC VA Department | General Questions | vabenefits@southside.edu