

## **Welcome Veterans**

Hello, my name is Rhonda Robinson, and I am the Veterans Coordinator at MCC. I want to welcome you to Mayland Community College. I am located in the Gwaltney Hall building in Room 145. Please feel free to come by my office. I may be reached by phone at 828-765-7351, Ext 223, by fax at 828-765-0728 or e-mail at [rrobinson@mayland.edu](mailto:rrobinson@mayland.edu).

I hope that this website will provide you with information that will get you started receiving your VA education benefits, and possibly answer many of your questions. I look forward to serving you at Mayland Community College.

## **General Information**

### **Veteran/Dependent/National Guard/Reserve Assistance**

**Eligibility:** Persons enrolled in an approved program at Mayland Community College will be eligible to receive veteran's education benefits if they qualify.

**Exclusions:** Audited courses, independent student courses, credit exam, courses taken outside of the curriculum, courses for which transfer credit has been awarded, repeated courses with a passing grade, or any other courses not counted toward graduation will not be used in calculating hours for payment purposes.

**Attendance:** Regular class attendance is considered to be a vital ingredient in scholastic achievement and is one of the many responsibilities of the college student. As a result, the student is expected to be in attendance for each class meeting unless prohibited by uncontrollable events. No absence exempts the student from completing the work assigned during the absence. The student will assume the responsibility of determining what work is missed. Students anticipating an absence should contact their instructors in advance to make necessary arrangements. The instructor is responsible for informing students in writing of the attendance policy at the beginning of each semester. Recipients of VA education benefits are paid while in class attendance. A student who withdraws from class must notify the Financial Aid Technician immediately to avoid overpayment. The student is responsible for notifying the Financial Aid Technician and the Registrar for any reason for non-attendance. In addition, all students who are receiving either the Montgomery GI BILL Active Duty or Selected Reserve MUST verify their enrollments monthly to receive payments. This verification can be done either by using the Web Automated Verification of Enrollment (WAVE) application at [www.gibill.va.gov](http://www.gibill.va.gov) or by using an automated telephone system at 1-877-823-2378 and follow the prompts. This information must be reported each month before another VA check will be mailed or deposited.

**Satisfactory Academic Progress:** Mayland Community College is committed to the success of students. Federal and state regulations require that students receiving financial aid maintain Satisfactory Academic Progress (SAP). MCC applies these standards to all

federal and state financial aid funds in order to maintain a consistent procedure for all students receiving assistance.

### **Procedure Statement**

In order to be eligible for financial aid, students must meet the following minimum guidelines:

1. **Qualitative Standard** – Must not be suspended according to the College’s academic suspension procedure. In addition, a student must maintain a cumulative Grade Point Average (GPA) of 2.0.
2. **Quantitative Standard** – Must earn 66 percent of the total cumulative credit hours attempted (e.g., if the student has attempted 50 credit hours, the student must have earned credit for at least 33 hours). The number of hours attempted is defined as the total cumulative number of credit hours for which the student was enrolled at the general 10% point of each term. The total number of hours earned is defined as the total cumulative number of credit hours from each term at MCC for which the student received a passing grade as noted on the student’s academic transcript.
3. **Maximum Time Frame** – Must complete program of study in a time frame not to exceed 150 percent of the published length of the program for full-time students. This will be measured in credit hours (e.g., if the academic program length requires 60 credit hours, maximum time frame cannot exceed 90 credit hours attempted).

### **Review Process – NEW for Summer 2006**

It is the responsibility of the student to be aware of his/her Satisfactory Academic Progress status for financial aid eligibility. To determine a student’s academic progress status and eligibility for financial aid, a student’s academic records will be evaluated at the end of each semester.

Financial aid recipients will be granted a two semester period following the first semester of failure to regain cumulative satisfactory academic progress. The first term after failure to make satisfactory academic progress is known as “monitoring” status. If satisfactory academic progress is not regained, the next term is known as “probationary” status. During the monitoring and probationary status periods, a student may continue to receive financial aid provided he/she is otherwise eligible. Students are expected to use this period to work on re-establishing satisfactory academic progress.

If, at the end of the monitoring and/or probation periods, the student is able to re-establish satisfactory academic progress, the probation is lifted. After these two terms, if satisfactory academic progress has not been regained, he/she is placed in “unsatisfactory”

status and the student is no longer eligible for financial aid until their progress is again satisfactory.

A student who does not meet the academic requirements for aid eligibility at the end of the probationary semester may attend the next semester(s) (**without financial aid**) in order to make up the deficiencies (2.0 grade-point average and/or 66% completion rate). This only applies if the student has not been placed on **academic** suspension.

(NOTE: In order to implement this new review policy, it is necessary to assign a “monitoring” status to ALL students who **failed** to show cumulative satisfactory academic progress at the end of the Summer 2006 semester.)

**Application Process:** Students should apply for admission to Mayland, contact high school and colleges attended to send official transcripts to MCC, provide the Admissions Office with service schools or tests which may be evaluated for credit, contact the Financial Aid Technician for an application for benefits, and provide additional information if needed, for certification.

**Payment Guidelines:** Mayland Community College does not participate in the Advance Payment Program. Veteran students are required to pay all charges at the time of registration. Payments of educational benefits are made directly to the veteran by the Department of Veteran Affairs by check or direct deposit for the period the veterans is in attendance in an eligible program and have remaining entitlement.

**Student Course Load:** For VA purposes, students must register for and maintain 12 semester hours to be considered full-time. Payment for students enrolling in less than 12 hours will be prorated.

## **Veterans Forms**

Link to Department of Veterans Affairs (DVA) Forms

[www.va.gov/vaforms](http://www.va.gov/vaforms)

## **Memorandum of Understanding**

### **MEMORANDUM OF UNDERSTANDING**

1. My admission file must be complete which includes an official high school transcript or valid GED scores, or an official college transcript indicating that I received an Associate Degree or higher, official transcripts from all colleges I have attended, and any service schools or tests which may be evaluated for credit before I can be certified to receive Veteran Education Benefits.
2. My Mayland Community College VA file must be complete which includes an application for VA Education Benefits or Request for Change of Program or Place

of Training, Discharge Papers (DD214) and other supporting documentation as requested by the VA Certifying Official before an Enrollment Certification can be sent to the Department of Veteran Affairs.

3. For payment purposes, courses I enroll in must be listed as a course requirement in my program of study as outlined in the MCC catalog in effect when I enroll at Mayland Community College.
4. To be paid for remedial courses, College Placement Test results must require I enroll in the remedial course.
5. When a new catalog is published, if I decide to graduate under the new program requirements, I must notify the school certifying official of this decision so a new evaluation can be completed. I understand that I may not change back to an older catalog requirement at anytime.
6. I cannot be paid for audited courses, independent study courses, credits by exam, courses taken outside of the curriculum, repeated courses with a passing grade, courses transfer credit that has been awarded, or any other courses not counting toward graduation.
7. Mayland Community College does not participate in the Advance Pay Program. I am required to pay all charges at the time of registration. The Department of Veterans Affairs makes payments of education benefits directly to me for the period I am in attendance in an eligible program as long as I have remaining entitlement.
8. If I receive either the Montgomery GI BILL Active Duty or Selected Reserve, I MUST verify my enrollment monthly to receive payments. This verification can be done either by using the Web Automated Verification of Enrollment (WAVE) application at the [www.gibill.va.gov](http://www.gibill.va.gov) website, or by using an automated telephone system at 1-877-823-2378 and follow the prompts.
9. I must attend class to receive Veteran education benefits. It is my responsibility to notify the school certifying official if I drop a class, withdraw from school, or stop attending class for any reason.
10. I must meet the standards of progress as stated in the MCC catalog to continue receiving Veteran education benefits.

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Printed Name

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Signature

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Date

Veterans Links

GI Bill website:

<http://www.gibill.va.gov>

Department of Veterans Affairs website:

<http://www.va.gov>

Veterans' Benefits Administration website:

<http://www.vba.va.gov>

Sites to request military transcripts:

Army:

<http://www-leav.army.mil/AARTS/INDEX.HTM> (Click on D From 5454)

USAF:

<http://www.au.af.mil/au/ccaf> (Click on pubs & resources)

Navy/Marine:

<http://www.navycollege.navy.mil>

North Carolina National Guard:

<http://www.ncguard.com>

North Carolina State Division of Veterans Affairs:

<http://www.doa.state.nc/doa/vets/vahome.htm>

National Association of State Directors of Veterans Affairs:

<http://www.nasdva.com>

National Association of Veteran Program Administrators:

<http://www.navpa.org>

North Carolina State Approving Agency:

<http://www.ga.unc.edu/UNCGA/affiliates/NCSAA>

National Association of State Approving Agencies website:

<http://www.saavetrain.org/index.htm>

Atlanta Regional Office website:

<http://www.atlanta.rpo.net>

W.A.V.E. Automated Verification of Enrollment

<http://www.gibill.va.gov/wave>

