

## CHAPTER 30 STUDENTS USING GI. BILL CHECKLIST

- 1. [Apply to West Hills College – online](#)
  
- 2. Obtain the following Veterans Packet at the WHC Lemoore Veterans campus office or print the forms here:
  - A) [Veterans Office Application](#)
  - B) [Memorandum of Understanding](#)
  - C) [Application for Veteran Education Benefits \(va form 22-1990\)](#)
  - D) [HE 35 Form](#)
  
- 3. Make appointment with V.A. Counselor (559) 925-3218  
Your appointment should include:
  - 1) Classes    2) SEP    3) 826 Form

**NOTE: You cannot be certified for G.I. Benefits without seeing Mr. Sedgwick**

- 4 Copy of your DD-214
  
- 5. Request [SMART transcripts](#)
  
- 6. Assessment/Placement Test – ASAP
  - A) [Dates and Times – online](#)
  - B) Exemptions English & Math Class completed at another college.  
Need transcripts or grade sheet for class placement
  
- 7. [Register](#) for appropriate classes
  - 1) Major classes    2) General Education or Prerequisite classes
  
- 8. Inform Jan of any class change and/or personal information (address or phone number) [luzmacias@westhillscollge.com](mailto:luzmacias@westhillscollge.com) or 925-3218

WHC Lemoore Veterans Counselor – [Gary Sedgwick](#) (559) 925-3320

WHC Lemoore Veterans Student Services Assistant – [Luz Macias](#) (559) 925-3215

## MEMORANDUM OF UNDERSTANDING

West Hills College  
555 College Dr.  
Lemoore, CA 93245

TO: STUDENTS RECEIVING V.A. BENEFITS

FROM: Gary Sedgwick, Veterans Counselor

Congratulations on your decision to attend West Hills College. We hope that you will experience a rewarding and productive educational experience. **This memo will provide important and useful information concerning your veteran's educational benefits.**

A. **VA FORMS**

1. Pick up all V.A. forms from the Veterans Clerk, Jan Young, and return as soon as possible.
2. Jan will check the paperwork for accuracy and start a V.A. folder.
3. If you live in Coalinga or near North District Center, Jan will mail you the V.A. forms. Always call Jan, 925-3215, before driving to Lemoore and check her working hours. If you mail the forms back to Jan, please include e-mail, and phone number, including the best time to call, as Jan may need additional information.

***REMEMBER – THE FORMS MUST BE COMPLETED WITH ACCURATE INFORMATION.***

4. **MAJOR:** YOU MUST LIST A MAJOR (AA/AS OR BA/BS TRANSFER MAJOR SUCH AS RN AT CSU, FRESNO). **I RECOMMEND AA/LIBERAL ARTS IF YOU ARE UNDECIDED.** YOU CANNOT BE CERTIFIED FOR V.A. PAY AS AN UNDECLARED MAJOR.

B. **APPLICATION TO WEST HILLS COLLEGE**

1. Complete an online application to West Hills College at [www.westhillscollge.com](http://www.westhillscollge.com) before testing or class registration.

C. **ASSESSMENT**

1. **CHECK FOR PLACEMENT TEST DATES AND TIMES. THE TEST DETERMINES PLACEMENT INTO ENGLISH AND MATH CLASSES.** Testing into English 1A allows you to take classes with an English prerequisite or testing into English 51A or 51B requires a “C” grade or higher to register for some classes with an English prerequisite. **YOU CANNOT REGISTER FOR MATH 101 OR ENG 101 IF YOU DID NOT TEST INTO THAT CLASS LEVEL.** You may research the placement test schedule at [www.westhillscollge.com](http://www.westhillscollge.com) class schedule.
2. **EXEMPTIONS:** You are exempt from taking the placement test if you have completed English or Math classes at another accredited college with a “C” or higher grade. Make an appointment with me to evaluate or see another counselor or advisor if I am not available to determine comparable class levels at WHC. An unofficial transcript can be used for class placement and speed up the process for registration.

3. **PRIOR CREDIT**  
**ALL TRANSCRIPTS FROM PREVIOUS COLLEGES MUST BE ORDERED AND PLACED IN YOUR V.A. FOLDER DURING THE FIRST SEMESTER OF CLASSES. I AM NOT ALLOWED TO CERTIFY YOU FOR THE SECOND SEMESTER UNTIL PREVIOUS TRANSCRIPTS ARE EVALUATED. PRIOR CREDIT, FROM PREVIOUS COLLEGES, IS INDICATED ALONG WITH PAYMENT CERTIFICATION FOR YOUR SECOND SEMESTER. VERY – VERY IMPORTANT.**

4. **SMART TRANSCRIPT**  
A SMART TRANSCRIPT FORM is included in the V.A. package. Each Military branch has a separate form and different mailing address. YOU NEED TO **MAIL THIS FORM IMMEDIATELY**. The military units for Military schools will be added to your transcript according to the ACE Guide provided by each military branch.

5. **HE 35 FORM**

D. **APPOINTMENTS**

1. IT TAKES AN ILLNESS OR EMERGENCY FOR ME TO MISS APPOINTMENTS.
2. CALL 925-3215 OR 925-3317 TO SCHEDULE AN APPOINTMENT. **DO NOT CALL ME AS ALL APOINTEMENTS ARE MADE VIA THE OFFICE STAFF. I AM A PART-TIME COUNSELOR AND WILL TRY TO RETURN CALLS AS SOON AS POSSIBLE, BUT THERE ARE PERIODS OF TIME WHEN I AM NOT AT MY DESK TO RESPOND QUICKLY.**
3. **I SCHEDULE APPOINTMENTS FOR 30 MINUTES.** IT IS VERY HELPFUL IF YOU CAN CHECK THE WEB PAGE AND HAVE SOME IDEA OF CLASSES YOU WISH TO TAKE. MY COUNSELING HOURS ARE ROTATED THROUGHOUT THE WEEK TO INCLUDE MORNINGS, AFTERNOONS OR EVENINGS. PLEASE CALL TO CANCEL IF YOU CANNOT KEEP A SCHEDULED APPOINTMENT.
4. **APPOINTMENT SCHEDULE**  
THROUGHOUT THE YEAR, I PLACE COUNSELING DATES AND TIMES IN THE COMPUTER AT TWO WEEK INTERVALS. **CALL DURING THE LAST WEEK** OF A MONTH TO MAKE AN APPOINTMENT FOR THE **FIRST TWO WEEKS** OF ANY MONTH. CALL **DURING THE SECOND WEEK** TO MAKE AN APPOINTMENT FOR THE LAST TWO WEEKS OF ANY MONTH.
5. **JULY** – I AM USUALLY AVAILABLE FOR A FEW DAYS DURING THE MIDDLE OF THE MONTH.

E. **REGISTRATION**

1. All registration is completed online at [www.westhillcollege.com](http://www.westhillcollege.com) or in some select cases by the office staff. Example: If English was completed at another college and a class has a prerequisite of test scores or an English class, the computer will not allow you to register. If a transcript arrives showing an English class, Jan can place the test score into the computer comparable to the level of English completed, or I can indicate the class on a 826 form and you can register with an office staff individual.
2. **MAKE EVERY EFFORT TO SEE ME AS SOON AS POSSIBLE. THE SEP (STUDENT ED PLAN) MUST BE COMPLETED SHOWING CLASSES YOU ARE ALLOWED TO REGISTER FOR CERTIFICATION. I WILL GIVE YOU THE FORM**

SHOWING THE EXACT CLASSES YOU ARE ALLOWED, BY V.A., TO TAKE FOR CERTIFICATION.

**\*\*\*\*V.A. AUDITORS CHECK TO SEE THAT THE CLASSES ARE ALLOWABLE ACCORDING TO YOUR MAJOR.**

**\*\*\*\*REMEMBER\*\*\*\*YOU CAN ONLY TAKE CLASSES IN YOUR MAJOR, GENERAL EDUCATION, OR PREREQUISITE REQUIREMENTS. DO NOT REGISTER FOR ELECTIVES UNTIL THE V.A. COUNSELOR HAS DETERMINED THAT YOUR MAJOR OR PRIOR CREDIT ALLOWS ELECTIVE CLASSES.**

3. IF THE V.A. COUNSELOR IS NOT AVAILABLE, SUCH AS MUCH OF JULY, SEE ANOTHER COUNSELOR OR ADVISOR TO HELP SELECT CLASSES.

**\*\*\*\*\*REGISTER AS SOON AS POSSIBLE, BUT YOU MUST SEE ME TO COMPLETE THE S.E.P. AND CHECK THE REGISTERED CLASSES FOR ACCURACY.**

F. **CHANGES**

1. CHANGES IN ADDRESS OR PHONE NUMBER MUST BE REPORTED TO JAN **IMMEDIATELY.**

**\*\*\*\*REMINDER\*\*\*\***

**I AM MANDATED TO CHECK ALL “F” AND “W” GRADES AT THE END OF EACH SEMESTER AND REPORT ADJUSTMENTS TO V.A.** I SINCERELY APPRECIATE THE STUDENTS WHO COMPLY, V.A. HAS BEEN NOTIFIED, AND FORMS ARE IN ORDER. WITHOUT PROPER NOTIFICATION OF A DROP, YOU COULD BE DROPPED FROM THE START OF A SEMESTER AND LOSS OF PAY FROM THAT POINT.

G. **NON-PAYABLE COURSES**

1. PE courses, except for dependents under age 21 and PE majors. (Now called Kinesiology).
2. HE 35 FOR AA/AS degree majors. Dependents are required to complete the class for AA/AS degrees. Health Science majors may be required to complete this class.
3. General Work Experience, unless required by the major.
4. “F” grades as a result of non-attendance. You are required to pay some money back to the V.A. if the “F” grade is due to not completing the class, including the final exam. YOU OR THE INSTRUCTOR, OR BOTH MAY RECEIVE A LETTER TO INDICATE **LAST DATE OF ATTENDANCE AND A SIGNATURE.** AGAIN, THIS IS PLACED IN YOUR FOLDER AND ADJUSTMENTS MAY BE MADE TO V.A. YOU WILL BE DISMISSED FOR THE FOLLOWING SEMESTER IF THE G.P.A IS LESS THAN 1.00 UPON ATTEMPTING 12 UNITS. YOU ARE NOT REQUIRED TO PAY BACK MONEY FOR A “F” GRADE IF YOU HAVE COMPLETED THE CLASS AND THE FINAL EXAM.

H. **PAYMENT FOR EACH SEMESTER**

1. 826 form.....I will complete the initial 826 form during the required S.E.P. for all new V.A. students.

2. COMPLETION OF THIS FORM STARTS THE PROCESS OF CERTIFICATION WHICH IS SENT TO MUSKOGEE, OK.

FOR ADDITIONAL INFORMATION REGARDING V.A. BENEFITS, PLEASE CONTACT JAN AT 925-3215. OTHER OFFICE STAFF CAN HELP WITH GENERAL INFORMATION, SUCH AS REGISTRATION OR TESTING, BUT YOU NEED TO CONTACT JAN, THE VETERANS CLERK, FOR SPECIFIC INFORMATION.

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Date

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature