WV Institute of Technology
West Virginia University

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Veteran's Enrollment Certification

S.T.A.R.

Student ID: |___|___|___|-|___|___|___|-|___|___|___| **Term:** _____

Name: |___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|
Last

|___|___|___|___|___|___|___|___|___|___|___|___|___|___| |___|___|___|___|___|___|___|___|___|___|
First   Middle

Section for Advisor Verification:

Major: _____   **Advising Term Pin:** |___|___|___|___|___|___|

CRN	SUBJ	###	T##	Credit Hours	Grade Mode*	Advisor Approval**	TC	CHO	Department Approval**	Apr	CS	PR
The following courses count towards the degree or minor and are not repeats for credit:												
The following courses **do not** count towards the degree or minor or are repeated for the purpose of improving the GPA:												

*2=Normal, 3=P/F, 1=Audit, **Sign and initial appropriate box for advisor approval of Time Conflict or Credit Hour Overload or box for department approval for Approval, Closed Section, or Pre-requisite.**

The above courses apply towards the student's programs and are not repeated or do not apply as designated in the appropriate sections above.

Advisor signature:_____ **Date:**_____

I acknowledge that I am responsible for entering my student class schedule. I understand that if any changes are needed, it is recommended that I consult with my advisor prior to making any changes. I am responsible for any course selections I make independently. I am responsible for ensuring that at all times my enrollment has sufficient credit hours and appropriate courses to satisfy requirements for athletic eligibility, financial aid and scholarships (e.g. Promise), insurance coverage, veterans or other benefit that is dependent upon academic status. I am responsible for checking my MIX account regularly and keeping my contact information up-to-date in STAR.

Student Signature:_____ **Date:**_____

For Office Use Only: Certification Date: _____

Last Updated: 16-Mar-2011

Instructions for the Veteran's Enrollment Certification

Student's responsibility

1. Meet with your advisor to determine course selections during priority registration or no later than two months prior to the semester start date. Registering later may result in the student having to make alternative payment arrangements while waiting on veteran's benefits. Sometimes the process is quite lengthy. We are here to help you, but you must work through the process in a timely manner.
2. Use your advising term pin to enroll in courses selected.
3. Make new selections or obtain approvals for courses you are blocked from enrolling in.
4. Once enrollment is completed, present signed Veteran's certification form to the Office of the Registrar for certification.
5. If additional classes are added later, the student will need to file a new form listing whether the new classes count towards the degree.

Advisor's Role

1. Help the student selects courses offered for the semester that apply to the academic degree, major and/or minors.
2. Place courses that apply towards the major and for which the student has not already earned credit in the designated form areas. A course is considered repeated when a student retakes a course for which a D or C has been earned and a higher grade is not required for the student to progress towards graduation in their major or minor program. The VA will fund F repeating grade courses, but not D grades unless D grades are *unacceptable* under degree program policies. However if a C or better is required for degree progress, the repeated course will "count towards the degree" and should be placed in the first section.
3. Sign the form and return to the student for signature. It is the responsibility of the student to bring the form to the Office of the Registrar.