



NEW STUDENT VA CHECKLIST COME TO BLDG 17, VETERANS OFFICE TO COMPLETE PROCESS

CHOOSING A CAREER PROGRAM

CHOOSE A PROGRAM FROM OUR VA APPROVED PROGRAMS LIST

ADMISSIONS

APPLY FOR ADMISSION EITHER ON LINE AT WWW.CPTC.EDU/APPLY OR AT ENROLLMENT SERVICES IN THE LOBBY OF BUILDING 17.

FINANCIAL AID/WORKER RETRAINING/EDUCATION BENEFITS

IF YOU HAVE BEEN OUT OF THE MILITARY FOR LESS THAN FOUR YEARS, YOU MUST BRING YOUR DD-214 (MEMBER 4 COPY) TO BUILDING 16 ROOM 118 FOR WORKER RETRAINING. IN ADDITION, COMPLETE THE FEDERAL APPLICATION FOR STUDENT AID (FAFSA) AT FAFSA.ED.GOV. IF YOU KNOW YOU HAVE VETERANS ELIGIBILITY, GO TO WWW.GIBILL.VA.GOV AND FILL OUT THE VONAPP TO ACTIVATE YOUR BENEFITS.

PLEASE NOTE THAT MYCAA AND TUITION ASSISTANCE ARE HANDLED IN A DIFFERENT OFFICE.

TRANSCRIPTS

HAVE YOUR OFFICIAL TRANSCRIPTS SENT TO CLOVER PARK TECHNICAL COLLEGE (CPTC). FOR MILITARY TRANSCRIPTS GO TO: <https://jst.doded.mil> OR www.au.af.mil FOR AIRFORCE TRANSCRIPTS. IT IS MANDATORY FOR ALL STUDENTS TO HAVE THEIR MILITARY TRANSCRIPT ON FILE TO BE VA CERTIFIED. FOR OTHER COLLEGE TRANSCRIPTS, CONTACT THE SCHOOL AND REQUEST OFFICIAL TRANSCRIPTS BE SENT.



ACCUPLACER ASSESSMENT

(1) OBTAIN YOUR STUDENT ID (SID) NUMBER AT ENROLLMENT SERVICES IF YOU HAVE NEVER BEEN ASSIGNED AN SID AT CPTC. (2) PAY THE \$19 FEE AT THE CASHIERS OFFICE. (3) TAKE THE COMPASS ASSESSMENT. PLEASE NOTE THAT NOT ALL PROGRAMS REQUIRE THE COMPASS ASSESSMENT.



EDUCATION PLAN

ATTEND AN ADVISING SESSION

ALL NEW STUDENTS ARE REQUIRED TO ATTEND AN ADVISING SESSION TO LEARN ABOUT PORGRAM COURSE REQUIREMENTS AND EDUCATION PLANNING. IF YOU HAVE ANY QUESTIONS, PLEASE SEE ADVINSING AND COUNSELING IN BUILDING 17, ROOM 150 (253-589-5534).

BRING YOUR COMPASS SCORES, OR COURSE TRANSFER REPORT, AND YOUR STUDENT ID NUMBER TO THE ADVISING SESSION.

PLEASE READ:

REMEDIAL COURSES (MATH 91, MATH 99, ENGLISH 82, ENGLISH 94) CANNOT BE CERTIFIED IF THEY ARE ON-LINE OR HYBRID COURSES.

12 CREDIT HOURS IS FULL-TIME AT CLOVER PARK TECHNICAL COLLEGE.



ONLINE REGISTRATION/VA OFFICE

REGISTERING FOR YOUR CLASSES WILL BE COMPLETED ON-LINE; ONCE THIS IS DONE, PROCEED TO THE VA OFFICE TO SUBMIT ALL PAPERWORK. PLEASE NOTE THE REQUIRED PAPERWORK INCLUDES: TRANSCRIPTS, EDUCATION PLAN, CLASS SCHEDULE, AND YOUR **CERTIFICATE OF ELIGIBILITY** OR A COPY OF YOUR BENEFITS APPLICATION.

WASHINGTON STATE WAIVER

PLEASE PROVIDE THE FOLLOWING DOCUMENTS:

YOUR: WA STATE PHOTO ID AND BIRTH CERTIFICATE OR MARRIAGE LICENSE

THE VETERAN'S: DD-214 MEMBER 4 COPY, WA STATE PHOTO ID AND LETTER FROM VA STATING 100% DISABILITY OR A DEATH CERTIFICATE.



ACTIVATE YOUR CPTC STUDENT EMAIL

OFFICIAL COMMUNICATIONS WILL BE THROUGH EMAIL ONLY. LEARN HOW TO ACTIVATE YOUR CPTC EMAIL ACCOUNT AT WWW.CPTC.EDU/EMAIL-HELP

DEFERMENT OF TUITION AND FEES
CHAPTER 30/35/1606/1607

AFTER YOU HAVE SUBMITTED ALL PAPERWORK, RETURN TO THE VA OFFICE (BLDG 17) ON THE DAY TUITION AND FEES ARE DUE TO SIGN A 30-DAY DEFERMENT THAT WILL EXTEND YOUR DUE DATE AN ADDITIONAL 30 DAYS. NOTE THAT CHAPTER 33 (POST 9-11) STUDENTS DO NOT NEED TO SIGN A DEFERMENT FORM.

CERTIFICATION/VERIFICATION

FOR CHAPTER 30/1606/1607, YOU ARE REQUIRED ON THE LAST DAY OF THE MONTH TO VERIFY YOUR ATTENDANCE. VERIFICATION CAN BE DONE ONE OF TWO WAYS:

1. TELEPHONE AT 877-E-CERT (877-823-2378).
2. ONLINE AT THE WEB AUTOMATED VERIFICATION OF ENROLLMENT (WAVE). GO TO WWW.GIBILL.VA.GOV AND CLICK ON “**VERIFYING YOUR ATTENDANCE**” OR GO DIRECTLY TO WWW.GIBILL.VA.GOV/WAVE.

PLEASE NOTE THE DIFFERENCE BETWEEN CERTIFICATION AND VERIFICATION. **THE VA OFFICE PERFORMS ENROLLMENT CERTIFICATION.** STUDENTS ARE RESPONSIBLE FOR VERIFYING THEIR ATTENDANCE WITH THE VA EDUCATIONAL CENTER.

ATTENDANCE VERIFICATION

[VA ATTENDANCE VERIFICATION FORM - PDF](#)

<http://www.cptc.edu/veterans>

ON THE FIRST DAY OF EVERY NEW QUARTER, ALL VA STUDENTS ARE REQUIRED TO PRINT OR PICK UP AN ATTENDANCE VERIFICATION FORM AT THE VA OFFICE AND HAVE IT SIGNED BY THEIR INSTRUCTORS. THE FORM MUST BE RETURNED TO THE VA OFFICE DURING THE FIRST WEEK OF THE QUARTER.

VETERANS RESOURCE CENTER

BE SURE TO STOP BY OUR VETERANS RESOURCE CENTER IN BLDG. 2, ROOM 109. IF YOU ARE IN NEED OF QUIET PLACE TO STUDY, DO HOMEWORK OR SEARCHING FOR AVAILABLE RESOURCES FOR VETERAN STUDENTS AND/OR THEIR FAMILIES; PLEASE VISIT THE VETERANS RESOURCE CENTER.

- RENTAL ASSISTANCE
- UTILITIES ASSISTANCE
- GROCERY ASSISTANCE

VETERANS RESOURCE CENTER HOURS: MONDAY-FRIDAY 7:30AM – 4:30PM.

CONTACT #: (253) 589-5966.

WELCOME TO CLOVER PARK TECHNICAL COLLEGE

STUDENT STATEMENT OF UNDERSTANDING

I, _____, AM RESPONSIBLE FOR TAKING THE FOLLOWING ACTIONS:

1. INFORM THE CERTIFYING OFFICIAL IMMEDIATELY OF CHANGES TO MY STUDENT STATUS, INCLUDING BUT NOT LIMITED TO:
 - CHANGE OF PROGRAM
 - CHANGE OF COURSE LOAD (REDUCTION/INCREASE OF CLASSES/CREDITS)
 - WITHDRAWAL FROM CLASSES
 - CHANGE OF ADDRESS/CONTACT INFORMATION

2. FOLLOW THE OFFICIAL WITHDRAWAL PROCEDURES OF THE COLLEGE--IF I SHOULD DECIDE TO WITHDRAW FROM A COURSE, WITHDRAW FROM THE COLLEGE OR TAKE A LEAVE OF ABSENCE.

3. MAINTAIN STANDARDS OF SATISFACTORY ACADEMIC PROGRESS AS SET FORTH BY THE COLLEGE. THESE POLICIES ARE INTENDED TO SUPPORT A SUCCESSFUL LEARNING EXPERIENCE AT CLOVER PARK TECHNICAL COLLEGE. AT THE CONCLUSION OF EACH QUARTER, GRADES OF ALL STUDENTS ENROLLED IN THAT QUARTER WILL BE REVIEWED.

ANY STUDENT WHOSE QUARTERLY GPA IS UNDER 2.0 WILL BE ENCOURAGED TO TAKE ADVANTAGE OF THE ASSISTANCE PROVIDED BY THE COLLEGE TO HELP ASSURE STUDENT SUCCESS. STUDENTS USING STATE WAIVER WILL LOOSE ELIGIBLTY FOR THE WAIVER UNTIL THEIR GPA IS ABOVE A 2.0.

VA WILL NOT PAY FOR CLASSES THAT ARE NOT ON YOUR EDUCATION PLAN. IF YOU HAVE ALREADY TAKEN A COURSE THAT MEETS A REQUIREMENT ON YOUR EDUCATION PLAN, VA WILL NOT PAY FOR YOU TO RETAKE IT.

ONCE YOU ARE REGISTERED FOR CLASSES, IF YOU WITHDRAW OR INCREASE YOUR CREDIT LOAD WITHOUT NOTIFYING THE VA CERTIFYING OFFICIAL, YOU WILL BE RESPONSIBLE FOR THE OVERPAYMENT THAT WILL OCCUR. IF YOU HAVE CHANGES THAT YOU WOULD LIKE TO MAKE TO YOUR SCHEDULE, **DO NOT** DO IT ONLINE OR GO TO ENROLLMENT SERVICES/REGISTRATION, YOU MUST SEE THE VA CERTIFYING OFFICIAL.

THE FOLLOWING GUIDELINES HAS BEEN ESTABLISHED TO ENSURE ACADEMIC STANDARDS ARE MAINTAINED:

STEP 1: THE FIRST QUARTER IN WHICH THE GRADE POINT AVERAGE (GPA) IS LESS THAN 2.0, THE STUDENT WILL RECEIVE A NOTIFICATION OF THE LEVEL OF ACADEMIC ACHIEVEMENT. THE STUDENT MAY NOT BE ALLOWED TO CONTINUE TO THE NEXT COURSE IN ACCORDANCE WITH ESTABLISHED PROGRAM PREREQUISITES.

STEP 2: IF THE STUDENT EXPERIENCES TWO CONSECUTIVE QUARTERS OF WORK IN WHICH THE GPA IS LESS THAN 2.0, THE STUDENT WILL BE PLACED ON ACADEMIC PROBATION FOR THE FOLLOWING QUARTER OF ATTENDANCE.

STEP 3: IF A STUDENT EXPERIENCES THREE CONSECUTIVE QUARTERS OF WORK IN WHICH THE GPA IS LESS THAN 2.0, THE STUDENT WILL BE SUSPENDED FROM ATTENDANCE AT THE COLLEGE AND MAY NOT REGISTER FOR THE NEXT ACADEMIC QUARTER.

STUDENTS PLACED ON ACADEMIC PROBATION OR SUSPENSION MAY APPEAL TO THE ACADEMIC REVIEW COMMITTEE FOR REASSESSMENT IF THEY BELIEVE THAT UNUSUAL CIRCUMSTANCES BEYOND THEIR CONTROL WERE THE CAUSE OF THEIR LOW ACADEMIC ACHIEVEMENT. FINANCIAL AID RECIPIENTS ARE SUBJECT TO THE SATISFACTORY PROGRESS POLICY. REINSTATEMENT TO THE COLLEGE FOLLOWING ONE QUARTER OF ACADEMIC SUSPENSION REQUIRES THE STUDENT TO MEET WITH ADVISING & COUNSELING TO DEVELOP AN EDUCATIONAL PLAN. UPON REINSTATEMENT, THE STUDENT WILL RESUME CLASSES ON ACADEMIC PROBATION.

STEP 4: SUBMIT YOUR CLASS SCHEDULE ONCE YOU HAVE REGISTERED FOR YOUR CLASSES ONLINE. PLEASE MAKE SURE YOU HAVE SIGNED AND DATED THE BOTTOM OF YOUR SCHEDULE BEFORE YOU SUBMIT IT.

STEP 5: YOU ARE REQUIRED TO SUBMIT YOUR ATTENDANCE VERIFICATION FORM—SIGNED BY YOUR PROGRAM INSTRUCTORS—ON THE **FIRST DAY OF THE QUARTER** TO ENSURE FUNDS ARE RECEIVED. PLEASE MAKE SURE YOU HAVE SIGNED AND DATED THE FORM BEFORE YOU SUBMIT IT.

IMPORTANT WEBSITES AND PHONE NUMBERS

APPLY FOR BENEFITS: www.gibill.va.gov/apply-for-benefits/application

VERIFY ATTENDANCE: www.gibill.va.gov/wave

AUTOMATED VERIFICATION: 877-823-2378

VA REGIONAL PROCESSING OFFICE
PHONE NUMBER: 888-442-4551
FAX NUMBER: 918-781-7868 **OR** 918-781-7863
ADDRESS: 125 SOUTH MAIN STREET
MUSKOGEE, OKLAHOMA 74401

CPTC ACADEMIC CALENDAR: www.cptc.edu/academic-calendar

WASHINGTON STATE DEPARTMENT OF VETERANS AFFAIRS: www.dva.wa.gov

DEPARTMENT OF VETERANS AFFAIRS: www.va.gov

**PLEASE SIGN AND DATE; RETURN THIS SHEET
TO THE VA OFFICE.**

I UNDERSTAND THAT FAILURE TO CARRY OUT ALL OF THE ABOVE MAY RESULT IN SUSPENSION
OF MY EDUCATION BENEFITS AND SUBJECT ME TO LIABILITY FOR RECOVERY OF OVERPAYMENT.

I, _____, HAVE REVIEWED AND UNDERSTAND ALL
(PRINT NAME)
ITEMS ABOVE, HAVE SECURED ANSWERS TO MY QUESTIONS AND CERTIFY THAT I WILL COMPLY
WITH ALL REGULATIONS SET FORTH BY THE DEPARTMENT OF VETERANS AFFAIRS AND CLOVER
PARK TECHNICAL COLLEGE.

STUDENT SIGNATURE: _____

STUDENT ID #: _____

DATE: _____