

**Eligibility Benefits Terms of Agreement**

**Previous College Transcripts**

- ✓ VA requires all original transcripts documented on your academic records and placed in your file by the end of your second semester. Residency for WHC is 12 units; once complete transcripts are evaluated.

**Military Credit**

- ✓ Units used from the Joint Service Transcript (JST) are electives. Per WHCL catalog, students may receive up to 27 elective units. Residency for WHC is 12 units; once completed transcripts are evaluated.

**HE 35 Waiver**

- ✓ **ALL AA** degree majors cannot take HE 35 as a class, the waiver **DOES NOT** transfer or count towards the required 60 transfer units.
- ✓ **ALL BA/BS** transfer majors are permitted to take the HE 35 course.

**Counseling Session**

- ✓ The VA counselor/advisor will provide program sheets that are required for your chosen major and general education.
- ✓ Changing Majors—Students must schedule an appointment with a VA counselor/ advisor to change major. It is a requirement by VA that the “change of major” form must be on file (22-1995).
- ✓ Degree objectives are defined in the catalog.

**Add/Drop Period**

- ✓ Students may change their schedule by adding or dropping full-semester classes through the first week of instruction using the MyWestHills portal without instructor permission as long as prerequisites have been met for the desired courses addition (WHCL Catalog p. 19). All changes must be submitted to the Certifying Official for approval from the VA Counselor/Advisor.
- ✓ The add/drop period is a brief period at the beginning of a semester officially designated by the school for unrestricted enrollment changes by students.

**Please read and initial all boxes:**

- \_\_\_ I understand that dropping classes may affect my monthly Veteran Educational benefits.
- \_\_\_ I understand that dropping classes may affect my Financial Aid and academic standing.
- \_\_\_ I understand that a form is required when adding or dropping course/s.
- \_\_\_ I understand that the failure to turn in this form could result in the delay of my Certification of Enrollment.

**Request for Certification—826 form**

- ✓ It is important that you complete a separate 826 form for each semester. (EXAMPLE: Spring, Summer & Fall).
- ✓ The Approved Schedule Plan notifies WHC Veteran Services that you are returning for the upcoming semester.
- ✓ You **CANNOT** be certified for a waitlisted class. Once you have been registered for all courses you can submit your 826 form.

**Certification & Payments**

- ✓ Upon completing registration and the 826 Form, the Veteran Certifying Official will report the number of units that include the starting and ending dates for each class submitted.
- ✓ WHC has a **24 hour drop non-payment policy** when you register for classes. PLEASE contact your certifying official about qualification status.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
Student ID# \_\_\_\_\_