

## **Certification Do's and Do Not's**

- DO register only for classes applicable towards your declared program of study, which are the classes on the degree plan given to you by your academic advisor.
- DO NOT register for a course that you have previously taken and passed.
- DO enroll in the necessary number of credit hours to receive your benefits. For students using Chapters 30, 35, 1606, and 1607 your rate-of-pursuit must be at least half-time; for students using Chapter 33 your rate-of-pursuit must be more than half-time.
- DO be aware of your rates of payment which can be found at [http://gibill.va.gov/resources/benefits\\_resources/rate\\_tables.html](http://gibill.va.gov/resources/benefits_resources/rate_tables.html). For Chapter 33 students, BAH is determined by the zip code for TCC's district offices, which is 76102, and will be paid at the E-5 with dependents rate.
- DO have placement test scores on file for developmental/remedial.
- DO NOT enroll in distance learning or online developmental/remedial classes. DO enroll in at least 1 credit hour on campus if you are using Chapter 33 benefits and want to receive your maximum BAH. Chapter 33 participants enrolling in 100% distance learning classes will be paid 50% of the national average BAH for E-5 with dependents.
- DO NOT drop a class without meeting with your advisor or Certifying Official in the Registrar Office. VA will allow a one-time drop of up to six hours without penalty. However, more than one drop in an academic career may result in the veteran having to repay funds received back to the VA.
- DO submit advance payment requests to the Certifying Official in the Registrar Office. Chapters 30, 32, 35, and 1606 students can request advance payments, and the requests should be made 30-120 days before the beginning of the term.
- DO report any and all changes in degree programs and course changes to the Certifying Official in the Registrar Office.
- DO NOT stop attending class. VA requires TCC to determine and report the last date of attendance when a class results in a failing grade.
- Veterans using Chapter 30, 1606, and 1607 Educational Benefits, DO verify your enrollment on the last day of each month you are certified.
  - Verification of enrollment can be done via the internet, [www.gibill.gov/wave/index.do](http://www.gibill.gov/wave/index.do)
  - Or by phone, 1-877-823-2378