



LACC Office of Veterans Affairs

Student Veteran Handbook

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Welcome to Los Angeles City College

Dear LACC Student Veterans,

At Los Angeles City College (LACC) faculty and students are striving toward academic excellence. This commitment to excellence has earned our campus honors and awards. LACC has a nationally recognized Math, Journalism, Theatre, Music programs. LACC continually offers the highest level of instruction and our student services division is committed to providing access to a comprehensive educational and support system for a diverse student population that empowers them to reach their educational and personal goals. LACC is a comprehensive community college that enrolls over 18,000 students.

LACC is currently under-going a transformation as its comprehensive facilities master plan is underway. With a \$300 million dollar bond program in the works, LACC opened its Kinesiology building in spring 2014. In 2015, Music building (Clausen Hall) is scheduled for completion.

LACC offers 56 AA/AS degrees, 46 certificate, and 95 skill certificate programs and is also accredited by the Western Association of Schools and Colleges. Your degree and/or certificate that are received from LACC certify that you have met the highest national standards. LACC has developed multiple programs to ensure our students succeed in college.

With dedicated full-time faculty, administrators, and caring supportive staff members, LACC prides itself on a student centered philosophy and approach. Since 1929, LACC has played a vital role in the social and economic development of East Hollywood and enhanced quality of life by providing a world-class, affordable education. We embody and implement the college mission to “empower students from the diverse communities it serves to achieve their educational and career goals by providing learner-centered pathways to success through transfer, career and technical education, and foundational skills programs”.

Los Angeles City College is what you, the students make it. We wish you every success in the pursuit of your academic aspirations.

Yours in Student Success,

Reneè D. Martinez
President
Los Angeles City College

Applying for Veterans Benefits

Prior to filing a benefits claim, you must file a college application and register in classes.

If you are filing for the Montgomery GI Bill Active Duty (Chapter 30), the new Post 9/11 GI Bill (Chapter 33), Selected Reserve (Chapter 1606), Reserve Educational Assistance Program or REAP (CHAPTER 1607), submit the following documentation:

1. Complete VA 22-1990 form on-line at www.gibill.va.gov or an Approval Letter from VA Benefit.
2. Complete a VA Contract with the VA Representative.
3. DD-214 (copy member-4) or NOBE (Notice of Basic Eligibility DD-2384) for Reservists.
4. Kicker eligibility, if eligible.
5. Official transcripts (see notes)
6. Student Educational Plan (SEP). You must make an appointment in AD 103 with the Veterans Counselor in the Counseling Department.

If you are filing for the Veteran Vocational Rehabilitation (Chapter 31), submit the following documentation:

1. Authorization form VA 28-1905 from VA Counselor
2. DD-214 (copy member 4).
3. Official transcripts (see notes)
4. Student Educational Plan (SEP). You must make an appointment in AD 103 with the Veterans Counselor in the Counseling Department.

If you are filing for the Survivors and Dependents of Disabled or Deceased Veterans Educational Program (Chapter 35), submit the following documentation:

1. Complete VA 22-5490 form on-line at www.gibill.va.gov
2. Complete a VA Contract with the VA Representative

3. Official transcripts (see notes)
4. Student Educational Plan (SEP). You must make an appointment in AD 103 with the Veterans Counselor in the Counseling Department.

Notes:

- ★ Requested copies of transcripts from previously attended institutions in which you had earned transferable credits **must** be filed in Admissions and Records. Once all the required documents are submitted, the Veterans Affairs Office will electronically certify your VA Benefit application for payment.
- ★ Allow 2 to 4 weeks after school certification before receipt of your first payment. To continue receiving benefits in future semesters, you will only need to submit a registration receipt and Educational Plan to the Veterans Affairs Office.
- ★ To maintain eligibility for veteran benefits, students must maintain a good standing as specified in the Los Angeles City College Catalog under academic policies.
- ★ Please note: In order to receive your monthly payment, Veterans receiving funding from the Montgomery GI Bill Program must verify their enrollment status on or after the last day of the calendar month by calling the VA phone number at (877) 823-2378 or reporting status online at www.gibill.va.gov/wave.
- ★ If you are requesting a change of program or place of training, please apply on-line at www.gibill.va.gov, GI Bill Information for benefit recipients, Education forms. The certification process will not be completed until all the required documentation is submitted.

What Happens Next?

Veterans can expect to receive their first regular payment approximately 2 to 4 weeks after classes begin.

Please notify the LACC Office of Veterans Affairs of changes in your name, address, telephone number or e-mail contact information. Changes submitted to the VA Regional Office will NOT update LACC Office of Veterans Affairs files or vice-versa.

Please note that a change in your class schedule may affect your VA benefits. It may also delay your certification process, especially if you enroll in classes not listed on your educational plan.

You must notify the LACC Office of Veterans Affairs of any changes to your educational plan for accurate payment.

Monthly Verification Procedures

Currently, CH 30 and CH 1606-1607 recipients must verify attendance on a monthly basis. Veterans may call the VA Office at 1-877-823-2378 and follow the instructions provided OR access the internet at www.gibill.va.gov. Click on the link to the WAVE Program and follow the instructions provided.

Direct Deposit

Veterans using CHAPTER 30, CHAPTER 1606, CHAPTER 1607 and CHAPTER 31 benefits may choose to have their VA payments directly deposited into a checking/savings account of their choice. Interested Veterans should contact the VA Office at 1-877-838-2778 to set up an account or update their current direct deposit information.

Pay Status

The Veterans Affairs defines enrollment status at LACC during the regular 15 week fall and spring terms as follows:

| | |
|------------------|---------------------|
| 12 or more units | Full-time |
| 9 - 11.5 units | Three quarters time |
| 6 - 8.5 units | Half time |
| 1 - 5.5 units | Less than half time |

Students enrolled during the five week summer or winter sessions are considered full time students if enrolled in 4 units and half time if enrolled in 2 units.

Students receiving a Post 9/11 GI Bill need to be enrolled in 7 or more units to receive full benefits.

With the exception of CH 31 recipients, all less than half time students will be paid in a lump sum payment. Enrollment certifications for these Veterans must be processed by the VA Regional Office on the first day of the semester with confirmed enrollment. Students enrolled in less than half are entitled to tuition and fees only.

Note:

VA Educational Benefits are Non-Taxable

GI Bill Benefits and Pay Listings

For additional information about benefit chart rates, visit the following web-site:

www.gibill.va.gov/GI_Bill_Info/rates.htm

Military Credit Evaluations

A Military Credit Evaluation requires the student to submit a petition and a clear and readable copy of DD 214 to the Admissions Office (AD100) after completion of first semester.

Continuation of VA Benefits

If you are a continuing student, take advantage of the early enrollment period. The sooner you submit your schedule to the Office of Veterans Affairs, the less likely you are to have a break in your monthly payments. However, the LACC Office of Veterans Affairs cannot guarantee when you will be paid. Multiple schedule changes will cause a delay in processing your schedule.

Extension of Benefits

If you are using CH 30 or CH 35, you may be eligible for an extension of your benefits. If you have at least one day of benefits remaining at the beginning of any new semester, and do not exceed the 10-year limit, you may receive payment for the full semester.

Note: If you are using CH 30 benefits and are receiving additional funding for approved dependents or from the Army College Fund or a Kicker with your GI Bill benefits, please be advised that if you are approved for the extension of your benefits, the amount you will receive will be paid out at the new Montgomery GI Bill base rate (CH 30).

Additional payments for CH 1606 and dependents cannot be extended as the original benefits are exhausted. The Army College Fund, Kicker, and the Reserve/National Guard Kicker Program cannot be extended past the original monetary amount approved.

Non-required Courses

The Veterans Administration will **pay only for required courses** listed on your Educational Plan. These approved courses must meet the minimum requirements for graduation established by the LACCD.

Repeat Courses

The VA will not pay for repeated courses which were successfully completed. Letter grades of "A", "B" or "C" are approved for payment of required courses. Students who repeat a course for the purpose of obtaining Academic Repeats will not be paid.

Exception: There are some courses which require a specific minimum grade for successful completion. Please refer to the LACC Catalog for specific course requirements.

Tutorial Assistance

If you need the services of a tutor for basic skills courses, please visit the Learning Resources Center located at LRC 103. If you need additional tutoring, you will need to obtain prior approval from the Veterans Affairs Office. Tutors must be approved by the VA in order for the student to become eligible for reimbursement for the costs of tutorial assistance. Please contact the LACC Office Veterans Affairs for the necessary forms if you wish to receive reimbursement for tutorial assistance.

Exception: Chapter 31 students need to contact their VA Case Manager.

Financial Aid

Veterans are encouraged to apply for federal and state financial aid opportunities. The application form is available on-line at www.fafsa.ed.gov. Financial aid programs such as fee waivers, grants, work-study and loans are available to assist with educational expenses. If eligible, a veteran may receive both VA benefits and financial aid funds during the same semester.

Scholarship opportunities are available through the LACC Foundation website at www.laccfoundation.org.

Military Tuition Assistance (TA) Active Duty Status

Servicepersons and Veterans eligible for Montgomery GI Bill Active Duty (Chapter 30) benefits and approved for TA are eligible for the Top-Up program. The Top-Up Program will pay the difference between the cost of the courses) and TA. A service person must have at least two years of active duty in order to be eligible for Chapter 30 benefits.

If a student receives Top-Up funding, the student's Chapter 30 benefits are reduced. The Top-Up benefit is not processed by LACC Veterans Affairs Office. You will need to contact your VA Educational Center for additional information about the Top-Up benefit.



Parent School Letters

Parent School Letters are issued to students taking courses simultaneously at more than one school. The school that will grant the degree is the student's "primary" or "parent" school. All other schools are "secondary" schools.

A parent school letter can be obtained by presenting a schedule from the secondary school. The letter will then be prepared and mailed to the secondary school.

Students seeking a degree at another institution and attending courses at LACC must have approval from the degree granting institution in order to certify the courses taken at LACC. A Parent School Letter must be issued by the VA Representative from the parent school.

A Statement of Understanding request form must be completed by the student each semester. The student must inform the LACC Office of Veterans Affairs if changes have been made to their enrollment schedule or degree objective after completing the initial Parent School Letter Statement of Understanding. The LACC Office of Veterans Affairs will not issue Parent School Letters without the receipt of an enrollment schedule. The enrollment schedule must list all courses required for approval by the Parent School.

Students not seeking degrees at LACC will not be certified for required courses until a Parent School Letter of approval is received from the degree granting institution or parent school.

Veterans With Disabilities



www.lacitycollege.edu/services/oss

The Office of Special Services (OSS) is dedicated to supporting the academic, personal and career success of students with disabilities. Our program staff consists of professionals and specialists who work collaboratively with students who have learning, mental health, visual, mobility and communication disabilities.

Student veterans in need of academic adjustments or accommodations should come to OSS for assistance.

Campus Resources

To reach a campus office, dial (323) 953-4000 + the extension

Admissions & Records

Administration Building 100 ext. 2104

Assessment

Administration Building 103 ext. 2264

Career & Job Development Center

Administration Building 109 ext. 2210

Child Care

Child Development Center ext. 2220

Counseling Department

Administration Building 108 ext 2250

Employment Development Department

Corner of Melrose and Heliotrope..... ext 3207

Extended Opportunity Program and Services (EOP&S)

Student Services Village 119..... ext 2300

Financial Aid

Student Services Village 117..... ext. 2010

Health and Wellness Center

Life Science 101 ext. 2485

Office of Special Services

Student Services Village 100..... ext. 2270

Student Assistance Center

Administration Building 105ext. 2455

University Transfer Center

Administration Building 109 ext 2215

Veterans Resource Center

Student Union 218..... ext. 2024

Off Campus Resources

East Los Angeles Vet Center

5400 E. Olympic Blvd. #140
Commerce, CA 90022

Phone: 323-728-9966
Fax: 323-887-1082

Department of Veterans Affairs

www.gibill.va.gov

Learn how to apply for benefits, view payment rates, find approved education programs and verify school attendance. Monthly verification of continued enrollment in classes.

Free handbooks on a variety of veterans issues

www.militaryhandbooks.com

Iraq and Afghanistan Veterans of America

www.iava.org

Returning Service Members (OEF/OIF)

www.oefoif.va.gov

The Soldiers Project

www.thesoldiersproject.org

Provides free counseling and support to military service members who have served or who expect to serve in the Iraq and/or Afghanistan conflicts and to veterans of those conflicts.

Phone: 818-761-7438 or 877-576-5343

Email: info@thesoldiersproject.org

Troops-to-Teachers

www.caltroops.org

Veterans Upward Bound

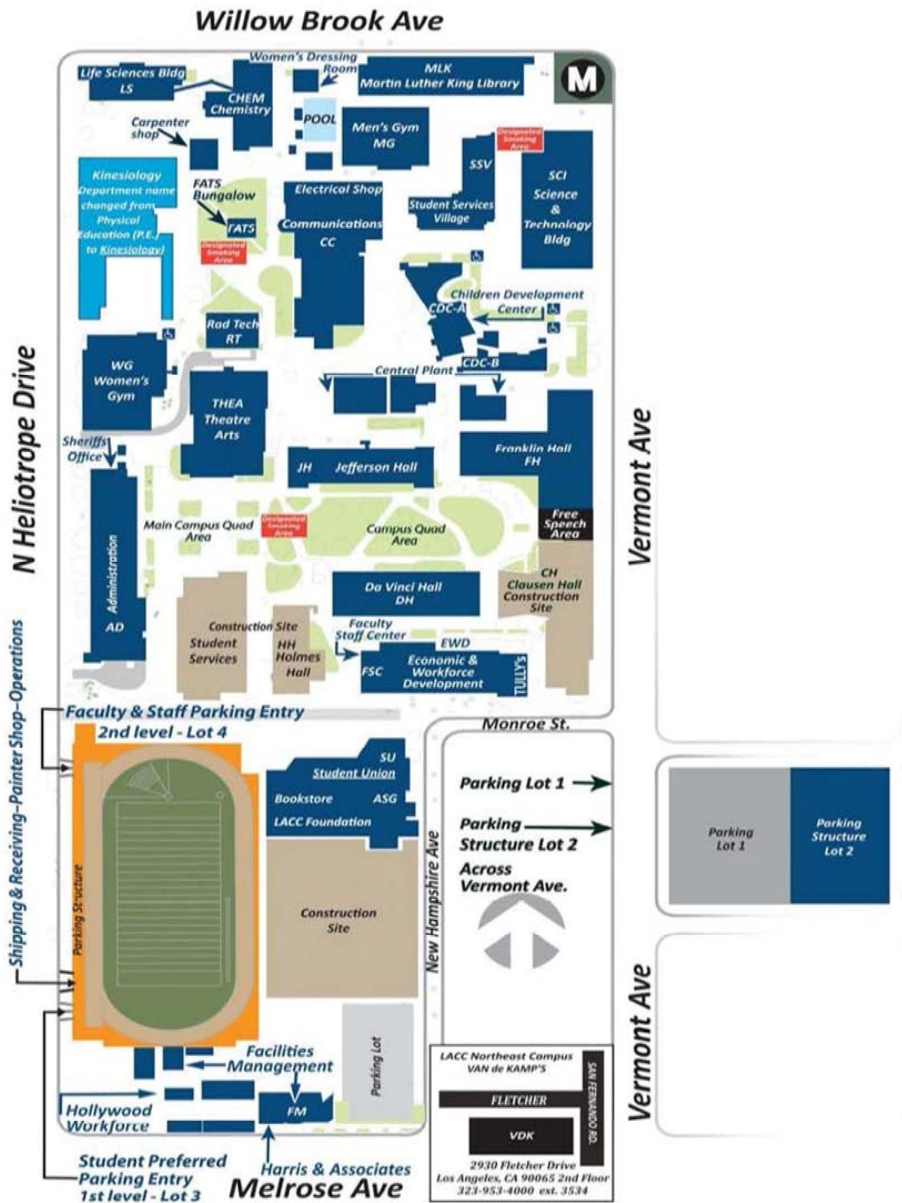
www.telacu.com

Helps veterans transition more effectively into college.

5420 E. Olympic Blvd.

Phone: 323-838-8955

Campus Map



Office of Veterans Affairs



Campus Map Current Maps LACC Mapbook CSF 2013 0502
Cross reference to LACC Map Only ACS - Summer 2013 map.pdf