

Southern Utah University Veterans Center Resource Handbook



Revision
Last updated: Dec 2023
Southern Utah University

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Introduction

Overview

This handbook has been developed for military-connected students attending Southern Utah University (SUU). It is often difficult for veterans and military-connected students to locate, understand and obtain information related to education resources and benefits for which they are entitled. The “Southern Utah University Veterans Center Resource Handbook” will cover topics for continuing students at SUU as well as some general information for students who are planning to enroll at SUU. This handbook will reference U.S. Department of Veteran Affairs (VA) regulations, Department of Defense (DOD) regulations, military branch specific regulations, SUU policy, state regulations, and Utah Department of Veterans and Military Affairs State Approving Agency for Veterans Education (SAA) requirements pertaining to SUU and how they relate to each other.

Disclaimer

The content of this handbook has regular updates; students should make sure that they have the most up to date copy by referencing the most current handbook found on SUU’s [Veterans Resource and Support Center homepage](#). In addition, the information given is general and may not suit every individual’s circumstances. For specific questions, please contact the SUU Veterans Center and speak with a representative.

Revisions

Revision 1.7 (December 2023)

Revision 1.6 (2023)

Added New Registration Instructions pg. 18

Removed Registration by Fax pg. 19

Added a section in all chapters that says if applicable we need a signed ASOU if in the Aviation Program. pg 28-35

Changed College Connections to Compass Program pg. 58

Updated Contact info for Compass Program pg. 58

Updated Program contact information pg. 60

Inserted SUU Veterans Instagram tag pg. 67

Updated Steps for How to Change your Address pg. 70

Updated Credits and Names for Required Math and English Courses pg. 75

Updated Remedial Math and English course options pg. 76

Updated Course Number for General Studies Capstone and removed Edge program pg. 79

Updated Aviation Course Numbers and Course Names pg. 80

Deleted Edge Program since it's been discontinued pg. 82

Updated Steps for Application for Dual Majors, Minors, and Dual Objectives pg. 82

Updated Location of Writing Center Pg. 89

Updated Steps for Class Certification pg. 97

Updated phone numbers and email addresses pg. 105

Revision 1.5 (In effect fall semester 2018)

Updated Class Absences for Military Obligations Policy pg. 61

Updated Student Activated to Full Time Duty Procedure pg. 61

Added Class Absences for VA medical Appointments Policy pg. 61

Added Requesting Retroactive Funding pg. 91

Revision 1.4 (In effect summer semester 2018)

Updated Request for certification in section 1 pg. 14

Added Round out option clarification for Aviation program students pg. 73

Removed VA once Jargon from Mitigating Circumstances pg. 92

Added note advising flight students pg. 91

Added one course exception for summer terms pg. 91

Revision 1.3

Added Withdrawal from Academic Term pg. 51

Added Emergency Withdrawal pg. 52

Revision 1.2

Added Information about JST student response time pg. 46

Added VA GI Bill® Feedback Complaint pg. 93

Revision 1.1

Removed DD-2834 from page 9 Accepted Veteran Student Checklist

Removed DD-2834 from page 10 Accepted Veteran

Dependent Student Checklist Added Concurrent Enrollment pg. 44

Added College Connections pg. 44

Handbook Overall Update - December 2023

SECTION I – Checklist

- Prospective/New Student Checklist
- Accepted Veteran Student Checklist
- Veterans or Active Duty Student- Priority Registration
- Accepted Dependent Student Checklist
- Returning Student Checklist
- Course Registration Checklist
- How to Request Certification
- Funding Request Chart

Prospective/New Student Checklist

1. Verify your Program Eligibility
 - a. To find out if a program “degree” is approved for VA educational benefits under MGIB, please visit the [VA's WEAMS Institution Search Tool](#) to search for approved Education Programs.
2. Apply to SUU [online](#)
3. Wait for the initial acceptance email from SUU Admissions.
Note: Confirm you have given SUU a valid email address.
4. After being accepted, you must defer or pay your enrollment deposit
 - a. You may submit a [Deferment Application](#), merely state that you are using VA educational benefits.
Note: Students under Ch.31, Ch.33, or Ch.33 TOE will have their enrollment deposit reimbursed for those that paid. Students that completed the deferment application will have the deposit included in their initial funding request to the VA.
5. After receiving accepted notification proceed to:
 - a. [Accepted Veteran Student Checklist](#)
 - Or
 - b. [Accepted Military Dependent Student Checklist](#)

Accepted Veteran Student Checklist

1. Obtain your Certificate of Eligibility (COE)
 - a. Apply for your COE at [Va.gov](#)
 - i. What you need to fill out this application:
 1. Social Security number (required)
 2. Proof of Service Member’s military history (required)
 3. Basic information about the school or training facility where you want to attend (required)
 4. Bank account direct deposit information
 5. Education history

Note: You may also mail in a paper form to the VA Regional Office. Online text friendly copies can be found on the Veterans Center Homepage under [SUU/VA Forms](#).

 - o First-time applicants for GI Bill® Chapters 1606, 30, and 33 (Post 9/11) must complete [VA Form 22-1990](#) "Application for VA Education Benefits."
2. Create your VA file with the Veterans Center ***Note: Documents with personal information should be given to the Vet Center in person or through the secure file sharing link below.***
<https://my.suu.edu/secure/upload/veterans>
 - a. Provide the Veterans Center with the following:
 - i. Your Certificate of Eligibility (COE)
 - ii. A copy of your DD-214, member 4 copy
 - iii. A signed copy of the [Statement of Understanding](#) form
 - iv. A signed copy of the [SUU Aviation Program Addendum](#) (for aviation students only)
 - v. Purple Heart certificate (if applicable)
3. Apply for Financial Aid: You should complete an application even if you think you may not qualify.
4. Get your Student ID card at SUUSA located in the Student Center: Your first ID card is free.
5. Send your Official Military Transcript to SUU

- a. Army, Marines, Navy and Coast Guard - Obtain your Official [Joint Services Transcript](#). You are also able to contact the VRSC to order it for you.
 - i. Select online delivery, this will send your transcript directly to SUU. The VA requires that a credit evaluation be completed for your military service.
 - b. Air Force - Contact <https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/> to receive transcripts.
 - c. Space Force - To be determined.
6. Apply for Residency/In-State tuition
- a. Residency/In-State tuition is granted to veteran students, but they must complete the [residency application](#) through the admissions office.

Note: The VA does not cover the cost of Out-of-State tuition if students are eligible for in-state tuition. You must submit your residency application within three weeks of the start of the term, or you will be charged out-of-state tuition.

- See the [Residency section](#) for more information.
- See the [COMPASS Program](#) section for more information

Accepted Veteran Dependent Student Checklist

1. Obtain your Certificate of Eligibility (COE)
 - a. Apply for your COE at [Va.gov](#)
 - b. What you need to fill out this application
 - i. The Social Security number of you and your sponsor (required)
 - ii. Proof of Service Member's military history (required)
 - iii. Basic information about the school or training facility where you want to attend (required)
 - iv. Bank account/direct deposit information
 - v. Your education history

You may also mail in a paper form to the VA Regional Office. Online text friendly copies can be found on the Veterans Center Homepage under [SUU/VA Forms tab](#).

The VA Educational Hotline phone number is: (888) 442-4551. You may contact this number for questions regarding your COE or to have it emailed to you.

- First-time applicants for Chapter 35 must complete [VA Form 22-5490](#) "Dependents' Application for VA Education Benefits."
 - First-time applicants for Chapter 33 (Post 9/11) Dependents using Transferred Benefits (TEB) must complete [VA Form 22-1990E](#) "Application for Family Member to Use Transferred Benefits."
2. Create your VA file with the Veterans Center **Note: Documents with personal information should be given to the Vet Center in person or through secure file sharing.**
 - a. Provide the office with the following:
 - i. Your Certificate of Eligibility (COE)
 - ii. Your local contact information, to include your SSN, Date of Birth, (if the student is using chapter 35 DEA, sponsors SSN).
 - iii. A signed copy of the [Statement of Understanding](#) form
 - iv. A signed copy of the [SUU Aviation Program Addendum](#) (for aviation students only)

3. Apply for Financial Aid: You should complete a <https://studentaid.gov/h/apply-for-aid/fafsa> even if you think you may not qualify.
4. Get your Student ID card at SUUSA located in the Student Center: Your first ID card is FREE.
5. Apply for Residency/In-State tuition
 - a. Residency/In-State tuition is granted to dependent students, during the term that they are utilizing VA benefits, or under the approval under R512. You must complete [the residency application](#) through the admissions office within three weeks of the start of the term or you will be charged out-of-state tuition for the term. Please see the Veterans Resource and Support Center if you are a dependent student with an active duty parent in another state.

*VA does not cover the cost of out-of-state tuition.

- See the [Residency section](#) for more information.
- See the [College Connections](#) section for more information
- See the [Concurrent Enrollment](#) section for more information

Returning Student Checklist

1. Obtain an updated COE
 - a. Apply for your updated COE online at [Va.gov](#)
 - b. Turn in a copy of the mailed COE once received.
2. Any credits you earned from a different institution or certification must be submitted to SUU for credit evaluations
 - a. Send official transcripts to SUU

Note: VA will not pay for duplicated credits including certificates & licenses

Course Registration Checklist

Registering for your courses is the process that you take to inform SUU of the courses that you intend to take in the upcoming semester. This is not the same as requesting certification from the Veterans Center. **A certification request must be made separately.**

Note: See the next section for more information on certification

To register online, do one of the following:

1. Ensure that all your courses fulfill a requirement towards your degree.
 - a. General Education Requirements
 - b. Major
 - c. Minimum electives, excess electives cannot be certified.
 - i. Go to www.suu.edu
 - ii. Click on the mySUU portal icon on the upper-left of the webpage.
 - iii. Sign into your portal using your username and password.
 - iv. Click on the link on the left side of the webpage labeled "Registration."
 - v. Click on "Register for Classes."
 - vi. Select the term for which you want to register.
 1. If you know the CRNs of the classes for which you want to register, type them into the fields provided. If you are able to register for the course(s), they will appear on your registration schedule without any errors. If an error appears for a course after attempting to register, you are **not** registered for the course and must resolve the error by getting the permission or completing the prerequisites required.

2. If you do not know the CRNs for the courses, click on the "Class Search" button at the bottom of the page. You can then search for classes by subject and narrow it down to sections on the following pages. If there is an open checkbox next to the class, you can click the checkbox and then click "Register" to try to register for the course. Watch for registration errors; those mean that you have **not** registered for the course and need to take further action to add it to your schedule.
1. Ensure that all of your courses fulfill the requirements towards your degree
 - a. General Education Requirements
 - b. Major
 - c. Minimum electives, excess electives cannot be certified.
 - i. Go to www.suu.edu
 - ii. Click on the MySUU in the gray bar in the middle of the page.
 - iii. Sign into your portal using your username and password.
 - iv. Click on the box on the right side of the webpage labeled "Registration Schedule Builder."
 - v. Click on "Register for Classes."
 - vi. Select the term for which you want to register.
 - vii. Select which campus you want your classes to be from.
 - viii. Under Courses click the red button that says "Add Course."
 - ix. Once you click Add Course you can look up which courses you want to take by *Subject, Attribute, Instructor, CRN, Course Number or by your Degree Works plan*. Once you find a course you want click "Add Course" and the course will appear to the right under "Courses."
 - x. Once you have selected and added all of the courses that you want click the button "Generate Schedules" to see which course schedule you can have. You are then able to look through each generated schedule and decide which format is right for you.
 - xi. Once you have decided which generated schedule is for you, then click the schedule that is right for you and at the top of the screen there is a red button that says "Send to Shopping Cart."
 - xii. Once you send your schedule to the shopping cart on your specific registration day, click the "Register" button.
 - xiii. Once the page has reloaded, the classes that you got will say "enrolled" next to them, meaning you are successfully registered.

Course Registration Checklist (Flight Labs)

- Only the Aviation department is able to register students for flight labs. Students are not granted permissions to register for flight labs. This is to reduce complications in administering flight labs and to reduce complications in funding for flight labs.
- Students will only be certified for one flight lab at a time.
- For students to get the next progression flight lab certified, a passing grade or a class waiver needs to be annotated in Degree Works.
- Depending upon student specialization, student progress, and available flight training resources a student may be authorized to take certain flight labs more than once in a single semester.
- **Students must complete their Math and English degree requirements before reaching**

60 SUU credits. If a student surpasses 60 SUU credit hours and has not completed English and Quantitative Literacy courses, none of their courses will be certified until the student has completed the requirements.

How to Request Certification

To request certification:

1. Go to: www.suu.edu and log in to your account
2. Search “Veterans” in the search bar on the top right
3. Select the page “Veterans Resource and Support Center”
4. Select “Request Certification” on the top left menu.
5. Complete the application - After submitting your online request, you will receive an automated email stating that your request was successfully submitted.

Note: If you want to check the status of your application select “Request for Certification” and your application status will be displayed.

- Application submitted - Your certification has successfully been submitted.
- Review has started, not completed - Your certification is beginning the review process.
- Approved, sent to next level - Your certification has been approved, and is awaiting zero cost certification.
- Zero Cost Certified - Your classes have been entered into the VA system, meaning you will not be dropped from them. Once the VA receives this certification, they determine payments based on benefit type.
- Application is Completed - Your certification is complete and payments have been determined by the VA.

Note: The hold placed on your account will act as a placeholder to keep your courses from being dropped for nonpayment.

Calculating Monthly Housing Allowance (MHA or BHA)

Under the Post-9/11 GI Bill®, starting August 1, 2018, VA will calculate MHA based on the location of the campus where the individual physically attends the majority of their classes. A student’s MHA will no longer be based on the zip code of the facility the student is attending. It will be based on the zip code where the student physically attends the majority of their classes.

“Campus” has been interpreted to mean any place an individual spends the majority of their time training for their program of education including the individual campus of a school where the student is taking classes (i.e. the school’s science center, humanities building, or athletic center).

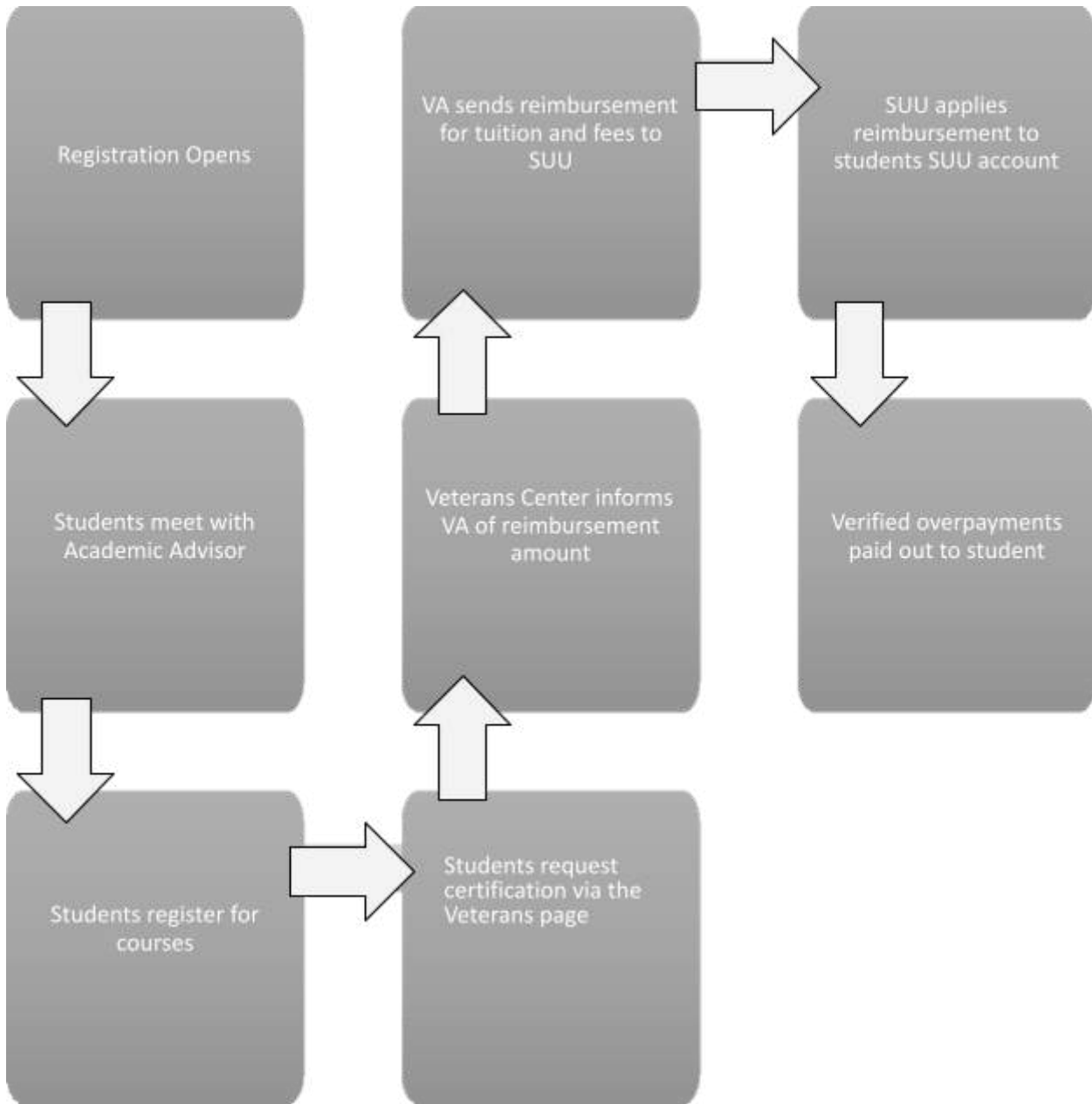
There is no change in how the MHA is paid for On-the-Job Training and Apprenticeship sites at this time.

Notes:

- When a student is taking an equal number of classes at two locations, the VA will pay the higher MHA rate.
- MHA rate is based on physical attendance. If a student is taking at least one credit in-residence, they will receive the in-residence MHA rate, not the online training MHA rate.
- For students that are completely online, they will receive the national average MHA rate.

- Overseas Internships and Study Abroad rates will be covered only when mandatory. Overseas Internships and Study Abroad as electives will be based on SUU's campus zip code.
- When a student's course of study involves travel as part of the training, such as flight labs, the VA will continue to use the zip code of the facility's main campus to establish the student's MHA rate.

Funding Request Flow Chart



SECTION II – VA GI Bill® Benefits

- Comparison of Education Programs
- GI Bill® Comparison Tool
- VA's WEAMS Institution Search Tool
- Getting your DD-214
- Using Multiple Benefit Combinations
- VA GI Benefits by Program
 - Chapter 30 (Montgomery GI Bill®)
 - Chapter 31 (Veteran Readiness and Employment)
 - Chapter 33 (Post-9/11 GI Bill®)
 - Chapter 33 TOE (Transfer of Post 9/11 GI Bill®)
 - Chapter 35 (Survivors' and Dependent Educational Assistance)
 - Chapter 1606 (MGIB Selected Reserve)
 - Fry Scholarship
- Montgomery GI Bill®-SR Kicker (MGIB-SR Kicker)

Comparison of Education Programs

| December 2020 | Minimum Length of Service | Maximum Months of Benefits | Duration of Benefits | Benefits can Include | Approved at SUU |
|--|---|----------------------------|---|--|-----------------|
| Post-9/11 GI Bill® (Chapter 33) | 90 days total active service after 9/10/01 or 30 days continuous if discharged for service-connected disability | 36 | Service ended on or after 1/1/2013: No expiration Service ended before 1/1/2013: 15 years from last day of active duty | Tuition, housing stipend, books & supplies, non-college degree training, on-the-job and apprenticeship, flight training, correspondence courses, licensing and certification tests, national testing programs, work-study program, tutorial assistance, rural relocation | Yes |
| MGIB-AD (Chapter 30) | 2 years continuous enlistment (minimum duty varies by service date, branch, etc.) | 36 | Generally 10 years from last day of active duty | Degree training, non-college degree training, on-the-job and apprenticeship, flight training, correspondence courses, licensing and certification tests, national testing programs, work study program, tutorial assistance | Yes |
| MGIB-SR (Chapter 1606) | 6-year commitment after 6/30/85 of the term | 36 | Generally ends the day you leave Selected Reserve | Degree training, non-college degree training, on-the-job and apprenticeship, flight training, correspondence courses, licensing and certification tests, national testing programs, work study program, tutorial assistance | Yes |
| VEAP (Chapter 32) | 181 continuous days active service between 1/1/1977 and 6/30/1985 | 36 | 10 years from last day of active duty | Degree training, non-college degree training, on-the-job and apprenticeship, flight training, correspondence courses, licensing and certification tests, national testing programs, work study program, tutorial assistance | Yes |
| DEA (Chapter 35) | Not applicable | 36 or 45** | Spouse: 10 or 20 years depending on eligibility Child: Ages 18-26 | Spouse: 10 or 20 years depending on eligibility Child: Ages 18-26 | Yes |

Please note that this chart provides general information and exceptions may apply.

**Note: If the student began using this program to pay for your school or training before August 1, 2018, the student may be eligible for benefits for up to 45 months. If the student began using the program on or after August 1, 2018, the student may be eligible for benefits for up to 36 months.

GI Bill® Comparison Tool

The VA is making it easier to research colleges and employers approved for the GI Bill®. Students answer just a few questions about themselves and the school/employer they are considering. They will then receive an estimate of their GI Bill® benefits and some information about the facility's value and affordability. Visit this online at [GI Bill® Comparison Tool](#).

Source: http://www.benefits.va.gov/gibill/comparison_tool/about_this_tool.asp

VA's WEAMS Institution Search Tool

Web Enabled Approval Management System (WEAMS) is the central application VA uses to store school, organization, and program approval information. To find out if a program "degree" is approved for VA educational benefits under the MGIB, please visit the [VA's WEAMS Institution Search Tool](#) to search for approved Education Programs.

Source: U.S. Department of Veterans Affairs School Certifying Official Handbook, Revision 5.2 (5th Edition)

Getting Your DD-214

If students do not have their DD-214, Member-4 copy, they can get a copy by logging into their [eBenefits account](#). Students must obtain a premium account which will give access to military documents, including their DD-214. Students may also get a copy by going to www.archives.gov/veterans/ and requesting it.

If a student's home of record upon their release from active duty service was within the State of Utah, then the Utah Department of Veterans and Military Affairs (UDVMA) may have a copy in their archive. Students can send a request to 550 Foothill Drive, Suite 105 Salt Lake City, Utah 84113; call 800-894-9497 or 801-326-2372; or can email veterans@utah.gov. To search the archive the UDVMA will need:

- Full Name
- Date of Birth
- Last four digits of the student's Social Security Number

There is no cost for certified copies of your DD-214. Students will need to be present and present valid photo identification at 550 Foothill Drive, Suite 105, Salt Lake City, Utah 84113 to receive their certified copies.

Sources: UDMVA <https://veterans.utah.gov/>

Using Multiple Benefit Combinations

Students are not allowed to use multiple education programs to pay for classes that create excess funding. However, they may be able to use multiple education programs to pay for classes without exceeding overall charges.

Example: If a Chapter 33 recipient is rated at 100% then the student should not use either State or Federal TA. Chapter 33 will only pay the remaining tuition and fees after either State or Federal TA is exhausted.

Example: If a Chapter 33 recipient is not rated at 100% then the student may use either State or Federal TA to cover the cost of tuition. However, Chapter 33 will only pay the remaining tuition and fees after either State or Federal TA is exhausted.

Source: U.S. Department of Veterans Affairs School Certifying Official Handbook, Revision 5.2 (5th Edition)

VA GI Benefits by Program

This section summarizes the eligibility requirements for each chapter type and the required documentation needed by the Veterans Center. When a student has found out what benefits they qualify for from the VA then they should send all the required documents to the Veterans Center before requesting certification.

Chapter 30 (Montgomery GI Bill®)

Benefits

- The Montgomery GI Bill® - Active Duty provides up to 36 months of education benefits to eligible veterans for:
- College, Business, Technical or Vocational school
- Correspondence Courses
- Flight Training (in some cases)
- National Tests
- On-the-Job Training and Apprenticeship Programs
- Remedial, Deficiency, and Refresher Training (in some cases)
- The cost of tests for licenses or certifications needed to get, keep, or advance in a job

Documents SUU's Veterans Center needs from you

- Attend new student orientation
- DD-214 (Member 4 or Service 2 Copy) or Current Orders
- SSN & DOB
- Certificate of Eligibility
- In-State Residency
- JST/CCAF Official Transcripts
- If applicable, Prior College Transcripts
- Signed [Statement of Understanding](#)
- If applicable, signed [Aviation Addendum](#) as required

Visit www.gibill.va.gov for more information.

Chapter 31 (Veteran Readiness and Employment)

Benefits

The Veteran Readiness & Employment (VR&E) program assists veterans with service-connected disabilities, an employment handicap, and/or service members who are in the process of transitioning from military to civilian employment on how to prepare for, find, and keep suitable jobs. For veterans and service members with service-connected disabilities so severe that they cannot immediately consider work, VR&E offers services to improve their ability to live as independently as possible.

Documents SUU's Veterans Center needs from you

- Apply through ebenefits.va.gov
- A current Purchase Order sent through Tungsten by the VR&E counselor.

For more information

<https://www.va.gov/careers-employment/vocational-rehabilitation/how-to-apply/>

Chapter 33 (Post-9/11 GI Bill®)

Benefits

- Full tuition & fees paid directly to the school for all public school in-state students. For those attending private or foreign schools tuition & fees are capped at a statutory maximum amount per academic year.
- Monthly Housing Allowance (MHA) is generally the same as the military Basic Allowance for Housing (BAH) for an E-5 with dependents. Individual MHA is based on the ZIP code for their school.
- Those students taking both online and resident courses, need to be in at least one resident semester hour to qualify for MAH that is based on school zip code.
- Completely Online students receive half of the MHA national average.
- Full tuition and fees reimbursement is sent directly to the school for all public school in-state students.
- An annual books and supplies stipend – paid to the student - up to \$1,000, paid proportionately based on enrollment. Annual rate is Fall through summer semesters. For instance, if a student starts in the summer semester, they would receive the stipend for summer, which is \$41.67 per credit. The annual stipend would reset for the fall semester. If they start in Fall, they would receive the stipend in fall and spring.

Documents SUU's Veterans Center needs from you

- Attend new student orientation
- DD-214 (Member-4 or Service-2 Copy) or Current Orders
- SSN & DOB
- Certificate of Eligibility
- In-State Residency
- JST/CCAF Official Transcripts
- If applicable, Prior College Transcripts
- Signed [Statement of Understanding](#)
- If applicable, [Aviation Addendum](#) as required

Visit www.gibill.va.gov for more information

Chapter 33 TOE (Transfer of Post 9/11 GI Bill®)

Benefits

- Full tuition & fees paid directly to the school for all public school in-state students. For those attending private or foreign schools tuition & fees are capped at a statutory maximum amount per academic year.
- Monthly Housing Allowance (MHA) is generally the same as the military Basic Allowance for Housing (BAH) for an E-5 with dependents. Individual MHA is based on the ZIP code for their school.
- Those students taking both online and resident courses, need to be in at least one resident semester hour to qualify for MAH that is based on school zip code.
- Completely Online students receive half of the MHA national average.
- Full tuition and fees reimbursement is sent directly to the school for all public school in-state students.

- An annual books and supplies stipend – paid to the student - up to \$1,000, paid proportionately based on enrollment. Annual rate is Fall through summer semesters. For instance, if a student starts in the summer semester, they would receive the stipend for summer, which is \$41.67 per credit. The annual stipend would reset for the fall semester. If they start in Fall, they would receive the stipend in fall and spring.

Documents SUU’s Veterans Center needs from you

- Attend new student orientation
- DD-214 (Member 4 or Service-2 Copy) or Current Orders
- SSN & DOB
- Certificate of Eligibility
- In-State Residency
- JST/CCAF Official Transcripts
- If applicable, Prior College Transcripts
- Signed [Statement of Understanding](#)
- If applicable, [Aviation Addendum](#) as required

Visit www.gibill.va.gov for more information

Chapter 35 (Survivors’ and Dependent Educational Assistance)

Survivors' & Dependents Educational Assistance (DEA) is an education benefit for eligible spouses and children of certain veterans.

Benefits

Eligible persons can receive up to 45 months (Colmery Act - 36 months) of full-time or equivalent benefits for:

- College, Business, Technical or Vocational Courses, High School Diploma or GED, Independent Study or Distance Learning courses
- Correspondence Courses (Spouses Only)
- Apprenticeship/On-the-Job Training
- National Exams (e.g. SAT, LSAT, GRE, GMAT)
- Remedial, Deficiency, and Refresher Training (in some cases)
- The cost of tests for licenses or certifications needed to get, keep, or advance in a job
- Benefits will be paid from the VA directly to the student, it is the student’s responsibility to pay the school

Documents SUU’s Veterans Center needs from you

- Attend new student orientation
- DD-214 (Member 4 or Service-2 Copy) or Current Orders
- SSN & DOB
- Certificate of Eligibility
- In-State Residency
- JST/CCAF Official Transcripts
- If applicable, Prior College Transcripts
- Signed [Statement of Understanding](#)
- If applicable, [Aviation Addendum](#) as required

Visit www.gibill.va.gov for more information

Chapter 1606 (MGIB Selected Reserve)

The Montgomery GI Bill® – Selected Reserve is an education program that provides up to 36 months of education benefits to members of the Selected Reserve. This includes the Army, Navy, Air Force, Marine Corps, and Coast Guard Reserves, as well as the Army National Guard and the Air National Guard.

An eligible reservist may get education benefits while in a program approved for VA training.

Benefits

Please reference www.gibill.va.gov for current amounts.

Documents SUU's Veterans Center needs from you

- Attend new student orientation
- DD-214 (Member 4 or Service 2 Copy) or Current Orders
- SSN & DOB
- Certificate of Eligibility
- In-State Residency
- JST/CCAF Official Transcripts
- If applicable, Prior College Transcripts
- Signed [Statement of Understanding](#)
- If applicable, [Aviation Addendum](#) as required

Visit www.gibill.va.gov for more information

Fry Scholarship

The Fry Scholarship added a new eligibility criterion to Chapter 33. It provides benefit eligibility for children & surviving spouses of active duty members of the Armed Forces who died in the line of duty after September 10, 2001.

Benefits

- Full tuition & fees paid directly to the school for all public school in-state students. For those attending private or foreign schools tuition & fees are capped at a statutory maximum amount per academic year.
- Monthly Housing Allowance (MHA) is generally the same as the military Basic Allowance for Housing (BAH) for an E-5 with dependents. Individual MHA is based on the ZIP code for their school.
- Those students taking both online and resident courses, need to be in at least one resident semester hour to qualify for MAH that is based on school zip code.
- Completely Online students receive half of the MHA national average
- Full tuition and fees reimbursement is sent directly to the school for all public school in-state students.
- An annual books and supplies stipend – paid to the student - up to \$1,000, paid proportionately based on enrollment. Annual rate is Fall through summer semesters. For instance, if a student starts in the summer semester, they would receive the stipend for summer, which is \$41.67 per credit. The annual stipend would reset for the fall semester. If

they start in Fall, they would receive the stipend in fall and spring.

Documents SUU's Veterans Center needs from you

- Attend new student orientation
- DD-214 (Member 4 or Service 2 Copy) or Current Orders
- SSN & DOB
- Certificate of Eligibility
- In-State Residency
- JST/CCAF Official Transcripts
- If applicable, Prior College Transcripts
- Signed [Statement of Understanding](#)
- If applicable, [Aviation Addendum](#) as required

Note: Information about the Fry Scholarship is available at <https://www.va.gov/education/survivor-dependent-benefits/fry-scholarship/>

Montgomery GI Bill®-SR Kicker (MGIB-SR Kicker)

A kicker, also known as the Army, Navy, or Marine Corps College Funds, is an enlistment or reenlistment education incentive that certain selected reserve members can use to increase the amount of money they receive when using their Montgomery GI Bill®-Selected Reserve (MGIB-SR) to go to school. If students qualify for a kicker, the VA will determine eligibility and distribute allocation based on the service members contract.

SECTION III – DOD Benefits

- Military Spouse Career Advance Accounts Program (MyCAA)
- Military Tuition Assistance (MTA)
 - Federal Tuition Assistance

Military Spouse Career Advance Accounts Program (MyCAA)

- The My Career Advancement Account Scholarship is a workforce development program that provides up to \$4,000 in financial assistance to eligible military spouses for the pursuit or maintenance (including education courses) of a license, certification, or an associates degree necessary to gain employment in an occupation or career field.

Who is eligible for the My Career Advancement Account Scholarship?

- Spouses of service members on active duty in pay grades E-1 to E-6, W-1 to W-2 and O-1 to O-3 who have successfully completed high school and have the ability to request tuition assistance while their military sponsor is on Title 10 military orders are eligible.
- Spouses of service members of the National Guard and reserves in these same pay grades are eligible.
- Spouses remain eligible for financial assistance if their sponsor is promoted above the eligible pay grades as long as the spouse has a previously approved education and training plan.

Those who are not eligible include the following:

- Spouses who are married but legally separated (or under court order or statute of any state or U.S. territory) from a member of the armed forces on Title 10 orders
- Spouses whose National Guard or reserve military sponsor is in a warning orders or alert, post- deployment, demobilization or transition status

What My Career Advancement Account Scholarship will NOT pay for the following:

- Tuition for courses and examinations not included in the spouse's education and training plan and course already started or completed by the spouse
- Reimbursements of any kind
- Books, supplies, equipment, uniforms, computers and electronic devices of any kind
- Student activities, events and entertainment.

Source: <https://mycaa.militaryonesource.mil/mycaa/>

Military Tuition Assistance (MTA)

Federal Tuition Assistance

The Department of Defense (DoD) Tuition Assistance (TA) program provides financial assistance to Servicemembers for voluntary off-duty education programs in support of professional and personal self-development goals. TA is available for courses that are offered in the classroom or by distance learning and are part of an approved academic degree or certificate program. The courses must be offered by schools that are recognized by the U.S. Department of Education and are signatories to the current DoD Voluntary Education Partnership Memorandum of Understanding (DOD MOU). Southern Utah University is a participant. The Services are authorized to establish Service specific eligibility criteria to manage TA funds. As such, service members interested in TA should reach out to an Education Services Office (ESO), Military Advisor, or service prior to enrollment). Service members may visit their local installation education center, go online to a virtual education center or follow the following links for each service branch:

The program is open to officers, warrant officers and enlisted active-duty service personnel. In addition, members of the National Guard and Reserve Components may be eligible for TA based on their service eligibility. To be eligible for TA, an enlisted service member must have enough time remaining in service to complete the course for which he or she has applied. After the completion of a

course, an officer using TA must fulfill a service obligation that runs parallel with – not in addition to – any existing service obligation.

The Tuition Assistance Program may fund up to 100% of your college tuition and certain fees with the following limits

- Not to exceed \$250 per semester credit hour or \$166 per quarter credit hour
- Not to exceed \$4,500 per fiscal year, Oct. 1 through Sept. 30

Tuition assistance will cover the following expenses:

- Tuition
- Course-specific fees such as laboratory fee or online course fee

NOTE: All fees must directly relate to the specific course enrollment of the service member.

Tuition assistance will not cover the following expenses:

- Books and course materials
- Flight training fees
- Taking the same course twice
- Continuing education units, or CEUs

Keep in mind that TA will not fund your college courses, and you will have to reimburse any funds already paid, if any of the following situations occur:

- Leaving the service before the course ends
- Quitting the course for reasons other than personal illness, military transfer or mission requirements
- Failing the course

Students are required to send a copy of their approved FTA form to the Veterans Center.

Students need to have FTA approved 15 days prior to the start of semester. Students should refer eligibility questions to the Service Education Office.

Source:

- Army:
[https://myarmybenefits.us.army.mil/Benefit-Library/Federal-Benefits/Tuition-Assistance-\(TA\)](https://myarmybenefits.us.army.mil/Benefit-Library/Federal-Benefits/Tuition-Assistance-(TA))
- Army National Guard:
<https://www.nationalguard.com/education-programs/federal-tuition-assistance>
- Marine Corps:
<https://www.marforres.marines.mil/General-Special-Staff/Marine-Corps-Community-Services/Marine-Family-Services/Voluntary-Education-Program/Tuition-Assistance/>
- Navy: <https://www.navycollege.navy.mil/sailors/tuition-assistance-ncpace.html>
- Air Force:
<https://www.afpc.af.mil/Career-Management/Military-Tuition-Assistance-Program/>
- Coast Guard:
<https://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/ETQC/Voluntary-Education/Active-Duty/>
- Service-specific TA policies and procedures may also be found at:
<https://dantes.doded.mil/FinancialAid/MilitaryTuitionAssistance.html>

SECTION IV – State of Utah Benefits

- State Tuition Assistance (Utah Army / Air National Guard)
- State Tuition Waiver Program (Utah Army / Air National Guard)
- Utah State Waivers/Programs
- Exhaustion of Benefits for Chapter 33 Flow Chart

State Tuition Assistance (Utah Army NG, Utah Air NG) National Guard Tuition Assistance

Utah Air and Army National Guard State Tuition Assistance (STA)

Provides additional financial assistance toward tuition after a Soldier has reached their annual FTA limit or for Soldiers or Airmen who are actively serving and in good standing but otherwise ineligible to use FTA.

- Can be used at SUU for just one class at a time or full-time enrollment.
- STA covers up to \$250 per semester hour and up to \$6,000 per fiscal year (combined if also using FTA).
- Service Members pursuing a Science, Technology, Engineering, or Mathematics (STEM) or Cyber degree program are allowed up to \$7,000 per fiscal year (combined if also using FTA) that can be applied both to tuition and fees starting in FY20. Servicemembers must include a STEM-C Verification Letter signed by an advisor/official at the school indicating that their degree program qualifies as STEM or Cyber to receive additional funding.
- STA packets MUST be submitted to the UTNG Education office at least 15 days prior to the class start and must include a completed application, a signed Statement of Understanding (SOU), and course/cost verification. Refer to the checklist on the UTNG education website to ensure you have included all required components of your application.
- Submit completed STA packets to: ng.ut.utarng.list.education-office@army.mil
- Bring completed and signed STA funding authorization forms to the veteran center for processing.

Learn more at <https://ut.ng.mil/Resources/Education-Services/>

Utah Air and Army National Guard State Tuition Waiver (STW)

- Waives full-time tuition (12-18 credit hours) for the academic year (Fall and Spring semesters)
- Members of the Utah National Guard (Army or Air) working on their first associate or bachelor's degree may apply.
- STW packets must include: the completed application (on website above), high school transcript or previous college transcript(s), and a short essay. Cadets must also include a signed memo from their Professor of Military Science (PMS) or Assistant PMS verifying that the Cadet is not receiving a scholarship for tuition.
- Application period runs annually from 1 January - 30 April.
- STW packets must be submitted to ng.ut.utarng.list.education-office@army.mil during open application period.

Learn more at <https://ut.ng.mil/Resources/Education-Services/>

Utah State Waivers/Programs

Purple Heart Tuition Waiver

Utah public institutions of higher learning are required to waive the tuition of a Utah resident admitted to an undergraduate or graduate program leading to a degree, or a vocational training that leads to a certificate or diploma, if the student is a recipient of a Purple Heart.

Will pay for first Bachelor's Degree and \$10,000 towards Masters Degree.

Note: Students are required to turn in a Purple Heart Certificate. This doesn't affect the rate of pursuit or VA funds.

Source: (Utah Code 53B-8e-101)

Scott Lundell Military Survivors Tuition Waiver

Surviving dependents of service members killed in action on or after September 11, 2001 are eligible for a tuition waiver at state schools.

Dependent children may also be eligible for the Marine Gunnery Sergeant John David Fry Scholarship. Source: (Utah Code 53B-8-107)

Accelerated Credentialing to Employment (ACE)

The ACE Program is designed to assist Utah veterans, members of the Active Components, actively drilling members of the Guard and Reserve and their respective spouses, to overcome barriers to employment or better employment. It is intended to provide an avenue for eligible participants to gain employment in the civilian job market by capitalizing on their past experience, training and knowledge or by assisting them with short-term training that leads to a certificate or license.

https://jobs.utah.gov/veteran/resources/07_72.pdf

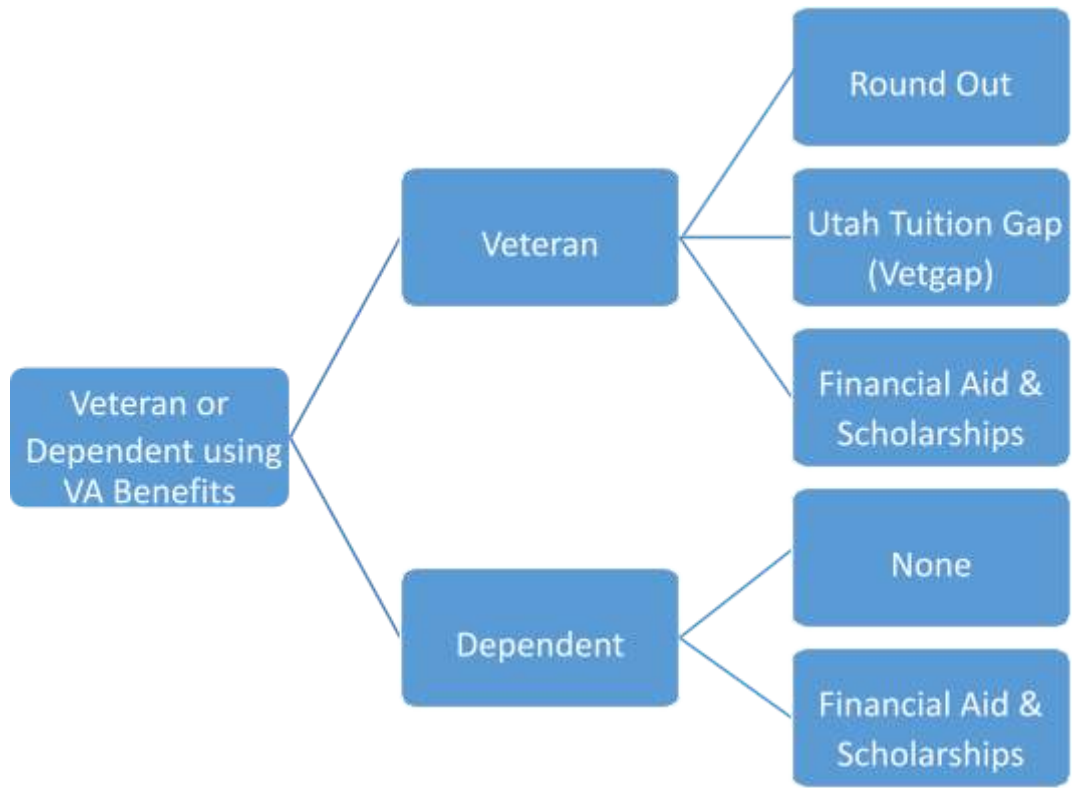
Utah Tuition Gap Funding Program (VetGap)

The Tuition Gap program provides up to one year of undergraduate tuition for qualifying Utah veterans. The program only pays tuition, books and fees; it does not provide funding lab fees. Student veterans at the SUU who qualify for this program may apply through the Veterans Resource & Support Center (VRSC). Summarizing the eligibility requirements, a student veteran must be seeking his/her first baccalaureate degree and:

- Be a resident student of the State of Utah *Be a veteran under the State of Utah's definition
- Be enrolled in good standing at the SUU on at least a half-time basis. *Veterans must be in the final year of their first bachelor's degree program. *Must maintain satisfactory academic progress towards your bachelor's degree.
- Have no federal veterans' educational benefit available (exhausted, expired, or never qualified for one) - proof required upon application.

Visit the SUU Veteran center for the full eligibility requirements, process for applying, and an application form.

Exhaustion of Benefits for Chapter 33 Flow Chart



SECTION V – SUU Admissions

- Military-Connected Priority Registration
- Residence Status for Tuition Purposes
 - Applying for Residency
 - Applying for In-State Tuition
- Credit for Military Training
- Concurrent Enrollment
- College Connection

Military-Connected Priority Registration

Student veterans, current military members, and dependents currently utilizing VA Federal education benefits will automatically be granted early registration. Students will automatically be enrolled and receive notice of the exact date for registering each semester through the Military-Connected Resource canvas page.

Those veterans and currently serving military members who are not using VA educational benefits, you can still receive early registration given you have verified your service through the Veteran Resource & Support Center (VRSC). Verification through one of the following documents is required to be submitted to the center. If approved, the student will be assigned the appropriate attribute.

- DD214 Member-4 copy and under honorable conditions.
- Letter from current unit Commander verifying service status
- Other documentation deemed necessary by VRSC to verify service eligibility.

Dependent students not utilizing federal VA education benefits are not afforded priority registration.

Residence Status for Tuition Purposes

Students are not automatically granted residency or in state tuition automatically based on veterans status. Students are required to submit a completed residency application prior to the start of the semester. Students using VA benefits are required to have in-state tuition rates before they can be certified through the VA.

Applying for In-State Residency or Tuition

Complete [the residency application](#) through the admissions office.

For assistance with your residency application contact the SUU admissions Office.

Phone: (435) 586-7740 or Email: adminfo@suu.edu

Note: See Residency application for more information on required documents. For assistance with your residency application, contact the SUU's Admissions Office.

Source: SUU Admissions Office

SUU Alumni Legacy Scholarship

If a student has been admitted as a first time non-resident student and one or both of their parents or grandparents graduated from SUU with an associate's degree or higher may apply for the [Alumni Legacy Scholarship](#). It's a four year renewable scholarship that is distributed on a first come, first serve basis which will help offset the cost of non-resident tuition.

Any Active Duty Military member or Veteran with an honorable or general discharge shall be granted in-state residency based on the Department of Resident Status (Reference Utah Code R512; 6.1) and therefore will not be awarded this scholarship.

Credit for Military Training

Applying Joint Services Transcript/Military Training at SUU

Any veteran or active military student utilizing VA education benefits are required to have their Joint Service Transcript (JST) or Community College of the Air Force (CCAF) evaluated.

Through your Joint Services Transcript (JST), the American Council on Education (ACE) provides Southern Utah University (SUU) with a suggested credit hour and course evaluation for the various types of military training. ACE provides the Army, Marine Corps, Navy, and Coast Guard quality assurance and policy guidance for JST.

Actual credit is then awarded solely at the discretion of SUU. Your military credits at SUU are most often applied to help fulfill elective credit hour requirements in your degree plan. To graduate with a bachelor's degree, SUU requires that you graduate with at least 120 credit hours, some majors may require slightly more. The difference of your general education, major, minor (if required), and other possible requirements will not always add up to 120 credit hours. That extra credit hour space can be filled with the elective hours from your JST. However, not all bachelor degree plans leave space for electives, so elective military credit may not be needed.

Military training may be determined to be equivalent to courses within your major or minor requirements, This is more likely when your training is related to your selected major or minor. In such cases, the department chair may decide to give specific major course requirements due to restrictive accreditation standards for those majors.

Note: Not all degree plans leave space for electives, so elective military credit may not be needed.

Student's credit recommendations will appear on their JST. **Official JST transcripts must be sent directly to SUU Admissions or a VRSC representative can order it on your behalf provided you give your SSN;** paper copies will not be accepted. **Actual credit is awarded solely at the discretion of SUU.**

Student's will have their DD214 evaluated first, followed by the evaluation of their JST for additional credits.

Process 1: SUU's Military Credit by DD-214

- Students who have active military service may be granted PE 1098 - Wellness Dynamics to fulfill the knowledge area requirement for social and behavioral sciences plus another 7 elective credit hours.
 - Active Military Service requirements:
 - Completed Boot Camp
 - Completed 24 months of active service
 - Honorable discharge or current orders
 - National Guard or a Reservist requirements:
 - Completed Boot Camp
 - Completed 48 months of service
 - Honorable discharge or current orders

If the student has other than honorable on their DD214, the VRSC will review and may request additional information from the student

Process 2: Joint Services Transcript (JST) Military Credit Evaluation

- Additional credit may be granted if specific requirements are met.

Note: Credits may be awarded as elective credit. Certain credits may also be articulated as equivalent to SUU coursework, if applicable.

Military credit will be evaluated and applied only if it can be applied to a student's current

degree program.

Students must meet with their academic advisor and the Veterans Center to discuss the applicability of their military credit to their program of study after their JST/ DD-214 has been evaluated before they can be added to their SUU transcript. Once the review of the JST is complete, an email will be sent to the student. Once this email has been sent, the student has 30 days to respond with a confirmation that they have scheduled an appointment along with the details of the appointment. If a student decides to change their program of study later on, they can request a re-evaluation of their JST.

Note: Once credits are added to a student's SUU transcript, they cannot be removed.

Applying Community College of the Air Force Transcripts (CCAF) at SUU

The Community College of the Air Force or Air University is a federally chartered degree-granting institution that serves the United States Air Force's enlisted force. Since they are an accredited college all credits are transferable.

If there are credits you did not receive for a specific class and were only transferred as elective credits, you can speak with the Department Chair and provide them with a course syllabus for review.

Students must order an official copy of their transcript from CCAF and have it sent directly to SUU's Admissions office at SUU. [Instructions on how to order your transcript](#)

Note: Once credits are added to your SUU transcript, they cannot be removed.

Source: Air University

Concurrent Enrollment

The concurrent enrollment program makes college courses available to eligible high school students during their junior and senior years. Students earn both high school credit and college credit, which is recorded on a college transcript. For an application

<https://tbirdnation.suu.edu/questions-about-concurrent-enrollment>

- SUU courses taken at the students' high school campus are not eligible for VA certification
- Courses taken at SUU, or online courses are eligible for VA certification.

Note: Course charges must follow standard tuition rates.

COMPASS Program

A student whose high school GPA falls below the [threshold for admission](#) to SUU may be offered the opportunity to participate in the COMPASS program (COMPrehensive Academic Support & Success).

The COMPASS program helps provisionally admitted students refine their study strategies, mindsets, and personal management skills so they set themselves up to thrive in a higher education setting. Successful COMPASS students actively participate in a student success course and regularly meet with peer mentors.

Students are required to enroll in SUU 1050: *College Student Success* (3 credits) in their first semester.

They must complete the course with a minimum grade of "C" and achieve a 2.0 cumulative GPA by the end of their second semester to continue attending SUU in subsequent semesters.

[First Year Provisional Admissions Chart](#)

Note: undeclared students may only be certified for general elective courses.

- Students enrolled in an AAS aviation program may not receive benefit funding for flight labs due to being on probation.
- For more information, please contact Elizabeth Cox Assistant Director, COMPASS & Academic Recovery Office: ELC 114; 435-865-8432 or elizabethcox1@suu.edu

SECTION VI – Paying for College

- Financial Aid & FAFSA
- Scholarship Opportunities
 - SUU Military-Connected Scholarship
- Student Employment
 - VA Work-Study Program
 - Jobs for T-Birds
- Funding for Textbooks
- Annual Book Stipend: Post 9/11 GI Bill® (Chapter 33)
- SUU Veterans Knowledge Locker
- Withdrawal from the Academic Term
- Emergency Withdrawal

Financial Aid & FAFSA

In addition to VA Educational Benefits, you may be eligible for a variety of need- and merit-based financial aid, as well as subsidized student loans. To be considered for federal or state financial aid, you must first complete the Free Application for Federal Student Aid (FAFSA). The Financial Aid Office at SUU will “package” all of your VA Educational Benefits and other sources of financial aid. You will be responsible for any uncovered portion of tuition and fees.

You should complete a FAFSA application even if you think you may not qualify. Often Veterans students will get rejected on their first attempt, but you can appeal your rejection letter to your Financial Aid Advisor at the SUU Financial aid office.

Go to www.fafsa.gov to apply.

IMPORTANT: When completing FAFSA, VA Educational Benefits do NOT count toward claimed income. Even though the VA is the last payer for tuition and fees, they do not consider FAFSA funding www.fafsa.gov as tuition and fee specific.

- FAFSA - <https://studentaid.gov/complete-aid-process/accept-aid>
- SUU Scholarship - <https://www.suu.edu/finaid/scholarshipaccept.html>

College Financial Plan

The College Financing Plan (CFP) (Net Price Calculator/Shopping Sheet) is a consumer tool to simplify information that the university uses to notify prospective students of the associated costs to attend our school. It includes estimated Tuition, Fees, housing, and incorporates estimated Federal Student Aid (FAFSA) and Veterans Affairs Educational Benefits. Students currently enrolled, but had changes occur with their financial aid will also receive an updated CFP that includes updated estimates.

- <https://www2.ed.gov/policy/highered/quad/aid-offer/index.html>

Scholarship Opportunities

SUU has many scholarships available to students, please visit the VRSC [financial resources](#) and scroll to the bottom of the page to find scholarship opportunities.

SUU Military-Connected Scholarship

The Purpose of this scholarship is to award outstanding students who are military-connected and may have a financial need, The Veterans Resource ^ Support Center will award four \$250 general scholarships a semester.

- Application submission windows:
 - Fall Semester - Opens July 1st and closes September 15th, awards October 1st.
 - Spring Semester - Opens November 1st and closes January 15th, awards February 1st.
- All scholarship recipients will receive funds through the SUU Financial Aid Office.

Requirements:

- Students must be military-connected: i.e., U.S. Veteran, currently serving military member, or dependent of those listed – dependent child must be under the age of 26 at time of receiving award.
- You must have a cumulative GPA of 2.5 or higher, and not be on academic probation or warning.
- Complete the online scholarship questionnaire, consisting of the following:
 - Describe your academic progress and goals.
 - Describe how your academic and life goals share a common pathway
 - How the scholarship would help you reach your academic or life goals
 - Share your involvement with groups, clubs, and organizations the past year in service of

our campus or community

The scholarship will be awarded using a complete application process. All applications will be reviewed by the Veteran Resource and Support Center staff. Awardees will be informed via phone or email. A student can only receive one award each academic year.

Please visit the [Military-Connected Scholarship link](#) to apply.

Student Employment

VA Work-Study Program

Students that are full-time or 3/4-time at SUU can “earn while you learn” with a VA work-study allowance.

Eligibility

The VA work-study allowance is available to persons training on a full-time or $\frac{3}{4}$ time basis under the following programs:

- Post-9/11 GI Bill®--(38 U.S.C. Chapter 33) (Veterans and transfer-of-entitlement recipients)
- Montgomery GI Bill®--Active Duty (38 U.S.C. Chapter 30)
- REAP Participants
- Montgomery GI Bill®--Selected Reserve (10 U.S.C. Chapter 1606)
- Dependents’ Educational Assistance Program (38 U.S.C. Chapter 35)
- Eligible dependents under 38 U.S.C. Chapter 35 may use work study only while training in a State.
- National Call to Service Participants
- Vocational Readiness & Employment Program -- (38 U.S.C. Chapter 31)

Students earn an hourly wage equal to the Federal minimum wage. Students may elect to be paid in advance for 40% of the number of hours in your work-study agreement, or for 50 hours, whichever is less.

After students complete the hours covered by their first payment, the VA will pay them each time they complete 50 hours of service OR bi-weekly, whichever comes first.

Students may work during or between periods of enrollment. Students can arrange with the Veterans Center to work any number of hours they want during their enrollment. However, the total number of hours a student works can’t be more than 25 times the number of weeks in their enrollment period.

How to Apply

Contact the Veterans Center if you are interested in applying!

Jobs for T-Birds

Human Resources, located in University Campus Services 319, is happy to assist students in their job search. Please note that the responsibility rests with the student to obtain employment as most of our students are able and willing to work and each department selects its own employees. Most campus offices employ student workers in data entry, clerical, and general office positions. Students are also employed by the Post Office, Library, Bookstore, University Housing, Tutoring Center, and Facilities Management (Custodial, Grounds, Maintenance).

- To be eligible to work on campus during the school year, a student must be enrolled for a

minimum of six credit hours.

- In addition, all part-time hourly employees are limited to no more than two active positions at any given time.

To locate student on-campus jobs, internships, off-campus jobs, and career opportunities, visit the website here: <https://my.suu.edu/jobs> and follow the instructions given in each individual posting to apply.

Federal Work Study:

This is money that you can earn throughout the semester by being employed on campus with an approved employer. Eligibility is determined by the US Department of Education by filling out the FAFSA (Free Application for Federal Student Aid). The student receives a paycheck for hours worked. This money may be used toward tuition, fees, books, or any living expenses you may have. Work-study is available to both undergraduate and graduate students.

Funding for Textbooks

Annual Book Stipend: Post 9/11 GI Bill®(Chapter 33)

The book stipend will help cover the cost of books, supplies, equipment and other educational fees. Students will receive a lump sum payment accompanying the living allowance for the first month of each semester. The payment will be \$41.67 for every credit enrolled, but no more than \$1,000 per calendar year which resets every fall. (e.g., a student enrolled in 12 units will receive \$500 for that academic term).

- Students who have served less than three years on active duty since September 10, 2001 qualify for a percentage of the book stipend under Post-9/11 GI Bill®.

SUU Veterans Knowledge Locker

The SUU Knowledge Locker is a program created by the Veteran Center that assists students in providing needed textbooks at a reduced price. Students may bring in their book list and checkout available books from the Knowledge Locker. This resource is available to all military-connected students.

Students can only check out books that are on their book list found on their MySUU portal or course syllabus. If a student checks out a book and does not return it at the end of the semester then they will no longer be able to utilize the Knowledge Locker and a hold will be placed on the students account preventing future certification.

For more information, please contact the Veterans Center.

Withdrawals

Unofficial Withdrawal

A student can receive an unofficial withdrawal from their professor(s) if the student stops showing up to class, doing their work, or both. This will affect a student's GPA and they may owe money back.

If a student utilizing VA education benefits receives a UW (unofficial withdrawal) for the semester, the student may owe money to the VA for the credits they received a UW. If the student owes the VA money, they will receive a package in the mail specifying how much is owed and how to pay it.

Withdrawal from the Academic Term

- Students are permitted to withdraw totally from the academic term any time prior to finals for the semester.
- A student withdrawing after the 14th class day of the Fall/Spring semesters will have a "W" recorded for each course for which he/she registered. For Summer term, please contact the Registrar's Office for more information regarding withdrawal dates.

Southern Utah University does not allow a student to drop or withdraw from their final course without completing a separate withdrawal request for the semester. During the first nine weeks of the semester a student may withdraw from any or all of their courses. After the ninth week a student may not withdraw from an individual course, but must withdraw completely from all of their courses for the semester. As you consider withdrawing from Southern Utah University, it is important to be aware that your withdrawal can affect your academic, personal, and financial records and responsibilities in a variety of ways. You must [review these considerations](#) before you may begin the withdrawal process.

NOTE: Students please notify the Veterans Resource & Support Center after your withdrawal has been approved.

Emergency Withdrawal

SUU recognizes that circumstances beyond the control of the student may so significantly impact a student's academic work that an Emergency Withdrawal from the term is necessary. Students who encounter these circumstances may be totally withdrawn and request a refund of a portion of their tuition and fees. To make such a request a student should:

1. Complete the [Emergency Withdrawal Request form](#)
2. Attach a written personal statement explaining, in detail, the extenuating circumstance and the specific refund request (*if a student simply wishes to withdraw without requesting a refund they may follow the instructions above under Withdrawal from the Academic Term*)
3. Provide documentation of the extenuating circumstance (doctors note, police report, etc.)
4. Submit the completed packet to the Student Outreach and Support Office.

A committee will review the information submitted and determine if a refund is appropriate based on the information provided, a review of student's records, and considering the circumstances of other students who have encountered similar circumstances.

Withdrawal from the semester may result in a financial obligation for the student to return a portion of any federal financial aid received. If you are considering withdrawing from the University, we strongly recommend that you first discuss the financial consequences of this action with the [Office of Financial Aid & Scholarships](#).

NOTE: Students who are activated need to bring a copy of their orders and the approved emergency withdrawal application to the Veterans Resource & Support Center.

SECTION VII - Student Responsibilities

- New Student Requirements
 - Military Connected Student Orientation
 - First Year Experience and Orientation
 - Creation of Degree Plan
- First Year Responsibilities
 - Prior Credit Review
- On-Going Responsibilities
 - Student Conduct Code (Policy 11.2)
 - Change of Address and Direct Deposit for the VA
 - Change of Address and Direct Deposit for the SUU
- Student Verification Enrollment
- Tuition, Fees & Institutional Charges (Students Responsibility)
- Late Payment Fee

New Student Requirements

Military Connected Student Orientation

All students in an undergraduate program using benefits are required to attend Veterans Orientation, University Orientation, and their College Orientation if required.

Any returning students that have a gap in attendance of 1 year or more are required to attend Veterans Orientation again.

First Year Experience and Orientation

The First Year Experience and Orientation program located within the Student Help Center “The Nest” (ST 178) at SUU provides each incoming student with valuable, personalized attention from the moment they commit to SUU until they complete their first year.

SUU's unique approach provides each incoming student with a peer-mentor from our ACES (Assistant Coaches for Excellence and Success) program, who provides personal outreach, academic and extracurricular advice, and helps each student find their place at SUU. ACES contacts incoming students throughout the summer in order to assist each student with completing the T-Bird Takeoff Modules (TTQ), Online Orientation, schedule a personalized visit to campus, as well as to prepare each student for our amazing fall welcome - Thunder U.

Once you have committed to SUU and paid your enrollment deposit, one of our members from the Completion and Student Success office will contact you to start the onboard process. Don't stress! Let us help take care of you.

Thunder U (Orientation) is required for all new students under [SUU Policy 6.5, Undergraduate Admissions, V-D-11](#)

1. Incoming first-year students are required to attend Thunder U.
2. Transfer students are required to attend Thunder U.
3. Non-Traditional students (over the age of 25, married and/or with children) are required to attend Thunder U. We also host a Non-Traditional Student Mix and Mingle during Thunder U, be sure to check for it on the complete schedule.
4. Veteran students are required to attend Thunder U and should connect with the Veterans Resource and Support Center to attend their Military Connected Orientation.
5. Online campus students are exempt from attending Thunder U. Students with all online courses that are registered as “main campus” students are still required to attend Thunder U. For questions about your campus designation, please contact your ACE.

First Year Responsibilities

Creation of Degree Plan

In order to support student's timely graduation and proper utilization of benefits, students must have a degree plan setup in their Degree-Works Planner. This is a collaborative process in which advisors work alongside students with courses/course load/course sequencing/etc.

Note: Degree plans must be completed through graduation before priority registration opens.

Prior Credit Review

Within the first year, students with military service should complete their prior credit review by completing the SUU Military Application Request.

On-Going Responsibilities

Staying Connected with the Veterans Center

Email- Students can email the VRSC at the following; veterans@suu.edu

SUU Military-connected Resources Canvas Account

Facebook/Instagram- Student's should add the SUU Veterans Center page SUUVeteransCenter (Facebook) or suu_veterans (Instagram) to stay informed about upcoming events, scholarship opportunities, or other relevant information.

<https://www.facebook.com/SUUVeteransCenter/>

https://www.instagram.com/suu_veterans/

Bulletin Board- The Bulletin Board in the Veterans Lounge (Student Center room 122 A) is used for community and school events.

Student Conduct Code (Policy 11.2)

Southern Utah University establishes high expectations and community standards for its students through its policies and procedures. The University's Student Conduct Code (the Code) identifies actions and behaviors that are prohibited. The Code also establishes the process and procedures that are used to resolve allegations of student misconduct.

- Students are encouraged to review the Code of Conduct.
<https://help.suu.edu/uploads/attachments/PP112Student.pdf>.
- Additional information about student conduct can also be found in the University's Student Handbook.
- These two documents provide students with information about their rights, which are consistent with state and federal laws.

Change of Address and Direct Deposit for the VA

Address and direct deposit information must be kept current. If a student wants to start or change a direct deposit. The following information is needed to set up direct deposit:

- Account number
- 9 digit bank routing number
- Type of account (checking or savings)

If a student has direct deposit the student still needs to keep his or her address current because all other correspondence including award letters are mailed to the student's address.

Students can call 1-888-442-4551 to begin and change direct deposit.

Source: SCO Handbook

Change of Address and Direct Deposit for SUU

Direct Deposit may be set up through the students MySUU Portal by selecting direct deposit link under the apps section. If students would like to make any additional changes to their account(s) they will need to contact the Controller's Office at (435) 865-8101.

Students may update their address online by logging into their mySUU Portal:

- In the Top right corner click your name
 - In the drop down menu click contact info
 - Your address will appear and you can then click the pencil icon to edit your address

Students who are unable to change their address online may submit a completed Change of Personal Information Request to the Registrar's Office. Click this link

<https://www.suu.edu/registrar/student-forms.html> then click Personal Information Change PDF.

Payment Plans

A payment plan may be set up through the students MySUU Portal by clicking on their balance to the right of the screen. This will take the student to a page where “Payment Plans” will appear. By clicking this the student will find an “enroll” box that they will select and choose the payment plan they wish to have for the semester.

This is highly encouraged for students utilizing Chapter 35 benefits.

Enrollment Eligibility:

- Any prior term balance must be paid prior to enrollment in a new installment plan.
- A minimum of \$200 in eligible term charges required or the following message will appear, “you do not have enough eligible charges at this time.” Eligible charges include tuition, fees, room and board.
- All payment plans are set-up so that the monthly installment is **AUTOMATICALLY** deducted from the payment method on file.
- A \$50 application fee will be added to the balance and disbursed throughout the payments.
- **Students in accelerated programs will have different installment due dates.**

Please check the [Semester Payment Plans](#) link to see the available payment plan options and installment dates.

Student Verification of Enrollment (Chapter 33 & 33 TOE)

Student Verification of Enrollment (Chapter 30 and 1606)

Students receiving Chapter 30, 1606, must verify their enrollment monthly by Web Automated Verification of Enrollment (WAVE) or by Interactive Voice Response (IVR). When students are awarded benefits, the award letter they receive describes WAVE and IVR. The earliest students can verify their enrollment is the last calendar day of each month.

WAVE allows students to verify their enrollment on the Internet. WAVE is on the Education Service website at <https://www.gibill.va.gov/wave/index.do>. or by calling IVR 877-823-2378.

IVR allows students to “phone in” (1-877-823-2378) their monthly verification if there are no changes to the enrollment during the previous month. If there were changes in the enrollment, the student must contact the Veterans Center.

Students must be currently enrolled in an approved educational program and must have a current benefit award to use WAVE. The WAVE system permits students to perform a multitude of functions. For instance, students may:

- Verify that enrollment has not changed
- Report a change in enrollment
- Change mailing address
- Initiate or change direct deposit information
- View the enrollment period and monthly benefit amount
- View the remaining entitlement
- Sign up for a monthly email reminder

Source: SCO Handbook

Class Absences for Military Obligations Policy

Students who miss class due to jury duty, or who are complying with military or emergency law

enforcement mandatory activities, are excused from class. However, students are still required to follow the procedures detailed below in Section IV.B.

Section IV.B. Student Responsibilities

1. Students shall inform their instructor of dates they will miss class due to an excused absence prior to the date of that anticipated absence. For activities whose schedules are known prior to the start of the semester, students must provide their instructors a written schedule during the first week of the semester showing days they expect to miss class. For other university-excused absences, students must provide each instructor the earliest advanced notice of the classes they will miss.
2. Make-up Work
 - a. It is the responsibility of the student to arrange with the instructor an opportunity to complete missed assignments, activities, and labs that will be missed during excused absences. The student must work with the instructor prior to the absence to develop a plan and document the following for each assignment or activity missed (in an email or some other form):
 - i. Any modifications or changes to the original assignment required in lieu of the in-class element.
 - ii. Due date for the assignment or date when activity must be completed.
 - b. Students are responsible for all material covered in classes missed, even when their absences are excused.
 - c. Students should be aware that excessive absences, whether excused or unexcused, may affect their ability to do well in class.
3. Any student who feels they have been treated unfairly concerning absences may appeal via the process described in [Policy 11.4](#).

For more information regarding this policy please visit [Policy 6.30, Excused Absence](#).

Students Called to Active Military Service Procedures

Students called to active service during the course of a semester must complete an Emergency Withdraw Request and choose one of the following options before departing for active service:

- Any student called to active service during the course of a semester may elect to withdraw from the university with a full refund of all academic tuition and fees to include any and all monies paid to the university for housing for the semester. *Under this circumstance, no course credit and no course grades will be awarded.*

Students called to active service keep their admission, email and computer access open at SUU for one year from the date of their mobilization. After a two year absence, students will have to reapply for admission.

Tuition, Fees & Institutional Charges (Students responsibility)

****Financial arrangements for payment of all charges are the responsibility of the student. ****

All tuition, fees, and institutional charges must be paid in full on, or prior to, the relevant payment deadline posted on the University's Cashier's Office web page, <https://www.suu.edu/cashier/due.html>.

After students request to be certified by the Veterans Center their student account will be flagged to prevent them from being dropped for non-payment. In addition to the "Do Not Drop" hold the amount certified to the VA will be noted.

Upon payment deadline if a student's account has a negative balance that exceeds the noted VA certified amount then they are responsible to ensure payment of the difference. The remaining balance

payment must be made using personal resources, approved financial aid, a third party, and/or a satisfactory payment arrangement with the Cashier's Office, or any combination thereof.

Example: If a student's account is charged \$5,000.00 in tuition and fees and has been certified for \$4,000.00. Then the student is responsible for ensuring payment of the remaining \$1,000.00.

It is recommended that students register and request certification within 30 days after enrollment opens to allow enough time for the VA to issue payment to the University. Students are RESPONSIBLE for paying tuition and fees REGARDLESS of pending VA benefit payments(except for chapters 31 and 33).

Aviation Student: If SUU has not received funds from the VA on behalf of a student, the student will be expected to coordinate with the Aviation Program to determine if they are eligible to fly. The student may be required to enroll in a satisfactory payment arrangement under the direction of the Cashiers Office. The Aviation Program has the right to prevent the student from flying until an arrangement is made, or until the student's account is paid in full.

Note: The following fees are NOT paid by the VA under Chapter 33: late fees, parking fees, tickets, testing fees, lockers, challenge/experiential credit, transcripts, library fines, club dues, etc

SECTION VIII – Degree Plan

- Completion of Core Requirements
- Remedial and Deficiency Courses
- Repeating Courses
- Degree Requirements
- Dual Majors, Minors, and Dual Objectives
- Application
- VA Paying for General Electives
- English and Math Placement Exams, and Remedial Training
- Study Abroad
- Independent Study/Online/Hybrid Courses
- Academic Lingo
- Tips for Creating a Planner
- Round Out Option
- Utah Tuition Gap Funding Program (VetGap)
- Exhaustion of Benefits for Chapter 33 Flow Chart

Completion of Core Requirements

The core requirements for General Education encompass 12 to 13 credit hours of coursework in English, Quantitative Literacy, and American Institutions. These courses are intended to give students knowledge and skills necessary to effectively communicate, be able to demonstrate basic mathematical competency, and have an understanding of the history of the United States and its economic and political systems.

Note: Core course requirements as of 2013-14: If a student reaches or exceeds 60 SUU credit hours and has not completed English and Quantitative Literacy courses, none of their courses will be certified until the student has completed the requirements.

English Requirements

Complete 3 credit hours with a grade of C- or above

- ENGL 1010 - Intro to Academic Writing 3 credits

Note: ENGL 1010 may be waived for students with ACT English subscores of 29 or above. Students with an ACT English sub-score below 17 must take ENGL 0990 as a co-requisite to ENGL 1010.

Quantitative Literacy Requirements (Mathematics)

Complete at least three credit hours with a grade of C- or above

- MATH 1030 - Contemporary Mathematics 3 credits
- MATH 1040 - Statistical Inference 4 credits
- MATH 1050 - College Algebra 4 credits
- MATH 1100 - Applied Calculus 3 credits
- MATH 1210 - Calculus I 4 credits

Note: Any other MATH course requiring Intermediate Algebra as a prerequisite. See Department of Mathematics for complete Math policies 4 credits

American Institutions Requirement

Complete three credit hours in this category

- ECON 1740 - US Economic History 3 credits
- HIST 1700 - American Civilization 3 credits
- POLS 1100 - American National Government 3 credits

Note: If a transfer student has not completed the American Institutions requirement in his or her general education program, this must be completed at SUU. By prior approval of your department chair, more advanced classes may be counted toward general education.

Integrated Learning

Information Literacy Requirement

Complete one credit hour with a grade of C- or above

- INFO 1010 - Information Literacy 1 credit Co-requisite(s) ENGL 2010

Complete three credit hours with a grade of C- or above

- CSIS 1000 - Intro to Computer Applications and the Internet 3 credits

Remedial and Deficiency Courses

Remedial and deficiency courses are courses designed to correct deficiencies in basic Mathematics, English, and Reading at the elementary or secondary level. These courses can be certified as part of an approved program, but only for students for whom a verifiable need has been established.

Remedial and Deficiency courses include but are not limited to:

- MATH 950, 970, 990, and 930/1030
- ENGL 990

Any course required as a prerequisite for a course designated as a degree requirement.

- Test results and other documents must be on file to support the student's need for remedial and deficiency courses. Acceptable documentation consists of ACT Math Subscore, ALEKS Arithmetic placement score, or a transfer of a course from an accredited transcript showing a deficiency in basic Mathematics, English, and Reading at the elementary or secondary level which is less than two years old.

Note: Remedial and deficiency courses offered as independent study (online) cannot be approved and cannot be certified to VA.

Chapter 30, 33, 1606: Entitlement is charged for remedial and deficiency training. Chapter 35: Entitlement is not charged up to 5 months of full-time remedial and deficiency training.

Course Substitutions

If the college allows substitutions for program requirements, VA will allow course substitutions if the school approves them and they are documented in the student's Degree-Works.

Repeating Courses

Classes that are successfully completed may not be certified again for VA purposes if they are repeated. However, if a student fails a class, or if a program requires a higher grade than the one achieved in a particular class for successful completion, that class may be repeated and certified to the VA again.

Example 1: if a Nursing program requires a "B" or better in Biology, then that class may be repeated if a "B" or better was not earned. That requirement must be in the school catalog.

Example 2: If a course is required for graduation, a student may repeat the course and be certified for it until it is successfully completed.

Example 3: If a student chooses to repeat a course that was successfully completed, just to improve their GPA, that course cannot be certified to the VA.

NOTE: If a student's situation does not fall under one of these examples, they should contact the Veterans Center to speak with a School Certifying Official.

Source: SCO Handbook

Dual Majors, Minors, and Dual Objectives

Students may pursue a dual major or a minor as part of a single objective. However, minors that exceed the credit required for the major must be approved by the Veterans Center for VA funding approval.

Dual Major

Dual majors pursued under an academic policy that defines the dual major's requirements can be certified if both majors are approved. Only courses required to complete the dual major can be certified.

Minor

A minor required as part of an approved major can be certified, even if the minor will require additional credit to graduate. Only courses required to complete the degree, including the minor, can be certified.

ROTC Programs

A student in a Reserve Officer Training Corps (ROTC) program is commissioned as an officer if he or she receives a degree. The objective of commissioned officers is a professional objective. Students in an ROTC program can be certified for courses required for their degree (including electives).

Dual Objectives

A student may want to pursue a dual objective. For example, a student may want to concurrently pursue two different degrees or pursue a degree and a certificate. A program of education may lead to more than one educational, professional, or vocational objective if all objectives pursued are generally recognized as being reasonably related to a single career field. The objectives do not necessarily have to be on the same professional or technical level.

Source: Department of Veteran Affairs Education SCO Handbook

Application for Dual Majors, Minors, and Dual Objectives

A Dual Intent letter must be submitted to the Veterans Resource and Support Center before classes will be certified.

Submit a letter at least a paragraph long stating:

- Name and T-number
- Lists the degree the student is in, along with the second degree they want to pursue. (Must include Associates/Bachelors/Masters in the degree name)
- Explain how the two degrees share a common path.
- Sign the letter and submit it to the VRSC.
- Both degrees need to be in degree works along with a completed degree plan that incorporates both degrees.

VA Paying for General Electives

Only courses that satisfy requirements outlined by the curriculum guide or graduation evaluation form can be certified for VA purposes. Just because a course appears on Degree Works does not mean that is fulfilling a program requirement. If a student takes a course that does not fulfill a program requirement, it cannot be certified for VA purposes. Excessive free electives, for example, cannot be certified.

English and Math Placement Exams, CLEP, and Remedial Training

English

If the student has a valid ACT score of 17 or higher, they are not required to take remedial ENG 990 concurrently with ENG 1010. If a student wishes to test out of 990 they may complete the English accuplacer in the testing center in addition to a proctored essay.

Math

All students with math credits older than two years are required to take the Math ALEKS exam in the testing center prior to registration for math classes. Remedial math classes include but are not limited to: MATH 950, 970, 990, and 930/1030. The student will need to pass the remedial class with a B- or better to be eligible for Math 1030. If a student scores a 15 or higher, they can take MATH 0930/1030 combo. The student may also CLEP Math.

Note: Students may take Math 1010, and if completed with a B- or better, they may be eligible for Math 1030.

Note: If a student takes Math 0950, the next class they would be eligible to take is Math 0990.

Study Abroad

Under Chapter 33, VA will pay:

- Home school's tuition and fees
- Books and supplies

- Monthly housing allowance based on the home school's address
- In order for the VA to pay any additional fees specific to the Study Abroad program, the Study Abroad option must be required for graduation.

VA will not pay:

- Costs related to travel (airfare, lodging and meals)
- Third party charges

Source: SCO Handbook

Independent Study / Online / Hybrid Courses

For enrollment certification purposes all independent study, online and hybrid courses will be identified as non-residential courses.

Source: 38 CFR 21.4252, 21.4267, and 21.9505

Academic Lingo

Here are some key terms to help students understand the academic process:

- **Bachelor of Arts vs Bachelor of Science:** Most majors fall under one of these categories. A BS tends to focus more on math and science, while a BA tends to focus more on the humanities (more language, fine arts, social science courses).
- **Credits:** College courses are measured in terms of credit hours, which usually equate to how many hours a student spends in class each week. Hint: Students need to earn 15+ credits each Fall & Spring semester to graduate in 4 years with 120+ total credits.
- **Exploratory studies:** A major in exploratory studies indicates that the student is still not certain which major to declare and is evaluating interests, looking at various degrees, and possible careers.
- **College:** "College" is often used interchangeably with "university" and "school." Separately, "college" can refer to an academic division of a university, such as College of Education.
- **Department:** A division of the college, made up of faculty and support staff, that gives instruction in a particular field of study.
- **Graduate School:** The division of a college or university which administers graduate studies and awards master's degrees and graduate certificates.
- **AP (Advanced Placement program):** A college board program that allows students to take college-level courses while in high school. Students can then take standardized AP exams; those with qualifying scores can earn credit at certain colleges and universities. Contact the Registrar's Office for more information.
- **Coequisites:** Two classes that must be completed at the same time.
- **Prerequisite:** A course that must be completed before a student is allowed to enroll in a more advanced course.
- **Transfer credit:** Credit granted toward a degree on the basis of studies completed at another college or university; official college transcripts are required for transfer credits, including concurrent enrollment credits.
- **"TBA" listed for class day/time:** When TBA is listed on the location/day/time it indicates that it is an online course.
- **TR listed for my class day:** Tuesday and Thursday
- **General Education Courses:** Broad subject-area knowledge and skills that are pertinent for achieving engaged, personalized and rigorous learning that transcends and complements a student's major.

- **Electives:** Courses that students can choose to take for credit toward a degree, but are not required.
- **Major:** Subject area that a student chooses to focus on during his/her undergraduate studies. Students typically must officially choose their major by the end of their sophomore year, allowing them to take a number of courses in the chosen area during their junior and senior years.
- **Minor:** An academic subject area that a student chooses to have a secondary focus on during their undergraduate studies. Typically not required, but it allows students to take additional courses in a subject different from his or her major.

Tips for creating a planner

- Account for placement exams for English and Math.
- Ensure English, Quantitative Literacy, and Integrated Learning course work is completed within the first 60 credit hours earned at SUU.
- Ensure courses are offered in planned terms.
- Do not exceed the minimal amount of general electives for your degree.
- Chapter 33 benefits ONLY
 - Include dual majors, minors, and dual objectives approved by the Veterans Center.
- VA doesn't pay for minors unless the courses coincide with Major (ie: as open electives)

Note: Students are responsible for maintaining their academic planner. Any changes in the student's educational goals will require an updated academic planner before being certified for benefits.

Round Out Option

A student may round out during their last term with any additional class(es) that are included within the student's program of education even though not required for the specific beneficiary to graduate. Such classes must be specified by name in the approved program curriculum, and not have been already completed.

A student may round out with classes that are not offered as part of their program of education with any class offered by the educational institution only under the following circumstances:

- The student has taken (or is enrolled in) every class offered as part of their program.
- The remaining course options in the student's program are not offered during the student's final term.

This policy also reiterates the following:

- A VA student can "round out" a schedule with additional courses to bring his/her course load up to a full-time schedule in his/her last term only.
- "Rounding out" is available to any student whose training time or rate of pursuit is less than full-time.
- A student may only round out once per program.

SECTION IX – University Services

- Academic Resources
 - Computer Labs and Wireless Access
 - Study Spaces
 - Library Services
 - Writing Center
 - Veterans Resources
 - Laptops & Printer
 - Veterans Lounge
- Student Services
 - Student Support Services (SSS)
 - Non-Traditional Student Resources (25 years+/Families)
 - Non-Academic Resources
 - Campus Life
 - Housing
 - On-Campus Housing
 - Off-Campus Housing
 - Fitness
 - SUU Student ID
 - Transportation and Parking
- Student Organizations
 - SVA (Student Veterans of America)
 - T-Bird Connection
- Career Center

Academic Resources

Computer Labs and Wireless Access

Computer labs can be found in a variety of places on campus including the Library, 3rd floor of the Science building, and 3rd floor of the Electronic Learning Center.

Study Spaces

Study spaces can be found in the library on all three levels, the Sharwan Smith Student Center Rotunda and Living Room, Veterans Center Lounge and any common areas located on campus where students feel comfortable to sit down and study.

Library Services

The Gerald R. Sherratt Library located on SUU's campus provides a space for students to access computers, study (individually and in groups) along with maintaining a wide collection of books (physically and online) and a collection of T-bird texts.

The library's website can be found at: <http://library.suu.edu/>

Writing Center

The SUU Writing Center has expanded to include three branches: the Undergraduate Writing Center, the Graduate Writing Center, and the Writing Fellows program.

The Writing Center website with hours of operation, location, or to book an appointment can be found here: <https://www.suu.edu/hss/writingcenter/>.

Veterans Resources

Laptops & Printer

The Veterans Center has individual workstations with desktops and printers located in the Veterans Lounge that students can use free of charge.

Veterans Lounge

The Veterans Lounge is located in the Sharwan Smith Student Center down the hall from the Veterans Center and is open to all military-connected students. It's a place to go to "hang out" in between classes, get some coffee, watch TV, study, nap, or just relax. There is a refrigerator and microwave available as well. As long as the Sharwan Smith Building is open, the lounge is available to students. Student ID cards are used to enter the lounge. If your ID card doesn't work then talk to the Veterans Center.

Student Services

Student Support Services (SSS)

TRIO Student Support Services (SSS) is a federally funded program designed to provide a variety of services, tools, and resources to assist students along their own unique educational path. They are located in the Student Center in Suite 206 D. To apply for the SSS program, students must meet at least one of the following criteria:

- First-Generation --Neither parent or legal guardian received a four-year college degree

- from a U.S. accredited university prior to the student's 18th birthday, and/or
- Students with low-income -- Student is receiving federal financial aid such as a Pell Grant, or the student's household taxable income meets federal financial guidelines, and/or
- Disability -- The student has a disability which has been documented through SUU's Disability Resource Center.

Applicants must be citizens of the United States and enrolled at SUU. After submitting an intake form, the Student Support Services team will determine eligibility. Upon acceptance, an appointment with an SSS team member may be scheduled. The SSS/student relationship is active through completion of a Bachelor's Degree or up to 6 years from date of enrollment.

SSS provides tutoring in the areas of math, English, general science, and most general education courses from 9 am to 7 pm, Monday through Friday. We have tutors on staff to assist with small groups and one-on-one tutoring. Each student is assigned a mentor. Services are at no cost to the student and are arranged through SSS.

The website for Student Support Services can be found here: <https://www.suu.edu/triosss/>

Non-Traditional Student Resources (25 years+/Families)

The Non-Traditional Student Services located in Suite 172 of the Student Center provides resources and support for the following types of students:

- Married
- Widowed
- Divorced
- Have dependent children
- 25 years or older
- Have had a three or more year break in school

The website for the Non-Trad Student Resources is located here: <https://www.suu.edu/nontraditional/>

Non-Academic Resources Campus Life

Housing

SUU housing website: <https://www.suu.edu/housing/>

On-Campus Housing

On campus housing consists of dorm-style housing and shared apartment housing in a variety of ways through residence halls and learning communities.

Off-Campus Housing

Any student can live off campus in a house, apartment, or other option they choose that best suits them as individuals at a large variety of costs:

- <https://www.suu.edu/housing/off-campus.html>
- Other local Property Management Resources:
 - [Cedar City Housing](#)
 - [Cedar City Housing Authority](#)
 - [ERA Property Management](#)
 - [JE Property](#)
 - [Prestige Realty](#)

- [Prestige Rental Management](#)
- [Real Property Management](#)
- [Steed-Corry Property Management](#)
- [Stress Free Property Management](#)

Fitness

The Student Body Fitness Center has top of the line Cybex Free Weights and Circuit Weight machines. It also has a Cardio Area with Treadmills, Crosstrainers, Bikes, and steppers that will challenge even the best-conditioned person as you view the mountains.

SUU students, faculty, and staff may purchase passes to use the Fitness Center. For more information and the hours, please visit: <https://www.suu.edu/rec/fitness-center/>

SUU Student ID

Student, Faculty and Staff ID's can be requested on campus in the Student Involvement and Leadership office, Sharwan Smith Student Center 177. For more information, please visit: <https://www.suu.edu/stil/id-cards.html>

Transportation and Parking

The University only recognizes parking permits issued by Parking Services or those that have the official SUU Parking Services logo. Vehicles displaying an official ADA disabled parking permit are allowed to park in any stall (excluding services or maintenance stalls) on campus without a parking permit.

- Obtain a parking pass here: <https://my.suu.edu/parking/>
- Each vehicle must properly display a valid permit from their rearview mirror if they wish to park in any red, blue, or gray lot on campus.
- Permits are sold for the year and are valid from the first to the last day of school.
- Replacement permits are 50% off the original permit price.
- Registered vehicles/permit holders are eligible for one (1) free temporary pass per year that is valid for up to two (2) weeks.
- Review the [Parking lot map](#) to see where the different lots are.

Student Organizations

SUU has a wide variety of student organizations that appeal to students of all interests and backgrounds. For a complete list of on-campus student organizations please go to the Southern Utah University Student Association (SUUSA) webpage.

SUUSA Webpage Link: <https://www.suu.edu/suusa/>

SVA (Student Veterans of America)

The SUU Student Veterans of America Chapter (SUUSVA) is composed of veteran, dependents, and even non-military connected students pursuing education goals while living in one of the most outdoor-inspiring communities in the Rocky Mountain region.

- Participate in service projects, football tailgates, hikes, disc golf tournaments, Picnics, fundraisers, other social events and more
- Leadership and student involvement opportunities
- Networking and connecting with our military connected students and local veteran organizations

- Is favorable on a resume
- There are no obligations for participation
- Join today:

<https://tbirdconnection.campuslabs.com/engage/actioncenter/organization/SVASUU>

T-Bird Connection

Tbird Connection is where to find organizations, attend events, and track involvement. Sign in to join the organizations here: <https://tbirdconnection.campuslabs.com/engage/>

Career Center

The Career & Professional Development Center located in Suite 204 in the Student Center serves students and alumni in their career development process from career exploration through post-graduation goals; connects employers to students; serves the community with resources and expertise; and supports Southern Utah University with the knowledge and tools necessary to assist students, all in an effort to increase retention, completion and enhance academic success.

Visit the links below to get help with the following services:

- Resume
- Cover Letter
- Interview Help
- Internships
- Graduate School Information
- Networking Strategies
- Career Fairs & Events
- Schedule an Appointment

SECTION X – Academic Progress Policy

- Academic Standards
- Academic Standing
- Degree Progression
 - Aviation Degree Progression
 - Non-Degree Progression (Pursuit in the degree)

Academic Standards

In order to remain in good academic standing, a student must achieve a cumulative grade point average of 2.0 or “C” on all coursework. Students who are suspended from school for academic reasons in accordance with this policy may apply for readmission, after two semesters (Fall and Spring), by writing a letter of application for readmission to the Chair of the Academic Standards and Admissions Committee. Information is available online at <https://www.suu.edu/admissions/admission-review.html>. Appeals for returning students must be received no later than one week prior to the first day of classes for a given term.

Academic Standing

If a student leaves the university while on probation, they will remain on probation when they return—even if in the meantime they have attended another institution.

Note: If a student transfers credit to Southern Utah University and is admitted on probation, they must attain at least a 2.0 GPA before the end of their second semester. If they fail to do so, they will be dismissed from the university. For more information on transferring credits and admission status, see Admissions and Obtaining A Degree at SUU.

Degree Progression

The student must be continually progressing satisfactorily toward their selected and approved degree program, as well as adhering to department and university guidelines. Two consecutive semesters of unsatisfactory completion could result in loss of eligibility for VA Education Benefits at SUU.

- If a student reaches or exceeds 60 SUU credit hours and has not completed English and Quantitative Literacy courses, none of their courses will be certified until the student has completed the requirements.

Aviation Degree Progression

All VA/DoD supported students enrolled in an Aviation degree must follow the curriculum approved with the intent of earning the degree. VA students must be making progress and showing pursuit in the degree program as approved.

- No front loading of flight training is permitted.
- All aviation degree students are required to take general education and program specific courses each term, along with flight training.
- Math and English course requirements must be completed before requesting funding for elective flight labs.
- No student may be certified for terms where they are not pursuing the degree as approved.

Non-degree Progression (Pursuit in the degree)

Students are considered to have not been in pursuit of a degree at any time during their enrollment at SUU if one or more of the following applies:

- Student does not attempt or complete any mathematics courses
- Student does not attempt or complete any English courses
- Student front loads flight training
- Student front loads AV maintenance labs

SECTION XI – Other VA Information

- The Difference Between Registration and Certification
- Certification Standards
 - Additional Requirements for Certification of Flight Training
- Aviation
- VA Mitigating Circumstances
- 6-Credit Hour Exclusion
- ChampVA
- VA GI Bill® Feedback System

The Difference between Registration & Certification

Registration is when students enroll in courses. To do this students go into their SUU portal and select the courses they need to take in the upcoming semester. Before, students enroll in courses they need to meet with their academic advisor to ensure they are on the right track for graduation and are going to be enrolling in the proper courses needed to get their degree.

Note: The Veterans Resource and Support Center does NOT register courses for students, this is between the student and their academic advisor.

Certification occurs after students have registered. In order to be certified, students must go onto the [SUU Veterans Center web page](#), and click request certification, then start a new application every semester. The Veterans Center cannot and will not certify students with the VA unless they submit the request each time there is a change in their schedules. Furthermore, this should be done as soon as possible in order to ensure that classes will be paid for and that students get their MHA on time. It is the student's responsibility to ensure that the Veterans Center has all of the necessary documentation from them to be certified.

Lastly, if a student makes any changes to their course schedule for any reason, they must notify the Veterans Center immediately to update their certification amount and notify the VA. If students do not notify the Veterans Center of any changes to their course schedule and end up getting a debt letter, it is their responsibility to pay that debt back to the VA or the school.

Certification Standards

Requesting certification is the process you take when students have finalized their class schedule and are requesting reimbursement from the VA. A certification request **must be submitted each semester** for initial certification and anytime a student makes a change to their schedule.

- Students should meet with their advisor to ensure proper classes are selected.
- Classes must meet academic degree requirements as stated in their academic catalog.
- Previously passed classes are not permitted to be retaken.
- Electives exceeding degree requirements are not permitted.
- Students currently under a S.A.P. violation without an approved appeal on file, contact the Veterans Center before requesting certification.
- Required documentation verifying eligibility must be on file, including but not limited to: Statement(s) of Understanding, DD-214, COE, SAP Appeal Letters, etc.
- Remedial courses may only be certified if deficiency test scores or documentation is on file with SUU and the class is in-person.
- Minors or concentrations shall not increase overall credits or training time required for specified major. Additional approval from the Veterans Center may be required.
- If a student reaches or exceeds 60 SUU credit hours and has not completed English and Quantitative Literacy courses, none of their courses will be certified until the student has completed the requirements.

Additional Requirements for Certification of Flight Training

- See Aviation [admission requirements](#).
- A signed Aviation Addendum SOU is required to be on file.
 - Any violation of this addendum will result in a reversal of your certification resulting in a debt between the student, school and the VA.
- GI Bill® Benefits will only cover the cost of aviation training while in pursuit of a degree.
- **Two non-flight lab courses** must be taken in conjunction with any aviation classes, including flight labs, lecture hours, and PILT courses, until all non-aviation course requirements have

been met for the current degree. Exception – During the Summer term a student will only be required to take one non-flight lab class due to the nature and course requirements during the truncated schedule.

Students must maintain a GPA of 2.0 or higher.

- Flight labs will not be certified for students when their SUU or cumulative GPA fall below 2.0.
- Flight labs will not be certified for students when their most current SUU term GPA is below 2.0.

All students are encouraged to speak with the Veterans Resource and Support Center should they find themselves in one of the above circumstances.

Note: The Aviation department registers all students for flight labs. Core requirements must be completed before electives.

Aviation

The VA will only pay for aviation courses while in pursuit of a degree from SUU. As such, there must always be at least two non-flight lab courses taken in conjunction with aviation specific flight courses or until all non-flight lab courses have been completed. This requirement may only be waived by the Veterans Resource and Support Center.

- The Student must maintain a cumulative GPA greater than 2.0 as well as an SUU or Institutional GPA greater than 2.0 to receive funding/financial aid for flight labs.
- Any student on academic warning is limited to 1 flight lab per semester.
- Any students on probation are unable to receive funding/financial aid for flight labs unless appealed and approved by the Veterans Resource and Support Center.

If SUU has not received funds from the VA on behalf of a student, the student will be expected to coordinate with the Aviation Program to determine if they are eligible to fly. The student may be required to enroll in a satisfactory payment arrangement under the direction of the Cashiers Office. The Aviation Program has the right to prevent the student from flying until an arrangement is made, or until the student's account is paid in full.

- Flight training that is part of a standard undergraduate degree is considered resident training. All Aviation students are encouraged to read the [SUU Aviation Student Handbook](#)

VA Mitigating Circumstances

Mitigating circumstances are circumstances beyond the student's control that prevent the student from continuing in school or that cause the student to reduce credits.

Examples are:

- An illness or death in the student's immediate family.
- An illness or injury afflicting the student during the enrollment period.
- An unavoidable change in the student's conditions of employment.
- An unavoidable geographical transfer resulting from the student's employment.
- Immediate family or financial obligations beyond the control of the claimant that require him or her to suspend pursuit of the program of education to obtain employment.
- Discontinuance of the course by the school.
- Unanticipated active military service, including active duty for training.
- Unanticipated difficulties with childcare arrangements the student has made for the period during which he or she is attending classes.

When a student terminates or reduces after the drop period and a non-punitive grade is assigned, mitigating circumstances are an issue. If mitigating circumstances are needed and adequate evidence of

mitigating circumstances isn't received, VA will not pay for the course(s) in question. If the student has already been paid for the course or courses, VA will create an overpayment (subject to the 6-Credit Hour Exclusion described below) from the beginning of the term.

SUU recognizes that circumstances beyond the control of the student may significantly impact a student's academic work and that an Emergency Withdrawal from the term is necessary. Students who encounter these circumstances may be totally withdrawn and request a refund of a portion of their tuition and fees. To make such a request a student should:

- Complete the Emergency Withdrawal Request form
- Provide documentation of the extenuating circumstance (doctor's note, police report, etc.)
- Submit the completed packet to the Student Outreach and Support office.

A committee will review the information submitted and determine if a refund is appropriate based on the information provided, a review of the student's records, and consideration of the circumstances of other students who have encountered similar circumstances.

Source: SUU Registrar's Office

6 Credit Hour Exclusion

VA automatically grants mitigating circumstances for up to six credits the first time a student reduces or terminates their enrollment. This automatic grant is called the 6-Credit Hour Exclusion. The exclusion is a one-time grant made the first time mitigating circumstances must be considered for the student. Up to six credits can be excluded if the student has been awarded benefits for the credit. The 6- Credit Hour Exclusion cannot be granted if the student completes the term and receives non-punitive grades.

- If the student withdraws from 3 credits, the exclusion will be granted for 3 credits and the student's one-time exclusion is used.
- If the student withdraws from 12 credits, the exclusion will be granted for 6 credits, the student's one-time exclusion is used, and the student must provide mitigating circumstances for the other 6 credits.

Source: SCO Handbook

ChampVA

The Civilian Health and Medical Program of the Department of Veterans Affairs (CHAMPVA) is a health benefits program in which the Department of Veterans Affairs (VA) shares the cost of certain health care services and supplies with eligible beneficiaries.

Eligibility Requirements

To be eligible for ChampVA, the beneficiary cannot be eligible for TRICARE. CHAMPVA provides coverage to the spouse of widow(er) and to the children of a Veterans who:

- Is rated permanently and totally disabled due to a service-connected disability, or
- Was rated permanently and totally disabled due to a service-connected condition at the time of death, or
- died of a service-connected disability, or
- died on active duty and the dependents are not otherwise eligible for Department of Defense TRICARE benefits.

Documents SUU's Veterans Center needs from you

- [ChampVA School Enrollment Certification Letter](#)

Process for Verification

- Complete the ChampVA School Enrollment Certification Letter form
- Bring the Form to the Veterans Center for the School Official signature
- Veterans Center will fax the form on student's behalf.

Source: [ChampVA website](#)

VA GI Bill® Feedback System

Using benefits while attending college is very important and you should never feel as if you're being taken advantage of, or your benefits are being misappropriated. If this situation shall ever arise, please feel free to complete a VA Complaint form. When Should You Submit A Complaint? You may submit a complaint if your school or employer is failing to follow the [Principles of Excellence](#). VA will review the following types of complaints:

| | |
|---|------------------------|
| Recruiting/Marketing Practices | Quality of Education |
| Accreditation | Grade Policy |
| Financial Issues (e.g. Tuition/Fee charges) | Release of transcripts |
| Student Loans | Transfer of Credits |
| Post-Graduation Job Opportunities | Refund Issues |
| Change in Degree Plan/Requirements | Other |

[Submit Your Feedback Now](#)

SECTION XII – Points of Contact

- Important Phone Numbers (VA)
- Important Phone Numbers (SUU)

Important Phone Numbers (VA)

| Education | |
|---|--------------|
| VA Educational Hotline | 888-442-4551 |
| Direct Deposit Enrollment (students) | 800-827-1000 |
| Foreign Schools Call Center | 918-781-5678 |
| Monthly Verification of Enrollment and IVR/WAVE (Reserve Component) | 877-823-2378 |
| Other VA Benefits (Local Regional Office) | 800-827-1000 |
| VA Debt Management Center | 800-827-0648 |
| Utah State Approving Agency for Veterans Education | 801-584-1973 |
| Health Care | |
| SLC HCS Eligibility / Enrollment | 801-584-2585 |
| George E. Wahlen Department of Veterans Affairs Medical Center | 801-582-1565 |
| St George Veteran Center | 435-673-4494 |
| St. George Community Clinic | 435-634-7608 |
| Veterans Choice (schedule appointment) | 866-606-8198 |
| Utah Department of Veterans and Military Affairs | 801-326-2372 |

Important Phone Numbers (SUU)

| | | |
|---|---|---|
| Veterans Resource and Support Center | (435) 865-8477 | veterans@suu.edu |
| Academic Advising | (435) 586-5420 | Depends on your Advisor |
| Admissions Office | (435) 586-7740 | admissions@suu.edu |
| Affirmative Action Officer | (435) 586-7754 | |
| Health & Wellness - Mental Health Alcohol & Other Drug Prevention & Education Program | (435) 865-8445 | https://www.suu.edu/health/services.html |
| Cashier's Office | (435) 586-7720 | https://www.suu.edu/cashier/ |
| Center for Diversity & Inclusion | (435) 865-8761 | diversity@suu.edu |
| Counseling and Psychological Services | (435) 865-8621 | capsdesk@suu.edu |
| Disability Services | (435) 865-8042 | https://www.suu.edu/disabilityservices/ |
| Financial Aid & Scholarships | (435) 586-7736 | finaid@suu.edu |
| First Year Experience | (435) 865-8114 | aces@suu.edu |
| Learning Abroad | (435) 586-1995 | |
| Registrar's Office | (435) 586-7700 | https://www.suu.edu/registrar/ |
| Student Affairs, Vice President | (435) 586-7710 | |
| SUU Police | (435) 586-7793 (Office) or (435) 586-1911 (Dispatch) | police@suu.edu |
| Title IX | (435) 586-5419 | title9@suu.edu |

SECTION XIII – Cross Reference

- Acronyms
- VA Form Numbers/Names
- SUU Veteran Center Forms

Acronyms

B&SS: Book and Supply Stipend

COE: Certificate of Eligibility

COP/P: Request for Change of Program/ Place of Training

DEA: Survivors & Dependents Educational Assistance Program

ESO: Educational Service Officer

FTA: Federal Tuition Assistance

MTA: Military Tuition Assistance

MHA: Monthly Housing Allowance

PP: Packaging Policy Agreement (Chapter 33)

SSCO - Senior School Certifying Official

SCO: School Certifying Official

STA: State Tuition Assistance

STW: State Tuition Waiver

SUU: Southern Utah University

TA: Tuition Assistance

TATU: Tuition Assistance Top-Up

TOE: Transfer of Entitlement

VA: Department of Veterans Affairs

VEAP: Veterans Educational Assistance Program

VONAPP: Veterans Online Application

VRSC or Veterans Center: Veterans Resources and Support Center

VR&E: Veteran Readiness and Employment

VA Form Numbers/Names

When contacting the Department of Veterans Affairs, the representative may refer to a form number rather than the form name. The form number and the associated name are listed below.

[22-1990: Veterans Online Application](#) (VONAPP)

[22-1990E: Application to Use Transferred Benefits](#) (VONAPP)

[22-5490: Dependent Application to Use VA Education Benefits](#) (VONAPP)

[22-1995: Veteran Change of Program/Place of Training](#) (COP/P)

[22-5495: Dependent Change of Program/Place of Training](#)

[22-1999: Enrollment Certification](#)

[22-1999B: Notice of Change in Enrollment](#) (Amendment, Adjustment, and/or Termination)

[22-1990t: Application for individualized tutorial assistance](#)

SUU Veteran Center Forms

[Statement of Understanding](#)

[Aviation Program Addendum](#)

[Residency Application](#) (Printable Version)

[ChampVA Enrollment Certification](#) (Chapter 35)