



## Student Responsibility

Name \_\_\_\_\_ CWID \_\_\_\_\_

### MAJOR/ GOAL

- You must declare a two-year major as listed under VA approved programs, or a Transfer Major based on agreements with CSU, UC or other approved articulated four year institutions.

### VERIFY FEES

- Verify the fees you are charged after registering for class. Report any fee other than resident to VSO immediately.

### APPROVED PROGRAM/EDUCATION PLAN

- You must register in courses that follow your Program of Study and Education Plan. We cannot certify courses that do not fall under these requirements.

### CHANGES TO MAJOR/ENROLLMENT STATUS

- Report any changes to your major. You will be required to obtain a new education plan to reflect the changes.
- You are required to report any changes in your enrollment status. You may notify us by email.

### CERTIFICATION

- You must authorize the Veteran Services Office to process certification each quarter. Complete and return the Request for Enrollment Certification form to the school certifying officials:

[pasqualishari@fhda.edu](mailto:pasqualishari@fhda.edu)

[sanchezbertha@fhda.edu](mailto:sanchezbertha@fhda.edu)

### SATISFACTORY PROGRESS

- Students utilizing VA benefits must maintain satisfactory academic progress. Students will be notified that they are making unsatisfactory progress if their GPA falls below 2.0 for one quarter and they have been placed on probation. Students will have their VA benefits suspended if their GPA remains below 2.0 for a second consecutive quarter, or if their records show more than two quarters in which they are on probation with a cumulative GPA below 2.0.

### VERIFY ENROLLMENT

- Chapter 30, 1606 must verify their enrollment on the last day of each month through WAVE. You may verify enrollment by calling 1-877-823-2378, or verify online at: <https://www.gibill.va.gov/wave/index.do>

### MISCELLANEOUS

- If called to active duty while enrolled, provide a copy of your deployment order to the Veteran Services Office. Immediately contact each Instructor via email.
- Certifications are processed in the order received. Incomplete Files or Outdated Education Plans will delay processing which may result in late payment.
- I acknowledge I have read and understood the contents in this form.

Signature \_\_\_\_\_ Date \_\_\_\_\_