

# Hillsborough Community College

## **Veteran Handbook**



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**Rights and Responsibilities**  
**Dale Mabry Campus**

**TABLE OF CONTENTS**

<i>Introduction</i>	3
<b><i>ELIGIBILITY CATEGORIES</i></b>	<b><u>4</u></b>
<i>Other VA Educational benefits/VA Forms</i>	
<b><i>HELPFUL EMAIL ADDRESSES, WEB SITES, &amp; TELEPHONE NUMBERS</i></b>	<b>9</b>
<b><i>TRANSCRIPTS FOR INSERVICE EDUCATION AND TRAINING</i></b>	<b>10</b>
<b><i>PROCEDURES FOR NEW STUDENTS</i></b>	<b>10</b>
<b><i>CHANGE OF PLACE OF TRAINING</i></b>	<b>_____</b>
<b><i>CHANGE OF DEPENDENT STATUS</i></b>	<b>_____</b>
<b><i>NON-MATRICULATED STUDENTS</i></b>	<b>12</b>
<b><i>TRANSIENT OR DUAL-ENROLLED</i></b>	<b>12</b>
<b><i>CHANGE OF ADDRESS</i></b>	<b>13</b>
<b><i>ATTENDANCE</i></b>	<b>13</b>
<b><i>REPEATING COURSES</i></b>	<b>13</b>
<b><i>AUDITED COURSE</i></b>	<b>13</b>
<b><i>IRREGULAR TERMS</i></b>	<b>13</b>
<b><i>GRADUATING TERM</i></b>	<b>13</b>
<b><i>EDUCATION BENEFITS PAYMENTS</i></b>	<b>14</b>
<b><i>MONTHLY VERIFICATION OF ENROLLMENT (CHAPTER 30)</i></b>	<b>14</b>
<b><i>EVALUATION OF MILITARY CREDIT</i></b>	<b>14</b>
<b><i>CREDIT FOR PRIOR TRAINING</i></b>	<b>15</b>
<b><i>UNSATISFACTORY PROGRESS</i></b>	<b>15</b>
<b><i>DEBT PREVENTION</i></b>	<b>16</b>
<b><i>HELPFUL HINTS</i></b>	<b>17</b>
<b><i>COMMONLY ASKED QUESTIONS</i></b>	<b>18</b>
<b><i>GLOSSARY OF TERMS</i></b>	<b>20</b>
 <i>Selecting a Major and Planning a Career Plan</i>	
<b><i>Academic AA Degrees and AS/AAS Degrees</i></b>	<b>20</b>

These pages have been created to aid and inform veteran students of all aspects of veteran educational benefits at the Hillsborough Community College (HCC). They will also address many questions relative to what to expect, e.g., standards to be met in order to continue receipt of your veteran educational benefits while attending this college. We strongly recommend you review this handbook frequently to stay abreast of new information.

## General Guidelines

### Initial Check for First Time Applicants

Generally, HCC cannot certify a new student until the first day of class in the term for which the student has applied. The VA requires eight to sixteen weeks to process an award and begin payment. The amount of your monthly VA educational award may be prorated if necessary. For example, if the first term of your enrollment begins on the 15th of the month, the VA will divide your monthly rate by 30 (the number of days in a standard month). This will provide your daily rate. Your daily rate is then multiplied by the number of days you are attending class that month. This is the amount of your check for the first month of attendance. Payment is made at the end of each month.

### Mail and E-mail Correspondence

Utilization of VA Educational Benefits will generate a continuous stream of College and VA correspondence. All correspondence are important and should be read carefully upon receipt. Any misunderstandings or discrepancies should be brought to the attention of the HCC Admission Office/VA Advisor immediately for clarification or correction when appropriate. We urge you to create and maintain a file for all VA and College correspondence. It is also recommended you keep a photocopy of each award letter received. The documents you will receive include enrollment certifications and changes in student status from the HCC Admissions, and Verification of Enrollment forms from the VA Regional Office.

Enrollment certifications contain information about the classes you are taking. They are sent to the VA periodically and a confirmation will be sent to your Hawknet e-mail account. Look over this form carefully. Verify personal data such as address, date of birth, social security number and name. Pay particular attention to the dates and hours reported. If any information is incorrect, please notify the HCC Admissions Office immediately. Notices of Change in Student Status are usually sent to the VA after an initial enrollment certification has been sent. Again, a confirmation e-mail will be sent to you via Hawknet e-mail or via standard mail. These forms reflect a change in hours either as a result of purging, dropping a class or being dropped from a class by the instructor, or the beginning of a new semester. You should **carefully** review this form to verify name, social security number, and hours reported. If the information appears incorrect, please contact the HCC Admissions Office so the information can be explained or corrected.

The Verification of Enrollment Form will be sent directly to your hawknet e-mail account. It verifies your enrollment as previously reported. Check the form **carefully**, paying close attention to the dates and hours reflected. If the information is incorrect, bring it to the HCC Admissions Office or the Veterans Advisor for correction.

## ELIGIBILITY CATEGORIES

### **Chapter 30 (Montgomery Bill)**

- 1) Entered active duty July 1, 1985 or later
- 2) Completed at least two years of active duty or
- 3) Completed two years of active duty and entered Selected Reserves for four or more years.

Veterans previously qualified under Chapter 34 who served on active duty for at least 181 continuous days between February 1, 1955, and December 1976 may be eligible for benefits. Contact Veterans Administration for more information.

### **Chapter 31 (Vocational) Rehabilitation**

- 1) Served during World War II or later
- 2) Entitled to payment for a service-connected disability
- 3) VA has determined the need of vocational (technical) rehabilitation

### **Chapter 32 (Post-Vietnam Veterans Education Assistance Program - VEAP)**

- 1) Entered the service between January 1, 1977, and June 30, 1985, and served 181 days or more
- 2) Contributed to the program and completed obligated service

### **Chapter 33 ( POST 9/11 GI Bill ACT 2008)**

The Post- 9/11 GI Bill is a new education benefit program for individuals who served on active duty on or after September 11, 2001. Benefits are payable for training pursued on or after August 1, 2009. No payments can be made under this program for training pursued before that date. You may be eligible if you served at least 90 aggregate days on active duty or medically discharged and served 30 days after September 10, 2001,

The Benefit Amount and payment amount for is determined by the number of days you were activated.

### **Chapter 35 (Dependents Educational Assistance) children, spouses and surviving spouses of veterans**

- 1) Died of service-connected disability
- 2) Permanently and totally disabled as the result of a service-connected disability
- 3) Missing in action, captured, or forcibly detained or interned in the line of duty by a foreign power

### **Chapter 1606 - Selected Reserve (Formerly Chapter 106)**

Veterans who enlist, re-enlist, or extend an enlistment in the Selected Reserve for six years or more after July 1, 1985, are eligible. The six-year period is in addition to any other obligated period for officers.

### **Chapter 1607 - Selected Reserve (New Benefits)**

REAP (Chapter 1607) is a Department of Defense/VA education benefit program designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency (contingency operation)\* as declared by the President or Congress.

The Benefit Amount The payment amount for REAP is determined by the number of days you were activated.

## More on Chapter 33

The Post- 9/11 GI Bill is a new education benefit program for individuals who served on active duty on or after September 11, 2001.

### **When Can I Receive Benefits under the Post-9/11 GI Bill?**

Post-9/11 GI Bill benefits are payable for training pursued on or after August 1, 2009. No payments can be made under this program for training pursued before that date.

### **Am I Eligible?**

You may be eligible if you served at least 90 aggregate days on active duty after September 10, 2001, and you are still on active duty or were honorably--

- discharged from the active duty; or
- released from active duty and placed on the retired list or temporary disability retired list; or
- released from active duty and transferred to the Fleet Reserve or Fleet Marine Corps Reserve;
- or - released from the active duty for further service in a reserve component of the Armed Forces.

You may also be eligible if you were honorably discharged from active duty for a service-connected disability and you served 30 continuous days after September 10, 2001.

### **If I am eligible for the Montgomery GI Bill, Montgomery GI Bill- Selected Reserve, or the Reserve Educational Assistance Program, am I eligible for Post-9/11 GI Bill?**

If, on August 1, 2009, you are eligible for one of these programs **and** you qualify for the Post-9/11 GI Bill, you may make an irrevocable election to receive benefits under the Post-9/11 GI Bill.

**Note:** Once you elect to receive benefits under the Post-9/11 GI Bill, you will no longer be eligible to receive benefits under the program from which you elected the Post-9/11 GI Bill.

### **How much will I receive?**

Based on your length of active duty service, you are entitled to a percentage of the following:

- Cost of tuition and fees, not to exceed the most expensive in-state undergraduate tuition at a public institution of higher education (paid to school);
- Monthly housing allowance\* equal to the basic allowance for housing payable to a military E-5 with dependents, in the same zip code as your school (paid to you);
- Yearly books and supplies stipend of up to \$1000 per year (paid to you); and
- A one-time payment of \$500 paid to certain individuals relocating from highly rural areas.

**NOTE** – *The housing allowance and books and supplies stipend are not payable to individuals on active duty. The housing allowance is not payable to those pursuing training at half time or less or to individuals enrolled in distance learning.*

<b>Individuals serving an aggregate period of active duty after September 10, 2001, of:</b>	<b>Percentage of Maximum Benefit Payable</b>
At least 36 months	100
At least 30 continuous days and discharged due to service-connected disability	100
At least 30 months < 36 months	90
At least 24 months < 30 months	80
At least 18 months < 24 months	70
At least 12 months < 18 months	60
At least 6 months < 12 months	50
At least 90 days < 6 months	40

**How many months of assistance can I receive?**

Generally, you may receive up to 36 months of entitlement under the Post-9/11 GI Bill.

**How long am I eligible?**

You will be eligible for benefits for 15 years from your last period of active duty of at least 90 consecutive days. If you were released for a service-connected disability after at least 30 days of continuous service, you will also be eligible for benefits for 15 years.

**Example:**

Tuition and fees for full time enrollment: \$6700.

Highest in-state tuition and fees: \$7000.

**Scenario 1:** If you separated following three years on active duty and are going to school full-time, you would receive \$6700 for tuition and fees, \$1000 for books and supplies, and the monthly housing allowance.

**Scenario 2:** If you have an aggregate of 12 months of active duty in the guard or reserves and are going to school full-time, you would receive \$4020 (60% of \$6700) for tuition and fees, \$600 (60% of \$1000) for books and supplies, and 60% of the monthly housing allowance.

**What does the Post- 9/11 GI Bill cover?**

You may receive benefits for any approved program offered by a school in the United States that is authorized to grant an associate (or higher) degree. Visit the website at

[http://www.gibill.va.gov/GI\\_Bill\\_Info/programs.htm](http://www.gibill.va.gov/GI_Bill_Info/programs.htm) to verify that the program at your school, or the program at the school you would like to attend, is approved. You may also receive benefits for tutorial assistance or up to \$2,000 for the reimbursement of one licensing or certification test.

If you transferred to the Post-9/11 GI Bill from the Montgomery GI Bill – Active Duty, Montgomery GI Bill – Selected Reserves, or the Reserve Education Assistance Program, you may also receive Post-9/11 GI Bill benefits for flight training, apprenticeship or on-the-job training programs, and correspondence courses.

**Can I transfer my entitlement to my dependents?**

If you are a member of the Armed Forces on August 1, 2009, the Department of Defense (DoD) may offer you the opportunity to transfer benefits to your spouse or dependent children. DoD and the military services will issue policy on entitlement to transferability benefit in the coming months.

Visit <http://www.gibill.va.gov/> for up-to-date information on this and other education benefits.

## Other VA Educational benefits

### Advance Pay or Accelerated Payment for MGIB-AD

The VA's advance pay program was developed to provide an early benefits check to assist students in paying registration/book expenses at the beginning of the academic term. The advance payment check consists of the portion of the initial month of the enrollment period plus the full following month's allowance.

An accelerated payment is a lump sum payment of 60% of tuition and fees for certain high cost, high tech programs. To qualify, you must be enrolled in a high tech program and you must certify that you intend to seek employment in a high tech industry as defined by VA. Accelerated payment is paid instead of Montgomery GI Bill benefits that you would otherwise receive.

### National Testing Program

VA to reimburse claimants for the fee charged for:

1. National tests for admission to institutions of higher learning and 2. National tests providing an opportunity for course credit at institutions of higher learning. <https://www.gibill.va.gov/pamphlets/testing.htm>
2. CLEP Exams included ( see HCC Test Center for test selection)

*Currently this program is only available for Chapter 30, 32 & 35 beneficiaries.*

### Licensing and Certification

Organizations providing tests can obtain a supply of a VA Pamphlet explaining this benefit by going to the [www.gibill.va.gov](http://www.gibill.va.gov) website .

### Work-Study Program

This program is available to any student receiving VA education benefits who is attending school three-quarter time or more. An individual working under this program may work at the school veterans' office, VA Regional Office, VA Medical Facilities, or at approved State employment offices. Work-study students are paid at either the state or Federal minimum wage, which ever is greater.

### Tutorial Assistance Program

Tutorial assistance is available if you are receiving VA educational assistance at the half-time or more rate and have a deficiency in a subject making tutoring necessary.

**The Listed below are the forms needed for each chapter. Forms can be downloaded from:**  
[www.va.gov/vaforms](http://www.va.gov/vaforms):

**Chapter 30:** If VA Benefits have never been used, complete VA application 22-1990. A copy of the student's DD-214 needs to be submitted along with the **22-1990** (see page 13). If benefits have been used at another college, a **22-1995** needs to be completed.

**Chapter 31:** Veterans in this chapter are approved through the VA Regional Office. VA will send HCC the proper paperwork to certify the veteran.

**Chapter 32:** If VA Benefits have never been used, complete VA application 22-1990. A copy of the student's DD-214 needs to be submitted along with the 22-1990 (see page 13). If benefits have been used at another college, complete a 22-1995 instead of a 22-1990.

**Chapter 33: *Chapter 33 (POST 9/11 GI Bill ACT)*** Complete VA application 22-1990; however, you should read information on the Transferability of Benefits and other Important Information on the Post 9/11 GI Bill at the GI Bill website, especially at the following link [vabenefits.vba.va.gov/vonapp/main.asp](http://vabenefits.vba.va.gov/vonapp/main.asp)

**Chapter 35:** If VA Benefits have never been used, complete VA application 22-5490. A copy of dependent's birth certificate needs to be submitted with these forms. If benefits have been used at another college, complete a **22-5495** instead of a **22-5490**.

**Chap.1606:** If VA Benefits have never been used, complete VA application 22-1990. An original DD-2384, which is given to you by your unit commander, needs to be submitted along with the 22-1990. If benefits have been used at another college, complete a 22-1995 instead of a 22-1990.

**Chapter 1607** Needs to be confirmed with the Department of Defense. DD -214 is needed with a new 22-1995 form is already 1606.

NOTE: If the veteran student is not sure which chapter he or she is eligible for, call the VA at **1-888-442-4551**. This information is important because HCC must send the VA paperwork to the proper location, which is determined by the Chapter. Otherwise, this may substantially delay VA benefits.

Forms can be downloaded from: [www.va.gov/vaforms](http://www.va.gov/vaforms)

# HELPFUL EMAIL ADDRESSES, WEB SITES, & TELEPHONE NUMBERS

## Email Addresses:

Dale Mabry Admissions for certification questions. [DMARR@hccfl.edu](mailto:DMARR@hccfl.edu)  
Expect a reply within 2-3 working days on average.

[Atlrpo@vba.va.gov](mailto:Atlrpo@vba.va.gov) – this email address is general education inquiry help line of the Veteran Affairs regional office responsible for certifying VA students under Chapters 30, 32, 35, and 1606, 1607. Response time averages 4 working days.

## Web Sites:

- Department of Veteran Affairs <http://www.va.gov/>
- GIBill / Veteran Educational benefits [www.gibill.va.gov](http://www.gibill.va.gov) – This web site offers answers to most commonly asked questions about the various VA programs.
- WAVE : <https://www.gibill.va.gov/wave/index.do>
  - This web site allows VA students (Chapters 30 and 1606 only) to send their monthly verification of attendance to VA over the internet. It also allows students to find information regarding pending benefits claims.

## Telephone Numbers:

- **QUESTIONS** : 1-888-442-4551 (1-888-GIBILL 1) This remains the main telephone number to call regarding your VA questions.
- **WAVE VARYING ATTENDANCE** 1-877-823-2378 This is the telephone number to call to verify enrollments for Chapters 30 and 1606 only.
- **Direct Deposit Center** to call for Chapters 30 and 1606 only. Use this telephone number to help set up a direct deposit account with VA.  
1-877-838-2778

# TRANSCRIPTS FOR IN-SERVICE EDUCATION AND TRAINING Military Credit

## **GED/CLEP/DANTES:**

For Programs completed through USAFE PRIOR TO July 1, 1974  
THOMSON PROMETRIC  
ATTENTION: DANTES-DODDS  
2000 LENOX DRIVE 3<sup>RD</sup> FLOOR  
LAWRENCEVILLE, NJ 08648

For GED programs completed after July 1, 1974 OVERSEAS, write to :  
or tests other than the GED taken through the military after July 1, 1974 (CLEP, etc), call  
1-800-257-9484 or [www.getcollegecredit.com](http://www.getcollegecredit.com) or contact:

GED Testing Service  
1 Dupont Circle  
Washington, DC 20036  
1-202-939-9485

**IN THE US: Write the State Department of Education in the state in which the test  
was given.**

## **Air Force:**

*To request transcripts from the Community College of the Air Force (CCAF),*  
CCAF transcript link: <http://www.au.af.mil/au/ccaf/transcripts.asp>

## **SAIL/MARINE**

*To request transcripts from Sail/Marine (NETPDTC), write to:*  
Navy College Center  
Code N 27  
6490 Saufley Field Road  
Pensacola, FL 32509-5204  
Questions: 1-877-253-7122  
[www.navycollege.navy.mil](http://www.navycollege.navy.mil)

## **Army**

phone # 1-866-297-4427  
Army website <http://aarts.army.mil/>

## **Coast Guard**

[http://www.uscg.mil/hq/cgi/ve/official\\_transcript.asp](http://www.uscg.mil/hq/cgi/ve/official_transcript.asp)

# PROCEDURES FOR NEW STUDENTS

A student who plans on using their VA benefits at Hillsborough Community College (HCC) must follow these steps:

- 1) Apply for admission to HCC. There is a non-refundable \$20.00 application fee. The student must be degree seeking; that is, planning to graduate with an Associate in Arts (AA) or an Associate in Science (AS). If seeking an AS Degree that has an option, specify which option on the application.

NOTE: An application for VA benefits does not constitute an application for admission to the educational institution.

The student will need to request his/her high school transcript and official transcripts from all colleges or universities attended.

If the transcript(s) or GED scores have not been received prior to the next registration period, the student may be denied registration until they are received. Transcripts must be received within 30 days after classes have begun for the term.

- 2) If this is the student's first time in college, he/she needs to contact Advising/Counseling to sign up for the College Placement Test. For students with prior college credit, it may not be necessary to take the exam. Please see an advisor or counselor for more information. The phone number to the Dale Mabry Testing Center is 253-7443.
- 3) The Academic Advisor will review the test scores or the student's copy of college transcript(s) and advise which classes should be taken. Be sure to get an Academic Advising Sheet. This advising sheet serves as a guideline to determine the classes needed in order to graduate.
- 4) Proceed to see the VA Advisor in charge of VA Benefits. The HCC will supply all the forms that are needed to begin VA Benefits or you can go to the VA website [www.va.gov](http://www.va.gov) or [www.gibill.va.gov](http://www.gibill.va.gov) or [www.va.gov/vaforms](http://www.va.gov/vaforms)
- 5) Apply for Financial Aid <http://www.fafsa.ed.gov/>

**NOTE: Always be sure to tell the advisor or counselor that VA benefits will be used. As an HCC degree-seeking student, HCC can only certify the student for classes that apply toward the chosen degree. Course outside the curriculum will not be certified.**

## **CHANGE OF DEPENDENT STATUS**

Whenever the student has an addition or loss of a dependent (Chapter 34/30), the VA must be notified of the change. A copy of the legal document to substantiate a dependent (e.g. birth certificate, divorce decree) must be provided.

When dependents reach the age of 18, they may no longer be claimed for VA benefits unless the dependent is a full-time student. If the dependent is a full-time student, contact the VA to fill out the appropriate documentation.

## **NON-MATRICULATED STUDENTS (e.g. Applied for any allied health or nursing program)**

**Students applying to the Allied Health or Nursing Programs will be considered as non-matriculated students until the Nursing program has selected them. These students are accepted into a program based on their GPA for prerequisite courses. VA allows 2 full terms to meet all entrance requirements.**

- 1) If selected by a program, the student's degree status will be changed from non-matriculated to degree seeking.
- 2) If not selected, student must make a change of program to declare a major by filling out VA Form 22-1995 or, if Chapter 35, VA Form 22-5495.

## **TRANSIENT OR DUAL-ENROLLED**

**Once a student has completed an AA degree and is pursuing courses at HCC to become a degree-seeking student at a four-year school, the procedures are as follows:**

- 1) The student must apply for admissions to the senior institution.
- 2) The senior institution will issue a letter on a specific form with school letterhead and the signature of a designated official.

**This form letter must include the following items:**

- A) Student name
- B) List of specific course credits that will be granted for them.
- C) Course will be accepted in partial fulfillment of graduation requirements for the bachelor degree.
- D) The form must indicate approval as a VA student.

Upon receipt of the transient or dual-enrolled form, HCC will certify the student and forward paperwork to the Veterans Administration. HCC would be considered the supplemental school.

## **CHANGE OF ADDRESS**

If the veteran student has a change of address, he/she should notify the VA at once by going to WAVE (<https://www.gibill.va.gov/wave/index.do>), by calling 1-800-827-1000, or complete form 20-572 (available in our Admissions office). Otherwise, a significant delay in payment may result. The Post Office generally will not forward Treasury checks. Contact the VA Representative in the Admissions Office, to fill out VA Form 20-572, which will be sent to the VA. It is also important to correct the address with the Admissions Office, which can be done on-line on the HCC Web Advisor home page.

## **ATTENDANCE**

Veteran students must comply with attendance requirements established by the instructor. If the veteran withdraws from class, the last date of attendance in that class will be reported to the Veterans Administration.

Faculty is required to report any student that has not attended classes. Students are sent letters notifying them that they have been reported as a "NO-Show" and have been awarded a "WN" grade (withdrawal for non-attendance). A copy of the withdrawal is given to the VA Clerk to notify the VA of the change due to non-attendance.

## **REPEATING COURSES**

VA will not pay benefits for courses in which students have earned a satisfactory grade. A "D" is considered satisfactory except when a "C" is required to continue in the sequence or to satisfy the "Gordon Rule" requirements for graduation. When in doubt about the necessity of repeating a class, contact an Advisor concerning the forgiveness policy (see catalog).

NOTE: When seeing an Academic Advisor or Counselor, be sure to tell them that VA Benefits will be used.

## **AUDITED COURSE**

Education benefits are not payable for audited courses. Under no circumstances will the VA pay for the courses taken for audit.

## **IRREGULAR TERMS**

If registering for a class that begins after the regular term start date, please contact the VA Records Specialist in the Admissions Office. Otherwise, a significant delay in benefits may occur.

## **GRADUATING TERM**

If the veteran student is in his/her LAST TERM (graduating term), and has a less than full-time credit course load, he/she may register for any other class (es) of their choice to be certified, as long as at

least one class is a requirement toward the degree at HCC. The student may use any credit hour course except those courses that have been completed with a passing grade.

NOTE: A "D" will be considered a passing grade except when a "C" is required. A "D" can be used as an elective.

## **EDUCATION BENEFITS PAYMENTS**

**12 or more hours - Full time**

**9 to 11 hours - 3/4 time**

**6 to 8 hours - 1/2 time**

**1 to 5 hours - less than 1/2 time - only eligible for cost of course**

For non-standard sessions of irregular terms such as those offered at MacDill, the VA will determine training time and pay accordingly. The number of hours required for shorter terms (six to eight weeks), special courses, and spanning courses may vary according to the schedule.

Note: Taking regular courses and irregular courses in the same term may cause the amount of your monthly VA check to vary substantially.

## **MONTHLY VERIFICATION OF ENROLLMENT (CHAPTER 30) “ WAVE ”**

ALL chapter 30 and 1606 students must verify enrollment on a monthly basis either by using the web site at <https://www.qibill.va.gov/wave/index.do> and then go to the WAVE link, or by IVR (telephone verification) calling toll free **1-877-823-2378**. Verification letters will no longer be mailed to claimants.

## **EVALUATION OF MILITARY CREDIT**

The Transcript Evaluation Office can award credit for the experience for military experience. To have military experience evaluated, the student will need to furnish an certified copy of either the copy of a DD-214 or DD-295 (evaluation of military experience). Credit can be awarded for Army, Coast Guard, Marine, and Navy experience as well as for Department of Defense courses. Courses administered by the Air Force are all shown on an official copy of the Community College of the Air Force Transcript. Transcripts should be sent to the HCC Dale Mabry PO BOX 30030 Tampa, FL 33630.

## **CREDIT FOR PRIOR TRAINING**

One of the criteria for approval of any school for veteran's training is that it reviews all prior credit and grants credits as appropriate to the veteran student's current degree program- the Associate of Arts (AA) or Associate in Science (AS). When giving prior credit, the school will grant credit for courses that specifically apply to the graduation requirement of the student's current degree program.

ALL prior college transcripts must be received before the evaluation is done. The VA can pay education benefits for up to 2 terms without prior credit information, but may not if records indicate that a student might have a significant amount of credit to transfer. In such cases, a student may be currently registered for classes that may turn out to be "repeats" or exceed elective requirements and the student might have to reimburse the government for VA benefits collected for those courses.

**NOTE:** HCC requires all transcripts to be in 30 days after the start of classes. After 30 days, a HOLD for missing transcripts is posted in the computer system and students will not be able to register for classes until they are received.

## **UNSATISFACTORY PROGRESS**

Students receiving VA benefits must remain in good standing, which is defined as maintaining a 2.0 grade point average (GPA). A veteran student who is not in good academic standing (below 2.0 GPA) will be granted two probationary terms to re-establish a 2.0 average. Veteran students who remain below 2.0 GPA for two probationary semesters will be reported to the VA. This will result in termination of benefits. Veteran students who are so reported will be referred immediately to an HCC Counselor for assessment of aptitude, interests and future academic goals.

A veteran student who desires reinstatement at HCC must submit a petition to the Academic Standards Committee, which will be accompanied by the Counselor's recommendations regarding program, course, and credit hour restrictions. Veteran students who are reinstated by the Academic Standards Committee will then have their enrollment recertified to the Veterans Administration.

## **DEBT PREVENTION- Misuse of VA funds.**

There are times when the VA overpays the student for benefits. Possible reason for overpayment:

- 1) Registering for courses that do not apply towards the student's HCC degree.
- 2) Student is reported for non-attendance ("**WN**" by his/her instructor.)
- 3) Student withdraws from class (es). **W**
- 4) Repeating a course that has received a passing grade.
- 5) Auditing a course that student expects to be certified.
- 6) Receiving an incomplete grade ("**I**").
- 7) Receiving a not reported grade ("**NR**").
- 8) Receiving a no credit grade ("**N**").
- 9) If electives are transferred in upon receipt of your prior credit(s), these electives will always be used first toward your degree. If you are planning on taking elective course(s), be sure not to go over the maximum number of credits allowed for your specific degree in the catalog you are following.
- 10) **FX** – Failure – Stopped attending (0).

**NOTE: FX – MEANS STOPPED ATTENDING AND WILL BE TREATED LIKE AN "F" GRADE. THE LAST DATE OF ATTENDANCE MUST BE RECORDED WHENEVER THE FX IS AWARDED.(THIS IS REPORTED TO VA AND IT WILL BE UP TO VA TO PAY OR NOT).**

**NOTE: The College will automatically notify the VA of any change in a veteran student's enrollment, which affects the rate of benefits.**

## HELPFUL HINTS

- **Veteran students must be degree seeking.** The student must either be seeking an AA Degree or an AS/AAS degree or Certificate. If seeking an AS/AAS Degree, which has an option, the specific option must be indicated.
- Benefits will be paid only for courses which apply toward the declared educational program.
- **Be sure to submit all transcripts.** If the student has attended more than one college, all transcripts must be requested.
- **Benefits are not earned for courses in which a non-punitive grade is received,** such as "W" or "U".
- An "I" (Incomplete grade) which has not been removed by the end of the eighth week of the following term after the grade has been given (excluding Summer Sessions) will be changed to an "F" grade on student permanent record. The VA will recover benefits paid for such courses unless the student submits mitigating circumstances acceptable to them.
- **Veteran students must comply with attendance requirements established by each instructor.**
- Check your college calendar and make a note of the **drop date and the last day to withdraw.**
- Veteran students must maintain at least a **2.0 GPA.**
- **Audited courses will not be certified for benefits.**
- CLEP or Advanced Placement tests will not be certified.
- **Courses with passing grades cannot be repeated.**
- When talking with an Advisor or Counselor, be sure to mention that VA benefits will be used.
- After the elective credit limit for an AA degree has been reached, students will not be certified for any more elective credits unless the course is a pre-requisite for another course that is required toward the chosen degree at HCC, or unless it is their graduating term.
- Veteran students are notified as soon as the VA Record Specialist finds problems while in the certification process.
- **VA students are urged to furnish a statement of mitigating circumstances along with their notification of reductions and terminations.** The VA makes the determination on payments. This form will be provided by the Veteran's Administration.

- If the student is registered and does not want to be certified for benefits, please notify the VA Record Specialist in the Admissions Office in writing, before the end of the Drop/Add period for the term.
- If student has missed a term and plans to return, please notify the Admissions -VA Record Specialist in the Admissions office in writing.



## COMMONLY ASKED QUESTIONS

1. **This is the first time I will be using my benefits. How long does it take to begin receiving them?**

**Processing time 8-16 weeks for first time applications**

*The VA Record Specialist- Admissions will begin certification as soon as the drop period is over. That certification process can take up to 30 days. After the data is sent to the VA it generally takes 8-16 weeks.*

2. **I want to take a course that is not required for my degree at HCC but I can use it for the four-year institution I am planning on attending. Will I be certified for this course?**

*No. If it does not apply toward your HCC degree, we cannot certify it. There is one exception.*

*If the term you're taking the course is your graduation term and you are also taking a requirement for your degree, we can certify the course. This can only be done once, so if you fail your required course, we will not certify extra courses the following term.*

3. **If I want my file at another campus at HCC, is there anything I need to do?**

*Yes. You need to inform the Admission Office that you want your file at another campus and you need to complete VA Form 1995 or, if Chapter 35, complete VA Form 22-5495.*

4. **Do I need to fill out an address change for the VA as well as HCC?**

*Yes. The VA has a separate form and it can also be updated online using [WAVE](#). You will also need to complete an HCC "Change of Information form".*

5. **Where do I get a certified copy of my DD-214?**

*You can get a certified copy of your DD-214 from the office from the Clerk of Circuit Court. Located at 419 Pierce Street, Room 114 - Recording Department.*

**6. Must I maintain a certain Grade Point Average (GPA) in order to keep my VA benefits?**

*All students utilizing VA educational benefits must maintain certain standards of progress as detailed in the HCC catalog. VA regulations allow students to attend school under a probationary status for two consecutive terms while they continue to receive benefits. However, benefits will be terminated following the second consecutive term of attendance under probationary status if the student's cumulative GPA does not meet the college's published standards of progress.*

## **GLOSSARY OF TERMS**

### ***AUDITED COURSE:***

The term means any credit course, which a student attends as a listener only with a prior understanding between school officials and the student that such attendance will not result in credit being granted toward graduation. DVA education benefits are not payable for pursuit of such courses.

### ***AWARD LETTER:***

The official written notice from the Department of Veterans Affairs to a student of his or her monthly rate of payment, the inclusive dates of payments, and remaining entitlement at the end of the award period.

### ***CERTIFICATE OF ELIGIBILITY:***

A Form 22-1993A which is issued to an applicant showing approval to pursue a stated program of education at a particular institution, the remaining entitlement of the student, and the ending date of the student's eligibility.

### ***CERTIFYING OFFICIAL:***

The person at an institution who has been delegated authority to sign enrollment certifications, other certification documents, and reports relating to DVA benefits.

### ***CHANGE OF PROGRAM:***

A change of program consists of a change in the educational, professional, or vocational objective for which the veteran or eligible person entered training and a like change in the type of courses required to attain a new objective. Generally, veterans and eligible persons are able to change their programs.

### ***CHANGE OF SCHOOL:***

There is no limit or restriction on change of schools for continued pursuit of the same course of program provided the veteran or eligible person is making satisfactory progress and there is no material loss of credit.

### ***DD FORM 214:***

The Certificate of Release or Discharge from Active Duty which is prepared at the time an individual completes a period of active duty in one of the Armed Forces.

### ***DROP/ADD PERIOD:***

A brief period of time at the beginning of a term officially designated by a school for dropping courses. The school's last day to drop a course will be the end of the drop period. HCC's Drop Period typically extends through the first week of classes. Irregular courses may have shorter Drop Periods.

**MITIGATING CIRCUMSTANCES:**

Unanticipated and unavoidable events *beyond a student's control* which are responsible for the student's inability to complete a course or courses or which result in the student's receipt of a nonpunitive grade for a course that the student did complete. Generally, a student will be required to submit corroborative evidence to substantiate his or her reasons for being unable to complete the course(s) with a creditable grade(s).

**NONPUNITIVE GRADE:**

The term means any grade assigned for pursuit of a course, whether upon completion of the course or at the time of withdrawal from the course, which has the effect of excluding the course from any consideration in determining progress toward fulfillment of requirements for graduation, i.e., "W" or "WN" grades. A student will be charged with an overpayment of the benefits received for those courses in which a nonpunitive grade is received unless he or she presents evidence of acceptable mitigating circumstances to explain the grade assigned.

**NONSTANDARD TERM:**

A term that is of a shorter or longer length (i.e., weeks and days) than a standard quarter or semester. Courses offered in Nonstandard Terms are often called "Irregular Courses"

**PRIMARY INSTITUTION:**

The institution which will confer or grant the current degree sought, or certify that the student has completed the program qualifying him or her for the current object sought, will be the principal or primary institution.

**NOTICE OF BASIC ELIGIBILITY (often called the "NOBE"):**

DD Form 2384, Selected Reserve Education Assistance Program, which the Selected Reserve member obtains from his or her National Guard or Reserve component unit stating his or her eligibility.

**Tuition Assistance (TA)**

Armed Forces Tuition Assistance (TA) is a benefit paid to eligible members of the Army, Navy, Marines, Air Force, and Coast Guard. Congress has given each service the ability to pay up to 100% for the tuition expenses of its members

## What Do You Plan To Do With Your Life?

### Use these 7-Steps to Help You Begin Your Career Future

Decisions, decisions, decisions! Choosing a career path or course of action essentially boils down to a career decision-making process. The effectiveness of your career decision-making relies heavily on the information available to you at the decision-making point. Information is power. The more information you have the easier it is to make a decision. Oftentimes an inability to choose one career path over another is an indication that you do not have sufficient information. The trick is to figure out what information you are lacking and then gather and analyze that information.

Whether choosing a career path or deciding what to do about a job offer, the following 7-step Career Decision-Making Model will help give you structure while processing and identifying the necessary information.

#### Step One: Identify the Decision to be Made

Before you begin gathering information, it is important that you have a clear understanding of what it is you are trying to decide. Some decisions you might be facing could include:

- What will I choose for a major?
- Should I have a thematic minor?
- What do I want to do after graduation?
- Should I go to grad school?
- Should I get a job? What kind of job do I want?
- Should I travel and see the world?
- Should I move back in with Mom and/or Dad?
- Should I be a ski bum?

#### Step Two: Know Yourself (Self-Assessment)

Before you begin exploring careers and trying to identify jobs and careers which will prove satisfying, you must first develop a true understanding of you--your skills, interests, values, and personality characteristics. Questions you may want to ask yourself are:

Skills: What can I do best?

- What are my strengths and weaknesses?
- What are my most prominent skills and abilities?
- What skills do I want to use on the job?
- What skills do I need to acquire?

Interests: What am I interested in doing?

- What activities have I enjoyed the most?
- What kinds of people would I like to work with?
- What kind of job settings would I enjoy?

Values: What satisfactions do I seek in a career?

- In what ways must I be challenged and rewarded on the job?
- In what type of work environments would I be happy?

Personality: What personal qualities do I possess that will help me on the job?

- How will my personal style influence my career choice?
- How will I get along with my supervisor? co-workers?

### **Step Three: Begin Identifying Options (Career Exploration)**

To continue gathering information and researching careers, you will need to start identifying your options. Questions you might ask yourself at this point are:

- At this point in time, What are my options?
- Do I have a strong interest in other types of jobs or careers?
- What other types of jobs or careers should I be considering?

### **Step Four: Gather Information and Data**

If you have completed the first three steps you should have a list of careers and jobs which your plan to explore and research in more depth. You will now:

- Examine the information and resources you already have
- Identify what additional information and resources you will need
- Seek out and utilize new information

### **Step Five: Evaluate Options that will Solve the Problem**

If you have completed your career research, you are now ready to evaluate each of the options you have identified:

- Identify the pros and cons of each alternative.
- Identify the values and needs that are satisfied by each.
- Identify the risks involved with each alternative.
- Project the probable future consequences of selecting each.

### **Step Six: Select One of the Options**

Based on the information you have gathered and analyzed, you should now be able to choose one of the options:

Do you have enough information to choose one option over another? If not you might need to do more research

### **Step Seven: Design a Course of Action to Implement the Decision**

Having chosen one of the options, you can now begin developing and implementing a plan of action. Ask yourself:

- What information or resources are needed to complete each step?
- What are the obstacles to implementing my decision and how can I overcome them?
- Identify steps to implement the decision.
- Identify when to begin and end each step.
- Identify the information or resources needed to complete each step.

**Consider an AA, AS or AAS degree or Certificate Program.**

**Samples to follow:**

# **A. A. DEGREE**

## **University Transfer Program**

The Associate in Arts (AA) degree is designed primarily to meet the requirements for a student to transfer to the junior level of a college or university to continue to work toward a Bachelor's degree.

Students should be aware of the specific requirements for the AA degree imposed by state regulations and law. For example, there are general education and elective credit requirements that integrate requirements established by the Southern Association of Colleges and Schools and Florida's Gordon Rule. Courses designated as college preparatory which enable students to attain the necessary reading, writing and computational skills may also be required. Other components of the community college to university transfer process include the College Level Academic Skills Test (CLAST) and, in some cases, foreign language requirements.

- Agriculture
- Architectural
- Art
- Building Construction
- Business Administration
- Computer Information Systems
- Computer Science
- Dance
- Dramatic Arts
- Education and Teacher Preparation
- Engineering
- Graphic Design
- Hospitality Administration Management
- Liberal Arts and Science
- Mass Communications
- Medical Science
- Music
- Pharmacy

## **Associate in Science Degree / Associate in Applied Science Degree**

Hillsborough Community College will award you an Associate in Science (AS) degree or an Associate in Applied Science (AAS) degree if you complete a minimum of 60 credit hours in a curriculum designed to prepare you for employment. If you are interested in a specialized college program to prepare you for a job in business or industry, one of these degrees may be right for you. If you decide to get a four-year degree, you may be able to transfer some or all of the courses you take here to a senior institution. We now have an articulation agreement with public universities in Florida to accept five of our AS degrees to transfer to programs in their institutions. The AS degrees in this articulation agreement are: Hospitality and Tourism Management, Electronics Engineering Technology, Nursing, Business Administration and Radiography.

## College Credit Certificate

Hillsborough Community College will award you a College Credit Certificate (CCC) if you complete certain programs of less than two years. We designed these programs to prepare you to enter a particular field or to upgrade your skills if you are already employed in a field. If you want to pursue a related AS or AAS degree, the credits you earn in a CCC may be applied to that degree.

## Post-Secondary Adult Vocational Certificate (PSAV)

The Post-Secondary Adult Vocational Certificate is a non-college-credit job preparatory program.

## College Preparatory Requirements:

ENC 0010 College Preparatory Writing Skills I 4 cr.

ENC 0020 College Preparatory Writing Skills II 4 cr.

REA 0001 College Preparatory Reading Skills I 4 cr.

REA 0002 College Preparatory Reading Skills II 4 cr.

MAT 0012 Pre-Algebra 4 cr.

MAT 0024 Beginning Algebra 4 cr.

SLS 1101 Orientation 1 cr.

REA 1605 College Study Skills 2 cr.

SLS 1501 College Success 3 cr.

SLS 1533 Math Study Skills 1 cr.

**Task** Complete My Educational Plan

My Educational Plan is a three-step process which will assist you in selecting the appropriate courses for your major and projecting the term in which the classes will be taken. Upon completion of this planning package, you should also have a good idea of when you will graduate from HCC and which upper division college you will be attending to further your education.

**Tools required** My Educational Plan Package (this document, 11 pages)  
HCC Catalog  
Advising Guide For Selected Major  
Catalog for Transfer school, needed for an Associate in Arts degree

**Step 1** Review Placement Test Scores, Advising Guide and Catalog for Transfer College. Declare a major (degree) at HCC.

**Purpose** Outline and guidance of what courses to take for your major.  
AA degrees consists of approximately 60 college level credit hours.

Additional non-credit hours may be required. Degree requirements are broken down into six Groups: Communications, Humanities, Math, Biological and Physical Sciences, Social Sciences and Specific Electives.

## **Step 2**

Using pages 2 through 5 of this guide, list the required courses within each Group. Start with any required Prep level courses before moving into college level courses (Groups I and III). Your placement test score sheet will indicate which, if any Prep level courses are required. Then list college level courses. Refer to the advising guide for your major when selecting courses for Groups I through V. Group VI course selections usually require a review of degree requirements at transfer colleges. (USF, UF, FSU, FAMU....)

**If you are undecided on you're academic major, do not panic. Most college students change their major three or more times during their college careers. Many undecided students declare Liberal Arts (AA.LA) as their initial major. First, complete any required Prep level courses in Groups I and III. Then work toward completion of Groups I, III and V as they are the most generic. When in doubt, take the highest level math course possible, higher level courses can be substituted for lower level courses within any major. Select as an elective course SLS 1301 – Career Decision Making. When you decide on a final major, visit with an academic advisor and have your academic records updated to your new major. Request the relevant advising guide and obtain transfer information from your intended university. Then revise your Educational Plan to match your new major and transfer college.**

**Step 3** Worksheets by term are included on pages 6 thru 11. Start with this semester, list courses taken, credits and begin the process of selecting courses per semester to complete your degree. Be aware of prerequisites and corequisites and your personal work hours. Complete course selections for each term until your chosen degree requirements are complete.

## MY EDUCATIONAL PLAN TO AN AA DEGREE

Name:

Date:

My Career Goal is:

My Intended Major is:

The HCC Degree I am seeking within my major is:

(i.e. AA.ENG)

The Number of Degree Credit Hours I must complete to graduate is:

(i.e. 60 cr. hrs.)

### COURSE SELECTIONS

Placement test scores (CPT) or standardized test scores (SAT, ACT) are utilized to determine if a student has demonstrated college level proficiency in Reading, Writing and Math. Students who fall below the set minimums must complete prep level courses as described within each group of courses by degree. Refer to the test score sheet for any required prep courses.

Transfer students from accredited colleges can use equivalent college level courses with grades of "C" or higher in English and Math to demonstrate proficiency within those areas and place out of prep level.

A series of check boxes will be used to identify which courses are required by group within the degree program based upon test scores or transfer credit.

	Do Not Need	To Be Taken	Successfully Completed
<u>GROUP I – Communications (9 Hrs. Minimum)</u>			
ENC 0010 Prep Writing I 4 Cr. Hrs. (non-college credit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENC 0020 Prep Writing II 4 Cr. Hrs. (non-college credit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REA 0001 Prep Reading I 4 Cr. Hrs. (non-college credit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REA 0002 Prep Reading II 4 Cr. Hrs. (non-college credit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>If required, ENC 0020 and/or REA 0002 must be completed before enrolling in ENC 1101.</b>			
ENC 1101 Freshman English I 3 Cr. Hrs.		<input type="checkbox"/>	<input type="checkbox"/>
ENG 1102 Freshman English II 3 Cr. Hrs.		<input type="checkbox"/>	<input type="checkbox"/>
SPC 1600 Public Speaking 3 Cr. Hrs.		<input type="checkbox"/>	<input type="checkbox"/>

	Do Not Need	To Be Taken	Successfully Completed
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GROUP II – Humanities (6 Hrs. Minimum)

Fill-in two, 3 credit hours courses from your degree program advising guide which you intend to complete or have completed to meet the Group II requirement of 6 credit hours.

	3 Cr. Hrs.	<input type="checkbox"/>	<input type="checkbox"/>
	Cr. Hrs.	<input type="checkbox"/>	<input type="checkbox"/>

GROUP III–Mathematics (6 Hrs. Minimum)

MAT 0012 Pre Algebra	4 Cr. Hrs. (non-college credit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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MAT 0024 Beg. Algebra	4 Cr. Hrs. (non-college credit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-----------------------	---------------------------------	--------------------------	--------------------------	--------------------------

MAT 1033 must also be taken after completing MAT 0024. This course does count toward the required elective credit hours (Group VI) in your academic program.

MAT 1033 Inter. Algebra	3 Cr. Hrs.(college elective credit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-------------------------	-------------------------------------	--------------------------	--------------------------	--------------------------

Fill-in two, 3 credit hours courses you intend to complete or have completed to meet the Group III requirement of 6 credit hours. Refer to the attached math flow sheet as math course requirements vary by major.

	3 Cr. Hrs.	<input type="checkbox"/>	<input type="checkbox"/>
	Cr. Hrs.	<input type="checkbox"/>	<input type="checkbox"/>

GROUP IV – Social Science (9 Hrs. Minimum)

Fill-in three, 3 credit hours courses from your degree program advising guide which you intend to complete or have completed to meet the Group IV requirement of 9 credit hours.

**Behavioral Science (3 Cr. Hrs.)**

	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

**History (3 Cr. Hrs.)**

	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

**Behavioral Science or History or Political Science (3 Cr. Hrs.)**

	<input type="checkbox"/>	<input type="checkbox"/>
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GROUP V – Natural Science (7 Hrs. Minimum)

Fill-in two, 3 credit hours courses and at least one, 1 credit hour lab from the degree program advising guide which you intend to complete or have completed to meet the Group V requirement of 7 credit hours. The lab course must match the selected science course. You need to have completed or tested out MAT 0024 before enrolling in a Group V course.

	Do Not Need	To Be Taken	Successfully Completed
<b>Biological Science (3 Cr. Hrs.)</b> <input style="width: 100%; height: 20px;" type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Biological Science Lab (1 Cr. Hr.)</b> <input style="width: 100%; height: 20px;" type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Physical Science (3 Cr. Hrs.)</b> <input style="width: 100%; height: 20px;" type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Physical Science Lab (1 Cr. Hr.)</b> <input style="width: 100%; height: 20px;" type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>

GROUP VI – Electives (24 Hrs. Minimum)

Under this group are courses required to earn an AA degree and courses that are required by the specific college you intend to transfer to. If you were required to take MAT 1033 you can count the three credit hours toward the Group VI requirement of 24 credit hours.

Courses Required to Earn an AA Degree:

<b>IDS 2110 Connections</b>	<b>1 Cr. Hr.</b>		<input type="checkbox"/>	<input type="checkbox"/>
<b>CGS 1000 Intro to Computers and Technology</b> <i>(If a placement test with score of 70 or higher is substituted for CGS 1000, three credit hours of additional electives must be completed.)</i>	<b>3 Cr. hrs</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fill-in the courses and credit hours you intend to complete in addition to those listed above in order to meet the 24 credit hour requirement of Group VI and the transfer requirements of your selected major.

<input style="width: 100%; height: 20px;" type="text"/>	<input type="checkbox"/> Cr. Hrs.	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input type="checkbox"/> Cr. Hrs.	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input type="checkbox"/> Cr. Hrs.	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input type="checkbox"/> Cr. Hrs.	<input type="checkbox"/>	<input type="checkbox"/>

GROUP VI – Electives (24 Hrs. Minimum – Cont'd)

		To Be Taken	Successfully Completed
<input type="text"/>	<input type="text"/> Cr. Hrs.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/> Cr. Hrs.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/> Cr. Hrs.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/> Cr. Hrs.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/> Cr. Hrs.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/> Cr. Hrs.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/> Cr. Hrs.	<input type="checkbox"/>	<input type="checkbox"/>

Group IV Credit Hours:  (equal to or greater than 24)

Use <http://www.facts.org/> or contact the specific college where you intend to transfer to determine the appropriate electives for your major.

Florida State Law permits students enrolled in preparatory courses to enroll in up to twelve hours of college level courses. Once a Preparatory Program student has completed twelve hours of college level credit he/she must complete any remaining required preparatory courses (or be simultaneously enrolled in all remaining preparatory courses) before enrolling in any additional college level courses. Past experience has indicated students with full-time employment have a higher success rate if they enroll in one 4 credit hour preparatory course per term.

*Remember to apply for your degree one full semester before you expect to graduate!!!!*

Educational Planning Sheet – Page 6

Term:  (Ex. Fall/Spring/Summer Year \_\_\_\_\_ )

Course Prefix and Number (Ex. ENC 1101)	Course Title (Ex. Freshman English I)	Credit Hours (Ex. 3 Cr. Hrs)
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**Semester Credit Hours Completed:**

**Total College Credit Hours Earned:**

Term:  (Ex. Fall/Spring/Summer Year \_\_\_\_\_ )

Course Prefix and Number (Ex. ENC 1101)	Course Title (Ex. Freshman English I)	Credit Hours (Ex. 3 Cr. Hrs)
--	--	---------------------------------


**Semester Credit Hours Completed:**

**Total College Credit Hours Earned:**

Educational Planning Sheet – Page 7

Term:  (Ex. Fall/Spring/Summer Year \_\_\_\_ )

Course Prefix and Number (Ex. ENC 1101)      Course Title (Ex. Freshman English I)      Credit Hours (Ex. 3 Cr. Hrs)

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Semester Credit Hours Completed:

Total College Credit Hours Earned:

Term:  (Ex. Fall/Spring/Summer Year \_\_\_\_ )

Course Prefix and Number (Ex. ENC 1101)      Course Title (Ex. Freshman English I)      Credit Hours (Ex. 3 Cr. Hrs)

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Semester Credit Hours Completed:

Total College Credit Hours Earned:

Educational Planning Sheet – Page 8

Term:  (Ex. *Fall/Spring/Summer Year* \_\_\_\_\_ )

Course Prefix and Number (Ex. <i>ENC 1101</i> )	Course Title (Ex. <i>Freshman English I</i> )	Credit Hours (Ex. <i>3 Cr. Hrs</i> )
--	--	---

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Semester Credit Hours Completed:

Total College Credit Hours Earned:

Term:  (Ex. *Fall/Spring/Summer Year* \_\_\_\_\_ )

Course Prefix and Number (Ex. <i>ENC 1101</i> )	Course Title (Ex. <i>Freshman English I</i> )	Credit Hours (Ex. <i>3 Cr. Hrs</i> )
--	--	---

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Semester Credit Hours Completed:

Total College Credit Hours Earned:

Educational Planning Sheet – Page 9

Term:  (Ex. *Fall/Spring/Summer Year* \_\_\_\_\_ )

Course Prefix and Number (Ex. <i>ENC 1101</i> )	Course Title (Ex. <i>Freshman English I</i> )	Credit Hours (Ex. <i>3 Cr. Hrs</i> )
--	--	---

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Semester Credit Hours Completed:

Total College Credit Hours Earned:

Term:  (Ex. *Fall/Spring/Summer Year* \_\_\_\_\_ )

Course Prefix and Number (Ex. <i>ENC 1101</i> )	Course Title (Ex. <i>Freshman English I</i> )	Credit Hours (Ex. <i>3 Cr. Hrs</i> )
--	--	---

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Semester Credit Hours Completed:

Total College Credit Hours Earned:

Educational Planning Sheet – Page 10

Term:  (Ex. Fall/Spring/Summer Year \_\_\_\_ )

Course Prefix and Number (Ex. ENC 1101)      Course Title (Ex. Freshman English I)      Credit Hours (Ex. 3 Cr. Hrs)

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Semester Credit Hours Completed:

Total College Credit Hours Earned:

Term:  (Ex. Fall/Spring/Summer Year \_\_\_\_ )

Course Prefix and Number (Ex. ENC 1101)      Course Title (Ex. Freshman English I)      Credit Hours (Ex. 3 Cr. Hrs)

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Semester Credit Hours Completed:

Total College Credit Hours Earned:

Educational Planning Sheet – Page 11

Term:  (Ex. Fall/Spring/Summer Year \_\_\_\_ )

Course Prefix and Number (Ex. ENC 1101)      Course Title (Ex. Freshman English I)      Credit Hours (Ex. 3 Cr. Hrs)

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Semester Credit Hours Completed:

Total College Credit Hours Earned:

Term:  (Ex. Fall/Spring/Summer Year \_\_\_\_ )

Course Prefix and Number (Ex. ENC 1101)      Course Title (Ex. Freshman English I)      Credit Hours (Ex. 3 Cr. Hrs)

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Semester Credit Hours Completed:

Total College Credit Hours Earned: