**UCA STUDENT VETERANS AND DEPENDENTS**

Hello, January 8, 2015

My name is David Williams, and I am the current Veteran Certifying Official for the University of Central Arkansas. I am a recent graduate of UCA and a Marine Corps veteran. To the 550+ military benefit students at UCA, I would first like to say thank you for your service; and second, congratulate you on taking this opportunity to further your education in preparation for **another** challenging career.

I know the military benefits process may be complex at times. My role is not only to certify you for your military entitlements, but to also make sure you understand those entitlements and your part in this process. Here are a few things you can do to make the process go more smoothly:

**1. Before registering, please check to make sure you have enough remaining time on your benefits to complete a Full semester/Term. I will not know how much time you have. (Most important)**

2. Plan your schedule thoughtfully and make sure you allow yourself time to study.

3. Meet with your advisor to review your classes and stay on target to meet graduation requirements. **(Courses not declared in a Major or Minor will not be certified)**

4. Once you are completely satisfied with your schedule, come see me to certify your benefits for that semester. Just bring me a **copy of your class schedule and Fill out the Enrollment Certification form.** If you have not turned in your **Certificate of Eligibility**; I will need your COE before I can certify you for any more semesters. You should have received this letter from the VA after applying for you benefits. If you have filled out an application for benefits please bring with you the confirmation print out, I can certify you for one semester with the confirmation page. (Manual Applications included)

5. All transactions for your benefits will be conducted in the UCA Veteran Service Office located in the Harrin Hall Rm 223A. **No faxed or emailed class schedules or Enrollment Certifications Forms will be accepted, unless arrangements are discussed due to an extenuating or mitigating circumstance.**

6. If you choose to add/drop classes after you have been certified for the semester, I recommend you do so prior to the first day of class. Then immediately inform this office of your actions

7. Please read the information about the chapter in which **you are receiving benefits** under.

8. 9 hours for grad students and 12 hours for under grad students is considered full time, during a regular semester.

9. If you are a transfer student, please come to my office so that we may help you with filling out a 22-1995 or a 22-5495 these forms are for the Change of Place/Training.

If you are unsure about what to do at any time, please come by the office or call. I am here to assist you in any way I can.

Thanks,

David Williams

UCA Veterans Services

School Certifying Official

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