



**ADMINISTRATIVE
REGULATION AND
PROCEDURE**

Title: VETERANS	Code: FF0404
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Policy Reference: N/A

Student service members/veterans apply for admissions and register in the same manner as all students. However, under 2013 Wisconsin Act 56, student service members/veterans receive priority in registering for courses at Wisconsin Technical Colleges. It is their responsibility to secure the necessary eligibility papers from the Department of Veterans Affairs (VA). The college's credit for prior learning department will assist student service members/veterans with obtaining their joint service military transcripts in order to assess how much military training and/or education can be credited towards the program of choice at the college.

The college will assist veterans/reservists in planning and pursuing a training program. For scholarship or other requirements, the veteran is treated like all other students. The college will cooperate with the VA in providing such additional information about students' programs as that agency may require. The college's certifying official is a full time staff member responsible for submitting all military educational benefit documents to the VA.

It is the college's responsibility to inform the VA of the students' registration and changes in the veterans' program as soon as they occur. The basis for all reports is the computer files. It is imperative that the instructor remembers to complete Form 88:75-H "Instructor Recommended Withdrawal" notifying the Registration Office when students are no longer in attendance. This must include the last date of attendance.

Students who are receiving Chapter 35 (disabled veterans benefits) secure monthly attendance certification forms from the Registration Office and take them to their instructor for verification of attendance. The forms are then completed and sent to the Registration Office for communication to the VA.

The VA expects students to make reasonable progress toward their program objectives.

Any major change of a program objective will require approval of the VA.

Students who have questions about benefits should be referred to the MESO office in S222. For all other matters and general assistance related to their veteran status, they should be referred to the Veterans Resource Center at the Milwaukee Campus, Room 203D of the Main Building. The veteran specialist in the veteran resource center is also available for all student service members/veterans at each regional campus and will serve as an advocate for all needed assistance at the college.

Office of Responsibility: Student Services
Last reviewed February 28, 2022