

VA Registration Packet

Thank you for your interest in UC San Diego Division of Extended Studies certificate programs. This registration packet includes the following forms and documents:

1. VA Education Benefits Checklist
2. UC San Diego Division of Extended Studies VA Benefits Intake Form
3. UC San Diego Division of Extended Studies VA Requirements and Student Responsibilities
4. UC San Diego Division of Extended Studies Terms & Conditions and Student Conduct Policies
5. VA Enrollment and Certification Procedures

Eligible students may utilize their VA educational benefits for approved certificate programs only. Please visit the GI Bill® website and use the WEAMS tool to verify program eligibility:

<https://www.va.gov/education/choosing-a-school/>

Veterans, veteran dependents, and others eligible for veterans' education programs should determine their benefits and obtain authorization with the Department of VA prior to enrolling in courses. Please visit the GI Bill® website for more information on how to apply and determine eligibility for benefits: <https://benefits.va.gov/gibill/>

UC San Diego Division of Extended Studies accepts these benefits:

- Chapter 30 - Montgomery GI Bill® – Active Duty(MGIB-AD)
- Chapter 31 - Veteran Readiness and Employment (VR&E)
- Chapter 33 - Post 9/11 GI Bill®
- Chapter 35 - Dependents' Educational Assistance (DEA)
- Chapter 1606 - Montgomery GI Bill® – Selected Reserves (MGIB-SR)

Once you have completed the forms, please submit them using the following methods:

1. Email your complete registration packet to: unex-veterans@ucsd.edu

****This is the preferred method of sending. Please send forms in .PDF format, images of packet pages will not be accepted.**

- Please DO NOT send your SSN by email. Students must enter their SSN securely on their "[My Extension](#)" account.
 - Students using Chapter 35 benefits: You will be contacted by the VA Education Benefits Coordinator to provide your veteran's information securely by telephone after your packet has been reviewed for completion.

2. Mail to:

UC San Diego Division of Extended Studies, Student Services
Attn: VA Education Benefits Coordinator
9500 Gilman Drive, Dept. 0176-H
La Jolla, CA 92093

We encourage veterans to contact unex-veterans@ucsd.edu with any additional questions.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <https://benefits.va.gov/gibill/>

VA Education Benefits Checklist

To use your VA benefits at UC San Diego Division of Extended Studies, the school will need documentation to begin your VA file. Listed below are the benefits we accept, and the documents required.

Veterans

- Chapter 30 - Montgomery GI Bill® – Active Duty (MGIB-AD)

- ☐ Completed - UC San Diego Extended Studies VA Education Benefits Intake Form
- ☐ Signed agreement - UC San Diego Extended Studies VA Requirements and Student Responsibilities
- ☐ Signed agreement - UC San Diego Extended Studies Terms & Conditions and Student Conduct Policies
- ☐ A copy of your Joint Service Transcript
- ☐ An unofficial transcript from each post-secondary institution you previously attended
**if previous credit is deemed transferable, an official transcript will be requested at that time.*
- ☐ A copy of your Certificate of Eligibility letter dated within the same year

- Chapter 31 – Veteran Readiness and Employment Program (VR&E)

- ☐ Completed - UC San Diego Extended Studies VA Education Benefits Intake Form
- ☐ Signed agreement - UC San Diego Extended Studies VA Requirements and Student Responsibilities
- ☐ Signed agreement - UC San Diego Extended Studies Terms & Conditions and Student Conduct Policies

- Chapter 33 - Post 9/11 GI Bill®

- ☐ Completed - UC San Diego Extended Studies VA Education Benefits Intake Form
- ☐ Signed agreement - UC San Diego Extended Studies VA Requirements and Student Responsibilities
- ☐ Signed agreement - UC San Diego Extended Studies Terms & Conditions and Student Conduct Policies
- ☐ A copy of your Joint Service Transcript
- ☐ An unofficial transcript from each post-secondary institution you previously attended
**if previous credit is deemed transferable, an official transcript will be requested at that time.*
- ☐ A copy of your Certificate of Eligibility letter dated within the same year

- Chapter 1606 – Montgomery GI Bill® – Selected Reserves (MGIB-SR)

- ☐ Completed - UC San Diego Extended Studies VA Education Benefits Intake Form
- ☐ Signed agreement - UC San Diego Extended Studies VA Requirements and Student Responsibilities
- ☐ Signed agreement - UC San Diego Extended Terms & Conditions and Student Conduct Policies
- ☐ A copy of your Certificate of Eligibility letter dated within the same year
- ☐ A copy of your Joint Service Transcript
- ☐ An unofficial transcript from each post-secondary institution you previously attended.
**if previous credit is deemed transferable, an official transcript will be requested at that time.*

Dependents of Veterans

- Chapter 33 - Post 9/11 GI Bill®, Transferred Benefits

- ☐ Completed - *UC San Diego Extended Studies VA Education Benefits Intake Form*
- ☐ Signed agreement - *UC San Diego Extended Studies VA Requirements and Student Responsibilities*
- ☐ Signed agreement - *UC San Diego Extended Studies Terms & Conditions and Student Conduct Policies*
- ☐ An unofficial transcript from each post-secondary institution you previously attended

**if previous credit is deemed transferable, an official transcript will be requested at that time.*

- ☐ A copy of your Certificate of Eligibility letter dated within the same year

- Chapter 35 – Dependents' Educational Assistance (DEA)

- ☐ Completed - *UC San Diego Extended Studies VA Education Benefits Intake Form*
- ☐ Signed agreement - *UC San Diego Extended Studies VA Requirements and Student Responsibilities*
- ☐ Signed agreement - *UC San Diego Extended Studies Terms & Conditions and Student Conduct Policies*
- ☐ An unofficial transcript from each post-secondary institution you previously attended

**if previous credit is deemed transferable, an official transcript will be requested at that time.*

- ☐ A copy of your Certificate of Eligibility letter dated within the same year

Thank you for your interest in VA Educational Benefits at UC San Diego Division of Extended Studies. Please take a few minutes to fill out the following information.

PLEASE TYPE OR PRINT CLEARLY

TODAY'S DATE

BIRTHDATE

I AM A ☐ VETERAN ☐ SPOUSE DEPENDENT OF A VETERAN ☐ CHILD DEPENDENT OF A VETERAN: INSERT BIRTH ORDER _____

LAST NAME

FIRST NAME

MIDDLE INITIAL

STREET ADDRESS

CITY

STATE

ZIP

() -

() -

PHONE NUMBER

WORK PHONE NUMBER

EMAIL ADDRESS

Will you enroll into a UC San Diego Extended Studies certificate program? ☐ YES ☐ NO

NAME OF PROGRAM

If answered "no" to previous question, state the name of your home campus:

Under what chapter will you be drawing benefits? (Check one)

☐ CHAPTER 30 (MONTGOMERY GI)

☐ CHAPTER 33 (POST 9/11)

☐ CHAPTER 31 (VR&E)

☐ CHAPTER 35 (DEPENDENTS)

☐ CHAPTER 1606 (MGIB-SR)

Have you previously used your VA Educational Benefits? ☐ YES ☐ NO

If yes, what was the last school you attended?

Are you on active duty? ☐ YES ☐ NO

Are you in the Selected Reserve? ☐ YES ☐ NO

UC San Diego Division of Extended Studies is required to evaluate previously completed coursework for students using VA Education Benefits. Students must submit unofficial transcripts of all post-secondary education to the Division of Extended Studies VA Representatives prior to enrolling in courses. UC San Diego Division of Extended Studies evaluates all supporting documents to determine if any credit may be applied to the student's approved program of study. Students granted credit will have their training program and tuition reduced proportionately. If credit is awarded for past training/courses, official transcripts will be requested.

List all previous post-secondary educational institutions attended:

I certify that the information I have provided on this form is true and accurate to the best of my knowledge. I understand that omission of any information, or reporting untrue information, may result in the termination of my benefits at UC San Diego Division of Extended Studies.

STUDENT SIGNATURE

DATE

Highest level of education obtained:

For Office Use Only

Signature of Evaluator

Date

Prior transcript has been evaluated: ☐ YES ☐ NO

Notes:(For Evaluator's Use Only)

UC San Diego Division of Extended Studies

Terms & Conditions, VA Requirements and Student Responsibilities

Please read and sign that you understand the policies and procedures below.

VA Student Responsibilities

I understand that it is my sole responsibility to notify the UC San Diego Division of Extended Studies VA Education Benefits Coordinator in writing of any changes to my student records **within 3 business days**. I understand that I must report course drops, course failures, course cancellations, course date changes, grade option changes, and/or withdrawal from a program. I understand that in order to make changes to my program/area of study, I must submit a written request to the VA Education Benefits Coordinator to unex-veterans@ucsd.edu.

I agree to provide UC San Diego Division of Extended Studies with supporting documentation necessary to determine if any credit may be granted for my approved program. I understand that failure to submit my official transcript(s) may result in a delay of certification or delay of future course enrollment at UC San Diego Division of Extended Studies until my official transcript(s) are received.

I understand that UC San Diego Division of Extended Studies will hold me responsible for any tuition fees not paid by the VA, or payments rescinded by the VA. Receiving grades of Not for Credit (NFC), No Record (NR), Fail (F), or Not Passing (NP), may result in a reduction in benefits for all VA funded students. Please note: UC San Diego Division of Extended Studies does not issue Withdrawals (W) as a grade designation for general Extended Studies classes.

Failure to notify the VA Education Benefits Coordinator of any actions that may affect my status or program requirements may result in termination of my benefits and/or retroactive billing of my benefits.

Academic Performance - IMPORTANT

Students funded by the VA are required to meet minimum satisfactory progress. I understand that if my GPA falls below 2.0 for one (1) quarter, I will be put on academic probation. If my GPA falls below 2.0 for two (2) consecutive quarters, my benefits will be terminated. To reinstate my benefits, I must meet with the VA Education Benefits Coordinator to establish an education plan. To resume my benefits, I will also be required to pay for courses out-of-pocket each term until I have raised both GPAs to 2.0 or higher.

Verification of Enrollment

UC San Diego Division of Extended Studies students using benefits under the Montgomery GI Bill® –Active Duty and Selected Reserve must verify attendance each month for non-college degree programs. Students should verify their attendance on the last calendar day of the month to receive monthly payments from the VA. Please note: Students using Post 9/11 GI Bill® benefits are not required to verify attendance.

Your enrollment can be verified by using the Web Automated Verification of Enrollment (WAVE) at <https://www.gibill.va.gov/wave>, or by calling the toll-free Interactive Voice Response (IVR) telephone line at (877) 823-2378. Students receiving Chapter 35 Dependents' Educational Assistance (DEA) benefits and are enrolled in a non-college degree program can only verify attendance by calling 1-888-GI BILL-1 (1-888-442-4551).

☐ I have read, understand, and agree to the UC San Diego Terms & Conditions, VA Requirements and Student Responsibilities expected of me while attending UC San Diego Division of Extended Studies under VA benefits.

Full Name (Print)

Signature

Date

UC San Diego Division of Extended Studies VA Education Benefits Coordinator:
Phone: (858) 534-3400 Email: unex-veterans@ucsd.edu
Mailing address: 9500 Gilman Drive, Dept. 0176H, La Jolla, CA 92093

UC San Diego Division of Extended Studies

Terms & Conditions and Student Conduct Policies

Accreditation

UC San Diego is accredited by the Western Association of Schools and Colleges (WASC). UC San Diego Division of Continuing Education—like all other UC San Diego schools, colleges, and departments—is accredited by WASC through the University. All courses and certificate programs offered by UC San Diego Division of Extended Studies have been developed and are administered in accordance with Extended Studies policy and the regulations of the Academic Senate of the University of California.

Admission, UC San Diego

Participating in a UC San Diego Division of Extended Studies educational program does not in itself provide preference in admission to the University of California degree programs. Students interested in applying to UC degree programs should refer to the UC Admissions website or the admissions office of the UC campus they wish to attend for details about the admissions process.

Canceled, Discontinued, Filled Classes

Since UC San Diego Division of Extended Studies receives no state funds to support its programs, courses that do not meet minimum enrollment requirements may be canceled either before the course begins or discontinued after the first class meeting. Please call (858) 534-3400 to verify the status of the course in which you are enrolling. Sometimes courses fill before your enrollment is received, in which case we will contact you. Be sure to register early to ensure that the class you want is not canceled as a result of low enrollment. UC San Diego Division of Extended Studies also reserves the right to reschedule or combine courses, to change instructors, or to deny admission to any student.

Credit Card Payments

UC San Diego Extended Studies accepts the following credit card payment options: Visa, MasterCard, American Express, Discover and Diners Club. When you enroll in coursework, UC San Diego Division of Extended Studies authorizes your credit card to make sure sufficient credit is available. A hold is placed on funds equal to your course fee total until the enrollment is confirmed. Once confirmed, the actual charge is applied to your credit card account. Refunds for courses dropped before the published refund deadline or from a reversed fee are processed within seven (7) to ten (10) business days. All credit card refunds are issued to the credit card used during the original transaction.

Credit Card Disputes

Credit card purchases are protected under the Fair Credit Billing Act. For more information on this, visit the Federal Trade Commission Website. Disputing a credit card purchase does not constitute official withdrawal from a course. Students must follow the procedures for dropping coursework.

Dropping a Course

Students enrolled in UC San Diego Extended Studies courses may officially drop a course at any time before the beginning of the final class meeting. Dropping a class to switch sections for a course is considered a drop; all drop/ add/ change deadlines apply when switching sections. If requesting a refund, please refer to the section on "Refunds". Simply dropping a course does not guarantee a refund of tuition and fees paid at the time of enrollment. All VA students must notify unex-veterans@ucsd.edu when seeking to drop a course.

Students who enroll in UC San Diego Extended Studies courses but do not attend must drop the course prior to the final class meeting to avoid having a negative impact on their official academic record. UC San Diego Extended Studies instructors do not have the authority to drop a student who has not attended their courses.

Fee Changes

Course and other fees are subject to change without notice.

Grades

Students attending UC San Diego Division of Extended Studies have the option of taking courses for academic credit or Not for Credit. VA students are required to enroll in classes for academic credit. Students selecting the academic credit option have the choice of either the Letter grade or the Pass/No Pass grading option. Letter grades (A, B, C, D, or F) reflect performance in a class and result in grade points that count toward the student's cumulative GPA. Pass/No Pass grades show that the student has either passed or not passed a course. Courses with P grades count toward unit requirements for a certificate but do not apply to the student's cumulative GPA.

Not for Credit (NFC) shows course enrollment only. It does not reflect performance or completion of course requirements. Courses in which the student chooses the NFC grading option do not count toward a certificate program and cannot be used to receive academic credit at another institution. Students selecting the Not for Credit grading option will not receive a final grade or units of credit on their transcript. A notation of "NFC" will be listed on the academic record next to the course title. Courses with a NFC grade do not apply to a student's cumulative GPA. Grades are final when filed by UC San Diego Division of Extended Studies instructors (except "I" grades). Students may review and print grades by logging in to "My Extension". For additional assistance, please call (858) 534-3400.

Grade Appeals

It is important to know that UC San Diego Division of Extended Studies instructors have the authority to evaluate required course material and to assign a letter grade to each student who was enrolled in that course on the basis of the work required and received for the entire course. However, if you feel that your grade is calculated incorrectly, or that you received a grade based on non-academic criteria, you have the right to question and appeal the final grade. First, try to resolve the problem with your instructor. If you cannot resolve the problem with your instructor, or you believe that non-academic criteria have been used to determine the final grade, you can submit a written complaint to the Program Representative in charge of the course. If you are not satisfied with the results of the written complaint to the Program Representative then you can submit a written complaint to the Academic Director of the Department by providing a detailed response, point by point, explaining why the solution/reason given by the Program Representative is not satisfactory. Grade appeals reviewed by the Academic Director are considered final.

Grade Changes

Students may change their grading option at any time before the final class meeting (please note that Concurrent Enrollment courses have separate deadlines). All requests for grading option changes must be made through your "My Extension" account, or by email to unex-veterans@ucsd.edu. Requests for grade changes made after the beginning of the final class meeting will not be accepted.

Incomplete Grade Petitions

A student may petition their instructor for an "I" Incomplete grade if the student's work is of non-failing quality but is incomplete due to circumstances beyond the student's control. The student must submit a written petition to the instructor, and only the instructor, detailing the reason why they are unable to complete the remaining coursework along with a suggested proposal to complete the remaining coursework. If the instructor agrees, then the work must be completed per the agreement, but no later than the last day of the following quarter. If coursework is not completed as agreed by that date, the grade automatically reverts to a permanent "F" grade. The petition is filed with the instructor prior to the final class meeting. It is entirely the student's responsibility to gain the instructor's approval of the agreement before that time. Legitimate reasons considered to petition for an "I" Incomplete grade include a documented medical illness or compulsory military service. The Incomplete may not be used to retake the course or allow additional time for a student who has fallen behind without a legitimate cause.

Privacy Notification

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. UC San Diego Division of Extended Studies is required by federal law to report your social security number and other pertinent information to the Internal Revenue Service pursuant to the reporting requirements imposed by the Taxpayer Relief Act of 1997. UC San Diego Division of Extended Studies is committed to respecting the privacy of our students. The information we collect is only used for institutional purposes. If you would like more information regarding your privacy rights, what information we collect and how it is used, visit our website: <https://extendedstudies.ucsd.edu/student-resources/student-rights-and-responsibilities>

Refunds (Tuition and Fees)

Students dropping a course before the published refund deadline will automatically receive a refund of tuition and fees paid at the time of enrollment. Please refer to the course description for the "No Refund After" date. Late fees, certificate fees and some material/lab fees are non-refundable. Petitions for refunds filed after the published "No Refund After" date are approved only when the student is unable to continue enrollment for one of the following reasons: compulsory military service, serious illness, injury, or hospitalization or an enrollment/ administrative error on the part of the University occurs. For more information including how to petition for a refund or to review all Extended Studies policies, visit our website: <https://extendedstudies.ucsd.edu/student-resources/Tuition-and-Fees#refunds>

Returned Checks

There is a \$25 service charge for checks returned for insufficient funds, stop payments, and closed accounts. If your check is returned by the bank and you have stopped attending the course, you are still responsible for full payment unless you officially withdraw prior to the refund deadline. A stop payment does not constitute official withdrawal. A hold will be placed on your student record and

any further enrollment or request for transcripts will not be granted until your account has been paid. UC San Diego Division of Extended Studies permanently revokes check writing privileges for all two-time offenders.

Student Conduct (Student Code of Conduct, Academic Integrity, Sexual Misconduct)

All UC San Diego Division of Extended Studies students are part of the UC San Diego community and are expected to follow University and UC-wide policies, including the [Student Conduct Code](#). The UC San Diego Student Conduct Code represents the pride and values that define our community, and include the [UC San Diego Principles of Community](#), which further illustrate the expectations for all members of our community. The code defines our community's applicable standards and authorizes the administration of student conduct at UC San Diego Division of Extended Studies. The code applies to all UC San Diego undergraduate, graduate, professional school and Extended Studies students. The code also applies to:

- Applicants who become students for alleged violations committed as part of the application process
- Applicants who become students for alleged violations committed on campus and/or while participating in University-supported activities that take place in the period following the student's application submittal up to his or her official enrollment
- Former students for alleged violations committed while a student.

In addition, UC San Diego Division of Extended Studies students must follow the [UC San Diego Division of Extended Studies Academic Integrity Policy](#), which administers all instances of academic misconduct including but not limited to: plagiarizing, cheating on exams, allowing someone access to your online course and improper or missing citations in coursework.

Reports of alleged violations involving sex offenses, including sexual assault and sexual misconduct, will be handled under the policies and procedures set forth in the [University of California's Sexual Violence and Sexual Harassment Policy](#).

Transferability of Credit

UC San Diego Division of Extended Studies is not a degree-granting institution. The school or college in which students are registered determines the applicability of UC San Diego Division of Extended Studies courses to their degree programs. Students must check with the receiving institution for transferability. UC San Diego Division of Extended Studies operates on the quarter system, and all credit is given in quarter units; one quarter unit is equivalent to two thirds a semester unit. Each quarter unit signifies approximately ten hours of classroom time.

University Policy

UCSD Division of Extended Studies reserves the right to cancel or reschedule courses, or to change instructors. Because the UC San Diego Division of Extended Studies receives no state revenue support, classes may be canceled at or prior to the first scheduled meeting if fewer than the required minimum number of students enroll. Refer to complete details in this section regarding transfers or refunds of enrollment fees.

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires that the university provide the following information to individuals who are asked to supply information about themselves. The principal purpose for requesting information on the enrollment form is for processing your enrollment in UC San Diego Division of Extended Studies courses. University policy authorizes maintenance of this information. Furnishing all of the information requested on the enrollment form is mandatory if you are enrolling for credit or contact hours. Failure to provide this information will delay or may even prevent completion of the action for which the form is being filled out. Furnishing the information requested on this form is voluntary if you are enrolling for non-credit. The information furnished may be used by various university departments. for verifying enrollment status and will be transmitted to the state and federal governments if required by law.

Individuals have the right of access to this record as it pertains to themselves. Maintenance of the records mentioned above is the responsibility of the chief operating officer, UC San Diego Division of Extended Studies, University of California, San Diego.

I have read and understand the UC San Diego Division of Extended Studies Terms & Conditions and Student Conduct Policies regarding registration, fees and refunds.

Student Name (Print)

Student Signature

Date

VA Enrollment and Certification Procedures

You may submit your VA Registration Packet to the VA Education Benefits Coordinator prior to or after being accepted to your desired program.

The US Department of Veterans Affairs (VA) only pays for courses that are part of an approved certificate or study program. Courses that are not required for your certificate or program will not be covered and cannot be counted toward your enrollment status.

Please review the course catalog for availability of courses each quarter. You can browse the online catalog at <https://extendedstudies.ucsd.edu/student-resources/Course-Catalogs-and-Magazines>. You can view important dates from our website: <https://extendedstudies.ucsd.edu/about-us/academic-calendar>.

Chapter 30, 35, and 1606 students:

- 1) Enroll in and pay for courses required for your program by enrolling online through extendedstudies.ucsd.edu

We accept the following payment methods:

- Credit card (2.75% for domestic and international cards)
- ACH (electronic fund transfer from bank routing/account \$0.50 flat fee per transaction)

- 2) Request certification of your new enrollments within 5 business days by notifying the VA Education Benefits Coordinator by email at unex-veterans@ucsd.edu

Chapter 33 and 31 students:

- 1) Contact the VA Education Benefits Coordinator **before the quarter begins** to request enrollment in courses. Request must include:
 - i. Course Title(s)
 - ii. Course Dates
 - iii. Section ID Number(s)
- 2) The VA Education Benefits Coordinator will bill the VA for your tuition. If you are not entitled to 100% benefits, you must pay the difference in fees at the time of enrollment via credit card payment (a payment link will be emailed to you once you contact unex-veterans@ucsd.edu).

Contact Us

You can contact us by email at unex-veterans@ucsd.edu and a VA Education Benefits Coordinator will respond to your request within 2 - 3 business days.

<p>La Jolla Campus Mailing address: 9500 Gilman Drive Dept. 0176H La Jolla, CA 92093</p> <p>Physical address: 8980 Villa La Jolla Drive La Jolla, CA 92037</p> <p>Phone: (858) 534-3400 Fax: (858) 534-8527</p>	<p>Hours M thru Th 8:00 a.m.- 6:00 p.m. F 8:00 a.m.- 5:00 p.m. *Sat 8:00 a.m.- 12:00 p.m.</p> <p>*Subject to closure, depending on class schedules.</p>
<p>University City Center 6256 Greenwich Dr. Suite 100 San Diego, CA 92122</p> <p>Phone: (858) 534-3400 Fax: (858) 246-1031</p>	<p>Hours M thru Th 8:00 a.m.- 6:00 p.m. F 8:00 a.m.- 5:00 p.m. *Sat 8:00 a.m.- 12:00 p.m.</p> <p>*Subject to closure, depending on class schedules.</p>