



Veterans Checklist

Please read and initial each line. Checklist form must be filled out and submitted to the Office of Registration and Records, before the student's first day of the starting semester of enrollment.

Print Name: _____ Date: _____

Program of Study: _____ Start Semester/Year: _____

1. _____ **STATEMENT OF INTENT:** It is the responsibility of the student to submit a statement of intent form each semester that they want to utilize benefits while at CDU. Statement of intent forms should be submitted each semester immediately after registration is completed. **Form: VA Statement of Intent.**
2. _____ **SCHEDULE CHANGES:** It is the veteran/dependent student's responsibility to notify the Charles R. Drew University Office of Registration and Records of ANY schedule changes. **DO NOT ASSUME WE KNOW THAT YOU ARE ENROLLED OR HAVE DROPPED COURSES.** **Form: VA Statement of Intent.** Changes may include the following:
 - Enrolling for a new semester.
 - Adding or dropping a class after the deadline.
 - Withdrawal after drop/add period (the student receives a "W" grade for the course). The last day of attendance will be reported to the VA. Report any extenuating circumstances.
3. _____ **CONTACT INFORMATION CHANGES:** Report address and phone number changes to the Office of Registration and Records. **Form: Change of Address, Phone and Email**
4. _____ Students are eligible for VA educational benefits only when enrolled in courses **REQUIRED** and approved for your major. It is strongly recommended that veteran students work closely with their advisor when choosing courses. VA will not pay benefits for any class not required in your degree program.
5. _____ **TRANSFER CREDIT:** Veteran students with previous college or military credit **MUST** have official transcripts evaluated for transfer credit before the end of the second semester to avoid benefit interruption. Please contact our Transfer Credit and Articulation Officer at transfercredit@cdrewu.edu to confirm your official transcripts have been received by the university.
6. _____ Receiving non-punitive grades may result in an overpayment by VA. Non-punitive grades are grades that do not count toward graduation and include; "W," "U," "I," and failing grades from non-attendance. It is important to know if you receive an overpayment, you will be responsible to pay back money owed to the VA.
7. _____ As a reminder, the Office of Registration and Records only certifies your courses to the VA, we do not control any money or make payments to the student or the University.

I have read and understand all requirements stated in the veterans checklist.

Signature: _____ Date: _____