



JOLIET  
JUNIOR COLLEGE  
— 1901 —



# **Student Veteran Handbook**

**Dear Veteran, Reservist, or Dependent of Veteran:**

Welcome to Joliet Junior College! JJC is pleased that you have chosen our institution to pursue your education; it will be an honor and a privilege to serve you.

The Veterans Resource Center is here to provide you with information on the different Veterans Education programs available, the qualifications for each, and the application procedures.

We want you to be aware of the Department of Veterans Affairs policies, the reporting requirements they place on Joliet Junior College and the student, and how this affects your receipt of VA Educational benefits. We also want you to be aware of the tuition programs offered by the State of Illinois.

It is important that you be aware of your responsibilities as a student while using veteran's benefits at JJC. Our desire is to facilitate your receipt of educational benefits, while assisting you in avoiding possible overpayment.

The Veterans Resource Center is located in room C-1039 and can assist you as a walk-in, by email or phone. An appointment with the Veterans Coordinator may be set up on an individually requested basis. [VeteransBenefits@jjc.edu](mailto:VeteransBenefits@jjc.edu) Our office telephone number is (815) 280-2623 or 815-280-2966. We are looking forward to the opportunity to assist you with your veteran's educational benefits.

This information on procedures and responsibilities is provided for your convenience.

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**Joliet Junior College Contacts:**

Admissions .....	815-280-2493
Registration & Records.....	815-744-2200
Counseling & Advising.....	815-280-2673
Tutoring .....	815-280-2823
Career Services Center.....	815-280-2756
Students with Disabilities.....	815-280-2230
Financial Aid .....	815-280-2528
Veterans Resource Center .....	815-280-2966

**VA & DOD Hotlines:**

VA Education Office.....	888-442-4551
VA Healthcare Office.....	877-222-8387
All other VA Benefits.....	800-827-1000
VA Direct Deposit.....	877-838-2778
W.A.V.E. (Verify Attendance).....	877-823-2378
DOD Direct Veterans Hotline.....	800-497-6261
Suicide Hotline.....	800-273-8255
Will County Veterans Assistance Commission.....	815-740-8389
Grundy County Veterans Assistance Commission.....	815-941-3152

**Useful Websites:**

- JJC Veterans Information ..... <http://www.jjc.edu/info/veterans>
- VA Education & GI Bill Application (VONAPP) ..... [www.gibill.va.gov/gibill](http://www.gibill.va.gov/gibill)
- eBenefits..... [www.ebenefits.va.gov](http://www.ebenefits.va.gov)
- Free Application for Federal Student Aid..... [www.fafsa.gov](http://www.fafsa.gov)
- Other VA Education Funding Options.....<http://benefits.va.gov/benefits>
- National Center for PTSD.....<http://neptsd.va.gov/nemain/ndex.jsp>
- Troops to Teachers..... <http://www.proudtoserveagain.com>
- Military.com ..... [www.military.com](http://www.military.com)
- VA GI Bill Feedback System .....<http://www.benefits.va.gov/gibill/feedback.asp>

**Useful Addresses:**

**GI BILL**

VA Regional Offices  
9700 Page Ave-Suite 101  
St. Louis, MO 63132-1502  
1 (888) GI BILL 1  
<http://benefits.va.gov/gibill/>

**Illinois Veterans Grant &  
Illinois National Guard**

Illinois Student Assistance Commission  
1755 Lake Cook Road  
Deerfield, IL 60015  
1 (800) 899-4722  
<http://www.isac.org>

**Veterans Vocational Rehabilitation**

VA Regional Office  
VR & E Division  
2122 W. Taylor St., Suite 128  
Chicago, IL 60612  
1 (312) 980-4458

**MIA/POW Scholarship**

Illinois Department of Veterans Affairs  
P.O. Box 19432  
833 S. Spring  
Springfield, IL 62794-9432  
1 (217) 782-3564

## COLLEGE ADMISSION

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- Apply online at [www.jjc.edu](http://www.jjc.edu)
- Send a copy of your high school transcripts or GED to the Admissions Office.
- You may be eligible to receive federal financial aid at the same time as your VA educational benefits. Please apply for financial aid by filling out a FAFSA at [www.fafsa.gov](http://www.fafsa.gov). For more information please visit: [JJC Financial Aid](#)
- If you have previously attended other colleges, official transcripts must be sent directly to JJC for evaluation. ([www.jjc.edu/info/transcript-evaluation](http://www.jjc.edu/info/transcript-evaluation)) Opened or faxed transcripts will NOT be accepted for evaluation.
- Complete Placement Testing OR submit Alternative Test Scores to the Admissions Office. Please see <http://www.jjc.edu/info/placement> for more information.
- New Student Orientation if applicable [www.jjc.edu/info/NSO](http://www.jjc.edu/info/NSO)

## VA BENEFIT APPLICATION PROCESS

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### **NEW GI BILL RECIPIENTS PLEASE REVIEW YOUR BENEFIT OPTIONS PRIOR TO CHOOSING A BENEFIT**

For assistance in choosing which benefit will work best for you, visit the [www.gibill.va.gov](http://www.gibill.va.gov) website and select “Road Map to Success” to view a side-by-side comparison of your benefit options.

Complete the application for VA Educational Benefits online for faster processing. The standard processing time is six to eight weeks. Please provide JJC’s Veterans Resource Center a copy of your Certificate of Eligibility (COE) upon receipt.

Apply at: <http://www.benefits.va.gov/gibill>

- Form 22-1990 for Prior Active Duty and Select Reserve
- Form 22-1990e for Post 9/11 Transfer of Entitlement (see website for criteria)
- Form 22-5490 for dependents and spouses - Attach appropriate documentation

### PREVIOUS BENEFIT RECIPIENT

Please provide a copy of your COE and complete the appropriate form online to begin utilizing your benefits at Joliet Junior College. Your GI Bill certification cannot be processed without the completed form on file.

- Form 22-1995 for Prior Active Duty and Select Reserve
- Form 22-5495 for Dependents and Spouses

## FEDERAL BENEFITS

"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 Web site at <http://www.benefits.va.gov/gibill>."

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### **Chapter 33 – Post 9/11 GI Bill ®**

Individuals who served a minimum of 90 days on active duty after September 10, 2001, may be eligible for educational assistance under the Post 9/11 GI Bill. Chapter 33 will pay applicable tuition and fee charges, as well as provide a book stipend and a monthly basic allowance for housing based on E-5 with dependent criteria. The amount of funds released for each category is dependent on the veteran's level of entitlement for Chapter 33.

**Dependents:** Dependents of eligible servicemen/women could be eligible for transferred entitlement of Chapter 33 benefits. The determination of transferability is made by the Department of Defense (DOD) and requires prior approval before Joliet Junior College will submit information to VA Education or hold registration.

### **Chapter 30 – Montgomery GI Bill – Active Duty**

The Chapter 30-Active Duty GI Bill provides up to 36 months of education benefits to eligible veterans. Monthly benefits are paid directly to the veteran.

### **Chapter 31 - Vocational Rehabilitation and Employment Service**

Veterans Vocational Rehabilitation and Employment Service is available to veterans who have been determined eligible by the U.S. Department of Veterans Affairs to have a service connected disability. Chapter 31 will make payment to the campus for tuition and fees, books and supplies, and a monthly basic allowance for housing. For additional information on this benefit visit [www.vba.va.gov/bln/vre/](http://www.vba.va.gov/bln/vre/).

### **Chapter 1606 – Montgomery GI Bill - Selected Reserve**

Service members of the Selected Reserve can apply for this benefit that provides a monthly basic allowance for housing and 36 months of entitlement. Selected Reserve service branches include Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve, Coast Guard Reserve, Army National Guard and the Air National Guard.

### **Chapter 1607 – Reserve Educational Assistance Program (REAP) \***

REAP provides 36 months of educational benefits to reserve service members who were called to active service in response to war or national emergency, as declared by the President or Congress. \*Please review changes to the REAP Program at: <http://www.benefits.va.gov/gibill/reap.asp>

### **Chapter 35 – Survivor's and Dependent's Educational Assistance**

Chapter 35 provides 45 months of full-time or equivalent educational benefits for the spouse or child(ren) of a veteran who dies or is permanently and totally disabled as a result of a service-connected disability, or a spouse or child of a veteran who has been listed as a POW or MIA for a period of 90 days. The monthly benefit is paid directly to the survivor or dependent.

**IMPORTANT:** Students using Chapter 30, Chapter 1606, or REAP must verify attendance through the VA at the end of every month before payment is issued. Verification of attendance is completed through the VA's W.A.V.E. system online at [www.gibill.va.gov/wave](http://www.gibill.va.gov/wave) or by phone at 1-877-823-2378.

## STATE BENEFITS

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### **Illinois Veterans Grant (IVG)**

The program is available through the Illinois Student Assistance Commission (ISAC). The grant pays in-district and out-of-district tuition. Course and lab fees are the responsibility of the student and cannot be billed to IVG. IVG cannot be used towards noncredit courses at Joliet Junior College.

To be eligible for IVG, you must:

- Have served at least one year of active duty
- Have been a legal resident physically residing in Illinois within six months prior to entering the U.S. Armed Forces
- Have physically returned to Illinois within six months of separation from the service and now be living in Illinois
- Have an honorable discharge status
- Not be in default on any federal student loan
- Maintain Satisfactory Academic Progress

For an application and additional information, visit [www.isac.org](http://www.isac.org).

### **Illinois National Guard (ING) Grant**

The program is available through the Illinois Student Assistance Commission (ISAC). The grant pays in-district and out-of-district tuition and student service fees. Any additional are the student's responsibility and cannot be billed to ING. ING cannot be used towards noncredit courses at Joliet Junior College.

To be eligible for ING, you must:

- Be on active duty status and have served at least one year in Illinois National Guard
- Not be in default on any federal student loan
- Maintain Satisfactory Academic Progress

\*The application must be completed every academic year\*

For an application and additional information, visit [www.isac.org](http://www.isac.org).

### **MIA-POW Scholarship**

The program is available through the Illinois Department of Veteran Affairs (IDVA). The grant pays in-district and out-of-district tuition. All additional fees are the student's responsibility and cannot be billed to MIA-POW. MIA-POW cannot be used toward noncredit courses at Joliet Junior College.

To be eligible for MIA-POW, you must be a dependent of a service member whose status is or has been that of prisoner of war, missing in action, killed in service or died as a result of a service-connected disability, or is 100 percent permanently disabled as recognized by the U.S. Department of Veteran Affairs or U.S. Department of Defense.

For eligibility requirements and additional information, visit [www.illinois.gov/veterans](http://www.illinois.gov/veterans)



## CHOOSING A PROGRAM OF STUDY

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A VA approved program of study is required for any student requesting to receive veteran's education GI Bill benefits at Joliet Junior College. A list of degrees/certificates can be found in the JJC Academic Catalog.

## ACADEMIC ADVISING

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It is required that you request an appointment with an academic counselor or advisor to develop a **Veterans Educational Degree Plan** and ensure you are enrolling in the appropriate courses that are necessary for your declared program of study. You may print a degree planner from our online Academic Catalog to assist with course choices. If you change your degree, you must complete a new form.

An academic counselor or advisor can answer questions you have regarding specific classes, programs of study, academic standing and transfer.

Please consider meeting with a counselor/advisor every semester prior to registration to ensure you are selecting the courses required for your degree. You may also schedule an appointment for a degree audit to monitor your progress towards completion.

## DEGREE AUDIT

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A degree audit is an analysis of the courses necessary to complete your program of study. Only courses required for the degree are payable utilizing GI Bill benefits.

## ACADEMIC STANDING

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In accordance with the United State Department of Veterans Affairs and State of Illinois regulations, Joliet Junior College has established minimum Academic Progress guidelines for all veterans educational benefit recipients. These standards apply to all students receiving federal and state veteran educational funding.

### **Minimum Cumulative GPA Requirements**

- **0-12 Credit Hours Attempted: 1.75 Minimum Cumulative GPA**
- **13-32 Credit Hours Attempted: 1.85 Minimum Cumulative GPA**
- **33-48 Credit Hours Attempted: 1.95 Minimum Cumulative GPA**
- **49-64 or above Credit Hours Attempted: 2.00 Minimum Cumulative GPA**

### **Evaluation of Academic Progress**

A veteran student is evaluated for academic progress at end of each academic term. This evaluation includes all coursework taken at Joliet Junior College. Evaluations are made at the end of each semester to determine a student's progress toward a specified degree or eligible certificate. A student is considered to be making satisfactory progress if his/her Grade Point Average complies with the GPA Requirements listed above.

The first semester a student using veterans education benefits fails to meet these requirements, he/she is placed on probation and notified via their JJC email account. A student on probation has one semester to comply with the minimum academic standards of progress. If the student meets this provision, probation will be lifted. If the student fails to comply with the set standards at the end of the probationary semester, eligibility for all state and federal veterans' funds will be withdrawn, resulting in the student being placed on termination status. A notice of termination, stating the reasons for withdrawal of eligibility, is emailed to the student's JJC email account. This notice includes a reminder of the on-campus support and counseling services available. When a student is terminated, JJC is required to notify the VA and suspend benefit certification until minimum standards are reached. Termination from the use of benefits does not, however, mean termination from Joliet Junior College.

### **Appeal Procedure**

Students may appeal their termination to the Standards of Academic Progress Appeals Committee in writing. Forms are available in the Veterans Resource Center for the appeal process. Supporting documentation must accompany the request. Appeals will be considered on an individual basis by the Standards of Academic Progress Committee and will be either approved with provisions or denied. More information can be found at <http://www.jjc.edu/financial-aid/Pages/standards-progress.aspx>

## GI BILL CERTIFICATION PROCESS

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You will only be certified and receive benefits for courses that are required for your stated major.

You must complete a Veterans Educational Benefits Request Form **EVERY** semester after registering and turn it into the Veterans Resource Center for processing. The form can be found [online](#):

Montgomery GI Bill & Selected Reserve	
Training Time	Enrolled Hours
Full – time	12 or more
3/4 time	9 to 11
1/2 time	6 to 8
Less than 1/2 time more than 1/4	4 to 5
1/4 time or less	3 or less

Post 9/11 GI Bill	
Training Time	Enrolled Hours
Full-Time	12 or more
90 % of entitled BAH	11
80 % of entitled BAH	9 – 10
70 % of entitled BAH	8
60 % of entitled BAH	7
Not eligible for BAH	6 or less

### MONTHLY VERIFICATION

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Montgomery GI Bill (Chapter 30), and Select Reservists (Chapters 1606 & 1607) must verify their enrollment with the VA the last day of each month or after. Failure to verify will result in nonpayment of benefit. Your VA file number is your Social Security number.

You may verify by calling 1-888-877-823-2378 or use the Web Automated Verification of Enrollment (WAVE) at [www.gibill.va.gov/wave](http://www.gibill.va.gov/wave).

Chapter 33 (Post 9/11) recipients are not required to complete monthly verification.

## PAYMENT INFORMATION

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The monthly amount you are paid depends on several factors including:

- The GI Bill benefit you are using
- How long you were in the service
- How many payable credits you are enrolled in
  - **Post 9/11 recipients must be enrolled in seven (7) payable credits to be eligible for any BAH.**

Payment for housing is paid the first of the month **following** a month of attendance and is prorated to the days in the month. For example: Fall semester begins on August 15<sup>th</sup>, student will be paid from August 15<sup>th</sup> to August 31<sup>st</sup> on September 1<sup>st</sup>. Post 9/11 book stipend is paid directly to the student once the VA has processed your certification but not prior to two weeks of the start of the semester.

### **ALL PAYMENTS ARE ISSUED FROM THE VA NOT JOLIET JUNIOR COLLEGE**

Pay rates change once a year on October 1. Current rates can be accessed at <http://benefits.va.gov/gibill/>

## OVERPAYMENT

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If you decrease or alter your schedule after certification has been processed, an overpayment with the VA may occur. A debt may include; tuition, fees, books and housing allowance. You are responsible for any debt incurred while receiving benefits either to the Department of Veterans Affairs or Joliet Junior College.

## WITHDRAWALS

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When a student withdraws, either officially or by cessation of attendance, this must be reported to VA and may result in an overpayment of benefits.

## MILITARY WITHDRAWAL

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Any student called for Active Military Duty during the semester must present a copy of the Active Duty Orders prior to leaving for active duty. Please review the options as listed in the Joliet Junior College Academic Catalog in section Military Personnel Called for Active Duty.

## TYPES OF CLASSES

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### REMEDIAL COURSES

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Remedial courses are classes you must test into to qualify for benefits. Your Placement Test will determine placement into the appropriate course. Examples of remedial courses are MATH 090, MATH 094, MATH 095, ENG 020, and ENG 021.

In order to qualify for GI Bill benefits, remedial courses MAY NOT be taken online.

### ONLINE/HYBRID COURSES

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- Online Courses: Students do not attend class on-campus; however some Online Courses may require campus visits for exams.
- Hybrid Courses: Courses are taught partially online and partially in a traditional classroom setting.

Courses offered online/hybrid and are a requirement for your degree are payable as long as they are above the 100 level. Enrolling in **all** online/hybrid courses in a semester will affect the Post 9/11 monthly housing allowance.

### REPEAT COURSES

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The VA will pay for some classes to be repeated if:

- A higher grade is required for your program

You may not repeat a course completed successfully at JJC or any other institution **and** utilize GI Bill.