



NORTHERN
Oklahoma College

TONKAWA | ENID | STILLWATER

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Military and Families Bulletin

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Veterans Coordinator-Northern Oklahoma College-Contact Information

If you have any questions about the contents of this bulletin or GI Bill™ benefits please contact the NOC Veterans Coordinator:

Brad Gordon
PO Box 310
Tonkawa, OK 74653

(580)628-6227 (telephone)
(580)628-6371 (fax)
brad.gordon@noc.edu

Visit the NOC Military & Families page! It has more information on GI Bill benefits, as well as some of the forms a student might need to use GI Bill™ benefits:
<http://www.noc.edu/military>

Enrollment

The first step in the enrollment process at Northern Oklahoma College is for the future student to fill out the online application for admissions at www.noc.edu/apply. Once he or she has applied, the student should receive an acceptance letter at the mailing address provided on the online application.

Testing

All students are required to take the ACT or SAT at least once prior to enrollment at NOC. If the ACT or SAT was taken within the last 3 calendar years, NOC can use those scores for placement. If the scores are older than 3 years, the student will need to sit for the three Accuplacer placement tests in Reading, English and Mathematics. ACTs, Accuplacer placement tests, and CLEP examinations can all be taken through the testing centers on any of the three NOC campuses. Students who are eligible for VA Educational benefits under most chapters (except Chapters 1606 or 1607) of the GI Bill™ can apply for reimbursement of certain national tests, including the ACT or SAT tests. An application form for this type of reimbursement is included on the NOC Military and Families page online. Remember that getting reimbursed by the VA for these tests may decrease the length of your eligibility under the GI Bill™, as determined by the VA.

Enrollment Checklists

Students should use the Enrollment Checklist for the campus they plan on attending for further information enrollment, testing, financial aid, scholarships, NOC ID cards, access to NOC online accounts, the NOC academic calendar, NOC social media policy, the Emergency Alert system, and ordering books from the NOC bookstore.

Enrollment Checklist-Enid

http://www.noc.edu/Websites/northok/files/Content/5906318/Enid_Full_Doc.pdf

Enrollment Checklist-NOC/OSU Gateway Program (Stillwater)

<http://www.noc.edu/Websites/northok/files/Content/5969107/stillwaterinstructions3.pdf>

Enrollment Checklist-Tonkawa

http://www.noc.edu/Websites/northok/files/Content/5906318/Tonkawa_Full_Doc.pdf

Policy on Transfer Credit

When a student is admitted to NOC, his or her transcripts are evaluated for transfer credit. NOC recognizes transfer credit from U.S. regionally-accredited associations. Students must provide official transcripts from every school they have attended. Failure to acknowledge and submit transcripts from all schools attended may be considered academic fraud and might result in a student's expulsion from the institution. A student's academic advisor, in consultation with the division chair, will determine how and if transfer credits can count toward degree requirements and which hours do count. For in-state institutions contributing to the state transfer matrix, course equivalency is determined by that matrix. Courses taken at a non-accredited school, or one whose accreditation is not recognized, will require submission of course descriptions and syllabi for possible credit. These documents might also be required for other in-state transfer decisions when a course is not listed on the state transfer matrix nor on internal transfer guides for partner institutions.

Military Transcripts

Northern Oklahoma College is required to review a student's military transcripts for credit that is applicable to his or her degree program at NOC, just as they are required to do for transcripts from regionally-accredited colleges and universities. All military personnel who have at least completed Basic Training should have a military transcript. The US Army, US Navy, US Marine Corps, and US Coast Guard all use the Joint Services Transcript (JST) as their military transcript. The US Air Force uses the Community College of the Air Force (CCAF) as their military transcript. See the GI Bill Checklist for more information and links to the respective military transcript sites. In order for NOC to order the transcript on the student's behalf, he or she must fill out the Military Transcript Request Form and give the form to the Veterans Coordinator.

Financial Aid and the GI Bill™

A veteran or dependent who is eligible for educational benefits under the GI Bill™ may also be eligible for federal and/or state financial aid. Eligibility for these federal or state financial aid resources are determined based information collected from students when they fill out the FAFSA (Free Application for Student Aid). Such aid could include grants and/or loans. Students can accept or decline any aid that they are determined to be eligible for. In general, the income students may receive from the Veterans Administration (VA) through GI Bill™ programs is not a factor the NOC financial aid office uses when determining a student's need for aid. Students utilizing veteran education benefits must turn in all previous training records and transcripts to be evaluated for prior credit, whether or not prior credit is granted, in order to be remain eligible for those benefits. Please see the appropriate Enrollment Checklist for information on applying for federal and state financial aid.

Dropping Classes

If a student wishes to drop a class but remain in other classes, he or she must submit an ADD/DROP form to the registration office on their campus. Ceasing to attend a class does not constitute a drop. After the drop/add period for a class, typically a "W" will be assigned as the grade for the class and the class will remain on the official NOC transcript. A "W" does not affect the student's grade point average. Tuition and fees will be refunded to withdrawing students of a regular semester only on the following basis: 100 percent during the Drop Period, zero percent following the drop period.

If a student drops a class, or multiple classes and he or she is receiving GI Bill™ benefits, the student is probably going to owe money back to the Veterans Administration and a debt may be created against him or her. If students are receiving federal or state financial aid and they drop a class, or multiple classes, they may also have to pay back a portion of any grants they have received. They should talk to the financial aid office about the repercussions of a drop before it is made.

Administrative Withdrawals (AW)

Instructors may be authorized by the Office of Academic Affairs to administratively withdraw any student who does not attend a single class within the first two weeks of the semester or who does not attend at least 75% of instructional time within weeks 0-12. Instructors may also establish a more stringent attendance policy that will preempt the minimum of 75% if it is included in the class syllabus; however, students, not instructors, are responsible for safeguarding their transcripts by dropping classes they are no longer attending or withdrawing from the college if needed. The tuition and fees for a class a student is dropped from with an Administrative Withdrawal will not be refunded back to the student or credited to his or her account. If a student is receiving GI Bill™ benefits and is dropped from a class by his or her instructor with an administrative withdrawal (AW), the student will probably owe funds back to the Veterans Administration and a debt may be created against the student.

Withdrawing from All Classes

Withdrawing from Northern Oklahoma College refers to withdrawing from all courses in which a student is enrolled for a given semester. To withdraw from all courses a student must go to the Registrar's Office and formally withdraw from all courses or provide notification in writing and signed. Simply to stop attending classes does not constitute withdrawal and the student may receive a mark of "F" in all courses. A student may withdraw from school any time before the week of final examinations. If the withdrawal occurs up through the first ten days of a regular semester, courses do not appear on the student's permanent record. Withdrawal after this period results in designations of "W" or "F" as noted in the paragraph above for dropping a course. Tuition and fees will be refunded to withdrawing students of a regular semester only on the following basis: 100 percent during the Drop Period, zero percent following the drop period. If a student is using GI Bill™ benefits and withdraws from all classes, he or she will probably owe money back to the Veterans Administration and a debt may be created against the student.

Withdrawing from Classes for Active Duty Military Service or Training

Special consideration is given to students in good academic standing who withdraw to enter military service. If a student is called to active duty service or training during a semester and he or she supplies the registration office with a copy of the active duty orders, the student's classes and all tuition and class fee charges may be removed. NOC would follow federal and state regulations when determining the refunding of any student payments, Title IV financial aid (grants or loans), scholarships, or Veterans Affairs (GI Bill) monies, Tribal Grants, or other sources of third-party educational funds used by students. Please note that if a student is receiving GI Bill™ benefits and he or she withdraws from classes to enter a period of Active Duty military service or training, the VA may allow the withdrawal without financial penalty to the student. In this instance, the VA will usually require documentation of the student being called for Active Duty military service or training.

Refunds for Drops and Withdrawals

NOC will follow federal and state regulations when determining the refunding of any student payments, Title IV financial aid (grants or loans), scholarships, or Veterans Affairs (GI Bill) monies, Tribal Grants, or other sources of third-party educational funds used by students. As noted above, the charges for a course will only be removed from a student's bill if the student drops or withdraws from a class during the advertised drop period (100% of charges for the class removed from student bill.) If the drop or withdrawal was not initiated before the advertised drop date, 100% of the charges will remain on the student's bill and must be paid. Exceptions to this can be made for students who are called to active-duty military service or training, as noted above. Any refunds will be sent to the student according to the refund preference expressed to NOC by the student, and the funds will be made available to students at the soonest possible time allowed by NOC policy and procedures.

Incomplete Grades for Students Called for Active Duty Military Service or Training

If students have completed most of the work in a class, and they can complete the remaining work in the class within 8 (eight) weeks after the end of the semester, they may receive an “Incomplete” or “I” grade at the discretion of their class instructor. The class instructor can change this grade to a regular (letter) grade after the work is completed by the student for the class. Tuition and fees for a class that a student received an “Incomplete” in will not be returned to the student and will not be credited to the student’s account. If a student chooses to receive an “Incomplete” grade for a class and is using GI Bill™ benefits, the VA will typically not immediately create a debt against the student. The VA will track the “Incomplete” grade for a year after the end of the semester and may create a debt against the student if the grade for the class has not been changed to a regular (letter) grade.

Leaves of Absence

Any student that leaves NOC prior to their graduation in order to serve on active-duty in the US military will be welcome to come back and pick up where he or she left off in the program. Any classes the student completed will not “expire” and will still apply to the student’s degree program as if he or she had not left. Please note that certain courses follow a prescribed sequence and may not be available every semester. A possible exception may be that the NOC Nursing department requires that certain courses be taken within five (5) years of applying to the Registered Nursing program. This could require a student to re-take some science or social science courses before applying for the RN program, unless a waiver is given at the Nursing Department’s discretion. The nursing classes and clinicals taken as part of the NOC RN program also may have time limits that could require a former RN nursing student to re-take those courses if he or she has been out of the program for a certain amount of time. Any waiver to this policy would be at the discretion of the Nursing Department in accordance with the policies of NOC, and the Nursing Department’s accrediting body (ACEN).

Applying for GI Bill benefits

The first step to begin receiving GI Bill benefits is to fill out the application for GI Bill benefits. This can be done online on the VA's VONAPP (Veterans On-line Application) system: [GI Bill Application ONLINE](#).

The application can also be filled out on a paper form that is available on the NOC Military and Families page, or it can be picked up in any of the NOC registration offices.

Other Documentation Required for Veterans, Reservists, and Members of the National Guard When Using GI Bill™ benefits at NOC

For veterans, National Guard members, or reservists that are using their GI Bill™ benefits at NOC, the following must also be submitted to the NOC Veterans Coordinator:

DD-214 Forms-These are forms that a student would have been given by their branch of service once they completed any periods of active-duty military service. They show the student's latest period of active-duty service (including training), as well as the nature of their discharge.

Military Transcripts-As noted previously in this bulletin, all veterans, reservists, and members of the National Guard are required to submit their official military transcripts (JST, or CCAF transcripts, depending on the branch of service) in order to remain eligible to receive GI Bill benefits at NOC.

Veterans Advisory Form-This is an NOC form that is required to be submitted every semester by the student to the Veterans Coordinator. It informs the Veterans Coordinator that the student is enrolled for a particular semester and wants to draw his or her GI Bill™ benefits, and it includes updated demographic data. Failure to fill out this form every semester could cause delays in benefits payments. The form can be filled out online at www.noc.edu/veteran-advisory-form. It can also be filled out on the

paper form, which is available in any of the NOC registration offices and is included later in this bulletin.

Certificate of Eligibility-The Certificate of Eligibility is a letter that the Veterans Administration will typically mail to a GI Bill™ applicant once he or she has been approved for GI Bill™ educational benefits. It will explain what benefit the applicant has been found to be eligible for, how many months of benefits the applicant is eligible for, and some general information about the benefit. A copy of this letter should be given to the Veterans Coordinator.

Other Documentation Required for Spouses and Dependent Children of Veterans using GI Bill™

Benefits at NOC

Certificate of Eligibility-The Certificate of Eligibility is a letter that the Veterans Administration will typically mail to a GI Bill™ applicant once they have been approved for GI Bill™ educational benefits. It will explain what benefit the applicant has been found to be eligible for, how many months of benefits the applicant is eligible for, and some general information about the benefit. A copy of this letter should be given to the Veterans Coordinator.

Veterans Advisory Form-This is an NOC form that is required to be submitted every semester by the student to the Veterans Coordinator. It informs the Veterans Coordinator that the student is enrolled for a particular semester and wants to draw their GI Bill™ benefits, and it includes updated demographic data. Failure to fill out this form every semester could cause delays in benefits payments. The form can be filled out online at www.noc.edu/veteran-advisory-form. It can also be filled out on the paper form, which is available in any of the NOC registration offices and is included later in this bulletin.

Some Helpful Guidance for Students Using GI Bill™ Benefits While at NOC

HOW PUBLISHED DATES OF A CLASS AFFECT YOUR GI Bill™ BENEFITS

-The VA will only pay a student for the dates that they are actually in a class. Be careful when enrolling in short-term classes. This also means that you will not receive housing or monthly stipend payments for periods between semesters, and your payments will be pro-rated for partial months of attendance.

-Example-If a student is in a 4-week, 6-week, 8-week class, or any other short-term class the VA will only pay him or her for that class during those times the student is pursuing the class, not the entire semester.

CERTIFYING CLASSES TO THE VA THAT HAVE ALREADY BEEN COMPLETED WITH A PASSING GRADE

-The VA will typically not allow the Veterans Coordinator to certify a class to them that has already been completed by the student. So, if students have already passed a class at NOC or at another institution, the VA will not pay for them to take it again. With few exceptions (Developmental Coursework, Nursing classes) a “D” is the minimum passing grade at NOC. An exception might be made if the student is retaking a previously passed class during their graduation semester at NOC.

CERTIFYING CLASSES TO THE THAT ARE NOT LISTED ON YOUR NOC DEGREE SHEET

-The student must take care to enroll only in classes that are required for their declared major at NOC. If a class is not required, the Veterans Coordinator usually cannot certify that class to the VA unless the appropriate academic department allows the substitution in writing. It is important to follow the degree sheets in the NOC catalog to avoid this problem.

MONTHLY VERIFICATION OF ENROLLMENT

-Students who are receiving benefits under Chapter 30 (Montgomery GI Bill™), Chapter 1607 (Reserve Educational Assistance Program), or Chapter 1606 (Montgomery GI Bill™ Selected Reserve) must verify their enrollment with the VA starting on the last day of each month before the VA will send out payments to the student. To verify your attendance, you can call the VA verification line 1-877-823-2378 or go online to

<https://www.gibill.va.gov/wave/index.do>.



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GI BILL Educational Benefits Checklist For Veterans

In order to draw your GI Bill educational benefits at NOC, there are a few bits of paperwork you need to complete. Please refer to the lists below to determine if you have done everything you need to do in order to get paid by the VA while you are in school:

First Time Using Your GI Bill Benefits?

1. ___ If you haven't already, you will need to fill out an application for GI Bill benefits. You can do that electronically on the GI Bill Website [GI Bill Application](#) or you can print the application (VA Form 22-1990) off of the NOC website at [22-1990 \(Printable Form\)](#) and get it to us.

2. ___ Get us a copy of your DD-214, which is the form showing your active duty periods of service.

3. ___ Order an official copy of your military transcript so we can review it for credits that can be applied to your degree program at NOC: For the US Army, the US Coast Guard, US Navy, and the US Marine Corps the transcript is called the Joint Services Transcript (JST). Order one at the [Official JST Website](#). For the US Air Force (CCAF transcript) go to [CCAF Transcript Ordering Instructions](#).

Alternatively, you can fill out the [Military Transcript Request Form](#) and send it to us. This will allow us to order your military transcript on your behalf.

4. ___ After you have enrolled in classes, fill out a Veterans Advisory Form online at [Veterans Advisory Form](#) or fill one out in the registration office at your campus. (NOTE: This is the only form we need from you EVERY SEMESTER.)

5. ___ Once you receive your Certificate of Eligibility from the VA confirming that you have been approved for GI Bill educational benefits, send a copy of the letter to our office.

Used your GI Bill educational benefits before at another school?

1. ___ Fill out a "Request for Change of Program or Place of Training" form either online at the [GI Bill Application Website](#) or print the form (VA Form 22-1995) off the NOC website at [VA Form 22-1995](#) and get it to us.

2. ___ Get us a copy of your DD-214, which is the form showing your active duty periods of service.

3. ___ Order an official copy of your military transcript so we can review it for credits that can be applied to your degree program at NOC: For the US Army, the US Coast Guard, US Navy, and the US Marine

Corps the transcript is called the Joint Services Transcript (JST). Order one at the [Official JST Website](#). For the US Air Force (CCAF transcript) go to [CCAF Transcript Ordering Instructions](#).

Alternatively, you can fill out the [Military Transcript Request Form](#) and send it to us. This will allow us to order your military transcript on your behalf.

4. ___ After you have enrolled in classes, fill out a Veterans Advisory Form online at [Veterans Advisory Form](#) (NOTE: This is the only form we need from you EVERY SEMESTER.)

5. ___ Get us a copy of your Certificate of Eligibility from the VA confirming that you have been approved for GI Bill educational benefits.

Are you a continuing NOC student?

1. ___ The only form we need from you each semester is the Veterans Advisory Form. You can fill it out online at [Veterans Advisory Form](#) or pick one up in the registration office at your campus, fill it out, and send it to us.

2. ___ If you are changing your major at NOC, you will need to fill out a [Change of Program Form](#) and send it to us.

For more information, contact:

Brad Gordon

Asst. Registrar/Veterans Coordinator

(580) 628-6227

brad.gordon@noc.edu

or

Sherryl Nelson

Asst. Registrar (Stillwater)

(580)628-6906

sherryl.nelson@noc.edu

Contact the VA directly at:

VA Regional Processing Office

Muskogee, OK

1-888-442-4551

GI Bill Checklist for Dependent Children and Spouses Receiving Chapter 33 or Chapter 35 Benefits

First Time to Use GI Bill benefits?

1. ____ If you haven't already, you will need to fill out an application for GI Bill benefits. This can be done online on the GI Bill website at: [GI Bill Application Online](#) or you can print off a paper form (VBA-22-5490) from [22-5490 Printable Form](#) Fill it out and send it to my office. This form is only for Chapter 35, or Chapter 33 Fry Scholarship applicants.

-If a student will be using transferred Post-9/11 (Chapter 33) benefits, he or she should use this form: [VBA-22-1990e](#)

2. ____ Please fill out a Veterans Advisory Form. This is the only form we need EVERY SEMESTER. This form can be filled out online at: [Veterans Advisory Form](#).

3. ____ Once you get your Certificate of Eligibility from the VA verifying your eligibility to receive Chapter 33 or Chapter 35 benefits, please get a copy of the Certificate of Eligibility to our office.

Have You Used Your GI Bill benefits at another school?

1. ____ If you have used your Chapter 35 benefits at another educational institution before, you will need to fill out a form called a "Dependents' Request for Change or Program or Place of Training" (DD Form 22-5495). You can fill it out on the GI Bill website at [22-5495 \(Change of Program or Place of Training\) online](#) or you can print off the form from [22-5495 \(Printable Form\)](#). Fill it out and send it to our office.

2. ____ Please fill out a Veterans Advisory Form. This is the only form we need EVERY SEMESTER. This form can be filled out online at: [Veterans Advisory Form](#).

3. ____ Get us a copy of your Certificate of Eligibility from the VA confirming that you have been approved for GI Bill educational benefits.

Are you a continuing NOC student?

1. ____ The only form we need from you each semester is the Veterans Advisory Form. You can fill it out online at [Veterans Advisory Form](#).

2. ____ If you are changing your major at NOC, you will need to fill out an NOC Change of Program Form, which is available online at [NOC Change of Program Form](#)

For Assistance, Contact:

Brad Gordon, Asst. Registrar/Veterans Coordinator (Tonkawa), (580) 628-6227, brad.gordon@noc.edu, or
Sherryl Nelson, Asst. Registrar (Stillwater), (580) 628-6906, sherryl.nelson@noc.edu

VA Regional Processing Office, Muskogee, 1-888-442-4551



REQUEST FOR MILITARY TRANSCRIPT

Student's Full Legal Name and Address
(Please Include *All Possible* Last Names)

NOC ID Number

--	--	--	--	--	--	--	--	--	--

AND
Social Security Number

--	--	--	--	--	--	--	--	--

Date of Birth

--	--	--	--	--	--	--	--

MONTH

DAY

YEAR

Date Entered Into Active Service

--	--	--	--	--	--

Month

YEAR

CONTACT PHONE:

CONTACT E-MAIL:

I hereby authorize Northern Oklahoma College to obtain my military transcript on my behalf. By my signature, I attest NOC will not release my transcript without my signed approval.

Signature

Date

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY:

10 USC, SECTION 4302

PRINCIPAL PURPOSES:

To enable NOC to access Air Force (CCAF) transcripts or Department of Defense (JST) computerized files, retrieve data, and produce a transcript as designated by the individual.

DISCLOSURE:

Voluntary. Failure to provide required information could complicate, delay, and/or prevent administrative actions needed to produce the transcript.