



**NORTHERN**  
Oklahoma College  

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TONKAWA | ENID | STILLWATER

2024-  
2025

## Military and Families Bulletin

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**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 <https://www.benefits.va.gov/gibill>.**

### **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](mailto: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: <https://www.noc.edu/students/future-students/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 [here](#). Once he or she has applied, the student should receive an acceptance letter on their application account.

## **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 5 calendar years, NOC can use those scores for placement. If the scores are older than 5 years, the student will have the option to sit for the four Accuplacer placement tests (English) or Challenge Exams in Reading, Mathematics, and Science. ACTs, Accuplacer placement tests, Challenge Exams, 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**

### **Enrollment Checklist-NOC/OSU Gateway Program (Stillwater)**

## **Enrollment Checklist-Tonkawa**

### **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. Alternatively, the student can email the Registration office on their campus from their NOC Student Email address requesting a drop or withdrawal from courses. Send the email to Registration-T@noc.edu for Tonkawa, online or the University Center at Ponca City, Registration-E@noc.edu for Enid or Registration-S@noc.edu for Stillwater. 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, receives a failing grade (F, or NP), withdraws from a class (W), or is withdrawn from a class by their instructor (AW) and they are receiving GI Bill® benefits, the student may owe money back to the Veterans Administration.** For Post-9/11 GI Bill (Chapter 33) recipients,

they will also have a debt created with NOC for tuition and fee payments the school has to pay back

### **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 VA and/or NOC 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/or NOC 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, Veterans Affairs (GI Bill™) monies, Tribal Grants, Active Duty Military Tuition Assistance (TA), 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 [GI Bill application site](#).

### **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](http://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 either mail or provide electronically 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 either mail or provide electronically 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](http://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 33 (Post-9/11 GI Bill®) (Chapter 33 students must verify enrollment beginning December 17, 2021) , 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. **Chapter 33 students: To verify your attendance, you can call the VA Education Call Center at 1-888-442-4551 OR via text message. Opt in to text messaging by calling VA ECC at 1-888-442-4551. Chapter 30, 1606 students call 1-877-823-2378 or verify online [HERE](#).**

## **Information for Active Duty Military Members Taking Classes with NOC**

### **NOC Policies on Recruiting Active Duty Military Students or Their Family Members**

It is against NOC recruiting policy to make any unsolicited telephone calls, text messages, in-person contacts, or other electronic communication contacts with any students. Any contact from recruiters or admissions personnel at NOC would only come after a potential student requests information or contacts NOC first, or through college or career fairs where NOC is a participant. NOC does not give financial incentives to potential students for enrolling in classes, or to its recruiters or other employees based on the number of military-connected or other students they recruit into programs at NOC. NOC also does not pay any kind of incentive to any employees based on the number of students they sign up to use federal financial aid, including Tuition Assistance (TA). Before a Service member signs up for classes at NOC or any other educational institution, they should contact their Educational Services Officer (ESO) or counselor within their Military Service.

### **Using TA Funds at NOC**

Northern Oklahoma College participates in voluntary Department of Defense tuition assistance programs for active duty members of the military. If you are an active duty member of the US armed forces, please check with your ESO or education counselor in your Military Service before applying for active duty tuition assistance. All active duty tuition assistance is processed through the NOC Scholarship office. If you have questions about your tuition assistance after you have turned in your tuition assistance request, please call the Scholarship Office at (580) 628-6760.

### **Returns of TA Funds**

If you drop a class that NOC has already been paid for by your active duty tuition assistance, NOC will return the TA funds back in accordance with requirements set by the DOD. NOC will return 100 percent of the TA back to the Military Service if the student never attends the institution, or never starts a course, or the institution cancels the course. It is NOC's policy to return any unearned TA funds on a proportional basis through at least the 60 percent portion of the period for which the funds were provided, based on when the student stops attending a course. (Example: In a 16-week semester, 100% would be returned in the first two weeks, 90% would be returned in weeks 3 and 4, 80% would be returned in weeks 5 and 6, 70% would be returned in weeks 7 and 8, 60% would be returned in week 9, and 0% would be returned in weeks 10 through 16.)

### **Readmissions Policy for Active Duty Service Members and Reservists**

It is NOC's policy that Service members and reservists may be readmitted to a program if they are temporarily unable to attend class or have to suspend their studies due to service requirements. If the student's absence is long enough that it requires a student to withdraw from classes, the student can be readmitted at the same class level and standing when they return. However, if the courses required for the student's program are not offered each semester the student may have to wait to take those courses. 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).

**Title 38 USC 3679(e) Compliance Statement**

It is the policy of Northern Oklahoma College to allow to participate in a course of education, despite the fact that they may be awaiting VA funds to pay their current semester charges, if they have presented one of the following to NOC:

- Certificate of Eligibility from the VA showing eligibility for VA Education benefits under Chapter 31, or Chapter 33
- Statement of Benefits from the VA website showing eligibility for VA education benefits under Chapter 31, or Chapter 33
- VAF 28-1905 Chapter 31 authorization

Participation includes access to classes, libraries, or other institutional facility or website. This also precludes imposition of penalties, or late fees being assessed on the student's account, or the requirement by the institution of the student to borrow any additional funds to fulfill their financial obligations to the school.

This access may end once one of these dates occurs:

- The date the expected payment from the VA is received
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.