

Farmingdale State College

Student Veteran Handbook

Table of Contents

Topic	Page #
Overview & Contact Information	3
Student Benefit Information	4-5
Getting Started at Farmingdale	5-6
The Blue Card- Your Education Enrollment Certification	6-7
Degree Programs & Non-Matriculated Status	7
Post 9/11 GI BILL ® Housing Information (BAH)	8
Rate of Pursuit	9
Non-Attendance & Withdrawals	8-9
Grades & Repeating Courses	10
Suspension & Probation Reporting	10
Using Your Benefits at Another School	10
Flight Program	11
Filing a Complaint	11
Contacting the Department of Veteran Affairs	11

*"GI Bill is a registered trademark of the U.S. Department of Veterans Affairs (VA).

Overview & Contact Information

This Veteran's Handbook will help you better understand the policies and procedures that affect your veteran's educational benefits.

Farmingdale State College's School Certifying Officials (SCO) are located in the Office of the Registrar. The Registrar's Office is open from 8:30am-4:30pm Monday-Friday in Laffin Hall Rm 225. Our fax number is 934-420-2275.

Who are your School Certifying Officials (SCOs) and how do you get in contact with us?

SCO Name & Title	Office Phone	Campus Email
Lisa Baio Assistant Registrar	(934) 420-2778	baiole@farmingdale.edu
Marilyn Flores Registrar	(934) 420-2776	regoffice@farmingdale.edu

Campus-Wide Resources & Contacts

Department	Office Phone	Reason to Contact
Admissions	(934) 420-2200	College Application
Athletics	(934) 420-2482	Gym Memberships & Intramurals
Brightspace/ Online Learning	(934) 420-5300	Online Course Content Issues
eCampus Bookstore	(859) 209-6958	Textbooks & Supplies
Campus Police	(934) 420-2561	Parking Passes & Ticket Appeals
Dean of Students	(934) 420-2104	Orientation & Disciplinary
Disability Services	(934) 420-2607	Classroom Accommodations
Financial Aid	(934) 420-2578	FAFSA
Health & Wellness	(934) 420-2009	Immunizations, Medical Help & Counseling
IT HelpDesk	(934) 420-2754	Email Password & Technical Issues
Library	(934) 420-2184	Academic Resources
Registrar	(934) 420-2778	Transcripts & Registration
Residence Life	(934) 420-2010	On campus housing
Student Accounts	(934) 420-2208	Refunds & Payments
Student Activities	(934) 420-2103	Campus Events & Clubs
Transfer Services	(934) 420-2643	Transfer Credits
Tutoring & Writing	(934) 420-2066	Extra Help
Veteran's Affairs	(934) 420-5220	Student Veterans of America, Veteran Community Support, Application (VA & Farmingdale) Assistance & VA Work Study

Student Veteran Benefit Information

Chapter 30: Montgomery GI Bill ®

The Montgomery GI Bill ® program—sometimes known as Chapter 30—provides education benefits to Veterans and Service members who have at least two years of active duty. For more information, to find out if you qualify and for instructions on how to apply for Chapter 30 entitlement, please visit the VA website for more information.

Chapter 31: VA Vocational Readiness Program

Vocational Readiness and Employment (VR&E), sometimes referred to as the Chapter 31 program, provides services to eligible Service members and Veterans with service-connected disabilities to help them prepare for, obtain, and maintain suitable employment or achieve independence in daily living.

To reference the specific eligibility qualifications, please visit the VA website, created by the Department of Veteran Education.

How Can You Apply for Chapter 31 benefits?

- Submit your application online
- Fill out VA Form 28-1900, "Disabled Veterans Application for Vocational Rehabilitation." Once complete, mail the form to your closest VA regional office.

Chapter 33: Post 9/11 GI Bill ®

The Post-9/11 GI Bill ® provides education benefits for those who have served on active duty for 90 or more days after Sept. 10, 2001. The entitlement rate depends on how much active-duty time a member has.

What benefits does the Post-9/11 GI Bill ® include?

- The full tuition amount for in-state schools up to the maximum national average
- A Monthly Housing Allowance (MHA) based on the cost of living where your school is located
- Up to 36 months of education benefits, in most cases payable for 15 years after your release from active duty
- A percentage-of-maximum-benefit scale based on how much active service you've had since September 10, 2001

For more information, to find out if you qualify and for instructions on how to apply for Chap 33 entitlement, please visit the VA website for more information.

Chapter 1606: Selected Reserve Educational Assistance

If you're a member of the Army, Navy, Air Force, Marine Corps or Coast Guard Reserve, Army National Guard, or Air National Guard, you may be able to get up to 36 months of education and training benefits under the Montgomery GI Bill ® Selected Reserve (MGIB-SR) program. For more information, to find out if you qualify and for instructions on how to apply for Chapter 1606 entitlement, please visit the VA website.

Chapter 35: Dependents & Survivors Educational Assistance
VA's Survivors' and Dependents' Educational Assistance (Chapter 35) program provides education and training opportunities to eligible dependents and survivors of certain Veterans. For more information, to find out if you qualify and for instructions on how to apply for Chapter 35 entitlement, please visit the VA website.

Enrollment Verification Reporting

- All students receiving Post-9/11 GI Bill®, Chapter 1606 & Chapter 35 benefits at Farmingdale State College are now required to verify their enrollment at the end of each month to continue receiving their Monthly Housing Allowance (MHA) and/or kicker payments.
- You have the option to verify your enrollment via email or via text messaging. In an effort to streamline the enrollment verification process, the U.S. Department of Veterans Affairs (VA) is providing students with text message verification, an easy and secure method for verifying enrollment each month via text and the best way to ensure they receive their MHA/kicker payments uninterrupted. Students also have the option to verify enrollment via email.

Responding to Enrollment Verification text messages from the VA:

- When you end your enrollment during a verification month and you receive an enrollment verification text from the VA at the end of the month you should respond YES to the text message. This means to the VA that since the last reported change there are no changes.
- The VA strongly recommends using text or email, but if these options are unavailable to you, you may call the Education Call Center (ECC) at 1-888-GIBILL-1 (1-888-442-4551) to verify enrollment. Please be advised that calling the ECC may result in long wait times.
- **IMPORTANT NOTE**: If you fail to submit enrollment verification for two consecutive months, your MHA/kicker payments will be held until you verify your enrollment (For example, if the term starts in January and you fail to verify your enrollment for January and February, your March payments will be placed on hold.

Getting Started at Farmingdale State College

Step 1: After you've applied for VA Education Benefits, submit an application for admission.

Step 2: Review the new student checklist and complete the items outlined in each step. The fees below are waived for all student Veterans with a valid Veteran ID:

- Tuition Deposit
- Parking Fees
- Gym Membership
- Non-matriculated Student Application Fee

Step 3: Get advised by your academic department and register for your classes.

- In addition to meeting with an advisor DegreeWorks is a great tool for advisement purposes:
  - You can use it to track your academic progress towards a degree, review the requirements you have completed and plan the courses you can take to complete your remaining requirements.

Step 4: For the first semester you intend to use your benefits, you must submit to the SCO the following documents. Bring in these documents, to the Registrar's Office, after you've registered for your classes.

Benefit	**Required Documentation**
Chapter 33: Post 9/11 GI Bill ®	• Your Certificate of Eligibility (COE) • DD 2-14 (optional)
Chapter 1606: Selected Reserve Educational Assistance	• Your Certificate of Eligibility (COE)
Chapter 31: VA Vocational Readiness Program	• PO Numbers from your VR&E Counselors are needed for tuition/fees and books/supplies • Provide the PO Number for tuition and fees to the SCO
Chapter 35: Dependents & Survivors Educational Assistance	• Your Certificate of Eligibility (COE) • Your VA Claim # (this is the Veteran's full social security number, with first and last name)

In addition to providing us with the paperwork listed above, you will be filling out what we refer to as the "Blue Card". A blue card is a form **you must complete every semester you intend to use your benefits**. After your first semester (and if you're not in the Pro-Pilot program) you are welcome to submit your Blue Card online. We recommend submitting your blue card no later than 30 days prior to the start of the semester.

If you do not submit a blue card, you will not receive your VA Education Benefits. This includes but is not limited to: Monthly Housing Allowance payments (Ch.33), monthly tuition stipend (Ch.1606), books & supplies (Ch.31).

Step 5: The SCO will submit your certification directly to the VA

- Once your paperwork is complete a certification will be submitted to the Enrollment Manager system. An email is sent to your email account on file with the VA once your certification has been submitted. **If you do not receive this confirmation email 5 business days from the day you submitted your blue card- please call us, 631-420-2776.**

    - Chapter 1606 Students: Remember to certify your attendance monthly by calling the VA or through the text message you receive at the end of the month. The VA pays benefits directly to you; therefore, you must make payment arrangements with the Office of Student Accounts to ensure your tuition is paid for prior to the deadline.

    - Chapter 35 Students: The VA pays benefits directly to you; therefore, you must make payment arrangements with the Office of Student Accounts to ensure your tuition is paid for prior to the deadline.

    - Chapter 31 Students: When you meet with your VA counselor, they will provide you with a 9-digit code to use at the bookstore on campus. This is only for books and a few additional supplies. If you require additional supplies, please reach out to your VA counselor for assistance.

The Blue Card- Your Enrollment Certification

You are required to submit a blue card for every semester you intend to use your benefits. Blue cards are accepted 120 days prior to the start of the semester. All student Veterans utilizing their benefits are given priority registration. Once you are registered it is in your best interest to submit a blue card as soon as we begin accepting submissions.

When do we begin accepting blue cards?
The table below gives an approximate date when we will accept blue cards. Please check your Farmingdale email account regularly, as an email will be sent with the exact date each term.

Term	Blue Card Submission Acceptance
Winter	November
Spring	November
Summer	March
Fall	June

There are certain fees we CANNOT certify to the VA as they will not pay for them.

- Late Fees
- Payment Plan Setup Fee
- Parking Tickets
- Health Insurance
- Bookstore Vouchers (Except Ch. 31)
- Course Fees Related to Non-Approved Repeats
- Housing Charges

Degree Programs & Non-Matriculated Status

Student Veterans must be enrolled in courses required for their degree program. The best way to confirm all of your courses count towards your degree program is to run your DegreeWorks audit.

The VA understands that some student Veterans may be unsure of what to major in or may not academically qualify for a degree program. Farmingdale State College offers a non-matriculated student option for students in that category.

The VA will only cover two semesters as non-matriculated. After the two semesters you must choose a degree program. Please visit the list of majors at Farmingdale State College.

Post 9/11 GI BILL ® Monthly Housing Allowance (MHA)

Recipients of the Post 9/11 GI BILL ® (Ch. 33) are eligible to receive a monthly housing allowance (MHA). In order to qualify for this monthly benefit, you must be registered for more than ½ time in any given term or semester.

If you register for all online courses, your MHA rate will reflect the MHA national average.

You must register for at least ONE on campus course to qualify for the Farmingdale, NY housing rate. Hybrid courses and practicum/internships are considered on campus courses and not distance/online.

Students who take a combination of full term (spring or fall) and an accelerated Saturday course may only be eligible for a portion of MHA during the term. If you are registered for a combination of full term and accelerated courses, please speak with the SCO to how it will affect your monthly housing allowance (MHA).

Rate of Pursuit

When it comes to calculating rate of pursuit for standard fall/spring semesters, Saturday accelerated, winter intersession & summer the VA considers the following:

Term or Semester	1 Credit	2 Credits	3 Credits	4 Credits	5 Credits	6 Credits	7 Credits	8 Credits	9 Credits	10 Credits	11 Credits	12+ Credits
Winter (2 Week Term)	Half Time	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time
Summer A (4 Weeks)	Less than Half-Time	More than Half Time	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time
Summer B (4 Weeks)	Less than Half-Time	More than Half Time	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time
7 Weeks Fall/Spring (7 Weeks)	Less than Half-Time	Less than Half-Time	Half Time	More than Half Time	Three-Quarter Time	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time
Summer C (8 Weeks)	Less than Half-Time	Less than Half-Time	Half Time	More than Half Time	Three-Quarter Time	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time
Summer E (11 Weeks)	Less than Half-Time	Less than Half-Time	Less than Half-Time	Half Time	More than Half Time	Three-Quarter Time	More Than Three-Quarter Time	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time
SAT Accelerated (11 Weeks)	Less than Half-Time	Less than Half-Time	Less than Half-Time	Half Time	More than Half Time	Three-Quarter Time	More Than Three-Quarter Time	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time
Fall & Spring (15 Weeks)	Less than Half-Time	Less than Half-Time	Less than Half-Time	Less than Half-Time	Less than Half-Time	Half Time	More than Half Time	More than Half Time	Three-Quarter Time	More Than Three-Quarter Time	More Than Three-Quarter Time	Full-Time

Many students, registering in the summer, always ask how many credits they need to be considered full time. Using the chart above you will note that in Summer A to be full time you need be registered for 3 or more credits (the same goes for Summer B). Sessions C & E require more credit hours to be considered full time (C = 6 or more credits; E= 8 or more credits).

Please note, for Post 9/11 GI BILL ® recipients, any box highlighted in yellow indicates potential eligibility for MHA. If the box is not highlighted that particular credit amount in the term indicated will not qualify you for BAH. For more information regarding MHA, the VA recommends reaching out the hot line directly, 888-**GIBILL**-1 (888-442-4551).

Reporting Non-Attendance & Withdrawals

If you are marked as non-attendance for any course(s) you register for, you will be liable for payment. The VA will not pay for a class you do not attend. If you withdraw from a course you are registered for the VA will only pay for the amount of time you attended the course. You may be subject to a pro-rated tuition, supplies and housing debt. If you decide to withdraw from any/all of your courses, please ask to speak to a SCO when you bring your paperwork to the Registrar's Office.

The VA will send you a debt letter if you withdraw from a course during the semester. You are welcome to bring this debt letter us. We will then submit the payment back to the VA on your behalf. However, at that time you will then owe the college for the amount of your debt.

Note: If you are withdrawing due to military orders you may be entitled to a full refund. Please bring your military orders to a SCO for review.

Grades & Repeating Courses

Student veterans are allowed to repeat previously failed or withdrawn courses. Additionally, if you're program requires you to receive a C+ or better in a course to graduate and you earn below, the VA will cover the tuition and fees associated with repeating the course (excluding flight fees).

At the end of the semester, the SCO will report any non-completed course to the VA. Non-completed courses are ones that a student never attended or dropped (graded with N), stopped attending (graded with a UW) or withdrew from (graded with a W). Courses graded A to F are not reported to the VA at the end of the semester.

Reporting Suspension & Probation

Student veterans who are academically suspended or placed on academic probation at the end of a spring or fall term are reported to the VA. The VA will reach out to any student veteran academically suspended or placed on academic probation with resource information.

Farmingdale policy states any student who has been suspended for poor academic performance is not permitted to enroll at the College in any coursework for one academic semester (fall or spring) from the date of suspension.

Using Your Benefits at another School

If at any point you decide to take classes outside of Farmingdale State College, please follow the steps below:

- Contact your chair of your major to ensure that the course you wish to take at the other college pertains to your degree at Farmingdale.
- Meet with the SCO in the Registrar's Office and request a parent letter which you will need to take to the school you will be visiting (host school) to show proof of your eligibility.
- The SCO at the host school will then certify you through the Enrollment Manager system as a Guest Student.
    - Please keep in mind that attending a different school may impact your MHA due to the location of the school.
    - Also, if you will be attending another SUNY college, please contact the Registrar's office for information on Cross Registration.

Flight Program & Fees

As of the 2018-2019 catalog year, the VA currently covers a portion of flight related fees for Post 9/11 GI BILL ® recipients enrolled in the Aeronautical Science: Professional Pilot, BS degree. The VA will not consider covering flight fees for students enrolled in any other degree program, including the Flight Minor.

Due to the strict and intricate guidelines of certifying flight fees, please contact the Registrar's Office at 934-420-2778 for more information.

Filing a Complaint

As a Principles of Excellence school, student Veterans are within their right to file a complaint against the college. The most common complaints are financial. Due to the negative impact filing a complaint has against the college, we urge you to please actively reach out to all School Certifying Officials prior to filing a complaint through the Principles of Excellence.

Contacting the Department of Veteran Affairs

Farmingdale State College is within the Buffalo Region.

There may come a time where you may need to contact the VA directly. Please use the following links and phone numbers that may be of use to you:

GI BILL ® Website: https://benefits.va.gov/gibill/
GI BILL ® Facebook Page: https://www.facebook.com/gibillEducation/
GI BILL ® Hotline: 888-**GIBILL**-1 (888-442-4551).