

WINDWARD COMMUNITY COLLEGE
Admissions and Records Office

VA Informational Sheet

Be a student at Windward Community College (WCC)

- If new/returnee student, complete an online admissions application and be accepted in a major leading towards a degree/certificate and declare WCC as your Home Institution
- If continuing student, be enrolled in a major leading towards a degree/certificate and declare WCC as your Home Institution

Complete On-line VA Application Form

- Go to www.gibill.va.gov and select Apply for Benefits
- Print and maintain a copy of your completed VA Education Benefits Application
 - A Certificate of Eligibility (COE) is mailed to you from VA
- Submit Certificate of Eligibility (COE) to A&R

Register for Classes via MyUH portal

- Register for classes applicable toward declared degree/certificate at WCC
- Make an appointment with Academic Counselor at Student Services, Hale Akoakoa, Room 212 or call (808) 235-7413 for registration assistance

Process WCC VA Registration Form

- Have your WCC counselor complete the WCC VA Registration form
 - WCC counselor will certify courses applicable toward your degree/certificate at WCC
- Submit completed WCC VA Registration form to A&R with degree audit via STAR

Request Your Transcripts be sent to WCC

- Submit WCC Request for Transcript Evaluation form to A&R to have your college credits/military training evaluated for transferring credits
- Failure to have transferring credits evaluated may result in a disruption of VA benefits
- Have transcripts mailed directly to A&R from any previous colleges attended and/or military education/training received
 - Joint Services Transcript at <https://jst.doded.mil>
For Sailor/Marine (SMART), Coast Guard (USCG), Army (AARTS)
 - Community College of the Air Force at www.au.af.mil/au/ccaf/transcripts.asp
For Air Force (CCAF)

Submit documents to A&R for VA process

- Certificate of Eligibility (COE) or copy of VA Application
- Completed WCC VA Registration form
 - VA Registration form must be completed every semester after registration to continue your VA benefits for the following term
- Request for Transcript Evaluation form

Make Tuition/Fees Payment by the deadline

- Make sure tuition/fees paid by the deadline to avoid financial obligation and possible disenrollment of classes
- See WCC Financial Aid office if tuition/fees cannot be paid by the deadline

Yellow Ribbon Program (YRP) for Chapter 33 Post 9/11 GI Bill nonresident student

- Refer to www.gibill.va.gov for eligibility and information
- YRP is a partnership between WCC and VA to supplement the nonresident differential tuition at WCC
- WCC YRP only covers WCC classes applicable toward degree/certificate
- To be eligible, you (or designated transferee) must be 100% eligible for VA benefits (active duty service member and spouse are not eligible)
- To apply, check the box "Yellow Ribbon" on the WCC VA Registration Form
- Confirm with A&R of YRP participation every academic year

Verify VA Status

- You may track your VA status by calling the VA Regional Office or go to the VA website
- Every month you are required to certify your school attendance by calling the VA Regional Office or go to the VA website (all Chapters except 35 and 33)

VA Contacts

WCC VA Certifying Official
Admissions and Records Office
45-720 Kea'ahala Road
Hale Alaka'i, Room 112
Kaneohe, HI 96744
(808) 235-7432

windward.hawaii.edu/admissions_records

VA Regional Office
Muskogee, Oklahoma
1-888-442-4551 (toll free central time)
gibill.va.gov

VA Regional Office in Honolulu
Tripler Hospital, E-Wing, 1st floor
(808) 433-0880

Honolulu Vet Center
1680 Kapiolani Blvd. Suite F-3
(808) 973-8387 (Honolulu)
www.vetcenter.va.gov