

VA Certification Instructions for Major Advisors

“VA Certification” is identifying/certifying courses that will count towards students’ major requirements. For full funding, students need to certify 12 credits of courses that fulfill remaining requirements. Remember that they can take electives and extra courses beyond those 12 credits. Please encourage students to list on the VA form ONLY the 12 credits they need certified. VA benefits is a federal program with very strict legal parameters; UHM has to pay for every error, so please ensure accuracy!

1. Certify only courses for which the student is **currently enrolled (check STAR)**; if the student hasn’t yet registered, wait until the registration is showing in STAR before certifying. Intent doesn’t count. Yes, students have to submit a new form if they change their registration.
2. Certify only courses that count toward remaining major requirements (check Program Sheet, p.2). Be sure to check:
 - i. Repeats,
 - ii. Backtracks,
 - iii. Transfer equivalencies,
 - iv. Which requirements have already been fulfilled, &
 - v. That the course will fulfill a remaining requirement.
- b. Check total credits completed in the major to ensure that the number of remaining credits matches the remaining course requirements.
- c. If a course is a substitution or exception for a requirement, note that on the form (*end note on back of form: “Sub for (course requirement) ” or “OK to use for (course requirement) ”).
 - i. **Be sure to note any/all approved substitutions in STAR Advisor Notes, as well!** (Sample entry = “VA certification; approved substitution of ALPHA ### to fulfill (major requirement) .”)
3. Certify/initial ONLY major courses -- **DO NOT certify/initial non-major courses!**
4. Certify that the student is taking EXACTLY (no more, no fewer than) what is required for the major: **INITIAL in the left-hand column** next to each course that will count toward the remaining major requirements (**DO NOT SIGN in “Advisor Approval”!**):

Course Information (Complete this section after you've officially registered for all courses.)

Campus (MAN, KCC, etc.)	✓ If extension course	Course Subject and Number	Degree Requirement	Credits	Grading Option A-F, CR/NC	Course Dates	✓ If repeating course
MAN		ENGL 100	W	3	A-F	Aug 22, 2016 - Dec 30, 2016	
MAN		ALPHA ###	Major	3	A-F	1st day of semester - last day of 1st yr.	
MAN		ALPHA ###	DB	3	A-F	" - "	
MAN		ALPHA ###	HSL and Hum Sub	3	A-F	" - "	
MAN		ALPHA ###	Major	3	A-F	" - "	
Total Certifiable Credits:				12			

Advisor Comments:

Student Signature (I have read, understand and agree to the VA and UHM policies on page 2 of this form. I have finalized my registration and am requesting certification for the courses listed above.)

Advisor Approval (See page 2 for information on advisor approval)
 I certify that the courses indicated above are required courses within the student's degree objective and will count toward degree requirements as Program, General Education, Pre-admission required Elective courses. I have crossed off any that do not apply.

DO NOT SIGN

Signature _____ Date _____
 College/Department/Office _____ Phone _____

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