

Veteran/Dependent Registration Guide



If you have any questions please email veteranaffairs@una.edu.

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School SCO and VA Helpline

Thank you for continuing to choose UNA as your place of study! Starting in Summer 2023, we will be utilizing a new method for receiving registration documents. This new process will allow our office to certify your benefits more efficiently. We appreciate your support and flexibility in making this change.

Required Registration Form

In order for me to certify your hours, you will need to submit a Registration Form **each semester**. In this form you will be asked to upload your Degree audit and your Concise Student Schedule. I have included information on how to access and download each of these on the following pages.

To access the form, please scan here or click/type the link below.

Required Registration Form

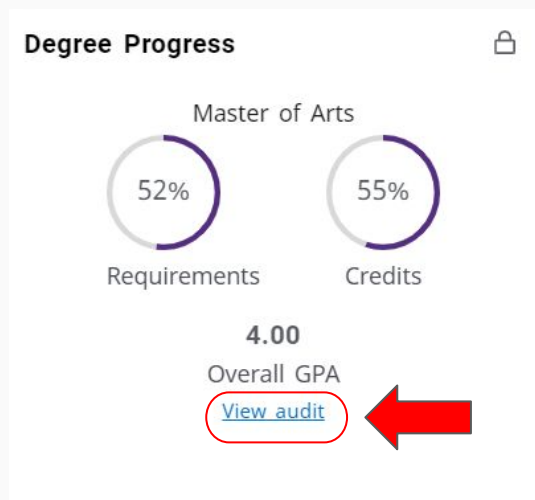
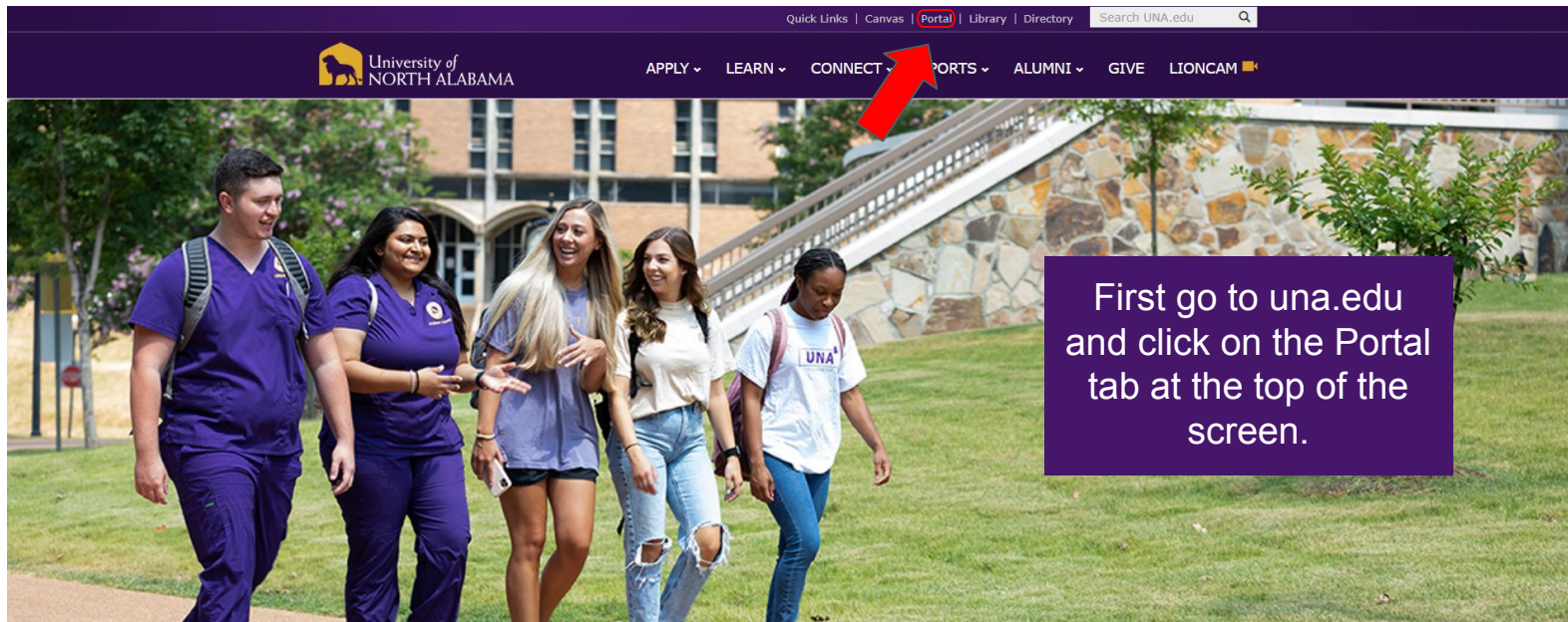


<https://forms.office.com/r/AD214mETpL>

IMPORTANT: I can not certify your benefits until I receive this form.

If you decide to add, drop, or withdraw from a class, please submit this form with your updated schedule. If withdrawing from a course, please report any mitigating circumstances. **Failure to do so may result in you being audited and charged by Veteran Affairs.**

Degree Audit PDF Guide



Scroll down until you find the card labeled Degree Progress. Click the view audit link.

Degree Audit

Data refreshed 10/09/2019 4:28 AM

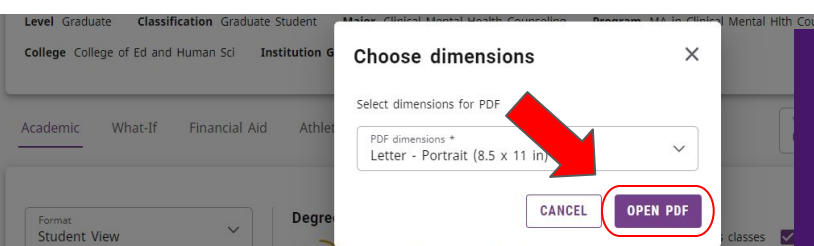
Student ID: L00656043 | Name: Test, Nikki | Degree: Bachelor of Business Administration

Advanced search

Level: Undergraduate | Classification: Freshman | Major: Accounting | Program: BBA Qualifications | College: College of Business Administration

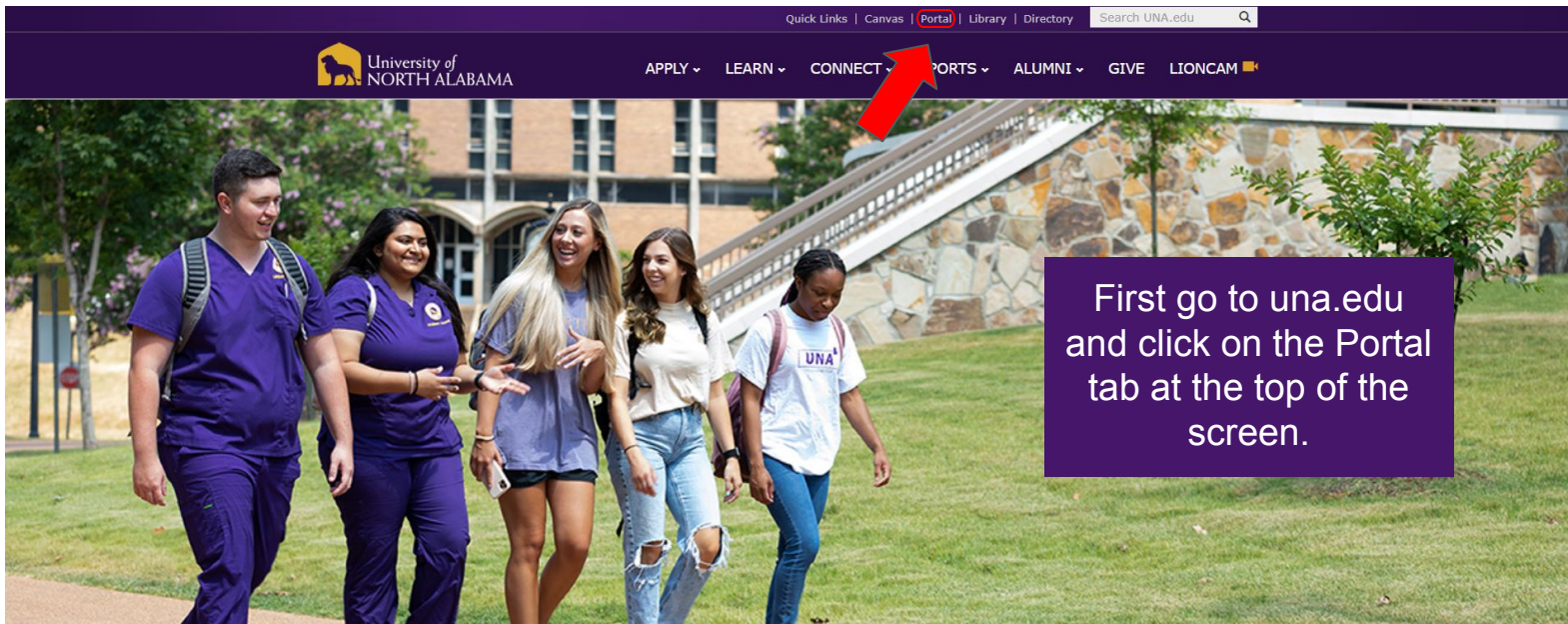
Print icon

Click on the printer icon.

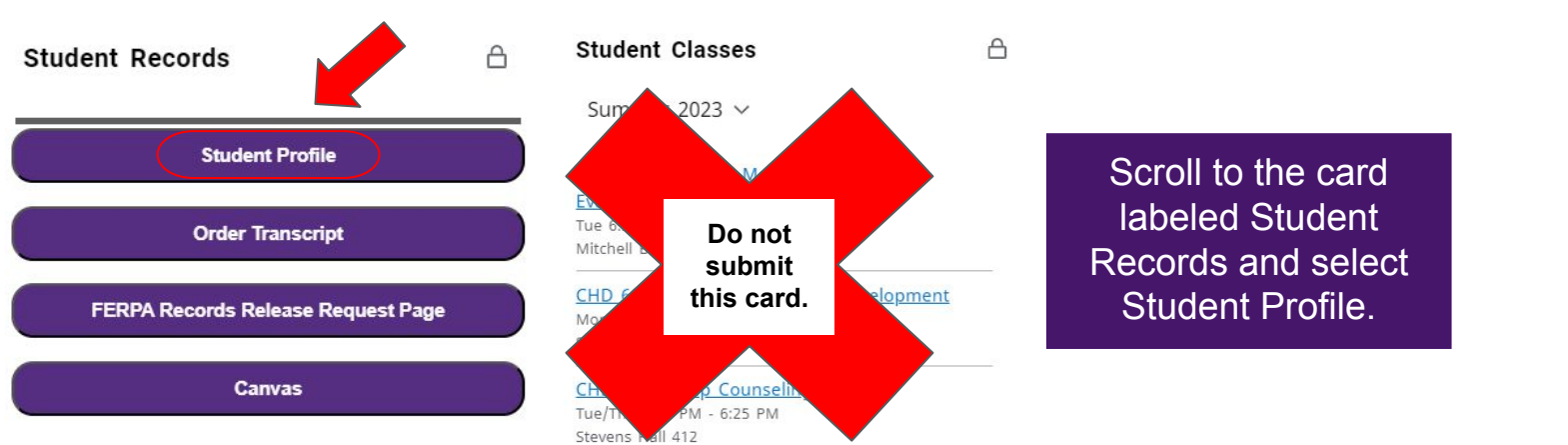


Select print and change the destination to save as PDF.

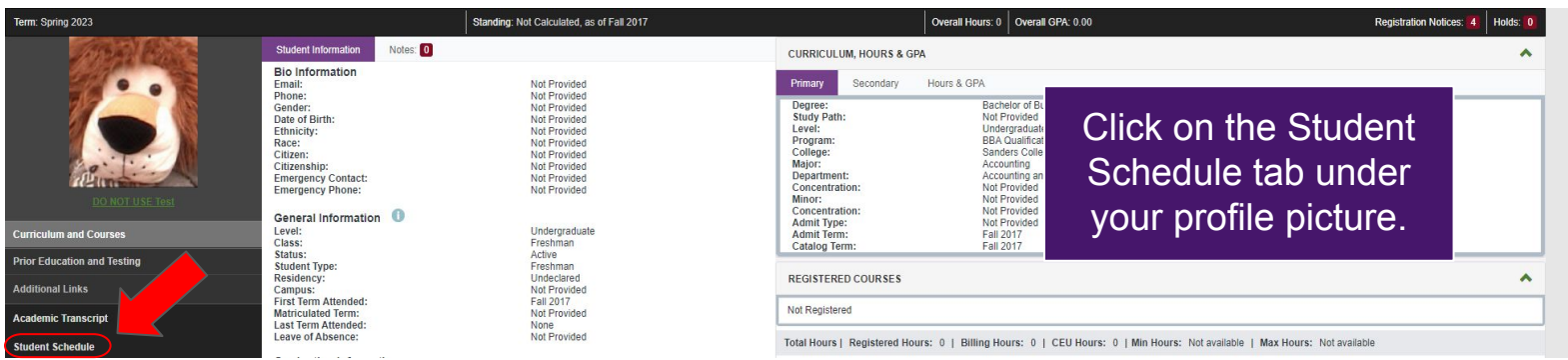
Concise Schedule PDF Guide



First go to una.edu and click on the Portal tab at the top of the screen.



Scroll to the card labeled Student Records and select Student Profile.



Click on the Student Schedule tab under your profile picture.



Click here. Select print and change the destination to save as PDF.

Graduate Student Rate of Pursuit

This page does not apply to undergraduate students.

Certification Process

When certifying your benefits through Veteran affairs, the amount of your payment may be based on your rate of pursuit. When calculating your rate of pursuit, please use the charts to the right to find your placement.

Please note that **each bar shown is certified separately**. For example, if you are taking both Spring 1 and Spring 2, you would **not** combine those hours because they will not be certified together. So, in order to be full time, you would need to be taking 4+ hours in each 8-Week term.



New Hours Starting in Fall 2023

Fall/ Spring

Full 16 Weeks

Full Time: 9+ hours

$\frac{3}{4}$ Time: 7-8 hours

$\frac{1}{2}$ Time: 5-6 hours

$<\frac{1}{2}$ time: 1-4 hours

8-Week Courses

1st 8 weeks

2nd 8 weeks

Full Time: 4+ hours

$\frac{3}{4}$ Time: 3 hours

$\frac{1}{2}$ Time: 2 hours

$<\frac{1}{2}$ time: 1 hr

Winter

3 weeks

Full Time: 1+ hour

Graduate Student Rate of Pursuit

This page does not apply to undergraduate students.

Certification Process

When certifying your benefits through Veteran affairs, the amount of your payment may be based on your rate of pursuit. When calculating your rate of pursuit, please use the charts to the right to find your placement.

Please note that **each bar shown is certified separately**. For example, if you are taking both Summer 1 and Summer 2, you would **not** combine those hours because they will not be certified together. So, in order to be full time, you would need to be taking 4+ hours in each 8-Week term.



New Hours Starting in Fall 2023

Summer

Full Term

Full Time: 9+ hours

$\frac{3}{4}$ Time: 7-8 hours

$\frac{1}{2}$ Time: 5-6 hours

$<\frac{1}{2}$ time: 1-4 hours

Summer 1 & 2

1st 3 weeks

2nd 3 Weeks

Full Time: 1+ hour

May

3 weeks

Full Time: 1+ hour

Contact Information

School Certifying Officer

Madison Moody

veteranaffairs@una.edu

256 - 765 - 4832

<https://www.una.edu/veterans/>

VA Benefit Helpline

Department of Veteran Affairs

1 - 888 - 442 - 4551

[VA.gov/find-locations](https://www.va.gov/find-locations)