Quarterly Certification

A student's guide.

Using the Student Document Portal

Follow the link provided below or in the instructional document. Enter your student ID and PIN to log in.

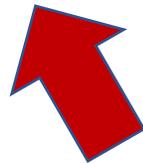Link: **SVC Veterans' Education Student Document Portal**

Upload Documents:

SVC | Skagit Valley College

Student Document Portal

Welcome. Please choose an option to begin.

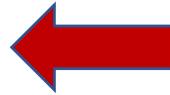(View my uploaded documents) (Upload documents)

When you have all of the documents prepared and saved on your computer, select "Upload Documents" on the student portal.

If you have questions about how to download and save documents, see SLIDE 6-7 of this presentation.

When uploading documents:

Upload Documents

Veterans Education ⌄ ⬅

--Choose A Category--
(C011) Summer 2020 Degree Plan
(C011) Summer 2020 Quarterly Enrollment Certification Form
(C011) Summer 2020 Skagit Valley College Change of Program(s) and Place Worksheet
Picture Identification Card
(C010) Proof of Eligibility 2020-2021 School Year
(C011) Summer 2020 Other Documents
(C011) Summer 2020 Parent Letter
Application for 100% Tuition Waiver for Dependents of Disabled or Fallen/MIA/POW Veterans
DD-214
Military Orders
Skagit Valley College Washington State Veterans Discount Worksheet

Choose "Veterans Education" then choose the category of your first document. Choose one at a time and follow the steps from this and the previous slide for EACH document requested.

Choose "Browse…", select your file, and click "Upload Document":

Student Document Portal

Welcome. Please choose an option to begin.

(View my uploaded documents) (Upload documents)

Upload Documents

| Veterans Education ⌄ | (C... ummer 2020 Quarterly Enrollment Certification Form ⌄ |

| | Browse... | **Upload Document** | Cancel |

The document portal will accept files that are le... ...an 4MB. The allowed filetypes are .docx,.doc,.pdf,.jpg,.png,.jpeg

Using the "Forms and Resources" page:

Click on each <u>individual</u> form that you need, and save them to a known location on your computer. Right click on the form from the save location, and select "OPEN WITH"... choose a PDF reader like Adobe. Microsoft Edge can cause errors when saving, using a PDF reader is best.

VETERANS EDUCATION FORMS

Quarterly Enrollment Certification Form
888.1 KB

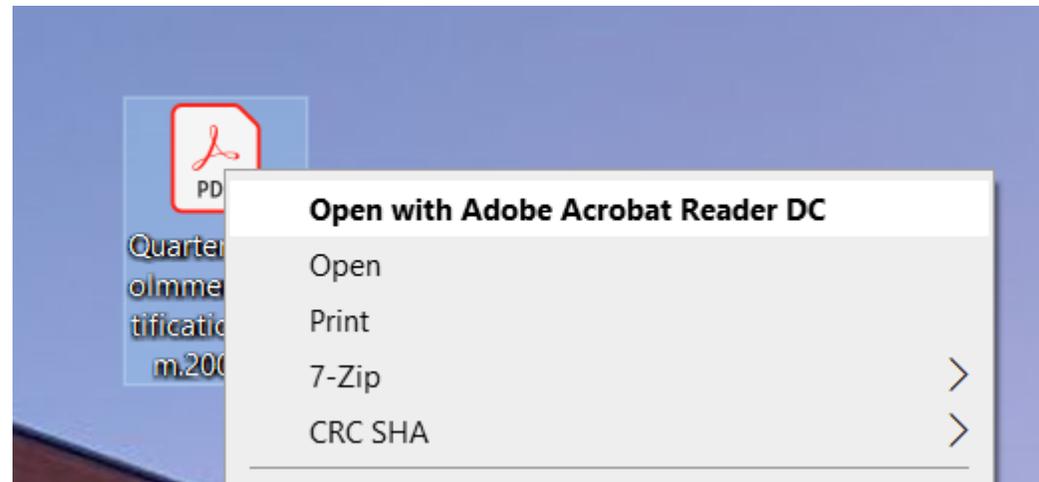Change of Program and/or Place Form
878.1 KB

20% Tuition Discount Request Form – WA State Veterans
850.1 KB

100% Tuition Waiver Application – Dependents of Disabled or Fallen/MIA/POW Veterans
142.6 KB

Resources

Fill out the form using "Fill & Sign" or similar method:

Compress PDF

Fill & Sign

Send for Review

More Tools

BE SURE TO SAVE YOUR WORK!!

Link to doc portal

By filling out the following fields and uploading this and other required documents to the portal, you Skagit Valley College permission to certify you for the classes you designate. Further, you are attesting tha understand your responsibilities and that **you are responsible for all charges not paid on your behalf by your Veterans Education Benefits.**

Reminder: your first quarter of every school year that you certify you must upload an updated proof of eligibility. The document can come from the VA.gov, Ebenefits, or emailed to you through the Help Portal. Documents **must state** your benefit chapter, remaining benefits, and ending date of benefits. **You must notify our offices immediately** upon any change to your program of study, contact information, or change in classes.

If you have any further questions you can contact us at:
Mount Vernon: mv.vets@skagit.edu
Whidbey Island: wic.veteran@skagit.edu

Student Information:

Full Name: First and Last   Student ID Number: full xxx-xx-xxxx
Benefit Chapter you are using: 9/11, DEA, MGIB, Ch33 etc   ☐ I may run out of benefits this quarter
Today's Date: DD/MM/YYYY

Select only one.

This Certification is for: ☐ Summer ☐ Fall ☐ Winter ☐ Spring quarter of _____ (year)

☐ My first time using Veterans Education benefits at SVC
☐ My first certification for the quarter
☐ An update to my certification

Degree/Certificate Plans:

Students can check Degree Plan(s) on file with the Veterans Education office through the student document portal or by contacting the Vet Ed office. Please see Point 1 in the responsibilities section:

☐ I **have not** changed my degree/certificates since my last update
☐ I am changing my degree plans, and have completed the Skagit Valley College Veterans Education Change of Program Form

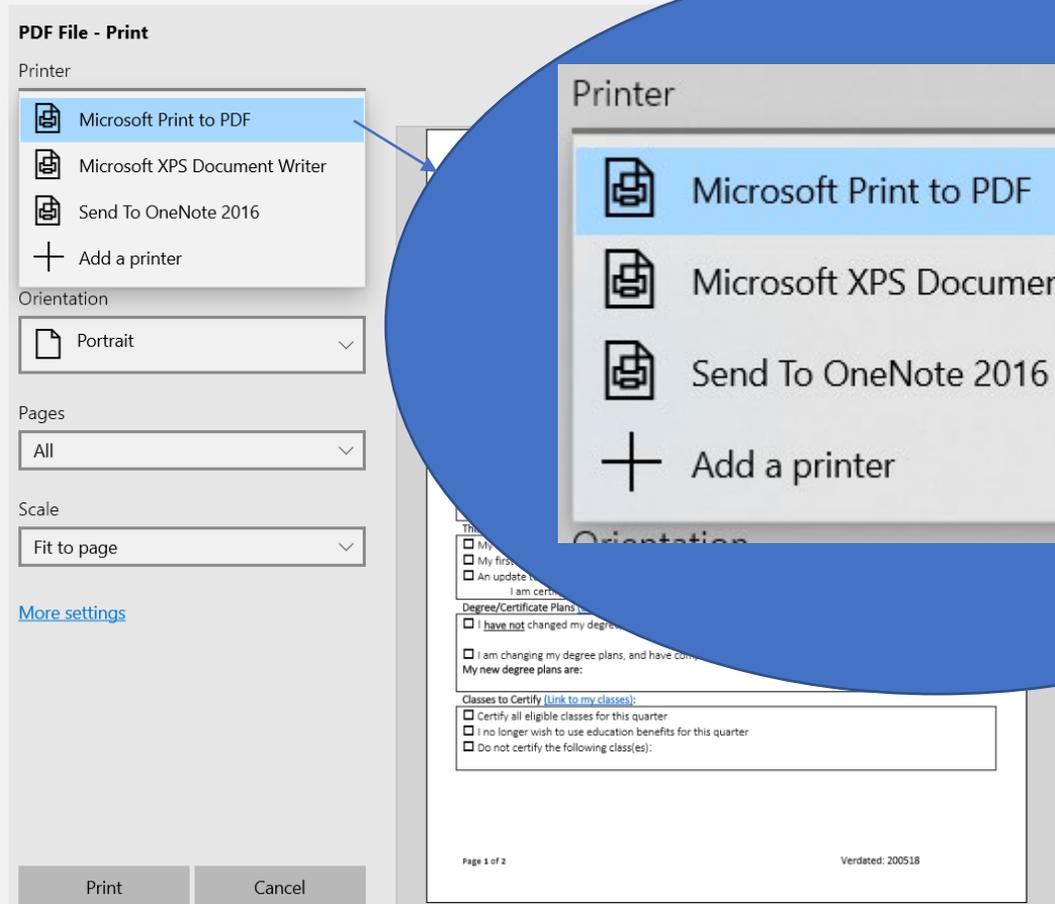Classes to Certify (Link to my classes):

☐ Certify all eligible classes for this quarter
☐ I no longer wish to use education benefits for this quarter
☐ Do not certify the following class(es):

Click "Print", and change your printer to Print to PDF:

Selecting Print to PDF allows you to save your document to your desktop or a different location so that it is easy to find when uploading to the document portal. You can do this for most any document type including web pages.

*Remember to always re-open your saved PDF file to make sure that it has "printed" CORRECTLY. Please contact us with any questions.

To find your Proof of Eligibility:

If you did not get an updated letter from the VA:

- Use [ebenefits](#) if you have an account

  OR

- Go to the [VA Ask a question Portal](#) and:

  - Create an account, and send a request for updated proof of eligibility/an award letter

  OR

- Call the hotline at   1 (888) 442-4551

Contact Us:

If you have any further questions you can contact us at:

Mount Vernon: **mv.vets@skagit.edu**

Whidbey Island: wic.veteran@skagit.edu