



JOLIET  
JUNIOR COLLEGE  
— 1901 —



# **Student Veteran Handbook**

**Dear Veteran, Reservist, or Dependent of Veteran:**

Welcome to Joliet Junior College! JJC is pleased that you have chosen our institution to pursue your education; it will be an honor and a privilege to serve you.

The Veterans Resource Center is here to provide you with information on the different Veterans Education programs available, the qualifications for each, and the application procedures.

We want you to be aware of the Department of Veterans Affairs policies, the reporting requirements they place on Joliet Junior College and the student, and how this affects your receipt of VA Educational benefits. We also want you to be aware of the tuition programs offered by the State of Illinois.

It is important that you be aware of your responsibilities as a student while using veteran's benefits at JJC. Our desire is to facilitate your receipt of educational benefits, while assisting you in avoiding possible overpayment.

The Veterans Resource Center is located in room C-1039 and can assist you as a walk-in, by email or phone. An appointment with the Veterans Coordinator may be set up on an individually requested basis at [VeteransBenefits@jjc.edu](mailto:VeteransBenefits@jjc.edu). Our office telephone number is (815) 280-2623 or 815-280-2966. We are looking forward to the opportunity to assist you with your veteran's educational benefits.

Joliet Junior College complies with the [Principals of Excellence](#).

This information on procedures and responsibilities is provided for your convenience.

## VETERANS HANDBOOK TABLE OF CONTENTS

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Contact Information.....	4
Useful Websites and Addresses.....	5
College Admissions.....	6
Costs.....	6
Loans .....	6
Choosing a Program of Study.....	7
Academic Advising .....	7
Degree Audit .....	7
Types of Classes.....	8
Academic Standing .....	9
Withdrawals.....	10
Benefit Application Process .....	11
Federal Benefits .....	12
IL State Benefits .....	13
Certification Process .....	14
Monthly Verification .....	14
VA Payment Information.....	15

**Joliet Junior College Contacts:**

Admissions .....	<a href="https://jjc.edu/admissions">https://jjc.edu/admissions</a>	815-280-2493
Registration & Records.....	<a href="https://jjc.edu/registration">https://jjc.edu/registration</a>	815-744-2200
Student Advising Center.....	<a href="https://jjc.edu/advising">https://jjc.edu/advising</a>	815-280-2673
Tutoring.....	<a href="https://jjc.edu/TLC">https://jjc.edu/TLC</a>	815-280-2823
Career Services Center.....	<a href="https://jjc.edu/careers">https://jjc.edu/careers</a>	815-280-2756
Disability Services.....	<a href="https://jjc.edu/STAR">https://jjc.edu/STAR</a>	815-280-2230
Financial Aid .....	<a href="https://jjc.edu/financialaid">https://jjc.edu/financialaid</a>	815-280-2528
Veterans Resource Center .....	<a href="https://jjc.edu/veterans">https://jjc.edu/veterans</a>	815-280-2966
JJC Grievance Process.....	<a href="https://jjc.edu/studentrights">https://jjc.edu/studentrights</a>	815-280-2761
Military Tuition Assistance (TA).....	<a href="https://jjc.edu/tuition">https://jjc.edu/tuition</a>	815-280-6688

**VA & DOD Hotlines:**

VA Education Office.....		888-442-4551
Verify Attendance (Chapter 30 & 1606).....		877-823-2378
VA Direct Deposit.....		877-838-2778
VA Healthcare Office.....		877-222-8387
DOD Direct Veterans Hotline.....		800-497-6261
Suicide Hotline.....		800-273-8255
Will County Veterans Assistance Commission.....		815-740-8389
Grundy County Veterans Assistance Commission.....		815-941-3152

**Useful Websites:**

- VA Education ..... <http://benefits.va.gov/gibill>
- Applying for GI Bill..... [www.vets.gov](http://www.vets.gov)
- Free Application for Federal Student Aid..... [www.fafsa.gov](http://www.fafsa.gov)
- Veterans Benefits Administration..... <http://benefits.va.gov/benefits>
- National Center for PTSD..... [www.ptsd.va.gov](http://www.ptsd.va.gov)
- Troops to Teachers..... <http://www.proudtoserveagain.com>
- Military.com ..... [www.military.com](http://www.military.com)
- VA GI Bill Feedback System ..... <http://www.benefits.va.gov/gibill/feedback.asp>

**Useful Addresses:**

**GI BILL®**

VA Regional Offices  
9700 Page Ave-Suite 101  
St. Louis, MO 63132-1502  
(888) GI BILL 1  
<http://benefits.va.gov/gibill/>

**Illinois Veterans Grant &  
Illinois National Guard**

Illinois Student Assistance Commission  
1755 Lake Cook Road  
Deerfield, IL 60015  
(800) 899-4722  
[ISAC.ORG - IVG](http://ISAC.ORG - IVG) or [ISAC.ORG - ING](http://ISAC.ORG - ING)

**Veteran Readiness and Employment (VR &E)**

VA Regional Office  
VR & E Division  
2122 W. Taylor St., Suite 128  
Chicago, IL 60612  
(312) 980-4458  
[www.vba.va.gov/bln/vre/](http://www.vba.va.gov/bln/vre/)

**MIA/POW Scholarship**

Illinois Department of Veterans Affairs  
P.O. Box 19432  
833 S. Spring St.  
Springfield, IL 62794-9432  
(217) 782-3564  
[ISAC.ORG - MIA](http://ISAC.ORG - MIA)

“GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.”

## COLLEGE ADMISSIONS

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Apply online at [www.jjc.edu/admissions](http://www.jjc.edu/admissions).

More information can be found at <https://www.jjc.edu/admitted-students>

## COSTS

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Joliet Junior College offers excellent education at an affordable cost. We also have several different ways to help you pay for school. View the information below for the latest tuition information and information related to the cost of attending so that you can make an informed choice.

[Paying for College](#)

[Right to Know](#)

[Net Price Calculator](#)

[Textbook Purchasing](#)

[FA Shopping Sheet – MY JJC](#)

[College Scorecard](#)

[College Navigator](#)

## LOANS

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Federal Direct Student Loans are one form of student aid from the federal government. Under the Federal Direct Student Loan program students borrow money for school from the federal government. The Financial Aid Office encourages students to evaluate loan options carefully, borrow only what is really needed and remember that loans must be repaid. Students are required to complete entrance counseling and the Borrow Smart program prior to receiving student loans in order to provide clear information related to loan rights and responsibilities.

## CHOOSING A PROGRAM OF STUDY

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A VA approved program of study is required for any student requesting to receive veteran's education GI Bill benefits at Joliet Junior College. A list of degrees/certificates can be found in the JJC Academic Catalog. You may meet with an academic advisor for assistance in choosing a program of study. Additionally, you can see if courses you have already taken are applicable to a different degree path in your student portal at My JJC -> Students -> Plan Academic Path -> My Degree Progress -> What if

## ACADEMIC ADVISING

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It is required that you request an appointment with an academic advisor to develop a **Veterans Educational Degree Plan** to ensure you are enrolling in the appropriate courses that are necessary for your declared program of study. You may print a degree planner from our online [Academic Catalog](#) to assist with course choices. If you change your degree, you must complete a new form with an advisor. If you are receiving military tuition assistance, additional requirements may apply. Refer to <http://jjc.edu/veterans> for more information.

An academic advisor can answer questions you have regarding specific classes, programs of study, academic standing and transfer.

Please consider meeting with an advisor every semester prior to registration and when considering a change in your program to ensure you are selecting the courses required for your degree. You may also schedule an appointment for a degree audit to monitor your progress towards completion.

More information about transfer of credits, enrollment, and residency can be found [here](#)

## DEGREE AUDIT

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A degree audit is an analysis of the courses necessary to complete your program of study. Only courses required for the degree are payable utilizing GI Bill benefits. Degree requirements and progress can be found in your student portal at My JJC -> Students -> Plan Academic Path -> My Degree Progress.

## TYPES OF CLASSES

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### REMEDIAL COURSES

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Remedial courses are classes you must test into to qualify for benefits. Your Placement Test will determine placement into the appropriate course. Examples of remedial courses are MATH 090, MATH 094, MATH 095, ENG 020, and ENG 021.

In order to qualify for GI Bill benefits, remedial (below 100 level) courses MAY NOT be taken online or hybrid.

### ONLINE/HYBRID COURSES

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- Online Courses: Students do not attend class on-campus; however some Online Courses may require campus visits for exams.
- Hybrid Courses: Courses are taught partially online and partially in a traditional classroom setting.

Courses offered online or hybrid and are a requirement for your degree are payable as long as they are above the 100 level. As of August 15, 2019 Hybrid courses meeting VA guidelines are considered “in-residence” courses.

Enrolling in **all** online courses in a semester may affect the Post 9/11 monthly housing allowance.

### REPEAT COURSES

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The VA will pay for a repeated course if a higher grade is required for your program. For example, to be eligible for English 102, a student must successfully complete English 101 with a “C” or better. You may not repeat a course completed successfully at JJC or any other institution **and** utilize GI Bill.



## ACADEMIC STANDING

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In accordance with the United State Department of Veterans Affairs and State of Illinois regulations, Joliet Junior College has established minimum Academic Progress guidelines for all veterans educational benefit recipients. These standards apply to all students receiving federal and state veteran educational funding.

### **Minimum Cumulative GPA Requirements**

- **0-12 Credit Hours Attempted: 1.75 Minimum Cumulative GPA**
- **13-32 Credit Hours Attempted: 1.85 Minimum Cumulative GPA**
- **33-48 Credit Hours Attempted: 1.95 Minimum Cumulative GPA**
- **49-64 or above Credit Hours Attempted: 2.00 Minimum Cumulative GPA**

### **Evaluation of Academic Progress**

A student veteran is evaluated for academic progress at end of each academic term. This evaluation includes all coursework taken at Joliet Junior College. Evaluations are made at the end of each semester to determine a student's progress toward a specified degree or eligible certificate. A student is considered to be making satisfactory progress if his/her Grade Point Average complies with the GPA Requirements listed above.

The first semester a student using veterans education benefits fails to meet these requirements, he/she is placed on warning and notified via their JJC email account. A student on warning has one semester to comply with the minimum academic standards of progress. If the student meets this provision, warning status will be lifted. If the student fails to comply with the set standards at the end of the warning semester, eligibility for all state and federal veterans' funds will be withdrawn, resulting in the student being placed on termination status. A notice of termination, stating the reasons for withdrawal of eligibility, is emailed to the student's JJC email account. This notice includes a reminder of the on-campus support and counseling services available. When a student is terminated, JJC is required to notify the VA and suspend benefit certification until minimum standards are reached. Termination from the use of benefits does not, however, mean termination from Joliet Junior College.

### **Appeal Procedure**

Students may appeal their termination to the Satisfactory Academic Progress Committee in writing. Forms are available in the Veterans Resource Center and Financial Aid Office outlining the appeal process. Supporting documentation must accompany the request. Appeals will be considered on an individual basis by the Committee and will be either approved with provisions or denied. More information can be found at <http://jjc.edu/financial-aid>

## Non-Academic Grievance Process

The college believes many complaints can be resolved through an open, honest dialogue between the persons involved. In cases where that may not be possible, the JJC Student Complaint Procedure can assist in facilitating a resolution. Other than grade appeal or claim of sexual discrimination, harassment, or misconduct, a complaint that challenges the decisions or actions of college personnel will be considered under this procedure. Information can be obtained through the Office of Student Rights & Responsibilities and at <https://www.jjc.edu/studentrights>

## WITHDRAWALS

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When using a federal VA education benefit, it is important to successfully complete all courses for which you are certified. Drops, withdrawals, incompletes and failing grades may create a debt for you with the VA. If you have adjusted your registration, it is important to notify the JJC Veterans Resource Center immediately so that your file can be updated promptly.

It is your responsibility to notify the VA of any mitigating circumstance that led to your reduction in hours for a semester. Failure to notify the VA of mitigating circumstances may result in a debt effective the first day of your enrollment period or of the semester.

### MILITARY WITHDRAWAL

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In accordance with Board Policy 4.22.00, when a student is called to military service, he or she may opt to complete the class or request a tuition and fees refund, in accordance with state and federal laws. The students should present a copy of the "military service orders" to the Office of the Registrar prior to leaving. Assistance with this process can also be given by the Veterans Coordinator or by visiting [www.jjc.edu/veterans](http://www.jjc.edu/veterans)

### OVERPAYMENT

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If you decrease or alter your schedule after certification has been processed, an overpayment with the VA could occur and you may incur a debt. A debt may include; tuition, fees, books and housing allowance. You are responsible for any debt incurred while receiving benefits either to the Department of Veterans Affairs or Joliet Junior College. Questions regarding your debt with VA should be directed to VA Education at 1-888-442-4551 or VA Debt Management at 1-800-827-0648.

## BENEFIT APPLICATION PROCESS

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### **NEW GI BILL RECIPIENTS PLEASE REVIEW YOUR BENEFIT OPTIONS PRIOR TO CHOOSING A BENEFIT**

For assistance in choosing which benefit will work best for you, visit [https://www.benefits.va.gov/gibill/comparison\\_tool.asp](https://www.benefits.va.gov/gibill/comparison_tool.asp) to view a side-by-side comparison of your benefit options.

Complete the application for VA Educational Benefits online for faster processing. The standard processing time is six to eight weeks. Please provide JJC's Veterans Resource Center a copy of your Certificate of Eligibility (COE) upon receipt.

Apply at [www.vets.gov](http://www.vets.gov)

- Form 22-1990 for Prior Active Duty and Select Reserve
- Form 22-1990e for Post 9/11 Transfer of Entitlement
- Form 22-5490 Fry Scholarship
- Form 22-5490 for Dependents and Spouses - Attach appropriate documentation

### PREVIOUS BENEFIT RECIPIENT

Please provide a copy of your COE and complete the appropriate form online to begin utilizing your benefits at Joliet Junior College. Your GI Bill certification cannot be processed without the completed form on file.

- Form 22-1995 for Prior Active Duty, Select Reserve and Transfer of Entitlement recipients.
- Form 22-5495 for Dependents and Spouses and Fry Scholarship recipients.

### MILITARY TUITION ASSISTANCE (TA)

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Tuition Assistance (TA) is a Department of Defense (DoD) program. TA rules will vary between military branches and units depending on whether the unit is active, reserve or National Guard. Service members are able to use a Federal VA Education benefit and Federal Student Aid in combination with TA.

You will need to print your semester-specific TA Approval Form from your service's TA approval system prior to the start of each semester and submit it to the Office of Student Accounts & Payments located in A-1020 (Campus Center) Refer to <https://jjc.edu/veterans> for more information.

## FEDERAL BENEFITS

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### **Chapter 33 – Post 9/11 GI Bill ®**

Individuals who served a minimum of 90 days on active duty after September 10, 2001, may be eligible for educational assistance under the Post 9/11 GI Bill. Chapter 33 will pay applicable tuition and fee charges, as well as provide a book stipend and a monthly basic allowance for housing based on E-5 with dependent criteria. The amount of funds released for each category is dependent on the veteran's level of entitlement for Chapter 33. For additional information visit [VA](#)

***Dependents:*** Dependents of eligible servicemen/women could be eligible for transferred entitlement of Chapter 33 benefits. The determination of transferability is made by the Department of Defense (DOD) and requires prior approval before Joliet Junior College will submit information to VA Education or hold registration.

***Fry Scholarship:*** The Marine Gunnery Sergeant John David Fry Scholarship (Fry Scholarship) provides Post-9/11 GI Bill benefits to the children and surviving spouses of Service members who died in the line of duty while on active duty after September 10, 2001. Eligible beneficiaries attending school may receive up to 36 months of benefits at the 100% level. For additional information visit Post 9/11 Information

### **Chapter 30 – Montgomery GI Bill – Active Duty**

The Chapter 30-Active Duty GI Bill provides up to 36 months of education benefits to eligible veterans. Monthly benefits are paid directly to the veteran. For additional information on this benefit visit [VA](#)

### **Chapter 1606 – Montgomery GI Bill - Selected Reserve**

Service members of the Selected Reserve can apply for this benefit that provides a monthly basic allowance for housing and 36 months of entitlement. Selected Reserve service branches include Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve, Coast Guard Reserve, Army National Guard and the Air National Guard. For additional information on this benefit visit [VA](#)

### **Chapter 35 – Survivor's and Dependent's Educational Assistance**

Chapter 35 provides 36 months of full-time or equivalent educational benefits for the spouse or child (ren) of a veteran who dies or is permanently and totally disabled as a result of a service-connected disability, or a spouse or child of a veteran who has been listed as a POW or MIA for a period of 90 days. The monthly benefit is paid directly to the survivor or dependent. For additional information visit [VA](#)

### **Chapter 31 - Vocational Rehabilitation and Employment Service**

Veterans Vocational Rehabilitation and Employment Service is available to veterans who have been determined eligible by the U.S. Department of Veterans Affairs to have a service connected disability. Chapter 31 will make payment to the campus for tuition and fees, books and supplies, and a monthly basic allowance for housing. For additional information on this benefit visit [www.vba.va.gov/bln/vre/](http://www.vba.va.gov/bln/vre/).

**IMPORTANT:** Students using Chapter 30 or Chapter 1606, must verify attendance through the VA at the end of every month before payment is issued. Verification of attendance is completed through the VA's W.A.V.E. system online at [www.gibill.va.gov/wave](http://www.gibill.va.gov/wave) or by phone at 1-877-823-2378.

## STATE BENEFITS

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### **Illinois Veterans Grant (IVG)**

The program is available through the Illinois Student Assistance Commission (ISAC). The grant pays in-district and out-of-district tuition. Course and lab fees are the responsibility of the student and cannot be billed to IVG. IVG cannot be used towards noncredit courses at Joliet Junior College.

To be eligible for IVG, you must:

- Have served at least one year of active duty
- Have been a legal resident physically residing in Illinois within six months prior to entering the U.S. Armed Forces
- Have physically returned to Illinois within six months of separation from the service and now be living in Illinois
- Have an honorable discharge status
- Not be in default on any federal student loan
- Maintain Satisfactory Academic Progress

For an application visit: [ISAC Student Portal](#)

### **Illinois National Guard (ING) Grant**

The program is available through the Illinois Student Assistance Commission (ISAC). The grant pays in-district and out-of-district tuition and student service fees. Any additional are the student's responsibility and cannot be billed to ING. ING cannot be used towards noncredit courses at Joliet Junior College.

To be eligible for ING, you must:

- Active in the Illinois National Guard and served at least one year
- Not be in default on any federal student loan
- Maintain Satisfactory Academic Progress

\*The application must be completed every academic year\*

For an application visit: [ISAC Student Portal](#)

### **MIA-POW Scholarship**

The program is available through the Illinois Department of Veteran Affairs (IDVA). The grant pays in-district and out-of-district tuition. All additional fees are the student's responsibility and cannot be billed to MIA-POW. MIA-POW cannot be used toward noncredit courses at Joliet Junior College.

To be eligible for MIA-POW, you must be a dependent of a service member whose status is or has been that of prisoner of war, missing in action, killed in service or died as a result of a service-connected disability, or is 100 percent permanently disabled as recognized by the U.S. Department of Veteran Affairs or U.S. Department of Defense.

For an application visit: [ISAC Student Portal](#)

## GI BILL CERTIFICATION PROCESS

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You will only be certified and receive benefits for courses that are required for your stated major.

You must complete a Veterans Educational Benefits Request Form **EVERY** semester after registering and turn it into the Veterans Resource Center for processing. The form can be completed [online](#) or in the VRC.

Montgomery GI Bill & Selected Reserve	
Training Time	Enrolled Hours
Full – time	12 or more
3/4 time	9 to 11
1/2 time	6 to 8
Less than 1/2 time more than 1/4	4 to 5
1/4 time or less	3 or less

Post 9/11 GI Bill	
Training Time	Enrolled Hours
Full-Time	12 or more
90 % of entitled BAH	11
80 % of entitled BAH	9 – 10
70 % of entitled BAH	8
60 % of entitled BAH	7
Not eligible for BAH	6 or less

### MONTHLY VERIFICATION

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Montgomery GI Bill (Chapter 30), and Select Reservists (Chapters 1606) must verify their enrollment with the VA the last day of each month or after. Failure to verify will result in nonpayment of benefit. Your VA file number is your Social Security number.

You may verify by calling 1-877-823-2378 or use the Web Automated Verification of Enrollment (WAVE) at [www.gbill.va.gov/wave](http://www.gbill.va.gov/wave).

Chapter 33 (Post 9/11) recipients are not required to complete monthly verification.

## MONTHLY HOUSING ALLOWMENT PAYMENT INFORMATION

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The monthly amount you are paid depends on several factors including:

- The GI Bill benefit you are using
- How long you were in the service
- How many payable credits you are enrolled in
- The start/end date(s) of your classes

Payment for housing is paid the first week of the month **following** a month of attendance and is prorated to the days in the month. For example: Fall semester begins on August 15<sup>th</sup>, student will be paid from August 15<sup>th</sup> to August 31<sup>st</sup> the first week of September. Post 9/11 book stipend is paid directly to the student once the VA has processed your certification but not prior to two weeks of the start of the semester.

**ALL PAYMENTS ARE ISSUED FROM THE VA NOT JOLIET JUNIOR COLLEGE**

Pay rates change once a year on October 1. Current rates can be accessed at

[https://www.benefits.va.gov/GIBILL/resources/benefits\\_resources/rate\\_tables.asp#ch33](https://www.benefits.va.gov/GIBILL/resources/benefits_resources/rate_tables.asp#ch33)

*The Mission of the Veterans Resource Center is to enhance the success of student veterans and their dependents by providing assistance and guidance in achieving their educational objectives. Additionally, the Veterans Resource Center serves to foster a welcoming campus culture for student veterans and ensure that the men and women who serve our county have access to a quality education in a supportive environment.*

*Thanks for making Joliet Junior College your first choice!*

*We look forward to working with you!*

*Cheryl & the VRC Team*