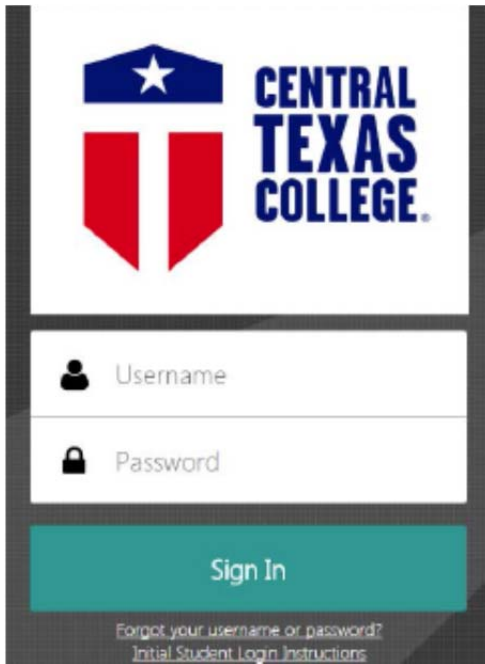


Veterans Enrollment Certificate (VEC)

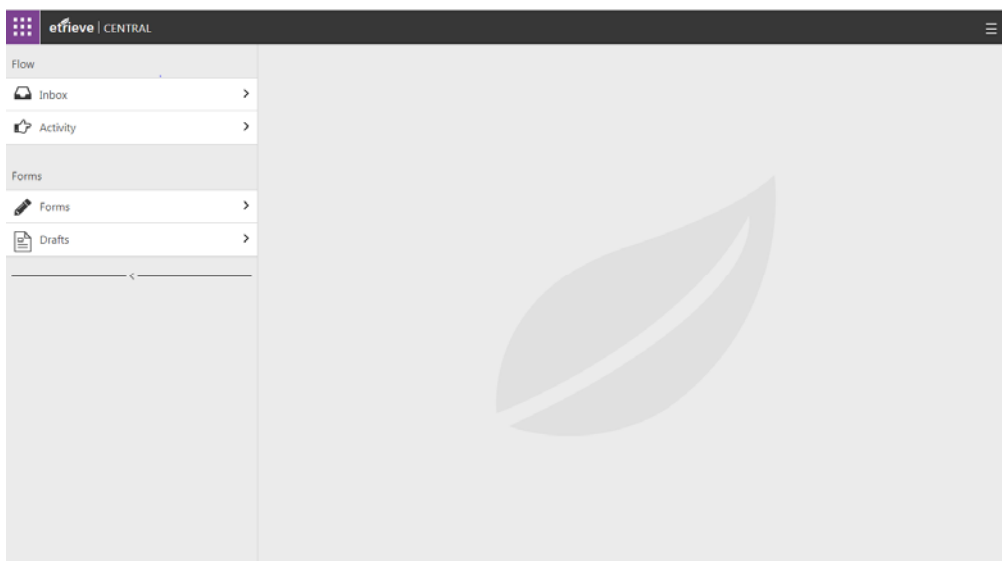
Etrieve Instructions

1. Go to <https://ctceforms.ctcd.edu>
 - a. Username: CTC ID: cXXXXXXXX
 - b. Password

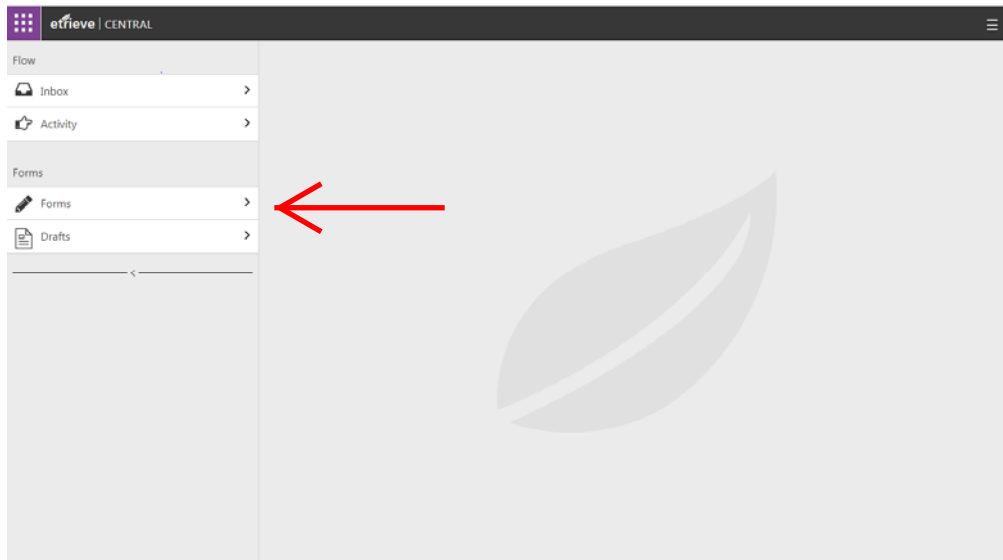


The screenshot shows the login interface for Central Texas College. At the top left is the college's logo, which consists of a blue shield with a white star and two red vertical stripes, next to the text "CENTRAL TEXAS COLLEGE" in blue. Below the logo are two input fields: "Username" with a person icon and "Password" with a lock icon. A teal "Sign In" button is positioned below the fields. At the bottom, there is a link that reads "Forgot your username or password? Initial Student Login Instructions".

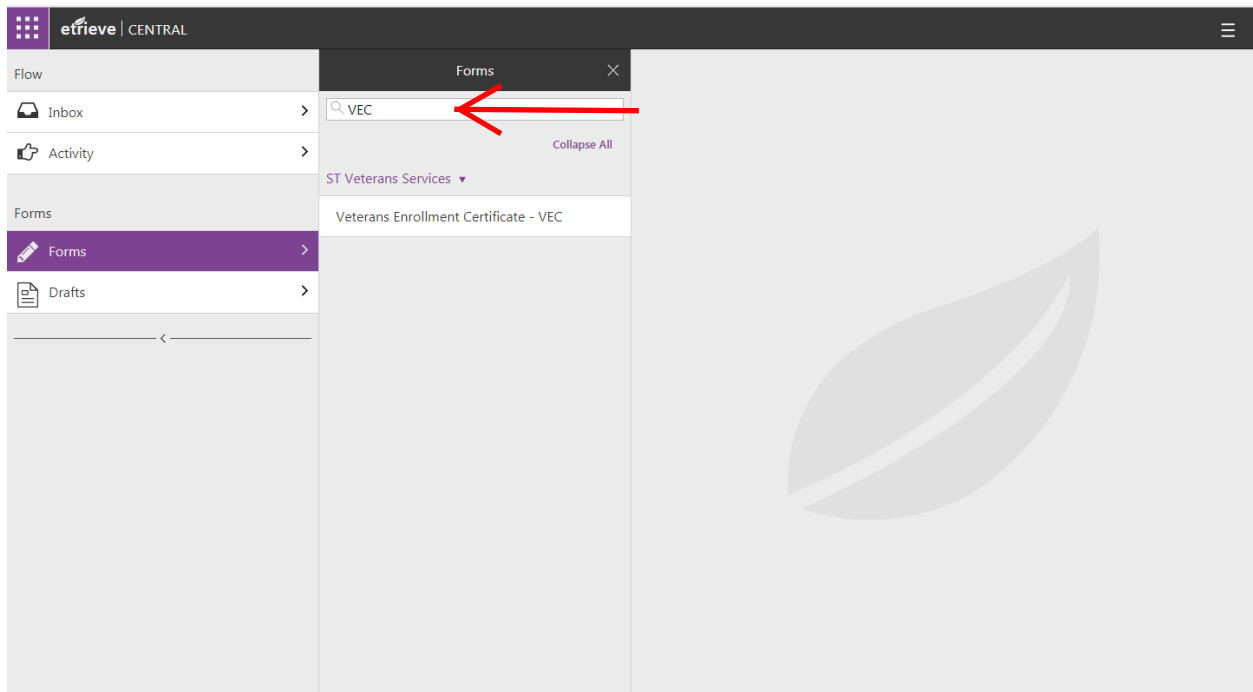
2. You will now be at Etrieve Central.



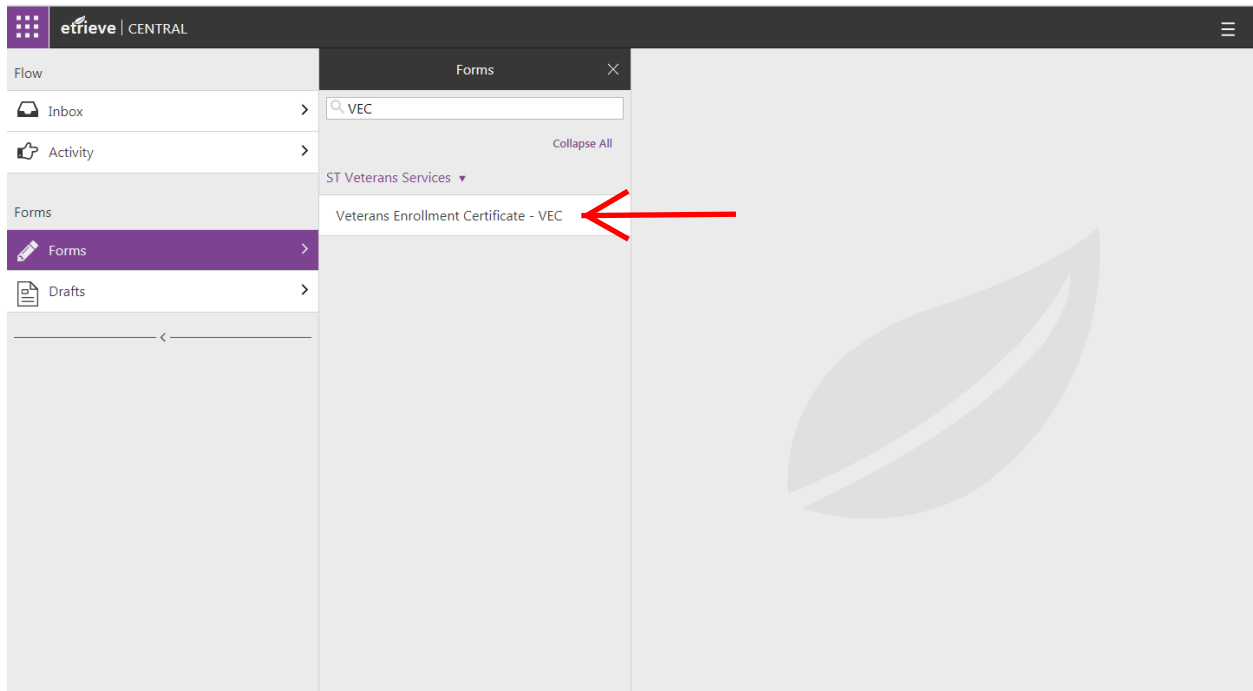
3. Select Forms



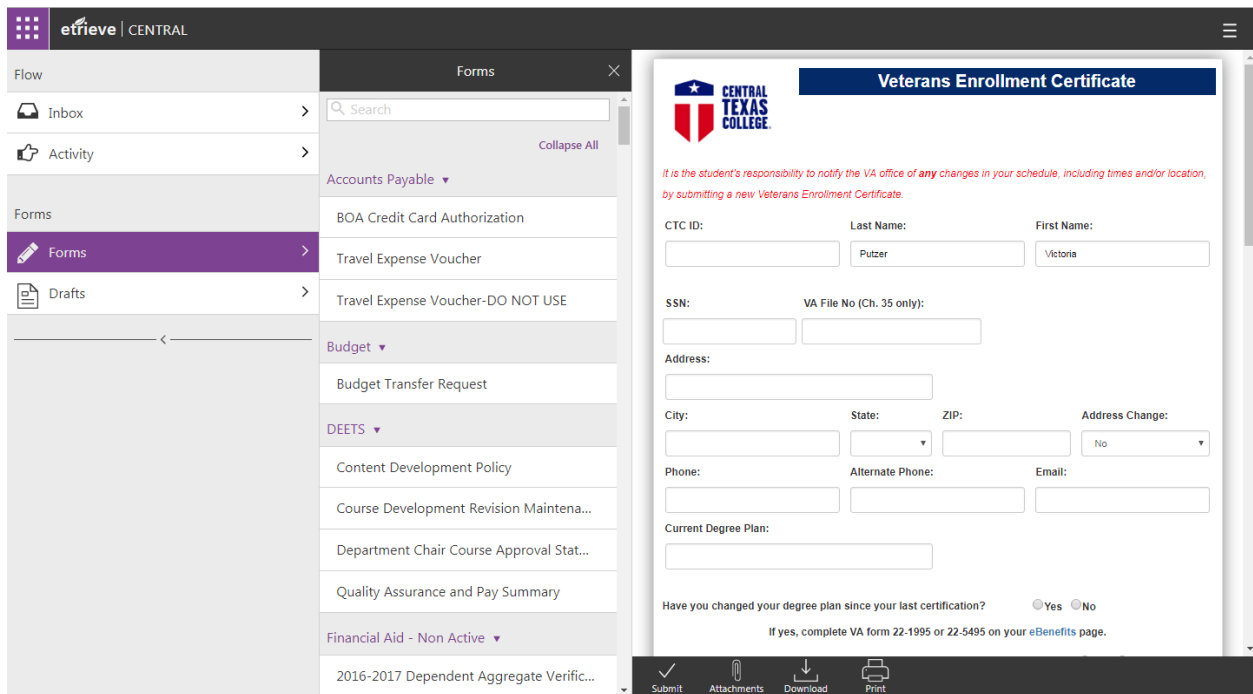
4. In the search box type: VEC



5. Select the Veterans Enrollment Certificate



6. The form will display on the right side of your screen.
 - a. Populate the personal information.



- b. Initial this section to verify the statements.

etrieve | CENTRAL

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Accounts Payable

BOA Credit Card Authorization

Travel Expense Voucher

Travel Expense Voucher-DO NOT USE

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Active Duty: VA Chapter: Student Status:

For which term would you like to be certified? 20

Please initial to verify you understand the following statements:

I understand that the courses that I am certifying for are part of my current degree plan, except as noted, and that if I enroll in courses not listed on the degree plan, I will be responsible to the Department of Veterans Affairs for any overpayment. I understand that I must be registered in order for the Central Texas College Veterans Services Office to process my certification with the Department of Veterans Affairs.

I understand that I will not be certified for any 1 credit hour PE (KINE) courses if I am a veteran. This form covers only the time period indicated above. I will notify the Veterans Services Office each semester in the event that I register, drop, or withdraw from any course and that I will be responsible for any overpayment resulting from such drop/withdrawal.

I understand that I must, at all times, have a current signed degree plan on file with the Veterans Service Office, and that I must fill out a Change of Program form any time my degree plan changes.

I understand that VA will not pay for any remedial/development course that is taken online.

Chapter 33 Post 9/11 GI Bill	Chapter 31 Voc Rehab VA form 22-	Chapter 30 and 35	Chapter 1606/1607 REAP
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Submit Attachments Download Print

c. Complete the list of classes that need to be verified. (You should have already registered for your classes before submitting your VEC)

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Quality Assurance and Pay Summary

Financial Aid - Non Active

2016-2017 Dependent Aggregate Verific...

Certificate of Eligibility (Must have before issuing a voucher)	1905 (Must have before issuing a voucher)	Certificate of Eligibility	Certificate of Eligibility
Degree Plan evaluated by a counselor	Degree Plan evaluated by a counselor	Degree Plan evaluated by a counselor	Degree Plan evaluated by a counselor
A 22-1995 or 22-5495 must be submitted on ebenefits va gov if you are a transfer student or changing degree plan		A 22-1995 or 22-5495 must be submitted on ebenefits va gov if you are a transfer student or changing degree plan	A 22-1995 or 22-5495 must be submitted on ebenefits va gov if you are a transfer student or changing degree plan
Copy of DD 214 (if applicable)	Copy of DD 214 (if applicable)	Copy of DD 214 (if applicable)	NOBE (if using 1606)

CHAPTER 30, 35, 1606, 1607 MUST PAY FOR TUITION AT TIME OF REGISTRATION

Please list all classes you would like certified:

Course Name (ex ENGL 1301 TD001)	Credits
<input type="text"/>	<input type="text"/>
+ -	

Comments

Please select destination below, based on first letter of Last Name.

Destination

Submit Attachments Download Print

7. Upload any attachments needed. This may include DD-214, Certificate of Eligibility (COE) from the VA, etc.

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Financial Aid - Non Active

2016-2017 Dependent Aggregate Verific...

Certificate of Eligibility (Must have before issuing a voucher)	1905 (Must have before issuing a voucher)	Certificate of Eligibility	Certificate of Eligibility
Degree Plan evaluated by a counselor	Degree Plan evaluated by a counselor	Degree Plan evaluated by a counselor	Degree Plan evaluated by a counselor
A 22-1995 or 22-5495 must be submitted on ebenefts.va.gov if you are a transfer student or changing degree plan		A 22-1995 or 22-5495 must be submitted on ebenefts.va.gov if you are a transfer student or changing degree plan	A 22-1995 or 22-5495 must be submitted on ebenefts.va.gov if you are a transfer student or changing degree plan
Copy of DD 214 (if applicable)	Copy of DD 214 (if applicable)	Copy of DD 214 (if applicable)	NOBE (if using 1606)

CHAPTER 30, 35, 1606, 1607 MUST PAY FOR TUITION AT TIME OF REGISTRATION

Please list all classes you would like certified:

Course Name (ex ENGL 1301 TD001)

Credits

Comments

Please select destination below, based on first letter of Last Name.

Destination

Submit Attachments Download Print

8. After populating the form:

a. Select the destination: Outside Texas and Overseas

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Financial Aid - Non Active

2016-2017 Dependent Aggregate Verific...

Certificate of Eligibility (Must have before issuing a voucher)	1905 (Must have before issuing a voucher)	Certificate of Eligibility	Certificate of Eligibility
Degree Plan evaluated by a counselor	Degree Plan evaluated by a counselor	Degree Plan evaluated by a counselor	Degree Plan evaluated by a counselor
A 22-1995 or 22-5495 must be submitted on ebenefts.va.gov if you are a transfer student or changing degree plan		A 22-1995 or 22-5495 must be submitted on ebenefts.va.gov if you are a transfer student or changing degree plan	A 22-1995 or 22-5495 must be submitted on ebenefts.va.gov if you are a transfer student or changing degree plan
Copy of DD 214 (if applicable)	Copy of DD 214 (if applicable)	Copy of DD 214 (if applicable)	NOBE (if using 1606)

CHAPTER 30, 35, 1606, 1607 MUST PAY FOR TUITION AT TIME OF REGISTRATION

Please list all classes you would like certified:

Course Name (ex ENGL 1301 TD001)

Credits

Comments

Please select destination below, based on first letter of Last Name.

Destination

Submit Attachments Download Print

b. Select submit

The screenshot displays the 'etrieve | CENTRAL' interface. On the left, a 'Forms' menu is visible with options like 'Inbox', 'Activity', 'Forms', and 'Drafts'. The 'Forms' section is expanded, showing a search bar and a list of form categories: 'Accounts Payable', 'BOA Credit Card Authorization', 'Travel Expense Voucher', 'Travel Expense Voucher-DO NOT USE', 'Budget', 'Budget Transfer Request', 'DEETS', 'Content Development Policy', 'Course Development Revision Maintena...', 'Department Chair Course Approval Stat...', 'Quality Assurance and Pay Summary', 'Financial Aid - Non Active', and '2016-2017 Dependent Aggregate Verific...'. The 'Forms' category is selected, and the 'Travel Expense Voucher' form is open.

The form itself is titled 'Certificate of Eligibility' and contains several sections:

- Table:** A table with four columns. The first column is 'Certificate of Eligibility (Must have before issuing a voucher)'. The second column is '1905 (Must have before issuing a voucher) Degree Plan evaluated by a counselor'. The third column is 'Certificate of Eligibility Degree Plan evaluated by a counselor'. The fourth column is 'Certificate of Eligibility Degree Plan evaluated by a counselor'. Below the table, there are four rows of text: 'A 22-1995 or 22-5495 must be submitted on ebenefits.va.gov if you are a transfer student or changing degree plan', 'Copy of DD 214 (if applicable)', 'CHAPTER 30, 35, 1606, 1607 MUST PAY FOR TUITION AT TIME OF REGISTRATION', and 'Please list all classes you would like certified:'.
- Form Fields:** There are two input fields: 'Course Name (ex ENGL 1301 TD001)' and 'Credits'. Below these are two buttons with '-' signs.
- Comments:** A text area for comments.
- Destination:** A dropdown menu labeled 'Destination' with a red arrow pointing to it. Above it is the text 'Please select destination below, based on first letter of Last Name.'
- Footer:** A dark bar at the bottom with icons for 'Submit', 'Attachments', 'Download', and 'Print'.

9. Your VEC will be submitted to our office. You will be contacted within 24-48 hours, via email, as to the status of your education benefits.