Veterans Enrollment Certificate (VEC)

Etrieve Instructions

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



2. You will now be at Etrieve Central.

| etrieve centi | RAL |
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| | |
| Inbox | > |
| Activity | > |
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| Forms | > |
| Drafts | > |
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3. Select Forms

| etrieve CENTRAL | |
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| Flow | |
| Inbox | > |
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4. In the search box type: VEC

| etrieve CENTRAL | | |
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| Flow | | Forms X |
| Inbox | > | Q VEC |
| Activity | > | Collapse All |
| | | ST Veterans Services 🔻 |
| Forms | | Veterans Enrollment Certificate - VEC |
| Forms | > | |
| Drafts | > | |
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5. Select the Veterans Enrollment Certificate

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| Flow | Forms X |
| Inbox > | Q VEC |
| Activity > | Collapse All |
| | ST Veterans Services 🔻 |
| Forms | Veterans Enrollment Certificate - VEC |
| Forms > | |
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- 6. The form will display on the right side of your screen.
 - a. Populate the personal information.

| etrieve CENTRAL | | | | ≡ | | | |
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| Flow | Forms X | ethtrai | Veterans Enrollm | ent Certificate | | | |
| Inbox > | Q Search ▲ | TEXAS | | | | | |
| Activity > | Collapse All | | | | | | |
| | Accounts Payable 🔻 | It is the student's responsibility to notify the VA office of any changes in your schedule, including times and/or location, by submitting a new Veterans Enrollment Certificate. | | | | | |
| Forms | BOA Credit Card Authorization | CTC ID: | Last Name: | First Name: | | | |
| Forms > | Travel Expense Voucher | | Putzer | Victoria | | | |
| Drafts > | Travel Expense Voucher-DO NOT USE | SSN: VA F | ile No (Ch. 35 only): | | | | |
| | Budget 🔻 | Address: | | | | | |
| | Budget Transfer Request | | | | | | |
| | DEETS 🔻 | City: | State: ZIP: | Address Change: | | | |
| | Content Development Policy | Phone: | Alternate Phone: | Email: | | | |
| | Course Development Revision Maintena | Current Degree Plan: | | | | | |
| | Department Chair Course Approval Stat | Have you changed your degree plan since your last certification? | | | | | |
| | Quality Assurance and Pay Summary | | | | | | |
| Financial Aid - Non Active 🔹 If yes, complete VA form 22-1995 or 22-5495 on your eBenefits p | | | | ır eBenefits page. | | | |
| | 2016-2017 Dependent Aggregate Verific | ✓ ① ↓ Submit Attachments Download | Print | | | | |

b. Initial this section to verify the statements.

| etrieve CENTRAL | | Ξ | | | | |
|-------------------|---|---|--|--|--|--|
| Flow | Forms X | | | | | |
| Inbox > | Q Search ▲ | Active Duty: VA Chapter: Student Status: | | | | |
| Activity > | Collapse All | For which term would you like to be certified? | | | | |
| Forms | Accounts Payable BOA Credit Card Authorization | Please initial to verify you understand the following statements: | | | | |
| 🖋 Forms > | Travel Expense Voucher | 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 | | | | |
| Drafts > | Travel Expense Voucher-DO NOT USE | 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 | | | | |
| < | Budget 🔻 | Services Office to process my certification with the Department of Veterans Attains. | | | | |
| | Budget Transfer Request | 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 | | | | |
| | DEETS 🔻 | from any course and that I will be responsible for any overpayment resulting from such drop/withdrawal. | | | | |
| | Content Development Policy | I understand that I must, at all times, have a current signed degree plan on file with the | | | | |
| | Course Development Revision Maintena | Veterans Service Office, and that I must fill out a Change of Program form any time my degrere plan changes. | | | | |
| | Department Chair Course Approval Stat | I understand that VA will not pay for any remedial/development course that is taken | | | | |
| | Quality Assurance and Pay Summary | Chapter 33 Post 9/11 Gl/Chapter 31 | | | | |
| | Financial Aid - Non Active 🔻 | Bill Voc Rehab Chapter 30 and 35 REAP | | | | |
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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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|-------------------|---------------------------------------|---|--|--|--|--|
| Flow | Forms X | Certificate of Eligibility 1905 (Must (Must have before have before issuing a voucher) issuing a voucher) | | | | |
| Activity | Collapse All | Degree Plan evaluated by a counselor counselor | | | | |
| Forms | BOA Credit Card Authorization | A 22-1995 or 22-5495 must be submitted on ebenefits vag ovi fyou are a transfer student or chearcing darge plan darge plan | | | | |
| Drafts | Travel Expense Voucher-DO NOT USE | Copy of DD 214 (if applicable) | | | | |
| < | Budget 💌 | CHAPTER 30, 35, 1600, 1607 MOST PAY FOR TUTTION AT TIME OF REGISTRATION Please list all classes you would like certified: | | | | |
| | Budget Transfer Request | Course Name (ex ENGL 1301 TD001) Credits | | | | |
| | DEETS V | | | | | |
| | Content Development Policy | Comments | | | | |
| | Course Development Revision Maintena | | | | | |
| | Department Chair Course Approval Stat | Please select destination below, based on first letter of Last Name. | | | | |
| | Quality Assurance and Pay Summary | Destination | | | | |
| | Financial Aid - Non Active 💌 | | | | | |
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7. Upload any attachments needed. This may include DD-214, Certificate of Eligibility (COE) from the VA, etc.

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| Flow | Forms X | Certificate of Eligibility 1905 (Must (Must have before issuing a voucher) issuing a voucher) Certificate of Eligibility voucher) | 1 | | |
| Inbox > | ≺ search | Degree | | | |
| Activity > | Collapse All | Degree Plan evaluated by a counselor by a counselor by a counselor by a counselor | | | |
| Forms | BOA Credit Card Authorization | A 22-1995 or 22-5495 must be submitted on ehenefits va gov if you ehenefits va gov if you | | | |
| 🖋 Forms > | Travel Expense Voucher | are a transfer student or changing degree plan changing degree plan changing degree plan | | | |
| Drafts > | Travel Expense Voucher-DO NOT USE | Copy of DD 214 (if applicable) 214 (if applicable) Copy of DD 214 (if applicable) NOBE (if using 1606) | | | |
| | Budget 🔻 | CHAPTER 30, 35, 1606, 1607 MUST PAY FOR TUITION AT TIME OF REGISTRATION Please list all classes you would like certified: | | | |
| | Budget Transfer Request | Course Name (ex ENGL 1301 TD001) Credits | | | |
| | DEETS ¥ | | | | |
| | Content Development Policy | Comments | I. | | |
| | Course Development Revision Maintena | | I | | |
| | Department Chair Course Approval Stat | Please select destination below, based on first letter of Last Name. | | | |
| | Quality Assurance and Pay Summary | Destination | | | |
| | Financial Aid - Non Active 🔻 | Ψ | Ŧ | | |
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8. After populating the form:

a. Select your local site in the "Destination" Box

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| Flow | Forms X | Certificate of Eligibility 1905 (Must (Must have before have before Certificate of Eligibility issuing a voucher) Certificate of Eligibility voucher) | | | | |
| Activity | Collapse All | Degree Plan evaluated by a counselor counselor | | | | |
| Forms | BOA Credit Card Authorization | A 22-1995 or 22-5495 must be submitted on ebenefits va.gov if you are a transfer student or ebenefits va.gov if you are a transfer student or | | | | |
| Drafts | Travel Expense Voucher Travel Expense Voucher-DO NOT USE | changing degree plan changing degree plan 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) | | | | |
| < | Budget ¥ Budget Transfer Request | 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 | | | | |
| | Content Development Policy | Comments | | | | |
| | Department Chair Course Approval Stat | Please select destination below, based on first letter of Last Name. | | | | |
| | Quality Assurance and Pay Summary Financial Aid - Non Active 💌 | | | | | |
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b. Select submit

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|-------------------|---------------------------------------|--|--|---|---|--|
| Flow | Forms X | Certificate of Eligibility (Must have before issuing a voucher) | 1905 (Must have before issuing a voucher) | Certificate of Eligibility | Certificate of Eligibility | |
| Activity | Collapse All | Degree Plan evaluated by a counselor | Degree Plan evaluated | Degree Plan evaluated by a counselor | Degree Plan evaluated by a counselor | |
| | Accounts Payable 🔻 | A 22 1005 or 22 5405 | counselor | A 22 1005 or 22 5405 | A 22 1005 or 22 5405 | |
| Forms | BOA Credit Card Authorization | must be submitted on ebenefits.va.gov if you | | must be submitted on ebenefits.va.gov if you | must be submitted on ebenefits.va.gov if you | |
| 🔊 Forms > | Travel Expense Voucher | are a transfer student or changing degree plan | Carry of DD | are a transfer student or changing degree plan | are a transfer student or changing degree plan | |
| Drafts > | Travel Expense Voucher-DO NOT USE | Copy of DD 214 (if applicable) | 214 (if applicable) | Copy of DD 214 (if applicable) | NOBE (if using 1606) | |
| | Budget 💌 | CHAPTER 30, 35, 1606, 1607 MUST PAY FOR TUITION AT TIME OF REGISTRATION Please list all classes you would like certified: | | | | |
| | Budget Transfer Request | dget Transfer Request Course Name (ex ENGL 1301 TD001) Credits | | | | |
| | DEETS • | | | + | - | |
| | Content Development Policy | Comments | | | | |
| | Course Development Revision Maintena | | | | | |
| | Department Chair Course Approval Stat | Please | select destination | n below, based on first letter of Las | st Name. | |
| | Quality Assurance and Pay Summary | / | Destinatio | on 🔹 | | |
| | Financial Aid - Non Active 💌 | Y | | | | |
| | 2016-2017 Dependent Aggregate Verific | ✓ ① ↓ Submit Attachments Downlo | ad Print | | | |

9. Your VEC will be submitted to the site office. You will be contacted by the site as to the status of your education benefits.