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\*Students must take at least one on-campus course during the same time frame as the on-line course to receive the BAH rate for the area in which you are assigned to a SCO (Parsons).

16 week on-campus courses= 12 credit hours to be full time

**Disclaimer:** Information is subject to change at any time, and without prior notice. For questions, contact your assigned certifying official. See the area Contact Us for contact information of your assigned School Certifying Official.

### **SCO Responsibilities**

Labette Community College provides a School Certifying Official (SCO) to assist LCC students with their VA Educational Benefits. SCO's must abide by the federal laws that dictate the Dept. of Veterans Affairs. Your School Certifying Official is responsible to ensure the following:

**Reporting Enrollment Status:** Report enrollment, withdrawals, changes in degree program, unsatisfactory progress, academic warning and dismissals, and the monitoring of courses to ensure students are enrolled in courses needed for their current degree program.

**Records:** Maintain adequate records of certification, degree plans, transcripts, VA applications and certificate of eligibility. Records are kept for three years following the student's last date of attendance.

### **Enrollment Certification Request**

**Purpose:** Verification of approved/enrolled courses

Students are required to submit the Request for VA Certification (RVAC) Form each time an enrollment occurs. This form allows your School Certifying Official to verify with your academic advisor that the courses are needed for your degree program. Courses will begin being certified the first week of classes. It is highly recommended that submission is as early as possible to avoid delays, block on accounts and add/drop time. If there is an issue with the enrolled course(s), you will be contacted by email or phone. Please ensure that you have the most current information listed on the Request for VA Certification (RVAC) form and report any necessary updates to the Admissions Office.

- Ensure that an enrollment has occurred before submitting the Request for VA Certification (RVAC) form. Submission of the RVAC form does not constitute enrollment for classes.
- Submit one RVAC form for EACH session/cycle of courses that you are enrolled into. This will help to avoid a certification being overlooked.
- Course certification to the VA will be done when the classes have started.
- Certification for classes will not occur without a Request for VA Certification (RVAC) form - No Exceptions!

If this is your first time utilizing VA Education Benefits at Labette Community College, you must meet with the School Certifying Official and complete the Orientation Form for Veteran Education Benefits.

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**[Nondiscrimination, Equal Opportunity, and Harassment \(Procedure 2.01\)](#)**

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**[Soliciting, Distributing Literature, and Advertising on College Property \(Procedure 2.11\)](#)**

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**[Student Code of Conduct \(Policy 4.08\)](#)**

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