

ADULT CTE VETERAN EDUCATION PROGRAM DIVISION OF ADULT & CONTINUING EDUCATION



CHULA VISTA ADULT SCHOOL
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Frequently Asked Questions Fall 2017

Q.) We were told that enrollment is going to be online. I tried to log in to the online registration site but I don't remember my log in information. How can I find out what it is to be ready for enrollment?

- A.** You do not need your old log in information. We are no longer using the old online registration website. We are currently transitioning to a new school system and new online enrollment site. Information will be available by mid-June. Please check your email for updates. You can also check our website for updated information:
<http://adulthoodeducation.sweetwaterschools.org/veteran-opportunities/>

Q.) Who qualifies as a returning/continuing student for enrollment for the Fall 2017 Semester?

- A.** To qualify for returning student enrollment, students must meet ALL of the following requirements:
- Must be currently enrolled in Semester 1 of a 2 semester course
 - Will enroll for Semester 2 of the course in the Fall
 - Must stay at the same site currently attending
- B.** Students that do not meet ALL of the above qualifications are considered new students and will enroll during the new student/open enrollment period set by the division.

Q.) If I am not eligible for returning student enrollment and I enroll during that period, how will anyone know?

- A.** Online Enrollment will be monitored closely to ensure all students are adhering to the new policy in regards to Returning/Continuing and New Student enrollments.
- B.** Students that ignore the policy and enroll for class despite being ineligible will face the following penalty:
- A.** Any enrollment processed without prior approval and notice of returning student eligibility will be terminated.
- B.** **Students currently attending under the Veteran Education Program that enroll as returning student without prior approval of returning student eligibility will have enrollment terminated and will be removed from the Veteran Education Program for the Fall 2017 semester.**
- C.** Any enrollment processed for Fall (after initial termination) will be done as non-benefit student and WILL NOT be certified with VA. Student eligibility for certification will resume for the Spring 2018 semester.

Q.) I completed Computer Applications Microsoft Office in the past and we were working on Office 2010. The course was recently updated to Office 2013, am I eligible to take the class again now that it's a new class?

- A.** No. You are not eligible to repeat the class for VA certification. Approval for this class is based on the overall Computer Applications Microsoft Office program. It is not based on the specific version or year of Microsoft Office being offered at the time.

Q.) I was previously enrolled in a class that has more than 1 semester to complete. Due to issues with enrollment and the class filling up, I wasn't able to enroll for my 2nd semester. I would like to go back and would like consideration to enroll as a returning student for my inconvenience.

- A.** Unfortunately, we are not able to waiver from our enrollment policy. We understand the issues that have happened in the past to you and many other students and have made the necessary changes to our policies to avoid this issue in the future.

Q.) I only completed one semester of Building Maintenance and Repair. It is now a 2 semester course. Am I eligible to enroll for the 2nd semester? Will I be a returning student since I already started it in the past?

- A.** Since the course is now a 2 semester class and you only completed 1 semester, YES you are eligible to enroll for the 2nd semester. This rule applies to all courses that are now 2 semesters long. If you have only completed one semester, you are eligible to enroll for the 2nd semester.
- B.** No, you are not considered a returning student

Q.) I would like a full time class, can I enroll in more than 1 class to make my days full time?

- A.** No, you cannot enroll in more than one class to increase hours.

Q.) I was attending the IC3 class and it is no longer offered as an Approved Class. Since I was not able to continue with my class, can I enroll for a class as a returning student to make up for the inconvenience?

- A.** No. Our enrollment policy is set as is with no exceptions. Although it is unfortunate that the course is not offered as an Approved class, we are not able to waiver from our enrollment policy.

Q.) Why are the hours of my class different than last semester? There are less hours in the class.

- A.** Class schedules are reviewed and set every semester based on several factors. There may be times that classes will be reduced or increased in hours.

Q.) Since I am completing my program this semester, I will be a new student next enrollment. Do I need to complete an orientation before enrollment?

- A.** No, new student orientation is only required for those individuals that have never attended classes in our Veteran Education Program.

Q.) My teacher told us that they are in the process of adding another semester to the current class. Does this mean that I can stay in the class and will be a returning student next semester?

- A.** No. Any changes to classes (length of class, weekly hours, curriculum, name changes) must all go through a lengthy process for approval through our District Board of Directors. If the change(s) are approved, the next step is submitting the changes for approval to the State of California Approving Agency for Veteran Education. This process can take up to a year to finalize. Semester changes will not be effective for the upcoming Fall 2017 semester. Any changes to program approval will be published on our website as a "Notice of Change" and will also be included in our annual Veteran Bulletin.

Q.) I received an email with a survey asking about employment information. Is this required that I answer?

- A.** We do ask for participation, however, it is voluntary. We are required by the California State Approving Agency to submit these reports every school year to maintain approval for our Veteran Education Program. Failure to submit these reports will result in termination of approval for our program.

Q.) I enrolled online and would like to bring my information to office for certification. Can I do it now?

- A.** No, please refer to "Paperwork Intake Schedule" for specific submission information.

If you have any other questions that are not listed on this sheet, please email them to Athena Matos at:
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