



Chula Vista Adult School

Spring 2019

New Student Orientation

****Completion of orientation is not a guarantee of enrollment in classes.**

Veteran Program Contact Information

- **Director of Adult Education** – Dr. Ryan Burke
- **Veteran Program Administrator** - Mr. Wes Braddock
- **Veteran Program Office Clerk** - Mrs. Athena Matos
Email: cvaveteran@sweetwaterschools.net
Phone: (619) 796-7015
- **Website:** <http://adulthoodeducation.sweetwaterschools.org/veteran-opportunities/>

Locations

- **Chula Vista Adult School (Main Campus)** **(619)796-7000**
1034 Fourth Avenue, Chula Vista, CA 91911
- **Montgomery Adult School:** **(619) 600-3800**
3240 Palm Ave, San Diego, CA 92154
- **National City Adult School:** **(619) 336-9400**
517 Mile of Cars Way, National City, CA 91950
- **San Ysidro Adult School:** **(619) 482-7200**
4220 Otay Mesa Road, San Ysidro, CA 92173

Program Office Hours

- **Monday – Thursday:** 8:00am – 12:00pm / 2:00pm – 4:30pm
- **Friday – Closed**

Important Phone Numbers and Internet Resources

- SUHSD Adult Division Website www.adulteducation.sweetwaterschools.org
- GI Bill Home Website www.gibill.va.gov
- VA Forms <http://va.gov/vaforms>
- E-Benefits <http://www.ebenefits.va.gov>
- VA Debt Management Center <http://www.va.gov/debtman/>

- Education Benefits Dept Call Center Muskogee, OK 1-888-442-4551
 - All inquires regarding benefit; eligibility, payment amount and status inquiries

- VA Direct Deposit Enrollment 1-877-838-2778
- Work Study Program 1-918-781-7878
- CalVet 1-800-952-5626

Applying for Education Benefits

- If you have not already applied for VA Education Benefits from Veterans Administration, you will need to do so BEFORE enrolling for class.
- When applying for benefits, please make note that VA will only recognize CHULA VISTA ADULT SCHOOL as your school of choice, regardless of the actual location you will attend.
- Apply online at: <http://www.benefits.va.gov/gibill/apply.asp>
- Apply in person at nearest VA regional office

San Diego Regional Benefit Office:

8810 Rio San Diego Drive, San Diego CA 92108

- Apply by Mail Application

Muskogee Education Regional Procession Center:

Muskogee RPO (Education)

PO Box 8888

Muskogee, OK 74402-8888

Program of Education

- Our education programs are measured in **clock hours** and benefits are paid based on scheduled weekly course hours. (****Floral Design is a Shop Practice class**)

FULL TIME MEASUREMENT (HOURS PER WEEK)	
CLASSROOM/Theory	SHOP PRACTICE (Lab)
18-21 Hours = Full time	22-25 Hours = Full time
13-17 Hours = Three quarter time	16-21 Hours = Three quarter time
10-12 Hours = Half time	11-15 Hours = Half Time
All CTE classes are THEORY bases courses	

- Enroll in your course of choice (See VA Approved Course list). Please verify class is on approved list.
- Students cannot enroll in more than one course for certification per semester.

YOU CANNOT COMBINE CLASSES TO ADD MORE HOURS FOR VA BENEFIT PURPOSES

Preparing for Enrollment

Prior to registration, please be sure to have the following items:

- **Current copy of Certificate of Eligibility** (dated within last 2 years)
- or Copy of **DD214** (A print out of eBenefit account will also be accepted)
- **Transcripts** for school(s) attended within last 5 years. (Failure to submit transcripts within first 4 weeks of school will result in termination from program)
- **Social Security Number**

Military Dependents must have the following items:

Current copy of **Certificate of Eligibility** (must be in student name)

Social Security Number of student **and** spouse/parent (main benefit holder)

- If you do not have a copy of your Certificate of Eligibility, please contact VA Muskogee at 1-888-442-4551 to request a copy.
- If you are a dependent and have recently had benefits transferred to you, please call VA Muskogee to verify that you are eligible and approved BEFORE registering for a class. You must apply for your own benefit and receive approved benefit letter.
- Although you may be approved to transfer benefits, dependents must apply for benefit after transfer is approved.

Enrollment Lottery

- Spring 2019 semester will be determined by enrollment lottery system. Lottery results will determine the order in which enrollment will be processed.
- Online Lottery Submission will be available beginning Friday August 10th and will conclude on Tuesday September 11th.
- Individuals interested in enrolling in our program will be able to submit their name for lottery through the Online Lottery Submission on our website. Once name is submitted, you will receive a confirmation email of submission within one (1) business day.
- Prospective students may only submit for lottery 1 time each semester. Any effort to cheat the lottery system will result in exclusion from the program
- There is no priority in regards to the date or time that names are submitted. For example: names submitted August 10th will have same chances as those submitted September 11th.
- Lottery will be held on Monday September 17th at 9am, Chula Vista Adult School

Enrollment Process

- All Veteran Program enrollment will be processed by Program Clerk at Chula Vista Adult School and will be done **by appointment only**
- Once lottery order is determined, individuals will be contacted with enrollment appointment (date and time). During enrollment appointment, individuals will choose class and site. Class eligibility will be verified during appointment. If selected student does not have eligibility for remaining classes, they will be placed on waiting list.
- No enrollments or changes will be processed at the school sites and walk in enrollments will not be accommodated
- Once all Veteran Program enrollment is closed, remaining names will be held on waiting list for up to 2 weeks from start of class, in the order of the lottery results.
- All students, including veteran students, will be required to participate in a Sweetwater Adult Education orientation process for the 2018-2019 school year. Completion of the orientation is a prerequisite to attending class for all program areas. This orientation is not inclusive of, or in any way connected to the orientation veteran students complete in order to collect GI Bill benefits. This is a separate, different orientation designed to help students achieve success in their chosen pathway. Failure to complete orientation/evaluation may result in termination of enrollment schedule.

Important Program Information

- All courses are 18 weeks in length. This is considered a “semester” term. Classes listed as 2 semesters will require a full school year to complete. Class schedules vary per location.
- **Attendance is monitored carefully.** Students are allowed only 4 absences per semester, regardless of the reason. **We do not have “excused” or “unexcused” absences.** Upon the 5th absence, a student will be dropped from the course and certification with VA will be terminated due to excessive absences.
- Students cannot combine classes to increase hours for benefit purposes. Only one program certification is allowed per semester.
- Progress is monitored in classes and grades are assigned. Failure to maintain progress in classes may result in termination of enrollment.
- Per Veteran Administration, Title 38 U.S.C. 3680A(d) and 38 CFR 21.4201, each individual program must meet VA regulations in respect to class counts. Therefore, to remain in compliance with this policy, each program will have a maximum cap of 85:15 ratio for Veteran student enrollment
- Remember, SUHSD Veteran Education Program staff are not employed by VA and do not have access to VA Benefit Information. All inquiries regarding benefits need to be directed to the VA Education Benefits Call Center in Muskogee, OK at 1-888-442-4551.
- Notify us of any changes that may affect your certification immediately.

New Student Orientation Completion Survey

Completion of Orientation Survey is **required** to complete Orientation requirement.

Click link below to be directed to Orientation Completion form:

<https://www.surveymonkey.com/r/Spring2019Orientation>

Responses are sent directly to Veteran Education Program Clerk.

Contact information, including email address section must be filled out completely and accurately to receive credit for completing orientation requirement.

Invalid email addresses will result in non-completion of orientation.

You will receive an email confirmation of Orientation Completion and information regarding the next steps in the enrollment process within one (1) business day.

If you do not receive a confirmation email of completion within 1 business day, please contact Athena Matos for status update.

Completion of Orientation is required to become eligible for enrollment through the Veteran Education Program. It is NOT a guarantee of enrollment in a class.

