



Charles R. Drew University of Medicine and Science • Office of Registration & Records
1731 East 120th Street, Los Angeles, CA 90059 • Phone: (323) 563-4838

Veterans Checklist

Please read and initial each line. Checklist form must be filled out and submitted to the Office of Registration and Records, before the student's first day of the starting semester of enrollment.

Print Name: _____ Date: _____

Program of Study: _____ Start Semester/Year: _____

1. _____ Notification of class enrollment should be submitted each semester, immediately upon the completion of class registration. It is the veteran/dependent student's responsibility to notify the Charles R. Drew University Office of Registration and Records of ANY schedule changes. DO NOT ASSUME WE KNOW THAT YOU ARE ENROLLED OR HAVE DROPPED COURSES. Form: *VA Statement of Intent*. Changes may include the following:
 - Enrolling for a new semester.
 - Adding or dropping a class after the deadline.
 - Withdrawal after drop/add period (the student receives a "W" grade for the course). The last day of attendance will be reported to the VA. Report any extenuating circumstances.
2. _____ Report address and phone number changes to the Office of Registration and Records. Form: *Change of Address, Phone and Email*
3. _____ Students are eligible for VA educational benefits only when enrolled in courses REQUIRED and approved for your major. It is strongly recommended that veteran students work closely with their advisor when choosing courses. VA will not pay benefits for any class not required in your degree program.
4. _____ Veteran students with previous college credit MUST have official transcripts evaluated for transfer credit before the end of the second semester to avoid benefit interruption. Form: *Transfer Credit Petition Form*
5. _____ Receiving non-punitive grades may result in an overpayment by VA. Non-punitive grades are grades that do not count toward graduation and include; "W," "U," "I," and failing grades from non-attendance. It is important to know if you receive an overpayment, you will be responsible to pay back money owed to the VA.
6. _____ As a reminder, the Office of Registration and Records only certifies your courses to the VA, we do not control any money or make payments to the student or the University.

I have read and understand the attached veteran's checklist:

Signature: _____ Date: _____

CDU has a zero tolerance for any form of discrimination and/or harassment including, but not limited to, discrimination and/or harassment on the basis of race, color, sex, sexual orientation, gender, gender identity, gender expression age (over 40), physical handicap, disability, national origin, ancestry, marital status, medical condition, military or veteran status, genetics, or religion. CDU does not prohibit the use of any language unless such prohibition is required for business or academic purposes. CDU will not retaliate against any employee, applicant, or student because they have engaged in protected activity.