#### **Rod Henderson**

School Certifying Official (SCO) hendersonrod@mst.edu 103 Parker Hall-Missouri S&T Campus 573-341-4081.

#### **Michelle Emerson**

Graduate TA Coordinator emersonv@mst.edu 3627 Lincoln Hall - Fort Leonard Wood 223 Engineering Mgmt - Missouri S&T Campus 800-441-5218

#### **VA Benefits Help**

VA Benefits Help Center: **888-442-4551** To submit a question about payments or find out the status of a claim, go to **www.gibill.va.gov** and click on the "Submit Question" button.

Tuition Assistance Help Army IgnitED Help Desk: 877-272-1330

Army Education Counselor Fort Leonard Wood Counselor: 573-596-0172

Missouri Returning Heroes Act Help Rod Henderson: 573-341-4081





### Connect with Other Veterans

Missouri S&T has a chapter of the Student Veterans Association. For more information on this organization and others, go to:

studentlife.mst.edu

# How to Get HeD

Other questions, feel free to contact:

Office of the Registrar 103 Parker Hall Rolla, MO 65409

Phone: 573-341-4181 Fax: 573-341-4362 Email: registrar@mst.edu Website: http://registrar.mst.edu







registrar.mst.edu/links/veterans

#### www.gibill.va.gov

http://vabenefits.vba.va.gov/vonapp/main.asp

- STEP Once you have applied on-line, please contact or meet with Rod, the SCO, to inform him that you would like to receive benefits.
- STEP Go to **sfa.mst.edu** to check into financial aid and scholarships that could be available for you.

### Maintain Your VA Benefit Status

To avoid issues with your VA benefits, you will need to maintain your account. Users must:

#### Monthly...

Chapters 30, 1606, 1607 need to sign into or call WAVE to release their monthly payments on the last day of each month. https://www.gibill.va.gov/wave/index.do

or call 877-838-2778 Army IgnitED is used by active Army, National Guard, and Army Reserve soldiers to set-up an account and request Army Tuition Assistance (TA).

#### New Users...

Go to **www.ArmylgnitED.com**, select "New User," and complete the required information. Once registered, log in and select the "Request TA Access" link. Here you will have to provide:

- Verification of TA eligibility
- Review of training
- Submit your TA Statement of Understanding
- Select home school and degree plan
- Complete the Common Application

You will receive an email when your application has been approved and you have access to request TA.

## Applying for Benefits

STEP Sign-up for eBenefits. eBenefits is a joint VA/Department of Defense web portal that provides resources and self-service capabilities to service members, veterans, and also their families. The portal allows users to apply, research, access, and manage their VA and military benefits and personal information through a secure Internet connection.

To sign-up, go to **www.gibill.va.gov** and click on the button labeled "eBenefits".

#### As Needed...

Keep contact information in both WAVE and Joe'SS (https://joess.mst.edu) up to date. Also notify the SCO if you have made any changes in either system.

Notify the SCO if you have any changes to your schedule such as adding/dropping a course, changing your major or withdrawing from school.

### **Tuition Assistance**

#### **Request TA then Enroll in a Class...**

Request for TA must be submitted prior to the start of class. Enrollment to a class can be submitted no later than the last day to register.

- Log in to www.ArmyIgnitED.com and select the "Request TA" link
- Confirm school name is prepopulated and the class start date range is correct. Select "Next".
- View Class Search Results and select the "Class Details" button.
- Select "Request Class" for your desired class.
- Confirm Classes" displays cost information.
- Update your account information if necessary.
- View Results screen shows your enrollment status.

#### How to Drop a Class...

Contact Rod Henderson or Michelle Emerson.