



Transfer Students Veteran Benefits Checklist

Welcome. We honor our veterans and their families. This checklist is offered to provide valuable information as you transfer to Northshore Technical Community College. Please use the following steps to make this process easier.

- ✦ You must apply and be accepted for admission to NTCC. Make sure to provide all transcripts
- ✦ You must complete a request for Change of Program or Place of Training to update your school to NTCC
- ✦ Provide a current Certificate of Eligibility (COE) and DD-214
- ✦ Complete [NTCC Request for VA Education Benefits](#)
- ✦ You must see an Academic advisor and register for classes. Your classes must follow the degree plan that you have specified with the VA
- ✦ Provide a copy of your class schedule and a current Student Degree Audit Checklist every semester

For students receiving VA benefits under Chapter 30, 1606, and 1607, you are required to verify your enrollment every month, this can be done by calling 1-877-823-2378 or going to the WAVE system <https://www.gibill.va.gov/wave/index.do>.

What happens when a student withdraws from a course or resigns?

The VA will reduce the student's rate of pay if this withdrawal changes the student's enrollment status. If the withdrawal occurs during the drop/add period, as defined by the VA, an adjustment is made on the rate of pay. If the withdrawal occurs after the drop/add period, the reduction may create an overpayment, unless there are mitigating circumstances.

What is considered full time, ¾ time, ½ time or ¼ time?

Full Time = 12+ hours

¾ Time = 9-11 hours

½ Time = 6-8 hours

Less than ½ time = 4-5 hours

Less than ¼ time = 1-3 hours

NOTE: This scale differs during the summer semester.

Please email fnaid@northshroecollege.edu with any questions

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