



## Chapter 30, 31, 33, & 1606 New Student Checklist

### Veterans Resource Center

Building 2700, Room 2750

4000 Suisun Valley Road

Fairfield, CA 94534

Office: (707) 864-7105 - Fax: (707) 646-2092

E-mail: [veterans@solano.edu](mailto:veterans@solano.edu) Website: <https://solano.edu/centers/veterans-resource-center/>

---

### Solano Community College (SCC) To-Do List

- ☐ Complete Application for Admission/Readmission <https://welcome.solano.edu/ar-apply/>
    - **New Students:** Your SCC Student ID #, Username, and Password will be e-mailed to you within 30 min – 24 hours.
    - **Returning Students:** If you have previously applied for admission and did not attend for 1 or more semesters, you will need to apply for readmission.
  - ☐ Submit **UNOFFICIAL** transcripts from all previous colleges. This includes Community College of the Air Force if you were in the Air Force or Joint Service Transcripts if you were any other branch.
    - You have two semesters to submit **OFFICIAL** transcripts to the school before we cannot certify your enrollment to the VA anymore.
      - Joint Service Transcripts: <https://jst.doded.mil/>
      - CCAF Transcripts: <https://www.airuniversity.af.edu/Registrar/Transcript-Requests/>
  - ☐ Schedule an appointment with the SCC Veterans Resource Center to go over the paperwork, benefit information, and schedule appointment with VA trained education plan counselor.
  - ☐ Complete the New Student Online Orientation at <https://www.solano.edu/admissions/orientation-home.php>
  - ☐ Apply for Financial Aid <https://studentaid.gov/> (Optional, but HIGHLY Recommended)
- 

### SCC Veterans Center To-Do List

- ☐ Verification of Entitlement (CH31 N/A):
    - **Never used the benefit:** Certificate of Eligibility – OR – fill out the application, VA Form 22-1990, on VA.gov: <https://www.va.gov/education/apply-for-benefits-form-22-1990/introduction> **SAVE/PRINT/TAKE A SCREENSHOT** of the confirmation page, and provide us with a copy.
      - You have one semester to submit a Certificate of Eligibility to the school before we cannot certify your enrollment to the VA anymore.
    - **Previously used the benefit:** Certificate of Eligibility is **REQUIRED**.
    - You might be able to get a copy of your Certificate of Eligibility on VA.gov <https://www.va.gov/education/check-post-9-11-gi-bill-benefits/> or by calling 1-888-442-4551.
  - ☐ Sign or acknowledge acceptance of VA Education Plan after it has been reviewed and e-mailed to you.
    - Only Register for classes based on VA Education Plan, otherwise it won't be covered by the VA.
  - ☐ DD214 member copy 4, copy 2, or copy 7
  - ☐ A copy of your schedule from FalconNest
  - ☐ A copy of your Account Detail by Term from FalconNest
  - ☐ Fill out all the forms included in the **Chapter 30, 31, 33, & 1606 New Student Packet**.
    - We can only accept electronically completed PDF's or PDF scans of the packet, NO PICTURES.
- 

### Registration Tools:

- Course Finder: <https://ssb.solano.edu/StudentRegistrationSsb/ssb/term/termSelection?mode=search>
- FalconNest Portal: <https://falconnest.solano.edu/>
- How-To Videos Class Search, Registration, Add Codes, Financial Aid: <https://solano.edu/falcon-how-to-hub>
- Veterans Resource Center Forms: <https://solano.edu/centers/veterans-resource-center/forms.php>



## **VA Shopping Sheet/College Financing Plan**

### **Veterans Resource Center**

Building 2700, Room 2750

4000 Suisun Valley Road

Fairfield, CA 94534

Office: (707) 864-7105 - Fax: (707) 646-2092

E-mail: [veterans@solano.edu](mailto:veterans@solano.edu) Website: <https://solano.edu/centers/veterans-resource-center/>

---

Section 1018 of Public Law 116-315, [Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020](#), requires educational institutions to make certain disclosures to students using federal military and/or VA education benefits. To ensure compliance with the law, we have developed the Shopping Sheet/College Financing Plan Information for Student Veterans/Veteran's Dependents.

### **Cost of attendance: Estimated cost of courses including tuition, fees, books, supplies, living and other additional costs**

Information is available on the Solano Community College Financial Aid - Cost of Attendance webpage

<https://solano.edu/financial-aid/how-to-apply/cost-of-attendance.php>

Please note that your final cost depends on you receiving VA benefits to cover for tuition and fees, books/supplies, and housing allowance; any aid to cover for the cost; taking extra courses such as prerequisites; retaking a failed course; changing your program of study which requires more or less credits, change in cost of living; a change in tuition/fees as approved by State Legislature, etc.

### **Amounts covered by VA Benefits**

- VA GI Bill® Comparison tool <https://www.va.gov/education/gi-bill-comparison-tool/>
- VA Payment Rates [https://www.benefits.va.gov/gibill/resources/benefits\\_resources/rate\\_tables.asp](https://www.benefits.va.gov/gibill/resources/benefits_resources/rate_tables.asp)
- Book Stipend, Monthly Housing Allowance and Monthly Stipend based on benefit and enrollment pursuit rate <https://solano.edu/centers/veterans-resource-center/pay-rates.php>

### **Types of Federal financial aid offered by the institution, that the student may be qualified to receive**

Options are available on the Solano Community College Financial Aid website under the Programs Available tab

<https://solano.edu/financial-aid/>

### **Estimated Student Loan Debt, College Scorecard and Graduation Rates**

Information on Student Loans is on the Solano Community College Financial Aid website

<https://solano.edu/financial-aid/available-programs/direct-loans.php>

Solano Community College - College Scorecard with Student Loan information & Graduation Rates and additional information is available on the US Department of Education College Scorecard website

<https://collegescorecard.ed.gov/school/?123563-Solano-Community-College>

### **Job Placement Rate**

Information is available on the California Community College website

<https://www.calpassplus.org/Launchboard/SWP.aspx>

### **Solano Community College School Policy on accepting transfer credit and military credit**

Incoming transcript information is located on the Admissions and Records website

<https://www.solano.edu/admissions/Transcripts/>

Military Credit information is located on the Veterans Resource Center webpage

<https://solano.edu/centers/veterans-resource-center/policies.php>

### **Additional Information**

**In-state Tuition** – Students actively using Montgomery GI Bill®–Active-Duty program (Chapter 30), Veterans Readiness and Employment program (formerly called Vocational Rehabilitation and Employment) (Chapter 31), Post-9/11 GI Bill® program (Chapter 33) and Dependents Educational Assistance (Chapter 35) are exempt from paying nonresident tuition regardless of when the veteran separated from the military. Please by filling out the Isakson and Roe Out of State Tuition Waiver <https://solano.edu/centers/veterans-resource-center/forms.php>

**VA Monthly Enrollment Verification** – Information is available on <https://solano.edu/centers/veterans-resource-center/verify-enrollment.php>

**Certification of Enrollment to the VA** - Certification for VA Education Benefits each semester is not automatic. Students who wish to receive the benefit must complete the paperwork with the SCO and must submit the Enrollment Status Form and Schedule/Bill every semester after enrolling in courses in order to continue receiving benefits and to prevent delays in payment of benefits. Enrollment Status Form and Schedule/Bill information is located on the Veterans Resource Center webpage <https://solano.edu/centers/veterans-resource-center/forms.php>

All new students are required to go through the New Student process. New students can call 707-864-7105 or email ([veterans@solano.edu](mailto:veterans@solano.edu)) the Veterans Resource Center to schedule a New Student appointment to start the process. New Student Packets are located on the Veterans Resource Center webpage <https://solano.edu/centers/veterans-resource-center/forms.php>.

**Absence due to Military Service** - A student who is an active duty or reservist of the United States military, and who receive orders compelling a withdrawal from courses, should submit the General Student Withdraw Petition, to the Admissions and Records Office, requesting a Military Withdrawal (MW), with proof of such orders to receive a full refund of those courses (For Chapter 33 students, the school will return the tuition and fees to the VA). An “MW” symbol will be assigned and will not be counted in progress probation, dismissal calculations, or in calculating the permitted number of withdrawals a student is allowed. Students can resubmit the application for admission upon return. This petition is located on the Admissions and Records Forms Webpage <https://www.solano.edu/admissions/Important-Resources/ar-forms.php>.

Students who are receiving the VA benefit along with Financial Aid should be aware that withdrawing from a course(s) will have an impact on their benefit/financial aid status. Students are strongly encouraged to talk to the Financial Aid Department and the School Certifying Official.

VA benefits will stop as of the drop date reported for all courses. Students will be responsible for repaying VA the funds received for such course(s), (BAH/Monthly assistance allowance), or submitting a Mitigating Circumstance to the VA.

If you are a Cal Grant recipient and have been called to active military duty, are entering military service, Peace Corps or VISTA, you may apply for a deferment of your Cal Grant for up to three years. Send the Military Deferment Request Cal Grant Programs form to the California Student Aid Commission, along with a copy of your orders.

### **Contact Information**

<b><u>Veterans Resource Center Building 2700 Room 2750 (Main Campus, Fairfield)</u></b>	
Director of Veteran and Military Services and Programs	Amy Kennedy, <a href="mailto:Amy.Kennedy@solano.edu">Amy.Kennedy@solano.edu</a> , 707-864-7105
Veteran & Military School Certifying Official	Christopher Gulick, <a href="mailto:veterans@solano.edu">veterans@solano.edu</a> , 707-864-7105 Helymar Walter, <a href="mailto:veterans@solano.edu">veterans@solano.edu</a> , 707-864-7105 Lindsey Martin, <a href="mailto:veterans@solano.edu">veterans@solano.edu</a> , 707-864-7105
VA Work Study Supervisor	Amy Kennedy, <a href="mailto:veterans@solano.edu">veterans@solano.edu</a> , 707-864-7105 Christopher Gulick, <a href="mailto:veterans@solano.edu">veterans@solano.edu</a> , 707-864-7105
VA Academic Counselor	Rahul Patria, <a href="mailto:veterans@solano.edu">veterans@solano.edu</a> , 707-864-7105
<b><u>Financial Aid Office Building 400, Second Floor</u></b>	
VRC Financial Aid Representative	CoChea Bivins, <a href="mailto:CoChea.Bivins@solano.edu">CoChea.Bivins@solano.edu</a> , 707-864-7144



# Veterans Education Benefit Monthly Pay Rate

Effective October 1, 2025

## Veterans Resource Center

Building 2700, Room 2750

4000 Suisun Valley Road

Fairfield, CA 94534

Office: (707) 864-7105 - Fax: (707) 646-2092

E-mail: [veterans@solano.edu](mailto:veterans@solano.edu) Website: <https://solano.edu/centers/veterans-resource-center/>

Spring & Fall 18-Week Term Units: Full-time = 12+, 3/4 Time = 9 – 11, 1/2 Time = 6 – 8

<b>Chapter 30 – Montgomery GI Bill® (3 years or more of Service)</b>				
Enrollment Status	Full-Time	¾ Time	½ Time	Less than ½ time
Monthly Rate	\$2,518.00	\$1,888.50	\$1,259.00	Tuition & Fees only
<b>Chapter 30 – Montgomery GI Bill® (Less than 3 years of Service)</b>				
Enrollment Status	Full-Time	¾ Time	½ Time	Less than ½ time
Monthly Rate	\$2,043.00	\$1,532.25	\$1,021.50	Tuition & Fees only

<b>Chapter 31 – Veterans Readiness &amp; Employment (VRE)</b>				
Enrollment Status	Full-Time	¾ Time	½ Time	Less than ½ time
Monthly Rate No Dependents	\$812.84	\$610.76	\$408.66	N/A
One Dependent	\$1,008.24	\$757.28	\$506.32	N/A
Two Dependents	\$1,188.15	\$888.32	\$595.16	N/A

\*\*Add for each additional dependents Full-time=\$86.58, 3/4 time=\$66.60 & ½ time=\$44.42\*\*

<b>Chapter 33 – Post 9/11 GI Bill®</b>													
<b>BAH rates vary according to number of units enrolled. Anything under full time will be prorated.</b> To receive <i>FULL</i> BAH for a regular semester you need to have 12+ units, you will <i>NOT</i> receive BAH if you are below 6.5 units. To calculate your BAH rate using the chart, multiply your full BAH rate by the multiplier under the number of units in which you are enrolled that are authorized by the VA. EX: If your full BAH rate is \$3,264.00 per month and you are enrolled in 9 units you would use $3264 \times .8 = 2,611.20$ If all your classes are online BAH is approximately <b>\$1,119</b> per month. Minimum of <b>ONE in-person class is \$3,264</b> per month.													
Units	≥12	11.5	11	10.5	10	9.5	9	8.5	8	7.5	7	6.5	>6.5
Multiplier	1	1	.9	.9	.8	.8	.8	.7	.7	.6	.6	.5	0

<b>Chapter 35 – Dependents Educational Assistance</b>				
Enrollment Status	Full-Time	¾ Time	½ Time	Less than ½ time
Monthly Rate	\$1,574.00	\$1,244.00	\$912.00	Tuition & Fees only

<b>Chapter 1606 – Montgomery GI Bill® Selected Reserve</b>				
Enrollment Status	Full-Time	¾ Time	½ Time	Less than ½ time
Monthly Rate	\$493.00	\$369.00	\$246.00	\$123.25

### Monthly Pay Rates Obtained From:

- [https://www.benefits.va.gov/gibill/resources/benefits\\_resources/rate\\_tables.asp](https://www.benefits.va.gov/gibill/resources/benefits_resources/rate_tables.asp) (Chapter 30, 35, and 1606)
- <https://www.va.gov/education/gi-bill-comparison-tool/> (Chapter 33)
- [https://www.benefits.va.gov/vocrehab/subsistence\\_allowance\\_rates.asp](https://www.benefits.va.gov/vocrehab/subsistence_allowance_rates.asp) (Chapter 31)

# ACCELERATED COURSE PAY RATE FOR SEMESTER TERMS

All Chapters					
Enrollment Status	Full-Time	$\frac{3}{4}$ Time	$\frac{1}{2}$ Time	Less than $\frac{1}{2}$ time	Min. Req. for BAH
10-Week Course	7 units	5 units	3.5 units	<3.5 units	3.5 units
9-Week Course	6 units	4.5 units	3 units	<3 units	3.5 units
8-Week Course	5.5 units	4 units	3 units	<3 units	3 units
7-Week Course	5 units	3.5 units	2.5 units	<2.5 units	3 units
6-Week Course	4 units	3 units	2 units	<2 units	2.5 units
5-Week Course	3.5 units	2.5 units	2 units	<2 units	2 units
4-Week Course	3 units	2 units	1.5 units	<1.5 units	1.5 units
3-Week Course	2 units	1.5 units	1 unit	<1 unit	1.5 units

**\*\* Calculations based on: ( # Credits  $\times$  18  $\div$  weeks = credit hour equivalents ) with 6 being  $\frac{1}{2}$  time. \*\***



# Transcript and Student Obligation Form

## Veterans Resource Center

Building 2700, Room 2750

4000 Suisun Valley Road

Fairfield, CA 94534

Office: (707) 864-7105 - Fax: (707) 646-2092

E-mail: [veterans@solano.edu](mailto:veterans@solano.edu) Website: <https://solano.edu/centers/veterans-resource-center/>

Full Name	Last 4 SSN	Student ID
-----------	------------	------------

### TRANSCRIPT INFORMATION:

Did you attend a previous college other than Solano Community College? ☐ Yes ☐ No

Do you have a degree (undergraduate and/or graduate)? ☐ Yes ☐ No

Name of College(s)	OFFICE USE ONLY		
	In File	Date Rcvd	Initials
<input type="checkbox"/> Joint Service Transcript (Army, Coast Guard, Marines, Navy) <b>-OR-</b>			
<input type="checkbox"/> Community College of the Air Force (Air Force) are required for veterans.			

### Read, understand, and Initial Each Line to agree:

\_\_\_\_\_ I authorize any staff member in the Solano Community College, Veterans Resource Center to discuss my case with any US Department of Veterans Affairs Representative.

\_\_\_\_\_ I authorize Solano Community College to **request my official Joint Service Transcripts** on my behalf.

\_\_\_\_\_ I authorize Solano Community College to **upload my official Joint Service Transcripts** to the California Community College's MAP Database to determine if my military credit articulates into major and/or GE course credit.

\_\_\_\_\_ I understand that I am required to have an **Education Plan** written by a VA-approved counselor prior to being certified.

\_\_\_\_\_ I understand that I am required to complete an Enrollment Status Form with the Veterans Resource Center **each semester in order to continue my Education Benefits**. A failure to do so will result in an interruption in my Education Benefits.

\_\_\_\_\_ I understand that I will only be certified for classes that are on my VA-approved Education Plan and will not be paid for non-approved classes.

\_\_\_\_\_ I understand that I am required to inform the Veterans Resource Center of **all changes** to my schedule. A failure to do so may result in an overpayment on my part which will result in a debt to the US Department of Veterans Affairs.

\_\_\_\_\_ I understand that I am required to have all **Official Transcripts** sent to Solano Community College **prior to my third semester** of using my Education benefits. A failure to do so will result in an interruption in my Education Benefits.

\_\_\_\_\_ I understand that I am required to submit a copy of my **Certificate of Eligibility** for my education benefit within **one semester** of using my Education benefits. A failure to do so will result in an interruption in my Education Benefits.

\_\_\_\_\_ I understand if I **drop any course(s)** that change my rate of pursuit, I will be required to pay a portion or all of my MHA or Monthly Stipend effective the first day of the semester to the VA.

\_\_\_\_\_ I understand that I am required to **contact the Regional VA Education Office** at the end of every month to verify my enrollment. A failure to do so will result in an interruption of my benefits.

I understand that by signing this form I am acknowledging that I have read all information thoroughly and understand what information has been provided to me.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



# Intake Form

## Veterans Resource Center

Building 2700, Room 2750

4000 Suisun Valley Road

Fairfield, CA 94534

Office: (707) 864-7105 - Fax: (707) 646-2092

E-mail: [veterans@solano.edu](mailto:veterans@solano.edu) Website: <https://solano.edu/centers/veterans-resource-center/>

Full Name		Student ID	
Full SSN		Date of Birth	
VA File Number (Veterans SSN – CH35 Only)		CH35 Only – Are you: <input type="checkbox"/> Spouse <input type="checkbox"/> Child	
Address	City	State	Zip
Phone	Email		

### If you are the Veteran:

Branch of Service: \_\_\_\_\_ Discharge Date: \_\_\_\_\_

Do you have a disability rating with the VA? ☐ No ☐ Yes

Do you have health insurance? ☐ No ☐ Yes

Is your health insurance through the VA? ☐ No ☐ Yes

### CHECK ALL THAT APPLY: Are you interested in information about...

- |                                               |                                                   |                                       |                                            |
|-----------------------------------------------|---------------------------------------------------|---------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Financial Aid        | <input type="checkbox"/> VA Healthcare            | <input type="checkbox"/> Food Sources | <input type="checkbox"/> Book Assistance   |
| <input type="checkbox"/> VR&E (CH31)          | <input type="checkbox"/> Free Tutoring            | <input type="checkbox"/> Housing      | <input type="checkbox"/> EDD Unemployment  |
| <input type="checkbox"/> VA Disability Claims | <input type="checkbox"/> Personal Counseling      | <input type="checkbox"/> Legal Aid    | <input type="checkbox"/> Solano County VSO |
| <input type="checkbox"/> Work Study           | <input type="checkbox"/> Classroom Accommodations | <input type="checkbox"/> Other: _____ |                                            |

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### \*\*VETERANS RESOURCE CENTER STAFF ONLY\*\*

#### Referrals Made

	Financial Aid
	Vocational Rehabilitation
	Disability Claims
	Health Insurance
	Free Tutoring

	Personal Counseling
	Food Sources
	Housing
	Legal Aid
	Book Assistance

	EDD Unemployment
	VSO
	Work-Study
	Other
	Accommodations (ACS)

### Notes:

---



---



---



---



---



---



## Register for Classes

1. Log into <https://falconnect.solano.edu/>
2. Click on the **"Student & Financial Aid"** Tab (top bar)
3. Click on yellow **"Student Self-Service"** logo.
4. Click on **"Add/Drop Classes"** in the **"Student Records"** box (top left).
5. Select the semester you are registering for
6. In the **"Find Classes"** tab you should see a Search feature in the top half, a weekly schedule display in the bottom left, and a Summary of the classes (pending schedule) on the bottom right.
7. Type or select the Subject of the course you are searching for in the **"Subject"** box and click the **"Search"** button
  - a. If you already have the 5-digit CRN for the class(es) that you want to register for, click the **"Enter CRNs"** tab at the top, enter the CRNs, and select the **"Add to Summary"** button. Proceed to step 10.
8. A list of all the classes being offered with that subject will appear in the top half of the page. Browse through the classes and find the date, time, location, and instructor that will work best for you and your schedule.
9. Click the **"Add"** button in the far-right column of the Find Classes section to add the class to your PENDING schedule.

Student • Registration • Select a Term • Register for Classes

### Register for Classes

**Find Classes** Enter CRNs Schedule and Options

**Enter Your Search Criteria** ⓘ

Term: Summer 2025

Open Sections Only ☐

**Subject**

Course Number

Instructional Methods

CRN or Keyword

**Search** Clear ▶ [Advanced Search](#)

Register for Classes

**Find Classes** **Enter CRNs** Schedule and Options

**Enter Course Reference Numbers (CRNs) to Register**

Term: Summer 2025

**CRN**  American Sign Language 1 ASL 001, 0

CRN

+ Add Another CRN **Add to Summary**

Student • Registration • Select a Term • Register for Classes

### Register for Classes

**Find Classes** Enter CRNs Schedule and Options

**Search Results — 5 Classes**  
Term: Summer 2025 Subject: American Sign Language

**List of Available Classes**

ASL	001	American Sign Language 1	3	60328	Carter, Noah (Primary)	S M T W T F S	09:00 AM - 11:35 AM	Type: Lec	In-Person	Main ...	30 of 30 seats r... 5 of 5 waitlist se...	Transferable to UC/CSU	SCC GE: Arts and Humanities IGETC: Area 6 Lang Other Engr CSU GE: Area C2 Humanities	Lecture and...	<b>Add</b>
ASL	001	American Sign Language 1	3	60329	Carter, Noah (Primary)	S M T W T F S	12:00 PM - 02:35 PM	Type: Lec	In-Person	Main ...	29 of 30 seats r... 5 of 5 waitlist se...	SCC GE: Arts and Humanities IGETC: Area 6 Lang Other Engr CSU GE: Area C2 Humanities	Lecture and...	<b>Add</b>	

Page 1 of 1 | 10 Per Page

Records: 5

**Weekly Schedule Display**

Class Schedule for Summer 2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11am							
12pm							
1pm							
2pm							
3pm							

**Summary**

Title	Details	Hours	CRN	Schedule Type	Status	Action
American Sign Language 1	ASL 001, 0	3	60329	Lecture and...	Pending	Register/Registered
Principles of Accounting - Finan...	ACCT 001, 0	4	60022	Lecture and...	Registered	None

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 12

**List of Pending Class Schedule**

**Submit**

10. Once you finalize your schedule, click on **"Submit"** in the bottom right corner.
  - a. If you don't click on **"Submit"** your schedule will not be finalized and you won't be registered for any of the classes until it displays a green **"REGISTERED"**



## Obtain your Schedule

1. Log into <https://falconnest.solano.edu/>
2. Click on the **"Student & Financial Aid"** Tab (top bar)
3. Click on yellow **"Student Self-Service"** logo
4. Click on **"Add/Drop Classes"** in the **"Student Records"** box (top left)
5. Select the semester you are registered for
6. Click on the "Schedule and Options" tab at the top left of the page

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs **Schedule and Options**

Summary

Term: Summer 2025

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path	Date	Status	Message
Principles of Accounting - Financial	ACCT 001 0	4	60022	Lecture and/or discus...	Standard Letter	Undergraduate	None	04/15/2025	Registered	Register/Registered0...

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 12

Records: 1

7. Click on the Print Icon in the top right of the page
8. Right click anywhere on the pop-up and select Print (or CTRL + P on your Keyboard)
9. When the Print screen appears, select **"Save to PDF, Microsoft Print to PDF, or Adobe PDF"** to save the page as a PDF that can be e-mailed to us as an attachment. You can also print to your default printer and then scan the schedule.
10. Save the PDF somewhere on your computer.
11. Attach PDF to an e-mail with your **Enrollment Status Form** and **Account Detail by Term (Bill)** then e-mail everything to [veterans@solano.edu](mailto:veterans@solano.edu) or bring into the Veteran's Resource Center
12. This is what your schedule should look like:

Select a destination

Search destinations

- Save as PDF
- OneNote for Windows 10
- Microsoft Print to PDF
- Computer Lab Printer http://172.16.183.3:65001
- Adobe PDF
- Follow\_You on km\_papercut

SOLANO COMMUNITY COLLEGE

Summer 2025 Schedule

Classification: Other Undergraduate Level: Undergraduate  
College: Career Technical Education Major: CIS: Comp Science (AS-T)  
Department: Computer Information Science

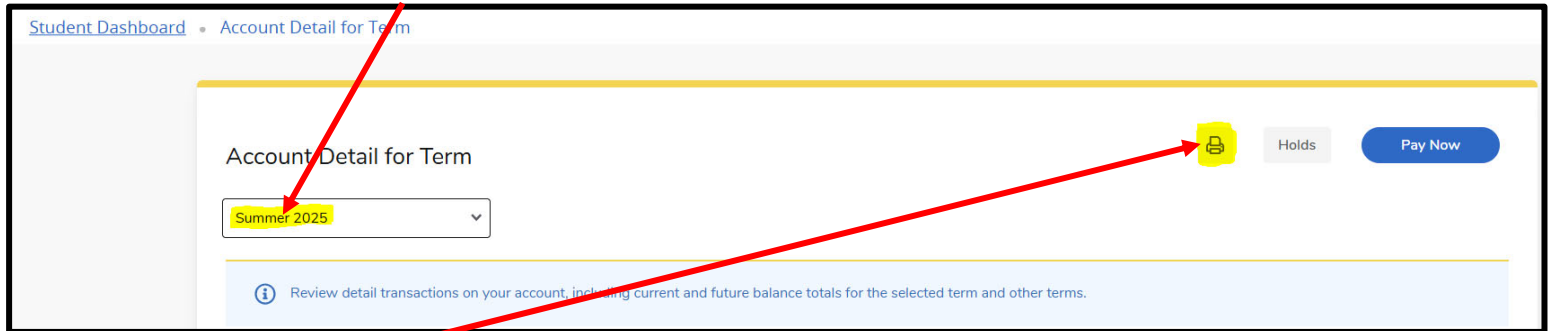
Title	Course Details	Credit Hours	CRN	Meeting Times
Principles of Accounting - Financial	ACCT 001 0	4 0	60022	06/09/2025 - 08/01/2025 Monday, Tuesday, Wednesday, Thursday, Friday Main Campus - Fairfield, On Line Course Beam, Erica

Total Hours | Registered: 4 | Billing: 4 | CEU: 0

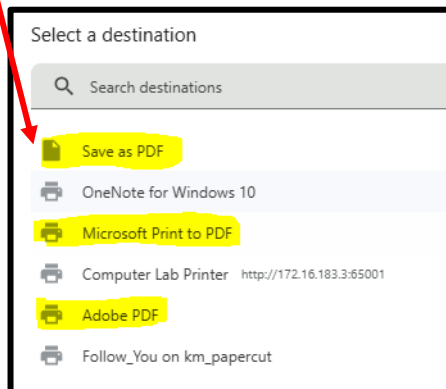
This is a general view of your term schedule. Download your schedule for a weekly view.

## Obtain your Bill

1. Log into <https://falconnest.solano.edu/>
2. Click on the **"Student & Financial Aid"** Tab (top bar)
3. Click on yellow **"Student Self-Service"** logo
4. Click on **"Account Detail by Term"** in the **"Student Records"** box (top left)
5. Select the semester you are registered for



1. Click on the **Print** icon in the top right of the page
2. Right click anywhere on the pop-up and select Print (or CTRL + P on your Keyboard)
3. When the Print screen appears, select **"Save to PDF, Microsoft Print to PDF, or Adobe PDF"** to save the page as a PDF that can be e-mailed to us as an attachment. You can also print to your default printer and then scan the schedule.



4. Save the PDF somewhere on your computer.
5. Attach PDF to an e-mail with your **Enrollment Status Form and Schedule** then e-mail to [veterans@solano.edu](mailto:veterans@solano.edu) or bring into the Veteran's Resource Center
6. This is what your schedule should look like:

04/15/2025

Account Detail for Term

Review detail transactions on your account, including current and future balance totals for the selected term and other terms.

Summer 2025

Detail Code	Description	Charge	Payment
FENR	Enrollment Fee	\$184.00	
FHLT	Health Fee	\$8.00	
FSRF	Student Representation Fee	\$2.00	
FSTA	Transportation Fee	\$4.00	
8008	CCPG/BOGFW B ISIR		\$184.00
Total		\$198.00	\$184.00

Net Term Balance \$14.00

Net Balance for Other Terms \$0.00

Current Amount Due as of 06/09/2025 \$14.00

Amount for current activity from all terms.

Account Balance \$14.00

Sum of all transactions, without regard to term or effective date of transactions.

Authorized Financial Aid as of 06/09/2025

No Authorized Financial Aid exists on your record for the selected term.

Authorized Financial Aid Balance \$0.00

Current Due net of Authorized Financial Aid \$14.00

Account Balance net of Authorized Financial Aid \$14.00

Memos as of 06/09/2025

No pending transactions exist on your record for the selected term.


Memo Balance \$0.00

Current Due net of Authorized Financial Aid and Memos \$14.00

Account Balance net of Authorized Financial Aid and Memos \$14.00

## Complete an Enrollment Status Form

1. Visit the VRC Website: <https://solano.edu/centers/veterans-resource-center/forms.php>
2. Right click on **"Enrollment Status Form"**
3. Select **"Save Link as..."** and save the PDF somewhere on your computer
4. Open the PDF that you just downloaded using Adobe Acrobat Reader
  - a. If you don't already have Adobe Acrobat Reader, you can get it for free from <https://get.adobe.com/reader/> make sure you **deselect** the optional **"More add-ons"** on the website before you download and install Adobe Acrobat Reader.
5. Ensure that the Enrollment Status Form that you're completing is dated 9/30/2025 or later in the bottom right corner next to **"Form Revision Date"**
6. Complete the Gray-Blue areas that indicate the form is electronically fillable
7. Save the PDF and e-mail it to [veterans@solano.edu](mailto:veterans@solano.edu) along with your **schedule and account detail by term**. You can also bring them into the Veterans Resource Center.



**SOLANO**  
COMMUNITY COLLEGE

**Enrollment Status Form**  
Veterans Resource Center  
Building 2700, Room 2750  
4000 Suisun Valley Road  
Fairfield, CA 94534  
Office: (707) 864-7105 - Fax: (707) 646-2092  
E-mail: [veterans@solano.edu](mailto:veterans@solano.edu) Website: <https://welcome.solano.edu/vrc-homepage>

If you don't submit a schedule/bill with this form, your paperwork will not be processed.

Full Name: John Doe		Last 4 SSN: 1234		Student ID: 106911111	
Term to be certified: <input checked="" type="checkbox"/> Spring 2026 <input type="checkbox"/> Summer 20 <input type="checkbox"/> Fall 20					
Benefit: <input type="checkbox"/> CH30 <input type="checkbox"/> CH31 <input checked="" type="checkbox"/> CH33 Veteran <input type="checkbox"/> CH33 Dependent <input type="checkbox"/> CH35 <input type="checkbox"/> CH1606 <input type="checkbox"/> Fry Scholarship					
Are you utilizing Solano College ASC (Accessibility Services Center)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Has your contact information changed recently (If Yes, update below)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Address:		City:		State:	Zip:
Phone:		Email:			
Course(s) Added Ex: ENGL 001	Units	Office Use	Course(s) Dropped Ex: ENGL 001	Units	Today's Date
MATH 020	4				
CHEM 001	5				
MUSC 013	3				
Total Units: 12		Total Units:			

**Read, understand, and Initial Each Line to agree:**

JD ☐ I authorize any staff member in the Solano Community College, Veterans Resource Center to discuss my case with any US Department of Veterans Affairs Representative.

JD ☐ I authorize Solano Community College to request my official Joint Service Transcripts on my behalf.

JD ☐ I authorize Solano Community College to upload my official Joint Service Transcripts to the California Community College's MAP Database to determine if my military credit articulates into major and/or GE course credit.

JD ☐ I understand that I am required to have an Education Plan written by a VA-approved counselor prior to being certified.

JD ☐ I understand that I am required to complete an Enrollment Status Form with the Veterans Resource Center each semester in order to continue my Education Benefits. A failure to do so will result in an interruption in my Education Benefits.

JD ☐ I understand that I will only be certified for classes that are on my VA-approved Education Plan and will not be paid for non-approved classes.

JD ☐ I understand that I am required to inform the Veterans Resource Center of all changes to my schedule. A failure to do so may result in an overpayment on my part which will result in a debt to the US Department of Veterans Affairs.

JD ☐ I understand that I am required to have all Official Transcripts sent to Solano Community College prior to my third semester of using my Education benefits. A failure to do so will result in an interruption in my Education Benefits.

JD ☐ I understand that I am required to submit a copy of my Certificate of Eligibility for my education benefit within one semester of using my Education benefits. A failure to do so will result in an interruption in my Education Benefits.

JD ☐ I understand if I drop any course(s) that changes my rate of pursuit, I will be required to pay a portion or all of my MHA or Monthly Stipend effective the first day of the semester to the VA.

JD ☐ I understand that if I am receiving Chapter 30, 33, or 1606 benefits, I am required to contact the regional VA Education Office at the end of every month to verify my enrollment. A failure to do so will result in an interruption of my benefits.

I understand that by signing this form I am acknowledging that I have read all information thoroughly and understand what information has been provided to me. I certify that: I am legally enrolled in the above courses, I am not repeating any course for which I have previously received credit, and all information provided is current and correct.

SIGNATURE John Doe DATE 9/30/2025

Form Revision Date: 3/31/2025



## Enrollment Status Form

### Veterans Resource Center

Building 2700, Room 2750

4000 Suisun Valley Road

Fairfield, CA 94534

Office: (707) 864-7105 - Fax: (707) 646-2092

E-mail: [veterans@solano.edu](mailto:veterans@solano.edu) Website: <https://solano.edu/centers/veterans-resource-center/>

## **MONTHLY ENROLLMENT VERIFICATION REQUIREMENT**

**Chapter 30, 33, 35, and 1606 Beneficiaries are required to verify their enrollment hasn't changed at the end of the month to receive your monthly stipend.**

1. Call the VA monthly at 1-888-442-4551
2. Call the VA once and opt into automated monthly **text message** or **e-mail** verification
3. Online Options:
  - A. **Chapter 33– Post 9/11 GI Bill®**  
<https://www.va.gov/education/verify-school-enrollment/enrollment-verifications/>
  - B. **Chapter 30 & Chapter 1606—Montgomery GI Bill® & Selected Reserve**  
<https://www.va.gov/education/verify-school-enrollment/mgib-enrollments/>
  - C. AskVA  
<https://ask.va.gov/>

~~**Chapter 35—Dependents Educational Assistance** beneficiaries can only verify enrollment through phone, automated e-mail, or AskVA.~~

- ~~1. Call the VA at 1-888-442-4551 to opt into automated e-mail verification.
  2. Upload VA Form 22-8979 to AskVA  
<https://www.va.gov/find-forms/about-form-va-form-22-8979/>~~

**Failure to verify your enrollment could result in the VA withholding your monthly stipend until you contact them.**

## **CH33 and CH31 IN-PERSON CLASS REQUIREMENT**

CH33 and CH31 Students are **REQUIRED** to enroll in **ONE** in-person course to receive the full in-person **housing stipend**. Eligibility for the in-person housing stipend only lasts for the duration of the in-person class.



# Enrollment Status Form

## Veterans Resource Center

Building 2700, Room 2750

4000 Suisun Valley Road

Fairfield, CA 94534

Office: (707) 864-7105 - Fax: (707) 646-2092

E-mail: [veterans@solano.edu](mailto:veterans@solano.edu) Website: <https://solano.edu/centers/veterans-resource-center/>

**Please include a schedule and account detail by term with your submission. Your paperwork will not be processed if they aren't included.**

Full Name:			Last 4 SSN:			Student ID:		
Term to be certified: <input type="checkbox"/> Spring 20____ <input type="checkbox"/> Summer 20____ <input type="checkbox"/> Fall 20____								
Benefit: <input type="checkbox"/> CH30 <input type="checkbox"/> CH31 <input type="checkbox"/> CH33 Veteran <input type="checkbox"/> CH33 Dependent <input type="checkbox"/> CH35 <input type="checkbox"/> CH1606 <input type="checkbox"/> Fry Scholarship								
Are you utilizing Solano College ASC (Accessibility Services Center)? <input type="checkbox"/> Yes <input type="checkbox"/> No								
Has your contact information changed recently (If Yes, update below)? <input type="checkbox"/> Yes <input type="checkbox"/> No								
Address:				City:		State:		Zip:
Phone:				Email:				
<b>Course(s) Added</b> Ex: ENGL 001	<b>Units</b>	<b>Office Use</b>	<b>Course(s) Dropped</b> Ex: ENGL 001	<b>Units</b>	<b>Today's Date</b>	<b>Office Use</b>		
<b>Total Units:</b>			<b>Total Units:</b>					

### Read, understand, and Initial Each Line to agree:

- \_\_\_\_\_ I authorize any staff member in the Solano Community College, Veterans Resource Center to discuss my case with any US Department of Veterans Affairs Representative.
- \_\_\_\_\_ I authorize Solano Community College to **request my official Joint Service Transcripts** on my behalf.
- \_\_\_\_\_ I authorize Solano Community College to **upload my official Joint Service Transcripts** to the California Community College's MAP Database to determine if my military credit articulates into major and/or GE course credit.
- \_\_\_\_\_ I understand that I am required to have an **Education Plan** written by a VA-approved counselor prior to being certified.
- \_\_\_\_\_ I understand that I am required to complete an Enrollment Status Form with the Veterans Resource Center **each semester in order to continue my Education Benefits**. A failure to do so will result in an interruption in my Education Benefits.
- \_\_\_\_\_ I understand that I will only be certified for classes that are on my VA-approved Education Plan and will not be paid for non-approved classes.
- \_\_\_\_\_ I understand that I am required to inform the Veterans Resource Center of **all changes** to my schedule. A failure to do so may result in an overpayment on my part which will result in a debt to the US Department of Veterans Affairs.
- \_\_\_\_\_ I understand that I am required to have all **Official Transcripts** sent to Solano Community College **prior to my third semester** of using my Education benefits. A failure to do so will result in an interruption in my Education Benefits.
- \_\_\_\_\_ I understand that I am required to submit a copy of my **Certificate of Eligibility** for my education benefit within **one semester** of using my Education benefits. A failure to do so will result in an interruption in my Education Benefits.
- \_\_\_\_\_ I understand if I **drop any course(s)** that change my rate of pursuit, I will be required to pay a portion or all of my MHA or Monthly Stipend effective the first day of the semester to the VA.
- \_\_\_\_\_ I understand that I am required to **contact the Regional VA Education Office** at the end of every month to verify my enrollment. A failure to do so will result in an interruption of my benefits.

I understand that by signing this form I am acknowledging that I have read all information thoroughly and understand what information has been provided to me. I certify that: I am legally enrolled in the above courses, I am not repeating any course for which I have previously received credit, and all information provided is current and correct.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



# VA Education Beneficiary Out of State Tuition Waiver

## Veterans Resource Center

Building 2700, Room 2750

4000 Suisun Valley Road

Fairfield, CA 94534

Office: (707) 864-7105 - Fax: (707) 646-2092

E-mail: [veterans@solano.edu](mailto:veterans@solano.edu) Website: <https://solano.edu/centers/veterans-resource-center/>

While you are attending Solano Community College and receiving VA Education Benefit such as Chapter 30—Montgomery GI Bill®, Chapter 31—Veterans Readiness & Employment, Chapter 33—Post 9/11 GI Bill®, or Chapter 35—Dependents Educational Assistance, if you are being classified as an out of state resident & being charged the out of state tuition rate, the [Isakson and Roe Veterans Health Care and Benefits Improvement Act of 2020](#) and [Colonel John M. McHugh Tuition Fairness for Survivors Act of 2021](#) allows us to change your Solano Community College residency status to reflect the in-state tuition rate.

Full Name		Last 4 SSN	
Student ID	Date of Birth		
Address	City	State	Zip
Phone	Email		

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

OFFICE USE ONLY	
<b>Petition Refers to:</b> <input type="checkbox"/> Spring 20____ <input type="checkbox"/> Summer 20____ <input type="checkbox"/> Fall 20____	
<b>Eligibility Criteria:</b> <input type="checkbox"/> Veteran <input type="checkbox"/> Spouse <input type="checkbox"/> Child	
<b>Eligible Benefits:</b> <input type="checkbox"/> CH30 <input type="checkbox"/> CH31 <input type="checkbox"/> CH33 Veteran <input type="checkbox"/> CH33 Dependent <input type="checkbox"/> CH35 <input type="checkbox"/> Fry Scholarship	
<b>Eligibility Documentation:</b> <input type="checkbox"/> VA Certificate of Eligibility <input type="checkbox"/> DD-214 <input type="checkbox"/> Tungsten PO	
Veterans Resource Center Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Veterans Resource Center Director or School Certifying Official: _____	
Veterans Resource Center Action: <input type="checkbox"/> Residency Changed	
Veterans Resource Center School Certifying Official: _____	



# Priority Registration Request

## Veterans Resource Center

Building 2700, Room 2750

4000 Suisun Valley Road

Fairfield, CA 94534

Office: (707) 864-7105 - Fax: (707) 646-2092

E-mail: [veterans@solano.edu](mailto:veterans@solano.edu) Website: <https://solano.edu/centers/veterans-resource-center/>

If you are a Veteran or member of the Armed Forces of the United States you could be eligible for priority registration. Priority registration means you will be in the first group of students who are allowed to register for classes each semester.

Please fill out this form and e-mail it along with the necessary proof of service to [veterans@solano.edu](mailto:veterans@solano.edu)

For information on Priority Registration you can reference [CA Code of Regulations Title 5 Education Code Section 58108 \(d\) \(1\) or Education Code 66025.8.](#)

Full Name	Last 4 SSN	Student ID
Phone	Email	
<p>Requirements to be awarded priority registration:</p> <p><b><u>INITIAL each line acknowledging they are complete</u></b></p> <p>_____ Education plan generated by a Solano Community College education counselor, or a copy of your Education Plan from another California State College (Community College, CSU, UC) if you are a <b><u>Guest Student</u></b>.</p> <p>_____ New Student Orientation <a href="https://www.solano.edu/admissions/orientation-home.php">https://www.solano.edu/admissions/orientation-home.php</a> (exempt if you've previously attended another college)</p> <p>_____ Provide proof of service (see below)</p> <ul style="list-style-type: none"> <li>• Active-duty/Reservists/National Guard – Military Orders or Active-duty Leave and Earnings Statement (LES)</li> <li>• Veterans - DD214 (member 4 or copy 2 or 7), CA Driver's License with Veterans Designation, or VA Card</li> </ul>		

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

OFFICE USE AREA	
TASK	INITIALS
Verify student has an education plan Degree Works OR student's file	
Verify student doesn't have a <b><u>ACTIVE</u></b> "Mandatory Orientation Hold." - SOAHOLD	
Assign VETC & VMIS code in Additional Identification—SPAIDEN	
Assign 1010 code for upcoming semester(s) - SFARGRP <b><u>(Only if the student is trying to register for classes RIGHT NOW and we can't wait for the overnight rollover)</u></b>	
<p>If student is using VA Benefits -&gt; Save form in student file (last 4) (last name) Priority Registration Request (Date processed) (Initials)</p> <p>If student is not using VA Benefits -&gt; Save in the "Processed" Priority Registration folder (First Name) (Last Name)</p>	



**Solano Community College**

**Admissions and Records**

**Request for Official Transcript Review and Unit Posting**

SCCID #:		Date of Birth:	
Last Name:			
First Name:			
Email:			
Phone:			

School(s) that you requested to have transcripts sent to Solano **FROM**:

1)	2)		
3)	4)	5)	6)

**Transfer Unit Posting – MUST have OFFICIAL transcripts on file**

- Only college level classes that were taken and passed at a regionally accredited college will be posted.
- Only **OFFICIAL** transcripts from your previous institutions can be used for evaluation.
- Transfer unit posting may take up to 8 - 10 weeks after the receipt of this form **AND** receipt of a copy of ALL official transcripts listed above.
- Requests for which we have received transcripts are processed in the order the Request for Transcript Review was received.
- If you submit this form to us prior to our receiving your transcript(s) from another school(s), we will hold it for no more than one year.
- If you recently requested to have transcripts sent to us from another school for evaluation, in order for us to take any action you **MUST** be enrolled at Solano **AND** have submitted this form.
- Transcripts received without a request for evaluation and unit posting will not be evaluated.

**I agree with the above guidelines and wish to have my units reviewed and transferred.**

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

LAST NAME

FIRST NAME

OFFICIAL USE ONLY

SCCID #

# Admissions and Records Petition Substitution of Degree Requirements

Rec'd By: \_\_\_\_\_

Date: \_\_\_\_\_



Graduation: (expected)

☐ Fall ☐ Spring ☐ Summer Year: \_\_\_\_\_

SCCID#: \_\_\_\_\_

Major: \_\_\_\_\_

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

City/ State/Zip: \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

## Select one:

**MAJOR Requirement:** (Must have signature of School Dean or petition will be denied)

☐ Substitution (Course for course **ONLY**. Course descriptions or syllabus **AND** official transcript **MUST** be provided or petition will be denied.)

**GENERAL EDUCATION Requirement (GE):** (Approval/denial given by A&R Dean or Designee)

☐ Substitution Only (Course descriptions/syllabus and transcript **MUST** be attached or petition will be denied.)

☐ DD295 or DD214 with Honorable Discharge (Dean signature is not required)  
(Meets requirements for SCC GE Option A Health and Kinesiology & CSU GE Option C Area E)

☐ Waiver of GE Requirements due to a previously completed BA/BS degree from a regionally accredited college or university. Official transcript evaluation by Solano is required. Degrees earned Internationally do not qualify.

Course Title or Work Experience	Course Title/Number	Semester Units	Grade	College Where Taken	Semester/ Year	SCC Class Title / # you wish to substitute for: (Example: ENGL 001)	Approve/Deny

Reason for Request:(to be completed by student)

Counselors Notes:

Student's Signature (Required)

Date

Telephone No.

## OFFICE USE ONLY

Action of Dean of School (major requirement) or A&R Dean or designee (GE requirement)

☐ **Denied** - The requested substitution or waiver *does not* meets the spirit of intent of the requirement. ☐ Approved Waiver

☐ **Approved Substitution** - The requested substitution meets the spirit of intent of the requirement. ☐ Credit-by-Exam

Faculty Recommendation (optional): \_\_\_\_\_

Print Faculty Name: \_\_\_\_\_

(Required only if Faculty input is requested by Dean)

Date: \_\_\_\_\_ Print Dean's Name: \_\_\_\_\_ Dean Signature: \_\_\_\_\_

(Required)

(Required)

Date: \_\_\_\_\_ Print A&R Dean or designee Name: \_\_\_\_\_ Sign: \_\_\_\_\_

Comments:

## **Substitution/Waiver Information and Instructions**

### **Instructions to Students:**

1. Student to complete form in pen, sign and date. Form can also be submitted electronically.
2. Attach OFFICIAL TRANSCRIPT and all course descriptions from previous institutions that support each class that you are requesting a substitution for. Course descriptions must be from the year the class was taken.
3. It is HIGHLY SUGGESTED that you complete and review this petition with a Solano College Counselor before submitting to the A&R Office.
4. Only classes where a substitution is being requested should be included on the form. DO NOT include the entire transcript on the petition.
5. Submit form to A&R Office, either in person in Building 400, Fairfield Campus, or by submitting along with all supporting documentation to [admissions@solano.edu](mailto:admissions@solano.edu)
6. A&R Office will review and if School Dean signature is required, A&R will send to the School Dean's office.
7. School Dean will return the signed form to A&R once their review is complete.
8. A&R Office will process and email a copy to the students preferred email address on record.

### **Instructions to Counselors: Before signing the petition, please:**

1. Check <https://assist.org/> to see if there is established course equivalency already in place. If there is, please DO NOT submit a substitution petition.
2. Check <https://c-id.net/> to see if there is an equivalent C-ID approval for the course and/or if for a TMC/ADT, it is an appropriate substitution.
3. Only classes where a substitution is being requested should be included on the petition. DO NOT include the entire listing of classes on a transcript on the petition. Reminder: If a student has completed a BS/BA degree from a regionally accredited institution, they may be eligible for GE reciprocity.
4. Substitution petition review by A&R will not result in unit posting to Banner or DegreeWorks. If unit posting is needed, please submit a Request for Transfer Review Form: <https://www.solano.edu/admissions/Important-Resources/ar-forms.php>
5. Please include notes providing justification and/or insight.

### **General Information about the Substitution of Coursework Process:**

1. Please reference the SCC online catalog for Solano course information and course descriptions.
2. Ideally, this form should be completed and submitted well in advance of petitioning for your degree and/or certificate.
3. Please identify your major when completing this form as this may affect the outcome of the decision.
4. Please identify the term in which you intend to graduate when completing this form.
5. If you are using courses from another institution, that institution must be regionally accredited. To determine whether or not a school is regionally accredited, please visit: <http://ope.ed.gov/accreditation/Search.aspx>
6. Major substitutions must be approved by the School Dean of the major is listed in the catalog. The School Dean will review in consultation with an appropriate faculty member.
7. General Education (GE) substitution must be approved by the Dean of A&R, or designee. If you disagree with the determination made, you should first consult with the A&R Office. If resolution cannot be reached, please complete an Appeal Petition.
8. The School Dean has the option to request/advise Credit-by-Exam in lieu of waiving a course.