

# Veterans Benefit Summary

**Purpose:** Use this as a reference for how to view the Veterans Benefit Summary.

**Audience:** Veterans Coordinator.

! You must have at least one of these local college-managed security roles:

- ZD SR Super User
- ZD SR Veterans
- ZZ SR Veterans

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

School Certifying Officials first create a Veterans Benefit Summary when managing student veterans benefits information. Visit the QRG [Veterans Benefit Reporting Overview](#) for more details.

## Veterans Benefit Summary

**Navigation:** Records and Enrollment > Enrollment Reporting > Veterans Benefit Reporting > Veterans Benefit Summary

1. The **Veterans Benefit Summary** search page displays.
2. The default option is **Find an Existing Value**. Select **Search** to view existing values.
3. Click the **Add a New Value** tab to enter a new veteran.
4. Add the student's EMPLID number to the **ID** field.
5. Enter or look up the **Academic Institution** by selecting the looking glass.
6. Enter or look up the **Term** by selecting the looking glass.
7. Select the **Add** button.
8. The **Veterans Benefit Summary** tab displays.

## Bio Demo Details

1. Enter **Active Duty** - Yes or No.
2. Enter **VA Spouse** - Yes or No.

3. Enter **VA Dependent** - Yes or No.
4. Select the appropriate **Military Branch**.
  - a. Army
  - b. Air Force
  - c. Coast Guard
  - d. Marine Corps
  - e. Navy
  - f. Space Force
5. **Person Record** link: The **Person Record** link directs SCOs to the Add/Update a Person page for updating the student's biographical and demographic information.
6. **Yellow Ribbon**: If this check box is selected, the Tuition Worksheet displays the Yellow Ribbon section.

## Academic Details

 The **Academic Details** panel includes the **Academic Summary** and **Residency, GPA, and Academic Standing** tabs.

## Academic Summary Tab

 The student's **Academic Summary** information is derived from the ACAD\_PROG table.

1. **Academic Career**: UGRD or CNED
2. **Admit Term**: By default, the Admit Term value is the matriculated admissions term.
3. **Academic Level**: Units determine the Academic Level--Freshman or Sophomore.
4. **Program Status**: As of the row's effective date on the Student Program Plan page, the Program Status determines the relationship to the specified program.
5. **Effective Date**: An Effective Date appears on the Student Program Plan page to indicate the date on which the Program Action and all other values are in effect.
6. **Academic Load**:
  - a. Dual (NLD)
  - b. Full-Time
  - c. Part-Time
  - d. Part-time Vocational Tr (NLD)
  - e. Vocational Coaching (NLD)
  - f. Vocational Training (NLD)
7. **Academic Program**: The Academic Program displays and is required to activate a student.
8. **Academic Plan**: Academic Plan code displays and is required to activate a student.

9. **Academic Subplan:** The Academic Subplan indicates the specialization of the Academic Plan.

## Residency, GPA, and Academic Standing Tab

1. **Residency:** The official residency data displays:
  - a. **In State:** **Military members** (including national guard and reservists), veterans, and dependents (spouses, former spouses, and children) eligible for VA Educational Assistance or Rehabilitation Benefits pay In State tuition and fees.
  - b. International
  - c. Out of State
  - d. Undetermined
2. **Appeal Status:**
  - a. None
  - b. Accepted
  - c. Denied
  - d. In Progress
  - e. Suspended
3. **Residency:** College SCOs can access residency data by clicking the Residency link.
4. **Academic Standing Action:** The Academic Standing process populates this information based on the Academic Standing Rules.
5. **Acad Standing Effective Date:** Standings go into effect on the Acad Standing Effective Date.
6. **Cumulative GPA:** GPA calculated based on units taken.

## Federal Benefit Details

1. **Attribute:** To generate a Veterans Tuition Worksheet, select an Attribute value. Activate the Attribute drop-down menu and determine a value.
2. **Comments:** Add additional Federal Benefit information.
3. **Last Update Date/Time:** The date and time populate after saving the page.
4. **Updated By:** After you save the page, the staff member's EMPLID populates.

## Attachments Tab

1. In the **File Attachments** panel, select the **Add Attachment** button to upload supporting veteran documentation (e.g. DD-214, COE, etc.).
2. Using the **Browse** button, select a file from your computer.
3. File name displays. Click **Upload**.
4. To delete/resubmit a file, select the **minus [-] icon** to the right of the **View** link. Message box appears. Confirm deletion by selecting **OK**.
5. At the bottom of the page, click **Save**.
6. The **Audit** tab displays all attached files. The Audit feature does not record deletions.

## Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

## View Tutorial Via Panopto

View the external link to [Veterans Benefit Summary](#). This link will open in a new tab/window.