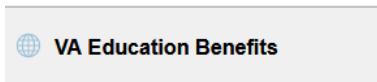


# UNLV | MILITARY & VETERAN SERVICES CENTER

## Update a current Certification Request to add classes

Step	Action						
1.	<p>Log in to your <a href="#">MyUNLV</a> account. It is recommended that you use Google Chrome to complete this process. Additionally, we don't recommend using the back button in the browser. Please use the left side navigation to toggle back and forth between pages once you are in the Certification Request area of the portal.</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div data-bbox="282 640 605 930"> </div> <div data-bbox="664 640 932 930"> <table border="1"> <thead> <tr> <th>Instructions</th> </tr> </thead> <tbody> <tr> <td>Service Details</td> </tr> <tr> <td>Semester Profile</td> </tr> <tr> <td>Supplemental Documents</td> </tr> <tr> <td>Choose Classes for Cert</td> </tr> <tr> <td>Acknowledgements and Submit</td> </tr> </tbody> </table> </div> </div> <p>Reminders:</p> <ul style="list-style-type: none"> <li>• <b>Read all instructions provided throughout this process carefully.</b></li> <li>• Contact the MVSC office if you have any questions. Phone: 702-895-2290 Email: <a href="mailto:veterans@unlv.edu">veterans@unlv.edu</a> Location: SSC-A, Room 311</li> </ul> <p><b>Note for mobile users:</b></p> <ul style="list-style-type: none"> <li>• If using a smart phone or tablet you will need to click on the blue button to expand the left side navigation portion of this process. This will be required if you want to toggle between pages.</li> </ul> <div data-bbox="293 1287 386 1436"> </div>	Instructions	Service Details	Semester Profile	Supplemental Documents	Choose Classes for Cert	Acknowledgements and Submit
Instructions							
Service Details							
Semester Profile							
Supplemental Documents							
Choose Classes for Cert							
Acknowledgements and Submit							
2.	<p><b>Search for the VA Education Benefits Page.</b></p> <p>Process Notes:</p> <ul style="list-style-type: none"> <li>• Click the <i>Resources</i> tile on your <i>Rebel Student Homepage</i>.</li> </ul> <div data-bbox="293 1644 609 1885"> </div>						

- Click the *VA Educations Benefits* option found in the left side navigation.



3. Determine which Certification Request you need to modify from the displayed list.

Process Notes:

- Click the value in the *Term* field for the term you wish to modify.

Term	VA Chapter	Certification Status	Student Status	Additional Notes	Status Date
1 2020 Summer	Chapter 33: Post-9/11 GI Bill (Veteran)	VERIFY	Your certification request has been routed to the MVSC for the preparation and verification needed to certify.		05/13/2020
2 2020 Fall	Chapter 33: Post-9/11 GI Bill (Veteran)	INITIATED	Your certification request has been initiated and submitted for processing.		05/11/2020

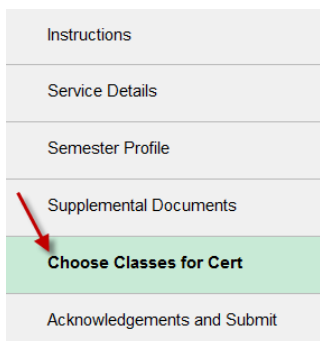
Note: A Certification Request **cannot** be modified if it is in **ROUTED** status. You will need to check back and modify the selected term once the status has changed out of **ROUTED**.

Term	VA Chapter	Certification Status	Student Status	Additional Notes	Status Date
1 2020 Summer	Chapter 33: Post-9/11 GI Bill (Veteran)	ROUTED	Your certification request has been routed to your advising center for course applicability approval.	Re-routed for additional course approval due to second major.	05/11/2020
2 2020 Fall	Chapter 33: Post-9/11 GI Bill (Veteran)	INITIATED	Your certification request has been initiated and submitted for processing.		05/11/2020

4. Navigate to the *Choose Classes for Cert* page.

Process Notes:

- Click the *Choose Classes for Cert* page found in the left side navigation.



- Select the degree applicable classes for certification by moving the toggle to Yes in the *Request Certification* field for each additional class you wish to have certified.

Class	Class Code	Description	Status	Request Certification
82082	AES-230-1002	USAF Team/Ldrshp Fund I	Enrolled	<input checked="" type="checkbox"/> Yes
82157	SOC-415-1001	World Population Prib	Enrolled	<input checked="" type="checkbox"/> Yes
83297	PHIL-242-1010	Ethics Engrs/Scientists	Enrolled	<input checked="" type="checkbox"/> Yes
84537	ME-302-1001	Materials Mechanics	Enrolled	<input checked="" type="checkbox"/> Yes
84539	ME-302L-1002	Mech Test Lab	Enrolled	<input checked="" type="checkbox"/> Yes
84984	ME-402-1001		Enrolled	<input checked="" type="checkbox"/> Yes
87719	ME-311-1002	Engr Thermodyn I	Enrolled	<input type="checkbox"/> No

- Click the **Save & Next** button

Class	Class Code	Description	Status	Request Certification
82082	AES-230-1002	USAF Team/Ldrshp Fund I	Enrolled	<input checked="" type="checkbox"/>
82157	SOC-415-1001	World Population Prb	Enrolled	<input checked="" type="checkbox"/>
83297	PHIL-242-1010	Ethics Engrs/Scientists	Enrolled	<input checked="" type="checkbox"/>
84537	ME-302-1001	Materials Mechanics	Enrolled	<input checked="" type="checkbox"/>
84539	ME-302L-1002	Mech Test Lab	Enrolled	<input checked="" type="checkbox"/>
84984	ME-402-1001		Enrolled	<input checked="" type="checkbox"/>
87719	ME-311-1002	Engr Thermodyn I	Enrolled	<input checked="" type="checkbox"/>



5. Scroll to the bottom of the **Acknowledgement and Submit** page.

Process Notes:

- Click the **Submit** button.

I understand that I must ensure submission of my military transcripts to UNLV Admissions prior to the start of my third semester. Failure to submit transcripts for evaluation prior to my third semester will result in UNLV reporting missing transcripts to the VA.

7 To obtain military transcripts: Yes ▾  
 Army/Navy/Marines/Coast Guard: [JST Website](#) (click 'Advanced' then 'Proceed to jst.doded.mil')  
 Air Force: [Air University Website \(CCAF\)](#)

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I understand that I may seek FREE assistance from the various tutoring/academic resources around campus, such as:

8 Yes ▾  
[UNLV Academic Success Center Tutoring](#)  
[UNLV Academic Success Center Supplemental Instruction](#)  
[UNLV Writing Center \(also here\)](#)  
[UNLV Libraries](#)  
[UNLV Department of Mathematical Sciences Tutoring Clinic](#)

Should I find myself academically struggling at any point, I will immediately reach out to my resources for assistance.



- Click the **Yes** button when the **Are you sure you want to Submit this Certification Request?** pop-up appears.

Are you sure you want to Submit this Certification Request?

- Click the **OK** button when the **Your certification request has been initiated...** pop-up appears.

Your certification request has been initiated and is in a queue waiting to be routed to your advising center/graduate coordinator for course applicability approval.

- |    |  |
|----|--|
| 6. | <b>IMPORTANT REMINDERS</b> <ul style="list-style-type: none"><li>• A Certification Request will need to be completed for each semester you wish to use your benefit.</li><li>• Only degree applicable classes can be certified to the VA.</li><li>• VA requires valid proof of need for preparatory classes such as MATH95/MATH95CX, MATH96/MATH96CX, ENG101E, and CHEM103. <i>Proof of need can be provided in the form of transfer credit, ACT/SAT exams, ALEKS, and departmental placement tests.</i></li><li>• VA only approves the minimum requirements needed for graduation. Minors are not approved.</li><li>• If you add a class or get in a waitlisted class after you submit the update request you will need to complete this process again.</li><li>• To check the <i>Status</i> of your Certification Request log in to your MyUNLV portal. Please reference the <i>Certification Request – Status Check</i> instruction set for details.</li><li>• To make changes to a certification request, other than adding classes, please reference the <i>Certification Request – Update Entry</i> instruction set for details.</li></ul> |
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