

## Academic Advisor Letter



VETERANS RESOURCE CENTER  
STUDENT AFFAIRS

**Academic Advisors: Complete the bottom of this form and attach the student's Curriculum Sheet or Plan of Study and send to [veterans@auburn.edu](mailto:veterans@auburn.edu).**

**TO BE FILLED OUT BY STUDENT: Student Information (please print)**

<b>Student Name:</b>						
<b>Auburn ID #:</b>						
<b>Please select your applicable category:</b>	<input type="checkbox"/> Veteran	<input type="checkbox"/> Service Member	<b>Please select your chapter of benefits:</b>	<input type="checkbox"/> 30	<input type="checkbox"/> 31	<input type="checkbox"/> 33
	<input type="checkbox"/> Dependent	<input type="checkbox"/> Survivor		<input type="checkbox"/> 35	<input type="checkbox"/> 1606	
<b>Major:</b>			<b>College at AU:</b>			
<b>Is this a change of major?</b>	<input type="checkbox"/> yes	<input type="checkbox"/> no	<b>Effective Semester:</b>	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer

**All Students**

- The VA only authorizes "rounding out" in the student's graduating term. In a student's graduating term, as long as the student takes at least one degree applicable class, the student can register for other classes of their choosing in order to satisfy the full-time requirement. This is called "rounding out."
- The VA will only pay for classes that are degree applicable, core subjects and approved electives and for majors that are approved by the Alabama State Approving Agency (SAA.)

**Undergraduate Students**

- Once you have created your schedule during your assigned registration time, it will be electronically sent to your Academic Advisor for approval through Banner.
- Undergraduate students require a minimum of 12 degree applicable hours to receive the maximum amount of their Federal VA educational benefits.

**Graduate Students**

- Graduate students require a minimum of 9 degree applicable hours to receive the maximum amount of their VA educational benefits (exception: EMBA, PMBA, MRED.)
- If you are not able to create an "Official Plan of Study," you must still provide a list of approved courses you are required to complete to obtain your degree. The list must be approved and signed by your advisor. If your Plan of Study should change, in any way, you MUST provide an updated copy for your AUVRC file.

**TO BE FILLED OUT BY ACADEMIC ADVISOR: Academic Advisor Information (please print)**

<b>Academic Advisor Name:</b>	
<b>Academic Advisor Phone #:</b>	
<b>Academic Advisor Email Address:</b>	

I have filled out the above information and attached the student's Curriculum Sheet or Plan of Study to this letter.

\_\_\_\_\_  
**Academic Advisor Signature**

\_\_\_\_\_  
**Date**