

# Veterans Education & Transition Services, Charleston Campus

Modular 11  
6375 W. Charleston Blvd  
Las Vegas, NV 89146

VETS Center Office Hours  
Monday-Tuesday: 8am-5pm  
Wednesday: 1pm-5pm  
Thursday-Friday: 8am-5pm

[www.csn.edu/financial-aid/vets-center](http://www.csn.edu/financial-aid/vets-center)

Email: [csn.va@csn.edu](mailto:csn.va@csn.edu)

Phone: (702) 651-5060

## YOUR FIRST TIME USING VA EDUCATION BENEFITS AT CSN

You must complete all steps. Not doing so can delay or prevent you from receiving your benefits.

### STEP 1 – APPLY FOR VA EDUCATION BENEFITS CERTIFICATE OF ELIGIBILITY (COE) ONLINE at

<https://www.va.gov/education/how-to-apply/>

To submit a claim for your education benefits to CSN VETS Center, you must have a COE or documents listed below

Chapter 30 MGIB-AD	Confirmation page from online application (22-1990) and DD-214
Chapter 31 Veteran Readiness & Employment	Valid E-authorization from VR&E Counselor
Chapter 33 Post 9/11*	Confirmation page from online application (22-1990) and DD-214
Chapter 33 Transfer of Entitlement *	Confirmation page from online application (22-1990E)
Chapter 33 Fry Scholarship	Confirmation page from online application (22-5490)
Chapter 1606 MGIB-SR	Confirmation page from online application (22-1990) and Notice of Basic Eligibility (NOBE) from Unit
Chapter 35 Dependents Education Assistance*	<u>Spouse</u> : Confirmation page from online application (22-5490), marriage certificate, veteran letter of disability <u>Child</u> : Confirmation page from online application (22-5490), birth certificate, veteran letter of disability <u>Stepchild</u> : Confirmation page from online application (22-5490), birth certificate, parent's marriage certificate, and veteran letter of disability
Transfer Student – Used your VA Education Benefits at another school	Submit a Request to Change of Place of Training at <a href="http://www.va.gov">www.va.gov</a> Provide a copy of confirmation page (22-1995 or 22-5495)

**\*Important Note: All Dependents students must be 18 years or older, or provide proof of high school graduation**

### STEP 2 – COMPLETE ONLINE MILITARY AND VETERAN STUDENT APPLICATION FOR ADMISSION TO CSN AT

<https://www.csn.edu/admissions/military-and-veteran-students>

### STEP 3 – CONFIRM YOUR MAJOR AND THE CATALOG YEAR IS CORRECT **BEFORE** THE SEMESTER DEADLINE

For step-by-step instructions on how to declare your major, visit <https://www.csn.edu/declaration-of-major-information>

**Areas of Study and select programs are NOT approved for pursuit using VA benefits, please see page 2.**

### STEP 4 – MEET WITH A VETS CENTER ADVISOR TO GET A DEGREE PLAN FOR YOUR MAJOR AT CSN

Visit our webpage for instructions to book your advising appointment: <https://www.csn.edu/financial-aid/vets-center>

**Our team cannot advise on Health Programs. This step is waived for students pursuing a health science program. Proceed to STEP 5.**

### STEP 5 – ENROLL IN CLASSES: Instructions <https://www.csn.edu/registration-information>

**Important: The VA will only accept classes required for your declared major in MyCSN** (see Step 3)

VA WILL NOT pay for classes already satisfied with transfer/prior credits, or to retake a class you have already passed.

*\*\*Chapter 33 Post 9/11 see next page for BAH Residency Requirement*

### STEP 6 –SUBMIT YOUR NEW STUDENT VA CLAIM ON THE CSN VETS CENTER WEBPAGE

Go to <https://www.csn.edu/financial-aid/vets-center>, review the VA Benefits Claim Instructions, and click the SUBMIT CSN VETS FORM button. You will complete the online forms and upload your proof of entitlement documents (except Chapter 31 VR&E).

VETS Center staff will review your submission, verify your declared major, completion of advising (waived for health science students) and course enrollment prior to accepting your claim for benefits.

After you have completed your claim with the VETS Center, the following items are important:

### STEP 7 – IF APPLICABLE, UPDATE YOUR RESIDENCY STATUS WITH THE OFFICE OF THE REGISTRAR

**Important: VA does not cover Non-Resident Tuition** - for Nevada resident requirements visit <https://www.csn.edu/csn-residency-information> To change status to Resident, complete **Veteran Tuition Residency Form** or **Residency application**. Submit to the Registrar **BY DEADLINE**.

### STEP 8 – IF APPLICABLE, SUBMIT TRANSCRIPTS FROM PRIOR COLLEGE CREDIT AND MILITARY TRAINING

VA requires that CSN evaluates all earned credits, including military credits.

Army, Navy, Marine Corps, and Coast Guard: <https://jst.doded.mil>

Air Force: <https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/>

Official transcripts from other colleges can be sent to

Office of the Registrar  
College of Southern Nevada  
6375 W. Charleston Blvd.  
Las Vegas, NV 89146

Or [Transfer.Credit@CSN.EDU](mailto:Transfer.Credit@CSN.EDU)

### STEP 9 – IF APPLICABLE, MEET WITH HEALTH PROGRAMS ADVISING

Health Programs students can submit their claim without meeting first with a Health Programs Advisor. The VETS Center recommends students pursuing these programs visit <https://www.csn.edu/health-sciences> for limited entry requirements, orientation, and advising information.

## Additional Information

### Guest Students

1. Apply for CSN admissions at <https://www.csn.edu/admissions/military-and-veteran-students>.
2. Obtain a signed concurrent enrollment form from your parent school listing approved CSN classes and eligibility.
3. Register for approved courses listed on concurrent enrollment form.
4. Submit a New Student Claim at <https://www.csn.edu/financial-aid/vets-center>
5. Email your concurrent enrollment form to the VETS Center at [csn.va@csn.edu](mailto:csn.va@csn.edu) to request to use your benefits OR visit Modular 11 on the West Charleston campus with your concurrent enrollment form.

*\*\*Chapter 31 VR&E must have an active E- Authorization with approved classes on file*

### Chapter 33 Resident Course Requirement

Students using Chapter 33 must have at least one course in-person or hybrid to qualify for the resident rate of BAH during that term.

### Remedial Courses (All Chapters)

Courses under 100-level, including MATH 20, 24, and 26, must be taken in-person to qualify for VA benefits (no hybrid or online).

### Programs Not Approved for VA Benefits

Currently, the following programs are not approved for use of VA benefits at CSN:

#### Areas of Study

- Art & Design
- Biological & Physical Sciences
- Business
- Computing & Engineering Technologies
- Education
- Health Sciences
- Hospitality & Culinary Arts
- Humanities & Communication
- Industry, Manufacturing, Construction, & Transportation
- Public Safety
- Social & Behavioral Sciences

- All Skills Certificate programs
- All apprenticeship programs
- AAS – Aviation Technology – Professional Pilot
- CA – Private Pilot
- CA – Military Medic to LPN

#### About VA Education Benefits

<https://benefits.va.gov/gibill/docs/gibguideseries/chooseyoureducationbenefits.pdf>  
<https://www.va.gov/education/about-gi-bill-benefits/>