

## VA Course Planner Guidelines for the ISEP

- All VA course planners must be comprehensive.
- Please state “VA Course Planner” at the top of the comments box. It’s also best to specify the degree goal and major if it’s not already clear.
- All veterans who have completed basic training receive 4 units toward PE/Living Skills/Self Development for AA/AS (Area III) and CSU (Area E) general education. This credit is applied after their DD214 is submitted to the VA or A&R Office.
- List total completed and needed units in the comments box. Please specify major, general education and prerequisite/other totals separately. Include the DD214 units in your totals.
- Each needed major, prerequisite or general education requirement listed within the ISEP should have a note stating if it’s a major requirement, prerequisite or what area of general education it covers.
- Please be sure you are reviewing all Los Rios and external transcripts. Students will need to email (or bring) you unofficial copies of external transcripts if they are not scanned in Onbase. A GE certification must be completed for all GE courses taken outside California.
- Please inform the student of their responsibilities regarding prerequisites and course substitutions.
- Be as detailed as possible, and be sure every completed major, prerequisite and general education requirement is counted in your totals and all needed requirements are listed within the ISEP.
- Do not include any courses that are not required for the claimed major or general education.
- VA will allow health programs to be claimed even if the student is not yet accepted into the program unlike financial aid. If the student would like to claim a health program, still list Pre-Health Occupations as the major as required by financial aid, specify the actual major in the in the comments (AS-Nursing for example), and only include major, prerequisite and general education requirements for that health program. You can also choose to write a plan for Pre-Health Occupations and only include requirements for the Pre-Health Occupations program. The student would then need to get a new VA course planner once they’ve decided on a health program.
- Dual objectives are an option to claim two programs that lead to the same career goal. A dual objective plan would need all of the above details for both programs. Dual objectives are to only be used as a last resort to make courses the student is already enrolled in payable. Please contact the VA Certifying Official before writing any dual objective plans.

