Veteran Academic Plan Form
Biology Academic Success Center – 1023 Sciences Lab Building – (530) 752-0410

Students receiving veteran, pre and post-9/11 GI Bill benefits need to work in coordination with the Transfer, Re-entry, Veteran (TRV) Center and the Biology Academic Success Center (BASC) in a timely fashion to ensure benefits get processed appropriately. Both new and continuing students expecting to receive benefits need to follow the steps listed below.

If you have any questions please contact Joyce Fernandez via phone or email: 530-752-0410 or jfernandez@ucdavis.edu.

How to fill out your Veteran Academic Plan Form (VAPF):

1. Please get the VAPF form from the Transfer, Re-entry and Veteran (TRV) Center or use the one attached.

2. Make an appointment with your major adviser through the Biology Academic Success Center’s online appointment scheduling system. Your major advisor can assist you in filling out the form in its entirety, to include the full academic year you are enrolled in and/or planning to enroll in. Make an appointment here: biosci.ucdavis.edu/BASC.
   a. We recommend you come meet with your advisor during Spring quarter, prior to the upcoming academic year in which you are requesting benefits.

3. Fill out as much of the form as possible prior to your appointment with your advisor.

4. Once you have met with your advisor, completed the VAPF and a copy has been made to keep on file at BASC, please take your copy back to the TRV so your benefits can begin to be processed.

Revisions to VAPF:

Should you need any revisions to your form, please follow these steps:

1. Email your adviser right away.
2. List your revisions with the expectation that they will be reviewed by your BASC major adviser.
3. Turn in your form to the BASC front desk (located in SLB 1023).
4. Your major adviser will process your APF within three (3) business days.
5. BASC front desk staff will email you once the form has been signed and is ready for you to pick up.
6. Return to BASC to retrieve your VAPF and turn it in to the TRV.
Please list the specific courses you intend to take. “Code” indicates how the course counts toward requirements in your degree. Use the following five codes:
• MA = Requirement for major
• MI = Requirement for minor
• GE = General education requirement
• UC = University or college graduation requirement (e.g., foreign language, composition, etc.)
• E = Elective

<table>
<thead>
<tr>
<th>Fall Quarter</th>
<th>Winter Quarter</th>
<th>Spring Quarter</th>
<th>Summer Session I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Name</td>
<td># of Units</td>
<td>Code</td>
<td>Course Name</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternative Courses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Name</td>
<td># of Units</td>
<td>Code</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total units for fall: ______________
Total units for winter: ______________
Total units for spring: ______________
Total units for summer: ______________

Student
I understand that while the above courses are applicable to my present program, it is my responsibility to meet all eligibility and graduation criteria.

Revised APF Signature Lines.

College or Major Advisor
I have met with this student and reviewed college and /or major requirements and transferable credit. To the best of my knowledge, I certify that the above courses are applicable to the student’s present or intended program.

Per VA regulations, students must have an Academic Plan Form (APF) on file. The VA will only pay for the courses that are required for your degree/graduation requirement. The courses you are enrolled in must be listed on your APF and approved by your advisor. It is your responsibility to keep your APF current each quarter with your enrolled classes. If changes are needed, after the add/drop period, come in and get a copy of your APF, update it, and get it signed by your advisor. Failure to do so will result in a change of training time reported to the VA.

I have read this disclosure and agree to the terms. Signature: ___________________________ Date: ______________