



CBU

Veteran Handbook

January 2024

WELCOME MESSAGE



Welcome to the Veterans Resource Center at California Baptist University, your dedicated hub for supporting the brave men and women who have served or are currently serving in the military. We understand the unique challenges and experiences that veterans face in an academic environment, and our mission is to ensure a seamless transition for you into university life.

At the CBU Veterans Resource Center, we take pride in assisting our student veterans through the entire application process and helping them access the benefits they've earned through their service. Our team is committed to providing personalized guidance, resources, and a welcoming community to help veterans thrive academically and personally during their time here at CBU.

Whether you're a prospective student veteran exploring educational opportunities or a current student navigating the university, we are here for you. From understanding your educational benefits to connecting you with academic and mental health resources, we are dedicated to helping you succeed in your academic journey.



At one point, your mission was to safeguard our nation, and now, our mission is to guarantee your success. We recognize and honor the sacrifices made by our military community, and our goal is to make your university experience as smooth and fulfilling as possible. Feel free to reach out to us with any questions or concerns – we are here to support you every step of the way.





VISION

The vision of the Veterans Resource Center is to cultivate a community where student veterans not only succeed academically but also find a supportive network that understands their unique experiences. We believe that a community united by shared values and backgrounds plays a pivotal role in the well-being of our students. By fostering camaraderie, understanding, and mutual support, we aim to create an environment where veterans can thrive both personally and academically, enhancing their overall university experience.

MISSION

1. Support and Empower student veterans by facilitating a smooth transition into university life.
2. Aid in navigating Veteran Educational Benefits
3. Foster a welcoming community for veterans within the university
4. Provide Resources to meet the Veteran's needs

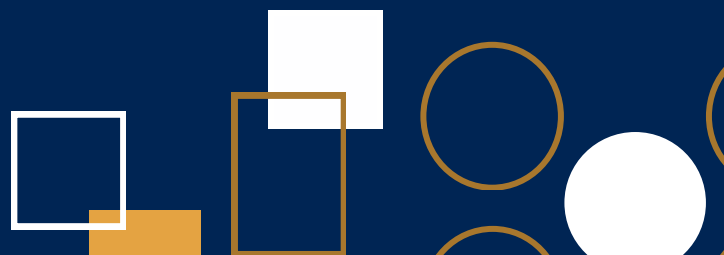




OUR HISTORY

SINCE 2018

In 2018, recognizing our student veterans' unique challenges and distinctive experiences, we embarked on a mission to establish a dedicated space – the Veterans Resource Center. Our motivation stemmed from a deep commitment to providing our military community with more than just resources; we aimed to carve out a space where veterans could access tailored support and call it their own—a sanctuary for focused study, relaxation, and success. The Veterans Resource Center emerged as a response to the collective belief that veterans deserved a specialized hub to thrive academically and personally within the university environment.





WHAT WE **EXPECT** FROM YOU



RESPECT

Give respect and honor to all who share this space, regardless of branch, background, or any other characteristics.

“Honor everyone. Love the brotherhood. Fear God. Honor the emperor” (1 Peter 2:17).



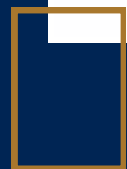
PROFESSIONALISM

The VRC is a communal space for veterans and dependents. We encourage our students to bond with one another while still maintaining professionalism out of respect for those using the VRC as a study area.



AMBITION

Your personal development does not cease once you're discharged. The fact that you are pursuing further education is a testament to that. At the VRC, we implore our students to seek help when in need.



IMPORTANT CONTACTS



Name	Position	Contact
Jay Villasenor	Director	(951) 552-8522
Veterans Resource Center	Front Desk	(951) 552-8304
Brent Tunac-Voit	School Certifying Official	(951) 552-8721
Stephanie Gonzalez	School Certifying Official	(951) 552-8482



VETERANS
RESOURCE
CENTER
CONTACTS



(951) 552-8304



Veterans@calbaptist.edu



Lancer Arms North #39
Veterans Resource Center
8432 Magnolia Avenue
Riverside, CA 92504



calbaptist.edu/veterans



Table of Contents

Getting Started: Applying to CBU

VA Educational Benefits Program Breakdown

Applying for Veteran Education Benefits

Applying for Veteran Dependent

Educational Benefits

Student Certification Checklist

Avoiding Under/Over Payment

Department of Veteran Affairs Resources

California Baptist University Resources

Tips from Student Veterans and Dependents

**LET'S GROW
TOGETHER**

GETTING STARTED:

APPLYING TO CBU

Undergraduate Application

Step 1: Create an application account online. The link to create the application account can be found using the following web address:

<https://calbaptist.edu/admissions/undergraduate/applying-cbu/application-requirements>

Step 2: Submit your CBU application. After completing a brief 3-5 paragraph essay and paying the \$45 application fee, you will submit your application. CBU will notify you of their decision within 3-5 weeks after the application submission.

NOTE: Veterans may have the application fee waived. Simply enter the promo code "veteran".

Step 3: Send CBU your official transcripts. Additionally, CBU accepts credits from your Joint Service Transcript or community college of the Air Force.

- *First-Time Freshman:* Send official, sealed transcripts from your high school directly to the Undergraduate Admissions Office. We accept electronic transcripts as well as emailed transcripts from a school administrator.
 - Home-educated/school students: Please contact your [admissions counselor](#) regarding proper formatting standards for your official transcript.
- *Transfer:* Send official, sealed transcripts from each college or university attended directly to the Undergraduate Admissions Office.

If you have completed less than 60 units of transferable college credit, you must send proof of high school graduation to the Undergraduate Admissions Office.

Application Timeline

The Undergraduate Admissions Office upholds a rolling admission policy, meaning we still need to set a deadline for applying. However, students who complete their CBU application by the December 1st Priority Application Deadline will receive an early admission decision and the opportunity to become a Lancer Select member! You will not receive your financial aid offer until you have been accepted to CBU and completed a FAFSA (Free Application for Federal Student Aid). We no longer require letters of recommendation for admission.



GETTING STARTED:

APPLYING TO CBU

Graduate Application

Step 1: Submit an application according to the graduate program you wish to pursue.

Step 2: Submit a FAFSA. (CBU school code is 001125).

Step 3: Send official college or university transcripts reflecting completion of a baccalaureate degree. Electronic transcripts sent from a transcript service may be sent to graduateadmissions@calbaptist.edu.

Step 4: Send any additional required documents to:
graduateadmissions@calbaptist.edu.

Online Undergrad Application

Step 1: Submit a completed Application for Admission online at
<https://www.cbuonline.edu/apply>.

Step 2: Send CBU your official transcripts

- *Students with 24+ completed units:* have transcripts from any previous colleges/universities sent to cbuonline@calbaptist.edu.
- *Students with <24 completed units:* send your official high school transcript or the equivalent to cbuonline@calbaptist.edu.

The Online Undergraduate Admissions Office upholds a rolling admission policy, which means that they do not have a set deadline for applying. Students should expect an admissions decision in less than 3 business days after their file is completed. The average turnaround time is 1 business day.

Online Graduate Application

Step 1: Submit the application for your desired program. The application for each program can be found here: <https://calbaptist.edu/admissions/graduate/apply>

Step 2: Pay the \$45 application fee (you may be eligible for a waiver)

Step 3: Submit your Bachelor's degree and official transcripts.

Step 4: Complete a written Statement of Purpose or Interview.

Step 5: If English is not your first language, or if your degree is from an institution where English is not the primary language, then you may have to demonstrate English proficiency by taking the TOEFL or IELTS.

Submit all items to: graduateadmissions@calbaptist.edu, FAX (951) 552-8700, or Graduate Admissions, California Baptist University, 8432 Magnolia Ave, Riverside, CA 92504.

VA EDUCATIONAL BENEFIT PROGRAM BREAKDOWN

Below is a brief overview of each benefit program, including eligibility and what the benefit provides. Please call us for more details or use the provided website.

Montgomery GI Bill® Selected Reserve (CH 1606)

Eligibility:

- Six-year obligation to serve in the Selected Reserve.
- Officers must agree to serve six years in addition to their original obligation.
- High school diploma/GED
- Maintain Selected Reserve status

Benefits:

- Up to 36 months of educational benefits to be used for college, vocational courses, on the job training, or flight training.
- Monthly benefit stipend is paid directly to you. The amount is dependent on your enrollment at school.
- Recipients must verify enrollment each month of the school's term to receive payments. Verification can be done online through Web Automated Verification System (WAVE) or by phone by calling (877) 823-2378

Website: <https://www.va.gov/education/about-gi-bill-benefits/montgomery-selected-reserve/>

Montgomery GI Bill® Active Duty (CH 30)

Eligibility:

- Active-duty members who have served at least two years on active duty.
- Veterans: There are four categories of veteran eligibility depending on when you joined the military and how long you served on active duty.
- To review your eligibility, please [click here](#).

Benefits:

- Up to 36 months of educational benefits to be used for college, vocational courses, on the job training, or flight training.
- Monthly benefit stipend is paid directly to you. The amount is dependent on your enrollment at school.

Website: <https://www.va.gov/education/about-gi-bill-benefits/montgomery-active-duty/>

Veteran Readiness and Employment (VR&E/CH 31)

Eligibility:

- Must have at least a 10% disability rating from the VA
- Did not receive a dishonorable discharge

Benefits:

- Up to 48 months of funds for tuition, book vouchers, and Monthly Housing Allowance (MHA). The tuition fund amount is approved by your assigned Counselor.
- The VA will only cover tuition for classes that contribute to your degree.
- Tuition funds are sent directly to the school from the VA. Vouchers are picked up from the CBU University Cashier's Office. MHA funds are released to you from your assigned Counselor; the amount is dependent on your enrollment at school.
- Note: if you are also eligible for CH 33 and have at least one day left of entitlement for CH 33, you can choose to be paid the MHA rate for CH 33 rather than the rate for CH 31.

Website: <https://www.va.gov/careers-employment/vocational-rehabilitation/>

Post-9/11 GI Bill® (CH 33) - Veterans

Eligibility:

- You served at least 90 days on active duty since September 11, 2001, OR
- You received a Purple Heart on or after September 11, 2001, and were honorable discharged OR
- You served for at least 30 continuous days (all at once, without a break in service) on or after September 11, 2001, and were honorably discharged with a service-connected disability

Benefits:

- Up to 36 months of funds for tuition, MHA, and book stipends.
- CH 33 has a tuition cap of \$27,120.05 per academic year (FY 23-24). However, if you have a 100% eligibility rating, you may receive additional tuition funds using the Yellow Ribbon program.
- Tuition is paid directly to the school. Book stipend and MHA are paid to you.

Website: <https://www.va.gov/education/about-gi-bill-benefits/post-9-11/>

Post-9/11 GI Bill® (CH 33) - Transfer of Entitlement (TOE)

Eligibility:

- Your Veteran falls under one of the eligibility requirements shown above AND has transferred their benefits to you, the dependent.

Benefits:

- Up to 36 months of funds for tuition, MHA, and book stipends.
- CH 33 has a tuition cap of \$27,120.05 per academic year (FY 23-24). However, if you have a 100% eligibility rating, you may receive additional tuition funds using the Yellow Ribbon program.
- Tuition is paid directly to the school. Book stipend and MHA are paid to you.

Website: <https://www.va.gov/education/about-gi-bill-benefits/post-9-11/>

Dependents Education Assistance Program (CH 35)

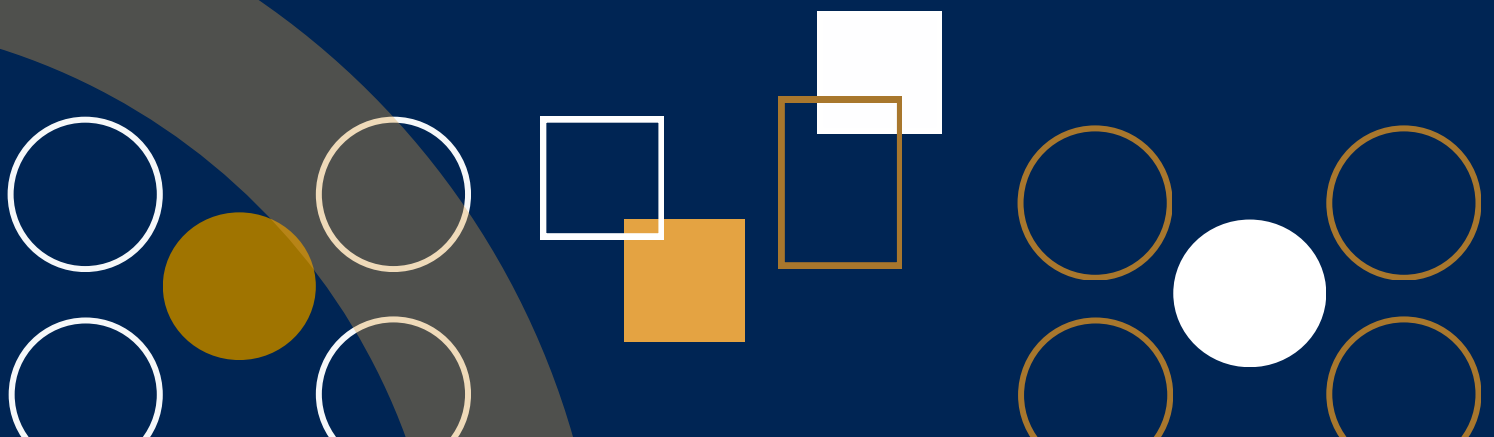
Eligibility:

- The Veteran or service member is permanently and totally disabled due to a service-connected disability, OR
- The Veteran or service member died in the line of duty, OR
- The Veteran or service member died as a result of a service-connected disability, OR
- The Veteran or service member is missing in action or was captured in the line of duty by a hostile force for more than 90 days, OR
- The Veteran or service member was forcibly detained (held) or interned in the line of duty by a foreign entity for more than 90 days, OR
- The service member is in the hospital or getting outpatient treatment for a service-connected permanent and total disability and is likely to be discharged for that disability
- The dependent is at least 18 years old OR has completed high school

Benefits:

- A monthly stipend to cover educational degree programs, certificate courses, and on the job training. The stipend is paid directly to you and is dependent on school enrollment.

Website: <https://www.va.gov/education/survivor-dependent-benefits/dependents-education-assistance/>



APPLYING FOR VETERAN EDUCATIONAL BENEFITS

Montgomery GI Bill® Selected Reserve (CH 1606)

Step 1: Receive your Notice of Basic Eligibility (NOBE) (DD Form 2384-1) from your unit. Your NOBE must be dated within the last 30 days or since the last date of separation from your previous institution.

Step 2: Apply for CH 1606 through the VA

a. **First-time user:** Submit your Application for VA Education Benefits (VA Form 22-1990) online by [clicking here](#).

b. **If you used your benefits at another school:** Submit a Request for Change of Program or Place of Training (VA Form 22-1995) online by [clicking here](#).

Step 3: After receiving your Certificate of Eligibility (COE), contact the School Certifying Official at vabenefits@calbaptist.edu.

Step 4: Complete and submit the Statement of Responsibility (SOR) form by [clicking here](#).

Montgomery GI Bill® Active Duty (CH 30)

Step 1: Use the [GI Bill® Comparison Tool](#) to determine if your school program is approved by the VA before enrolling at CBU.

Step 2: Apply for CH 30 through the VA. Complete and submit the application (VA Form 22-1990) online by [clicking here](#).

Step 3: After receiving your Certificate of Eligibility (COE), contact the School Certifying Official at vabenefits@calbaptist.edu.

Step 4: Complete and submit the Statement of Responsibility (SOR) form by [clicking here](#).

Veteran Readiness and Employment (VR&E/CH 31)

Step 1: You must have at least a 10% disability rating from the VA.

Step 2: Apply for CH 31 through the VA. Complete and submit the application (VA Form 28-1900) online by [clicking here](#).

Step 3: If approved, your assigned VR&E Counselor will authorize you through the Tungsten Network. Authorization will be sent directly to the CBU School Certifying Official.

Step 4: Complete and submit the Statement of Responsibility (SOR) form by [clicking here](#).

Post-9/11 GI Bill® (CH 33) - Veterans

Step 1: Apply for CH 33 through the VA.

a. **First-time user:** Submit your Application for VA Education Benefits (VA Form 22-1990) online by [clicking here.](#)

b. **If you used your benefits at another school:** Submit a Request for Change of Program or Place of Training (VA Form 22-1995) online by [clicking here.](#)

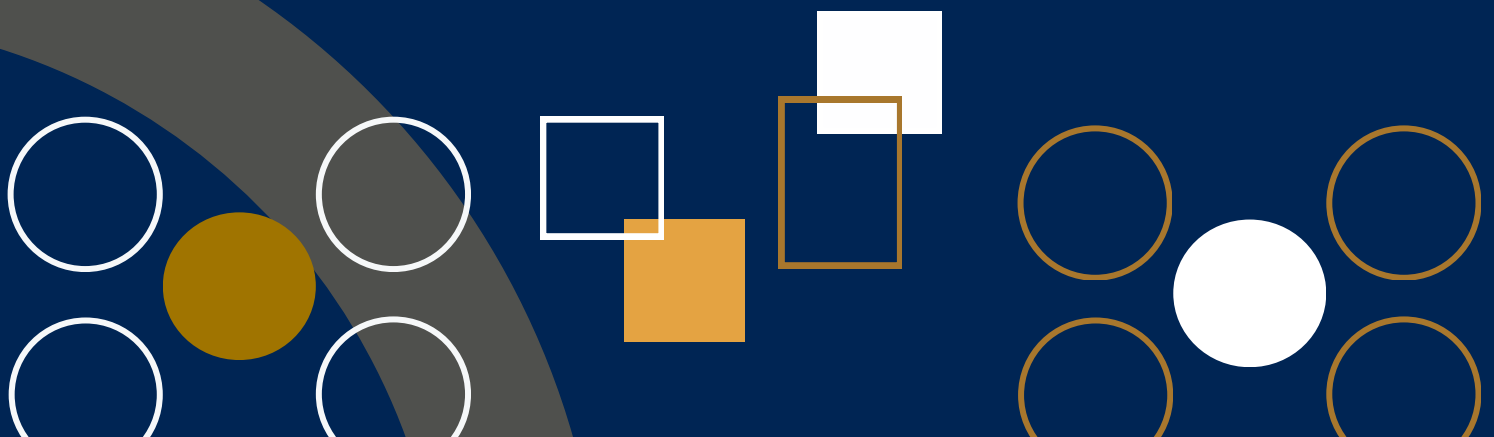
Step 2: Submit your application online.

- Note: it may take up to 30 days to receive a decision from the VA. If approved, the VA will mail you the Certificate of Eligibility (COE). Your COE must be dated within the last 30 days or since the last date of separation from previous institutions.

Step 3: Receive a copy of your DD214.

Step 4: Send your COE and DD214 to the School Certifying Official at CBU. The email address is vabenefits@calbaptist.edu.

Step 5: Complete and submit the Statement of Responsibility (SOR) form by [clicking here.](#)



APPLYING FOR VETERAN DEPENDENT EDUCATIONAL BENEFITS

Post-9/11 GI Bill® (CH 33) - Transfer of Entitlements

Step 1: While still on active duty, the Veteran must request a Transfer of Education Benefits (TEB) from the DOD through milConnect. [Click here](#) to access milConnect. If you have been approved, the DOD will send you an approval letter detailing how to continue the transfer process with the VA.

Step 2: Apply for CH 33 through the VA.

- a. **First-time user:** Submit your Application for VA Education Benefits (VA Form 22-1990) online by [clicking here](#).
- b. **If you used your benefits at another school:** Submit a Request for Change of Program or Place of Training (VA Form 22-1995) online by [clicking here](#).

Step 3: Submit your application online.

- Note: it may take up to 30 days to receive a decision from the VA. If approved, the VA will mail you the Certificate of Eligibility (COE). Your COE must be dated within the last 30 days or since the last date of separation from previous institutions.

Step 4: Receive a copy of your veteran's DD214 (if no longer active duty).

Step 5: Send your COE and DD214 to the School Certifying Official at CBU. The email address is vabenefits@calbaptist.edu.

Step 5: Complete and submit the Statement of Responsibility (SOR) form by [clicking here](#).

Dependents Education Assistance Program (CH 35)

Step 1: Apply for Ch 35 through the VA.

- **First-time user:** Submit your Application for VA Education Benefits (VA Form 22-1990) online by [clicking here](#).
- **If you have used your benefits at another school:** Submit a Request for Change of Program or Place of Training (VA Form 22-5495) online by [clicking here](#).

Step 2: Submit your application online.

- Note: it may take up to 30 days to receive a decision from the VA. If approved, the VA will mail you the Certificate of Eligibility (COE). Your COE must be dated within the last 30 days or since the last date of separation from previous institutions.

Step 3: Send your COE to the School Certifying Official at CBU. The email address is vabenefits@calbaptist.edu.

Step 4: Complete and submit the Statement of Responsibility (SOR) form by [clicking here](#).

STUDENT CERTIFICATION CHECKLIST

To be certified at CBU, submit the following documents to vabenefits@calbaptist.edu and submit a Statement of Responsibility (SOR).



CH 1606

- Notice of Basic Eligibility (NOBE)
- Statement of Responsibility

CH 31

- Authorization from VR&E Counselor
- Statement of Responsibility

CH 33 – Veterans

- COE or Statement of Benefits
- DD214
- Statement of Responsibility

CH 33 – Dependents

- COE
- Statement of Responsibility

CH 35

- COE
- Statement of Responsibility



AVOIDING UNDER/OVER PAYMENT

- All adds, drops, and withdrawals must be processed through InsideCBU at <https://insidecbu.calbaptist.edu/>. You must report your class changes to our CBU School Certifying Officials by emailing them at vabenefits@calbaptist.edu in order to avoid any overpayments or underpayments.
- Drop classes by the drop deadline. [Click here](#) to access our academic calendars to check the deadline date.
- If you fail to notify the CBU SCOs of any class changes (and, therefore, failure to notify the VA), you may be certified for the wrong unit amount.
- Failure to attend class and participate (both on campus and online) will result in an adjustment to the student's original enrollment certification. The adjustment will result in a student debt to the VA.
- Monthly Enrollment Verification: if you are a CH 33 recipient who is at least half-time enrollment, you must verify your enrollment to receive your MHA and kicker payments. Please ask our office how to enroll in the verification system or [click here](#).

NOTE: Failure to take classes listed on your approved student degree guide may result in an overpayment and the reduction or termination of benefits. Veterans and dependents assume full liability for any overpayment and will owe money to the Department of Veterans Affairs. The VA may deduct the funds from ANY Federal payments (retirement, taxes, disability, etc.).



DEPARTMENT OF VETERAN AFFAIRS RESOURCES

Community Resources

- [Dept. of Veterans Services](#) (951) 955-3060
 - 4360 Orange St Riverside, CA 92501
- [Employment Development Department](#), (951) 955-0589/(951) 955-3081
 - 1325 Spruce St Riverside, CA 92507
- [Loma Linda VA Hospital](#) (909) 825-7084 | (800) 741-8387

State Resources

- [California Department of Veterans Affairs](#)
- [California Veteran's Resource Book](#)
- [California Association of County Veterans Service Officers, Inc.](#)

Federal Resources

- [ACE Transcripts](#) (looking up syllabus for military courses)
 - [TRANSCRIPTS: Army, Coast Guard, Marine Corps, and Navy: Active Duty, Reserve and Veterans](#)
 - [TRANSCRIPTS: Air Force](#)
- [Disabled American Veterans \(DAV\)](#)
- [Financial Aid \(FASFA\)](#)
- [National Resource Directory](#)
- [Suicide Hotline](#) (800) 273-8255
- [US Department of Veterans Affairs](#) (888) 442-4551
- [Veterans Service Records](#)

CALIFORNIA BAPTIST UNIVERSITY RESOURCES

Academic Advising

- **Website:** <https://calbaptist.edu/academic-advising/>
- **Phone:** (951) 343-4650
- **Location:** Yeager Center, first floor, B146

Financial Aid

- **Website:** <https://calbaptist.edu/financial-aid/>
- **Phone:** (951) 343-4236
- **Location:** Yeager Center, first floor, D118 (across from Chick-fil-A)

Student Accounts

- **Website:** <https://calbaptist.edu/student-accounts/>
- **Phone:** (951) 343-4515
- **Location:** Lancer Arms #35

Counseling Center

- **Website:** <https://calbaptist.edu/counseling-center/>
- **Phone:** (951) 689-1120
- **Location:** CBU Wellness Center, 3626 Monroe. St.

Tutoring Center

- **Website:** <https://calbaptist.edu/tutoring-center/>
- **Phone:** (951) 343-4349
- **Location:** Lancer Arms #54

Writing Center

- **Website:** <https://calbaptist.edu/writing-center/>
- **Phone:** (951) 343-4349
- **Location:** Lancer Arms #54

TIPS FROM OUR STAFF

- Activate your free Grammarly premium account. Grammarly is a cloud-based AI typing assistant that helps students make strategic decisions about their writing by highlighting writing mistakes and suggesting corrections.
 - [Click here](#) to activate.
- Take advantage of the Tutoring and Writing Center.
- Ensure you are registered at full-time enrollment for the entire semester to maximize your benefits. Full-time enrollment is 12 units for undergraduates and 9 units for graduate programs.
- Apply for scholarships specifically for veterans and dependents using CBU's complimentary Scholarship Universe portal.
 - [Click here](#) to access Scholarship Universe.

