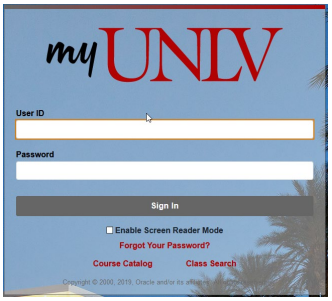
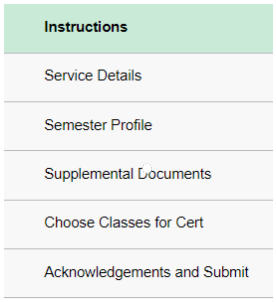
UNLV | MILITARY & VETERAN SERVICES CENTER

Update a current Certification Request to add classes and/or update majors

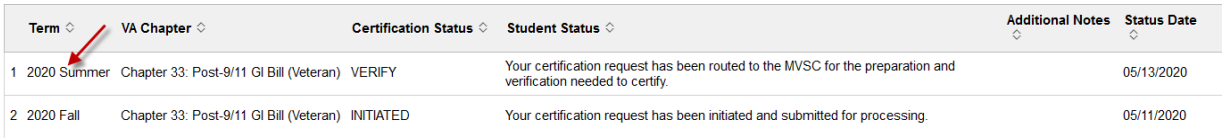
Step	Action
1.	**Log in to your MyUNLV account. It is recommended that you use Google Chrome to complete this process. Additionally, we don't recommend using the back button in the browser. Please use the left side navigation to toggle back and forth between pages once you are in the Certification Request area of the portal.**   Reminders: • **Read all instructions provided throughout this process carefully.** • Contact the MVSC office if you have any questions. Phone: 702-895-2290 Email: veterans@unlv.edu Location: SSC-A, Room 311 **Note for mobile users:** • **If using a smart phone or tablet you will need to click on the blue button to expand the left side navigation portion of this process**. This will be required if you want to toggle between pages.
2.	**Search for the *VA Education Benefits* Page.** Process Notes: • Click the *Resources* tile on your *Rebel Student Homepage*.

- Click the *VA Educations Benefits* option found in the left side navigation.

3. **Determine which Certification Request you need to modify from the displayed list.**

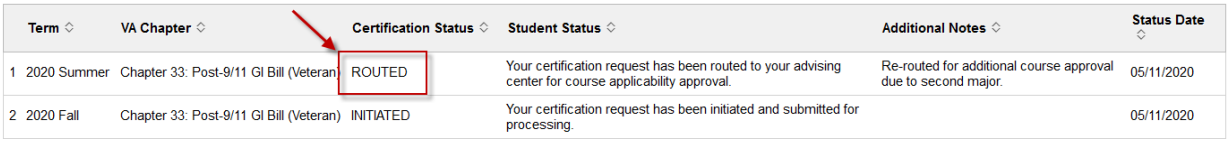
Process Notes:

- Click the value in the *Term* field for the term you wish to modify.



	Term	VA Chapter	Certification Status	Student Status	Additional Notes	Status Date
1	2020 Summer	Chapter 33: Post-9/11 GI Bill (Veteran)	VERIFY	Your certification request has been routed to the MVSC for the preparation and verification needed to certify.		05/13/2020
2	2020 Fall	Chapter 33: Post-9/11 GI Bill (Veteran)	INITIATED	Your certification request has been initiated and submitted for processing.		05/11/2020

Note: A Certification Request **cannot** be modified if it is in ***ROUTED*** status. You will need to check back and modify the selected term once the status has changed out of ***ROUTED***.

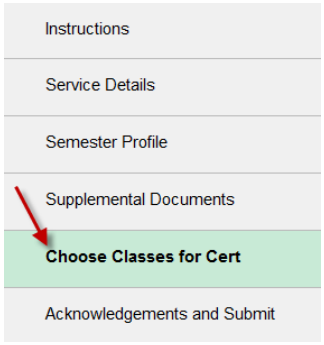


	Term	VA Chapter	Certification Status	Student Status	Additional Notes	Status Date
1	2020 Summer	Chapter 33: Post-9/11 GI Bill (Veteran)	ROUTED	Your certification request has been routed to your advising center for course applicability approval.	Re-routed for additional course approval due to second major.	05/11/2020
2	2020 Fall	Chapter 33: Post-9/11 GI Bill (Veteran)	INITIATED	Your certification request has been initiated and submitted for processing.		05/11/2020

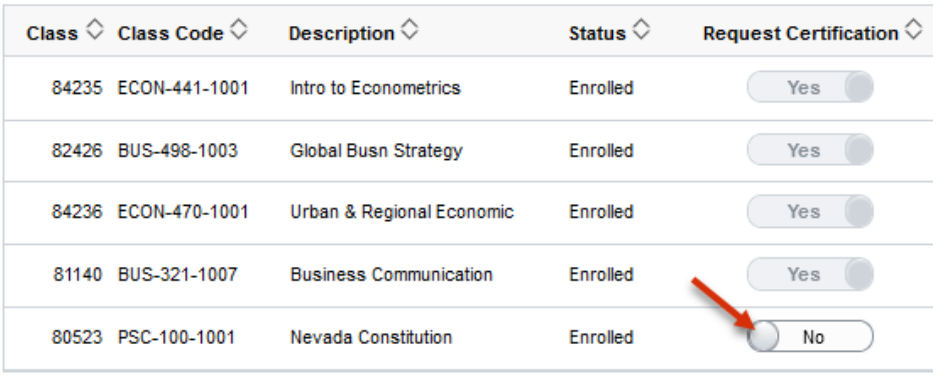
4. **Navigate to the *Choose Classes for Cert* page. You can add classes and choose your major(s) on this page.**

Process Notes:

- Click the *Choose Classes for Cert* page found in the left side navigation.

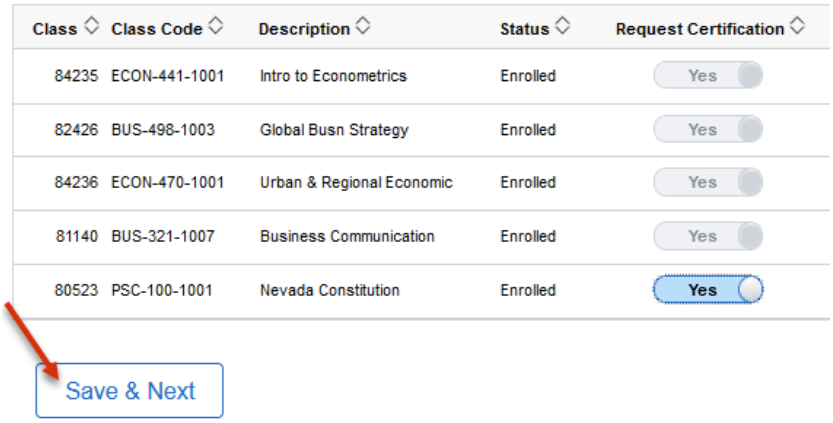


- **For class additions** - Select the degree applicable class(es) for certification by moving the toggle to *Yes* in the *Request Certification* field for each additional class you wish to have certified.



Class	Class Code	Description	Status	Request Certification
84235	ECON-441-1001	Intro to Econometrics	Enrolled	Yes
82426	BUS-498-1003	Global Busn Strategy	Enrolled	Yes
84236	ECON-470-1001	Urban & Regional Economic	Enrolled	Yes
81140	BUS-321-1007	Business Communication	Enrolled	Yes
80523	PSC-100-1001	Nevada Constitution	Enrolled	No

- Click the *Save & Next* button.



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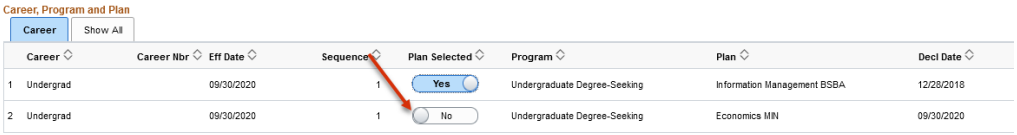
82426	BUS-498-1003	Global Busn Strategy	Enrolled	Yes
84236	ECON-470-1001	Urban & Regional Economic	Enrolled	Yes
81140	BUS-321-1007	Business Communication	Enrolled	Yes
80523	PSC-100-1001	Nevada Constitution	Enrolled	Yes

- **<u>For major changes or additions</u>** - Select the new or additional major you wish to use for certification by moving the toggle to *Yes* in the *Plan Selected* field for each major you wish to have classes certified under. ***Major changes must already be reflected in MYUNLV to complete this step****. If the new major is not reflected please consult your academic advisor and check back as needed.*

  - Example 1: Reflects the addition of a second major.

    - Only one major is reflected, additional major needs to be selected.

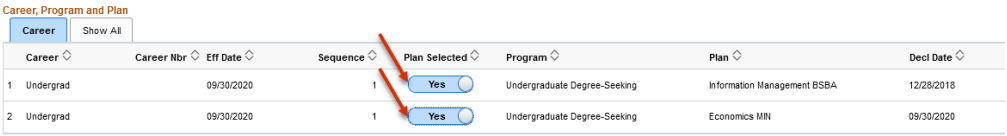


Career, Program and Plan

Career | Show All

	Career	Career Nbr	Eff Date	Sequence	Plan Selected	Program	Plan	Decl Date
1	Undergrad		09/30/2020	1	Yes	Undergraduate Degree-Seeking	Information Management BSBA	12/28/2018
2	Undergrad		09/30/2020	1	No	Undergraduate Degree-Seeking	Economics MIN	09/30/2020

    - Now 2 majors are reflected.



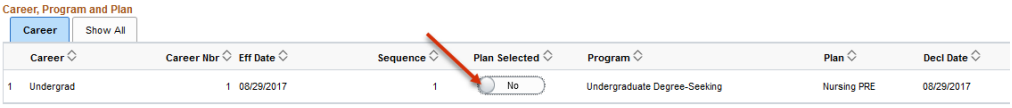
Career, Program and Plan

Career | Show All

	Career	Career Nbr	Eff Date	Sequence	Plan Selected	Program	Plan	Decl Date
1	Undergrad		09/30/2020	1	Yes	Undergraduate Degree-Seeking	Information Management BSBA	12/28/2018
2	Undergrad		09/30/2020	1	Yes	Undergraduate Degree-Seeking	Economics MIN	09/30/2020

  - Example 2: Reflects a major change.

    - Initially no major will be selected if the major was changed, new major needs to be selected.

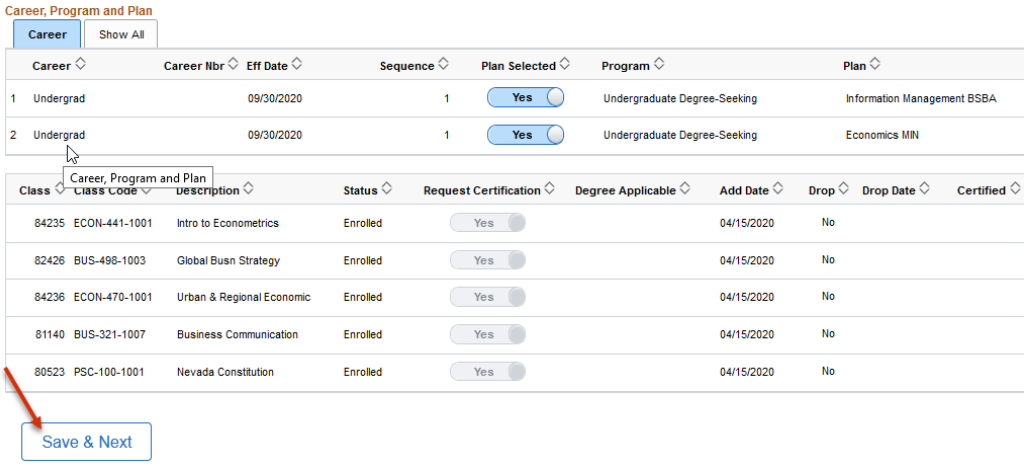


Career, Program and Plan

Career | Show All

	Career	Career Nbr	Eff Date	Sequence	Plan Selected	Program	Plan	Decl Date
1	Undergrad	1	08/29/2017	1	No	Undergraduate Degree-Seeking	Nursing PRE	08/29/2017

  - Click the *Save & Next* button.



Career, Program and Plan

Career | Show All

	Career	Career Nbr	Eff Date	Sequence	Plan Selected	Program	Plan
1	Undergrad		09/30/2020	1	Yes	Undergraduate Degree-Seeking	Information Management BSBA
2	Undergrad		09/30/2020	1	Yes	Undergraduate Degree-Seeking	Economics MIN

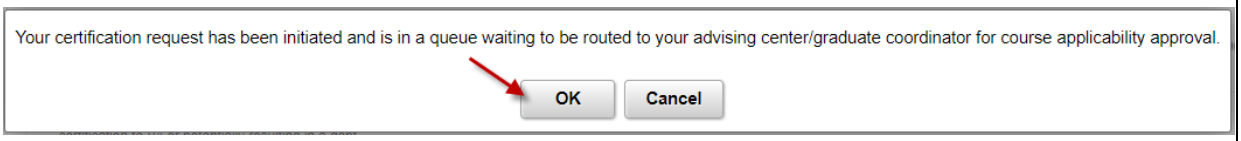
Career, Program and Plan

Class	Class Code	Description	Status	Request Certification	Degree Applicable	Add Date	Drop	Drop Date	Certified
84235	ECON-441-1001	Intro to Econometrics	Enrolled	Yes		04/15/2020	No		
82426	BUS-498-1003	Global Busn Strategy	Enrolled	Yes		04/15/2020	No		
84236	ECON-470-1001	Urban & Regional Economic	Enrolled	Yes		04/15/2020	No		
81140	BUS-321-1007	Business Communication	Enrolled	Yes		04/15/2020	No		
80523	PSC-100-1001	Nevada Constitution	Enrolled	Yes		04/15/2020	No		

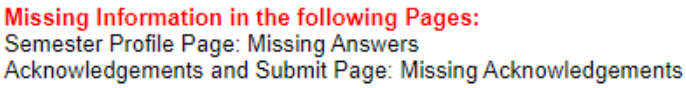
5. **Verify change was saved.**

Process Notes:

- Click the *OK* button when the *Your certification request has been initiated…* pop-up appears.



- If the above pop-up does not appear then you may be missing some required information that needs to be completed before the new changes can be updated and saved.
    - Please view the ***Missing Information in the following Pages*** section at the bottom of the page. This will show you what page you are missing required information on. You cannot save a change to a Certification Request unless **all** required information has been provided. If you see you are missing information on a specific page, you will need to navigate back to that page and complete it.



6. **IMPORTANT REMINDERS**

- **A Certification Request will need to be completed for each semester you wish to use your benefit.**
- **Only degree applicable classes can be certified to the VA.**
- **VA requires valid proof of need for preparatory classes taken prior to the Fall 2021 semester such as MATH95/MATH95CX, MATH96/MATH96CX, ENG101E, and CHEM103. *Proof of need can be provided in the form of transfer credit, ACT/SAT exams, ALEKS, and departmental placement tests.***
- **VA requires valid proof of need for corequisite classes taken starting with the Fall 2021 semester and on such as MATH classes 120E+20B, 124E+24B, 126E+26B, and the ENGLISH plus lab classes ENG101+101L+105L. *Proof of need can be provided in the form of transfer credit, ACT/SAT exams, ALEKS, and departmental placement tests.***
- **VA only approves the minimum requirements needed for graduation. Minors are not approved.**
- **Honors classes can only be certified if they directly replace a degree requirement for the actual major.**
- **If you add a class, get in a waitlisted class, add another major, and/or change your major you will need to update your Certification Request again to include the newly enrolled class(es) or added major(s).**
- **To check the *Status* of your Certification Request log in to your MyUNLV portal. Please reference the *Certification Request – Status Check* instruction set for details.**
- **To make changes to a Certification Request, other than adding classes and/or updating a major, please reference the *Certification Request – Update Entry* instruction set for details.**