Active-Duty Checklist

Details

Type of Active Duty:

- ☐ Training
- ☐ Deployment
- ☐ Stateside (i.e. flood relief)
- ☐ Other: _____

Anticipated Dates: _____

Before You Leave

- ☐ **USC Veteran Services (VS):** Reach us at veterans@sc.edu and 803-777-5156.
  - ☐ Provide a copy of your orders or a memorandum from your unit with anticipated active-duty dates to the above email address *(still contact us early if you don't have these documents, we can provide guidance on getting them).*
  - ☐ **Benefits:** If you withdraw from a semester or reduce your course load (see below), talk to us about terminating your benefits. If you will be eligible for new benefits when you return, let's chat about what that will look like.
  - ☐ **Tuition Assistance:** Swing by the office and speak with the TA processing coordinator about your withdrawal.
- ☐ **Talk to Your Advisor:** Share anticipated dates and discuss any impacts on your academic plan.
  - ☐ Keep your advisor informed of decisions you make regarding your academics (see next section).
- ☐ **Academics**
  - ☐ **Option 1**: I will leave after the final day of the term.
    - ☐ Don't enroll in classes for the following term. If you are already enrolled, drop your classes **prior to the first day of the term**.
  - ☐ **Option 2:** I will leave during the semester and **plan to withdraw** completely.
    - ☐ Notify the Registrar's Office. Students who withdraw due to being called to active-duty will not receive any academic or financial penalties.
  - ☐ **Option 3:** I will leave during the semester, but I **don't want to withdraw** completely.
    - ☐ Work with **each of your professors** as soon as possible to determine how you can finish the term. Options include *(continues on second page):*
      - → **Taking an incomplete:** You may be able to complete a course that is nearly done. If the instructor agrees, you can arrange a temporary grade of Incomplete and finish the course at a later date. **Put an agreed-upon plan in writing with the instructor (an email is sufficient).** An Incomplete will eventually lapse to an "F" grade if not completed, so be sure to consult your advisor about the specific policy of your school or college.
      - → **Receive a final grade:** If the instructor feels you've completed a sufficient amount of the coursework, the instructor may assign you a final grade. The instructor needs to be able to justify assigning a final grade and is expected to maintain the academic integrity of the class.
      - → **Complete work early:** If this is appropriate given the nature of the class and discretion of the professor.
      - → **Drop some courses but finish others:** Students who withdrawal due to being called to active-duty will not receive any academic or financial penalties.

- ☐ **Housing**
  - ☐ **USC Housing:** Contact the Housing office, and they'll release you from your contract or lease early: sc.edu/housing.
  - ☐ **Private Rental/Homeowner:** You will provide your orders directly to your landlord or mortgage lender. Guidance and protections can be found under the Servicemembers Civil Relief Act (SCRA) link below.
- ☐ **Others to Notify**
  - ☐ **Lenders/Credit Card Companies:** The following types of financial obligations are currently eligible for the 6 percent SCRA interest rate benefit: credit cards; automobile, ATV, boat, and other vehicle loans; mortgages; home equity loans; and **student loans** (SCRA link below).
    - ☐ **Student Loan Lender:** You are typically expected to start paying on your student loans 6 months after your last enrollment. Provide your lender with a copy of your orders and request a military deferment on payments.
  - ☐ **Other Campus Agencies:** Notify anyone from whom you receive assistance (i.e. Financial Aid).

When You Return

If possible, let Veteran Services know an updated date of return before you get back. You can either start the semester immediately following your return or wait out one term.

- ☐ **Notify USC Veteran Services of Your Updated Return:**
  - ☐ I will be returning in **Fall _____**.
  - ☐ I will be returning in **Summer _____**.
  - ☐ I will be returning in **Spring _____**.
- ☐ **Apply for New Education Benefits (if applicable):**
  - ☐ Post 9/11 GI Bill, Montgomery GI Bill – Selected Reserve: https://www.va.gov/education/how-to-apply/ (takes 45-60 days to receive certificate of eligibility).
  - ☐ **Provide VS with certificates of eligibility/other needed documentation for your benefits.**
- ☐ **Apply for Tuition Assistance (if applicable):** Swing by the office and speak with the TA processing coordinator about TA for the upcoming semester.
- ☐ **Submit Transcripts:** Submit your military transcripts or transcripts from college coursework completed during your absence to the Registrar's office: sc.edu/registrar.
- ☐ **Apply for Financial Aid:** sc.edu/financialaid
- ☐ **Residence for Tuition:** If you were a non-resident before you left, contact Residency if you may fall within an exemption outlined here: https://sc.edu/about/offices_and_divisions/registrar/residency_and_citizenship/residency/index.php
- ☐ **Notify Other Agencies:** Let the people you contacted before you left know you've returned (i.e. lenders)

- ▪ *USC's Active Duty Policy can be found here: http://www.sc.edu/policies/ppm/acaf305.pdf*
- ▪ *Servicemembers Civil Relief Act (SCRA): https://www.justice.gov/servicemembers/financial-and-housing-rights*