

In June of 2014, Governor Kasich signed House Bill 488 to help veterans and service members. One of the provisions includes priority registration for veterans and service members. At NSCC priority registration means veterans and service members can register beginning at 6:00 P.M. on Friday through 11:59 P.M. on Sunday before open registration begins. Once open registration begins veterans and service members will compete for class spaces along with all other students. Additional information can be found at [https://ohiohighered.org/valuing\\_ohio\\_veterans](https://ohiohighered.org/valuing_ohio_veterans).

The term “veteran” or “service member” refers to an individual who:

- a. Has served in the United States Armed Forces, including a reserve component and the National Guard, and
- b. Was discharged or released from such series with a condition other than dishonorable.

The DD214 Member page 4 must identify a period of duty **OTHER THAN SOLELY FOR TRAINING**. Reservists must have **participated in a deployment or have completed their initial reserve obligation**. Active duty service members who have **completed their initial obligated service** should send a letter from their command stating such along with their dates of service.

To exercise this benefit, complete this form and send a copy of the **Member 4 section of your DD214** (indicating character of discharge) to the Registrar’s Office by 4 P.M. the Wednesday before Priority Registration begins. Service members currently receiving VA educational benefits are already included in priority registration and do not need to submit this form.

Office: C106

Regular mail: Registrar’s Office, 22-600 State Route 34, Archbold, OH 43506

Fax: 419-267-5604

Email attachment: [registrar@northweststate.edu](mailto:registrar@northweststate.edu)

Once this form and your DD 214 are received an entry will be made in the College’s student information system which allows you to access priority registration. Please fill in the following information and send along with your documents so that we can match your DD 214 to your student record. We are requesting a reliable phone number so we can call you if we have any questions about the document. If you need to reach us you can call 419-267-1395, M-F, 8:00 A.M. – 4:30 P.M. and ask to speak with a staff member handling veteran and service member priority registration.

- We need this form the Wednesday before Priority Registration begins.
- Service members currently receiving VA educational benefits are already included in prior registration and do not need to submit this form.
- You will receive an email from us once when priority registration is open.

Name: \_\_\_\_\_

NSCC ID: \_\_\_\_\_

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

*House Bill 488 requires public institutions of higher education in Ohio to provide veteran students, as defined in the Act, with preference in course scheduling.*