RIVERSIDE
University Extension
Professional Studies

VETERANS INFORMATION BULLETIN

UNIVERSITY OF CALIFORNIA, RIVERSIDE EXTENSION

EFFECTIVE DATE
2026 - 2027

Name of Institution:	UNIVERSITY OF CALIFORNIA, RIVERSIDE UNIVERSITY EXTENSION
Physical Address:	1299 University Ave. Suite 201 Riverside, CA 92507
Mailing Address:	University Village, Building E, Suite 201 900 University Ave. Riverside CA, 92507
Telephone Number:	(951) 827-4105 option 1
Fax:	(951) 827-7273

Council for Private and Postsecondary and Vocational Education and WASC approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code.

Bulletin effective March 2026

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All materials and information contained in this bulletin are true and correct in content and policy.

Rosa Prosser

Signature of School Official,
UCR University Extension

UC Riverside University Extension Terms & Conditions and Student Conduct Policies

School Governing Body, Administrators and Faculty

A. **Owner**

The State of California (The Regents of the University of California)

B. **Directors**

The Regents of the University of California

James B. Milliken	President
S. Jack Hu	Chancellor, UC Riverside
Elizabeth Watkins	Provost and Executive Vice Chancellor, UC Riverside

C. **Administrative Officials**

Kevin J. Vaughn	Dean, UC Riverside, University Extension
Marie Martin	Associate Dean, UC Riverside, University Extension, Director of Academic Quality, Integrity, and Assessment Director of Degree Completion Programs
Kyle Kirkland	Director of Student Experience & Facility Services, UC Riverside, University Extension

D. **Instructors**

Our instructors are fully qualified and appointed based on the guidelines and regulations as established by the UC Riverside, University Extension Academic Policy Committee and the UC Riverside Academic Senate. We do not publish a list of our instructors.

Accreditation

UC Riverside University Extension is accredited by the Western Association of Schools and Colleges (WASC). UC Riverside University Extension—like all other UC Riverside schools, colleges, and departments —is accredited by WASC through the University. All courses and certificate programs offered by UC Riverside University Extension have been developed and are administrated in accordance with Extension policy and the regulation of the Academic Senate of the University of California.

Admission, UC Riverside

Participating in a UC Riverside University Extension educational program does not in itself provide preference in admission to the University of California degree programs. Students interested in applying to UC degree programs should refer to the UC Admissions website or the admissions office of the UC campus they wish to attend for details about the admissions process.

Instructional Facilities

The State of California's and the UC Regents' standards for classroom facilities are met.

Instructional Schedule

A. Training is offered Monday, Tuesday, Wednesday, Thursday, Friday, Saturday and Sunday.

B. Classes are planned at various times for the convenience all students. Daytime class hours vary from 8:00 a.m. - 5:00 p.m. Evening class hours vary from 6:00 p.m. - 10:00 p.m.

C. Classes are not held on the following holidays: New Year 's Day, Martin Luther King's Birthday (observed), Presidents' Birthday (observed), Ceasar Chavez Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans ' Day, Thanksgiving Day and the day after, and Christmas Day through New Year 's Day.

Enrollment Policies

Students may enroll in a Certificate Program by mail, fax, online or in person during normal business hours. Students must enroll in individual courses prior to the first class meeting and may call (951) 827-4105 to check on space availability.

Records

Student Record of Certification of eligibility for Veterans Benefits, enrollments, transcripts, and other relevant data will be maintained in the UC Riverside University Extension Registrar's Office located at 1299 University Avenue, suite 201 bld E, Riverside, CA 92507-4596.

Entrance Requirements

All students must meet minimal entrance and enrollment qualifications for certificate programs and prerequisites if required.

Credit Evaluation Policy

Evaluation will be based upon evidence of completed course work or combination of prior education and relevant professional or military experience. Credit allowed will be noted by the appropriate Certificate Curriculum Advisor and the length of the program shortened proportionately. The Continuing Education Specialist or Certificate Curriculum Advisor will evaluate and approve any previous course work. The requirements and guidelines for certificate programs may allow substitution or transfer courses.

Attendance Policy

UC Riverside University Extension does not have an attendance policy. Attendance requirements are up to the discretion of each course instructor.

Progress Policy

A. The school's grading system for each class is below (see UC Riverside Extension's website for further information):
   Extension Grading System:

   1. A -excellent
   2. B -good
   3. C -fair
   4. D -barely passed
   5. F -not passed (may be raised to a passing grade only by repeating the course)
   6. I -incomplete

   Pluses and minuses may also be recorded.

B. All courses must be taken and completed for a letter grade of "C" or better or "B" or better, depending on the certificate program you are enrolled in. (See certificate information on web at https://extension.ucr.edu/ for specific grade requirements.)

C. The law requires that all students receiving Veterans Education Benefits make satisfactory progress toward the completion of their stated training objective. The following policy applies to all students receiving Veterans Education Benefits, and to students receiving any other type of financial assistance requiring Satisfactory Academic Progress.

Minimum Standard:

To meet UCR University Extension SAP standards, all students must maintain a cumulative and term grade point average (GPA) of at least 2.0 on a 4.0 scale. Additionally, those students receiving financial assistance must be enrolled in a minimum of six (6) units for a minimum of two (2) terms per calendar year.

VA funded students are responsible for notifying the VA Representatives immediately of any action affecting their enrollment status - whether a class has been enrolled in or dropped. Failure to do so may result in termination of benefits. Satisfactory progress toward the stated student objective must be maintained. A veteran student on academic or lack of progress probation status will be disqualified when his/her grade point average (GPA) falls below 2.0 for two consecutive quarters.

Conduct Policy

Students shall at all times when on the classroom premises conduct themselves in an orderly and considerate manner, shall appear for classes in a sober and receptive condition, and shall adhere to UC Riverside Extension's Standards of Student Conduct. Violation of these standards is just cause for dismissal.

Reimbursement to Veterans and Eligible Persons

For information or for resolution of specific payment problems, the veteran should call the Veterans Administration Regional Office in the area of residence. For Education Services in the Southern Region call 1-888-442-4551.

Withdrawal Policy

All withdrawal requests must be submitted in writing to Student Services. It is the student's responsibility to request withdrawal from a course. If you do not request withdrawal, you will receive a grade based on the work completed. This may result in a poor or failing grade. Please note that withdrawal requests must be submitted during the first 75% of a course and that a separate refund policy may apply. Withdrawal requests submitted within the first 25% of the course will not appear on your transcript.

- Withdrawal requests submitted within the first 25% of the course will not appear on your transcript.
- Withdrawal requests submitted after the first 25% but within the first 75% will receive a grade of W.
- After the first 75% of the class you will receive the grade earned.
- Only one withdrawal per course is permitted.

Retaking a Course

If you failed a required course or did not receive the minimum grade considered "passing" (for example, you received a C- in the course but need a C or better to actually receive credit), the VA will pay for you to repeat the course. They will not pay for repeated courses in order to boost GPA or to get a better grade (if you passed the course). The VA will not cover any repeat course fees if you are charged one.

Refund Policies

Full refunds are automatically processed for courses which have been cancelled or discontinued. All other refund requests must be in writing. Include your full name, course information (title, course number, registration code), and a statement that you are wanting to drop the course. Unless otherwise noted in the course description, refunds will be granted based on the following criteria:

- All refunds are subject to a $30 drop fee.
- A refund will be granted only if the request is received, in writing, at least 2 days prior to the start of the course.
- No refunds will be granted if the request is made less than 2 days prior to the start date of the course.
- Students withdrawing from their domestic prepaid program prior to the completion of program requirements are subject to a $30 drop fee per course not enrolled/completed, that is associated with their prepaid program

Mail or Deliver in Person to:

UC Riverside University Extension

Attn: VA Representative

University Village, Building E, Suite 201

1299 University Ave.

Riverside CA, 92507

OR

Emailed Request:

to: ucxrefunds@ucr.edu

cc: ucxveteransinquiries@ucr.edu

Refunds will not be processed until written request is received. Allow six to eight weeks processing time. I have read and understand the UC Riverside University Extension Terms & Conditions and Student Conduct Policies regarding registration, fees and refunds.

_____	_____	_____
Student Name (print)	Student Signature	Date

VA Education Benefits Checklist

In order to use your VA benefits, the school will need documentation to begin your VA file. Listed below are the benefits we accept and the documents required.

Veterans

- **Chapter 30 – Montgomery GI Bill®**
  - Completed – *UC Riverside University Extension VA Education Benefits Intake Form*
  - Signed agreement – *UC Riverside University Extension VA Requirements and Student Responsibilities*
  - Signed agreement – *UC Riverside University Extension Terms & Conditions and Student Conduct Policies*
  - A copy of your VA Form 22-1990, or 22-1995 if you have previously used VA Education Benefits
  - An official transcript from each post-secondary institution you previously attended
  - A copy of your Certificate of Eligibility letter

- **Chapter 31 – Vocational Rehabilitation and Employment Program (VR&E)**
  - Completed – *UC Riverside University Extension VA Education Benefits Intake Form*
  - Signed agreement – *UC Riverside University Extension VA Requirements and Student Responsibilities*
  - Signed agreement – *UC Riverside University Extension Terms & Conditions and Student Conduct Policies*
  - VA Form 1905 – Authorization Form from your VA VR&E Counselor

- **Chapter 33 – Post 9/11 GI Bill®**
  - Completed – UC Riverside University Extension VA Education Benefits Intake Form
  - Signed agreement – UC Riverside University Extension VA Requirements and Student Responsibilities
  - Signed agreement – UC Riverside University Extension Terms & Conditions and Student Conduct Policies
  - A copy of your DD214 – Member 4 Copy
  - A copy of your VA Form 22-1990, or 22-1995 if you have previously used VA Education Benefits
  - An official transcript from each post-secondary institution you previously attended
  - A copy of your Certificate of Eligibility letter

Dependents of Veterans

- **Chapter 33 – Post 9/11 GI Bill®, Transferred Benefits**
  - Completed – *UC Riverside University Extension VA Education Benefits Intake Form*
  - Signed agreement – *UC Riverside University Extension VA Requirements and Student Responsibilities*
  - Signed agreement – *UC Riverside University ExtensionTerms & Conditions and Student Conduct Policies*
  - A copy of your VA Form 22-1990e, or 22-5495 if you have previously used VA Education Benefits
  - An official transcript from each post-secondary institution you previously attended
  - A copy of your Certificate of Eligibility letter

- **Chapter 35 – Dependent's Educational Assistance (DEA)**
  - Completed – *UC Riverside University Extension VA Education Benefits Intake Form*
  - Signed agreement – *UC Riverside University ExtensionVA Requirements and Student Responsibilities*
  - Signed agreement – *UC Riverside University Extension Terms & Conditions and Student Conduct Policies*
  - A copy of your VA Form 22-5490, or 22-5495 if you have previously used VA Education Benefits
  - An official transcript from each post-secondary institution you previously attended
  - A copy of your Certificate of Eligibility letter

VA Enrollment and Certification Procedures

Please submit your VA Registration Packet prior to applying to a program. Once approved by the VA Representative, you may apply to the program you wish to pursue.

Please review the course catalog for availability of courses each quarter. You can browse on the online catalog at https://extension.ucr.edu/

We accept the following methods of payment: Check (payable to UC Regents) or Credit Card (Visa, MasterCard, and Discover) via Student Portal.

Chapter 30 and 35 students:

1. Enroll in and pay for courses required for your program by the following methods:
    a. In person at our Student Services Office
    b. By phone (invoice for Credit Card Payment via Student Portal) 951-827-4105 option 1)
    c. Online at https://www.extension.ucr.edu/ (credit card only)
    d. Mail your enrollment form to Student Services

2. Notify the VA Representative in order to certify your enrollments with the VA by email.

Chapter 31 and 33 students:

1. Contact the VA Representative **before the quarter begins** to request enrollment in courses. Request must include:
    a. Course Title(s)
    b. Course Dates
    c. Section ID Number(s)

2. The VA Representative will bill the VA for your tuition. If you are not entitled to 100% benefits, you will be required to pay the difference at the time of enrollment. You may pay by the following methods:
    a. In person at our Student Success Office (Suite 201 - Check Payments Accepted Only
    b. Online via Student Portal by Credit Card (Visa, MasterCard, and Discover).

Contact Us – Student Services

You can contact us by email at ucxveteransinquiries@ucr.edu and a Student Services Representative will respond to your request within 3-5 business days.

Address:
University of California Riverside, Extension
1299 University Avenue
Suite 201, Building E,
Riverside, CA 92507
Attn: VA Representative

Registration Hours:
Monday-Friday: 8:30 am – 5:30 pm
Saturday: Closed
Sunday: Closed

Phone: 951-827-4105 Option 1

UC RIVERSIDE
UNIVERSITY EXTENSION
VETERANS EDUCATION
BENEFITS INTAKE FORM

TO BE COMPLETED BY STUDENT: Date_____

PERSONAL INFORMATION

Name_____

Address_____

City _____ State_____ Zip Code _____

Home Phone_____ Message Phone _____

Veteran's File # (Dependents Only)_____

Date of Birth_____

ACADEMIC STATUS

Certificate Program _____

Anticipated Year of Completion _____

CATEGORY OF ASSISTANCE

(Check One Category)

Montgomery GI Bill (Chapter 30)_____

Post – 9/11 GI Bill (Chapter 33) _____

VA Vocational Rehabilitation (Chapter 31)_____

Dependent's Educational Assistance Program (Chapter 35)_____

TO BE COMPLETED BY THE CERTIFYING OFFICIAL:

Prior Credit Allowed by UCR University Extension (from other colleges)

Total Units _____

Course Titles _____

_____

RETURN THIS FORM TO: Rosa Prosser at ucxveteransinquiries@ucr.edu

VA Registration Packet

Thank you for your interest in UC Riverside University Extension certificate programs. This registration packet includes the following forms and documents:

1. VA Education Benefits Checklist
2. UC Riverside University Extension VA Benefits Intake Form
3. UC Riverside University Extension VA Requirements and Student Responsibilities
4. UC Riverside University Extension Terms & Conditions and Student Conduct Policies
5. VA Enrollment and Certificate Procedures

Eligible students may utilize their VA educational benefits for approved certificate programs only. Please visit the GI Bill® website and use the WEAMS tool to verify program eligibility, http://www.benefits.va.gov/gibill/school_locator.asp.

Veterans, veteran dependents, and others eligible for veteran's education programs should determine their benefits and obtain authorization with the Department of VA prior to enrolling in courses. Please visit the GI Bill® website for more information on how to apply and determine eligibility for benefits,
http://benefits.va.gov/gibill/.

UC Riverside University Extension accepts these benefits:

- Chapter 30 – Montgomery GI Bill®
- Chapter 31 – Vocational Rehabilitation and Employment Program (VR&E)
- Chapter 33 – Post 9/11 GI Bill®
- Chapter 35 – Dependents' Educational Assistance (DEA)

Once you have completed the forms, please submit them using the following methods:

1. Email to:
   Rosa Prosser – ucxveteransinquiries@ucr.edu

2. In Person at the:
   UC Riverside University Extension
   Student Services Department
   1299 University Avenue
   Suite 201, Bld. E
   Riverside, CA 92507

3. Mail to:
   UC Riverside University Extension
   Attn: VA Representative
   University Village, Building E, Suite 201
   900 University Avenue
   Riverside, CA 92507

We encourage veterans to contact ucxveteransinquiries@ucr.edu, or 951-827-4105 Option 1 with any additional questions.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA available at the official U.S. government Web site at http://www.benefits.va.gov/gibill

UC Riverside University Extension Terms & Conditions,
VA Requirements and Student Responsibilities

Please read and sign that you understand the policies and procedures below.

VA Student Responsibilities

I understand that this is my sole responsibility to notify the UC Riverside University Extension VA Representative in writing of any changes to my records within 3 business days. I understand that I must report course drops, course failures, course cancellations, course date changes, grade option changes, and/or withdrawal from a program. I understand that in order to make changes to my program/area of study, I must submit a written request to the VA Representative.

I agree to provide UC Riverside University Extension with the supporting documentation necessary to determine if any credit may be granted for my approved program. I understand that failure to submit my official transcript(s) may result in a delay of certification or delay of future course enrollment at UC Riverside University Extension, until my official transcript(s) are received.

I understand that UC Riverside University Extension will hold me responsible for any tuition fees not paid by the VA, or payments rescinded by the VA.

Failure to notify my VA Representative of any actions that may affect my status or program requirements may result in termination of my benefits and/or retroactive billing of my benefits.

Academic Performance – IMPORTANT

Students funded by the VA are required to meet minimum satisfactory progress. I understand that if my GPA falls below 2.0 for one (1) quarter, I will be put on academic probation. If my GPA falls below 2.0 for two (2) consecutive quarters, my benefits will be terminated. To reinstate my benefits, I must meet with the VA Representative to establish an education plan. I will also be required to pay for courses out-of-pocket for one quarter and maintain a minimum GPA of 2.0 before benefits will be re-certified.

Verification of Enrollment

UC Riverside University Extension students using benefits under the Montgomery GI Bill® must verify attendance each month for non-degree programs. Students should verify attendance on the last calendar day of the month of receive monthly payments from the VA. Please note: Students using Post 9/11 GI Bill® benefits are not required to verify attendance.

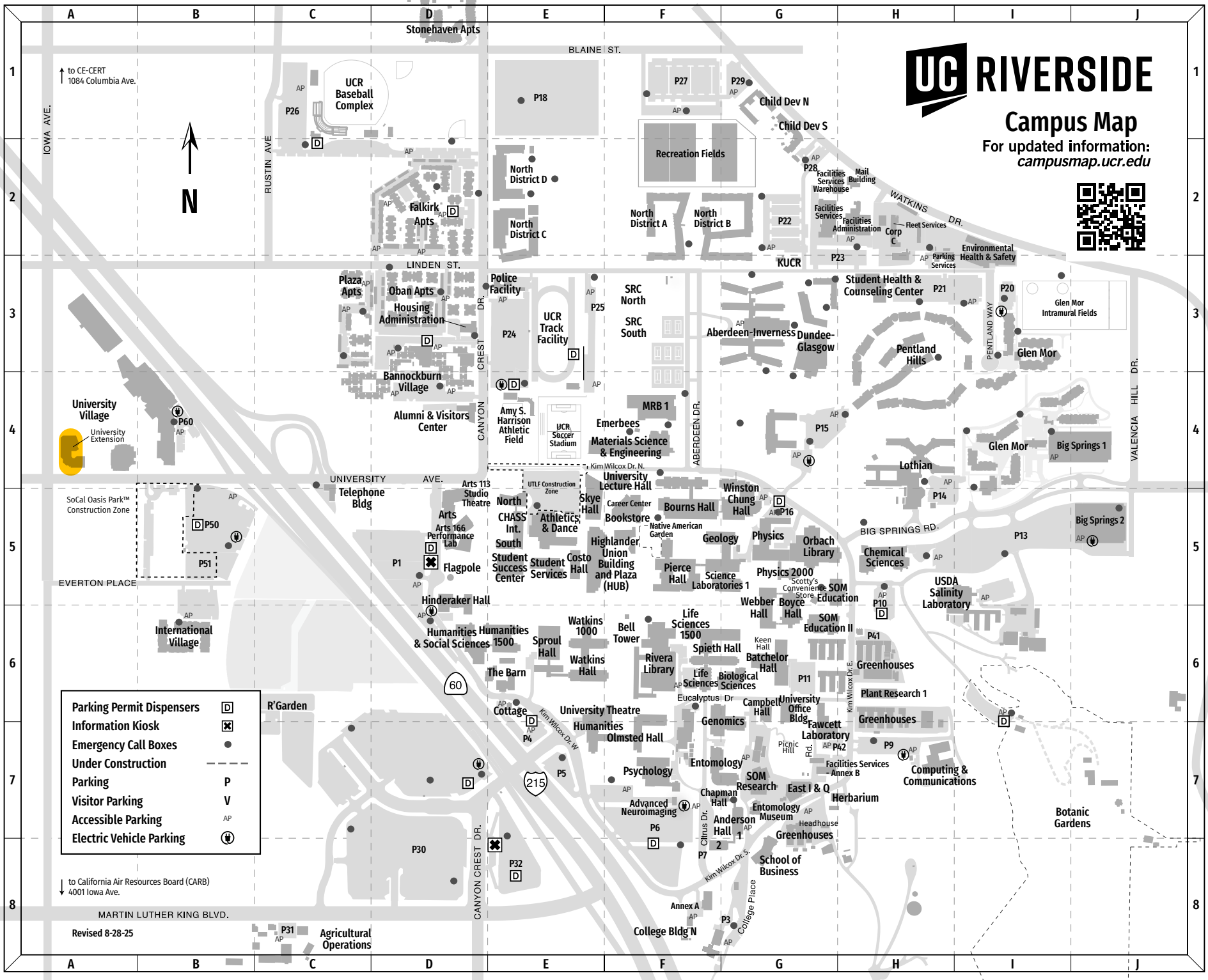
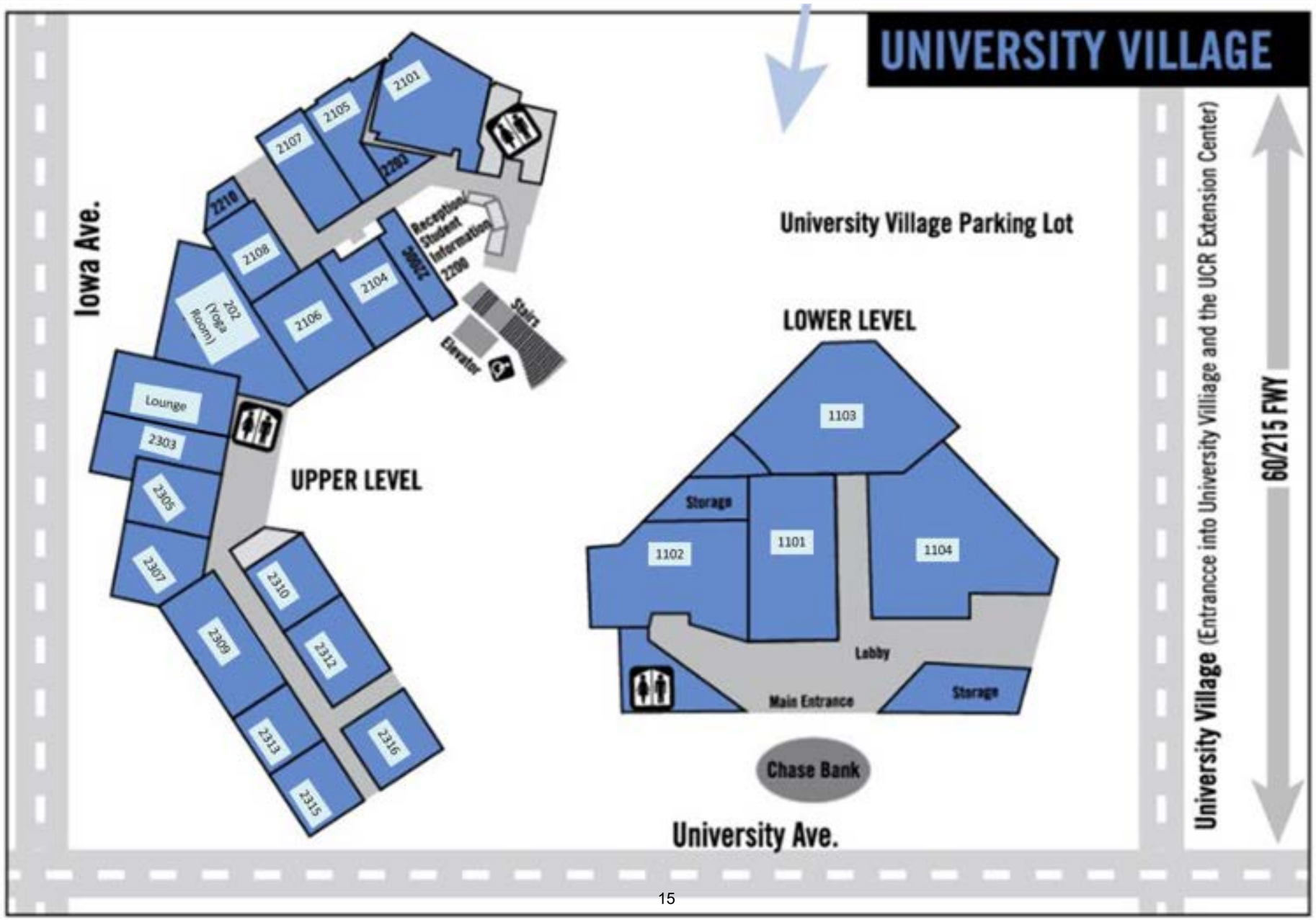
Your enrollment can be verified by using the Web Automated Verification of Enrollment (WAVE) at http://www.gibill.va.gov/wave, or by calling the toll free Interactive Voice Response (IVR) telephone line (877)823-2378.

Students receiving Chapter 35 Dependents' Educational Assistance (DEA) benefits and are enrolled in a non-college degree program can only verify attendance by calling 1-888-GI BILL (1-88-442-4551).

- ☐ I have read, understand, and agree to the UC Riverside University Extension Terms & Conditions, VA Requirements and Student Responsibilities expected of me while attending UC Riverside University Extension under VA benefits.

_____ _____

Full Name (Print) Signature and Date


UC RIVERSIDE
Campus Map
For updated information:
campusmap.ucr.edu
N
to CE-CERT
1084 Columbia Ave.
to California Air Resources Board (CARB)
4001 Iowa Ave.
Revised 8-28-25
Parking Permit Dispensers
Information Kiosk
Emergency Call Boxes
Under Construction
Parking P
Visitor Parking V
Accessible Parking AP
Electric Vehicle Parking
Stonehaven Apts
BLAINE ST.
UCR Baseball Complex
P26
P18
P27
P29
Child Dev N
Child Dev S
Recreation Fields
P28
Facilities Services Warehouse
Mail Building
WATKINS DR.
Facilities Services
Facilities Administration
Fleet Services
Corp C
Parking Services
Environmental Health & Safety
KUCR
P23
P22
North District A
North District B
North District D
North District C
Falkirk Apts
IOWA AVE.
RUSTIN AVE
LINDEN ST.
Plaza Apts
Oban Apts
Housing Administration
Bannockburn Village
Alumni & Visitors Center
Police Facility
P24
P25
UCR Track Facility
SRC North
SRC South
CANYON CREST DR.
Amy S. Harrison Athletic Field
UCR Soccer Stadium
Aberdeen-Inverness
Dundee-Glasgow
Student Health & Counseling Center
P21
P20
Glen Mor Intramural Fields
PENTLAND WAY
Glen Mor
Pentland Hills
VALENCIA HILL DR.
Big Springs 1
Big Springs 2
University Village
University Extension
P60
MRB 1
Emerbees
Materials Science & Engineering
ABERDEEN DR.
P15
Lothian
P14
Kim Wilcox Dr. N.
UNIVERSITY AVE.
Telephone Bldg
Arts 113 Studio Theatre
UTLF Construction Zone
University Lecture Hall
Skye Hall
Career Center
Bourns Hall
Winston Chung Hall
P16
SoCal Oasis Park™ Construction Zone
P50
P51
Arts
Arts 166 Performance Lab
North CHASS Int.
Athletics & Dance
Bookstore
Native American Garden
Geology
Physics
Orbach Library
Chemical Sciences
BIG SPRINGS RD.
P13
South Student Success Center
Student Services
Costo Hall
Highlander Union Building and Plaza (HUB)
Pierce Hall
Science Laboratories 1
Physics 2000
Scotty's Convenience Store
SOM Education
USDA Salinity Laboratory
P10
P1
Flagpole
EVERTON PLACE
Hinderaker Hall
Webber Hall
Boyce Hall
SOM Education II
International Village
Humanities & Social Sciences
Humanities 1500
Sproul Hall
Watkins 1000
Bell Tower
Life Sciences 1500
Spieth Hall
Keen Hall
Batchelor Hall
P41
Greenhouses
Watkins Hall
Rivera Library
Life Sciences
Biological Sciences
P11
The Barn
60
Eucalyptus Dr
Campbell Hall
University Office Bldg
Kim Wilcox Dr.E.
Plant Research 1
R'Garden
Cottage
Kim Wilcox Dr.W.
University Theatre
Humanities
Olmsted Hall
Genomics
Fawcett Laboratory
Greenhouses
P4
P42
P9
Picnic Hill Rd.
Entomology
Facilities Services - Annex B
Computing & Communications
P5
215
Psychology
SOM Research
East I & Q
Herbarium
Advanced Neuroimaging
Chapman Hall
Entomology Museum
Headhouse
Botanic Gardens
Anderson Hall 1 2
Citrus Dr.
Greenhouses
P6
P7
P30
P32
CANYON CREST DR.
Kim Wilcox Dr.S.
School of Business
College Place
Annex A
College Bldg N
P3
MARTIN LUTHER KING BLVD.
P31
Agricultural Operations

Extension University Village (EUV) - Floor Plan