Veterans face different challenges compared to traditional students. The Office of Adult Studies and Veteran Services hopes to ease those challenges by creating resources for veterans which are outlined in this guide. If you have any questions, contact Dr. John Sikula, Director of Adult Studies and Veteran Services here at Ashland University.

**Financial Aid**
Did you know that you are still eligible to receive financial aid while attending Ashland University? All you have to do is apply. Go to [fafsa.ed.gov](http://fafsa.ed.gov) to apply for financial aid. Once that is completed and Ashland University has your information, you will meet with a financial aid counselor and complete any necessary forms. They will inform you of eligible benefits.

**Business Office**
The Business Office handles all the billing to the VA. They are your contact source for questions dealing with your account statement, which is viewable on Webadvisor.

To view your account statement:
1. Go to [https://webadvisor.ashland.edu](https://webadvisor.ashland.edu) and login.
2. Click on Student Menu.
3. Under Student Finance Menu, click on University Account Statement.
4. Click Submit.

You will be able to see your account balance from there. If you have any questions, contact Priscilla Houston in the Business Office at 419.289.5958.

Every year, you are required to waive your insurance from Ashland University. To do so, go to [www.studentplanscenter.com](http://www.studentplanscenter.com) and follow the instructions. The VA does not pay for the health insurance and failing to waive the insurance will cost you the premium of the insurance.
**Bookstore**
The bookstore handles all your supply needs at Ashland University. You can order your textbooks and pick them up before the semester starts. Simply take your course schedule to the bookstore and fill out the form. On the payment line put VA Financial Aid and your student ID number. That is all you need to do.

The bookstore also provides you with the supplies you need for your classes. Pick up your pens, pencils, notebooks and other supplies there. Proceed to the checkout and they will bill the VA for the supplies. This only applies to supplies for school, not to clothing and other merchandise.

This will prevent you from having to send an invoice to the VA with a receipt for the item.

**Counseling Services**
Dr. Bill Payne, former chaplain in the military, has offered to counsel veterans for free. He can be contacted at the Ashland Theological Seminary at 419.289.5865 for an appointment.

Ashland University Student Affairs also has a counseling staff available in the Hawkins-Conard Student Center. Contact them at 419.289.5065 to set up an appointment.

**Career Services**
Career Services is located in the Hawkins-Conard Student Center and offers a variety of services to veterans. They will civilianize your resume helping you take out the military jargon and replacing it with terms known by civilian employers. They will also assist with creating and critiquing your resume. They also help find internships and assist in the employment search. Call them at 419.289.5064 to set up an appointment.

**Academic Support**
Tutoring is available in all subjects at Ashland University free of charge. Contact Academic Support Services to set up a tutor for any of the classes in which you may need help.

Academic Advisors are available in every college to assist students in exploring majors and understanding the core classes you are required to take. They are also able to help you with your four-year plan.

**Registrar**
The Registrar’s Office is located in Founders Hall. They will be able to help you add to or remove classes from your schedule, as well as assist with filling out forms for taking classes pass/fail. Vicki Yoho is the contact for the VA and can certify you for your classes.
Important Contacts

Professional Advising/Center for Academic Support:
Heidi Jones | 419.289.5783 | hjones5@ashland.edu
Doreen Bailey | 419.289.5943 | dbailey2@ashland.edu
Adam Sikula | 419.289.5358 | asikula1@ashland.edu
Kelly Kossick | 419.521.6836 | kkossick@ashland.edu

Academic Support Services:
Denisia Stoops | Library 704 | 419.289.5639 | dstoops@ashland.edu

Bookstore:
Deb Danals | Hawkins-Conard Student Center | 419.289.5336 | ddanals@ashland.edu

Business Office:
Priscilla Houston | Founders Hall 202 | 419.289.5958 | phouston@ashland.edu

Career Services:
Hawkins-Conard Student Center 254
Call to set up an appointment. 419.289.5064

Financial Aid:
Founders Hall 3rd Floor | 419.289.5002

Orientation:
Jen Washock | Hawkins-Conard Student Center 230 | 419.289.5312 | jwashock@ashland.edu

Registrar:
Vicki Yoho | Founders Hall 206H | 419.289.5031 | vyoho@ashland.edu

Veteran Services:
John Sikula | Founders Hall 206I | 419.289.5751 | jsikula@ashland.edu

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