

February 3, 2017

Welcome to the April 2017 cohort of Onward to Opportunity in Partnership with the Veterans Career Transition Program! Below you will find the Program Guidelines, which are set forth and established in order to ensure your success in the program. Please contact your advisor should you have any questions about these expectations.

### **Program Guidelines:**

#### **Program Details and Requirements:**

- You have one opportunity to participate in the program; therefore, we cannot accept any subsequent applications to the program after you have begun.
- Your cohort begins **Monday, April 17, 2017**.
- Your advisor will be assigned to you no later than **Friday, April 14, 2017**.
- The program will purchase **one** license for **one** online learning management system, which you will use to complete your selected coursework and practice exams.
- Once you have begun your coursework on your **one** online learning management system, you can only access courses on that same online learning management system.
- You are required to complete your first course by **Monday, July 17, 2017**.
- Once you begin the cohort, enrollment in subsequent or additional courses will take place on a rolling basis. After you complete your first course, contact your advisor to discuss the next step in your academic plan. You are not required to reapply to the program during another cohort window to begin subsequent courses.
- You must complete the associated coursework, practice exam requirements, and submit a request for payment for your intended certification exam to your advisor by **Tuesday, April 17, 2018**.
- At 11:59 pm (EST) on **Tuesday, April 17, 2018**, your online learning management system's license will expire and your time in the program will come to a close. After this date and time, you will no longer have access to your coursework or practice exams.
- The program will fund **one** industry certification per participant.
- To optimize your participation in the program, we recommend committing at least 5-6 hours per week to your coursework. Your advisor can supply a recommended and customizable schedule that you may use as a guide to stay on track.
- Upon completion of your first course, you will have the opportunity to connect with a Veteran Transition Specialist at Hire Heroes USA for career services support, to include resume review, establishing an effective job search and networking strategy, and potential interview matching with employers.
- If you do not complete your first course within 90 days of the cohort launch date, your case will be reviewed, and you may be removed from the program. Please contact your advisor if you feel you will not be able to meet this requirement.
- If you wish to be removed from the program or an individual course, a written request must be submitted to your advisor. Please contact your advisor to discuss your options prior to finalizing your decision to be removed from the program.

#### **Registration**

- Completion of a course within Onward to Opportunity in Partnership with the Veterans Career Transition Program results in a non-credit certificate of completion from the Institute for Veterans and Military Families at Syracuse University.
- You may only be enrolled in one active course at a time. However, you will have access to all previously completed coursework and practice exams for the remainder of the cohort year (through **Tuesday, April 17, 2018**).

Again, welcome to Onward to Opportunity in Partnership with the Veterans Career Transition Program. We look forward to your participation!