

# Ch 31 Approved Certification Process

VR&E Case Manager will issue Payment Authorization (PO) to Tungsten

Student Submits Certification Request Form  
**EVERY SEMESTER** Located in Cardinal Apps Portal

**SCO Audit  
4 Business Days**  
A School Certifying Official will audit courses to verify they are required for your approved program.

## Student is Certified

Supply Voucher will be emailed to your **STUDENT EMAIL**

**\*Book Vouchers only issued to SPS Graduate, MSN, DNP and Professional Schools\***

**Books & Supplies Voucher Issued**  
Print off Voucher from your **STUDENT EMAIL** and take to UIW Bookstore

**Billing**  
Billing will occur after the Add/Drop date charges Tuition will be directly paid to the University  
**Business office handles all bookstore charges**

## Degree Audit Issue

Courses in question

## Degree Audit Issue 5-7 Business Days

If a student is taking a course not originally approved VA counselor or that is not required, we will reach out to VA counselor

## Not Approved Course

In order to stay in course student will be responsible for payment of tuition and fees for that course

### ACCESS & Hard Copy Books Info

**\*All students earning bachelor's, master's or doctoral degrees from UIW schools on the Broadway campus will participate in the UIW ACCESS program which with the exception of Nursing courses. UIW ACCESS is a textbook program that provides e-books for academic courses. ACCESS will be included in billing to VA. For more information, please visit: <https://www.uiw.edu/academics/access/>**

**\*Please note that all books are e-books, if you prefer hard copy books they have to be stated specifically on the PO provided by your VR&E counselor**