

Procedures for Referring Military/Veterans

1. Once the military/veteran identifies themselves they will be given the resource list.
2. If a resource is needed or requested the advisor or administrator should contact the resource person by phone explaining the situation prior to the military/veteran going to that office.
3. There should only be one contact person. If the person is not available inform the military/veteran and notify him/her once you have made contact with the resource person.
4. Please do not tell the military/veteran to go to any office without first making a phone call and speaking to the designated personnel.