Congratulations on your acceptance to Northern Arizona University (NAU)! You are a recipient of VA Educational Benefits from your Military Sponsor, please carefully read through each step of this checklist to help guide you in your transition to NAU.

Your NAU Veteran and Military Success Center (VSC)

- The VSC is your one-stop-shop for transitioning to NAU, VA and Military Benefits, on-campus and off-campus resources, academic resources, and more. The VSC provides computers with free black and white printing, faxing, and a lounge for all military-connected students as well as virtual services for Online and Statewide Students.
- We are open 8:00am – 5:00pm Monday thru Friday in the NAU Student Union / Field House (Bldg. 30), Room 138.
- Reach us by phone at 928-523-8387, send an email to vets@nau.edu, or join us online via our Virtual VSC Room!
- If you have any questions during your transition or throughout your academic career at NAU, please contact the VSC or come in to see us!

Steps to Complete

1. Accept your offer to NAU
   Log into nau.edu/acceptmyoffer using your NAU User-ID and Password.
   DEFERRED Enrollment Deposit Option: As a recipient of VA Educational benefits, we can defer the required $250 portion of the $350 NAU Enrollment Deposit Fee.

Here’s how it works:

- This Enrollment Deposit Fee holds your spot at NAU and gives you access to the Priority Enrollment Form. This deposit is non-refundable until specific timelines. For more information, please visit: https://nau.edu/admission/freshmen-next-steps/
- You will be liable to pay this fee at a later date or by other means such as Financial Aid, or if you are utilizing Post 9/11 GI Bill® at 100% eligibility in which case this fee is covered.
- **IMPORTANT:** The $100 housing deposit is not paid or deferred by NAU’s Veteran and Military Services. This is a separate deposit only for those requesting on-campus housing. If you are seeking priority on-campus housing, you must visit nau.edu/housing and complete the application. The aforementioned $100 will be billed to your LOUIE account and will need to be paid within a week.
2. Complete **Priority Enrollment**

- Submitting this form is the quickest way to meet with an academic advisor and to get your course schedule. *If you are a Graduate student, please contact your designated graduate college for an advising appointment.*

3. **Initiating or transferring the VA Education Benefits from your Sponsor**

   Apply through [https://www.va.gov/education/how-to-apply/](https://www.va.gov/education/how-to-apply/) to get your Certificate of Eligibility (COE).

   - **Chapter 33 Transferred (Post 9/11)** – GI Bill®, ensures the military member has transferred benefits. Student still needs to complete VA Form 22-1990E (Application for Family Member to Use Transferred Benefits) or VA Form 22-1995 (Request for Change of Program or Place of Training).

   - **Chapter 35 DEA** – First time Survivor and Dependent Educational Assistance Program (DEA) applicants should use the VA form 22-5490. If you have used Chapter 35 benefits at another university and are transferring to Northern Arizona University, please fill out VA form 22-5495, which can be found on [vabenefits.vba.va.gov](http://vabenefits.vba.va.gov).

   - **Marine Gunnery Sergeant John David Fry Scholarship** - The Marine Gunnery Sergeant John David Fry Scholarship provides Post-9/11 GI Bill benefits to the children and surviving spouses of Service members who died in the line of duty while on active duty after Sept. 10, 2001.

4. **COE – Certificate of Eligibility.**

We will need a copy of your Certificate of Eligibility (COE) for our records and in all cases for Residency. Don’t forget that you must have listed NAU as your school of choice. Once you receive this form, visit [www.nau.edu/vets](http://www.nau.edu/vets) to submit your COE. If you are having any issues please contact our office.

**Submit COE Form:** [https://onbase.nau.edu/AppNet/UnityForm.aspx?key=UFKey](https://onbase.nau.edu/AppNet/UnityForm.aspx?key=UFKey)

**NOTE:** It could take up to 2 months to receive your COE from the VA by mail. You may continue through the remaining steps on this list before you receive the paper copy of your COE.
5. BEFORE YOUR 1st TERM BEGINS - Register for the following New Student Orientation Components: Orientation provides you with connections, tools and important information that will help you succeed during your entire academic career NAU orientation website.

1) **Benefit Recipient ZOOM info session:** If you are using the GI Bill®, Veteran Readiness and Employment (VR&E), or DODTA education benefits, you are offered attendance to the 1-hour VMS education benefit info session. This session is presented virtually via ZOOM approximately 6 weeks prior to the start of the Fall term for optimal timing of funding. Each college/university administers GI benefits differently; these info sessions are key to understanding the requirements at NAU to initiate your benefits. Register for the 1 hour zoom sessions! Occurring in JUNE 2022.

*Dependent/Spouse Zoom Session Fall 2022: June 14th 5:30 pm (AZ time) * Family are welcome*

2) **Online Orientation Modules:** View the Online Orientation Modules before the first day of class. The online portion of the orientation experience should take 2 hours or less to complete and will provide you with overall resources and tools for success to use during your academic career. We have added important information specifically for military-connect students. Start your online orientation modules here.

3) **Flagstaff Student Veteran Orientation:** Attend the In-Person New Student Orientation for traditional new students throughout the month of June. If you have not already registered, please Visit NAU orientation website to register for a traditional new student orientation.

6. **Next Steps to Enrollment**

- A great deal goes into preparing for your arrival to Northern Arizona University. Please go to https://nau.edu/admission/next-steps-to-enrollment/ and follow each step carefully. Then be sure to come back to this checklist to get timely information on Residency information and how to utilize your VA Educational Benefits at NAU.

7. **Enroll in Classes**

- In order to initiate your GI Bill funding, you must be enrolled in classes. See the Priority Enrollment link at https://nau.edu/admission/next-steps-to-enrollment/

8. **Academic Advising**

- For help setting up an academic advising appointment or help addressing academic holds on your account proceed to https://nau.edu/Gateway/Advising/Appointments/.

- For a list of advisors (and contact info) associated with your major and online students seeking advisement you can find those resources at https://nau.edu/Provost/VPAA/University-Advising/Undergraduate-Advisors/.

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9. Submit Your Course Schedule for VA Benefits

Once you have completed your VA education benefits eligibility and enrolled in classes, submit your courses for certification through your NAU student center (Louie): In order for NAU to initiate and administer your military benefits, this step is required. This process provides NAU verified permission to submit your request for said benefits and ensures that courses you are taking are part of your degree progression plan as is a Federal requirement. Visit: [https://www.peoplesoft.nau.edu](https://www.peoplesoft.nau.edu)

### Step 1: Louie Main Menu, Select Academic Record

- Admissions
- Academic Record
- Academic Progress
- Manage Classes
- Dining, Health and Housing
- Profile
- Tasks
- Financial Aid
- Financial Account
- LOUIE Training

To access this information, contact the Bursar’s office to complete your account profile.

### Step 2: Select Military Education Benefit, Then Select Term

- Course History
- View Grades
- View Unofficial Transcript
- Request Official Transcript
- Enrollment Verification
- Change of Major
- Math Placement
- Update Status
- Military Education Benefit

**IMPORTANT:** You must submit your course schedule for VA benefits EVERY SEMESTER, and resubmit the form if you make any changes i.e. add/drop classes. If you do not submit your course schedule through your LOUIE account, the VA will not be informed of your enrollment into school. NO CERTIFICATION = NO MONEY.
• **Dropping a class:** If you drop a class after the add/drop date, you must send an email to vets@nau.edu with the name of the class(es) you are dropping and the reason. There may be financial implications associated with dropping class(es) after the add/drop date. Please feel free to contact the VSC for guidance in this process.

**Personalized Learning (PL):** *This program is currently NOT covered by VA Educational Benefits.* The PL program is a self-paced blend of traditional academic learning and real work experience, designed for a less traditional more dynamic learning environment for students with the personal drive and time management skills capable of making efficient use of this unique opportunity.

10. **Residency/Tuition Rate:**

- If you are deemed an out-of-state resident or a WUE student, there are a few options you may be eligible for to obtain the in-state tuition rate, one of which is the Yellow Ribbon Program. **Entirely online students do not need to fill out In-state tuition/Yellow Ribbon Forms.** *Remember the VA only pays the In-state portion of your tuition.* Please visit www.nau.edu/vets to complete the “In-State Tuition/Yellow Ribbon Form as soon as you arrive to Arizona:
  - If you did not live in the state of Arizona prior to physically attending school, you will need to fill out this form *once you have moved to Flagstaff and are able to show proof that you live in the state.*
  - To be eligible for the In-state tuition change, or the Yellow Ribbon Scholarship, you must complete the Citizenship Form (Prop 300). Find out more here.

**You must submit your residency form BEFORE the Add/Drop Date of your first term!**

**FULLY ONLINE students are charged one rate of tuition not based on residency status and need not apply for in-state tuition rate.**

11. **Free Pay Plans:**

- If you are using CH 35 (DEA) VA benefits, the VA pays a monthly stipend directly to your account for which you set up with www.va.gov. NAU offers a free “Vet Pay Plan” for Ch 35 recipients *by Request only.* To request this pay plan, you will need to email vets@nau.edu. Upon receipt of your email request, we will provide instructions how to opt into this free pay plan.

12. **Financial Aid**

  a. All students should complete the [Free Application for Student Aid](#) (FAFSA). FAFSA determines your eligibility for Federal Student Loans as well as state/federal grants (grants = money you do not pay back), and is a requirement for many scholarships.

  b. Make sure to report any veteran/military benefits you will be receiving. Financial Aid is initially based on your “prior-prior year’s earnings”. If this doesn’t accurately reflect your income at the time you will be taking classes, talk with the VSC and we will provide information on the Financial Aid appeal process through the NAU Financial Aid Office to have your award reassessed.

  c. FAFSA opens October 1st each year. You will need to re-apply to FAFSA every October and the sooner you complete it, the better in terms of funding availability. *We suggest marking your calendars as a reminder to do this each October!*

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Get Connected

- Join the **NAU Chapter of the Student Veterans of America (SVA)**. Please sign up through [True Blue Connects](#) to become a member of the NAU SVA. This is a registered student organization on campus to support and promote the veteran perspective on campus. You will receive emails highlighting our monthly social and university events. You can also find us on [Facebook](#).
- Learn about other organization/clubs on campus on [TRUE BLUE connects](#).
- The W.A. Franke College Veteran Student Center: Dedicated to serving military affiliated students within the School of Business (FCB) as well as Hotel and Restaurant Management (HRM). FCB (Bldg. 81).
- Check out the following [link](#) anytime for other helpful resources during your NAU academic endeavor.

Get Connected with the Veteran and Military Services Staff

Meet via video chat in the [Virtual VSC Room](#)

Follow the Veteran Success Center on [Instagram](#), [Facebook](#), [LinkedIn](#)

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