

Military Connected Student Checklist

Statewide Campuses and Online Students

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 [VirtualVSC ZOOM 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 <https://nau.edu/acceptyoffer> using your NAU User-ID and Password.

2. Apply to Receive Benefits

- VA BENEFITS: Apply through the [Veteran Affairs website](#) directly to get your Certificate of Eligibility (COE).
- DODTA: Learn more about the Department of Defense Tuition Assistance (DODTA) program by contacting your duty station Education Support office (ESO) and/or visit the [DOD Website](#).

NOTE: NAU administers the following Education Benefits:

- **Chapter 33 - Post-9/11 GI Bill®** – At least 90 aggregate days of active service after September 10, 2001 or were discharged with a service-connected disability after serving at least 30 consecutive days after that date. Student will need to complete VA Form 22-1990. If you are transferring from another School, use VA Form 22-1995 (Request for Change of Program or Place of Training).
- **Chapter 30 - Montgomery GI Bill® – Active Duty** – There is various eligibility criteria for this program and a minimum service obligation.
- **Chapter 31 - Vocational Rehabilitation and Employment (VR&E)** – Have received a discharge that is other than dishonorable and have a service-connected disability rating of at least 10% from VA Apply for VR&E services.
Please return to the nau.edu/vets website to view the VR&E New Student Checklist.
- **Chapter 1606 - Montgomery GI Bill-Selected Reserve (MGIB-SR)** – The VA does not have authority under the law to make or reverse eligibility determinations. Your Guard or Reserve component makes decisions regarding your eligibility for this benefit.
Please return to the nau.edu/vets website to view the National Guard/Reservist New Student Checklist.
- **DODTA** - NAU also administers the DODTA for Eligible Active Duty Military. NAU offers a

\$250/credit hour rate for DODTA eligible active duty. For additional assistance in submitting those forms, please visit <https://in.nau.edu/veteran-and-military-services/dodta-checklist/>.

Please return to the nau.edu/vets website to view the DODTA New Student Checklist.

***Personalized Learning is not eligible for VA benefits or DODTA currently.**

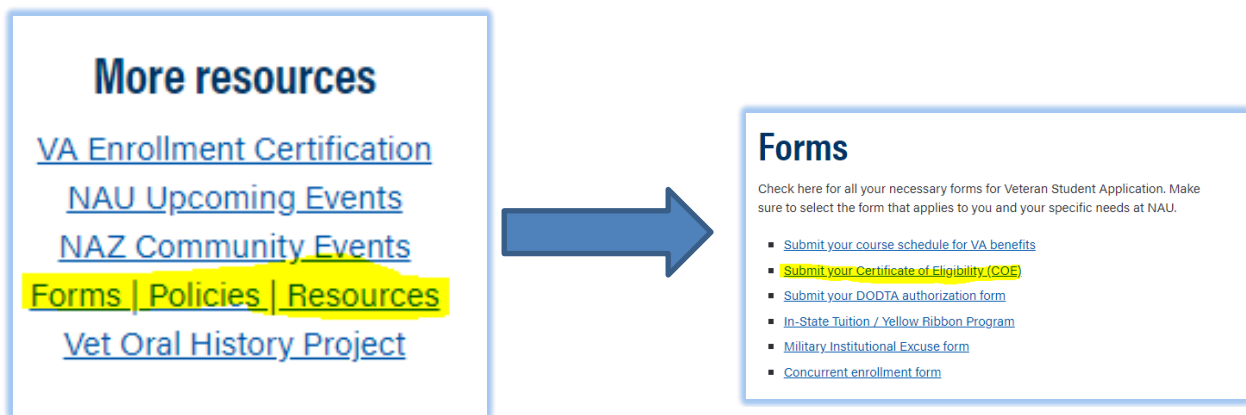
- **Marine Gunnery Sergeant John David Fry Scholarship** – The Marine Gunnery Sergeant John David Fry Scholarship provides Post-9/11 GI Bill benefits to the children and surviving spouses of Service members who died in the line of duty while on active duty after Sept. 10, 2001.

Please return to the nau.edu/vets website to view the Dependent/Spouse New Student Checklist.

3. Certificate of Eligibility (COE)

- We will need a copy of your COE for our records and in some cases for residency (See Step 8). Don't forget that you must have listed NAU as your school of choice. Once you receive this form, visit 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>



NOTE: It could take up to 2 months to receive your COE from the VA. The COE is sent directly to you and not to NAU. You do NOT have to wait for your COE to continue through the remaining steps on this list. Please continue.

4. Complete Online Orientation

- **View the Online Orientation Modules.** [Start your online orientation modules here.](#) 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.
- Attend a 1-hour VMS education benefit info session via Zoom approximately 6 weeks prior to the start of the Fall term for optimal timing of funding. Each college/university administers benefits differently; these info sessions are key to understanding the DODTA processing requirements at NAU. [Register for the 1 hour zoom sessions.](#) We will offer all sessions via our [Virtual VSC Room!](#)

If you missed the date for your session, please contact us at vets@nau.edu to make other arrangements.

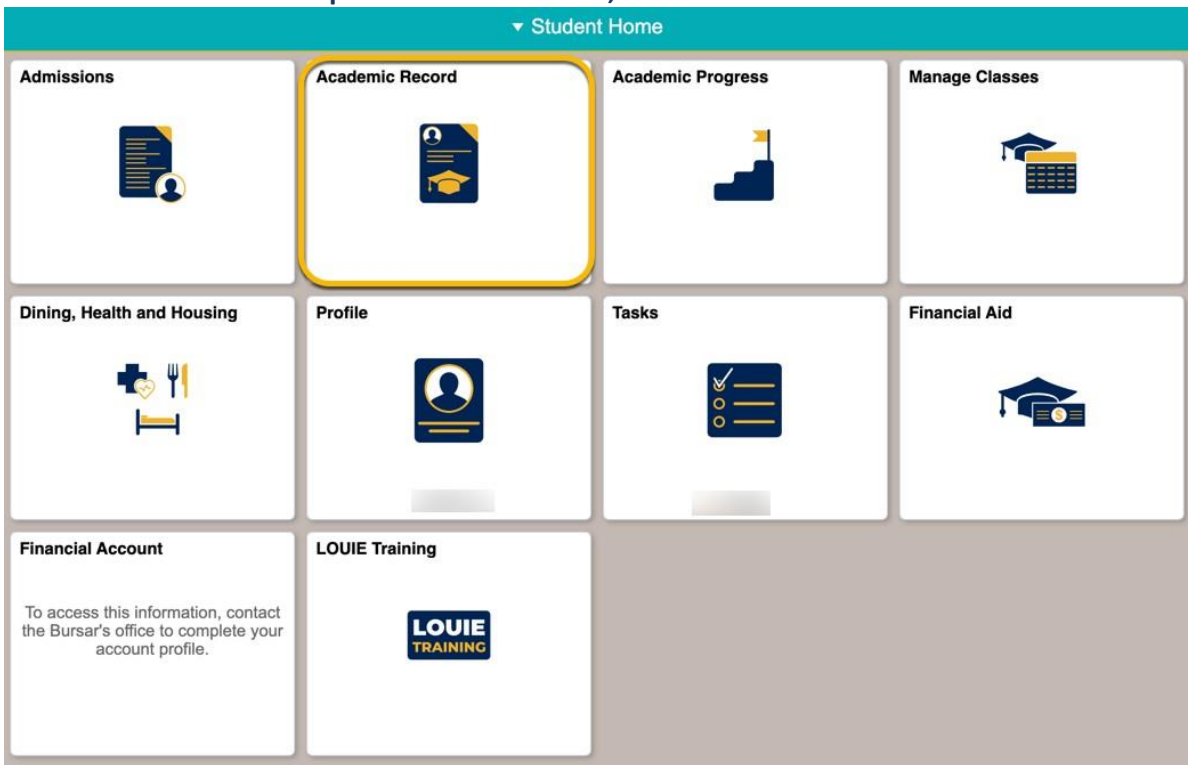
5. Enroll in Classes and Complete Priority Enrollment

- [Complete Priority Enrollment online](#) as soon as possible so academic advisors can confirm your transfer credits (including Military Credits earned) and build a preliminary schedule for your first semester. During the student veteran orientation and even by phone before you arrive, you will have the opportunity to meet with your academic advisor to review and finalize your class schedule, if needed. Please check out the FYS 131 course offering below. If interested in adding this course, please email vets@nau.edu now.

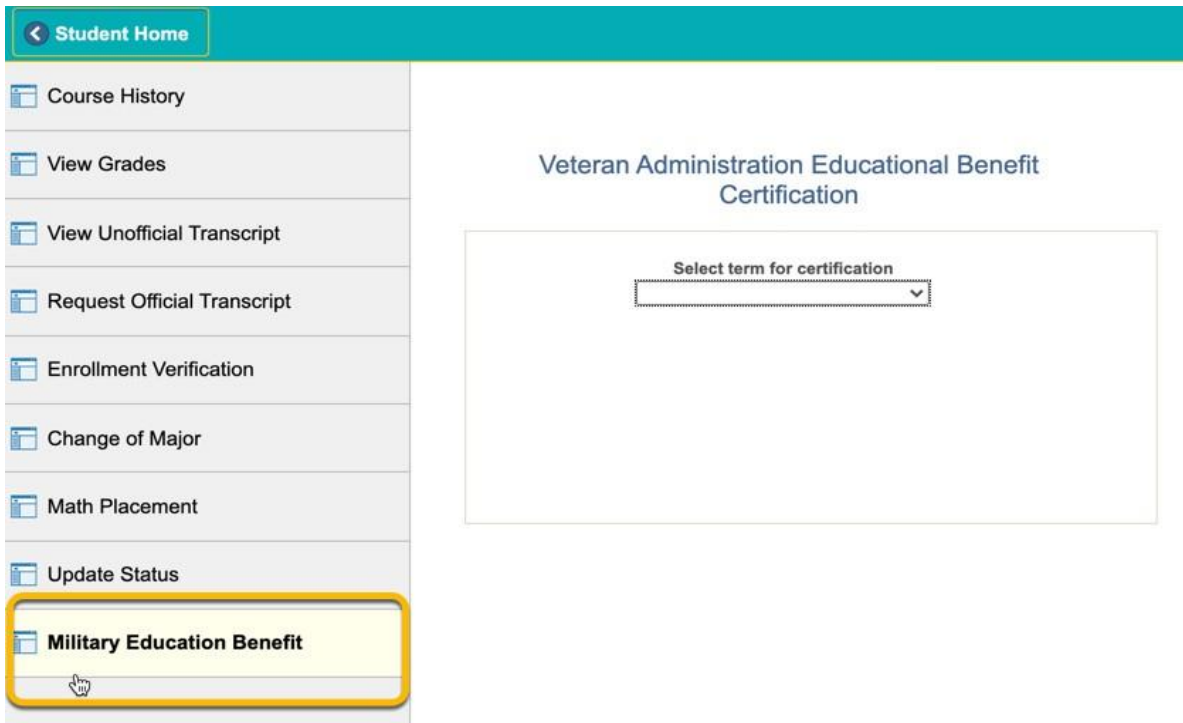
6. Submit Your Course Schedule for VA Benefits

- If using CH 1606 or DODTA, once you have proven eligibility and enrolled in classes, you will need to “submit your course schedule for Military Education Benefits. 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. Additionally, this will ensure you are added to our student group providing the coveted benefit of EARLY REGISTRATION for all future terms at NAU. Visit: <https://www.peoplesoft.nau.edu>

Step 1: Louie Main Menu, Select Academic Record



Step 2: Select Military Education Benefit, Then Select Term



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 course:** 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.
- If you are using **Ch. 33 Post 9/11** benefits, the VA pays Tuition and Fees directly to NAU. NAU will defer your due date for the tuition and mandatory fees portion of your balance AFTER you certify your classes. Your BAH and book stipend is paid directly to your bank account which you set up when you applied for benefits. You will need to pay NAU directly for any fees outside of tuition/mandatory fees such as meal plans, housing charges, transportation fee, etc. which will not be put on the Vet Pay Plan.
- If you are using **Ch. 30**, the VA ONLY pays a monthly stipend directly to you through your bank account which you set up online. NAU offers a free “Vet Pay Plan” by request only. To request this, pay plan, you will need to email vets@nau.edu after you submit your courses for VA benefits. Upon receipt of your email request, we will provide instructions how to opt into this free pay plan. The Vet Pay Plan is a deferment that postpones payment of your associated tuition and certain fees until the NAUVA Certifying Official bills the Department of Veteran Affairs.

7. Financial Aid

- All students should complete the [Free Application for Federal 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 also is a requirement for many scholarships.
- 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 does not 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.
- FAFSA opens October 1st each year. You will need to re-apply for 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!

8. Residency/In-Tuition Rate:

- If you are a fully online student, this step will NOT apply to you because online tuition is one rate. If you are 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 if you are an NAU Statewide student.
- Remember the VA only pays the in-state portion of your tuition, not the out- of-state portion. If you are enrolled in in-person courses, and are classified as non-resident for tuition, YOU MUST complete the required residency application form located here: <https://nau.edu/veteran-and-military-services/yellow-ribbon/>.
- The deadline to submit this form is the Add/Drop Date of your first term!

9. Transcripts

You most likely have already submitted transcripts as part of the requirements of your NAU Admissions application; however, please ensure you have submitted all your transcripts.

- Military Transcripts: Visit <https://jst.doded.mil/official.html> for information about obtaining your military transcripts or <http://www.airuniversity.af.mil/Barnes/CCAF/> for information about obtaining transcripts from the Community College of the Air Force (CCAF).
- Other Transcripts: Request an official copy of transcripts for high school (if applicable), colleges and/or universities you were enrolled in prior to your application to NAU. Be sure that final grades are posted and graduation dates are indicated, if applicable.

Request transcript(s) be sent to:

Office of Undergraduate Admissions and
Orientation NAU Box 4084
Flagstaff, AZ 86011-4084

10. Vet Pay Plans:

- If you are using Ch. 33 Post 9/11 benefits, the VA pays the school directly. NAU will automatically add you to a free “Vet Pay Plan” for the tuition and mandatory fees portion of your balance AFTER you submit your course schedule for VA benefits. Your BAH and book stipend is paid directly to your account for which you set up online. You will need to pay NAU directly for any fees outside of tuition/ mandatory fees such as meal plans, housing charges, transportation fee, etc. which will not be put on the Vet Pay Plan.

- If you are using Ch. 30, the VA pays a monthly stipend directly to you through your bank account, which you set up online, not to NAU. NAU offers a free “Vet Pay Plan,” however, you MUST “opt in” to this free payment plan. Send an email to vets@nau.edu to get enrolled in the Vet Pay Plan. Upon receipt of your email request, we will provide instructions how to opt into this free pay plan.
- If you are using DODTA, you may be eligible for a free pay plan for Session B courses only.

Get Connected

- Connect with a seasoned student veteran to show you the ropes through the Vet Jack Program. Email us at vets@nau.edu and we can get you connected with veteran student mentor based on your academic field of interest.
- 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](#)
- **Northern Arizona TRIO Veterans Upward Bound (VUB)**: This program is designed to help eligible veterans gain a jumpstart in their academic careers. Refresh your academic skills with individualized instruction. Learn time management, financial literacy, and study strategies.
Phone: 928-717-7686 | FAX: 928-776-2083 | Email: vub@yc.edu <<mailto:vub@yc.edu>> | Website: <https://www.yc.edu/vub>
- 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

