

## New Student National Guard and Reserves Checklist

### Flagstaff Mountain, Statewide Campuses, and Online Students

Congratulations on your acceptance to Northern Arizona University (NAU)! Please use the following 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](mailto:vets@nau.edu), or join us online via our [Virtual VSC 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

**Note:** If you served Active Duty prior to joining the National Guard or Reserves, please use the Veteran Student Checklist as your guide instead.

#### 1. Accept your offer to NAU

- If this is your very first term at NAU, please log into <https://nau.edu/acceptmyoffer> 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](#).
- **MGIB-SR Ch 1606:** A VA Benefit, NAU is an approved administrator for this benefit. You must determine if you are eligible through your commander and through your own research. This link will be useful in determining eligibility: [The Montgomery GI Bill – Selected Reserve \(MGIB-SR, Chapter 1606\)](#).
- **Department of Defense Tuition Assistance (DODTA):** NAU is an approved administrator for this benefit. As a Reservist or National Guardsman, you may be eligible for DODTA. Please go through the steps below and then redirect your attention to the DODTA checklist found on [this site](#). **Good news:** Ch. 1606 and DODTA are now eligible to be used simultaneously. If you will be using Ch. 1606 and DODTA simultaneously, you must notify us at [vets@nau.edu](mailto:vets@nau.edu) early to ensure timely processing of both benefits.
- **Arizona National Guard State Tuition Reimbursement (STR):** If you are an Arizona National Guardsman, you may be eligible for this benefit. Review eligibility requirement at [State Tuition Reimbursement Department of Emergency and Military Affairs \(az.gov\)](#). NAU does not administer STR and STR is a separate program from DOD Tuition Assistance. However, we are always happy to assist in your research of the

program as this is a worthwhile benefit.

**3. 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 with the VA. 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**



**4. 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.

- 1) Flagstaff Student Veteran Orientation:** Attend the In-Person 1 day Student Veteran Orientation – Friday, August 26th, 2022. The Veteran Orientation takes the place of the Freshman or Transfer Orientation. Meals included. [Register today!](#) \* **Graduate students are welcome!**

**Note:** If you serving in the National Guard or Reserves and are a Freshman Student, under 20 years of age, we encourage you to attend an NAU Traditional Freshman Orientation instead of a the Veteran Orientation.

- 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) 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. [Register for the 1 hour zoom sessions!](#)

## 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. We encourage all National Guardsman and Reservists to enroll in the FYS 131 course noted below if you still need to complete the Cultural Understanding academic requirement. Please contact us via email at [vets@nau.edu](mailto:vets@nau.edu) if you are interested.

### **FYS 131 – Veteran integration into higher education – Cultural Understanding**

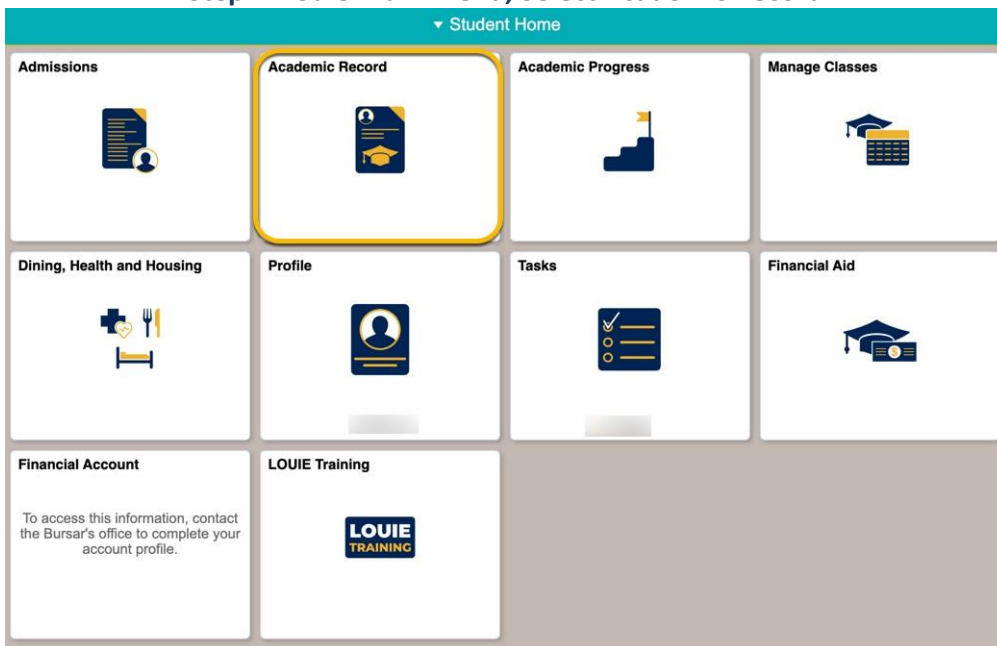
The purpose of the course is to explore and examine the challenges for Veterans integrating into the world of higher education. Additionally, Veterans probe the differences and similarities between the military and civilian culture, while conducting serious inquiry into the cultural aspects of the Veteran experience within higher education. The overall purpose is to build upon Veterans global cultural experiences and critical thinking skills as a framework to recognize and assess how culture fashions the human experience.

**\*\* This course fulfills the requirement for the CU Liberal Arts Progression Plan**

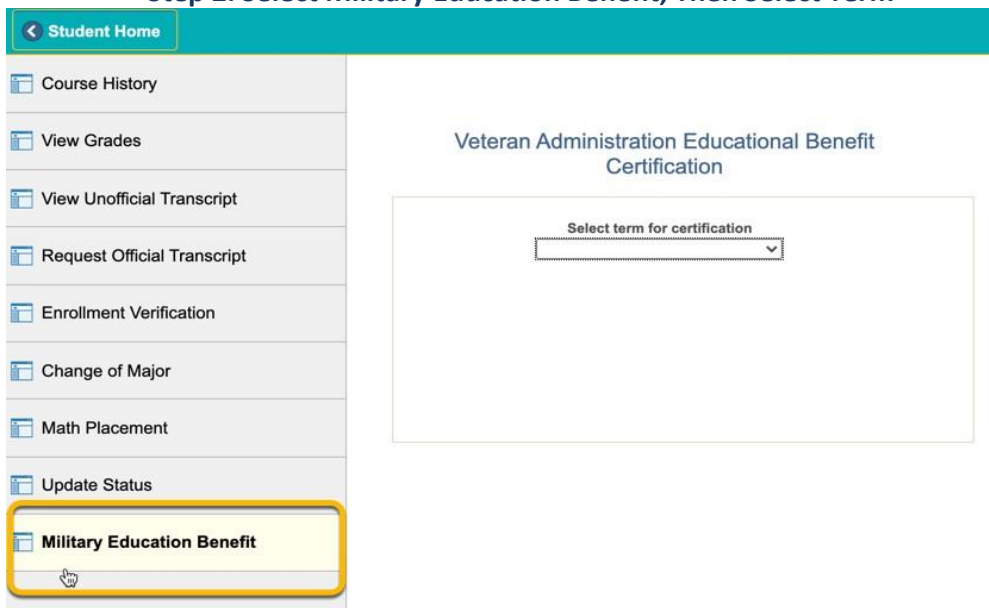
## 6. Submit Your Course Schedule for VA Benefits

- 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](mailto: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.

**7. NAU Military Institutional Excuse Policy**

- A military institutional excuse is granted to a student to participate in military events/drills based on official military orders. This also covers medical appointments with the Department of Veterans Affairs, including treatment and referrals to non-VA facilities.
- Please submit your request at least 10 days in advance of leave to allow time for processing. If you know your Drill dates at the beginning of the term, we suggest you submit a blanket Military Institutional Excuse form with all of your anticipated drill dates for the term. If dates change, you may resubmit the form. Obtain more details and submit the request [here](#).

**8. Residency/Tuition Rate**

- If you are deemed an out-of-state resident or a WUE student and you are stationed in Arizona, you may be eligible for the in-state tuition rate. As soon as you are physically living in Arizona, and enrolled in courses, please visit <https://nau.edu/veteran-and-military-services/yellow-ribbon/> to complete the “In-State Tuition/ Yellow Ribbon Form which will direct you to complete the [Residency Reclassification Armed Forces Affidavit](#).
- 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](#).
- Be sure to look up term specific deadlines found at [nau.edu/azresidency](http://nau.edu/azresidency).

**9. Financial Aid**

- 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.
- 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.
- 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!

**10. Residency/Tuition Rate:**

- If you are deemed an out-of-state resident or a WUE student and you are stationed in Arizona, you may be eligible for the in-state tuition rate. As soon as you are physically living in Arizona, and enrolled in courses, please visit <https://nau.edu/veteran-and-military-services/yellow-ribbon/> to complete the “In-State Tuition/ Yellow Ribbon Form. The NAU Residency office.
- 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](#).
- **The deadline to submit this form is 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. Provide Immunization Documentation**

A list of required immunizations and how to submit documentation can be found [here](#). Always include your NAU ID on any documentation submitted. Please email [vets@nau.edu](mailto:vets@nau.edu) if this step is holding up your enrollment.

**12. 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

**Get Connected**

- Connect with a seasoned student veteran to show you the ropes through the Vet Jack Program. Email us at [vets@nau.edu](mailto: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) <<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



 <b>Army</b> FULL/PART TIME	 <b>Marine Corps</b> FULL/PART TIME	 <b>Navy</b> FULL/PART TIME	 <b>Air Force</b> FULL/PART TIME	 <b>Space Force</b> FULL TIME	 <b>Coast Guard</b> FULL/PART TIME
<p><b>FULL TIME</b></p> <p><b>Army</b></p> <p>As the oldest branch of the U.S. Military, the Army protects the security of the United States and its resources.</p> <hr/> <p><b>PART TIME</b></p> <p><b>Army Reserve</b></p> <p>The Army Reserve trains part time near home until needed, and members deploy alongside the Army.</p> <p><b>Army National Guard</b></p> <p>Army National Guard members deploy with the Army on a part-time basis. Their service focus is on the state level, but they may also serve nationally.</p>	<p><b>FULL TIME</b></p> <p><b>Marine Corps</b></p> <p>The Marine Corps is often first on the ground in combat situations.</p> <hr/> <p><b>PART TIME</b></p> <p><b>Marine Corps Reserve</b></p> <p>Marine Corps reservists train domestically and deploy with the rest of the Corps.</p>	<p><b>FULL TIME</b></p> <p><b>Navy</b></p> <p>The Navy delivers combat-ready Naval forces while maintaining security in the air and at sea.</p> <hr/> <p><b>PART TIME</b></p> <p><b>Navy Reserve</b></p> <p>The Navy Reserve trains close to home. They serve in the U.S. or abroad in support of the Navy's mission.</p>	<p><b>FULL TIME</b></p> <p><b>Air Force</b></p> <p>The Air Force protects American interests at home and abroad with a focus on air power.</p> <hr/> <p><b>PART TIME</b></p> <p><b>Air Force Reserve</b></p> <p>The Air Force Reserve trains and serves on a part-time basis, performing flying and other specialized missions for the Air Force.</p> <p><b>Air National Guard</b></p> <p>The Air National Guard trains part time to assist, first on the state level, but they may also serve nationally.</p>	<p><b>FULL TIME</b></p> <p><b>Space Force</b></p> <p>The Space Force defends U.S. interests on land, in the air, and from orbit with a range of advanced training and technology.</p> <p><i>The Air Force currently determines career and accession paths for military and civilian personnel assigned to, or wanting to be assigned to, the Space Force.</i></p>	<p><b>FULL TIME</b></p> <p><b>Coast Guard</b></p> <p>The Coast Guard is a maritime force offering military, law enforcement, humanitarian, regulatory and diplomatic capabilities.</p> <hr/> <p><b>PART TIME</b></p> <p><b>Coast Guard Reserve</b></p> <p>The Coast Guard Reserve typically trains and serves near home, offering the chance to contribute part time and make a difference.</p>