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 Education Benefits, on-campus and off-campus resources, academic resources, and more. If you have any questions during your transition and throughout your academic career at NAU, please contact us!
• Email: vets@nau.edu | Phone: 928-523-VETS(8387) | Fax: 928-523-8775

Steps to Complete

1. Accept Your Offer to NAU
   • Log into https://nau.edu/acceptmyoffer using your NAU User-ID and Password.

2. Initiate or Transfer your VA Education Benefits to NAU
   Apply through https://www.va.gov/education/how-to-apply/ to get your Certificate of Eligibility (COE).

   NAU administers the following VA Education Benefits:

   • **Chapter 30 - Montgomery GI Bill® - Active Duty** - There is various eligibility criteria for this program and a minimum service obligation.
   • **Chapter 31 – Veteran Readiness and Employment (VR&E)** - Have received a discharge that is other than dishonorable and have a service-connected disability rating of a certain percentage from VA. Apply for VR&E services. Updated: May 2019 GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).
   • **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.
   • **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.
   • **DODTA** - NAU also administers the Department of Defense Tuition Assistance for Eligible Active Duty Military. NAU offers a $250/credit hour rate for DODTA eligible active duty. Visit with your local Educational Support Office to determine if you are eligible for Tuition Assistance. The DODTA procedure/eligibility is different for each branch of service. Next, visit https://nau.edu/veteran-and-military-services/dodta-form-information/ for information on submitting your DODTA authorization to NAU.

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 Online
4. Register for Orientation

- Complete online orientation at https://launch.comevo.com/nau/1985/-/wc?reload=1& which provides important resources and information for enrolling in classes and resources.
- VMS Chat Session option – Highly Recommended:

If you will be using GI Bill® benefits or DODTA, Register for the 1-hour virtual VMS Education Benefit Info Session as a supplement to your Online NAU Orientation.

https://nau.co1.qualtrics.com/jfe/form/SV_3wOn9ZeDdjw3zhk

** We will offer a second session the week before classes begin; however, we recommend you attend the December session for timeliness of information.

The VMS chat sessions will cover a variety of topics to include:
- Learning about our in-person and virtual services
- Getting information and instructions on utilizing your GI BILL®, or DODTA benefits here at NAU.
- In-State tuition rate military connected eligibility if applicable
- Meeting staff and fellow military connected peers!
- Getting NAU and VA resources
- Time for individual questions

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. URL: https://in.nau.edu/university-advising/priority-enrollment/
6. Submit Your Course Schedule for VA Benefits

Once you have completed your VA education benefits and enrolled in classes, you will need to submit your course schedule for VA benefits. This will initiate your VA Enrollment Certification for your monetary benefits and can be completed on your LOUIE account. 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 TERM 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. NO CERTIFICATION = NO MONEY.

DODTA Students: do not need to submit this form

• 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.

• 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 PayPlan.

• If you are using Ch. 30, Ch. 1606, 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 NAU VA Certifying Official bills the Department of Veteran Affairs.

• Personalized Learning: This 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. However, VA Educational Benefits do NOT cover this program.

7. Financial Aid

• All students should complete the Free Application for Federal Student Aid (FAFSA) at https://fafsa.ed.gov/. 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.
- **Remember the VA only pays the in-state portion of your tuition, not the out-of-state portion. Just because you have GI-Bill funding does not mean you are automatically granted the in-state tuition rate.
- 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/](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).

- **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 PayPlans:

- 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, Ch. 1606 or Ch. 35 benefits, 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.

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 a veteran resource navigator based on your academic field of interest.

- Join 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: facebook.com/groups/nu.sva

- Learn about other organization/clubs on campus on TRUE BLUE connects at https://nau.collegiatelink.net.

- 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 | 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), Room 105. Email: Zachary.Hamilton@nau.edu | Phone: 928-523-0335 |

- Check out the following link anytime for other helpful resources during your NAU academic endeavor: https://nau.edu/franke-veterans/resources/

- Connect with us on Social Media

Follow the Veteran Success Center on

[Icons for Instagram, Facebook, LinkedIn]