New Student Veteran Checklist
Flagstaff Mountain Campus

*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 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 affiliated students.
- We are open 8:00am – 5:00pm Monday thru Friday in the NAU Field House (Bldg 30), Room 138.
- **Email:** Vets@nau.edu | **Phone:** 928-523-VETS (8387) | **Fax:** 928-523-8775
- 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.

**Enrollment Deposit:** As a recipient of VA Educational benefits, we will defer the required $250 portion of the $350 NAU Enrollment Deposit Fee. Here is how it works:

- This Enrollment Deposit Fee holds your spot at NAU and 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 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. Initiating your VA Education Benefits**

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 (Post 9/11)** – GI Bill®, ensures the military member has transferred benefits. 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 31 VR&E** – Vocational Rehabilitation and Employment
  - Applicants should apply through [https://www.va.gov/careers-employment/vocational-rehabilitation/how-to-apply/](https://www.va.gov/careers-employment/vocational-rehabilitation/how-to-apply/) for CH. 31 benefits and refer to the Specific New Student Check list for VR&E on nau.edu/vets website.
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. 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. Register for Orientation

Orientation and VMS Virtual Information sessions are crucial steps in transitioning to Northern Arizona University. Please visit the NAU orientation website below to sign up for the self-guided Online Orientation, the 1-hour Virtual VMS Information Benefit Session, and the In-Person Orientation on the Flagstaff Mountain Campus.

https://nau.edu/admission/student-veteran-orientation-fall-semester/

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. You may also add comments as to specific courses for which you would like to enroll such as the three noted below:

- NAU is proud to offer students who have served or are currently serving a course specifically designed for the military connected student that will cover Liberal Study requirements:

  1. **FYS 131**: Cultural Understanding FirstYear Seminar - Veteran Integration Course

     3 Credits. -- Offered in the Fall and Spring terms

- 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.
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 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.

- 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, 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” for these students, however, you MUST “opt in” to this free payment plan. Once you certify your classes, you will need to email VETS@nau.edu for instructions on opting into this payment plan via your LOUIE account.

- 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.

7. **Financial Aid**

- All students should complete the Free Application for Student Aid (FAFSA) at [https://fafsa.ed.gov/](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 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!*

8. **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. **Remember the VA only pays the in-state portion of your tuition. As soon as you are physically living in Arizona, and enrolled in courses, please visit [https://nau.edu/veteran-and-military-services/yellow-ribbon/](https://nau.edu/veteran-and-military-services/yellow-ribbon/) to complete the “In-State Tuition/ Yellow Ribbon Form.”

- **The deadline to submit this form is the Add/Drop Date of your first term!**
9. Provide Immunization Documentation

- A list of required immunizations and how to submit documentation can be found at nau.edu/Medical-Services/Immunizations/. Always include your NAU ID on any documentation submitted.

10. 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

11. 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 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/nau.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