

## 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 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 [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 [nau.edu/acceptmyoffer](https://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.

#### 2. Apply to Receive Benefits

- **VA BENEFITS:** Apply through the [Veteran Affairs website](#) directly to get your Certificate of Eligibility (COE).

#### NOTE: NAU administers the following Education Benefits:

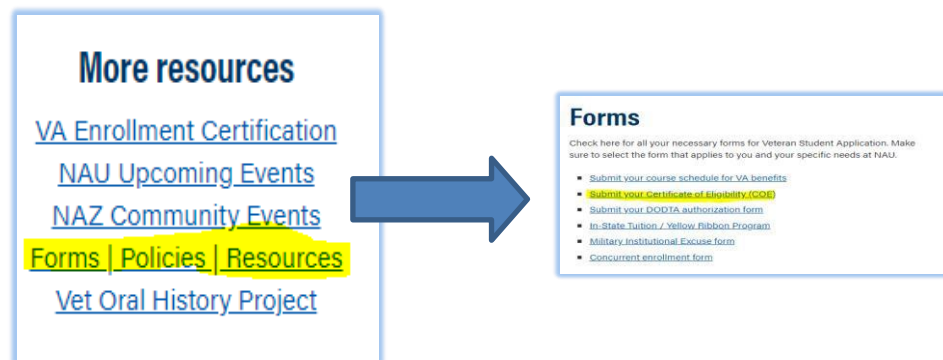
- **Chapter 33 - Post-9/11 GI Bill®** – At least 90 aggregate days of active service after September 10, 2001 or were discharged with a service-connected disability after serving at least 30 consecutive days after that date. Student will need to complete VA Form 22-1990. If you are transferring from 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](https://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](https://nau.edu/vets) website to view the National Guard/Reservist New Student Checklist.*

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

### 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: <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. 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](#).

- 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!**
- 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](#).
- 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!](#)
- Pre-Term Veteran Excursion offer:** This term, we will offer a 2 night, 3 day river rafting trip. This is a coveted trip. Register [HERE](#) to be added to the lottery. Your chances are high but not guaranteed.

**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](mailto:vets@nau.edu) now.

**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.

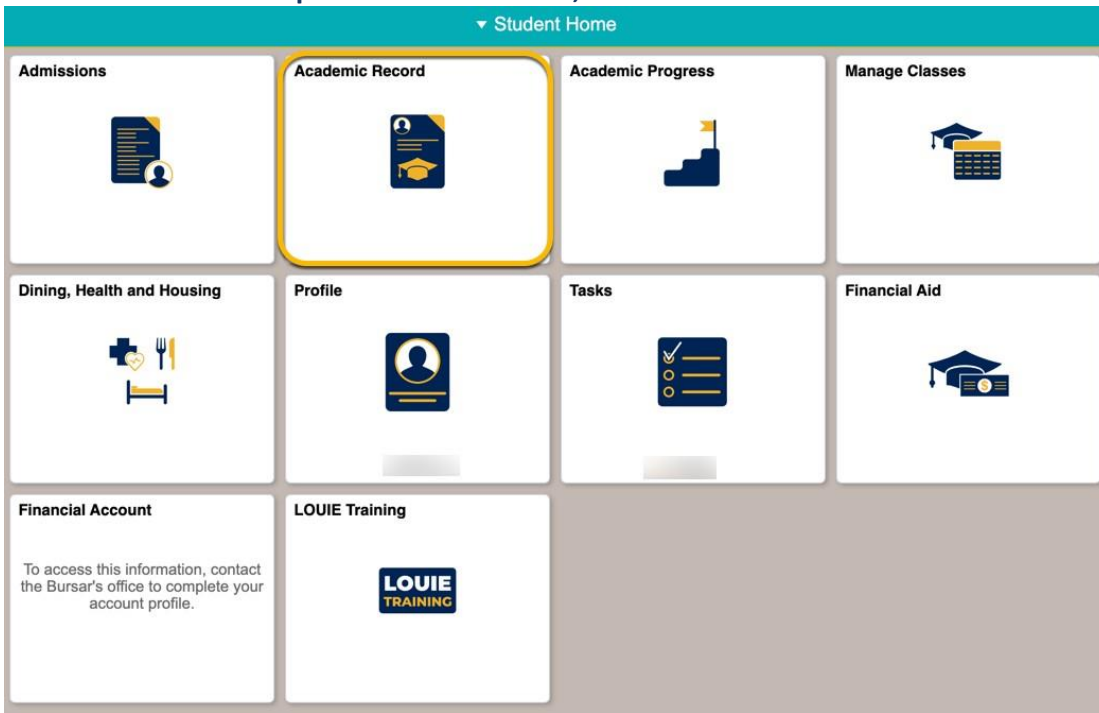
**\*\* This course fulfills the requirement for the CU Liberal Arts Progression Plan**

**6. Submit Your Course Schedule for VA Benefits**

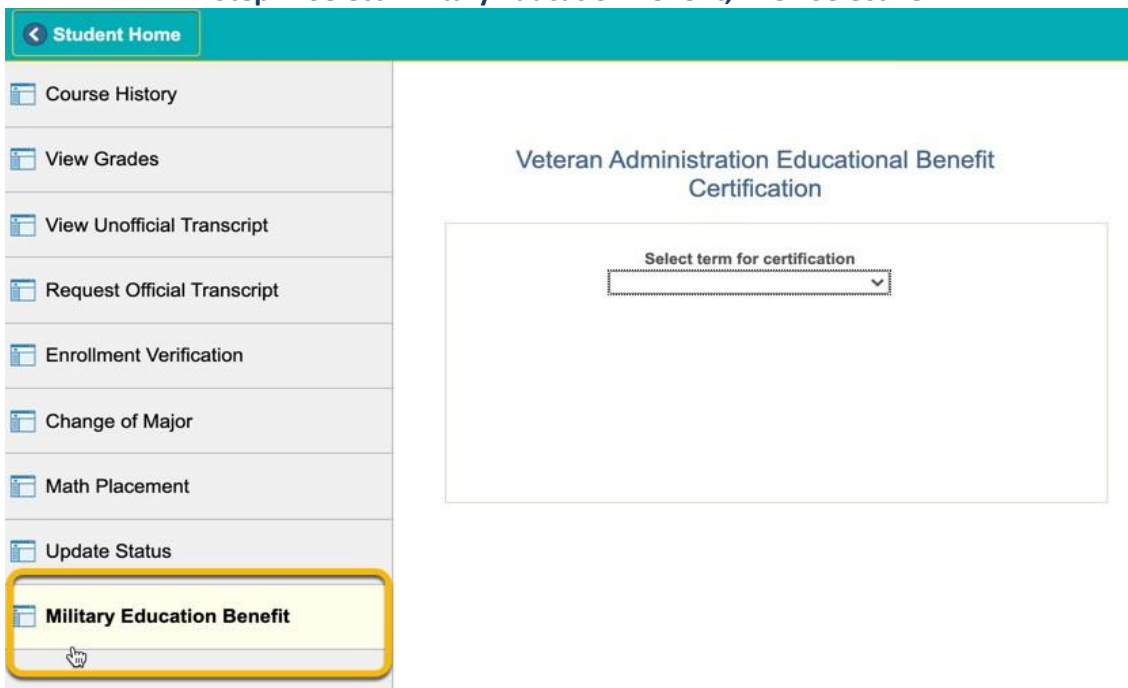
- Once you have completed your VA education benefits and enrolled in classes, you will need to “submit your course schedule for VA benefits”. This will initiate your VA Enrollment Certification for your monetary benefits and can be completed on your LOUIE account.

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.**

**Please note details of your specific benefit:**

- **Ch. 33 Post 9/11 GI BILL® 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.
- **Ch. 30 Montgomery GI Bill Active Duty (MGIB-AD):** 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](mailto: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.

**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. 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!

**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://in.nau.edu/veteran-and-military-services/yellow-ribbon/> to complete the “In-State Tuition/Yellow Ribbon Form.”
- 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](#).
- **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 [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.

## 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.

- **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

