New Student Veteran Checklist

Ch 31 Veteran Readiness & Employment (VR&E) Checklist

Formerly known as Vocational Rehabilitation and Employment

The purpose of the VR&E program is to provide services and assistance necessary to enable Veterans with service-connected disabilities to achieve maximum independence in daily living and, to the maximum extent feasible, to become employable and to obtain and maintain suitable career opportunities.

Congratulations on choosing to complete your education goals at 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. **Verify that you are eligible for Ch 31 VR&E and apply.**
   You can verify and apply by going to this website: https://www.va.gov/careers-employment/vocational-rehabilitation/
   This website provides the links for service members and veterans with service-connected disabilities.

2. **Meet with VR&E Case Manager to determine eligibility, an overview of the program, and how the VR&E program may affect your GI Bill®.**
   When you apply, a VR&E Case Manager (VRE CM) will schedule an appointment to determine your eligibility. If found eligible, you will be provided documentation to begin research into your career field.

3. **Research your career path.**
   Research career path (get data of up to 3 different positions relating to career path) Data must include pay rate and job growth. You will need to look up statistics from instate as well as nationwide. When you finish researching your career path, send the documents to your case manager for review. Once reviewed, Your VR&E Case Manager will prepare and provide a path to your degree plan, utilizing the information that was given to them.
   - [https://www.bls.gov/](https://www.bls.gov/)
   - [https://www.hamiltonproject.org/charts/median_earnings_for_largest_occupations](https://www.hamiltonproject.org/charts/median_earnings_for_largest_occupations)
4. Apply to NAU.

Apply to NAU at: https://nau.edu/admissions/how-to-apply/

*If you are already taking classes at NAU before applying to VR&E skip steps 4 & 5.

5. 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 Ch 33 – GI Bill® at 100% eligibility or Ch 31 Veteran Readiness & Employment (VR&E) in which case the 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 their application. The aforementioned $100 will be billed to your LOUIE account and will need to be paid within a week.

6. Provide Immunization Documentation

A list of required immunizations and how to submit documentation can be found at

https://in.nau.edu/campus-health-services/immunizations/

Always include your NAU ID on any documentation submitted.

7. Finish researching career path.

When you finish researching your career path, send the documents to your case manager for review. Once reviewed, Your VR&E Case Manager will prepare and provide a path to your degree plan, utilizing the information that was given to them.

8. 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.

**FYS 131 – Veteran integration into higher education – Cultural Understanding – Online or in-person options available**

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.
9. **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](https://www.peoplesoft.nau.edu)

**Step 1: Louie Main Menu, Select Academic Record**

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<th>Admissions</th>
<th>Academic Record</th>
<th>Academic Progress</th>
<th>Manage Classes</th>
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**Financial Account**

To access this information, contact the Bursar's office to complete your account profile.

**LOUIE Training**

**Step 2: Select Military Education Benefit, Then Select Term**

- [Course History]
- [View Grades]
- [View Unofficial Transcript]
- [Request Official Transcript]
- [Enrollment Verification]
- [Change of Major]
- [Math Placement]
- [Update Status]

- [Military Education Benefit]
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. Make sure you have your VR E CM name and contact information ready. 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.

After meeting with your VR&E Case Manager about your career path and once you are approved for the program, they will provide a Purchase Order (P.O.) to the NAU Certifying Official. This P.O. serves as the Certificate of Eligibility (COE) for NAU stating that you are authorized VR&E benefits. Once the certifying official reviews the P.O., it will be sent to the NAU Bookstore where an account will be created. This account is used to acquire your books and school supplies both in person and online. The VSC will verify that the account is set up to avoid any confusion. If you need extraordinary material, contact your VR&E Case Manager.

11. Orientation
Due to the COVID-19 Pandemic, we are unfortunately unable to offer an in-person orientation; however, we do have a helpful alternative:

We are offering a VMS Education Benefit Info Session – We highly encourage attendance:

Your targeted one-hour session is an important opportunity to:
- Get VA and military educational benefit information, and instructions to ensure timeliness of funding
- Learn of eligibility requirements for military connected exemptions to non-resident tuition
- Learn about our in-person and virtual services
- Time for individual questions and concerns

Registration Link: 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 November session for timeliness of information.

13. Financial Aid
All students should complete the Free Application for 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 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!

The deadline to submit this form is the Add/Drop Date of your first term.

14. 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.

15. 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 86011-40
928-523-5511
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 organizations/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

![Instagram](https://example.com)  ![Facebook](https://example.com)  ![LinkedIn](https://example.com)
FAQ (Frequently Asked Questions) by VR&E Participants

- **Q.** I can’t get in contact with my VRC and need books, supplies etc. What should I do?
  
  **Ans.** If you are unable to reach your VRC, call or visit your VA Regional Office and ask to speak to the VR&E Office Supervisor. Someone will be able to assist you in your VRC’s absence

- **Q.** I need books and supplies for my classes. What will VR&E pay for?
  
  **Ans.** VR&E will pay for all supplies that VA determines are necessary for the Service member’s or Veteran’s rehabilitation program. Supplies necessary to accomplish the purposes of a Service member’s or Veteran’s rehabilitation program may include, but are not limited to, the following: books, office supplies, tools, consumable goods, computer packages and other material.

  - Pre-approval is required prior to obtaining needed supplies. Your VRC is solely responsible for determining the need for supplies.

  - VR&E will only provide supplies for Service members or Veterans who are participating in an active plan of service.

- **Q.** I am experiencing medical/emotional/dental issues that are impacting my schoolwork. What should I do?

  **Ans.** Contact your VR Case Manager to ask about a referral for FREE care at the nearest VA Medical Center to address the issue that is impacting your training. VR&E participants may be eligible for services for a wide range of medical, counseling, or dental services if enrolled in a plan of service, and the medical service is needed for you to continue your training.

- **Q.** How can I get paid the Post-9/11 GI Bill rate for my Vocational Rehabilitation program?

  **Ans.** A Veteran participating in the VR&E Program who qualifies for Post-9/11 GI Bill benefits can elect to receive the Post-9/11 GI Bill rate of pay instead of the regular chapter 31 subsistence allowance. In most cases, the Post-9/11 GI Bill rate is higher than the regular chapter 31 rate of pay. To elect the Post-9/11 GI Bill rate, the Veteran must have remaining eligibility for the Post-9/11 GI Bill and must formally choose (or “elect”) the Post-9/11 GI Bill rate. Your VRC can help you with the election. Veterans participating in the VR&E Program who elect the Post-9/11 rate are paid at the 100% rate level for their school and training time, even if their Post-9/11 GI Bill eligibility is less than 100%. Note, if you are not attending school at the full-time rate, the actual subsistence allowance paid will be based on the 100% rate but reduced based on the percentage of training time you are attending. Additional benefits are also available through the VR&E Program, such as payment of all required books, fees and supplies as well as other supportive services.