

## New Student Veteran

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

*Formerly known as Vocational Rehabilitation and Employment*

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.

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.

### 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. 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. 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.

**Here's how it works:**

- This Enrollment Deposit Fee holds your spot at NAU and gives you access to the Priority Enrollment Form. This deposit is non-refundable until specific timelines. For more information, please visit: <https://nau.edu/admission/freshmen-next-steps/>

**IMPORTANT:** The \$100 housing deposit is not paid or deferred by NAU's Veteran and Military Services. This is a separate deposit **only** for those requesting on-campus housing. If you are seeking priority on-campus housing, you must visit [nau.edu/housing](https://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.

**4. 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

**5. 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](#).

- 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!**
- 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!](#)
- 4) **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.

**6. 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**

Online or in-person options available

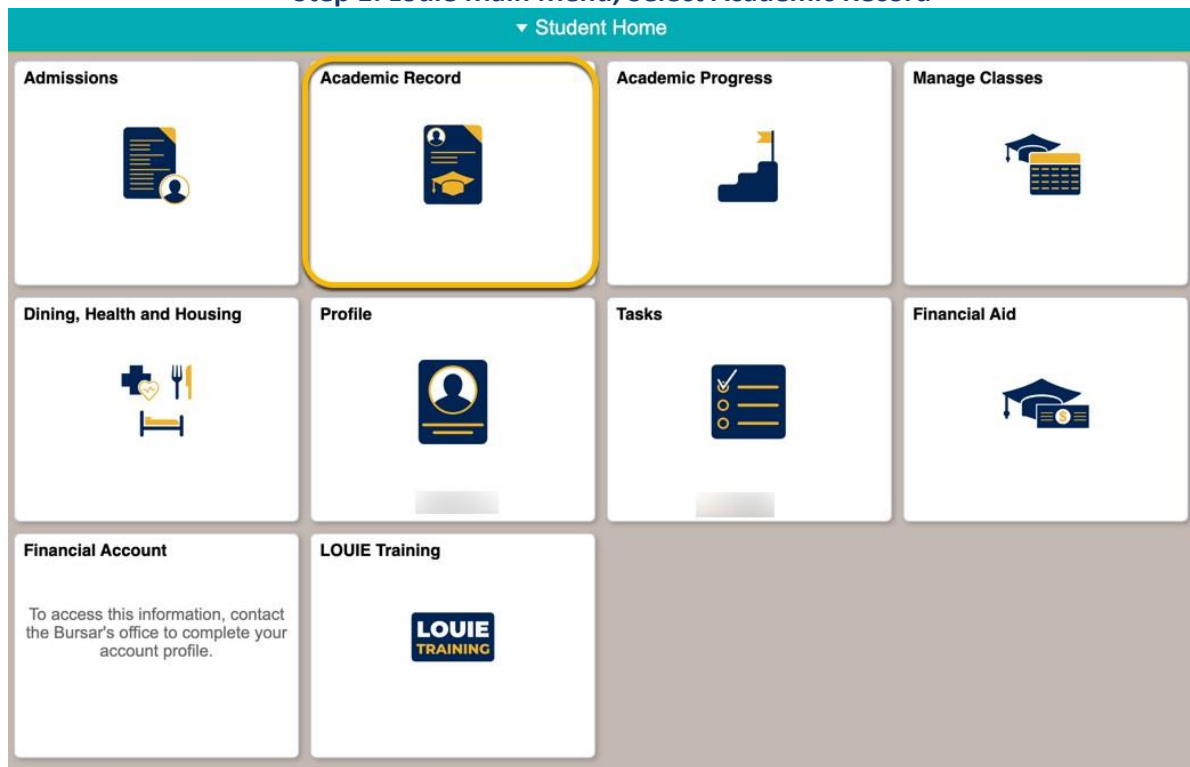
The purpose of the course is to explore and examine the challenges for Veterans integrating into the world of higher education. Additionally, Veterans probe the differences and similarities between the military and civilian culture, while conducting serious inquiry into the cultural aspects of the Veteran 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.

*If you have interest in this course, please ADD it in the comments section of your Priority Enrollment form or email [vets@nau.edu](mailto:vets@nau.edu)*

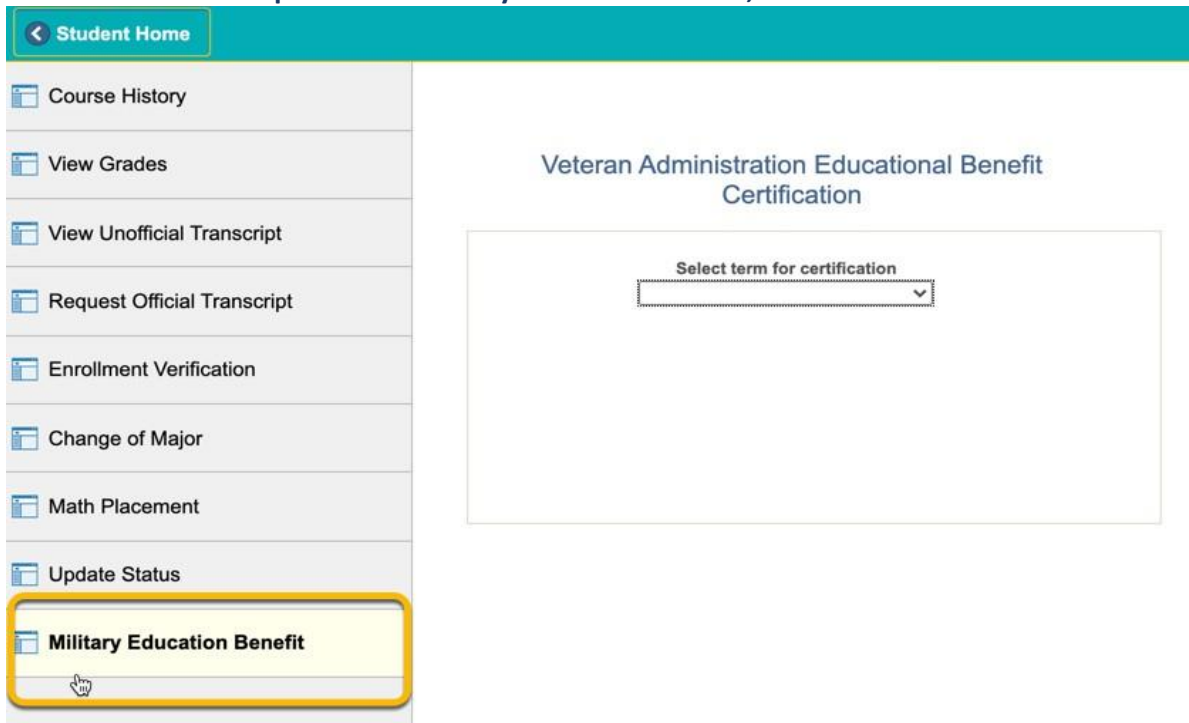
**7. Submit Your Course Schedule for VA Benefits**

- **Submit your courses for certification through your NAU student center (LOUIE):** 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 U.S. 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. Make sure you have your VRE 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](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.

**8. Requesting School Books & Supplies**

- 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 Student Accounts Department. This P.O. serves as the Certificate of Eligibility (COE) for NAU stating that you are authorized VR&E benefits. Once the certifying official is notified of the P.O. number, a new P.O. number will be created for 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.
- Please see the following PDF for more [detailed instructions on obtaining your books](#).
- The Orientation and VMS Virtual Information sessions are crucial steps in transitioning to NorthernArizona University. Please visit the [NAU orientation website](#) for details and registration.

**Reminders:**

- **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!**
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- Each college/university administers GI benefits differently; these info sessions are key to understanding the requirements at NAU to initiate your benefits.

**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. 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.

**11. 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

