



MILITARY CONNECTED STUDENT NEXT STEPS CHECKLIST

FLAGSTAFF MOUNTAIN CAMPUS STUDENTS

Congratulations on your acceptance to Northern Arizona University (NAU).
Please use the following checklist to help guide you in your transition to NAU.

ONE STEP AT A TIME

- 1. Accept your offer of Admission and pay your enrollment deposit.**
 - A. You will be asked to pay an enrollment deposit which holds your place in the incoming class. This enrollment deposit is not covered by GI Bill® benefits. The enrollment deposit may be deferred depending on income circumstances.
 - B. Log into nau.edu/acceptmyoffer using your NAU User-ID and password to complete this step.

- 2. Get your VA Education Benefits started.**
 - A. First visit : <http://nau.edu/Military-Veteran-Education/Military-Benefits/> and follow steps 1 and 2 to initiate your VA education benefits.
 - B. Additional information regarding specific benefit answers and procedures that may apply to you can be found at:
<http://nau.edu/Military-Veteran-Education/Military-Benefits/>

- 3. In-State Residency Status**
 - A. As an honorably discharged veteran, you can receive in-state residency status for tuition if you provide the proper documents to our office.
 - B. Contact the Veteran Success Center at (928) 523-VETS for details.

- 4. Contact the NAU Veteran Success Center (VSC)**
 - A. Please call 928-523-VETS (8387) today to get the ball rolling for your NAU Orientation and VA Educational Benefits.

- B. The VSC is your one-stop-shop for transitioning to NAU, VA benefits, campus and off campus resources, funding information, academic resources, Student Veteran Orientation and more.

5. Register For Orientation

- A. The university expects all new students to attend an orientation session. As a veteran or military member who is over 21 years old, you will complete the quick online portion of the new student orientation to gain access to the Priority Enrollment Form (noted on step 8). You will then attend our helpful half day in-person Student Veteran Orientation in place of registering for the 2 day Freshman or Transfer Orientation.
- B. The Veteran Student Orientation for Fall 2016 is on Thursday, August 25th, 2016. Get more info at <http://nau.edu/admissions/after-you-apply/orientation/> and call (928) 523-VETS to register and to get the online orientation link.
- C. We also offer an optional Academic Jumpstart session after the Veteran Student Orientation. **Sign up today!**

6. Provide Immunization Documentation

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

7. Submit Your Transcripts

- A. Military Transcripts: Visit <https://jst.doded.mil/smart/signIn.do> for information about obtaining your military transcripts or www.au.af.mil/au/barnes/ccaf/transcripts.asp for information about obtaining transcripts from the Community College of the Air Force (CCAF)
- B. Other Transcripts: Request a final 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

□ 8. Get Enrolled in Classes– Complete Priority Enrollment to be first in line!

- A. Once your enrollment deposit is paid, you have access to early class selection for your first semester (This is called the “Priority Enrollment form”).
- B. Complete your academic profile in the Priority Enrollment online program.
- C. You will be placed in the best classes, given your interests, overall profile and math placement results.
- D. Students with under 60 credits are encouraged to request enrollment into the in the FYS-131 First Year Seminar for Student Veterans. This Course will satisfy 3 credits within the Liberal Studies requirement of Cultural Understanding! Offered in the Fall Term and only open to prior military or current military members. *You may use the comment section of the Priority Enrollment form to request this class. Call the VSC for details..
- E. Prior to the Veteran Orientation, you will meet with your academic advisor to review and finalize your class schedule.

Studies show that taking a Math and English course your first term is beneficial for academic success!

- F. **Math Placement:** You must have an established math placement in order to register for mathematics and statistics courses. If you have never taken college math or to establish your mathematics placement, please go <https://nau.edu/CEFNS/NatSci/Math/Student-Resources/Placement/Exam-Summer-Fall-2015/> to determine if you will need to take the FREE math placement test. * If you need a math refresher, please contact the VSC for resources.
- G. **English Placement:** Students must have the proper placement in order to register for English courses that satisfy NAU's undergraduate composition requirement. Students can establish their English placement by taking the Accuplacer exam offered through the W.A. Franke College of Business Testing Center OR by earning grades of C or better in approved college or university English transfer courses (including dual enrollment, AP, CLEP, and IB)
- H. **Your class Schedule and Academic Advising:** Within approximately 5 to 7 business days of completing the Priority Enrollment form, an Academic Advisor will build your class schedule based on your responses on the form. You may check your LOUIE Student Account at www.nau.edu/louie to find your class schedule. After that time, you will be able to set up an appointment with your advisor to make any changes to your schedule if need be. You may also request to have an in-person appointment on the day of your Student Veteran Orientation.

- I. Once you see your schedule in your LOUIE student account, you must submit their classes for certification to initiate GI Bill® Benefits if you are utilizing this benefit. The earlier you are able to initiate your benefits, the better. ** See next step (step 9) for details **

9. Certify Your Classes For Funding Entitlement

- A. It is assumed that you have completed step #2 on this checklis and have initiated your VA education benefits. To initiated your housing (BAH) and book stipend (if applicable) and to get your Tuition *deferred* at no charge, you must have your classes “CERTIFIED” by the VA Certifying Official for every term or any time you make a change in your schedule.
- B. Visit : <http://nau.edu/Military-Veteran-Education/Military-Benefits/> to complete this task.
- C. Note: If you do not certify your classes, the VA will not be informed of your enrollment into school. No certification = no money.

10. Financial Aid

- A. We encourage all students to complete the Free Application for Student Aid (FAFSA) <https://fafsa.ed.gov/>. FAFSA determines your eligibility for low/no interest student loans as well as state/federal grants.
- B. Make sure to report any veteran/military benefits you will be receiving. Financial Aid is initially based on your previous year’s earnings. If this doesn’t accurately reflect your income at the time you will be taking classes, make sure to complete a financial aid appeal through the NAU Financial Aid Office to have your award reassessed.

11. Get Connected!

- A. Connect with a seasoned veteran student to show you the ropes through the Veteran Peer Mentor Program. Transfer and Commuter Connections is located in the University Union room 237 and we look forward to meeting you. Complete our Transfer Jack program form. <http://nau.edu/SSI/Transfer-Commuter-Connections/Peer-Mentors/>
- B. Join the **Student Veterans of America (SVA)**. As a student veteran, you are automatically 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](https://www.facebook.com/groups/nau.sva)

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

Contact and Academic Resource Guide

Veteran Success Center (VSC)

Your one-stop-shop for answers and guidance.

NAU Field House (Bldg #30), Room 101

Email: Veteran.Center@nau.edu | Phone: 928-523-8387 | Fax: 928-523-8775

Veterans Upward Bound Program – Yavapai College

This program is designed to help Veterans refresh their academic skills and the support needed to prepare them to successfully enter and graduate from a college, university, or technical school.

Website: <https://www.yc.edu/v5content/veterans-upward-bound/default.htm>

The W.A. Franke College of Business Veteran Student Center (FCB VSC)

POC: Laurie Jordon

Dedicated to serving military affiliated students within the School of Business (FCB) and School of Hotel and Restaurant Management (SHRM).

FCB (Bldg #81), Room 222 | SHRM (Bldg #30), Room 138

Email: laurie.jordon@nau.edu | Phone: 928-523-3989 | Fax: 928-523-8775

The Health and Human Services Veteran Support Office

POC: Bobby Cast. MS

Veterans Affairs Coordinator - College of Health and Human Services

Chief Petty Officer, USN

Email: bobby.cast@nau.edu | Phone: 928-523-7912 | Bldg #66, Room 227C

Financial Aid VA Educational Benefits (FA VA)

The VA Certifying Official Team.

Gammage (Bldg #1), 2nd Floor

Email: VAEdbenefits@nau.edu | Phone: 928-523-4519 | Fax: 928-523-1551

More Resources for Veterans and Military Students

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