



## **MILITARY CONNECTED STUDENT CHECKLIST ONLINE and COMMUNITY 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.**

### **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. If you have any questions during your transition and throughout your academic career at NAU, please contact us!
- We are open 8:00am – 5:00pm Monday thru Friday in the NAU Field House (Bldg 30), Room 138.
- Email: [Vets@nau.edu](mailto:Vets@nau.edu) | Phone: 928-523-VETS (8387) | Fax: 928-523-8775

### **Steps to Complete:**

#### **1. Check Your Admissions Application Status:**

- Your application acknowledgement will include information on how to setup and log into your LOUIE (Lumberjack Online University Information Environment) account. To reset your LOUIE password, go to [nau.edu/password](http://nau.edu/password) OR call the Student Technology Center at 928-523-9294 or 888-520-7215. Monitor your LOUIE account to review your admission status.

#### **2. Initiate your Military/VA Education Benefits**

- **GI Bill® Benefit Users:** First, go to <http://nau.edu/Military-Veteran-Education/Military-Benefits/> and follow steps 1 and 2 to initiate your VA education benefits.
- **COE – Certificate of Eligibility.** We will need a copy of your Certificate of Eligibility (COE) for our records and in some cases for Residency. Don't forget that you must have listed NAU as your school of choice. Upon receiving your COE, please submit your COE via the online [COE form](#) .

*NOTE: It could take up to 2 months to receive your COE from the VA by mail. You may continue through the remaining steps on this list before you receive the paper copy of your COE.*

- **DODTA benefit users (Department of Defense Tuition Assistance):** Visit with your local Educational Support Office to determine if you are eligible for tuition assistance. The TA procedure is different for each branch of service. Once you receive your approved DoD TA authorization form, email it to [DODTA@nau.edu](mailto:DODTA@nau.edu). Contact this email for any questions about DoD TA or call the VSC.
- 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/>

*\* Those in the Personalized Learning Programs send an email to [PL.VA@nau.edu](mailto:PL.VA@nau.edu) directly for VA benefit instructions.*

### 3. Enrollment

- Please go to <http://nau.edu/admissions/after-you-apply/enrollment-checklist/> and follow the steps to enrollment. Be sure to come back to this checklist to get timely information on using your VA Educational Benefits and Residency.
- **Personalized Learning Programs:** Personalized Learning's programs are not your ordinary online degree programs. They offer greater flexibility and independence for motivated people who want to earn an accredited online college degree. However, it makes using your veteran benefits a little more tricky. With the personalized learning program, we *cannot* certify your credits up front. Please email us at [PL.VA@nau.edu](mailto:PL.VA@nau.edu) to get details on the Personalized Learning VA certification process.

### 4. Funding Entitlement

- **Ch. 33 Post 9/11, Ch. 30, Ch. 1606 or Ch. 35 benefit users:** Once you have completed your VONAPP for benefits and enrolled in classes, you will need to “[submit your course schedule for VA benefits](#).” This will initiate your monetary benefits.
- **IMPORTANT:** You must submit your course schedule for VA benefits every term/session and submit the entire schedule again if you make any changes e.g. add/drop classes. If you do not submit your course schedule for VA benefits, the VA will not be informed of your enrollment into school. **No VA enrollment = no money.**
- **Dropping a class:** If you drop a class after the add/drop date, please send an email to [vets@nau.edu](mailto:vets@nau.edu) with the name of the class(es) you are dropping and the REASON you need to drop the class. 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.

- **Submit course schedule for VA benefits [HERE](#).**
- **DODTA benefits users only (Active Duty Military):** You do not submit your course schedule for VA benefits the same as those using Ch 33, 30, 1606, or 35. Instead, you submit your DODTA Authorization to NAU via email address: [DODTA@nau.edu](mailto:DODTA@nau.edu) . Once you submit your DODTA Authorization, your tuition rate will be adjusted to the DODTA \$250 per credit rate and will then be deferred for invoicing to your military branch of service. **NOTE:** Class fees are not covered by DODTA and are due upon the enrollment billing due date. If you need NAU to provide a cost verification form or if you have any questions on the DODTA program, please send an email to [DODTA@nau.edu](mailto:DODTA@nau.edu).
- **Dropping a class:** If you drop a class after the add/drop date, please send an email to the VSC with the name of the class(es) you are dropping and the REASON you need to drop the class. 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.

## 5. Vet Pay Plans:

- If you are using **Ch. 33 Post 9/11** benefits, the VA pays the school directly. NAU will automatically add you to a free “Vet Pay Plan” for the tuition and mandatory fees portion of your balance AFTER you submit your course schedule for VA benefits . Your BAH and book stipend is paid directly to your account for which you set up online. 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. 1606/1607 or Ch. 35** benefits, the VA pays a monthly stipend directly to you through your bank account which you set up online, not to NAU. NAU offers a free “Vet Pay Plan”, however, you MUST “opt in” to this free payment plan. Once you submit your course schedule for VA benefits , you will receive an email two weeks prior to the start of the term with directions of how to opt 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. This will keep you from being dropped from any classes, however, you are responsible for payment of any fees outside of your tuition and class fees.

- If you are using **DODTA** benefits, we understand that your branch of service will not allow you to apply for your TA authorization if your class start date is more than the stipulated number of days into the future. Because your tuition may be due before you are able to provide your TA authorization to us, Northern Arizona University will offer you a courtesy free of charge payment deferment plan. Once we have verified your proof of TA eligibility and you have met the criteria requirements, we will place a code on your account which will allow you to “self-enroll” in the TA payment deferment plan. Please email [DODTA@nau.edu](mailto:DODTA@nau.edu) if this situation pertains to you so that we may provide further instructions.

**6. Residency/Tuition Rate:** If you are deemed an out-of-state resident or WUE resident, there are a few options you may be eligible for to obtain the in-state tuition rate.

\* Full online students have one single tuition rate no matter the residency status.

- As an honorably discharged veteran, you may receive the in-state tuition rate if you provide the proper documents to the VSC. Complete the VSC – Residency Form eligibility review form [HERE](#):
- Military personnel currently serving on Active Duty (not using DoD Tuition Assistance), Guard, or Reserves may complete the following form if your duty station is in Arizona (PCS to/from or currently in Arizona): **Military Petition Form** [HERE](#).

**7. Financial Aid**

- We encourage all students to complete the Free Application for Student Aid (FAFSA) at <https://fafsa.ed.gov/>. FAFSA determines your eligibility for low/no interest student loans as well as state/federal grants (grants = money you do not pay back)
- 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, 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 1<sup>st</sup> 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.

**8. 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.
- 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

## ☐ 9. **Get Connected!**

- 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 can also find us on Facebook: [facebook.com/groups/nau.sva](https://www.facebook.com/groups/nau.sva)
- **Veterans Upward Bound Program**  
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. <https://www.yc.edu/v5content/veterans-upward-bound/default.htm>
- **The Health and Human Services Veteran Support Office**  
Dedicated to serving military affiliated students within the College of Health and Human Services. Email: [bobby.cast@nau.edu](mailto:bobby.cast@nau.edu) | Phone: 928-523-7912
- **Financial Aid VA Educational Benefits (FA VA)**  
The VA Certifying Official Team. Gammage (Bldg 1), 2nd Floor  
Email: [VAEdBenefits@nau.edu](mailto:VAEdBenefits@nau.edu) | Phone: 928-523-4519 | Fax: 928-523-1551
- Check out the following link anytime for other helpful resources during your NAU academic endeavor: [http://franke.nau.edu/fcb\\_veteran\\_student\\_center/#resources](http://franke.nau.edu/fcb_veteran_student_center/#resources)