



## **MILITARY CONNECTED STUDENT CHECKLIST EXTENDED CAMPUS AND ONLINE 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: [Veteran.Center@nau.edu](mailto:Veteran.Center@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. Once you receive this form, please hand deliver or email us a copy. Email: [Veteran.Center@nau.edu](mailto:Veteran.Center@nau.edu).

*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.*

- **Department of Defense Tuition Assistance (DoD TA):** 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

- **Chapters 30, 33, 1606/1607 and 35 Users:** Once you have completed your VA education benefits and enrolled in classes, you will need to "[certify your classes](#)." This will initiate your monetary benefits and can be completed at <http://nau.edu/military-veteran-education/>.
  - **IMPORTANT:** You must certify all your classes every semester/session and certify the entire schedule again if you make any changes e.g. add/drop classes. If you do not certify your classes, the VA will not be informed of your enrollment into school. No certification = no money.
- **DoDTA Users Only:** You do not certify your classes. NAU will adjust your tuition rate to the approved DoD TA rate after you submit your DoD TA authorization form. Your

tuition will then be deferred for invoicing to your military branch of service. There is no free payment plan for the fees associated with your classes.

- **NOTE:** Class fees are not covered by DODTA and are due upon enrollment billing due date. If you need NAU to provide cost verification of the \$250/credit rate, 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 certify your classes. 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 certify your classes, 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 an out of state resident, there are a few benefit options for which you may be eligible that would offset the out of state costs:

- **Yellow Ribbon Program: (undergraduate programs only)** If you are using Chapter 33 Post 9/11 benefits, you may be eligible for the Yellow Ribbon program if you meet the following criteria:

- a) You provide your COE stating they are using CH 33 at 100%.
- b) You qualify for the Western Undergraduate Exchange (WUE) or you are taking all of your classes online and therefore, qualify for the World-Wide University (WWU) tuition rate.
- c) You do NOT qualify for the Choice Act.

- **Choice ACT of 2014 (NOT FOR SPONSORS ON ACTIVE DUTY):** The Choice ACT of 2014 will change your residency status to in-state if:

- a) If your sponsor (parent or spouse) was discharged from the military WITHIN the last 3 years
- b) You are utilizing Post 9/11 Chapter 33 GI Bill® Benefits,
- c) Currently residing in the state of AZ at the time of enrollment

If you qualify for the Choice ACT of 2014, please provide a copy of your sponsor's DD-214, your COE, and a form of documentation stating that you are attending school and or residing in the state of Arizona.

- **As an honorably discharged veteran**, you can receive the in-state tuition rate if you provide the proper documents to the VSC. Contact the VSC for more information.
- **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):

- Form:  
[http://nau.edu/uploadedFiles/Administrative/EMSA\\_Sites/SSC/\\_Forms/Spring-2017-Military\\_Petition.pdf](http://nau.edu/uploadedFiles/Administrative/EMSA_Sites/SSC/_Forms/Spring-2017-Military_Petition.pdf)

- **Sponsor is Active Duty:** If your sponsor is on active military duty and stationed in Arizona, you can complete the Military Active Duty Change of Residency Classification to claim in-state residency

- Form:  
[http://nau.edu/uploadedFiles/Administrative/EMSA\\_Sites/SSC/\\_Forms/Spring-2017-Military\\_Petition.pdf](http://nau.edu/uploadedFiles/Administrative/EMSA_Sites/SSC/_Forms/Spring-2017-Military_Petition.pdf)

## 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)

- **Yavapai College – 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)