



STUDENT VETERAN CHECKLIST FLAGSTAFF MOUNTAIN CAMPUS

**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. The VSC also provides computers with free black and white printing, faxing, and a lounge for all military affiliates.
- 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 and throughout your academic career at NAU, please contact the VSC or come in to see us!

Steps to Complete:

- 1. Accept your offer of Admission and pay your enrollment deposit**
 - You will be asked to pay an enrollment deposit of about \$225 which holds your place in the incoming class. This deposit is not covered by GI Bill® benefits.
 - Log into nau.edu/acceptmyoffer using your NAU User-ID and password to complete this.
- 2. Initiate your VA Education Benefits**
 - Go to <https://www.vabenefits.vba.va.gov/vonapp/default.asp> to initiate your education benefits and receive your Certificate of Eligibility (COE). 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. You may continue through the remaining steps on this list before you receive your COE.

☐ **3. Register for Orientation:** NAU expects all new students to attend an NAU orientation session. For veterans, this consists of an Online Orientation and a one-day, in-person orientation.

- **Complete the online orientation:** After paying your enrollment deposit, you should receive the link for the Online Orientation via your NAU email account. Contact the VSC if you do not receive the link for the Online Orientation.
- **Student Veteran Orientation:** Contact the VSC to register for the Student Veteran Orientation. This is a one-day, in-person student veteran orientation that replaces the freshman or transfer student orientation. Lunch will be provided.
- The Student Veteran Orientation: For the date and time of this term's Student Veteran Orientation and more information visit: <http://nau.edu/Admissions/After-You-Apply/Orientation/New-Students/Student-Veteran-Fall/>

☐ **4. Enroll in Classes and Complete Priority Enrollment**

- Once you complete the online orientation, you have access to early class selection for your first semester, called "[Priority Enrollment](https://nau.edu/gateway/advising/priority-enrollment/)." This will give you the opportunity to be placed in classes you want/need early, given your interests, overall profile and math placement results. More information on this can be viewed at <https://nau.edu/gateway/advising/priority-enrollment/>. You may also add comments as to specific courses for which you would like to enroll such as the three noted below!
- NAU is proud to offer students who have served or are currently serving three different courses specifically designed for the military connected student that will cover Liberal Study requirements:
 1. **FYS 131 -- Cultural Understanding First Year Seminar - Veterans Transition Course – 3 Credits.** -- Offered in the Fall and Spring terms
 2. **SYS 221 – Aesthetic & Humanistic Inquiry- Veteran Career Development - 3 Credits** -- Offered in the Spring term only. (open to veterans and military only)
 3. **FIN 190 – Social and Political Worlds - Personal Finance in a Global Economy – 3 Credits** Offered in Spring, Fall, and Summer terms open to all students
- During the student veteran orientation, you will have the opportunity to meet with your academic advisor in person to review and finalize your class schedule.

□ 5. Submit your course schedule for VA benefits and Funding Entitlement

- 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. and can be completed [HERE](#).
- **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 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](#).
- **Free Vet Pay Plan** - 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.
 - **Ch. 33 Post 9/11 benefit uses** - 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.
 - **Ch. 30, Ch. 1606 or Ch. 35 benefit users** - 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 classes for VA benefit, 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.

- **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 . 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.

6. 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 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!

7. 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.

- 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](#).

8. 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.

- ☐ **9. 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

☐ **10. Get Connected:**

- Connect with a seasoned student veteran to show you the ropes through the **Veteran Peer Mentor Program**. Transfer and Commuter Connections is located in the University Union Room 237. We look forward to meeting you! Complete our Transfer Jack [program](http://nau.edu/SSI/Transfer-Commuter-Connections/Peer-Mentors/) form. <http://nau.edu/SSI/Transfer-Commuter-Connections/Peer-Mentors/>
- 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
- Learn about other organization/clubs on campus on TRUE BLUE connects at <https://nau.collegiatelink.net>
- **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. Website: <https://www.yc.edu/v5content/veterans-upward-bound/default.htm>

- **The W.A. Franke College Veteran Student Center**
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.
Email: Zachary.Hamilton@nau.edu | Phone: 928-523-0335 | Fax: 928-523-8775
- **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 | 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 | 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

ACADEMIC SUPPORT SERVICES

Gateway Student Success Center

- (928) 523-4772 • nau.edu/gateway
- Academic advising (course selection, degree planning)

Student Learning Centers

- (928) 523-5524 North • (928) 523-7391 South
nau.edu/slc
- Provides free academic support to help you succeed. 1:1 tutoring, drop-in tutoring, and Supplemental Instruction is available in locations across campus. The SLC also helps students develop their study skills, such as test-taking and time management

University Writing Commons

- nau.edu/writing/uwcc
- Writing Assistants offer feedback on your writing, assisting with all stages of the writing process

Student Life

- (928) 523-5181 • nau.edu/studentlife
- Help with crisis management (e.g. family emergency, withdrawing from school, missing classes, etc.)
- Serves as a liaison with NAU Faculty

Disability Resources

- (928) 523-8773 • nau.edu/dlr
- Provides resources, advocacy and accommodations for students with documented disabilities

Lumberjack Mathematics Center

- (928) 523-3481 • nau.edu/lmc
- Students enrolled in MATH100, MATH108, MATH114, MATH125 can seek out tutoring and additional support

INVOLVEMENT OPPORTUNITIES

Campus Recreation

- (928) 523-1732 • nau.edu/recreation
- Rec Center, Intramurals, Aquatic Center, Club Sports

Sun Entertainment

- (928) 523-5638 • nau.edu/offertours
- Events such as comedians, casino nights, hypnotists, & more!

True Blue Connects

- nau.edu/truiblueconnects
- Info & resources on NAU student orgs and campus events

NAU.EDU/RESOURCECONNECT

STUDENT SERVICES

Campus Health Services (medical)

- (928) 523-2131 • nau.edu/medical-services
- On-campus out-patient medical facility
- On-campus pharmacy
- Registered Dietitian

Counseling Services

- (928) 523-2261 • nau.edu/counseling
- First visit and assessment is free of charge
- Enhances students' emotional well-being, addressing adjustment to college, relationship issues, substance abuse and more

Counseling - Ed. Psychology Practicum Lab

- (928) 523-3896
- Free counseling provided by professionally supervised graduate students at NAU

Campus Dining

- (928) 523-2372 • nau.edu/dining
- Info on the 29 campus restaurants & meal plan options

First-Generation Programs

- (928) 523-6980 • nau.edu/firstgen
- Supporting students who are first-gen, from limited financial resources, or have a documented disability with mentoring programs, Lumberjack Leaders Institute (LLI), emergency textbook loan program, and Louie's Cupboard food pantry

Health Promotions

- (928) 523-6867 • nau.edu/healthycampus
- Promoting healthy habits throughout your college career

Housing and Residence Life

- (928) 523-3978 • nau.edu/reslife
- Info about rates, billing and payments
- Connect with your Hall Staff
- Use the housing portal to apply, submit room inspection forms, or cancel your application

Inclusion & Multicultural Services

- (928) 523-5656 • nau.edu/ims
- Providing culturally-relevant services and support to historically underrepresented students, including resources for LGBTQIA students

Native American Student Services

- (928) 523-8086 • nau.edu/nass
- Providing culturally-sensitive support services and programs to our Native American, Alaskan Native, and Native Hawaiian students

STUDENT SERVICES (Continued)

Peer Jacks Mentoring

- nau.edu/peer
- Peer Jacks assists with the transition to the university through mentoring, and participating in social activities

Residential Learning Communities

- nau.edu/hlc
A mentoring program for freshmen living on campus offering academic and social activities, and information about campus resources

Student Service Center

- (Registrar, Financial Aid, and Student Accounts) • nau.edu/ssc
- Designed to handle requests and questions regarding any of the following: Access grades and schedules, Add or drop classes, Apply for scholarships and aid, Manage your aid, View tuition and fees, Make payments, Process refunds, Fill out and drop off all forms, and more!

Transfer and Commuter Connections

- (928) 523-9330 • nau.edu/transferconnections
- Advising, mentoring, and events for all transfer students

Veteran Success Center

- (928) 523-6867 • nau.edu/veterans
- Provides services & activities for Veterans and their families