NEW STUDENT VETERAN TRANSITION CHECKLIST

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

ONE STEP AT A TIME:

- **Accept** your offer to NAU by paying your enrollment deposit. Log into nau.edu/acceptmyoffer using your NAU User-ID and Password.

- **Contact the NAU Veteran Student Center** – To set up your veteran student in-processing/orientation session, please call 928-523-8387. We are your one-stop-shop for benefits, funding information, resources, student veteran events and more.

  *Many steps on this checklist will NOT apply to dependents utilizing GI Bill Education benefits transferred from a parent, please email veteran.affairs@nau.edu to get process information for dependents.*

- **Business Credential** – Contact Laurie Jordon, The W. A. Franke College of Business Veteran Student Success Coordinator at 928-523-3989 or via email at laurie.jordon@nau.edu if you are a Business Major or if you are interested in adding a Business Major or Minor to your academic plan. She is your first point of contact for VA education benefits, academic resources, and career development.

- **GI BILL Eligibility** – For those using the Post-9/11 GI Bill, we will need a copy of your Certificate of Eligibility (COE) for our records. To get your COE, visit vabenefits.vba.va.gov. Don’t forget that you must have listed NAU as your school of choice. Once you receive this form, please hand deliver, fax, or email us a copy. Email: veteran.affairs@nau.edu. Fax: (970) 523-1551.

  *See attachment #1 for process details.*

- **Military Transcripts** – In accordance with Title 38, Code of Federal Regulation, all veterans utilizing GI Bill Education Benefits, must submit for MILITARY TRANSCRIPTS while entering NAU. Have your official transcripts for all previous college-level coursework, including military training, sent to NAU Undergraduate Admissions for evaluation of transfer credit.

  *See attachment #2 for details.*

- **In-State Residency Status** – As a veteran, you can receive in-state residency status for tuition if you provide the proper documents to our office within your first academic term.

  *See attachment #3 for details.*

- **Enroll in Classes** – In order to initiate your GI Bill funding, you must be enrolled in classes. All new and transfer students should complete “Priority Enrollment”. Find the form for at: nau.edu/University-College/Gateway/Advising/Priority-Enrollment/. This process will get you connected with an academic advisor who will enroll you in your first term at NAU.

  *See attachment #4 for details.*

  *You may use the comment section of this form to specify any courses of interest, such as the First Year Seminar for Veteran Students (FYS 121). This course is only open to veteran students and fulfills 3 credit hours of the Liberal Studies Aesthetic & Humanist Inquiry distribution block.*

  **Please Call the NAU Veteran Student Center at 928-523-8387 to get more information on this course and for any questions related to the university orientation and the Priority Enrollment form.”*
Studies show that taking a Math and English course your first term is beneficial for academic success.

- **Math Placement**: If you have never taken a college level math course, you must have the proper placement in order to register for mathematics and statistics courses. You can establish your mathematics placement by taking the free NAU ALEKS Mathematics Placement Test found at: nau.edu/CFNS/NatSci/Math/Student-Resources/ALEKS-Placement-Test/

  *If you have questions or would like to participate in our Veteran’s Peak Performance math refresher course, please call the Veteran Student Center at 928-523-8387.

- **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)

- **Certify Your Classes for Funding Entitlement** – To initiate your educational benefits AND your housing stipend (if applicable), you must “CERTIFY” your classes for every term or any time you make a change in your schedule. Visit nau.edu/military-veteran-education/ or nau.edu/franke/vsc to complete this task.

  NOTE: If you do not certify your classes, the VA will not be informed of your enrollment into school. No Certification=No money.

  See attachment #4 for step-by-step instructions.

- **Financial Aid** – We encourage all students to complete the Free Application for Student Aid (FAFSA), found online at fafsa.ed.gov. FAFSA determines your eligibility for low/no interest student loans as well as state/federal grants. Make sure to report any veteran/military benefits you will be receiving. FA 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.

- **Utilize the e-Benefits Site** – This is a highly recommended resource and provides veterans, service members, and their families a portal to research, find, access, and manage their benefits and personal info.

  Sign up for the “premium package” at https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal

- **Join the NAU SVA (Student Veterans of America)** – As a student veteran, you are automatically a member of the NAU SVA and will receive emails highlighting our monthly events. You can also find us on Facebook at facebook.com/groups/NAUSVA/

**CONTACT AND RESOURCE GUIDE:**

Military and Veteran Student Center, your one-stop-shop for answers and guidance:
Bldg. #30, NAU Field House, Room 101,
Email: Veteran.Affairs@nau.edu | Phone: 928-523-8387 | Fax: 928-523-8775

The W.A. Franke College of Business Veteran Student Center (FCB VSC):
Dedicated to serving military affiliated students within the School of Business (FCB) and the School of Hotel and Restaurant Management (HRM).
FCB: Bldg. #81, Room 222 | HRM: Bldg. #33, Room 108D
Email: laurie.jordon@nau.edu | Phone: 928-523-3989 | Fax: 928-523-6559

Check out the following link anytime for helpful resources during your NAU Academic Endeavor:
franke.nau.edu/fcb_veteran_student_center/#resources
VONAPP, Attachment #1
vabenefits.vba.va.gov/vonapp/default.asp

- Veterans/service members, use form 22-1990
- For dependents using post 9/11 GI bill, use form 22-1990e TOE
- For dependents using Chapter 35, use form 22-5490

MILITARY TRANSCRIPT REQUEST, Attachment #2

Have official transcripts for previous college-level coursework, including military training, sent to NAU for evaluation of transfer credit.

Submit all Transcripts to:
NAU Undergraduate Admissions and Orientation
P.O. Box 4084, Flagstaff, AZ 86011-4084

Visit: https://jst.doded.mil/smart/signIn.do for information about obtaining your military transcript.

With regards to in-state tuition for veterans, NAU complies with Arizona House Bill 2495, Amended Section 15-1802, Paragraph G, which reads:

G. Beginning in the fall semester of 2011, a person who is honorably discharged from the armed forces of the United States shall be granted immediate classification as an in-state student on honorable discharge from the armed forces and, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification if the person has met the following requirements:

1. Registered to vote in this state.
2. Demonstrated objective evidence of intent to be a resident of Arizona which, for the purposes of this section, includes at least one of the following:
   (a) An Arizona driver license.
   (b) Arizona motor vehicle registration.
   (c) Employment history in Arizona.
   (d) Transfer of major banking services to Arizona.
   (e) Change of permanent address on all pertinent records.
   (f) Other materials of whatever kind or source relevant to domicile or residency status.

In accordance with Arizona House Bill 2495, Amended Section 15-1802, NAU maintains the following policy:

1. Any honorably discharged military veteran entering their first academic term at NAU will be granted conditional in-state residency for tuition purposes the first day of classes in the term they have been accepted.
2. To be granted conditional in-state residency, the student veteran will be required to provide a copy of their official DD 214 (Discharge and Separation Document) within 30 days.
3. To be granted permanent in-state residency, the student veteran will be granted one full academic term to submit the additional documents required in paragraph G of Arizona House Bill 2495 amended Section 15-1802.
4. If the student fails to comply with sentence 3, he/she will be retroactively charged for tuition as a non-resident.

CERTIFY YOUR CLASSES, Attachment #4

Visit: nau.edu/military-veteran-education/ or nau.edu/franke/vsc

Make sure to go back to the certifying process EVERY time you add or drop a course and recertify ALL of your classes.
1. Login using your User ID and Password *(your User ID is your initials and a number)*:

![Login using your User ID and Password](image)

2. Once you are logged in, you will see your name and information on the screen. Please continue by answering the questions by utilizing the drop down menu. Your VA File Number will populate no need to supply this number to us. You may simply mark the specific courses you would like us to certify

![Answering questions by utilizing the drop down menu](image)