STUDENT VETERAN TRANSITION CHECKLIST

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

☐ 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. The enrollment deposit is not covered by GI Bill benefits.
  b. Log into nau.edu/acceptmyoffer using your NAU User-ID and password to complete this step.

☐ 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, funding information, resources, Student Veteran Orientation and more.

☐ Submit Your Certificate of Eligibility for VA Educational Benefits via VONAPP
  a. For those utilizing VA GI Bill educational benefits, we will need a copy of your Certificate of Eligibility (COE) for our records. To get your COE, visit the VONAPP website at vabenefits.vba.va.gov.
  b. NAU must be listed as your school of choice. Once you receive this form, please hand deliver, fax, or email us a copy. Email: Veteran.Center@nau.edu, Fax: (928) 523-1551. You may proceed with the veteran checklist steps as you await the copy of your COE but be sure to submit this document as soon as you receive it.

☐ Submit Your Transcripts
  a. In accordance with Title 38, Code of Federal Regulation, all veterans utilizing GI Bill Education Benefits, must submit for MILITARY TRANSCRIPTS while entering NAU.
  c. 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

☐ In-State Residency Status
   a. As a 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) 523-8387 for details.

☐ Take the ALEKS Math Placement Test
   a. The Assessment and LEarning in Knowledge Spaces (ALEKS) online test is required for all students who have not earned credit for a college-level math or statistics course or CLEP, AP, or IB, or took a college/university level math or statistics course and earned a “C” or better. For more information about CLEP, AP, or IB visit nau.edu/creditbyexam.
   b. There is no cost for the first test. Students may take the test up to three times for a fee, and it must be proctored. The fee for additional testing is paid directly to ALEKS/McGraw Hill via credit card.
   c. For all other placement tests, go to nau.edu/testing.
   d. If you need a math refresher, we recommend the ALEKS Learning Module. This $33 program can be found at nau.edu/CEFNS/NatSci/Math/Student-Resources/Review-For-Placement-Test/.
      If you require further assistance in math, please contact the Veteran Success Center at 928-523-8387 for resource assistance.

☐ English Placement
   a. Students must have the proper placement in order to register for English courses that satisfy NAU's undergraduate composition requirement.
   b. 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)

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

☐ Get your Classes – Complete Priority Enrollment
   a. Once your enrollment deposit is paid, you have access to early class selection for your first semester.
   b. Complete your academic profile in the Priority Enrollment online program.

*Updated May 2015*
c. You will be placed in the best classes, given your interests and overall profile and math placement results.

d. Students with under 60 credits are encouraged to request enrollment into the FS-121 First Year Seminar – Supporting the Transitional Resilience of the Student Veteran. This course will satisfy 3 credits within the Liberal Studies requirement. Offered in the Fall Term and only open to prior military or active duty. ** Add this request to the comments section of your Priority Enrollment form and/or Call 928-523-8387 for details.

e. Prior to the Veteran Orientation, you will meet with your academic advisor to review and finalize your class schedule.

f. Once enrolled in classes, those utilizing Veteran Educational Benefits must submit their classes for certification to initiate GI Bill Benefits. The earlier you are able to initiate your benefits, the better. ** See next step for details **

☐ Certify Your Classes For Funding Entitlement

a. To initiate your educational benefits AND your housing and book stipend (if applicable), 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 nau.edu/military-veteran-education/ 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.

☐ 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 can complete the online orientation and a face to face three hour Veteran Student Orientation in place of registering for the 2 day Freshman Orientation.

b. The Veteran Student Orientation for Fall 2015 is on Friday, August 28th, 2015. Please call 928-523-8387 to register and to get the online orientation link. We also offer an optional Academic Jumpstart session after the Veteran Student Orientation. Sign up today!

☐ 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.
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.

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

Business Veteran Program
a. Are you seeking a Business Major or a minor in Business? Contact Laurie Jordon, The W. A. Franke College of Business (FCB), Veteran Student Success Coordinator at 928-523-3989, or via email at laurie.jordon@nau.edu.
b. The FCB Veteran Success Center is your first point of contact for transitioning to NAU, Advising, VA educational benefits, academic resources, and career development.

CONTACT AND RESOURCE GUIDE

Military and Veteran Success Center
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

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 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

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

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

Updated May 2015