Vocational Rehabilitation and Employment Vet Success Program
Application, Enrollment & Course Registration Process

Excelsior College is VA approved, classified as guided independent study, and serves students all over the United States and abroad. Our VA facility code is # 31905132.

Application Process

1. Create your free MyExcelsior Account at http://www.excelsior.edu/ using the purple button, "My Excelsior Login" on the upper right hand corner of the page.

2. Fill out application online at: http://www.excelsior.edu/admissions under "Get Started - Apply to Excelsior". The application fee must be paid out of pocket. As a result you will receive a preliminary review, and this document can be provided to your counselor.

3. If you try to enroll online without an application, then a message will pop up instructing you to apply first.

4. You will need to request official civilian and military transcripts from your previous colleges and branch of service. Have your official transcripts provided to: Excelsior College, 7 Columbia Circle, Albany, NY 12203 – Attention: Records Dept.

VA Qualification and College Enrollment Process

5. To apply for Voc Rehab, fill out form 28-1900 or go to: http://www.gibill.va.gov/ to apply online using the VONAPP process. To contact the VA in regard to Chapter 31 toll free at 1-800-827-1000, ext 7900.

6. Contact your Voc Rehab counselor and you will be provided a completed VA form 28-1905, which is valid for the period designated by the Voc Rehab counselor for Excelsior College.

7. To enroll using Voc Rehab, download and complete a hard copy undergraduate or graduate enrollment form located on **https://my.excelsior.edu/group/myexcelsior-publications/2**

8. Provide **both** the completed VA form 28-1905 **and** your completed enrollment form to the Bursar's Office via fax to: **518-464-8700** and on the cover sheet put to the attention of "Jeff

Scott" or email **3rdpartybilling@excelsior.edu** The Bursar's Office can be reached at 1-888-647-2388 and at the automated greeting press 1-4-2-2 if you have any questions.

9. Next, the Bursar's Office will process VA form 28-1905 for billing purposes.

After Enrollment

10. Once you have enrolled a **"**Welcome Letter" is mailed out.

11. You should receive an official degree evaluation approximately 4 weeks after enrollment.

Course Registration

12. After you enrolled and received an official degree evaluation, you must get course approval from your academic advisor.

13. Once course approval is given, it allows you to register for course(s).

14. The course registration forms can be found online at: **https://my.excelsior.edu/group/myexcelsior-publications/4** download the appropriate form and complete.

15. Provide the completed course registration form via fax **518-464-8700** and on the cover sheet put to the attention of "Jeff Scott" or email to **3rdpartybilling@excelsior.edu**. The bursar's Office can be reached at 1-888-647-2388 and at the automated greeting press 1-4-2-2 if you have any questions.

16. You will receive an email once your course registration is completed.

17. Once a student signs up for coursework, our Veterans Affairs office will certify the student's status electronically using VA ONCE (full-time, half-time, etc.).

18. For exams, we must wait until the exam(s) are taken to certify your enrollment. If there are questions about enrollment status or certification, please email us at VAFA@excelsior.edu.

19. For courses, certification occurs after students have registered for courses. If there are questions about enrollment status or certification, please email us at VAFA@excelsior.edu.

Obtaining Books

20. Next, you should go to http://www.excelsior.edu/course then click on "course search" and then click on the course(s) your advisor has approved you to take and locate the required books by clicking on "*bookstore"* and follow the steps.

21. Students should order books as soon as they register for courses to allow for time required for shipping.

    a. A separate VA form 28-1905 made out to the MBS Books is required as it is a business entity separate from Excelsior College.

    b. Contact Coletta Berry at MBS Books at 800-325-3252 x 5177 or Fax: 1-800-325-5152 or email: cberry@mbsbooks.com the VA form 28-1905, made out to: **MBS Books**.

Please contact military admission counselors should you need assistance with the application or enrollment process at 888-647-2388, ext. 1352 or email veterans@excelsior.edu

NOTE: *Effective August 1, 2011 - Allows those who are eligible for both Vocational Rehabilitation and Employment (chapter 31) benefits and Post-9/11 GI Bill (chapter 33) benefits to choose the Post-9/11 GI Bill's monthly housing allowance instead of the chapter 31 subsistence allowance*.

Thank you for your military service to our country.
Your service is truly appreciated.