Veteran Education Partnership

Student Application, Enrollment and Course Registration Process

Membership Process

1. If you would like to become a member of one of our veteran organizations for the reduced tuition and fees for undergraduate degrees, go to: **http://www.excelsior.edu/welcome-veterans** and select the veteran partnership you would like to join. All of these organizations welcome new members. Please Note: National Grid requires you be an employee to participate.

2. Choose the veteran organization on the list you would be interested in joining and click on it. Review the information and the table near the top of the page. If you would like to join, click on the hyper link at the top of the web page, which will take you to the organization's website and you can follow the instructions to join.

3. Provide verification of membership to the Center for Military Education at: veterans@excelsior.edu or fax to 518-608-8142. You may forward the membership email from the organization, or provide your membership number. Once you have created a MyExcelsior account, we will code your file for the veteran partnership and you will be eligible for the reduced tuition and fees.
    a. Students are required to take 12 credits via online courses prior to graduation with Excelsior College.
    b. To by-pass the annual fee, students must take at least 6 credits in one year.

Application Process or Courtesy Unofficial Review

4. Create a MyExcelsior account at: www.excelsior.edu (click the purple button in the upper right hand corner.)

5. As a member, employee, or spouse or domestic partner of a Veteran Education Partnership, you may request a *courtesy unofficial review* of your transcripts towards the degree you're closest to, or a particular degree.

    a. The application process and fee will be waived if you have received a courtesy unofficial review *(certain exceptions apply - see special nursing information)*. All employees, members, spouses, and domestic partners are eligible to receive a free courtesy unofficial review to the degree they are closest or a degree of their choice.

b. To receive a courtesy unofficial review, please provide all your unofficial military and civilian transcripts at one time via email to: veterans@excelsior.edu or fax them to 518-608-8142 with a cover sheet. Information provided via email or fax should contain:

- **your name**
- **contact information (address, phone, email)**
- **the degree program you would like to apply your credits toward**

Excelsior College will provide you an unofficial evaluation of your previously earned college credits toward a degree you are closest to or a degree of your choice within 3 – 4 weeks.

6. Once the review is complete, your file will be coded, allowing you to bypass the Undergraduate Application for Admission, and save the application fee.
   a. Note: If you are applying for a BS or MS **nursing degree**, you **must** complete an application and pay the application fee.
   b. AAS and AS nursing degrees are **not** eligible for this partnership as of 1 January 2014.

7. You must either complete an application (Apply), or have a courtesy unofficial review before you can enroll into your degree.

8. If you plan on using VA education benefits go to: http://www.excelsior.edu/web/veterans-center/orientation/benefits/va-educational-benefits for information on your benefit process.

9. Excelsior College also offers students the opportunity to apply for Pell Grants, Federal SEOG, Subsidized and Unsubsidized Stafford loans, New York State Aid, and Institutional Scholarships. You can review these options and the criteria at: www.excelsior.edu/FinancialAid.

10. Free Application for Federal Student Aid (FAFSA) is another good option for possibly receiving a Pell Grant based on your need at: https://fafsa.ed.gov/

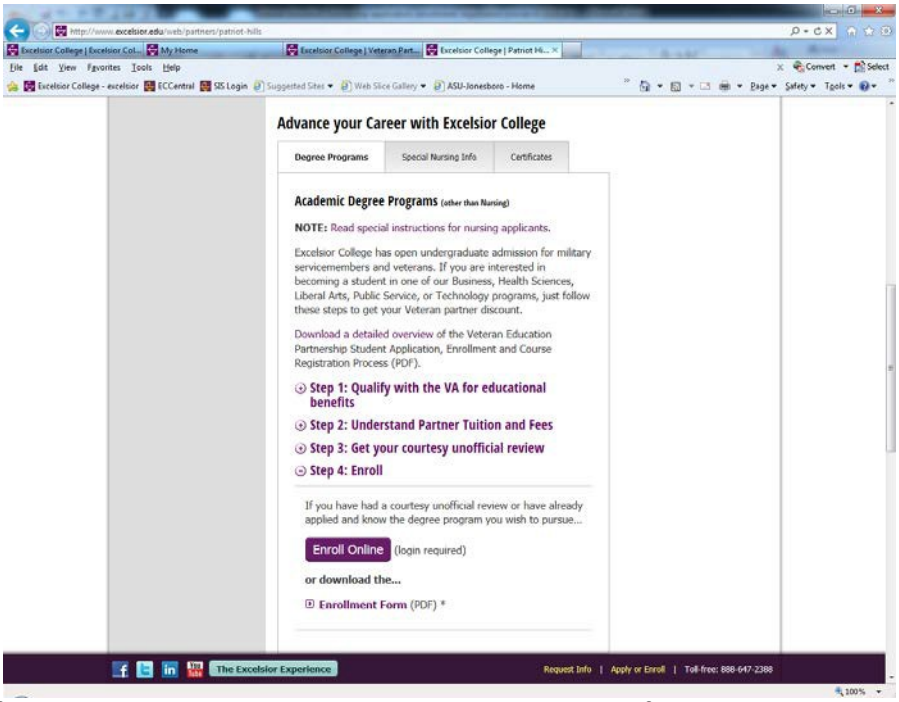
11. For additional questions regarding either VA benefits or Federal Financial Aid, please email our Financial Aid/VA office at: vafa@excelsior.edu

12. Next, you will need to request official civilian transcripts from your previous colleges and branch of service. Have your official transcripts sent to: Excelsior College, Office of Registration and Records, 7 Columbia Circle, Albany, NY 12203.

Enrollment Process for Veteran Partnership Students

13. Enrollment process for veteran education partnership students.

a. *Enroll on your veteran partner landing page within the* ***"Degree Programs tab"*** *to capture your partner code to receive the special pricing.*
b. See screen shot below.



14. If you need assistance paying the initial tuition and fees, they can be charged to a major credit card or you may opt for the payment plan. Visit http://www.excelsior.edu/costs-and-financing/docs

After Enrollment

15. Once you have enrolled, a Welcome Letter is mailed out.
16. You should receive an official degree evaluation approximately 4 weeks after official transcripts have been received by the college.

Course Registration

17. After you enroll and receive a degree evaluation, you should get course approval from your academic advising team, both for courses you plan on taking with Excelsior College as well as those you may take at a local college. You will find contact information for your advisors in your MyExcelsior user account.

18. You will see your course approvals and register for your courses in your user account (click "My Details.")

19. Be sure to order your books as soon as you register for courses to allow for time required for shipping. To see your required textbooks, you will need to visit our online bookstore, MBS Direct, which you can access under "Resources" in your user account.

20. Veteran organization's members, employees, and their spouses or domestic partners, please note student requirements for the partnership:

    a. Students are required to take 12 credits via online courses prior to graduation with Excelsior College.
    b. To by-pass the annual fee, students must take at least 6 credits in one year.

21. Please contact our Center for Military Education should you need assistance with the application or enrollment process, or have any other questions at 888-647-2388, ext. 1352 or email military@excelsior.edu or veterans@excelsior.edu Please mention you are with a Veteran Partnership and using the education partnership.

Exam Certification Changes for Students using VA Benefits

Effective July 1, 2012, there will be a change to the way Excelsior College exams will be certified for VA Benefit purposes. This affects all students using VA Educational benefits for Excelsior College Exams and will be of special interest to students in the Associate of Nursing program. This change is mandated by the Department of Veterans Affairs (DVA).

Important Note: *The DVA will use the day you register for the exam as the '**start date**' of the semester/term and the day you take/schedule the exam as the '**end date**' of the semester/*term.

For exams with a scheduled test date of July 1, 2012 and beyond, the term of study reported to the DVA will be the total numbers of days beginning with the date of exam registration, and if you have questions contact VAFA@excelsior.edu as it can affect your rate of pursuit payment.

Note in regard to Pearson VUE: Effective July 1st 2014 – Pearson VUE will charge a test administration fee when you schedule your appointment to take a test; additional fees apply for phone transactions (scheduling, rescheduling, and canceling). You will pay $50 USD to take two-hour exams and $60 USD to take three-hour exams.

Other Resources

Available to the Military Community to include: active duty, guard, reserve, veterans, family members and DoD civilians.

Veteran Education Partnerships – Provides reduced tuition and fees for undergraduate degrees, a 15% reduction on graduate degree tuition and reduced tuition on for-credit certificate programs to members and their spouses of our veteran partner students - http://www.excelsior.edu/web/veterans-center/veteran-partnerships

No One Stands Alone - http://www.excelsior.edu/web/veterans-center/suicide-prevention

Career Services for Military and Veterans - http://www.excelsior.edu/web/career-center/military-transition-job-resources

Lt. Col. Bryant A. Murray Veterans Center - http://www.excelsior.edu/web/veterans-center/home

Veteran Mentorship: If you are a new student to Excelsior College and would like to submit a request to be a mentee, complete a short application at: http://www.excelsior.edu/web/veterans-center/mentorship Mentors and mentees welcome!

Support and Services - http://www.excelsior.edu/web/veterans-center/support-services

Health and Wellness - http://www.excelsior.edu/web/veterans-center/h-w

Vet to Vet Wisdom - http://www.excelsior.edu/web/veterans-center/vet-wisdom

You're Home – What's Next Webinar Recorded Series - http://www.excelsior.edu/web/veterans-center/webinar-series

Small Business Incubator - http://www.excelsior.edu/web/veterans-center/vet-ent

THANK YOU FOR YOUR MILITARY SERVICE, IT IS GREATLY APPRECIATED!