



Veteran Education Partnership

Veterans can apply for free!

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.
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.
4. 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.
5. **Application and Preliminary Review Instructions:**
 - a. **Veterans:** Beginning January 1, 2016, you will now complete an application for free. This includes degrees and credit bearing certificates.
 - i. If you have questions about your VA benefits or the degree you want to pursue, email the [Veterans Admission Duo](#) or veterans@excelsior.edu or call: 844-843-9299.
 - ii. Please mention you are a veteran with a veteran organization and using the education partnership.
 - b. **Civilians:** A preliminary review is conducted by Excelsior College's Center for Military Education to see how your civilian transcripts might apply toward an Excelsior degree.

- i. The undergraduate application process and fee will be waived if you have received a preliminary review (except nursing - [see special nursing information](#)). All civilian employees, members, spouses, and domestic partners are eligible to receive a free preliminary review to the degree they are closest to or a degree of their choice.
- ii. To receive a preliminary review, please provide all your unofficial civilian transcripts in one email to: veterans@excelsior.edu or fax them with a cover sheet to 518-608-8142. Information provided via email or fax should contain:
 - 1. **your name**
 - 2. **contact information (address, phone, email)**
 - 3. **the degree program you would like to apply your credits toward**
- iii. Excelsior College will provide you a preliminary review of your previously earned college credits toward a degree you are closest to or a degree of your choice within 2–3 weeks.
- iv. Once the preliminary review is complete, your file will be coded, allowing you to bypass the undergraduate application for admission, and application fee and go straight to enrollment.
- v. You must either complete an application (Apply), **or** have a preliminary review before you can enroll into your associate or bachelor’s degree program.

NOTE: Provide your official military and/or civilian transcripts sent to:
Excelsior College, 7 Columbia Circle, Albany, NY 12203 – Attention: Records Dept.

Financial Aid/VA Benefits

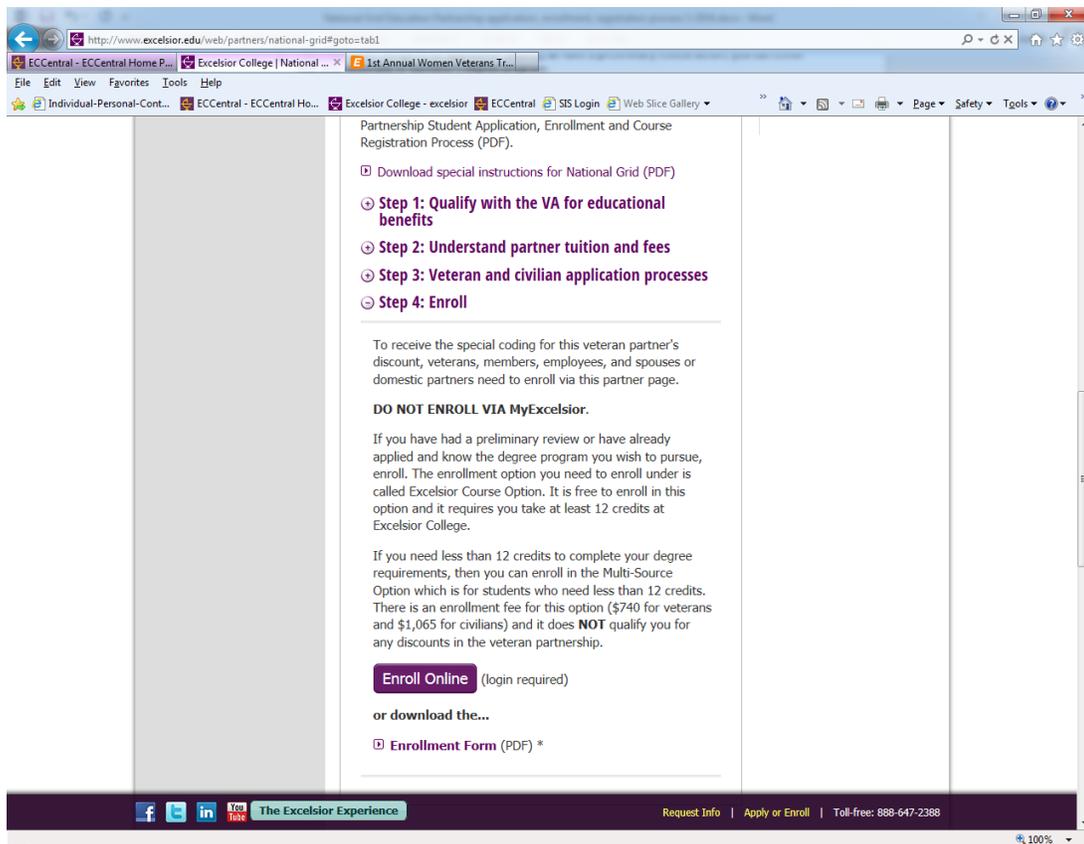
- 6. If you plan on using VA education benefits go to: <http://www.excelsior.edu/web/veterans-center/orientation/benefits/va-educational-benefits> for information on your benefit process.
- 7. Excelsior College also offers students the opportunity to apply for Pell Grants, Federal SEOG, Subsidized and Unsubsidized Stafford loans, New York State Aid, and Institutional Scholarships. You can review these options and the criteria at: www.excelsior.edu/FinancialAid.
- 8. For additional questions regarding either VA benefits or Federal Financial Aid, please email our Financial Aid/VA office at: vafa@excelsior.edu
- 9. 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>
- 10. Scholarships for veterans and their families can be reviewed at: <http://veterans.excelsior.edu/funding/scholarships/>
- 11. If you had a preliminary review or if you must apply now you will need to request official military and /or civilian transcripts from your previous colleges and branch of service.

- a. Have your official transcripts sent to: Excelsior College, Office of Registration and Records, 7 Columbia Circle, Albany, NY 12203.

Enrollment Process for Students

12. Enrollment process for Veteran Organization partnership students.

- a. *Enroll on your Veteran Organization partner landing page within the “Degree Programs tab” to capture your partner code to receive the special pricing.*
- b. See the list of veteran partners at: <http://www.excelsior.edu/web/partners/veterans> and be sure to enroll via your veteran organization landing page at the enroll screen shot below. Landing page located at:



NOTE: There are two enrollment options. The *Excelsior College Course Option*, which is required for the Veteran Organization partnership and provides that you take at least 12 credits via online prior to degree completion and enrollment in this option is free. The *Multi Source Option* allows you to take less than 12 credits and for military and veterans the cost is \$740, for civilians the cost is \$1,065.

Enrollment Process with Identity Verification (after your application is complete)

13. To enroll online for *undergraduate* degrees go to: <http://www.excelsior.edu/admissions/enroll/undergraduate> . You may choose the online

enrollment option or download the Undergraduate enrollment form (PDF) and follow the instructions on the form. To complete your Identify Verification Online, go to your MyExcelsior/Details tab. You will have two chances to successfully complete your identity verification. Should you be unsuccessful, you will need to print off the Identity Verification form and have it notarized.

14. To enroll online for *graduate* degrees go to: <http://www.excelsior.edu/admissions/enroll/graduate>. You may choose the online option or download the Graduate enrollment form (PDF) and follow the instructions on the form. To complete your Identify Verification Online, go to your MyExcelsior/Details tab. You will have two chances to successfully complete your identity verification. Should you be unsuccessful, you will need to print off the Identity Verification form and have it notarized.
15. *If you are using VA Chapter 33/Post 9/11 GI Bill benefit and your percentage of eligibility is 100% your enrollment fee, annual fee, graduation fee and tuition will all be covered **provided you take at least one credit through Excelsior College within 4 months after enrollment** as fees need to be tied to tuition to be included in your benefit.*

After Enrollment

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

Course Registration

18. 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.
19. You will see your course approvals and register for your courses in your user account (click “My Details.”)
20. 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. You can then purchase them from any source you like.
21. Veteran Organization employees and spouses or domestic partners, please note student undergraduate requirements for the partnership:
 - a. Reduced tuition and fees
 - b. Students are required to take 12 credits via online or CD-ROM courses prior to graduation with Excelsior College.
 - c. To by-pass the annual fee, students must take at least 6 credits in one year.

For graduate degrees, students receive:

- a. Discount on tuition
- b. Students must complete at least 12 credits via online or CD ROM courses prior to degree completion.
- c. To by-pass the annual fee, students must take at least 6 credits in one year.

For undergraduate and graduate certificates, students receive:

- a. Discount on tuition
- b. To by-pass the annual fee, students must take at least 6 credits in one year.

22. For more information on the Veteran Organization education partnership, you can contact Judy Reed at jreed@excelsior.edu or call 518-464-8678.

Other Resources

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

No One Stands Alone - <http://veterans.excelsior.edu/health-wellness/>

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://veterans.excelsior.edu/>

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://veterans.excelsior.edu/vet-to-vet-wisdom/mentorship-program/> 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://veterans.excelsior.edu/vet-to-vet-wisdom/center-for-military-education-webinar-series/>

Small Business Ownership - <http://veterans.excelsior.edu/small-business-incubator/>



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