



Post 9/11 Chapter 33

Application, Enrollment and Course Registration Process

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. If you would like to discuss VA benefits or a particular degree you have in mind or the degree you are closest based on your military and civilian credits, please contact amber.tirado@excelsior.edu or call 888-647-2388, ext. 21.
3. When you know the degree you wish to pursue, fill out application online at: <http://www.excelsior.edu/admissions> or click on the “Apply or Enroll” button at the top of the main page.
 - a. **NOTE:** As of 1 January 2016, veterans apply without a fee.
4. You will request official civilian and military transcripts from your previous colleges and branch of service. Have your civilian official transcripts mailed to: Excelsior College, 7 Columbia Circle, Albany, NY 12203 – Attention: Records Dept. Your official military transcripts, JST and CCAF, are accepted electronically. If you served in any branch, other than the Air Force, request a military Joint Services Transcript (JST) at <https://jst.doded.mil/> Air Force transcripts can be ordered at: <http://www.au.af.mil/au/barnes/ccaf/transcripts.asp>

NOTE: Mentorship: Veterans, Servicemembers, Guard, Reserve, and their spouses can be a mentee in the veteran mentorship program. Request a mentor to help acclimate you to the online environment, tips on how to be a successful student and encouragement from a current military community student or recent graduate. For more information go to:

<http://veterans.excelsior.edu/vet-to-vet-wisdom/mentorship-program/>

VA Qualification Process

5. To apply for a VA certificate of eligibility for first time users of VA benefits go to: <http://www.gibill.va.gov/> to apply online use the [VONAPP](#) process or use VA form 22-1990.
6. If you have previously used your VA benefits, you may need to complete a change of schools VA form 22-1995 on the VA website or use the [VONAPP](#) process.
7. Certificate of Eligibility (COE) or DD 214 should be faxed (518-464-8660) or emailed vafa@excelsior.edu to the attention of Financial Aid so you can get started.
 - a. **NOTE:** If your COE has not arrived from the Department of Veterans Affairs, you can submit your unofficial DD 214 to get started to vafa@excelsior.edu
8. Email goes out to you in approximately 24-48 working hours, letting you know your Excelsior College account is set up for the Post 9/11 and will provide you step-by-step instructions for enrollment.
9. Sign up for a VA ebenefits Account to track your benefits <https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal?nfpb=true&nfxr=false&pageLabel=Apply>
10. Then log into your ebenefits account at www.ebenefits@va.gov to print your DD-214, view payment status, and check remaining entitlement.

Financial Assistance

11. Tuition and fees 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> to see payment plans.
12. Excelsior College also offers students the opportunity to apply for Pell Grants ([FAFSA](#)), 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.
13. Military and Veteran Scholarships available to military, veterans and their families have been compiled in the veterans center and you are invited to see if you qualify for some of them go to: <http://veterans.excelsior.edu/funding/scholarships/>
14. Excelsior College payment plans are available which spreads your tuition over 6 months. For more information go to: <http://www.excelsior.edu/costs-and-financing/docs>
15. If your percent of eligibility is between 40%-90% and check or credit card information is not included with the enrollment, you will receive an email instructing you to call the Bursar's Office.

16. If you are a member or become a member, or are a spouse/domestic partner of a member or employee of Veteran Partnership enroll via your [Veteran Organizations landing page](#) Choose Step 4 and select the Enroll Online button so the discount is applied to your file.
17. There are two undergraduate enrollment options.
 - a. The *Excelsior College Course Option* requires you take at least 12 credits via online prior to degree completion and enrollment in this option is free.
 - b. 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)

18. 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.
19. 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.
20. *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

21. Once you have enrolled a “Welcome Letter” is mailed out.
22. If you have not done so already, 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.

23. You should receive an official degree evaluation approximately 3 - 4 weeks after official transcripts have been received by the college.

Course Registration

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

25. Once course approval is given, it uploads to Post 9/11, which allows you to register for course(s).

26. The course registration link is located in your MyExcelsior under the Registration tab.

27. Next, you should go to "[Courses](#)" and 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.

28. You should order books as soon as you register for courses to allow for shipping.

Exam Certification Changes for Students using VA Benefits

As of September 2, 2015, when you register for any UExcel and/or Excelsior College Examinations, you'll need to select the specific term in which you'll take your exam. You will select from either an 8-week term or a 15-week term within a specific trimester.

In addition, students in Excelsior's *associate degree programs in nursing* may fulfill Nursing Theory requirements by studying independently and passing Excelsior College Exams. Beginning with the fall 2015 trimester, students will select a specific term in which to take their exam(s). The Post 9-11 rate of pursuit for the monthly housing allowance will now align similarly with the requirements for courses.

For undergraduate students, 6 credits in an 8-week term or 12 credits in a 15-week term would be considered full-time. You would still be eligible for a partial housing allowance if you are registered for at least 3 credits in an 8-week term or 7 credits in a 16-week term.

For graduate students, 3 credits in an 8-week term or 6 credits in a 15-week term would be considered full-time. In order to be eligible for a partial housing allowance you must take at least 2 credits in an 8-week term or 4 credits in a 16-week term.

****Please note that the UExcel and/ or Excelsior College exams and the nursing theory independent study exams cannot be certified until the exam is taken and your grade is posted. The Financial Aid/VA Office will be automatically notified once that has happened so that we can submit your enrollment certification to the Department of Veterans Affairs.**

Beginning with Term I of the spring 2016 trimester, the Nursing Theory Conference Exams will be offered in an 8-week term. The rate of pursuit requirements for the Post 9-11 monthly housing allowance will follow the same as listed above.

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 and a 15% reduction on graduate degree tuition to members and their spouses of our veteran partners - 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>

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>

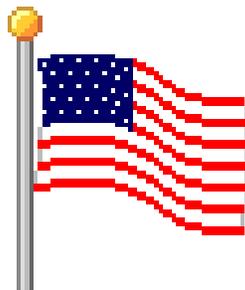
Support and Services - <http://www.excelsior.edu/web/veterans-center/support-services>

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!