



MGIB Application Chapter 30

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 education benefit chapter 30, MGIB 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. 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>
8. Then log into your ebenefits account at www.ebenefits@va.gov to print your DD-214, view payment status, and check remaining entitlement.
9. MGIB veterans and servicemembers must have at least two years of active duty, an honorable discharge, high school diploma or GED or 12 hours of college credits to be eligible to use MGIB. For more information go to: http://www.benefits.va.gov/gibill/mgib_ad.asp
10. Students using MGIB, pay the college tuition and fees upfront and are reimbursed by the VA once they certify their course enrollment each term/semester. Students verify their enrollment through WAVE, <https://www.gibill.va.gov/wave/index.do>
11. To see the rate table for “Institutional Training” go to: http://www.benefits.va.gov/GIBILL/resources/benefits_resources/rates/ch30/ch30rates100115.asp
12. If you did not already indicate that you have MGIB during the admissions process, please notify financial aid that you will be using MGIB via email vafa@excelsior.edu or through the Excelsior College message center in your MyExcelsior area.

Financial Assistance

13. 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.
14. You could also apply for a Pell Grant by completing the U.S. Department of Education’s [Free Application for Federal Student Aid \(FAFSA\)](#). With it and along with a study plan and course approval, you can work with your Excelsior College financial aid advisor to determine the best options for you. The process may take up to several weeks. Your advisor will keep you apprised of the status of your financial aid application.
15. Excelsior College also offers students the opportunity to apply for, Federal SEOG, Subsidized and Unsubsidized Stafford loans, and Institutional Scholarships. You can review these options and the criteria at www.excelsior.edu/FinancialAid

16. 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/>
17. If your check or credit card information is not included with the multi-source enrollment, you will receive an email instructing you to call the Bursar's Office.
18. 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.
19. There are two 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)

20. 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.
21. 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.

After Enrollment

22. Once you have enrolled a "Welcome Letter" is mailed out.
23. If you have not already done so, 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. Military transcripts, JST and CCAF, are accepted electronically.

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

Course Registration

25. After you enrolled and received a degree evaluation, you must get course approval from an academic advisor.

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

27. The system should then allow you to register for your course(s) online within your MyExcelsior account through the "Registration" tab. Students can opt to pay in full using a credit card or use a payment plan. Generally, you can expect to receive the MGIB payment from the DVA in a few weeks from this point.

28. After you have registered for courses, the Excelsior College VA office will report your credits to the DVA and you will receive the applicable monthly rate based on the number of credits taken. These rates can be found on the [Rate Tables](#) in the table labeled, Institutional Training. After the college submits the VA claim, students must verify their attendance using [WAVE](#) online or by calling 1-877-823-2378. The VA does not pay the school, it is the student that provides payment to the college.

29. Next, you should click on "[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.

30. Students should order books as soon as they register for courses to allow for time required 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).

****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.

For Chapters 30, 35, 1606 and 1607 (REAP) the rate of pursuit requirements for monthly payouts are as follows. This applies to both the UExcel and/or Excelsior College Examinations as well as the Nursing Theory with Online Conference Exams and the Nursing Independent Study Exams.

- **Undergraduate Rate of Pursuit**
 - Full-time = 12 credits/16 week term; 6 credits/8 week term
 - $\frac{3}{4}$ time = 9 credits 16 week term; 4.5 credits/8 week term
 - $\frac{1}{2}$ time = 6 credit/16 week term; 3 credits/ 8 week term
 - $\frac{1}{4}$ time = 3 credits/16 week term; 1.5/8 week term

- **Graduate Rate of Pursuit:**
 - Full-time = 6 credits/16 week term; 3 credits/8 week term
 - $\frac{1}{2}$ time = 3 credits/16 week term; 1.5 credits/ 8 week term

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>

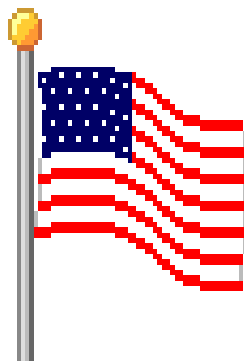
Support and Services - <http://www.excelsior.edu/web/veterans-center/support-services>

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!