



MGIB Select Reserve, Chapter 1606

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 military@excelsior.edu or call 888-647-2388, ext. 1352.
3. If you are a nursing student, 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. Only nursing students need to apply.
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.

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 be eligible, you must have a six-year obligation to serve in the selective reserve, complete initial active duty for training (IADT), be in good standing while serving in an active selected reserve unit and have a high school diploma or GED.

6. To apply for select reserve, chapter 1606, complete DD Form 2384-1, Notice of Basic Eligibility from your unit. Your unit will code your eligibility into the DoD personnel system so the VA may verify your eligibility. Excelsior College is approved for VA training.
7. 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.
8. 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.
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. If you did not already indicate that you have MGIB SR 1606 during the admissions process, please notify financial aid that you will be using MGIB SR 1606 via email vafa@excelsior.edu or through the Excelsior College message center.
12. Excelsior College has a payment plan. Visit <http://www.excelsior.edu/costs-and-financing/docs> and locate the appropriate payment plan for you.
13. 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.
14. 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
15. 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/>

16. Students using MGIB Select Reserve, Chapter 1606, pay the college tuition and fees upfront and are reimbursed by the VA once they certify their course enrollment each term/semester. To see the rate table for “Institutional Training” go to:
http://www.benefits.va.gov/GIBILL/resources/benefits_resources/rates/ch1606/ch1606_rates100115.asp
17. There are two enrollment options.
 - a. The *Excelsior College Course Option* requires you to 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.

Enrollment Process and Identify Verification Process

Students are required to pay for enrollment and tuition upfront when using MGIB Select Reserve.

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. Then 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. 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 for military the cost is \$740.

After Enrollment

21. Once you have enrolled a "Welcome Letter" is mailed out.
22. 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.

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

Course Registration

23. After you enrolled and received a degree evaluation, you must get course approval from an academic advisor.
24. Once course approval is given, it uploads which allows you to register for course(s).
25. 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 3 - 4 weeks from this point.
26. 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. The student provides payment to the college.
27. 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.
27. 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 Online Conference Exams and the Nursing Theory independent study exams.

- **Undergraduate Rate of Pursuit**
 - Full-time = 12 credits/16 week term; 6 credits/8 week term
 - ¾ time = 9 credits 16 week term; 4.5 credits/8 week term
 - ½ time = 6 credit/16 week term; 3 credits/ 8 week term
 - ¼ 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
 - ½ time = 3 credits/16 week term; 1.5 credits/ 8 week term
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OTHER RESOURCES

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

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

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>

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>

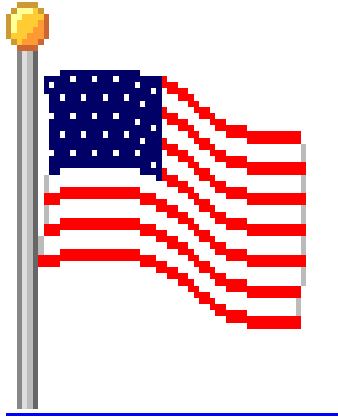
Health and Wellness - <http://www.excelsior.edu/web/veterans-center/h-w>

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>

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

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



Thank you for your Military Service, it is greatly appreciated!