



Vocational Rehabilitation and Employment Program, Chapter 31

Application, Enrollment & Course Registration Process

Excelsior College is VA approved, classified as guided independent study, and serves students all over the United States and abroad. Our VA facility code is # 31905132.

Application Process

Application is only required for admission into the nursing programs and graduate degree programs. To start application, go to <http://cme.excelsior.edu/veterans>

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

1. To apply for Voc. Rehab., fill out form 28-1900 or go to: <http://www.benefits.va.gov/vocrehab/index.asp> for information and apply online using the [VONAPP](#) process. To contact the VA regarding Chapter 31 call toll free at 800-827-1000.
2. Contact your Voc. Rehab. counselor and you will be provided a completed VA form 28-1905, which is valid for the period designated by the Voc. Rehab. counselor for Excelsior College.
3. Once your application is complete, the next step is to enroll.

College Enrollment Process and Identity Verification (after your application is complete)

4. For *undergraduate* degrees go to: <http://cme.excelsior.edu/veterans>
Download the undergraduate enrollment form (PDF) and follow the instructions on the form.
5. 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.

6. To enroll online for *graduate* degrees go to: <http://cme.excelsior.edu/veterans> Download the graduate enrollment form (PDF) and follow the instructions on the form.
7. Provide **both** the completed VA form 28-1905 **and** your completed enrollment form to the Bursar's Office via fax to: **518-464-8700** and on the cover sheet put to the attention of "Jeff Scott" or email **3rdpartybilling@excelsior.edu** The Bursar's Office can be reached at 888-647-2388 and at the automated greeting press 1-4-2-2 if you have any questions.
8. Next, the Bursar's Office will process VA form 28-1905 for billing purposes.

After Enrollment

9. Once you have enrolled a "Welcome Letter" is mailed out.
10. You should receive an official degree evaluation approximately 3 - 4 weeks after enrollment via the message center

Course Registration

11. After you enrolled and received an official degree evaluation, you must get course approval from your academic advisor.
12. Once course approval is given, it allows you to register for course(s).
13. Once a student signs up for coursework, our Veterans Assistance office will certify the student's status electronically using VA ONCE (full-time, half-time, etc.).
14. For courses, certification occurs after students have registered for courses. If there are questions about enrollment status or certification, contact the Veterans Assistance Office through your MyExcelsior message Center.

Obtaining Books

15. Students should order books as soon as they register for courses to allow for time required for shipping. To order textbooks, your counselor must submit a separate 28-1905 to the bookstore directly. Include this information on your 28-1905 form.
 - **A Book Company, Bookstore (ECampus)**
2373 Palumbo Drive
Lexington, KY 40509
excelsior@ecampus.com
1-877-284-6744
Fax: 859-514-6827

- **List the Vendor File Number/TIN: 364454941**
***This should be used as the facility code on the VA form 28-1905 as instructed by the Dept. of Veterans Affairs Nationwide Vendor File Customer Service Center. Contact information: 877-353-9791 Option 2.

NOTE: Effective August 1, 2011 - Allows those who are eligible for both Vocational Rehabilitation and Employment (chapter 31) benefits and Post-9/11 GI Bill (chapter 33) benefits to choose the Post-9/11 GI Bill's monthly housing allowance instead of the chapter 31 subsistence allowance.

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://veterans.excelsior.edu/>

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 - <https://www.excelsior.edu/web/partners/veterans>

Career Services for Military and Veterans - <http://career.excelsior.edu/military/>

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/>

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