National Grid Education Partnership

Student 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. As an employee or spouse of a National Grid education partnership, you may request a *courtesy unofficial review* of your transcripts towards the degree you're closest to, or a particular degree to Jreed@excelsior.edu. Once the 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.
    a. Note: If you are applying for a BS or MS **nursing degree**, you **must** complete an application and pay the application fee.
    b. AAS and AS nursing degrees are not eligible for this partnership as of 1 January 2014.

3. You must either complete an application (Apply), or have a courtesy unofficial review before you can enroll into your degree.

4. 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.

5. 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.

6. For additional questions regarding either VA benefits or Federal Financial Aid, please email our Financial Aid/VA office at: vafa@excelsior.edu

7. If you are requesting a courtesy unofficial review, you need to provide all your military and civilian unofficial transcripts all in one email to jreed@excelsior.edu or fax to 518-608-8142, attention; Judy Reed/National Grid.

8. If you are applying, you will need to request official civilian transcripts from your previous colleges and branch of service. Have your official transcripts sent to: Excelsior College, Office of Registration and Records, 7 Columbia Circle, Albany, NY 12203.

Enrollment Process for Students

9. You will find a coded enrollment form near the top of National Grid's Excelsior College landing page (http://www.excelsior.edu/national-grid then go to "Forms" tab and "How To Enroll" Tab at the bottom of the web page.) Download the undergraduate or graduate enrollment form (PDF) and follow the instructions on the form and within the tab.

10. 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 .

11. If you had a courtesy unofficial review, now you will need to request official military and /or civilian transcripts from your previous colleges and branch of service. Have your official transcripts sent to: Excelsior College, Office of Registration and Records, 7 Columbia Circle, Albany, NY 12203.

After Enrollment

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

Course Registration

14. 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.

15. You will see your course approvals and register for your courses in your user account (click "My Details.")

16. 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.

National Grid employees and spouses or domestic partners, please note student undergraduate requirements for the partnership:

a. Students are required to take 12 credits via online or CD-ROM courses prior to graduation with Excelsior College.

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

For graduate degrees, students receive:

a. 15% discount on tuition
b. Students must complete at least 12 credits via online of CD ROM courses prior to degree completion.

Please contact our Center for Military Education should you need assistance with the application or enrollment process, or have any other questions at 888-647-2388, ext. 1352 or email military@excelsior.edu or veterans@excelsior.edu Please mention you are with National Grid and using the education partnership.

National Grid (NY, MA and RI) employees, as well as their spouses or domestic partners, are welcome to participate in this education partnership!

Excelsior College's Philosophy:

"What you know is more important than where or how you learned it."