



## National Grid Education Partnership

### Student Application, Enrollment and Course Registration 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. **Application and Preliminary Review Instructions:**
  - a. **Veterans:** Beginning January 1, 2016, you will now complete an application for free. This includes degrees and credit bearing certificates.
    - i. If you have questions about your VA benefits or the degree you want to pursue, email the [Veterans Admission Duo](#) or [veterans@excelsior.edu](mailto:veterans@excelsior.edu) or call: 844-843-9299.
    - ii. Please mention you are a veteran with National Grid and using the education partnership.
  - b. **Civilians:** A preliminary review is conducted by Excelsior College’s Center for Military Education to see how your civilian transcripts might apply toward an Excelsior degree.
    - i. The undergraduate application process and fee will be waived if you have received a preliminary review (except nursing - [see special nursing information](#)). All civilian employees, members, spouses, and domestic partners are eligible to receive a free preliminary review to the degree they are closest to or a degree of their choice.
    - ii. To receive a preliminary review, please provide all your unofficial civilian transcripts in one email to: [veterans@excelsior.edu](mailto:veterans@excelsior.edu) or fax them with a cover sheet to 518-608-8142. Information provided via email or fax should contain:
      1. **your name**
      2. **contact information (address, phone, email)**
      3. **the degree program you would like to apply your credits toward**
    - iii. Excelsior College will provide you a preliminary review of your previously earned college credits toward a degree you are closest to or a degree of your choice within 2–3 weeks.
    - iv. Once the preliminary 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.
    - v. You must either complete an application (Apply), **or** have a preliminary review before you can enroll into your associate or bachelor’s degree program.

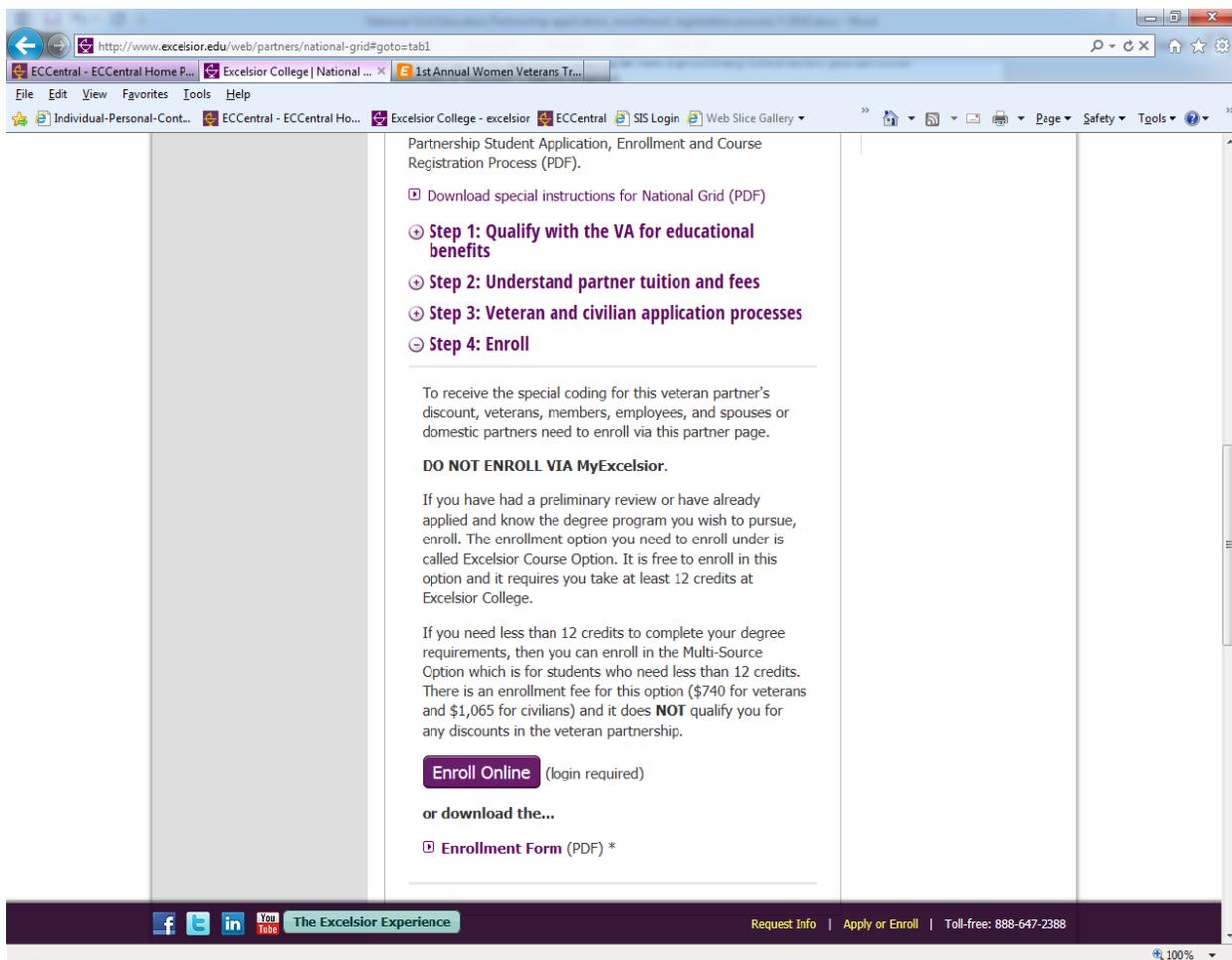
**NOTE:** Provide your official military and/or civilian transcripts sent to:  
Excelsior College, 7 Columbia Circle, Albany, NY 12203 – Attention: Records Dept.

### **Financial Aid/VA Benefits**

3. 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.
4. 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](http://www.excelsior.edu/FinancialAid).
5. For additional questions regarding either VA benefits or Federal Financial Aid, please email our Financial Aid/VA office at: [vafa@excelsior.edu](mailto:vafa@excelsior.edu)
6. 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> .
7. If you had a preliminary review or if you must apply now you will need to request official military and /or civilian transcripts from your previous colleges and branch of service.
  - a. Have your official transcripts sent to: Excelsior College, Office of Registration and Records, 7 Columbia Circle, Albany, NY 12203.

### **Enrollment Process for Students**

8. Enrollment process for National Grid partnership students.
  - a. *Enroll on your National Grid partner landing page within the “Degree Programs tab” to capture your partner code to receive the special pricing.*
  - b. See screen shot below. Landing page located at:  
<http://www.excelsior.edu/web/partners/national-grid>



**NOTE:** There are two enrollment options. The *Excelsior College Course Option*, which is required for the National Grid partnership and provides that you take at least 12 credits via online prior to degree completion and enrollment in this option is free. 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)

9. 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.
10. 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. 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.

11. *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**

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.
17. National Grid employees and spouses or domestic partners, please note student undergraduate requirements for the partnership:
  - a. Reduced tuition and fees
  - b. Students are required to take 12 credits via online or CD-ROM courses prior to graduation with Excelsior College.
  - c. To by-pass the annual fee, students must take at least 6 credits in one year.

For graduate degrees, students receive:

- a. Discount on tuition
- b. Students must complete at least 12 credits via online or CD ROM courses prior to degree completion.
- c. To by-pass the annual fee, students must take at least 6 credits in one year.

For undergraduate and graduate certificates, students receive:

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

18. For more information on the National Grid education partnership, you can contact Judy Reed at [jreed@excelsior.edu](mailto:jreed@excelsior.edu) or call 518-464-8678.

**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."*