Post 9/11 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. 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. There is an application fee when you apply. (If you had a courtesy unofficial review then you can go right to enrollment.) If you apply and pay the fee, 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.

3. Please contact enrollment coaches should you need assistance with the application process at 888-647-2388, ext. 21 or email admissions@excelsior.edu . If you try to enroll online without an application or a special pop code, then a message will pop up instructing you to apply first.

VA Qualification Process

4. To apply for a 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.
5. 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.
6. Certificate of Eligibility (COE) or DD 214 should be faxed (518-464-8660) or emailed vafa@excelsior.edu to the attention of Financial Aid so you can get started.

NOTE: *A COE is required but, if your COE has not arrived and you are still waiting for your COE from the Department of Veterans Affairs, you can submit your unofficial DD 214 just to get started.*

7. Next your COE or DD 214 is scanned by the Records Dept.
8. Email goes out to you in approximately 24-48 hours later, letting you know your Excelsior College account is set up and will provide you step-by-step instructions for enrollment.

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.

Enrollment Process

11. 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.
12. 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.

NOTE: *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, and graduation fee 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.*

a. If your percentage of eligibility is less than 100%, 40%-90%, your payment will be adjusted based on your percentage and the remaining 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.
b. Excelsior College also offers students the opportunity to apply for Pell Grants (FAFSA), 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.
c. If your percent of eligibility is between 40%-90% and check or credit card information is not included with the enrollment, you will receive an email instructing you to call the Bursar's Office.

13. If you are a member, employee or spouse of a member or employee of Veteran Partnership enroll via your Veteran Organizations landing page Choose Step 4 and select the Enroll Online button.

NOTE: There are two enrollment options. 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. 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.

After Enrollment

14. Once you have enrolled a **"**Welcome Letter" is mailed out.
15. If you have not done so already, 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.
16. You should receive an official degree evaluation approximately 4 weeks after official transcripts have been received by the college.

Course Registration

17. After you enrolled and received a degree evaluation, you must get course approval from your academic advisor.
18. Once course approval is given, it uploads to Post 9/11, which allows you to register for course(s).
19. Course registration can be located in your MyExcelsior under the Registration tab.
20. Next, you should go to *"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.
21. 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

Effective July 1, 2012, there will be a change to the way Excelsior College exams will be certified for VA Benefit purposes. This affects all students using VA Educational benefits for Excelsior College Exams and will be of special interest to students in the Associate of Nursing program.

This change is mandated by the Department of Veterans Affairs (DVA).

Important Note: *The DVA will use the day you register for the exam as the '**start date**' of the semester/term and the day you take/schedule the exam as the '**end date**' of the semester/ term.*

For exams with a scheduled test date of July 1, 2012 and beyond, the term of study reported to the DVA will be the total numbers of days beginning with the date of exam registration, and ending with the date the exam was scheduled and attempted.

OTHER 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

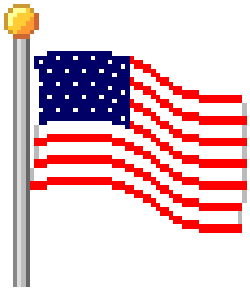
Support and Services - http://www.excelsior.edu/web/veterans-center/support-services

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!