



Veteran Education Partnership

Student Application, Enrollment and Course Registration Process

Membership Process

1. If you would like to become a member of one of our veteran organizations for the reduced tuition and fees for undergraduate degrees, go to:
<http://www.excelsior.edu/welcome-veterans> and select the veteran partnership you would like to join. All of these organizations welcome new members. Please Note: National Grid requires you be an employee to participate.
2. Choose the veteran organization on the list you would be interested in joining and click on it. Review the information and the table at the bottom of the page. If you would like to join, click on the hyper link at the top of the web page, which will take you to the organization's website, and you can follow the instructions to join.
3. Provide verification of membership to the Center for Military Education at:
veterans@excelsior.edu or fax to 518-608-8142. You may forward the membership email from the organization, or provide your membership number. Once you have created a MyExcelsior account, we will code your file for the veteran partnership and you will be eligible for the reduced tuition and fees.
 - 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.

Application Process

4. Create a MyExcelsior account at: www.excelsior.edu (click the orange button in the upper right hand corner.)
5. As a member, employee, or spouse or domestic partner of a Veteran education partnership, you may request a courtesy unofficial review of your transcripts towards the degree you're closest to, or a particular degree. Once the review is complete, your file will be coded, allowing you to bypass the Undergraduate Application for Admission, and save the \$80 application fee.
 - a. Note: If you are applying for a **nursing degree**, you **must** complete an application and pay the application fee.

6. You must either complete an application (Apply), or have a courtesy unofficial review before you can enroll into your degree.
7. If you plan on using VA education benefits go to: <https://www.excelsior.edu/veterans> for information on your benefit process.
8. 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.
9. For additional questions regarding either VA benefits or Federal Financial Aid, please email our Financial Aid/VA office at: vafa@excelsior.edu
10. Next, 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

11. You will find a coded enrollment form at the bottom of your Veteran Organization's Excelsior College landing page then go to the "How To Enroll" Tab near the top of the web page. Download the undergraduate enrollment form (PDF) and follow the instructions on the form and within the tab.
12. 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 www.excelsior.edu/paymentplans.

After Enrollment

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

Course Registration

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

17. 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.
18. Veteran organization’s members, employees, and their spouses or domestic partners, please note student 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.
19. 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 a Veteran Partnership and using the education partnership.