

	<b>Action</b>	<b>Assistance</b>
	Apply for admission  Accepted to MSU, what's next?	Jill McBride 606-783-5226 <a href="mailto:j.mcbride@moreheadstate.edu">j.mcbride@moreheadstate.edu</a> Breckinridge Hall, Rm. 303 F  For graduate studies contact: Graduate Recruitment and Retention Coordinator, Carlie Preece, <a href="mailto:c.preece@moreheadstate.edu">c.preece@moreheadstate.edu</a> or (606) 783-2039 or toll free 1-800-585-MSU1.  <a href="http://www.moreheadstate.edu/whatsnext/">http://www.moreheadstate.edu/whatsnext/</a>
	Complete the FAFSA (Free Application for Federal Student Aid).	<a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>
	Attend SOAR	<a href="http://www.moreheadstate.edu/soar">www.moreheadstate.edu/soar</a>
	Apply for Veterans Education Benefits	Joey Bryant 606-783-2878 <a href="mailto:vabenefits@moreheadstate.edu">vabenefits@moreheadstate.edu</a> Ginger Hall, Rm. 201
	Apply to Receive Credit for Military Service	Joey Bryant 606-783-2878 <a href="mailto:vabenefits@moreheadstate.edu">vabenefits@moreheadstate.edu</a> Ginger Hall, Rm. 201
	Attend New Student Days	<a href="http://www.moreheadstate.edu/newstudentdays/">http://www.moreheadstate.edu/newstudentdays/</a>

## Veteran Student Enrollment Checklist

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### MSU'S APPLICATION PROCESS

- Complete an Undergraduate or Graduate Admission online at [www.moreheadstate.edu/apply](http://www.moreheadstate.edu/apply). *The application fee is waived for military & veterans, who providing a copy of DD-214, Certificate of Eligibility or Duty Orders to Office of Enrollment Services, Morehead State University, 100 Admissions Center, Morehead, KY 40351.*
- Submit your official high school transcript or GED certificate/scores to **Office of Enrollment Services, Morehead State University, 100 Admissions Center, Morehead, KY 40351.**
- Submit your official ACT/SAT scores to **Office of Enrollment Services, Morehead State University, 100 Admissions Center, Morehead, KY 40351**  
*Note: If you haven't taken the ACT, register for the ACT Residual (valid only at MSU) at the MSU Testing Center. For details, visit [www.moreheadstate.edu/testing](http://www.moreheadstate.edu/testing) or call 606-783-2526.*

*Note: If you have completed 24 or more college credits from an accredited institution, (excludes military transcript credit), you do not need to submit high school transcripts or ACT scores). Request a list of necessary supplies from the school*

- If you have previous coursework from other universities, submit your official transcripts to the **Office of Enrollment Services, Morehead State University, 100 Admissions Center, Morehead, KY 40351**
- What to expect next: *Once all application materials have been received by Enrollment Services (application, transcripts & test scores), an admission decision can be made and students will be notified in 1-2 weeks. Notification time may be longer during peak application times.*

For more information, contact:

**Jill McBride**

*Student Veteran Advocate*

606-783-5226

[j.mcbride@moreheadstate.edu](mailto:j.mcbride@moreheadstate.edu)

Breckinridge Hall, Rm. 303 F



### SCHOLARSHIP AND FINANCIAL AID APPLICATION (optional, but recommended)

- For Undergraduate applicants, your Admission & Scholarship Application is all you need to complete to be considered for any scholarships other than the:

The Honors Scholarship, (for incoming freshmen only) has a separate application that can be found at <http://www.moreheadstate.edu/honors/> . Complete and submit application packet to Brenda Porter, Morehead State University, George M. Luckey, Jr. Honors Program, UPO 665, Morehead, KY 40351. **Application Deadline: December 2, 2012 for Fall 2013.**

*Note: For priority scholarship consideration, submit your application and supporting materials before **March 15**.*

- Complete the FAFSA (Free Application for Federal Student Aid) at <http://www.fafsa.ed.gov> to see if you qualify for additional financial aid.  
*Note: Send your results to MSU (FAFSA Code: 001976).*  
*Note: Priority deadline filing is 15 March*
- For additional scholarships, visit [www.moreheadstate.edu/scholarships/](http://www.moreheadstate.edu/scholarships/). These scholarships are funded by private donations to the MSU Foundation and allow students to gain more financial assistance. The scholarships range from Academic Excellence to Veteran Scholarships.



## ORIENTATION AND REGISTRATION (In-Processing)

- If you are applying for a Fall semester, then register for a Student Orientation, Advising & Registration (SOAR) session at [www.moreheadstate.edu/soar](http://www.moreheadstate.edu/soar)

Note: During your SOAR session, you will meet with an academic advisor, register for classes, take your student ID photo, and learn about financial aid, veteran benefits, student housing, meal plans and more. If you haven't already visited campus, this would be a great time to schedule a campus tour.

- ***If you are applying for a Spring or Summer term, contact Jill McBride, Student Veteran Advocate, at 606-783-5226 and she will put you in contact with an academic advisor in your field of study who can assist you with class registration.***
- **On-Campus Housing (Dorms) Registration:** For more information, visit [www.moreheadstate.edu/housing](http://www.moreheadstate.edu/housing)

Thompson Hall  
University Blvd. Box 2525  
Morehead, KY 40351  
(606) 783-2060

- **Meal Plan Registration:** For more information, visit [www.campusdish.com/en-us/csma/moreheadstate](http://www.campusdish.com/en-us/csma/moreheadstate)

**EagleCard Office**  
150 University Blvd. Box 4  
Morehead KY, 40351  
606-783-2701  
606-783-5019

- **Student ID Card:** For more information, visit [www.moreheadstate.edu/eaglecard/index.aspx?id=1168](http://www.moreheadstate.edu/eaglecard/index.aspx?id=1168)

**EagleCard Office**

150 University Blvd. Box 4  
Morehead KY, 40351  
606-783-2701  
606-783-5019

- **Campus Parking Permit:** For more information, visit [www.moreheadstate.edu/parking/#pemits](http://www.moreheadstate.edu/parking/#pemits)

**MSU Police**

150 University Blvd  
Morehead, Ky 40351  
(606) 783-2220

**VA EDUCATIONAL BENEFITS APPLICATION & CERTIFICATION**

- 1) Contact the MSU VA Certifying Official, Joey Bryant, at (606) 783-2878 or [vabenefits@moreheadstate.edu](mailto:vabenefits@moreheadstate.edu)
- 2) Determine which benefit (chapter) you will be applying for:
  - CH 30: Active duty service members who have paid in \$1200 for the GI Bill
  - CH 1606: Reservists / Guard member
  - CH 1607 (REAP): Reservists / Guard members who served active duty on or after 9/11/01 for at least 90 consecutive days under a contingency operation.
  - CH 33 (Post 9/11): Individuals who served on active duty on or after 9/11/01 for at least 90 aggregate days of active duty and are still on active duty OR released from active duty for further service in a reserve component of the Armed Forces OR had this benefit transferred to you by an eligible service member or veteran
  - CH 31: Eligible for the Montgomery GI Bill and have at least a 10% disability.
  - CH 35 (DEA): Dependents of a 100% permanently and totally service-connected disabled or deceased due to a service-connected disability.
  - Have you used these benefits before?
  - If no, proceed to Step 3. If yes, proceed to Step 7.
- 3) For **Chapters 30, 1606, 1607 and 33 and 35**, you can complete the application for the benefit at: <http://vabenefits.vba.va.gov/vonapp/main.asp> or [www.gibill.va.gov](http://www.gibill.va.gov).
  - *Note: Don't forget to submit any documentation that is also required. Instructions are listed on the website. For **chapters 1606 & 1607** make sure your unit includes you on the roster for State TA.*
  - *Note: For **Chapter 31** students, you need to contact 1-800-827-1000 to start the process. After you have been approved and have been assigned a VA Vocational Rehabilitation counselor, you will continue with step 3.*
- 4) Have you submitted your application online? If yes, proceed to Step 5. If no, go back to Step 3. Chapter 31 students- have you been assigned a VA Vocational Rehabilitation counselor? If yes, proceed to Step 5. If no, go back to Step 3.
- 5) Meet with the MSU VA certifying Official located in the MSU Registrar's Office.

- 6) **EVERY semester, after** you register for your classes, you must submit a Veterans Request for Certification to the MSU VA Certifying Official. This form is located on the Registrar's web page under forms.
- 7) If you are **transferring** your benefits from another school to MSU and:
- 8) If you are a Chapter 30, 33, 1606 or 1607 student, you must complete the 22-1995 and submit to the MSU VA Certifying Official in order to have your benefits transferred.
- 9) If you are a Chapter 35 student, you must complete the 22-5495 and submit to the MSU VA Certifying Official in order to have your benefits transferred.
- 10) If you are a Chapter 31 student, you must contact your previous VA Vocational Rehabilitation counselor before proceeding any further.
- 11) Chapter 35 must apply for the state tuition waiver at [www.kentuckyva.com](http://www.kentuckyva.com)
- 12) All members of the Kentucky Army National Guard must contact the KYANRG On Campus Career Counselor prior to certifying educational benefits.

SFC Parton,  
606-7822291/2050/5525  
[Johnnie.Parton@usarec.army.mil](mailto:Johnnie.Parton@usarec.army.mil)



## FEDERAL TUITION ASSISTANCE APPLICATION PROCEDURES FOR MILITARY SERVICES

**Army.** See *GoArmyEd* procedures below.

**Navy.** [https://www.navycollege.navy.mil/ta\\_info.aspx](https://www.navycollege.navy.mil/ta_info.aspx)

**Coast Guard.** <http://www.uscg.mil/hq/cgi/>

**Marines.**

[https://www.manpower.usmc.mil/portal/page/portal/M\\_RA\\_HOME/MF/D\\_Personal%20and%20Professional%20and%20Profession  
al%20Development/B\\_Education%20and%20Career%20Services](https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MF/D_Personal%20and%20Professional%20Development/B_Education%20and%20Career%20Services)

**Application.** [https://www.navycollege.navy.mil/docs/TAApPaperVers\\_110207.doc](https://www.navycollege.navy.mil/docs/TAApPaperVers_110207.doc)

**Air Force.** <https://www.my.af.mil/>

**Military Spouse Career Advancement Accounts (MyCAA) Program. (All Services)**

<https://aiportal.acc.af.mil/mycaa/default.aspx>



## KENTUCKY NATIONAL GUARD TUITION AWARD PROGRAM (STATE TUITION ASSISTANCE)

Requests for **Fall** semester must be submitted through the Kentucky National Guard **prior to 1 April**

Requests for **Spring** semester must be submitted through the Kentucky National Guard **prior to 1 October**

**SFC Zach Young**

zachary.s.young8.mil@mail.mil  
zachary.young@usarec.army.mil  
Cell: (606)253-9622

**KENTUCKY DEPARTMENT OF VETERANS AFFAIRS TUITION WAIVER APPLICATION****Vincent Butler**

606.783.5209/2000  
[v.butler@moreheadstate.edu](mailto:v.butler@moreheadstate.edu)

**GOARMYED FEDERAL TUITION ASSISTANCE APPLICATION (ACTIVE MEMBERS OF THE ARMY)****NEW USER**

- Go to <http://www.GoArmyEd.com> and select "New User"
- Complete the required information for a base role GoArmyEd account, which results in the creation of your GoArmyEd user name and password. The base role access will allow you access to training, helpdesk, on-duty classes, and testing. To request TA-level access to register for college classes, the following steps must be completed:
  - Log in to [www.GoArmyEd.com](http://www.GoArmyEd.com) using your user name and password
  - Select the "Request TA Access" Smart Link, where you will be presented with the following steps:
    - Verification of TA Eligibility
    - Review of Training
    - Submission of your Statement of Understanding (SOU)
    - Selection of home school and degree plan
- Your Army Education Counselor/ESO will review your application and, pending approval, activate your GoArmyEd account. You will receive an email when your application has been approved and you have access to request TA.

**GoArmyEd Helpdesk:**

- CONUS toll-free: 1-800-817-9990
- OCONUS toll-free:
- Go to <http://www.GoArmyEd.com> and select the "Helpdesk" link
- Select the "View OCONUS Helpdesk Numbers" link

**Create Case from your GoArmyEd homepage:**

- Log in to [www.GoArmyEd.com](http://www.GoArmyEd.com)
- Select "Create a Helpdesk Case" and provide a description of your concern
- An email confirmation of your request and the resolution will be sent to your preferred email account

**Contact an Army Education Counselor:**

- Log in to <http://www.GoArmyEd.com>
  - Select the "My Education Centers" Smart Link
- Contact the Veterans Resource / MSU Military Affairs, Max Ammons, at (606) 783-9267 or [m.ammons@moreheadstate.edu](mailto:m.ammons@moreheadstate.edu) if you need assistance using GoArmyEd.

**REQUEST TA & ENROLL IN CLASS**

- Log in to [www.GoArmyEd.com](http://www.GoArmyEd.com)
- Select the "Request TA" Smart Link
- Confirm your school is prepopulated, enter the class Subject, Catalog, and the Class Start Date and select "Next"
- The TA Request displays. Complete each required field in the Class Information sections.
- Cost of tuition and fees must be attached to the TA Request in the Upload Cost and/or Course Information Enrollment Verification Information section to submit the form. That can be done in one of two ways: Upload the document that has been saved on a computer and attach, or upload the document in eFile first and select the transaction type Cost and/or Course Enrollment Verification, so it will appear when you select the "Search eFile" button to attach to the TA Request. (See "How to use e-File")
  - Note: Valid cost verification may include one or more of the following: statement of tuition of fees from school's catalog or Website; screenshot from an online account with the school; an itemized receipt or current invoice from the school.
- Complete each required field in the Class Cost section and select "Calculate Cost" so you can see the final Army and Soldier costs.
- Review your TA Request for accuracy and then select "Submit."
- When the TA Request is approved by the Army, you will receive a confirmation email.
- You must print and submit a copy of the approved TA Request to MSU (Sarah Whitt, Accounting and Financial Services, 783-5215) once registered for classes.
  - Note: If TA does not cover the entire cost of the class, you are responsible for the remainder, which will be billed directly by the school.

**DROP A CLASS**

Soldiers MUST drop ALL classes through GoArmyEd before the class end date (Eastern Time).

- Log in to [www.GoArmyEd.com](http://www.GoArmyEd.com) and select the "Withdrawal from a Class" Smart Link
- Select a checkbox to choose the class
- Select "Drop Selected Class"
- View Confirmation page and choose the appropriate withdrawal reason using the drop-down options of "Withdrawal – Military Reasons (WM)" or "Withdrawal –Personal Reasons"

- Personal Drops – Soldiers MUST repay the TA amount
  - Military Drops (includes emergencies)– Soldiers MUST have the WM approved by the Army within 60 days of the initiation of the withdrawal to prevent recoupment:
    - Complete the Request for TA Recoupment Waiver – Withdrawal for (WM) Military Reasons Form
    - Upload the signed waiver from the Battalion Commander or first LTC in chain of command, or if in the Reserve Component, by the Unit Commander for the class
- Select the “Finish Dropping” button



## **PRIORITY COURSE REGISTRATION**

- During advanced registration you will be eligible for priority registration this means you will be able to register on the 2 days prior to everyone else. If you don't register on either of those 2 days, you will be forced to get back in line after Grad. Students, seniors, juniors, etc.
- If applicable (receiving VA Benefits), meet with your academic advisor and inform them that you receive V.A. education benefits.  
Let your advisor know that all courses you register for must be required for your program.
- Make sure you clear all holds(money you owe to the school or academic holds your advisor may have)
- If applicable (receiving VA Benefits) proceed to Step 5 in Veterans Benefits Application & Certification
- You will now be able to register for your classes. The V.A. certifying Official will be in the VRC to assist with the registration process.



## **TRANSCRIPT TRANSFER AND SUBMITTING MILITARY TRAINING/EXPERIENCE FOR ACADEMIC CREDIT**

- Transcripts from other postsecondary colleges or universities must be submitted to the University before enrollment. (See step 4 under enrollment application.)
- Military transcript can be ordered at <https://jst.doded.mil>
- Once the transcript is received by the Registrar's Office it will be evaluated and any applicable credit will be awarded.
- At a minimum you can expect 2 credits for Basic Training and 2 credits for AIT will be awarded from your DD-214 for general elective credit.



**For more information, contact:**

**Jill McBride, Non-traditional/Commuter Coordinator/Student Veteran Liaison  
Office of Enrollment Services**

Phone: 606.783.2000

E-mail: [j.mcbride@moreheadstate.edu](mailto:j.mcbride@moreheadstate.edu)

Office: 303F Breckinridge Hall

**Joey Bryant, VA/Athletics Eligibility & Records Processing Coordinator  
Office of the Registrar**

Phone: 606.783.2878

E-mail: [vabenefits@moreheadstate.edu](mailto:vabenefits@moreheadstate.edu)

Office: 201 Ginger Hall

**Maxwell J Ammons, Director Military Initiatives,  
Provost & VP, Office, ( VPAA )**

Phone: 606.783.9267

E-mail: [m.ammons@moreheadstate.edu](mailto:m.ammons@moreheadstate.edu)

Office: 303E Breckinridge Hall

**Carlie Preece, Graduate Recruitment and Retention Coordinator  
Graduate School ( GRSC )**

Phone: (606) 783-2039 or toll free 1-800-585-MSU1.

Email: [c.preece@moreheadstate.edu](mailto:c.preece@moreheadstate.edu)

Office: 701 Ginger Hall

**Vincent Butler, Program Specialist for State Programs  
Enrollment Services ( ENRL )**

Phone: 606-783-2000

Email: [v.butler@moreheadstate.edu](mailto:v.butler@moreheadstate.edu)

Office: 100 Enrollment Services Center