



OFFICE OF MILITARY SERVICES

Military Activation Checklist

The Office of Military Services recommends all students who are notified of upcoming military activation, prior to the completion of any active semester, please complete and submit the following:

Student Name: _____ Student ID# _____

Assigned Campus: _____

Cell Phone# _____ Alt Email _____

- _____ Provide a copy of your military orders as soon as possible to the Office of Military Services via email or in person.
- _____ Make sure to notify your Professors and or Dean that you are being called to active duty.
- _____ If you are receiving Financial Aid including a Pell Grant or Student Loan, make sure to inform the Office of Financial Aid of your orders.
- _____ If you are enrolled in any online courses, or intend to enroll for online courses, please keep in mind that internet access may vary pending your location.
- _____ Make sure that your contact information and emergency contact is up to date with our Military Services Office and Student Records Department.

Enrolled military students called to active duty service shall be eligible for the forgiveness of Leave, Academic Credit and Tuition Refunds. It is imperative that you maintain communication with Office of Military Services Director and or School Certifying Official to determine what options are available to you and submit proper documentation. Failure to communicate or submit proper documentation will delay or cause your request to be denied. By signing and submitting you understand your responsibility.

_____ Date _____

Student Signature

For Office Use Only

Received by _____ Date _____