

## Military Service & Pre-Deployment Checklist

\*Have multiple copies of your orders available

As a student enrolled in any class or program offered through the University of Nebraska-Lincoln and if called to active duty, scheduled to deploy, and/or receive training through military service in which you are required to report to your military unit prohibits you from completing the term in which you are enrolled, the University of Nebraska, Office of the President, Executive Memorandum Number 23 was established to aid in facilitating your ability to prepare for military service and continue your education once military service is completed.

This Military Service and Pre-Deployment Checklist is designed to assist you with the recommended steps to take prior to your deployment and when re-enrolling in classes before returning to UNL. Please contact the Military & Veteran Success Center with your questions and if additional support is needed: (402) 472-4130; [vetsuccess@unl.edu](mailto:vetsuccess@unl.edu).

### Deployment & Military Service

1. Contact the Registrar's Office:
  - Schedule a meeting with Dr. Richard Morrell, University Registrar.
  - Provide him with a copy of your military orders.
  - The Registrar's Office will ensure that your student status is updated.
    - Phone: (402) 472-2025
    - E-Mail: [richard.morrell@unl.edu](mailto:richard.morrell@unl.edu)
    - Canfield Administration Building-Room 59,
2. Schedule an appointment with Darrell Everhart, Director of Military and Veteran Success Center:
  - Review impact on current class schedule and arrange to contact instructors.
  - Review impact on related fees associated with housing, parking, etc., and begin communication with the respective support service office(s).
  - Receive a copy of Executive Order Memorandum #23.
    - Phone: (402) 472-5276
    - E-Mail: [deverhart2@unl.edu](mailto:deverhart2@unl.edu)
    - Nebraska Union on city campus-Room 16 lower level
3. Contact and meet with all of your instructors:
  - Inform your instructors of your upcoming military obligated service. Discuss your available options i.e., complete the coursework online, withdraw, incomplete, etc.,

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4. Contact and meet with an academic advisor:
  - Discuss the impact on your course requirements and long range degree plan. Bring a copy of your military orders and Executive Memorandum #23.
5. Contact Deb Quinn, VA Coordinator and Certifying Official, Military Veteran Success Center:
  - Discuss the impact on any VA educational benefits you are receiving.
    - Phone: (402) 472-4130
    - E-Mail: [dquinn2@unl.edu](mailto:dquinn2@unl.edu)
    - Nebraska Union on city campus Room 16 lower level
6. Meet with a financial aid specialists in the Scholarships and Financial Aid Office:
  - Ask about the impact of any scholarships or financial aid you are receiving.
    - Phone: (402) 472-2030
    - Canfield Administration Building- Room 17
7. Contact University Housing:
  - **On-Campus:** Ensure your Residence Advisor (RA) is aware of your military service and contact your Residence Director (RD) to discuss your contract and check-out procedures. You may be entitled to a pro-rated refund.
    - Phone: (402) 472-3561
    - Address: 1115 N. 16<sup>th</sup> Street
  - **Off-Campus:** Contact your landlord and make sure they are aware of your military service orders.
  - Contact Student Legal Services (free) if additional assistance is needed you're your rental lease contract.
    - Phone: (402) 472-3350
    - Online: [unl.edu/asun/sls](http://unl.edu/asun/sls)
    - Nebraska Union on city-campus Room 335
8. Dining Hall:
  - Cancel your meal plan (if applicable). All requests to cancel must be in writing either in an e-mail or letter. Enusure you provide a copy of your military service orders as you may also be entitled to a pro-rated refund.
    - Email: [housing.contracts@unl.edu](mailto:housing.contracts@unl.edu)
    - Address: 1115 N. 16<sup>th</sup> Street

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9. Athletic Tickets and Parking Passes:
  - Contact the respective office and inquire to a pro-rated refund if necessary.
  - Phone: (402) 472-3111 (Ticket Office) and (402) 472-1800 (Parking and Transit)
10. Return any items to the University Library to ensure you are not charged for items that exceed their due date because of your military service and deployment.

### Re-Enrollment Checklist

1. Contact the Office of Admissions:
  - As soon as you know that you will be able to begin classes contact the Office of Admissions.
  - When you return to UNL and resume taking classes within three semesters of your initial departure, you DO NOT need to re-apply.
    - Contact your Academic Advisor to confirm what classes support your degree plan and enroll in classes.
  - When you return to UNL and resume taking classes AND if you have not taken any classes for a period of 3 consecutive semesters or longer, you will need to contact the Office of Admissions
  - Contact the Office of Admissions to re-apply and submit a readmission questionnaire.
    - Phone: (402) 472-2023
    - Online: <http://admissions.unl.edu/>
2. Contact the Office of Scholarships and Financial Aid for any questions regarding possible scholarships and potential conflicts with meeting deadlines.
  - Discuss with the Scholarships and Financial Aid Office if not able to meet deadlines.
    - Phone: (402) 472-2030
    - Address: Canfield Administration Building – Room 17
    - Online: <http://financialaid.unl.edu/>
  - Complete the FAFSA (<https://fafsa.ed.gov/>)
3. Contact both Darrell Everhart, Director and Deb Quinn, VA Coordinator and Certifying Official, Military Veteran Success Center:
  - Discuss VA educational benefits.
    - Phone: (402) 472-4130
    - E-Mail: [deverhart2@unl.edu](mailto:deverhart2@unl.edu) & [dquinn2@unl.edu](mailto:dquinn2@unl.edu)
    - Nebraska Union on city campus Room 16 lower level
4. Contact University Housing for Residence and Dining Services:
  - Phone: (402) 472-3561
  - Address: 1115 N. 16<sup>th</sup> Street