

## Military Activation Checklist

The Office of Veteran and Military Programs and Services recommends students who are notified of upcoming military activation, prior to the completion of their current semester, complete the following:

1. Notify Professors, Departments and/or Deans as soon as possible after being called to active duty and discuss your options for meeting course requirements if possible.
2. Provide a copy of your military orders, as soon as possible to your Veterans and Military Office (See contact information on page 2) *Note: orders might be requested/required by additional offices.*
3. Contact Financial Aid regarding the status of aid and/or loans.
4. Cancel any meal plan or on campus housing if applicable.
5. Please keep in mind that access to the internet might vary depending on your location. Additionally, your ability to complete course work in a course that requires synchronous instruction may be impacted.
6. Ensure that your contact information and emergency contact are up to date with your Veteran and Military Office.

Enrolled students called into active military service prior to the completion of the semester, whether voluntarily or involuntarily, shall be eligible for the options outlined in the Military Leave, Academic Credit and Tuition Refunds – Undergraduate and Graduate policy. It is imperative that you maintain communication with faculty to determine what options are available to you.

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## Contacts

### **New Brunswick & RBHS**

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