Deployment Checklist

<table>
<thead>
<tr>
<th>Understand your options</th>
<th>☐ Understand your options.  ☐ Begin the conversation with your professors.</th>
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<tbody>
<tr>
<td><strong>The first step is to carefully and thoroughly consider what is best for you.</strong> The Notification of Military Activation details these options.</td>
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<td>Students who choose to withdraw or to have classes deleted should first determine the impact, if any, on insurance coverage, financial aid awards, loan repayments, veteran benefits, etc., which may require evidence on the academic record of course completions and/or enrollments.</td>
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**Registration**

Once you have talked with your professors and decided what to do, do the proper paperwork.  ☐ Complete Notification of Military Activation

If you do not attend school again within a year, you will be required to reapply unless you requested a leave of absence.  ☐ Complete Undergraduate Leave of Absence or ☐ Complete Graduate Leave of Absence

Keep the Registrar's School Certifying Officers (SCOs) informed.  ☐ Notify the SCOs via the email address below.  ☐ Attach copy of your orders.

☐ Submit forms, orders, and explanation to:

Registrar's School Certifying Officers
Veterans Support Center, Union Bldg, Rm 418
801-581-6945  •  vetservices@utah.edu  •  http://registrar.utah.edu/veteran/

**Education Benefits**

GI Bill  ☐ Notify the SCOs when you’ll stop using the GI Bill.  vetservices@utah.edu

Be sure to include your name and Uid.

Tuition Assistance  ☐ Notify Income Accounting of your deployment  ☐ Attach copy of your orders.

☐ Follow up regarding any pending issues/actions.

Income Accounting
Student Services Bldg, Rm 165  •  801-581-4277
income@utah.edu  •  http://fbs.admin.utah.edu/income/

**Financial Aid**

If you are receiving financial aid, contact the financial aid office about possible implications.

Be sure to mention your military deployment.  ☐ Meet with a financial aid advisor.

Financial Aid
Student Services Bldg, Rm. 105  •  801-581-6211
financialaid@sa.utah.edu  •  http://financialaid.utah.edu/

**Set yourself up for Success**

Don’t forget to keep a copy for your own records.  ☐ Copy completed forms for your records.

Your Umail is where official email will be sent.  ☐ Check your Umail regularly.