



National Grid Education Partnership

Student Application, Enrollment and Course Registration Process

Application Process or Pre-Evaluation Review for Associate or Bachelor Degree Programs

NOTE: Master/Graduate Degree program students receive a 15% discount on tuition and must apply.

1. Create your free MyExcelsior Account at: <http://www.excelsior.edu/> using the purple button, "My Excelsior Login" on the upper right hand corner of the page.
2. As an employee or their spouse or domestic partner in the National Grid education partnership, you may request a *pre-evaluation review* of your transcripts towards an associate or bachelor's degree you're closest.
 - a. To receive a pre-evaluation review, please provide all your unofficial military and civilian transcripts at one time via email to: veterans@excelsior.edu or fax them to 518-608-8142 with a cover sheet. Information provided via email or fax should contain:
 - **Your name and that you are a National Grid employee, spouse or domestic partner in NY, MA or RI.**
 - **contact information (address, phone, email)**
 - **the degree program you would like to apply your credits toward**
 - b. Excelsior College will provide you a pre-evaluation of your previously earned college credits toward an associate degree you are closest to or a degree of your choice within 3 – 4 weeks. You do not need to be a veteran for a pre-evaluation review; you do have to be an employee, their spouse or domestic partner.
3. Once the review is complete, your file will be coded, allowing you to bypass the undergraduate application for admission, and application fee and go straight to enrollment.
 - a. Note: If you are applying for a BS or MS **nursing degree**, you **must** complete an application and pay the application fee.
 - b. AAS and AS nursing degrees are not eligible for this partnership as of 1 January 2014.
4. You must either complete an application (Apply), **or** have a pre-evaluation review before you can enroll into your associate or bachelor's degree program.

NOTE: On the application, both online and paper, there is a box you can check to agree to allow EC to request your transcripts. You will be provided a "proxy form" to sign and return to admissions. Some colleges and universities that do not allow a third party to request

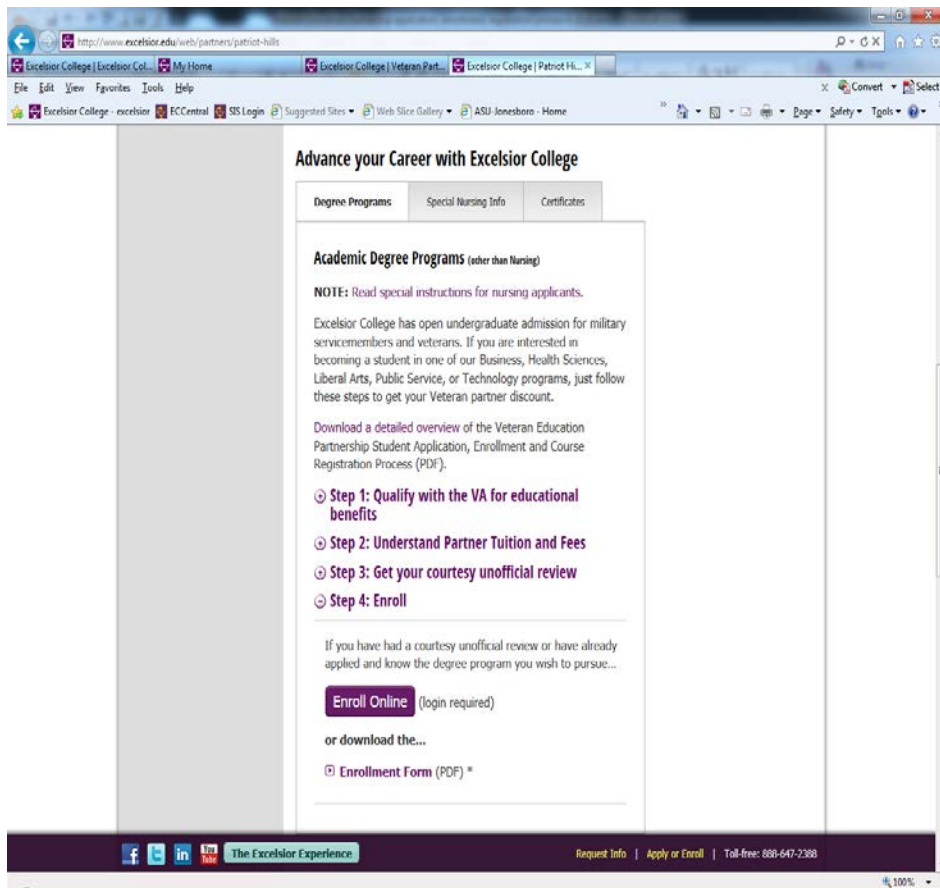
student transcripts and in these cases, it would be your responsibility to have those official transcripts sent to: Excelsior College, 7 Columbia Circle, Albany, NY 12203 – Attention: Records Dept. The student will still list all ALL transcripts they wish to have reviewed for transfer credit.

Financial Aid/VA Benefits

5. If you plan on using VA education benefits go to: <http://www.excelsior.edu/web/veterans-center/orientation/benefits/va-educational-benefits> for information on your benefit process.
6. Excelsior College also offers students the opportunity to apply for Pell Grants, Federal SEOG, Subsidized and Unsubsidized Stafford loans, New York State Aid, and Institutional Scholarships. You can review these options and the criteria at: www.excelsior.edu/FinancialAid.
7. For additional questions regarding either VA benefits or Federal Financial Aid, please email our Financial Aid/VA office at: vafa@excelsior.edu
8. If you need assistance paying the initial tuition and fees, they can be charged to a major credit card or you may opt for the payment plan. Visit <http://www.excelsior.edu/costs-and-financing/docs>.
9. If you had a pre-evaluation review or if you must apply now you will need to request official military and /or civilian transcripts from your previous colleges and branch of service. Have your official transcripts sent to: Excelsior College, Office of Registration and Records, 7 Columbia Circle, Albany, NY 12203.

Enrollment Process for Students

1. Enrollment process for National Grid partnership students.
 - a. *Enroll on your National Grid partner landing page within the “Degree Programs tab” to capture your partner code to receive the special pricing.*
 - b. See screen shot below.



NOTE: There are two enrollment options. The *Excelsior College Course Option* requires you take at least 12 credits via online prior to degree completion and enrollment in this option is free. The *Multi Source Option* allows you to take less than 12 credits and for military and veterans the cost is \$740, for civilians the cost is \$1,065.

After Enrollment

10. Once you have enrolled, a Welcome Letter is mailed out.
11. You should receive an official degree evaluation approximately 4 weeks after official transcripts have been received by the college.

Course Registration

12. After you enroll and receive a degree evaluation, you should get course approval from your academic advising team, both for courses you plan on taking with Excelsior College as well as those you may take at a local college. You will find contact information for your advisors in your MyExcelsior user account.
13. You will see your course approvals and register for your courses in your user account (click "My Details.")

14. Be sure to order your books as soon as you register for courses to allow for time required for shipping. To see your required textbooks, you will need to visit our online bookstore, MBS Direct, which you can access under “Resources” in your user account. You can then purchase them from any source you like.

National Grid employees and spouses or domestic partners, please note student undergraduate requirements for the partnership:

- a. Reduced tuition and fees
- b. Students are required to take 12 credits via online or CD-ROM courses prior to graduation with Excelsior College.
- c. To by-pass the annual fee, students must take at least 6 credits in one year.

For graduate degrees, students receive:

- a. 15% discount on tuition
- b. Students must complete at least 12 credits via online or CD-ROM courses prior to degree completion.
- c. To by-pass the annual fee, students must take at least 6 credits in one year.

For undergraduate and graduate certificates, students receive:

- a. Discount on tuition
- b. To by-pass the annual fee, students must take at least 6 credits in one year.

Please contact our Center for Military Education should you need assistance with the application or enrollment process, or have any other questions at 888-647-2388, ext. 1352 or email military@excelsior.edu or veterans@excelsior.edu Please mention you are with National Grid and using the education partnership.

For more information on the National Grid education partnership, you can contact Judy Reed at jreed@excelsior.edu or call 518-464-8678.

National Grid (NY, MA and RI) employees, as well as their spouses or domestic partners, are welcome to participate in this education partnership!

Excelsior College's Philosophy:

*“What you know is more important
than where or how you learned it.”*