



UTA Deployment Checklist for Reserve & National Guard Military-Connected Mavericks

Students that are activated by the Reserve or National Guard (not for routine training) should refer to the policies in the University Catalog <https://catalog.uta.edu/academicregulations/registration>.

Students who must withdraw as a result of military service may receive a full refund of tuition and fees, an incomplete (if eligible) or final grade at institution discretion. Typically, a final grade is awarded when the student has satisfactorily completed a substantial amount of coursework and has demonstrated sufficient mastery of the course material (see Texas Education Code, Section 54.006)

Pre Deployment *(As soon as orders are received)*

The following steps are suggested before departing UTA for military service:

- Contact UTA Military and Veteran Services to assist with the process: 817-272-3017 or james.kumm@uta.edu.
- Submit copy of orders to Registrar's office. recordsandregistrationprocessing@uta.edu.
(Do not withdraw from classes until you have your orders.)
- View the University Catalog and determine which of the four following options you would like to request.
 - a. Withdrawn-Called to Military Duty
 - i. Registrar will process the withdrawal from all classes
 - ii. Office of Student Accounts will refund tuition and fees
 - b. Incomplete-Called to Military Duty
 - i. Registrar will process the incomplete
 - ii. Pending eligibility for an incomplete grade (course 70% complete), student must resolve the incomplete within one year from "release from active duty" date on orders
 - iii. For incompletes, obtain permission form and get signatures from Academic Advisor and designated officials from the academic college/school offering the course.
 - c. Petition professors for final grade
 - d. Before Census Day, request Military Leave from the Registrar. Courses will be dropped and will not appear on transcript
- Notify academic department/academic advisor/faculty to announce departure and coordinate plan for return. Notify them of requested Incompletes or Final Grades (if applicable).
- Contact UTA Veterans Education Benefits Office and UTA Financial Aid regarding enrollment status for loans, scholarships, insurance, or other agreements, including the G.I. Bill.
 - a. UTA Veterans Education Benefits Certification Office = 817-272-3017 | va@uta.edu | MAVS Center 406 Summit Ave
 - b. UTA Financial Aid Office = 817-272-3561 | Davis Hall, Room 252 |
- Contact University Housing if living in residence halls or university apartments to coordinate withdrawal and termination of lease: <https://www.uta.edu/housing>.
- Contact Parking Office for a prorated refund for your parking pass: <https://www.uta.edu/pats/>.
- Verify mailing address you will be utilizing online through <https://www.uta.edu/mymav>.

During Deployment

- We encourage students to stay connected to UTA through their Student Email and UTA Military and Veteran Services (MAVS). MAVS will send periodic emails to deployed students with the latest information about things happening at UTA and provide resources to connect with us virtually. Contact MAVS for more information and to get added to our Deployed Mavericks contact list: 817-272-3017 or james.kumm@uta.edu

Post Deployment: Returning to UTA

Students may be readmitted within one year of the "release from active duty" date on the orders. When preparing to return to UTA:

- Notify Military and Veteran Services of your plan to return so that we can assist you with required processes.
- Depending on deployment time period, fill out the Free Application for Federal Student Aid (FAFSA) for the academic year expected to return: <https://fafsa.ed.gov/>.
- Contact the Office of the Registrar for steps to re-enroll at UTA <https://www.uta.edu/records/>.
 - a. Registrar will activate student accounts so that student can register for classes
- Contact Academic Advisor to discuss degree program prior to registering for classes.
- Following deployment, you may qualify for additional VA educational benefits, or state of Texas benefits. Schedule a time to meet with the UTA Veterans Education Benefits Office and UTA VetSuccess on Campus Counselor.
 - a. Obtain an updated Certificate of Eligibility from the Department of Veterans Affairs www.va.gov
 - b. Submit required documents for benefits to va@uta.edu | 406 Summit Ave. Arlington TX. (GI Bill or Hazlewood)
 - c. Certify online at www.uta.edu/vets each semester that you are attending classes at UTA and wish to utilize your education benefits

UTA Military and Veteran Services is committed to your success

Please contact or visit us with any questions you may have

www.uta.edu/vac | 817 272 3017 | va@uta.edu | 406 Summit Ave. Arlington TX



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