



ACTIVATION/DEPLOYMENT/ACTIVE DUTY CHECKLIST

PREPARATION STEPS

- Contact the Veterans Resource Center (VRC):** veterans@uwosh.edu or (920) 424-1804
- Provide a copy of your orders or a memorandum** from your unit with anticipated dates to veterans@uwosh.edu or fax to (920) 424-3386. Contact the VRC regardless of receiving these documents from your unit.
- Discuss** enrollment options with VRC Coordinator
Students who receive military orders have the following options:
 - Refrain from enrolling in classes for the following terms. **If you already enrolled, drop your classes prior to the first day of the term.**
 - Continue with courses if possible, depending on the method of instruction.
 - Arrange with instructors to receive a grade of an 'Incomplete' and coursework to be completed at a designated later time. The registration would remain intact, and tuition and mandatory fees would be assessed in full.
 - Arrange with instructors to complete coursework early, or take current grade earned if possible. This option is not available for all courses. It is up to the instructor's discretion and will depend on how much coursework is left to be completed. This is usually only an option if the course is close to completion.
 - Withdraw from courses in full. 100% of tuition and mandatory fees will be refunded.
- Submit Activation/Deployment Form** : Complete online form: <https://uwosh.edu/veterans/resources/called-to-active-duty/>
- Contact all instructors:** Share leave information and discuss any impacts on your ability to complete assignments or continue with your courses.
- Contact the Dean of Students (DOS):** Share anticipated leave dates and discuss any impacts on your enrollment. <https://uwosh.edu/deanofstudents/> or 920-424-3100
- Contact your Academic Advisor:** Inform advisor of decisions you make regarding your academics: advising@uwosh.edu or (920) 424-1268
- Contact Residence Life:** If you reside in the residence halls, contact the Residence Life office, and request an early release from your contract: housing@uwosh.edu or (920) 424-3212
- Contact Financial Aid:** (If needed) Share any course changes and see if it impacts your on Financial Aid. fao@osh.edu or (920) 424-3377

*****If you have received emergency activation orders with a short time before you are required to report for duty, contact the Veterans Resource Center. We will work with you as your liaison to help you complete all necessary steps in your absence.**

WHEN YOU RETURN

- Contact the Veterans Resource Center (VRC):** of your updated return: veterans@uwosh.edu; (920) 424-1804
- Complete Returning Student Veteran Checklist:** There are a few steps that will need to be taken to get you ready to enroll back in classes at UW Oshkosh. Please see Returning Student Veteran Checklist: <https://uwosh.edu/veterans/wp-content/uploads/sites/176/2020/04/ReturningVetChecklist.pdf>