



Military Deployment Checklist

This checklist is for students who are serving on active-duty, National Guard, or Reserves who have been activated for training or unexpectedly deployed during a semester (not routine training).

Use this to prepare and coordinate with faculty and the university **prior** to departing.

Pre-deployment

1. Contact the FHSU Military-Connected Student Services office for assistance throughout the processes at 785-628-4184 or military@fhsu.edu.
2. Submit a copy of orders to the Office of Student Affairs at cgist@fhsu.edu. Official notification will be sent to your instructors.
3. Determine if your best route is to withdraw from courses by discussing with your instructors, academic advisor, financial aid, and the Military-Connected Student Services office.
 - a. Depending on how far through the course you are, your instructor may consider an Incomplete. This means that coursework needs to be completed within one (1) year of returning from deployment for a grade.
 - b. Discuss with Financial Aid what dropping your semester courses will mean with regards to any financial aid you have received.
 - c. Discuss with the Military-Connected Student Services office any tuition assistance questions.
4. If you decide to withdraw from courses you'll need to pay attention to the academic calendars:
 - a. 100% Refund Deadline - work with your academic advisor to drop your courses before the deadline for a full refund.
 - i. DR notation on the transcript
 - ii. 100% refund of tuition
 - b. 50% Refund Deadline - work with your academic advisor to drop your courses before the deadline for a 50% refund.
 - i. DR notation on the transcript
 - ii. 50% refund of tuition
 - c. Appeal for a Late Withdrawal with Refund - submit the request to the Registrar's office and if approved:
 - i. The course is not noted on the transcript
 - ii. 100% refund of tuition

Deployment

Keep in touch and let us know when you plan to return to class. We will keep you updated on deadlines before the next semester.

Post-deployment: Return to FHSU

1. Contact the Military-Connected Student Services offices so we can assist with the re-entry process.
2. Submit a free application for re-entry to the university so that you're ready to register for classes.
3. Contact your academic advisor to set up a semester plan.
4. Update your Financial Aid (FAFSA), tuition assistance, or any other benefits.
5. Good luck on your first semester back!