University of Utah Veterans Support Center: Deployment Checklist

- Drop Spring Semester classes:
  1. Log onto CIS (Campus Information Services)
  2. Go to Registration Dialogue Box
  3. Click on Drop Class Link
  4. Drop all Spring semester classes. *(Failure to do so will result in future VA benefits problems!)*

- If you already applied for GI Bill benefits, email Veteran Services vetservices@sa.utah.edu (NOT the Veterans Support Center) *(Copy the Veterans Support Center, vetcenter@sa.utah.edu)*
  1. In the body of the email, explain that you do not plan to use your GI bill benefits for the Spring semester because of a military deployment.
  2. Be sure to include your name and Uid.
  3. Request a delivery receipt in your particular email program. In Outlook you should:
     - Go to Options tab
     - Click on “Request a Delivery Receipt” box *(different programs may vary)*

- Complete “Notification of Military Activation” form *(see attached packet)*

- Make a copy for your records! *(ALWAYS keep a record of your important transactions!)*

- Submit “Notification of Military Activation” form & copy of activation orders.
  Submit to: Veteran Services Student Services Building
  Window 10
  Phone: 801-581-5808 Fax: 801-7860

- Complete “Undergraduate Leave of Absence” or “Graduate Leave of Absence” *(see attached packet)*
  - This form will keep you from having to reapply to the University of Utah when you return.

- Make a copy for your records!

- Submit Undergraduate or Undergraduate Leave of Absence with activation orders (as applicable).
  Submit to: Veteran Services Student Services Building
  Window 10
  Phone: 801-581-5808 Fax: 801-7860

- Check Umail frequently!
  - Checking your Umail will ensure you do not miss important communications from U of U.

- See Veterans Support Center for all other questions:
  Veteran Services Support Center
  Union Building, Room 161
  Phone: 801-587-7722

*Please note: All forms must be submitted before your activation orders begin. However, it is to your advantage to submit them as early as possible.*