



Special Information for Active Duty & Reservist Army Soldiers using Tuition Assistance and GoArmyEd

Colorado Technical University Welcomes US Army Students!

At Colorado Technical University, we are committed to helping you achieve your educational goals.

Our goal is to provide student service and support for military and military affiliated students. Our trained specialists understand the realities of military life and are ready to assist you throughout your entire academic experience.

In addition to our full-service Online Campus, many CTU campuses are strategically located near military bases, making them convenient and accessible if you are stationed near:

Colorado Springs
Denver
Kansas City

Pueblo
Sioux Falls

Now you can maximize your military education benefits by earning a career-focused Associate, Bachelor's, Master's or Doctoral degree program in many of today's technology driven industries, including:

- Information Systems & Technology
- Business & Management
- Health Sciences
- Criminal Justice & Public Admin.

Whether you are focused on advancing your career in the military or furthering career opportunities in the civilian job market, Colorado Technical University is ready to assist you. We are committed to providing support and advice about your education and career goals.

For more information, please visit:
coloradotech.edu/military



Welcome Soldier!

Colorado Technical University welcomes you and stands ready to assist you in reaching your educational goals and career aspirations. As an Army active duty or reserve soldier, you enjoy a tremendous educational benefit through the Army's Tuition Assistance (TA) program. This brochure is designed to help you access your TA benefits and ensure that you understand your obligations to properly use the Army's GoArmyEd online TA portal. It is critical that you read and keep this brochure for future reference and ensure that you request TA through GoArmyEd for every course you take at Colorado Technical University, every term.

While our admissions advisors and your academic advisor can assist you, you are strongly encouraged to visit your Army Education Center and meet with your counselor to ensure that you meet and fully understand your obligations as regards GoArmyEd. Ultimately, it is your responsibility to fully comply with Army education policies and regulations.

GoArmyEd use is mandatory for all Active Duty and Reserve Army Soldiers

- It is the soldier's responsibility to obtain TA through GoArmyEd every term for every course taken at Colorado Technical University (CTU). Soldiers must register for TA through GoArmyEd for the correct course(s) **before** the published class start date.
- It is also the soldier's responsibility to drop or withdraw from courses (as appropriate) through the GoArmyEd portal immediately when a drop/withdrawal event occurs.
- Soldiers must also register, drop, or withdraw from courses with CTU in accordance to the current campus procedures and time lines. **THIS DOES NOT FULFILL THE SOLDIERS OBLIGATION TO ALSO MAKE THE CORRESPONDING REGISTRATION / DROP / WITHDRAWAL IN GoArmyEd.**

IMPORTANT: Failure to comply with GoArmyEd and CTU requirements in a timely manner may result in financial recoupment by the Army and/or CTU of any outstanding financial obligation incurred by the soldier / student.

New GoArmyEd Users

- Go to www.GoArmyEd.com. Click the "New Users" tab in the top right corner of the screen
- Complete the application. Click "Submit" to receive your username and password
- Complete the Required In-Processing Steps
 - Click "Submit Statement of Understanding" (SOU)
 - Print SOU
 - Get Commander's signature
 - Follow **How to Use Your eFile** to upload your SOU

- Complete Common Application
- Click "Launch Quick Start Training" to complete Soldier Training
- Contact an Army Education Center **today** to activate your GoArmyEd account. Be sure to designate Colorado Technical University as your "Home College."

Already have a GoArmyEd account, but you are new to Colorado Technical University?

- Contact your Army Education Center **today** (visit, phone, fax, or e-mail) to designate Colorado Technical University as your "Home College."

TA Requirements

- Your fiscal year TA ceiling is \$4,500 and your per semester hour (SH) cap is \$250. **Note: Credit hours at CTU are expressed in Quarter Hours and are converted to Semester Hours in the GoArmyEd portal. 4 CTU quarter credit hours = 2.64 semester hours.**
- Maintain an Army TA GPA of 2.0 or higher when using TA

How to Request TA and Enroll in a Course

Every term, after registering with CTU, you will receive an e-mail at your official Army address from the college telling you which corresponding courses and sections to enroll in through GoArmyEd.

You will not be able to request TA through GoArmyEd more than 60 days in advance of the class start date; however, you must request TA through GoArmyEd before the class start date! Failure to do so may result in your being liable to the Army or CTU for all TA amounts!

Within the 60-day GoArmyEd TA registration window, it is your responsibility to:

- Log into www.GoArmyEd.com
- Click "My Virtual Education Center"
- Click "Enroll or Drop/Withdraw from a Course"
- Click "Request TA and Enroll in a Course"
- Review your account information. Click the "Account Information Verified" button
- Click "Continue"
- Select the term for your class start date
- Click "Class Search" radio button
- Click "Search"
- Click "Description of each field" and "Search Examples" links for assistance
- Fill in the fields to search the Course Schedule for classes. Click "Search"
- The Class Search Results screen displays the classes that meet your search criteria

- Click the "Class Details" button before enrolling to review more course information (e.g., course description, SH cost, prerequisites, required course materials and other information)
- Click check mark next to the class number to complete enrollment
- The class information now appears on the Add Classes screen. Click "Proceed to Step 2 of 3"
- The Confirm Classes screen displays with class cost information. Ensure you review the class cost covered by TA and any class cost that you must self-pay. Click "Process Enrollment" or "I Agree To Pay"

Note: Do not X out of page. Click "Cancel Request" if class selection is in error.

- If TA does not cover the entire cost of the class, you may be responsible for a portion of the cost. Any self-pay amount will be billed directly by CTU
- The View Results screen displays with the status of your enrollment request. If the Status column shows "Success," your enrollment request is submitted successfully, pending final approval from the college. You will receive an email confirming the enrollment

REMINDER: IT IS ALSO YOUR RESPONSIBILITY TO DROP/WITHDRAW FROM ANY COURSE (AS APPROPRIATE) BOTH THROUGH GoArmyEd AND CTU.

How to Get Help

- **Soldier Quick Start Training** provides complete information and instruction on using TA
- **Reference Documents:**
 - Log into the GoArmyEd portal
 - Click "View Reference Documents" in the Help Resources section
 - Click "Course Enrollment Guide" for enrollment help
- **24/7 Helpdesk:**
 - CONUS toll-free: 1-800-817-9990
 - OCONUS toll-free:
- **Create Case from your GoArmyEd Homepage:**
 - Click "Create a Helpdesk Case." Provide a description of your concern/question
 - Email confirmation of your request and the resolution will be sent to your preferred email account
- **Contact an Army Education Counselor:**
 - Click "GoArmyEd" located on the left menu
 - Click "Education Centers" and select your Education Center.
- **Contact your CTU admissions advisor or your assigned academic advisor.**

NOTE: GoArmyEd portal information contained in this brochure is provided by the US Army and is subject to change. Be sure to check www.GoArmyEd.com for the most current GoArmyEd requirements. CTU is not responsible for procedural changes mandated by the US Army.