Soldier Quick Start Training
Course Enrollment Guide

General Information
This step-by-step Course Enrollment Guide includes the following topics to assist you with enrolling in classes through GoArmyEd and requesting Tuition Assistance (TA). Select the name of the instruction to go directly to it. To return to this page, select the arrow.

- How to search the Course Schedule
- Enrolling in a class in GoArmyEd
- Using Auto Advisor
- How to enroll in a class using the Non-Letter of Instruction (Non-LOI) School TA Request process
- What do I do if my school is listed in the Course Schedule but a specific class is not available through GoArmyEd?

You will need the following:

- Internet access
- User name and password for GoArmyEd

Prerequisites: You should have completed the Soldier Quick Start Training.

Business Policies

- The enrollment window is open a maximum of two months before a class start date.
- Base your search on your degree map criteria to ensure you select classes that fulfill your degree requirements.
- If your school is not listed in GoArmyEd’s Course Schedule, it is a Non-Letter of Instruction (Non-LOI) school and you MUST process a TA Request form through GoArmyEd to request TA for the school. A TA Request must be made prior to the class start date or the school’s last day of registration.
  - The difference between a Non-LOI and LOI school is that the LOI school has uploaded classes and tuition costs to an online course schedule in GoArmyEd, enabling Soldiers to register for the class through GoArmyEd without requiring Army Education Counselor/Education Services Specialist (ESS) review and approval, and without requiring a Soldier to register for the class at the school.
  - Non-LOI schools do not upload classes and tuition prices to GoArmyEd, so a Soldier must enter the class and tuition cost information on a TA Request form in GoArmyEd and receive Army Education Counselor/ESS approval for the request. Soldiers are required to initiate all drops and withdrawals from classes through GoArmyEd, including classes requested using a TA Request form. Soldiers also need to notify the school of their intent to drop the class.
Business Policies

- A quarterly online TA Statement of Understanding (TA SOU) must be acknowledged prior to enrolling in a class. You will not be permitted to use TA until you complete that step.

- You must submit an annual TA SOU to your Army Education Counselor/ESS with your Commander’s signature. The GoArmyEd portal will prompt you to do that annually. (SFC and above may sign for the commander.)

- Auto Advisor is not available to Soldiers enrolled in an “External Degree Plan,” “Other Degree Plan,” or a degree labeled with a “–d” in the Colleges and Programs section of the GoArmyEd portal. That is because Auto Advisor uses data from degrees that are fully set-up in GoArmyEd to make its recommendations.

- Only Soldiers who are in a current eArmyU Technology Package (Laptop) Participation Agreement at the time of class enrollment in eArmyU courses will receive class books, Internet Service Provider (ISP) access, and online tutoring
  - OCONUS Soldiers must enroll in classes 21 days before the class start date. That allows sufficient time to ship required books to qualifying OCONUS locations.
  - Soldiers enrolling in an eArmyU class can open a GoArmyEd Helpdesk case to request an expedited shipment of textbooks if they have previously experienced delays in getting books on time due to geographic location.

- Depending on your tuition ceiling, semester-hour cap or other Army TA policies, you may be responsible for all or a portion of the cost of the class. If payment is required:
  - Self-pay the balance not covered by TA directly to your school.
Use the following steps to search the Course Schedule for available classes that advance you toward your degree.

**Note:** Screen images in this document may vary slightly from the current GoArmyEd portal.

1. Log into GoArmyEd at www.goarmyed.com with your username and password.

2. The GoArmyEd homepage appears. Select the “Earn a Degree or Credential” link located in the left menu of your homepage, then select the “Course Schedule” link.

3. At the next screen, select the “Search Course Schedule” link.
Soldier Quick Start Course Enrollment Guide

Step-by-Step Instructions—How to Search the Course Schedule


**Notice the hints on the screenshot.** For example, if you want to register for a class in English from your school, select your chosen school from the “School:” field drop-down list. Next enter the subject code in the “Subject” field.

**Note:** If you have a preference for a class taught in a classroom, an online eArmyU course, or another distance-learning option, select that option from the Class Mode drop-down list.

**Important:** If the school you select is not listed in the GoArmyEd Course Schedule, follow the steps outlined in the section titled “How to enroll in a class using the Non-LOI School TA Request process” in this guide.

**Hint:** Look up your school’s subject code for your class by selecting the green “select subject” button.
5. Select the “Class Search Description Fields” link and “Class Search Examples” link for hints on how to search for a course. You can view how to search for an eArmyU course, for example, or a TA class offered in a classroom at your location. Selecting too many criteria can be restrictive.

**Note:** The enrollment window is opened a maximum of two months before a class start date. You can view open, closed, and future courses by selecting the pull-down arrow for the “Class Registration Status” field.

6. After choosing your search criteria, scroll to the bottom of the page and select the “Search” button.
7. The Search Results page displays courses that meet your search criteria. A variety of class types or delivery options may appear:
- Classroom On-Post (TA) and Classroom Off-Post (TA): Courses taught in a classroom
- Distance Learning (TA): Courses that are delivered remotely to Soldiers via multimedia channels, including courses by written correspondence, video, CD-ROM, DVD, television, or the Internet
- Online (eArmyU only): Web-based classes offered by eArmyU are completed via the Internet.

**IMPORTANT:** Only Soldiers who are in a current eArmyU Technology Package (Laptop) Participation Agreement at the time of class enrollment in eArmyU classes will:

Receive class books, Internet Service Provider (ISP) access, and online tutoring

- CONUS Soldiers must enroll in classes 10 days before the class start date.
- OCONUS Soldiers must enroll in classes 21 days before the class start date.

That allows sufficient time to ship required books. OCONUS Soldiers enrolling in an eArmyU class can open a GoArmyEd Helpdesk case requesting an early book shipment 21-30 days in advance of the class start date.
8. Select the **Class Details** button before enrolling to review more class information.

```
<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>Subject</th>
<th>Catalog</th>
<th>Sect</th>
<th>Description</th>
<th>Units</th>
<th>Start Date</th>
<th>Avail</th>
</tr>
</thead>
<tbody>
<tr>
<td>93521</td>
<td>ENGL</td>
<td>1301</td>
<td>C141</td>
<td>Composition I</td>
<td>3</td>
<td>08/31/2009</td>
<td>0</td>
</tr>
<tr>
<td>College</td>
<td>Class Type</td>
<td>Instruction Mode</td>
<td>Instructor Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central Texas College</td>
<td>TA</td>
<td>DL - Online</td>
<td>Everett, Joshua</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

9. The Class Details page appears. Review the class description, semester-hour cost, prerequisites, required class materials, and other information. A Last Day to Drop for Full Refund schedule is available for each class to show the refund percentage if a class is dropped.

```
Term: 0350 Jul - Sep 2009
```

```
Course Details
ENGL 1301 - C141 Composition I
```

```
Term: 0350 Jul - Sep 2009
```

```
Syllabus URL:
www.dtc.edu/ap/syllabus.htm
```

```
Course Description:
A study of the principles and techniques of written compositions including sentence structure, paragraph development, and paper organization. Also stresses the development of critical thinking as it applies to the textual analysis of expository prose.
```

```
Course Prerequisites:
DWRK 0202 or equivalent with a grade of "C" above or appropriate test score(s).
```

```
Additional Class Links:
```

```
None
```

```
Last Day to Drop for Full Refund:
08/30/2009
```

```
Refund Schedule:
```

```
From % of Classes Attended | To Classes Attended % | Refund Percentage
0.001 | 12.500 | 75.00
12.501 | 25.000 | 25.00
25.001 | 100.000 | 0.00
```

```
Degree Map Reference
```

```
SOC Course Cat #
000000 | CTC/Business Management (AAS-EM) | EN024A | English Composition I
000001 | CTC/Hospitality Mgmt-F&B(AAS-HMFR)
000002 | CTC/Applied Technology (AAS-AT)
000004 | CTC/Criminal Justice (AAS-CJ)
000006 | CTC/Information Tech (AAS-CST)
000008 | CTC/General Studies (AAS)
```

The applicability of SOC Course Category Codes to your degree plan is based on the last letter of the code (Associates = A; Bachelors = B).

10. Select the **Return to Search Page** link to return to the Search Class Schedule page or select the **View Search Results** button to view your class search results.
Step-by-Step Instructions—Enrolling in a Class in GoArmyEd

Use the following steps to enroll in a class from your GoArmyEd homepage.

**Note:** Screen images in this document may vary slightly from the current GoArmyEd portal.

1. From your GoArmyEd homepage, select the “Enroll or Drop/Withdraw from a Course” link in the My Virtual Education Center section.

2. Next select the “Request TA and Enroll in a Course” link.
3. A quarterly TA Statement of Understanding (TA SOU) must be acknowledged prior to enrolling in a course. When this screen appears, carefully read the document.

Select the “Yes” radio button to acknowledge that you agree to the terms of the TA SOU.

Enter your password in the “Password” field.

Next select the “Submit” button. You will not be permitted to use TA until you complete that step.

4. The Account Information screen appears. Review your mailing and contact information to ensure that all fields are updated to reflect your current location.

**Important notice** for Soldiers who have selected an OCONUS address and are enrolling in eArmyU classes under a current eArmyU Technology Package (Laptop) Participation Agreement, you should enroll in classes 21 days or more before the class start date so the required textbooks included in the cost of your class can be shipped early. That will help ensure your textbooks arrive prior to your class start date. You also can contact the GoArmyEd Helpdesk to request an expedited shipment of your textbooks if you previously have experienced delays in getting your books on time due to your geographic location.

Select the “Account Information Verified” button to accept the changes.
5. A message appears, acknowledging the update. Select the “OK” button.

6. The Select Classes to Add page appears. Choose the term of the start date for your class by selecting the drop-down arrow in the “Select Term” field. Notice the “Class Search” radio button is selected. Select the “Search” button.

Select the drop-down arrow to select the term for the start date of the class.

The "Class Search" radio button is preselected.

Note: View Step 6 in the Using Advisor section of this document on using this function from this point. Auto Advisor is not available for "External Degree Plan," "Other Degree Plan" or a degree labeled with a "-d" in the Colleges and Programs section of the GoArmyEd Portal.
7. A new window opens and the Search Course Schedule page appears.

Notice the hints on the screenshot. For example, if you want to register for a class in anthropology at your school, select your chosen school from the “School” field dropdown list. Next, enter the subject code in the “Subject” field.

Note: If you have a preference for a class taught in a classroom, an online eArmyU course, or another distance-learning option, select that option from the Class Mode dropdown list.

Important: If the school you select is not listed in GoArmyEd, follow the steps outlined in the section titled “How to enroll in a class using the Non-LOI School TA Request process” in this guide.
8. Select the “Class Search Description Fields” link and the “Class Search Examples” link for hints on how to search for a course. For example, you can view how to search for an eArmyU class or a TA class offered in a classroom at your location. Selecting too many criteria can be restrictive.

Note: The enrollment window is opened a maximum of two months before a class start date. You can view open, closed, and future classes by selecting the pull-down arrow for the “Class Registration Status” field.

9. After choosing your search criteria, select the “Search” button. If you receive a message stating that your search resulted in more than 100 classes, you may need to refine your search criteria.
Step-by-Step Instructions—Enrolling in a Class in GoArmyEd

10. The Search Results page displays classes that meet your search criteria. A variety of class types or delivery options may appear:
   - Classroom On-Post (TA) and Classroom Off-Post (TA): Classes taught in a classroom
   - Distance Learning (TA): Classes that are delivered remotely to Soldiers via multimedia channels, including courses by written correspondence, video, CD-ROM, DVD, television, or the Internet
   - Online (eArmyU only): Web-based courses offered by eArmyU are completed via the Internet.

   **IMPORTANT: Only Soldiers who are in a current eArmyU Technology Package (Laptop) Participation Agreement at the time of class enrollment in eArmyU classes will:**

   Receive class books, Internet Service Provider (ISP) access, and online tutoring
   - CONUS Soldiers must enroll in classes 10 days before the class start date.
   - OCONUS Soldiers must enroll in classes 21 days before the class start date.

   That allows sufficient time to ship your required books. OCONUS Soldiers enrolling in an eArmyU class can open a GoArmyEd Helpdesk case requesting an early book shipment 21-30 days in advance of the class start date.

   ![Search Results page](image)

   *A statement appears confirming your search criteria*

   ![Class Details](image)

   *Carefully view the details specific to each class section*
11. Select the “Class Details” button before enrolling in a class to review additional class information such as class description, semester-hour cost, prerequisites, required materials, and other information.

12. The Class Detail page appears. Carefully review the class details, including delivery mode, instructional mode, start and end dates, tuition cost, class description, prerequisites, if applicable, and the school offering the class.

Select the check mark next to the number to enroll in the class.
13. The Select Classes to Add page appears. The class you selected appears in the My Pending Enrollments section. Review the class. If you do not want to enroll in the class, select the trash can icon to remove it.

**Note:** If the class add/drop period has passed, a pop-up message will display letting you know a penalty may be associated should you choose to drop the class.

![Select Classes](image)

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**Add Classes**

1. **Select classes to add**

To select classes for another term, choose the term from the dropdown list. For instructions on adding classes, please refer to the Enrollment Guide below. To delete a class from My Pending Enrollments, click the trash can icon located within the My Pending Enrollments section of this page.

[Click here to view the Enrollment Guide]

Select Term: Jul - Sep 2009

---

<table>
<thead>
<tr>
<th>Add to My Pending Enrollments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Class Nbr:</td>
</tr>
</tbody>
</table>

Find Classes:
- Class Search
- Auto Advisor

![Pending Enrollments](image)

The selected class appears in My Pending Enrollments section. Review class information. If you do not want to enroll in this class, select the trash can icon to remove it.

---

![Class Schedule](image)

Select the “**Proceed To Step 2 of 3**” button to proceed with enrollment.

[Proceed To Step 2 of 3]
14. The Confirm Classes page appears. Review the class cost information to view the cost covered by TA (in the “GoArmyEd Amount” field) and the class cost you must self-pay (in the “Student Amount” field).

![Image of Confirm Classes page]

- **Process Enrollment** button to proceed with the TA request and class enrollment.
15. The View Results page appears. Review your schedule to ensure that the class you selected is listed. A message appears stating the class has been added to your schedule and a green checkmark appears in the status column. Your enrollment is submitted successfully for registration, pending final approval from the school. You will receive an email confirming that the enrollment request is successful.

**Note:** If the request is *not* accepted by your school, you will receive a follow-up email.

```
<table>
<thead>
<tr>
<th>Search</th>
<th>Enroll</th>
<th>My Academics</th>
</tr>
</thead>
<tbody>
<tr>
<td>my class schedule</td>
<td>add</td>
<td>drop</td>
</tr>
</tbody>
</table>
```

Add Classes

**3. View results**

View the following status report for enrollment confirmations and errors. Be sure to print a copy for your records.

```
<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301</td>
<td>Success: This class has been added to your schedule.</td>
<td>✔</td>
</tr>
</tbody>
</table>
```

Search  Enroll  My Academics
My Class Schedule  Add  Drop

16. Select the “**My Schedule**” button to view the classes you have elected to take. Select the “**Add Another Class**” button to enroll in additional classes.
Step-by-Step Instructions—Using Auto Advisor

Use the following steps to enroll in a class using Auto Advisor:

Use the Auto Advisor tool to access recommendations for classes required by your degree plan and to quickly enroll in one or more of them without searching the GoArmyEd Class Schedule.

**Caution:** If you have transfer credits that have not yet been evaluated by your home school, check with your school before enrolling in a class recommended by the Auto Advisor. Your school can confirm that the class is not one you already have completed.

**Note:** That feature is not available to Soldiers enrolled in an “External Degree Plan,” “Other Degree Plan,” or a degree labeled with a “–d” in the Colleges and Programs section of the GoArmyEd. That is because Auto Advisor uses data from degrees that are fully set-up in GoArmyEd to make its recommendations.

**Note:** Screen images in this document may vary slightly from the current GoArmyEd portal.

1. Log into GoArmyEd at www.goarmyed.com with your username and password.

   ![GoArmyEd login page]

2. The GoArmyEd homepage appears. Select the “Enroll or Drop/Withdraw from a Course” link in the My Virtual Education Center section. Next, select the “Launch Auto Advisor” link.
3. The Account Information screen appears. Review your mailing and contact information to ensure that all fields are updated to reflect your current location.

**Important notice** for Soldiers who have selected an OCONUS address, plan to take an eArmyU class, and are in a current eArmyU Technology Package (Laptop) Participation Agreement at the time of class enrollment in eArmyU classes you receive books: You should enroll in classes 21 days or more before the class start date so the required textbooks that are included in the cost of your class can be shipped early. That will help ensure your textbooks arrive prior to your class start date. You also can contact the GoArmyEd Helpdesk to request an expedited shipment of your textbooks if you have previously experienced delays in getting books on time due to your geographic location.

Select the “Account Information Verified” button to accept the changes.

4. A message appears, acknowledging the update. Select the “OK” button.

5. An Auto Advisor loading message appears. Select the “OK” button.
6. The Auto Advisor Enrollment screen appears. Select the appropriate term for your class enrollment. Select the “View Open Classes” link to view available classes from your school for degree requirements not fulfilled.

**Caution:** If you have transfer credits that have not yet been evaluated by your home school, check with your school before enrolling in a class recommended by the Auto Advisor. Your school can confirm that the class is not one that you already have completed.

**Important:** The “Class Type” field indicates each way in which instruction is delivered for a particular class. The delivery options are:

- Classroom On-Post (TA) and Classroom Off-Post (TA)
- Distance Learning (TA): Classes delivered to Soldiers remotely through multimedia channels, including courses by written correspondence, video, CD-ROM, DVD, television, or the Internet
- Online (eArmyU only): eArmyU online classes that can be completed via the Internet
7. The Auto Advisor Registration screen appears with open class sections beneath the list of classes. Select the “View Class Details” button for the class you want to select for enrollment.

8. The Class Details screen appears. Review important class details, including the mode of instruction, start and end date, cost, description, prerequisites, and more.

Select the “Return” button to return to the Auto Advisor Enrollment page.
9. The Auto Advisor Enrollment page appears. To proceed with enrollment, select the “ENROLL” button.

10. The Select Classes to Add page appears. The class you selected appears in the My Pending Enrollments section. If you do not want to enroll in the class, select the trash can icon to remove it. Review the class, and to continue with the enrollment select the “Proceed To Step 2 of 3” button.
11. The Confirm Classes page appears. Review the class cost information.
Ensure that you know the class cost covered by TA (in the “GoArmyEd Amount” field) and the class cost you must self-pay (in the “Student Amount” field).

Add Classes

2. Confirm classes

STEP 2: The information below displays the total cost of this class. The “Student Amount” reflects the total cost that you will be personally responsible for paying. Click the PROCESS ENROLLMENT button to complete the enrollment process, or click CANCEL REQUEST if you do not wish to proceed with the enrollment.

<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>College</th>
<th>Class</th>
<th>Description</th>
<th>Start/End Date</th>
<th>Semester Hours</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>31602</td>
<td>Central Texas</td>
<td>SPCH</td>
<td>1915</td>
<td>08/17/2009 - 10/14/2009</td>
<td>3.00</td>
<td></td>
</tr>
</tbody>
</table>

Cost per Semester Hour: $91.00
TA Eligible Fees: $0.00
Soldier Funded Fees: $0.00
Total Amounts: $91.00

Select the “Process Enrollment” button to proceed with the TA request and class enrollment.

12. The View Results page appears. Review your schedule to ensure the class you selected is listed. If the message states the class has been added to your schedule and a green checkmark appears in the status column, your enrollment is submitted for registration, pending final approval from the school. You will receive an email confirming that the enrollment request is successful.
13. Select the “My Class Schedule” button to view the classes you have elected to take. Select the “Add Another Class” button to enroll in additional classes.

- My Class Schedule
- Add Another Class

14. If the “Add Another Class” button is selected, the Select Classes to Add page appears. Select the “Auto Advisor” radio button to use the function. Next, select the “Search” button.

Select the "Auto Advisor" radio button to select another class offered by your school using this function in the same term. Next, click the "Search" button.

The Class Schedule section displays the class you enrolled in previously.

15. Select the “Close Window” link to return to the homepage.
Step-by-Step Instructions—How to Enroll in a Class Using the Non-LOI School TA Request Process

Use the following steps related to the TA Request process to enroll in a class with a school not listed in the Course Schedule.

**Important:** You are required to provide documentation of the cost of your tuition and fees prior to submitting a TA Request Form for approval. Acceptable documents may include one or more of the following: statement of tuition and fees from the school’s catalog or Web site, a screenshot for your online account with the school, or an itemized receipt or past or current invoice from the school. The total course cost and number or semester hours (or equivalent) provided on the documentation should match your TA Request. You are responsible for loading all supporting documentation to the eFile in GoArmyEd.

**Note:** Screen images in this document may vary slightly from the current GoArmyEd portal.

### How to Submit a TA Request Form

1. Follow steps 1-7 in the previous section titled Enrolling in a Class in GoArmyEd. Select the “Click here if you wish to take a class from a school not listed” link on the Search Course Schedule page.

To enroll in a class offered by a school not listed in the Course Schedule, you must process a TA Request through GoArmyEd.

A TA Request must be requested prior to the class start date or the school’s last day of registration.
Step-by-Step Instructions—How to Enroll in a Class Using the Non-LOI School TA Request Process

2. The Request TA page appears. Select the magnifying glass next to the “School” field.

   ![Request TA](image1)

3. The Lookup School page appears. Type the school name in the “School Name” field, search by city or state, OR select the “Lookup” button to view a list of schools. Select your school from the list.

   **IMPORTANT:** Some schools may be listed multiple times if they have more than one campus. Select the correct school you are attending or your TA Request will not be valid.

   ![Lookup School](image2)

   **Important:** If your school is not listed in GoArmyEd, it most likely is because the school has not set-up an account, which is a requirement for TA to be used at the school. Contact your Army Education Counselor/ESS or create a helpdesk case for further assistance. Soldiers will not be able to request TA at the school until the school sets up an account in GoArmyEd.
4. The Request TA screen appears. The “School” field is populated. Next, enter the “Subject Code,” “Catalog Number,” and “Start Date” in the related fields, which are required to enroll in a class.

Select the calendar icon for the “Start Date” field to configure the class start date correctly. Make sure to select the correct year. Select the “Next” button.

5. The TA Request page appears. Read the instructions carefully.
6. Complete each required field (marked with an asterisk).
All units and unit prices entered must be in semester hours. **You must select the “Calculate Cost” button before submitting the request.**

To convert quarter hours (QH) to semester hours (SH), multiply quarter hours by .66 (e.g., 5 QH x .66 = 3.3 SH). To convert a quarter-hour unit price to a semester-hour unit price, multiply quarter hours by quarter-hour unit price, and divide by semester hour (e.g., 5 QH x $100 QH unit price/3.3 SH = $151.52 SH unit price).

To convert clock hours to SHs, divide the number of clock hours by 15 and round to the nearest two decimal points (e.g., 15 CH/15 = 1 SH). To convert clock-hour cost to SH cost, multiply clock hours by 15 (e.g., $20 per CH x 15 = $300 per SH).

Select the “Submit” button.

**Course Cost Section:** Enter required unit (in semester hours) and course cost and select the “Calculate Cost” button.

**ESO CE/School Actions Section:** Your school will enter your grade in this section.
7. A message appears stating your request has been submitted. You will receive an automated email alert from GoArmyEd telling you whether the TA Request form was approved or denied. Select the “OK” button.

The next message appears stating changes to Army Cost will be reflected on your TA Details page within one hour of the update. Select the “OK” button.
8. To enroll in another class using the TA Request process, select the “Yes” button. If you do not want to submit another TA Request form, select the “No” button.

New TA Request (25000,716)
Would you like to submit a TA Request for another course?
Yes  No

9. The Request TA page appears. The “School” field will populate with the same school as the previous school for which you processed a TA Request form. If you want to process another TA Request form with the same school, follow steps 4-7 of this section, “How to Enroll in a Class Using the Non-LOI School TA Request Process.”

To enroll in a class with a different Non-LOI school, select the magnifying glass next to the “School” field and follow steps 2-7 of this section, “How to Enroll in a Class Using the Non-LOI School TA Request Process.”

How to Print an Approved Army Tuition Assistance Authorization Form

If your TA Request is approved, you are ready to enroll in your class directly with your selected school. You must provide the Army Tuition Assistance Authorization form to your school, which can be accomplished by saving the approved TA Request as a Portable Document Format (PDF) file to your computer and then attaching it in an email to your school’s TA Primary Point of Contact (POC), or by printing the form and mailing, faxing, or hand delivering it to your school’s POC. The POC’s name and contact information for your school will be listed on your Army Tuition Assistance Authorization form under the School Information section.
Step-by-Step Instructions—How to Enroll in a Class Using the Non-LOI School TA Request Process

1. Select the “After You Enroll in a Course” link in the My Virtual Education Center section on your GoArmyEd homepage. Next, select the “View Non-LOI TA Requests” link.

![My Virtual Education Center](image)

2. The TA Request Search page appears. Search by “School,” “Subject Code,” “Catalog Number,” “Start Date,” “Course Title,” Geo Ed Center,” or “Fiscal Year” field. Select the “Search” button.

**Hint:** You can view all your TA requests by leaving all fields blank and selecting the “Search” button.

**TA Request Search**

To search for an existing TA request, enter search criteria and press the ‘Search’ button.

To look up the School, please click on the magnifying glass to the right of the School field and select one of the available values.
3. The TA Request Search page appears. Select the title of the approved class you wish to print.

The TA Request Search page contains a search form where you can search for existing TA requests. After selecting the approved class, you can proceed with the enrollment process.
Step-by-Step Instructions—How to Enroll in a Class Using the Non-LOI School TA Request Process

4. The TA Requests by Submit Date page appears with all the TA Requests submitted on the same day.
   - TA Requests submitted for more than one Non-LOI school or for courses starting in different fiscal years and submitted on the same date can be printed in one PDF and will be separated by school and fiscal year.
   - Any approved TA Request submitted on different days for the same Non-LOI School will appear on a separate PDF file.

To print approved TA Request forms to submit to the school, select the box next to the class in the Print Select column. A checkmark appears for the selected classes. Select the “Print TA Form” button.

5. A message appears stating the report is running.

   Report is running. Please wait. A link will be displayed when the report is done.
6. Select the “Click here to view the report” link when it appears.

   Click here to view the report

7. The **Army Tuition Assistance Authorization form** appears. Instructions are provided on the **Army Tuition Assistance Authorization form** pertaining to actions you are required to complete. You are responsible for providing your school with the approved **Army Tuition Assistance Authorization form** and registering for approved classes at the school. You must process all drops and withdrawals at the school and in GoArmyEd.

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**ARMY TUITION ASSISTANCE AUTHORIZATION**

<table>
<thead>
<tr>
<th>1. APPLICANT DATA</th>
<th>2. SCHOOL SECTION</th>
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</thead>
<tbody>
<tr>
<td>A. Name (Last First M.I.)</td>
<td>B. Address</td>
</tr>
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<td>Online, Sergeant</td>
<td>C. School Primary POC</td>
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<td>B. SSN (Last Four)</td>
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<td>7-3502</td>
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</tr>
<tr>
<td>C. Rank</td>
<td>D. Home School</td>
</tr>
<tr>
<td>Private</td>
<td>Rustic University</td>
</tr>
<tr>
<td>E. Soldier Mailing Address</td>
<td>F. Phone Number</td>
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<td>Sergeant Online</td>
<td>10-610-0000</td>
</tr>
<tr>
<td>10016 27th Street, Rm 337</td>
<td>G. Email</td>
</tr>
<tr>
<td>Ft Hood, TX 79210</td>
<td><a href="mailto:sent001@email.com">sent001@email.com</a></td>
</tr>
<tr>
<td>H. Unit Name</td>
<td></td>
</tr>
<tr>
<td>Wheeler AAF</td>
<td></td>
</tr>
</tbody>
</table>

**SOLDIER WARNING**

Further Action Required - You must take all pages of this form to your school to complete registration.

Failure to request tuition assistance via the GoArmyEd portal prior to the start of your class, or the school’s late registration period, will result in the denial of tuition assistance DOD AR 621-5.

It is your responsibility to process class enrollments, drops, and withdrawals both with your school and in the GoArmyEd portal.

---

**SOLDIER SIGNATURE AND DATE**

I have completed and reviewed this TA request form.

A Soldier Name (Signature on File) and Date

CONSENT: By signing this form, I authorize the release of any grade reports and withdrawal information from any school to the Army Continuing Education System (ACES) as accords the use of this form.

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**INVOICE INFORMATION FROM SCHOOLS**

"Invoice Information from Schools" is used to indicate whether or not an online GoArmyEd registration was used. This form is required to be completed and signed by the student.

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**How to Resolve a TA Request Form Rejection**

If your TA Request is rejected, you will receive an email stating the reason. If you resolve the issue within seven days after the class start date, you can resubmit the same TA Request form. If you have any questions, please contact your Army Education Counselor/ESS.
Step-by-Step Instructions—How to Enroll in a Class Using the Non-LOI School TA Request Process

1. Select the “After You Enroll in a Course” link in the My Virtual Education Center section on your GoArmyEd homepage. Next, select the “View Non-LOI TA Requests” link.

2. The TA Request Search page appears. Search by “School,” “Subject Code,” “Catalog Number,” “Start Date,” “Course Title,” Geo Ed Center,” or “Fiscal Year” field. Select the “Search” button.

   **Hint:** You can view all your TA requests by leaving all fields blank and selecting the “Search” button.
3. **The TA Request Search page appears. Select the title of the rejected class.**

**TA Request Search**

To search for an existing TA request, enter search criteria and press the "Search" button.

- **School:**
- **Subject Code:** EX: 80
- **Catalog Nbr:** EX: 225
- **Start Date:**
- **Course Title:**
- **Geo Ed Center:**
- **Submit Date:**
- **Fiscal Year:**

Search  Clear

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Subject</th>
<th>Catalog</th>
<th>Start Date</th>
<th>Status</th>
<th>Title</th>
<th>Submit Date</th>
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<tbody>
<tr>
<td>Online Sergeant</td>
<td>Schofield Bns</td>
<td>Anatomy of Art</td>
<td>AN 103</td>
<td>1/15/2009</td>
<td>Approved</td>
<td>Introduction to Biology</td>
<td>1/15/2009</td>
<td>FY10</td>
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<tr>
<td>Online Sergeant</td>
<td>Schofield Bns</td>
<td>American English</td>
<td>ENGL 225</td>
<td>1/15/2009</td>
<td>Approved</td>
<td>Research Methods in Biology</td>
<td>1/15/2009</td>
<td>FY10</td>
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<tr>
<td>Online Sergeant</td>
<td>Schofield Bns</td>
<td>Biological Science</td>
<td>ENGL 102</td>
<td>1/15/2009</td>
<td>Approved</td>
<td>Composition I</td>
<td>1/15/2009</td>
<td>FY10</td>
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<tr>
<td>Online Sergeant</td>
<td>Schofield Bns</td>
<td>English</td>
<td>ENGL 102</td>
<td>1/15/2009</td>
<td>Approved</td>
<td>Introduction to Psychology</td>
<td>1/15/2009</td>
<td>FY10</td>
</tr>
</tbody>
</table>

4. **The TA Request By Submit Date page appears. Select the "Details" button to access the TA Request for the rejected class.**
5. The TA Request form appears for the rejected class. Select the pull-down arrow in the “Course Status” field and select “Pending” to resubmit the TA Request form. Select the “Submit” button.

6. A message appears stating changes to Army Cost will be reflected on your TA Details page within one hour of the update. Select the “OK” button.

7. Select the “Close Window” link to return to your GoArmyEd homepage.
What do I do if my school is listed in the Class Schedule but a specific class is not available through GoArmyEd?

The following steps are to request a class be added to the Class Schedule if your school is listed in GoArmyEd.

**Note:** Screen images in this document may vary slightly from the current GoArmyEd portal.

1. Only classes at LOI schools that start within two months are listed in the Class Schedule. If the class you want to take does not start within the next two months, you must wait before you can enroll in the class. Check to see that the class you decide to take is still available. Classes may close when seats have been filled.

   Follow steps 1-3 in the previous section titled “How to Search the Course Schedule.” On the Search Course Schedule screen, select your chosen school from the drop-down list in the “School” field to view all classes offered for the term. Next, select the drop-down arrow in the “Class Registration Status” field to verify class availability, and then select All (Open/Closed/Future).

2. Select the “Search” button on the Search for Classes page.

3. Create a GoArmyEd Helpdesk case from your homepage to request that your school add a missing class to the Course Schedule. Specify the school name, the class title, the class section number, and the start and end dates of the requested class.
What do I do if my school is listed in the Class Schedule but a specific class is not available through GoArmyEd?

Army Education Counselors/ESS will work with the school to have the class added to GoArmyEd, if appropriate. When the class is approved and added to the Course Schedule, you will be able to enroll through GoArmyEd using the steps described in this guide.

Key Points to Remember

• The enrollment window is opened two months before a class start date.

• Base your search on your degree map criteria to ensure you select classes that fulfill your degree requirements.

• If your school is not listed in GoArmyEd’s Course Schedule, you MUST process a TA Request through GoArmyEd. A TA Request must be made prior to the class start date or the school's last day of registration.

• If your school is not listed in GoArmyEd, create a helpdesk case, contact the GoArmyEd Helpdesk, or contact your Army Education Counselor/ESS. Your Army Education Counselor/ESS will determine if the school is accredited or not and advise appropriately. Soldiers will not be able to request TA at the school until the school sets up an account in GoArmyEd.

• You are required to provide documentation of the cost of your tuition and fees prior to submitting a TA Request Form for approval. Acceptable documents may include one or more of the following: a statement of tuition and fees from the school’s catalog or Web site, a screenshot for your online account with the school, or an itemized receipt or past or current invoice from the school. The total course cost and number or semester hours (or equivalent) provided in the documentation should match your TA Request. You are responsible for loading all supporting documentation to the eFile in GoArmyEd.

• A quarterly TA Statement of Understanding (TA SOU) must be acknowledged prior to enrolling in a class. You will not be permitted to use TA until you complete that step.

• You must submit an annual TA SOU to your Army Education Counselor/ESS with your Commander's signature. The GoArmyEd portal will prompt you to do that annually.