

## TraCen Cape May Education Update #333

### In this Update:

- Congratulations!!
- Question of the week
- Web page in the spotlight
- Grammar & usage corner
- Student loan forgiveness for public service
- Spouse education grant application deadline extended
- 01JUN deadline for new scholarship
- Scholarships don't have to be big to help
- FS3 and SK3 courses
- New education reference material
- Advanced education opportunity for FSs
- B.S. degrees in high-tech fields
- Do I need a degree to get the job I want?
- 30 fastest-growing civilian jobs in next decade
- New GRE
- 01JUL: Education assessment required of all first-time TA users
- Alternatives to semester-based college
- Picking a college/university
- Updated Online Academic Skills Course
- Civilian career myths
- Foreign language testing
- How to go to college almost for free
- Reserve resource guide
- TraCen Cape May testing calendar
- Miscellaneous

### Congratulations!!

The following personnel in the Cape May area passed Coast Guard Institute end-of-course, AQEs, and other tests since the last update:

<b>Name</b>	<b>Work Site</b>	<b>Test</b>
MKC Kenneth Glover	CGC Mako	E-PME-8*
SN Brad Davis	TraCen (recruit trng)	E-PME-4*
SN Chad Miles	TraCen (gym)	E-PME-4*

\* First attempt

Well done, all of you!

And if you've just finished a degree program or have any other noteworthy academic achievement to brag about, please let me know so I can recognize you for it.

### Question of the Week

**Q:** I'm on active duty, taking college courses that cost \$450 per credit hour, and am currently enrolled in the MGIB-AD (but am eligible for the Post-9/11 GI Bill). If at all possible, I'd like to save my GI Bill for the future (either for myself or for my son), but TA will only pay \$250 per credit and I'd also like to minimize out-of-pocket payments as much as possible. I've heard I can get reimbursed from my GI Bill for course costs not paid for by tuition assistance through an option called Top-up. Is that true and, if so, is it better for me to use the Top-up with the MGIB-AD or new GI Bill?

**A:** Top-up is a great option for those, like you, who are taking courses that cost more than TA pays for. Whether it's more advantageous for you to use Top-up under the MGIB-AD or new GI Bill depends on your specific circumstances. But keep in mind three things.

First, when it comes to Top-up you have two separate 36-month entitlements: one for Top-up, one for your GI Bill. When you use Top-up, time is deducted from both these entitlements.

Second, as implied above, using Top-up is not without consequences. Every time you use Top-up you'll be using up some of your 36-month GI Bill entitlement – regardless which program you're under – *and* some of your Top-up entitlement. With respect to your Top-up entitlement, one day is deducted for every day of your school term. As to your GI Bill entitlement, here's how the amount of time deducted is calculated.

Under the new GI Bill, it's very straightforward: you multiply what's called the rate of pursuit by the number of days in the school term (semester or quarter). The rate of pursuit is the number of credits the student is taking and receiving a Top-up reimbursement for divided by the number of credits the school considers to be full-time attendance. (If you're attending a quarter-based school, less time will be deducted since quarters are shorter than semesters.)

**EXAMPLE:** PO Jones is taking one 3-semester-credit course and her school considers 12 credits per semester to be full-time attendance. This means the rate of pursuit is  $3/12$  or 0.25. The semester begins on 04 September and ends on 22 December – 109 days. Multiply the rate of pursuit by the length of the term ( $0.25 \times 109$  days) to arrive at the number of days which will be deducted from PO Jones's entitlement: 27.25 days.

Under the MGIB-AD, it's not quite as straightforward. The number of credits you're taking is irrelevant. You divide the amount of money you receive from Top-up by the full-time monthly MGIB-AD payment rate to get the percentage of one month's GI Bill payment you received. Then multiply that percentage by 30 to get the number of days which will be deducted from your entitlement.

**EXAMPLE:** PO Smith is being reimbursed \$630 from Top-up. The current monthly full-time MGIB-AD rate is \$1,426.  $630 \text{ dollars} \div 1,426 \text{ dollars/month} = 0.44 \text{ months}$ ;  $0.44 \text{ months} \times 30 \text{ days/month} = 13.25 \text{ days}$  deducted from PO Smith's MGIB-AD entitlement. (Put another way, for every \$47.53 PO Smith received, 1 day was deducted from her MGIB-AD entitlement. This will change every 01 October when the MGIB-AD payment rates change.)

The bottom line is that determining which program is the better deal for you depends on

- how many credits you're planning to take,
- whether you're pursuing an undergraduate or graduate degree,
- whether your school runs on a quarter or semester system, and
- how much money you're going to receive from Top-up.

Under the new GI Bill, the maximum number of days that could be deducted from your entitlement is finite: the actual number of days in the school term. Under the MGIB-AD, the number of days deducted can vary and is not finite, but will almost certainly be a lot fewer than the number of days deducted under the new GI Bill.

Before taking courses that cost more than TA will cover and using Top-up to recoup the money you spent above what TA paid, make a list of pros and cons to decide if the short-term gain (saving some out-of-pocket costs) is more important than the future value of the benefit you'd be whittling away. Remember that if you plan to eventually transfer new GI Bill benefits to children or your spouse, you can only transfer months of entitlement you haven't already used under either the MGIB-AD or the new GI Bill.

Suggestions from my colleagues Brion Newman in Seattle, Jeff Reese at Group North Bend, and Shelby Dill in Galveston were invaluable in providing the above answer.

If you have a question you'd like answered as a Question of the Week, e-mail it to me at [andrew.g.webb@uscg.mil](mailto:andrew.g.webb@uscg.mil).

## Web Page in the Spotlight

There's a lot of stuff on the TraCen Cape May web site you might not check out if you didn't know it was there. So this week, I'm spotlighting **Coast Guard Dependents** (<http://www.uscg.mil/hq/capemay/Education/dependents.asp>).

## Grammar & Usage Corner

This feature will touch on grammar and usage questions as well as confused/misused words. This week, we'll look at two words which are often mistaken: *stationary* and *stationery*. (These definitions are from *Webster's Ninth New Collegiate Dictionary*.)

**Stationary** is an adjective meaning fixed in place; in a station, course, or mode; immobile; unchanging in condition ("A stationary front over the mid-west caused weeks of heavy rain" or "Members of the Ceremonial Honor Guard have to learn how to remain stationary for many of the events they serve in").

**Stationery** is a noun meaning materials (e.g., paper, pens, ink) for writing or typing ("When one of the law firm's partners died, new stationery had to be ordered without his name on it").

If there are any word usage, grammar, or similar issues you've encountered, please e-mail them to me at [andrew.g.webb@uscg.mil](mailto:andrew.g.webb@uscg.mil).

## Student Loan Forgiveness for Public Service

(thanks to SueAnn Walter, ESO at the Coast Guard Academy, for bringing this to my attention)

You may qualify for forgiveness of the remaining balance due on your eligible federal student loans after you have made 120 payments on loans under certain repayment plans while employed full time by certain public service employers. Only non-defaulted loans made under the William D. Ford Direct Loan Program<sup>SM</sup> are eligible for loan forgiveness. The Direct Loan Program includes (but is not limited to) the following types of loans:

- Federal Direct Stafford Loans (Direct Subsidized Loans)
- Federal Direct Unsubsidized Stafford Loans (Direct Unsubsidized Loans)
- Federal Direct PLUS Loans (Direct PLUS Loans)- for parents and graduate or professional students
- Federal Direct Consolidation Loans (Direct Consolidation Loans)

"Public service", for purposes of this program, includes employment by any federal, state, local, or tribal government entity (including the military, public schools and colleges, public child and family services agencies, and special governmental districts).

For more information, go to the Department of Education's web site at <http://studentaid.ed.gov/PORTALSWebApp/students/english/PSF.jsp>.

## Spouse Education Grant Application Deadline Extended

Until 24 June 2011, the Coast Guard Foundation will accept applications for a needs-based education grant for spouses of Coast Guard enlisted personnel. The grant (\$500) is intended to help the spouses of personnel on active duty (E-3 through E-6) in the regular Coast Guard and the Coast Guard Reserve.

Applicants need only show enrollment in an education program or proof of a course completion. Types of courses for which reimbursement is available include those offered by vocational and certification programs, as well as those offered at colleges and universities. Download the application form: <http://www.uscg.mil/hq/capemay/Education/doc/CGI1570.pdf>

Applicants will not need to provide receipts for expenses, but they will need to itemize expenses. They will also need to list some basic financial information. Transportation and child care expenses can be listed as legitimate expenses for the grant. Also part of the application process is an essay (no longer than 500 words) which addresses what it means to the applicant to be a Coast Guard spouse and describing the difference education has made to the applicant's life and the lives of the applicant's family members. ***There will be an open application period from 1 April until 24 June.***

In June, a selection committee will convene to select grantees. The Coast Guard Institute expects as many as 50 spouses will receive assistance. This grant will be a somewhat different from the other grants administered by the Coast Guard Institute in that the Institute will handle the paperwork and selection processes while the Coast Guard Foundation will actually write the checks.

## 01 June Deadline for New Scholarship

The Coast Guard Chief Warrant and Warrant Officers Associations (CWOA) has just announced a new scholarship program: the Art and Eleanor Colona Scholarship Grant (<http://www.uscg.mil/hq/capemay/Education/doc/ALCOAST137-11.pdf>). Children of regular Coast Guard personnel, Reservists on active duty, and retirees may apply for the \$4,000 scholarship (to be paid in four installments of \$1,000 per year). **The application deadline is 01 June.**

## Scholarships Don't Have to be Big to Help

- The Wildwood chapter of the Veterans of Foreign Wars (VFW) is offering a \$500 scholarship for seniors at Wildwood High School or Wildwood Catholic High School.

For more information, contact Mr. John Burgin (TraCen Cape May Facilities Engineering) at 609-898-6948 or 609-536-2754.

- Also, the director of the Tillman Foundation is hoping more eligible Guardians will apply for the Tillman Military Scholarship program this year than in the past. So far, no Guardians have been chosen to receive one of these scholarships. **Applications for the 2011-2012 academic year open on 07 March 2011.** Check out the foundation's web site for eligibility criteria and other application information: <http://www.patillmanfoundation.org/tillman-military-scholars/apply/>.

## FS3 and SK3 Courses

If you'd like an FS3 or SK3 course, the Education Center has one extra of each. Stop by to pick it up.

## New Education Reference Materials

TraCen Cape May's Education Center just received the latest version of the CollegeBoard's *College Handbook*. It includes detailed information about every accredited institution of higher learning in the U.S. That's more than 2,100 4-year and more than 1,700 2-year colleges, universities, community colleges, and technical schools.

Also be aware that the Education Center has many more publications, many of which you're free to take. Those marked with an asterisk on the following list are yours for the asking.

- *College.edu\**
- *Online Learning\**
- *Bear's Guide to the Best Education Degrees by Distance Learning*
- *Bear's Guide to Earning Degrees by Distance Learning*
- *Guide to Distance Learning*
- *College Majors that Work: A Step-by-Step Guide to Choosing and Using Your College Major\**
- *Quick Guide to College Majors and Careers\**
- *10 Best College Majors for Your Personality*
- *Book of Majors*
- *Four-Year Colleges*
- *Two-Year Colleges*
- *Handbook of Historically Black Colleges & Universities*
- *Uniformed Services Almanac\**
- *Don't Miss Out: The Ambitious Student's Guide to Financial Aid*
- *Loans and Grants From Uncle Sam Am I Eligible and for How Much?\**
- *Scholarship Scouting Report*
- *How to Go to College Almost for Free*
- *Get Free Cash for College*
- *Scholarship Handbook*
- *Scholarships, Grants & Prizes*
- *Financial Aid for Veterans, Military Personnel, and Their Families*
- *Scholarships, Fellowships, Grants, and Loans*
- *Best Career and Education Web Sites: A Quick Guide to Online Job Search\**
- *College Success Guide\**
- *2011 Guide to Military Friendly Schools\**
- *DANTES College Career Workbook\**

## Advanced Education Opportunity for FSs

If you're an FS1 through FSCS, you may be eligible for the Coast Guard's new 24-month Food Service/Culinary Arts program leading an associate's or bachelor's degree in food service management or culinary arts. For more information, see ALCOAST 190-11 (<http://www.uscg.mil/hq/capemay/Education/doc/ALCOAST190-11.pdf>). **The application deadline is 19 July.**

## B.S. Degrees in High-Tech Fields

If you're in Delaware or the Philadelphia area and are interested in any of the following fields, Wilmington University may have what you're looking for.

- Computer and Network Security
- Game Design and Development
- Information Systems Management
- Media Design
- Studio Production
- Web Information Systems

For more information, go to the school's web site at <http://www.wilmu.edu/technology/>. And if you're specifically interested in game design and development, check out the video promo at <http://www.youtube.com/watch?v=ictf2nxy8H8&feature=email>.

One more thing: before you jump into a degree program find out if you really need a degree to pursue your dreams in one of these fields (see the next item).

## Do I Need a Degree to Get the Job I Want?

Many Coast Guard personnel are more interested in working with their hands (for example, carpentry, gunsmithing, plumbing, locksmithing, electrical work) than they are in sitting in class for five hours a day to get a degree. Still, everyone tells them they need to get a degree to succeed in the civilian labor market so they feel they have to do so.

But before you jump into a degree program, think about your ultimate employment goal and work backwards from it. When planning a car trip, you don't just start driving and hope to end up somewhere you wanted to go. You have a destination in mind and figure out the best route to get there. This should be the way you also plan your career, both in the Coast Guard and in the civilian world.

Let's say you want to work as a video game designer. Assuming you want to work for a company that does nothing but design and market video games, call a half dozen of them and talk with someone who makes hiring decisions in the HR department or the like. Ask what kind of training and/or education they're looking for in new hires. Ask specifically if the people they hire need a degree, a certificate of some kind, or if demonstrated ability (e.g., via a portfolio or other samples of your work) is good enough.

Remember: a college degree requires you to take many courses totally unrelated to your field of interest. Roughly **a third to half the courses you take to earn a degree fall into this category**. If you're more interested in acquiring the knowledge necessary to start working in the field that interests you, a degree may not be for you.

There are a number of paths you can take once you know whether most likely employers require a degree. You can

- work with someone who has the knowledge you want to acquire (a mentor-protégé or apprenticeship relationship, formal or informal);
- learn it on your own via resources available for free (often on the Internet, see <http://www.uscg.mil/hq/capemay/Education/distance.asp#knowledge>);
- take college courses just in your area of interest and, perhaps, earn an academic certificate in the process (see "Academic Certificates" at <http://www.uscg.mil/hq/capemay/Education/degreedesc.asp#certs>); or

- take non-credit courses that you have to pay for, for example Excelsior College's Professional Development courses (<http://www.excelsior.edu/web/center-for-professional-development>) or the Graduate School's courses (<http://graduateschool.edu/>), which GI Bill education benefits will likely cover.

The point is, determine whether a degree is something you need or want. If you don't need a degree, but you want one and/or what you learn will be useful, by all means work toward one. But don't jump into a degree program just because everyone else is doing so.

### 30 Fastest-Growing Civilian Jobs in Next Decade

From the U.S. Department of Labor here's a list of the 30 jobs expected to offer the greatest number of openings in the next ten years, along with the type of training/education you'll need to get them.

1. Bio-medical engineers — bachelor's degree
2. Network Systems and data communications analysts — bachelor's degree
3. Home health aides — on-the-job training (OJT)
4. Personal and home care aides — OJT
5. Financial examiners — bachelor's degree
6. Medical scientists (except epidemiologists) — doctoral degree
7. Physician Assistants — master's degree
8. Skin Care Specialists — postsecondary vocational award
9. Biochemists and biophysicists — doctoral degree
10. Athletic Trainers — bachelor's degree
11. Physical therapist aides — OJT
12. Dental hygienists — associate's degree
13. Veterinary technologists and technicians — associate's degree
14. Dental assistants — OJT
15. Computer software engineers, applications — bachelor's degree
16. Medical Assistants — OJT
17. Physical therapist assistants — associate's degree
18. Veterinarians — first professional degree
19. Self-enrichment education teachers — work experience in a related field
20. Compliance officers — OJT
21. Occupational therapist aides — OJT
22. Environmental engineers — bachelor's degree
23. Pharmacy technicians — OJT
24. Computer software engineers, systems software — bachelor's degree
25. Survey researchers — bachelor's degree
26. Physical therapists — master's degree
27. Personal Financial Advisors — bachelor's degree
28. Environmental engineering technicians — associate's degree
29. Occupational therapist assistants — associate's degree
30. Fitness trainer and aerobics instructors — postsecondary vocational award

### New GRE

The GRE's web site says, "Starting this August, the GRE® revised General Test will replace the current GRE General Test, giving you the advantage of a better test experience — and new types of questions that help show your readiness for graduate-level work." The new features are:

- a new test-taker friendly design for the computer-based test that lets you edit or change your answers, skip questions and more, all within a section — giving you the freedom to use more of your own test-taking strategies;
- an on-screen calculator;
- new types of questions in the Verbal Reasoning and Quantitative Reasoning sections, many featuring real-life scenarios that reflect the kind of thinking you'll do in today's demanding graduate and business school programs.

Again, from the GRE web site, "To help you decide which of the two tests to take, start by selecting which schools you're most interested in, then find out when they need your scores. Different schools have different admissions deadlines, so knowing when your prospective schools need your scores is an important part of making the decision between the GRE General Test and the GRE revised General Test. If you need scores before November, start planning now. You will need to take the current test."

For more information about the revised GRE General Test, go to [http://www.ets.org/gre/revised\\_general/know](http://www.ets.org/gre/revised_general/know).

## 01 July: Education Assessment Required of First-time TA Users

From the CO of the Coast Guard Institute: "In an effort to extend tuition assistance funding, assessments of training records will become mandatory for all members seeking Coast Guard tuition assistance for the first time at the undergraduate level 1 July. Additionally, beginning 1 July 2011 all members seeking Coast Guard tuition assistance at the undergraduate (associate's and bachelor's) level will be required to have a current assessment no older than four years before receiving Coast Guard tuition assistance. It is very much encouraged for members to submit their assessment requests as soon as possible to avoid any delay in receiving tuition assistance."

## Alternatives to Semester-Based College

Have you thought about taking CLEP tests as a way to earn college credit, but then rejected the idea because studying on your own doesn't work for you? Or have you thought about taking college courses, but rejected that idea because they take too much time or because you're concerned ops may get in the way of completing a course? If so, check out self-paced college courses (<http://www.uscg.mil/hq/capemay/Education/schools.asp#self-paced>).

They have the benefit of being quicker to complete than semester- or quarter-based college courses (most schools allow you to complete them in as little as six weeks) while, as courses offered by colleges, they're structured so you learn the material in digestible chunks rather than being left completely on your own.

These courses have the added benefit of not being tied to a traditional term: you can start at any time. They also give you a huge amount of flexibility: you can take almost as long as you want to complete the course (up to 12 months in most cases) and there are no set dates for lessons or tests. And some schools offer whole degree programs this way.

Check out some of the many reputable schools which offer self-paced (or independent study) courses at <http://www.uscg.mil/hq/capemay/Education/schools.asp#self-paced>.

## Picking a College/University

After someone has made the decision to pursue a degree program, their first question usually is, "Which school should I get my degree from?" When I tell them I can't answer that question, they often ask "Will employers care where I get my degree?"

My answer (in the form of a question) is usually something like: "Only employers can answer that question. Have you contacted employers you might want to work for to ask them if they care what school you get your degree from?" Unfortunately, almost no one has taken this step.

If you're concerned whether a degree you earn from State University will help or hurt you when you apply for a specific job or to work in a particular field, you should spend some time calling employers you'd consider working for (the HR departments if they're large organizations). Make it clear up front that you're not calling to ask for work, that you only want information, and only want about five minutes of the person's time.

Better yet, see if you can find the e-mail address of someone who actually makes hiring decisions. E-mail allows the person you're contacting to deal with your request in his/her own time, without feeling cornered (as people sometimes do when you call them on the phone). Again, make it clear in the first couple sentences of your e-mail that you're not looking for a job, but merely would like some information as to where people hired to do such-and-such got their degrees or guidance as to where that employer would like new hires to have gotten their degrees.

Also, consider contacting trade groups. Even though they're likely to be as wary as your ESO of suggesting you attend a specific school, they might be able to tell you that X% of its members got degrees from school A, Y% went to school B, and Z% went to school C. Some trade groups also have listings of colleges and universities with degree programs in their field.

The main point to remember, though, is: don't blindly start a degree program at a specific school because your friends or colleagues recommended it. Everyone has his/her own reasons for attending a specific school. For some it's because they like the way courses are taught. For others it's because the classes are easy and they can finish their degree quickly, because they just need to have a degree – the specific college they got it from is irrelevant. For yet others, it's because the price is right.

Most people in the military believe themselves to be leaders. Don't blindly follow someone else to college. Check out the information on my web site at <http://www.uscg.mil/hq/capemay/Education/choosing.asp> and choose a school for your own reasons and based on information you've researched.

## Updated Online Academic Skills Course

Eight lessons in Peterson's Online Academic Skills Course (OASC), and the quizzes associated with them, have been recently updated. In addition, tips and strategies for taking timed standardized tests have also been added. Finally, the number of math flashcard decks has been increased from seven to ten, and are now labeled based on their content so you can find the deck that will be most helpful to you. To make finding these easier, the label on the "Resources" tab has been changed to "Flashcards & Resources".

You can find the OASC at <http://www.nelnetsolutions.com/dantes/>. And if you're interested in more resources to help prepare for college tests, CLEP tests, DSSTs, ASVAB retests, etc., go to <http://www.uscg.mil/hq/capemay/Education/studymaterials.asp>.

## Civilian Career Myths

Excelsior College's alumni magazine often includes articles of use to military personnel about to enter or re-enter the civilian work force. The latest issue has an article entitled "Fact or Fiction: The Truth About Career Myths" (<http://www.uscg.mil/hq/capemay/Education/doc/careermyths.pdf>). You can also read "Skills Employers Seek" (<http://www.uscg.mil/hq/capemay/Education/doc/skills.pdf>) and the Fall/Winter 2008 issue.

Check 'em out!

## Foreign Language Tests

If you're thinking about taking a Defense Language Proficiency Test (DLPT), there are a few things you should know. For the basic facts, go to <http://www.uscg.mil/hq/capemay/Education/dlpt.asp>.

Also keep in mind that this is NOT an easy test for anyone. A lot of native speakers of non-English languages think that just because they grew up speaking the language in the home they'll do well. This seldom turns out to be the case. Those who do the best studied the language in college or in an intensive language program and then lived in a country where that language is spoken (e.g., Mormon missionaries) or grew up speaking the language *and* went to school where that was the only language used. Americans who only speak it at home or on the street tend not to do well.

Also, there seems to be a misconception that if you do well on this test you'll automatically get FLPP (foreign language proficiency pay). That's not true. Only if you're filling a billet specified in one of two ALCOASTs can you receive FLPP. For more information, and to see where the billets are, go to <http://www.uscg.mil/hq/capemay/Education/dlpt.asp>.

## How to Go to College Almost for Free

Whether you'd like more money for your own education (even if you're using TA or receiving GI Bill benefits) or for a dependent, you should check out <http://www.uscg.mil/hq/capemay/Education/scholarships.asp#strategy>. You'll see that

finding money for college *is* possible using a logical, linear (and not all that daunting) methodology devised by Ben Kaplan.

Also, the Education Center recently acquired Mr. Kaplan's video, "Finding College Cash in Tough Times" (<http://www.cityofcollegedreams.org/store/finding-college-cash-in-tough-times>). After a short introduction it covers the following topics:

Part I: Exploding 3 Myths about Paying for College  
 Part II: 3 Strategies for Maximizing Need-based Financial Aid  
 Part III: 3 Steps for Finding Merit Scholarships  
 Part IV: 3 Components of a Winning Scholarship Game Plan  
 Part V: 3 Strategies for Making Your Application Shine  
 Part VI: Concluding Thoughts & Final Quiz

Although I can't lend out the video, you can watch it in the Education Center. Please contact me ([andrew.g.webb@uscg.mil](mailto:andrew.g.webb@uscg.mil)) if you're interested in seeing it. The total running time is 71 minutes. If there's enough interest to warrant it, we'll show it in the auditorium; otherwise, in the Education Center.

## Reserve Resource Guide

In addition to the web site of the Coast Guard Office of Reserve Affairs (<http://www.uscg.mil/reserve/>), Reservists should also check out TraCen Petaluma's Reserve Resource Guide (<http://www.uscg.mil/hq/cg1/tracenpetaluma/RRG/>). Together, these provide info on and links to info on every facet of Coast Guard affairs related to service in the Reserve.

## TraCen Cape May Testing Calendar

Tests at TraCen Cape May are administered by appointment according to the following schedule:

Mondays (0800): Defense Language Proficiency Tests  
 Tuesdays (0800): EOCTs and AQEs\*  
 Thursdays (0745): college tests, CLEP tests, DSSTs, SATs, ACTs

\* If operations or your work schedule make it impossible for you to take an EOCT or AQE on a Tuesday morning, you can take it on a Thursday morning.

This schedule leaves most of the day on Tuesdays, as well as all day on Wednesdays, Fridays available for other occasional tests, counseling, and other face-to-face interactions with you. When no one is taking a language test, the doors to the Education Center are open on Mondays, as well.

If you call and I don't answer the phone, I'm usually administering a test (and, because of the noise, can't talk on the phone) or otherwise busy with someone in the office. E-mail is the best way to get in touch with me at [andrew.g.webb@uscg.mil](mailto:andrew.g.webb@uscg.mil).

## Leaving the Coast Guard?

If you're leaving the Coast Guard within the next twelve months (whether through retirement, resignation, or expiration of your enlistment), you should be making plans for what you'll be doing after you take off your uniform for the last time. Check out the information on my web site related to career transition (<http://www.uscg.mil/hq/capemay/Education/careertrans.asp>).

Also, stop by the Education Center to check out the (small) supply of booklets related to rejoining the civilian work force. Here are the topics of the booklets:

- Jobs With a Future
- How to Develop Job Resources
- The Resume
- The Cover Letter: A Resume Should Never Stand Alone
- The Mature Resume: The Resume with Experience

- The Follow-up Letter
- The Interview
- How to Choose a Career: A Guide to Self-Assessment
- Civilian Again
- Leaving the Service ... and Beginning Your Next Career
- Military to Civilian: Your Resume and Job Hunt
- Effective Goal Setting: How to Reach the Goals You Set for Yourself

You should also request an education assessment from the Coast Guard Institute (<http://www.uscg.mil/hq/capemay/Education/collegefaq.asp>) to get a transcript of college credit you've acquired through your service in the Coast Guard. This is a two-step process: request an assessment, request an official copy of the resulting transcript be sent to one or more colleges of your choice. ***If you don't request an assessment before you leave active duty, you can't get one (or a transcript) later.***

If you're not planning to go to school right away, you'll probably need to find work. Here are two excellent resources for finding a job – or even a second career. Also, Military.com has a very good series of web pages devoted to veterans (<http://www.military.com/Careers/Home>).

And don't discount the idea of working in the public sector. Not only are there thousands of jobs in the federal government, identical to private-sector jobs in which you can put your skills, knowledge, and experience to use while maintaining job security unavailable in the private sector (<http://www.fedjobs.gov/>), governmental entities at all levels – state, county, municipality, school district, port district, etc. – provide similar benefits.

## ACCC's Library Open for Studying

One more thing: the new campus's classrooms, labs, and library are all state-of-the-art. Even if you're not ready to register for classes right away, you should take the opportunity to visit the campus and look around. The Director of Academic and Student Services has extended a personal invitation to anyone who'd like to use the library to study, for research, or for pleasure reading. It's very quiet, well-lit, and has very comfortable furniture.

## Education Center Library

The TraCen Education Center has a binder full of SparkCharts Quick Reference Guides on almost 40 subjects. You're welcome to use these in the Education Center or make copies to take with you. You can check out the subjects available at <http://www.uscg.mil/hq/capemay/Education/books.asp#spark>.

In addition to SparkCharts, the Education Center also has a library of books on leadership, management, Coast Guard history, and other topics. Also in the library are the latest Professional Qualification Guides (PQGs) and Enlisted Performance Qualifications (EPQs) for each rating.

The Education Center also has dozens of brochures and books on college, financial aid, the officer program application process, and other things. If there are multiple copies, you're welcome to take one.