



“Excellence in Education.”

**USCG Institute
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MPB, Room 228
Oklahoma City, OK
73169-6990
Fax (405) 954-7249**

NOTE: An e-mail is sent to the member within 1-2 days of receipt of the education package. If it has been 2 weeks and you have not received an e-mail confirmation, call (405) 954-7236 or 954-2125.

ACE National Registry Transcripts



Education Information

Your evaluation or update of your military learning experiences has been completed. The military credit is based on the recommendation of the “American Council on Education (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services.”

Reasons for Not Receiving Credit	
1	The course did NOT meet the established ACE criteria in the exhibit (e.g. the dates attended, location, and sponsor or vendor).
2	The course/rate has NOT been evaluated by ACE.
3	The course was too military specific. You may review this information at http://www.militaryguides.acenet.edu .
4	The course material was never submitted to ACE for review.
5	The course did NOT meet ACE requirements such as was too short, lacked a measurement tool, or lacked a proctored examination.

National Guide Courses

If you attended training provided by a corporation or other governmental agency (non-military), you may receive college credit for the course. Some organizations have had the American Council on Education review their courses. Some examples of participating companies include the following: New Horizons Computer Learning Centers, Business Management Research Associates (BMRA), Office of Personnel Management (OPM), and Education Direct. To find out if a course has been reviewed by the corporate side of ACE, visit the following ACE website: <https://www.acenet.edu/NationalGuide/>

ACE National Registry Transcripts

Exhibits showing credit from corporations or other government agencies are copyrighted material and will NOT be listed on the official Coast Guard transcript. For the credit to be accepted by a college or university, you must request an official transcript from the ACE Credit Service. There is no charge for this service for USCG personnel, but you must inform ACE that you are a Coast Guard member when you request the transcript. When you go to the site, you register first and then select the courses you have attended from the ACE database. ACE will confirm the information with the original source and then send the official transcript. Contact the ACE CREDIT call center at 202-939-9434 should you have additional questions. Request the transcript at the following site: <https://www.acenet.edu/transcripts/register/>



Missed Exhibits

If a course has been omitted from your record and you know it has credit, please send an email to the counselor who processed your evaluation along with the ACE number or supporting documents. The counselor will research the data to determine if it does have credit. An exhibit usually is omitted for the following reasons: full name is not given, acronyms are used, the name does not match the exhibit name, the document is unreadable, documentation is not sent, a DD-214 is not provided, the course is not documented in Direct Access, or the course does not have recommended credit.

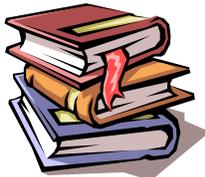
Official Transcripts



Official Transcripts

Once you have chosen the college or university that you wish to attend, you must complete a Transcript Request form (CGI-1561). Data on the transcript is extracted from documentation provided by the student, and Direct Access. You should review your promotion and training history in Direct Access and you should take the necessary action to keep it up-to-date. If you are applying to a SOCCOAST college, you should send your enrollment package via the Institute because the registrar will include not only the official Coast Guard transcript, but a student agreement.

Core Subjects Required



Core Subjects Required

Regardless of where you decide to obtain your degree, there are core subject requirements that must be met before you can graduate. These core subject areas are the following: English Composition, Social Science & History, Natural Science, Mathematics, and Humanities. The General CLEP examinations for the above subjects are one of the fastest and most economical ways to complete the required courses. Each subject exam test is 90 minutes in length and there is NO penalty for guessing. The CLEP exams are available to ALL Coast Guard active duty and drilling reserve members, spouses of active duty members, and civilian employees at **NO COST** when testing at a USCG DANTES test center. Check with the college of your choice before taking an exam as colleges vary as to which exam they will accept. Check with your DANTES TCO to see if there a national test center nearby that has a MOU in place to test for your unit.

GI Bill



GI Bill

GI Bill: Contact the VA representative at the college you are attending, your local VA Office, or visit the VA website <http://www.gibill.va.gov/>



Scholarships

Scholarships: There are many scholarships available in a wide range of categories. There are websites available to help assist you in searching for scholarships that would match your goals, background, or other areas of your life. A web resource for finding scholarships is www.fastweb.com. By completing a questionnaire, you will receive a list of scholarships for which you qualify. The list will also provide web links that will provide resources and additional information.

Other Military Transcripts or Documents

The following list contains links for transcripts from other branches of the military and for other important documents.

- [AARTS - The Army's Transcript Service](http://aarts.army.mil/) (<http://aarts.army.mil/>)
- [ACE Transcript Service](http://www2.acenet.edu/credit/?fuseaction=transcripts.main) (<http://www2.acenet.edu/credit/?fuseaction=transcripts.main>)
- [Community College of the Air Force \(CCAF\) Transcripts](http://www.au.af.mil/au/ccaf/non_airforce.asp) (http://www.au.af.mil/au/ccaf/non_airforce.asp)
- [Certificate of Release or Discharge from Active Duty \(DD-214\)](http://www.archives.gov/veterans/military-service-records/) (<http://www.archives.gov/veterans/military-service-records/>)
- [Foreign Transcripts](http://www.uscg.mil/hq/cg1/cgi/active_duty/go_to_college/foreign_transcripts.pdf) (http://www.uscg.mil/hq/cg1/cgi/active_duty/go_to_college/foreign_transcripts.pdf)
- [Military Record Requests \(SF-180\)](http://www.archives.gov/veterans/military-service-records/standard-form-180.html) (<http://www.archives.gov/veterans/military-service-records/standard-form-180.html>)
- [Sailor/Marine American Council on Education Registry Transcript \(SMART\)](https://www.navycollege.navy.mil/smart_faq.aspx) (https://www.navycollege.navy.mil/smart_faq.aspx)



Advising Support



Advising Support

If you need assistance in regard to your educational package or other aspects of the education program, please feel free to call the Registrar's Office specialist who assisted you.
