

STANDARD OPERATING PROCEDURES (SOP)  
FOR  
THE COAST GUARD'S TRAINING SYSTEM

**Education Services Officer (ESO) Manual**  
**Volume 3**



**Coast Guard Institute**  
**Oklahoma City, OK**  
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## Commonly Used Education Acronyms

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AA	Associate of Arts Degree
AARTS	Army American Council on Education Registered Transcript
AS	Associate of Science Degree
ACE	American Council on Education
ACT	American College Testing
AASRT	Associate in Applied Science in Radiological Technology
ASAST	Associate in Science in Science and Technology
ASE	Automotive Service Excellence
ASNSM	Associate in Natural Science and Mathematics
ASPSS	Associate in Science in Public and Social Services
ASM	Associate in Science in Management
ASVAB	Armed Services Vocational Aptitude Battery
ATCO	Alternate Test Control Officer
BA	Bachelor of Arts
BS	Bachelor of Science
BSAST	Bachelor of Science in Applied Science and Technology
BSBA	Bachelor of Science in Business Administration
BSHS	Bachelor of Science in Human Services
BSN	Bachelor of Science in Nursing
CCAF	Community College of the Air Force
CDA	Career Development Advisor
CGI	Coast Guard Institute
CLEP	College Level Examination Program
CONUS	Contiguous United States
CORPA	Council on Recognition of Postsecondary Accreditation
DANTES	Defense Activity for Non-Traditional Education Support
DISC	DANTES Independent Study Catalog
DoD	Department of Defense
DoEd	Department of Education
DSST	DANTES Subject Standardized Tests
EC	CG Institute Education Center (AutoDP Web-enabled database)
ECE	Excelsior College Examinations
EOCT	End-of-Course Test
ESO	Education Services Officer
ETS	Educational Testing Service

## Commonly Used Education Acronyms, (continued)

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GE.....	General Exam
GED.....	General Education Development (High School Equiv. Exam)
GMAT.....	Graduate Management Admission Test
GRE.....	Graduate Record Exam
LSAT.....	Law School Admission Test
MGIB.....	CH-30, USC 38, Montgomery GI Bill
NREMT.....	National Registry / Emergency Medical Technician
NRT.....	Non-Resident Training
OAR.....	Officer Aptitude Rating Exam
PCS.....	Permanent Change of Station (Transfer)
PPEP.....	Pre-Commissioning Program for Enlisted Personnel
PRAXIS.....	National Teachers Examinations
SAT.....	Scholastic Aptitude Test
SE.....	Subject Exam
SOC.....	Servicemember's Opportunity College
SOCCOAST.....	Servicemember's Opportunity College Coast Guard Degree Program
TA.....	Tuition Assistance
TAD.....	Temporary Additional Duty
TCO.....	Test Control Officer
VA.....	Veterans Administration
VEAP.....	Veterans Education Assistance Program (Pre MGIB)
VE.....	Voluntary Education

## Education Related Websites

Accreditation	<a href="http://www.ed.gov/admins/finaid/accred/index.html">http://www.ed.gov/admins/finaid/accred/index.html</a>
AARTS	<a href="http://aarts.army.mil">http://aarts.army.mil</a>
ACE	<a href="http://www.acenet.edu">www.acenet.edu</a>
ACE Military Guides	<a href="http://www.militaryguides.acenet.edu">http://www.militaryguides.acenet.edu</a>
ACE National Program	<a href="http://www.acenet.edu/cill/corporate/participating_orgs.cfm">http://www.acenet.edu/cill/corporate/participating_orgs.cfm</a>
ACE Transcript Registry	<a href="https://www.acenet.edu/transcripts/register/register.cfm">https://www.acenet.edu/transcripts/register/register.cfm</a>
ACET Program	<a href="http://cgweb.comdt.uscg.mil/g-srf/profiles/acet.htm">http://cgweb.comdt.uscg.mil/g-srf/profiles/acet.htm</a>
ACT	<a href="http://www.act.org">http://www.act.org</a>
Career Central	<a href="http://www.uscg.mil/hq/g-w/g-wt/g-wtl/career/index1.htm">http://www.uscg.mil/hq/g-w/g-wt/g-wtl/career/index1.htm</a>
Career Development Advisor	<a href="http://www.uscg.mil/hq/g-w/g-wt/g-wtl/cda/index.htm">http://www.uscg.mil/hq/g-w/g-wt/g-wtl/cda/index.htm</a>
Charter Oak State College	<a href="http://www.cosc.edu">http://www.cosc.edu</a>
CLEP Examinations	<a href="http://www.dantes.doded.mil/dantes_web/examinations/CLEP.htm">http://www.dantes.doded.mil/dantes_web/examinations/CLEP.htm</a>
Coast Guard Institute	<a href="http://www.uscg.mil/hq/cg1/cgi/">http://www.uscg.mil/hq/cg1/cgi/</a>
College Locator / Ranking Guide	<a href="http://www.usnews.com/usnews/edu/college/rankings/brief/t1natudoc_brief.php">http://www.usnews.com/usnews/edu/college/rankings/brief/t1natudoc_brief.php</a>
College Search Services	<a href="http://www.petersons.com/">http://www.petersons.com/</a> <a href="http://www.collegeview.com">http://www.collegeview.com</a> <a href="http://www.collegeexpress.com">http://www.collegeexpress.com</a>
CCAF Transcript	<a href="http://www.maxwell.af.mil/au/ccaf/transcripts.asp">http://www.maxwell.af.mil/au/ccaf/transcripts.asp</a>
DANTES College of Nationally Accredited Distance Learning Programs	<a href="http://www.dantescatalogs.com/CounselorDisclaimer.asp">http://www.dantescatalogs.com/CounselorDisclaimer.asp</a>
DANTES Examinations	<a href="http://www.dantes.doded.mil/dantes_web/examinations/dsst.htm">http://www.dantes.doded.mil/dantes_web/examinations/dsst.htm</a>
Distance Learning (Search Engines)	<a href="http://www.about.com/education">http://www.about.com/education</a> <a href="http://www.dantes.doded.mil/">http://www.dantes.doded.mil/</a> <a href="http://www.petersons.com/distancelearning/default.asp">http://www.petersons.com/distancelearning/default.asp</a>

Education Related Websites, (continued)

DOD Job Search	<a href="http://www.defenselink.mil/sites/c.html#civjobs">http://www.defenselink.mil/sites/c.html#civjobs</a>
Education Center	<a href="http://www.uscg.mil/hq/cg1/cgi/ve/ve.asp">http://www.uscg.mil/hq/cg1/cgi/ve/ve.asp</a>
Excelsior College Exams	<a href="http://www.excelsior.edu">http://www.excelsior.edu</a>
Federal Financial Aid	<a href="http://www.ed.gov/finaid/landing.jhtml?src=rt">http://www.ed.gov/finaid/landing.jhtml?src=rt</a>
Graduate Management Admission Test	<a href="http://www.gmat.org">http://www.gmat.org</a>
Graduate Record Exam	<a href="http://www.gre.org">http://www.gre.org</a>
Math Study Guide	<a href="http://www.webmath.com">http://www.webmath.com</a>
Officer Accession Programs	<a href="http://www.gocoastguard.com/">http://www.gocoastguard.com/</a>
Operations Transition	<a href="http://www.dmdc.osd.mil/ot">http://www.dmdc.osd.mil/ot</a>
PRAXIS	<a href="http://www.ets.org/praxis">http://www.ets.org/praxis</a>
SAT	<a href="http://www.collegeboard.org/testing">http://www.collegeboard.org/testing</a>
Scholarships, Grants, & Loans	<a href="http://www.fastweb.com">http://www.fastweb.com</a> <a href="http://www.wiredscholar.com">http://www.wiredscholar.com</a> <a href="http://www.scholarships.com">http://www.scholarships.com</a> <a href="http://www.collegeexpress.com">http://www.collegeexpress.com</a> <a href="http://www.uscg.mil/hq/g-w/g-wk/wkw/work-life_programs/scholarship_program.htm">http://www.uscg.mil/hq/g-w/g-wk/wkw/work-life_programs/scholarship_program.htm</a>
Servicemembers Opportunity Colleges	<a href="http://www.soc.aascu.org">http://www.soc.aascu.org</a>
Servicemembers Opportunity Colleges Coast Guard (SOCCOAST)	<a href="http://www.soc.aascu.org/soccoast/Default.html">http://www.soc.aascu.org/soccoast/Default.html</a>
SkillSoft	<a href="http://cgweb.tcyorktown.uscg.mil/sfweb/">http://cgweb.tcyorktown.uscg.mil/sfweb/</a>
SMARTS	<a href="https://www.navycollege.navy.mil">https://www.navycollege.navy.mil</a>
Thomas Edison State College	<a href="http://www.tesc.edu">http://www.tesc.edu</a>
University of Phoenix	<a href="http://www.phoenix.edu">http://www.phoenix.edu</a>
VA – MGIB / VEAP	<a href="http://www.gibill.va.gov">http://www.gibill.va.gov</a>

# ESO Duties and Responsibilities for Voluntary Education Programs

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## Introduction

The ESO is a key player in providing resources and assisting members in making critical decisions that may affect the rest of their lives. Few other USCG positions hold such responsibility. Providing members the opportunity to continue their education essentially provides the ladder for which they may progress throughout their career.

ESOs are key players in helping the Coast Guard meet the second element of the Commandant's Direction Statement "People". "To increase commitment to our people we will: Emphasize education, training, and professional growth for the workforce." Education and training is essential to enable USCG personnel to meet the demands of the future.

The level of commitment of the ESO can effectively make or break the unit's education program. A dedicated ESO can instill motivation in those seeking assistance. On the other hand, an ESO who does not understand how important continuing education opportunities are to members may serve to stifle any motivation exhibited by those in the unit.

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## ESO Location

The ESO office should be located in an area well known to all members. If the ESO is away from the office frequently, an assistant ESO shall be appointed.

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## Responsibility

It is the ESO's responsibility to provide opportunities for all Coast Guard members to continue their professional growth and development.

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## Duties

As a **minimum** ESOs shall:

- Conduct an annual needs assessment to determine what educational programs are desired by unit personnel. A sample needs assessment is provided as Figure I-1
  - Assist members with college enrollment.
    - Maintain current literature on college programs available in local geographic area.
    - Ensure members and dependents receive in-state tuition, if applicable
    - Ensure institution is properly accredited.
  - Counsel members about non-traditional education programs.
    - Credit for military learning experiences
    - College Credit Examinations
- 

Continued on next page.

## ESO Duties and Responsibilities for Voluntary Education Programs (Cont'd)

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### Duties (continued)

- Assist members in completing the Tuition Assistance form.
  - Work with colleges and universities to resolve any difficulties with TA.
  - Assist members in locating scholarships or loans.
  - Help members document their military learning experiences.
  - Explain the CGI Transcript, Assessment, and Degree Plan.
  - Assist members in enrolling in college video and audio courses through the College Audio/Video Test Preparation Program (Volume IV of this publication).
  - Administer or arrange for the administration of all DANTES sponsored examinations.
  - Be cognizant of high school completion programs and/or the GED examination.
  - Assist members in activating their GI Bill Benefits
  - Conduct briefings or other forms of outreach to ensure all members are aware of the educational opportunities available.
  - Develop effective partnerships with Career Development Advisor (CDA), colleges and universities, CGI, other organizations impacting on the delivery of educational programs to your command.
  - Become familiar with the contents of this Publication.
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## Education Needs Assessment Survey

In an effort to better serve your educational needs, we need some input from you. Please take a few minutes to respond to the following questions.

What educational programs would you find of interest?

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When would you want the programs offered? (What time of day?)

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Where would you want the programs offered? (On the installation or local college)

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What type of media would you like the course to be in? (Check all that apply)

Instructor Facilitated

CD-ROM

On-Line Computer Based

Video Tele-course

Other-Please explain

Independent Study (paper-based)

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Please return this survey to your ESO:

## Coast Guard Education Quick Reference Guide

<p><a href="#"><u>College Level Exam Program (CLEP)</u></a>   <a href="#"><u>Transcript Request DANTES - CLEP</u></a></p>	<p>Active duty, spouses of Active duty members, reservists, and civilian employees</p>	<ul style="list-style-type: none"> <li>• <a href="#"><u>CLEP General</u></a> exams are a series of 5 exams, each has a 90-minute time limit. No penalty for guessing</li> <li>• <a href="#"><u>CLEP Subject</u></a> exams each have a 90-minute time limit. No penalty for guessing. Available in about 25 subjects.</li> <li>• <a href="#"><u>DANTES</u></a> does not fund the advance, non-refundable registration fee charged by national test centers to reserve a date and time for testing. This fee ranges from \$15 to \$25 per test and the examinee is responsible for paying this fee.</li> <li>• All CLEP General Exams and a limited number of CLEP Subject exams are administered to military members through DANTES test sites free of charge.</li> <li>• USCG DANTES test sites and Reserve Component Test Centers may administer exams to spouses and civilian employees free of charge.</li> </ul>
<p><a href="#"><u>DANTES Subject Standardized Tests (DSST)</u></a></p>	<p>Active duty, spouses of Active duty members, reservists, and civilian employees</p>	<ul style="list-style-type: none"> <li>• DSST's are course achievement exams. There are about 37 tests available. No time limit and there is no penalty for guessing.</li> <li>• Administered to military members through DANTES test sites free of charge.</li> <li>• USCG DANTES test sites and Reserve Component Test Centers may administer exams to spouses and civilian employees free of charge.</li> </ul>
<p><a href="#"><u>Excelsior College Examinations (ECE)</u></a></p>	<p>Active duty, reservists,</p>	<ul style="list-style-type: none"> <li>• Are used to meet specific college degree requirements. There are 48 tests available. Each has a 3-hour time limit and there is no penalty for guessing.</li> <li>• Administered to military members through DANTES test sites free of charge.</li> </ul>
<p><a href="#"><u>College Video/Audio Courses (Brown Bag University)</u></a></p>	<p>Active duty, spouses of Active duty members, reservists, and civilian employees</p>	<ul style="list-style-type: none"> <li>• Hollywood style video/audio courses that are loaned to the member free for 120 days (except for the COMEX CLEP General Exam series which is limited to 60 days).</li> <li>• Should be used along with textbooks and study guides to prepare for most CLEP/DSST/Excelsior tests.</li> <li>• A complete listing of video/audio courses can be found in <a href="#"><u>Vol. IV</u></a> of the <a href="#"><u>ESO Procedures Guide</u></a>.</li> <li>• Submit CGI form <a href="#"><u>1560/36R</u></a> (College Audio/Video Request).</li> </ul>
<p><a href="#"><u>Tuition Assistance</u></a></p>	<p>Active duty, reservists and civilian employees</p>	<ul style="list-style-type: none"> <li>• The Coast Guard Tuition Assistance program is designed to assist eligible personnel in their professional development by providing funding for off-duty voluntary education courses to broaden their academic or technical background.</li> <li>• Officers must agree to remain on active duty for 12 months after completing a course. Civilian employees not previously employed with the Coast Guard are required to have a minimum of 3 months prior Coast Guard employment before being eligible for TA.</li> <li>• and agree to retain employment with the Coast Guard one (01) month for each semester hour of credit taken.</li> </ul>

### Coast Guard Education Quick Reference Guide (continued)

<p><b>Tuition Assistance (continued)</b></p>	<p>Active duty, reservists and civilian</p>	<ul style="list-style-type: none"> <li>• Cap is \$4,500 per fiscal year.</li> <li>• Paid at 100% of the cost of an institution's tuition for</li> </ul>
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	employees	<p>each course up to FY caps. Maximum payable for college courses per semester hour is \$250.00, or \$166.67 per quarter hour. CG TA is not authorized for courses that result in CEUs or courses measured in clock hours IAW ALCOAST 367/07.</p> <ul style="list-style-type: none"> <li>• Colleges must be accredited and courses must result in college credit;</li> <li>• Payment is made to the institution, not to the individual.</li> <li>• TA Applications (<a href="#">CG-4147</a>) should be submitted NLT 14 days prior to class convening date.</li> <li>• Must pay tuition assistance back to the CG within 60 days if you fail or do not complete the course.</li> </ul>
<a href="#">Top-Up</a>	Members eligible to receive the Chapter 30 (active duty) Montgomery GI Bill (MGIB)	<ul style="list-style-type: none"> <li>• Authorizes the VA to pay costs not paid through tuition assistance.</li> <li>• Payable for 36 months of courses. The amount of entitlement charged is determined by dividing the amount of the payment by the claimant's full-time institutional monthly rate.</li> <li>• Payment is made to the individual, not the institution and is made in one lump-sum payment.</li> <li>• File the TA approval form along with the VA Form 22-1990.</li> </ul>
<a href="#">CG Foundation Grants</a>	Active duty enlisted members	<ul style="list-style-type: none"> <li>• Must be in pay grades E-3 to E-9 or reservist on active duty orders of at least one year in length.</li> <li>• Administered by the <a href="#">CG Institute</a>. Maximum of \$350 per calendar year.</li> <li>• Both the CG Foundation Education Grant (CGFEG) &amp; the Vander Putten Education Grant (VPEG) are administered throughout the calendar year – one can apply by using the same form.</li> <li>• Can be used to cover tuition costs not covered by tuition assistance, almost all fees, and miscellaneous expenses (books, etc). Send questions to the <a href="#">Foundation Grant Manager</a>.</li> <li>• Submit CGI Form <a href="#">1560/10A</a> and copies of itemized receipts. Receipts can't be more than 1 year old as of the date the CG Institute receives the application. Applications must be submitted NLT 01 Dec each calendar year. Late applications will not be carried forward to the next calendar year</li> </ul>
<a href="#">Supplemental Education Grant (SEG)</a>	Active duty, selected reserve, retired members, civilian employees, CG Exchange System employees, Auxiliary members, and their spouses and dependent children.	<ul style="list-style-type: none"> <li>• Reimbursement by CG Mutual Assistance Representative.</li> <li>• Maximum of \$160 per calendar year for qualifying members, their spouses and dependent children.</li> <li>• See the CG Mutual Assistance webpage for more details and the application form: <a href="http://www.cgmahq.org/">http://www.cgmahq.org/</a></li> </ul>

**Coast Guard Education Quick Reference Guide (continued)**

<a href="#">SAT I: Reasoning</a>	Active duty and	<ul style="list-style-type: none"> <li>• One of these exams may be administered to military members</li> </ul>
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<a href="#"><u>Test and ACT Assessment (ACT) Program</u></a>	reservists	<p>through DANTES test sites free of charge.</p> <ul style="list-style-type: none"> <li>• Second test free if current test score is required for CG advancement program.</li> </ul>
<a href="#"><u>GRE Record Examinations (GRE) and Graduate Management Admission Tests (GMAT)</u></a>	Active duty and reservists	<ul style="list-style-type: none"> <li>• These exams may be administered to military members at civilian test centers on a reimbursement basis.</li> <li>• Must be applying to or enrolled in a graduate school requiring the exam or fulfilling a legitimate service requirement. Member must also agree to apply for reimbursement within 90 days of the scheduled test date.</li> <li>• Will only be reimbursed for the cost of the exam, not for any cancellation fees, late fee, no show fees, etc.</li> <li>• Members submit either a DANTES GRE General Reimbursement Form (<a href="#">DANTES 1560/49</a>) / GMAT Reimbursement Form (<a href="#">DANTES 1560/48</a>) along with a copy of their test scores and receipt to a DANTES Test Control Officer for processing.</li> </ul>
<a href="#"><u>GRE Subject Tests</u></a>	Active duty and reservists	<ul style="list-style-type: none"> <li>• Only one administration of a GRE Subject Test is funded by DANTES per lifetime for eligible military personnel.</li> <li>• Administered to military members through DANTES test sites free of charge.</li> <li>• Given on specific dates, three times per year</li> </ul>
<a href="#"><u>Licensing and Certification Tests</u></a>	Members eligible to receive the <a href="#">Montgomery GI Bill (MGIB)</a> or <a href="#">VEAP</a>	<ul style="list-style-type: none"> <li>• Reimbursement by the VA for licensing and certification tests.</li> <li>• Tests must be specifically approved for the G.I Bill.</li> <li>• VA can pay up to \$2,000 per test but no more than the actual cost of the test. There is no limit to the number of tests a member can take.</li> <li>• VA will not pay any other fees connected with obtaining a license or certification.</li> <li>• Foundation Education Grant will pay up to \$350.</li> </ul>
<a href="#"><u>Certification Programs</u></a>	Military members. A few programs allow testing of civilians	<ul style="list-style-type: none"> <li>• DANTES has agreements with approximately 60 nationally recognized certification associations.</li> <li>• Foundation Education Grant will pay up to \$350.</li> </ul>
<a href="#"><u>United Services Military Apprenticeship Program (USMAP)</u></a>	Active duty enlisted members	<ul style="list-style-type: none"> <li>• Provides recognition of skills learned; recognition nationally as a journeyman in a trade; credit hours at some colleges toward completion of an Associate of Applied Science degree and documented proof of work experience hours earned while on active duty.</li> <li>• Must have a high school diploma or GED, and meet the requirements for the journeyman rating.</li> <li>• Must be registered in the program. Once registered, must maintain a logbook.</li> </ul>

**Coast Guard Education Quick Reference Guide (continued)**

<p><a href="#"><u>Armed Forces Classification Test (AFCT)</u></a></p>	<p>Active duty and reservists</p>	<ul style="list-style-type: none"> <li>• Six months waiting period since last test.</li> <li>• May take only those portions of the tests needed.</li> <li>• The new score regardless if it's higher or lower than previous score becomes the member's new score.</li> <li>• Procedures on AFCT Testing Program are annotated in the AFCT SOP which is posted on the CG Institute webpage and on CG Central.</li> </ul>
<p><a href="#"><u>Educational Assessments /Transcripts</u></a></p>	<p>Active duty, reservists, civilian employees and spouses</p>	<ul style="list-style-type: none"> <li>• Documents a member's military learning experiences – <a href="#"><u>American Council on Education</u></a> (ACE) reviews and recommends college credit for CG courses. Can combine with other sources just as score reports, official college transcripts, and examinations.</li> <li>• Members may view their unofficial transcript on line at <a href="http://education.uscg.mil/">http://education.uscg.mil/</a>. The site is only available through the CG network. Members cannot view their documents at home.</li> <li>• Updates may be requested when member has completed an additional 12 hours (military or college). Submit <a href="#"><u>CGI-1561</u></a> (Application for Voluntary Education Services) to request an update and provide documentation for any completed training not listed in direct access.</li> <li>• An official transcript of members learning experience may be forwarded to a school. Member submits signed <a href="#"><u>CGI 1564</u></a> (Official Transcript Request) to the CG Institute.</li> </ul>
<p><a href="#"><u>Degree Plans for Military Recognition Colleges and SOCCOAST Institutions</u></a></p>	<p>Active duty, spouses of Active duty members, reservists, and civilian employees</p>	<ul style="list-style-type: none"> <li>• Personalized degree planning outlining the college's requirements and showing the distribution of credits earned can be requested by submitting <a href="#"><u>CGI-1561</u></a> (Application for Voluntary Education Services) to CGI and checking the applicable box. More than 4755 degree plans are available for 322 SOC institutions of which 67 are SOCCOAST institutions. For a <a href="#"><u>complete list</u></a> see the Institute homepage.</li> </ul>
<p><a href="#"><u>DANTES Independent Study Program (DISC)</u></a></p>	<p>Active duty and reservists</p>	<ul style="list-style-type: none"> <li>• Contains credit courses offered for all academic levels. Members may select from approximately 6,000 courses from 40 colleges and universities.</li> <li>• Enroll directly with the institution.</li> <li>• Submit TA Application (<a href="#"><u>CG-4147</u></a>) for approval at least 10 days prior to class convening date.</li> </ul>
<p><a href="#"><u>DANTES External Degree Program</u></a></p>	<p>Active duty and reservists</p>	<ul style="list-style-type: none"> <li>• Contains credit-bearing certificate, undergraduate, and graduate external degree programs selected to meet the needs of the military student.</li> <li>• Programs have minimal or no residency requirements.</li> <li>• Enroll directly with the institution.</li> <li>• Submit TA Application (<a href="#"><u>CG-4147</u></a>) for approval at least 10 days prior to class convening date.</li> </ul>

### Coast Guard Education Quick Reference Guide (continued)

<p><a href="#"><u>SkillSoft</u></a></p>	<p>Active duty, reservists, civilian employees and auxiliary members</p>	<ul style="list-style-type: none"> <li>• Provides over 700 different information technology courses over the internet. Several of the courses are recommended for college credit through ACE. For a list see the SkillSoft homepage at <a href="http://cgweb/tcyorktown.uscg.mil/sfweb/">http://cgweb/tcyorktown.uscg.mil/sfweb/</a></li> <li>• No cost to the member.</li> <li>• Final Exam must be proctored to receive ACE recommended credit. See Vol. III ESO Procedures Guide.</li> <li>• Must register via CGSW.</li> </ul>
<p><a href="#"><u> Servicemembers Opportunity Colleges Coast Guard (SOCCOAST)</u></a></p>	<p>Active duty, reservists, civilian employees and their dependents</p>	<ul style="list-style-type: none"> <li>• Provides for a network of SOC affiliated institutions to provide specific degree programs geared towards CG specific rates.</li> <li>• SOC institutions all agree to maximize the number of credits accepted in transfer from other regionally accredited institutions, limit residency requirements to no more than 25% of the undergraduate degree program, award credit as recommended by the American Council on Education (ACE) for learning acquired in military service, and award credit for nationally recognized college level testing programs such as CLEP and DSST.</li> <li>• A one-time evaluation of prior learning experiences.</li> <li>• College credit for CG schools and rates and ratings.</li> <li>• A complete degree plan.</li> <li>• Guaranteed course transfer.</li> <li>• A home college to award an Associate or Bachelor's degree</li> </ul>

## Chapter 1: Documenting Military Experiences

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### Reference

The American Council on Education (ACE) publishes *The Guide to the Evaluation of Educational Experiences in the Armed Services* (commonly referred to as the ACE Guide) and *The National Guide to Educational Credit for Training Programs* (commonly referred to as the National Guide). The ACE Guide is distributed by DANTES to all Education Centers that have an established account with DANTES and requested a copy of the Guide. For additional information on this process, see the chapter on DANTES. The National Guide prior to 2005 is not readily available. It is now readily available for the current year at <https://www.acenet.edu/NationalGuide>

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### Overview

This program provides Coast Guard members with a head start over the traditional college student. Members may earn a significant number of hours of college credit for learning experiences in the military.

For over 50 years, the ACE Guide has been the standard reference work for recognizing learning acquired in the military. The National Guide is the civilian equivalent to the ACE Guide and contains recommendations for courses conducted by business, industry, labor unions, and other government agencies.

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### Acceptance Of Military Credits

College credit listed in the ACE Guide is only a recommendation. It is not “real” credit until it is granted by a college or university. All colleges and universities are autonomous and decide what credit the institution will accept. About 2,800 colleges will accept some of the ACE credit recommendations. Greater flexibility and acceptability will be recognized through those colleges that support military students. These colleges are frequently referred to as SOC schools, short for the Servicemember’s Opportunity College. For more information, see Chapter 4 on SOC.

Additionally, the correlation of the member’s area of study to the rate of the member will determine application of the military credits. For instance, should an Electronics Technician desire to pursue a degree in Anthropology, not many of the credits would apply to the major. However, should the same member pursue a degree in electronics, much of the credit would be applicable.

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## Documenting Military Experiences (continued)

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### ACE Evaluation Process

For a course to be evaluated, the Training Officer or Subject Matter Specialist at the Training Center submits the curriculum outline and supporting materials to the CG Institute for review and coordination with ACE. The Institute will request that ACE conduct a formal review and evaluation of all applicable courses and rates.

To perform the review, ACE will establish a team of subject-matter experts (usually college professors who teach a similar course at the collegiate level) to review the materials. The experts will visit the Training Center, review course materials, textbooks, documents, audit the class, interview students and review learning outcomes. Based on this review, appropriate credit recommendations will be established

---

### Assessment of Education and Training

It is important for USCG members to document their military learning experiences. A significant number of college credits can be earned for military learning experiences. These credits can reduce the amount of time required to complete a degree and greatly reduce the cost of the degree programs.

Data from Direct Access (PeopleSoft) is used to populate the Education Center database at the CG Institute. Members shall be counseled to view the training data in their Direct Access account for accuracy. Any incorrect or missing data should be corrected as soon as possible by contacting the servicing personnel office (SPO) or unit yeoman.

Through the Education Center, members may view, print, or download their unofficial student transcript online at <http://education.uscg.mil>. If no data appears members should submit form [CGI-1561, Application for Voluntary Education Services](#) (See Figure 1-1-1) and check the ASSESSMENT block, and forward with appropriate documentation.

The student transcript is not official and therefore will not be submitted to colleges and universities. When enrolling with an educational institution, students shall request an [Official USCG Transcript using form CGI-1564](#).

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## Documenting Military Experiences (continued)

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### Update to Education and Training Record

To add information to the CG Institute Education Record, submit [form CGI-1561, Application for Voluntary Education Services](#) (see Figure 1-1-1) and check the UPDATE block, and forward with appropriate documentation. Required documentation is addressed below.

Updates may be submitted when additional training and course work has been completed. To request an update, personnel should have completed at least THREE (3) additional events (military or college courses, promotion or advancement, or a combination) or 12 semester hours. Also, use the Application form to receive credit for:

1. prior service military training
2. college courses
3. college credit examinations
4. certificates/licenses

When requesting credit for courses NOT listed in Direct Access, documentation of training is required and appropriate documents should be attached to the Application Form.

---

### Rate Credit

ACE conducts formal evaluations of the level of knowledge gained through learning experiences associated with on-the-job training and work experience. Therefore, every rate in the USCG is evaluated for "Rate Credit." As a petty officer progresses in rate (i.e., Third Class to Second Class) additional credit is recommended. This progress continues throughout the member's career. Changes in rate will qualify the individual for credit for both rates (the new rate, as well as the old rate).

**Effective 1 October 2004, CWO credit shall not be awarded until the member has held the rate for six months.**

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## Documenting Military Experiences, (continued)

### Passed Not Advanced

In those cases where the member was qualified for promotion but not advanced (by personal choice or due to a shortage of slots, etc) credit may still be granted. This type of credit is known as "Passed/Not Advanced" or PNA. To request PNA credit the following documentation shall be provided:

Enlisted Members	Provide a copy of the service -wide profile letter with exam scores from PSC. A score of 50 or greater on the servicewide as applied to the final multiple points determining promotion eligibility is required.
<b>CWO</b>	<b>No PNA credit is awarded.</b>
Aviation Officers	Credit may be received for pilot, co-pilot and aircraft commander. Letters of appointment from the command shall be provided to document appropriate credit recommendations.

### Prior Service

To obtain credit for training from other branches of the military, members need to submit appropriate documentation. The DD214 shall accompany the AARTS, SMARTS, or CCAF transcript.

DD Form 214	Certificate of Release or Discharge from Active Duty May be obtained from: National Personnel Records Center Military Personnel Records (Your Service) Section 9700 Page Blvd St. Louis, MO 63132 <a href="http://www.va.gov/FORMS/dot/SF180.dot">http://www.va.gov/FORMS/dot/SF180.dot</a> or <a href="http://www.archives.gov/st-louis/military-personnel/standard-form-180.html">http://www.archives.gov/st-louis/military-personnel/standard-form-180.html</a>
AARTS	Army American Council on Education Registry Transcript System <a href="https://aartstranscript.army.mil/">https://aartstranscript.army.mil/</a>
SMARTS	Sailor/Marine American Council on Education Transcript <a href="https://www.navycollege.navy.mil/">https://www.navycollege.navy.mil/</a>
CCAF	Community College of the Air Force Transcript. Submit a written request to: CCAF/RRRA, 130 W. Maxwell Blvd, Maxwell AFB, AL 36112-6613 or request online at: <a href="http://www.maxwell.af.mil/au/ccaf/transcripts.asp">http://www.maxwell.af.mil/au/ccaf/transcripts.asp</a> . <i>Ensure the request is for a Community College of the Air Force Transcript and not Air University.</i>

## Documenting Military Experiences, (continued)

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**Service Schools** Courses listed in the ACE Guide are service schools conducted on a formal basis with a fixed curriculum, duration, and method of instruction. These include Recruit Training, “A” and “C” schools. For ACE evaluation, service schools (USCG and DOD) must be at least one week or 45 academic hours in length.

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**Corporate Training** Some training provided by corporations and other governmental agencies (non-DOD) has been reviewed for appropriate college credit by the ACE National Program. Some examples of participating companies include the following: New Horizons Computer Learning Centers, Business Management Research Associates (BMRA), and Education Direct. To view a complete listing of participating organizations visit the ACE website at [http://www.acenet.edu/cill/corporate/participating\\_orgs.cfm](http://www.acenet.edu/cill/corporate/participating_orgs.cfm)

**IMPORTANT:** To have credit accepted by a college or university an official ACE Registered Transcript must be provided. Please contact the ACE CREDIT call center at 202-939-9434. Both the ACE Transcript Request form and ACE Registry Transcript Service Registration form on the web site at: <https://www.acenet.edu/transcripts/register/register.cfm>. There is **NO** cost to the member for this service. (The normal \$35 fee is paid by the USCG.) You must advise the ACE that you are Coast Guard.

Members should submit documentation of training completed at all organizations listed in the National Guide for inclusion in the member’s education record by submitting a Application for Voluntary Education Services, CGI 1560 (see Figure 1-1-1). If the course is recommended for credit in the National Guide, appropriate entries will be made in the student’s education record. This entry will be reflected on the student’s unofficial transcript ONLY. Based on this information, the student will be aware of the recommended credit and may request an official transcript from ACE if desired.

The CG Institute is NOT authorized to list this credit on the official transcript.

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**Correspondence Courses** **Correspondence courses must have a proctored end-of-course test administered** in a controlled environment to qualify for ACE evaluation. Most Coast Guard correspondence courses have been evaluated for college credit. Courses taken through the Marine Corps Institute and the Air Force Extension Course Institute may also have credit recommendations. Navy correspondence courses are not currently recommended for college credit.

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## Documenting Military Experiences, (continued)

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**College Courses** To have college courses entered in the education record, an official college transcript (or legible photocopy front and back) should be submitted with a request to update the student's education file. The transcript should contain the course number and department code, course name, grade, and reverse side of the form. This information is important in determining applicability to a degree plan.

Developmental courses or courses awarding CEUs (Continuing Education Units) will not be listed on the education record. Typically, these types of courses are not transferable.

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**College Level Examinations** See the table below to determine if test scores are maintained in the Education Center.

<b>DANTES Examinations</b>	Taken since 1 July 94	On file with the EC
	Taken prior to 1 July 94	Request from testing agency* Document by attaching a copy of the official score report to the Application for Voluntary Services, CGI 1560 (see Figure 1-1-1).
<b>National Test Centers</b>	Taken prior to Feb 2004	Document by attaching a copy of the official score report to Application for Voluntary Education Services, CGI 1560 (see Figure 1-1-1)
	Taken since 1 Feb 2004	On file at the CGI

If the test results are not in the EC (even though the above table shows they should be on file), the student may submit a copy of the score report with a Application for Voluntary Education Services. Upon verification from the testing agency the data will be entered in the student record.

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## Documenting Military Experiences, (continued)

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### Certificates and Licenses

There are some certifications and licenses that have been reviewed for credit by ACE. These are found in the ACE Guide to Educational Credit by Examination. Personnel shall be encouraged to submit certificates to the CGI from the following organizations.

- American Council on Exercise
- American Council on Teaching of Foreign Languages (ACTFL)
- American Payroll Association (APA)
- The College Board Advanced Placement (AP) Program Examination
- Consumer Electronics Association
- Defense Language Institute (DLI), Defense Language Proficient Test (DPLT) Program
- Professional Aviation Maintenance Association/Federal Aviation Admin.
- FAA Airframe and Power Plant Examination
- International Association of Administrative Professionals
- Institute for Certification of Computer Professionals International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse, Inc.
- International Society of Certified Electronics Technicians (ISCET)
- The National Court Reporters Association (NCRA) Registered Professional Reporter, (RPR) Examination and Registered Merit (RMR) Exam
- National Institute of Automotive Service Excellence (ASE)
- Novell
- Registry of Magnetic Resonance Imaging Technologists
- USMC Military Academic Credit Examination (MACE) Law Enforcement

### SkillSoft Certification

SkillSoft courses have been recommended for college credit by ACE. The certification examinations may be administered at local commands but **must be** proctored in order to obtain college credit. For information on administration of SkillSoft examinations, please see Chapter 2.

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## Documenting Military Experiences, (continued)

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**Official Transcripts** The Official USCG Registered transcript is available to anyone who has completed training experiences in the USCG. The Official USCG Registered Transcript is accepted by colleges and universities throughout the United States. Every effort is made to ensure that information listed on the form is correct. Data on the transcript is extracted from documentation provided by the student, validated by Direct Access. Individuals shall be counseled to review their promotion and training history in Direct Access and take the necessary action to keep it up-to-date.

The transcripts issued by the CGI reflect the credit recommended by ACE in the ACE Guide. The most common reasons why a certain course or school is not listed on the Transcript are listed below:

School or course was not recommended for credit when the member completed it.
Location of the course is not listed in the ACE Guide.
School or course has not been reviewed for credit and is not listed in the Guide.
For correspondence courses, sometimes the edition of the course completed is not recommended for credit or has not been reviewed.

The CGI does not grant credit for courses or schools. If credit has not been recommended by a nationally or regionally recognized agency, credit will not be listed.

Members shall be informed that college credits originated by other colleges and universities may be listed on the CGI Transcript but will not be accepted in transfer by the receiving institution. The college originating the credits must send a transcript directly to the receiving institution. To be accepted by a college or university, the transcript must be sent directly to the institution or in a sealed envelope to the member and delivered unopened to the institution.

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**Transcript Request** Complete the [form CGI 1564, Official USCG Transcript Request](#) (see Figure 1-2-1). Personnel are encouraged to request transcripts when needed to support requests for officer accession programs, college enrollment, and employment. The number of transcripts requested shall be limited to five transcript requests per quarter and not more than five transcripts per request.

The individual must sign the transcript request form. Due to provisions of the Family Education and Privacy Act of 1973, information on the individual cannot be released to a third party without the individual's consent.

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## Documenting Military Experiences, (continued)

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### Retired/Separated Transcript Request

Personnel who have separated or retired from the USCG without having an education record established with the CGI, shall submit [form CGI 1564, Official Transcript Request](#), (see Figure 1-2-1). Additional documentation will be submitted with the request as noted below:

- legible copies of Coast Guard DD-214's for each period of service\*,
- and/or course completion certificates /letters.
- and Advancement or Promotion Certificates (enlisted and CWO only) not listed on the DD-214.

\*NOTE: Some senior members may have more than one Coast Guard DD-214.

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End of Chapter

DEPARTMENT OF  
HOMELAND SECURITY  
U. S. COAST GUARD  
INSTITUTE (01/06)  
CGI 1561

## Application for Voluntary Education Services

**Purpose:** The information provided on this form is used (1) to request an initial assessment of military learning experience for ACE recommended college credits, (2) to request subsequent updates to reflect additional recommended credit earned for additional military learning experience, and (3) to request Degree Plan(s) showing how credits earned would apply to a college degree program. **NOTE:** Requests for additional Degree Plans must wait a period 90 calendar days to provide equitable access to education specialists by all Coast Guard members. **NOTE: This form CANNOT be used to request Official Transcripts.** This information will form the basis for the Official Transcript when requested using the CGI-1564 – Official USCG Transcript Request.

CHECK ACTION:  Assessment  Update  Degree Plan  CPO Academy

### Instructions for Completion:

1. Responses to the questions on this form must be clear and accurate. Omitting information, using abbreviations or acronyms, or failing to include supporting documentation may result in the Institute not being able to find the appropriate entry, delaying (or precluding) the processing of the application.
2. Official Transcripts from colleges attended by the applicant should be attached. (Photocopies are acceptable.)
3. The ESO signs the form certifying that the data provided is correct.
4. Type the information, if possible. If handwritten, please write clearly and legibly.
5. **INCOMPLETE FORMS WILL NOT BE PROCESSED. Please note Originals will NOT be returned.**

### APPLICANT COMPLETES THIS SECTION:

Full Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
Last Name First Name MI

Phone Number: \_\_\_\_\_ Rate/Rank: \_\_\_\_\_  
(Work) (e.g. SN, YN3, LTJG,GS-5)

Phone Number: \_\_\_\_\_ Unit OPFAC: \_\_\_\_\_  
(Home/Cell)

USCG Affiliation: Active Duty \_\_\_\_ Reserve \_\_\_\_ Civilian Employee \_\_\_\_ Spouse \_\_\_\_

Mailing Address (Applicant mailing address if no global email address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### I. Promotion History:

**Member's USCG Promotion History:** This section is automatically populated from Direct Access. If prior service, attach a valid copy of your DD 214(s), Certificate of Release or Discharge from Active Duty.

**Prior Service Rate/MOS/AFSC:** Attach a copy of DD-214 and include a copy of your AARTS, SMARTS, or CCAF Transcripts.

### II. Military School Information:

List only those USCG courses 5 or more days in length **not** listed in Direct Access (PeopleSoft). Attach copies of certificates only for courses not listed in Direct Access. List all courses attended from other DOD, government, or private agencies unless continuing education units were awarded (CEUs). If CEUs were awarded the credits are not be transferable to collegiate level work. **Do not use abbreviations or acronyms. Insert the full title of the course as noted on the certificate of completion.**

Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
Last Name First Name MI

Full Course Title (Basic Military Training, A School, C school, etc.)	Location (TraCen Cape May)	Course No.	Length	Date Started	Date Completed

**III. Correspondence Courses (EOCT)**

**DO NOT** attach copies of the CG EOCT letters. This section will be completed using data in the Institute’s database reflecting correspondence courses you’ve completed which match evaluations conducted by the American Council on Education. For correspondence courses taken through the USMC Institute and the AF Extension Course Institute, please attach copies of the course completion letter or certificate. There is no credit for Navy correspondence courses, do not attach copies.

**IV. Traditional College Courses**

Attach Official Transcripts from all colleges/universities attended including Distance Learning. Transcripts may be copies, but must include the front and back, full name of college, full name of course and course number (including dept name / number), final grade and quarter or semester hours.

**V. Non-Traditional Testing**

Attach legible copies of all score reports for CLEP/DSST/Excelsior Exams.

**VI. Certifications and Licenses**

Attach copies of certifications/licenses (front and back when applicable). Licenses include but are not limited to: FAA Pilot License, FAA Airframe & Power plant License. Certifications can include the IAAP Certified Administrative Professional.

**VII. Degree Plan Request:** Fastest Approach  | Associates  | Bachelors  | Masters  | Doctoral

A list of available colleges/universities and degree plans can be found at:  
[http://www.uscg.mil/hq/cg1/cgi/downloads/degree\\_matrix.pdf](http://www.uscg.mil/hq/cg1/cgi/downloads/degree_matrix.pdf).  
 If your college/university preference is not listed, we cannot produce a degree plan for it.  
 You will receive a minimum of 4 degree plans. To allow equal access to all CG Members allow 90 days before requesting additional/revised degree plans.

College Preference: \_\_\_\_\_ (AutoDP/SOCOAST Institutions Only)

Desired / Intended Subject (Major) \_\_\_\_\_

College Preference: \_\_\_\_\_ (AutoDP/SOCOAST Institutions Only)

Desired / Intended Subject (Major) \_\_\_\_\_

College Preference: \_\_\_\_\_ (AutoDP/SOCOAST Institutions Only)

Desired / Intended Subject (Major) \_\_\_\_\_

Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
Last Name First Name MI

**VIII. Previous Degree(s) Earned**

If you already have a bachelor's degree or higher limited degree planning can be provided. Undergraduate credit will not transfer to Graduate level. See the CGI website for links to graduate and post-graduate college programs.

\_\_\_\_\_ at \_\_\_\_\_  
(e.g. Associates of Arts in History) (Institution, City, State)

\_\_\_\_\_ at \_\_\_\_\_  
(e.g. Bachelor of Arts in History) (Institution, City, State)

**IX. Member's Verification**

In accordance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99 / Rev. July 1, 1997), the applicant grants permission for the USCG Institute to provide personal and education information to partnership institutions to aid in degree completion. Personal information shall not be given to other institutions or to a third party without the applicant's written permission. ALDIST 102/94 authorizes the Institute to collect this information. The Institute will maintain the information in order to officially transcript applicant's military learning experiences. Failure to provide the requested information may adversely affect the college credit recommendations received by the applicant. Member's signature certifies that the foregoing information is true and accurate.

\_\_\_\_\_ / /  
Member's Signature Date

\_\_\_\_\_  
Member Email

**X. ESO Review**

I verify that the information on the request is complete / correct. Member has been counseled on how to have their Direct Access account updated.

\_\_\_\_\_ / /  
ESO Signature Date

\_\_\_\_\_  
ESO Email

<b>Mail to:</b> Commanding Officer USCG Institute (ve) 5900 SW 64 <sup>TH</sup> St, MPB Rm 228 Oklahoma City OK 73169-6990	<b>Fax to:</b> (405) 954-7249	<b>Email to:</b> cgi-pf-ed_advisor@uscg.mil
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Notes:

Department of  
Homeland Security  
U.S. Coast Guard  
Institute (01/06)  
CGI 1564

## Official USCG Transcript Request

SSN: \_\_\_\_\_

UNIT OPFAC: \_\_\_\_\_

**Full Name:** \_\_\_\_\_ **Rate/Rank:** \_\_\_\_\_  
Last Name First Name MI (e.g. SN, LT, GS-5)

**Applicant Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Email:** \_\_\_\_\_

**Work Phone Number:** \_\_\_\_\_ **Ok to call work (spouse/reserves) YES / NO**

**Home/Cell Phone Number:** \_\_\_\_\_ **Best time to Call:** \_\_\_\_\_

### Check Status

Active Duty  Reserve  Civilian Employee  Spouse  Retired/Separated\*

\*Date Separated/Retired \_\_\_\_\_ Grade/Rank (e.g. RMC, LT) \_\_\_\_\_

*\*If Retired or Separated attach legible copies of your USCG - DD-214s for each period of service.*

Please send my official USCG Transcript documenting my military learning experiences to the address listed below. I understand that an unofficial copy of the transcript will be provided to me at the above address if I am separated or retired. *I understand that if documentation is not provided the course(s) will not appear on my transcript.*

**I understand that there is a limit of 5 transcripts per request and 5 transcript requests per quarter.**

In accordance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99 / Rev. July 1, 1997), the applicant grants permission for the USCG Institute to provide personal and education information to partnership institutions to aid in degree completion. Personal information shall not be given to other institutions or to a third party without the applicant's written permission. ALDIST 102/94 authorizes the Institute to collect this information. The Institute will maintain the information in order to officially transcript applicant's military learning experiences.

***Failure to provide the requested information may adversely affect the college credit recommendations received by the applicant.*** My signature certifies that the foregoing information is true and accurate.

\_\_\_\_\_  
MEMBER'S SIGNATURE (REQUIRED)

### Mail Official Transcript to:

ATTN: \_\_\_\_\_

University / College Name: \_\_\_\_\_ (Do Not Use Acronyms)

Street Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

I am pursuing/enrolling in an Associates / Bachelors (circle one) degree program in \_\_\_\_\_ (subject/major) at the SOCCOAST Institution listed above.

**(Check applicable program. If not applying for program leave blank.)**

**PROGRAM:** **OCS** **ACET** **PPEP** **CSPI** **Other** \_\_\_\_\_ (Specify)  
(Check One)       (e. g. PA Program)

**Date of Selection Board:** \_\_\_\_\_ **Application Deadline:** \_\_\_\_\_

**Mail this Form to:**  
Commanding Officer (ve)  
USCG Institute  
5900 SW 64<sup>th</sup> St, Rm 228  
Oklahoma City, OK 73169-6999

**Fax To:**  
(405) 954-7249

**Email:**  
cgi-pf-ed\_advisor@uscg.mil

## Chapter 2: Degree Planning

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### Introduction

It is not easy to complete a degree while serving on active duty in the military. The key to successfully completing a degree while on active duty is to maximize the non-traditional credit options and supplement them with traditional classes. Members should take advantage of every opportunity to gain academic credit for:

- \* military learning experiences
  - \* college level testing
  - \* independent study courses
  - \* traditional college classes
- 

### Automated Degree Planning (Auto DP)

More than 1500 degree plans from 47 regionally accredited institutions are available through the CG Institute. A list of institutions and degree plans is available in AutoDP can be found at [http://www.uscg.mil/hq/cg1/cqi/downloads/degree\\_matrix.pdf](http://www.uscg.mil/hq/cg1/cqi/downloads/degree_matrix.pdf). These institutions are all members of SOCCOAST (see Chapter 4 for more information) and most offer distance-learning options for course delivery.

Through this system, students are provided a personalized degree plan as a roadmap to follow to complete the degree. The plan details the institution's requirements and shows how military credit recommendations and other prior learning experiences apply to the degree. Any prior college credit and credit by examination is also included.

1. Before applying for a degree plan, students shall ensure that their military education record is up-to-date. See Chapter 1 for information on viewing and updating the military education record. The Application for Voluntary Education Services should be used to request this service.
  2. To request a personalized degree plan, students will submit [form CGI 1561 "Application for Voluntary Education Services"](#), see Figure 1-1-1.
  3. All Coast Guard members cannot request additional degree plans for a period of 90 calendar days from date of email notification that their Education Credit Review package was completed to provide equitable access to the education specialists who provide degree planning services.
-

## Degree Planning, (continued)

### Types of Degrees

Degree Type	Description	Min. SH Required *	Gen Ed Required	Area of Study	Free Electives
<b>AAST</b> – Associate in Applied Science & Technology	Two year degree typically awarded by community and junior colleges. Most military credits will apply to the Area of Study and Free Electives. Requires less general education credits than any other type of degree. If transferring into a bachelor’s degree, additional coursework in general education areas will be required.	<b>60</b>	<b>30</b>	<b>21</b>	<b>9</b>
<b>AAS</b> – Associate in Applied Science	Two year degree typically awarded by community and junior colleges. Most military credits will apply to the Area of Study and Free Electives. Requires less general education credits than most types of degree. If transferring into a bachelor’s degree, additional coursework in general education areas will be required.	<b>60</b>	<b>20</b>	<b>20</b>	<b>20</b>
<b>AS</b> – Associate of Science	Two year degree typically awarded by community and junior colleges. Most military credits will apply to the free electives area.	<b>60</b>	<b>30</b>	<b>0</b>	<b>30</b>
<b>AA</b> - Associate of Arts	Two year degree typically awarded by community and junior colleges. Most military credit falls into the free elective category.	<b>60</b>	<b>48</b>	<b>0</b>	<b>12</b>
<b>BS</b> – Bachelor of Science	Four year degree awarded by colleges and universities. Balanced between liberal arts and science. Most BS degrees provide for an area of concentration, which is not depicted on this matrix. Most military credit will apply to the free electives area.	<b>120</b>	<b>60</b>	<b>0</b>	<b>60</b>
<b>BSAST</b> – Bachelor of Science in Applied Science & Technology	Four year degree awarded by colleges and universities. Balanced between liberal arts, science and technology. Normally requires more science and math than a BA or BS. Most military credits apply to the free elective area.	<b>120</b>	<b>54</b>	<b>18</b>	<b>48</b>
<b>BA</b> – Bachelor of Arts	Four year degree awarded by colleges and universities. Requires more liberal arts credits than other bachelor’s degrees. Most military credits will apply to the free electives area.	<b>120</b>	<b>90</b>	<b>0</b>	<b>30</b>
<b>MA/MS Master’s Degree</b>	Course of study usually one year in length (30 semester hours) after the bachelor’s degree. Undergraduate credit is not applicable. Transferring credit can be difficult.	<b>30</b>			
<b>Doctoral Degree</b>	Program of study at least two years (60 semester hours in length) beyond the master’s degree.	<b>60</b>			

\* Many plans will exceed the minimum hours stated here.

## Degree Planning, (continued)

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### Subject Areas

There are some common components to all degree plans. All degree plans refer to the following terms:

Arts and Sciences  
Liberal Arts  
General Education Requirements

In most cases these terms are referring to the same area of study. These are traditional college subjects required to satisfy the core requirements of the degree. All of the subject areas and disciplines listed below refer to the elusive terms above:

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#### Communication Arts \*\*

English Composition	Writing Skills	Speech
Interpersonal	Intercultural Communications	
Communications		

\*\* All college programs described in this section require at least one college course in English composition or one of the nationally recognized college credit examinations.

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#### Humanities

Art	Philosophy	Theater
Music	Foreign	Ethics
	Language	
Literature	Religion	

\* Considered a Communications course at the University of Phoenix, but it is still liberal arts, arts and science or general education.

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#### Social Sciences and History

Psychology	Anthropology	Geography
Sociology	Economics	History
Political		
Science		

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Continued on next page.

## Degree Planning, (continued)

### Subject Areas (continued)

<b>Natural Sciences and Mathematics</b>
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Anatomy and Physiology	Biology	Genetics
Microbiology Chemistry	Algebra Calculus	Physics

### Subject Areas

Another group of terms encountered in degree planning is:

Applied and Professional Subjects  
Free Electives

Courses applicable to this area will be the majority of the credits recommended for military learning experiences as well as management and business courses. Here are some examples

<b>Applied and Professional Subjects/Free Electives</b>
---

Military Science	Health	Social Work
Criminal Justice	Leadership	Education
First Aid	Computer Science	Management
Business	Accounting	Instructor

These are general guidelines and may not be applicable to all degree plans.

### Selecting the Best Degree Plan

Frequently, members desire to obtain the degree best fitting their CG rate or to complete it in the shortest amount of time possible – or the fastest approach. What advice can you as the ESO provide to the member? A series of Degree Roadmaps have been developed to help in making the decision.

(<http://www.uscg.mil/hq/cg1/cgi/ve/roadmaps/roadmaps.asp>) The table is intended as a guide only. It is impossible to determine the most appropriate degree plan without having full knowledge of the individual's educational background and some idea of the goal that the member's is trying to obtain.

These are general guidelines and other criterion may be applicable. The main concern is to motivate the member toward an educational goal.

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Continued on next page.

## Degree Planning, (continued)

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### Selecting the Best Degree Plan (continued)

General operating procedures in the VE department are:

- Provide an AA/AS degree plan for all personnel who do not have a degree.
- Provide a BS for those members who have 45 semester hours of college credit (traditional college, exams, military training or any combination thereof.)
- Provide a liberal studies as well as a rate related degree plan. Geographic location is also considered when selecting the degree plans.
- Those members, who already have a bachelor's degree, may request a second bachelor's degree plan if desired. These students shall be advised that the second bachelor's typically must contain 30 semester hours of coursework not included in the first degree.
  - Master's degree plans as well as doctoral degree plans are also available. Undergraduate credit is not applicable to graduate degree programs. Those requesting graduate degree plans shall be informed that undergraduate transcripts are not required unless graduate level work is listed on the transcript.
- Due to limited resources, the number of degree plans provided is limited so members should ensure they request the desired plan.

### Residency

Most institutions require a certain number of semester hours of coursework to be completed through their institution. Since these institutions are members of SOCCOAST, they cannot require more than 25 percent of the degree to be completed through their institution. (See the chapter on SOCCOAST for additional information.) The majority of the institutions also offer distance learning courses. Courses taken through distance learning will usually count toward the residency requirement.

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Continued on next page.

## Degree Planning, (continued)

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### **Residency (continued)**

There are four academic institutions that have no or limited residency requirements. All the coursework may be taken at other institutions or acquired through various methods of non-traditional learning. The key to degree completion is to complete all the institution's requirements. The institutions are:

1. Charter Oak State College
2. Excelsior College
3. Thomas Edison State College
4. University of Phoenix (AA program only)

These institutions offer two different enrollment options. Members may enroll in the Military Degree Completion Program and take courses needed to complete the degree through the institution, or, they may enroll in the traditional program, which allows all credit to be completed outside the institution. The latter program has an annual maintenance fee of which students should be aware. If the degree is not completed within a specific time frame (one or two years depending on the program and the institution), the student pays an annual fee to continue in the program.

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### **State Tuition Policies**

When taking college classes at local colleges and universities, members may encounter problems in getting the in-state rate for tuition. States that currently have a policy NOT to provide in-state rates for military personnel and their dependents are: Michigan, South Dakota, Vermont, and Virginia. Some states allow the institution to make the decision to grant in-state rates. These states are: Alabama and Connecticut. This list is current as of Oct 2004. The state policies are published on the DANTES homepage at

[http://www.dantes.doded.mil/dantes\\_web/library/docs/distribution/2418.pdf](http://www.dantes.doded.mil/dantes_web/library/docs/distribution/2418.pdf)

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## Degree Planning, (continued)

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### Enrollment

The degree plan issued by the CGI outlines the degree requirements and shows how the member's educational experiences apply to that degree. The primary reason that the CGI issues degree plans is to minimize the member's expense by showing how non-traditional credits already earned can be applied to the credits required so the member can make a more informed decision.

**All enrollments in degree programs associated with the automated degree-planning program shall be processed through the CGI. As part of our agreements with the institutions, counselors at the CGI are to review the credits and prepare the SOCCOAST Student Agreement Form. The Student Agreement is then forwarded to the institution for review and approval.**

Links to the institutions are available on the CGI website at [http://www.uscg.mil/hq/cg1/cgi/links/links\\_distance\\_ed.asp](http://www.uscg.mil/hq/cg1/cgi/links/links_distance_ed.asp). Enrollment forms will be available on the institution's homepage.

Level I partnership institutions have agreed to price reductions for USCG personnel. These institutions are Charter Oak State College, Excelsior College, Thomas Edison State College, and University of Phoenix. A list of current fees is available on the CGI homepage.

The completed enrollment form is forwarded to CGI. If checks are included in the package, members shall be instructed to staple the check to the application.

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End of Chapter

## Chapter 3: DANTES and Distance Learning

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### Introduction

The Defense Activity for Non-Traditional Education Support (DANTES) is a DOD Education Support Activity. As such, DANTES establishes programs, which are implemented through the Military Services education programs.

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### References

Throughout this chapter several web links to DANTES sites are referenced. These are important links that each Test Control Officer will use on a regular basis.

***DANTES Home Page***

[http://www.dantes.doded.mil/dantes\\_web/danteshome.asp?Flag=True](http://www.dantes.doded.mil/dantes_web/danteshome.asp?Flag=True)

***DANTES Program Examination Handbook***

[http://www.dantes.doded.mil/dantes\\_web/examinations/deph\\_05.htm?Flag=True](http://www.dantes.doded.mil/dantes_web/examinations/deph_05.htm?Flag=True)

***DANTES Catalog of Material:***

[http://www.dantes.doded.mil/dantes\\_web/refpubs/index.htm?Flag=True](http://www.dantes.doded.mil/dantes_web/refpubs/index.htm?Flag=True)

***DANTES Independent Study Catalog***

<http://www.dantescatalogs.com/CounselorDisclaimer.asp?Catalog=DISC&CameFrom=DISC/DISCNav.asp>

***DANTES External Degree Program***

<http://www.dantescatalogs.com/CounselorDisclaimer.asp?Catalog=DEDC&CameFrom=DEDC/DEDCNav.asp>

***DANTES Catalog of Nationally Accredited Distance Learning Programs***

<http://www.dantescatalogs.com/CounselorDisclaimer.asp?Catalog=NADLP&CameFrom=NADLP/NADLPNav.asp>

To obtain DANTES publications call DANTES at 850-452-1082, or write DANTES (Code 30J), 6490 Saufley Field Road, Pensacola, FL 32509-5243.

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## DANTES and Distance Learning (continued)

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### **Establish a DANTES Account**

To establish an account, complete the reverse side of *The DANTES Material Request Form* by providing your mailing address, name and title. Use the title of ESO when establishing your account and do not include your name in the official mailing address.

DANTES will assign an identification (ID) number to your command. This four digit number is required on all future orders.

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### **Ordering Materials**

To order the desired items, enter the four digit stock number on the order form. Use a number two pencil and grid in the corresponding circle.

Some of the reference publications are not available to the Coast Guard because funding is not available. These publications are noted in the online catalog referenced on page 3-1. Additionally, pay attention to the block "Intended Users". In cases where distribution is restricted to certain target audiences, it will be noted in this area.

Some publications are also available on-line at:

[http://www.dantes.doded.mil/dantes\\_web/refpubs/index.htm?Flag=True](http://www.dantes.doded.mil/dantes_web/refpubs/index.htm?Flag=True)

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### **Services**

Many of the programs and services available through DANTES are available to Coast Guard units and members. Some of the programs are available at no charge, the Coast Guard funds some of the programs, and others are not available due to funding constraints. This chapter contains a list of websites on each DANTES sponsored examination and contains information on administration of each program.

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### **Testing**

The most popular program administered by DANTES is the Testing Program. It is through this program that Coast Guard members may take the college credit examinations and the college admission examinations. For additional information on the Testing Programs see Chapter 3.

The DANTES Testing Program has operated successfully for a number of years and has gained the trust and respect of the managers of the national testing programs. Therefore, DANTES Test Control Officer's (TCO) have access to numerous academic tests for administration. Thus, any one desiring to administer the DANTES sponsored examinations must complete a fairly rigorous training program. Authority must first be granted to establish a testing center that meets all the DANTES requirements, and then qualified individuals must be appointed, trained, and approved.

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## DANTES and Distance Learning (continued)

### Types

There are several examination programs available to USCG personnel free of charge.

Purpose	Examination Programs
High School	General Educational Development (GED) Test <a href="http://www.dantes.doded.mil/dantes_web/library/docs/deph/Part2/GED.pdf">http://www.dantes.doded.mil/dantes_web/library/docs/deph/Part2/GED.pdf</a>
College Admissions Undergraduate	Scholastic Aptitude Test (SAT) <a href="http://www.collegeboard.org/">http://www.collegeboard.org/</a>  American College Testing (ACT) Assessment Test <a href="http://www.act.org/">http://www.act.org/</a>
Graduate Admissions	Graduate Record Examinations (GRE) <a href="http://www.gre.org">http://www.gre.org</a>  Graduate Management Admissions Test (GMAT) <a href="http://www.gmat.org/">http://www.gmat.org/</a>  National Teachers Examination (PRAXIS) <a href="http://www.ets.org/praxis">http://www.ets.org/praxis</a>
College Credit	College Level Examinations (CLEP) (General & Subject) <a href="http://www.collegeboard.com/student/testing/clep/exams.html">http://www.collegeboard.com/student/testing/clep/exams.html</a>  DANTES Subject Standardized Tests (DSSTs) <a href="http://www.dantes.doded.mil/dantes_web/examinations/DSST.htm">http://www.dantes.doded.mil/dantes_web/examinations/DSST.htm</a>  Excelsior College Examination Program (ECEP) <a href="http://www.dantes.doded.mil/dantes_web/examinations/ece.htm">http://www.dantes.doded.mil/dantes_web/examinations/ece.htm</a>  ECEP Study Guides: <a href="https://www.excelsior.edu/portal/page?_pageid=57,39239&amp;_dad=portal&amp;_schema=PORTAL">https://www.excelsior.edu/portal/page?_pageid=57,39239&amp;_dad=portal&amp;_schema=PORTAL</a>

Continued on next page

## DANTES and Distance Learning (continued)

Types  
(continued)

Purpose	Examination Programs
Guidance Tests	Strong Interest Inventory Career Planning Program Holland's Self-Directed Search Career Assessment Inventory Kuder Occupational Interest Survey Campbell Interest and Skill Survey Academic Skills Assessment Test (TABE)  <a href="http://www.dantes.doded.mil/Dantes_web/counselorsupport/index.asp">http://www.dantes.doded.mil/Dantes_web/counselorsupport/index.asp</a>
Certification	Over 30 different exams available. For more information visit <a href="http://www.dantes.doded.mil/dantes_web/certification/dep/pt3/index.htm">http://www.dantes.doded.mil/dantes_web/certification/dep/pt3/index.htm</a> <b>The Coast Guard <u>does not</u> pay for these exams.</b>

DANTES Test Centers

To locate the nearest DANTES Test Center, go to the following website:  
[http://www.dantes.doded.mil/dantes\\_web/apps/testcenters/TestCenterLookup.asp](http://www.dantes.doded.mil/dantes_web/apps/testcenters/TestCenterLookup.asp)

Test Preparation

Most of these tests are designed to help the student document existing knowledge.

For each of the examinations there is a fact sheet or study guide that provides an outline of the test, sample questions and answers and a list of reference textbooks. Members should review the fact sheet, complete the sample questions; and, depending on knowledge level, obtain the reference publications and study as necessary prior to testing. Roughly speaking, members who answer at least two-thirds of the questions correctly on the fact sheet have a good chance of passing the test. These are located at *CG Central > Learning Tab > College Degree Programs > DANTES Distance Learning Programs*

Videotapes, audiotapes, and a few multi-media programs are also available to help prepare members for the tests. About 40 programs are available. For additional information, see the "College Video/Audio Courses," Volume 4 of this publication. The publication is also available on the CGI website at

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[http://www.uscg.mil/hq/cg1/cgi/eso/eso\\_guide\\_v4.asp](http://www.uscg.mil/hq/cg1/cgi/eso/eso_guide_v4.asp)

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## DANTES and Distance Learning (continued)

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**DANTES Test Control Officer** DANTES TCOs must undergo a training program and pass an examination before DANTES acknowledges their appointment as a TCO and advises the testing agencies to honor requests for tests.

Training can be accomplished two ways:

1. by attending the DANTES TCO workshop held in Pensacola, FL and at various regional locations, or
2. by viewing the video, "Security Is Your Responsibility."

All prospective TCOs are encouraged to attend the workshop as it provides the best overall training. If the TCO candidate attends the workshop, the required exam (Examination for DANTES Testing Personnel) will be given at that time.

All other candidates will take the open book exam on their own. Both the exam (graded at the Institute when received with the appointment letter) and appointment letter are sent to DANTES via the Coast Guard Institute. A sample appointment letter is provided in the DANTES Examination Program Handbook CD (*DEPH*) or on the DANTES web site:

[http://www.dantes.doded.mil/dantes\\_web/examinations/deph\\_05.htm?Flag=True](http://www.dantes.doded.mil/dantes_web/examinations/deph_05.htm?Flag=True) Click on "Part I"

Besides being trained, the TCO must meet other requirements:

1. Have a baccalaureate degree from an accredited college recognized by the U.S. Dept of Education (This requirement may be waived by the Service headquarters (Coast Guard Institute)).
2. Be either a noncommissioned officer (E-6 and above), a commissioned officer, a warrant officer, or a federal civil service employee.
3. Reflect authority to serve in the official position.

In addition to the TCO, it is recommended that the unit have an Alternate Test Control Officer (ATCO) to assist the TCO or to administer tests in the TCOs absence. The ATCO must undergo the same requirements as the TCO. Some high volume units may also have a proctor or examiner to assist with the demands of the job.

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## DANTES and Distance Learning (continued)

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### Establishing a DANTES Test Center

The desire to establish a center is a strong beginning, but setting up a successful test center requires commitment from the unit's commanding officer, the unit itself, and the future DANTES TCO. It is not a project to enter into lightly for it takes thoroughness, concentrated effort, knowledge, and dedication on the part of the TCO to make the program run smoothly.

There are several reasons to establish a DANTES Test Center. These issues need to be addressed when the unit submits an appointment letter.

1. High level of interest by unit personnel
2. A geographic location that makes traveling to other DANTES Test Centers inconvenient to service members, or
3. Lack of accessibility to an established test center.

Active duty Coast Guard members and reservists may test at any DANTES Test Center. Coast Guard spouses and may test at Coast Guard test centers, Air/Army National Guard centers, and reserve centers **only**.

Effective 1 April 2004, Coast Guard personnel (including spouses and civilians) may elect to test at national test centers when taking the CLEP exams.

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### Features of DANTES Test Centers

DANTES requires a testing room that includes the following features:

- 1) Good lighting
- 2) Ventilated and quiet
- 3) Adequate seating space between participants
- 4) Used only for testing at the time of testing, and
- 5) Adequate seating.

In addition to the testing room, the test center must have a security container in which to store the testing materials. A metal file cabinet equipped with a steel lock bar and service/approved three numeral combination dial padlock, a metal file cabinet equipped with a built-in combination lock, or an upright safe or vault are generally acceptable.

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## DANTES and Distance Learning (continued)

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### DANTES Distance Learning Program

The DANTES Distance Learning Program provides a wide range of nontraditional education programs critical for Service members who need alternatives to fulfill degree requirements when classroom courses are unavailable or when work schedules or duty locations do not permit class attendance.

DANTES provides undergraduate and graduate academic courses from over 20 institutions. Other courses are oriented toward a non-degree seeking or technically oriented student. Courses are available to personnel in all Military Services.

What kinds of programs are available?

High School Courses	21 accredited institutions
College Courses	More than 6,000 courses
Graduate Courses	19 accredited institutions
Post-secondary Credit-by-Exam courses	77 subject areas

### Resource

***DANTES Independent Study Catalog (DISC)***. Order the catalog from DANTES using the DANTES Material Request Form (DANTES 1561/5). The Catalog is also available on-line at <http://www.dantescatalogs.com/DISC/DISCNav.asp>.

The ***DANTES Independent Study Catalog (DISC)*** lists more than 6,000 high schools, undergraduate and graduate level, and examination preparation correspondence courses that are available from 48 regionally accredited institutions. Subjects range from astronomy to zoology. Courses can transfer here needed to complete degree requirements. Ensure that the academic code corresponds to the SOC category code as noted on the degree plan. For additional information see the chapter on degree planning.

### Course Delivery

Affiliated schools use an array of low- to high-tech delivery choices aimed at individual students, worldwide. Although textbooks, pen and paper continue to be a standard of distance learning, advances in technology allow a variety of fast and efficient delivery systems. Many schools encourage the use of E-mail to submit and receive course lessons and papers or to communicate directly with instructors or admission offices. In these classes, assignments can go directly from the student's computer to the instructor's in seconds. Others rely on computers for class interaction among students. Many use the Internet to deliver instruction on line, and several rely on satellite or cable delivery methods. Usually, schools allow nine to 12 months to complete the course.

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## DANTES and Distance Learning (continued)

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### Enrollment

Students may discuss goals with education counselors and the courses needed to meet those goals. Consult the catalogs described above, as well as specific distance learning catalogs from individual schools.

1. Verify that the course selected will meet personal needs and will be accepted toward desired degrees.
  2. Complete the school's enrollment form. Most of the schools have on-line enrollment. The URL is listed in the institutional pages of the catalog. USCG does not use the DANTES enrollment process and form. Additionally, all schools have open enrollment so students can enroll when desired without waiting for the term to start.
  3. The school will send books and lesson materials to the student.
  4. When students complete the final lesson, the school will send a grade report to the student.
- 

### Tuition Assistance (TA)

Since most distance learning courses allow the student several months to complete the course, tuition assistance will be paid when the student successfully completes the course. When the course is completed eligible USCG members, shall submit the following documents to the CGI to claim reimbursement:

1. [USCG Form 4147](#), "Application for Off-Duty Assistance"
2. Receipt showing dollars paid
3. Extract from the catalog showing tuition charges and a copy of the grade report

When the institution's catalog lists that the course must be completed in 18 weeks or less, tuition assistance may be provided at the time of course enrollment. In these rare situations, the documents listed below shall be submitted to the USCG Institute:

1. [USCG Form 4147](#), "Application for Off-Duty Assistance"
2. Documentation from the institution confirming that the course must be completed within the 18-week window

When the TA is approved, a "TA Authorization Form" will be issued to the student. This form should accompany the enrollment package to the institution. For additional information on applying for TA, please see the Tuition Assistance Instruction (COMDTINST M1500.24 series).

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## DANTES and Distance Learning (continued)

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### Fees and Services

Costs vary for each course and institution. Fee information is found on the institutional information page within each of the DANTES Independent Study Catalogs. These include: DANTES Independent Study Catalog, External Degree Catalog and Catalog of Nationally Accredited Distance Learning Programs. Links to the above catalogs can be found on page 2-1.

Customer service from the participating schools have agreed to the following:

- Provide rapid turnaround time for initial ordering and distribution of course materials and for grading lessons and examinations.
- Provide transcript services to the Military student in accordance with policies set forth in the school's catalog.
- Students may enroll whenever desired.

### Textbooks

There are usually three texts associated with a typical independent study course.

- Normal textbook
- A study guide provides the student with essentially the same information as the instructor provides in the classroom.
- A syllabus guides the student through the course. The syllabus contains written assignments that the student completes and mails to the instructor to grade.

Some courses are enhanced through supplemental videocassettes, audiocassettes, or computer software.

### Written Assignments

The number of written assignments varies from college to college. Some may have multiple-choice questions while others have essay questions. The number of written assignments per course is listed in the DISC.

### Exams

The number of exams varies. Some colleges require a final examination, some a mid-term and a final, and others require 3 to 4 proctored examinations. The number of exams per course is listed in the DISC.

### Who should take an Independent Study Course?

- Those who have previously taken college courses or correspondence course
- Those who need specific courses to meet degree requirements
- Those who wish to meet personal growth objectives
- Those who need specific skills for career advancement
- Those who have successfully completed other correspondence courses

### Selecting the Student's *First* Independent Study Course

- Select a reading-oriented course, e.g., psychology, sociology, history, political science, or business.
- Avoid accounting, English composition, math, and science courses unless the student has a special background in that area.
- If working toward a specific degree, check with that institution to ensure that the selected course will satisfy the degree requirement and be accepted in transfer.

## DANTES and Distance Learning (continued)

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### **Tips for Success with External Degree Programs**

1. Develop a plan for completing the course and put that plan on paper. Set aside specific hours for study.
  2. Work in an atmosphere that allows you to study effectively.
  3. Include milestones to be reached by a specific time.
  4. Check progress periodically; build the checkpoints into the plan.
  5. Check the plan against the course outline and study guide provided by the school. Ensure the plan is realistic when compared to work scheduled and other obligations.
  6. Submit the first lesson as soon as possible.
  7. Review all graded/returned lessons in the first part of your study session and review text materials to ensure an understanding of the concepts presented in past chapters.
  8. Discuss what you learned with someone else. Discussing new information enhances learning.
  9. Try to enroll in the same course with two or three friends. Form a study team and meet as often as possible, at least twice a week.
  10. Find someone with knowledge in the subject area; use that person as a resource to talk with about the course.
  11. Make contact with your instructors. Let them know of special problems or questions you have as early as possible.
  12. Complete lessons and examinations as required by the school. Ensure all work is clearly written.
-

## DANTES and Distance Learning (continued)

### SkillSoft (SmartForce) Courses

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<b>Registration</b>	<p>The member must be enrolled in a SkillSoft (SmartForce) course. The first time the member enrolls in a course, the member registers using a Coast Guard workstation. The member shall be listed on the global listing. If not, contact the SkillSoft administrator at Yorktown for assistance. The web site to register for the course is <a href="http://cgweb.tcyorktown.uscg.mil/sfweb/">http://cgweb.tcyorktown.uscg.mil/sfweb/</a>.</p> <p>Once enrolled, the member may access the course through any computer with Internet access by logging on to <a href="http://www.skillsoft.com">www.skillsoft.com</a> and using the password provided at registration. The proctored exam will be registered under this person's name and password.</p>
<b>Eligibility</b>	<p>CG active duty members, CG Reservists, CG civilians, and CG Auxiliaries.</p>
<b>Course Completion</b>	<p>The member shall work through each component of the course. The components of the course prepare the member for the final exam. The component test will allow the member to determine knowledge of that particular section. If the member does well on the component test, he/she should proceed to the next section.</p> <p>Upon completion of all components of a particular course, the member may practice for the exam by selecting the study mode. The study mode allows the member to practice as long as desired.</p>
<b>Proctoring an Exam:</b>	<p>To receive credit for the examination, the final exam must be proctored. The proctor for the exam may be the ESO, DANTES Test Control Officer (TCO), or the commanding officer if the unit does not have an ESO or TCO.</p> <p>At the time of testing, the member shall present a government identification card. The member should not bring items into the testing room while taking the exam. This includes cell phones, programmable calculators, textbooks, manuals, notes etc. Test proctors should also be cognizant that some types of watches contain programmable calculators and/or video screens. Such a watch shall not be allowed in the testing room. The member and proctor must complete the <i>SkillSoft (Smart Force) College Credit Verification Form CGI-1567</i> (Figure 2-1).</p>

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## DANTES and Distance Learning (continued)

### SkillSoft (SmartForce) Courses(continued)

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**College Credit** Upon completion of the test, the member receives a grade report. Upon passing the exam, the proctor attaches the computer generated score report to the *SkillSoft College Credit Verification Form CGI-1567* (see Figure 2-2-1). The score on the two forms must match in order to receive credit.

A score of 70% or higher is required to receive credit. If the member does not pass the exam, the member may review the material and retake the exam.

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#### **Obtaining a Transcript**

1. The ESO will send to the CGI the computer generated score report and the *SkillSoft College Credit Verification Form CGI-1567* (see Figure 2-2-1) along with an *Application for Voluntary Education Services* (see Figure 1-1)
2. The CGI staff will enter the scores and will be viewable to the student in the unofficial student transcript.
3. The CGI will forward the scores to the ACE registry so an official transcript can be issued when requested by the student.
4. The student will request from ACE an official ACE transcript. There is no fee to the student for this transcript. To apply for a transcript follow this link: <https://www.acenet.edu/transcripts/index.cfm>

The CGI is not authorized to list the ACE National Credit on the official transcript. The member will contact the ACE CREDIT call center at 202-939-9434 for an official transcript. There is no fee for the service. The member must state that they are with the Coast Guard for the no fee transcript

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DEPARTMENT OF  
HOMELAND SECURITY  
U.S. COAST GUARD  
INSTITUTE  
CGI 1567 (01/06)

## SkillSoft College Credit Verification Form

### *Student Data*

Student Name	
Student E-mail address	
Social Security Number	
Date of Birth	
Home Address	
City	
State	
Zip Code	
Employer	
Employer Address	
Employer City	
Employer State	
Employer Zip Code	

### **Proctor Data**

Proctor Name	
Proctor E-mail address	
Employer	
Department	
Address	
City	
State	
Zip Code	

### ***Telephone Number***

Fax Number	
------------	--

To receive college credit for the SkillSoft courses, the student must complete a proctored certification exam. When the student successfully passes the test, the student and the proctor both sign this form including the date and score. The computer generated score report shall also be attached to this page. Signatures on this page certify the accuracy of the data submitted.

Student signature \_\_\_\_\_ Date \_\_\_\_\_ Score \_\_\_\_\_

Proctor signature \_\_\_\_\_ Date \_\_\_\_\_ Score \_\_\_\_\_

Exam Name \_\_\_\_\_ Exam Number \_\_\_\_\_

Figure 3-1-1

## Chapter 4: Servicemembers Opportunity Colleges (SOC)

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**Introduction** SOC is a consortium of national education associations and about 1,800 regionally accredited colleges and universities specifically pledged to ease the difficulties of servicemembers seeking a postsecondary education. SOC is the umbrella organization out of which the various networks are developed. More information is available at <http://www.soc.aascu.org>.

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**Reference** The primary reference for SOC is the SOC Guide (Volumes I & II). The Guide is available to all education centers through DAN TES. See the Chapter on DAN TES for ordering information. Information on SOCCOAST is contained in the SOCCOAST Handbooks (Vol 2 and 4). A CDROM containing the catalogs is available from the CG Institute. The Handbooks may be downloaded from the SOC homepage at <http://www.soc.aascu.org>. Brochures and posters on SOCCOAST are available from SOC. The primary reference for SOCCOAST Afloat is the SOCCOAST Afloat Catalog available from the CG Institute. ESOs are encouraged to reproduce the SOCCOAST Checklist for Students provided as Figure 5-1 to provide to interested students.

---

**SOC Guide** There is frequently a wide variance in the credit acceptance policies of institutions. SOC institutions are no different. Members should be counseled to be smart consumers of education and to review institutional policies on the acceptance of non-traditional education prior to enrollment.

The SOC Guide provides detailed information on each member institution's policies on the acceptance of non-traditional education. Some of the information provided is:

\* Credit awarded for the CLEP General Examinations, the CLEP Subjects, DSSTs, and Excelsior Exams.

\* Credit awarded for ACE Guide recommended credit (separated by training courses and rates).

When reviewing the entries, note the scores required on the tests. If they are significantly higher than the ACE credit recommendation, the member might be advised to consider other institutions.

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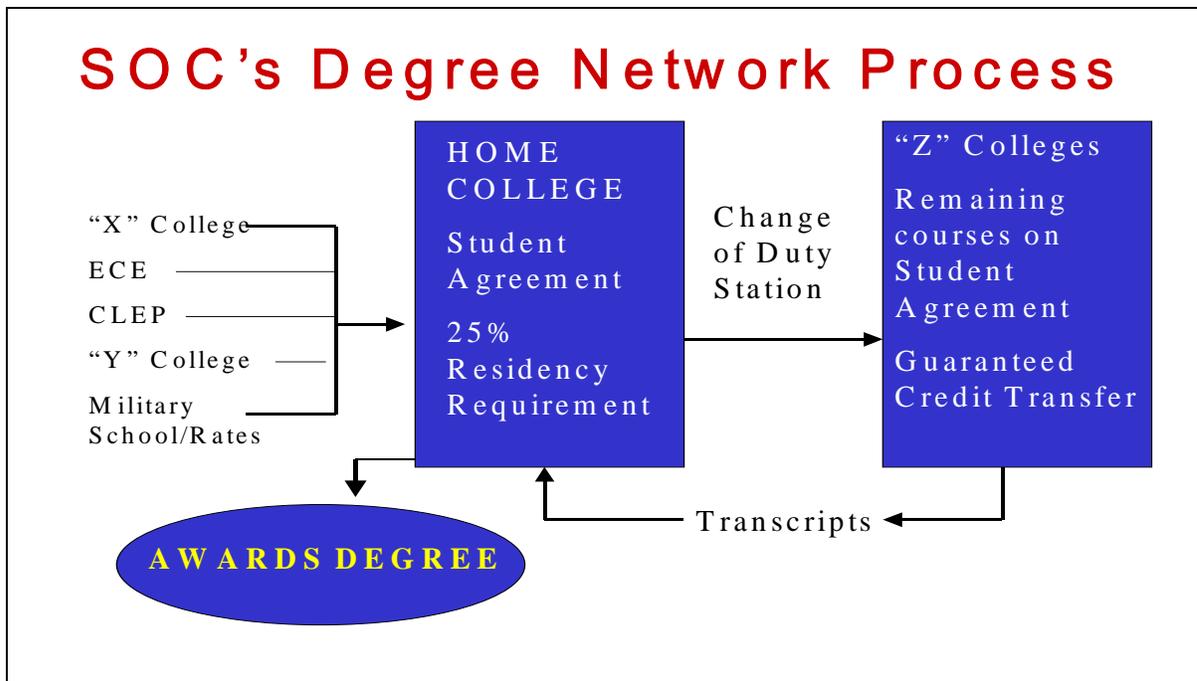
Continued on next page.

## Servicemembers Opportunity Colleges (SOC)

### SOCCOAST

Currently, about 100 SOC colleges and universities have signed agreements to join SOCCOAST. Seventy-five of these institutions are networked in SOCCOAST-2 (associate degree programs) and 53 of these institutions are networked in SOCCOAST-4 (baccalaureate degree programs). Each of the SOCCOAST institutions has agreed to:

- Serve as a home college for Coast Guard personnel and their adult family members
- Limit academic residency to no more than 25 percent of the degree program.
- Issue SOCCOAST Student Agreements to personnel who complete six hours of course work with that college, if not sooner.
- Award appropriate credit as recommended by ACE for standardized tests, military schools and occupational experiences as applicable toward specific degree requirements.
- Permit students to complete their academic programs under the terms of the agreement even after leaving military service.
- Grant guaranteed transferability for all courses mapped in the subject network.
- Accept general education courses without prior approval from other network



## Servicemembers Opportunity Colleges (SOC) (continued)

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### **SOCOAST Student Agreement**

The SOCCOAST Student Agreement is the official evaluation by a home college of a student's prior education and experience. The Student Agreement gives the student a degree plan detailing the courses and other requirements needed to complete the degree. The Student Agreement is a contract-for-degree made by the home college guaranteeing that the degree will be awarded when all the requirements have been met. The SOCCOAST Student Agreement form is shown as Figure 4-2-1.

To aid the institution in completing the official evaluation, students shall request an official USCG registered transcript. The transcript will allow the institution to award maximum credit for the military learning experiences. To request an official USCG transcript, see Chapter 1 on Documenting Military Learning Experiences.

---

### **Transferability**

The Transferability Tables are the key in transferring credit. The Transferability Tables, organized by SOC Course Category, show which courses each institution has guaranteed to accept in transfer as a substitute for its specific course (or courses) in the category. For example, the course entry below is taken from a curriculum exhibit:

MG001B	MG 101	Introduction to Management
--------	--------	-------------------------------

"MG001B" is the SOC Course Category number.

MG 101 refers to the course prefix or course number.

The Transferability Tables are located in Section 5 of the SOCCOAST Handbooks.

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Continued on next page.

## Servicemembers Opportunity Colleges (SOC) (continued)

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### Transferability (continued)

When students are unable to take a course required for a degree at their home college, and need to know what course they may take that is guaranteed to transfer back to their home college in place of that specific course, follow the steps below:

Find the course number of the required course on the Student Agreement Form provided by the home college. Now refer to the SOCCOAST Handbook.

4. Look for the course number in the home college's Course Index in Section 5. If the course is found, note its SOC Course Category Code. If the course is not found, proceed to step 7.
5. Locate the heading for the course's SOC Course Category in the Transferability Tables.
6. Under that category in the Transferability Tables, locate the required course from the home college. Check that the course title listed matches the one on the Student Agreement. If the course title does not match, contact the home college to determine whether the transfer guarantees still apply for the required course, or if other course substitution is available.
7. Review the current courses listed in that category from all the other institutions where the student may take a substitute course. These courses are guaranteed to transfer to the home college's required course in the category without prior approval.
8. Pay special attention to any "AND/OR" information listed in the transferability tables.
9. If there is no SOC Category Code listed for a required course, or all entries in the SOC Transferability Tables in Section 5, SOCCOAST Handbook, have a "Before Date," there is no guaranteed transferability articulated from other SOC degree network institutions. In this instance, students are advised to take that course at the home college if possible. If the course cannot be taken there, students should obtain prior approval from the home college for a transfer before taking an apparently comparable course at another college. Use the Course Approval Form in Section 3 of the SOCCOAST Handbook.

### Graduation

Procedures for graduation may vary slightly by institution. Students usually need to file a graduation request or application with the home college after completing all degree requirements.

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End of Section

## Servicemembers Opportunity Colleges (SOC) (continued)

### SOCCOAST AFLOAT

#### SOCCOAST Afloat Overview

SOCCOAST Afloat is designed to aid those personnel deployed on a cutter to continue their education while underway. A small group of dedicated college partners have agreed to provide courses on CDROM to support the shipboard community. Participating SOCCOAST institutions will loan a laptop computer to shipboard ESOs when at least 5 students are enrolled from the ship.

The partnership institutions are members of SOCCOAST. All the conditions and criterion of SOCCOAST institutions apply to the Afloat program. This college network ensures the guaranteed transferability of college credit and the award of credit for military schools and occupational experiences. The SOCCOAST Afloat network will allow continuation of the member's degree plan regardless of duty assignment.

#### Steps on Getting Started

Step	Action
1	Survey shipboard personnel to determine interest and desired courses/programs.
2	Contact the college to receive the following items: *Class Schedule *Registration information *Catalog of Degree Programs – SOCCOAST Afloat
3	Review the SOCCOAST Afloat catalog which is available on the CGI website.
4	Register students. Note the class start and end dates provided in the school's registration information. All students enrolling with the school from a specific ship should have the same enrolment date for the semester.
5	Request Tuition Assistance. All students should complete the Request for Tuition Assistance Form (CG 4147). ESO shall review the TA forms for accuracy. When forwarding the requests to the CGI for processing, include a cover memo listing the names of the students and request batch processing and expeditious return of the TA authorization for SOCCOAST Afloat enrollment. If authorization forms are not received within 10 working days, call the TA Hotline at 1-888-532-8257. Current TA policies and caps apply to courses taken through SOCCOAST Afloat.
6	When the TA authorization forms are received, make a copy of the authorization(s) for your records. Forward the original authorizations and the registration forms to the appropriate college along with CGI Form 1560/11, SOCCOAST Afloat Unit Enrollment Form (see Figure 6-7). The unit enrollment form is a cover letter the school certifying that the ESO will be responsible for proctoring the exams and maintaining security of the laptop (if provided).
7	Advise students to order the textbooks. On-line ordering is available from the institutions via their web site.
8	Ensure course materials are received prior to deployment. All tests will be sent to the ESO for safe keeping until the member(s) is ready to take the test. ESOs will ensure the exam is proctored in a secure environment and returned to the colleges as expeditiously as possible.
10	Class completion. Return the tests to the institution. Some of the bookstores will also buy back the textbooks from students. Interested students should be advised to contact the bookstore directly.
11.	Institution loaned laptops. Prior to returning a laptop loaned by the school, survey the crew to determine interest in taking classes during the next term. If 5 people indicate interest in enrolling with the institution, retain the laptop, secure it, and start using it when the course materials arrive. If there is no interest in taking classes the next term, return the school's laptop via DHL and insure the package for \$1,200.

## SOCOCOAST CHECKLIST for STUDENTS

What do you want to study? Only you can make that decision. You don't have to decide immediately. There are certain core classes that are required for all degree programs. So, what are you waiting for?

**Plan ahead.** There are a number of things to do before you enroll in a class.

- ❑ *Application for Voluntary Education Services* needs to be submitted by you to the Institute. This action could save you time and money by applying the credits you've gained from your military experience to your degree plan. If your degree is related to your USCG rate, more of your military credit may be applicable to your degree program. The more time in the USCG, the more credit you should have.

Go to the Education Center (EC) at <http://www.uscg.mil/hq/cg1/cgi/ve/ve.asp> to view an unofficial copy of your military transcript. Select the "Student Login" at bottom of page. If the information is incorrect, submit a completed [CGI 1561](#) to update your education record.

- ❑ *Research colleges and degree programs.*
  1. Determine which colleges are accessible to you. Go to the SOCOCOAST homepage at <http://www.soc.aascu.org/sococoast/Default.html> and review the *SOCOCOAST Handbooks*. Look in Section 6 where USCG personnel can access various program options. If there is not a college in your geographic area, review "All sites, Distance Learning." You can take courses from the institutions listed there no matter where you are located.
  2. Also, review the list of college and degrees for which automated degree planning is available through the CG Institute. You will find a listing of the institutions on the VEC. These institutions are also SOCOCOAST institutions.
  3. Get more information on the colleges that interest you. Go to their homepage or order their catalog.
  4. Most colleges have a college orientation course (career lab) that will provide a forum for you to learn about various degree programs and vocations. Many provide interest inventories and aptitude tests that may help you determine what field of study would be right for you. Your ESO may also be able to help you with this.
  5. Visit the college if possible. You can usually do a virtual tour if an on-site tour is not possible.

**Enroll with the college of your choice.** This institution (if it is a SOCOCOAST institution) will become your **home school**.

- ❑ Select class. Recommend starting with the basic general educational courses required for most degrees (i.e., English Composition, Humanities, Social Science/History, Math, and Natural Science).
- ❑ Apply for Tuition Assistance (TA). Submit [CG 4147](#) to the Institute for approval. Form is available on the homepage or from your ESO.

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*Continued on next page*

## **CHECKLIST for STUDENTS (continued)**

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1. When the Tuition Assistance Authorization form is received, proceed to enroll in the desired course.
  2. Complete class and ensure grade report is provided to NETPTDC as directed on the TA Authorization Form.
- Select another course, request TA, and start the next term.

**Obtain Student Agreement.** When you have completed **six** semester hours with the institution, request an official student agreement. Some schools provide the agreements automatically but don't hesitate to ask if the agreement is not provided. All schools accept prior learning assessments. Some colleges (Excelsior College, Thomas Edison State College, Charter Oak State College, and the University of Phoenix (associate) have some residency requirements. Through SOCCOAST no more than 25 percent of the degree program has to be completed through your home school. Courses that you take at a distance from the home school count toward the residency requirements.

- Be sure and complete the residency requirement of the institution as soon as possible.
- When transferred to a new duty station arrange to meet with the ESO at your new unit and take a copy of your student agreement form. The ESO will advise on college/course availability at your new unit. If the ESO is not available, call the SOC Helpline at 1-800-368-5622 or email [soccoast@aascu.org](mailto:soccoast@aascu.org).
- Send transcripts of courses completed at other network institutions to the home college on a quarterly basis.
- Apply for graduation from the home college when all degree requirements have been met.

**Financial Support.** There are a number of funding sources of which you should be aware.

- USCG Tuition Assistance (TA) available to all active duty, reservists, and civilian employees of the USCG. . See the Institute website at <http://www.uscg.mil/hq/cg1/cgi/cfa/ta.asp> for more information.
- MGIB and MGIB TopUP. If eligible for MGIB, you may use it in lieu of TA if desired. The MGIB TopUP may be used in conjunction with TA to pay fees not paid by the USCG as well as any tuition not paid by the USCG. Contact the VA Representative at your school or visit the VA website at [www.gibill.va.gov](http://www.gibill.va.gov).
- USCG Foundation Grant. Active duty enlisted personnel (E-3 through E-9) are eligible for up to \$350 per year to offset educational expenses. The grant may be used for tuition, fees, books, etc. See the Institute website at <http://www.uscg.mil/hq/cg1/cgi/cfa/fg.asp> for more information.
- USCG Mutual Assistance. Active Duty Supplemental Education Grant (ADSEG) may also be used to offset education expenses for the first undergraduate degree. Check their website at <http://www.cgmahq.org> for additional information.
- FAFSA Application (US Dept of Education). Application available at most colleges and on the DANTES homepage at <http://studentaid.ed.gov/PORTALSWebApp/students/english/forms.jsp>
- Scholarship Searches see your ESO or the Institute homepage.





# SOCCOAST AFLOAT

## COLLEGE PARTNERS

All partner institutions offer complete degree programs on CDROM. The institutions are also part of the SOCCOAST network thereby guaranteeing transferability of courses. The institutions will loan one laptop to any USCG ship that has five members participating in courses. The ESO is responsible for securing the laptop and checking it in-and-out to students as required.

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### **Coastline Community College**

SOCCOAST Afloat Coordinator

11460 Warner Ave., Fountain Valley, CA 92708

Phone: toll free (866) 422-2645

Fax: 714-241-6324

Web site: <http://mil.ccc.cccd.edu>

Email: [coastguard@ccc.edu](mailto:coastguard@ccc.edu)

Coastline Community College:

Can award up to 40 semester hours for military training and experience, CLEP, DANTES SSTs, etc.

Has an academic residency requirement of 12 semester hours (four courses)

Degrees transfer fully into several 4-year colleges' bachelor's degree programs, including those of Fort Hays State University, Governors State University and Excelsior College

Offers up-front evaluation of Coast Guard Transcript. Fax it to 714-241-6324

### **Excelsior College**

Assistant Dean, Military Education & Outreach

7 Columbia Circle, Albany, NY 12203-5159

Phone: 518-464-8500X135

888-647-2388X135

Fax: 588-464-8777

Web site: <http://www.excelsior.edu/uscg/>

Email: [military@excelsior.edu](mailto:military@excelsior.edu)

Excelsior College:

Associate degrees from Coastline Community College and Florida Community College at Jacksonville can transfer fully.

Can award up to the full degree based on military and experience, CLEP, DANTES SSTs, Excelsior College

Exams and other forms of non-traditional learning

Has no academic residency requirement.

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*Continued on next page*

## **Florida Community College at Jacksonville**

Enrollment Service Coordinator

Military Education Institute

Florida Community College at Jacksonville

601 West State St., Jacksonville, FL 32202

Phone: 904-632-5056

Fax: 904-632-5053

Web site: <http://www.fccj.edu/uscg/>

E-mail: [military@fccj.edu](mailto:military@fccj.edu)

Florida Community College at Jacksonville:

can award up to 45 semester hours for military training and experience, CLEP, DANTES SSTs, etc.

has an academic residency requirement of 25%

degrees can transfer fully into several 4-year including colleges' bachelor's degree programs those at Fort Hays State University

offers up-front evaluation of Coast Guard Transcript. Call 877-633-5950 and ask about the Evaluation of Military Credit

## **Fort Hays State University**

Military Liaison, Virtual College

600 Park St., Hays, KS 67601-4099

Phone: (785) 628-4291

Web site: <http://www.fhsu.edu/virtualcollege/>

Email: [virtualcollege@fhsu.edu](mailto:virtualcollege@fhsu.edu)

Fort Hays State University:

provides personal advising and Coast Guard transcript analysis. Use FAX number 785-628-4085.

awards credit based on DANTES SSTs, CLEP, and ACE recommendations

can transfer in up to 64 hours of military credit

has an academic residency requirement of 30 semester hours

provides toll-free phone and Internet support, virtual bookstore, online library resources

offers Career Services

offers main courses for other degree programs including business, education, healthcare, and several disciplines in the arts and sciences.

## **Governors State University**

SOCCOAST Program Manager

BOG Program, University Park, IL 60466

Phone: 708-534-4092

800-478-8478X4092

Fax: 708-534-1645

Web site: <http://www.govst.edu>

Email: [bog@govs.edu](mailto:bog@govs.edu)

Governors State University is an upper division only institution and has 100 % transfer students. The BOG program specializes in helping students complete their bachelor's degree with approximately 30% of students studying at a distance. Transcripts from previous institutions will be evaluated by a BOQ advisor to assure maximum transfer of credits.

The Board of Governors BA:

- allows transfer of up to 80 semester hours of lower division credit
- accepts complete transfer from Coastline Community College and Florida Community College at Jacksonville as well as most other community college credits
- enables flexible and efficient preparation for graduate studies
- accepts maximum use of military, DANTES, CLEP and other forms of non-traditional learning utilizing options for evaluation of life experiences as college credit
- minimum residency of 24 GSU hours obtainable entirely through distance learning course work
- individual advising support for distance learner by e-mail or through use of 800 phone number

Continued on next page

## **Old Dominion University**

SOCCOAST Coordinator

5215 Hampton Blvd, Norfolk VA 23529

Phone: 1-757-683-6265

Web site: <http://www.odu.edu>

Email:

Old Dominion University:

- provides instruction from internationally known ODU faculty and distinguished scholars.
- offers courses and degrees recognized nationally and internationally
- awards credit for some CLEP, DSSTs, PEP, and ECE exams
- accepts military experience based on ACE recommendations

## **University of Oklahoma**

Center for Independent and Distance Learning

SOCCOAST Afloat Coordinator

1600 Jenkins, Norman, OK 73072

Phone: 1-800-942-5702

Web site: <http://isd.ou.edu/>

Email: [coastguard@ou.edu](mailto:coastguard@ou.edu)

The University of Oklahoma:

- provides instruction from internationally known OU faculty and distinguished scholars.
- offers courses and degrees recognized nationally and internationally
- awards credit for CLEP, DSSTs, PEP, and ECE exams
- accepts military experience based on ACE recommendations
- requires residency of 30 semester hours for the BLS and 26 semester hours for the MLS

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*End of Section*

Department of  
Homeland Security  
U.S. Coast Guard Institute  
CGI 1568 (01/06)

# SOCCOAST Afloat Unit Enrollment Form

**To:**

- Coastline Community College, 11450 Warner Avenue, Fountain Valley, CA 92708
- Excelsior College, 7 Columbia Circle, Albany, NY 12203-5159
- Florida Community College at Jackson, Urban Resource Center 601 West State St., Jacksonville, FL 32202
- Fort Hays State University, 600 Park Street, Hays, KS 67601-4099
- Governors State University, SOCCOAST Afloat BOG Program, University Park, IL 60466
- Old Dominion University, SOCOAST Coordinator, 5215 Hampton Blvd, Norfolk, VA 23529
- University of Oklahoma, SOCCOAST Afloat Coordinator, 1600 Jenkins, Norman, OK 73072

1. Attached are the registration packages for the students/courses listed below. Registration package should contain Registration Form and TA Authorization Form.

Course Start Date \_\_\_\_\_ (Course length for all courses – 12 weeks)

Student's Name	Course

**From:**

Cutter Name: \_\_\_\_\_  
ESO Name: \_\_\_\_\_

Address (preferably street address, not FPO)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

My signature below certifies that I agree to proctor all the course exams for the individuals listed above and to maintain security of computer loaned to the unit.

\_\_\_\_\_  
ESO Signature

\_\_\_\_\_  
Date

**THIS FORM, ALL REGISTRATION MATERIALS AND TA AUTHORIZATION FORMS SHOULD BE MAILED  
FOUR WEEKS PRIOR TO THE REQUESTED START DATE.**

## Chapter 5: Vo-Tech and External Degree Programs

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**Resource** *DANTES External Degree Catalog*, and *DANTES Catalog of Nationally Accredited Distance Learning Programs*. Order these catalogs from DANTES using the DANTES Material Request Form (DANTES 1561/5). The Catalogs are also online at <http://www.dantescatalogs.com/CounselorDisclaimer.asp>. See the chapter on DANTES for additional information.

---

**Overview** The DANTES Distance Learning Program provides a wide range of nontraditional education programs critical for Service members who need alternatives to fulfill degree requirements when classroom courses are unavailable or when work schedules or duty locations do not permit class attendance.

What kinds of programs are available?

DANTES External Degree Program	Certificate, Associates, Bachelors, Masters and Doctoral Programs
Vocational & technical courses and degree programs offered by nationally accredited institutions	Diploma, Certificate, Associates, Bachelors, Masters Programs

---

**Benefits** Study when the schedule permits.

Choose from various levels:

undergraduate through graduate school, including doctorate,

vocational or

technical

Increase promotion and pay potential.

Receive tuition assistance.

---

**Purpose** The *DANTES External Degree Catalog* lists programs available from about 112 accredited colleges and universities that have little or no residency requirement for degree completion, making them very useful to service members in achieving their educational goals. The guide lists approximately 205 associate, 341 baccalaureate, 486 graduate degree and about 310 credit-bearing certificate programs.

The *DANTES Catalog of Nationally Accredited Distance Learning Programs* contains course listings from more than 42 schools accredited by the various national accrediting bodies. The nationally accredited program provides a means of independent study for service members who want to develop skills through technical and non-technical training or complete a variety of degree programs from Associates through Doctorate.

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## Vo-Tech and External Degree Programs (continued)

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### **Courses Delivery**

Affiliated schools use an array of low- to high-tech delivery choices aimed at individual students, worldwide. Although textbooks, pen and paper continue to be a standard of distance learning, advances in technology allow a variety of fast and efficient delivery systems. Many schools encourage the use of E-mail to submit and receive course lessons and papers or to communicate directly with instructors or admission offices. In these classes, assignments can go directly from the student's computer to the instructor's in seconds. Others rely on computers for class interaction among students. Many use the Internet to deliver instruction on line, and several rely on satellite or cable delivery methods. Usually, schools allow nine to 12 months to complete the course.

---

### **Enrollment**

Students may discuss goals with education counselors and the courses needed to meet those goals. Consult the catalogs described above, as well as specific distance learning catalogs from individual schools.

1. Verify that the course selected will meet personal needs and will be accepted toward desired degrees.
  2. Complete the school's enrollment form. Most of the schools have on-line enrollment. The URL is listed in the institutional pages of the catalog. USCG does not use the DANTES enrollment process and form. Additionally, all schools have open enrollment so students can enroll when desired without waiting for the term to start.
  3. The school will send books and lesson materials to the student.
  4. When students complete the final lesson, the school will send a grade report to the student.
- 

### **Tuition Assistance (TA)**

Since most distance learning courses allow the student several months to complete the course, tuition assistance will be paid when the student successfully completes the course. When the course is completed eligible USCG members shall submit the following documents to the CGI to claim reimbursement:

1. USCG Form 4147, "Application for Off-Duty Assistance"
2. Receipt showing dollars paid
3. Extract from the catalog showing tuition charges and a copy of the grade report

When the institution's catalog lists that the course must be completed in 18 weeks or less, tuition assistance may be provided at the time of course enrollment. In these rare situations, the documents listed below shall be submitted to the CGI.

1. [USCG Form 4147](#), "Application for Off-Duty Assistance"
2. Documentation from the institution confirming that the course must be completed within the 18-week window.
3. When the TA is approved, a "TA Authorization Form" will be issued to the student. This form should accompany the enrollment package to the institution

For additional information on applying for TA, please see the Tuition Assistance Instruction (COMDTINST M1500.24).

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## Vo-Tech and External Degree Programs (continued)

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### **Fees and Services**

Costs vary for each course and institution. Fee information is found in the institutional information page within each of the three catalogs. Customer service from the participating schools have agreed to the following:

- Provide rapid turnaround time for initial ordering and distribution of course materials and for grading lessons and examinations.
  - Provide transcript services to the Military student in accordance with policies set forth in the school's catalog.
  - Students may enroll whenever desired.
- 

### **Tips for Success with External Degree Programs**

1. Develop a plan for completing the course and put that plan on paper. Set aside specific hours for study.
  2. Work in an atmosphere that allows you to study effectively.
  3. Include milestones to be reached by a specific time.
  4. Checks progress periodically; build the checkpoints into the plan.
  5. Check the plan against the course outline and study guide provided by the school. Ensure the plan is realistic when compared to work scheduled and other obligations.
  6. Submit the first lesson as soon as possible.
  7. Review all graded/returned lessons in the first part of your study session and review text materials to ensure an understanding of the concepts presented in past chapters.
  8. Discuss what you learned with someone else. Discussing new information enhances learning.
  9. Try to enroll in the same course with two or three friends. Form a study team and meet as often as possible, at least twice a week.
  10. Find someone with knowledge in the subject area; use that person as a resource to talk with about the course.
  11. Make contact with your instructors. Let them know of special problems or questions you have as early as possible.
  12. Complete lessons and examinations as required by the school. Ensure all work is clearly written.
- 

End of Chapter

## Chapter 6: Scholarships, Grants, and Loans

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### Overview

Financial aid provides help for meeting the costs of tuition, fees, room and board, books, personal expenses, and transportation.

Most financial aid today is awarded on the basis of need. Sometimes academic performance and other factors are considered in addition to demonstrated need. Students are usually eligible for aid equal to the amount of their demonstrated financial need.

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### Types of Financial Aid

#### **\*Grants and Scholarships.**

Grants and scholarships are sometimes called gift aid, because you do not have to repay them or work to earn them. Grants are usually awarded on the basis of need alone, while scholarship recipients may have to meet criteria other than, or in addition to, need (academic achievement, for example).

#### **\*Educational loans.**

A form of self-help aid, educational loans is usually subsidized by the state or federal government or by colleges themselves and carry lower interest rates than commercial loans. They have to be repaid, generally after one has graduated or left college.

#### **\*Student employment or work aid.**

The Federal Work-Study Program is perhaps the best-known example of this kind of financial aid. Students work, usually 10 to 15 hours a week, to “earn” their aid.

Financial aid comes from a variety of sources:

- Federal government
  - State governments
  - Colleges
  - Private organizations
- 

### Eligibility for Student

To be eligible for many programs, you are required to attend at least half-time (usually six semester hours of courses per semester or the equivalent). Students attending less than half-time may be eligible for some federal funds, but other programs often require full-time enrollment, usually at least 12 hours per semester.

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Continued on next page.

## Scholarships, Grants, and Loans, (continued)

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### Eligibility for Student (continued)

Applicants must be enrolled in an eligible program at an eligible institution. More than 9,500 institutions are considered eligible for some federal aid programs. Many state aid programs are limited to accredited colleges and universities. Some programs have restrictions on aid to students in certain fields of study (for example, religious studies) or in vocational or technical courses (those that are shorter than six months in duration). Most programs require that students:

- Maintain satisfactory academic progress toward a degree or certification
- Be in good standing with the institution attended.

Federal programs require that student be either a US citizen or a non-citizen who is a permanent resident.

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### Federal Financial Aid

The federal government is the largest single source of student aid. The application form and additional information is available on-line at:

<http://studentaid.ed.gov/PORTALSWebApp/students/english/forms.jsp>

- Federal Pell Grant Program  
[http://studentaid.ed.gov/students/publications/student\\_guide/2005-2006/english/types.htm](http://studentaid.ed.gov/students/publications/student_guide/2005-2006/english/types.htm)

This is the largest need-based student aid program. The amount students receive depends on need, the costs at the particular college they attend, the length of the program in which they are enrolled, and whether enrollment is full or part time. Graduate students are not eligible, nor are students who have previously received a bachelor's degree.

- Federal Supplemental Educational Opportunity Grant Program (FSEOG)  
[http://studentaid.ed.gov/students/publications/student\\_guide/2004\\_2005/english/types-campus-fseog.htm](http://studentaid.ed.gov/students/publications/student_guide/2004_2005/english/types-campus-fseog.htm)

This is one of three federal campus-based programs, meaning that while the money comes from the federal government, it is distributed by accredited colleges and universities to students with demonstrated need. Recipients must be US citizens enrolled at least half-time in an undergraduate program.

- Federal Perkins Loan Program  
<http://www.salliemae.com/apply/borrowing/perkins.html>

This is another federal campus-based program administered by colleges and universities. Undergraduate and graduate students enrolled at least half-time are eligible for Perkins Loans. These carry the lowest interest rate of any educational loans and repayment is deferred until a student graduates or leaves school. Nine months after completing or leaving college, regular repayments are required over a maximum period of 10 years until the total amount (including interest) is repaid.

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Continued on next page.

## Scholarships, Grants, and Loans, (continued)

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### Federal Financial Aid (continued)

- Federal Work-Study Program (FWS)  
[http://www.salliemae.com/before\\_college/parents\\_plan/ways\\_to\\_pay/ways\\_to\\_pay/federal\\_work-study.htm](http://www.salliemae.com/before_college/parents_plan/ways_to_pay/ways_to_pay/federal_work-study.htm)

This is also a federal campus-based program for students with demonstrated need who are enrolled at least half time at either the undergraduate or graduate level. Students are employed on- or off-campus. In assigning work-study, financial aid administrators typically take into account the students' employable skills, class schedules, and academic progress. Students are generally paid at least the prevailing federal minimum wage. They may work as many as 40 hours a week, although 10 to 15 hours is more typical. The only limitation on Federal Work-Study is a student's demonstrated financial need.

- Federal Stafford Loan Program  
[http://www.salliemae.com/get\\_student\\_loan/find\\_student\\_loan/undergrad\\_student\\_loan/federal\\_student\\_loans/stafford\\_loans/](http://www.salliemae.com/get_student_loan/find_student_loan/undergrad_student_loan/federal_student_loans/stafford_loans/)

This program lets students with demonstrated need borrow money for college expenses from private sources such as banks, credit unions, savings and loan associations, and educational organizations. Because the government subsidizes the loans, the interest rate is lower than most commercially available loans (but higher than Perkins Loans). The government pays the interest while students are enrolled. The interest rate is variable and repayment of both interest and principal is deferred until six months after you graduate or leave college. The schedule for repayment is worked out between the student and the lender; the borrower usually has between 5 and 10 years to repay, with the amount of monthly payments and the length of the repayment period depending on the total amount borrowed.

The unsubsidized Federal Stafford Loan Program is another resource for students – intended for use by those who do not qualify for a Federal Stafford Loan and/or who need additional funds. The amounts, interest rates, and terms are generally the same as for subsidized Federal Stafford Student Loans, with a couple of important differences. For example, repayment begins when the loan is disbursed instead of when the student graduates or leaves college; the borrower may opt to postpone payments until leaving school, but interest begins to accrue immediately.

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### Financial Aid From State Governments

Every state has a scholarship or grant program that provides some form of financial aid to eligible students who are legal residents of the state. Eligibility criteria vary from state to state. Most programs require that students attend a postsecondary institution within the state. For information, check with the state's office of higher education.

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### Financial Aid From Colleges

College-sponsored aid usually comes from one or two sources: tuition revenues and contributions from private donors. Some scholarships and grants are based on demonstrated need, while others are awarded to students who meet criteria other than or in addition to need (such as academic performance, special achievements, etc.) The criteria and application procedures for college financial aid vary considerably. For more detailed information consult the catalogs or Web sites of colleges being considered. Private colleges often have more college-sponsored aid available than do public institutions: proprietary or profit-making institutions generally have very little or none at all.

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## The Coast Guard Foundation

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<b>Background</b>	<p>In 1999, the U.S. Coast Guard Foundation established an education grant program for active duty <b>enlisted</b> personnel. The purpose of the grant is to provide additional funding for education/professional advancement opportunities. The maximum grant per member per year is \$350.00. The grant may be used in the following ways:</p> <ul style="list-style-type: none"><li>A. To cover tuition costs not paid by tuition assistance.</li><li>B. Assessment fees.</li><li>C. Application fees.</li><li>D. Other administrative fees.</li></ul>
<b>Eligibility</b>	<p>Members applying for the educational grant will be screened based on the following criteria:</p> <ul style="list-style-type: none"><li>a. Active duty status, serving in pay grades E-3 to E-9.</li><li><b>b. Reservists E-3 to E-9 ordered to active duty for one year or longer are eligible for the grant.</b></li><li>c. A positive Commanding Officers endorsement attesting to the applicant's capabilities and motivation to excel (professionally and academically).</li></ul>
<b>Application</b>	<p>Complete Coast Guard Institute Form 1560/10a, USCG Foundation Education Grant Application form is also available on the CG Institute website at <a href="http://www.uscg.mil/hq/cg1/cgi/downloads/forms/CG_Form_1560-10a.pdf">http://www.uscg.mil/hq/cg1/cgi/downloads/forms/CG_Form_1560-10a.pdf</a></p> <p>December 1<sup>st</sup> is the deadline for application. The program is based on a calendar year cycle vice fiscal year.</p>
<b>Resources</b>	<p>ESOs may contact the CGI Program Manager for assistance at 405-954-7240. If members have not received their grant within two months of CG Institute approval notification, complete and submit <a href="#">CG Form 1560/10b, Non-Receipt of Foundation Grant.</a></p>

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## Coast Guard Mutual Assistance Education Programs

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<b>Supplemental Education Grant (SEG)</b>	<p>The <b>CGMA Supplemental Education Grant (SEG)</b> Program offers financial Education Grant assistance by reimbursing certain costs associated with seeking a FIRST undergraduate (Associate and/or Bachelor) degree, or a vocational and technical training (VoTech) certificate, or a General Equivalency Diploma (GED) is <b>not otherwise covered</b> by Coast Guard Tuition Assistance or similar programs.</p> <p>CGMA will reimburse up to \$160 per eligible CGMA member per calendar year for documented education costs specifically required by a course of study. (The dollar amount is subject to change. Check the web site for the most current information.)</p> <p>In a family where there are two CGMA members, grants of up to \$160 may be provided to each CGMA member on behalf of the students within that family, so long as not more than \$160 per calendar year is provided on behalf of any one student.</p>
<b>Eligibility</b>	<p>To be eligible for the grant, members shall be enrolled in an accredited institution of higher education. An exception is made for those enrolled in a degree-planning program authorized by the CGI. Members seeking a degree from Charter Oak State College, Thomas Edison State College, The University of Phoenix, or Excelsior College (formally Regents College) who, though not formally enrolled, are following a degree plan prepared by the CGI <b>are eligible</b>.</p>
<b>Reimbursable Items</b>	<p>The costs of fees, books, study guides, supplies, equipment and other documented educational costs specifically required by a course of study may be reimbursed. A list of reimbursable items is contained on the mutual assistance web site.</p>
<b>Stafford/Plus Loan Origination Fee Refund</b>	<p>CGMA offers help to members and their families who finance post-secondary education through the <a href="#">Federal Stafford Loan</a> or <a href="#">Federal Parent Loan for Undergraduate Students (PLUS)</a>, by refunding the mandatory 3% loan origination fee that is charged each borrower. The lender ordinarily deducts this fee from the loan disbursement check. After confirming use of the loan, CGMA will reimburse the dollar amount of the loan origination fee to the member.</p>

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## Coast Guard Mutual Assistance Education Programs (continued)

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<b>Supplemental Student Loan</b>	CGMA will loan eligible members up to \$700 if a demonstrated financial need remains after they receive the maximum assistance authorized under the Coast Guard Tuition Assistance (CGTA) Program.
<b>Vo-Tech Student Loan</b>	<b>CGMA</b> will loan up to \$1,500 to eligible individuals who are pursuing a Department of Veterans Affairs or Department of Education approved vocational technical training program and who have a demonstrated need for financial assistance. Assistance under this program is intended to help pay the cost of non-college courses that provide the technical knowledge and skills needed for entry into a specific career field.
<b>USCG Resources</b>	The Scholarship Resource Program is administered through USCG Headquarters Work-life staff. The following information was extracted from the following work-life web site. Check it frequently for updated information.  <a href="http://www.uscg.mil/hq/g-w/g-wk/wkw/work-life_programs/scholarship_program.htm">http://www.uscg.mil/hq/g-w/g-wk/wkw/work-life_programs/scholarship_program.htm</a>
<b>Eligibility</b>	The Scholarship Resource Program is available to the following members of Team Coast Guard: <ul style="list-style-type: none"><li>• Active Duty, Reserves, Retirees and their dependents</li><li>• Civil Service employees</li><li>• Exchange System employees, and</li><li>• MWR employees.</li></ul> <p><b>Please note that most Scholarships identify specific eligibility requirements.</b></p>
<b>Purpose of Program</b>	The Scholarship Resource Program is intended to provide information and resources on scholarships to members of Team Coast Guard.
<b>Program Confidentiality</b>	Discussions of the Scholarship Resource Program with Work-Life personnel are confidential.
<b>Definitions</b>	Definitions relating to scholarships are provided within the reference sources and applications packages for each specific scholarship.
<b>Services and Resources Available</b>	The following services and resources are available within the Scholarship Resource Program: <ul style="list-style-type: none"><li>• Need a Lift - A college financial aid handbook</li><li>• Application procedures for the Sobel Scholarship and other CG Foundation Scholarships</li><li>• Links to scholarship resources</li></ul>

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## Coast Guard Mutual Assistance Education Programs (continued)

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### Requesting Services or Resources

These services or resources can be obtained by contacting the Family Resource Specialist at your Regional Work-Life Staff. Work-Life Staffs are located at Integrated Support Commands CG-wide. To contact the Work-Life Staff closest to you, call **1-800-872-4957**, followed by the [extension](#) listed next to the following **ISC locations**:

Alameda (252)	New Orleans (308)
Boston (301)	Portsmouth (305)
Cleveland (309)	San Pedro (311)
Honolulu (314)	Seattle (313)
Ketchikan (317)	St. Louis (302)
Kodiak (563)	Washington, DC (932)
Miami (307)	

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### Related Program Information

The Coast Guard does not endorse the web sites listed below. They are provided to help in your search for scholarship information. BEWARE OF SCHOLARSHIP SCAMS! It is important to check references and to research programs found on the web. DO NOT send monies to unidentified sources. Please report any link that you find not working or services not appropriate for Team Coast Guard to the point of contact indicated below.

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### Program Reference

The following references provide details related to Scholarships:

[COMDTINST 5760.9](#) The Arnold Sobel Endowment Fund Scholarship

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### Related Web Sites

The following web sites provide information related to Scholarships:

- <http://www.accessgroup.org/> -- Information on financial services for college students
- <http://fastweb.com> -- Fast Web Scholarship search engine
- <http://www.srnexpress.com/> -- Financial Aid

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## Coast Guard Mutual Assistance Education Programs (continued)

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### Related Web Sites (continued)

- <http://www.uncf.org/> -- The United Negro College Fund
- <http://www.ronbrown.org/> -- The Ron Brown Scholar Program
- <http://www.ed.gov/thinkcollege/> -- US Department of Education
- <http://www.college-scholarships.com/100college.htm> -- 2001 Colleges, College Scholarships and Financial Aid Pages.
- <http://fafsa.ed.gov/> -- U.S. Department of Education web site on Federal Student Aid, which includes the Free Application for Federal Student Aid (FAFSA)
- [http://www.uscg.mil/hq/cg1/cgi/links/links\\_scholarship.asp](http://www.uscg.mil/hq/cg1/cgi/links/links_scholarship.asp) -- A listing of scholarships on the CG Institute's Website.
- <http://www.uscg.mil/hq/q-w/q-wt/q-wt/career/> -- click on "Financial Aid." Career Central site.

### Point of Contact

If you are unable to contact the Family Resource Specialist at your Regional Work-Life Staff, or need additional assistance beyond the information provided here, please contact the Headquarters Scholarships Program Manager at (202) 267-6728

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End of Chapter.

# Chapter 7: Veterans Administration Educational Programs

## The Montgomery GI Bill (Chapter 30)

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Information in this chapter is extracted from the Veterans Administration web site at <http://www.gibill.va.gov/>. Users are encouraged to check the web site frequently for program changes.

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### What is the Montgomery GI Bill - Active Duty?

The Montgomery GI Bill - Active Duty, called "MGIB" for short, provides up to 36 months of education benefits to eligible veterans for:

- College, Business
  - Technical or Vocational Courses
  - Correspondence Courses
  - Apprenticeship/Job Training
  - Flight Training
- 

### Who is Eligible?

You may be an eligible veteran if you got an Honorable Discharge, AND you have a High School Diploma or GED or, in some cases 12 hours of college credit, AND you meet the requirements of one of the categories below:

#### **CATEGORY I**

- Entered active duty for the first time after June 30, 1985
- Had military pay reduced by \$100 a month for first 12 months

Continuously served for 3 years, *OR* 2 years if that is members enlistment term, *OR* 2 years if entering the Selected Reserve within a year of leaving active duty and served 4 years ("2 by 4" Program)

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#### **CATEGORY II**

- Entered active duty before January 1, 1977
  - Served at least 1 day between 10/19/84 and 6/30/85, and stayed on active duty through 6/30/88, (or 6/30/87 if you entered Selected Reserve within 1 year of leaving active duty and served 4 years)
  - On 12/31/89, member had entitlement left from Vietnam Era GI Bill
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Continued on next page.

## Veterans Administration Educational Programs (continued)

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**Who is Eligible?**  
(continued)

### CATEGORY III

- Not eligible for *MGIB* under Category I or II
  - On active duty on 9/30/90 AND separated involuntarily after 2/2/91,
  - *OR* involuntarily separated on or after 11/30/93,
  - *OR* voluntarily separated under either the Voluntary Separation Incentive (VSI) or Special Separation Benefit (SSB) program
  - Before separation, member had military pay reduced by \$1200
- 

### CATEGORY IV

On active duty on 10/9/96 *AND* member had money remaining in a VEAP account on that date *AND* elected *MGIB* by 10/9/97

*OR* entered full-time National Guard duty under title 32, USC, between 7/1/85 and 11/28/89 *AND* elected *MGIB* during the period 10/9/96 through 7/8/97

Had military pay reduced by \$100 a month for 12 months or made a \$1200 lump-sum contribution

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**How Much Does VA Pay?**

The monthly benefit paid is based on the type of training, length of service, category, and if DOD put extra money in your *MGIB* Fund (called "kickers"). Members usually have 10 years to use their *MGIB* benefits, but the time limit can be less, in some cases, and longer under certain circumstances. Additional information on payment rates may be found on the VA web site at [http://www.gbill.va.gov/GI\\_Bill\\_Info/rates.htm](http://www.gbill.va.gov/GI_Bill_Info/rates.htm)

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**TA TOP-UP**

On October 30, 2000, the President signed into law an amendment to the Montgomery GI Bill - Active Duty education program that permits VA to pay a Tuition Assistance Top-up benefit. The amount of the benefit can be equal to the difference between the total cost of a college course and the amount of Tuition Assistance that is paid by the military for the course. Tuition Assistance Top-Up is not additional Tuition Assistance. It is a Chapter 30 *MGIB* benefit. The payment is made to the individual claimant, not to the Institution. It is made in one lump-sum payment.

Note: Member cannot receive *MGIB* for tuition and request Tuition Assistance from the Coast Guard for the same amount. This is called double dipping and is illegal. Member should always apply for TA first, and then if necessary, use *MGIB*.

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## Veterans Administration Educational Programs (continued)

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**Eligibility:** To be eligible there are two requirements:

- Eligible to receive Chapter 30 Montgomery GI Bill (MGIB) benefits. This means a person must meet the Chapter 30 MGIB basic eligibility requirements, and be either a veteran or have served at least 24 months if still on active duty.
- Receive Tuition Assistance (TA) from the military (Coast Guard). The person must receive TA for the course(s) for which the member is claiming Top-Up. Any course approved for TA by the USCG Institute is approved for Top-Up payments. Member will receive TA Authorization form (CGI-1561) for any course(s) approved for TA.

Note: VA determines member's eligibility for MGIB. If member is eligible for MGIB, the TA Authorization form establishes member's eligibility for Top-up. No certifications from the school are needed.  
The Top-Up program is not available to reservists who are covered by Chapter 1606.

**How to  
Request  
TA-Top-Up**

If member has not previously filed a claim for MGIB, the following action will need to be taken:

Step	ACTION
1	Request tuition assistance from CG Institute by completing TA application.
2	Have the ESO certify the application, sign it, and then fax to CG Institute
3	CG Institute will review, approve, and provide TA Authorization form (CGI FORM-1560) to the member
4	Member will complete an application for VA education benefits, VA Form 22-1990. The form can be retrieved at the following Internet site <a href="http://www.gibill.va.gov/GI_Bill_Info/How_to_Apply.htm">http://www.gibill.va.gov/GI_Bill_Info/How_to_Apply.htm</a> or <a href="http://vabenefits.vba.va.gov/vonapp/main.asp">http://vabenefits.vba.va.gov/vonapp/main.asp</a> .
5	Member will indicate "Top-Up" on the VA application in item 1A under the MGIB-Active Duty block
6	Member will send TA Authorization form, along with the application for VA education benefits, to the VA Regional Processing Office that handles the claim for that region <a href="http://www.gibill.va.gov/Contact/contact.htm">http://www.gibill.va.gov/Contact/contact.htm</a> .

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## Veterans Administration Educational Programs (continued)

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### How to Request TA-Top-Up (continued)

If member previously filed a claim for MGIB and wasn't denied benefits, he/she can simply submit the signed TA Authorization form received by the CG Institute to the VA Regional Processing Office that handles the claim <http://www.gibill.va.gov/Contact/contact.htm>.

**Very Important:** These claims are handled differently from claims for MGIB without TA. For TA Top-Up claims, member will not need to check in with the school official who certifies VA benefits. The VA won't need an enrollment certification on VA Form 22-1999. The member will not need to check for approval of the program for VA benefits; approval isn't an issue. That's because TA Top-Up is payable for any course for which TA is payable under DOD criteria.

Students who have previously filed a claim for MGIB should simply submit their signed TA approval form to the regional VA processing center. Note "Top-up" in the upper right-hand corner

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## Montgomery GI Bill – Selected Reserve (Chapter 1606)

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### Eligibility

To qualify for this program, members will:

- Have a six-year obligation to serve in the Selected Reserve signed after June 30, 1985. Officers must have agreed to serve six years in addition to your original obligation. For some types of training, it is necessary to have a six-year commitment that begins after September 30, 1990;
  - Complete initial active duty for training (IADT);
  - Meet the requirement to receive a high school diploma or equivalency certificate before completing IADT. You may not use 12 hours toward a college degree to meet this requirement;
  - Remain in good standing while serving in an active Selected Reserve unit.
-

## Montgomery GI Bill – Selected Reserve (Chapter 1606) (continued)

### Benefits

Members may be entitled to receive up to 36 months of education benefits. A maximum of 48 months of benefits may be received if members are eligible for more than one VA education program.

For the current rates for all types of training, check <http://www.gibill.va.gov/>. The basic monthly rates increase October 1 every year with the Consumer Price Index (CPI) increase.

For approved programs in college and vocational or technical schools, basic rates are monthly and based on your training time.

For on-the-job training and apprenticeship programs, rates are monthly and based on your length of time in the program. Your MGIB rates decrease as your wages increase according to an approved wage schedule.

For correspondence courses, you receive 55% of the approved charges for the course.

For flight training, you receive 60% of the approved charges for the course.

## Tips for Activating GI Bill Benefits

### Application

To access any VA educational benefit, members must submit VA Form 22-1990 to the regional VA office with jurisdiction over the state where the applicant is located. Most large academic institutions have an office that handles veteran's affairs. The form is available on line at: <http://www.va.gov/vaforms/>

### Regional Offices

DVA processing of benefits is handled by four regional offices. Use the information in the following charts to locate the appropriate DVA office.

#### Eastern Region

<b>VA Regional Office</b>	Connecticut	Massachusetts	Rhode Island
<b>PO Box 4616</b>	Delaware	New Hampshire	Vermont
<b>Buffalo, NY</b>	District of Columbia	New Jersey	Virginia
<b>14202-4616</b>	Maine	New York	West Virginia
	Maryland	Ohio	Foreign Schools
		Pennsylvania	

Continued on next page.

## Tips for Activating GI Bill Benefits (continued)

### Southern Region

<b>VA Regional Office</b>	Alabama	Mississippi	South Carolina
<b>PO Box 100022</b>	Florida	North Carolina	Tennessee
<b>Decatur, GA</b>	Georgia	Puerto Rico	
<b>30031-7022</b>			

### Central Region

<b>VA Regional Office</b>	Colorado	Kentucky	Nebraska
<b>PO Box 66830</b>	Illinois	Michigan	North Dakota
<b>St Louis, MO</b>	Indiana	Minnesota	South Dakota
<b>63166-6830</b>	Iowa	Missouri	Wisconsin
	Kansas	Montana	Wyoming

### Western Region

<b>VA Regional Office</b>	Alaska	Idaho	Oregon
<b>PO Box 8888</b>	Arizona	Louisiana	Philippines
<b>Muskogee, OK</b>	Arkansas	New Mexico	Texas
<b>74402-8888</b>	California	Nevada	Utah
	Hawaii	Oklahoma	Washington

### Resources

DVA web site at: <http://www.gibill.va.gov/> Phone: 1-888-GI-Bill 1 (1-888-442-4551)

End of Chapter