



**“Excellence in Education.”**

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

During periods of great demand, plan ahead as requests are handled on a first come, first processed basis. Go into JST to see if your request has been processed. If so, contact the college. If it has been 15 days since you requested a transcript, call (405) 954-7236 or 954-0072.

**ACE National Registry Transcripts**



## Education Information

You are reviewing your Joint Services Transcript (JST) and you notice that certain courses are not included. The military credit is based on the recommendation of the “American Council on Education (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services.” The most common reasons for not receiving credit are listed.

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

## National Guide Courses

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

<http://www2.acenet.edu/credit/?fuseaction=browse.main>

## ACE National Registry Transcripts

Exhibits showing credit from corporations or other government agencies are copyrighted material and will NOT be listed on the official Coast Guard transcript. For the credit to be accepted by a college or university, you must request an official transcript from the ACE Credit Service. The fee for the corporate ACE transcript is \$40.00. When you go to the site, you register first and then select the courses you have attended from the ACE database. ACE will confirm the information with the original source and then send the official transcript. Contact the ACE CREDIT call center

at 202-939-9434 should you have additional questions. Request the transcript at the following site:

<https://www.acenet.edu/transcripts/register/>

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## Missed Exhibits

If a course has been omitted from your record and you know it has credit, please complete An Application for Correction to Joint Services Transcript, Form CGI-1562 and give to your Education Services Officer (ESO) to submit through TACCTS. You can find the form at the following location:

[http://www.uscg.mil/hq/cg1/cgi/active\\_duty/go\\_to\\_college/default.asp](http://www.uscg.mil/hq/cg1/cgi/active_duty/go_to_college/default.asp)

If you are a retired/separated member, a spouse, or Auxiliary member, send the completed CGI-1562 to one of the other options listed on the form. The problem will be researched. An exhibit usually is omitted for the following reasons: full name of course is not given, acronyms are used, the name does not match the exhibit name, the document is unreadable, documentation is not sent, a DD-214 is not provided, the course is not documented (location, correct dates, etc.) in Direct Access, or the course does not have recommended credit.

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## Official Transcripts

Once you have chosen the college or university that you wish to attend, you can log into the Joint Services Transcript (JST) at the following site:

<https://jst.doded.mil/smart/dodMandatoryBannerForm/submit.do>

At the site, you can request that the transcript be sent to a selected college. You should review your promotion and training history in Direct Access and you should take the necessary action to keep it up-to-date.

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## Core Subjects Required

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

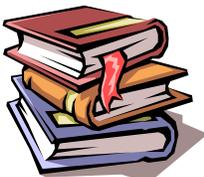
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### Official Transcripts



### Core Subjects Required



## GI Bill



## Advising Support



## GI Bill

**GI Bill:** Contact the VA representative at the college you are attending, your local VA Office, or visit the VA website <http://www.gibill.va.gov/>. You can also contact Reidus Stokes for further information at (703) 872-6643.

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## Scholarships

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

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## Other Military Transcripts or Documents

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

- **ACE Transcript Service**  
<https://www2.acenet.edu/credit/?fuseaction=transcripts.main>
  - **Community College of the Air Force (CCAF) Transcripts**  
[http://www.au.af.mil/au/ccaf/non\\_airforce.asp](http://www.au.af.mil/au/ccaf/non_airforce.asp)
  - **Certificate of Release or Discharge from Active Duty (DD-214)**  
<http://www.archives.gov/veterans/military-service-records/>
  - **Foreign Transcripts**  
[http://www.uscg.mil/hq/cg1/cgi/active\\_duty/go\\_to\\_college/foreign\\_transcripts.pdf](http://www.uscg.mil/hq/cg1/cgi/active_duty/go_to_college/foreign_transcripts.pdf)
  - **Joint Services Transcript (JST)**  
<https://jst.doded.mil/smart/dodMandatoryBannerForm/submit.do>
  - **Military Record Requests (SF-180)**  
<http://www.archives.gov/veterans/military-service-records/standard-form-180.html>
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## Advising Support

If you need assistance in regard to your educational package or other aspects of the education program, please feel free to call the Registrar's Office at the Coast Guard Institute.

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