NOTE: An email is sent to the member within 1-2 days of <u>receipt</u> of the education package. If it has been 2 weeks and you have not received an email confirmation, call (405) 954-0072 or email Ed advisor at cgi-dg-ed_advisor@uscg.mil. All work is backed up after 1700 each day. If the member opens the link before the backup is performed, the package may not reflect the new work.

ACE National Registry Transcripts

Education Information

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

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

National Guide Courses

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

ACE National Registry Transcripts

Exhibits showing credit from corporations or other government agencies will be listed on your unofficial assessment if you provide documentation of training from the organizations. This entry will be reflected in your unofficial transcript **ONLY**. This will illustrate how the credit will apply to your degree plan. For the credit to be accepted by a college or university, you must request an official transcript from the ACE Credit Service. There is no charge for this service for USCG personnel, but you must inform ACE that you are a Coast Guard member when you request the transcript. When you go to the site, you register first and then select the courses you have attended from the ACE database. ACE will confirm the information with the original source and then send the official transcript. Contact the ACE CREDIT call center at 202-939-9434 should you have additional questions. Request the transcript at the following site: https://www.acenet.edu/transcripts/register/

Community College of the Air Force

If you attended courses sponsored by the Air Force (e.g. loadmaster, Sr. NCO Academy), please request a transcript from the Community College of the Air Force. Submit a written request to: CCAF/RRRA, 130 W Maxwell Blvd, Maxwell AFB, AL 36112-6613 or request online at the following site:

https://augateway.maxwell.af.mil/CCAF/stu_svcs/transcriptrequest/index.asp

Missed Exhibits

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

Your Degree Plans

The Voluntary Education Department is pleased to provide you with several degree plans that are designed to help you make an informed decision. They are recommendations based on your input, rate, and type of hours you have earned. The degree plans produced by the Institute maximize your military credit, non-traditional (CLEP/DANTES) and traditional college credits.

You are always free to enroll in any college or university you desire to attend. The DANTES codes located throughout your degree plan(s) can be found at the DANTES web site: http://www.dantescatalogs.com/CounselorDisclaimer.asp?Catalog=DISC&CameFrom=DISC/DISCNav.asp These codes identify specific DANTES independent study courses that you can take to complete the requirements for a degree from the school listed on the degree plan.

Official Transcripts

Once you have chosen the college or university that you wish to attend, you must complete a Transcript Request form (CGI 1564). Data on the transcript is extracted from documentation provided by the student, personnel management information system and Direct Access. You should review your promotion and training history in Direct Access and take the necessary action to keep it up-to-date. If you are applying to a SOCCOAST college, you should send your enrollment package via the Institute because the registrar will include not only the official Coast Guard transcript, but the degree plan for the college, and a student agreement.

Core Subjects Required

Video/Audio Program

Sources of Funding

Foundation Grant
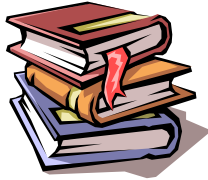
Core Subjects Required

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.

College Video/Audio Program

In addition to the CLEP General Exams, the College Video/Audio courses offer other subject areas such as Spanish, American History, and Psychology, all of which may assist you to fill the gaps in your degree plan. To order the videos/audios or to find more information about the selection of videos and audios, go to the CGI website at (http://www.uscg.mil/hq/cg1/cgi/eso/eso_guide_v4.asp). The videos are loaned to the member at no cost. Your ESO or TCO can also assist you in ordering accompanying materials including practice tests and scheduling the exam.

Sources of Funding

Tuition Assistance (TA): Will cover 100% of your tuition costs up to a maximum of $250 per semester hour, $166.67 per quarter hour, or $16.67 per clock hours, and up to a total of $4,500 per fiscal year. To apply for TA, visit the CGI website to obtain the latest version of the TA Application at http://www.uscg.mil/hq/cg1/cgi/cfa/ta.asp. Once completed, submit via your unit ESO for completion and forward to the CG Institute. When approved, you will receive the authorization (approval) form via email. Once the course is completed, you are required to submit a copy of your grades either to the CG Institute or NETPTDC as proof that you successfully completed the course. When submitting grade sheets, please ensure you have included your Social Security Number on the grade sheet to expedite processing. The fax is 405-954-7247.

Foundation Grant: The Coast Guard Foundation offers an educational grant to active duty enlisted personnel in pay grades E-3 to E-9. The maximum grant per member, per year, is currently $350. The grant may be used in the following ways:

- ✓ Tuition costs not covered by the tuition assistance program
- ✓ Assessment fees

✓ Application fees

✓ Other administrative fees

✓ Book costs

To apply submit Coast Guard Institute form 1560/10a "USCG Foundation Education Grant Application," and attach dated receipts documenting expenses incurred. The form is available on the CG Institute website at http://www.uscg.mil/ hq/cg1/cgi/cfa/fg.asp. Completed applications may be submitted throughout the calendar year. The completed application with command endorsement may be faxed to 405-954-7249.

MGIB / Top-Up

Montgomery GI Bill

Montgomery GI Bill and MGIB Top-Up: Contact the VA representative at the college you are attending, your local VA Office, or visit the VA website http://www.gibill.va.gov/

Scholarships

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

Advising Support

Advising Support

If you need assistance in interpreting your degree plan or other aspects of the education program, please feel free to call the College Degree Branch specialist who assisted you.