

Enrollment Form for Loan of College-Level Courses on Video and/or Audio Cassette

Instructions:

1. Select your course from the listing in *College Video/Audio Courses/The Student Guide to Success*. Fill out blocks A, B, C, and D only. Type or print legibly. The unit ESO completes block E.
2. It is the member's responsibility to purchase the study guide and textbook associated with each course. Those who elect not to purchase the associated printed material should not expect to pass the examination. The cost of the printed materials may be charged to your personal Visa, MasterCard, or American Express card by calling the appropriate number listed in *College Video/Audio Courses/The Student Guide to Success* (prices are subject to increase between editions). Students are encouraged to explore possibilities of purchasing used texts through local college bookstores or online sources. (See overview section.)
3. Order the appropriate end-of-course examination from the nearest DANTES Test Center approximately 3-4 weeks before you complete the course. Spouses and service members who do not have a DANTES Test Center nearby may take CLEP examinations at national test centers (i.e. local colleges). Practice tests are available for all college-level examinations and recommended before the real examination. To check on the status of your order or to request an extension, call JVISDA at 570-895-7937 or e-mail LAROSCIO@HQ.AFIS.OSD.mil.
4. Video and audio materials may be retained from 60 days (COMEX CLEP Prep Series, CD courses, or condensed courses) to 120 days (remainder of videos). Use the prepaid return label and the original shipping box to return the materials to JVISDA, and make sure you still have sufficient time left at your unit to view the materials before you rotate to a new unit. **Videos/audios must be returned to JVISDA on time.** The return date will be noted in Block G when your order is shipped.

A. Ship to: (Home Address) Type or print

EMPLID*: _____

Rank or Rate*/Name: _____

(e.g., SGT, LTJG, or GS9) First MI Last

Street Address: _____

City: _____ State: _____ Zip: _____

e-mail: _____

*Spouses should enter EMPLID for military member in the EMPLID block and DW for Dependent Wife or DH for Dependent Husband in the rate block.

B. Military Unit Address:

Unit name: _____

Unit Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____

C. Service Component: USCG _____ USCGR _____ SPOUSE _____

D. Materials: Order one course at a time, video and/or audio

Order Number: _____ Title _____ JVISDA Use Only – Serial No. _____

E. Authorization: This section to be completed by the unit ESO. Remote Coast Guard units that do not have an ESO may have the ranking member of the unit sign as the ESO, or ARNG personnel may submit the form to the ARNG Institute for approval. Units should retain 1 copy, forward 1 copy to the member, and mail the original to JVISDA.

Rank/Name of Unit ESO: _____ OPFAC/UIC NO: _____ Phone () _____
(Type or print)

Unit ESO Signature: _____ Projected Date to return materials: _____

F. Mail To:

JVISDA
Building 3 Bay 3
11 Hap Arnold Blvd.
Tobyhanna, PA 18466-5102

G. Loan Period (JVISDA Use Only)

Order No. _____
From: _____ To: _____
Date Shipped: _____ Due In: _____
Date Returned: _____