

COAST GUARD'S TRAINING SYSTEM

EDUCATION SERVICES OFFICER (ESO)
VOLUME IV

ADDITIONAL EDUCATION INFORMATION



Force Readiness Command (FC-514)
Coast Guard Institute
May 2012

This page intentionally left blank

U.S. Department of
Homeland Security

United States
Coast Guard



Commanding Officer
U.S. Coast Guard Institute

5900 SW 64th Street, Room 228
Oklahoma City, OK. 73169-6990
Staff Symbol: CST
Phone: (405)-954-7236
Fax: (405) 954-7249
Email: CGI-DG-VE_Dept

CGINOTE 1000.4

CANCELLED: May 2013

CG INSTITUTE NOTICE 1000.4

Subj: CH-1 TO EDUCATION SERVICE OFFICER VOLUME IV, MORE
ON EDUCATION

Purpose This promulgates the Standard Operating Procedures (SOP) for the ESO's
collaboration with the Coast Guard Institute (CGI).

Action Regional, Full-time and Collateral Duty ESOs should ensure compliance
with the provisions of this SOP. Internet release is authorized.

**Directives
Affected** None

Continued on next page.

**Environmental
Aspect & Impact
Considerations**

Environmental considerations were examined in the development of this Notice and have been determined to be not applicable.

**Summary of
Changes (Cont.)**

Deleted Transcripts, Tuition Assistance and Grants sections of this manual, they are now included in Vol IV, Education.

Forms

Not applicable.

Printed Copies

Printed copies of the ESO Vol. IV, More On Education are not available. Distribution is through the CGI website at <http://www.uscg.mil/hq/cgi/default.asp>.

**Comments and
Recommendations**

The next change to the ESO Vol IV, More On Education manual is expected to be completed by 1 January 2013. CGI encourages user recommended revisions and corrections to the ESO Vol IV, More On Education manual. Comments or recommendations may be submitted by emailing CGI-DG-VE_Dept

//s//
DONALD L. WINFIELD
CDR, U.S. Coast Guard
Commanding Officer

SOP Table of Contents

Section 1: ESO Duties and Responsibilities for Voluntary Education Programs.....	1-1
Introduction.....	1-1
Figure 1-1: Education Needs Assessment Survey	1-3
Section 2: Documenting Military Experiences	2-1
Introduction.....	2-1
Acceptance Of Military Credits	2-2
ACE Evaluation Process	2-3
Table 2-1: Test Maintained in Education Center	2-7
Section 3: Degree planning.....	3-1
Introduction.....	3-1
Types of Degrees	3-2
Table 3-1: Types of Degrees.....	3-2
Subject Areas	3-4
Residency.....	3-8
Section 4: DANTES and Distance Learning	4-1
Introduction.....	4-1
Requesting DANTES Services	4-2
DANTES Testing Program.....	4-3
Table 4-1: Types of Testing Programs.....	4-4
DANTES Distance Learning Program.....	4-9
Section 5: SkillPort (Smartforce) Courses.....	5-1
Overview.....	5-1
Figure 5-1: SkillPort College Credit Verification Form.....	5-2
Section 6: Servicemembers Opportunity Colleges (SOC).....	6-1
Introduction.....	6-1
SOCCOAST.....	6-2
Figure 5-1: SOC’s Degree Network Process	6-3
SOCCOAST Checklist for Students	6-6
Figure 5-2: SOCCOAST Student Agreement.....	6-9
Section 7: Vo-Tech and External Degree Programs	7-1
Introduction.....	7-1
Student Procedures.....	7-3
Student Procedures.....	7-6
Section 8: Scholarships, Grants and Loans.....	8-1
Introduction.....	8-1
Types Of Financial Aid.....	8-2
Coast Guard Education Grants.....	8-6
Coast Guard Mutual Assistance Education Programs	8-7
Section 9: Veterans Administration Educational Programs.....	9-1
Montgomery GI Bill (MGIB)	9-1
Tips for Activating GI Bill Benefits	9-2
Appendix A: Commonly Used Education Acronyms.....	1
Appendix B: Education Related Websites	1
Appendix C: Coast Guard EducationQuick Reference Guide	1

This page intentionally left blank

SECTION 1: ESO DUTIES AND RESPONSIBILITIES FOR VOLUNTARY EDUCATION PROGRAMS

Introduction

Overview The Education Service Officer (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 educational 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 are 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.

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 should be appointed to ensure the office is always covered.

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

Continued on next page.

Duties

At a **minimum** ESOs should:

- Conduct an annual needs assessment to determine what educational programs are desired by unit personnel. A sample needs assessment is provided as Figure 1-1.
 - Assist members with college enrollment.
 - Maintain current literature on college programs available in local geographic area.
 - Ensure members and dependents receive in-state or lowest tuition, if available.
 - Ensure institution is properly accredited and know the different types of accreditation.
 - Counsel members about non-traditional education programs.
 - Credit for military learning experiences.
 - College Credit Examinations.
 - 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 updates.
 - 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, colleges and universities, CGI, other organizations impacting the delivery of educational programs to your command.
 - Become familiar with the contents of the ESO CGI SOP's and PT&E manual.
 - Be aware of the military friendly colleges and especially of SOCCOAST colleges.
 - Know about transferring college credits.
-

Figure 1-1: 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?

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

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

Choose the type of media you prefer for the course? (Check all that apply)

Instructor Facilitated

CD-ROM

On-Line Computer Based

Video Tele-course

Independent Study (paper-based)

Other-Please explain

Do you prefer a self-paced or a structured time for the course?

Please return this survey to your ESO:

This page intentionally left blank

SECTION 2: DOCUMENTING MILITARY EXPERIENCES

Introduction

Reference The American Council on Education (ACE) provides online databases for “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).

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.

- Examination credit can be found on the National Guide Database: Click on the following line to go there.
<http://www.acenet.edu/AM/Template.cfm?Section=Home&Template=/CM/HTMLDisplay.cfm&ContentID=6075#p>
 - Click on the following line to locate the online data base for the ACE Guide. <http://militaryguides.acenet.edu/>
 - Click on the following line to locate the online data base for the National Guide. <https://www.acenet.edu/NationalGuide/>
-

ACE Transcript Since National Guide exhibits contain copyrighted information the Coast Guard cannot include corporate courses on the official Coast Guard transcript. Members may request an ACE transcript free of charge for corporate courses. Members MUST identify that they are officiated with the Coast Guard when requesting the ACE transcript.

Overview

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 Section 5 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.

Courses

For a course to be evaluated, the Training Officer or Subject Matter Specialist at the Training Center submits the curriculum outline and supporting documents 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 where they review course materials, textbooks and documents. The experts may observe the class being taught and scrutinize the learning outcome. Based on this review, appropriate credit will be recommended and listed in the ACE Exhibit.

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.

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, nearly 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 will not be awarded until the member has been in the occupation for six months.

Continued on next page.

ACE Evaluation Process (Continued)

Section 2 Documenting Military Experiences

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 will be provided:

- Enlisted Members
 - Provide a copy of the servicewide scores from PSC showing a score of 50 or greater on the servicewide or provide a servicewide listing showing the member is above cut on the advancement list.
 - CWO
 - **No PNA credit is awarded.**
 - Aviation Officers
 - Credit may be received for pilot, co-pilot, instructor pilot and aircraft commander. Letters of appointment from the command will be provided to document appropriate credit recommendations. In cases where the exhibit changes, new appointment letters must be provided for the new exhibit.
-

Prior Service

To obtain credit for training from other branches of the military, members **MUST** submit the DD214 or AARTS, SMART, or CCAF transcript if applicable.

- 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
 - <http://www.va.gov/FORMS/dot/SF180.dot> or
 - <http://www.archives.gov/veterans/military-service-records/standard-form-180.html>
 - AARTS
 - Army American Council on Education Registry Transcript System <https://aartstranscript.army.mil/>
-

Continued on next page.

ACE Evaluation Process (Continued)

Section 2 Documenting Military Experiences

Prior Service (Cont.)

- SMART
 - Sailor/Marine American Council on Education Transcript
<https://www.navycollege.navy.mil/>
- CCAF
 - Community College of the Air Force Transcript.
 - Submit a written request to:
 - CCAF/DESS
100 South Turner Blvd
Maxwell-Gunter AFB AL 36114-3011 or
 - Request online at:
http://www.au.af.mil/au/ccaf/non_airforce.asp

Ensure the request is for a Community College of the Air Force Transcript and not Air University.

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 the equivalent of 45 academic hours in length. Fewer hours will generally receive little if any credit.

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

IMPORTANT: ACE allows the CG to apply corporate credit on the initial assessment but not on the official Coast Guard Transcript due to copyright laws. 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://www2.acenet.edu/credit/?fuseaction=transcripts.main>

Continued on next page.

ACE Evaluation Process (Continued)

Section 2 Documenting Military Experiences

Corporate Training (Cont.)

There is NO cost to the member for this service. (The normal \$35 fee is paid by the USCG.) You must advise ACE that you are with the 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 an Application for Voluntary Education Services, CGI 1561 (see Figure 2-1). 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 Coast Guard transcript, because it is copyrighted.

College Level Examinations

See the Table 1-1 below, to determine if test scores are maintained in the Education Center.

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

Continued on next page.

DANTES Examinations	<p>Taken since 1 July 94</p> <p>Taken prior to 1 July 94</p>	<p>Downloaded into automated database.</p> <p>Request from testing agency* Document by attaching a copy of the official score report to the Application for Voluntary Services, CGI 1560 (see Figure 2-1).</p>
National Test Centers	<p>Taken prior to Feb 2004</p> <p>Taken since 1 Feb 2004</p>	<p>Document by attaching a copy of the official score report to Application for Voluntary Education Services, CGI 1560 (see Figure 2-1)</p> <p>Downloaded to the CGI</p>

Table 2-1: Test Maintained in Education Center

Continued on next page.

Certificates and Licenses

Some certifications and licenses have been reviewed for credit by ACE. These are found in the ACE Guide to Educational Credit by Examination. Personnel should be encouraged to submit certificates 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

SkillPort Certification

Some SkillPort 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 SkillPort examinations, please see Section 5.

SECTION 3: DEGREE PLANNING

Introduction

Overview

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 the following:

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

Table 3-1: Types of Degrees

Degree Type	Description	Min. SH Required *	Gen Ed Required	Area of Study	Free Electives
AAST (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.	60	30	21	9
AAS (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.	60	20	20	20
AS (Associate of Science)	Two year degree typically awarded by community and junior colleges. Most military credits will apply to the free electives area.	60	30	0	30
AA (Associate of Arts)	Two year degree typically awarded by community and junior colleges. Most military credit falls into the free elective category.	60	48	0	12

* Many plans will exceed the minimum hours stated here.

Continued on next page.

Types of Degrees (Continued)

Section 3 Degree Planning

Table: 3-1: Types of Degrees (Cont.)

BS (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.	120	60	0	60
BSAST – (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.	120	54	18	48
BA (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.	120	90	0	30
MA/MS (Master’s Degree)	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.	30			
Doctoral Degree	Program of study at least two years (60 semester hours in length) beyond the master’s degree.	60			

* Many plans will exceed the minimum hours stated here.

Common Components

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 that follow refer to the three terms:

Communication Arts

- English Composition
- Writing Skills
- Speech
- Interpersonal Communications
- Intercultural 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.

Humanities

- Art
- Music
- Literature
- Philosophy
- Foreign Language
- Religion
- Theater
- Ethics
- Journalism
- Photography

Slight differences exist among colleges as to what is classified as a humanities. The list contains the most common humanity courses.

Continued on next page.

Subject Areas (Continued)

Section 3 Degree Planning

Social Sciences and History

- Psychology
 - Sociology
 - Political Science
 - Anthropology
 - Economics
 - Geography
 - History
-

Natural Sciences and Mathematics

- Anatomy and Physiology
 - Microbiology
 - Chemistry
 - Biology
 - Algebra
 - Calculus
 - Genetics
 - Physics
-

Applied and Professional Subjects/Free Electives

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 common examples:

- Military Science
 - Criminal Justice
 - First Aid
 - Business
 - Health
 - Leadership
 - Computer Science
-

Continued on next page.

Subject Areas (Continued)

Section 3 Degree Planning

**Applied and
Professional
Subjects/Free
Electives (Cont.)**

- Accounting
- Social Work
- Education
- Management
- Instructor

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

Selecting the Best Degree Plan

Section 3 Degree Planning

Degree Road Maps

Frequently, members desire to obtain the degree best fitting their CG rate or to complete it in the most efficient amount of time possible. 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/ro/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.

Overview

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 plans as a whole are distance learning plans. Courses taken through distance learning will usually count toward the residency requirement.

Institutions with no or limited residency requirements

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:

- Charter Oak State College
- Excelsior College
- Thomas Edison State College
- 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.

SECTION 4: DANTE'S AND DISTANCE LEARNING

Introduction

Overview 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.

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
- 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
http://www.dantes.doded.mil/Dantes_web/library/docs/distribution/pubs_quick_list.pdf
- DANTES Independent Study Catalog
<http://www.dantescatalogs.com/>
<http://www.dantescatalogs.com/DISC.aspx>
- DANTES External Degree Program
<http://www.dantescatalogs.com/>
<http://www.dantescatalogs.com/DEDC.aspx>
- DANTES Catalog of Nationally Accredited Distance Learning Programs
<http://www.dantescatalogs.com/>
http://www.dantes.doded.mil/Dantes_web/refpubs/index.htm
http://www.dantes.doded.mil/Dantes_web/library/docs/distribution/pubs_quick_list.pdf

To obtain DANTES publications call DANTES at 850-452-1082, or write:

DANTES (Code 30J)
6490 Saufley Field Road,
Pensacola, FL 32509-5243.

Requesting DANTES Services

Section 4 DANTES and Distance Learning

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 section contains a list of websites on each DANTES sponsored examination and contains information on administration of each program.

Establish a DANTES Account

- To establish an account, Contact DANTES (850) 452-1082, or DSN 922-1082, or e-mail dist@navy.mil.
- A DANTES ID Application will be sent to you via (e-mail or fax), whichever is most convenient for you.
- When you receive the application, please fill out all blocks completely and return by fax (850) 452-1140, or e-mail dist@navy.mil

Upon our receipt, a DANTES ID # will be assigned to your command. An official letter will be sent notifying you of the DANTES identification (ID) number for your command. This four digit number is required on all future orders.

Ordering Materials

To order the desired items, enter the four digit stock number on the electronic 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 at the beginning of this section. 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.

Most publications are also available on-line at:

http://www.dantes.doded.mil/dantes_web/refpubs/index.htm?Flag=True

Overview

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.

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.

Continued on next page.

Table 4-1: Types of Testing Programs

Purpose	Examination Programs
High School	General Educational Development (GED) Test http://www.dantes.doded.mil/Dantes_web/examinations/GED.htm
College Admissions Undergraduate	Scholastic Aptitude Test (SAT) http://www.collegeboard.org/ American College Testing (ACT) Assessment Test http://www.act.org/
Graduate Admissions	Graduate Record Examinations (GRE) http://www.gre.org Graduate Management Admissions Test (GMAT) http://www.dantes.doded.mil/Dantes_web/examinations/GMAT.htm National Teachers Examination (PRAXIS) http://www.ets.org/praxis
College Credit	College Level Examinations (CLEP) (General & Subject) http://www.collegeboard.com/student/testing/clep/exams.html DANTES Subject Standardized Tests (DSSTs) http://www.dantes.doded.mil/dantes_web/examinations/DSST.htm Excelsior College Examination Program (ECEP) http://www.dantes.doded.mil/dantes_web/examinations/ece.htm ECEP Study Guides: https://www.excelsior.edu/portal/page?_pageid=57,39239&_dad=portal&_schema=PORTAL
Guidance Tests	<ul style="list-style-type: none"> • Strong Interest Inventory https://www.cpp.com/products/strong/index.aspx • Career Planning Program • Holland’s Self-Directed Search http://www.self-directed-search.com/ • Career Assessment Inventory http://www.creativeorgdesign.com/tests_page.htm?id=54 • Kuder Occupational Interest Survey http://www.kuder.com/ • Campbell Interest and Skill Survey http://www.keirseycampbell.com/about_ciss.html • Academic Skills Assessment Test (TABE) http://www.tabetest.com/welcome.htm • Discover http://www.act.org/discover/

**DANTES Testing Program
(Continued)**

**Section 4
DANTES and Distance Learning**

Certification	Over 30 different exams available. For more information visit http://www.dantes.doded.mil/Dantes_web/certification/tcl.htm http://www.dantes.doded.mil/Dantes_web/certification/Calendar.htm The Coast Guard does not pay for these exams.
----------------------	--

Continued on next page.

DANTES Testing Program (Continued)

Section 4 DANTES and Distance Learning

DANTES Test Centers To locate the nearest DANTES Test Center, go to the following website:
http://www.dantes.doded.mil/Dantes_web/DANTESHOME.asp
http://www.dantes.doded.mil/Dantes_web/apps/edcenters/EdCenterSearch.aspx

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.

A comprehensive study library is provided at USCG Institute website:

active duty > go to college > earn credits > dantes library

http://www.uscg.mil/hq/cg1/cgi/2010/active_duty/go_to_college/earn_credits/dantes_library/default.asp

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.

Continued on next page.

**DANTES Test
Control Officer
(Cont.)**

All other Candidates will take an open book exam on their own. The candidate for the position of Test Control Officer must complete the following checklist and then they will receive an email from DANTES giving them access to the TCO Portal to take the open book exam.

- Prepare Memorandum of appointment for DANTES Test Control Officer (TCO) Alternate Test Control Officer (ATCO) or Interim Test Control Officer (ITCO) IAW Appendix C of the Coast Guard Institute Website http://www.uscg.mil/hr/cgi/ro/tco_sop.asp
- Provide signed Statement of Understanding
- Provide Verification of degree (Either a copy of actual diploma or college transcript showing confirmation of degree).
- Verify TCO applicant has read and is familiar with DANTES Examination Program Handbook
- Has viewed the security video entitled, “Test Security is your Responsibility?”
- Once the request has been completed and the candidate has completed the online book exam, DANTES will issue a confirmation of their status and grant them access to their website for test materials.

Besides being trained, the TCO must meet other requirements:

- Have a baccalaureate degree from an accredited college recognized by the U.S. Dept of Education
- Be either a noncommissioned officer (E-6 and above), a commissioned officer, a warrant officer, or a federal civil service employee.
- 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.

**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.

Continued on next page.

**Establishing a
DANTES Test
Center (Cont.)**

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

- High level of interest by unit personnel
- A geographic location that makes traveling to other DANTES Test Centers inconvenient to service members, or
- 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 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.

**Features of
DANTES Test
Centers**

DANTES requires a testing room that includes the following features:

- Good lighting
- Ventilated and quiet
- Adequate seating space between participants
- Used only for testing at the time of testing, and
- 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.

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.

Programs Available DANTES provides undergraduate and graduate academic courses from over 272 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
 - College Courses
 - Graduate Courses
 - Post-secondary Credit-by-Exam courses
-

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/>

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.

http://www.dantes.doded.mil/Dantes_web/distribution/evals.htm

Continued on next page.

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.

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.

- Verify that the course selected will meet personal needs and will be accepted toward desired degrees.
 - 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.
 - The school will send books and lesson materials to the student.
 - 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, should, submit the following documents to the CGI to claim reimbursement:

- [*USCG Form 4147*](#), "Application for Coast Guard Tuition Assistance"
 - Receipt showing dollars paid
 - Extract from the catalog showing tuition charges and a copy of the grade report
-

Continued on next page.

**Tuition
Assistance (TA)
(Cont.)**

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 should be submitted to the USCG Institute:

- [USCG Form 4147](#), "Application for Off-Duty Assistance"
- 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).

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 at the beginning of this section.

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.
-

Continued on next page.

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.

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.

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

Continued on next page.

**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.
-

**Tips for Success
with External
Degree Programs**

- Develop a plan for completing the course and put that plan on paper. Set aside specific hours for study.
 - Work in an atmosphere that allows you to study effectively.
 - Include milestones to be reached by a specific time.
 - Check progress periodically; build the checkpoints into the plan.
 - 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.
 - Submit the first lesson as soon as possible.
 - 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.
 - Discuss what you learned with someone else. Discussing new information enhances learning.
 - 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.
 - Find someone with knowledge in the subject area; use that person as a resource to talk with about the course.
 - Make contact with your instructors. Let them know of special problems or questions you have as early as possible.
 - Complete lessons and examinations as required by the school. Ensure all work is clearly written.
-

SECTION 5: SKILLPORT (SMARTFORCE) COURSES

Overview

Introduction

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

Continued on next page.

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	
<p>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.</p> <p>Student signature _____ Date _____ Score _____</p> <p>Proctor signature _____ Date _____ Score _____</p> <p>Exam Name _____ Exam Number _____</p>	

Figure 5-1: SkillPort College Credit Verification Form

SECTION 6: SERVICEMEMBERS OPPORTUNITY COLLEGES (SOC)

Introduction

Overview SOC is a consortium of national education associations and about 1,800 regionally accredited colleges and universities specifically pledged to ease the difficulties of service members 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>.

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). The Handbooks may be downloaded from the SOC homepage at <http://www.soc.aascu.org>. Brochures and posters on SOCCOAST are available from SOC. ESOs are encouraged to reproduce the SOCCOAST Checklist for Students provided in this section, 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 includes the following:

- 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 minimum scores required by colleges for the tests. If the scores are significantly higher than the ACE credit recommendation, the member might be advised to consider another other institution.

Overview

Currently, about 70 SOC colleges and universities have signed agreements to join SOCCOAST. Institutions are networked in either SOCCOAST-2 (associate degree programs) or in SOCCOAST-4 (baccalaureate degree programs). Each of the SOCCOAST institutions has agreed to the following:

- 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

Continued on next page.

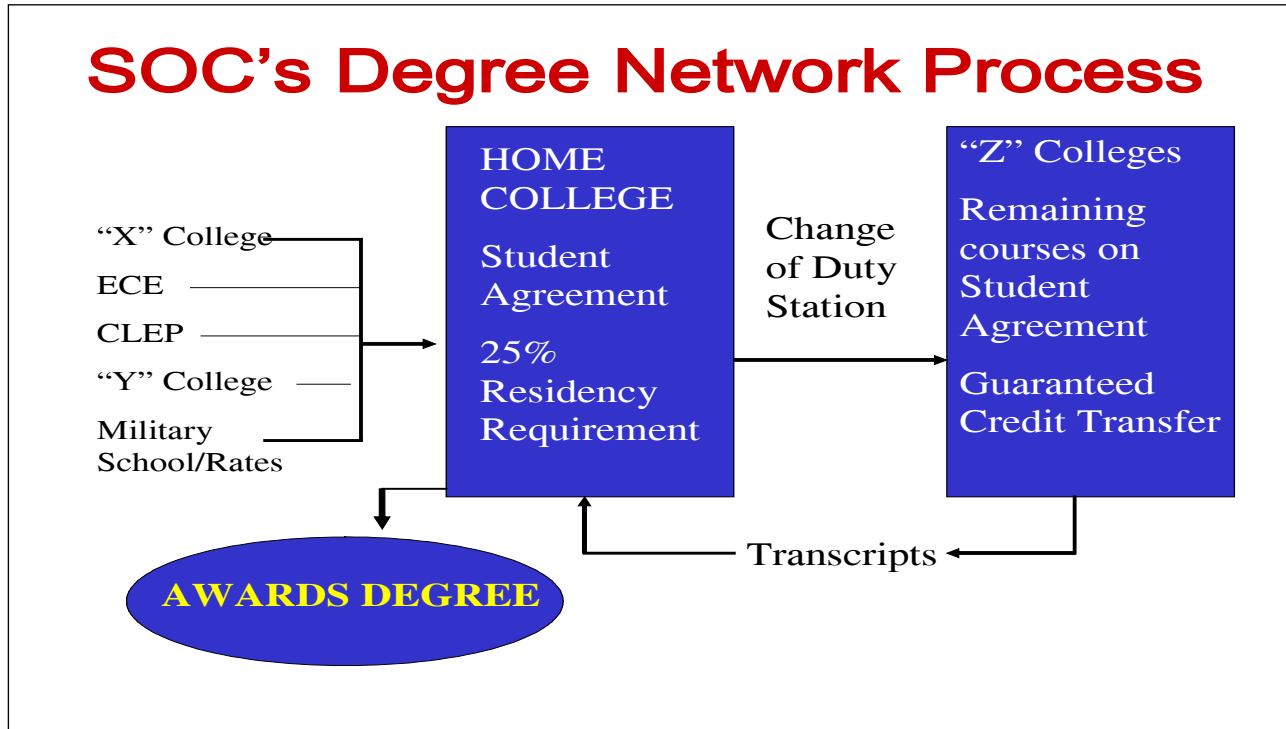


Figure 5-1: SOC's Degree Network Process

**SOCCOAST
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 5-2.

To aid the institution in completing the official evaluation, students should 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 Section 2 on Documenting Military Learning Experiences.

Continued on next page.

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:

Introduction to Management
MG001B- SOC Course Category Number
MB 101 - Course prefix or course number

The Transferability Tables are located in Section 8 of the SOCCOAST Handbooks.

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, they should follow the steps:

1. Find the course number of the required course on the Student Agreement Form provided by the home college. Now refer to the SOCCOAST Handbook.
2. 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 5.
3. Locate the heading for the course's SOC Course Category in the Transferability Tables.
4. 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.
5. 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.

Continued on next page.

**Transferability
(Cont.)**

6. Pay special attention to any “AND/OR” information listed in the transferability tables.
 7. If there is no SOC Category Code listed for a required course, or all entries in the SOC Transferability Tables in Section 8, 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 the appendix 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.

Plan ahead

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?

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.
- *Research colleges and degree programs.*
 - Determine which colleges are accessible to you. Go to the SOCCOAST homepage at <http://www.soc.aascu.org/soccoast/Default.html> and review the *SOCCOAST 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.
 - Get more information on the colleges that interest you. Go to their homepage or order their catalog.

Continued on next page.

SOCCOAST Checklist for Students (Continued)

Section 6 Service Members Opportunity College (SOC)

Plan ahead (Cont.)

- 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.
- 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 SOCCOAST 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.
 - When the Tuition Assistance Authorization form is received, proceed to enroll in the desired course.
 - 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 have limited residency requirements and a few require no residency requirement. 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.

Continued on next page.

SOCCOAST Checklist for Students (Continued)

Section 6 Service Members Opportunity College (SOC)

Obtain Student Agreement (Cont.)

- 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.
 - 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.
 - 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 DANTE homepage at <http://studentaid.ed.gov/PORTALSWebApp/students/english/forms.jsp>
 - Scholarship Searches. See your ESO or the Institute homepage
-

Continued on next page.

This page intentionally left blank

SECTION 7: VO-TECH AND EXTERNAL DEGREE PROGRAMS

Introduction

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.dantes.doded.mil/Dantes_web/distancelearning/index.htm 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
 - Graduate
 - Doctorate,
 - Vocational
 - Technical
 - Increase promotion and pay potential.
 - Receive tuition assistance.
-

Continued on next page.

Purpose

The [DANTES External Degree Catalog](#) lists programs available from many 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 [DANTES Catalog of Nationally Accredited Distance Learning Programs](#) contains course listings from 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.

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.

- Verify that the course selected will meet personal needs and will be accepted toward desired degrees.
- 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.
- The school will send books and lesson materials to the student.
- 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 should submit the following documents to the CGI to claim reimbursement:

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

Continued on next page.

**Tuition Assistance (TA)
(Cont.)**

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 should be submitted to the CGI.

- [USCG Form 4147](#), "Application for Off-Duty Assistance"
- 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).

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**

- Develop a plan for completing the course and put that plan on paper. Set aside specific hours for study.
 - Work in an atmosphere that allows you to study effectively.
 - Include milestones to be reached by a specific time.
 - Checks progress periodically; build the checkpoints into the plan.
 - 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.
 - Submit the first lesson as soon as possible.
 - 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.
-

Continued on next page.

**Tips for Success
with External
Degree Programs
(Cont.)**

- Discuss what you learned with someone else. Discussing new information enhances learning.
 - 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.
 - Find someone with knowledge in the subject area; use that person as a resource to talk with about the course.
 - Make contact with your instructors. Let them know of special problems or questions you have as early as possible.
 - Complete lessons and examinations as required by the school. Ensure all work is clearly written.
-

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.

- Verify that the course selected will meet personal needs and will be accepted toward desired degrees.
- 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.
- The school will send books and lesson materials to the student.
- 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 should submit the following documents to the CGI to claim reimbursement:

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

Continued on next page.

**Tuition
Assistance (TA)
(Cont.)**

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 should be submitted to the CGI.

- [USCG Form 4147](#), "Application for Off-Duty Assistance"
- 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).

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**

- Develop a plan for completing the course and put that plan on paper. Set aside specific hours for study.
 - Work in an atmosphere that allows you to study effectively.
 - Include milestones to be reached by a specific time.
 - Check progress periodically; build the checkpoints into the plan.
 - 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.
 - Submit the first lesson as soon as possible.
 - 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.
-

Continued on next page.

**Tips for Success
with External
Degree Programs
(Cont.)**

- Discuss what you learned with someone else. Discussing new information enhances learning.
 - 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.
 - Find someone with knowledge in the subject area; use that person as a resource to talk with about the course.
 - Make contact with your instructors. Let them know of special problems or questions you have as early as possible.
 - Complete lessons and examinations as required by the school. Ensure all work is clearly written.
-

SECTION 8: SCHOLARSHIPS, GRANTS AND LOANS

Introduction

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.

Overview

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.

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 meet the following requirements:

Continued on next page.

Types Of Financial Aid (Continued)

Section 8 Scholarships, Grants and Loans

Eligibility for Student (continued)

- 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.

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/index.html

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/index.html

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 is 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.

Continued on next page.

**Federal
Financial Aid
(Cont.)**

Federal Work-Study Program (FWS)

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/

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.

Continued on next page.

Types Of Financial Aid (Continued)

Section 8 Scholarships, Grants and Loans

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.

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.

Background The CG Foundation Enlisted Education (CGFEG) and Vander Putten Education Grants (VPEG) could not be accomplished without the efforts of the designated personnel. The Coast Guard Foundation Grant Program (CGFEGP) began in 1999 to assist active duty enlisted members and reservists on active duty for at least one year, in pay grades E-3 to E-9, by providing reimbursement for test books, tuition and miscellaneous education expenses. The Vander Putten Education Grant Fund offers additional grant funding above and CGFEG.

Eligibility Members applying for the educational grant will be screened based on the following criteria:

- Active duty status, serving in pay grades E-3 to E-9.
- Reservists on continuous active duty for at least 12 consecutive months, one year.
- Positive Commanding Officer, or designated personnel endorsement attesting to the applicant's capabilities and motivation to excel both professionally and academically.

Application Complete Coast Guard Institute Form 1560/10a, USCG Foundation Education Grant Application form is also available on the CG Institute website at http://www.uscg.mil/hq/cg1/cgi/forms/CG_Form_1560-10a.pdf

December 1st is the deadline for application. The program is based on a calendar year cycle vice fiscal year.

Resources 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 [CG Form 1560/10b, Non-Receipt of Foundation Grant.](#)

**Coast Guard Mutual
Assistance Education
Programs**

**Section 8
Scholarships, Grants and Loans**

**Supplemental
Education Grant
(SEG)**

The CGMA Supplemental Education Grant (SEG) 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 not otherwise covered by Coast Guard Tuition Assistance or similar programs.

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.) (As of January 2009 the dollar amount will change to \$250 per eligible CGMA member per calendar year)

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.

Eligibility

To be eligible for the grant, members should 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 are eligible.

**Reimbursable
Items**

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.

Continued on next page.

**Coast Guard Mutual
Assistance Education
Programs (Continued)**

**Section 8
Scholarships, Grants and Loans**

**Stafford/Plus
Loan Origination
Fee Refund** CGMA offers help to members and their families who finance post-secondary education through the [*Federal Stafford Loan*](#) or [*Federal Parent Loan for Undergraduate Students \(PLUS\)*](#), 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.

**Supplemental
Student Loan** 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.

**Vo-Tech Student
Loan** CGMA 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.

USCG Resources 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.
<http://www.uscg.mil/worklife/scholarship.asp>

Continued on next page.

**Coast Guard Mutual
Assistance Education
Programs (Continued)**

**Section 8
Scholarships, Grants and Loans**

Eligibility The Scholarship Resource Program is available to the following members of Team Coast Guard:

- Active Duty, Reserves, Retirees and their dependents
- Civil Service employees
- Exchange System employees, and
- MWR employees.

Please note that most Scholarships identify specific eligibility requirements.

Purpose of Program The Scholarship Resource Program is intended to provide information and resources on scholarships to members of Team Coast Guard.

Program Confidentiality Discussions of the Scholarship Resource Program with Work-Life personnel are confidential.

Definitions Definitions relating to scholarships are provided within the reference sources and applications packages for each specific scholarship.

Services and Resources Available The following services and resources are available within the Scholarship Resource Program:

- Need a Lift - A college financial aid handbook
- Application procedures for the Sobel Scholarship and other CG Foundation Scholarships
- Links to scholarship resources

Continued on next page.

**Coast Guard Mutual
Assistance Education
Programs (Continued)**

**Section 8
Scholarships, Grants and Loans**

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

**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.

**Program
Reference**

The following references provide details related to Scholarships:
[COMDTINST 5760.9](#) The Arnold Sobel Endowment Fund Scholarship

Continued on next page.

Coast Guard Mutual Assistance Education Programs (Continued)

Section 8 Scholarships, Grants and Loans

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.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 -- A listing of scholarships on the CG Institute's Website.
 - <http://www.uscg.mil/hq/g-w/g-wt/g-wtl/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

This page intentionally left blank

SECTION 9: VETERANS ADMINISTRATION EDUCATIONAL PROGRAMS

Montgomery GI Bill (MGIB)

Resource For information concerning the MGIB see the Veterans Administration web site at <http://www.gibill.va.gov/>.

Tips for Activating GI Bill Benefits

Section 9 Veterans Administration Educational Programs

Application To access any VA educational benefit, members must submit VA Form 22-990 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 VA Regional Office
PO Box 4616
Buffalo, NY
14202-4616

Connecticut	Massachusetts	Pennsylvania
Delaware	New Hampshire	Rhode Island
District of Columbia	New Jersey	Vermont
Maine	New York	Virginia
Maryland	Ohio	West Virginia
		Foreign Schools

Southern Region VA Regional Office
PO Box 10022
Decatur, GA
30031-7022

Alabama	Mississippi	South Carolina
Florida	North Carolina	Tennessee
Georgia	Puerto Rico	

Continued on next page.

Tips for Activating GI Bill Benefits (Continued)

Section 9 Veterans Administration Educational Programs

Central Region VA Regional Office
PO Box 66830
St Louis, MO
63166-6830

Colorado
Illinois
Indiana
Iowa
Kansas

Kentucky
Michigan
Minnesota
Missouri
Montana

Nebraska
North Dakota
South Dakota
Wisconsin
Wyoming

Western Region VA Regional Office
PO Box 8888
Muskogee, OK
74402-8888

Alaska
Arizona
Arkansas
California
Hawaii

Idaho
Louisiana
New Mexico
Nevada
Oklahoma

Oregon
Philippines
Texas
Utah
Washington

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

This page intentionally left blank

APPENDIX A: COMMONLY USED EDUCATION ACRONYMS

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

Continued on next page.

Commonly Used Education Acronyms (Continued)

Appendix A

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
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

Continued on next page.

Commonly Used Education Acronyms (Continued)

Appendix A

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

This page intentionally left blank

APPENDIX B: EDUCATION RELATED WEBSITES

Accreditation	http://www.ed.gov/admins/finaid/accred/index.html
AARTS	http://aarts.army.mil
ACE	www.acenet.edu
ACE Military Guides	http://www.militaryguides.acenet.edu
ACE National Program	http://www.acenet.edu/clll/corporate/participating_orgs.cfm
ACE Transcript Registry	https://www2.acenet.edu/credit/?fuseaction=transcripts.main
ACET Program	http://cgweb.comdt.uscg.mil/g-srf/profiles/acet.htm
ACT	http://www.act.org
Career Central	http://www.uscg.mil/hq/g-w/g-wt/g-wtl/career/index1.htm
Career Development Advisor	http://www.uscg.mil/hq/g-w/g-wt/g-wtl/cda/index.htm
Charter Oak State College	http://www.cosc.edu
CLEP Examinations	http://www.dantes.doded.mil/dantes_web/examinations/CLEP.htm
Coast Guard Institute	http://www.uscg.mil/hq/cg1/cgi/
College Locator / Ranking Guide	http://www.usnews.com/usnews/edu/college/rankings/brief/t1natudoc_brief.php

Continued on next page.

Education Related Websites (Continued)

Appendix B

College Search Services	http://www.petersons.com/ http://www.collegeview.com http://www.collegeexpress.com
CCAF Transcript	http://www.au.af.mil/au/ccaf/non_airforce.asp
DANTES College of Nationally Accredited Distance Learning Programs	http://www.dantescatalogs.com/NADLP.aspx
DANTES Examinations	http://www.dantes.doded.mil/dantes_web/examinations/dsst.htm
Department of Education	http://www.ed.gov/index.jhtml
Distance Learning (Search Engines)	http://www.about.com/education http://www.dantes.doded.mil/ http://www.petersons.com/
DOD Job Search	http://www.uscg.mil/civilian/
Excelsior College Exams	http://www.excelsior.edu
Federal Financial Aid	http://www.ed.gov/finaid/landing.jhtml?src=rt
Graduate Management Admission Test	http://www.mba.com/mba/taketheGMAT

Continued on next page.

Education Related Websites (Continued)

Appendix B

Graduate Record Exam	http://www.gre.org
Math Study Guide	http://www.webmath.com
Officer Accession Programs	http://www.gocoastguard.com/
Operations Transition	http://www.dmdc.osd.mil/ot
PRAXIS	http://www.ets.org/praxis
SAT	http://www.collegeboard.org/testing
Scholarships, Grants, & Loans	http://www.fastweb.com http://www.wiredscholar.com http://www.scholarships.com http://www.collegeexpress.com http://www.uscg.mil/worklife/
Servicemembers Opportunity Colleges	http://www.soc.aascu.org
Servicemembers Opportunity Colleges Coast Guard (SOCCOAST)	http://www.soc.aascu.org/soccoast/Default.html
SkillPort	https://cgportal.uscg.mil/delivery/Satellite/TRAINED/SKILLPORT

Continued on next page.

Education Related Websites (Continued)

Appendix B

SMARTS	https://www.navycollege.navy.mil
Thomas Edison State College	http://www.tesc.edu
University of Phoenix	http://www.phoenix.edu
VA – MGIB / VEAP	http://www.gibill.va.gov

APPENDIX C: COAST GUARD EDUCATION QUICK REFERENCE GUIDE

<p><u>College Level Exam Program (CLEP)</u></p> <p><u>Transcript Request DANTES - CLEP</u></p>	<p>Active duty, spouses of Active duty members, reservists, and civilian employees</p>	<ul style="list-style-type: none"> • <u>CLEP General</u> exams are a series of 5 exams, each has a 90-minute time limit. No penalty for guessing • <u>CLEP Subject</u> exams each have a 90-minute time limit. No penalty for guessing. Available in about 25 subjects. • <u>DANTES</u> 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. • All CLEP General Exams and a limited number of CLEP Subject exams are administered to military members through DANTES test sites free of charge. • USCG DANTES test sites and Reserve Component Test Centers may administer exams to spouses and civilian employees free of charge.
<p><u>DANTES Subject Standardized Tests (DSST)</u></p>	<p>Active duty, spouses of Active duty members, reservists, and civilian employees</p>	<ul style="list-style-type: none"> • DSST's are course achievement exams. There are about 37 tests available. No time limit and there is no penalty for guessing. • Administered to military members through DANTES test sites free of charge. • USCG DANTES test sites and Reserve Component Test Centers may administer exams to spouses and civilian employees free of charge.
<p><u>Excelsior College Examinations (ECE)</u></p>	<p>Active duty, reservists,</p>	<ul style="list-style-type: none"> • 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. • Administered to military members through DANTES test sites free of charge.

Continued on next page.

Coast Guard Education Quick Reference Guide (Continued)

Appendix C

<p><u>Tuition Assistance</u></p>	<p>Active duty, reservists and civilian employees</p>	<ul style="list-style-type: none"> • 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. • Officers must agree to remain on active duty for 24 months, if AD and 48 months is SELRES, 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. • Civilians must agree to retain employment with the Coast Guard one (01) month for each credit hour of credit taken. • Cap is \$4,500 per fiscal year. • Paid at 100% of the cost of an institution's tuition for 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. • Colleges must be accredited and courses must result in college credit. • Payment is made to the institution, not to the individual. • TA Applications (CG-4147) should be submitted to the CGI NLT 14 days prior to class convening date. • Must pay tuition assistance back to the CG within 6 months if you fail or do not complete the course.
--	---	--

Continued on next page.

Coast Guard Education Quick Reference Guide (Continued)

Appendix C

<p><u>Top-Up</u></p>	<p>Members eligible to receive the Chapter 30 (active duty) Montgomery GI Bill (MGIB)</p>	<ul style="list-style-type: none"> • Authorizes the VA to pay costs not paid through tuition assistance. • 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. • Payment is made to the individual, not the institution and is made in one lump-sum payment. • File the TA approval form along with the VA Form 22-1990.
<p><u>CG Foundation Grants</u></p>	<p>Active duty enlisted members</p>	<ul style="list-style-type: none"> • Must be in pay grades E-3 to E-9 or reservist on active duty orders of at least one year in length. • Administered by the <u>CG Institute</u>. Maximum of \$350 per calendar year for the CGFEG and \$500 per calendar year for VPEG. • Both the CG Foundation Education Grant (CGFEG) & the Vander Putten Education Grant (VPEG) are administered throughout the calendar year – one can apply by using the same form. • Can be used to cover tuition costs not covered by tuition assistance, almost all fees, and miscellaneous expenses (books, etc). Send questions to the <u>Foundation Grant Manager</u>. • Submit CGI Form <u>1560/10A</u> 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

Continued on next page.

Coast Guard Education Quick Reference Guide (Continued)

Appendix C

<p><u>Supplemental Education Grant (SEG)</u></p>	<p>Active duty, selected reserve, retired members, civilian employees, CG Exchange System employees, Auxiliary members, and their spouses and dependent children.</p>	<ul style="list-style-type: none"> • Reimbursement by CG Mutual Assistance Representative. • Maximum of \$160 per calendar year for qualifying members, their spouses and dependent children. • See the CG Mutual Assistance webpage for more details and the application form: http://www.cgmahq.org/
<p><u>SAT I: Reasoning Test and ACT Assessment (ACT) Program</u></p>	<p>Active duty and reserv lists</p>	<ul style="list-style-type: none"> • One of these exams may be administered to military members through DAN TES test sites free of charge. • Second test free if current test score is required for CG advancement program.
<p><u>GRE Record Examinations (GRE) and Graduate Management Admission Tests (GMAT)</u></p>	<p>Active duty and reservists</p>	<ul style="list-style-type: none"> • These exams may be administered to military members at civilian test centers on a reimbursement basis. • 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. • Will only be reimbursed for the cost of the exam, not for any cancellation fees, late fee, no show fees, etc. • Members submit either a DAN TES GRE General Reimbursement Form (http://www.dantes.doded.mil/Dantes_web/examinations/GRE.htm) / GMAT Reimbursement Form (http://www.dantes.doded.mil/Dantes_web/examinations/GMAT.htm) along with a copy of their test scores and receipt to a DAN TES Test Control Officer for processing.

Continued on next page.

Coast Guard Education Quick Reference Guide (Continued)

Appendix C

<p><u>GRE Subject Tests</u></p>	<p>Active duty and reservists</p>	<ul style="list-style-type: none"> • Only one administration of a GRE Subject Test is funded by DANTES per lifetime for eligible military personnel. • Administered to military members through DANTES test sites free of charge. • Given on specific dates, three times per year
<p><u>Licensing and Certification Tests</u></p>	<p>Members eligible to receive the <u>Montgomery GI Bill (MGIB)</u> or <u>VEAP</u></p>	<ul style="list-style-type: none"> • Reimbursement by the VA for licensing and certification tests. • Tests must be specifically approved for the G.I Bill. • 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. • VA will not pay any other fees connected with obtaining a license or certification. • Foundation Education Grant will pay up to \$350.
<p><u>Certification Programs</u></p>	<p>Military members. A few programs allow testing of civilians</p>	<ul style="list-style-type: none"> • DANTES has agreements with approximately 60 nationally recognized certification associations. • Foundation Education Grant will pay up to \$350.
<p><u>United Services Military Apprenticeship Program (USMAP)</u></p>	<p>Active duty enlisted members</p>	<ul style="list-style-type: none"> • 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. • Must have a high school diploma or GED, and meet the requirements for the journeyman rating. • Must be registered in the program. Once registered, must maintain a logbook.

Continued on next page.

Coast Guard Education Quick Reference Guide (Continued)

Appendix C

<p><u>Armed Forces Classification Test (AFCT)</u></p>	<p>Active duty and reservists</p>	<ul style="list-style-type: none"> • Six months waiting period since last test. • May take only those portions of the tests needed. • The new score regardless if it's higher or lower than previous score becomes the member's new score. • Procedures on AFCT Testing Program are annotated in the AFCT SOP which is posted on the CG Institute webpage and on CG Central.
<p><u>Educational Assessments /Transcripts</u></p>	<p>Active duty, reservists, civilian employees and spouses. Returned and separated personnel.</p>	<ul style="list-style-type: none"> • Documents a member's military learning experiences – <u>American Council on Education</u> (ACE) reviews and recommends college credit for CG courses. Can combine with other sources just as score reports, official college transcripts, and examinations. • Members may view their unofficial transcript on line at <u>http://education.uscg.mil/</u>. The site is only available through the CG network. Members cannot view their documents at home. • Updates may be requested when member has completed an additional 12 hours (military or college). Submit <u>CGI-1561</u> (Application for Voluntary Education Services) to request an update and provide documentation for any completed training not listed in direct access. • An official transcript of members learning experience may be forwarded to a school. Member submits signed <u>CGI 1564</u> (Official Transcript Request) to the CG Institute.

Continued on next page.

Coast Guard Education Quick Reference Guide (Continued)

Appendix C

<p><u>Degree Plans for Military Recognition Colleges and SOCCOAST Institutions</u></p>	<p>Active duty, spouses of Active duty members, reservists, and civilian employees</p>	<ul style="list-style-type: none"> Personalized degree planning outlining the college's requirements and showing the distribution of credits earned can be requested by submitting <u>CGI-1561</u> (Application for Voluntary Education Services) to CGI and checking the applicable box. More than 4917 degree plans are available for 324 SOC institutions of which 67 are SOCCOAST institutions. For a <u>complete list</u> see the Institute homepage.
<p><u>DANTES Independent Study Program (DISC)</u></p>	<p>Active duty and reservists</p>	<ul style="list-style-type: none"> Contains credit courses offered for all academic levels. Members may select from approximately 6,000 courses from 40 colleges and universities. Enroll directly with the institution. Submit TA Application (<u>CG-4147</u>) for approval at least 10 days prior to class convening date.
<p><u>DANTES External Degree Program</u></p>	<p>Active duty and reservists</p>	<ul style="list-style-type: none"> Contains credit-bearing certificate, undergraduate, and graduate external degree programs selected to meet the needs of the military student. Programs have minimal or no residency requirements. Enroll directly with the institution. Submit TA Application (<u>CG-4147</u>) for approval at least 10 days prior to class convening date.
<p><u>SkillPort</u></p>	<p>Active duty, reservists, civilian employees and auxiliary members</p>	<ul style="list-style-type: none"> 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 SkillPort homepage at <u>https://cgportal.uscg.mil/delivery/Satellite/TRAINED/SKILLPORT</u> No cost to the member. Final Exam must be proctored to receive ACE recommended credit. See Vol. III ESO Procedures Guide. Must register via CGSW.

Continued on next page.

Coast Guard Education Quick Reference Guide (Continued)

Appendix C

<p><u>Service members Opportunity Colleges Coast Guard (SOCCOAST)</u></p>	<p>Active duty, reservists, civilian employees and their dependents</p>	<ul style="list-style-type: none"> • Provides for a network of SOC affiliated institutions to provide specific degree programs geared towards CG specific rates. • 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. • A one-time evaluation of prior learning experiences. • College credit for CG schools and rates and ratings. • A complete degree plan. • Guaranteed course transfer. • A home college to award an Associate or Bachelor's degree.
---	---	--