Veterans’ Education Network (VEN)
Vision Statement

The Veterans’ Education Network:
Serving our Veterans with pride and gratitude

San Jacinto College pledges to:
Treat you with courtesy, compassion, and respect
Communicate with you accurately, completely, and clearly
Provide timely service to you
Make our services accessible
Fully answer your questions and concerns

Revised November 12, 2009
Correct Terminology

Air Force – *Airman*

Army – *Soldier*

Coast Guard – *Coastie or Guardsman*

Marine Corp – *Marine or Corpman*

National Guard - *Guardsman*

Navy – *Sailor*

* Catchall – *Service Member*
Enrollment Procedures

This overall enrollment procedure (below) is very similar to any student enrolling at SJC.

1. Complete an online application.

2. Apply for VA Benefits (see the Types of VA Benefits Section for details)

3. Meet with Veterans’ Education Network Counselor/Advisor to:
   a. Review academic history.
   b. Determine need for placement testing.
   c. Obtain transcripts.
   d. View and inform veteran to check their residency/tuition status. If there is a discrepancy, instruct them to visit Enrollment Services to review that status.
   e. Obtain advising for classes.
   f. Register for classes.

4. Meet with Veterans Certification Officer in Financial Aid Office.

5. Confirm payment at the Business Office.
Testing & Exemptions

- A student may receive a Military Exemption if they present a DD-214. This would exempt the student from mandatory TSI testing and required college preparatory classes. **However, as you know, students may need college prep classes even though they are exempt.**

- The VA **will not pay** for college prep classes if they are outside a student’s degree plan. However, if the student takes the required diagnostic testing (a.k.a. TSI Compass Test), the VA **will pay** for college prep courses if a diagnostic has been taken that shows a student deficient in Reading, Math, or Writing.

- So, encourage your student to test especially if you or the student reports a need for extra assistance in the Reading, Math, or Writing areas.
Financial Aid
VA Certifying Officials

A VA Certifying Official on each campus can meet with the VA student to address their VA benefit needs.

Steps in Applying

Veterans filing under the Montgomery GI Bill, Chapter 30 or 32 (VEAP program) should:

1. Take the original or a certified copy of their DD-214 to the College VA counselor.

Applicants filing under the Montgomery GI Bill, Chapter 1606 (for active duty guardsmen and reservists) should:

1. Obtain a Notice of Basic Eligibility (NOBE) form from their unit (DD form 2384).
2. Take their NOBE to the College VA counselor and complete VA form 22-1990.

Reservists filing under the Montgomery G.I. Chapter 1607 should:

1. Take the member 4 copy of their DD214 (from being called up to active duty) to the VA certifying official on their campus.

Students Enrolling Under Hazlewood Act

An act of the Texas Legislature known as the Hazlewood Act provides that all veterans who were Texas residents when entering service and who were honorably discharged or discharged under honorable conditions from the armed forces of the United States after serving on active duty (excluding training time) for more than 181 days are exempt from paying tuition and certain fees.

The Hazlewood Act also allows veterans to use other federal aid in conjunction with Hazlewood benefits however, the federal aid is applied to the tuition first. An eligible person is limited to a maximum of 150 semester credit hours attempted. Students who are in default on an educational loan are not eligible to receive Hazlewood benefits. To comply with the requirements of the State Auditor's Department, during or before registration veterans must present seven documents for the files at San Jacinto College:

1. The member 4 copy of DD-214 (separation papers). Have received an honorable discharge or separation or general discharge under honorable condition
2. Have served at least 181 days of active military duty
3. A letter from the Department of Veterans Affairs in Muskogee, Oklahoma, certifying that the veteran is not eligible to receive benefits under the GI Bill (Educational Training).
4. A completed formal application for Hazlewood Act benefits. (Applications are furnished by the College.)
5. A Hazlewood transcript from all schools attended since fall 1995, showing credit hours attempted under the Hazlewood Act.

6. Qualifying dependents must submit Form DD 1300.

Note: Veterans may use the Hazlewood Exemption in conjunction with the Pell Grant if eligible. However, compliance with the "default loan" clause will be verified by the school.

Unless all of these documents have been approved by the College at the time of registration, a veteran is not eligible to receive benefits under this act. Qualifying dependents must follow the same procedures that a qualifying veteran would follow.

Beginning July 2009 and pertaining to students (Veterans, their spouses and their children) enrolling under Hazlewood: “Extends eligibility to veterans who declared Texas as their home of record, or entered the service in Texas or were TX residents at time of entry. Eliminates the reference to “citizen of Texas.”

Reservists Called To Active Duty

Currently enrolled students who are called to active duty during the term should request to be withdrawn at the Registrar’s Office. In order to receive a 100 percent refund of tuition and fees paid for the semester, these students will need to present a copy of their orders. In the event that the student’s orders are not available at the time of the request for withdrawal, a copy may be mailed or brought by a family member to the Registrar’s Office at a later time. A full refund cannot be authorized until such time as the student provides an official copy of his or her orders indicating a call to active duty which precludes the completion of the term.

Students who are called to active duty toward the end of the semester, and who wish to complete the course(s) rather than withdraw, are advised to discuss with their instructors the option of receiving an I (Incomplete) in the course. With the instructor’s approval, the student may choose to receive an I and complete the coursework upon being released from active duty.

Veterans who have previously used VA educational benefits:
Veterans who have previously used educational benefits should complete only VA form 22-1995 (Change of Program or Place of Training) and contact a campus veterans' affairs certifying official.

Is it possible to qualify for more than one benefit program?
Yes. You may be eligible for more than one VA education benefit program. However, you may only receive payments from one program at a time. You can receive a maximum of 48 months of benefits under any combination of VA education programs you qualify for. For example, you may qualify for 36 months of Chapter 30 and then 12 more months of Chapter 1606.
Financial Aid VA Certifying Official Contacts

San Jacinto College—North
5800 Uvalde Road
Houston, TX 77049
281-998-6150, ext. 7420
CONTACT: Art Escobar, Sergio Garcia & Carey Burling

San Jacinto College—Central
8060 Spencer Hwy
Pasadena, TX 77505
281-998-6150, ext. 1320
CONTACT: Vicki Kane, Susan Mikeska & Jennifer Anderle

San Jacinto College—South
13735 Beamer Rd
Houston, TX 77089
281-998-6150, ext. 3829
CONTACT: Sonia Townsend, Norma Aguilar, & Yvonne Vera
Types of VA Benefits

How to apply:


If you don't have the capability to apply online please visit the campus you wish to attend. The VA Certifying official at San Jacinto located in the Financial Aid/ Veteran Affairs Office will have the forms available, can assist you in filling them out, and will submit them to VA.

*Hazlewood has a different application process (see next page)

Chapters and Eligibility:

Chapter 30- Montgomery GI Bill Active Duty –
If you are currently in service, you may be eligible after two years of active duty. If you separated from service you may be an eligible veteran if you:

- entered active duty for the first time after June 30,1985
- received a high school diploma or equivalent before the end of your first obligated period of service
- receive an honorable discharge
- continuously served 3 years, or 2 years if that is what you first enlisted for

Chapter 33 or Post 9/11 GI Bill – You may be eligible if you served at least 90 aggregate days on active duty after September 10, 2001, and you are still on active duty or were honorably:

- discharged from active duty
- released from active duty and placed on the retired list or temporary disability retired
- released from active duty and transferred to the Fleet Reserve or Fleet Marine Corps Reserve
- released from the active duty for further service in a reserve component of the Armed Services

*You may also be eligible if you were honorably discharged from active duty for a service connected disability and you serve 30 continuous days after September 10, 2001

Chapter 35 or Survivors’ & Dependents – To be eligible you must be the son, daughter, or spouse of:

- a veteran who died, or is permanently and totally disabled, as a result of a service-connected disability
- a veteran who died from any cause while such service-connected disability was in existence
- a service member who is missing in action or captured in the line of duty
- service member forcibly detained or interned in the line of duty by a foreign government
- a service member hospitalized or receiving outpatient care for VA determined service-connected disability

Chapter 1606 or Montgomery GI Bill Selected Reserve - You may be considered an eligible reservist or National Guard member if:

- after June 30, 1985, you signed a six-year obligation to serve in the Selected Reserve, AND
- you completed your Initial Active Duty for Training (IADT), AND
you got your High School Diploma or GED before you completed your IADT, AND you are in good standing in a drilling Selected Reserve unit

**Chapter 1607 or Reserve Educational Assistance Program (REAP)** - Generally, a member of a Reserve component who serves on active duty on or after September 11, 2001 under title 10, U.S. Code, for at least 90 consecutive days under a contingency operation, is eligible for REAP. There is no specific time frame to use REAP; however, your eligibility generally ends when you leave the Selected Reserves.

- National Guard members are eligible if their active service extends for 90 consecutive days or more and their service is: authorized under section 502(f), title 32, U.S. Code,
- authorized by the President or Secretary of Defense for a national emergency, and supported by federal funds.

**Chapter 31**: Vocational Rehabilitation and Employment Service provides vocational-educational counseling to veterans and certain dependents.

*Please contact the regional office to apply*

**Waivers:**

**Hazlewood**: You may be eligible if at the time of entry into the U.S. Armed Forces you were a Texas resident, designated Texas as Home of Record, or entered the service in Texas

- Children and Spouses may be eligible

Please see veterans certifying official to apply or you may download an application at:


A complete list of waivers can be found on the following site:


**Houston Regional Office:**

Location: 6900 Almeda Road -- Houston, Texas 77030

Located on Almeda Road between Old Spanish Trail (OST) and Holcombe behind the VA Hospital.

Hours of Operation: 8:00 a.m. - 4:00 p.m. Monday through Friday (excluding Federal Holidays).

Benefits Information Number: 1-800-827-1000

Telecommunications Device for the Deaf (TDD) Number: 1-800-829-4833

Loan Guaranty Information Number: 1-888-232-2571
Counseling/Advising

Advising a Veteran is similar to advising any other student interested in a Certificate or Degree program. The areas that you will need to pay special attention to is with TSI testing and Transcript Evaluation.

Please Note: Your purpose is not to evaluate transcripts.

1. **Determine his or her intended program of study or major.** Is Veteran pursuing technical education? (If pursuing a technical major, try to use the AAS codes in SGASTDN). Is Veteran seeking an Associate of Arts or Associate of Science? Is the Veteran planning to transfer to a university to obtain a bachelor or higher degree with or without the associate’s degree?
   a. *The major in SGASTDN and the major on the Degree Plan must match.*

2. **Decide on the degree/transfer plan.** A plan signed by both the Veteran and the counselor/advisor is taken by the Veteran to the VA Certifying Official in Financial Aid.

3. If the Veteran wants the military training and experience evaluated for applicable credit, then the Veteran must request an official AARTS, SMART or Coast Guard Institute recommendation transcript be sent to San Jacinto College and print an unofficial copy (AARTS or SMART) for consultation with the Counselor/Advisor. These can be requested/obtained from the ACE website.

4. **To obtain an Unofficial copy of the Veteran’s ACE transcript,** the Veteran can access the ACE website, [https://www.acenet.edu/transcripts/](https://www.acenet.edu/transcripts/), in your office.
   a. The Veteran should know their login/password, then the Unofficial copy can be printed or the Official copy can be ordered.
   b. Remember to check WebXtender because the transcript may already be scanned into Banner.

5. The Veteran and the Counselor/Advisor will review the unofficial transcript to determine what training and/or experience might be applicable to the veterans program of study, and request an evaluation of such.

6. Fill out the **Request for Evaluation of U.S. Military Training** form, and submit the original form and the degree plan copy to the EMC for evaluation. You may want to attach any unofficial transcripts. **Please interoffice this form to the EMC.**

7. It is not necessary to keep paper files for each Veteran. Simply enter a note in SPACMNT that you sent an evaluation form to the EMC for the student and enter their desired degree plan.

8. **If Veteran is pursuing a Technical Degree:** If the Veteran is pursuing a technical degree an evaluation should be requested before selecting courses for registration.

9. **If Veteran is pursuing an Academic Degree:** Counselor and Veteran should wait until approaching SJC graduation to apply elective credit into the degree. The reason is to avoid over-awarding of credits which may negatively affect future bachelor’s degree.

10. Once the Veteran receives the **completed evaluation from the EMC,** he or she should return to the Counselor/Advisor to assist in scheduling classes.
NOTE: The EMC is working on a “priority process” for Veterans who are pursuing technical programs (with applicable credit) and they appear at late registration.

11. Caution the Veteran about withdrawing because it will affect their VA benefits and BAH (Basic Allowance for Housing) benefit. Veteran must visit with a VA Certifying Official to discuss possibly withdrawing. Financial Aid usually places a VA hold on Veterans to keep students from withdrawing.

12. **TSI Testing vs. Exemption:** Veterans, unless they have already demonstrated college readiness, should be encouraged to take the COMPASS for advising purposes. Keep in mind that while veterans are exempt from the Texas Success Initiative (TSI) they are not exempt from college policies for first-time-in-college students, and may be required to attend new student orientation or take any mandated First Year Experience Course (neither a bad idea).
REQUEST FOR EVALUATION OF U.S. MILITARY TRAINING

Name _____________________________ Date _______________________

Student ID # (GOO#) _______________ Email Address __________________________

Address ___________________________________________________________

City, State, Zip ______________________________________________________

Home Phone # _____________________ Work Phone # _______________________

Program of study ____________________ Degree _____ Certificate of Technology _____

San Jacinto College will grant up to 15 semester hours of credit for academic/technical military training that is applicable to the student’s program of study, and up to two hours of physical education activity. Training must be documented by the receipt of official military transcripts (AARTS, SMART, Coast Guard Institute), and will be granted based on American Council on Education (ACE) recommended semester credit hour equivalencies.

Do you authorize San Jacinto College to retrieve your U.S. Military Transcript?  □ Yes  □ No

Have you submitted an Application for Admission?  □ Yes  □ No

Which semester & year? ______________

Are you seeking Financial Aid?  □ Yes  □ No

Is the evaluation needed for pending graduation?  □ Yes  □ No

Which San Jacinto College campus did you attend last?

□ Central  □ North  □ South  □ New Student

Military Training requested for evaluation:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________

________________________________________________________________________

Counselor ___________________________ Student ____________________________
Mental Health Resources

Veterans as well as any student are welcome to free short-term counseling (3-5 sessions) within our Counseling Centers.

Counseling Veteran Students:  
http://www.mentalhealth.va.gov/College/index.asp

Post-Traumatic Stress Disorder:  

Veterans & Suicide:  
http://www.mentalhealth.va.gov/College/suicide.asp

Military Sexual Trauma:  
http://www.mentalhealth.va.gov/College/mst.asp

VA Readjustment Counseling Service:  

Houston Vet Center  
701 N. Post Oak Road Suite 102  
Houston, TX 77024  
Phone: 713-682-2288

Houston Vet Center  
2990 Richmond Suite 325  
Houston, TX  
Phone: 713-523-0884

Counseling/Advising Contacts

San Jacinto College—North  
5800 Uvalde Road  
Houston, TX 77049  
281-998-6150, ext. 2317  
CONTACT: Sharon Himes, Shannon Hinton, DeRhonda McWaine

San Jacinto College—Central  
8060 Spencer Hwy  
Pasadena, TX 77505  
281-998-6150, ext. 1014  
CONTACT: Bob Wall, Kaye Moon-Winters, Leander Nash

San Jacinto College—South  
13735 Beamer Rd  
Houston, TX 77089  
281-998-6150, ext. 3444  
CONTACT: Irma Graves, Gylles Landry, and Tanesha Antoine
Military Transcripts

What is ACE?
ACE or American Council on Education is an organization that evaluates and endorses military transcripts.

What is a MOS?
MOS stands for Military Occupational Speciality. The Army Enlisted Military Occupational Specialty (MOS) Classification System is a comprehensive taxonomy of Army enlisted duty positions. Closely related positions that require similar qualifications and the performance of similar duties are grouped as an MOS under a generic title. The job title Legal Specialist, for example, encompasses duty assignments such as preparing correspondence, maintaining files, and researching.

Visit the “Guide Online” website, www.militaryguides.acenet.edu for a complete list of MOSs.

What are primary, secondary, and duty MOSs?
All soldiers receive a primary MOS in which they normally work and are evaluated. Some soldiers receive a secondary MOS, which is generally related to their primary MOS. They are evaluated every other year in the secondary MOS. A soldier works in a duty MOS, which in most cases is the same as the primary MOS. In instances in which the duty MOS is different from the primary MOS, soldiers are evaluated by their supervisor in their duty MOS. Credit may be awarded in either the primary or duty MOS or both. The soldier must maintain proficiency in the primary MOS as well as the duty MOS. Ordinarily, the primary, secondary, and duty MOSs are in the same or a related career field. If this is the case, there is apt to be some duplication in the credit recommendations.

What is BASD?
Basic Active Service Date

What are the different types of military transcripts that I will see?
AARTS (Army/American Council on Education Registry Transcript System)
- Transcripts: Army, Army National Guard, & US Army Reserve
SMART (Sailor/Marine American Council on Education Registry Transcript)
- Transcripts: Navy (Coast Guard is branch of Navy) and Marine
CCAF (Community College Air Force) – Issues own transcripts
- Transcripts: Air Force
Coast Guard Institute – Issues own transcripts

How does a college conduct its own assessment of the student?
- The process of conducting an individual assessment to verify MOS proficiency is not very different from making a portfolio assessment of a student's experiences. The Guide can simplify the steps in the assessment process.
- When a student submits a portfolio, the institution official must (1) determine the thoroughness and preciseness of the documentation of the experience, (2) identify the learning outcomes that have been achieved, (3) judge the equivalence of the learning outcomes to those achieved through the institution's programs of study or courses, and (4) translate the learning outcomes into credit. In considering whether to grant credit for an MOS, keep in mind that ACE evaluation teams have already accomplished three of these steps. They have (1) determined expected
learning outcomes of that MOS, (2) judged the compatibility of the MOS training with postsecondary curricula, and (3) translated the learning outcomes into credit recommendations for specific postsecondary courses.

- If you’d like to know more, visit http://www.militaryguides.acenet.edu/FaqArmy.htm

**AARTS Transcripts**

**Does ACE issue Army transcripts?**
No. ACE does not generate military transcripts. The *Army/ACE Registry Transcript System* (AARTS) is a product of the Army and must be ordered from: AARTS Operations Center, 415 McPherson Avenue, Ft. Leavenworth, KS 66027; by phone at 1-866-297-4427 (toll-free); via the AARTS website at: http://aarts.army.mil; or by e-mail at: aarts@leavenworth.army.mil.

**What information is found on the AARTS transcript?**
The transcript is divided into separate sections that include:

- Personal servicemember data;
- Military course completions — all courses that have been evaluated by ACE, with full descriptions and credit recommendations;
- Military occupations — full descriptions, skill levels, and credit recommendations;
- College-level test scores — CLEP, DSSTs, NCPACE, ACT/PEP, and Excelsior Test score data; and;
- Other Learning Experiences — additional completed courses and occupations not evaluated by ACE for college credit.

**Who is eligible to receive an AARTS transcript?**
AARTS transcripts are available to enlisted, warrant officers, and commissioned officers of the regular Army, Army National Guard, and the Army Reserve and veterans with a BASD of 1 October 1981 or later. Soldiers with a BASD before 1 October 1981 should request a VMET transcript at: https://www.dmdc.osd.mil/appj/vmet/.

As this change may also affect Army National Guard soldiers and veterans on active duty as of January 1, 1993, with pay entry basic dates/basic active service dates on or before October 1, 1981, these individuals are advised to seek further information by calling AARTS Operations at their toll-free number: 866-297-4427, or by visiting the AARTS website at: http://aarts.army.mil.

**What if a soldier or veteran is not eligible to receive a transcript?**
In such cases, the student should preferably submit a DD Form 295, Application for the Evaluation of Learning Experiences during Military Service, a DD Form 214, Certificate of Release or Discharge from Active Duty, or course completion certificates. Click here for a more comprehensive listing of documentation appropriate for verifying military course and occupational experiences. The DD Form 295 is available to all active duty servicemembers and may be obtained from Education Counseling Centers at the onsite duty location. For veterans who do not have these documents, copies may be obtained from the National Personnel Records Center (Military Personnel Records), 9700 Page Avenue, St. Louis, MO 63132-5100 or by visiting their website at http://www.archives.gov/st-louis/military-personnel/index.html.
SMART Transcripts

Does ACE issue Navy/Marine Corp transcripts?
No. ACE does not generate any military transcripts. The Sailor/ Marine/ACE Registry Transcript (SMART) is a product of the Navy and Marine Corps and must be ordered from: SMART Operations Center, NETPDT, N2, 6490 Saufley Field Road, Pensacola, FL 32509. The toll-free number is: 877-253-7122. E-mail requests may be sent to: ncc@navy.mil. The SMART website is: https://smart.navy.mil.

What information is found on the transcript?
The transcript is divided into separate sections that include:
- Personal servicemember data;
- Military course completions — all courses that have been evaluated by ACE, with full descriptions and credit recommendations;
- Military occupations — full descriptions, skill levels, and credit recommendations;
- College-level test scores — CLEP, DSSTs, NCPACE, ACT/PEP, and Excelsior Test score data; and;
- Other Learning Experiences — additional completed courses and occupations not evaluated by ACE for college credit.

These two addenda are provided for advisory purposes only and are not endorsed or maintained by ACE:
- A Summary Transcript — this lists in summary, line-item format all courses and occupations formally evaluated by ACE in the main body of the transcript.
- An Academic Institute Page — this lists all tuition-assistance courses completed by the servicemember while on active duty at accredited colleges and universities.

Who is eligible to receive a SMART transcript?
Eligible servicemembers for the SMART transcript include active duty and Reserve Sailors and Marines, Navy veterans who separated or retired after January 1975 and Marines who separated or retired on or after June 1999. More historical data is becoming available for servicemembers with service periods prior to the above dates. These are advised to seek further information by calling the SMART Transcript Operations Center at (877) 253-7122 to determine if they are eligible to receive a SMART.

What if a Sailor or veteran is not eligible to receive a transcript?
In such cases, the student should preferably submit a DD Form 295, Application for the Evaluation of Learning Experiences during Military Service, a DD Form 214, Certificate of Release or Discharge from Active Duty, or course completion certificates. Click here for a more comprehensive listing of documentation appropriate for verifying military course and occupational experiences. The DD Form 295 is available to all active duty servicemembers and may be obtained from Education Counseling Centers at the onsite duty location. For veterans who do not have these documents, copies may be obtained from the National Personnel Records Center (Military Personnel Records), 9700 Page Avenue, St. Louis, MO 63132-5100 or by visiting their website at http://www.archives.gov/st-louis/military-personnel/index.html.

What is a pipeline course?
The Navy offers some courses that are called pipelines. The student would take course A, B, C, and D, and then receive certification for course E. ACE recommends credit for each of the component courses on the expectation that not all students will complete the entire pipeline and because components of the
pipeline can change. Students will receive a certificate and entry into their records upon completion, citing a new number (course E) and title. However, the exhibit in the Guide will say: "This is a pipeline course" and will list the components.

How can I distinguish among the terms paygrade, general rate, rating, and rate?
A paygrade is a position from 1 to 9, on the Navy's pay scale for enlisted personnel; in a paygrade, the letter E (enlisted) precedes the number (E-1, E-2, E-3 through E-9). A general rate is an apprenticeship that indicates eligibility for entrance into various ratings. A rating is an occupation, e.g., Air Controlman. A rate is an identifying term or title associated with a given paygrade. For example, for paygrade E-4, the rate is petty officer third class. A rate may also be associated with a specific rating; for example, a petty officer third class whose rating is Air Controlman will usually refer to his or her rate as Air Controlman Third Class. Navy men and women usually refer to themselves by their rate. Refer to the Navy Enlisted Rating Structure section under the ACE Occupation Evaluation System. For more information, visit [http://www.militaryguides.acenet.edu/FaqOther.htm](http://www.militaryguides.acenet.edu/FaqOther.htm).

A student has asked for credit for an NEC. What are NECs and have they been evaluated?
An NEC (Navy Enlisted Classification), a four-digit code, identifies qualifications individuals acquire in addition to skills required in their rating. A majority of the NECs are narrow in scope and have not been evaluated. Several NECs, however, require full-time assignment.
NECs are evaluated using the same procedures ACE has used for the evaluation of occupations. NECs are listed in numeric order.
Keep in mind that individuals must also maintain proficiency in their rating. They are required to pass the rating advancement examination to qualify for promotion. They are thus eligible to receive credit for both the rating and the NEC.

CCAF Transcripts

What is the Community College of the Air Force?
Servicemembers who started an Air Force course after April 1972 can obtain a Community College of the Air Force (CCAF) transcript at [www.maxwell.af.mil/au/ccaf/contact.asp](http://www.maxwell.af.mil/au/ccaf/contact.asp). Servicemembers who take courses after this date should contact CCAF for information on transcript availability. The transcript may be used to request transfer of credit to another institution or to otherwise document college credit. CCAF does not award credit for all Air Force courses, but only those regularly attended by Air Force enlisted personnel and taught by CCAF-affiliated schools.
To obtain a CCAF transcript, send a completed AF Form 2099 (available to active duty personnel from the Education Office) or a brief letter requesting a transcript to CCAF/RRR, 130 West Maxwell Boulevard, Maxwell Air Force Base, AL 36112-6613. A certificate of training must accompany the request.
DD Form 214 is acceptable for Basic Training only. A copy of the ID card, front and back, is also needed. Servicemembers requesting transcripts should specify the type of transcript (personal or official) and the address to which the transcript is to be mailed, provide full name and social security number, and sign the request form. The transcripts are free. Official transcripts will be mailed only to institutions.
You may need to know…….

If Veterans have attended these Military institutions, they will need to obtain official transcripts directly from these specific institutions.

Which military schools grant degrees?
The following list contains the only military schools with degree-granting status at publication time:

- Community College of the Air Force, Maxwell Air Force Base, AL; accredited at the two-year community college level;
- Army Command and General Staff College at Fort Leavenworth, KS; accredited to grant an M.A.;
- Air Force Institute of Technology at Wright-Patterson Air Force Base, OH; accredited through the doctoral level;
- Defense Language Institute Foreign Language Center; accredited to grant Associate of Arts degrees in foreign language;
- National Defense Intelligence College (formerly Joint Military Intelligence College and Defense Intelligence College), Washington, DC; accredited to grant a B.S. in Intelligence and an M.S. in Strategic Intelligence;
- Naval Postgraduate School, Monterey, CA; accredited through the doctoral level;
- Naval War College, Newport, RI; accredited to grant an M.A.;
- Uniformed Services University of the Health Sciences School of Medicine, Bethesda, MD; accredited through the doctoral level;
- The National Defense University's National War College; accredited to grant an M.A.;
- Industrial College of the Armed Forces; accredited to grant an M.A.; and the service academies.
What does an ACE Transcript Look Like?

** AARTS ACE Transcript **

<table>
<thead>
<tr>
<th>COURSE NUMBER: 750-94</th>
<th>ACE GUIDE NUMBER: AR-2201-0399</th>
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<tbody>
<tr>
<td>TITLE: BASIC COMBAT TRAINING</td>
<td>LOCATION: US ARMY TRAINING CENTER FT JACKSON, SC</td>
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<td>ACE CREDIT RECOMMENDATION: IN THE LOWER-DIVISION BACCALAUREATE/ASSOCIATE DEGREE CATEGORY, 2 SEMESTER HOURS IN PHYSICAL CONDITIONING, 2 IN MARKSMANSHIP, AND 1 IN FIRST AID. (10/02)</td>
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<th>COURSE NUMBER: 821-77F10</th>
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<td>TITLE: PETROLEUM SUPPLY SPECIALIST</td>
<td>LOCATION: QUARTERMASTER SCHOOL FT LEE, VA</td>
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<td>ACE CREDIT RECOMMENDATION: IN THE VOCATIONAL CERTIFICATE CATEGORY, 3 SEMESTER HOURS IN PETROLEUM SYSTEMS OPERATION. (12/06)</td>
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<th>ACE GUIDE NUMBER: AR-2201-0604</th>
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<tr>
<td>TITLE: WARRIOR LEADER (MODIFIED)</td>
<td>LOCATION: REGION A WARRIOR ACADEMY FT DIX, NJ</td>
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<tr>
<td>ACE CREDIT RECOMMENDATION: IN THE LOWER-DIVISION BACCALAUREATE/ASSOCIATE DEGREE CATEGORY, 1 SEMESTER HOUR IN PRINCIPLES OF LEADERSHIP AND 2 IN MILITARY SCIENCE. (06/06)</td>
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</tbody>
</table>

"The Federal Family Educational Rights and Privacy Act (FERPA) Prohibits further release of this record without the written consent of the individual"
COURSE NUMBER: 501-SQ14
TITLE: ARMY RECRUITER
LOCATION: RECRUIT & RETENTION SCH FT JACKSON, SC
DATES TAKEN: 09/09/2008-10/24/2008
DESCRIPTION:
UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE ABLE TO PROSPECT, DEVELOP SALES PRESENTATIONS, INTERVIEW PROSPECTIVE RECRUITS, AND MAKE A SALES PRESENTATION. METHODS OF INSTRUCTION INCLUDE LECTURES, ROLE PLAYING, AND CLASSROOM DISCUSSIONS. TOPICS COVERED INCLUDE SALES PROSPECTING, MARKET ANALYSIS, EFFECTIVE COMMUNICATION, PUBLIC SPEAKING, INTERVIEWING SKILLS AND TECHNIQUES, AND TIME MANAGEMENT.

ACE CREDIT RECOMMENDATION:
IN THE UPPER-DIVISION BACCALAUREATE CATEGORY, 3 SEMESTER HOURS IN SELLING, OR MARKETING, 3 IN HUMAN RESOURCES MANAGEMENT, AND 3 IN BUSINESS INTERPERSONAL COMMUNICATION. (03/02)

TEST SCORES
NONE

MILITARY OCCUPATIONAL SPECIALTIES HELD:
77F10 PRIMARY 06/2001 to 08/2003
77F10 DUTY

SQT (THRU OCT 1991)/SQT (NOV 1991 THU FEB 1995) TAKEN: NONE

MILITARY OCCUPATIONAL SPECIALTIES HELD:
77F (PRIMARY)

MILITARY OCCUPATIONAL SPECIALTY GROUP: 77F (PRIMARY)
TITLE: PETROLEUM SUPPLY SPECIALIST
ACE GUIDE NUMBER: MOS 77F-001

DESCRIPTION OF 77F10:
RECEIVES AND DISPENSES BULK AND PACKAGED PETROLEUM PRODUCTS; OPERATES FORKLIFT TRUCKS, CONVEYORS, AND CRANES IN LOADING, UNLOADING, MOVING, AND STORING PETROLEUM SUPPLIES; MARKS PETROLEUM CONTAINERS FOR PROPER IDENTIFICATION; CONDUCTS SAFETY INSPECTIONS OF STORAGE FACILITIES; PERFORMS BASIC PREVENTIVE MAINTENANCE ON PETROLEUM STORAGE AND HANDLING EQUIPMENT.

ACE CREDIT RECOMMENDATIONS FOR 77F10:

MILITARY OCCUPATIONAL SPECIALTIES HELD:
92F10 PRIMARY 09/2003 to 07/2005
92F10 PRIMARY 08/2005 to 12/2007
92F30 PRIMARY 01/2008 to Present
92F10 DUTY
92F20 DUTY

SQT (THRU OCT 1991)/SQT (NOV 1991 THU FEB 1995) TAKEN: NONE

MILITARY OCCUPATIONAL SPECIALTIES HELD:
92F (PRIMARY)

MILITARY OCCUPATIONAL SPECIALTY GROUP: 92F (PRIMARY)
TITLE: PETROLEUM SUPPLY SPECIALIST
ACE GUIDE NUMBER: MOS 92F-001

DESCRIPTION OF 92F10:
RECEIVES AND DISPENSES BULK AND PACKAGED PETROLEUM PRODUCTS; OPERATES FORKLIFT TRUCKS, CONVEYORS, AND CRANES IN LOADING, UNLOADING, MOVING, AND STORING PETROLEUM SUPPLIES; MARKS PETROLEUM CONTAINERS FOR PROPER IDENTIFICATION; CONDUCTS SAFETY INSPECTIONS OF STORAGE FACILITIES; PERFORMS BASIC PREVENTIVE MAINTENANCE ON PETROLEUM STORAGE AND HANDLING EQUIPMENT.

ACE CREDIT RECOMMENDATIONS FOR 92F10:
CREDIT MAY BE GRANTED ON THE BASIS OF AN INDIVIDUALIZED ASSESSMENT OF THE STUDENT. CREDIT MAY BE GRANTED ON THE BASIS OF AN INDIVIDUALIZED ASSESSMENT OF THE STUDENT. (09/04)

"The Federal Family Educational Rights and Privacy Act (FERPA) Prohibits further release of this record without the written consent of the individual"
Name: [Redacted]
SSN: [Redacted]
Rank: Chief Aviation Electrician's Mate
Status: Active

Military Course Completions

Courses: Basic Military Training

Date Taken: 05-JUL-1989 To 25-AUG-1989

Description: To assimilate recruits into the Navy way of life and to prepare them for further advanced training in specialized Navy occupations.

ACE Credit Recommendation:
In the lower-division baccalaureate/associate degree category, 1 semester hour in personal fitness/conditioning, 1 in personal/community health, and 2 in first aid and safety (10/79).

Course: Aviation Electrician's Mate, Class A1
Air Technical Training Center, Memphis
Millington, TN

Date Taken: 14-FEB-1992 To 04-AUG-1992

Description: Upon completion of the course, the student will be able to maintain aircraft electrical, electronic, and engine instrument systems.

ACE Credit Recommendation:
In the lower-division baccalaureate/associate degree category, 3 semester hours in DC circuits, 4 in aircraft
electrical systems, 3 in aircraft electronic systems, and 2 in aircraft instrumentation systems (8/92).

Course: EA-6B Electrical and Instrument Systems Consolidated Organizational Maintenance Air Maintenance Training Group Detachment, Whidbey Island Oak Harbor, WA

ACE Identifier: NV-1704-0358
Military Course ID: C-602-9744

Date Taken: 17-AUG-1992 To 25-SEP-1992

Description:
Upon completion of the course, the student will be able to describe AC and DC power, exterior and interior lighting, warning lights, engine electrical and environmental control systems, ice and rain removal, fuel quantity, autopilot, and flight instruments and under close supervision, inspect, troubleshoot, and do minor repairs to electrical components of these systems.

ACE Credit Recommendation:
In the lower-division baccalaureate/associate degree category, 2 semester hours in communications-navigation, 1 in flight control systems, 1 in hydraulic systems, 1 in fuel systems, and 1 in aircraft electrical systems (10/92).

Course: A-6/EA Electrical Connector/Wire Bundle Repair Air Maintenance Training Group Detachment, Whidbey Island Oak Harbor, WA

ACE Identifier: NV-1714-0065
Military Course ID: C-602-3943

Date Taken: 28-SEP-1992 To 07-OCT-1992

Description:
Upon completion of the course, the student will be able to identify wire types and installation methods, repair wire and terminal ends, troubleshoot defective wire and terminals and make necessary repairs, and solder and crimp regular and special connections.

ACE Credit Recommendation:
In the vocational certificate category, 1 semester hour in electronic cable assembly and maintenance. In the lower-division baccalaureate/associate degree category, 1 semester hour in electrical system maintenance as applied to airframe and power plant instruction (10/94).

Course: Primary Leadership Development Program (First Class Petty Officer Leadership) Trident Training Facility, Bangor Bremerton, WA

ACE Identifier: NV-1717-0027
Military Course ID: P-500-0050

Date Taken: 19-JUN-2000 To 30-JUN-2000

Description:
Upon completion of the course, the student will be able to identify basic principles of leadership including the use oral and written communication in professional relationships; the role of motivation, empowerment, and counseling in subordinate development; ways to manage human resources, teams, and stress to create a quality organizational climate.

ACE Credit Recommendation:
In the lower-division baccalaureate/associate degree category, 2 semester hours in personnel supervision or
in leadership and 1 in business and professional communication. NV-1717-0027, NV-1717-0028, and NV-1717-0029 cover similar/duplicate information. Credit should be awarded for one of these courses only (1/03).

Course: Production, Quality and Manufacturing Fundamentals
Defense Acquisition University
Various locations in the Continental US
Date Taken: 14-AUG-2001
Description:
Upon completion of the course, the student will be able to describe various manufacturing and quality processes, describe scheduling and control techniques, and describe various quality and production surveillance techniques.

ACE Credit Recommendation:
Credit is not recommended because of the limited, specialized nature of the course (2/03).

Course: Intermediate Systems Acquisition
Defense Acquisition University
Huntsville AL.
Date Taken: 14-MAY-2003
Description:
Upon completion of the course, the student will be able to manage an acquisition program, using planning, organizing, directing, and contracting techniques from the conceptual stages through fielding, postproduction support, and improvement of systems. The student will recognize internal and external factors that influence and constrain the acquisition process and deal with those factors in light of risk, uncertainty, and change.

ACE Credit Recommendation:
In the upper-division baccalaureate category, 3 semester hours in acquisition management (8/02).

Course: Intermediate Systems Acquisition
Defense Acquisition University Regional Campus
Huntsville AL.
Date Taken: 02-JUN-2003 To 06-JUN-2003
Description:
Upon completion of the course, the student will be able to manage an acquisition program, using planning, organizing, directing, and contracting techniques from the conceptual stages through fielding, postproduction support, and improvement of systems. The student will recognize internal and external factors that influence and constrain the acquisition process and deal with those factors in light of risk, uncertainty, and change.

ACE Credit Recommendation:
In the upper-division baccalaureate category, 3 semester hours in acquisition management (8/02).

Course: Intermediate Production, Quality, and Manufacturing
Defense Acquisition University

** OFFICIAL COPY ** PRIVACY ACT INFORMATION ** 09/05/2008
Various locations in the Continental US

Date Taken: 10-DEC-2003

Description:
Upon completion of the course, the student will become an effective production and quality improvement manager.

ACE Credit Recommendation:
In the upper-division baccalaureate category, 3 semester hours in production and operations management (8/02).

Course: Intermediate Production, Quality, and Manufacturing
Defense Acquisition University
Various locations in the Continental US

Date Taken: 09-JAN-2004

Description:
Upon completion of the course, the student will become an effective production and quality improvement manager.

ACE Credit Recommendation:
In the upper-division baccalaureate category, 3 semester hours in production and operations management (8/02).

Course: Naval Aviation Maintenance Control Management to Indicate Naval Aviation Logistics Command Management Information Systems
Organizational Maintenance Activity
Fleet Aviation Specialized Operations
Whidbey Island, WA

Date Taken: 14-MAR-2005 To 25-MAR-2005

Description:
Upon completion of the course, the student will be able to administer and manage a maintenance control branch or division.

ACE Credit Recommendation:
In the lower-division baccalaureate/associate degree category, 2 semester hours in records management or inventory management (7/00).

Military Experience

Occupation: Airman Recruit

Description:
To assimilate recruits into the Navy way of life and to prepare them for further advanced training in specialized Navy occupations.

ACE Credit Recommendation:
None

** OFFICIAL COPY ** PRIVACY ACT INFORMATION **

09/05/2008
What is an Exhibit:
Exhibits are details of formal courses offered by the Army, Army Reserve, and Army National Guard, and for Army enlisted and warrant officer military occupational specialties (MOSs). This includes all courses and occupations that have been evaluated by ACE to date, including previously archived exhibits dated from 1954 through 1989.

### Sample Course Exhibit

**ID Number.** A ten-character code assigned by ACE to identify each course exhibit.

<table>
<thead>
<tr>
<th>AR:1401-0033</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. FINANCE SPECIALIST</td>
</tr>
<tr>
<td>2. FINANCIAL MANAGEMENT TECHNICIAN (Finance Specialist)</td>
</tr>
</tbody>
</table>

**Military Course Number.** The number assigned to the course by the service school, as indicated on the program of instruction. Listed by version, if appropriate.

<table>
<thead>
<tr>
<th>Course Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version 2: 542-73C10 (F); 542-73C10; 542-73C10 (ST); 542-73C10 (ST); 542-73C10 (ST).</td>
</tr>
</tbody>
</table>

**Location.**

| Version 1: Finance School, Soldier Support Institute, Fort Benning, GA. |
| Version 2: Soldier Support Institute, Fort Jackson, SC; Finance School, Soldier Support Institute, Fort Benning, GA; Finance School, Fort Jackson, SC. |

**Length.** The length of the course in weeks, with contact hours in parentheses. Listed by version, if appropriate.

| Length |
| Version 1: 7–8 weeks (244–296 hours). |
| Version 2: 7–9 weeks (244–307 hours). |

**Exhibit Dates.** Training start date on materials evaluated and, if applicable, the date the training was eliminated. "Present" denotes that the training is still on-going. Listed by version, if appropriate.

| Exhibit Dates |

**Learning Outcomes.** Competencies students acquire during the course. Some courses prior to 1990 have Objectives. Listed by version, if appropriate.

**Instruction.** Description of instruction, including teaching methods, facilities, equipment, and major subject areas covered. Listed by version, if appropriate.

**Related Occupation.** A cross reference to related Army MOS exhibits. Officials awarding credit for a course and an MOS should compare the exhibit for the course with that of the MOS before awarding credit. This paragraph is included for Army-sponsored courses only.

**Recommendation.** Expressed in semester hours and recommended in four categories: vocational certificate, lower-division baccalaureate/associate degree, upper-division baccalaureate/associate degree, and graduate. Listed by version, if appropriate.

**Team Review Date.** Date when the course was last evaluated by a team of faculty members drawn from academia. This information is particularly useful in subject areas where state-of-the-art is important in determining the applicability of credit. ACE's policy is that Team Reviews must occur at least every ten years.

**Review Date.** Most recent date the course was reviewed, either by an academic team or in-house by ACE (in-house reviews are conducted when changes to course content are minor).
This is an example of a Military Transfer Evaluation.

Thank you for your service to our Country.

Please find enclosed a copy of your Transfer Evaluation Summary. This summary depicts how college-level courses completed while in the United State military will transfer into your academic history at San Jacinto College to fulfill graduation requirements. The Credentials of the American Council on Education (ACE) is the source used to determine proficiency. In assigning credits of this nature, the recommendations of the American Council on Education (ACE) are used as guidelines.

A maximum of 15 credit hours of course work from your military transcripts and 2 credit hours of Physical Education activity courses may be earned and applied toward a degree or certificate in this nontraditional manner. Only courses that apply to your major and are used for graduation are evaluated and assigned credit. The credit is evaluated as transfer work and does not appear on the San Jacinto College transcript. The course is assigned the grade of “CR” indicating credit. These grades will not calculate in your overall GPA, but the credit hours will count in the total hours for financial aid awards.

If you have additional questions regarding your evaluation, please contact the call center phone number at (281) 998-6150.

San Jacinto College
Enrollment Management Center
Transcript Evaluations
This is an example of a Military Transfer Evaluation.

American Council on Education  
UG Undergraduate

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**TRANSFER**

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<th>GPA Hours</th>
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**INSTITUTION**

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</table>
What do I (Counselor/Advisor) Need to Look For…

KEY IN ON:

- the “Description”

- the “ACE Credit Recommendation” to make the most appropriate decision of what to put on the EMC form.

  The Recommendations will give you great insight into making accurate recommendations on the Request for Evaluation of U.S. Military Training form.

  For example, based on the recommendations above, you could recommend these:

  - 3 credit hours in a Marketing, or Human Resource Mgmt type course.
  - 3 credit hours in Business & Professional Speech (SPCH 1321)
Things that the EMC Considers

What is the significance of the dates that appear after each credit recommendation?
There are two dates (month and year) at the end of each credit recommendation (see example). The first date represents when the course or occupation was last evaluated by a team of faculty members. Each time an evaluation is conducted, a date is provided to indicate when the course or occupation was last evaluated so that you can judge the currency of the credit recommended. This information is particularly useful in subject areas where state-of-the-art is important in determining the applicability of credit. You can also use the evaluation date when your institution has established a statute of limitations for acceptance of transfer credit. The second date represents when the course was last staff-reviewed by ACE.

These dates are provided for your information; do not confuse them with exhibit dates.

When credit is recommended in more than one category, what should I do?
Credit is sometimes recommended in more than one category. One reason for multiple-category recommendations is that the scope of a given occupation or course reflects learning in several subject fields at different levels of complexity.
A thorough reading of the exhibit will help you determine which category to apply. Compare learning outcomes achieved or course objectives and content with those of your own institution.

Credit recommended in a given subject field that is applied to two or more categories should not be added. Determine how the credits apply to the student's program of study at your institution.
The following example may occur in older exhibits:

In the vocational certificate category, 15 semester hours in electricity or electronics. In the lower-division baccalaureate/associate degree category, 10 semester hours in electricity or electronics. In the upper-division baccalaureate category, 5 semester hours in electricity or electronics (6/75).

Compare the exhibit description with the outcomes of electricity or electronics or related courses and programs of study at your institution. Award credit based on comparison of these outcomes.

Should a two-year college use only the lower-division credit recommendations? And should a four-year college use only upper-division credit recommendations?
Not necessarily. Evaluators place a course recommendation in the highest appropriate category. If your institution teaches a given course at a different level, you are encouraged to grant credit at that level.
Depending on the recommendation, the programs of study at the institution, and the objectives of the student, all types of institutions can use any or all of the four credit categories.

Do I have to grant credit exactly as it appears in the recommendation?
The use of ACE recommendations is the prerogative of education officials and employers. The recommendations are provided to assist you in assessing the applicability of military learning experiences to an educational program or occupation. You may modify the recommendations in accordance with your institution's policies and practices.
Credit may be applied to a student's program in various ways: (1) applied to the major to replace a required course, (2) applied as an optional course within the major, (3) applied as a general elective, (4) applied to meet basic degree requirements, or (5) applied to waive a prerequisite. Credit granted by a postsecondary institution will depend on institutional policies and degree requirements.
The learning of some service personnel may exceed the skills, competencies, and knowledge evaluated for a specific course or occupation. In these cases, you may wish to conduct further assessment.
Other Items to Consider

How many military credits does SJC accept?
- SJC will grant a student 2 credit hours toward their physical education requirements.
- SJC will accept up to 15 credits of applicable military college credit.

Online Access to Military Transcripts
- To obtain an Unofficial copy of the Veteran’s ACE transcript, the Veteran can access the ACE website, https://www.acenet.edu/transcripts/, in your office.
  - The Veteran should know their login/password, then the Unofficial copy can be printed or the Official copy can be ordered.
  - Remember to check Webxtender because the transcript may already be imaged.

Word of Caution: Evaluating a Military Transcript for Academic Major Students
- Inform the Veteran that it may be wise to hold off evaluating their transcript until their last semester to avoid going over their VA 17 hour maximum transfer limit.
- Fill out the Request for Evaluation of U.S. Military Training form, and submit the original form and the degree plan copy to the EMC for evaluation. You may want to attach any unofficial transcripts. Please interoffice this form to the EMC.

Does the # of Credit Taken Affect the Amount of Benefit S’s?
- Yes, if the Veteran is taking 12+ credits, they are considered a full-time student.
  If your student drops to 9 credits, they will receive ¾ of their benefit. If your student drops to 6 credits, they will receive ½ of their benefit, and so on.

Veterans with Chapter 33
Chapter 33 will allow Veterans to take 51% or more of classes as online as long as one class is face-to-face. This is equivalent to 7 or more credit hours (51%) with one class “on the ground”.

Class Attendance
The VA requires class attendance for students to be eligible for VA benefits; however, only the last day of attendance is reported. An eligible person will be paid only to the last day of class attendance when they withdraw from school.

Course Withdrawal
The VA does not allow automatic payment of benefits for a grade of W or I. Students who drop courses after the period designated for class changes may have to pay back money received for such courses.

The VA will allow payment only in cases of mitigating circumstances, and students will be required to explain in writing to the VA the reason for their withdrawal from courses. There is a one-time exclusion for dropping up to 6 credit hours.

The student is responsible for withdrawing from an academic course by going to http://www.sos.sjcd.edu/. If students need to drop a college prep course, a counselor's approval must be obtained. Students needing further assistance may contact the Enrollment Services Office on their campus.

Excessive Absences
Students receiving veterans benefits should not stop attending classes without properly withdrawing from school; they should formally withdraw on-line or in person through the Enrollment Services Office. If a student withdraws the student may have to pay back veterans benefits received.

**Repeating Courses**
No student may retake a course for VA benefits in which a passing grade or a temporary grade of "I" has been awarded. The student is responsible for knowing which courses have been completed. The College will immediately notify the VA of any course duplications, and appropriate changes will be made when a student has taken an unapproved course.

**Program Requirements**
VA regulations require that persons who have declared an objective (or degree plan) take courses leading toward that objective. Any deviation from the approved program cannot be certified for VA benefits. Students should request a change of program before enrolling for courses outside the approved program. Electives not suggested in the Catalog should be approved by the VA certifying official.

**Physical Education Requirements**
Veterans are not required to take physical education, but must substitute two term hours of electives if they do not take physical education. Veterans who wish to do so may take a maximum of two activity physical education courses for VA benefits. Health and physical education majors may apply a maximum of four term hours of physical education activity courses toward the degree.

**Individual Specialized Tutoring Assistance**
All students (veterans, wives, widows, and children of disabled or deceased veterans) who receive educational allowances are eligible for tutorial assistance. Students needing extra tutoring should contact the Campus Financial Aid Services Office to process the certification papers. A student must be enrolled at least half time. *Caution: It can take up to 1 semester to receive this benefit because there are several certification approvals required.*

**Academic Standing Issues for VA Students**
The Department of Veterans Affairs requires that a student make satisfactory academic progress to be eligible for VA educational benefits. Also, VA students on academic suspension will be reported to the Department of Veterans Affairs and will not be eligible for educational benefit payments until approved by the VA. All students receiving VA educational benefits are subject to the academic conditions under the Academic Warning, Probation & Suspension. The exception to this table: Any student on continued probation, VA benefits will be suspended if the student's institutional GPA does not meet or exceed a 2.0 GPA. Students may then submit to the VA a written statement of mitigating circumstances request resumption of VA benefits. Any student on continued probation may be certified for VA benefits for two semesters. However, after two semesters on continued probation, VA benefits will be suspended if the student's GPA does not reach 2.0. Students may then submit to the VA a written statement of mitigating circumstances and request resumption of VA benefits.
Appendix

SJC Veterans’ Education Network (Pamphlet): page 1

Veterans’ Education Network:
San Jacinto College–North
5800 Uvalde Road
Houston, TX 77049
Certifying Official: Melissa Nelligan
281.293.6150 x1450
Counseling/Advising Contacts:
Sharon Horne, Shannon Hintz and
DeRhonda McWeenie
281.293.6150 x1317

San Jacinto College–Central
8060 Spencer Hwy
Pasadena, TX 77505
Certifying Official: Susan Mikeska
281.293.6150 x1820
Counseling/Advising Contacts:
Bob Wall, Kaye Moon-Winters and
Leander Nash
281.293.6150 x1014

San Jacinto College–South
18705 Beamer Rd
Houston, TX 77089
Certifying Official: Sonsi Townsend
281.293.6150 x5889
Counseling/Advising Contacts:
Iris Graves, Glyles Landry and
Teneisha Annette
281.293.6150 x3444
WELCOME

STUDENT VETERANS
Due to the complexity and nature of services, we recommend each eligible member meet with the Veterans Team member on their respective campus.

STOP IN TODAY!
We will eventually need a copy of DD-214 but that is not necessary to begin processing.

WHO MAY BE ELIGIBLE

* A Veteran honorably discharged
* A surviving spouse or child of an eligible veteran
* An active duty service member
* A member of the Reserve or National Guard

CHECKLIST FOR ADMISSIONS AND REGISTRATION:
1. Complete an online application and pick-up appropriate benefit package (GI Bill, Hazlewood, Financial Aid Packet)
2. Take placement exams
3. Meet with veterans advisor to interpret test scores and advising for classes
4. Register and pay fees
5. Obtain student ID card
6. Obtain parking permit
7. Purchase your textbooks

REQUIRED DOCUMENTS
1. DD-214
2. SMART and AART Transcripts
3. Other College Transcripts
4. Degree Plan (veterans advisor)
San Jacinto College is a Member of the Servicemembers Opportunity College Consortium:

- SOC
- SOC

Consortium
- SOCAD
- SOCMAR
- SOCCOAST
- SOCGuard
- ConAP

Publications/Forms/Resources For Students

- Why Attend a SOC Consortium College
- SOC Consortium Military Student Bill of Rights
- Reserve/Guard Mobilization/Activation
- Post-9/11 Veterans Education Assistance Act

For Colleges

- How Does Your College Become a SOC Consortium Member?
- Responsibilities of SOC Institutional Representative, SOC Counselor, and Veterans Point-of-Contact
- SOC Consortium Workshops
- Military Students Bill of Rights
- Post-9/11 Veterans Education Assistance Act

Related Links

- American Association of State Colleges and Universities (AASCU)
- American Council on Education (ACE)
- Defense Activity for Non-Traditional Education Support (DANTES)
- Department of Veterans Affairs

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For Students

Why Attend a SOC Consortium College?
Recognizing the problems faced by military students whose jobs require frequent moves, SOC Consortium member schools make it easier to obtain college degrees rather than just accumulate course credit by:

- Limiting the amount of course work students must take at a single college to no more than 25% of degree requirements (30% for degrees offered 100% online), specifically avoiding any "final year" or "final semester" residency requirement
- Designing transfer practices to minimize loss of credit and avoid duplication of course work
- Awarding credit for military training and experience
- Awarding credit for nationally-recognized tests such as College-Level Examination Program (CLEP) General and Subject Examinations, (DANTES Subject Standardized Tests (DSST), Excelsior College Examinations (ECE)

SOC Consortium colleges pledge to be military-friendly and design policies and practices in the student services, admissions, and marketing areas that provide easy access to accurate information about the school, its degree programs, policies, and procedures. Details can be found in the SOC Consortium Military Student Bill of Rights.

Next>> For Students: SOC Consortium Military Student Bill of Rights

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