WELCOME MARINES AND FAMILY MEMBERS!

This handbook outlines the many valuable academic programs and library support services available to you on Okinawa. We invite you to take advantage of these exceptional educational opportunities. MCCS Education and Career Services is here to help you attain your educational goals. We look forward to seeing you!
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CONTACT INFORMATION

MARINE CORPS COMMUNITY SERVICES EDUCATION AND CAREER SERVICES
Camp Foster, Bldg. 5679

Education Center Main Desk ....................... 645-3486
Director, P&PD Education & Career Services... 645-7160
Supervisory Education Services Specialist..... 645-3486
Supervisory Guidance Counselor ................. 645-3486
Supervisory Librarian .................................. 645-6056
Testing Office ........................................... 645-3944/2469

EDUCATION CENTERS
Camp Courtney ............................................. Bldg. 4412, 622-9694
Camp Foster ............................................. Bldg. 5679, 645-7160/3486
Camp Hansen ........................................... Bldg. 2339, 623-4376
Camp Kinser ............................................. Bldg. 1220, 637-3325
Camp Schwab ............................................ Bldg. 3429, 625-2046
MCAS Futenma ........................................... Bldg. 407, 636-3036

LIBRARY FACILITIES
Camp Courtney ............................................. Bldg. 4453, 622-9280
Camp Foster ............................................. Bldg. 5679, 645-7178
Camp Hansen ........................................... Bldg. 2339, 623-7372
Camp Kinser ............................................. Bldg. 1311, 637-1029
Camp Schwab ............................................ Bldg. 3429, 625-2518
MCAS Futenma ........................................... Bldg. 403, 636-3946
Library Processing Center ............................ Bldg. 5691, 645-6059

COLLEGES AND UNIVERSITIES

Undergraduate

Central Texas College
Camp Foster, Bldg. 5679
Regional Director, Student Services Coordinator
Administrative Clerk: 645-7134
Distance Learning Clerk: 645-7391
Site Representative: 645-3500
E-mail: okinawa.pfec@ctcd.edu
Website: pfec.ctcd.edu
University of Maryland University College – Asian Division
Kadena Air Base, Bldg. 59
Area Director: 634-3767
Academic Advisor: 634-3781
Field Representative: 634-4383
E-mail: ookinawa@ad.umuc.edu
CAT e-mail: catreg@asia.umuc.edu
Website: asia.umuc.edu
Camp Foster, Bldg. 5679
Field Representative: 645-3488/3054
Academic Advisor: 645-5600

Distance Education
Phone: 225-3696
Fax: 225-7286
Distance Education e-mail: de@asia.umuc.edu
Distance Education website: de.asia.usmc.edu

Bowie State University
Camp Foster, Bldg. 5679
Program Director: 645-2559
E-mail: learntoteach@asia.umuc.edu
Website: asia.umuc.edu/teaching

Graduate

Troy University
Kadena Air Base, Bldg. 59
Education Program Coordinator: 634-2041
E-mail: tsukaden@kda.attmil.ne.jp
Website: tsupacific.net

University of Phoenix
Kadena Air Base, Bldg. 59
Asian Pacific Director: 632-8508
Program Coordinator: 959-0123/9845
Fax: 959-5303
E-mail: cody.mcdonald@phoenix.edu
Website: phoenix.edu/colleges_divisions/military-overseas/asia-pacific.html

*Check with schools directly for current programs and courses.
EDUCATION ASSISTANCE

GETTING STARTED

EDUCATIONAL ADVISEMENT
Educational advisement is available at no cost to all military personnel at all education centers. This service is also available to family members on a space available basis. Trained staff can assist you in setting your educational/vocational goals, and refer you to institutions that can best help you achieve those goals.

APPOINTMENT FOR ADVISEMENT
Personnel using Military Tuition Assistance for the first time are required to meet with an Education Services Specialist before registering for any classes. Contact your nearest Education Center for an appointment.

DISCOVER PROGRAM
Need career advice? Confused about a college major? Look into the Discover Program, available at your education center. Discover is an internet-based, career planning program that can help you learn more about yourself and find occupations that may be right for you. It will also tell you what kind of training you need for these occupations and assist you in finding appropriate schools and programs out of the thousands in its database. For more information, contact your Lifelong Learning Center.

ACE GUIDE
Your military experience may be worth college credit. Through the Guide to the Evaluation of Educational Experiences in the Armed Services there are credit recommendations for formal military training courses, military occupational specialties (MOSs), and some military correspondence courses (MCI). An Education Services Specialist can help you use the ACE Guide and direct you on how to access your SMART (Sailor/Marine ACE Registry Transcript) transcript of military education.

ACE Guide web site: http://www.militaryguides.acenet.edu
SMART web site: https://smart.navy.mil or https://www.navycollege.navy.mil

SERVICEMEMBERS OPPORTUNITY COLLEGE - MARINE (SOCMAR)
SOCMAR is a consortium of colleges and universities established to assist Marines and their families in earning a college degree despite geographic and institutional obstacles. A SOCMAR agreement allows for increased transfer credit flexibility, limited residency requirement, and recognition of military learning for academic credit. CLEP, DSST and ECE exams, courses from other schools, and military experience can be included in your agreement. Marines must request a SOCMAR agreement or a degree plan from their college to continue using Tuition Assistance. Servicemembers Opportunity Colleges (SOC) web site: www.soc.aascu.org
**MARINE CORPS TUITION ASSISTANCE (TA)**

Tuition Assistance is available to active duty Marines working towards a certificate or degree at a higher level than they have already attained. Funds are available to pay the cost of college tuition for both officers and enlisted members. See your local Education Center for accurate monetary limits during the current fiscal year.

**COLLEGE 101/TA BRIEFING**

College 101/TA Brief is a required orientation briefing that all first-time TA users must attend prior to requesting TA funds. The college portion of the brief explains the different types of post-secondary degrees, gives advice and information for new students, and provides financial assistance information. The Tuition Assistance portion of the brief explains Active Duty TA policy and procedures. Please contact your Education Center to schedule the College 101/TA briefing.

**OFFICERS AND WARRANT OFFICERS**

Marine officers and warrant officers obligate themselves to two years of active service each time they use TA. This obligation runs concurrently with any other obligated time. See your Education Center staff for more information.

**OTHER FORMS OF FINANCIAL ASSISTANCE**

**G.I. Bill**

For information about your VA Education benefits visit www.gibill.va.gov. Necessary VA forms are available online. Contact your local Education Center for assistance.

**Pell Grants**

Pell Grants are awarded to undergraduate students to help pay for their education after high school. Unlike loans, a Pell Grant does not have to be repaid. To be eligible, a student must be seeking their first undergraduate degree, and attend college at least half time.

The amount of the grant, if approved, is determined by financial need. A Free Application for Federal Student Aid (FAFSA) must be submitted to determine if a student qualifies for this educational aid. Marines and their dependents can apply for FAFSA online at www.fafsa.gov or obtain a FAFSA form from their college or the Education Center.

**Scholarship and Financial Aid Explorer (SFEX)**

The Scholarship and Financial Aid Explorer (SFEX) provides online information on scholarship and financial aid resources for members of the military community. Visit the website at http://www.mcsfex.net/Default.aspx.

**MyCAA**

MyCAA is a career development and employment assistance program for military spouses of E1 – E5, W1 – W2, and O1 – O2 with opportunities to pursue licenses, certificates, certifications, or Associate Degrees (excluding General Studies and Liberal Arts.)
Naval Education centers provide a variety of programs and resources for continuous learning and career development.

**Navy-Marine Corps Relief Society - Spouse Tuition Aid Program (STAP)**
The Navy-Marine Corps Relief Society Spouse Tuition Aid Program (STAP) provides up to $3000 per year to spouses in interest-free loans for education. The student must be attending an accredited institution, and the funds may be used for tuition, books, and supplies. STAP is available to Navy and Marine Corps spouses only. For more information contact the Navy-Marine Corps Relief Society on Camp Foster at 645-7808.

Visit your Education Center for additional financial aid and scholarship opportunities.

**DISTANCE LEARNING**
In addition to the distance learning opportunities provided by contracted schools on Okinawa, individual classes or complete degrees may be obtained from many accredited institutions in the United States via the internet. In many cases, tuition assistance is available to active duty military members for these programs. Contact your local Education Center for more information.

**MILITARY CLASSIFICATION TESTING**

**Armed Forces Classification Test (AFCT)**
This test measures aptitudes and abilities, which are necessary for a Marine’s successful performance on the job and during formal school training.

**Defense Language Aptitude Battery (DLAB)**
The DLAB is designed to aid in the selection of personnel for language school training. It measures an individual’s aptitude to learn a language.

**Defense Language Proficiency Tests (DLPT)**
Computer-based exams designed to determine proficiency in a specific foreign language. College credit is recommended based upon level of proficiency. Specialized language testing can be requested if computer-based exams are not available.

**Oral Proficiency Interviews (OPI)**
Testing in the form of interviews conducted via phone conversation, for the purpose of measuring oral proficiency in a specific language.

**Aviation Selection Test Battery (ASTB)**
This test is used in the selection process for all Navy, Marine Corps, and Coast Guard aviation programs and other select officer programs.

Special testing for units can be arranged.
All tests are by appointment. For more information, please call Lifelong Learning Testing Office at 645-3944/2469.

**DANTES TESTING PROGRAMS**

**General Educational Development (GED) Tests**
The GED aids individuals in obtaining a high school equivalency diploma or certificate based on their test performance. Each battery of the GED test covers five academic areas: writing skills, social studies, science, reading skills, and mathematics. DANTES provides the GED test...
to military personnel free of charge. The practice test is required to determine if candidates need further preparation prior to taking the GED. Both the GED and Pre-GED are offered once a month.

**ACT Program**
The purpose of the ACT is to assist individuals in meeting college admissions requirements. The ACT instrument consists of a battery of four academic tests covering the following areas: English, mathematics, reading, and science.

**SAT Program**
SAT test scores are used as a college admission requirement and for student placement. They provide colleges with a way to compare the academic preparation and abilities of students who apply for admission. The SAT measures students’ critical thinking skills based on knowledge and skills developed through coursework in three areas: critical reading, mathematics, and writing.

**Certification Examinations**
These exams provide an opportunity to earn professional status in a vocational or occupational area. Exam dates and funding vary by exam. Contact the testing office for more information.

**Pearson VUE**
Pearson VUE offers a wide variety of licensure, certification, academic admissions, regulatory, and government testing service exams. For a list of available exams offered at the Testing Office, go to www.mccsokinawa.com. Or visit the Pearson VUE website at www.pearsonvue.com/military. Exams must be scheduled in person. Contact the Lifelong Learning Testing Office at 645-2469/3944 for more information.

**The PRAXIS Series**
The PRAXIS Series examinations are used by states as part of their teacher licensure and certification process. They are also used by some colleges and universities to evaluate individuals entering teacher education programs.

**College Level Examination Program (CLEP)**
It is possible to earn as many as 30 credit hours toward an associate degree and 60 credit hours toward a bachelor degree by successfully passing CLEP Examinations. CLEP consists of both general and specific subject content, and covers material usually taught in most college freshman and sophomore courses. The CLEP examinations are designed so students can take a test to obtain academic credit for knowledge already obtained. There is no charge for active duty military members; however, retests must be paid by the examinee. These exams are computer based and administered by the University of Maryland University College National Test Centers. Register at www.asia.umuc.edu.

**DSST Program**
This program is an extensive series of tests in college subjects for which the examinee may earn college credit. The cost of these tests is the responsibility of the examinee. These exams are Internet based and administered by the University of Maryland University College National Test Centers. Register at www.asia.umuc.edu.
Excelsior College Examination (ECE)
These tests are primarily used for upper level credit in degree programs such as nursing and management, with general subjects in arts and sciences. The cost of these tests is the responsibility of the examinee. These exams are offered in computer-based format through Pearson VUE, administered by the University of Maryland University College National Test Centers. Register at www.asia.umuc.edu.

The Testing calendar can be found on the MCCS website at www.mccsokinawa.com. Look under the Libraries and Education tab.

All tests are available on a first-come, first-serve basis. Most testing is free for active duty military personnel. There is a fee for military family members and other SOFA-status personnel. For more information or to set up an appointment, please contact the Camp Foster Testing Office at 645-3944/2486.

EDUCATION AND COMMISSIONING PROGRAMS FOR ENLISTED MARINES:
Marine Corps Enlisted Commissioning Education Program (MECEP)
MECEP provides selected enlisted Marines with the opportunity to earn a baccalaureate degree by attending a college or university as a full-time student. While in school, Marines continue to receive their full pay and allowances. Those individuals who successfully obtain a baccalaureate degree and complete officer candidate training are commissioned as Second Lieutenants in the Marine Corps.

Enlisted Commissioning Program (ECP)
ECP allows qualified enlisted Marines currently holding a Bachelor’s degree, to complete Officer Candidate School and subsequently be commissioned as second lieutenants in the Marine Corps.

Naval Reserve Officers Training Corps (NROTC) Navy-Marine Corps Scholarship Program
The NROTC Navy-Marine Corps Scholarship Program provides an opportunity for young men and women to prepare for careers as officers in the United States Navy or Marine Corps. The program pays full tuition and fees at NROTC colleges and universities nationwide. In addition, candidates receive a monthly allowance.

United States Naval Academy and United States Naval Academy Preparatory School
Each year selected Marines begin study at the United States Naval Academy leading to a bachelor’s degree and commissioning as a Marine Corps officer. Tuition is fully subsidized in addition to a regular salary. Applications not accepted to the Naval Academy may be referred to the preparatory school to prepare acceptance into the U.S. Naval Academy the following year.

Staff Noncommissioned Officers Degree Completion Program
This program provides selected Marine staff noncommissioned officers with the opportunity to obtain a bachelor’s degree by attending a college or university for no more than 18
months as a full-time student. The degree must relate to a Marine Corps billet that is specifically required for Marine staff noncommissioned officers with 4-year degrees. Program availability is dependent upon personnel needs of the Marine Corps.

**Leadership Scholar Program**
The Leadership Scholar Program (LSP) is a partnership between colleges/universities and the U.S. Marine Corps. Its purpose is to help honorably discharged Marines continue their education by identifying and screening those who qualify for admission, and presenting them to the admissions office. This partnership allows Marines who meet certain requirements to be accepted directly to the institution without having to compete with civilian applicants. Further details can be found on the LSP website at [http://www.leadershipscholarprogram.com/maredu/](http://www.leadershipscholarprogram.com/maredu/)

**EDUCATION PROGRAMS FOR MARINE OFFICERS:**

**College Degree Program**
The College Degree Program provides selected Marine officers the opportunity to earn a baccalaureate degree by attending an accredited college or university as a full-time student.

**Special Education Program**
The Special Education Program provides selected Marine officers the opportunity to receive, as full-time students, advance training that will lead to a postgraduate degree in specified disciplines.

**Advanced Degree Program**
The Advanced Degree Program provides selected Marine officers the opportunity to earn a postgraduate degree by attending an accredited college or university as full-time students.

**Law Education Programs**
The Funded Law Education Program (FLEP) and Excess Leave Program (ELP) provide an opportunity for officers to laterally transfer to a law MOS. Special Education Program (Law), Advanced Degree Program (Law), and the Judge Advocate General’s Legal Center and Schools (TJAGLCS) offer current holders of the 4402 MOS the opportunity to obtain a Masters of Law degree and an additional specialized law MOS.

**Library Resources**
There is a library on every Marine camp on Okinawa. Please check the following website or call 645-7178 for locations and hours. [http://mccsokinawa.com](http://mccsokinawa.com)

The library provides the following resources and services in support of Lifelong Learning programs:

Online access to the library catalog, available at [http://library.usmc-mccs.org](http://library.usmc-mccs.org)
- Interlibrary Loan Service: Library materials not available at your local library can be borrowed from other sources. Items borrowed from the U.S. take time to reach Okinawa, so please plan ahead.
- Professional Military Titles: Commandant’s Reading List and Marine Corps University titles are available for check-out.
• Study Guides: Study guides for CLEP, DANTES, ASVAB, SAT, GED and other tests are available in the form of books, DVDs, and online resources.
• Gale Databases: Databases with access to journal, magazine and newspaper articles are available in the libraries and online via the library catalog at http://library.usmc-mccs.org/ (call your local library for the password.) Subjects covered include: Health and Wellness, Business, Law, History, Military Intelligence, and general information. Research assistance is available for college students.
• Tutor.com: Online one-on-one chat homework help, available in every subject, 24/7
• Transparent Languages: An online language-learning system to help you learn languages like Japanese, Spanish, French, Portuguese, German, Italian, Russian, and Chinese
• Internet Access: PCs and Wi-Fi access are both available.
• Computers: Library computers have standard Microsoft Office applications, and 10 pages of free printing per day is available.
• Photocopyer: Photocopying is available for a fee.
• Scanner: There is a scanner available for use at every MCCS library on Okinawa.
• Quiet study areas
• Conference Rooms: Conference rooms can be reserved for group study at Foster, Courtney, Schwab, Hansen, and Futenma libraries.

WEBSITES FOR EDUCATION INFORMATION

Comprehensive Education Information:

Peterson’s publications:
Universities, Junior Colleges, Vocational and Technical Schools, Distance Education, Graduate Schools, Scholarships, Grants, and Prizes
www.petersons.com

The College Board:
www.collegeboard.org

Department of Education Student Financial Aid Guide
http://studentaid.ed.gov/guide

Free Application for Federal Student Aid
Federal grants and loans
www.fafsa.ed.gov

Financial Aid Information with links to other sites
www.finaid.org
www.CollegeGold.com
Scholarship databases
www.fastweb.com

DoD MWR Libraries:
www.petersons.com/dod

**Military Related Education Information:**

Servicemembers Opportunity Colleges (SOC)
www.soc.aascu.org

Veterans Affairs (VA) GI Bill Benefits Information
www.gibill.va.gov

Sailor/Marine ACE Registry Transcript (SMART)
https://smart.navy.mil or
https://www.navycollege.navy.mil

American Council on Education (ACE) Guides
www.militaryguides.acenet.edu

United States Military Apprenticeship Program (USMAP)
https://usmap.cnet.navy.mil

Marine Corps University (MCU)
www.mcu.usmc.mil
http://mcu.mcbbutler.usmc.mil

Marine Corps Institute (MCI)
www.mci.usmc.mil

Defense Activity for Non-Traditional Education Support (DANTES):
Policy & Procedures, DANTES catalogs, SOC information, and references
www.dantes.doded.mil

Leadership Scholar Program (LSP)
Education for the Individual
Central Texas College has helped many military members, their spouses and families with life-changing education for over 40 years. With more than 100 locations worldwide and an extensive selection of distance learning courses and programs, CTC allows students to continue their education whether onboard ship, in the Far East, Europe or the continental United States.

On Okinawa, Central Texas College offers educational programs to personnel from all branches of the military service; CTC strives to accommodate the various schedules of our students by providing five eight-week terms each year. In addition to the wide selection of course studies, the learning experience with Central Texas College provides academic advising, career placement assistance, financial aid, library services, mentoring, technical support, tutoring and bookstore services.

The combination of “hands-on” instruction, small class size and personalized student services make CTC’s programs attractive to the student whose education goals include an associate’s degree or certificate of completion in fields that offer career opportunities.

Distance Learning
Central Texas College offers courses through both traditional classroom instruction and distance learning. Distance Learning (DL) courses are available in CD-ROM plus textbook format, with assignments and questions communicated to and from the instructor via e-mail. They are ideal for self-motivated students and/or those who cannot attend traditional face-to-face classes. In order to participate in DL classes, one must have access to a computer, the Internet and a personal e-mail address. All DL courses are three semester hours.

Accreditation and Transferability
Central Texas College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate’s degrees and certificates of completion. Credits earned at Central Texas College are transferable to other institutions in accordance with policies of the receiving institution.

Job Related Training
Specialized job-related training courses (either credit or non-credit) are also available for military units on a wide range of topics including microcomputer technology, management and language training (non-credit only). The fees for these courses are generally paid from unit training funds.

Associate Degree Programs:
• Applied Management
• Criminal Justice
• Criminal Justice–Corrections Specialization
• Early Childhood Professions
• General Studies
• Hospitality Management
• Information Technology
• Network System Administrator

**CTC Sites**
Main Office Camp Foster, Bldg. 5679
Regional Director: 645-7134    okinawa.pfec@ctcd.edu
Student Services: 645-5840    coord.oki.pfec@ctcd.edu
(DL) Distance Learning: 645-7391    dl.oki.pfec@ctcd.edu

**Field Representatives:**
Camp Foster..........645-3500    foster.oki.pfec@ctcd.edu
Camp Courtney......622-9259    courtney.oki.pfec@ctcd.edu
Camp Hansen.......623-7471    hansen-schwab.oki.pfec@ctcd.edu
Camp Kinser........637-1040    kinser.oki.pfec@ctcd.edu
Camp Schwab.......625-2037    hansen-schwab.oki.pfec@ctcd.edu
Kadena Air Base....634-0711    kadena.ab.oki.pfec@ctcd.edu
MCAS Futenma......636-3629    futenma.oki.pfec@ctcd.edu
Torii Station........644-4353    torii.oki.pfec@ctcd.edu

For more information, contact your local CTC Field Representative.

**University of Maryland University College Asia**

**Associate & Bachelor Degrees**
With over 50 years of experience serving the military and civilian communities in the Pacific Command, we understand the special needs and goals of students who are pursuing higher education in an overseas environment.

In addition to traditional morning, lunchtime, afternoon and evening classes, University of Maryland University College offers non-traditional weekend, media-assisted, distance education and a wide variety of mini-classes each session. Over 100 classes are available in eight-week academic sessions. Students who take two three-semester-hour classes each term can earn one year of college credit for each year on Okinawa.

Field Representatives are assigned to each MCCS Lifelong Learning Center. Field Representatives are available to answer your questions regarding UMUC programs and can direct you to the right person or office if you need further assistance.
Advisors
Four academic advisors are available to assist students in evaluating prior academic credits and formulating degree and certificate programs. The offices on Camp Foster and Kadena Air Base take walk-in appointments from 8 a.m.–4 p.m. For other locations, e-mail aokinawa@asia.umuc.edu to make an appointment with an advisor.

Accreditation
University of Maryland University College is fully accredited by the Commission of Higher Education of the Middle States Association of Colleges and Schools.

Financial Assistance
Scholarships, VA, Pell and government entitlements are available. Forms and information are available at all offices on Okinawa or online at asia.umuc.edu/finaid.

Certificate Programs (18 credits)
- Accounting
- Computer Studies
- Foreign Language Area Studies (Japanese or Korean)
- Management

Associate of Arts Degree (60 credits)
- Accounting
- Business and Management
- Computer Studies
- Foreign Language Area Studies (Japanese or Korean)
- General Curriculum
- Management Studies
- Mathematics

Bachelor of Arts or Science Degree (120 credits)
- Accounting
- Business Administration
- Communication Studies
- Computer and Information Sciences
- Criminal Justice
- Digital Media and Web Technologies
- East Asian Studies
- English
- General Studies
- History
- Humanities
- Human Resource Management
- Information Systems Management
- Management Studies
- Political Science
- Psychology
- Social Science
Please visit our main website at asia.umuc.edu and click on ‘Certificates and Degrees’ to view all degrees offered.

UMUC – ASIA DISTANCE EDUCATION (DE) PROGRAM

Distance Education Office
UMUC Asia is meeting today’s challenge of the changing educational needs of the military community. UMUC’s innovative online learning programs offer you maximum flexibility and opportunity to pursue and complete your educational goals. With distance education (DE), you will be able to access your studies via the Internet any time of the day or night no matter where you are, and you will be able to continue your studies with UMUC wherever your future assignments take you.

Eligibility
Members of the military community, U.S. government employees and family members who meet admission requirements are eligible to enroll in UMUC Asia DE courses.

Accreditation
University of Maryland University College is fully accredited by the Commission of Higher Education of the Middle States Association of Colleges and Schools.

Courses and Programs
As an Asia Division student, you will have an extensive selection of undergraduate DE courses from UMUC-Asia, UMUC-Adelphi in Maryland and UMUC-Europe to choose from. These courses can be applied toward a UMUC certificate, an associate’s degree or a bachelor’s degree. From the current Asia Division Catalog, you can see a list of Asia Division programs of study. For lists of undergraduate course offerings, see the DE Schedules at de.asia.umuc.edu.

Tuition and Fees
Please contact your local UMUC field office to obtain the updated tuition rate. A list of fees is available from the current Asia Division Catalog.

Student Affairs
You can obtain information on student services including academic advisement and financial aid from the current Asia Division Catalog’s Student Affairs section.

For more information about what Distance Education has to offer you, visit our website at de.asia.umuc.edu. You may also email the UMUC-Asia Distance Education Office at de@asia.umuc.edu.
In cooperation with Bowie State University, UMUC is proud to offer two undergraduate degrees in education. Students may pursue a Bachelor of Science in Elementary Education or Secondary Education in English or History/Social Studies which may be applied towards teacher certification with the State of Maryland. Maryland has reciprocity agreements with all 50 states and DoDEA.

Recognized by the National Council for the Accreditation of Teacher Education (NCATE) and approved by the Maryland State Department of Education. The program is designed to provide candidates with a strong liberal arts foundation, as well as the knowledge and skills needed to be transformative teachers.

Formal Admission Requirements
To enter the program, you must apply to UMUC Asia as a Bowie State Undergraduate student and complete the milestones below:

- 32 semester hours with a minimum GPA of 2.5
- Autobiography
- EDUC 101 - Introduction to Education
- WRTG 101 - Introduction to Writing
- WRTG 291 - Expository and Research Writing
- Two faculty evaluations (or 1 faculty/1 work)
- Passing score on Praxis I (or equivalent ACT/SAT/GRE)
- Passing score on English Proficiency Exam
- Formal interview

Students may begin taking lower-level teacher education courses before being formally admitted but the milestones must be completed in order to take upper-level courses and participate in student teaching.

Degree Requirements
Both elementary and secondary degrees require the successful completion of the following:

1. 120-126 credits of coursework with a minimum GPA of 2.5
2. Formal admission to the program
3. Passing scores on Praxis I (or equivalent) and Praxis II
4. Yearlong internship, including sixteen weeks of student teaching
5. Presentation of a final e-portfolio

Getting Started
Contact the Bowie State Teacher Education Office or your local UMUC Field Representative to schedule an advising session prior to applying for admission. Please bring your transcripts for a tentative evaluation of transfer credits.

www.asia.umuc.edu/teaching  learntoteach  facebook.com/learntoteach
Why Choose Troy University?
Excellence is a tradition at Troy University. Since it was founded more than a century ago, the university has been a leader in academics and affordability. This leadership has been recognized by a variety of individuals and organizations throughout the Southeast and the nation, including Money Magazine, which named TU one of the top 25 “best buys” among the country’s public universities and colleges. From a global perspective, the university is committed to providing undergraduate and graduate education in regional, national and international communities for both traditional and non-traditional students.

Master of Science in International Relations (MSIR)
The study of International Relations seeks to understand how political, security, economic, historical and cultural factors motivate nation states, international organizations and other global actors. The MSIR degree is useful for career fields within the United States armed forces, many United States government departments and agencies, international organizations, international business and banking, as well as the educational profession teaching the social sciences. The MSIR degree program is a 12-course 36-credit-hour curriculum of study. Additionally, students are able to choose from the following concentrations: regional affairs, international affairs and national security affairs.

Degree Requirements for Completion
The maximum time for completion is eight years, dating from the term of initial enrollment. Other requirements include:
• Unconditional Admission
• Completion of 36 credit hours of coursework with an overall GPA of 3.0 or better
• Earn a grade of “B” or better in a required research methods component
• Successful completion of a comprehensive examination or a thesis

Admission Standards
Students may enroll immediately upon submission of an application and take courses for one term while waiting for the following:
• Students holding a master’s or higher degree from a regionally accredited university will need to submit all undergraduate and graduate official transcripts showing a minimum overall GPA of 2.5 or a 3.0 GPA on the last 30 semester hours. Students must submit a letter of recommendation. No test score is required.
• Students holding a bachelor’s degree from a regionally accredited university will need to submit all undergraduate official transcripts showing a minimum overall GPA of 2.5 or a 3.0 GPA on the last 30 semester hours. Additionally, an acceptable score must be achieved on the appropriate entrance exam (GRE 850—verbal and quantitative, MAT 396, or GMAT 450). Students must also submit a letter of recommendation.
University of Phoenix was founded in 1976 to answer the unique educational needs of working adults. Unlike other universities, our innovative learning model recognizes the difference between younger students and working professionals who possess a wealth of practical knowledge. Our programs are designed to leverage an adult student’s experience to cover more ground in less time. Our curricula also emphasize the immediate application of all learning to the workplace, adding real-world value to our education.

With more than 125 campuses and learning centers in the United States, Puerto Rico, Asia, Europe and Canada with over 16,000 faculty members, University of Phoenix is the nation’s largest private accredited university. Every year, we help more than 150,000 students achieve their career and academic goals. As proven by thousands of successful graduates, ours is an education that works.

Key Advantages:
• Discounted tuition for all DOD personnel.
• No entrance exams, comprehensive exams or thesis required.
• On-Site classes meet one night per week from 6–10 p.m.
• All of our online courses begin every Tuesday.

Programs Offered at the University of Phoenix–Kadena Campus:

Master of Business Administration
The Master of Business Administration (MBA) program prepares students in the functional
areas of business allowing them to develop managerial skills necessary to be effective in a rapidly changing business environment. The program is designed for students with an interest in entering or advancing their careers in business. The program is based on current research of managerial competencies and graduate business standards as tested by existing national standardized graduate business examinations.

**Master of Management**
The Master of Management (MM) program is designed to enhance the management skills students need to function effectively within an organization. Areas of focus include development of human capital, implementation of organizational initiatives, managing conflict, fostering creativity, innovation through organizational design and managing in a cross-cultural environment. Students will refine their problem-solving skills along with their communication, creativity, information-utilization and critical-thinking skills.

*Specialization in the area of Human Resource Management is also available.*

**Master of Arts in Education - Adult Education and Training**
The Master of Arts in Education/Adult Education and Training (MAED-AET) is a 35-credit program of study designed for individuals who wish to develop the skills to work with adult learners in areas such as corporate training, community college instruction, non-profit and community based organizations, human services agencies or professional development. The program encompasses knowledge of andragogical theory, the needs of diverse learners, critical issues and trends in adult education and training, instructional design and strategies, the use of technologies and assessment. It also provides courses that address coaching and mentoring, e-learning and web-design technologies.

**Master of Arts in Education / Elementary, Secondary and Special Teacher Education**
The Master of Arts in Education is a graduate degree program preparing candidates for teacher licensure. The guiding philosophy of the program is to provide the adult student, who already has a degree in a discipline other than education, with the skills and knowledge that will allow them to become a competent and effective educator. This program focuses on elementary or secondary student learning by improving the educator’s responsibility for that learning.

Student teaching is an integral component of the Teacher Education Program. The student teaching experience is designed to emphasize the achievement of state standards leading to certification and to present individuals with growth opportunities that best prepare them to assume the duties of a certified classroom teacher.

**Master of Arts in Education – Teacher Leadership**
The Master of Arts in Education program with a specialization in Teacher Leadership is intended for P-12 teachers who define themselves as learners, teachers and leaders. Teachers become servant leaders who empower themselves and others to directly impact school culture as champions of innovation and facilitators of school improvement, professional development and student achievement. The program provides advanced knowledge
in collaboration, coaching and mentoring, decision making, planning, action research and evaluation. Graduates will be able to serve their students, colleagues and communities as ethical leaders committed to excellence.

**Accreditation**

University of Phoenix is accredited by the Higher Learning Commission (HLC), and is a member of the North Central Association (30 N. LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504; 312-263-0456). (ncahigherlearningcommission.org)

The North Central Association (NCA) is one of six regional institutional accrediting associations in the United States (each is named after the region in which it operates—Middle States, New England, North Central, Northwest, Southern, Western).

Our Business Degree Programs have been awarded accreditation from the Association of Collegiate Business Schools and Programs (ACBSP).

**Military Affiliations**

University of Phoenix is a member of Servicemembers Opportunity Colleges (SOCMAR, SOCNAV), the National Association of Veterans Program Administrators and has Defense Activities for Non-Traditional Education Support (DANTES) approval for tuition assistance.

**Graduate Admission Requirements**

To be considered for a graduate program, you must be employed or have access to an organizational environment (military is included) that allows you to apply the concepts you learn in our courses. In addition, you will need an undergraduate degree from a regionally accredited college or university or one that is a candidate for accreditation. A comparable degree from a recognized institution outside of the United States is also acceptable. University of Phoenix requires you to have a minimum cumulative grade point average of 2.5 and at least three years of significant work experience. No entrance exam is required. Graduate admission requirements vary by program. Please consult your program coordinator for specific degree and program requirements.

**Contact us**

For more information on University of Phoenix and its programs, please contact your Program Coordinator at:

University of Phoenix
Kadena Air Force Base
Education Center
Building 59, Room 220
Phone: (098) 959-0123 From non-Kadena DSN dial 99 first.

For information on University of Phoenix Online courses, please visit phoenix.edu
The future belongs to those who prepare for it.

-Ralph Waldo Emerson