



MCCS Education Center

Camp Foster	645-7160	MCAS Futenma	636-3036	Camp Courtney	622-9694
Camp Kinser	637-1821	Camp Hansen	623-4376	Camp Schwab	625-2046

HEP Requirement for First Time Tuition Assistance (TA) Users

Per MARAMDIN 040/16, effective 1 January 2016, “all first-time tuition assistance applicants [must] complete the Higher Education Prep (HEP) course prior to approval for tuition assistance.” Training covered in the HEP course includes: choosing a career goal, determining an educational path to completing that goal, factors to consider when choosing an institution of higher education, and other forms of funding in addition to tuition assistance.

This course satisfies the requirement for College 101; however, the completion certificate must be submitted to your local MCCS Education Center to receive credit for the course. Additionally, you must receive annual updates on Marine Corps TA policies and procedures from your MCCS Education Center in order to remain eligible for TA.

The Joint Knowledge Online (JKO) course can be accessed using a CAC or JKO account at <https://jkodirect.jten.mil/>. The course number is **HEP US001**. To find the course, select “Course Catalog” on the top menu bar, click “ALL,” and select “HEP.” Upon conclusion, you will receive a “Certificate of Completion,” print and submit this certificate to your local MCCS Education Center.

Steps for Getting Started Using TA

1. Complete HEP Course (see above).
2. Deliver your HEP Certificate to an MCCS Education Center Staff Member to have your account updated and receive information on Marine Corps specific TA policies and procedures and educational programs.
3. Meet with Guidance Counselor to establish educational goals, select your school and major, or receive any other educational information.
4. Fill out your WebTA at <https://myeducation.netc.navy.mil/>.



MCCS Education & Career Services

<u>Education Centers</u>			<u>Programs & Information</u>	<u>Libraries</u>		
<u>Kinser</u>	Bldg. 1220	Tel 637-1821	College Reference	<u>Kinser</u>	Bldg. 1311	Tel 637-1039
<u>Futenma</u>	Bldg. 407	Tel 636-3036	Guidance Counseling	<u>Futenma</u>	Bldg. 403	Tel 636-3946
<u>Foster</u>	Bldg. 5679	Tel 645-7160	Higher Education Prep	<u>Foster</u>	Bldg. 5679	Tel 645-2470/ 7178
<u>Courtney</u>	Bldg. 4425	Tel 622-9694	Military Tuition Assistance	<u>Courtney</u>	Bldg. 4453	Tel 622-9280
<u>Hansen</u>	Bldg. 2339	Tel 623-4376	SOC Information	<u>Hansen</u>	Bldg. 2339	Tel 623-7372
<u>Schwab</u>	Bldg. 3429	Tel 625-2046	Financial Aid	<u>Schwab</u>	Bldg. 3429	Tel 625-2518
<u>Testing Office</u>	Tel 645-3944/2469		Distance Education	Hours vary by camp		
Monday through Friday 7:30-16:30			DANTES			
			Commissioning Programs			
			USMAP/MCCOOL			
			Joint Services Transcripts			
			Leadership Scholar Program			

Local Colleges and Universities

I. Undergraduate Schools:

1. **Central Texas College** (CTC): Certificates & Associate Degrees
Kadena Air Base Bldg. 59; DSN: 634-6879
2. **Embry Riddle Aeronautical University**: Associate & Bachelor Degrees
Kadena Air Base Bldg. 59; DSN: 634-5083
3. **University of Maryland University College** (UMUC): Certificates, Associate & Bachelor Degrees
Kadena Air Base Bldg. 59; DSN: 634-4383

II. Graduate Schools:

1. **Troy University**: Master of Science in International Relations
Kadena Air Base Bldg. 59; DSN: 634-5365
2. **Embry Riddle Aeronautical University**: Master of Science in Aeronautical Science
Kadena Air Base Bldg. 59; DSN: 634-5083
3. **University of Maryland University College** (UMUC): Master of Business Administration
Kadena Air Base Bldg. 59; DSN: 634-4383

Note: CTC & UMUC representatives are available at each MCCS Education Center; check with school for times/days.



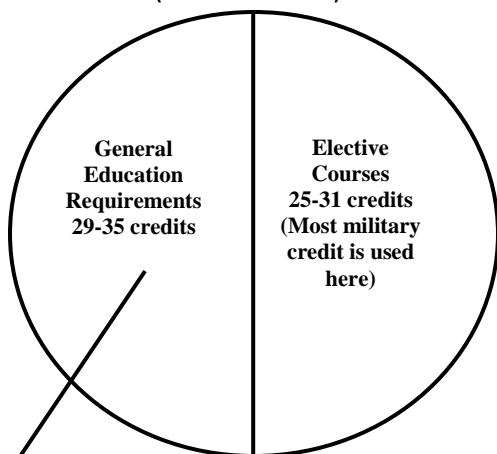
Web Sites for Education Information

1. MCCS Okinawa (TA application form, Testing Calendar, Contact Information, etc.): www.mccsokinawa.com/educationandcareerservices/
2. Higher Education Prep (HEP) Course: <https://jkodirect.jten.mil/> (Course Number is HEP US001)
3. Okinawa On-base Undergraduate Schools: Central Texas College (CTC): www.pfec.ctcd.edu
University of Maryland University College (UMUC): www.asia.umuc.edu
Embry Riddle Aeronautical University (ERAU): www.worldwide.erau.edu
4. Financial Aid site with links to other sites: www.educationquest.org
Federal grants and loans (Free Application for Federal Student Aid): www.fafsa.ed.gov
Department of Education (The Student Guide): <http://studentaid.ed.gov/guide>
Scholarship databases: www.fastweb.com, www.scholarship.com
Military Spouse Career Advancement Accounts (MYCAA): <https://aiportal.acc.af.mil/mycaa/>
5. Citation Machine: The Landmark Project: Aids in creating a reference page in either APA or ALA style. Simply fill in the blanks and the reference will be created. <http://citationmachine.net/index.php>
6. Accreditation: The most current accreditation status or check the Department of Education's accreditation web site: <http://www.ope.ed.gov/accreditation>
7. Career Field Information: Occupation Outlook Handbook (OOH) – <http://www.bls.gov/oco>
Occupational Information Network – <http://online.onetcenter.org>
8. Servicemembers Opportunity Colleges (SOC): www.soc.aascu.org
9. Veterans Affairs (VA) GI Bill benefits information: www.gibill.va.gov
Post 9/11 GI Bill Transferability Application: <https://www.dmdc.osd.mil/TEB>
10. Joint Services Transcript (JST): <https://jst.doded.mil>
11. ACE (American Council on Education) Guides: <https://www.militaryguides.acenet.edu>
12. USMAP (United Services Military Apprenticeship Program): <https://usmap.cnet.navy.mil>
13. Marine Corps COOL (Credentialing Opportunities On-line): <https://www.cool.navy.mil/usmc/>
13. Navy Knowledge Online: <https://www.nko.navy.mil>
14. Navy ROTC (Commissioning Programs): <https://www.nrotc.navy.mil>
15. Commissioning Programs: https://www.marines.usmc.mil/PA_NEW/MCRC_PA_OFFPGM_00.html
16. Marine Corps Academic Explorer and Scholarship & Financial Aid: www.mcaex.net, www.mcsfex.net
17. CLEP/DSST Registration Website: www.asia.umuc.edu/ntc
18. DoD MWR Libraries: www.nelnetsolutions.com/dod
19. Online Academic Skills Course (OASC): www.nelnetsolutions.com/dantes
20. DANTES (Defense Activity for Non-Traditional Education Support), Policy & procedures, DANTES catalogs, SOC information, Troops to Teachers, etc.: www.dantes.doded.mil
21. The Green Line (TGL): www.mcbbutler.usmc.mil/greenline (under "Services" link)
22. General College Web Sites: www.collegeboard.com, www.petersons.com, www.gradschools.com, <http://nces.ed.gov/collegenavigator/>
23. Vocational School Database: provides a database of Private Postsecondary Vocational Schools in all 50 states: www.rwm.org/rwm/
24. Leadership Scholar Program (LSP): www.leadershipscholarprogram.com/maredu
25. Kuder Journey: www.dantes.kuder.com
26. Voluntary Education Partnership DOD MOU: www.dodmou.com/institutionlist.aspx
27. Testing study info: CLEP / DSST / ASVAB / ACT / SAT : www.nelnetsolutions.com/dod
ECE: www.excelsior.edu

Degree Components

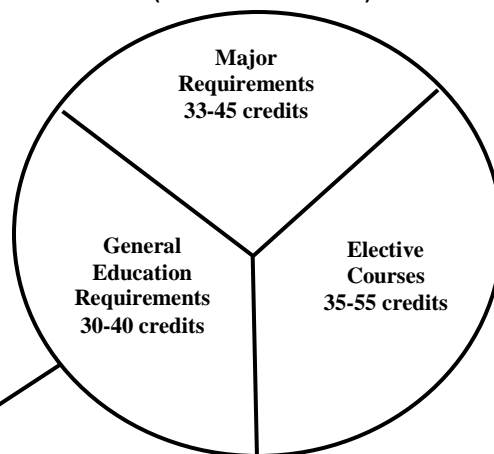
Associate's Degree

Associate of Arts (A.A.)- General Studies Degree
(60-64 credits)



Bachelor's Degree

Bachelor of Science (B.S.)/ Bachelor of Arts (B.A.)
(120-145 credits)



General Education Requirements (EXAMPLE)

- 1) **Communications (9 SH)*:**
 - a. Introduction to Writing or Composition (3 SH)
 - b. Second course in writing (3 SH)
 - c. Third course in writing or speech (3 SH)
- 2) **Arts and Humanities (6 SH):**
 - a. History (3 SH)
 - b. An additional course from one of the following disciplines (3 SH):
Ex: ASTD (Asian Studies), HUMN (Humanities), ARTH (Art History), MUSC (Music), ARTT (Art), PHIL (Philosophy), HIST (History), THET (Theatre), DANC (Dance), LITR (Literature)
- 3) **Behavioral and Social Sciences (6 SH):**
 - a. One course in two of the following disciplines (3 SH each):
Ex. PSYC (Psychology), ECON (Economics), GOVT (Government and Politics), SOCY (Sociology), CRIM (Criminal Justice), BEHS (Behavioral and Social Sciences)
- 4) **Biological and Physical Sciences (7 SH):**
 - a. A science lecture course (3 SH) with a related laboratory course (1 SH) or a science course combining the lecture and laboratory course (4 SH)
 - b. An additional course from one of the following disciplines (3 SH):
Ex: ASTR (Astronomy), BIOL (Biology), BCHEM (Biochemistry), CHEM (Chemistry), GEOL (Geology), MICB (Microbiology), NSCI (Natural Science), PHYS (Physics)
- 5) **Math (3 SH)*:**
 - a. College Algebra (or a course at or above this level)
- 6) **School Orientation (1 SH):**
 - a. Introduction to College Studies
- 7) **Computers (3 SH):**
 - a. Introduction to Computers

***Placement test may be required**

Note: General Education Requirements are not the same at all schools

Local Degree Programs



Technical/Occupational Programs:

- Applied Management
- Early Childhood Professions
- English as a Second Language (ESL) courses
- Fire Protection Technology (Fire Science)
- Hospitality Management
- Law Enforcement/Criminal Justice
- Microcomputer Applications
- Office Management

Contact Information:

Foster	645-3500
Kadena	634-0711/6879
Kinser	637-1040
Futenma	636-3629
Courtney	622-9259
Hansen	623-7471
Schwab	625-2037
Shields	634-6368
Torii	644-4049



Undergraduate Degree Programs:

- Communications
- Social Science
- Humanities
- Mathematics
- Natural Science
- Asian Studies
- Japanese
- History
- Government and Politics
- General Studies
- Computer Science
- Information Systems
- Psychology
- Sociology
- Criminal Justice
- Business
- Management
- Economics

Contact Information:

Foster	645-3054/3488
Kadena	634-4383
Kinser	637-2406
Futenma	636-3940
Courtney	622-9250
Hansen	623-7312
Schwab	625-2538
Shields	634-6399
Torii	644-4957
Yokota	225-3680

Graduate Degree Program:

- Master in Business Administration



Undergraduate Degree Programs:

- Aviation Maintenance/Airframe
- Aviation Management
- Powerplant
- Professional Aeronautics
- Technical Management

Contact Information:

Kadena AB Bldg. 59;
634-5083

Graduate Degree Program:

- Master of Science in Aeronautical Science
- Master of Science in Unmanned Systems



Graduate Degree Program:

- Master of Science in International Relations

Contact Information:

Kadena AB Bldg. 59;
634-5365

JST

JOINT SERVICES TRANSCRIPT

JST is the Joint Services Transcript. JST is an academically accepted document approved by the American Council on Education (ACE) to validate a service member's military occupational experience and training along with the corresponding ACE college credit recommendations. It is at your school's discretion to apply JST credits toward a degree or program. For more information, visit <https://jst.doded.mil>.



SOC

HELPS YOU EARN YOUR COLLEGE DEGREE

SOC is the Servicemembers Opportunity Colleges. Colleges taking part in each curriculum area guarantee to accept each other's credits for transfer. The "home" college issues an official evaluation of all prior learning on a SOC Agreement. The SOC agreement can serve as the student's long-range degree plan. Military-friendly colleges implement flexible policies that allow mobile Marines to complete degrees without suffering a loss of credit. A SOC agreement or degree plan is required to receive continued military tuition assistance funding. For more information, visit www.soc.aascu.org.



BUILD YOUR SKILLS ■ ACE YOUR EXAMS ■ ADVANCE YOUR CAREER

Online Academic Skills Course (OASC) and College Placement Skills Training (CPST) are designed for individuals in the U.S. military and their dependents who want to build their reading comprehension, vocabulary, and math skills to pass their exams, excel in their jobs, advance their careers, or continue their education. The program is web-based and free of charge for active duty personnel, family members, and civilian employees. For more information, visit <http://www.nelnetsolutions.com/dantes>.



The **O*NET Interest Profiler** can help you find out what your interests are and how they relate to the world of work. You can find out what kinds of careers you might want to explore. For more information, visit <http://www.mynextmove.org/explore/ip>.



LEADERSHIP SCHOLAR PROGRAM (LSP) is a partnership between Universities/colleges and the U.S. Marine Corps.

- Help honorably discharging Marines continue their education at highly selective schools in the United States.
- Identify Marines who might qualify to apply to an institution.
- Present these young men and women to the Admissions Office.
- Ensure acceptance for qualified Marines.
- Marines from Okinawa have been admitted to Columbia University through the LSP.

For more information, visit www.leadershipscholarprogram.com.




United Services Military Apprenticeship Program is a registered, formalized apprenticeship with structured training programs. It combines on-the-job training (OJT) and related technical instruction in which you receive practical and technical training. Industry determines the essential skills because apprenticeship is industry-driven career training. Each apprenticeship requires from 2,000 to 10,000 work hours to complete. For more information, visit <https://usmap.cnet.navy.mil>.



Marine Corps Credentiaing Opportunities On-Line

Marine Corps COOL (Credentiaing Opportunities On-Line) helps Marines find information on certifications and licenses related to their Military Occupational Specialties (MOSs). COOL explains how Marines can meet civilian certification and license requirements and provides links to numerous resources to help get them started. Certification exams are now funded by HQMC; please see an MCCS Education Center guidance counselor for details. For more information, visit <https://www.cool.navy.mil/usmc/>.

MCCS EDUCATION CENTERS • Your key to higher learning on Okinawa.
 Kinser: 637-1821 | Futema: 636-3036 | Foster: 645-7160 | Courtney: 622-9694 | Hansen: 623-4376 | Schwabi: 625-2046
 Open Monday to Friday from 7:30 a.m. to 4:30 p.m.
mccsokinawa.com/educationandcareerservices






MCCS Education and Career Services

Camp Foster Testing Office

Email: FosterTesting@okinawa.usmc-mccs.org

Phone: 645-3944 / 2469

Military Testing

AFCT – Armed Forces Classification Test (ASVAB retake for Marines) **
DLAB – Defense Language Aptitude Battery
DLPT – Defense Language Proficiency Test
ASTB – Aviation Selection Test Battery
TABE – Test of Adult Basic Education

** See MCO 1230.5C for eligibility and required documents

DANTES (Defense Activity for Non-Traditional Education Support) Testing

Academic Exams:

- College Entrance - ACT, SAT, COMPASS, TEAS
- College Proctoring (provided on a space available basis)

*Certification Exams **:*

- Financial Management – CDFM, AFCPE
- Various Medical Certifications – CCRN, CEN
- Pearson VUE Authorized Test Center

See www.mccsokinawa.com/educationandcareerservices for a list of available sponsors.

**See the DANTES brochure *Be a Certified Professional* for a list of national associations and available certification examinations.

Study Materials

A variety of study materials—including practice tests and downloadable ebooks—may be found at the DoD MWR Libraries website: www.nelnetsolutions.com/dod.

- CLEP Study Guides may be obtained from your local MCCS Education Center or by emailing the Foster Testing Office.
- DSST Fact Sheets may be found at www.getcollegecredit.com
- SAT – www.sat.collegeboard.org
- ACT – www.actstudent.org

The **Online Academic Skills Course (OASC)** will help build and refresh basic math and verbal skills. Access to OASC is free for the military community and can be found at the DoD MWR Libraries' website or by creating an account at www.nelnetsolutions.com/dantes.

The Camp Foster Testing Office schedule is available online at www.mccsokinawa.com/educationandcareerservices.

Look under “Downloads” on the right side.

Camp Foster Testing Office

FosterTesting@okinawa.usmc-mccs.org

Camp Foster Bldg. 5679 Room 30

645-3944 / 2469

Note: All tests are administered by appointment only.



CREDIT-BY-EXAM PROGRAMS (CLEP, DSST)

Credit-by-exam programs are offered at UMUC's National Test Centers (NTCs) on Okinawa. CLEP and DSST exams are available on Kadena AB, Camp Foster, Camp Hansen, and Camp Schwab. To schedule a CLEP or DSST exam, go to <http://labs.asia.umuc.edu/reserve> or call the respective test center. Individuals must first register at <http://clep.collegeboard.org/started>, prior to scheduling a CLEP test.

CLEP (College Level Examination Program)

CLEP consists of a series of examinations that test an individual's college level knowledge gained through course work, independent study, cultural pursuits, travel, special interests, military service schools, and professional development. The American Council on Education (ACE) recommends the minimum score for awarding credit but each institution determines its acceptable score and the amount of credit granted for each examination. The CLEP Computer-Based Test titles are

COMPOSITION AND LITERATURE	SCIENCE AND MATHEMATICS	HISTORY AND SOCIAL SCIENCES
American Literature Analyzing and Interpreting Literature College Composition College Composition Modular English Literature Humanities FOREIGN LANGUAGES French Language German Language Spanish Language	Biology Calculus Chemistry College Algebra College Mathematics Natural Sciences Pre-Calculus BUSINESS Financial Accounting Information Systems and Computer Applications Introductory Business Law Principles of Management Principles of Marketing	American Government History of the U.S. I: Early Colonization to 1877 History of the U.S. II: 1865 to the Present Human Growth and Development Introduction to Educational Psychology Introductory Psychology Introductory Sociology Principles of Macroeconomics Principles of Microeconomics Social Sciences and History Western Civilization I: Ancient Near East to 1648 Western Civilization II: 1648 to Present

DSST Exams (Formerly DANES Subject Standardized Tests)

The DSST program is an extensive series of examinations in college subjects that are comparable to the final or end-of-course examinations in undergraduate courses. ACE recommends upper and lower level credit for the exams but each institution determines its acceptable score and the amount and type of credit granted for each examination. The DSST exams available are:

BUSINESS	HUMANITIES	SOCIAL SCIENCES
Business Ethics & Society Business Law II Business Mathematics Human Resource Management Introduction to Business Introduction to Computing Management Information Systems Money and Banking Organizational Behavior Personal Finance Principles of Finance Principles of Financial Accounting Principles of Supervision MATHEMATICS Fundamentals of College Algebra Principles of Statistics	Ethics in America Introduction to World Religions Principles of Public Speaking PHYSICAL SCIENCE Astronomy Environment & Humanity: The Race to Save the Planet Here's to Your Health Physical Geology Principles of Physical Science I TECHNOLOGY Fundamentals of Cyber Security **New Exam Technical Writing	A History of the Vietnam War An introduction to the Modern Middle East Art of the Western World Civil War and Reconstruction Criminal Justice Foundations of Education Fundamentals of Counseling General Anthropology Human/Cultural Geography Introduction to Law Enforcement Lifespan Developmental Psychology Rise & Fall of the Soviet Union Substance Abuse Western Europe Since 1945



FY15 TUITION ASSISTANCE (TA) GUIDELINES UPDATE

Date Signed: 12/30/2014

MARADMINS Active Number: 687/14

R 301535Z DEC 14

MARADMIN 687/14

MSGID/GENADMIN/CMC WASHINGTON DC MRA MF (UC)/F002//

SUBJ/FY15 TUITION ASSISTANCE (TA) GUIDELINES UPDATE//

REF/A/MSGID:DOC/CMC MR/YMD:20100901//

REF/B/MSGID:DOC/OSD/YMD:20110305//

REF/C/MSGID:DOC/CMC MM/YMD:20120614//

REF/D/MSGID:DOD/CMC MM/YMD:20060809//

NARR/REF A IS MCO 1560.25, MARINE CORPS LIFELONG LEARNING PROGRAM (SHORT TITLE: LL PROGRAM). REF B IS DODI 1322.25, VOLUNTARY EDUCATION PROGRAMS INCORPORATING CHANGE 3 EFFECTIVE 7 JULY 2014. REF C IS MCO P1400.32D CH2, MARINE CORPS PROMOTION MANUAL, VOLUME 2, ENLISTED PROMOTIONS (SHORT TITLE: MARCORPROMMAN, VOL2, ENLPROM). REF D IS MCO P1400.31C CH1, MARINE CORPS PROMOTION MANUAL, VOLUME 1, OFFICER PROMOTIONS (SHORT TITLE: MARCORPROMMAN, VOL 1, OFFPROM).//
POC/DARYL PATRICK/CIV/UNIT: MFR/-/TEL: 703-784-9550//

GENTEXT/REMARKS/

1. IN CONJUNCTION WITH REF A, AND DUE TO THE RECENT PUBLICATION OF REF B, THIS MARADMIN PROVIDES TUITION ASSISTANCE (TA) UTILIZATION REQUIREMENTS AND PROCEDURES FOR SAFEGUARDING OF FUNDS. THE CONTENTS OF THIS MARADMIN WILL BE INCORPORATED INTO THE UPCOMING REVISION OF REF A. TA IS A DISCRETIONARY BENEFIT, NOT AN ENTITLEMENT, AND IS PROVIDED SUBJECT TO THE AVAILABILITY OF APPROPRIATED FUNDS. AN EDUCATION SERVICE OFFICER (ESO) AND EDUCATION SUPPORT PERSONNEL ARE AVAILABLE AT ALL INSTALLATIONS TO ASSIST MARINES IN DEVELOPING PERSONAL AND PROFESSIONAL EDUCATION PLANS AND TO MAKE INFORMED ACADEMIC INSTITUTION SELECTIONS THAT SUPPORT THEIR EDUCATION GOALS.

2. TA ELIGIBILITY CRITERIA. COMMAND APPROVAL OF TA IS CONTINGENT UPON THE COMMAND'S ANTICIPATED MISSION REQUIREMENTS. TA IS AUTHORIZED ONLY FOR MARINES WHO MEET THE STANDARDS AND ELIGIBILITY CRITERIA CONTAINED HEREIN AND IN REFERENCES A-C. COMMANDERS SHALL ENSURE MARINES MEET ALL ELIGIBILITY CRITERIA.

(A) FIRST TIME ACTIVE DUTY TA APPLICANTS SHALL HAVE A MINIMUM TIME IN SERVICE OF 24 MONTHS FROM THEIR ARMED FORCES ACTIVE DUTY BASE DATE.

(B) MARINES SHALL BE ELIGIBLE FOR PROMOTION PER REFERENCES C AND D.

(C) PRIOR TO TA APPROVAL, FIRST-TIME TA APPLICANTS SHALL COMPLETE THE MARINE CORPS INSTITUTE PERSONAL FINANCIAL MANAGEMENT (COURSE ID 3420G).

(D) TA SHALL BE AUTHORIZED FOR FIRST-TIME TA APPLICANTS FOR ONLY ONE COURSE, UNLESS DOCUMENTATION IS PROVIDED THAT THE MARINE HAS AT LEAST AN ASSOCIATE'S DEGREE OR AT LEAST SIXTY (60) ACADEMIC CREDITS AND A MINIMUM GRADE POINT AVERAGE (GPA) OF 2.5.

(E) MARINES MAY NOT ACTIVELY PARTICIPATE IN MORE THAN TWO TA-FUNDED CLASSES SIMULTANEOUSLY.

(F) TA FUNDS FOR APPROVED INVOLUNTARY WITHDRAWAL WAIVERS AND FAILED COURSES WILL COUNT TOWARD THE INDIVIDUAL FISCAL YEAR CEILINGS.

(G) TA SHALL BE AUTHORIZED FOR ONLY ONE COURSE IN THE NEXT ACADEMIC TERM IN THE EVENT THAT (1) OVERALL UNDERGRADUATE OR GRADUATE GPA FALLS BETWEEN 2.0 AND 2.5, (2) A GRADE OF "D" OR "F" IS RECEIVED IN ANY COURSE DURING THE PREVIOUS TERM, OR (3) A VOLUNTARY WITHDRAWAL OCCURRED FROM ANY COURSE DURING THE PREVIOUS TERM.

(H) MARINES USING TA MUST MAINTAIN A CUMULATIVE GPA OF 2.0 OR HIGHER AFTER COMPLETING 15 SEMESTER HOURS, OR EQUIVALENT, IN UNDERGRADUATE STUDIES, OR A GPA OF 3.0 OR HIGHER AFTER COMPLETING 6 SEMESTER HOURS, OR EQUIVALENT, IN GRADUATE STUDIES, ON A 4.0 GRADING SCALE. IF THE GPA FOR TA-FUNDED COURSES FALLS BELOW THESE MINIMUM GPA LIMITS, TA WILL NOT BE AUTHORIZED AND MARINES WILL USE ALTERNATIVE FUNDING TO ENROLL IN COURSES TO RAISE THE CUMULATIVE GPA TO 2.0 FOR UNDERGRADUATE STUDIES OR 3.0 FOR GRADUATE STUDIES.

(I) TA IS AUTHORIZED ONLY FOR TUITION CHARGES PER REF B. MARINES ARE RESPONSIBLE FOR NON-TUITION FEES INCLUDING BUT NOT LIMITED TO COSTS ASSOCIATED WITH ROOM, BOARD, DISTANCE LEARNING, EQUIPMENT, SUPPLIES, BOOKS/MATERIALS, EXAMS, INSURANCE, PARKING, TRANSPORTATION, ADMISSIONS, REGISTRATION, OR FINES.

"Inspiring Generations to Learn for a Lifetime"

January 2016



(J) COURSE WORK WITH A START DATE BETWEEN 15 AND 30 SEPTEMBER 2015 MUST BE COMMAND APPROVED BY 14 SEPTEMBER 2015.

(K) CAREER AND TECHNICAL EDUCATION CERTIFICATE PROGRAMS MUST BE ACCREDITED BY AN ACCREDITING BODY RECOGNIZED BY THE DEPARTMENT OF EDUCATION, BE APPROVED BY THE DEPARTMENT OF VETERANS AFFAIRS, HAVE A SIGNED DOD MEMORANDUM OF UNDERSTANDING IN ORDER TO RECEIVE TUITION ASSISTANCE, AND COMPLY WITH TA ELIGIBILITY REQUIREMENTS IN PARAGRAPH (P) BELOW. PER REFERENCE A, ALL MARINES ARE ELIGIBLE TO OBTAIN ONE CERTIFICATE FROM AN ACADEMIC INSTITUTION DURING THEIR CAREER.

(L) REIMBURSEMENT WILL BE REQUIRED FROM MARINES IF A SUCCESSFUL COURSE COMPLETION IS NOT OBTAINED. FOR THE PURPOSE OF REIMBURSEMENT, A SUCCESSFUL COURSE COMPLETION IS DEFINED AS A GRADE OF "C" OR HIGHER FOR UNDERGRADUATE COURSES, A "B" OR HIGHER FOR GRADUATE COURSES, AND A "PASS" FOR "PASS/FAIL" GRADES FOR COURSES USING THAT CRITERIA. TA FUNDS WILL BE RECOUPED FROM MARINES FOR "D" AND "F" GRADES FOR UNDERGRADUATE COURSES AND "C" AND BELOW GRADES FOR GRADUATE COURSES, UNRESOLVED INCOMPLETE "I", OR COURSES FROM WHICH THE MARINE VOLUNTARILY WITHDREW, RESULTING IN A "W" GRADE PER REF B. RECOUPMENT FOR WITHDRAWALS RELATED TO DUTY, MEDICAL OR EMERGENCY CIRCUMSTANCES MAY BE WAIVED. WAIVER REQUIREMENTS AND PROCESSES ARE CONTAINED IN REF A. RECOUPMENT FOR UNDERGRADUATE GRADES OF "D" OR BELOW AND GRADUATE GRADES OF "C" AND BELOW WILL NOT BE WAIVED.

(M) OPEN ISSUES IN MARINES' TA ACCOUNTS, INCLUDING INCOMPLETE COURSES, REIMBURSEMENT ISSUES, AND WAIVERS, MUST BE RESOLVED AND POSTED TO THE STUDENT RECORD PRIOR TO APPROVAL OF FUTURE TA REQUESTS.

(N) IN ADDITION TO THE REQUIREMENTS FOR OFFICERS IN REF A, RESERVE COMPONENT OFFICERS ON ACTIVE DUTY ORDERS MUST HAVE AN END OF ACTIVE SERVICE (EAS) DATE OF TWO YEARS BEYOND THE COMPLETION DATE OF THE REQUESTED CLASS IN ORDER TO BE APPROVED FOR TA.

(O) ENLISTED MARINES MUST HAVE AN EAS OF 60 DAYS BEYOND THE COMPLETION DATE OF THE COURSE IN ORDER TO BE APPROVED FOR TA.

(P) TA IS NOT AUTHORIZED FOR NON-CREDIT COURSES, TRAINING PROGRAMS, OR PROFESSIONAL CREDENTIALING PROGRAMS UNDER CONTINUING EDUCATION OR WORKFORCE DEVELOPMENT.

(Q) MARINES ASSIGNED TO MOS SCHOOL OR RESIDENTIAL PME (I.E., STAFF COLLEGE, CPL COURSE, SGTS COURSE, CAREER COURSE, ETC.) ARE NOT AUTHORIZED RECEIPT OF TA UNTIL THEY RETURN TO THEIR REGULAR OR PERMANENT DUTY.

(R) MARINES ATTENDING VOCATIONAL/TECHNICAL CERTIFICATE PROGRAMS WITH MORE THAN ONE CLASS OR MODULE WILL ONLY BE APPROVED TA FOR TWO CLASSES OR MODULES AT A TIME.

(S) TA IS NOT AUTHORIZED FOR GRADUATE STUDIES BEYOND THE MASTER'S DEGREE LEVEL.

3. TA FUNDING MANAGEMENT. THE MARINE CORPS TA FUNDING BUDGET WILL BE DIVIDED INTO FISCAL QUARTERS. ONCE QUARTERLY FUNDS ARE EXHAUSTED, TA APPROVALS WILL BE DEFERRED UNTIL THE FOLLOWING QUARTER AND PRIORITIZED ON A FIRST COME FIRST SERVED BASIS. TA REQUESTS CAN ONLY BE SUBMITTED WITHIN 60 DAYS OF THE START DATE OF THE CLASS.

4. MARINES ARE ENCOURAGED TO PARTICIPATE IN ALL APPROPRIATE PERSONAL AND PROFESSIONAL DEVELOPMENT PROGRAMS, INCLUDING, BUT NOT LIMITED TO:

(A) UNITED STATES MILITARY APPRENTICESHIP PROGRAM AT [HTTPS://WWW.USMAP.CNET.NAVY.MIL/USMAPSS/STATIC/USMAP.JSP](https://www.usmap.cnet.navy.mil/usmapss/static/usmap.jsp).

(B) COLLEGE LEVEL EXAMINATION PROGRAM/DANTES SUBJECT STANDARDIZED TESTS/CREDIT-BY-EXAM AS APPROPRIATE AT [HTTP://WWW.DANTES.DODED.MIL](http://www.dantes.doded.mil).

(C) NO-COST FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) CLASSES AS FOUND AT [HTTP://TRAINING.FEMA.GOV/IS/CRSLIST.ASP](http://training.fema.gov/is/crslst.asp), AND [HTTP://TRAINING.FEMA.GOV/EMIWEB/DOWNLOADS/TRANRQST1.PDF](http://training.fema.gov/emiweb/downloads/tranrqst1.pdf).

(D) MARINE CORPS CREDENTIALING OPPORTUNITIES ONLINE (COOL) FOUND AT [HTTP://WWW.COOL.NAVY.MIL/USMC](http://www.cool.navy.mil/usmc), AND [HTTP://WWW.COOL.NAVY.MIL](http://www.cool.navy.mil)

5. MARINES ARE HIGHLY ENCOURAGED TO SELECT SCHOOLS PARTICIPATING IN: SERVICEMEMBERS OPPORTUNITY COLLEGES DEGREE NETWORK SYSTEM, OR THE MARINE CORPS CAREER COLLEGE PROGRAM. INFORMATION CAN BE FOUND AT

[HTTP://WWW.SOC.AASCU.ORG/SOCMAR/MCCCP.HTML](http://www.soc.aascu.org/socmar/mcccp.html).

6. RELEASE AUTHORIZED BY BGEN R. A. C. SANBORN, DIRECTOR, MARINE AND FAMILY PROGRAMS DIVISION.//



MCCS Education Center

Camp Foster	645-7160	MCAS Futenma	636-3036	Camp Courtney	622-9694
Camp Kinser	637-1821	Camp Hansen	623-4376	Camp Schwab	625-2046

USMC WEB TA STEP-BY-STEP

1. Log on to Web-TA Portal (URL: <https://myeducation.netc.navy.mil>) using CAC or NKO account and select “My Tuition Assistance (Web TA).”
 - NKO account can be created at www.nko.navy.mil.
2. If you are eligible, the system will say “verified.” Select “Create TA Application” to start a new TA request. Click “I Accept” on the application agreement page detailing your obligations as a TA user.
 - *** If you are NOT eligible, the items you need to correct will be listed; work with your nearest MCCS Education Center to clear these items.***
3. Once you have opened your TA application, Page One lists your applicant information. All of this information is required unless otherwise noted and, although some sections will automatically populate, please verify **ALL** information is correct as this contact information is our only means of reaching you.
 - **Question #8:** Type in CO or By Direction Authority’s email address. If you copy and paste their email address, ensure there are no spaces at the end as this will prevent successful receipt of your application.
 - **Question #15:** Ensure education office corresponds to your CURRENT duty station. Use base name, not city, to search for education office (Example: Camp Foster).
4. Page Two lists your educational goals and agreements. Please fill out to the best of your knowledge.
5. Page Three requires your specific school and course information. Please ensure that your class code, title, dates, hours, and cost are all complete and accurate.
 - **Question #25:** If you are taking a class with a different school, find school name using % and partial name (Example: %Central Texas).
 - There are drop down boxes by most questions to help find unknown information.
6. Select “SAVE” and then “YES” to save your TA application. Once you have verified all the information, click “SUBMIT” to send TA application to CO or By Direction authority for approval. Select “YES” to confirm submission.
 - ***Student may cancel or resubmit the document **only if** the Command has not processed the application.***
7. Student will receive two emails regarding status of application.
 1. Following approval or disapproval of TA by Command Approving Official.
 2. Following approval or disapproval of TA by MCCS Education Center.
8. Student may review the status of their TA application at any time by selecting the URL in the email or by logging in to the Web-TA Portal.
9. After TA Approval, return to <https://myeducation.netc.navy.mil/>.
 - Click on “Existing Applications.”
 - Click “View” for Existing Applications in Authorized Status.
 - Click “Print document.” **Marine must sign TA voucher and deliver to their school.**



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In order to make your Web-TA process smooth you must:

- Remember to submit grades to sfly_ta.marine@navy.mil no later than 30 days after course completion to avoid delay of future TA requests.
- Do not apply for Web TA more than 60 days from start day of course; however, we do suggest that you utilize your full 60 day period so that you have time to take care of any missing requirements.
- Confirm that your email address and phone number are correct and watch for any correspondence or requested information. Ensure your unit's authorizing official's email address is accurate.
- Refrain from enrolling in the class until your TA receives final approval from the MCCS Education Center to avoid obligating yourself to pay for a class that may not get approved.
- Remember that TA **MUST** be approved before the start date of the term and funds cannot be issued retroactively.
- Contact your MCCS Education Center regarding any changes with your TA request. To avoid waste of your funds and future problems receiving TA, inform the MCCS Education Center if you withdraw from a class so that your TA can be cancelled.
- Remember that the fiscal year cap is \$4500 and individual classes are capped at \$250 a semester hour
- Familiarize yourself with MARADMIN 687/14, MCO 1560.25 Chapter 6, and DoDI 1322.19 Section 4, so that you are aware of all TA guidelines.
 - MCO 1560.25: TA is only authorized for one program of study at a time, and must be at an academic level higher than that currently held by the Service member. A degree plan is required for all TA users after the completion of no more than 6 TA semester hours. First time TA users with a GT of 99 and below must complete the TABE.
 - DoDI 1322.19: First time undergraduate TA users must enroll in classes with an on-island contracted school. This limitation applies to the first course requested and successfully completed by the Service member.
- Ensure you are not enrolled in more than two classes at any time.
- Be proactive—make sure you have cleared up any outstanding TA issues:
 - Missing grades and/or incorrect grades.
 - Unpaid voluntary withdrawals or unpaid "D" or "F" grades ("C" grades for Graduate programs).
 - Unresolved involuntary withdrawals (duty/medical-related).