MCCS Education & Career Services

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<th>Education Centers</th>
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<td>College Reference</td>
<td>Kinser Bldg. 1311 Tel 637-1039</td>
</tr>
<tr>
<td>Futenma Bldg. 407 Tel 636-3036</td>
<td>Guidance Counseling</td>
<td>Futenma Bldg. 403 Tel 636-3946</td>
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<tr>
<td>Foster Bldg. 5679 Tel 645-7160</td>
<td>Higher Education Prep</td>
<td>Foster Bldg. 5679 Tel 645-2470/7178</td>
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<tr>
<td>Courtney Bldg. 4425 Tel 622-9694</td>
<td>Military Tuition Assistance</td>
<td>Courtney Bldg. 4453 Tel 622-9280</td>
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<td>Hansen Bldg. 2339 Tel 623-4376</td>
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<td>Testing Office Tel 645-3944/2469</td>
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<td>Monday through Friday 7:30-16:30</td>
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<td>Commissioning Programs</td>
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<td>USMAP/MCCOOL</td>
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<td>Leadership Scholar Program</td>
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<td>Hours vary by camp</td>
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</tbody>
</table>

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 (ERAU):** 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 (ERAU):** 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: Representatives are available for CTC, UMUC, and ERAU at various MCCS Education Centers; check with each school for times/days.
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
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

Graduate Degree Program:
- Master in Business Administration

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

Undergraduate Degree Programs:
- Aviation Maintenance/Airframe
- Aviation Management
- Powerplant
- Professional Aeronautics
- Technical Management

Graduate Degree Program:
- Master of Science in Aeronautical Science
- Master of Science in Unmanned Systems

Contact Information:
Kadena 634-5083
Futenma 636-2100

Graduate Degree Program:
- Master of Science in International Relations

Contact Information:
Kadena AB Bldg. 59; 634-5365

“Inspiring Generations to Learn for a Lifetime” November 2016
General College Information

Sessions | 2016 On-Site Term Dates (CTC & UMUC)
---|---
Fall I | 22 August-16 October
Fall II | 24 October-18 December
Spring I | 9(CTC)/16(UMUC) January-5 March
Spring II | 13 March-7 May
Summer | 5 June-30 July

Local Undergraduate Program Facts:
- There are five face-to-face terms per academic year in addition to several online terms.
- For most students there are no admissions tests required, however a placement exam may be required prior to taking Math or English courses.
- Courses are offered in three formats: face-to-face, on-line, hybrid, and self-paced.
- Contact each school for information regarding academic advising.

General College Terminology:
- **Associate Degree**: Academic degree awarded upon completion of a course of study that usually lasts two years, will require 60-80+ credits (approx. 29-35 general education hours, 25-31 elective hours).
- **Bachelor Degree**: Academic degree awarded upon completion of a course of study that usually lasts four years, will require 120+ credits (approx. 33-45 major hours, 30-40 general education hours, 35-55 elective hours).
- **General Education Requirements**: Required courses for all students regardless of major. Examples include history, communications, science, humanities, etc.
- **Electives**: Classes that a student can select from alternate courses or fields of study.
  - *Many military credits will be counted as electives.*
- **Undergraduate Courses**: Associate and bachelor level coursework.
- **Graduate Courses**: Coursework above the bachelor level.
- **Lower Level Courses**: Freshman and sophomore level courses, course number usually begins with 1--/2--, respectively. Ex- HIST 101 (freshman) or HIST 256 (sophomore).
- **Upper Level Courses**: Junior and senior level courses, course number usually begins with 3--/4--, respectively. Ex. HIST 357 (junior) or HIST 400 (senior).
- **Major (Primary)**: The main emphasis of a bachelor degree; requires additional specialized classes.
- **Minor (Secondary)**: An additional, specialized area of study; usually compliments the major.
- **Semester Hour**: Unit of academic credit, equivalent to credit hours. Determined by the amount of time spent in a classroom per week per course in a normal 16-week semester. Most classes are worth 3 SH.
- **Degree Plan**: Document provided by institution that lists specific classes required for a course of study leading to an academic degree.
- **Master Degree**: Academic degree awarded upon completion of a course of study to individuals who have demonstrated mastery of a specific field of study or area of professional practice.
- **Doctoral Degree**: Academic degree awarded upon completion of a course of study that in most countries refers to a class of degrees which qualify the holder to teach in a specific field (e.g. Ph.D).
- **Professional Degree**: Academic degree awarded upon completion of a course of study that often requires licensing in order to practice as a professional in the field, such as law, nursing, and architecture. Skills and practical analysis are emphasized over theory and research. Definition varies by school.
- **Certificate Program**: Offered by institutions to signify a student has reached a standard of knowledge in a certain area of study. Certificate programs can be completed even faster than associate degree programs and may or may not include language arts, mathematic, or social science requirements.
- **Regional Accreditation**: Accreditation typically granted to public and private, mainly nonprofit and degree-granting, two- and four-year institutions.
- **National Accreditation**: Accreditation usually granted to for-profit, career-based, single-purpose institutions, both degree and non-degree.
Web Sites for Education Information

1. MCCS Okinawa (TA application form, Testing Calendar, Contact Information, etc.): www.mccsokinawa.com/educationandcareerservices/
4. 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
   Troy University: http://www.troy.edu
5. 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
8. Accreditation: The most current accreditation status or check the Department of Education's accreditation web site: http://www.ope.ed.gov/accreditation
10. Veterans Affairs (VA) GI Bill benefits information: www.gibill.va.gov
   Post 9/11 GI Bill Transferability Application: https://www.dmdc.osd.mil/TEB
12. ACE (American Council on Education) Guides: https://www.militaryguides.acenet.edu
15. Leadership Scholar Program (LSP): www.leadershipscholarprogram.com/maredu
18. Commissioning Programs: https://www.marines.usmc.mil/PA_NEW/MCRC_PA_OFFPGM_00.html
21. CLEP/DSST Registration Website: www.asia.umuc.edu/ntc
   ECE: www.excielsior.edu
23. DANTES (Defense Activity for Non-Traditional Education Support), policy & procedures, DANTES catalogs, SOC information, Troops to Teachers, etc.: www.dantes.doded.mil
24. Citation Machine- Aids in creating a reference page and citations in a variety of styles: http://citationmachine.net/index.php
25. Vocational School Database: provides a database of Private Postsecondary Vocational Schools in all 50 states: www.rwm.org/rwm/
   Occupational Information Network – http://online.onetcenter.org
27. Kuder Journey: www.dantes.kuder.com
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 acceptance of 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.

OASC & CPST

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 Credentialing Opportunities On-Line
Marine Corps COOL (Credentialing 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 Camp Foster Testing Office
Email: FosterTesting@okinawa.usmc-mccs.org
Location: Camp Foster, Bldg. 5679, Room 30
Phone: 645-3944 / 2469

Military Testing

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

* Military Uniform of the Day is Required for All Military Testing
** See MCO 1230.5C for Eligibility and Required Documentation

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

Academic Exams
- College Entrance – ACT, SAT, TEAS
- College Proctoring (on a space available basis)

Certification Exams**
- Pearson Vue Authorized Test Center
- Various Financial Management Exams – CDFM, AFCPE
- Various Medical Certifications – CCRN, CEN

** Not an extensive list, for more information, as well as other sponsored exams, visit www.mccsokinawa.com/educationandcareerservices or see the DANTES brochure “Be a Certified Professional”

Study Materials

A variety of study materials, including practice books and downloadable e-books, may be found at the DoD MWR Libraries’ website: www.nelnetsolutions.com/dod.

The Online Academic Skills Course (OASC) helps 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 (above) or by creating an account at www.nelnetsolutions.com/dantes.

Additional Exam Materials and Resources
*not all exams offered through Camp Foster Testing Office
- GED – Please visit www.GEDtestingservice.com.
- CLEP – Study guides may be obtained by emailing the Foster Testing Office or visiting http://clep.collegeboard.org.
- DSST – Fact sheets may be obtained by emailing the Foster Testing Office or visiting www.getcollegecredit.com.
- ACT – Please visit www.actstudent.org/testprep.
- SAT – Please visit www.sat.collegeboard.org/practice.
- GMAT – Please visit www.mba.com.
- GRE – Please visit www.ets.org/gre/prepare.
- LSAT – Please visit www.lsac.org.

** ALL tests are administered by appointment only. **

The Camp Foster Testing Office Schedule is Available Online at www.mccsokinawa.com/educationandcareerservices under “Calendar.”

“Inspiring Generations to Learn for a Lifetime”
Credit-By-Examination 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:

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<thead>
<tr>
<th>COMPOSITION AND LITERATURE</th>
<th>SCIENCE AND MATHEMATICS</th>
<th>HISTORY AND SOCIAL SCIENCES</th>
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<tbody>
<tr>
<td>• American Literature</td>
<td>• Biology</td>
<td>• American Government</td>
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<tr>
<td>• Analyzing and Interpreting Literature</td>
<td>• Calculus</td>
<td>• History of the U.S. I: Early Colonization to 1877</td>
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<tr>
<td>• College Composition</td>
<td>• Chemistry</td>
<td>• History of the U.S. II: 1865 to the Present</td>
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<tr>
<td>• College Composition Modular</td>
<td>• College Algebra</td>
<td>• Human Growth and Development</td>
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<tr>
<td>• English Literature</td>
<td>• College Mathematics</td>
<td>• Introduction to Educational Psychology</td>
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<tr>
<td>• Humanities</td>
<td>• Natural Sciences</td>
<td>• Introductory Psychology</td>
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<tr>
<td><strong>FOREIGN LANGUAGES</strong></td>
<td>• Pre-Calculus</td>
<td>• Introductory Sociology</td>
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<tr>
<td>• French Language</td>
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<td>• Principles of Macroeconomics</td>
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<tr>
<td>• German Language</td>
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<td>• Principles of Microeconomics</td>
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<tr>
<td>• Spanish Language</td>
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<td>• Social Sciences and History</td>
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<tr>
<td><strong>BUSINESS</strong></td>
<td></td>
<td>• Western Civilization I: Ancient Near East to 1648</td>
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<td>• Business Ethics &amp; Society</td>
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<td>• Western Civilization II: 1648 to Present</td>
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<td>• Business Law II</td>
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<td>• Business Mathematics</td>
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<td>• Human Resource Management</td>
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<td>• Introduction to Business</td>
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<td>• Introduction to Computing</td>
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<td>• Management Information Systems</td>
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<td>• Money and Banking</td>
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<td>• Organizational Behavior</td>
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<td>• Personal Finance</td>
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<td>• Principles of Finance</td>
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<td>• Principles of Financial Accounting</td>
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<td>• Principles of Supervision</td>
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<tr>
<td><strong>HUMANITIES</strong></td>
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<tr>
<td>• Ethics in America</td>
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<tr>
<td>• Introduction to World Religions</td>
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<td>• Principles of Public Speaking</td>
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<tr>
<td><strong>PHYSICAL SCIENCE</strong></td>
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<tr>
<td>• Astronomy</td>
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<tr>
<td>• Environment &amp; Humanity: The Race to Save the Planet</td>
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<td>• Here’s to Your Health</td>
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<td>• Physical Geology</td>
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<tr>
<td>• Principles of Physical Science I</td>
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<tr>
<td><strong>TECHNOLOGY</strong></td>
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<tr>
<td>• Fundamentals of Cyber Security</td>
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<tr>
<td>• Technical Writing</td>
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<tr>
<td><strong>MATHMATICS</strong></td>
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<tr>
<td>• Fundamentals of College Algebra</td>
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<tr>
<td>• Principles of Statistics</td>
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**DSST Exams (Formerly DANTES 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:

<table>
<thead>
<tr>
<th>BUSINESS</th>
<th>HUMANITIES</th>
<th>HISTORY AND SOCIAL SCIENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Business Ethics &amp; Society</td>
<td>• Ethics in America</td>
<td>• A History of the Vietnam War</td>
</tr>
<tr>
<td>• Business Law II</td>
<td>• Introduction to World Religions</td>
<td>• An introduction to the Modern Middle East</td>
</tr>
<tr>
<td>• Business Mathematics</td>
<td>• Principles of Public Speaking</td>
<td>• Art of the Western World</td>
</tr>
<tr>
<td>• Human Resource Management</td>
<td>• Physical Geology</td>
<td>• Civil War and Reconstruction</td>
</tr>
<tr>
<td>• Introduction to Business</td>
<td>• Principles of Physical Science I</td>
<td>• Criminal Justice</td>
</tr>
<tr>
<td>• Introduction to Computing</td>
<td>• Fundamentals of Cyber Security</td>
<td>• Foundations of Education</td>
</tr>
<tr>
<td>• Management Information Systems</td>
<td>• Technical Writing</td>
<td>• Fundamentals of Counseling</td>
</tr>
<tr>
<td>• Money and Banking</td>
<td>• Principles of Financial Accounting</td>
<td>• General Anthropology</td>
</tr>
<tr>
<td>• Organizational Behavior</td>
<td>• Principles of Supervision</td>
<td>• Human/Cultural Geography</td>
</tr>
<tr>
<td>• Personal Finance</td>
<td>• Fundamentals of Life-Cycle Management</td>
<td>• Introduction to Law Enforcement</td>
</tr>
<tr>
<td>• Principles of Finance</td>
<td>• Strawberry Fields</td>
<td>• Lifespan Developmental Psychology</td>
</tr>
<tr>
<td>• Principles of Financial Accounting</td>
<td>• Helping Hands &amp; Humor</td>
<td>• Rise &amp; Fall of the Soviet Union</td>
</tr>
<tr>
<td>• Principles of Supervision</td>
<td>• Principles of Health &amp; Safety</td>
<td>• Substance Abuse</td>
</tr>
<tr>
<td><strong>MATHMATICS</strong></td>
<td>• Principles of Human Development</td>
<td>• Western Europe Since 1945</td>
</tr>
<tr>
<td>• Fundamentals of College Algebra</td>
<td>• Principles of Mental Health &amp; Illness</td>
<td></td>
</tr>
<tr>
<td>• Principles of Statistics</td>
<td>• Principles of Substance Abuse</td>
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</tbody>
</table>
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.
(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, SGT’S 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.

(B) COLLEGE LEVEL EXAMINATION PROGRAM/DANTES SUBJECT STANDARDIZED TESTS/CREDIT-BY EXAM AS APPROPRIATE AT HTTP://WWW.DANTES.DODED.MIL.

(C) NO-COST FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) CLASSES AS FOUND AT HTTP://TRAINING.FEMA.GOV/SLASHIS/SLASHCRSRT/ASP.ASP, AND HTTP://TRAINING.FEMA.GOV/STAFF/SLASHEMWEB/SLASHDOWNLOADS/TRANRQUST1.PDF.

(D) MARINE CORPS CREDENTIALING OPPORTUNITIES ONLINE (COOL) FOUND AT HTTP://WWW.COOL.NAVY.MIL/SLASHUSMC, AND 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/SLASHSOCMAR/SLASHMCCCP.HTML.

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

"Inspiring Generations to Learn for a Lifetime" November 2016
First Time TA Users Step-By-Step Process

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

1. Complete online **Higher Education Prep (HEP) Course** required by MARADMIN 093/16. Instructions on next page.
   a. Deliver your HEP Completion Certificate to an MCCS Education Center Staff Member to have your account updated.

2. For additional information on Marine Corps specific TA policies and procedures please check with your local MCCS Education Center for dates and times of upcoming MC TA Overview briefs.
   a. You can also schedule an appointment to receive specific one-on-one guidance from an Education Specialist to discuss other educational programs, determining your educational goals, selecting your school and major, or other educational questions or concerns.

3. Specific first-time overseas TA user policies and requirements:
   a. **DoDI 1322.19**
      i. First-time TA users overseas enrolling in their first postsecondary course or beginning a new postsecondary program, must enroll in and successfully complete their first TA funded class with an on-island institution.
         1. Current institutions include CTC, UMUC, ERAU, and Troy University.
         2. Class may be online or face-to-face.
      ii. If you are continuing with the same school and program that you were enrolled in prior to utilizing TA, please speak with an MCCS Education Center Staff Member to see if you are exempt from this requirement.
   b. **MCO 1560.25**
      i. Service members with a GT score of 99 and below must complete the TABE exam.
   c. **MARADMIN 687/14**
      i. Minimum time in service of 24 months from Armed Forces Active Duty Base Date.
      ii. Completion of Personal Financial Management MCI (Course ID 3420G).
      iii. Only eligible for one course unless documentation is provided showing completion of Associate’s degree or 60 academic credits.

4. Enroll in an approved school and education program, select your first class, and submit your TA application at [https://myeducation.netc.navy.mil](https://myeducation.netc.navy.mil).
   a. Please check your provided contact information frequently for any information or corrections required for timely approval of your TA request.
HEP Requirement for First Time Tuition Assistance (TA) Users

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Camp Foster</td>
<td>645-7160</td>
</tr>
<tr>
<td>Camp Kinser</td>
<td>637-1821</td>
</tr>
<tr>
<td>MCAS Futenma</td>
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<td>622-9694</td>
</tr>
<tr>
<td>Camp Schwab</td>
<td>625-2046</td>
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</tbody>
</table>

Per MARAMDIN 093/16, 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 institute of higher education, and tuition assistance plus other forms of funding. The expected outcome is to create a personal education folder, which can be beneficial when meeting with an education counselor.

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 complete the course:

1. Select “Course Catalog” on the top menu bar.
2. Below the search bar, click “ALL,” scroll down, and select “HEP.” Type “US001” in the “Course Number Box.”
3. After enrolling, click on “My Training.” When you click the “Higher Education Preparation Course,” view details will pop-up. Read and close to navigate to the “Launch Mode.”
4. Click the “Launch” bar to start the course.
5. The course is divided into five different lessons. There are five quizzes for each module and you have an unlimited number of attempts for each quiz, however you must achieve a grade of 100% in order to move to the next lesson.
6. Click the “Start” bar on the upper left side to proceed with the course. Some lessons have multiple slides, click the “Next” bar found at the lower right side of the slide to complete each lesson.
7. To get to the next lesson, click the “Next Lesson” bar on the upper left side of the screen. You may review previous lessons by clicking the “Previous Lesson” bar.
8. If necessary, you may stop and continue the HEP course at a later time. To complete the course, just log on to your account and click “Resume”.
9. Upon conclusion, you will receive a “Certificate of Completion,” please print and submit this certificate to your local MCCS Education Center.
USMC WEB TA STEP-BY-STEP

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

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). For those Marines who are ADCON “Administrative Control” to bases across Asia (i.e Yokusuka NB, NAF Atsugi, Camp Fuji, or Yokota AB), when submitting your TA please make sure that your Education Center is set the appropriate base. If the TA system does not allow you to submit using the base where you currently work/live for Question #15, please use the CAMP BUTLER EDUCATION CENTER. If this does not work please contact the Camp Foster Education Center at 645-7160.
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; otherwise any changes will need to be processed through the MCCS Education Center***
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. Upload your degree plan to the Web-TA Portal under the “My Education Plan” tab. This is required for TA approval.
10. 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.

“Inspiring Generations to Learn for a Lifetime”  November 2016
Sample TA Authorization Form

NAVMC 10883

TUITION ASSISTANCE AUTHORIZATION

NAME: EINSTEIN, ALBERT

RATE: PFC

INSTITUTION: Lifelong Learning

SSN: ____________

SCHOOL CODE: 9999X

TERM DATES

START: 17-OCT-2016

END: 18-DEC-2016

COURSE

MATH 123

TITLE

COLLEGE MATH

HOURS

3

GOV SHARE

$750.00

STU SHARE

$.00

TOTAL:

3

$750.00

$.00

I have read, understand, and will comply with the provisions of MCO P1560.25C and the Tuition Assistance Registration Form. I hereby authorize release of my grades to the US Marine Corps. Non-receipt of grades will prohibit additional tuition assistance.

Albert Einstein

(DSN) 623-0000

Applicant's Signature

XYZ201700084

11-OCT-2016

George Washington

SIGNATURE OF EDUCATION OFFICER

**NOTE: Signature will be electronic when printed from MyEducation website.**

Return a copy of this form to your Marine Education Office if it is canceled or amended in any way. Indicate action taken on the returned form. Failure to notify your Marine Education Office of course cancellation or amendment may result in a collection action against you, via your Commanding Officer. Student info can be found at: http://www.marines.mil

Schools should send invoices electronically via Wide Area Work Flow (WAWF). For invoicing and grade submission information, schools should refer to the Tuition Assistance WAWF Invoice and Grade Submission Guide at: https://www.navycollege.navy.mil/ta_info.aspx

Correspondence may be sent to:

COMMANDING OFFICER

NETPDTC N81/MARINE CORPS GROUP

6590 SAUFLEY FIELD ROAD

PENSACOLA, FL 32509-5241

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“Inspiring Generations to Learn for a Lifetime”
Additional Marine Corps TA Tips and Information

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

- 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.
- 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, DoDI 1322.19 Section 4, and MCO 1560.25 Chapter 6 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.
- 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).
- For additional information about education or other Marine Corps Community Services information, links, and resources, please visit the MCCS Okinawa Education and Career Services website at: https://www.mccsokinawa.com/educationandcareerservices/

Course Information Required for TA Application

<table>
<thead>
<tr>
<th>School Name:</th>
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<tbody>
<tr>
<td>Term Start - End Date (yyyy/mm/dd):</td>
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</table>

**Course Request Information**

<table>
<thead>
<tr>
<th>Course Department and Number eg. ENG 101</th>
<th>Ex: ENGL 102</th>
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<tbody>
<tr>
<td>Ex: Composition and Literature</td>
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</table>

**Course Information Required for TA Application**

- **CL (Level):**
  - High School H
  - Prep D
  - VoTech V
  - Lower L
  - Upper U
  - Graduate G
- **CD (Location/Course Description):**
  - On Base 1
  - Off Base 2
  - Distance Learning 3
  - Credit By Examination 4
  - Deployed 5
- **PIM (Primary Instruction Mode):**
  - Clock C
  - Carnegie K
  - Semester S
  - Quarter Q
- **CU (Credit Unit):**
  - Web/Internet W

**“Inspiring Generations to Learn for a Lifetime”**

November 2016