

DANTES COLLEGE CAREER

WORKBOOK



Defense Activity for Non-Traditional
Education Support
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“The shortest
distance between
poverty and wealth
is education.”

— Robert C. Allen



Contents

Chapter	Page #
Know Yourself	2
Opportunity	2
Questions	3
Goals	4
College	6
Your College	9
Admission	10
Previous College	11
Military Training/ACE Guide	12
Credit-By-Exam	15
DANTES Distance Learning Program	16
College Checklist	20
Taking Classes	20
Other Sources of College Credit	22
SOC Degree	23
CCAF Degree	23
Previous College Worksheet	24
Military Training/ACE Guide Worksheet	25
ACE Guide Caution	27
Glossary	28
Feedback	29
A Note to Students/Counselors	29
Publications	31
Curriculum Planning Sheets	32



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Know Yourself

Use this workbook if you:

- ✓ are a high school graduate or have a GED equivalency
- ✓ want to pursue college study

If the above describes you, do the exercises on the following pages of this workbook. The exercises will help to understand what you must do, and assure that you have taken the necessary steps for your college degree.

Do not use this workbook if you:

- are not a high school graduate
- do not want to pursue college study

If you have not completed high school, your education counselor can arrange for you to take the General Educational Development (GED) test to receive a state high school diploma or equivalency.

If you are not interested in college study, you should talk to your education counselor. There are other educational opportunities that may be of interest to you.

For your convenience, a glossary of the more unusual words in the Workbook is on pages 28-29.

Opportunity

Reasons for getting a college degree:

- ✓ advancement in your military career
- ✓ preparing for a civilian career
- ✓ preparing for further education
- ✓ proficiency in the profession of your choice

Read this workbook and complete the exercises on the following pages to find out how to take maximum advantage of your opportunities.

For active duty Service members, tuition assistance (TA) is available. TA pays up to 100 percent of your tuition while you study for a degree (with certain limitations).

See your education counselor for more information on your Service's tuition assistance policy.

You can get college credit for:

- military training
- civilian job training
- other learning experiences

You can get college credit by taking:

- ✓ tests
- ✓ correspondence courses
- ✓ television/video tape courses
- ✓ traditional classes
- ✓ distance learning courses

You can graduate from college while:

- in the Service
- stationed anywhere

Many of these programs are provided at little or no cost to you. First, you must know what you want.

Your education counselor has special tools to help you understand your interests. These may include interest inventories, guidance tests, computerized guidance tests, employment statistics and projections.

You may want to take advantage of their help at this time, or continue with the following exercises and talk to an education counselor afterward.

As you read through the following pages, fill in the blanks. There are no right or wrong answers, only your answers. There is no better time to start than now.

Questions

The following questions are designed to make you ponder and question your goals. They are not intended to replace guidance tests or interest inventories, which are available at your education center.

 What are your hobbies? Do you like to work on cars, take photographs, perform in musical groups, hike or write computer programs? _____

 What are your strengths? Are you good at mechanical repair, writing, mathematics or managing people? _____

 What civilian jobs have you held and enjoyed? Were you a salesperson, mechanic, truck driver or bank clerk? _____

 List military duties that are meaningful to you. Use phrases such as mechanical repair, accounting, electrical repair or supervision.

 What do the answers to the first four questions have in common? Are they all mechanical, involve computers or management of people? List the similarities in the spaces below:

 What do you want to achieve during the remainder of your enlistment? Are you interested in promotions, recognition or more training? This is your Service goal. Write statements such as: "I want to be a chief radar repairman, get promoted to E-5, be a certified medical technologist, become an officer, etc." It is OK to have more than one goal. _____

 What do you want to do after you leave the Service? Use short sentences such as: "I want to be an accountant, computer repairman, radio disk jockey, math teacher, etc." _____

Goals

To weigh the employment future for jobs that interest you, go online to <http://www.bls.gov/oco/> and look at the Occupational Outlook Handbook, or a similar publication. You also can use one of the computerized counseling systems which your education center may have.

If you have a clear idea of your goals – military and/or civilian – continue this workbook. Otherwise, visit your education counselor and request to take a guidance test or interest inventory.

If you are interested in college study, your pursuit may further your military and civilian career goals. The following questions are designed to help you think about your goals in a meaningful time frame.

Depending upon how much longer you will be in the Service, you may be answering for your military and/or civilian career goals. Spend a few seconds thinking before you answer each question.

1. Do you know what you want to be doing in five years? Yes No
2. Does your five-year career goal require working toward a college degree? Yes No
3. Would you progress faster in your career goal if you worked toward a college degree? Yes No
4. Have you previously attended college? Yes No
5. Do you want to attend or continue college? Yes No
6. Are you going to attend or continue college? Yes No

If your answers indicate that you would benefit from college, and you want to attend college, continue with this workbook.

If you are interested in college, but feel you are not ready, see your education counselor.

If you are not interested in college, see an education counselor rather than completing this workbook. There are vocational and technical programs that can prepare you for a profitable future.

For consideration:

- * *You should concentrate on education that will further your Service career if you have several years left in the Service.*
- * *You should concentrate on education that will help you with your civilian career if you will be leaving the Service soon.*
- * *The best plan may be to pursue education that will further both your military and civilian careers. Be sure to discuss your plan with an education counselor.*

If you have not previously taken college-level courses, you may want to take a few general education courses before continuing with this workbook.

Courses such as English, math and history are required for most degrees, and many colleges grant transfer credit for these types of courses.

If you have not already done so, talk to your education counselor before going further in the workbook.

College

If you have gotten this far in the workbook, you must be considering a future that includes college. As you plan your college study, consider that there are different types of college degrees. They generally fall into associate degrees (two year), bachelor's degrees (four year) and advanced study or graduate degrees such as master's and doctoral degrees.

A degree normally has a major and sometimes a minor. The major is your main concentration of study. A computer programmer would major in computer science and probably earn a Bachelor of Science (B.S.) in Computer Science. A historian would major in history and probably earn a Bachelor of Arts (B.A.) in History.

Majors also can have areas of specialization such as European history, English literature, elementary education and cellular biology. A minor is an additional area of study that is generally less intense than your major and requires fewer courses.

Degrees consist of a specified number and mix of required courses, general education requirements (required courses outside your major) and elective courses (individually selected courses).

The required general education and non-major courses are generally humanities (e.g. art, philosophy, English), social sciences (e.g. history, psychology), mathematics (e.g. algebra, statistics), natural science (e.g. biology, chemistry) and foreign language.

Elective courses are those chosen based on your interest, while at the same time fulfilling degree plan requirements. Selections may be guided by personal interest or by the credits earned already. Keep in mind, some elective courses are strictly specified in your major.

Colleges divide courses into lower division (freshman and sophomore) and upper division (junior and senior). Generally speaking, lower division (or level) courses are easier to transfer from college to college.

Each college course earns a specific amount of credit. Credit is usually measured in semester hours (SHs).

The typical course earns three to four SHs of credit. However, some colleges measure credit in quarter hours (QHs). See the glossary on pages 28-29 for definitions of SHs and QHs. Degree requirements vary from college to college, department to department within a college and from degree to degree within a college department.

For purposes of illustration, let's look at the requirements for a typical Bachelor of Arts degree in Criminal Justice.

English/Humanities	15 SHs
Math/Science	12 SHs
Social Sciences	13 SHs
Foreign Language	<u>8 SHs</u>
	= 48 SHs

**** 49 SHs of upper-division coursework might be required, of which 24 SHs may have to be courses in the major.**

The major course requirements for a Bachelor of Arts in Criminal Justice might be:

Criminal Justice System	3 SHs
Theory of Corrections	3 SHs
Judicial Process	3 SHs
Police and Society	3 SHs
Intro to Legal Systems	3 SHs
Major Electives	<u>9 SHs</u>
	= 24 SHs

Non-major upper division requirements also may include:

Social/Behavioral Science	12 SHs
Methods Courses	<u>12 SHs</u>
	= 24 SHs

This constitutes 48 SHs of general education requirements, 24 SHs of major requirements and 24 SHs of non-major requirements – for a total of 96 SHs of credit. If the college requires 120 SHs of credit for the degree, then 24 SHs of additional credit will be needed to complete the degree.

SUMMARY

Requirement SHs

General Education requirements	48
Required Courses in Major	24
Non-Major Requirements	24
Elective Courses	<u>24</u>
Total Semester Hours of Credit	120

The above would be the total number of credits needed for a Bachelor of Arts in a typical Criminal Justice degree program. This illustration used a bachelor's degree, but the same general principles apply for an associate degree.

You should now have some understanding of your Service and civilian career goals and know whether you want to pursue college study. You also may be ready to select a major course of study.

You should talk to your education counselor before making a final decision. Some education centers have computerized guidance systems to help you, or you can look at copies of the *Quick Guide to College Majors and Careers*, the *College Handbook*, *The College Blue Book* and specific college catalogs. These will give you ideas about various degree programs and help you identify schools that offer degree programs in your career field.

Take as long as needed to write down majors that interest you.

Next, decide where and how you will study, in addition to where and how you will get your degree.

- *Do you want to earn your degree from an on-base college or from another college or university? Does your duty station have an on-base college program in your major?*

If so, list the name of the college _____

If the answer is yes, consider participating in it.

- *Is there a college near your duty station that offers your major?*

If so, list the name of the college _____

If the answer is yes, consider participating in it. However, if you transfer prior to completing the degree, you may have problems.

See your education counselor for assistance in the choice. Air Force students should know the requirements for the Community College of the Air Force's associate degree (see page 23).

If you will be transferring before the expected completion date for your degree, you should choose a college that allows you to complete the degree at your new duty site.

Ask about "contract for degree" availability at the college you are interested in attending. This should guarantee that credits earned at one school will transfer easily to another.

Your College

In order to minimize loss of credit, choose a college that is a member of the Servicemembers Opportunity Colleges (SOC) network. (See page 23).

These schools offer two-year and four-year programs and agree to conditions that minimize loss of credit when you move.

SOC member schools are listed in the Servicemembers Opportunity Colleges Guide, commonly call the SOC Guide, which is available online at <http://www.soc.aascu.org> and at your education center.

You also may want to consider getting your degree from an institution that grants external degrees. These are degrees from a college where you take few or no courses.

External degree programs grant maximum credit for prior learning, military training and credit-by-examination. They also have liberal policies on transferring credit from other colleges. Students enrolled at these institutions must fulfill the same requirements as those at other colleges – the difference is, the requirements are completed in a non-traditional manner.

Institutions that grant external degrees are listed in the DANTES External Degree Catalog, which is available at your education center or online at <http://www.dantescatalogs.com>.

Talk to your education counselor before making a decision. Once you decide, write your college selections on the following lines.

Next, obtain a copy of the catalog for the college(s) of your choice. Your education center or on-base school may be able to help you, or you may want to write the school and request a catalog of your own. Talk with your education counselor and consider the following before making your choice:

- *Does the college offer the degree you want?*
- *Does the college offer the courses you need when you need them?*
- *Is the college regionally accredited? (See glossary for definition)*
- *Where is the college located?*
- *How do tuition rates compare to similar colleges? Is it affordable?*
- *What are the entrance requirements?*
- *Does the school grant credit for military training or credit by exam?*

Once you have answered these questions, you are ready to choose a college. Using the college catalog program descriptions, location and other information meaningful to you, select the school that seems right for you.

In the space below list the name, address and phone number of your chosen college and the degree program you are interested in:

College Name _____

Address _____

Phone Number _____

Degree Program _____

At this point you are almost ready to apply for admission to the college of your choice.

Admission

SOC students should check the SOC Web site at <http://www.soc.aascu.org>, call 800-368-5622 or send an e-mail to socmail@aascu.org for information about the SOC Consortium and the SOC Degree Network System (SOCAD, SOCNAV, SOCMAR and SOCCOAST).

Does your college choice require an admission exam?

Yes No

Which exam is required?

ACT SAT Other _____

Call your education counselor for an appointment to take the exam, and ask about ways to prepare for it.

Date you will take the exam _____

Some students apply for admission to more than one college so they have a choice of schools to attend. This may not be necessary, so discuss this with your education counselor.

Before applying to a college, talk to your education counselor about tuition assistance, loans, grants and VA education benefits. Write down any actions you're advised to take:

Have you applied for admission?

Yes No

Date you applied _____

Have you been accepted?

Yes No

Date you were accepted _____

If you were not accepted, see your education counselor to discuss your options – or, if you prefer, you can apply to another school.

Is your college listed in the SOC Guide as a member of SOC?

Yes No

Turn to the Curriculum Planning Sheet on page 32. At the top of the Curriculum Planning Sheet, fill in your name, major and college/university from which you want to earn your degree.

SOC students should use the SOC Student Agreement for Contract for Degree instead of the curriculum Planning Sheet.

Previous College

Using the college catalog, fill in the course requirements for your major. Use a pencil so changes can be made if needed. Don't forget to list the credit requirements (SHs) for electives to determine the total number of credits required.

At this point, identify electives by type (science, foreign language, math, etc.) or name and number – if you have this information.

Now list college credit you may have earned already.

If you have previously college experience, list the schools attended, when the classes were taken, the classes you took by name and number and the grade received on the Previous College Work Sheet on page 24, or insert copies of transcripts in this space.

Once you have a record of your previous classes, turn to the Curriculum Planning Sheet on page 32 and pencil in classes, wherever possible, to satisfy requirements for your degree. Use the remaining classes to satisfy as many electives as possible.

It is possible that some classes cannot be used in your program. These include courses that can't be applied major or general education requirements; courses that exceed the allowable number of electives; or courses that cannot be counted as electives.

Your college will need transcripts of all previous study at other schools before credit is granted.

You do not actually have the credits in your degree program until your college has allowed the credits to transfer and placed the courses and credits on your official transcript.

Military Training/ACE Guide

Service members can get college credit for military training.

The American Council on Education (ACE) publishes the *Guide to the Evaluation of Educational Experiences in the Armed Services*, commonly called the ACE Guide. The ACE Guide provides college credit recommendations for military experiences.

It is available online at <http://www.militaryguides.acenet.edu>.

Listed below is an example of an Army course from the ACE Guide.

AR-1728-0028 – Military Police Investigator

Course Number: 830-ASIV5; 830-F8

Location: Military Police School, Vilseck, Germany; Military Police School, Fort McClellan, Ala.; Military Police School, Fort Gordon, Ga.

Length: eight weeks (307 hours)

Exhibit Dates: 9/85 – 5/90

Objectives: To qualify selected military policemen for duty as military police investigators.

Instruction: Topics include crime scene processing; testimonial evidence; management of sources of information; investigative planning; evaluating evidence; investigating drug, arson and child abuse offenses; examination of questioned documents; and covert investigations.

Credit Recommendation: In the lower-division baccalaureate/associate degree category, three semester hours in criminal justice elective (6/88).

Related Occupation Codes: 95B

For a Bachelor of Arts in Criminal Justice, a college could give three SHs of credit for AR-1728-0028, Law Enforcement, in place of a college course such as Crime/Criminal Justice Systems.

Listed below are examples of other training courses that might lead to college credit.

- * Basic Military Training
- * Radioman, Class A
- * Administrative Clerk
- * Chief Radioman
- * Military Policeman
- * Basic Broadcaster
- * Communications Officer

You also can receive college credit for Army MOS and Navy or Coast Guard rate training. Credit is granted based on competency level.

MOS Number

Infantryman.....11B-002 (L30)

Boatswain's Mate.....NER-BM-001 BM3

ACE Guide credit recommendations vary depending upon the level of the military course or level of the MOS/rating skill, as well as the college degree program requirement the course will be used to satisfy.

Courses must correspond to a specific degree requirement to be used in a college degree program.

The ACE Guide makes recommendations that most colleges and universities follow. However, be advised that college credit is awarded only by your college, which uses its own policies and procedures to make credit determinations. To receive the recommended credit, you must have proof that you completed the training, such as a completion certificate or certification from your personnel office.

For some colleges, you must document training on DD Form 295 and submit it to the college for evaluation. This form can be obtained at your local education center.

The Army has the Army American Council on Education Registry Transcript System (AARTS) program to document Service members' classes. For further information, go to <http://aarts.army.mil> or call 866-207-4427/DSN 552-2011.

Credits for Air Force students are transcribed by the Community College of the Air Force (CCAF). For more information, go online to <http://www.au.af.mil/au/ccaf>.

The Navy and Marine Corps use the Sailor/Marine American Council on Education Registry Transcript (SMART) program to document American Council on Education (ACE) recommended college credit for military training and occupational experience.

For more information, go to <https://www.navycollege.navy.mil> or call 877-253-7122, (850) 452-1828. The fax number is (850) 452-1281.

Some colleges may use your training completion certificate in awarding credit.

If you are in doubt, ask your college counselor or admissions officer how to document military training. You may use a similar process to document civilian training for college credit. Your education counselor will help you with these processes.

If your training is listed by AARTS, SMART, or if it is transcribed by CCAF, you should skip to the paragraph starting “Look at . . .” near the bottom of this page. It is marked with an asterisk (*).

The ACE Guide is a multi-volume publication. It lists training, courses, MOSs and ratings in volumes specific to each Service branch. To use the ACE Guide, select the proper volume – depending on which branch of the military provided the training.

Each volume is indexed by training or course title, keyword (maintenance, digital, fire, etc.) and course number.

The ACE Guide is available online at <http://www.militaryguides.acenet.edu>.

Turn to the Military Training/ACE Guide worksheet on page 25 and fill in your military training, MOS/rating and other information requested.

Your personnel office can supply a list for your use.

Once your courses are listed, go to the education office or library, look up the courses in the ACE Guide and fill in the credit information.

* Look at your Curriculum Planning Sheet on page 32. Identify courses that are still needed and compare them to the credit identified from the ACE Guide (or on your AARTS or CCAF documentation).

Fill in the courses that seem to match (the titles may be somewhat different) and put in the SHs of credit. Ask for help from your education counselor if you are unsure.

Be sure that any changes made by your counselor or college are reflected on your Curriculum Planning Sheet.

Credit-By-Exam

Another way to earn college credit is to take a test. Knowledge of a second language, as well as from travel, hobbies, volunteer work and related training or education may have prepared you to pass a college-level exam and earn college credit.

The DANTES Credit-by-Examination Program offers a variety of exams through which you can earn college credit. Most are free to Service members and are administered at military education centers, Navy College offices and some local colleges.

DANTES publishes brochures that describes all credit-by-exam programs available. Visit your education counselor for copies.

Consider the following when deciding whether to take a test for college credit:

- Will the college you plan to attend allow you to satisfy the requirement by taking an exam? Check the college catalog for acceptance and required passing score.
- Do you have the knowledge necessary to pass the exam? Is it related to work you perform, prior training, courses you have taken or special interests of yours?

Credit-by-exam generally saves money and accelerates degree completion. It also prevents you from sitting through an unchallenging course in which nothing significantly new is learned.

The most common exam programs through which you can earn college credit are:

- **Excelsior College Examinations (ECE)** – subject area exams in arts and science, business, education and nursing.
- **College Level Examination Program (CLEP)** – divided into two groups: *CLEP General*, which examines English composition, humanities, mathematics, natural science, social sciences and history; and *CLEP Subject*, which tests achievement for specific college courses, measuring knowledge of basic concepts, principles, relationships and applications involved in college courses with the corresponding title.
- **DANTES Subject Standardized Test (DSST)** – comparable to a final exam in a college course.
- Other more specific areas of examination for college credit also are available. These are subject-specific, such as automotive or computer science.

Now, look at your course requirements listed on your Curriculum Planning Sheet. If there are unsatisfied requirements, you may be able to fulfill them through the credit-by-examination programs.

List courses that you think could be satisfied by an exam in the spaces below, then ask your education counselor about the possibility of taking a test to satisfy the course requirement. For example: English 101 – CLEP General. Ask your counselor for a copy of the DANTES Examination Programs brochure for exam descriptions.

Required course Credit-By-Exam

As you register for exams and receive scores that earn credit, enter the information on your Curriculum Planning Sheet.

Remember, you do not actually receive college credit until your college accepts the test and places the credit on your college transcript. And don't forget that each college sets its own policy concerning which exams will be accepted and how much credit will be awarded.

DANTES Distance Learning Program

Distance learning allows students to take high school, college, technical or vocational courses from accredited U.S. institutions of higher learning. You can take a single course or complete an entire degree program.

Most programs require no physical attendance at a school's campus. You can learn at a distance using delivery methods such as online, correspondence, videos, CD-ROM, computer conferencing or satellite/cable delivered classes.

What is an External Degree?

An external degree is one in which most of the learning is completed outside the central campus. External degree programs vary considerably. Some require no time on campus, while others involve regular visits or special summer seminars.

How do I know if I need a distance learning course?

On-site or nearby college or university courses are usually best for most students. If desired courses or degrees are not available, or can't be taken because of work schedule conflicts, a DANTES-affiliated distance learning school might offer a good option.

Consider a distance learning course to meet prerequisites; accelerate degree completion; complete courses not offered in the classroom; when TDY or duty prevent class attendance; for personal enrichment and satisfaction; or to prepare for second career.

Where do I begin?

Start by talking with a counselor and examining one of the following three catalogs:

▶ **DANTES Independent Study Catalog** lists individual courses offered by regionally accredited colleges and universities throughout the United States.

▶ **DANTES External Degree Catalog** lists certificate or degree programs available at a distance from regionally accredited DANTES-affiliated colleges and universities.

▶ **DANTES Catalog of Nationally Accredited Distance Learning Programs** lists courses and degrees available from nationally accredited schools. Many of the courses in this catalog are technical or vocational in nature.

How do I enroll?

After talking with your counselor, obtain a copy of the school's distance learning or external degree catalog. Study it to insure you select the proper courses or program. Submit required enrollment forms to the school.

How much tuition assistance will I receive?

Each Service has its own policy. In general, subject to specified dollar limits and availability of funding, you will receive up to 100 percent of the tuition costs. Textbook fees are not reimbursed.

What are some personal characteristics that may influence my success?

The list is long and includes academic and emotional maturity, job and family responsibilities, goals, ability to work alone, self-starting capability, self-understanding, persistence, patience, self-confidence, reading and writing ability, contacts who can help with content problems and an academic support system (at home and at work).

How to Select and Complete a Distance Learning Course

1. Enroll for a definite reason, one you can verbalize and outline on paper. Define solid goals: degree or knowledge needs – not for frivolous purposes. Will the course or courses help advance your military career?
2. Obtain a clear, complete description of the course. Call the school and order a catalog. Know exactly how it fits into your degree plan and select courses based on legitimate needs.
3. Ensure your school will accept the course you are taking, and the course will satisfy a definite degree requirement. Give your home school a copy of the description. Will the course fit where you need it?
4. Consider enrolling with a friend. Study with a partner. Distance learning students need a support group.
5. Devise a reasonable study plan. Remember, in a resident class a teacher dictates your study schedule. Get the plan on paper.
6. Attend your class at least three times per week.
7. Check your plan against the course outline and study guide provided by the school. Ensure it's realistic when compared to your work schedule, family and other obligations.
8. Include milestones in your plan to be reached at the time you specify. Be reasonable. Set aside some time to reward yourself when those milestones are passed.
9. Students who start early are most likely to complete the course successfully. Don't delay starting. Begin as soon as you receive your first lesson.
10. Talk to someone you respect about the program you are considering and follow-up occasionally for guidance. There is a difference between involvement and commitment.
11. Include checkpoints in your plan. Check your progress periodically. Be honest and serious.
12. Study in the same place for each study session. Choose an appropriate site. Apply yourself and take breaks when needed.
13. There are many sources of help even if you are the only one in the class. The school is the most logical place to ask for help. Consider your school advisor, education counselor, on-base instructors, subject matter experts or friends.

Checklist for Selecting an External Degree Program

- ⇒ What's in a name? Consider what are your life goals? Is this your final degree or are you after a “big-name” school? Consider your strengths and skills.
- ⇒ What is the total cost of tuition and maintenance fees? Consider all yearly fees.
- ⇒ Does the school accept ACE credit, prior learning, CLEP, DSSTs or ECE? Is there a time limit on tests, or limits on the type and/or amount of test credit?
- ⇒ How is previous credit transferred? Are there fees for transfer and time limits? Are there fees for unique rules for lower- or upper-level credit transfer?
- ⇒ Is the school a SOC or SOC network member? If so, it may offer alternative ways to earn credit or take classes.
- ⇒ What is the mode of delivery – pencil and paper, video, audio or computer – and do you have necessary equipment?
- ⇒ What is your motivation for pursuing a college degree? Do you plan to stay in the military? Are you trying to meet civilian job requirements?
- ⇒ Will any school suffice, or is the type of school important? If an advanced degree is your goal, what percentage of graduates go on to pursue advanced degrees and which schools do they attend?
- ⇒ Is the degree completely external or is there an on-campus requirement? How many credits must you earn with the school? If there is an on-campus requirement, does your family and job provide enough time?
- ⇒ Does the school's accreditation meet your needs? Will the credit transfer where you need it?
- ⇒ When do you need it? How long will it take you? Remember, this is not easier than going to class with your friends. It's harder! Are your family and employer supportive?
- ⇒ Do you need a VA-approved program? Talk to your local education center to find out about current or future VA benefits and the use of TA along with those benefits.
- ⇒ What student services are provided? E-mail, quick turnaround on assignments, provision of transcripts, single source for books, etc.

College Checklist

Checklist for Selecting an External Degree Plan

- ✓ Determine your degree goal. Don't start with random courses unless you know they'll count.
- ✓ Order a catalog from the school of your choice or review it online, if available, on the school's Web site. Study the degree requirements carefully.
- ✓ Apply for an evaluation of all credits earned. ACE Guide, CCAF, distance learning courses, credits from all classes attended and all other transcript credits. Ensure you meet all entrance requirements.
- ✓ Have the institution prepare a degree plan. Before you embark on a multi-year journey, make the school commit itself.
- ✓ Identify remaining requirements after the evaluation is complete. The school's list of required courses will allow you to plan alternatives and commit yourself for the long term.
- ✓ If you've chosen an undergraduate school, identify possible related exams that will transfer into the degree program (CLEP, DSSTs, ECE, ASE) from the DANTES Independent Study Catalog.
- ✓ Assess your potential for passing exams. Do you have prior experience with tests or strength in certain subject areas?
- ✓ Identify independent study courses to replace difficult-to-get courses. If a bachelor's or master's degree is your goal, what percent of the graduates go on to higher degrees, and to which schools?
- ✓ Put it all on a plan. Send a copy of your plan to the institution for approval. Always obtain the school's commitment. Keep records of all work, discussions and agreements.
- ✓ Complete each course successfully. Follow the steps listed on the previous page.

Taking Classes

Your Curriculum Planning Sheet is now ready to use to plan the classroom study you will need.

Compare the remaining unsatisfied classes on your Curriculum Planning Sheet to the classes your on-base college offers. Class schedules for the upcoming semester are available at the education center or from the on-base school.

If the on-base college isn't offering the classes you need, check the schedules of nearby colleges and extension offices. You may be able

to fulfill the requirement by taking the class there. Your education counselor can help you.

Write in the dates and locations of each class. Be sure your college will accept the courses in transfer if you take them somewhere other than your home college.

If none of these options help you satisfy a requirement, do the following,

- Ask your college to waive the requirements.
- Ask your college to let you take a substitute course.
- Ask your college to let you do an independent study project or course in place of the class.

It's not always possible for Service members to attend college classes. Work schedules, remote duty stations and unavailability of courses are some of the reasons students choose the DANTES Distance Learning Program.

Independent study courses are delivered by correspondence, computer, video/audio tape and television.

The DANTES Independent Study Catalog (DISC) allows you to select from thousands of courses offered by institutions nationwide.

The DISC is available at education centers, Navy College Offices and online at <http://www.dantescatalogs.com>.

Be advised, independent study isn't for everyone. It requires self-discipline, as there is no regular interaction with an instructor.

You must be able to work on your own initiative, although you may be able to form a study group with others enrolled in the same independent study course.

If requirements cannot be met otherwise, and you need to take an independent study course, identify the courses in the spaces below:

Course Requirement
at Your School

Independent Study School/
Course #

Talk to your education counselor before registering for independent study courses. Your college may have requirements or restrictions applying to independent study, and you will need authorization for tuition assistance before registering.

Once you have registered for an independent study course, enter it on the Curriculum Planning Sheet. You will not receive credit until you complete the course and it has been accepted as transfer credit on your school transcript.

If you take an independent study course with your home college, it will be transcribed automatically.

Other Sources of College Credit

There are several other sources from which you may be able to acquire college credit or an exemption from a credit requirement. Some of the most common are:

- Portfolio assessment of prior learning
- Permission to take a higher level course
- Certification in a profession

Each of these is fairly unusual and should be discussed with your education counselor and college. If you do satisfy a requirement by one of these means, note it on the Curriculum Planning Sheet.

The Blueprint to Your Degree

You now have a blueprint for getting a college degree. At this time, you should know:

- your military goal
- your civilian goal
- what degree or degrees you will seek
- what college or colleges you will attend
- the college credit you already have
- the college credit you still need
- how you will earn the remaining credits

Additionally, you should have:

- had several conversations with your education counselor
- acceptance of your plan by your college
- made important decisions for your future

The SOC Consortium and SOC Degree Network System

The SOC Consortium contains more than 1,800 member colleges and universities that provide educational opportunities for Service members, National Guard personnel, reservists and veterans. If you plan to attend a SOC Consortium member college, look up the college's information page in the SOC Consortium Guide (available on CD-ROM or the SOC Web site) and find the name, phone number and e-mail address of the SOC Counselor. Contact that person for information about available degrees and enrollment procedures.

The SOC Degree Network System (DNS) consists of a subgroup of SOC Consortium member institutions selected by the military Services to deliver specific associate and bachelor's degree programs to Service members and their families.

Institutional members of the SOC DNS agree to special requirements and obligations that provide military students and their adult family members with opportunities to complete college degrees without suffering loss of academic credit due to changes of duty station. SOC operates the DNS for the Army (SOCAD), Navy (SOCNAV), Marine Corps (SOCMAR) and Coast Guard (SOCCOAST).

If you are enrolling in a SOC DNS college, you do not need to complete the Curriculum Planning Sheet. Instead, your home college will issue you a SOC DNS Student Agreement (contract-for-degree) that evaluates all prior learning, lists academic degree requirements, and guarantees award of the degree when the requirements are met.

For more information about the SOC Consortium and the SOC Degree Network System, go online to <http://www.soc.aascu.org>.

CCAF Degree

Air Force Service members should consult an Air Force Education guidance counselor and complete the degree requirements for the Community College of the Air Force (CCAF).

Additionally, you may decide to pursue a goal beyond the CCAF degree. If this is the case, you should continue with this workbook.

Make a copy of the Curriculum Planning Sheet for your CCAF degree, and use the other for a different degree. When you seek more than one degree from different colleges, be sure to coordinate with both colleges.

Previous College Worksheet

Instead of writing in the courses you have taken, you may want to place a copy of your transcript here.

Class: _____
Date taken: _____ Grade received: _____
Where taken: _____

Class: _____
Date taken: _____ Grade received: _____
Where taken: _____

Class: _____
Date taken: _____ Grade received: _____
Where taken: _____

Class: _____
Date taken: _____ Grade received: _____
Where taken: _____

Class: _____
Date taken: _____ Grade received: _____
Where taken: _____

Class: _____
Date taken: _____ Grade received: _____
Where taken: _____

Class: _____
Date taken: _____ Grade received: _____
Where taken: _____

Class: _____
Date taken: _____ Grade received: _____
Where taken: _____

Class: _____
Date taken: _____ Grade received: _____
Where taken: _____

Military Training/ACE Guide Worksheet

Use an additional sheet of paper, or copy of this page, if you need more space. Follow the directions on page 12 to fill out this form.

1. Training: _____ Number: _____

Year completed _____ Where trained _____

Date of Ace Guide _____ Page No. _____

ACE Guide Recommendations:

SHs _____ College Course: _____

2. Training: _____ Number: _____

Year completed _____ Where trained _____

Date of Ace Guide _____ Page No. _____

ACE Guide Recommendations:

SHs _____ College Course: _____

3. Training: _____ Number: _____

Year completed _____ Where trained _____

Date of Ace Guide _____ Page No. _____

ACE Guide Recommendations:

SHs _____ College Course: _____

SHs___ College Course:_____

SHs___ College Course:_____

SHs___ College Course:_____

SHs___ College Course:_____

4. Training:_____Number:_____

Year completed___Where trained_____

Date of Ace Guide_____Page No._____

ACE Guide Recommendations:

SHs___ College Course:_____

5. Training:_____Number:_____

Year completed___Where trained_____

Date of Ace Guide_____Page No._____

ACE Guide Recommendations:

SHs___ College Course:_____

6. MOS/Rating:_____

Number:_____Year completed_____

Glossary

Accreditation –

Institutional Accreditation:

Granted by regional and national accrediting commissions of schools and colleges. These commissions and associations accredit the college. Accreditation is granted following an official review to ensure the college has met prescribed standards.

Special Accreditation: Granted to specialized professional or occupational schools and programs by national professional organizations in fields such as business, dentistry, engineering and law. Specialized accreditation in a particular discipline does not mean accreditation in another discipline.

Questionable Accreditation: A few accrediting associations and some schools and colleges are less than savory. Ask your education counselor about the accreditation of the college in which you intend to enroll.

Admission – Being accepted as a student by a college

Associate Degree – Two-year college degree

Arts – Nonscientific branch of learning, liberal arts

Bachelor’s Degree – Four-year college degree

College – A school that grants a bachelor’s degree and below (sometimes used interchangeably

with university, as well as a school within a university)

Community College – A junior college serving a specific area

Core Curriculum – Courses required of all enrolled students in a program, department or college

Degrees – Academic title given by a college or university

Doctorate – The terminal professional degree

Elective Courses – Non-major courses selected by the student

Freshman – Undergraduate student in the first year of study

General Education Classes – Courses required of all students enrolled at a college

Grade Point Average – Student’s average grade at a college

Graduate Degree – Advanced study degree

Home College – The SOC college holding the student contract or other primary college in which the student is enrolled

Humanities – The study of human culture (e.g. philosophy, literature, art, etc.)

Interest Inventory – Designed to help students make decisions

Junior – Undergraduate student in the third year of study

Junior College – A school that grants an associate degree (and sometimes other programs such as vocational training)

Laboratory Classes – Classes with controlled practice, observation or testing

Major – Principal field of academic specialization

Master’s Degree – A degree above the bachelor’s level, but below a doctoral degree

Minor – Secondary area of academic specialization

Prerequisite Courses – Preparatory courses that must be completed prior to registration in an advanced course

Private College/University – A school that has no affiliation with a government entity

Public College or University – A city, county, state or federally supported school

Quarter Hour – Equals one hour of class per week for 12 weeks

Residency – Required on-campus

class enrollment period

Science – Methodological study, learning by experience

Semester Hour – Equals one hour of class per week for 15-18 weeks

Senior – Undergraduate student in the final year of study

Sophomore – Undergraduate student in the second year of study

Training – Non-college vocational or technical instruction

Transfer Credit – Credit earned from one college and accepted at another college

Tuition – Fees for instruction at a college or university

Undergraduate degree – A traditional college degree (usually four years of study)

University – A school awarding graduate degrees and below

Note to students/counselors

Students – This workbook is intended:

- for the Service member who is seriously interested in college study.
- to be used in conjunction with an education counselor.

Counselors – This workbook is intended for use:

- by individual Service members, with assistance from education counselors.
- by education counselors when leading a group counseling session.
- by group, self-help sessions without a counselor, but with each Service member seeing a counselor as needed.
- by Service members preparing for transition from the Service, with the aid of an education counselor.

Feedback

To help us improve this workbook, please answer the following questions:

1. Was the workbook helpful to you?

Yes

Somewhat

No

2. Was the workbook:

Too easy

OK

Too difficult

3. Did you use the workbook to plan your college program?

Yes

Partially

No

4. Will you recommend the workbook to others?

Yes

No

In the space below make any comments that you think would be helpful in future editions of the workbook (Use another sheet of paper if more space is needed.):



Mail completed forms to: DANTEs, Code 10J, 6490 Saufley Field Road, Pensacola, Fla. 32509, or e-mail us at counseling@navy.mil. Thanks for your assistance. We hope the workbook was helpful.

Publications

The following publications are provided to education centers by DANTES at no cost.

Ask your education counselor for copies that would benefit you.

Financial Aid From the U.S.

Department of Education

– An overview of federal educational aid programs

Organizing a Study Group

– Success strategies for studying in organized groups

Preparing For Tests

– How to study/prepare for tests

Summary of Benefits Under the Montgomery GI Bill

– Who is eligible for and how to use the Montgomery GI Bill

Best Career and Education

Web Sites

– Hundreds of Web sites for info on careers, college, training, job searches and financial aid.

Where Credit is Due

– Explains educational credit for military training

College Degrees Without Classrooms

– Describes SOC program

Show What You Know & Earn

College-Level Credit

– Explains educational credit for military training

SOC – Servicemembers

Opportunity Colleges

– Describes the SOC program

DANTES Examination Programs

– Lists exams that are given free of charge to Service members

GED – Prove Yourself

Describes the GED program

Be A Certified Professional

– Discusses various certification programs

CLEP Brochure

– Describes the CLEP examination program

DANTES Guidance Assessments

– Explains the various guidance tests available to Service members

Practice Tests – Available for most sponsored Tests

– Provides trial tests to determine student readiness

Tips on Taking Tests (Essay)

– Help in preparing for and taking an essay test

Need a Lift?

– Information on educational opportunities, loans and scholarships

College Success Tips for Adult Learners

– Useful tips to achieve your educational goals

America’s Best Graduate Schools

– The best graduate schools as rated by *U.S. News and World Report*

Guide to Online Learning

– Tips to make online learning work for you.

Sample Curriculum Planning Sheet

Your Name: Joseph Anderson		Major: Political Science			College: University of Anywhere		
Course #	General Ed Courses	Scheduled	Completed	SHs	Method of Completion	Where	Transcript
ENC 101	English Composition			3	ACE Guide		09/1992
ENC 102	English Composition			3	CLEP Subject		11/1992
PHI 260	Ethics			3	DSST		08/1992
	German			8	ACE Guide		09/1992
	Math			3	CLEP General		12/1992
	Math Theory			3	CLEP Subject		11/1992
	Natural Science			3	CLEP Subject		11/1992
	Natural Science--Lab	09/1992		3	Classroom Instruction	Metro C C	
WOH	World History I			3	CLEP General		12/1992
	Psychology			3	ACE Guide		09/1992
	Social Science			3	ACE Guide		09/1992
	<u>Elective Courses</u>						
	Polygraph Examiner			3	ACE Guide		09/1992
	Management			3	DSST		10/1992
	Art of the Western World			3	DSST		10/1992
	American History			3	CLEP Subject		11/1992

Total SHs _____ Expected Graduation Date _____ Actual Graduation Date _____

