

## MCCS Okinawa Education & Career Services

<u>Education Centers</u>			<u>Services</u>			<u>Libraries</u>		
<u>Kinser</u>	Bldg. 1220	Tel 637-1821	College Planning	<u>Kinser</u>	Bldg. 1311	Tel 637-1039		
<u>Futenma</u>	Bldg. 407	Tel 636-3036	Education Counseling	<u>Futenma</u>	Bldg. 403	Tel 636-3946		
<u>Foster</u>	Bldg. 5679	Tel 645-7160	Military Tuition Assistance	<u>Foster</u>	Bldg. 5679	Tel 645-2470		
<u>Courtney</u>	Bldg. 4425	Tel 622-9694	Financial Aid	<u>Courtney</u>	Bldg. 4453	Tel 622-9280		
<u>Hansen</u>	Bldg. 2339	Tel 623-4376	Joint Services Transcript	<u>Hansen</u>	Bldg. 2339	Tel 623-7372		
<u>Schwab</u>	Bldg. 3429	Tel 625-2046	Military/Civilian Testing	<u>Schwab</u>	Bldg. 3429	Tel 625-2518		
<u>Testing Office</u> Tel 645-3944/2469			<u>Briefs</u>			Hours vary by installation		
<a href="mailto:fostertesting@okinawa.usmc-mccs.org">fostertesting@okinawa.usmc-mccs.org</a>			MC TA Overview					
Monday through Friday 0730-1630 (except federal holidays)			GI Bill					
			Commissioning Programs					
			USMAP/MCCOOL					
			Managing Your Education					
			*Unit Briefs available upon request*					

**To be eligible for Tuition Assistance (TA), active duty Marines must:**

- Complete the Higher Education Preparation Course on JKO (Course number HEP US001)
- Complete the Personal Financial Management MCI (Course ID 3420G)
- Have a GT score of 100 or greater; if below, the TABE is required before utilizing TA  
    \*\*Marines are highly encouraged to attend a MC TA Overview\*\*
- Contact their school to obtain an official degree plan after the completion six TA funded semester hours per MCO 1560.25

**Tuition Assistance (TA) General Information:**

- TA can be authorized up to \$250.00 per semester hour, \$166.67 per quarter hour, and \$4,500.00 per fiscal year
- TA is a discretionary fund that can be used to earn a diploma, credentials, certificates, or degrees; they are identified as follows: one certificate (at any level regardless of credentials currently held), an Associate’s degree, a Bachelor’s degree, and a Master’s degree
- TA requests can only be submitted within 60 days prior to the start of the class
- Enlisted Marines must have an EAS date of at least 60 days beyond the completion date of the course to be approved for TA; Officers must agree to serve an additional two years beyond the completion date of the course to be approved for TA
- TA requests must be approved before the start date of the class; TA cannot be issued retroactively
- If there are any changes to your TA request (i.e. never enroll, withdraw from course, date changes, etc.), contact your local MCCS Education Center immediately
- Marines will be responsible for paying back TA if they receive a D, F, I, or W for undergraduate classes (C, D, F, I, or W for graduate classes)
- Withdrawals related to duty, medical, or emergency circumstances may be waived

## First Time TA Users Step-By-Step Process



1. Complete online Higher Education Prep (HEP) Course required by MARADMIN 093/16.
  - a. The Joint Knowledge Online (JKO) course can be accessed using a CAC or JKO account at <https://jkodirect.iten.mil/>. The course number is **HEP US001**.
  - b. Select “Course Catalog” on the top menu bar.
  - c. Below the search bar, click “ALL,” scroll down, and select “HEP.” Type “US001” in the “Course Number Box.” Click on the “Search” button, and then click on “Enroll.”
  - d. Click the “Launch” button to start the course.
  - e. If necessary, you may stop and continue the HEP course at a later time.
  - f. Upon conclusion, you will receive a Certificate of Completion. Please print and submit this certificate to your local MCCS Education Center or upload to the WebTA Portal at <https://myeducation.netc.navy.mil/webta/>
2. For additional information on Marine Corps specific TA policies and procedures please check with your respective camp’s MCCS Education Center for their next scheduled MC TA Overview.
  - a. You can also schedule an appointment to receive specific one-on-one guidance from an Education Services Specialist and/or P&PD Advisor to discuss other educational programs, determine your educational goals, select your school and major, or address educational questions or concerns.
3. TABE (Test of Adult Basic Education), if applicable
  - a. Per MCO 1560.25, service members with a GT score of 99 and below must take the TABE before using TA. Contact your local MCCS Education Center to schedule this exam.
4. Enroll in a school, request a tentative or approved degree plan, and select first class.
  - a. Per MARADMIN 218/19, first time TA users are only eligible for one course unless documentation is provided showing completion of an Associate’s degree or 60 academic credits.
  - b. Per DoDI 1322.19, first-time TA users who are stationed overseas and enrolling in their first TA funded postsecondary course or beginning a new postsecondary program must enroll in and successfully complete their first TA funded course with an on-island institution.
5. Submit your electronic TA application. See page entitled “USMC WEB TA STEP BY STEP.”

## FY19 TUITION ASSISTANCE GUIDELINES UPDATE

Date Signed: 4/4/2019

MARADMINS Number: 218/19

R 041715 APR 19

MARADMIN 218/19

MSGID/GENADMIN/CMC WASHINGTON DC MRA MF//

SUBJ/TUITION ASSISTANCE GUIDELINES UPDATE//

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

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

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

REF/D/MSGID: DOC/DODI 1322.25/YMD: 20140707//

NARR/REF A IS MCO 1560.25 MARINE CORPS LIFELONG LEARNING PROGRAM (SHORT TITLE: LL PROGRAM).

REF B IS MCO P1400.32D CH2 MARINE CORPS PROMOTION MANUAL, VOLUME 2, ENLISTED PROMOTIONS

(SHORT TITLE: MARCORPROMMAN, VOL2, ENLPROM). REF C IS MCO P1400.31C CH1 MARINE CORPS

PROMOTION MANUAL, VOLUME 1, OFFICER PROMOTIONS (SHORT TITLE: MARCORPROMMAN, VOL 1,

OFFPROM). REF D IS DODI 1322.25, VOLUNTARY EDUCATION PROGRAMS.//

POC/DARYL PATRICK/CIV/UNIT: MFR/-/TEL: 703-784-9550 EMAIL: DARYL.PATRICK@USMC.MIL//

GENTEXT/REMARKS/1. Purpose. In conjunction with reference (a), this MARADMIN provides Tuition Assistance (TA) utilization requirements and procedures.

2. Additional TA eligibility criteria is listed in reference (a). 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) and (b). Initial usage of TA and continued usage of TA is at the Commanders discretion. Commanders shall ensure Marines meet all eligibility criteria:

(a) Marines shall be eligible for promotion per references (b) and (c).

(b) Prior to TA approval, first-time applicants shall complete the Marine Corps Institute Personal Financial Management Course (Course IDMCIZ3420GZ).

(c) 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.

(d) Marines may not be actively participating in more than two TA-funded classes simultaneously.

(e) TA funds for approved involuntary withdrawal waivers and failed courses will count toward individual fiscal year ceilings.

(f) 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.

(g) 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 six 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.

(h) TA is authorized only for tuition charges per reference (d). 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.

(i) 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, and have a signed Department of Defense (DoD) Memorandum of Understanding in order to receive tuition assistance. Per reference (a), all Marines are eligible to obtain one TA funded certificate during their career.

(j) Marines who fail to successfully complete a course will be required to reimburse received TA funds. For the purpose of reimbursement, 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, unresolved incomplete “I”, or courses from which the Marine voluntarily withdrew, resulting in a “W” grade per reference

(k). Recoupment for withdrawals related to duty, medical, or emergency circumstances may be waived. Waiver requirements and processes are contained in reference (a). Recoupment for undergraduate grades of “D” or below and graduate grades of “C” and below will not be waived.

(l) 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.

(m) TA is not authorized for fees related to certifications, license exams, or credentials.

(n) In addition to the requirements for officers in reference (a), Reserve Component officers on active duty orders/mobilization 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 programs under continuing education or workforce development.

(q) Marines assigned to Military Occupational Specialty (MOS) school or residential Professional Military Education (PME) (i.e., Command and Staff college, Corporals Course, Sergeants Course, Career Course, etc.) are not authorized recipients of TA until they return to their regular or permanent duty.

(r) Marines attending vocational/technical certification programs with more than one class or module will only be approved TA for a maximum of two classes or modules at a time.

(s) TA is not authorized for graduate studies beyond the master’s degree level.

3. TA requests can only be submitted within 60 days of the start date of the class.

4. The contents of this MARADMIN will be incorporated into the upcoming revision of reference (a).

5. Release authorized by LtGen M. A. Rocco, Deputy Commandant, Manpower and Reserve Affairs.//

## USMC Web TA Step-By-Step

1. To apply for Tuition Assistance electronically from any computer, go to <https://myeducation.netc.navy.mil/webta/>
2. Upload your degree plan to the Web TA portal.
  - a. From the “My Education Home” select “Education” and the “Upload Files” tab.
  - b. Complete the fields in the “Attachment Upload” window. Enter the name of your school in the “Name” field and your degree program in the “Description” field.
  - c. Use “Browse” to locate your file which must be a PDF and then select “Upload File” to complete the action.
3. To begin your TA application, return to “My Education Home” and select “Tuition Assistance.”
4. If you are eligible, you will see the option to “Create New Application.”
  - a. Please read and accept the TA Application Agreement. Keep a copy for your records.
  - b. Review your profile information and verify that your email address is correct. If any changes are necessary, you may update your profile by going to “My Education Home” and using the “Profile” tab.

Note: If you are not eligible, you will see a red “Eligibility” box with a list of requirements you need to fulfill. Please contact your local MCCS Education Center to resolve these items.
5. Enter your command approver (CO or By-Dir) information. You may either search for your approver or you can enter their information manually by selecting “Manual Entry.” You will need their name, DSN number, and military email address.
6. Enter your installation and school information using the search window. Then enter the *term* start and end dates. All courses on a Web TA application must have the same term start and end dates. Please be sure to submit courses with different start and end dates on separate Web TA applications.
7. To enter course information, select “Manual Course.” Make sure to enter the information accurately. Fill in the course number (ex. PSYC 100), title (ex. Introduction to Psychology), level, location, instruction mode, credit unit, credit hours, and cost. If your school has entered their catalog into the Academic Institution Module, you can search for your course using the “Search Course” feature. This feature will auto-populate most of the required fields. Click confirm.
8. Review all of the information on your application and make corrections if needed. Save the application.
9. Select “Submit” to send your application to your command approver.
  - a. Command Notification: You will receive an email notification stating whether your TA has been approved or denied.
  - b. Education Center Notification: If your command has approved your TA, your application will be forwarded to the Education Center, and you will receive a second email upon authorization.
  - c. If there are any issues with your application, you will be contacted by the Education Center, and your TA will remain on hold until resolved.
10. To track the status of your application, go to the “Tuition Assistance” tab and select “Review Applications.”
  - a. If your document status is “under edit,” you have not submitted it to your command approver.
  - b. You may also view your application status as command approved or authorized.
11. To access your TA voucher once it has been authorized, go to “My Education Home” and click on the “Tuition Assistance” box. Then click on the “Review Applications” box and select the view option to access your TA voucher. Click on the “Print Document” button at the bottom of the page. Sign and submit it to your school as directed.

**Sample TA Authorization Form**

NAVMC 10883

**TUITION ASSISTANCE AUTHORIZATION**

XYZ201800084  
11-OCT-2019

SSN: \_\_\_\_\_

NAME: EINSTEIN, ALBERT

RATE PFC

SCHOOL CODE: 9999X

INSTITUTION: Lifelong Learning

**ENROLLMENT INFORMATION**

TERM DATES START: 17-OCT-2019 END: 18-DEC-2019

COURSE	TITLE	HOURS	GOV SHARE	STU SHARE
MATH 123	COLLEGE MATH	3.0	\$750.00	\$.00
<b>TOTAL:</b>		<b>3.0</b>	<b>\$750.00</b>	<b>\$.00</b>

I have read, understand and will comply with the provisions of NETCINST 1560.3, the Tuition Assistance (TA) student agreement and the TA application form. I understand this voucher is valid only for the courses and term dates listed. I am responsible for contacting my service branch voluntary education office for any changes or cancellations to this voucher. Failure to notify my service branch voluntary education office of course cancellations or amendments may result in a collection against me, via my Commanding Officer. I hereby authorize the release of my grades and notification of degree completion to my respective branch of service. Non receipt of grades will prohibit additional TA being authorized. If I separate, my indebtedness will be referred to the Defense Finance and Accounting Services for collection.

Albert Einstein

(DSN) 623-0000

Applicant's Signature

Phone

XYZ201800084

11-OCT-2019

George Washington

AUTHORIZATION NUMBER

DATE AUTHORIZED

SIGNATURE OF EDUCATION OFFICER

**\*\*NOTE: Signature will be electronic when printed from your WebTA account.\*\***

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 iRAPT (formerly WAWF). Schools can find reference material for invoicing using the TA iRAPT (formerly WAWF) Guide and grade submission information using the GEAP (Grade Entry Application) User Guide at: [https://www.navycollege.navy.mil/ta\\_info.html](https://www.navycollege.navy.mil/ta_info.html)

Correspondence may be sent to:  
COMMANDING OFFICER  
NETPDTC N83/MARINE CORPS GROUP  
6490 SAUFLEY FIELD ROAD  
PENSACOLA, FL 32509-5241

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## Local College Information



**UNIVERSITY OF MARYLAND GLOBAL CAMPUS**  
Formerly UMUC

**Contact Information:**

Foster 645-3054/3488  
Kadena 634-2206/1287  
Kinser 637-2406  
Futenma 636-3940  
Courtney 622-9250  
Hansen 623-7312  
Schwab 625-2538  
Shields 634-6399  
Torii 644-4957  
Yokota 225-3680

<https://www.asia.umuc.edu/>

Sessions	2019-20 On-Site Term Dates*
Fall I	19 August-13 October
Fall II	21 October-15 December
Spring I	13 January-8 March
Spring II	16 March-10 May
Summer	1 June-26 July

\*only On-site 8 week sessions listed above

**Undergraduate Degree Programs:**

- Business Administration
- Communication Studies
- Computer Networks and Cybersecurity
- Computer Science
- Criminal Justice
- Cybersecurity Management and Policy
- East Asian Studies
- English
- General Studies
- History
- Homeland Security
- Humanities
- Human Resource Management
- Information Systems Management
- Management Studies
- Marketing
- Mathematics
- Political Science
- Psychology
- Social Science

**Graduate Degree Program:**

- Master in Business Administration



**Contact Information:**

Kadena 634-5083  
Futenma 636-6692

<http://erau.edu/>

Sessions	2019-20 On-Site Term Dates
Term I	5 August-6 October
Term II	14 October-15 December
Term III	13 January-15 March
Term IV	23 March-24 May
Term V	31 May-1 August

**Certificate:**

- Aviation Maintenance Technology Part 65

**Undergraduate Degree Programs:**

- Aeronautics
- Aviation Business Administration
- Aviation Maintenance
- Aviation Security
- Technical Management
- Unmanned Systems Applications

**Graduate Degree Programs:**

- Master of Science in Aeronautics
- Master of Science in Aviation Maintenance
- Master of Science in Human Factors
- Master of Science in Unmanned Systems



Sessions	2019-20 On-Site Term Dates
Term I	12 August-13 October
Term II	14 October-15 December
Term III	6 January-8 March
Term IV	16 March-17 May
Term V	26 May-26 July

**Graduate Degree Program:**

- Master of Science in International Relations

**Contact Information:**

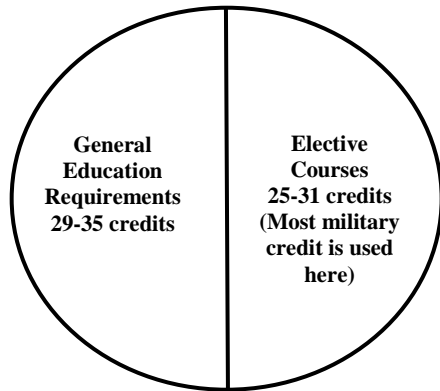
Kadena 634-5365

<http://www.troy.edu/>

## General College Information

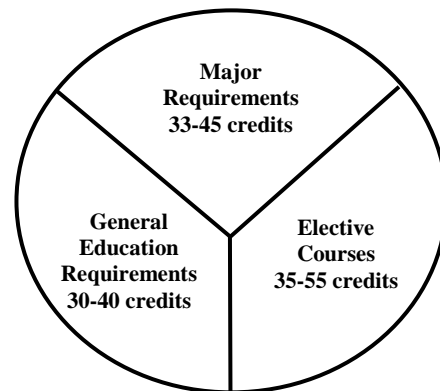
### Associate's Degree

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



### Bachelor's Degree

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



### General College Terminology:

- 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.
- 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).
- 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.).
- Undergraduate Courses: Associate and bachelor level coursework.
  - 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).
- Graduate Courses: Coursework above the bachelor level.
- Electives: Classes that a student can select from alternate courses or fields of study.
  - \*Many military credits will be counted as electives.
- General Education Requirements: Required courses for all students regardless of major. Examples include history, communications, science, math, social science, humanities, etc.
- 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. 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. This must be uploaded via the Web TA portal after the completion of six TA funded semester hours.
- 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.



## Credit-By-Examination Programs (CLEP & DSST)

### 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. To get started, go to <https://clep.collegeboard.org/register> to select which CLEP you would like to take. Then, schedule to take your exam through one of UMUC's National Test Centers (NTCs) on Okinawa with locations on Kadena AFB, Camp Foster, and Camp Hansen by visiting <https://www.asia.umuc.edu/ntc/umuc-asia-national-test-centers>. The CLEP exam titles are:

<p><b>COMPOSITION AND LITERATURE</b></p> <ul style="list-style-type: none"> <li>•American Literature</li> <li>•Analyzing and Interpreting Literature</li> <li>•College Composition</li> <li>•College Composition Modular</li> <li>•English Literature</li> <li>•Humanities</li> </ul> <p><b>FOREIGN LANGUAGES</b></p> <ul style="list-style-type: none"> <li>•French Language</li> <li>•German Language</li> <li>•Spanish Language</li> </ul>	<p><b>SCIENCE AND MATHEMATICS</b></p> <ul style="list-style-type: none"> <li>•Biology</li> <li>•Calculus</li> <li>•Chemistry</li> <li>•College Algebra</li> <li>•College Mathematics</li> <li>•Natural Sciences</li> <li>•Pre-calculus</li> </ul> <p><b>BUSINESS</b></p> <ul style="list-style-type: none"> <li>•Financial Accounting</li> <li>•Information Systems</li> <li>•Introductory Business Law</li> <li>•Principles of Management</li> <li>•Principles of Marketing</li> </ul>	<p><b>HISTORY AND SOCIAL SCIENCES</b></p> <ul style="list-style-type: none"> <li>•American Government</li> <li>•History of the U.S. I</li> <li>•History of the U.S. II</li> <li>•Human Growth and Development</li> <li>•Introduction to Educational Psychology</li> <li>•Introductory Psychology</li> <li>•Introductory Sociology</li> <li>•Principles of Macroeconomics</li> <li>•Principles of Microeconomics</li> <li>•Social Sciences and History</li> <li>•Western Civilization I: Ancient Near East to 1648</li> <li>•Western Civilization II: 1648 to Present</li> </ul>
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### DSST Exams (Formerly DANES Subject Standardized Tests)

The DSST program is an extensive series of examinations in college subjects that are comparable to the final or end-of-course examinations in undergraduate courses. ACE recommends upper and lower level credit for the exams, but each institution determines its acceptable score and the amount and type of credit granted for each examination. To register to take a DSST exam, visit <https://www.asia.umuc.edu/ntc/umuc-asia-national-test-centers> and select Kadena AFB, Camp Foster, or Camp Hansen. Please arrive at least 30 minutes before your scheduled appointment. The DSST exams available are:

<p><b>BUSINESS</b></p> <ul style="list-style-type: none"> <li>•Business Ethics &amp; Society</li> <li>•Business Mathematics</li> <li>•Human Resource Management</li> <li>•Introduction to Business</li> <li>•Management Information Systems</li> <li>•Money and Banking</li> <li>•Organizational Behavior</li> <li>•Personal Finance</li> <li>•Principles of Finance</li> <li>•Principles of Supervision</li> </ul> <p><b>MATHEMATICS</b></p> <ul style="list-style-type: none"> <li>•Fundamentals of College Algebra</li> <li>•Math for Liberal Arts</li> <li>•Principles of Statistics</li> </ul>	<p><b>HUMANITIES</b></p> <ul style="list-style-type: none"> <li>•Ethics in America</li> <li>•Introduction to World Religions</li> <li>•Principles of Advanced English Composition</li> <li>•Principles of Public Speaking</li> </ul> <p><b>PHYSICAL SCIENCE</b></p> <ul style="list-style-type: none"> <li>•Astronomy</li> <li>•Environmental Science</li> <li>•Health &amp; Human Development</li> <li>•Introduction to Geology</li> </ul> <p><b>TECHNOLOGY</b></p> <ul style="list-style-type: none"> <li>•Computing and Information Technology</li> <li>•Ethics in Technology</li> <li>•Fundamentals of Cyber Security</li> <li>•Technical Writing</li> </ul>	<p><b>HISTORY AND SOCIAL SCIENCES</b></p> <ul style="list-style-type: none"> <li>•A History of the Vietnam War</li> <li>•Art of the Western World</li> <li>•Criminal Justice</li> <li>•Foundations of Education</li> <li>•Fundamentals of Counseling</li> <li>•General Anthropology</li> <li>•Introduction to Geography</li> <li>•Introduction to Law Enforcement</li> <li>•Lifespan Developmental Psychology</li> <li>•History of the Soviet Union</li> <li>•Substance Abuse</li> <li>•The Civil War and Reconstruction</li> </ul>
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\*Please check for the most up-to-date information on CLEP and DSST testing: <https://clep.collegeboard.org/exams> <http://getcollegecredit.com/about>

## MCCS Camp Foster Testing Office

Email: [fostertesting@okinawa.usmc-mccs.org](mailto: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 and Sailors)  
DLAB – Defense Language Aptitude Battery  
DLPT – Defense Language Proficiency Test  
OPI- Oral Proficiency Interview  
ASTB – Aviation Selection Test Battery  
TABE – Test of Adult Basic Education

\* Military Uniform 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 – SAT, TEAS
- College Proctoring (on a space available basis)

#### *Certification Exams\**

- PearsonVUE Authorized Test Center
- Various Financial Management Exams – CDFM, AFCPE
- Various Medical Certifications – CCRN, CEN
- Personal Training Certifications- ACE, NASM

\*Other exams may be available. Please check with the Testing Office for additional information.

### Study Materials

Free study materials, including practice tests and downloadable e-books, are available from **EBSCO Learning Express** (DoD MWR Library) and can be accessed via Military Once Source or the Navy Digital Library:

<https://www.militaryonesource.mil/> OR <https://www.navymwrdigitallibrary.org/>

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

<http://www.nelnetsolutions.com/DantesNet/>

#### *Additional Exam Materials and Resources*

\*not all exams offered through the Camp Foster Testing Office

- GED – Please visit <https://ged.com/>
- CLEP – Study guides may be obtained by emailing the Foster Testing Office or visiting <https://clep.collegeboard.org>
- DSST – Fact sheets may be obtained by emailing the Foster Testing Office or visiting <http://www.getcollegecredit.com/>
- ACT – Please visit <http://www.act.org/>
- SAT – Please visit <https://collegereadiness.collegeboard.org/sat/practice>
- GMAT – Please visit <https://www.mba.com/>
- GRE – Please visit <http://www.ets.org/gre/>
- LSAT – Please visit <https://www.lsac.org/>
- MAT – Please visit <https://www.pearsonassessments.com/professional-assessments.html>

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

The Camp Foster Testing Office calendar is available online at <https://www.mccsokinawa.com/educationandcareerservices/> under "Testing"



**Leadership Scholar Program (LSP)** is a partnership between U.S. universities/colleges and the Marine Corps. The purpose of LSP is to help honorably discharging Marines continue their education at highly selective schools in the United States. The program seeks to identify Marines who might qualify to apply to an institution and presents these young men and women to the Admissions Office. LSP helps to ensure acceptance for qualified Marines. For more information, visit <https://usmc-mccs.org/services/education/leadership-scholar/>



**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>.



**TA DECIDE** is a dynamic information and comparison tool designed specifically to aid participants of DoD's Tuition Assistance (TA) program in making informed choices on schools and education programs. The TA DECIDE engine is fueled by more than 10 recognized and trusted data sources from across the departments of Defense, Education and Veterans Affairs. It provides a first-of-its-kind experience, uniquely tailored to the needs of the TA participant. For more information, visit <https://www.dodmou.com/TADECIDE/>



**USMAP**

**United Services Military Apprenticeship Program (USMAP)** 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. Each apprenticeship requires between 2,000 to 8,000 work hours to complete. For more information, visit <https://usmap.netc.navy.mil/>.



**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 and dependents. For more information, visit <http://www.nelnetsolutions.com/DantesNet/>



**Marine Corps COOL (Credentialed Opportunities On-line)** helps Marines find information on certifications and licenses related to their Military Occupational Specialty (MOS). Marine Corps COOL explains how Marines can meet civilian certification and license requirements and provides links to numerous resources to help get them started. Most certification exams related to a service member's MOS are funded by HQMC. For more information, visit <https://www.cool.navy.mil/usmc/>

## Web Sites for Education Information

1. MCCS Okinawa Education: <https://www.mccsokinawa.com/educationandcareerservices/>
2. Web TA Portal: <https://myeducation.netc.navy.mil/webta/>
3. Higher Education Prep (HEP) Course (Course Number is HEP US001): <https://jkodirect.jten.mil/>
4. General College Web Sites: <https://www.collegeboard.org/> <https://www.petersons.com/> <https://www.gradschools.com/>  
<https://nces.ed.gov/collegenavigator/> <https://www.educationquest.org/>
5. Okinawa on-island colleges: *University of Maryland University College (UMUC):* <https://www.asia.umuc.edu/>  
*Embry Riddle Aeronautical University (ERAU):* <http://erau.edu/>  
*Troy University:* <http://www.troy.edu/>
6. Financial aid site with links to other sites:
  - Federal grants and loans (Free Application for Federal Student Aid): <https://studentaid.ed.gov/sa/fafsa>
  - Department of Education Fact Sheets: <https://studentaid.ed.gov/sa/resources>
  - Scholarship databases: <https://www.fastweb.com/> <https://www.scholarships.com/>
  - Military Spouse Career Advancement Accounts (MyCAA): <https://mycaa.militaryonesource.mil/mycaa>
7. Voluntary Education Partnership DoD MOU: <https://dodmou.com/Home/InstitutionList>
8. Vocational School Database: provides a database of Private Postsecondary Vocational Schools in all 50 states: <https://www.rwm.org/>
9. Department of Education’s accreditation database: <https://ope.ed.gov/dapip/#/home>
10. Joint Services Transcript (JST): <https://jst.doded.mil/>
11. ACE (American Council on Education) Guides: <https://www3.acenet.edu/militaryguide/CourseSearch.cfm>
12. U.S. Department of Veterans Affairs (VA) GI Bill benefits information: <https://www.va.gov/education/>  
GI Bill application: <https://www.va.gov/education/how-to-apply/>  
Post 9/11 GI Bill Transferability Application: <https://milconnect.dmdc.osd.mil/milconnect/>  
WEAMS Institution Search: <https://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do>  
WEAMS Licenses/Certifications Search: <https://inquiry.vba.va.gov/weamspub/buildSearchLCCriteria.do>
13. USMAP (United Services Military Apprenticeship Program): <https://usmap.cnet.navy.mil/>
14. Marine Corps COOL (Credentialing Opportunities On-line): <https://www.cool.navy.mil/usmc/>
15. Leadership Scholar Program (LSP): <https://usmc-mccs.org/services/education/leadership-scholar/>
16. Commissioning Programs: <https://www.marines.com/becoming-a-marine/officer.html>
17. Navy ROTC (Commissioning Programs): <https://www.nrotc.navy.mil/>
18. Online Academic Skills Course (OASC): <http://www.nelnetsolutions.com/DantesNet/>
19. Tutor.com: <https://military.tutor.com/home>
20. Editing assistance: <https://www.grammarly.com/>
21. Citation Machine- aids in creating a reference page and citations in a variety of styles: <http://www.citationmachine.net/>
22. CLEP/DSST Registration Website: <https://www.asia.umuc.edu/ntc/umuc-asia-national-test-centers>
23. Testing study info: *CLEP / DSST / ASVAB / ACT / SAT* : <https://www.militaryonesource.mil/> <https://www.navy.mwr.digitallibrary.org/>
24. DANTES (Defense Activity for Non-Traditional Education Support): <http://www.dantes.doded.mil/>
25. Career Field Information: Occupation Outlook Handbook (OOH) – <https://www.bls.gov/ooh/>
26. O\*NET Online: <https://www.onetonline.org/>
27. Kuder Journey: <http://www.dantes.kuder.com/>