

Steps for USMC MOS to Degree

(New Student Path)

- 1. Complete the “Online Application” <http://apply.vccs.edu>**
 - a.** Steps for Completing application
 - i.** Select “*New Users*”
 - ii.** Create new account
 - iii.** Select “*Northern Virginia Community College*” as the college you plan to attend.
 - iv.** Select “*Credit*” for type of classes
 - v.** Select “*Woodbridge*” as the campus you will attend
 - vi.** Select “*AAS Information Technology*” for the degree program.
 - b.** Once you have completed the application you will be provided the following three items (Please either print this page or write this information down.)
 - i.** EMPID(Student ID)
 - ii.** Student Username
 - iii.** Temporary Password
- 2. Contact Dan Duffy – Northern Virginia Community College Representative at VEC Quantico**
 - a.** Email: dduffy@nvcc.edu
 - b.** Phone: (703)640-6303
- 3. Dan Duffy will help to advise you on the first course you should take.**
- 4. Complete and Return the Approved Tuition Assistance Authorization Form.**
 - a.** Complete the USMC Tuition Assistance Form and have your Commanding Officer Sign it.
 - b.** Next you must submit this to the Voluntary Education Center (VEC) on base to have it approved.
 - c.** Once you have received the “**Approved**” USMC Tuition Authorization Form submit a copy immediately to Dan Duffy.
- 5. Evaluation of JST(SMART) transcript for transfer credits towards your degree steps:**
 - a.** Request to JST transcript to be sent to NOVA Woodbridge Campus
 - b.** Complete the NOVA Request for Evaluation of Transcript form.
 - c.** The evaluation process may take 6 to 8 weeks
 - d.** After the 6 to 8 week period check the Advisement Report or Transfer Credit Report to ensure that credits have been evaluated.