

Military Related Experiences

Military Service Courses

Credit will be granted for military service school courses and skills if the awarding of credit is recommended in the current edition of the American Council on Education publication, *a Guide to the Evaluation of Educational Experiences in the Armed Services* and approved by the division dean of the student's chosen curriculum. The following information must be obtained:

- a. Full and correct title of course
- b. Location of training
- c. Length of course in weeks
- d. Exact dates of attendance
- e. Branch of Service that gave the course

Students must submit an official record and initiate the request for evaluation. Active duty service members must request that a DD295 certified by the commanding officer and the education officer be mailed directly from the Education Office to NOVA. Veterans and reserve personnel must submit a certified copy of the DD214. The veteran's advisor on each campus can certify a copy of the original.

Students who entered the Army on or after January 1984 must submit an AARTS (Army ACE Registry Transcript System) transcript in lieu of a DD295 or DD214. Transcripts may be requested by fax from AARTS Operation Center, at 913-684-2011 or DSN 552-2011 or by email to aarts@aarts.army.mil and use "Transcript Request" as the subject.

Military service courses and skills should be equivalent to NOVA courses and will be used as the student's program determines. Military service credit in career-technical areas, which is 10 or more years old and is to be applied toward graduation in the career-technical area, must be approved by the appropriate division dean. Students who have completed basic training, regardless of the date of military experience, may receive credit for PED 116 and a PED elective. In cases of conflict, course requirements as stated in the *NOVA College Catalog* precede any other requirements (such as SOCAD agreements).

Military Service/Basic Training

Students who have completed basic training may receive credit for PED 116. Students should contact a Student Services Center for procedures required to initiate an evaluation of transfer credit.

Army Military Occupational Specialties (MOS)

Credit may be granted for Army primary and secondary MOS at Skill level 30-40 if current proficiency can be documented. Credit for MOS Skill Level 10 will only be granted for ratings prior to October 1991, but credit may be granted for courses leading to this skill level after October 1991. After March 1995 skill levels 30 and 40 may yield credit for management skills but not technical skills. Skill level 20 is valid only from January 1990 to February 1995. No credit is awarded for duty MOS.

Community College of the Air Force

Air Force personnel, both active and veteran, must submit a Community College of the Air Force (CCAF) transcript. Transcripts may be obtained from CCAF/RRR, 130 West Maxwell Blvd, Maxwell Air Force Base, AL 36112-6613. CCAF will not accept fax requests for transcripts.

Marine Corps (MCE), Navy (NER) and Coast Guard (CGR) Ratings & Schools

Credit may be given in accordance with ACE recommendations. Students who are active duty or Reserve Sailors/Marines or who separate/retire on or after 10/1/99 must submit a Sailor/Marine American Council on Education Registry Transcript (SMART). Download and complete a copy of the SMART Request Form by going to <https://smart.navy.mil>. If you are unable to access this site you may obtain the form from your local Navy College Office or Marine Corps Lifelong Learning Center. If you cannot visit one of these offices, call the Navy College Center (NCC) toll free at 1-877-253-7122 or e-mail ncc@navy.mil. NCC is open 7 days a week 6:00 A.M. to 9:00 P.M. CST. Mail or fax the form to the address/fax number on the form. The Navy College Center will mail the official SMART to the college(s) you designate. You may also submit the form in person or by fax to your local Navy College Office or Marine Corps Education Center, which will order the official SMART to be mailed to NOVA.

Marine Corps Correspondence Courses (MCI)

Transcripts listing completed correspondence courses may be obtained from the Marine Corps Institute, 912 Charles Poor Street, SE, Washington Navy Yard, Washington, DC 20391-5680 or call toll free 1-800-MCI-USMC.

Marine Corps Military Occupational Specialties (MOS) in Information Technology

Credit may be given for several Marine Corps MOS in the Information Technology field. Due to the nature of this field, training must have been completed within the past five years.

MOS 0651 - Cyber Network Specialist

ITE 180 – Help Desk Support Skills
ITE 182 – User Support/Help Desk Principles
ITN 106 – Microcomputer Operating Systems
ITN 107 – Personal Computer Hardware Troubleshooting
ITN 200 – Administration of Network Resources

MOS 0651 - NCO Cyber Network Supervisor

ITE 100 – Introduction to Information Systems
ITE 102 – Computer and Information Systems
ITE 115 – Introduction to Computer Applications and Concepts
ITE 126 – Operating System Fundamentals
ITE 221 – PC Hardware and O/S Architecture
ITN 200 – Administration of Network Resources
ITN 106 – Microcomputer Operating Systems
ITN 107 – Personal Computer Hardware Troubleshooting
ITN 209 – VOIP (Voice Over Internet Protocol)

MOS 0659 - Cyber Systems Chief

ITE 180 – Help Desk Support Skills
ITE 182 – User Support/Help Desk Principles

MOS 0621 - Field Radio Operator

ITE 100 – Introduction to Information Systems
ITE 102 – Computer and Information Systems
ITE 115 – Introduction to Computer Applications and Concepts
ITE 126 – Operating System Fundamentals
ITE 180 – Help Desk Support Skills
ITE 182 – User Support/Help Desk Principles
ITE 221 – PC Hardware and O/S Architecture
ITN 106 – Microcomputer Operating Systems
ITN 107 – Personal Computer Hardware Troubleshooting

MOS 0612 - Telephone Systems Installers Maintainers

ITE 100 – Introduction to Information Systems
ITE 102 – Computer and Information Systems
ITE 115 – Introduction to Computer Applications and Concepts
ITE 126 – Operating System Fundamentals
ITE 180 – Help Desk Support Skills
ITE 182 – User Support/Help Desk Principles
ITE 221 – PC Hardware and O/S Architecture
ITN 106 – Microcomputer Operating Systems
ITN 107 – Personal Computer Hardware Troubleshooting
ITN 209 – VOIP (Voice Over Internet Protocol)

MOS 0619 - Telecommunications Systems Chief

ITN 100 – Introduction to Telecommunications
ITN 209 – VOIP (Voice Over Internet Protocol)

MOS 0629 - Radio Chief

ITN 100 – Introduction to Telecommunications
ITN 101 – Introduction to Network Concepts

MOS 0699 - Communications Chief

ITN 100 – Introduction to Telecommunications
ITN 101 – Introduction to Network Concepts
ITN 154 – Network Fundamentals: CISCO
ITN 155 – Introductory Routing: CISCO
ITN 156 – Basic Switching and Routing: CISCO
ITN 157 – WAN Technologies: CISCO
ITN 220 – Wireless Network Security (W-NS)
ITN 260 – Network Security Basics

MOS 0689 – Cyber Security Chief

ITN 276 – Computer Forensics I
ITN 277 – Computer Forensics II

MOS 0651 - Cisco CCNP

ITN250 – Advanced Routing: CISCO
ITN252 – Advanced Switching: CISCO
ITN253 – Network Troubleshooting: CISCO