

# College & TA Checklist

## MCAS Iwakuni

- Complete Tuition Assistance Pre-requisites**
  - Personal Readiness Seminar (PRS) Course** required if this is your first permanent duty station.
    - JKO website <https://jkodirect.jten.mil> course number J3O P-US1395
    - In person course on Tuesdays from 8-12 in Bldg 411. Call 253-6439 to register.
  - College 101/ TA Orientation Brief** – Offered two-three times each month. Visit <https://ppr-iwakuni.libguides.com/PPDIwakuni> for upcoming class information. **-OR-**  
**Individual Counseling** – Call to schedule a one-on-one meeting with an Education Advisor.
  - Career Path Decide (CPD)** - Complete 2 skills and interests surveys via <https://careerpathdecide.org/career-planning/build-your-target> Upon completion, please provide our office with a screenshot/copy.
  - Completed 10 semester hours with no grade lower than C; **OR-** earned **GT score of 100 or above**; **OR-** earned **AFQT score of 50 or above**; **OR-** completed the Online Academic Skills Course (OASC); **OR-** receive ESO approval for one course per term until 10 semester hours are successfully completed. **\*Talk to your Education Advisor if you do not meet eligibility criteria without ESO approval.\***
- Speak with an Education Advisor for assistance choosing a school**
- Apply to school**
  - Send official JST to school <https://jst.doded.mil/>
  - If applicable, send all previous college (& high school if required) transcripts to school
  - Apply for FAFSA at [www.fafsa.gov](http://www.fafsa.gov) (Contact your school Financial Aid Office with questions or for additional assistance.)
- Speak with an advisor at the school to get a degree plan and choose classes**

The degree plan will list all the classes needed to complete a degree.  
**\*\*An Official Degree Plan MUST be uploaded to your WebTA portal after completion of 10 semester hours.\***
- Enroll in a class**
- Complete WebTA at <https://myeducation.netc.navy.mil/>**  
**BEFORE the start of term** (*Tuition Assistance > Create New Application*)
  - **TA CANNOT BE SUBMITTED MORE THAN 60 DAYS PRIOR TO THE START DATE OF CLASS**
  - **CLASS MUST BE COMPLETED 60 DAYS PRIOR TO EAS**
  - **If the TA site shows you are ineligible contact our office.**
- Receive** email notification of command and Education Office approval.
- Print** and **SIGN or Electronically SIGN** Tuition Assistance voucher
- Submit** Tuition Assistance voucher to school for payment; Contact your school on how to do this.
- Confirm** grades are posted no later than 30 days after the class end date.  
<https://myeducation.netc.navy.mil/> (*Education > TA Course History*)  
If a grade is missing, contact the Education Office by emailing [ombiwakuni.educationoffice@usmc-mccs.org](mailto:ombiwakuni.educationoffice@usmc-mccs.org).

**\*Tuition Assistance MUST be approved by the Command and processed by the Education Office BEFORE the start date of the class\***

# UPLOADING DOCUMENTS TO WEBTA SITE

## • **Uploading Documents**

1. Log on <https://myeducation.netc.navy.mil/>
2. Under *My Education Home* page select **Education History**
3. Select **View/Upload files** to upload documents to profile
  - You are **RESPONSIBLE** for uploading your PRS certificate as a **PDF** to be eligible for TA.
  - You are **REQUIRED** to upload a degree plan after 10 semester hours
4. Email Education Office at [ombiwakuni.educationoffice@usmc-mccs.org](mailto:ombiwakuni.educationoffice@usmc-mccs.org) to inform us that you have uploaded certificate to portal. Please include your EDIPI in your correspondence.

## WebTA Guide

- Log on with CAC or EDIPI #, First Name, Last Name, Date of Birth (YYYYMMDD) at: <https://myeducation.netc.navy.mil/>  
**\*\*You will NOT be allowed to create a WEBTA if you are not eligible. The website will list issues that need to be resolved. ENSURE you notify Education Office of any issues.\*\***
- Under *My Education Home* page select **Tuition Assistance**.
- Select **Create New Application**; accept terms and conditions.
- **New Application Steps 1 – 5**
  1. **Manually** input Approver Email (Approver must be listed with Education Office approval list provided by your CO or EDO).
  2. **Manually** input Academic Information (Ensure Education Office corresponds with CURRENT duty station and that course term start and stop dates are accurate).
  3. **Enter Course Information** in the search area. (*DO NOT search CRN. You must search Course Description; examples are ENGL101, MATH1332, HIST109, etc.*) If course is not found, proceed to step 3a.
    - 3a) Manually** input course description (ex: ENGL101- Reading & Composition). You will be required to upload a Cost Verification; follow instructions on WebTA site.
  4. Select **Submit** - an automatically generated email will be sent to the TA Approver to approve TA.
  5. Once command approved, the Education Center will authorize Tuition Assistance.
    - An automatically generated email will be sent to the student advising TA authorization.
- Print, Sign, and Send TA Voucher to school [www.myeducation.netc.navy.mil](http://www.myeducation.netc.navy.mil)  
(*My Education Home > Tuition Assistance > Review Applications > View > Print document*)
- Submit grades to the Education Office via email at [ombiwakuni.educationoffice@usmc-mccs.org](mailto:ombiwakuni.educationoffice@usmc-mccs.org) within 30 days of course completion and ensure grade has posted. Please include your EDIPI in your correspondence. (*My Education Home > Education > TA Course History*)

**\*Tuition Assistance MUST be approved by the Command and processed by the Education Office BEFORE the start date of the class\***

## Useful Websites

### Research Resources

My Next Move	Check which careers may match your interests	<a href="https://mynextmove.org/">https://mynextmove.org/</a>
Kuder Journey	Check which careers may match your interests, skills, and work place preferences	<a href="http://dantes.kuder.com/">http://dantes.kuder.com/</a>
Bureau of Labor Statistics Occupation Outlook Handbook	Research careers, job outlook, growth, and entry paths	<a href="https://www.bls.gov/ooh/">https://www.bls.gov/ooh/</a>
College Navigator	Find and research schools	<a href="https://nces.ed.gov/collegenavigator/">https://nces.ed.gov/collegenavigator/</a>
TA Decide	Find a school's accreditation and if TA funds can be used	<a href="https://www.dodmou.com/TADECIDE">https://www.dodmou.com/TADECIDE</a>
GI Bill Comparison Tool	Research veteran success indicators and student complaints	<a href="https://www.va.gov/education/gi-bill-comparison-tool/">https://www.va.gov/education/gi-bill-comparison-tool/</a>
Career Path Decide	Skills and Interest Surveys	<a href="https://careerpathdecide.org/">https://careerpathdecide.org/</a>

### Funding Resources

Free Application for Federal Student Aid (FAFSA)	Check what federal aid you may be eligible for (the best one being the Pell Grant)	<a href="http://www.FAFSA.gov">www.FAFSA.gov</a>
Peterson's Scholarship Search	Search for additional funding opportunities	<a href="https://www.petersons.com/scholarship-search.aspx">https://www.petersons.com/scholarship-search.aspx</a> (also available as hard copy in the Library)

### Military Resources

WebTA	Website to apply for Tuition Assistance (TA)	<a href="https://myeducation.netc.navy.mil">https://myeducation.netc.navy.mil</a>
Joint Services Transcript (JST)	A record of your military training for which the American Council on Education <i>recommends</i> credit.	<a href="https://jst.doded.mil/">https://jst.doded.mil/</a>
Marine Corps COOL	Learn about the different civilian certifications related to your MOS that the Marine Corps <i>may</i> pay for	<a href="https://www.cool.osd.mil/usmc/index.htm">https://www.cool.osd.mil/usmc/index.htm</a>
United States Military Apprenticeship Program (USMAP)	Service members log their hours at work to gain a Department of Labor Journeyman's certificate	<a href="https://usmap.osd.mil/index.htm">https://usmap.osd.mil/index.htm</a>
E-Benefits	Learn about your benefits	<a href="https://www.ebenefits.va.gov/">https://www.ebenefits.va.gov/</a>

### Study Resources

EBSCO Learning Express	Access to free online study guides for CLEP/DSST & AFCT, and college prep	Get code from Library to access EBSCO Learning Express
OASC	Math & English prep	<a href="https://dantes.petersons.com/">https://dantes.petersons.com/</a>
Tutor.com	Free 24/7 online tutoring available in different subjects	<a href="https://military.tutor.com/landing/heropack">https://military.tutor.com/landing/heropack</a>