

University of North Carolina System Office

Category: Guide

Military Prior Learning: How To Automate Awarding Credit Guide

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Modified: 9/13/2024



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Change Log

Release #	Change Date	Author	Change Description
1.0.0	9/13/2024	Karen Boulas	Initial Version

Introduction

In accordance with Statute SB 761 and Policy Section 3 of Session Law 2014-67 the Policy on Military Student Success 700.7.1 regulation 700.7.2

(<https://www.northcarolina.edu/apps/policy/doc.php?id=2922>), The University of North Carolina System is statutorily required to “implement a uniform system of granting course credits to all students enrolled in constituent institutions of The University of North Carolina based on the students' military training or experience. The plan shall include the process for the transfer of course credits between constituent institutions and community colleges when course credit has been granted by any institution or community college based upon military training or experience.”

The UNC System Office has developed technical implementation guides to assist institutions in complying with the statute. This guide highlights how to automate granting transfer credit for military training and experiences according to the course equivalency rules established in the Banner Student Information System.

This “How To” guide provides best practices on using Banner Transfer Articulation functionality. The best practice recommendations may not work for institutions that have customizations in their Banner Student Information System. In cases where customizations exist, the best practices are simply recommendations and institutions can continue to use their customizations for compliance with the 700.7.2[R].

Supporting Resources

Submit a help ticket to banner-support@northcarolina.edu with questions.

Automate Granting Credit for Military Prior Learning

This how to guide explains how to use the Banner Transfer Articulation Module functionality to automate the awarding of transfer credit to students who have prior learning from military training and experiences. The Banner Transfer Articulation module will utilize the military course equivalent rules agreed upon by the UNC System for military training and experiences that the UNC universities entered in Banner and PeopleSoft.

I. Best Practice Transfer Credit Evaluation Process:

- A. Military course equivalencies established for the UNC System are maintained in the Banner Transfer Course Articulation page (SHATATR).
- B. A student's Joint Services Transcript (JST) is received at the university.
- C. Prior College page (SOAPCOL) is updated with the JST transcript received date.
- D. In the Transfer Course Information page (SHATRNS) a Transfer Institution Number and Attendance Period or Periods Numbers are created for the JST.
- E. The military training and experiences from the JST are entered in the Transfer Articulation Evaluation page (SHATAEQ).
- F. The SHATAEQ transfer articulation process is performed.
- G. Review the results of the transfer articulation:
 1. If the student has military training and/or experiences that have not been evaluated for transfer credit eligibility and the eligibility isn't built into the Banner SHATATR page, follow the campus's business practice to get the military prior learning evaluated.
 2. Then, enter the results into SHATATR.
 3. In SHATAEQ, perform a transfer articulation again for the student.
- H. Roll the transfer credit granted to the student's academic history record.
- I. Update SOAPCOL's JST reviewed date field.

II. Banner Transfer Articulation Module Setup To Use SHATAEQ

- A. Military Branches are given an institution code in the Source/Background Institution Code page (STVSBGI).
 1. The FICE code assigned to the institution code is designated from the SDM FICE dimension table.
 2. The institution code is also crosswalked to the SDM FICE code in GTVSDAX group code UNCSTVSBGI.
- B. The Military Branches are set up in the Transfer Articulation Institution page (SOABGTA).
- C. Grades for each of the military branches are set up in the Transfer Grade Code Maintenance page (SHATGRD).
- D. Create incoming military training and experiences in the Transfer Institution Catalog Entry page (SHATATC) or the SHATATR page.
- E. In SHATATR for each of the military training and experiences entered in SHATATC or in the top portion of the SHATATR page, enter in the transfer equivalency rule or indicate if an equivalency does not exist.
- F. Maintain the transfer course equivalency rules in SHATATR for each military branch.

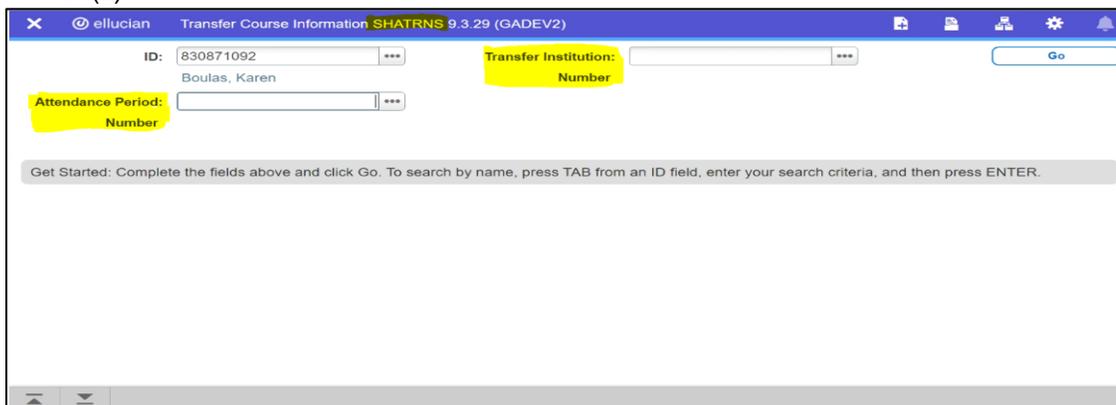
Banner SHATAEQ - Transfer Articulation Evaluation Page

The Transfer Articulation Evaluation (SHATAEQ) page allows for the creation and maintenance of the student's transfer articulation information for transfer institutions. This page will be used to automate the evaluation of a student's JST and award credit. In Banner, this automated evaluation process is called 'Performing Articulation'. The steps include recording the incoming JST in SHATRNS. Entering the student's military training and experience information on the JST into SHATAEQ. Then from the SHATAEQ page, having Banner perform an articulation evaluation.

A. Create Institution and Attendance Period Records in SHATRNS for the Incoming JST

1. Two Options exist for creating the Institution and Attendance Period records for the student's JST in SHATRNS:

a. Option A: Go to the SHATRNS page and create the Institution Number and Attendance Period(s).

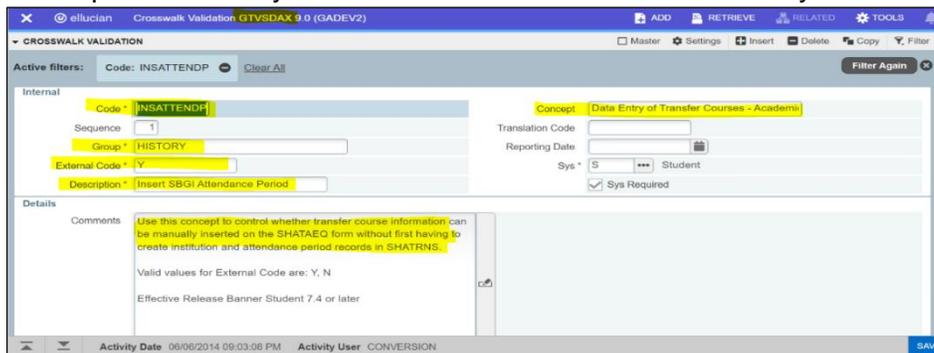


b. Option B: Use GTVSDAX rule group code HISTORY to create the Institution Number and Attendance Period(s).

i. Using this crosswalk, allows prior learning work to be entered into SHATAEQ without first creating the SHATRNS record.

ii. GTVSDAX Setup:

1. Internal Code = INSATTENDP
2. Group Code = HISTORY
3. External Code = Y
4. Concept = Data Entry of Transfer Courses – Academic History

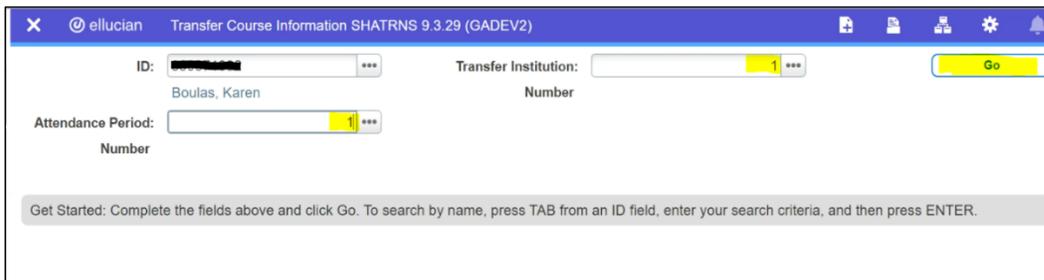


2. Multiple Institutions can be created for a student if they have prior learning from multiple military branches.

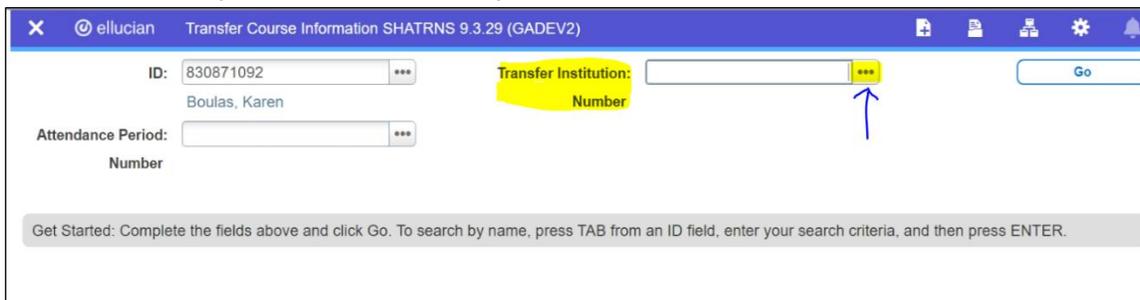
a. To create a Transfer Institution Number in SHATRNS:

- i. Enter a one up number in the Transfer Institution Number field.
- ii. Enter in a one up number Attendance Period Number.
- iii. Click the Go button.

iv. Click Save.



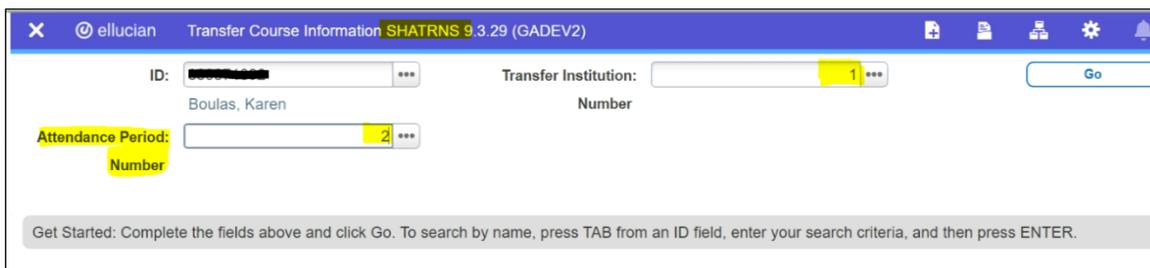
b. Here is an Example Student with Multiple Transfer Institution Numbers:



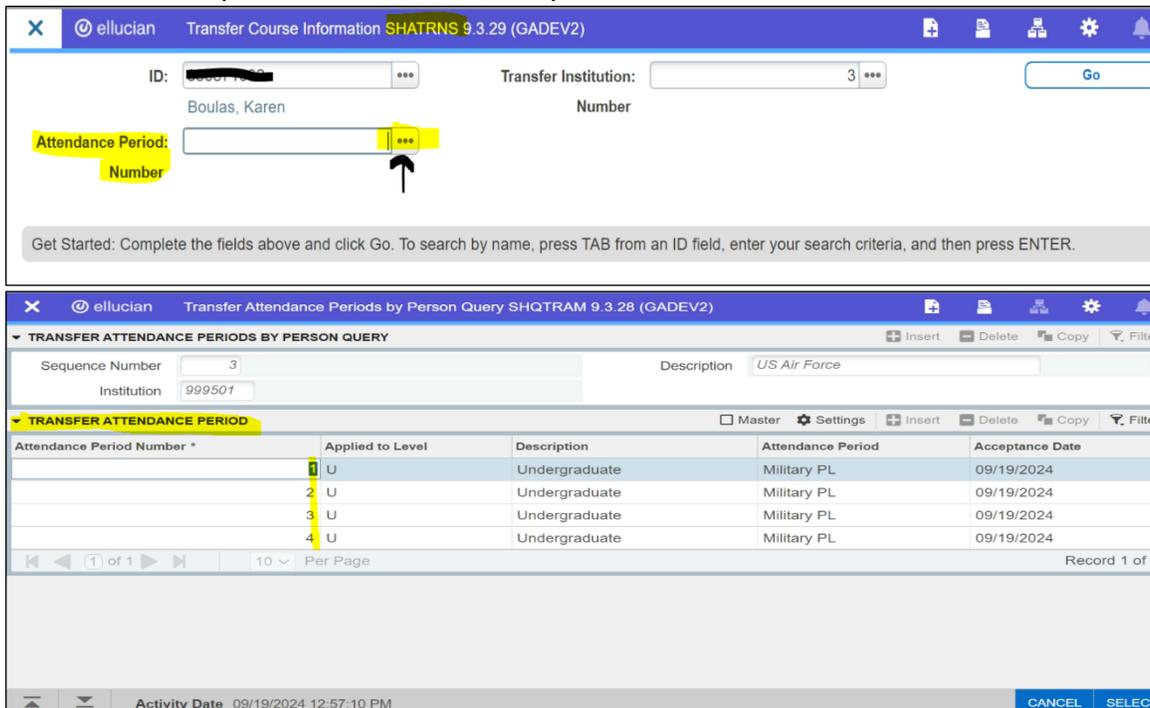

Sequence Number	Institution	Description
1	002981	Western Carolina University
2	999502	US Army
3	999501	US Air Force
4	999504	US Marine Corps

3. Multiple Attendance Period Numbers can be created if the student’s prior learning covers multiple attendance periods.

- a. While your cursor is in the key block of SHATRNS, enter the applicable Transfer Institution Number.
- b. Then enter a one up number in the Attendance Period Number field.
- c. Click the Go button.
- d. Enter in attendance period required fields.
- e. Click Save.



f. Here is an Example of a student with multiple Attendance Period Numbers:



4. Best practice is to use option A listed above and go to the SHATRNS page to create the Transfer Institution Number and Attendance Period Number(s).

a. This is best practice so that the other SHATRNS required fields can be entered according to the campus's business practices.

i. The required Transfer Attendance Period section fields are Attendance Period, Effective Term, and Apply to Level.

1. There is no set naming convention for the Attendance Period.

a. The campus can establish a business practice that is best.

b. The Attendance Period is displayed on the academic transcript.

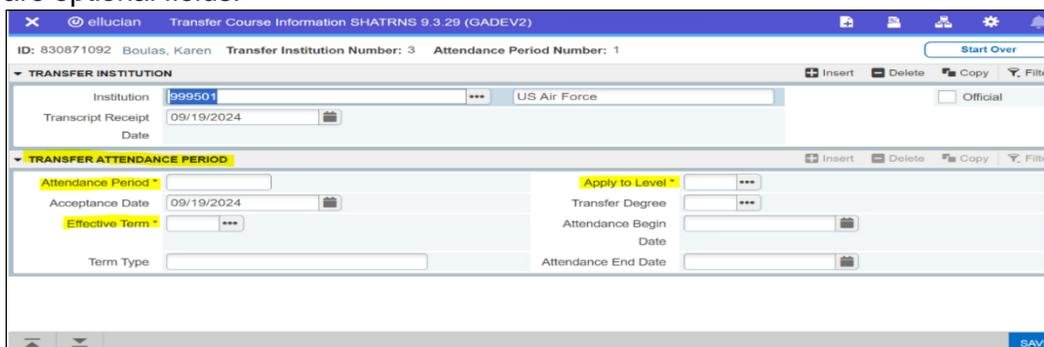
c. Example Attendance Periods:

i. 1 and then a one up number.

ii. Military PL.

2. If your campus enforces course shelf life, the effective term has to be the term the military prior learning training or experience was earned.

ii. The Transfer Degree, Attendance Begin Date, and Attendance End Date fields are optional fields.

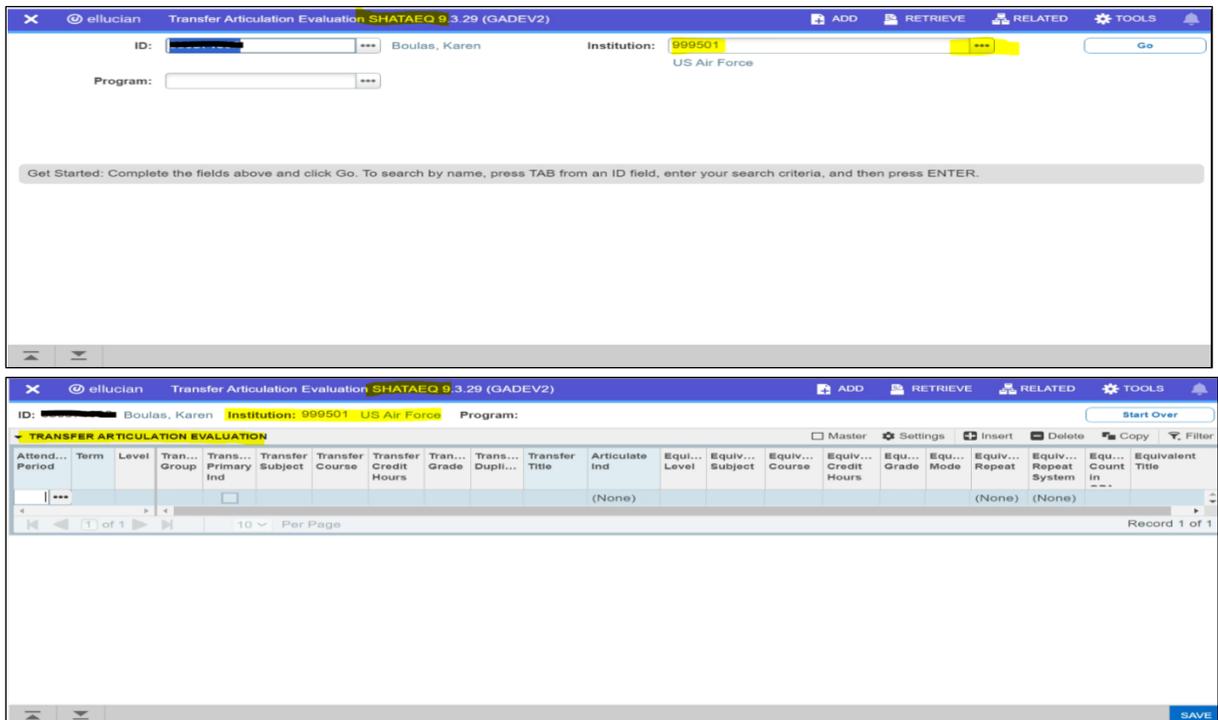


B. Enter JST Trainings and Experiences in SHATAEQ

The Banner Transfer Articulation Evaluation page (SHATAEQ) has one section called the Transfer Articulation Evaluation. This section has many columns. The columns to the left of the Articulate Ind column are used for entering the student's military training and experiences from the JST. The columns to the left of the Articulate Ind column are used to hold the results of the students prior learning transfer credit evaluation.

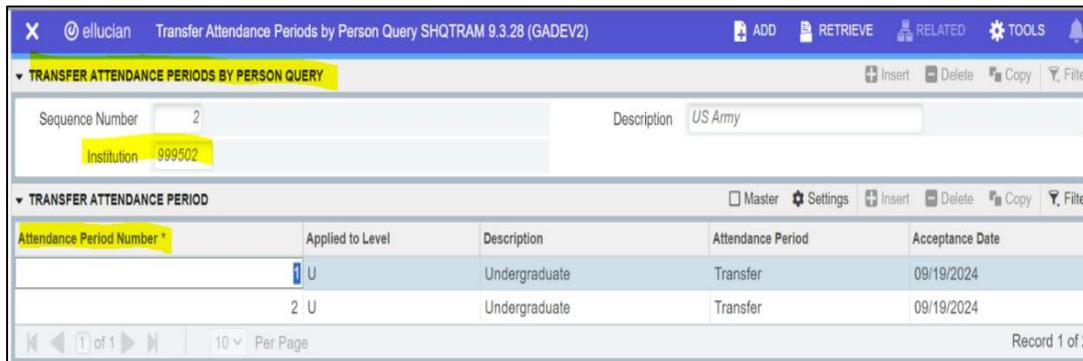


- a. When navigating into the SHATAEQ page, use the Institution Number created in SHATRNS for the military branch on the JST in the key block of SHATAEQ. Click the Go button.

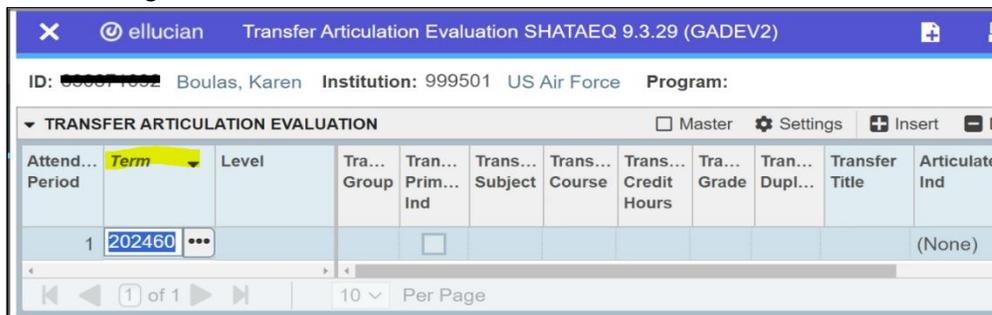


- b. Enter the JST Military Training and Experiences into the following SHATAEQ columns:

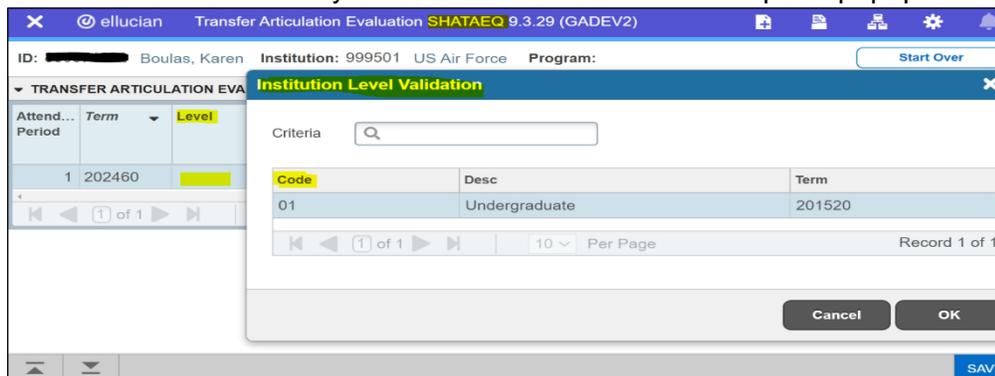
- i. **Attendance Period** – Select an attendance period created in SHATRNS for the military training and experiences on the JST. An attendance period is required.



- ii. **Term** – The term code is used to identify course equivalency rules in SHATATR. There needs to be an effective term equal to or less than this term in SHATATR in order for Banner to be able to evaluate the military prior learning for transfer credit.
 1. The term can be the term the student matriculated at your university if the military course equivalency rules in SHATATR have an older effective term.
 - a. If this effective term is possible, using the student’s matric term ensures the military training and experiences will be articulated with the most recent military course equivalency rules.
 2. The term can be the effective term used in SHATATR when building the UNC System military course equivalency rules in Banner.
 3. Selecting a term that exists in SHATATR will allow the military prior learning information such as credit and title to auto populate in SHATAEQ when you are entering a student’s JST information.

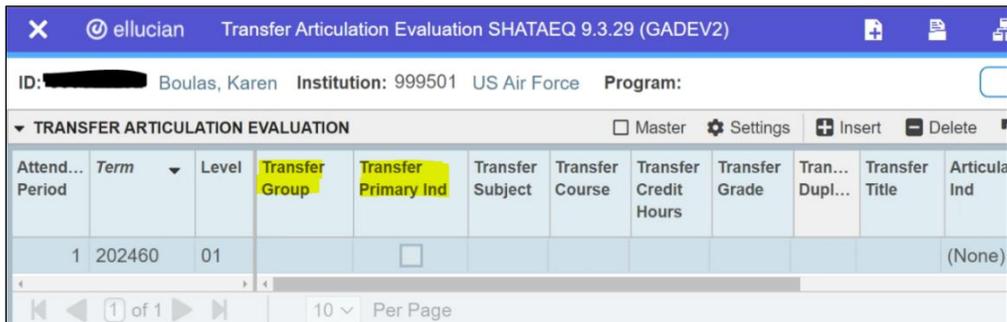


- iii. **Level** – The level set up in SOABGTA for the military branch.
 1. Click the ellipses for the Level field to open the levels setup for the military branch in SOABGTA.
- iv. The level can be manually entered or selected from the ellipse's popup window.

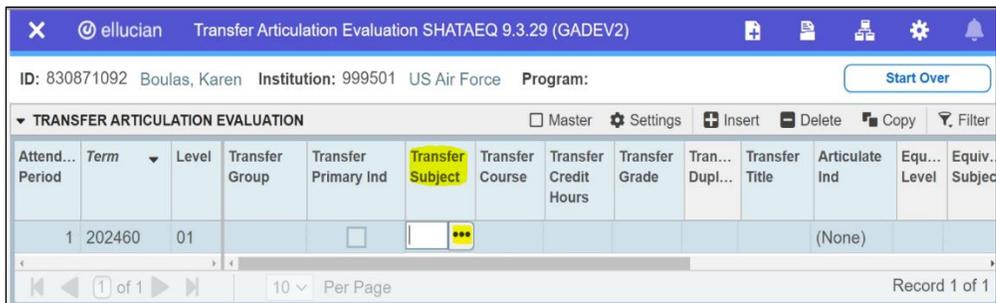


Transfer Group and Transfer Primary Indicator – Enter in these fields only if the incoming military training or experience has multiple components.

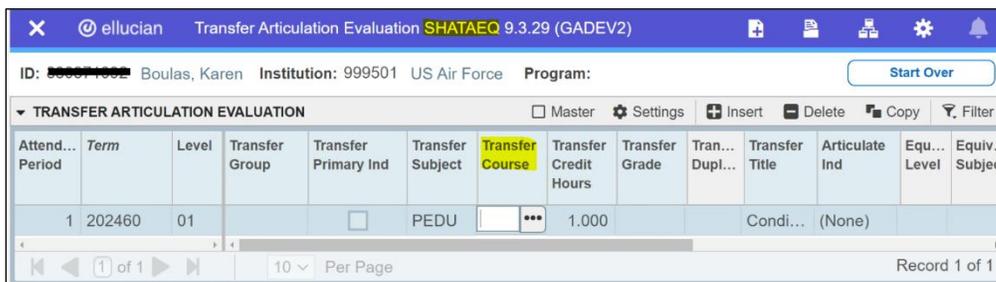
1. The Transfer Group links the components together.
2. The Transfer Primary Ind tells Banner which component to put the transfer credit on.



- v. **Transfer Subject** – Use the UNC System military subject naming convention for military training or experiences. See [appendix D](#) for the naming convention.
1. The Transfer Subject entered needs to match the format of the military training or experience subject in SHATATC/SHATATR.
 2. You can manually type in the Transfer Subject or click the Transfer Subject field ellipse to select the Transfer Subject from SHATATC or SHATATR.
 3. Best practice is to select the Transfer Subject from the ellipse drop down to SHATATC or SHATATR.

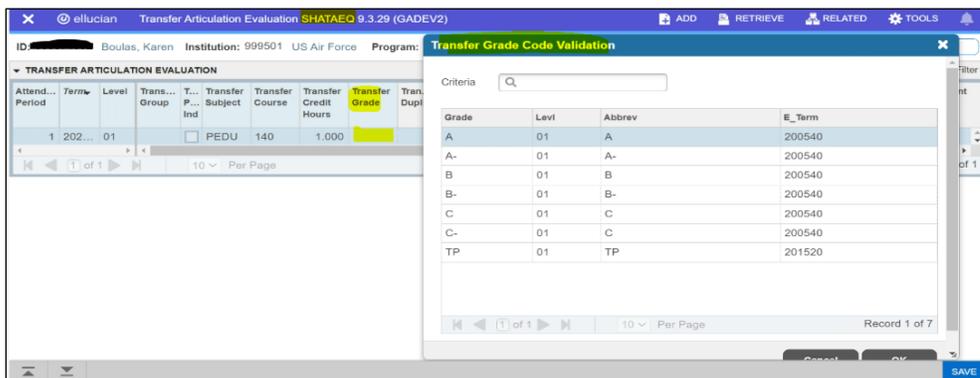


- vi. **Transfer Course** – Use the UNC System military course naming convention for military trainings or experiences
1. The Transfer Course entered needs to match the format of the military training or experience course in SHATATC/SHATATR.
 2. You can manually type in the Transfer Course or click the Transfer Course field ellipse to select the Transfer Course from SHATATC or SHATATR.
 3. Best practice is to select the Transfer Course from the ellipse drop down to SHATATC or SHATATR.



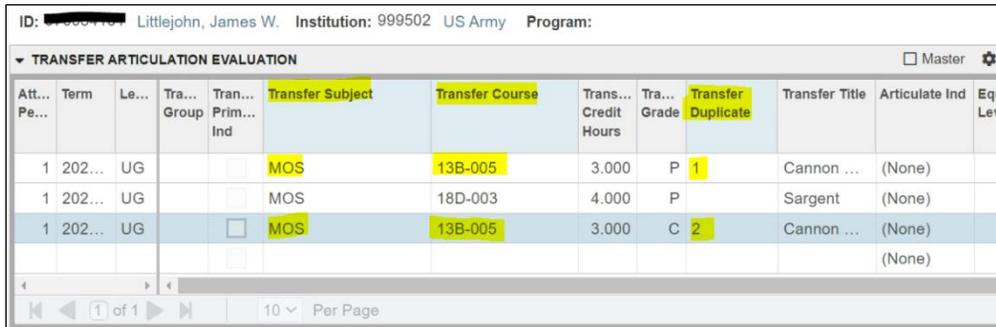
- vii. **Transfer Grade** – A grade is required on all military prior learning.
1. Select a grade setup in SHATGRD for the military branch.

2. You can manually type in the Transfer Grade or click the Transfer Grade field ellipse to select the Transfer Grade from SHATGRD.
3. This grade is compared to the minimum grade for the course equivalency rule in SHATATR.



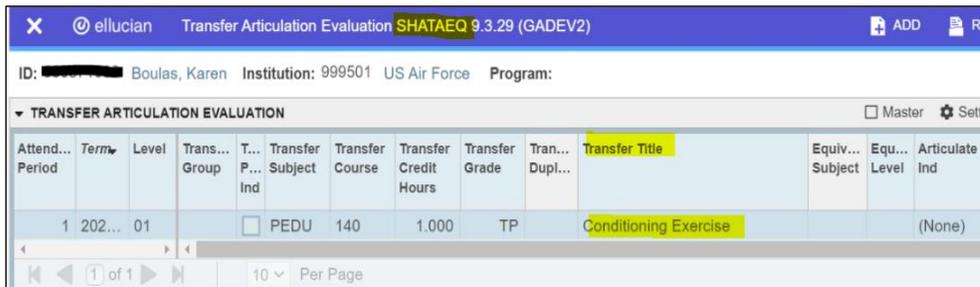
viii. **Transfer Duplicate** – This is a code to distinguish if there is prior learning in the JST that has the same subject and course number.

1. Duplicate prior learning courses must have a Transfer Duplicate indicator on each iteration of the course.
2. Enter in a one up numeric code on each of the duplicate prior learning.



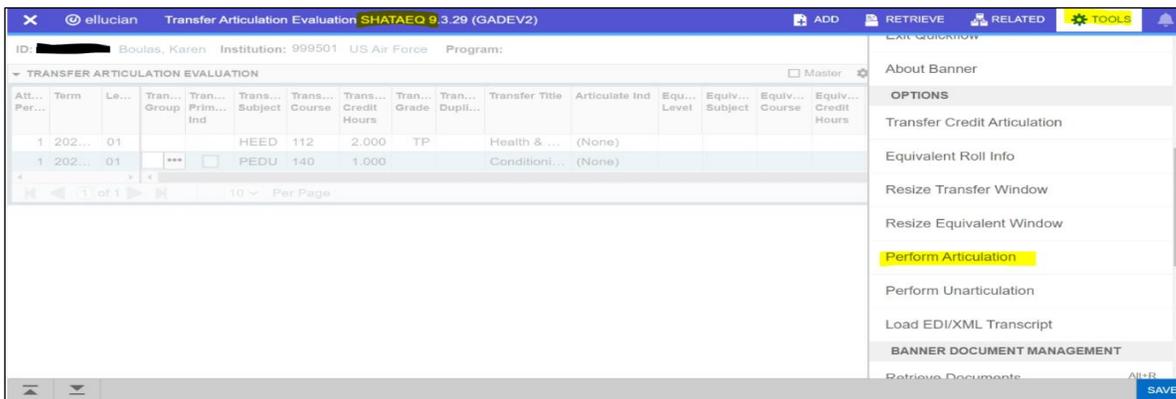
ix. **Transfer Title** - The UNC System military title naming convention for military training or experiences.

1. The title can be manually entered.
2. If you selected the Transfer Subject or Transfer Course from the validation table, the Transfer Title will auto populate from SHATATC/SHATATR.

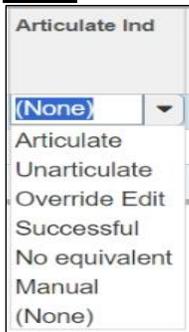


C. Perform an Articulation Evaluation for the JST

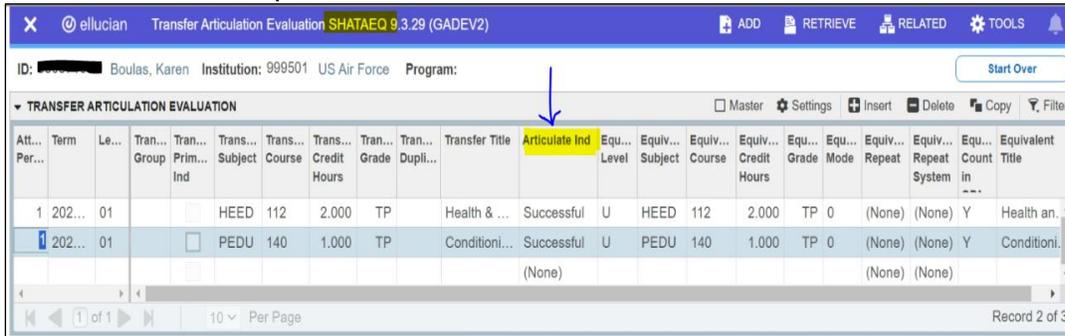
- a. The perform articulation is located in the Tools menu of SHATAEQ.
- b. Click Tools, Perform Articulation, Save.



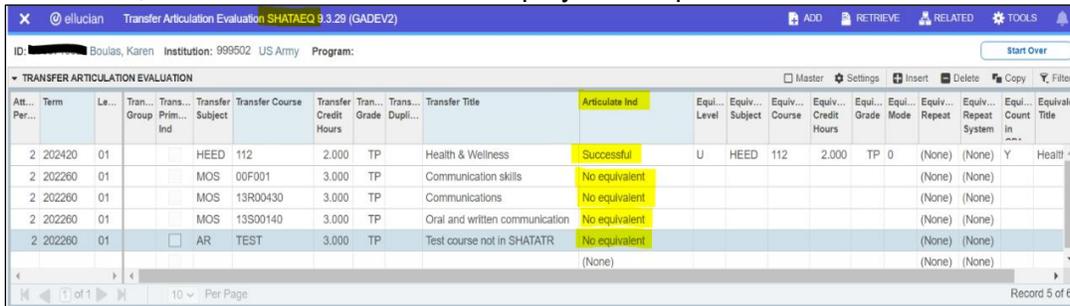
- c. After a 'Perform Articulatio...' is run:
 - i. The Articulate Indicator column is updated.
 - ii. List of Valid Articulate Ind Values:
 1. **Successful** – Set by Banner. This indicates that the prior learning has been articulated.
 2. **Articulate** – Allowed to be manually entered. This indicates that you want Banner to articulate the prior learning.
 3. **Unarticulate** – Allowed to be manually entered. This indicates that you want Banner to remove the course from having an articulated status.
 4. **Override Edit** – Can be set manually. This indicates you want to do an override to the default equivalency rule.
 5. **No equivalent** – Set by Banner. Indicates the prior learning doesn't have an institutional course equivalent.
 6. **Manual** – Can be set manually. This indicates that you want to manually enter the equivalency information for the prior learning.
 7. **None** – Means the prior learning has not been articulated.



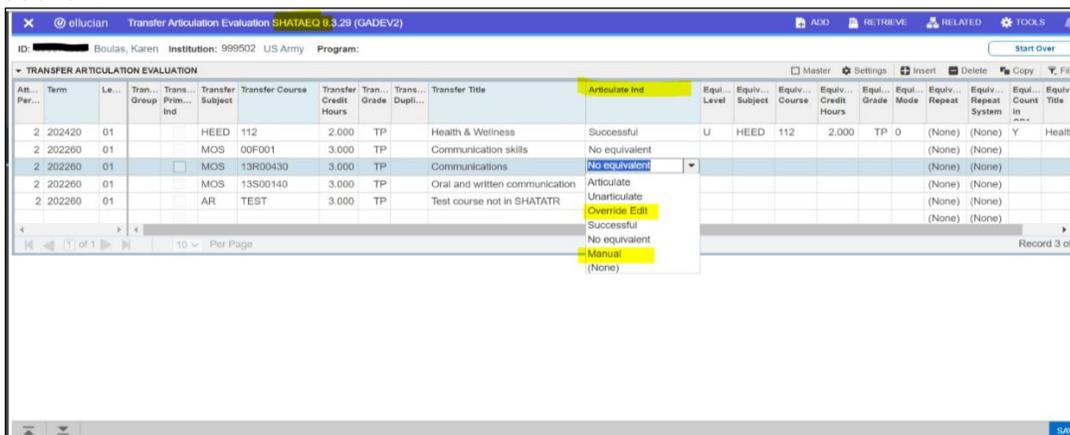
- iii. If the military training or experience has a course equivalency, the columns to the right of the Articulate Ind column are populated with the transfer credit awarded and the Articulate Ind is updated too Successful.



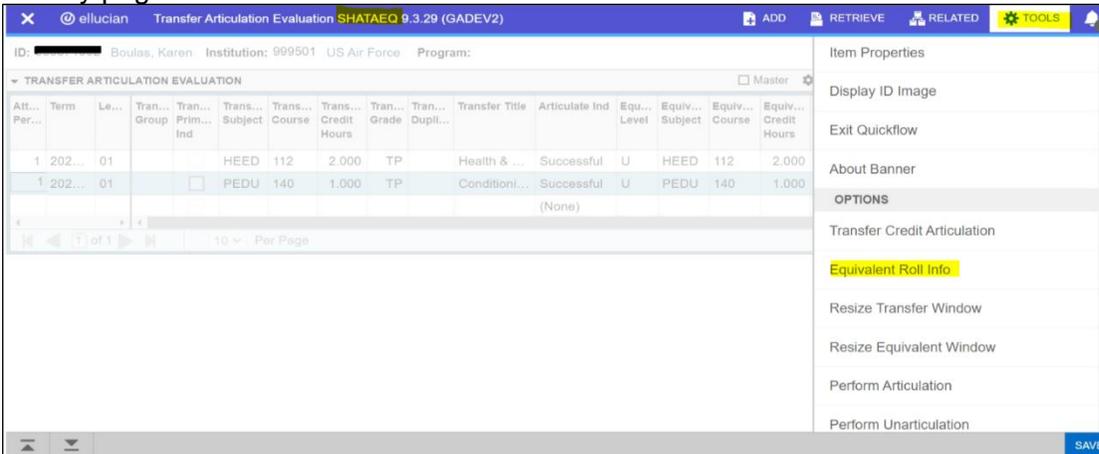
- iv. If the military prior learning doesn't have a course equivalency or it wasn't entered in SHATATR, the Articulate Ind column displays 'No equivalent'.



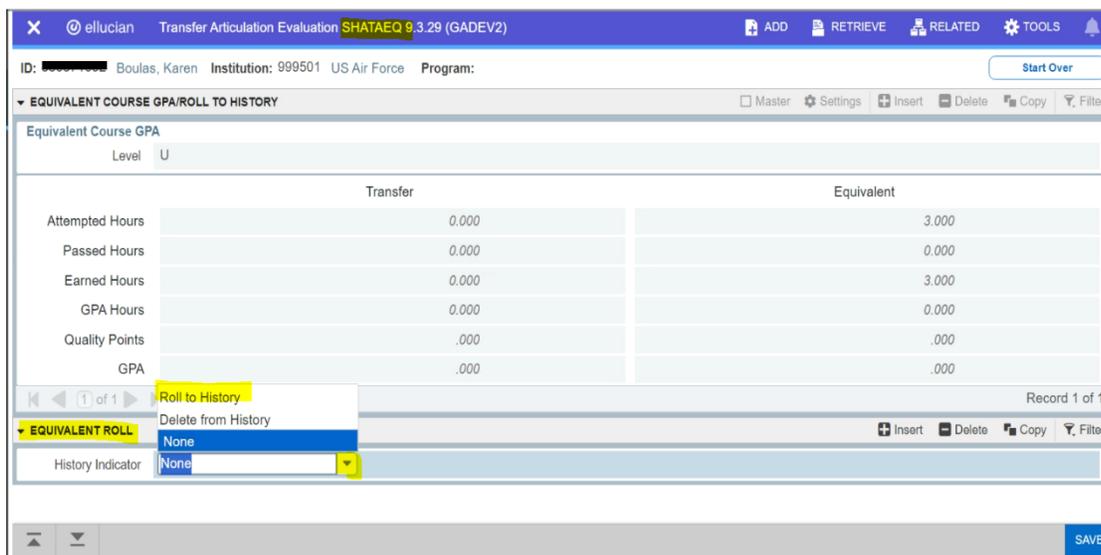
- d. To move your cursor into the equivalency section of SHATAEQ, change the Articulate Ind to 'Override Edit' or 'Manual'.
 - i. Manual edits to the equivalencies can be made once you are in the equivalency section.



- e. Roll the evaluation results to the student's academic history record.
 - i. The roll to academic history functionality is located under Tools.
 - ii. Click Tools. Click Equivalent Roll Info to go to the Equivalent Course GPA/Roll to History page.



- iii. For the History Indicator field of the Equivalent Roll section, select Roll to History. Then click Save.



- iv. Banner will move the transfer credit to the student’s academic history record, perform a gpa calculation, and display a saved message.



D. Additional Step to Check that All the JST Prior Learning Have a Rule in SHATATR

- a. This step is important for two reasons:
 - i. This makes sure all the students’ military prior learnings have been evaluated for transfer credit.
 - ii. It keeps us in compliance with the military prior learning regulation that once credit is granted to a student that establishes the military course equivalency rule for all other students going forward.
- b. It is best practice for the campus to write a report that identifies prior learning in SHATAEQ that wasn’t awarded credit because the prior learning doesn’t exist in SHATATR.
 - i. This report should be specific to a student and the JST that was just articulated.
 - ii. Select the JST Transfer Institution with an Articulate Ind of No Equivalent and the Transfer Subject and Transfer Course does not exist in SHATATR.
 - iii. The list of prior learning that returns in the report should be evaluated for a military course equivalency rule.

E. Things to Note Regarding SHATAEQ

- a. An incoming military training or experience doesn’t have to exist in SHATATR to be entered into SHATAEQ.
 - i. The course can be entered in SHATAEQ and then the transfer credit course equivalency rule can be built in SHATATRE.

- b. Options if a student has a military prior learning that isn't in SHATATR:
 - i. Enter the military prior learning into SHATAEQ and manually enter the course equivalency. Then build the military equivalency rule in SHATATR.
 - ii. Enter the military prior learning into SHATAEQ. Determine the equivalency status for the military prior learning and enter the equivalency rule in SHATATR. Perform a new transfer articulation for the student in SHATAEQ.
- c. Transfer courses cannot exist in both transfer articulation and academic history for the military transfer institution code.
 - i. If courses exist in academic history for the student, these courses must be rolled out of academic history and back into the transfer articulation page before additional work can be done in SHATAEQ.
 - ii. When prior learning exists in SHATAEQ, no adjustments are allowed to this prior learning in SHATRNS. Prior learning needs to be rolled to academic history for adjustments to be allowed in SHATRNS.
 - iii. Transfer credit for military prior learning is not printed on the academic transcript until the transfer credit is rolled to the student's academic history.
- d. If the Transfer Grade on the incoming prior learning is below the minimum grade indicated in SHATATR for the military equivalency rule, the course will not be granted credit.

F. Other Information

- a. Credit award for military prior learning is reported to the Student Datamart (SDM) in the SDM snapshot Credit Award Other Feed.

Appendices

Appendix A: Example JST

JOINT SERVICES TRANSCRIPT



****UNOFFICIAL****

Transcript Sent To:
SOLDIER, I AM

Name: SOLDIER, I AM
SSN: XXX-XX-XXXX
Rank: First Sergeant (E8)
Status: Active

Military Courses

Military Course ID	ACE Identifier Course Title Location-Description-Credit Areas	Dates Taken	ACE Credit Recommendation	Level
750-BT	AR-2201-0399 V0 Basic Combat Training: Upon completion of the course, the recruit will be able to demonstrate general knowledge of military organization and culture, mastery of individual and group combat skills including marksmanship and first aid, achievement of minimal physical conditioning standards, and application of basic safety and living skills in an outdoor environment.	23-SEP-1990		
	<ul style="list-style-type: none"> • First Aid • Marksmanship • Outdoor Skills Practicum • Personal Physical Conditioning (10/00)(10/00)		1 SH	L
7-12-C20-42A	AR-1408-0200 V01 Adjutant General Officer Basic: Center for Information Dominance Fort Meade, MD	13-SEP-1993 to 16-DEC-1993		
	Upon completion of the course, the student will be able to write memos, letters, and reports; supervise personnel activities, including classification, record keeping, career development, awards, and transitions; and describe operational and supervisory aspects of personnel administration systems.			
	<ul style="list-style-type: none"> • Business Communications • Office Administration • Personnel Supervision • Records Management (9/96)(9/96)		3 SH 2 SH 3 SH 1 SH	L L L L

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02/18/2016

SOLDIER, I AM

Page 2 of 7

DD-1512-0003 DD-1512-0003 V01 06-SEP-1995 to 21-DEC-1995

Defense Equal Opportunity Management Institute:
 Defense Equal Opportunity Management Institute
 Patrick AFB, FL

Upon completion of the course the student will be able to effectively communicate in small groups; identify barriers to communication; mediate conflict situations; recognize the influences of stereotypes on perceptions; use feedback skills; use persuasive speech; speak extemporaneously; demonstrate effective writing skills using short report writing; prepare background papers, position papers, and official policy letters; identify the nature of diversity; recognize individual differences and similarities in various environments; establish norms for group dynamics; apply theories of motivation to groups; describe task functions in small group interaction and differentiate between formal and informal groups; identify interpersonal and intrapersonal conflict; negotiate; apply the concept of organization to systems; identify concepts and types of power; recognize stereotypes and the effect of perceptions on intergroup dynamics; communicate across differences of culture, gender, and race; recognize differences between racism, sexism, discrimination, and prejudice with particular attention paid to institutional discrimination; differentiate between concepts of culture and race; be cognizant of the history of racism in the military and identify contemporary racism where it exists; be knowledgeable about African American, Asian American, Jewish American, and Arab American history, sociology, and ethnicity and apply this information to contemporary issues; identify the majority white experience in the United States and consider the dynamics of majority-minority relations; possess administrative skills including action planning, intervention techniques, managing EO programs, and interviewing techniques; process assessment data, develop surveys and questionnaires; perform a unit climate assessment and interpret survey data; present briefings as an equal opportunity staff advisor; identify the impact of sexual harassment on the individual, society, and unit readiness; define affirmative action goals and processes; and use the demographic and social issues of Work Force 2000.

• Basic Communication Skills	3 SH	L
• Introduction To Ethnic And Gender Differences; Pluralism And Diversity or Race, Ethnicity, and Gender	3 SH	L
• Introduction To Survey Methods And Analysis or Introduction To Social Science	1 SH	L
• Introduction to Social Science or Introduction to Behavioral Science	3 SH	L
• Jewish Studies	1 SH	L
• Public Administration or Policy Implementation	3 SH	L
• Public Speaking, Rhetoric, Argument and Debate or Persuasive Techniques	2 SH	L
• Administrative Practices	1 SH	U
• Applied Field Methods In Social Science	1 SH	U
• Communication And Presentation Skills	1 SH	U
• Field Study or Practicum in Social Science	1 SH	U
• Human Resource Management	1 SH	U
• Instructional Methods	1 SH	U
• Racism/Sexism In The Military	1 SH	U

(5/92)(5/92)

SAM-C DD-1408-0038 V01 05-MAR-1999

International Security Assistance Management CONUS:
 Defense Institute Of Security Assistance Management
 Wright-Patterson AFB, Dayton, OH

Upon completion of the course, the student will be able to understand and analyze the acquisition and supply-chain functions as implemented in international environments.

• Supply Chain Management	3 SH	U
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(4/00)(4/00)

DD-1512-0004 DD-1512-0004 V01 25-OCT-1999 to 05-NOV-1999

Equal Employment Opportunity (EEO) Specialist:
 Defense Equal Opportunity Management Institute

** PROTECTED BY FERPA **

02/18/2016

Patrick AFB, FL

Upon completion of the course, the student will be able to relate effectively to others from diverse backgrounds, understand and address personal and institutionalized forms of discrimination and develop and implement strategies for resolving individual or group problems in organizational settings.

- Cultural Diversity 1 SH L
- Interpersonal Relationships In Organizations 3 SH U

(3/01)(3/01)

QTC-010 AR-1406-0193 V01 19-MAR-2001 to 23-MAR-2001

Facilitator:
 NGB Professional Education Center
 Camp Robinson AR

Upon completion of the course, the student will be able to facilitate meetings. Knowledge and skills include meeting management, team building, group dynamics, adult and experiential learning, communication, and conflict management.

- Small Group Communication 3 SH L

(6/98)(6/98)

7-12-C23C AR-1408-0201 V02 16-JUL-2001 to 27-JUL-2001

7-12-C23 Adjutant General Officer Advanced Reserve Component Phase 2:
 Adjutant General School
 Ft Jackson SC

Upon completion of the course, the student will apply basic supervisory skills.

- Personnel Supervision 2 SH L

(9/97)(9/97)

DINFOS-PAOQC DD-0504-0024 V01 02-AUG-2004 to 13-AUG-2004

Public Affairs Officer Qualification:
 Defense Information School
 Ft. Meade, MD

Upon completion of the course, the student will have the skills to manage a public affairs office, plan and supervise processes and techniques, direct internal and external communications, and manage media communication for a public affairs office.

- News Writing And Editing 3 SH L
- Principles Of Public Relations 3 SH L
- Public Speaking 1 SH L
- Advanced Public Relations 3 SH U

(2/05)(2/05)

Military Experience

Occupation ID	ACE Identifier Title	Dates Held	ACE Credit Recommendation	Level
Description-Credit Areas				

MOS-09S10 NONE ASSIGNED 01-JAN-2005

Duty **Officer Candidate School:**
 Provides training to become a commissioned officer in the U.S. Army.
 • None

SOLDIER, I AM

21B10 Primary	MOS-21B-001	01-MAR-2005		
Combat Engineer:				
Engages in vertical, road, bridge, and airfield construction and rigging, bridging, and demolition activities. Has knowledge of the hardware and associated and software of the integrated communication system, FBCB2, which enables real-time battlefield communications. Uses system for command, control, and information purposes. Assists combat engineers, bridge, and powered-bridge specialists in performance of duties; reads, interprets, and plots maps, overlays, and photos; assists with tactical operations; and uses hand tools and engineering tools.				
• Credit may be granted on the basis of individualized assessment of the student			0 SH	L
(9/04)(11/10)				
MOS-12B10 Duty	NONE ASSIGNED	01-MAR-2005		
Combat Engineer:				
Engages in vertical, road, bridge, and airfield construction and rigging, bridging, and demolition activities.				
• None				
42A40	MOS-42A-001	01-JAN-2011		
Human Resources Specialist:				
Participates in occupational classification and management of human resources; supervises activities including maintaining personnel records and processing personnel actions for service members and their families. Prepares reports on staffing levels and status of personnel; evaluates personnel qualifications for special assignments; prepares and processes requests for transfer or reassignment; processes classification/reclassification actions; prepares orders and requests for orders; prepares and maintains officer and enlisted personnel records; prepares and reviews personnel casualty documents; monitors suspense actions; initiates, monitors, and processes personnel evaluations; transfers records; processes soldiers for separation and retirement; processes and executes personnel service center level procedures and actions; processes applications for officer candidate school, warrant officer flight training, and other training; processes recommendations for awards and decorations; processes bars to reenlistment and suspension of favorable personnel actions; initiates applications for passports and visas; monitors appointment of line of duty, survivor assistance, and summary court officers; processes line of duty investigations; processes deployment forms; prepares letters of sympathy to next of kin; types correspondence and forms in draft and final copy; posts changes to Army regulations and other publications; prepares and maintains files on an automated data processing system; applies knowledge of provisions and limitations of Freedom of Information and Privacy acts. Provides technical guidance and training to subordinates. Supervises specific personnel functions in a small human resource office, battalion, and human resource services support activity; advises commanders on soldiers and personnel readiness and strength levels of supported reporting units; reviews consolidated reports, statistics, applications, and prepares recommendations for personnel actions to higher headquarters; reviews and prepares reports and data on staffing levels of personnel and makes duty assignments of enlisted personnel; reviews cyclic and other reports to assess systems performance; maintains liaison with servicing data processing facility and field managers of interfaced systems. Supervises quality assurance procedures; advises commander, adjutant, and other staff members on human resource administration activities.				
• Business Communications			3 SH	L
• Office Administration			7 SH	L
• Word Processing or Computer Applications			3 SH	L
• Field Experience In Management			3 SH	U
• Human Resources Management			3 SH	U
• Management			3 SH	U
(9/04)(9/04)				
MOS-35L10 Primary	NONE ASSIGNED	21-JUL-2014		
Counter Intelligence Agent:				

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02/18/2016

JST Official Transcript Explanation

The American Council on Education (ACE) is the nation's unifying voice for higher education. ACE serves as a consensus leader on key higher education issues and seeks to influence public policy through advocacy, research, and program initiatives. ACE's Military Programs evaluates formal service courses and occupations approved by a central authority, employing the services of teams of subject-matter specialists from colleges and universities (professors, deans, and other academicians) that, through the discussion and the application of evaluation procedures and guidelines, reach consensus on content, description, and amount of credit to be recommended for selected courses and occupations. For comprehensive information on the ACE Military Evaluation process, consult the Course and Occupation Evaluation Systems, described in the online Guide to the Evaluation of Educational Experiences in the Armed Services at: <http://www.acenet.edu/higher-education/topics/Pages/College-Credit-for-Military-Service.aspx>.

ACE, the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and the Council for Higher Education Accreditation have developed a set of guidelines contained in the Joint Statement on the Transfer and Award of Credit (<http://www.acenet.edu/news-room/Pages/Joint-Statement-on-the-Transfer-and-Award-of-Credit.aspx>) that are intended to serve as a guide for institutions developing or reviewing policies dealing with transfer, acceptance and award of credit for courses and occupations completed in a variety of institutional and extraintitutional settings, including the military. More information on guidelines for awarding credit for courses and occupations appearing on JST transcripts is contained in The AACRAO 2003 Academic Record and Transcript Guide.

Service members may request copies of JST transcripts directly from the Operation Centers at <https://jst.doded.mil>. ACE does not issue these transcripts or make any adjustments to missing or incorrect information contained in them. Service members must contact the respective service specific Operations Centers for adjustments or corrections to the transcripts. Colleges and universities may also receive web-based official copies of these documents by contacting the JST Operations Center at jst@doded.mil.

Understanding JST Transcripts

The full exhibit and description for courses and occupations listed on JST transcripts can be found in the Guide to the Evaluation of Educational Experiences in the Armed Services which is available only online at: (<http://www.acenet.edu/news-room/pages/military-guide-online.aspx>) and updated on a daily basis as new courses and occupations are evaluated for recommended credit.

Key to transcript terms:

Military Course ID - This is the number the military service has assigned for this particular course.

SH - Semester hours.

ACE Identifier - The number ACE assigns a particular course. Courses are identified by a 2-letter prefix that designates the military service (AF - Air Force, AR - Army, CG - Coast Guard, DD - Department of Defense, MC - Marine Corps, and NV - Navy), followed by a unique eight-digit course identifier.

ACE Credit Recommendation is listed in semester hours, in the following categories:

V = Vocational; L = Lower level (freshman or sophomore level); U = Upper level (Junior or Senior Level); G = Graduate level.

Dates Taken/Dates Held - Courses and occupations will normally have a start and end date that will show the time period the course was completed or the occupation was held.

Location - Valid location(s) where the course was completed.

Occupational Codes:

Army MOS:

MOS - Army MOS has 5 digits. The first 3 digits identify the occupational specialty and the last 2 digits identify the skill level (E1-E4 = skill level 10; E5 = skill level 20; E6 = skill level 30; E7 = skill level 40; E8 = skill level 50; E9 = skill level 60).

Navy Rates and Ratings:

NER - Navy enlisted rates are occupation identifications assigned to personnel at paygrades E-1 to E-9. Each general rate involves the performance of entry-level tasks and leads to one or more ratings. Career patterns from recruit to master chief petty officer are identified by 4 to 5-digit codes.

NEC - The NEC Structure supplements the Enlisted Rating Structure by identifying skills requiring more specific identification than that provided by general rates and ratings and that are not rating-wide requirements. Selected NECs have been evaluated by ACE to date.

LDO, NWO - Limited Duty Officer, Navy Warrant Officer - Technical officer specialists who perform duties that are technically oriented, with skills acquired through experience and training that are limited in scope to other officer categories. These specialties are normally identified by 4 digits, each successively providing more precise identification of the individual holder.

Marine Corps:

MCE - an MOS has 4 digits and a descriptive title; the first 2 digits normally describe the occupational field and the last 2 digits identify the promotional level and specialty within the occupation.

MCO - officer MOS.

Coast Guard:

CGA - Coast Guard officer aviation competencies.

CGR - Enlisted rating structure used for classified enlisted personnel and qualifications, with career levels from recruit to master chief petty officer.

CGW - Coast Guard Warrant Officers are technical officer specialists who perform duties that are technically oriented and acquired through experience and training that is limited in scope and relation to other officer categories.

MATMEP - Maintenance Training Management and Evaluation Program, a standardized, documentable, level-progressive, technical skills management and evaluation program for enlisted aviation technical maintenance training. The Summary sheet submitted by the service member lists the current level of training completed and should be used by the evaluator to verify the attained level in awarding credit.

DANTES - The Defense Activity for Non-Traditional Education Support maintains the educational records of the service members who have completed DANTES subject Standardized Tests (DSSTs), CLEP examinations, and GED tests. For examinations administered at military installations, results of these tests may appear on JST transcripts for consideration in the award of the recommended credit. However, individual colleges and universities may reserve the right to request official scores directly from ETS or DANTES, to confirm completion of these exams and the credits recommended.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) - The College-Level Examination Program or CLEP provides students of any age with the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college courses. There are 2,900 colleges that grant credit and/or advanced standing for CLEP exams.



SUMMARY

Name: SOLDIER, I AM		SSN: XXX-XX-XXXX				
ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level	SOC Course Category Code
AR-2201-0399	750-BT	Basic Combat Training	23-SEP-1990			
		First Aid		1	L	
		Marksmanship		1	L	
		Outdoor Skills Practicum		1	L	
AR-1408-0200	7-12-C20-42A	Adjutant General Officer Basic	16-DEC-1993			
		Business Communications		3	L	
		Office Administration		2	L	
		Personnel Supervision		3	L	
DD-1512-0003	DD-1512-0003	Defense Equal Opportunity Management Institute	21-DEC-1995			
		Basic Communication Skills		3	L	
		Introduction To Ethnic And Gender Differences; Pluralism And Diversity or Race, Ethnicity, and Gender		3	L	
		Introduction To Survey Methods And Analysis or Introduction To Social Science		1	L	
		Introduction to Social Science or Introduction to Behavioral Science		3	L	
		Jewish Studies		1	L	
		Public Administration or Policy Implementation		3	L	
		Public Speaking, Rhetoric, Argument and Debate or Persuasive Techniques		2	L	
		Administrative Practices		1	U	
		Applied Field Methods In Social Science		1	U	
		Communication And Presentation Skills		1	U	
		Field Study or Practicum in Social Science		1	U	
		Human Resource Management		1	U	MG201A/MG201B
		Instructional Methods		1	U	Education
Racism/Sexism In The Military	1	U				
DD-1408-0038	SAM-C	International Security Assistance Management CONUS	05-MAR-1999			
		Supply Chain Management		3	U	Logistics

Level: V=Vocational Certificate L=Lower Division Baccalaureate/Associate Degree U=Upper Division Baccalaureate G=Graduate
 This transcript represents credits RECOMMENDED by the American Council On Education (ACE) and is provided for your information and academic advisement, but is not an official component of the JST transcript.

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Appendix B: Example Banner Academic Transcript

Example of credit awarded to a student for prior military learning entered and articulated in Banner.

910 Raleigh Rd Chapel Hill, NC 27514 United States of America				SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
Course Level: Undergraduate First Admit: Fall Semester 2016 Last Admit: Spring Semester 2019				Transfer Information continued			
Primary Degree Sought: Bachelor of Arts Major : English & Literature				COMM 240	News Editing	3.00	TP
Events: EPP course completion Decision: COMPLETED Grade: A				COMM 275	Crisis Communication	3.00	TP
EPP course completion Decision: IN PROGRES Grade: S				COMM 401	Argumentation and Debate	3.00	TP
Comments: EPP course completed 5/1/19 EPP course completed Fall 2018				COMM 410	Communication Internship	3.00	TP
				MGMT 340	Project Management	3.00	TP
				MGMT 470	Strategic Management	3.00	TP
				Ehrs: 18.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00			
				Military Crd US Coast Guard			
				ANTH 210	Introduction to Anthropology	3.00	TP
				ANTH 310	Cross Cultural Studies/Anthro	3.00	TP
				ENEC 200	Environment	3.00	TP
				ENGR 101	Intro to Engineering&Prob Slvn	1.00	TP
				ENGR 206	Prob & Stats for Engineers	3.00	TP
				FORS 200	Intro to Forensic Science	3.00	TP
				Ehrs: 16.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00			
				Fall 2018 US Coast Guard			
TRANSFER CREDIT ACCEPTED BY THE INSTITUTION:				HEED 112	Health and Wellness	2.00	TP
1 East Carolina University				PEDU 140	Conditioning Exercise	1.00	TP
				Ehrs: 3.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00			
ACCT 211 Princ Of Acct I 3.00 TP				INSTITUTION CREDIT:			
ACCT 211 Principles of Accounting I 3.00 TP				Fall Semester 2016			
ENGL 1XXX Funky English Mess 6.00 TP				EPP Course Completed			
Ehrs: 12.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00				College of Arts & Sciences			
Military US Air Force				Undeclared			
MGMT 340 Project Management 3.00 TP				ACCT 211	Financial Accounting	3.00	A 12.00
POLI 430 International Politics 3.00 TP				ACCT 311	Intermediate Accounting I	3.00	B 9.00
SOCI 210 Principles of Sociology 3.00 TP				E ENGL 110	English Composition I	4.00	C 8.00
SOCI 210 Principles of Sociology 3.00 TP				I MATH 121	Intro to College Algebra	4.00	C 8.00
Ehrs: 9.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00				MATH 129	Precalculus Mathematics I	3.00	A 12.00
				Ehrs: 17.00 GPA-Hrs: 17.00 QPts: 49.00 GPA: 2.88			
Military US Air Force				Good Standing			
BADM 215 Business Communications 3.00 TP				Spring Semester 2017			
COMM 235 Public Relation/Advertising 3.00 TP				College of Arts & Sciences			
MGMT 420 Organizational Behavior 3.00 TP				Undeclared			
MGMT 470 Strategic Management 3.00 TP				BIOL 110	General Biology I-SI	4.00	A 16.00
MGMT 685 Leadership in Organizations 3.00 TP				BIOL 150	Principles of Biology I	4.00	B 12.00
MKTG 570 Fundamentals of Marketing 3.00 TP				SPAN 110	Elementary Spanish I-SI	3.00	C 6.00
Ehrs: 18.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00				SPAN 120	Elementary Spanish II	3.00	A 12.00
				Ehrs: 14.00 GPA-Hrs: 14.00 QPts: 46.00 GPA: 3.28			
Army Credit US Army				Good Standing			
***** CONTINUED ON NEXT COLUMN *****				Last Standing: Good Standing			
				***** CONTINUED ON PAGE 2 *****			

Appendix C: Banner Academic Transcript Information in the Student Data Mart

Transfer credit awarded to a student for military training and/or experiences that appear on a student's academic transcript will display in the SDM in the Credit Award Other Feed of snapshots.

Example of a Banner Academic Transcript and SDM Credit Awarded Other Feed:

Banner Academic Transcript:

Course Level: Undergraduate Only Admit: Spring Semester 2021				SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
Primary Degree Sought: Bachelor of Science Major : Psychology				INSTITUTION CREDIT:			
SUBJ NO.				Spring Semester 2021			
COURSE TITLE				College of Hum & Social Sci			
CRED GRD				Psychology			
PTS R				PSYC 300 test 3.00 A 12.00			
				PSYC 310 Theories of Personality 3.00 B 9.00			
				PSYC 345 Positive Psychology 3.00 C 6.00			
				PSYC 370 Introduction to Biopsychology 3.00 B 9.00			
				PSYC 420 Sensation & Perception 3.00 B 9.00			
TRANSFER CREDIT ACCEPTED BY THE INSTITUTION:				Ehrs: 15.00 GPA-Hrs: 15.00 QPts: 45.00 GPA: 3.00			
01/19-12/20 Cleveland Community College				Good Standing			
BIOL 150 Principles of Biology I 3.00 TP				Summer Session 2021			
BIOL 150L Principles of Biology I Lab 1.00 TP				College of Hum & Social Sci			
BIOL 160 Principles of Biology II 3.00 TP				Psychology			
BIOL 160L Principles of Biology II Lab 1.00 TP				COHE 200 Intro. to Community Health 3.00 B 9.00			
CSC 100 Intro To Computers 3.00 TP				PSYC 381 Child & Adolescent Mental Hlth 3.00 B 9.00			
ENGL 110 English Composition I 3.00 TP				Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 18.00 GPA: 3.00			
ENGL 120 English Composition II 3.00 TP				Fall Semester 2021			
ENGL 321 American Literature I 3.00 TP				College of Hum & Social Sci			
GSTU 200 Spanish Lab I 1.00 TP				Psychology			
HIST 110 World History To 1600 3.00 TP				PHIL 110 Critical Thinking 3.00 B 9.00			
MATH 129 Precalculus Mathematics I 4.00 TP				PSYC 320 Theories of Learning 3.00 B 9.00			
PHIL 320 Introduction To Ethics 3.00 TP				PSYC 380 Behavior Modification 3.00 B 9.00			
PSYC 210 General Psychology 3.00 TP				PSYC 422 Abnormal Psychology 3.00 A 12.00			
PSYC 331 Developmental Psychology 3.00 TP				Ehrs: 12.00 GPA-Hrs: 12.00 QPts: 39.00 GPA: 3.25			
SOC 210 Principles Of Sociology 3.00 TP				Dean's List			
SOC 330 Marriage & Family Relations 3.00 TP				Good Standing			
SPAN 110 Elementary Spanish I 3.00 TP				Spring Semester 2022			
SPEE 200 Introduction To Speech 3.00 TP				College of Hum & Social Sci			
STAT 202 Basic Probability&Statistics 4.00 TP				Psychology			
UNIV 110 University Studies 1.00 TP				MUSI 225 A Hist of Jazz in Amer Culture 3.00 A 12.00			
Ehrs: 54.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00				PSYC 305 Writing for Psychology 3.00 W 0.00			
Military US Marine Corps				PSYC 360 Social Psychology 3.00 D 3.00			
COHE 200 Intro. to Community Health 1.00 TP				SWRK 230 Introduction to Social Work 3.00 A 12.00			
CRJC 370 Critical Iss/Criminal Justice 3.00 TP				Ehrs: 9.00 GPA-Hrs: 9.00 QPts: 27.00 GPA: 3.00			
MGMT 302 Disaster Management 3.00 TP				Good Standing			
MGMT 490 Leadership and Communication 3.00 TP				Summer Session I 2022			
PEDU 100 Individual Phys Educ Act 3.00 TP				College of Hum & Social Sci			
Ehrs: 13.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00				Psychology			
Military US Coast Guard				PSYC 233 Statistics for Psychology 4.00 F 0.00			
CSC 201 Comp Org & Architecture I 3.00 TP				PSYC 300 Stress Management and Wellness 3.00 C 6.00			
CSC 202 Programming in C 3.00 TP				***** CONTINUED ON PAGE 2 *****			
Ehrs: 6.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00				***** CONTINUED ON NEXT COLUMN *****			

SDM Credit Awarded Other Feed:

CREDIT AWARDED OTHER STAGING

1. Datasets | 2. Data To Display | 2b. Sorting and Aggregation | 3. Data Filters | **4. Results**

Excel | PDF | HTML | TXT | CSV | Header/Footer | Save | Report Id: 12774

ATTENDANCE_PERIOD	COURSE_KEY	COURSE_NUMBER	COURSE_SUBJECT_CODE	COURSE_FULL_NAME	COURSE_SUI
01/19-12/20	160BIOL	160	BIOL	Principles of Biology II	
01/19-12/20	160LBIOL	160L	BIOL	Principles of Biology II Lab	
01/19-12/20	100CSC	100	CSC	Intro To Computers	
01/19-12/20	200SPEE	200	SPEE	Introduction To Speech	
01/19-12/20	110ENGL	110	ENGL	English Composition I	
01/19-12/20	120ENGL	120	ENGL	English Composition II	
01/19-12/20	321ENGL	321	ENGL	American Literature I	
01/19-12/20	110HIST	110	HIST	World History To 1600	
Military	200COHE	200	COHE	Intro. to Community Health	
Military	100PEDU	100	PEDU	Individual Phys Educ Act	
Military	490MGMT	490	MGMT	Leadership and Communication	
Military	302MGMT	302	MGMT	Disaster Management	
Military	370CRJC	370	CRJC	Critical Iss/Criminal Justice	

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CREDIT AWARDED OTHER STAGING

1. Datasets | 2. Data To Display | 2b. Sorting and Aggregation | 3. Data Filters | **4. Results**

Excel | PDF | HTML | TXT | CSV | Header/Footer | Save | Report Id: 12774

SENDING_INST_CODE	SENDING_INST_D...	SENDING_FICE	SENDING_COURSE_SUBJ...	SENDING_COURSE_...	SENDING_C...	SENDING_FULL_COU
005140	Cleveland Commun...	008082	BIO	112	4	General Biology II
005140	Cleveland Commun...	008082	CIS	110	3	Introduction to Com
005140	Cleveland Commun...	008082	COM	231	3	Public Speaking
005140	Cleveland Commun...	008082	ENG	111	3	Writing and Inquiry
005140	Cleveland Commun...	008082	ENG	112	3	Writing / Research
005140	Cleveland Commun...	008082	ENG	231	3	American Literature
005140	Cleveland Commun...	008082	HIS	111	3	World Civilizations
999504	US Marine Corps	999504	AR	22010399V01	4	Basic Combat Trair
999504	US Marine Corps	999504	AR	22010399V01	4	Basic Combat Trair
999504	US Marine Corps	999504	AR	07020032V01	3	Structured Self Dev
999504	US Marine Corps	999504	MOS	11B005	15	Infantryman
999504	US Marine Corps	999504	MOS	11B005	15	Infantryman

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Appendix D: Formatting Convention for Military Training and Experiences

Banner Field	JST Field	Format												
Subject	The prefix of the ACE Identifier	<p>-The ACE Identifier's 2-letter prefix that designates the military service:</p> <p>AF - Air Force AR - Army CG - Coast Guard DD - Department of Defense MC - Marine Corps NV - Navy</p> <p>-Include only the 2 character ACE Identifier prefix -Letters should be capitalized This is the Banner default -Examples: AR-2201-0399 V01 = AR MOS-11B-005 = MOS</p>												
Course	The digits course identifier of the ACE Identifier	<p>-Enter in the digits from the ACE ID that follows the 2 character prefix for trainings and 3 characters for experiences -You can leave out any hyphens -Include the version number if the ACE ID has a version number -Leave out space before the version number -Letters should be capitalized -This is the Banner default -Examples: AR-2201-0399 V01 = 22010399V01 MOS-11B-005 = 11B005</p> <p>-For military experiences add the 2 digit Occupation ID suffix to the end of the ACE ID digits -Example:</p> <table border="1"> <thead> <tr> <th>ACE ID</th> <th>Occupation ID</th> <th>Course Field</th> </tr> </thead> <tbody> <tr> <td>* MOS-11B-005</td> <td>11B10</td> <td>11B00510</td> </tr> <tr> <td>* MOS-11B-005</td> <td>11B20</td> <td>11B00520</td> </tr> <tr> <td>* MOS-11B-005</td> <td>11B30</td> <td>11B00530</td> </tr> </tbody> </table> <p>Note: If the military experience does not have an ACE ID and the campus wants to enter in an equivalency rule, enter in the Occupation ID</p>	ACE ID	Occupation ID	Course Field	* MOS-11B-005	11B10	11B00510	* MOS-11B-005	11B20	11B00520	* MOS-11B-005	11B30	11B00530
ACE ID	Occupation ID	Course Field												
* MOS-11B-005	11B10	11B00510												
* MOS-11B-005	11B20	11B00520												
* MOS-11B-005	11B30	11B00530												
Title	Course Title or Title	<p>-Use the Course Title for Military trainings -Use the Title for Military experiences -Spell out name where possible -Use standard abbreviations where necessary -Mixed case is recommended -Examples: Basic Combat Training Infantryman</p>												