



U.S. Department  
of Veterans Affairs

# Military Transcripts, Degree Evaluation & Prior Credit



# In This Presentation We Will Cover:

- VA Mandated Requirement for Transcripts.
- Who Has a Military Transcript & How Can They Obtain Them?
- Best Practices for Military Transcripts.
- Auditing Courses for Degree Plan.
- Best Practices for Degree Auditing.



# Title 38 CFR 21.4253 & 21.4254

All schools **must** obtain and evaluate records or prior education and training (**including military**) within a specified period or **terminate** the enrollment for VA educational benefits of any Veteran if appropriate transcripts cannot be obtained.



Do All Veterans Have a Military Transcript?

**YES!!!!**



All enlisted, officers and warrant officers from the Army, Coast Guard, Marines, Navy, Air Force and Space Force.

This includes members of the National Guard and Reserves.



# How Can a Student Get Their Military Transcript?

Veterans & Reservists of the Army, Navy, Marines & Coast Guard, and Army National Guard will log into <https://jst.doded.mil/jst/> and select the option to “Request Official Transcript”.

All students using Chapter 31 – VR&E, Chapter 33 – Post 9/11, Chapter 30 – MGIB, and Chapter 1606 – MGIB-SR will need to submit military transcripts.



If they haven't requested a transcript previously, they will need to create an account by registering for one. A CAC card/reader is not a requirement to request the transcript.

A screenshot of the JST (Joint Service Transcript) website. The page is titled "Sign in to JST" and features a registration form. The form includes fields for "Username" and "Password", a "Forgot Password" link, and three buttons: "SIGN IN" (green), "CAC LOGIN" (blue), and "REGISTER" (grey). The "REGISTER" button is circled in red. Below the form, there are two promotional banners: one for "Life is worth living! Click here for your lifeline. 1-800-273-TALK (8258 Option 1) Prevent Suicide" and another for "NCIS Report A Crime". The left sidebar contains navigation links for "Issues" and "Scripts".

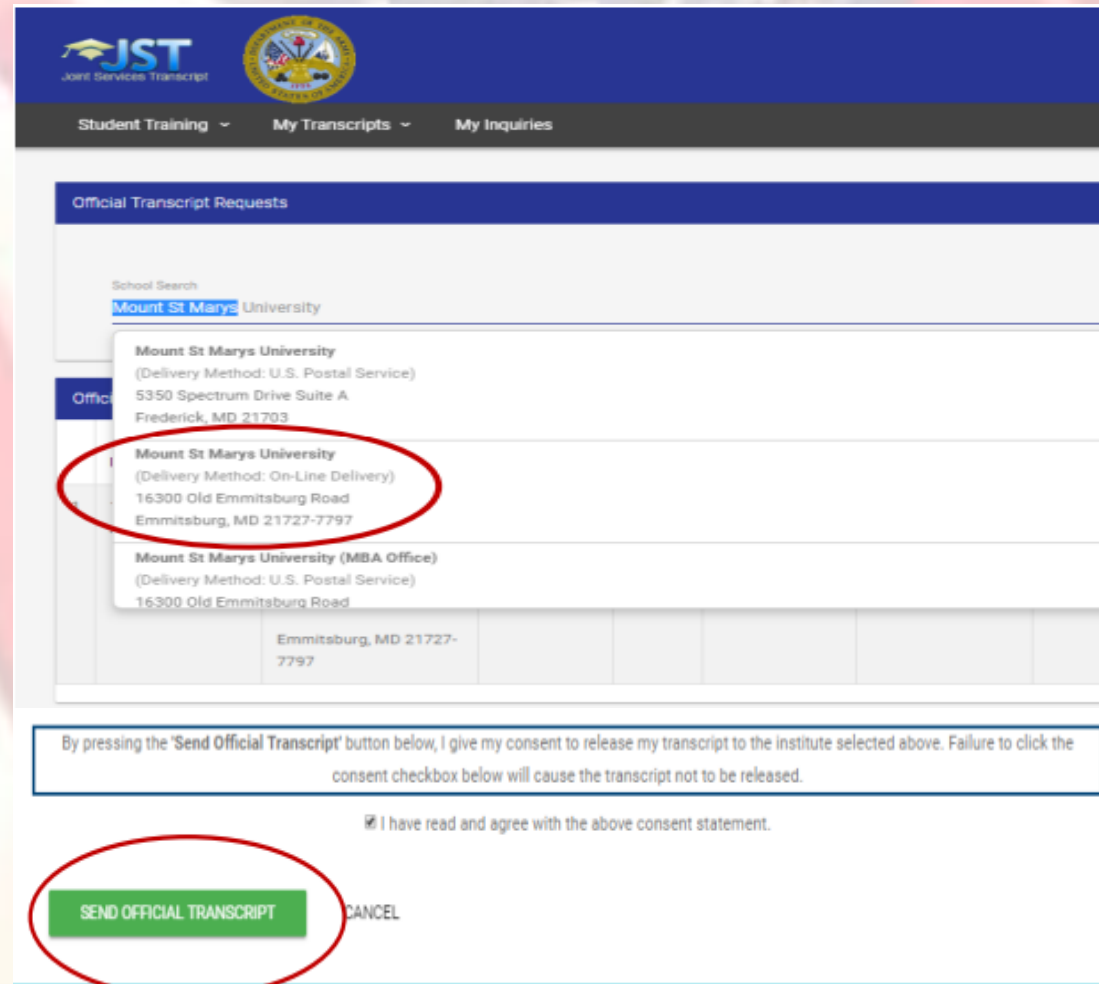
Once the student creates their profile and has accessed the system, they will click, “My Transcripts” and choose the option to “Request Official Transcript”.



A screenshot of the JST (Joint Services Transcript) website interface. The page features a dark blue header with the JST logo and the Department of Veterans Affairs seal. Below the header, there are navigation tabs for "Student Training", "My Transcripts", and "My Inquiries". The "My Transcripts" dropdown menu is open, showing options: "Basic JST Transcript", "Transcript Summary Section", "Transcript Academic Courses", "My Complete JST Transcript", and "Request Official Transcript". The "Request Official Transcript" option is circled in red. Below the navigation, there are two main content areas: "My Transcript" and "Inquiries". The "My Transcript" area has a green header and contains a "REQUEST OFFICIAL TRANSCRIPT" button. The "Inquiries" area has a red header and contains a "MY INQUIRIES" button. The footer of the page includes the text: "This is an official US Government web site | Freedom of Information Act | Accessibility/Section 508 | Privacy Notice | 1.0 / 09.18.19 / P21".



The student will then search for their institution in the “School Search” section, select that institution and then select the option to “Send Official Transcript”.



**JST**  
Joint Services Transcript

Student Training ▾ My Transcripts ▾ My Inquiries

### Official Transcript Requests

School Search  
Mount St Marys University

<b>Mount St Marys University</b> (Delivery Method: U.S. Postal Service) 5350 Spectrum Drive Suite A Frederick, MD 21703
<b>Mount St Marys University</b> (Delivery Method: On-Line Delivery) 16300 Old Emmitsburg Road Emmitsburg, MD 21727-7797
<b>Mount St Marys University (MBA Office)</b> (Delivery Method: U.S. Postal Service) 16300 Old Emmitsburg Road Emmitsburg, MD 21727-7797

By pressing the 'Send Official Transcript' button below, I give my consent to release my transcript to the institute selected above. Failure to click the consent checkbox below will cause the transcript not to be released.

I have read and agree with the above consent statement.

**SEND OFFICIAL TRANSCRIPT** CANCEL



# How Can a Student Get Their Military Transcript?

Veterans & Reservists of the Air Force and Space Force, as well as members of the Air National Guard will log into

<https://www.airuniversity.af.edu/Barnes/CCAF> and select the option to “Order from Parchment” if your institution uses that service. Otherwise, transcripts must be mailed.



Once the student opens the CCAF site, they will select the option for “Transcripts”. They will be taken to a page detailing how to request. Please suggest Parchment if your institution participates.



A screenshot of the Air University (AU) website. The header includes the Air University logo and the text "AIR UNIVERSITY (AU)". Navigation links include "ABOUT", "NEWSROOM", "FOUNDATIONAL RESOURCES", "O&amp;RSD", and "CONTACT US". A breadcrumb trail shows "HOME &gt; BARNES &gt; CCAF &gt; ARTICLE DISPLAY". A dark blue navigation bar contains "CCAF Home", "Heritage", "Transcripts" (circled in red), "FAQs", and "Contact Us". The main content area features the text "COMMUNITY COLLEGE OF THE AIR FORCE" in large, gold, serif font. Below this is the tagline "Paving the Way for Your Success... CCAF--the Enlisted Member's College". On the right side, there is a logo for the Community College of the Air Force, which is a shield-shaped emblem with a star, a gear, and an open book.



When the student clicks on the link to “Order from Parchment”, they will be directed to the Parchment website to complete their order.



## Community College Of The Air Force - Registrars Division

100 S Turner Blvd, Maxwell AFB-Gunter Annex, Montgomery, AL, 36114-3011, US



Ordering your own credentials  
or academic records

OR



Ordering on behalf of  
someone else

### A MESSAGE FROM COMMUNITY COLLEGE OF THE AIR FORCE - REGISTRARS DIVISION

Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.

#### START HERE - ENTER YOUR EMAIL ADDRESS

\* Email

Continue

\* All items marked with a red asterisk are required

JOINT SERVICES  
TRANSCRIPT



**\*\*OFFICIAL\*\***

Name: HARRIS, HERSHEY TREY  
 SSN: ██████████  
 Rank: Specialist (E4)  
 Status: Active

Transcript Sent To:  
 Jefferson State Community College  
 Enrollment Services  
 2601 Carson Road  
 Birmingham, AL 35215-3098

Military Courses

Military Course ID	ACE Identifier Course Title Location-Description-Credit Areas	Dates Taken	ACE Credit Recommendation	Level
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31B10-OSUT AR-1728-0167 V04 07-MAY-2014 to 18-SEP-2014

Basic Military Police:  
 Military Police School  
 Ft Leonard Wood MO

Upon completion of the course, the student will be able to comprehend and apply military police law enforcement doctrine regarding authority, jurisdiction, constitutional law and military code of justice; arrest and detain suspects; respond to crimes of violence; provide first aid; demonstrate proficiency in using a firearm and use of force; respond to and initiate preliminary criminal investigations; preserve crime scenes and evidence; identify and interview victims and witnesses; and perform traffic control, accident investigations, and crime prevention activities.

- Criminal Justice 1 SH L
- First Aid **Only 1 credit hour - No credit awarded** 1 SH L
- Introduction to Corrections 1 SH L
- Law Enforcement **CRJ 110 - Intro to Law Enforcement - 3 hours** 3 SH L
- Law Enforcement Operations 3 SH L
- Marksmanship 1 SH L
- Military Operations 3 SH L
- Military Science 3 SH L
- Physical Fitness **PED 100 - Fun. of Physical Fitness - 3 hours** 3 SH L

(1/14)(6/18)

All transcripts must be official. Unofficial transcripts cannot be accepted.

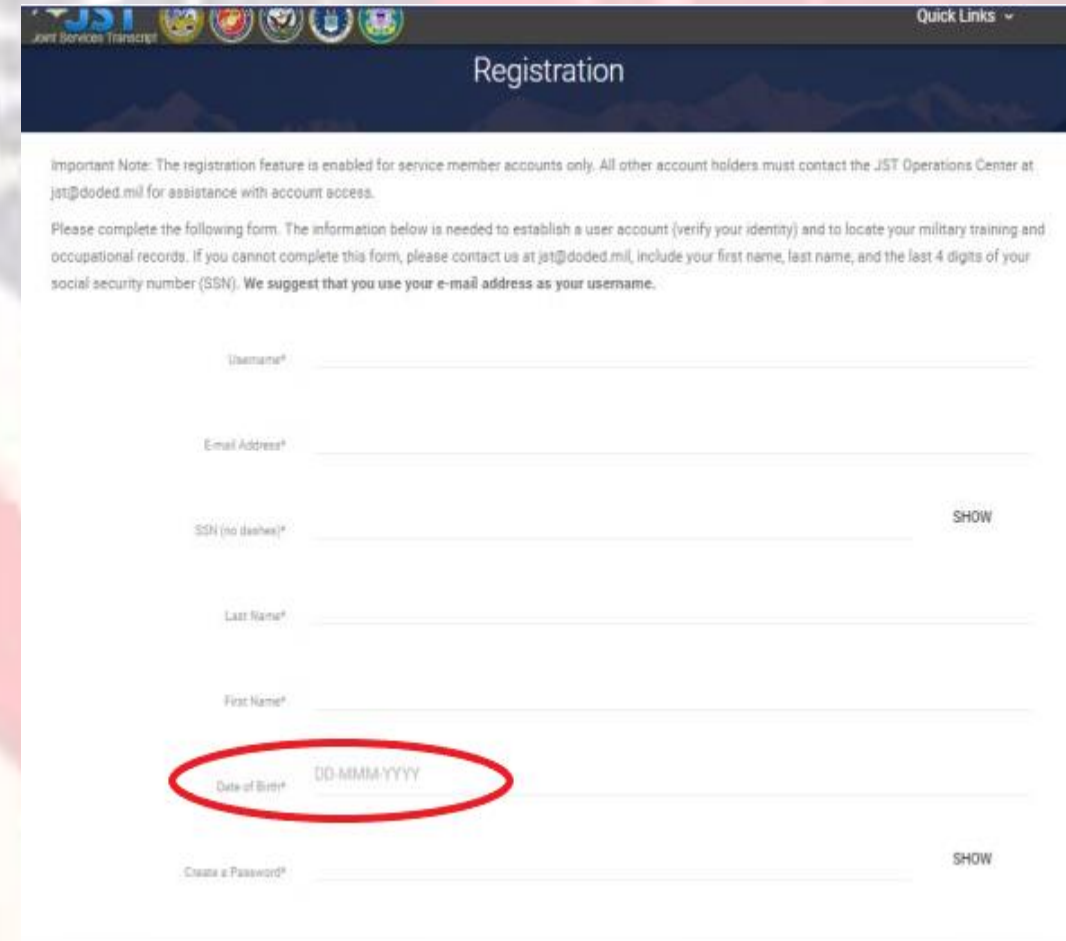
Credit is awarded depending on the number of hours the military awards the "class".

Department chairs are very helpful in reviewing, especially for AAS trade programs.



# Trouble Shooting

- “I don’t have a military transcript.”
- Explain to the student that all enlisted military personnel who completed basic training will have a military transcript.
- “I can’t create my account. It says my birthday is wrong.”
- The JST site registration page asks for the DOB to be listed in the format of DD-MMM-YYYY, so 31-OCT-1951.

A screenshot of the Joint Services Transcript (JST) website registration page. The page title is "Registration". It includes an important note about account access and instructions for completing the form. The form fields are: Username\*, Email Address\*, SSN (no dashes)\*, Last Name\*, First Name\*, Date of Birth\* (with a red circle around the field and the placeholder text "DD-MMM-YYYY"), and Create a Password\*. There are "SHOW" links next to the SSN and Password fields. The top navigation bar includes the JST logo and "Quick Links".

# Trouble Shooting

- “It says my record isn’t found.”
- The student will need to contact JST customer support. They will need to email [jst@doded.mil](mailto:jst@doded.mil).
- “My advisor didn’t tell me I had to have it.”
- Explain that this is a VA requirement that their advisor may not have been aware of, but it is required for VA benefits.
- “I served for years. Why did only a few credits transfer?”
- Explain that the military may not weigh credit hours the same as a college. Refer to Records or a Dean/Department chair for a clearer explanation.
- “Do I have to pay anything to get my military transcript?”
- The JST is free! It also is typically delivered the next business day. CCAF transcripts do incur a fee of \$3.10 to order via Parchment.



# Degree Auditing & Prior Credit

In addition to military transcripts, it's very important to ensure a student submits all transcripts from colleges, universities, trade schools and other training for review to ensure all prior credit has been accounted for. While records is responsible for reviewing transcripts, SCOs are responsible to ensure students are not repeating courses or being processed for classes not in their major/program of study.







There are various ways to double check credit.

ACCS schools can check Degree Works and have holds placed on student accounts once they are registered and/or certified.

The STARS Guide is also an excellent tool in checking courses required for transfer (AA & AS) majors

### Jefferson State Community College

<b>Student name</b>	Harris, Hershey T	<b>Degree progress</b>
<b>Student ID</b>	A00611458	JSCC GPA
<b>Degree</b>	AS Computer Science	<b>4.00</b>
<b>Audit date</b>	10/12/2022 12:18 AM	

**Level** Undergraduate **Classification** Freshman **Major** Computer Science **Academic Standing** No Academic Standing Available **Financial Aid Status** New Student

### Degree in Associate of Science INCOMPLETE

Credits applied: 15 Catalog year: 2022-2023

Courses listed at the end of the audit under 'Notes' will satisfy 'Still Needed' courses. You have four years from the end of your catalog year to graduate.

Requirements Satisfied

**Still needed:** See [AS Requirements](#) section  
You must apply for graduation to receive your degree/ certificate. Complete one graduation application for each degree/certificate you are seeking. Apply the term before you plan to complete classes for your degree/certificate. You may apply through Pipeline/Student Records/Apply to Graduate or complete the hardcopy graduation application. Click to complete the hardcopy graduation application.

#### Blocks included in this block

- [AS Requirements](#)
- [Orientation](#)
- [Literature/History Sequence](#)
- [General Education Core \(AA, AS\)](#)
- [Transfer in Computer Science](#)
- [Area V: Additional Courses](#)

### AS Requirements INCOMPLETE

Credits required: 60 Credits applied: 15 Catalog year: 2022-2023

**Unmet conditions for this set of requirements:** A minimum of 60 credits are required. You currently have 15, you still need 45 more credits.  
A minimum of 15 credits in this program must be taken at JSCC. You currently have 12, you still need 3 more credits.

Students must earn a 2.0 cumulative GPA in all 100+ level courses at JSCC. A minimum of 25% of the credits in this program must be completed at JSCC.

Orientation 101/110 Requirement

Literature or History Sequence

**Still needed:** See [Literature/History Sequence](#) section

General Education Requirements

**Still needed:** See [General Education Core \(AA, AS\)](#) section

Major Requirements

**Still needed:** See [Transfer in Computer Science](#) section

**Orientation** COMPLETE

Catalog year: 2022-2023

 Orientation satisfied by Transfer work**Literature/History Sequence** INCOMPLETE

Credits required: 6 Credits applied: 3 Catalog year: 2022-2023

**Unmet conditions for this set of requirements:** A minimum of 6 credits are required. You currently have 3, you still need 3 more credits.

Course	Title	Grade	Credits	Term	Repeated
<input type="radio"/> LITERATURE OR HISTORY SEQUENCE	<b>Still needed:</b> Choose from 1 of the following:				
<input type="radio"/> American Literature I and II	2 Classes in <a href="#">ENG 251</a> and <a href="#">252</a>				
<input type="radio"/> English Literature I and II	2 Classes in <a href="#">ENG 261</a> and <a href="#">262</a>				
<input type="radio"/> World Literature I and II	2 Classes in <a href="#">ENG 271</a> and <a href="#">272</a>				
<input type="radio"/> Western Civilization I and II	2 Classes in <a href="#">HIS 101</a> and <a href="#">102</a>				
<input type="radio"/> World History I and II	<a href="#">HIS 121</a> World History I 1 Class in <a href="#">HIS 122</a>	A	3	Fall 2022	
<input type="radio"/> United States History I and II	2 Classes in <a href="#">HIS 201</a> and <a href="#">202</a>				

**General Education Core (AA, AS)** INCOMPLETE

Credits required: 41 Credits applied: 9 Catalog year: 2022-2023

**Unmet conditions for this set of requirements:** 41 credits are required. You currently have 9, you still need 32 more credits.

Course	Title	Grade	Credits	Term	Repeated
<input type="radio"/> AREA I: WRITTEN COMPOSITION					
<input checked="" type="radio"/> English Composition I	<a href="#">ENG 101</a> English Composition I	REG	(3)	Fall 2022	
<input type="radio"/> English Composition II	<b>Still needed:</b> 1 Class in <a href="#">ENG 102</a>				
<input type="radio"/> AREA II: HUMANITIES AND FINE ARTS					
<input type="radio"/> Literature	<b>Still needed:</b> 1 Class in <a href="#">ENG 251</a> or <a href="#">252</a> or <a href="#">261</a> or <a href="#">262</a> or <a href="#">271</a> or <a href="#">272</a>				
<input type="radio"/> Fine Arts	<b>Still needed:</b> 1 Class in <a href="#">ART 100</a> or <a href="#">203</a> or <a href="#">204</a> or <a href="#">MUS 101</a> or <a href="#">THR 120</a>				
<input type="radio"/> Fund. of Oral Communication/Fund. of Public Speaking	<b>Still needed:</b> 1 Class in <a href="#">SPH 106</a> or <a href="#">107</a>				

Humanities and/or Fine Arts **Still needed:** 3 credits are required. You currently have 0, you still need 3 more credits. Choose credits in [ART 100](#) or [203](#) or [204](#), [ENG 251](#) or [252](#) or [261](#) or [262](#) or [271](#) or [272](#), [HUM 299L](#) and [299P](#) and [299S](#), [MUS 101](#), [PHL 106](#) or [206](#), [REL 151](#) or [152](#), [SPA 101](#) or [102](#) or [201](#) or [202](#), [SPH 107](#), [THR 120](#).

 AREA III: NATURAL SCIENCES AND MATHEMATICS

Precalculus Algebra or Higher [MTH 112](#) Precalculus Algebra REG (3) Fall 2022

Natural Sciences Sequence **Still needed:** Choose from 1 of the following:

Biology Sequence 2 Classes in [BIO 101](#) and [102](#)

Biology Sequence 2 Classes in [BIO 103](#) and [104S](#)

Chemistry Sequence 2 Classes in [CHM 104](#) and [105](#)

Chemistry Sequence 2 Classes in [CHM 111](#) and [112](#)

General Physics Sequence 2 Classes in [PHY 201](#) and [202](#)

General Physics with Calculus Sequence 2 Classes in [PHY 213S](#) and [214S](#)

 AREA IV: HISTORY, SOCIAL AND BEHAVIORAL SCIENCES

History [HIS 121](#) World History I A 3 Fall 2022

History or Behavioral Sciences **Still needed:** 3 classes are required. You currently have 0, you still need 3 more classes. Choose classes in [ANT 200](#) or [220](#) or [230](#) or [ECO 231](#) or [232](#) or [GEO 100](#) or [HIS 101](#) or [102](#) or [121](#) or [122](#) or [201](#) or [202](#) or [POL 211](#) or [PSY 200](#) or [210](#) or [SOC 200](#) or [210](#) or [SPH 116](#). Only 2 HIS classes are allowed in Area IV.

**Transfer in Computer Science** INCOMPLETE

Credits required: 19 Credits applied: 6 Catalog year: 2022-2023

**Unmet conditions for this set of requirements:** 19 credits are required in Area V. You still need 13 more credits. AREA V: PRE-PROFESSIONAL, MAJOR & ELECTIVE COURSES

Precalculus Trigonometry **Still needed:** 1 Class in [MTH 113](#)

Calculus I **Still needed:** 1 Class in [MTH 125S](#)

Calculus II **Still needed:** 1 Class in [MTH 126S](#)

C++ Programming or Object Oriented Programming **Still needed:** 1 Class in [CIS 251](#) or [285](#)

 Area V: Additional Credits

**Area V: Additional Courses** IN-PROGRESS

Catalog year: 2022-2023

Students should see their transfer institution's Area V page for courses that will ensure transfer in this major; however, Jefferson State will count credits from the listing below to satisfy JSCC graduation requirements.

	Course	Title	Grade	Credits	Term	Repeated
① Area V: Additional Credits	CIS 146	Microcomputer Applications	REG	(3)	Fall 2022	★
	PED 100	Fundamentals of Fitness	TS	3	The Beginning of Time	
Satisfied by: PED100 - Fundamentals of Fitness - Military Service Credit <a href="#">Click here to find your transfer institution's STARS Area V credits.</a>						

**Fall Through - credits included** 3 1

Course	Title	Grade	Credits	Term	Repeated
HED 221	Personal Health	TS	3	The Beginning of Time	
Satisfied by: HED221 - Personal Health - Military Service Credit					

**Fall Through - credits excluded** 12 5

Course	Title	Grade	Credits	Term	Repeated
CRJ 100	Intro to Criminal Justice	TS	3	The Beginning of Time	
Satisfied by: CRJ100 - Intro to Criminal Justice - Military Service Credit					
CRJ 110	Intro to Law Enforcement	TS	3	The Beginning of Time	
Satisfied by: CRJ110 - Intro to Law Enforcement - Military Service Credit					
CRJ 150	Intro to Corrections	TS	3	The Beginning of Time	
Satisfied by: CRJ150 - Intro to Corrections - Military Service Credit					
MSC 102	Military Science I	TS	2	The Beginning of Time	
Satisfied by: MSC102 - Military Science - Military Service Credit					
MTH 111S	Support for PreCal Algebra	REG	(1)	Fall 2022	★

**In-progress** 10 4

Course	Title	Grade	Credits	Term	Repeated
CIS 146	Microcomputer Applications	REG	(3)	Fall 2022	
ENG 101	English Composition I	REG	(3)	Fall 2022	
MTH 111S	Support for PreCal Algebra	REG	(1)	Fall 2022	
MTH 112	Precalculus Algebra	REG	(3)	Fall 2022	

**Legend**

- ✔ Complete
- Not complete
- ① Complete (with classes in-progress)
- ⓘ Nearly complete - see Enrollment Services



Your degree planning software should show you where the classes fall on a student's degree plan, as well as show you the credits that your institution was able to accept.

This is important to ensure that your student is not repeating courses already passed or taking a class that is not needed for their major.



If you personally do not have access to your degree planning software, have the student submit a copy of their degree planned that has been signed off by an academic advisor.

If the major is a transfer program (AA & AS) you can then use the STARS guide for a quick check to ensure classes are required for the major.

[AGSC & STARS - GET THE GUIDE \(troy.edu\)](http://troy.edu)



If you are a four-year degree seeking institution, you can use the degree planning tools available at your school to confirm a student's courses are in their major.

If you are a two-year college, once you access the STARS guide, click “Unofficial”.

**STARS TRANSFER GUIDE SYSTEM**

REPORT ISSUES/PROBLEMS >> RETURN TO WEBSITE

**QUESTION:**  
Do you need an **OFFICIAL** or **UNOFFICIAL** Transfer Guide?

**OFFICIAL**  
STARS Transfer Guide  
TRANSFER STUDENTS

**UNOFFICIAL**  
STARS Transfer Guide  
ADVISORS, COUNSELORS & ADMINISTRATORS

**NOTE:** Students are strongly encouraged to print an **OFFICIAL STARS TRANSFER GUIDE**. The **OFFICIAL GUIDE** is a legal agreement between the transfer student and the receiving institution. The **UNOFFICIAL GUIDE** should only be used by advisors, counselors, and other school administrators. An **UNOFFICIAL GUIDE** is **NON-BINDING** and it does not protect the transfer student from losing credit upon transfer.



You'll then choose your institution, choose "counselor/advisor" and then the major. Then "Get the Guide".



**STARS TRANSFER GUIDE SYSTEM**

[REPORT ISSUES/PROBLEMS >>](#)       [RETURN TO WEBSITE](#)

## REQUEST AN UNOFFICIAL GUIDE...

**UNOFFICIAL**  
GUIDES

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Institution:

What category best describes you:

Major:

[GET THE GUIDE >>>](#)



**NOTE:** The **UNOFFICIAL TRANSFER GUIDE** should be used for administrative purposes only. Do not print unofficial guides for students. The **UNOFFICIAL GUIDE** should not be used as a substitute for the **OFFICIAL TRANSFER GUIDE**. Students should go back and print an **OFFICIAL GUIDE** in order to be protected upon transfer.



# UNOFFICIAL TRANSFER GUIDE

www.gettheguide.net

For assistance, call 1-800-551-9716 ext. 3690

Major: Computer Science  
Date Printed: 10/25/2022

**NOTE:** The UNOFFICIAL TRANSFER GUIDE should be used for administrative purposes only. Do not print unofficial guides for students. The UNOFFICIAL GUIDE should not be used as a substitute for the OFFICIAL TRANSFER GUIDE. Students should go back and print an OFFICIAL GUIDE in order to be protected upon transfer.

The information on this Transfer Guide and Transfer Agreement has been approved by the Alabama Articulation and General Studies Committee (AGSC) for students who intend to pursue a bachelor's degree in the major listed above. Your institution may not offer every course listed on this guide. In addition, not all four-year institutions will offer the major which you are interested in pursuing. For a listing of schools which do offer the major listed above and who will accept the course work listed on this guide, see the section at the end of the guide titled "INSTITUTIONS WITH BACHELOR'S DEGREE PROGRAMS IN THE CHOSEN MAJOR."

### INSTRUCTIONS TO TRANSFER STUDENTS:

1. Read the entire Transfer Guide and Transfer Agreement carefully.
2. Print and keep a copy of this Transfer Guide and Transfer Agreement for verification purposes. (Students must have a copy of this document upon transfer.)
3. Meet with your advisor or counseling office to discuss this information.
4. In order to obtain a complete transfer agreement, you MUST also print the Area V page for the major from the receiving institution to which you plan to transfer. The Area V page gives you additional information about institution recommendations in AREAS I-IV and specific requirements not specified in AREA V on the AGSC guide. The total transfer agreement consists of (a) the AGSC Transfer Guide and Transfer Agreement and (b) the Area V page from the institution. The most effective way to access the institution page to click on the receiving institution(s) of your choice listed at the bottom of this guide under the section titled "INSTITUTIONS WITH BACHELOR'S DEGREES IN THE CHOSEN MAJOR." (NOTE: Many institutions are still developing their Area V pages; contact them directly if you cannot find the necessary information.)

**SPECIAL NOTE:** Any attempt to modify, change, or alter information on this document through electronic or other means would make this document null and void. Any course work taken for transfer would then have to be evaluated on a course-by-course basis by the receiving institution.

### AREA I - WRITTEN COMPOSITION (6 SH)

All students are required to complete a two-course sequence in Written Composition.

ENG 101	Written Composition I Fall 2022	3SH
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### AREA II - HUMANITIES AND FINE ARTS (12 SH)

Students must complete a 6 SH sequence in either literature (AREA II) or history (AREA IV).

Choose at least 3 SH in literature from the approved list below.  
NOTE: Students may not select more than 9 SH of literature for AREA II.

ENG 251	American Literature I	3SH
ENG 252	American Literature II	3SH
ENG 261	English Literature I	3SH
ENG 262	English Literature II	3SH
ENG 271	World Literature I	3SH
ENG 272	World Literature II	3SH

Students must complete a 3 SH course in the ARTS. Choose from courses below with an (A) designation. NOTE: Students may not select more than 9 SH of ART for AREA II.

ART 100	Art Appreciation (A)	3SH
ART 203	Art History I (A)	3SH
ART 204	Art History II (A)	3SH
DNC 101	Dance Appreciation (A)	3SH
MUS 101	Music Appreciation (A)	3SH
THR 120	Theatre Appreciation (A)	3SH
THR 126	Introduction to Theatre (A)	3SH

Any remaining hours in AREA II should be chosen from the approved list below.  
Total hours in AREA II should equal 12 SH.

FRN 101	Introductory French I	4SH
FRN 102	Introductory French II	4SH
FRN 201	Intermediate French I	3SH
FRN 202	Intermediate French II	3SH
GRN 101	Introductory to German I	4SH
GRN 102	Introductory to German II	4SH
GRN 201	Intermediate German I	3SH
GRN 202	Intermediate German II	3SH
HUM 101	Introduction to Humanities	3SH
HUM 102	Introduction to Humanities	3SH
*HUM 299	PTK Honors Course	3SH
HUM 299-01	PTK Honors Course I	1SH
HUM 299-02	PTK Honors Course II	1SH
HUM 299-03	PTK Honors Course III	1SH
IDS 102	Ethics	3SH
JPN 101	Introductory Japanese I	4SH
JPN 102	Introductory Japanese II	4SH

<a href="#">PHL 106</a>	Introduction to Philosophy	3SH
<a href="#">PHL 206</a>	Ethics and Society	3SH
<a href="#">REL 100</a>	World Religions	3SH
<a href="#">REL 151</a>	Survey of the Old Testament	3SH
<a href="#">REL 152</a>	Survey of the New Testament	3SH
<a href="#">SPA 101</a>	Introductory Spanish I	4SH
<a href="#">SPA 102</a>	Introductory Spanish II	4SH
<a href="#">SPA 201</a>	Intermediate Spanish I	3SH
<a href="#">SPA 202</a>	Intermediate Spanish II	3SH
<a href="#">SPH 106</a>	Fundamentals of Oral Communication	3SH
<a href="#">SPH 107</a>	Fundamentals of Public Speaking	3SH

\*Students may take this 3 SH PTK Honors course or the three 1 SH PTK Honors courses, but may NOT take both.

### AREA III - NATURAL AND MATHEMATICAL SCIENCES (11 SH)

Students must take a two-course (8 SH) sequence in the natural sciences (Courses must have laboratories). Select from the following sequences:

<a href="#">BIO 101</a>	Introduction to Biology I	4SH
<a href="#">BIO 102</a>	Introduction to Biology II	4SH
<a href="#">BIO 103</a>	Principles of Biology I	4SH
<a href="#">BIO 104</a>	Principles of Biology II	4SH
<a href="#">CHM 104</a>	Introduction to Chemistry I	4SH
<a href="#">CHM 105</a>	Introduction to Chemistry II	4SH
<a href="#">CHM 111</a>	College Chemistry I	4SH
<a href="#">CHM 112</a>	College Chemistry II	4SH
<a href="#">GEO 101</a>	Principles of Physical Geography I	4SH
<a href="#">GEO 102</a>	Principles of Physical Geography II	4SH
<a href="#">GLY 101</a>	Introduction to Geology I	4SH
<a href="#">GLY 102</a>	Introduction to Geology II	4SH
<a href="#">PHS 111</a>	Physical Science I	4SH
<a href="#">PHS 112</a>	Physical Science II	4SH
<a href="#">PHY 201</a>	General Physics I	4SH
<a href="#">PHY 202</a>	General Physics II	4SH
<a href="#">PHY 213</a>	General Physics with Calculus I	4SH
<a href="#">PHY 214</a>	General Physics with Calculus II	4SH

Select 3 SH from the following list of courses:

<a href="#">*MTH 112</a>	Precalculus Algebra <b>Fall 2022</b>	3SH
<a href="#">MTH 113</a>	Precalculus Trigonometry	3SH
<a href="#">MTH 115</a>	Precalculus Algebra & Trigonometry	4SH
<a href="#">MTH 120</a>	Calculus and Its Applications	3SH
<a href="#">MTH 125</a>	Calculus I	4SH
<a href="#">MTH 126</a>	Calculus II	4SH
<a href="#">MTH 227</a>	Calculus III	4SH
<a href="#">MTH 237</a>	Linear Algebra	3SH

<a href="#">MTH 238</a>	Applied Differential Equations I	3SH
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\*Prerequisite course for Precalculus Trigonometry (MTH 113) which is required in Area V.

### AREA IV - HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES (12 SH)

Students must complete a 6 SH sequence in either literature (AREA II) or history (AREA IV).

Choose at least 3 SH in history from the approved list below.  
NOTE: Students may not select more than 6 SH of history for AREA IV.

<a href="#">HIS 101</a>	History of Western Civilization I	3SH
<a href="#">HIS 102</a>	History of Western Civilization II	3SH
<a href="#">HIS 121</a>	World History I <b>Fall 2022</b>	3SH
<a href="#">HIS 122</a>	World History II	3SH
<a href="#">HIS 201</a>	United States History I	3SH
<a href="#">HIS 202</a>	United States History II	3SH

The remaining hours in AREA IV should be chosen from the approved list below.  
Total hours in AREA IV should equal 12 SH.

<a href="#">ANT 200</a>	Introduction to Anthropology	3SH
<a href="#">ANT 210</a>	Physical Anthropology	3SH
<a href="#">ANT 220</a>	Cultural Anthropology	3SH
<a href="#">ANT 226</a>	Culture and Personality	3SH
<a href="#">ANT 230</a>	Introduction to Archaeology	3SH
<a href="#">ECO 231</a>	Principles of Macroeconomics	3SH
<a href="#">ECO 232</a>	Principles of Microeconomics	3SH
<a href="#">GEO 100</a>	World Regional Geography	3SH
<a href="#">GEO 201</a>	Principles of Human Geography	3SH
<a href="#">POL 200</a>	Introduction to Political Science	3SH
<a href="#">POL 211</a>	American National Government	3SH
<a href="#">PSY 200</a>	General Psychology	3SH
<a href="#">PSY 210</a>	Human Growth & Development (PSY 200 Prereq.)	3SH
<a href="#">SOC 200</a>	Introduction to Sociology	3SH
<a href="#">SOC 210</a>	Social Problems	3SH
<a href="#">SPH 116</a>	Introduction to Interpersonal Communication	3SH

### AREA V - PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES (19-23 SH)

<a href="#">*MTH 113</a>	Precalculus Trigonometry	3SH
<a href="#">*MTH 125</a>	Calculus I	4SH
<a href="#">*MTH 126</a>	Calculus II	4SH

Select one of the following:

--	--	--



-or-



The remaining hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for a major in computer science.

NOTE: The following institutions (listed below) also offer an engineering-based computer science major. Students interested in the engineering track for computer engineering should obtain an "Engineering - Computer Engineering" transfer guide: AUBURN UNIVERSITY, UNIVERSITY OF ALABAMA, UNIVERSITY OF ALABAMA - HUNTSVILLE, and the UNIVERSITY OF SOUTH ALABAMA.

The general studies requirements for engineering majors is different than that for traditional computer science majors.

\*if not already satisfied



**INSTITUTIONS WITH BACHELOR'S DEGREE PROGRAMS IN THE CHOSEN MAJOR**

The institutions listed below offer bachelor's programs in the chosen major. They have agreed to accept the course work listed on this guide for Areas I-V upon transfer to their respective institution providing that you have taken the courses as directed, and the student chooses to pursue a bachelor degree in the chosen major. **In order to obtain complete transfer agreement you MUST also print the Area V page for the major from the institution to which he/she plans to transfer.** (NOTE: If you are unable to locate the additional AREA V information from the receiving institutions Area V page, contact the [institution contact person](#) who works with transfer students and request the additional information.)

Institution	Area V Page	Transfer Assistance Page
<a href="#">Alabama A&amp;M University</a>	<a href="#">Area V Page</a>	<a href="#">Transfer Assistance Page</a>
<a href="#">Alabama State University</a>	<a href="#">Area V Page</a>	<a href="#">Transfer Assistance Page</a>
<a href="#">Athens State University</a>	<a href="#">Area V Page</a>	<a href="#">Transfer Assistance Page</a>
<a href="#">Auburn University</a>	<a href="#">Area V Page</a>	<a href="#">Transfer Assistance Page</a>
<a href="#">Auburn University at Montgomery</a>	<a href="#">Area V Page</a>	<a href="#">Transfer Assistance Page</a>
<a href="#">Jacksonville State University</a>	<a href="#">Area V Page</a>	<a href="#">Transfer Assistance Page</a>
<a href="#">Troy University</a>	<a href="#">Area V Page</a>	<a href="#">Transfer Assistance Page</a>
<a href="#">University of Alabama at Birmingham</a>	<a href="#">Area V Page</a>	<a href="#">Transfer Assistance Page</a>
<a href="#">University of Alabama in Huntsville</a>	<a href="#">Area V Page</a>	<a href="#">Transfer Assistance Page</a>
<a href="#">University of Montevallo</a>	<a href="#">Area V Page</a>	<a href="#">Transfer Assistance Page</a>
<a href="#">University of North Alabama</a>	<a href="#">Area V Page</a>	<a href="#">Transfer Assistance Page</a>
<a href="#">University of South Alabama</a>	<a href="#">Area V Page</a>	<a href="#">Transfer Assistance Page</a>

## Area V Pages

The following guides are for transfer students from any Alabama Community College to UAB.

# A B C D E F G H I J K L M N O P Q R S T U V W X

Y Z **A**

- [Accounting](#)
- [Anthropology](#)
- [Art History](#)
- [Art Studio, B.A.](#)
- [Art Studio, B.F.A](#)

**B**

- [Biology](#)
- [Biomedical Engineering](#)
- [Biomedical Science](#)

**C**

- [Chemistry](#)
- [Civil Engineering](#)
- [Communication Studies](#)
- [Computer Science](#)
- [Criminal Justice](#)

**E**

- [Early Childhood or Elementary Education](#)
- [Economics](#)
- [Electrical Engineering](#)
- [Elementary Education](#)
- [English](#)

**F**

- [Finance](#)
- [Foreign Language French Track](#)
- [Foreign Language Japanese Track](#)
- [Foreign Language Spanish Track](#)

**H**

- [Health Care Management](#)
- [High School Education English Language Arts](#)
- [High School Education Social Science](#)
- [History](#)

**I**

According to the guide, UAB prefers CIS 285 to CIS 251. Therefore, when we review a student's courses if we know they wish to transfer to UAB, we can make sure they are in the preferred classes. This will help extend their GI Bill by them not having to retake courses they'll need at the four-year institution.

## Computer Science

These requirements apply to UAB's major in Computer Science including its specialization in Computer Networking.

### Area V Transfer Student Pre-Professional & Elective Courses (19 semester hours)

Hours approved by the STARS approved Area V guide for [Computer Science](#): 14 Semester Hours

Remaining 9 semester hours should be taken from:

**Alabama Community College System Courses/ UAB Course Equivalents/Semester Hours**

- CIS 255 - Java Programming/ [CS 103](#) & CS 103L - Introduction to Science in Python/Lab
- CIS 285 - Object Oriented Programming/ [CS 203](#) & CS 203L - Object Oriented Programming/Lab

**Additional recommended courses:**

**Alabama Community College System Courses/ UAB Course Equivalents/Semester Hours**

- PHL 206 - Ethics and Society/ PHL 115 - Contemporary Moral Issues / 3
- SPH 106 - Fundamentals of Speech Communication/ [CMST 101](#) - Public Speaking / 3
- **OR**
- SPH 107 - Fundamentals of Public Speaking/ [CMST 101](#) - Public Speaking / 3

### UAB Contact:

Name	Dr. John Johnstone
Title	Undergraduate Program Director
Phone	(205) 975-5633
Email	<a href="mailto:jjk@uab.edu">jjk@uab.edu</a>

A GPA of 2.0 or better is required for students transferring into this major.

Please print this document and attach it to the Computer Science Articulation Guide. Together, this document and the articulation guide comprise the articulation agreement for a major in Computer Science at the University of Alabama at Birmingham.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

-or-



The remaining hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for a major in computer science.

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<a href="#">University of Montevallo</a>	<a href="#">Area V Page</a>	<a href="#">Transfer Assistance Page</a>
<a href="#">University of North Alabama</a>	<a href="#">Area V Page</a>	<a href="#">Transfer Assistance Page</a>
<a href="#">University of South Alabama</a>	<a href="#">Area V Page</a>	<a href="#">Transfer Assistance Page</a>

# Best Practices for Degree Auditing

Each institution is different in the way degree auditing, advising and certifications are handled. However, when it's time for a VA audit, you as an SCO are responsible for what is submitted into the system. If there's a finding, you are responsible.



**Don't  
Stress!!**




# Best Practices for Degree Auditing

- Know Your Support Staff By Name.
- Devise a Game Plan with Your Supervisor for Checks & Balances
  - Reach Out to Other Institutions for Advice.
    - Ask for Resources.
  - Use Technology to Your Benefit



At JSCC, we use Dynamic Forms to streamline the certification process. This allows students to list their transfer institution as well as where and how they are taking classes. If applicable for your institution, your form could include a link to upload a Degree Plan to double check their classes.



**Jefferson State Community College Office of Veterans Affairs**  
Request for Certification of Educational Benefits

**Office of Veterans Affairs**  
2601 Carson Rd.  
Birmingham, AL 35215  
Phone: (205) 856-7951  
va@jeffersonstate.edu

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**Jefferson State Community College Office of Veterans Affairs  
Request for Certification of Educational Benefits**

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**Complete and Submit this form AFTER you have registered for classes. Students must be in a degree program to receive VA benefits. This form is required EACH semester the student is enrolled in order to receive monthly educational benefits.**

---

First Name:  Last Name:  Student ID:   
(A number)  
 Date of Birth:  Email Address:  SSN:   
MM/DD/YYYY  
 Street Address:   
 City:  State:  ZIP:   
 Cell Phone Number:  Alternate Phone Number:

Select the appropriate VA Chapter:

Major:  **Note:** Notify the JSCC VA Coordinator if your major has changed.

Is your major a transfer program (AA or AS)?

Please indicate the transfer school (i.e. Auburn, UAB, etc.):

Are you receiving any additional resources of aid such as scholarships, waivers, PACT, TA, or Employer based Aid?

---

Indicate the semester in which you will be using your VA benefits (Select One):

---

Only courses that apply towards a degree or certificate program at Jefferson State Community College can be certified.


Subject: (Example: ENG 101)	CRN:	Credit Hours:	Campus Location:	On Campus or Online
<input type="text" value="ENG 101"/>	<input type="text" value="10225"/>	<input type="text" value="3"/>	<input type="text" value="Shelby Campus"/> <input type="button" value="v"/>	<input type="text" value="On Campus"/> <input type="button" value="v"/>
Subject: (Example: ENG 101)	CRN:	Credit Hours:	Campus Location:	On Campus or Online
<input type="text" value="CIS 146 0"/>	<input type="text" value="10102"/>	<input type="text" value="3"/>	<input type="text" value="Shelby Campus"/> <input type="button" value="v"/>	<input type="text" value="On Campus"/> <input type="button" value="v"/>
Subject: (Example: ENG 101)	CRN:	Credit Hours:	Campus Location:	On Campus or Online
<input type="text" value="MTH 112 0"/>	<input type="text" value="10455"/>	<input type="text" value="3"/>	<input type="text" value="Shelby Campus"/> <input type="button" value="v"/>	<input type="text" value="On Campus"/> <input type="button" value="v"/>
Subject: (Example: ENG 101)	CRN:	Credit Hours:	Campus Location:	On Campus or Online
<input type="text" value="MTH 111S 0"/>	<input type="text" value="11386"/>	<input type="text" value="1"/>	<input type="text" value="Shelby Campus"/> <input type="button" value="v"/>	<input type="text" value="On Campus"/> <input type="button" value="v"/>
Subject: (Example: ENG 101)	CRN:	Credit Hours:	Campus Location:	On Campus or Online
<input type="text" value="HIS 121 0"/>	<input type="text" value="11976"/>	<input type="text" value="3"/>	<input type="text" value="Shelby Campus"/> <input type="button" value="v"/>	<input type="text" value="Online"/> <input type="button" value="v"/>
Subject: (Example: ENG 101)	CRN:	Credit Hours:	Campus Location:	On Campus or Online
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="-- Please Select --"/> <input type="button" value="v"/>	<input type="text" value="-- Please Select --"/> <input type="button" value="v"/>

---

**CERTIFICATION AND SIGNATURE**

**Student:** By electronically signing this form, I certify that all information contained herein is complete and correct. I understand that completion of this form assures me of enrollment certification with the Department of Veterans Affairs. I understand that continued eligibility for VA educational benefits relies upon my meeting satisfactory academic progress. I am required to immediately notify the VA Certifying official of any schedule changes. I understand that I receive benefits only for courses that must be completed to meet graduation requirements.

...3630343833

   
Signature Date

---

**For JSCC Office Use Only**

JC - Res Hrs \_\_\_\_\_ Dis Hrs \_\_\_\_\_ Rem Hrs \_\_\_\_\_ Mini Term Hrs \_\_\_\_\_  
 SC - Res Hrs \_\_\_\_\_ Dis Hrs \_\_\_\_\_ Rem Hrs \_\_\_\_\_ Mini Term Hrs \_\_\_\_\_  
 CC - Res Hrs \_\_\_\_\_ Dis Hrs \_\_\_\_\_ Rem Hrs \_\_\_\_\_ Mini Term Hrs \_\_\_\_\_  
 PC - Res Hrs \_\_\_\_\_ Dis Hrs \_\_\_\_\_ Rem Hrs \_\_\_\_\_ Mini Term Hrs \_\_\_\_\_

**Totals - Res Hrs \_\_\_\_\_ Dis Hrs \_\_\_\_\_ Rem Hrs \_\_\_\_\_ Mini Term Hrs \_\_\_\_\_ Total Hrs \_\_\_\_\_ Total Tuition & Fees \$ \_\_\_\_\_**

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Jefferson State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its admission, programs, and services in compliance with Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972 and the Americans with Disabilities Act of 1990.



*Any Questions?*



Alabama State Approving Agency

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