



Navy College Program for Afloat Education (NCPACE)

Distance Learning Registration Form

Visit our Website at www.dlnpace.com

PRINT CLEARLY in INK ~ It is the student's responsibility to provide proof of prerequisites or qualifying scores if required ~ SIGN and DATE at the bottom

1. NAME: _____
LAST FIRST MIDDLE INITIAL PLEASE LIST ANY PRIOR NAMES USED

2. Social Security Number: [] [] [] [] [] [] [] [] [] [] [] []
Your **FULL SSN** is requested in order to grant admission to the college(s) in which you are registering. Upon acceptance, each respective college will issue you a Student ID number unique to records at that institution. If you have previously completed courses at the college(s) for which you are now registering, you have the option of providing either your SSN here or your Student ID number in item 10 below.

3. E-Mail: _____
Primary (e.g. Command E-Mail Address) Secondary (e.g. Yahoo, Gmail, etc.)

4. DATE OF BIRTH: ____/____/____ 5. MALE FEMALE 6. RATING **and** RANK (e.g. FC2, MACS, etc.): _____
MM DD YYYY

7. Date awarded (Select One) High School Diploma : ____/____/____ ⇐ (This date is required, even from Graduate Students)
 GED MM YYYY

8. COMMAND NAME: _____ NAVY BASE LOCATION (Home Port): _____
Command Mailing Address COMMAND PHONE: (____) _____
Area Code / Commercial Phone / Extension

9. Home Mailing Address: _____
City State Zip Home Phone (or Cell): (____) _____
Area Code

10. **COURSE SELECTION:** If you have previously completed courses at any of the institutions for which you are registering, please provide your Student ID number (if known). Otherwise, please provide your SSN in item 2 above. (For Math, English, or other courses requiring a prerequisite, also read and complete Item 11)

Course Prefix and Number (e.g. PSYCC100)	College/University	Student ID Number (if known)	Anticipated Term Start Date

11. **PREREQUISITE INFORMATION:** If any courses selected above require a prerequisite, student must furnish proof to the NCPACE registrar that the prerequisite has been met, e.g. college transcripts, qualifying Asset &/or ASVAB test scores or any other official documentation reflecting applicable tests/scores/ratings schools for prerequisite consideration.

11a. Prerequisite Course Name: _____ GRADE: _____ College where taken: _____
11b. Other applicable tests/scores/rating schools for prerequisite consideration: _____

12. **PREVIOUS COLLEGES ATTENDED:**

Name of Institution	City/State	Dates of Attendance	Hrs completed or Degree Earned	GPA

13. **GRADUATE STUDENTS:** Univ. of Oklahoma, Old Dominion Univ. & Saint Leo Univ. Graduate Programs: Admitted Application Pending Have not yet applied
For ODU, are you a graduate from the Officer Nuclear Power School/Prototype? If yes, date graduated: _____
For OU & SLU, if you have not received full admission to OU's grad program, you must submit a Provisional Form upon registering.

14. **ETHNIC BACKGROUND:** Are you Hispanic or Latino? Yes No
What is your race/ethnicity? (mark one or more) American Indian or Alaskan Native Asian Black or African American
 Native Hawaiian or Other Pacific Islander White

15. Read Below and Sign:

I understand this registration form is considered a legal document and will become a part of my permanent college record. By signing below, I hereby authorize the release of my educational records to the U.S. Department of Defense or other Navy College designee under the provisions of the Family Educational Rights and Privacy Act of 1974 for the period of time while I am participating in the NCPACE program. Those organizations and agencies to which my information may be given are prohibited by law from using it for any unauthorized purpose or from subsequently releasing it to anyone else. I understand upon registering for the courses above, I assume full responsibility for completing each course in which I have registered. If a course withdrawal is necessary, I understand that I may do so without transcript penalty by notifying my command ESO before the 15th day from the start date of the course.

X _____
Signature Date

- FOR OFFICE USE ONLY -	
ASSET Test Scores: WS ____ RS ____ NS ____ EA ____ IA ____ CA ____	ASVAB Scores: AR ____ PC/WK ____
Proof of course prerequisite or test score as indicated in Item 11 verified by the NCPACE Registrar. Date & Initial _____	
Materials Required: _____	Payment Amount Received: \$ ____ Date: _____

STEPS TO REGISTER IN AN NCPACE DISTANCE LEARNING COURSE

Sailors must receive approval from their command to register in courses through the NCPACE program. Prospective students must receive academic counseling and have a degree map/degree plan on file with Navy College. Assistance with this requirement will be available during NCPACE Orientation Services. Briefings, counseling, and registration sessions are conducted throughout the year at various base locations during specific dates and times as determined by the participating command, Navy College Office (NCO), and NCPACE site representatives.

To register, all students must attend the Registration Session conducted by the NCPACE contractor at the location designated by the command. Sailors should come prepared with the following:

- 1) Completed and signed NCPACE Distance Learning Registration Form.
- 2) Proof of prerequisite for any courses for which a prerequisite or qualifying test score is required.
 - Proof shall consist of a course transcript from the college where a course prerequisite was taken, or a copy of documentation reflecting the appropriate test scores, i.e. ASVAB, ASSET, or other information to be considered for a course prerequisite.
- 3) Money Order payable to "Central Texas College" for the purchase of required textbooks and course materials. No other form of payment is accepted.

In addition to the above, some NCPACE colleges have additional admission requirements. Specific information is available in the current NCPACE Distance Learning catalog which can be found at: <http://www.dlnpace.com>.

SOCNAV AGREEMENTS

NCPACE students are eligible to receive an official SOCNAV Student Agreement upon completion of 6.0 units at a specific institution. If you wish to request an evaluation of your military training and experience and previous college course work toward a degree at one of the NCPACE institutions, please follow the steps below and send all applicable forms and transcripts to the college or university from which you are interested in earning a degree.

Step 1 - Review the catalog for the available degrees provided by the NCPACE distance learning institutions.

Step 2 - Complete the SOC Evaluation Request Form provided in the NCPACE catalog or at <http://www.dlnpace.com>.

Step 3 - Submit your **official** military (SMART) transcript. You may request your SMART online at: https://www.navycollege.navy.mil/smart_info.cfm , by email the Navy College Virtual Education Center at: VEC@cnet.navy.mil , or by calling the VEC toll free at 1-877-838-1659.

Step 4 – Submit your **official** college transcripts from other colleges attended (*if applicable*). Transcript requests must be made from the college where the course(s) were taken and according to that college's transcript procedures.

Step 5 - Submit CLEP/DANTES, DSST test score report (*if applicable*).

Step 6 – Mail all of the above official documents to the institution from where you wish to have your evaluation conducted toward a college degree.

Good Luck as you embark on one of the most worthwhile endeavors of your life - Earning a College Degree!