Top 10 FAQs – Voluntary Education

1. **How do I access my degree audit for my associate's degree from CCAF?**
   a. Login to AFVEC
   b. Select *CCAF* drop down in blue bar on the left side of the screen.
   c. Select *CCAF Student Services*
   d. Select *My Graduation Requirements* tile.
   e. Select *Program of Study*
   f. Once all education requirements read 'fulfilled' and/or 'not fulfilled', select export to PDF at bottom right.
   *NOTE: Requirements with a green checkmark are complete, requirements with a red dot are not complete **OR** CCAF does not have those records/transcripts.*

2. **How do I complete my Career Path Decide?**
   a. Login to AFVEC
   b. Select *Career Path Decide* in blue bar on the left side of the screen.
   c. Select *Career Path Decide Website*
   d. Complete *Build Your Target* (optional) tab
   e. Complete *Quick Match* (required) tab.
   f. Download *Goals Report* PDF
   g. Upload complete *Goals Report* to *+Create New Plan* on AFVEC *Career Path Decide* page (upper right)

3. **How do I pick a school?**
   a. Use a college search engine, like TA Decide (www.dodmou.com) and find a school that meets your criteria.
      i. Does it have your program?
      ii. Does it accept TA? What are the tuition rates?
      iii. Does the class schedule/method of teaching work with your life circumstances?
   b. Apply to the school.
      i. Complete application for admission
      ii. Submit official transcript(s) from other schools (including CCAF) to new school.
   c. Get accepted and enroll at your new school.

4. **How do I send transcripts to CCAF? How do I access my CCAF student transcript? What is the length of time for CCAF to process my other transcripts?**

a. To *send* official transcripts to CCAF
   i. Check with your school(s) – do they send them directly or can you use a third party, like Parchment or National Student Clearinghouse?
   ii. Request official transcripts to be sent from your other school(s) to Community College of the Air Force.
   iii. Pay fee, if needed.
b. To *access* your CCAF student transcript
   i. Login to AFVEC
   ii. Select *CCAF* drop down in blue bar on the left side of the screen
   iii. Select *CCAF Student Services*
   iv. Select *Print Documents* tile
   v. Select most recently dated document
   vi. Select download
c. *CCAF Transcript Processing* time
   i. Go to airuniversity.af.edu/Barnes/CCAF/
   ii. The website maintains an updated timeline for how long transcripts are taking to process. This timeline is updated once a week.

5. How do I take a CLEP/DSST? Which CLEP/DSST will meet CCAF requirements?

a. To *take* a CLEP/DSST test:
   i. Select the test you wish to take (CLEP or DSST).
   ii. Visit http://www.minotstateu.edu/cel/pages/mafb-test.shtml and follow instructions.
      1. To register for a CLEP, create an account with College Board.
         a. Register for the test you wish to take.
         b. Make sure to select "Active Duty/Veteran/Military" so that you will not be charged for the test.
         c. Once you have completed registration, you will receive a ticket number.
         d. Call 701-858-3830 to schedule your test at Minot State University.
         e. BRING YOUR TICKET NUMBER TO TEST!
      2. To register for a DSST, contact the Minot State Testing Center at 701-858-3830 to schedule your test.
   iii. Gather study materials from Base Library or Minot Public Library.
   iv. Study and prepare for test.
   v. Take the test on your scheduled day and pass the exam.
b. To see which CLEP/DSST will count for CCAF, please contact the Education Center at 701-723-2772 for more information. There are many tests that will satisfy the general education requirements for CCAF.

       i. Keep in mind that the DoD will only pay for the test if you successfully pass it. Should you fail the test and want to retake that exact test again, you must wait 90 days and then you will have to pay for the re-test.

6. How do I change schools/programs?

a. You are allowed up to 2 school/program changes per education level (associate's, bachelor's, or master's degree), as long as you have completed less than 90 undergraduate semester credits (associate's or bachelor's) or 9 graduate semester credits (master's).

b. Contact your school and make change with school.
       i. If changing schools, notify old school that you are withdrawing from school. Complete necessary steps with old school.
          1. Apply and get accepted to new school.
       ii. If changing programs at same school, notify academic advisor and follow necessary steps to change program.

c. Notify Education Center via email of change of school/program and provide new degree plan.

7. What is an evaluated degree plan?

a. An evaluated degree plan is a document from your academic advisor with the following items listed on it:
       i. School Info
       ii. Your name
       iii. Your student ID number
       iv. Your program of study
       v. All courses required to complete the degree
       vi. All transfer credits (including CCAF credits, if applicable)

b. You will need to provide us with an evaluated degree plan as part of your education goal. You can be approved to take up to 2 classes without this document, but you will have a hold on your record that will prevent you from taking additional classes beyond those initial 2 classes.

8. When do I get cleared for out-processing?

a. You will show up on our internal out-processing checklist around 7-10 days before your PDD. Unless you have any outstanding debts or pending grades, we will automatically clear you in our system.

9. What are my state veteran benefits? What is the Yellow Ribbon Program? How do I use my GI Bill?

a. Visit https://www.myairforcebenefits.us.af.mil/Benefit-Library/State/Territory-Benefits for additional information on your state benefits.

b. Contact Ms. Gianna Brockhoff, the VA Representative at the Military and Family Readiness center for customized information on using your GI Bill benefits.

10. What is Skill Bridge?

a. The DoD Skill Bridge Program provides eligible transitioning DAF members opportunities to develop their career skills through civilian on-the-job training, employment skills training, apprenticeships, and internships to help them prepare to transition from military to civilian employment.

b. For those who are within 12 months of their DOS/DOR, we provide a weekly briefing on the SkillBridge Program on Wednesdays at 1000.

c. For more information, please see the DoD SkillBridge flyer or contact the Minot AFB Education Center at 701-723-2772.

BONUS: What is Air Force Cool?

d. AF COOL stands for Air Force Credentialing Opportunities On-Line (AFCOOL). AFCOOL is a pathway for enlisted DAF members to earn industry recognized professional certifications, licenses to enhance their active-duty work, and to prepare them as they transition to the civilian job market.

e. Explore available credentials here: https://afvec.us.af.mil/afvec/af-cool/search and see the AF COOL Flyer for more information.

Testing Corner

As we approach our main testing season, here are some tips to remember to ensure that your testing session goes as smooth as possible:

- Pay close attention to the **confirmation emails** you receive regarding your test. These communications have pertinent information regarding date, time, location, and required documents for your specific test.
- Make sure you have your **CAC** with you. Do not forget this item!
- Plan to arrive NLT 15 minutes **before** your scheduled test time.
- Arrive in **uniform** for all tests. Civilian clothes are not authorized during testing.
- No food or water is allowed in the testing rooms. This includes gum and candy.
- All cell phones, smart watches, fitness trackers, study materials, etc. MUST be left outside the testing room. There are lockers available outside the testing room for your use during your test.
- Don't forget to study and prepare for your test!

The Minot AFB Education Center offers the following tests:

AFCT	AFOQT	AFRAT	CDC	DLAB	DLPT
EDPT	EPQT	FAA	HAZMAT	OPI	TAPAS
TBAS	TYPING	WAPS			

For more information regarding testing, please contact our Test Control Officer at 701-723-4394 and the Civilian Training Manager at 701-723-2883.

Scholarships and Grants

Scholarship Search Engines:

- https://www.careeronestop.org/toolkit/training/find-scholarships.aspx
- https://bigfuture.collegeboard.org/scholarship-search
- https://www.scholarships.com/
- https://www.military.com/topics/college-scholarships
- https://www.fastweb.com/
- https://search.militaryscholar.org/

Other Private Scholarships:

- Air Force Aid Society https://www.afas.org/how-we-help/education-support/
- Air Force Association https://www.afa.org/informationfor/military/scholarships
- AF Services Club Membership Scholarship Program: http://www.myairforcelife.com/clubs/Scholarship.aspx
- American Legion https://www.legion.org/scholarships
- AMVETS http://amvets.org/scholarships/
- Balfour Beatty https://www.bbcommunitiesfoundation.org/
- CCME Scholarships http://ccmeonline.org/awardsandscholarships
- Fisher House Scholarships: https://fisherhouse.org/programs/scholarship-programs/
- Minot Spouses Club Scholarships https://minotafbsc.wordpress.com/scholarships/
- VFW's "Sport Clips Help A Hero Scholarship http://www.vfw.org/assistance/student-veterans-support

ESO Tip: Do not forget to ask your local organizations (banks, church, volunteer organizations, and social groups) about scholarship sponsorships.

ESO Tip: Ask your School Advisor about in house scholarships and work-study opportunities.

ESO Tip: What veteran benefits does your home state offer?

Helpful Websites

Air Force Virtual Education Center:
https://afvec.us.af.mil/afvec/public/welcome

Frequently Used Websites

Federal Student Aid
https://studentaid.gov/

GI Bill Comparison
https://www.va.gov/education/gi-bill-comparison-tool/

PSLF Help Tool
https://studentaid.gov/pslf/

PSLF & TEPSLF App
https://studentaid.gov/sites/default/files/public-service-application-for-forgiveness.pdf
SAT Information
https://satsuite.collegeboard.org/sat?excmpid=vt-00051

Student Loan Repay
https://studentaid.gov/manage-loans/lower-payments

Tutoring Help:
https://www.khanacademy.org/

https://www.mathway.com/Algebra

https://www.asvabprogram.com/

https://www.dantes.doded.mil/

https://dantes.petersons.com/

https://www.tutor.com/

https://dodmwrlibraries.org/

https://military.tutor.com/eligibility

**Access the Mango language learning software free
at** https://dodmwrlibraries.org/

On Base Schools

Columbia College

Phone: 701-714-0000
Website: http://www.ccis.edu/

Upcoming Terms:
Mar 4, 2024 – Apr 27, 2024 (8 weeks)
Schedule:
Columbia College Online Course Schedule

Embry-Riddle Aeronautical University

Office Phone: 701-727-9007
Teams Phone: 928-777-6342
Email: minot@erau.edu
Website: https://worldwide.erau.edu/locations/minot/

Upcoming Terms:
Feb 5, 2024 – Apr 7, 2024 (9 weeks)
Mar 18, 2024 – May 19, 2024 (9 weeks)
Apr 15, 2024 – Jun 16, 2024 (9 weeks)
Schedule:
Course Search | Embry-Riddle Aeronautical University - Worldwide (erau.edu)

Minot State University

Phone: 701-727-9044
Phone: 701-340-0812
Website: http://www.minotstateu.edu/cel/mafb.shtml

Upcoming Terms:
Mar 11, 2024 – May 2, 2024 (8 weeks – Term 2)
Schedule:
Minot AFB Spring 2024 Class Schedule

Park University

Phone: 844-884-8612
Email: pgallegos@park.edu
Website: https://www.park.edu/

Upcoming Terms:
Mar 11, 2024 – May 5, 2024 (Term 2)
Schedule:
https://app.park.edu/course/index.aspx