

# MILITARY STUDENTS CHECKLIST

## 1. BEFORE ADVISING APPOINTMENT

- Verify the student you are meeting with has military coursework (via unofficial transcript and perceptive content).
- Compare unofficial transcript and Joint Services Transcript (JST) (from perceptive content) to ensure that the number of credits transferred are accurate.
- If time allows, review how the courses were transferred in conjunction with the JST. It's likely that most of the military coursework are transferred in as general electives but could count towards electives in a major. More information can be found about the military course by looking it up on the American Council on Education website (see advising guide for step-by-step instructions). If you feel as though a course could count in a major or minor, encourage the student to pursue this with the department chair in the respective department.
- Have a copy of the unofficial transcript ready to share with the student.

## 2. DURING ADVISING APPOINTMENT

- Indicate that they have been awarded several transfer credits from their military coursework. If they have specific questions about how the courses transferred, they can speak with Admissions.
- If you did see courses that could potentially count as major/minor coursework or electives, provide that information to the student and the steps to work towards a potential substitution (e.g., look up information on ACE and then meet with the department chair).

## 3. AFTER ADVISING APPOINTMENT

- If the coursework was not applied to the student's UWEC unofficial transcript, you will need to email Monica Finley ([indrebm@uwec.edu](mailto:indrebm@uwec.edu)) and she will apply the credits. Follow up with the student to let them know that the credits have been applied.
- Check to ensure that service learning is waived – all students with a JST or DD214 on file should receive credit for service learning. If it hasn't been waived, contact Monica Finley ([indrebm@uwec.edu](mailto:indrebm@uwec.edu)). Students can access a copy of their JST or DD214 by going here: <https://www.va.gov/records/get-military-service-records/>.
- Check the registration date/time – military students should be given priority registration. You would email Miranda Cross-Schindler ([crossmk@uwec.edu](mailto:crossmk@uwec.edu)) to ask for this to be updated in CAMPS (JST or DD214 needs to be on file as well).

## 4. QUESTIONS?

- Regarding military coursework: Admissions ([admissions@uwec.edu](mailto:admissions@uwec.edu)) or Nichole Miller, ARCC ([nmiller@uwec.edu](mailto:nmiller@uwec.edu)).
- Regarding military benefits: Miranda Cross-Schindler ([crossmk@uwec.edu](mailto:crossmk@uwec.edu)).