MILITARY AND VETERAN GUIDE TO APPLYING AT THE COLLEGE OF CHARLESTON - SCHOOL OF PROFESSIONAL STUDIES

What's in this guide?

- Veteran and Military transfer guidelines
- Step-by-step application guide
- Final checklist
JOINT SERVICES TRANSCRIPT
TRANSFER GUIDELINES

ELIGIBILITY
Students must be
- a veteran with an honorable discharge or general discharge under honorable conditions
- an active service member
- a member of the Reserves/National Guard who has completed required trainings

Note: Active Duty, Reservist, and National Guard must provide Orders or Statement of Service along with their official transcript. Veterans are required to provide their DD-214 (Member 4 copy) along with their official transcript.

WHAT YOU NEED FOR TRANSFER CONSIDERATION
- Joint Services Transcript (JST) for former Army, Navy and Marine Corps and Coast Guard
- Community College of the Air Force (CCAF) if you attended this institution

TRANSFER CONSIDERATION: The College of Charleston requires the relevant academic department chair (or chair’s designee) or program director (or director’s designee) to determine the suitability of course credit earned through military training for transfer to the College. The College of Charleston uses the American Council on Education (ACE) credit recommendations and university transfer credit policies to assess U.S. military training credit for undergraduate students. The College reserves the right to accept ACE recommendations as a guideline, but will retain and exercise responsibility for assuring that the military training credits accepted are at the collegiate level and have resulted in learning outcomes comparable to those students would achieve through the College’s own instruction.
JOINT SERVICES TRANSCRIPT
TRANSFER GUIDELINES

TRANSFER POLICY

- All College of Charleston transfer credit policies apply to the process of evaluating and awarding military training for academic credit.
- Students may earn up to 30 transfer credit hours from their Joint Services Transcript. Only courses which have American Council on Education (ACE) course recommendations are eligible for evaluation.
- These 30 credit hours count toward the maximum of 60 transfer credit hours earned at a two-year institution that may be applied to the requirements for all College of Charleston bachelor’s degrees (A.B., B.A., B.S., B.G.S., B.P.S.).
- Students who have completed 1 year of military service in the United States military will be awarded 4 credit hours of elective transfer credit for the physical education activity course PEAC 1EE. These credit hours are included in the 30 credit hour maximum referenced above.
- The maximum number of transfer hours earned at a two-year institution that may be applied to the requirements for all College of Charleston bachelor’s degrees (A.B., B.A., B.S., B.G.S., B.P.S.) is sixty (60) credit hours. This includes the Community College of the Air Force.
STEPS TO APPLY

STEP 1: Sign up for an account

Enter your first name, last name and email address. Click submit.

STEP 2: Check your email

After you sign up for your account, check your email to confirm that you are a real person. Then, you’ll need to follow the steps to set a unique password.

STEP 3: Sign in again

Now that you have your username and password (your username is your email address), you’re ready to start the application.

STEP 4: Select which type of student best describes you

You’ll be prompted to select which student status best describes you. Your options are first-time adult (21+) student with no college credit, readmit from the College of Charleston, or transfer student.

If none of these categories describe you, then you may want to call or email our admissions team to see how you should continue with the application process.

STEP 5: Select the term for which you would like to apply

The School of Professional Studies offers 5 admissions deadlines throughout the year. Two are offered in the Spring, two in the fall, and one in the summer.

STEP 6: Complete each section of the application

Now that you’ve completed these preliminary questions, the online application will walk you through each section of the application.
THE APPLICATION SECTIONS

- **About the School of Professional Studies** – This section dives into how the School of Professional Studies meets the needs of adult learners in the community. You’ll want to read through this section carefully to make sure that you meet the application requirements.
- **Honor Code Compliance** – In this section, you will need to certify that all information provided in this application is correct and complete.
- **Personal and Contact Information** – Here you will enter your personal information and be asked a few questions about your residency. You may also enter optional demographic data.
- **Military and Citizenship Questions** – The College of Charleston and the School of Professional Studies offers services specifically for veterans, military personnel and their dependents. Please complete this section accurately so we can send you information about services and opportunities.
- **Education and Employment** – In this section, you’ll want to enter every school that you have attended to ensure that you receive the maximum number of transfer credits. You’ll also have the opportunity to upload your transcripts or let the College know that your previous school(s) will be sending those over.
- **Testing** – If you earned fewer than 24 college credit hours, you must submit either an SAT or ACT score electronically and directly from the testing agency.
- **Personal Statement** – The personal statement is important to help the admissions team determine if you are a qualified fit for admission to the School of Professional Studies. In this section, you’ll want to craft an essay that explores your educational background, previous academic challenges, and explanations for any gaps in attendance. In addition, you should discuss future goals and strategies for academic success.
- **Emergency Contact** – Please list the person you would like us to contact in case of an emergency.
- **College Affiliations** – In this section, please list any family members who have attended the College of Charleston. If there are none, please leave this section blank.
- **Anti-discrimination and Disciplinary Information** – Please enter any information about convictions or criminal charges pending against you. If you select “yes” for any of the questions, the College will request more information and it may prompt a background check. You do have the opportunity to explain your answers and submit any supporting documents in this application.
STEP 7: Once you have fully completed the application, review it and hit submit.
YOUR CHECKLIST

☐ I meet all application requirements

☐ I have located and requested all of my transcripts
  ☐ BONUS POINTS: My transcripts are at the College

☐ I have successfully completed and submitted my application

☐ I have received my acceptance email from the College of Charleston

☐ I have contacted my advisor

☐ I have registered for classes

CONTACT INFORMATION

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