

# Earning Credit For Military Training



Prepared by Christine K. Orban  
Academic/International Student Advisor  
Advising Office, SSC 4

## *Welcome To LCCC!*

Lehigh Carbon Community College is proud of the military veterans who have served, or are serving our country. We have many services on our campus to help our students succeed. We want your experience here to be great! The purpose of this guide is to help you get acquainted with our college and how everything works here. Please let us know if you have any questions. We are all here to help you succeed whether you're just taking one class or seeking a degree. Let us know how we can help!!

### **Veteran's Club - Cougar Warriors**

For information on joining the Cougar Warriors, please contact Phillip Parsons.  
[pparsons@lccc.edu](mailto:pparsons@lccc.edu)

All students, faculty, and staff Veterans are welcome to join the club!



## Credit for Your Military Experience

Students with military experience can earn college credits through LCCC's Prior Learning Program. Up to 18 credits may be awarded towards an LCCC major if the military training directly relates to the major. Typically, only skill areas are evaluated as they applied to the LCCC major. If the military experience was unrelated to the chosen degree then in most cases free electives or between 1-4 credits of physical education will be awarded for the completion of basic training if indicated on the record. Please note that if you are intending to transfer to another institution, you will need to complete this process when you go there and your four-year school may not evaluate the credits in the same way as LCCC.

While in the military, many students attended other colleges or completed standardized exams. To receive credits for those courses, an official transcript from *each* college attended and/or each exam completed, must be sent directly to:

LCCC Record's Office SSC 122  
4525 Education Park Dr.  
Schnecksville, Pa. 18078.

In total transfer, students can earn up to 45 credits towards their degree at LCCC; at least 25% of the major must be completed at LCCC.



## How to Get Credit for Your Military Experience

By submitting their official military transcripts, veterans can have previous military experience evaluated for college credit. The college evaluates previous military training in accordance with the recommendations of the American Council on Education through the Guide to the Evaluation of Educational Experience in the Armed Forces. Credit will be evaluated for your program of study here at LCCC.

Step 1: Obtain your military transcript by visiting one of the links below.

- Joint Services Transcript: for those who served in the Army, Coast Guard, Marine Corps, and Navy: Active Duty, Reserve and Veterans. <https://jst.doded.mil/official.html>
- For those served in the Air Force, CCAF, [www.au.af.mil/au/ccaf/transcripts.asp](http://www.au.af.mil/au/ccaf/transcripts.asp)
- *The Defense Activity For Non-traditional Education Support Program (DANTES)* is a standardized subject test offered in various college and technical subjects. [www.dantes.doded.mil/Dantes web/DANTESHOME.asp](http://www.dantes.doded.mil/Dantes_web/DANTESHOME.asp)
- *The College Level Examination Program (CLEP)* is part of The College Board and is a national program of credit by examination. The college will grant credit based on appropriate scores. <http://www.collegeboard.com/student/testing/clep/credit.html>

- Step 2: Once your official military record has been received, it will be evaluated for your major.
- Step 3: After the evaluation is completed, a notice will be sent to your LCCC student email. It will indicate which credits, if any, can be applied to your major at LCCC.
- Step 4: Credit will be posted to your LCCC transcript by mid-term of your first semester here.
- Step 5: At mid-term, you can look for your credits on your LCCC transcript which you can find on BannerWeb through your MyLCCC portal account.
- Step 6: For assistance logging into MyLCCC, please contact Record's Office at 610-799-1171.
- Step 7: If you have any questions please contact your assigned advisor; each student at LCCC is assigned to an advisor to help you with your academic goals. Advisors are assigned to you based on your listed major.



## **Counseling Services**

The life of a college student is a busy one- balancing obligations to work, family, friends, and school. It can feel overwhelming at times even just knowing where to start. At LCCC Counseling Services, we work with students to navigate the challenges of being a busy student in an even busier world. Our counselors have the training and experience to walk with you through some of the challenging transitions that occur during college.

Our counselors are located in SSC 126. Please contact 610-799-1895 to schedule an appointment. We're here to help!

## **For Service-members called to Active Duty**

Students who have been ordered to report for active duty with one of the branches of the United States Military may withdraw from classes at LCCC without academic or financial penalty. Students who wish to be considered for such a withdrawal must complete the following process:

- Complete withdrawal form, with your advisor, or Record's Office.
- Attach a copy of active duty orders from the military to the withdrawal for.
- Submit both documents to the Record's Office.

For more information see your advisor or visit the Record's Office in SSC 122.

## Academic Advising

Each student is assigned an advisor based on their major to assist them with their academic goals. It is important to meet with your advisor regularly; all new students must meet with their advisor prior to registering for their first semester at LCCC. Advisors are here to help you with your career and major choices, interpreting your placement test results, transferring to another college, and helping to stay on track for graduation. We can help you navigate the policies and procedures here at LCCC as well as direct you to appropriate services. To make an appointment with your advisor contact your advisor directly or email [advise-me@lccc.edu](mailto:advise-me@lccc.edu) or call the main Advising Office, SSC 4, call, please call 610-799-1137.

## Veterans Affairs

The Montgomery G.I. Bill, Post 9/11 G.I. Bill, and 100% Tuition Paid (National Guard) are several examples of the programs that the government has created to assist veterans in their pursuit of higher education. Veterans are encouraged to apply for benefits as soon as possible as it may take up to 20 weeks for the Department of Veterans Affairs to process the application. Applicants for benefits may apply online through the G.I. Bill website at [www.gibill.va.gov](http://www.gibill.va.gov)

For more information on veterans benefits contact Diane Stanus at Record's Office SSC 122 610-799-1768  
[dstanus@lccc.edu](mailto:dstanus@lccc.edu)



Lehigh Carbon  
COMMUNITY COLLEGE

START HERE | GO ANYWHERE

	<p><b>Advising Office</b></p>
<p>Lehigh Carbon Community College 4525 Education Park Dr. Schnecksville, Pa. 18078</p> <p>Phone: 610-799-2121 E-mail: <a href="mailto:CreditTransfer@lccc.edu">CreditTransfer@lccc.edu</a></p>	