Connecting the Dots • JST • ACE GUIDE & TES • YOUR SYSTEM

JST SECTION 1: MILITARY COURSE COMPLETIONS

These are courses taken during/given by military service that have an ACE identifier code. They are given specific credit based on the identifier and the time period when it was taken and/or the level of the service member.

What it looks like on the **JST** from the student: *example: NV-1704-0004*

*If you enter work from the summary page, then please see the note regarding Section 5

This is what you would find on the **ACE** Military Guide for Courses:

http://www2.acenet.edu/militaryguide/ShowAceCourses.cfm?ACEID=480362 (this is the link for the version with dates 7/94 to 10/08)

This is what you would find if you look for the **TES** course description (which is what connects to Transferology):

This is how you might enter this work into **your** equivalency tables:

EXAMPLE INCOMING COURSE NUMBER FORMAT:
- SUBJ=NV, COURSE=17040004 …OR
- SUBJ=NV, COURSE=1704-0004 (effective Fall 1994-Fall 2008) …OR
- SUBJ=NV, COURSE=17040004V3 (no effective term) …OR

EXAMPLE EQUIVALENT COURSE CREDIT OPTIONS:
- 9 lower division generic elective hours + 6 upper division generic elective hours… OR
- AERN LD 3 credits, GEOL LD 3 credits, TRAN LD 2 credits, GEOG LD 2 credits, AERN UD 6 credits… OR
- You *may* have faculty that determine equivalent credit for part of this course, so you might have GEOG21096 for 3 credits and then 6 lower division elective hours + 6 upper division elective hours.

JST SECTION 2: MILITARY EXPERIENCE (C08028)

These are credits that are given for service and experience gained from their military occupation. These are very similar to section 1, however you may see that some of the recommended credits are dependent on the student's skill level/rank/status (a.k.a. Career Pattern) at the time of the occupation.

What it looks like on the JST from the student: *example: NER-ET-007*

> **ET2**
>
> **NER-ET-007**   16-DEC-2013
>
> **Electronics Technician (Surface):**
>
> Performs maintenance on electronic equipment for surface ships, electronic air detection and tracking equipment, electronic recognition and identification equipment, aids to navigation, and electronic equipment and components used for communication, cryptography, and navigation; possesses a general working knowledge of electricity and electronics. Reads and interprets schematics and block diagrams; uses test equipment and hand tools; repairs electrical/electronic cables and connectors; localizes malfunctions and repairs or replaces faulty parts or subassemblies; aligns, adjusts, calibrates, and performs preventive maintenance on equipment; inventories tools and portable test equipment; completes maintenance data forms.
> Maintains radar transmitting equipment, radar receiving equipment, radar identification equipment, and air navigation equipment; localizes malfunctions to systems, subsystems, circuits, and parts; inventories installed equipment; completes maintenance reports.
>
> - Digital Circuits   3 SH   L
> - Electric Circuits   3 SH   L
> - Electronic Circuits   4 SH   L
> - Electronic Systems Troubleshooting And Maintenance   3 SH   L

This is what you would find on the ACE Military Guide for Courses:

http://www2.acenet.edu/militaryguide/ShowAceOccupations.cfm?ACEID=NER-ET-007

> **Occupation Exhibit**
>
> **NER-ET-007**
>
> ELECTRONICS TECHNICIAN (SURFACE)
>   ET3
>   ET2
>   ET1
>   ETC
>   ETCS
>   ETCM
> **Exhibit Dates:** 3/04–Present.
>
> **Occupational Field:** 8 (Weapons Control).
>
> **Career Pattern**
> *SN:* Seaman (E-3). *ET3:* Electronics Technician, Third Class (E-4). *ET2:* Electronics Technician, Second Class (E-5). E Class (E-6). *ETC:* Chief Electronics Technician (E-7). *ETCS:* Senior Chief Electronics Technician (E-8). *ETCM:* Master (
>
> **Description**
> *Summary:* Performs maintenance on electronic equipment for surface ships, electronic air detection and tracking equ identification equipment, aids to navigation, and electronic equipment and components used for communication, crypt possesses a general working knowledge of electricity and electronics. *ET3:* Reads and interprets schematics and block

Recommendation, ET2

In the lower-division baccalaureate/associate degree category, 3 semester hours in electric circuits (AC/DC), 2 in electronic test equipment laboratory, 3 in technical mathematics, 3 in microcomputer applications software, 2 in navigation equipment, 3 in digital circuits, 3 in microprocessors, 4 in electronic circuits, 3 in electronic systems troubleshooting and maintenance, and 2 in personnel supervision (3/06)(3/06).
Other recommendations would be listed for ET3, etc

Occupation prefixes and rank examples:
MOS means an Army occupation
(Level 10 through 40)

NER is a Navy rating
(ABE3 through ABEC5, ET… etc)

NEC is a Navy Enlisted Classification

NWO is a Navy Warrant Officer

LDO is a Navy Limited Duty Officer

MCE is a Marine Corps enlisted occupation
(PVT through MCYSGT)

MCO is a Marine Corps Warrant Officer

CGR is a Coast Guard rating and
(SNA03 through ADCM)

CGW is a Coast Guard Warrant Officer.

***Common practice is to issue credit for the highest level/rank achieved within that occupation exhibit, however that is up to the receiving institution.

This is how you might enter this work into your equivalency tables:

EXAMPLE INCOMING COURSE NUMBER FORMAT:

- SUBJ=NER, COURSE=ET007ET2 (for level ET2) …OR
- SUBJ=NER, COURSE=007ET2 (for level ET2)

JST SECTION 3: COLLEGE LEVEL TEST SCORES (C09384)

CLEP, DSST, DLPT, NCPACE, ACT/PEP, and Excelsior Test score data. How you issue credit for exams will dictate how this work is added to the student record.

JST SECTION 4: OTHER LEARNING EXPERIENCES

College credit is not normally issued in this section. **However,** you might want to review this section to look for course or occupations that are listed with errors that don't affect the articulation of the work. Errors 2 and 4 could possibly get credit based on the ACE evaluation, but because dates or location weren't listed, then it isn't listed in section 1. In these cases, you may want to check the ACE Guide to see if the credits recommended are limited to a date range or location. If not, then you can issue the same credits even if that information isn't listed.

JST SECTION 5: SUMMARY

Sometimes it might be easier to enter coursework onto a student record from the Summary instead of the detailed pages. However, you will want to note that the summary page only shows the date of the completion of the course, NOT the date range. So for the course example NV-1704-0004, you won't see this..

But rather you will see only 14-SEP-2001, which may not be the way you have it set up in your articulation rules:

Q: What happens when I articulate a Military course and the rules I put in our system don't match what is on the JST?
A: There have been times when the credits listed on the JST did not match the ACE Guide Recommended Credits. In these cases, it is best to confirm with someone official whether the JST needs corrected or if the ACE Guide needs updated. Asking the student to update the JST can be cumbersome, whereas a simple email can be quick and easy to append to your JST document.
For questions regarding discrepancies between ACE Guide and JST, email Military Ed militaryed@acenet.edu, and include the ACE ID number, Credits that are in question, and a student name if available.

Q: How do I make sure my military courses are crosswalked into TES/Transferology correctly?
A: If you need more data, it is best to consult with your IT persons and TES/Transferology representative. However some basic info you might need would be the OPEID code (99999998) and it might help to know that they do not list version numbers or Career patterns on Military Courses/occupations. As of now, it is recommended that dashes be used in the course numbers for easier match up in the TES/Transferology systems, however it is possible without dashes as well (for those who already have a lot of rules in their system).

For more information regarding the JST and ACE Guides, try this link:
http://www.acenet.edu/news-room/Pages/Military-Guide-Frequently-Asked-Questions.aspx