



Navy College Program for Afloat Education (NCPACE)

Distance Learning Registration Form

Visit our Website at www.dlnpace.com

Please **PRINT CLEARLY** in INK! ~ Don't forget to **provide proof of prerequisites or qualifying scores** if required! ~ **SIGN and DATE** at the bottom!

1. NAME: _____
LAST FIRST MIDDLE INITIAL Please list any prior names used

2. Social Security No.

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 3. E-Mail (primary) _____ 4. E-Mail (secondary) _____

Your SSN is requested in order to grant you admission to the college(s) for which you are registering. Upon acceptance, each respective college will issue you a Student ID number unique to records at that institution. If you have previously completed courses at the college(s) for which you are now registering, you have the option of providing either your SSN above or your Student ID number in item 10 below.

4. BIRTHDATE: ____/____/____ 5. MALE FEMALE 6. RATE and RANK: _____
MM DD YYYY

7. High School Diploma **OR** GED **AND** Date of HS Graduation or GED _____
(This information is required, even for Graduate Students)

8. COMMAND NAME: _____ NAVY BASE LOCATION: _____

Command Mailing Address COMMAND PHONE: (____) _____
Area Code / Commercial Phone / Extension

9. Home Mailing Address: _____

City State Zip PHONE: (____) _____
Area Code

10. **COURSE SELECTION:** If you have previously completed courses at any of the institutions for which you are registering, please provide your Student ID number (if known). Otherwise, please provide your SSN in item 2 above. **(For Math, English, or other courses requiring a prerequisite, also read and complete Item 11)**

Course Prefix and Number (e.g. PSYCC100)	College/University	Student ID # (if known)	Term Start Date

11. **PREREQUISITE INFORMATION:** If any courses selected above require a prerequisite, student must furnish proof to the NCPACE registrar that the prerequisite has been met, e.g. college transcripts, qualifying Asset &/or ASVAB test scores or any other official documentation reflecting applicable tests/scores/ratings schools for prerequisite consideration.

11a. Prerequisite Course Name: _____ Grade: _____ College where taken: _____

11b. Other applicable tests/scores/rating schools for prerequisite consideration: _____

12. **PREVIOUS COLLEGES ATTENDED:**

Name of Institution	City/State	Dates of Attendance	Hrs completed or Degree Earned	GPA

13. **GRADUATE STUDENTS:** Univ. of Oklahoma, Old Dominion Univ. and Saint Leo Univ. Graduate Programs: Admitted Application Pending Have not yet applied
 For ODU, are you a graduate from the Officer Nuclear Power School/Prototype? If yes, date graduated: _____
 For OU & SLU, if you haven't received full admission to the grad program, you must submit additional paperwork at registration (see NCPACE registrar for details).

14. **ETHNIC BACKGROUND:** Are you Hispanic or Latino? Yes No
 What is your race/ethnicity? (mark one or more) American Indian or Alaskan Native Asian Black or African American
 Native Hawaiian or Other Pacific Islander White

15. Read Below and Sign:

I understand this registration form is considered a legal document and will become a part of my permanent college record. By signing below, I hereby authorize the release of my educational records to the U.S. Department of Defense or other Navy College designee under the provisions of the Family Educational Rights and Privacy Act of 1974 for the period of time while I am participating in the NCPACE program. Those organizations and agencies to which my information may be given are prohibited by law from using it for any unauthorized purpose or from subsequently releasing it to anyone else. I understand upon registering for the courses above, I assume full responsibility for completing each course in which I have registered. If a course withdrawal is necessary, I understand that I may do so without transcript penalty by notifying my command ESO before the 15th day from the start date of the course.

X _____
Signature *Date*

FOR OFFICE USE ONLY	
ASSET Test Scores: WS ____ RS ____ NS ____ EA ____ IA ____ CA ____	ASVAB Scores: AR ____ PC/WK ____
Proof of course prerequisite or test scores as indicated in Item 11 has been verified by NCPACE Registrar. Date & Initial _____	
Materials Required: _____	Payment Rcd: _____ Date: _____

STEPS TO REGISTER IN A NCPACE DISTANCE LEARNING COURSE

Sailors must receive approval by their command to register in the NCPACE program. Briefings and registration are conducted throughout the year at various base locations during specific dates and times determined by the Navy College Office (NCO) and NCPACE site representatives.

To register, all students must attend the Registration Session conducted by the NCPACE contractor at the location designated by the NCO. Sailors should come prepared with the following:

- 1) Completed and signed NCPACE Distance Learning Registration Form.
- 2) Furnish proof of prerequisite for any courses in which a prerequisite is required.
 - Proof shall consist of a course transcript from the college where a course prerequisite was taken, or a copy of documentation reflecting the appropriate test scores, i.e. ASVAB, ASSET, or other information to be considered for a course prerequisite.
- 3) Money Order payable to 'Central Texas College' for the purchase of the required textbooks and materials. No other form of payment is accepted.

In addition to the above, some NCPACE colleges have additional admission requirements. Specific information is available at <http://www.dlnpace.com>.

SOCNAV AGREEMENTS

NCPACE students are eligible to receive a SOCNAV Student Agreement upon completion of 6.0 units at a specific institution. If you wish to request an evaluation of your military training and experience and previous college course work toward a degree at one of the NCPACE institutions, please follow the steps below and send all applicable forms and transcripts to the college or university from where you wish to earn a degree.

Step 1 - Review the catalog for the available degrees provided by the NCPACE distance learning institutions.

Step 2 - Complete the SOC Evaluation Request Form provided in the NCPACE catalog or at <http://www.dlnpace.com>.

Step 3 - Submit your **official** military (SMART) transcript. You may request your SMART online at <https://www.navycollege.navy.mil/transcript.html>, by email ncc@cnet.navy.mil or, calling toll free at (877) 253-7122

Step 4 – Submit your **official** college transcripts from other colleges attended (*if applicable*). Transcript requests must be made from the college where the course(s) were taken and according to that college's transcript procedures.

Step 5 - Submit CLEP/DANTES, DSST test score report. (*if applicable*)

Step 6 – Mail all of the above official documents to the institution from where you wish to have your evaluation conducted toward a college degree.