

Joint Services Transcript Assessment

In accordance with the [Guidelines on Award of Academic Credit for Military Education, Training and Experience by Virginia Public Higher Education Institutions](#) Virginia Code §23.1-904, established by the 2012 General Assembly and amended in 2022:

The governing boards of each public institution of higher education shall, in accordance with guidelines developed by the State Council of Higher Education for Virginia, implement policies for the purpose of awarding academic credit to students for education, experience, training and credentials gained from service in the armed forces of the United States.

Old Dominion University recognizes the specialized training and skills of our military service members. Credit may be awarded for various types of military experiences and other experiential learning skills. In the best interest of our military students, all Joint Services Transcripts (JST) submitted will be loaded into the Student Information System, Banner, and will be articulated.

Students can access all equivalencies via the online [course by course equivalency database](#). Prospective students should contact [Transfer Evaluation Services](#) for equivalency related questions. Newly admitted and enrolled students should initiate the process with their academic advisor using the following protocol: JST coursework that has a direct course equivalent at Old Dominion University will earn credit. Coursework that is equated to an elective course will be articulated initially with zero credits. Coursework will be available to view in Degree Works. Together, the student and the advisor can determine what coursework should be articulated for credit up to 60 credits in the best interest of the student. An advisor will complete the *Evaluation of Military Credits form* and submit to the Office of the Registrar at degreeworks@odu.edu, with a detail of what course(s) should receive credit to assist the student towards graduation. *Once the course(s) has been articulated and is part of the student's academic record, removal of the credit will not be allowed.

Credit for Training. Military and professional training may be evaluated and recommended for college credit by the American Council on Education (ACE). The relevant academic department will recommend specific academic credit for posting to the student's record.

Priority Preregistration for Active Duty, Veterans, Reservists and Virginia National Guard Service Members

The State Council of Higher Education for Virginia in consultation with the Military Education Advisory Committee (MEAC) has issued guidelines that require state colleges and universities to establish course registration policies that provide reasonable accommodation to students who are active-duty military members, veterans, reservists and Virginia National Guard members. Old Dominion University wishes to facilitate priority preregistration for currently enrolled, degree-seeking military students according to the following procedures:

- **Priority preregistration will** begin no sooner than Monday of the first week of preregistration provided documentation has been received and approved in the Office of the University Registrar.
- **Preregistration will be based on the student's class standing** (senior, junior, sophomore, freshman) and will permit the student to participate during the earliest registration time slot for his or her class. Time tickets will be assigned using rules to assign the appropriate time slot. All graduate students are invited to register on the first day of preregistration.

To qualify for priority preregistration:

- **Active Duty, Reservist and National Guard students** must provide proof of current active-duty status to the Office of the University Registrar prior to preregistration each semester. With valid Military ID, students will be granted a priority registration time slot.
- **Veterans receiving federal VA educational benefits** to include but not limited to Chapter 30, Chapter 31, Chapter 32, Chapter 33, Chapter 1606 and Chapter 1607 will automatically receive priority preregistration if benefits have been received at Old Dominion University during the current semester (for example, priority preregistration will be granted if the student has submitted the benefits certification form for the spring semester and wishes to preregister for the fall semester).
 - **GI Bill benefits recipients** who have submitted the Veterans Clearance form to the Office of the University Registrar by the deadline will be granted a priority window registration time slot. The VA Clearance Form is available at: <https://www.odu.edu/registrar/forms>
- **Veterans who do not use federal VA educational benefits** must provide a copy of the DD214, retired military identification card or the DMV issued veteran card.

- **In order to participate in priority preregistration**, students who are qualified must self-identify as indicated and provide requested documentation by the following deadlines:
 - **Fall preregistration: March 15**
 - Generally, fall preregistration will begin no later than the second week of April for currently enrolled degree seeking students.
 - **Spring/Summer preregistration: October 15**
 - Generally, spring preregistration will begin no later than the second week of November for currently enrolled degree seeking students. Summer preregistration is ongoing and concurrent with spring preregistration.

All students must have been advised, have no restrictive holds on the student account and be otherwise eligible to register in order to participate in preregistration. First semester students may register during their orientation date.

Documents should be mailed or delivered to the Veterans Affairs Certification Team, Office of the University Registrar, 1009 Rollins Hall, Norfolk, VA 23529 or faxed to 757-683-5357. They can also be emailed to vaservices@odu.edu. The VA Certification Team is responsible for all requests regarding priority preregistration.

Communication about the priority preregistration process will be published in the University Catalogs, available online on the [Veterans Services website](#) and through direct communication via email to the ODU email address to all currently qualified and enrolled students.

Staff in the Office of the University Registrar, Military Connections Center and the Office of Admissions will be trained to communicate the policy to students who may be qualified for this benefit.

-Approved by the Board of Visitors