

## Adding Degrees / College Course to SMART

**Navy Enlisted:** Once SMART is updated, the information is automatically forwarded to the Electronic Training Jacket (ETJ) within 2 weeks.

**Navy Officers:** SMART is updated through the procedures below, contact PERS 45E for questions on updating Education to Navy Personnel Records

Or go to [BUPERS Web Site](#).

### To Add College Degrees & Certifications to SMART

- For Active Duty, Reserve, Retired, and Separated Navy or Marine personnel
- Degrees/certifications earned prior to and during active duty
- Institution must be accredited (regional or national accrediting agency recognized by the U.S. Dept of Education)
- If your college is not currently accredited; then you must have the Dean of the College or Accrediting Agency send supporting documentation (letter, email) to the VEC verifying your college was accredited and by which Accrediting Agency at the time you graduated from the institution
- Degrees and Courses from Foreign Colleges/Institutions may ONLY be updated to SMART if the transcript is from a College/Institution which is accredited by a Regional or National Accrediting Agency recognized by the U.S. Department of Education. For more information on accreditation go to web site (U.S. Dept of Education):  
<http://www.ed.gov/admins/finaid/accred/index.html>

**Do NOT submit Credit Evaluation documents in lieu of Foreign Transcripts.**

#### Sailor/Marine must:

1. Have OFFICIAL transcript sent from institution directly to VEC:

**COMMANDING OFFICER**

**Center for Personal and Professional Development**

**ATTN: Virtual Education Center**

**1905 Regulus Avenue, Ste. 234**

**Virginia Beach VA 23461-2009**

Sailor/Marine must contact the Virtual Education Center (VEC) advising them that he/she is having an official transcript mailed to VEC directly from the academic institution for the purpose of adding the degree/certification to SMART. Sailor/Marine provides VEC with his/her name; Last Four of SSN and either e-mail or phone number so that individual can be reached should there be any questions. To Add the Specific College Courses, notify the Virtual Education Center at this time.

The Virtual Education Center can be reached at toll free 1-877-838-1659, DSN: 492-4684, Commercial 757-492-4684, or e-mail

[VEC@navy.mil](mailto:VEC@navy.mil)

### To Add Other Funded Courses (OFCs) - (Non-TA or Non-NCPACE funded courses)

- Active duty and Reserve Navy or Marine personnel
- Courses taken prior to or during active duty, but not funded by TA or NCPACE (i.e., CCAF courses, or courses paid for using MGIB, other federal funding such as Pell Grants, or scholarships, or paid for by Individual out-of-pocket, etc.).
- Courses taken at accredited institutions (regional or national accrediting agency recognized by U.S. Dept of Education)

#### Sailor/Marine must complete one of the following:

- Option 1. Sailor/Marine must have OFFICIAL transcript sent from institution directly to VEC:

COMMANDING OFFICER

Center for Personal and Professional Development

ATTN: Virtual Education Center

1905 Regulus Avenue, Ste. 234

Virginia Beach VA 23461-2009

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Sailor/Marine must contact the Virtual Education Center advising them that he/she is having an official transcript mailed to VEC directly from the academic institution for the purpose of adding "Other Funded Courses" to SMART. Individual provides VEC with his/her name; Last Four of SSN and either e-mail or phone number so that Sailor/Marine can be reached should there be any questions. The Virtual Education Center can be reached at toll free 1-877-838-1659, DSN: 492-4684, Commercial 757-492-4684, or e-mail [vec@navy.mil](mailto:vec@navy.mil).

**Option 2.** The Sailor/Marine brings an OFFICIAL transcript or course grade report to their Navy College Office (NCO). The NCO staff certifies it to be a true copy and faxes it to the VEC at 757-492-5095. The fax cover sheet must indicate the information is from the NCO. The cover sheet also must indicate the purpose of the fax by stating, "Other Funded Courses", and note which courses are to be added. The fax must also include student contact information such as either the student's phone number or the student's email address. The VEC staff will input into the SMART database the following information: the institution, course, credits and grade.

**Option 3.** The Sailor/Marine obtains an OFFICIAL transcript or course grade report, has it certified or notarized (can be notarized or certified by command representative, etc.) and mails it to:

COMMANDING OFFICER  
Center for Personal and Professional Development  
ATTN: Virtual Education Center  
1905 Regulus Avenue, Ste. 234  
Virginia Beach VA 23461-2009

Sailor/Marine includes letter requesting "Other Funded Courses" be added to SMART. Sailor/Marine specifies which courses are to be added. Sailor/Marine must include contact information such as his/her phone number or email address. The VEC staff will input into the SMART database the following information: the institution, course, credits and grade.