



Base Education Center

Academic Skills Program



The Camp Pendleton Education Center and Palomar Community College have teamed up to provide this 30-day, on-duty educational program. It is open to all active duty enlisted personnel, dependents, and civilians who are interested in improving their English and math skills. Teachers who specialize in adult education teach in a traditional classroom setting. Class size is limited to 30 students per session. All students are required to meet a minimum number of supervised instructional study hours. **Academic Skills Program classes** are held at the JEC, Bldg 1331, Monday thru Fri, 0730 – 1600 for four weeks.

Once students finish the course they should see an improvement in their basic skills in English and math and should be more competitive in today's military and civilian job markets.

The Academic Skills Program is HIGHLY RECOMMENDED for all active duty military students who want to use tuition assistance for the first time, but have a GT of 99 or below, and failed to achieve a grade 10.2 on the **Tests of Adult Basic Education (TABE)**. Completion of this program is highly recommended for those students prior to submission of requests for tuition assistance (MCO 1560.25).

HOW DO I GET STARTED?

1. Check with your command to make sure you're able to attend the 30-day session. Active duty personnel must have command support and be issued permissive TAD orders by his or her unit to attend the Academic Skills Program classes.
2. TAD orders will be collected the first day of class, and returned the last day of class.

Active duty enlisted service members must take the Tests of Adult Basic Education (TABE) pretest at the Mainside Education Center, Bldg 1331, 760-725-6660 or 725-6414, or the SOI office, Bldg 520512, 760-725-0606 before completing the enrollment process. Dependents and civilians are also required to take the TABE before beginning class. Call the Palomar office at (760) 725-6626, or stop by their office located in Bldg 1331, for scheduling information.

REGISTRATION PROCEDURES

Step 1: Fill out the **Acknowledgement of Responsibilities** Letter (all the information at the top needs to be completed), and please include the last four of your **social security number**; fill in the respective dates of the course; initial down the side; sign it and then have your commanding officer sign. Active Duty personnel must also take the TABE exam.

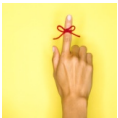
Step 2: Bring the signed Acknowledgement of Responsibilities letter to the BEC for review. Once the BEC has verified the completion of the TABE exam the letter will be stamped.

STEP 3: Go in person and hand in your completed Letter of Acknowledgement to the Palomar College office in Bldg 1331. The registration personnel at the office will help you fill out the Palomar online application for the upcoming Academic Skills Program session and enroll you.

Step 4: The Palomar College office will stamp your Letter "Received" and give you a copy of your Acknowledgement Letter and a registration confirmation slip. You are to bring these two forms to the Education Center office, where you will hand in the registration confirmation slip and the Acknowledgement Letter.

The Education Center will make a copy of your Letter of Acknowledgement for your records. Please bring your PTAD orders the first day of class. **This step must be completed or you will not be fully registered into the next Academic Skills Program session.**

Step 5: Dependents only: If you haven't done so already, take the TABE test. This is a pre-registration tool for the program, and helps the instructors assess your current skill-level in English and math.



IMPORTANT THINGS TO REMEMBER!

The Academic Skills Program is not an ASVAB or AFCT prep course. MARADMIN 081/11 clarifies DOD and USMC policy in regards to ASVAB prep courses. Marines are not allowed to take ASVAB prep courses and the use of other test preparation aids is strictly prohibited. Service members who want to improve their AFCT scores in order to qualify for re-enlistment or other programs are encouraged to go to Petersons.com/dod for prep materials. Also there are ASVAB prep materials available at the base libraries.

The Academic Skills Program should not be used to prepare for a high school completion program. Service members who need to complete high school or want to prepare for a GED exam are encouraged to attend an adult education center for the specialized schooling necessary to prepare for the GED exam.

ASP coursework is designed for students with a GT of 99 or below. Service members with a GT score above 100 who want to use the ASP to prepare for SAT or ACT exams, or to brush up on basic math and English skills before college, would be better served by taking a math and English placement test at a community college to determine their educational level. Then they should take college courses that will allow them to prepare for their educational future.

2017 Academic Skills Program Schedule

N BASC 200 (MATH)
(7:45 am – 11:35 am)
N BASC 200 (ENGLISH)
(12:15 pm – 4:05 pm)

	Spring 2017	
Session #	Start Date	End Date
1-17	9 Jan 2017	3 Feb 2017
2-17	21 Feb 2017	17 Mar 2017
3-17	3 Apr 2017	28 Apr 2017
	Summer 2017	
4-17	30 May 2017	23 June 2017
5-17	10 July 2017	4 Aug 2017
	Fall 2017	
6-17	14 Aug 2017	8 Sept 2017
7-17	18 Sept 2017	13 Oct 2017
8-17	22 Oct 2017	17 Nov 2017

You must pick up your Letter of Acknowledgement from the Camp Pendleton Palomar office once you have completed the registration process. For additional information on this or other education programs visit us on the web at www.mccscp.com or **FACEBOOK**.

**For more information please contact:
Eddie Bickham, ASP Coordinator
(760)725-6414 or
Palomar College Camp Pendleton Office
(760) 725-6626**