

SMART CORRECTION/UPDATE PROCEDURES AND INFORMATION (Marines)

Marines must take action to get errors corrected; to include [Mailing Documents](#) to the Navy College Center. [E-Mails](#) are not accepted; [faxes](#) will only be accepted from a [Marine Lifelong Learning Center](#) or a [Navy College Office](#).

The following items will not appear on SMART: Awards, Local Training that does not have course identification numbers. Please DO NOT include this type of information, since it will not be added to your transcript.

INFORMATION LISTED ON SMART:	ACTIVE DUTY CORRECTIONS	VETERANS CORRECTIONS
PERSONAL INFORMATION This information originates from MCTFS.	Contact :your Unit Diary/Admin Non Commissioned Officer (NCO). That office will submit corrections to update MCTFS.	Mail certified/notarized copy of DD Form 214 to the Navy College Center. DO NOT SEND YOUR ORIGINAL. If you served more than one tour, send copies of all DD Form 214(s).
MILITARY TRAINING/COURSES Marine Corps Total Force System (MCTFS), Training Information Management System (TIMS) and Marine Corps Institute (MCI) are shown on the SMART transcript.	ACE recommended college credit requires that dates and locations be shown. If the date and/or location is missing mail a copy of course completion certificate, service record page(s) or DD295 to the Navy College Center. All documents must be <u>certified as true copy</u> by Unit Diary/Admin NCO or notary. Include your name, last 4 digits of SSN, work address, and daytime phone number and e-mail address. Certified documents may be mailed to the Navy College Center or faxed by a Marine Lifelong Learning Center.	Mail copy of course completion certificate, dd214 or other documents from service record to the Navy College Center. All documentation must be <u>certified or notarized as a true copy</u> . Include your name, last 4 digits of SSN work address, phone number and e-mail address. Certified documents may be mailed to the Navy College Center or faxed by a Marine Lifelong Learning Center to the Navy College Center.
MILITARY EXPERIENCE Military occupations (MOS). If the MOS codes are missing they can be added	Procedure for submitting documents showing missing MOS codes are the same as those located under Active Duty Corrections, Military Training/Courses.	Procedure for submitting documents showing missing MOS codes are the same as those located under Veterans Corrections, Military Training/Courses.
ACADEMIC INSTITUTION COURSES, DEGREES and CERTIFICATIONS College courses taken on active duty through TA or NCPACE. Degrees/Certifications or courses earned before or while on Active Duty at institutions accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. NOTE: Foreign Degrees may or may not be placed on SMART – must be accredited (regionally or nationally) and recognized by the U.S. Dept of Education.	NCPACE COURSES : (2 Options to have updated to SMART) 1. Have OFFICIAL transcript sent from institution directly to NCC.* 2. Mail certified or notarized copy of grade reports or transcripts to Navy College Center.* Marine Lifelong Learning Center may fax certified copy to NCC.* TA FUNDED COURSES : Contact the Navy TA Accounting Office for updates. Fax TA funded course(s) grade report or transcript to: 850-452-1149 or DSN 922-1149. DEGREES /CERTIFICATIONS : Have official transcript sent from institution directly to NCC.* Those earned prior to or during active duty will be accepted. Degree, major field, date awarded and institution should be included. NON-TA or NON-NCPACE FUNDED COURSES : (i.e. CCAF, MGIB funded, scholarships, etc.) (3 Options to have updated to SMART) 1. Official transcript mailed from institution directly to NCC.* 2. Bring Official Transcript or course grades to Marine Lifelong Learning center to have certified and faxed to NCC.* 3. Have Official Transcript certified or notarized and mail to NCC.* For more information go to: https://www.navycollege.navy.mil/add_deg.html ALL DOCUMENTATION SENT IN MUST HAVE NAME, LAST, 4 DIGITS OF SSN, EMAIL AND PHONE NUMBER WHERE YOU CAN BE CONTACTED.	NCPACE COURSES : (2 Options to have updated to SMART) 1. Have OFFICIAL transcript sent from institution directly to NCC.* 2. Mail certified or notarized copy of grade reports or transcripts to Navy College Center.* TA FUNDED COURSES : If courses are not on SMART, follow instructions for update to SMART as listed under Non-TA, Non-NCPACE courses. DEGREES /CERTIFICATIONS : Have official transcript sent from institution directly to NCC.* Only those earned prior to or during active duty will be accepted. Degree, major field, date awarded and institution should be included. NON-TA or NON-NCPACE FUNDED COURSES : (i.e. CCAF, MGIB funded, scholarships, etc.) (3 Options to have updated to SMART) 1. Official transcript mailed from institution directly to NCC.* 2. Bring Official Transcript or course grades to NCO; NCO certifies and faxes to NCC.* 3. Have Official Transcript certified or notarized and mail to NCC.* For more information go to: https://www.navycollege.navy.mil/add_deg.html ALL DOCUMENTATION SENT IN MUST HAVE NAME, LAST 4 DIGITS OF SSN, EMAIL AND PHONE NUMBER WHERE YOU CAN BE CONTACTED.
COLLEGE LEVEL TEST SCORES CLEP, DSST, DLPT, ECE (formerly ACT-PEP, RCE). DLPT	If test scores are missing for CLEP, DSST or ECE check with your Lifelong Learning Center. If the DLPT test scores are missing it must have a 'converted' score to be entered on SMART. Submit documentation as noted under Active Duty, Military Training.	For CLEP, DSST, ECE, obtain transcript from DANTES at: http://www.dantes.doded.mil . Mail to NCC.* If the DLPT test scores are missing it must have a 'converted' score to be entered on SMART. Submit documentation as noted under Veterans Corrections, Military Training.
OTHER LEARNING EXPERIENCES Military courses not recommended for credit.	Same as Military Courses section.	Same as Military Courses section.

To submit documentation or if you have questions contact:

*Navy College Center
 VOLED Detachment, N211
 Center for Personal and Professional Development
 6490 Saufley Field Road
 Pensacola, FL 32509-5204

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 Commercial: 850-452-1828
 FAX: 850-452-1281/1051 DSN: 922-1281/1051
 E-MAIL: ncc@navy.mil
 WEB SITE: <https://www.navycollege.navy.mil>

SMART Operations Center:
Sfly_smart@navy.mil