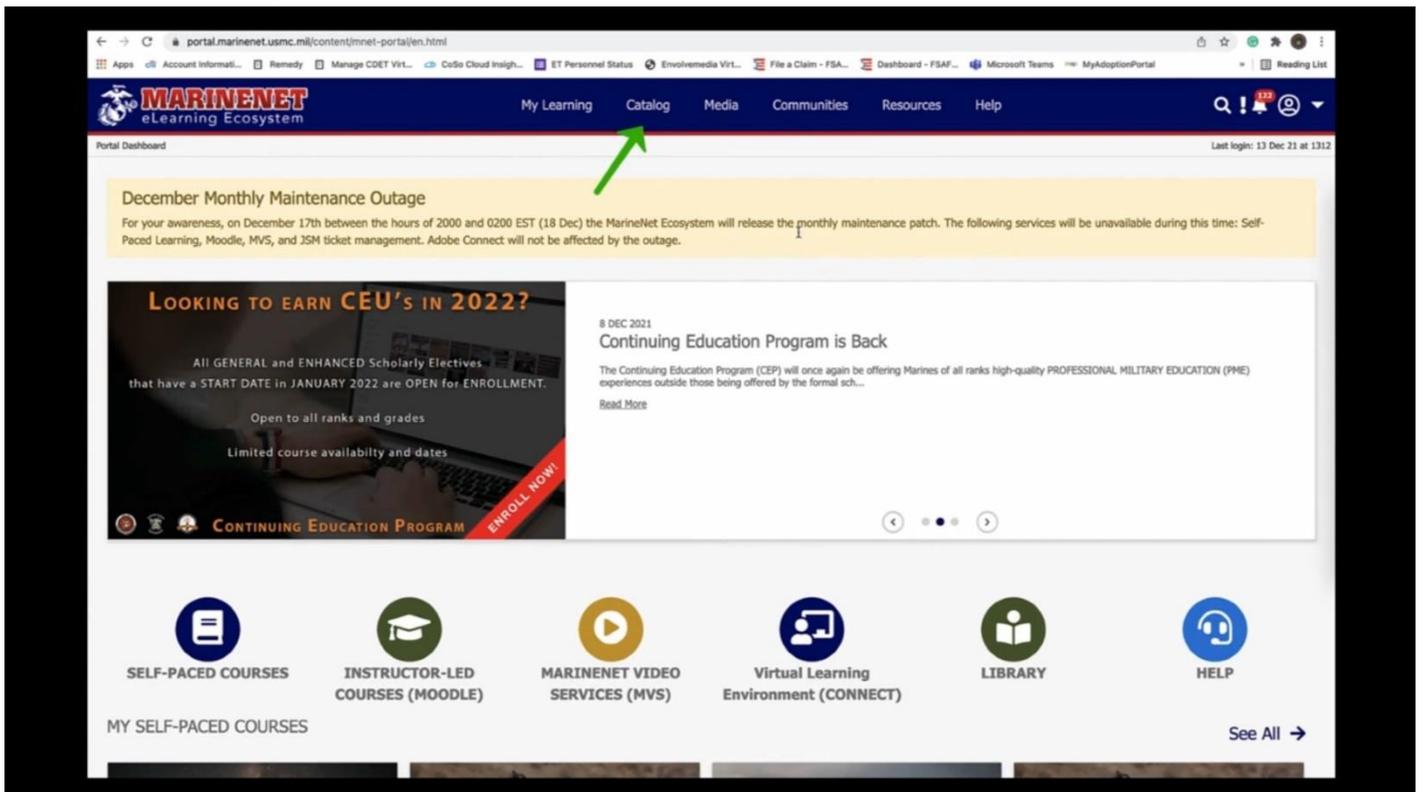


# How to Submit an ECDEP Seminar Enrollment Request

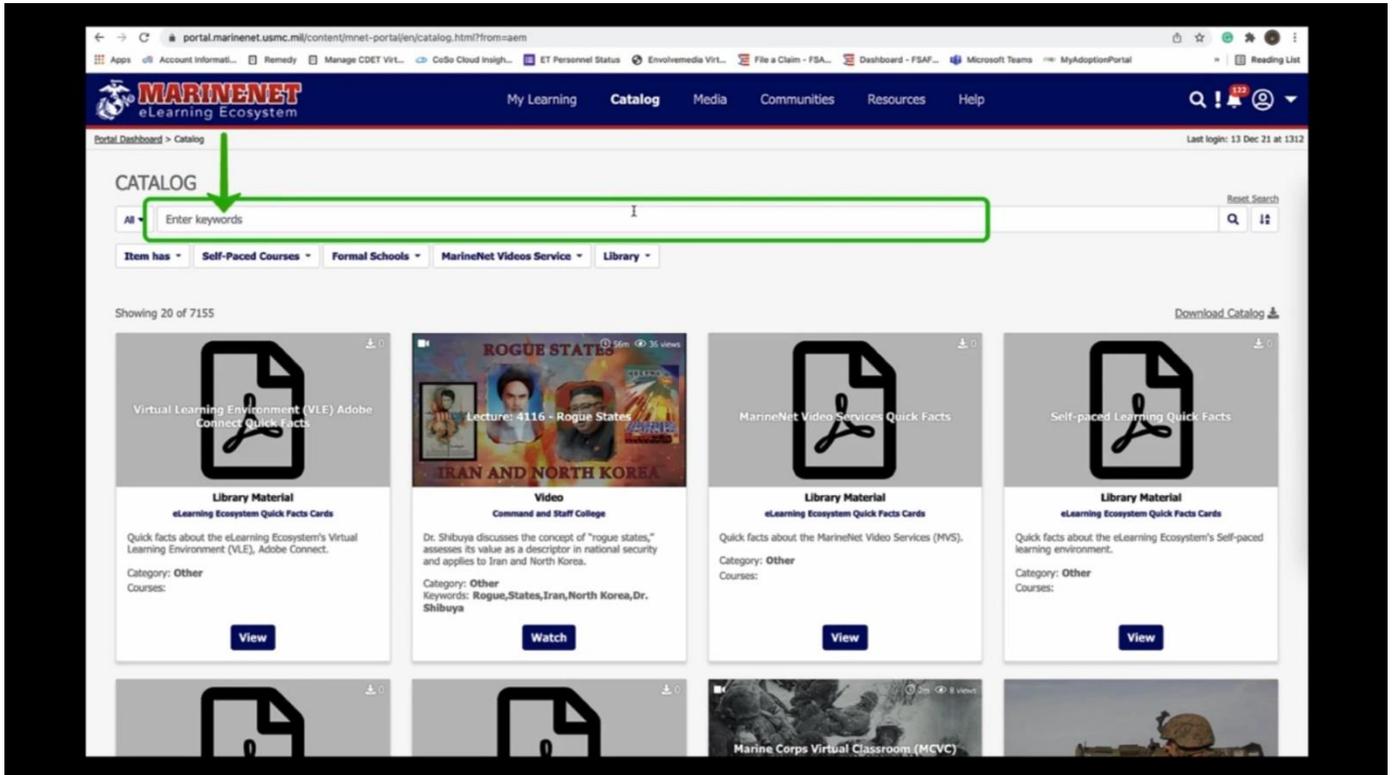
As a student user, you are able to request enrollment in MarineNet for the Enlisted College Seminar Programs such as Sergeants School Seminar (5500) and SNCO Leadership School Seminar (6800), which are instructor-led Professional Military Education (PME) and equivalent to attending the Enlisted College resident schools. This tutorial will walk you through the process of requesting enrollment in MarineNet for any of these PME seminars. During this process, you must select a PME Region. This will determine where the request is sent and from whom you will receive support.

Enlisted College Seminars require Command approval, via the Unit's Training Manager. Although the Training Manager is the Command representative with the ability to approve or deny in MarineNet, your Commanding Officer and Sergeant Major must approve any enrollment. You are required to submit a Command Screening Checklist (NAVMC 11580) through your chain of command prior to any seminar request approval being granted. Please coordinate with your Command's Sergeant Major prior to submitting your request in MarineNet. Your Training Manager must approve the request in MarineNet before a PME Region can take action.

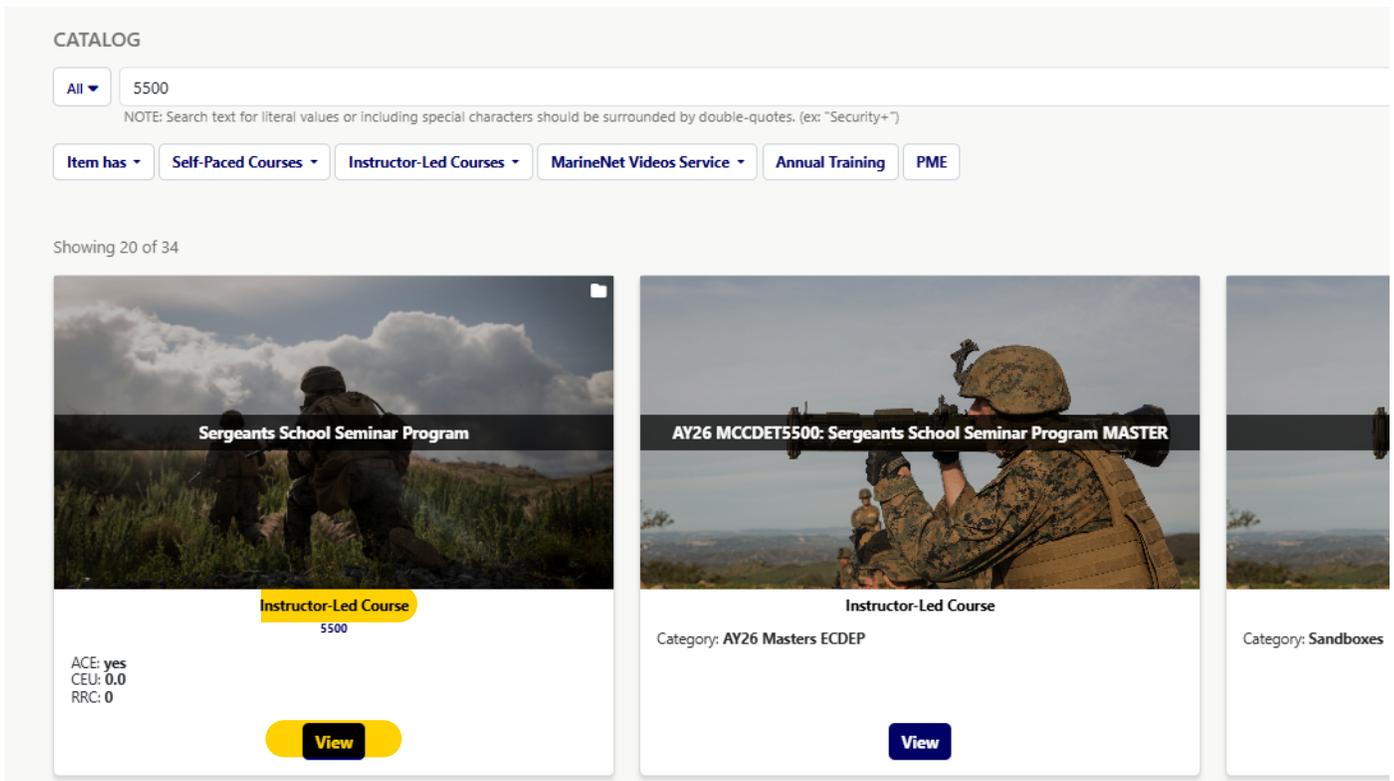
**Step 1:** To locate a course or curriculum, click on the Catalog link located at the top of any MarineNet page.



**Step 2:** Click the search box at the top of the page and enter the name or code of the curriculum and press enter. For ECDEP Seminars, the curriculum codes are 5500 and 6800.



**Step 3:** Once the curriculum pulls up, click on the "View" link in the tile.



**Step 4:** To verify you have the ability to enroll, see the green or red text under the "Eligibility" section.

Portal Dashboard > Catalog > Course Details

My Learning Catalog Media Communities Resources Help

My Courses Self-Paced Courses Instructor-Led Courses Transcripts & Certificates Forms & Requests

Overview Details

### Sergeants School Seminar Program (5500)

**Description**

**Eligibility**

Before you can enroll in the Sergeants School Seminar Program, course code 5500, you must be at least an E-5 and have completed the SERGEANTS SCHOOL DISTANCE EDUCATION PROGRAM (SSDEP), course code EPMES000BA. Request(s) will be approved by: Training Manager, Regional Coordinator.

Type	Curriculum	Target MOS	All
Status	Active	CEUs	0.0
Associated Curriculum	None	ACE Accredited	Yes
		Reserve Retirement Credit	No

Listed below are the request(s) you must submit to gain enrollment into this course/curriculum.

- Waiver Request
- Enrollment Request

**Request Enrollment**

Courses in Curriculum

**EPMES00AZ** Sergeants School Seminar Program Course

Additional Details

Submit Trouble Ticket

**Step 5:** Click the "Request Enrollment" button.

Portal Dashboard > Catalog > Course Details

My Learning Catalog Media Communities Resources Help

My Courses Self-Paced Courses Instructor-Led Courses Transcripts & Certificates Forms & Requests

Overview Details

### Sergeants School Seminar Program (5500)

**Description**

**Eligibility**

Before you can enroll in the Sergeants School Seminar Program, course code 5500, you must be at least an E-5 and have completed the SERGEANTS SCHOOL DISTANCE EDUCATION PROGRAM (SSDEP), course code EPMES000BA. Request(s) will be approved by: Training Manager, Regional Coordinator.

Type	Curriculum	Target MOS	All
Status	Active	CEUs	0.0
Associated Curriculum	None	ACE Accredited	Yes
		Reserve Retirement Credit	No

Listed below are the request(s) you must submit to gain enrollment into this course/curriculum.

- Waiver Request
- Enrollment Request

**CLICK HERE -->** **Request Enrollment**

Courses in Curriculum

**EPMES00AZ** Sergeants School Seminar Program Course

Additional Details

Submit Trouble Ticket

**Step 6:** Complete the "Confirm Preferred Address" section to ensure any necessary mail correspondence goes to the right address.

The screenshot shows a web browser window displaying the 'Required Information' form. The form is titled 'Required Information' and contains a section for 'Confirm Preferred Address'. A green arrow points to the heading 'Confirm Preferred Address'. The form includes a note: 'Please review and revise your address, as needed; change will be saved to your preferred contact info.' Below this, there are three radio button options: 'Primary Address', 'Secondary Address (default)', and 'Custom Address'. The 'Secondary Address (default)' option is selected. The form fields are as follows:

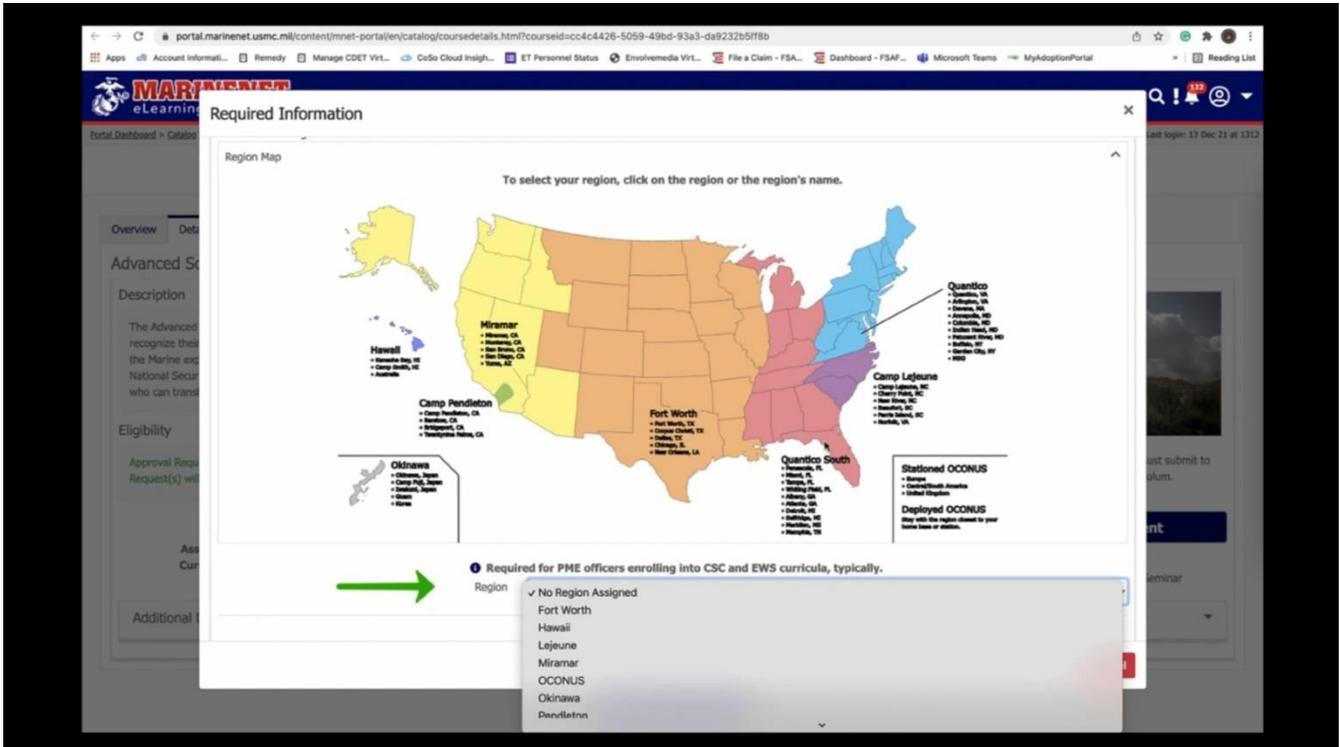
Country	United States
Address 1 *	2076 South St
Address 2	
City	Quantico
State *	Virginia
Zip Code *	22134
Email	testtestusmcu@usmcu.edu
Phone	7039873216
Ext	

Below the address fields, there is a section titled 'CONFIRM SEMINAR LOCATION PREFERENCE' with three radio button options. A 'Cancel' button is located at the bottom right of the form.

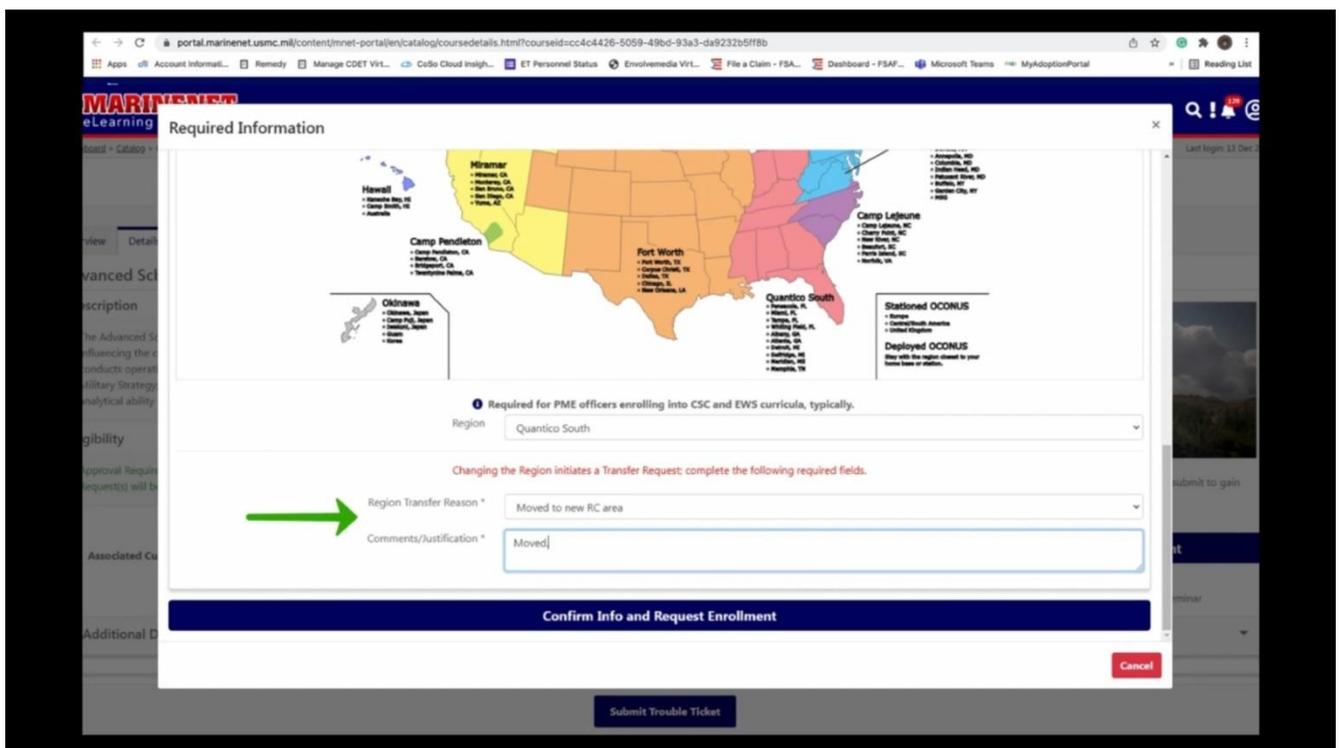
**Step 7:** Complete the "Confirm Seminar Location Preference" section to indicate your preference for the location you want to take the seminar. (Options: Lejeune, Cherry Point, MRCD PI, MCAS Beaufort, Norfolk)

The screenshot shows the same 'Required Information' form as in Step 6, but now the 'CONFIRM SEMINAR LOCATION PREFERENCE' section is visible. A green arrow points to the heading 'CONFIRM SEMINAR LOCATION PREFERENCE'. This section contains three radio button options for 'Priority 1', 'Priority 2', and 'Priority 3'. Below this, there is a section titled 'CONFIRM REGION' with three radio button options. A 'Cancel' button is located at the bottom right of the form.

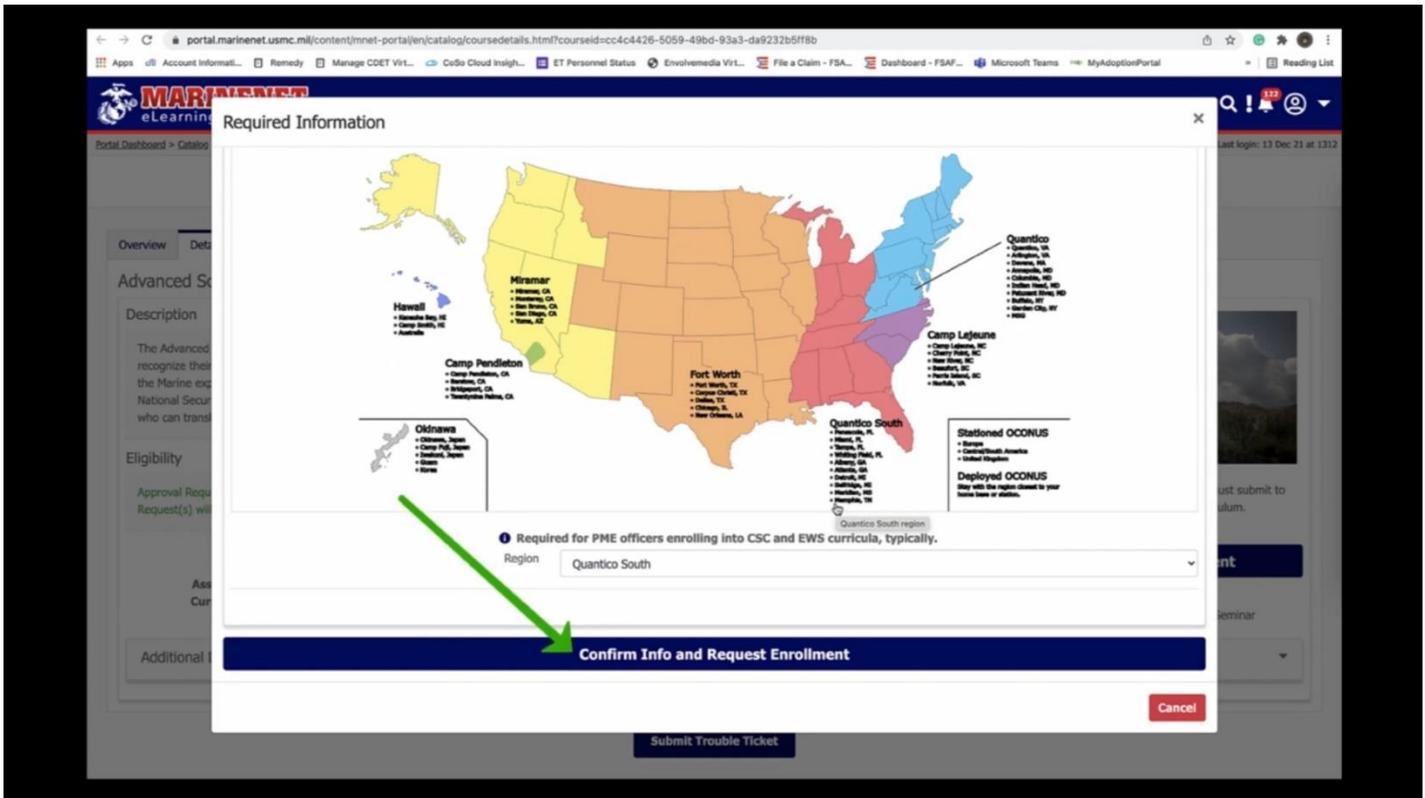
**Step 8:** Complete the Confirm Region section. To select a PME Region *when you do not presently have one*, select the region closest to your home base or station from the drop down field or click the appropriate location on the map. You will be immediately added as a member of the selected Region. **\*\*Norfolk, Yorktown, Newport News & Chesapeake in Virginia all fall under the Camp Lejeune Region.\*\***



**Step 9:** If there is a need for you to submit a region transfer request before enrolling, select a new region from the drop down field or the map. A transfer request section will be displayed below the Region selection drop down that will require you to select a Region Transfer Reason and enter in justification for changing regions.



**Step 10:** Click "Confirm Info and Request Enrollment".



**Step 11:** Fill in all boxes that have an asterisk and attach your properly completed Command Screening Checklist and Online Endorsement (*if applicable - see note under step 12*); endorsing signatures must be **O-5 or higher level CO** and **Senior Enlisted Leader (SgtMaj or MGySgt)**.

Course Code: 5500 Course Name: Sergeants School Seminar Program

Phone \*: 910-450-1945 Email \*: eloida.worley.cdr@usmcu.edu

Eligibility Information  
 Before you can enroll in the Sergeants School Seminar Program, course code 5500, you must be at least an E-5 and have completed the SERGEANTS SCHOOL DISTANCE EDUCATION PROGRAM (SSOEP), course code EPME5003A.  
 Request(s) will be approved by: Training Manager, Regional Coordinator.

Command Sgt Major:  
 Name \* Rank \* Email \*

Commanding Officer:  
 Name \* Rank \* Email \*

Training Manager:  
 [Dropdown]

Region \*  
 Lejeune [Dropdown]

Reason for Enrollment Request \*  
 [Dropdown]

Reason for Waiver Request \*  
 [Dropdown]

Justification \*  
 [Text Area]

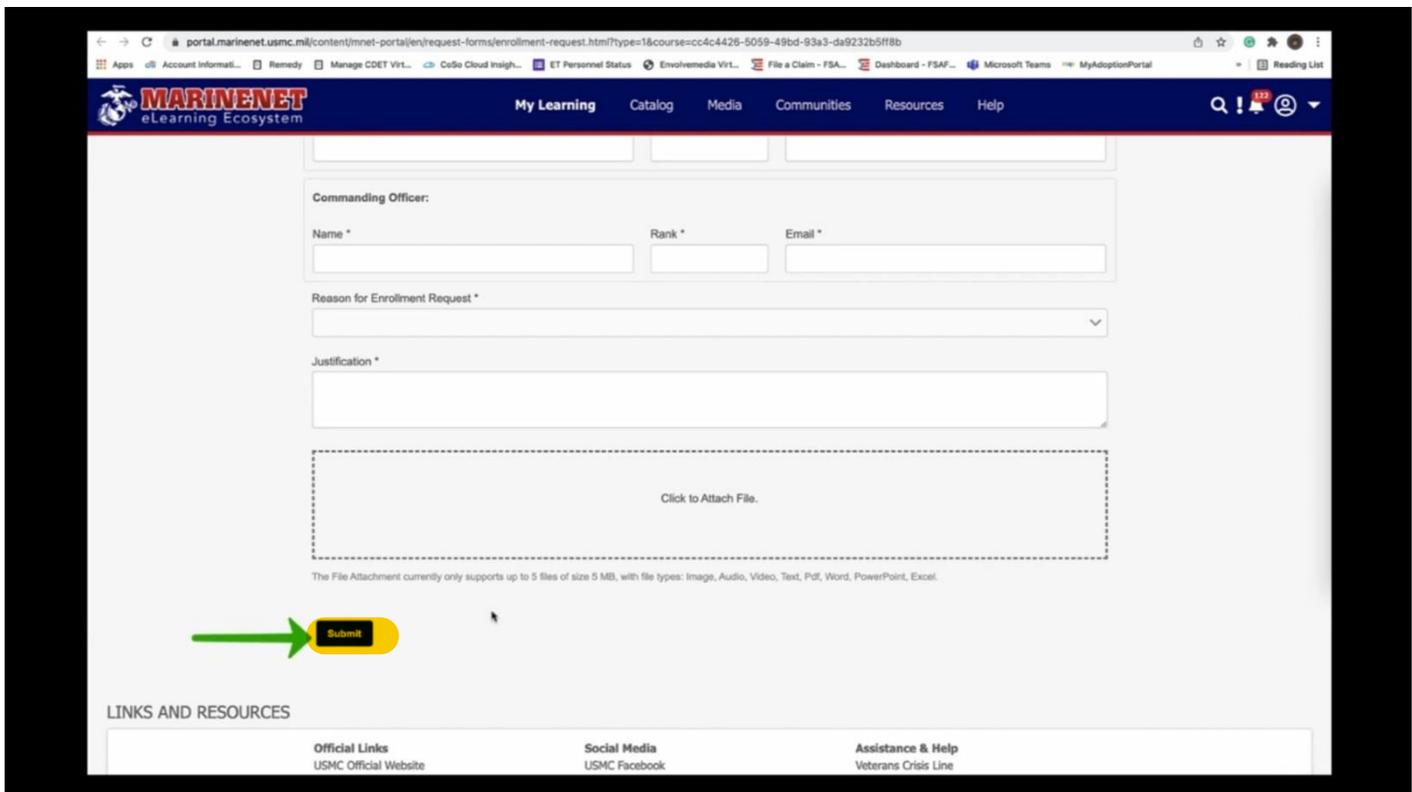
Click to Attach File.

**Step 12:** Click the submit button when finished. Once your request is submitted, a success message will be displayed and your request will go to your Unit Training Manager (UTM) as a Pending Course Enrollment for review. **Your UTM must recommend the request by the deadline date or you will not be enrolled.**

**\*\*\*Waiting until the deadline date is NOT recommended as it will not allow time for corrections if any mistakes were made on the request or Command Screening Checklist.\*\*\***

**NOTE:** If requesting a special seminar format, such as the Virtual (synchronous) or 100% Online (asynchronous), please annotate that in the "Justification" box, indicating why you require that format.

- o We cannot consider childcare issues as a qualifying factor for placement in either seminar format (see block "8" of NAVMC 11580).
- o **Virtual (synchronous) format** - this is for Marines who are in remote locations, such as I&I stations or deployed, who cannot get to a on-site seminar due to geographical location.
- o **100% Online (asynchronous) format is by exception only/last resort.** Please call to determine eligibility -if eligible, you will receive an **Online Endorsement form that requires command endorsement and must be uploaded to your request.**



### Regional Coordinator/ATSS POC info:

If you have any questions, please contact **Eve Worley** at:  
910-451-2149 office  
910-421-0289 alternate number  
eloida.worley.ctr@usmcu.edu  
eloida.worley.ctr@usmc.mil

### Uploading a file onto a request that has already been submitted:

1. Login to MarineNet
2. Click "My Learning" at the top of the page.
3. Click "Forms and Requests" which will display any pending submissions.
4. Click the request you want to edit.
5. Scroll down to the request file list and click to open it.
6. Click to attach file and upload any files needed onto request.
7. Click "Upload files" and wait for file to be uploaded.

**"How to" video available at:** <https://www.marinenet.usmc.mil/mvs/watchVideo.aspx?Id=59513C6B32FB>