

**COLLEGE of DISTANCE EDUCATION & TRAINING
FORT WORTH REGION
STUDENT ENROLLMENT FORM**



This form helps the Region properly enroll students into the MarineNet Moodle Portal.

INSTRUCTIONS:

1. Save this file to your hard drive.
2. Open with (free) Adobe Reader.
3. Complete **ALL BOXES** and **DIGITALLY SIGN** the SOU at the bottom and then save it.
4. Email this PDF along with a copy of your EPME certificate to:

CDET_FortWorth@USMC.mil



Last Name: _____ **First Name:** _____ **MI:** _____ **Suffix:** _____

Branch: _____ **Component:** _____ **Rank/Pay Grade:** _____ **DOR:** _____

MarineNet Username: _____ **EDIPI:** _____ **MOS:** _____

Requesting Seminar: _____ **Seminar Start Date:** _____

City of Residence: _____ **State of Residence:** _____

Cell Phone: _____ **Work Phone:** _____

Personal Email: _____ **Work Email:** _____

(Personal email is used to set up Moodle Account)

Unit: _____ **Unit SgtMaj:** _____

SgtMaj Phone: _____ **SgtMaj Email:** _____

S-3 Training Chief: _____ **S-3 Training Chief Email:** _____

**ENLISTED COLLEGE DISTANCE EDUCATION PROGRAM
STATEMENT OF UNDERSTANDING**

I understand the respective Seminar School Program consists of 15 weeks either onsite or online, and I agree to attend all 15 weeks. I agree to contact my Adjunct Faculty Advisor or the Regional Chief Instructor immediately if an emergency occurs or if something prevents me from attending weekly.

If I fall below an 80% GPA at any time, I will be placed on Academic Probation and my Command will be notified. If it becomes mathematically impossible for me to achieve an overall passing grade of 80% then I will be academically disenrolled from the program and must wait 180 days before I can attend the resident program.

DIGITAL SIGNATURE REQUIRED

**COLLEGE OF ENLISTED MILITARY EDUCATION (CEME)
COMMAND SCREENING CHECKLIST**

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. § 5041, Headquarters U.S. Marine Corps, and E.O. 9397 (EDIPI)

PRINCIPAL PURPOSE: Information is obtained to identify personnel who are assigned as students to a Staff Noncommissioned Officers (SNCO) Academy or College of Distance Education and Training (CDET) seminar. The collected information will be maintained in the Marine Corps Training Information Management System (MCTIMS) database or MarineNet for a CDET seminar.

ROUTINE USE: Information collected on this form may be shared outside the DoD for those specific purposes and listed organizations identified as DoD Blanket Routine Uses at <http://dpcl.d.defense.gov/Privacy/SORNsIndex/Blanket-Routine-Uses/>.

RETENTION: Automated MCTIMS records are retained permanently.

DISCLOSURE: Providing information on this form is voluntary. Failure on your part, however, to answer all questions or any misrepresentation (by omission, concealment, or by misleading, false, or partial answers) may serve as a basis for denied assignment to the school you are requesting to attend.

Purpose: To ensure Marines attending a SNCO Academy or CDET seminar are fully qualified.

Information: PME schools are not screening institutions. In order to preclude students from being turned away upon arrival, it is necessary that parent commands ensure their Marines satisfy enrollment prerequisites set forth in MCO P1533.4_ and this checklist.

CEME Duty Status Waiver Request Information: Students who desire to attend a SNCO Academy school in a limited duty or pregnancy status are required to complete the CEME Duty Status Waiver Request. Waiver request forms may be found at <https://www.usmcu.edu/ceme>.

Submission Instructions: The completed CEME Command Screening Checklist will be hand-carried to the SNCO Academy or delivered to the CDET Regional chief instructor for participation in a CDET seminar. The checklist will be destroyed upon completion of the course.

Name (Last, First, MI):		Rank:	DOR:
EDIPI:	Component: Active Reserve	Primary MOS:	Unit:
Format: Resident Seminar	School: Sergeants Career Advanced		Class Number (ex. 1-22):
Academy Location: Quantico Lejeune Pendleton Okinawa 29 Palms Hawaii			Report Date:

All Students (Resident and Seminar)

Prerequisites		Yes	No	N/A	Remarks
1.	Is the student the appropriate grade or select grade?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2.	Has the student successfully completed the applicable prerequisite online distance education program?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Note for 2: If no, the student is not qualified to attend the SNCO Academy or CDET seminar. Prerequisites for courses are published annually via MARADMINs along with course dates. **Attach MarineNet completion certificate to this checklist.**

3.	Does the student meet height/weight standards ? Height: Weight: BF:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.	Is the Student exempt from weight and body fat limits?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4a.	Student's most current PFT and CFT recorded in MCTFS.	PFT Score: Date:		CFT Score: Date:	
4b.	Student must re-certify PFT 45 days prior to class report date. (Active Duty Marines only)			PFT Score: Date:	
4c.	S-3 verification of height, weight, and re-certified PFT Score.	Print Name:		Digital Signature:	

Note for 4: Marines who score 285 and higher on both the PFT and CFT are exempt from weight and body fat limits. Ref: MCO 6110.3_.

FOR OFFICIAL USE ONLY
Privacy sensitive when filled in

All Students (Resident and Seminar)						
Prerequisites		Yes	No	N/A	Remarks	
5.	Is the Marine afforded an additional 1 percent body fat?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
6.	Is the student assigned to a body composition program and/or military appearance program?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Note for 6: If yes, the student is not qualified to attend the SNCO Academy or CDET seminar.						
7.	Is the student pregnant?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Note for 7: If yes, a waiver is required for SNCO Academy attendance.						
8.	Is the student assigned to limited duty?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Note for 8: If yes, a waiver is required for SNCO Academy attendance.						
9.	Is the Marine formally assigned to Permanent Limited Duty or Expanded Permanent Limited Duty (EPLD)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Note for 9: If yes, contact the respective SNCO Academy Deputy Director or CDET Regional Director to discuss facilities requirements. References: MARADMINs 0636/09 and 457/16						
10.	Are there any existing family or financial hardships that would preclude this student from completing the course?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Note for 10: If yes, the student is not qualified to attend the SNCO Academy or CDET seminar.						
Resident Students Only						
Prerequisites		Yes	No	N/A	Remarks	
11.	Does the student possess appropriate uniforms for the course?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<i>This section is not required for students who are requesting to attend the CDET Seminar.</i>	
Note for 11: Uniform requirements can be obtained from the MCU/CEME website. https://www.usmcu.edu/ceme						
12.	Is the student physically capable of participating in the Marine Corps physical fitness program?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Signature: <i>This section is not required for students who are requesting to attend the CDET Seminar.</i>	
	PHA Test Date: _____ PHA Due Date: _____				Stamp or National Provider ID#: _____ <i>This section is not required for students who are requesting to attend the CDET Seminar.</i>	
Note for 12: COs/OICs shall ensure all personnel have a current PHA prior to participating in physical fitness program activities. Ref: MCO 6100.13A Must be signed and stamped by a medical officer, civilian healthcare provider, or independent duty corpsman.						
13.	Complete only if 12 was answered no. Is the student applying for the CEME Duty Status Waiver Request?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<i>This section is not required for students who are requesting to attend the CDET Seminar.</i>	
Note for 13: If yes, the student must complete the CEME Duty Status Waiver Request. If no, the student is not qualified to attend a SNCO Academy school.						
Command Endorsements						
Required Endorsements: The unit sergeant major or senior enlisted advisor (SEA), and first O-5 commander or above in the prospective student's chain of command must endorse this command screening checklist.						
Approved	Disapproved	Title	Print Name	Signature	Contact #	Date
<input type="radio"/>	<input type="radio"/>	SgtMaj/Unit SEA				
<input type="radio"/>	<input type="radio"/>	CO (O-5 or above)				

Clear Form

FOR OFFICIAL USE ONLY
Privacy sensitive when filled in