Business Policies:

Credential courses use TA funds and are subject to the 16 Semester Hours and $4000 per fiscal year cap.

Credential course grades will be included in the degree level GPA calculation.

Soldiers in a Fully Developed Degree Plan will be required to request a course override from the Education Counselor prior to enrolling in a credential course.

1 – TA Access & VIA

Call outs: Yellow = action, Grey = information

If you have never used GoArmyEd, you will need to complete the VIA process in order to be able to request Tuition Assistance for a certificate/diploma, degree, or credential course.

If you do not have a school or degree set-up in VIA and would like to take Credential Courses, please select the “Request TA Access” link on your homepage.

Select the “Launch VIA” button and complete the VIA process. If you choose to pursue a degree, you will still be able to select credential courses offered by a school.

Select the “Request TA…” link from your Smart Links section to search for credential courses.

You may also select the “Course Planner” link.
To enroll in a credential course at your home school, select the "Add Course at Home School" link. To enroll in a credential course at a school different from your home school, select the "Add Course" link.

Use the Browse Course Catalog feature to find the credential course you wish to enroll in.
2 – From the Course Planner

**Enter the information for the credential course you wish to enroll in and select the “Next” button.**

**Note:** You must have your course information to search using the this field.

When you return to your Course Planner, select Credential in the “**Semester Hour**” field. When you have added the credential courses you wish to enroll in, select the “**Submit**” button to submit your Course Planner to your Education Counselor for approval.
Select the “Class Details” button to validate the course is the one you wish to enroll in. Select the “Request Class” button to create a TA Request for this course.

WARNING: YOU MUST PAY!
This class will not advance you towards your degree.

If you receive this series of warnings, you are currently enrolled in a Fully Developed Degree Plan at your home school. You are not authorized to enroll in courses which are not included in your Student Agreement/Official Degree Plan. You must contact your Education Counselor and receive a Course Override prior to enrolling in a credential course at your home school or a different school.