

ATTENTION ALL HANDS -- READ THIS ENTIRE MESSAGE

This is to inform you of the current procedures for enrolling in and completing the required correspondence courses to advance in the Sea Cadets (per NSCC Action Letter 05-03, dated 28 March 2003). While this is particularly important to those enrolled in these courses, you should all be aware of this process.

1. CNET (Chief of Naval Education and Training) is no longer printing correspondence courses. They are all provided to the unit on CD. When you are enrolled in a course, you will be issued a CD (which WILL be returned when you are done) and you will need access to a computer with Adobe Acrobat Reader (a free program already on most computers). If you do not have a computer at home, try your school, the public library, a friend, etc. The division may be able to come up with a printed copy of the course if you absolutely can not get access to a computer, but you may have to pay a small fee to cover the costs of printing (paper, etc.).
2. **THERE IS A TIME LIMIT!!!!** CNET will disenroll any cadet who shows no activity on the course in 8 months. If that happens they enter an "F" for that course (see #5 below). Some of you may be getting close to disenrollment -- **DON'T LET THAT HAPPEN!!!!**
3. Each course has a number of assignments associated with it (for example, the BMR has 15). You print & then complete 1 answer sheet for each assignment. **TURN YOUR ANSWER SHEETS FOR EACH ASSIGNMENT INTO ME AS SOON AS YOU COMPLETE THEM.** If you have completed answer sheets at home, get them to me ASAP. Send completed answer sheets to me by US Mail at 411 Bangs St., Aurora, IL, 60505 **IMMEDIATELY**, and continue to do that as you finish each assignment (or at least every few assignments). That way it doesn't hang around the house for 2 weeks waiting for the next drill, and possibly getting lost. **KEEP A COPY.**
4. As I receive each assignment, I will enter it into CNET's system and it will be graded immediately. A score of 3.2 is passing on each lesson. After all the lessons are submitted and graded, an overall score will be calculated. An overall score of 3.2 is required for passing; if you failed one or more lessons, but score high enough on the others, you may still pass the course. If your overall score is below 3.2, you can resubmit any individual lessons you failed. **IF, AFTER RESUBMITTING YOUR FAILED LESSONS, YOUR OVERALL SCORE IS STILL BELOW 3.2, AN "F" FOR THE COURSE WILL BE RECORDED IN THE SYSTEM.** (see #5)
5. Once you receive an "F" on a course, **WE WILL HAVE TO WAIT 6 MONTHS, THEN RE-ENROLL YOU IN THAT COURSE TO START OVER AGAIN.**
6. As we have discussed previously, NSCC regulations require you to have completed certain sections of the BMR prior to attending boot camp. Aurora Division policy, however, requires you complete the **ENTIRE BMR** prior to attending boot camp (which NHQ says is best). **IF YOU PLAN TO ATTEND BOOT CAMP THIS SUMMER, AND HAVE NOT COMPLETED THE BMR, GET CRACKING!!!** It will be much easier to complete 3-5 assignments a week than 15 assignments the night before the pre-boot camp preparatory drill. This also applies to those of you who went to boot camp last summer, but still have not completed the BMR. **YOU WILL NOT BE SENT ON ANY ADVANCED TRAININGS UNTIL YOU COMPLETE THE BMR!!!**

CONTACT ME IF YOU HAVE ANY QUESTIONS!!

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