



# Division of Outreach and Engagement

---

## Military Education Program Student Handbook

Vincennes University  
Military Education Program  
1002 North First Street, ES 87  
Vincennes, Indiana 47591

800-468-7480  
Fax (812) 888-2076  
[www.vinu.edu/military](http://www.vinu.edu/military)

*The policies and procedures of Vincennes University are defined in the official University catalog. This supplemental handbook highlights those topics particularly applicable to students taking classes within the Military Education Program.*

## Table of Contents

<b>Vincennes University</b> .....	<b>3</b>
<b>Military Education Program</b> .....	<b>3</b>
<b>Accreditation</b> .....	<b>4</b>
<b>Admissions Policy</b> .....	<b>4</b>
How to Apply .....	4
Placement Testing .....	5
Recruitment Policy .....	5
<b>Military Experience Evaluation</b> .....	<b>5</b>
<b>Transfer Credits</b> .....	<b>5</b>
<b>Transferability Statement</b> .....	<b>6</b>
<b>Academic Advising &amp; Counseling</b> .....	<b>6</b>
<b>Tuition &amp; Fees</b> .....	<b>6</b>
Tuition .....	6
Fees.....	7
<b>Tuition Assistance &amp; VA Education Benefits</b> .....	<b>7</b>
Tuition Assistance .....	7
VA Education Benefits.....	7
<b>Federal Financial Aid</b> .....	<b>8</b>
Applying for Aid .....	8
<b>Withdrawal/Refund Policy</b> .....	<b>8</b>
Refunds.....	8
Unearned Tuition Assistance Return Policy .....	8
State-Specific Requirements .....	9
<b>Academic Honesty</b> .....	<b>10</b>
<b>Programs of Study</b> .....	<b>11</b>
<b>Graduation</b> .....	<b>12</b>
<b>Student Grievance Policy</b> .....	<b>12</b>
<b>Student Accounts (MyVU)</b> .....	<b>13</b>
<b>College of Extended Studies</b> .....	<b>14</b>
<b>MEP Site Locations and Staff</b> .....	<b>15</b>

*Welcome to*

# Vincennes University

Offering Educational Opportunities to Military-Connected Students

(<http://www.vinu.edu/military>)

(<http://www.facebook.com/VUMilitary>)

Vincennes University (VU) was founded in 1801 by William Henry Harrison, Governor of the Indiana Territory, who later became the ninth President of the United States. Vincennes University is Indiana's oldest college, and currently serves over 10,000 full and part-time students on its Vincennes campus, two regional campuses, and through its distance and military education programs. Vincennes University offers Associate degrees in more than 150 academic transfer and occupational programs, and provides specialized Baccalaureate degrees in 7 disciplines.

Vincennes University is regionally accredited by the Higher Learning Commission and has signed and meets the guidelines written in the Department of Defense Memorandum of Understanding. VU is approved for Department of Veteran's Affairs education benefits.

## **Military Education Program**

---

Vincennes University offers military students (active duty, veterans, and immediate family members) access to a college education through a variety of learning experiences. Students may choose to access traditional courses through our on-site degree programs, or may consider taking internet-based courses through our Distance Education program. Accessibility and flexibility are key components of our Military Education Program (MEP), as we try to meet the unique scheduling needs of students participating in the program.

The Military Education Program provides full-service programming at the following locations across the country:

Saint Augustine, Florida  
Camp Robinson, North Little Rock, Arkansas  
Defense Finance and Accounting Services, Indianapolis, IN  
Naval Air Facility El Centro, California  
Naval Base Coronado, California  
Naval Base San Diego, California  
Naval Medical Center Balboa, San Diego, California  
Naval Station Bremerton, Washington

Additionally, instructional and support services are provided at the following site locations:

Naval Air Station Fallon, NV  
Naval Station Norfolk, VA

Through the MEP, students will enjoy the following opportunities as they work to complete their Associate or Bachelor's degrees:

1. On-site, ashore, and underway classes are offered in a variety of disciplines to satisfy general education and major program degree requirements. Courses are provided in 8-week terms and scheduled to correspond with installation operations.
2. After successful completion of one course with Vincennes University, we will review and evaluate the student's military training and schooling to award appropriate college credit. The college credit granted is based on the recommendations of the American Council on Education (ACE).
  - a. Students can order transcripts that will include credit received from Vincennes University resident courses, military experience, courses transferred from other accredited colleges, and successfully completed DSST® and CLEP® exams.
  - b. Students also receive degree plans that illustrate how all credits apply to their choice of degree major.
3. Vincennes University's residency requirement is 15 credit hours for an Associate Degree and 30 credit hours for a Bachelor's Degree.
4. Vincennes University's Distance Education Program provides students additional opportunities to take courses applicable to their degree. These courses satisfy the university's residency requirements.

## **Accreditation**

---

Vincennes University is accredited by The Higher Learning Commission. For more information regarding VU's HLC accreditation, contact the Higher Learning Commission at 312-263-0456 or see [www.hlcommission.org](http://www.hlcommission.org).

## **Admissions Policy**

---

Students are eligible for admission on the basis of graduation with a diploma from accredited high schools, successful completion of the GED®, or transfer in good standing from accredited colleges. Military students are eligible for admission on the basis of active duty status. Other students taking classes through the MEP may be eligible based on alternative qualifying factors, such as DoD or public service employment. Students who wish to utilize Federal Financial Aid will need to provide a copy of their High School transcripts with graduation date or a copy of their GED® transcript with passing test scores.

### **How to Apply**

Students apply to the MEP when registering for their first Vincennes University course. The course may be a site-based course or a Distance Education course. Admission to the program is processed by staff members at the respective MEP Site Location. A formal re-admission is not required for students unable to enroll in courses in regular consecutive terms.

## Placement Testing

Placement testing is a requirement of all students and is needed to determine English and mathematics proficiency. Most courses are designated with placement test prerequisites and students will need to meet these requirements prior to enrollment in the course.

## Recruitment Policy

In compliance with the DoD MOU, Vincennes University representatives are forbidden to participate in high-pressure recruitment tactics, such as:

- Making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person
- Engaging in same-day recruitment and registration for the purpose of securing Service member enrollments.

Additionally, Vincennes University does not provide any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including TA funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance.

## Military Experience Evaluation

---

After successful completion of one course with Vincennes University, students may submit to the Military Education Program office appropriate documentation of military training and experience to be evaluated for awarding college credit. Official military transcripts include:

### *Army, Navy, Marine Corps, Coast Guard - Official Joint Services Transcript (JST)*

Request online at: <https://jst.doded.mil/smart/dodMandatoryBanner.do>

### *Air Force - Official transcript from Community College of the Air Force (CCAF)*

Request online at: <http://www.au.af.mil/au/ccaf/transcripts.asp>

Military transcripts are evaluated and credit is awarded based on the recommendations of the American Council on Education. Credit is awarded for training schools and job-related experience that directly corresponds to Vincennes University courses. Credits given are for lower-division undergraduate (freshman and sophomore level) courses only.

Students may request that military experience be re-evaluated as the result of new and/or upgraded training or promotion by ordering an updated copy of their military transcript.

## Transfer Credits

---

Vincennes University transfers credits earned through the College Level Examination Program® (CLEP), DSST® Exams, and American College Testing Proficiency Examination Program (ACT PEP). Before taking a test destined to fulfill degree requirements, the student is advised to contact their Site Director or Advisor to confirm transferability. After passing the exam, an institutional copy of the transcript should be forwarded directly to the Military Education Program administrative office on the Vincennes campus.



To have credits transferred from other schools, request an official transcript from that institution be sent directly to the Registrar’s Office on the Vincennes Campus. Transcripts that are issued to the student or transcripts submitted by the student, even if they are sealed, cannot be accepted. A transcript must be sent from each school you have attended. Vincennes University will evaluate each transcript on an individual basis. The Academic Dean and Registrar reserve the right to accept or reject credit from other institutions. Transcripts should be sent to:

Vincennes University  
 Registrar’s Office  
 1002 North 1<sup>st</sup> Street, WAB-01  
 Vincennes, IN 47591

## **Transferability Statement**

---

The transferability of credits earned at Vincennes University is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at Vincennes University will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at Vincennes University to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at Vincennes University will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.

## **Academic Advising & Counseling**

---

Vincennes University’s Military Education Program Site Directors, Academic Advisors, and staff provide academic advice and counseling for students enrolled through the MEP program. MEP staff complete course registrations and provide guidance on degree requirements and progress.

Students may also contact the Distance Education Office at the Vincennes campus by phone or by email. Contact information can be found on page 14 of this handbook.

## **Tuition & Fees**

---

### **Tuition**

	<b>Lower Division (100-200 Level)</b>	<b>Upper Division (300-400 Level)</b>
<b>MEP (on-site classes)</b>	\$238.82/credit hour	\$250/credit hour
<b>USCG Cutter Afloat</b>	\$250/credit hour	\$250/credit hour
<b>*Distance Education (online)</b>	\$250/credit hour	\$250/credit hour

\*Tuition charges listed are for out-of-state residents. Full tuition and fees information can be found in the Vincennes University catalog.

**Tuition payment and class fees are due by the official class start date.** Unpaid balances may result in holds being placed on the release of academic transcripts or new course registration.

Students who wish to utilize Federal Financial Aid will need to provide a copy of High School transcripts with graduation date or a copy of the GED® transcript with passing test scores

### **Fees**

- At particular Site Locations, Vincennes University loans textbooks to military students at no cost. Please consult with your Site Location staff for textbook information. For Distance Education courses, students may be required to purchase textbooks through Vincennes University's Old Post Bookstore ([vubookstore.vinu.edu](http://vubookstore.vinu.edu)).
- Some courses include fees for laboratory supplies and equipment, or other special course materials. Students should inquire about specific course-related fees before registering.
- Vincennes University does not charge military students application fees, graduation fees, or for transcripts that are sent by traditional mail.

## **Tuition Assistance & VA Education Benefits**

---

### **Tuition Assistance**

Vincennes University accepts Federal Tuition Assistance (FTA) from all branches of the military. Students should consult with their military education specialists to determine eligibility and apply for these education benefits.

If Federal Tuition Assistance is used to pay all or part of the tuition and fees, an approved tuition assistance authorization should be submitted with the registration, along with any payment for which the student is responsible.

### **VA Education Benefits**

Service members wishing to use their education benefits from the Department of Veteran Affairs should contact a Vincennes University Site Director or the Veterans Support Services at the Vincennes Campus. Proof of benefit eligibility must be provided by the student for benefit processing.

### ***Prior Credit***

All students using VA education benefits must provide the institution with prior credit documentation to include transcripts from all prior postsecondary education.

### ***Yellow Ribbon Program***

Vincennes University is a participating institution in the Yellow Ribbon Program. The Yellow Ribbon program, under the Post 9/11 *GI Bill*®, provides additional financial assistance to nonresident students whose costs are not fully covered by their benefits. To qualify, you must be eligible for the Post-9/11 *GI Bill*® at the 100% tier and be charged non-resident tuition rates. Student participating in the MEP may be eligible to use Yellow Ribbon under certain circumstances.



For additional information relating to federal tuition assistance and VA education benefits please visit: <https://www.vinu.edu/veterans>.

**GI Bill®** is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.

## **Federal Financial Aid**

---

In addition to federal tuition assistance and veteran's education benefits, MEP students are also eligible to use federal financial aid. MEP students who wish to utilize Federal Financial Aid will need to provide a copy of their high school transcripts with graduation date or a copy of their GED® transcript with passing test scores.

### **Applying for Aid**

To complete the Free Application for Federal Student Aid (FAFSA) log on to [www.fafsa.ed.gov](http://www.fafsa.ed.gov). For additional assistance regarding your Financial Aid application and eligibility at Vincennes University, call 800-742-9198 or email [financialaidoffice@vinu.edu](mailto:financialaidoffice@vinu.edu). For additional information about financial aid, go to <https://www.vinu.edu/web/financial-services/financial-aid> and [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

Please Note: Non-receipt of financial aid or non-receipt of financial aid in a timely manner does not excuse the student from the tuition or other financial obligation to VU.

## **Withdrawal/Refund Policy**

---

All withdrawals from MEP courses must be requested, approved, and processed through the student's respective MEP Site Location advisor or Site Director. Withdrawals may be initiated by the student, the course instructor, or a University administrative staff member.

The Vincennes University catalog provides the full policy statements for drops and withdrawals.

### **Refunds**

Students who drop one or more courses during the first three business days of an 8-week term will receive a 100 percent credit adjustment of tuition; during the fourth through the sixth business days of a term, a 75% credit adjustment; during the seventh through the ninth business days of a term, a 50% credit adjustment; during the tenth through the twelfth business days of a term, a 25% credit adjustment; and no credit adjustment thereafter.

A Regional Director or Administrative member of the University may exercise the right to grant 100% refunds of tuition charges upon withdrawal, superseding the schedule outlined above, if deemed appropriate.

### **Unearned Tuition Assistance Return Policy**

During the first 60 percent of the period of enrollment a student earns TA funds in direct proportion to the length of time he or she remains enrolled. A student who remains enrolled beyond the 60 percent point

will earn all aid for the enrollment period. Please visit <https://www.vinu.edu/web/military/academic-policies> for a return schedule.

### **State-Specific Requirements**

**Nevada:** Located at NAS Fallon, Bldg. 309, this location contains the primary administrative office and one 600 sqft classroom.

### Student Tuition Refund Policy

1. If Vincennes University fails to furnish the training program agreed upon in the enrollment agreement, the full tuition amount will be refunded to the payee.
2. That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the payee all the money paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
3. That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the payee a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
4. That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, Vincennes University will not refund any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.
5. If a refund is owed, Vincennes University will pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
  - (a) Date of cancellation by a student of his or her enrollment;
  - (b) Date of termination by the institution of the enrollment of a student;
  - (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
  - (d) Last day of attendance of a student, whichever is applicable.

### Account for Student Indemnification

NCC operates in accordance with Nevada Revised Statute (NRS 394.553). These provisions (listed below)

provide important information to students regarding the existence and purpose of the Account for Student Indemnification.

*NRS 394.553 Account for Student Indemnification.*

*1. The Account for Student Indemnification is hereby created in the State General Fund. The existence of the Account does not create a right in any person to receive money from the Account. The Administrator shall administer the Account in accordance with regulations adopted by the Commission.*

*2. Except as otherwise limited by subsection 3, the money in the Account may be used to indemnify any student or enrollee who has suffered damage as a result of:*

- (a) The discontinuance of operation of a postsecondary educational institution licensed in this state; or*
- (b) The violation by such an institution of any provision of NRS 394.383 to 394.560, inclusive, or the regulations adopted pursuant thereto.*

3. *If a student or enrollee is entitled to indemnification from a surety bond pursuant to NRS 394.480, the bond must be used to indemnify the student or enrollee before any money in the Account may be used for indemnification.*
4. *In addition to the expenditures made for indemnification pursuant to subsection 2, the Administrator may use the money in the Account to pay extraordinary expenses incurred to investigate claims for indemnification or resulting from the discontinuance of the operation of a postsecondary educational institution licensed in this state. Money expended pursuant to this subsection must not exceed, for each institution for which indemnification is made, 15 percent of the total amount expended for indemnification pursuant to subsection 2 or \$10,000, whichever is less.*
5. *No expenditure may be made from the Account if the expenditure would cause the balance in the Account to fall below \$10,000.*
6. *Interest and income earned on the money in the Account, after deducting any applicable charges, must be credited to the Account.*
7. *The money in the Account does not lapse to the State General Fund at the end of any fiscal year.*  
(Added to NRS by 1995, 323)

**Washington:** Located at Naval Base Kitsap Vincennes University offer classes at: Naval Hospital Bremerton, Bremerton and Bangor stations. The primary administrative office is located at 120 S. Dewey St. Bldg 491, RM 210 Bremerton WA 98314. A satellite advising office is maintained at the submarine base. Multiple classrooms are used at all three locations.

### Student Tuition Refund Policy

1. If Vincennes University fails to furnish the training program agreed upon in the enrollment agreement, the full tuition amount will be refunded to the payee.

## **Academic Honesty**

---

Vincennes University students are expected to be honest in all academic work. A student's placement of his or her name on any academic exercise shall be regarded as assurance that the work is the result of the student's own thought, effort, and study and that the work was completed in a manner consistent with University policies and regulations. Acts of academic dishonesty are subject to disciplinary sanctions and include, but are not limited to instances of cheating, plagiarism, or other forms of misrepresenting academic work.

1. Examples of cheating include, but are not limited to, accessing information or using resources not expressly permitted during an examination, doing work for another student, and receiving or disseminating content of an assignment or activity (e.g. test, quiz, paper) without instructor permission.
2. Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures from another person or source without acknowledgement or applicable permissions.
3. Other forms of academic dishonesty include, but are not limited to, submitting the same work for multiple assignments without instructor permission and furnishing false information to any university official, faculty member, or office.

The instructor will determine appropriate student disciplinary action that is consistent with the academic dishonesty policy contained in the syllabus of the instructor, which may include referral to the Office of

the Dean of Students for appropriate disciplinary action in keeping with procedures used in the handling of other types of student conduct situations

## **Programs of Study**

---

### **Certification of Completion**

5250 Accounting Certificate  
5570 Management Training Certificate  
7502 Law Enforcement Studies Certificate

### **Certificate of Graduation**

5254 Accounting – DFAS Certificate  
7504 Law Enforcement Certificate  
7505 Law Enforcement Corrections Certificate

### **Associate of Arts Transfer**

1050 Behavioral Sciences  
1053 Behavioral Sciences – Psychology  
1054 Behavioral Sciences – Sociology

### **Associate of Science Transfer**

1050 Behavioral Sciences  
1053 Behavioral Sciences – Psychology Option  
1054 Behavioral Sciences – Sociology Option  
2250 General Studies  
5050 Business Administration  
7450 Hotel and Motel Management  
7500 Law Enforcement

### **Associate of Science Career/Tech**

2250 General Studies  
5253 Accounting – DFAS Concentration  
5360 Business Management  
5900 General Studies – Business Studies Option  
7450 Hotel and Motel Management  
7500 Law Enforcement  
8901 General Studies – Technology Apprenticeship

### **Bachelor of Science Degree**

7000 Homeland Security and Public Safety  
8000 Technology

\*Degree offerings vary by Site Location. Please consult with your Site Director or Academic Advisor.

Additional programs may be completed online through VU's Distance Education program. For a list of those programs, visit <http://vinu.edu/web/distance-education/online-majors>.

## Graduation

---

When a student has met all degree requirements, he/she may submit a Petition for Graduation through their MEP Academic Advisor. The Office of the Registrar, who determines if all graduation requirements have been met and the degree may be conferred, will complete a degree audit. Degrees are awarded in May, August, and December each year. All requirements must be completed and paperwork received by the thirty days prior to the month of graduation to allow adequate time for processing.

- In order to graduate, all students, whether baccalaureate or associate degree level, must achieve a minimum 2.0 cumulative GPA (C average) exclusive of hours marked W (Withdrawal) and developmental courses. In order to receive a degree in a particular major course of study, the number of required hours may exceed sixty.
- Credits toward graduation will be accepted from accredited transfer institutions of higher education; CLEP® general examinations or subject examinations; DSST® exams; service school courses and military science credits in accordance with the ACE Guide; and, College Board Advanced Placement Program.
- All students must earn, from the University, a minimum of 30 semester hours of credit toward a baccalaureate degree, 15 semester hours of credit toward an associate degree, and 50% of the semester hours of credit toward a certificate.

Certain Site Locations may hold graduation ceremonies for MEP students. Graduation information is available at each location.

## Student Grievance Policy

---

If students have grievances involving University professors or staff members, they are to process such grievances through the University administrative structure. The student should first discuss any grievance thoroughly with the professor or staff member. If the grievance is not resolved, the student should discuss such with the faculty or staff member's immediate supervisor. Any unresolved grievances can be processed through the administrative structure to the President, if necessary. The resolution of student grievances will be transmitted to the student and through the administrative structure to all involved parties.

1. The student should meet with and discuss the matter thoroughly with the professor or staff member attempting to reach resolution immediately, but no later than 30 calendar days after the incident(s) has occurred.
2. If resolution is not achieved and the student wishes to pursue his/her grievance, the grievance must be filed in written form with the direct supervisor of the faculty or staff member. The grievance must be filed within one week after the meeting with the faculty or staff member, subject to the availability of the parties involved.
3. The supervisor receiving the grievance will do the following within three weeks:
  - a. Inform the faculty or staff of the receipt of the grievance.
  - b. Investigate the situation, which may include but not be limited to requesting a statement of circumstances relevant to the grievance from the faculty or staff member, a conference with either or both parties, additional documents and other information relevant to the situation.

- c. The supervisor makes a ruling regarding the grievance within one week after the requested documents are received and conferences concluded.
4. If either party wishes to appeal the ruling, a statement of appeal must be filed with the direct supervisor of the person making the previous ruling within one week of the postmark of the letter containing the original grievance decision.
5. The hearing process is repeated with the addition of information from the original supervisor. If the appeal is filed by the faculty or staff, the student will be duly notified.
6. The grievance may be continued by either party through the administrative structure to the President.

## **Student Accounts (MyVU)**

---

All Vincennes University Military Education Program students are assigned a MyVU account along with a student ID when they are admitted and register for their first class(es). The Student ID and log in information for MyVU is provided to the student's University Preferred Email Address (this will be the email address you provided during registration). MyVU is a secure site that provides students, faculty, and administration with Intranet and Internet services.

Through your MyVU account, you can do the following:

- view your class schedule
- view/update what personal information the University has on file
- check your financial aid status
- find your midterm and final grades (grade books found on Blackboard are unofficial, you will need to consult MyVU to see your official grades)
- look up your unofficial transcript
- pay University bills online

For additional help for logon ID and passwords, please call the Management Information Center at 812-888-4332 (select option 1) or email: [myvuhelp@vinu.edu](mailto:myvuhelp@vinu.edu)

## College of Extended Studies

---

**Shanni Simmons, MBA**  
**Assistant Vice President**  
*Division of Lifelong Learning*  
ssimmons@vinu.edu  
(812) 888-4026

**Matthew Schwartz, MPA**  
**Assistant Vice President**  
*Division of Outreach and Engagement*  
mschwartz@vinu.edu  
(812) 888-5832

Julie Napier, *Secretary*  
jnapier@vinu.edu  
(812) 888-5329

### **Distance Education**

800-880-7961

### **Advising Center**

Vickie Burgess, *Registration Clerk*  
vburgess@vinu.edu  
(812) 888-5984

Michelle Strate, *Admissions Clerk*  
msmall@vinu.edu  
(812) 888-4091

Diane Lady, *Advisor*  
dlady@vinu.edu  
(812) 888-5610

Evan Sievers, *Advisor*  
esievers@vinu.edu  
(812) 888-5048

### **Military Education**

800-468-7480

### **Administrative Office**

Alex Sievers, *Director*  
asievers@vinu.edu  
(812) 888-4386

Shinead Abbott, *Secretary*  
sabbott@vinu.edu  
(812) 888-5634

Kristen Phillips, *Education Benefits Manager*  
kphillips@vinu.edu  
(812) 888-5421

Jessica Hatton, *Transcript Evaluator*  
jhatton@vinu.edu  
(812) 888-5861

Helena Cummins, *Accounting Clerk*  
hcummins@vinu.edu  
(812) 888-5423

## MEP Site Locations and Staff

---

### **Regional Director**

Glenn Karrmann, MSHR  
Phone: (360) 362-6480  
Email: gkarrmann@vinu.edu

### **Arkansas**

*Karen Merriott, Site Director*  
Camp Robinson, North Little Rock  
Bldg. 6401, Box 45  
North Little Rock, AR 72199-9600  
Phone: (501) 212-4657  
Email: kmerriott@vinu.edu

### **Florida**

*Jacob MacGibbon, Site Director*  
3640 Gaines Road  
St. Augustine, FL 32084  
Phone: (904) 209-5143  
Email: jmacgibbon@vinu.edu

### **Afloat Education**

*Ann Wells, Coordinator*  
Hampton Roads, VA  
Phone: (757) 579-8993  
Email: mawells@vinu.edu

### **California - Naval Base San Diego**

*Megan Fackenthal, Sr. Site Director*  
3975 Norman Scott Road  
San Diego, CA 92136  
Phone: (619) 544-0025  
Fax: (619) 544-0024  
Email: mfackenthal@vinu.edu

### **California - Naval Medical Center**

*Carlos Enriquez, Site Advisor*  
Naval Medical Center  
34425 Farenholt Avenue  
San Diego, CA 92134-5000  
Phone: (619) 544-9281  
Fax: (619) 544-9281  
Email: cenriquez@vinu.edu

### **California - Naval Base Coronado**

*Moriah Dominguez, Site Advisor*  
1033 B Avenue Ste. 101-129  
Coronado, CA 92118-3439  
Phone: (619) 437-0411  
Fax: (619) 437-0317  
Email: mdominguez@vinu.edu

### **California - NAF El Centro**

*Megan Fackenthal, Sr. Site Director*  
NAF El Centro  
1605 3rd Street, Bldg. 221  
El Centro, CA 92243  
Email: mfackenthal@vinu.edu

### **Nevada**

*Lisa Slaymaker, Site Director*  
4755 Pasture Road  
Building 307 Carson Road  
NAS Fallon  
Fallon, NV 89496-5000  
Phone: (775) 423-3932  
Email: lslaymaker@vinu.edu

### **Washington**

*Jeff Dobson, Site Director*  
Naval Base Kitsap  
120 S. Dewey Street, Bldg. 491  
Rm 112  
Bremerton, WA 98314-5285  
Phone: (360) 478-7202  
Fax: (360) 373-2489  
Email: jdobson@vinu.edu