

R. Wes Hayes, Jr.  
*Chairman*

L. Jeffrey Perez, Ph.D.  
*President & Executive Director*



**To:** SC National Guard College Assistance Program Institutional Contacts

**From:** Alfie B. Mincy, Program Coordinator, SCNG CAP and Veterans Outreach  
South Carolina Commission on Higher Education (CHE)

**Subject:** **SCNG CAP Academic Year 2024-2025 Deadlines and Updates**

**Date:** March 11, 2025

The South Carolina National Guard College Assistance Program (SCNG CAP) Regulation provides important information regarding the governance of the program by the South Carolina Commission on Higher Education (CHE), the SC National Guard, and the higher education institutions [SC National Guard College Assistance Program Regulations](#)

In addition, procedures for the 2024-2025 SCNG CAP Academic Year are detailed in this document.

### **BUDGET UPDATES SCNG CAP 2024-2025 AY:**

**Per Proviso 117.141 of the FY 2024-2025 Appropriations** (GP: National Guard College Assistance Program) a member of the SC National Guard may qualify for college assistance program grants *for more than one hundred thirty (130) semester hours or related quarter hours*. In addition, the maximum program benefit will be (\$22,000). Service members shall be required to meet all other requirements.

This means for FY 2024 -25 (only), the Proviso removed the one hundred thirty (130) semester hours maximum for eligible CAP recipients and increased the SCNG CAP maximum award to twenty-two thousand dollars (\$22,000).



2024-2025 Academic Year (AY) SCNG CAP Awards Benefit	
Maximum Award Benefit \$22,000.00	
Full-time students can receive up to	
ARMY	AIR
2-Year Institutions 4-Year Institutions \$ 5,500 Per AY	2-Year Institutions \$ 11,000 Per AY OR 4-Year Institutions \$ 5,500 Per AY
Per academic year (Fall, Spring, and Summer) Lifetime maximum cannot exceed \$22,000. Grant is subject to the availability of funds.	
<b>**Download SCNG CAP Award Amounts Chart for 2024-25 AY by Credit Hours – <a href="#">CLICK HERE</a></b>	
<ul style="list-style-type: none"> <li>◆ Disbursements will typically be paid in two (2) equal disbursements (i.e., fall semester, spring semester, or its equivalent)</li> <li>◆ Any remaining funds can be used in any succeeding terms prior to the annual expiration date.</li> <li>◆ Per the regulations, the SCNG CAP awards, in combination with all other grants and scholarships, shall not exceed the cost of attendance at the eligible institution in any given award year, and the cumulative total of all college assistance program benefits received may not exceed twenty-two thousand dollars (\$22,000).</li> </ul>	

## I. Eligibility for SC National Guard College Assistance Program (SCNG CAP)

As a reminder, eligible students can receive SCNG CAP funds if they:

- are making Satisfactory Academic Progress;
- have not exceeded the \$22,000 maximum award amount; and
- have not earned a graduate degree. Eligible programs of study are less than one-year certificates or certifications approved by the SC Technical College System, courses completed as the education component of a registered apprenticeship, a certificate or other recognized educational credential (e.g. diploma), the first associate's degree or a second associate's degree earned at a minimum five (5) years after receiving the first associate's degree, a two-year program that is acceptable for full credit towards the first bachelor's degree, and the first bachelor's degree.

**\*\* Note:** Students may receive college assistance benefits upon completion of their first bachelor's degree in a preceding level (less than one-year certificate or certifications, one-year certificate, and two-year program or associate's degree) per Section 62-251 H – See [SC National Guard College Assistance Program Regulations](#)

As a reminder, service members should not be awarded SCNG CAP funds by word-of-mouth. To view the eligibility list for your institution, please access the **SCNG CAP web portal** at <https://etl.che.sc.gov>. **See FAQs for more information.**

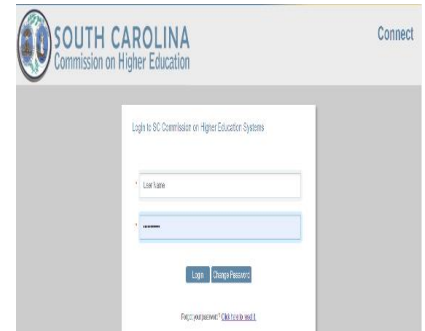
## II. SC NATIONAL GUARD STUDENT DATA WEB PORTAL

Institutions must use this link to update the SCNG Web Portal

<https://etl.che.sc.gov>

The system refreshes daily at 12:00 p.m. and 4:00 p.m.

Passwords will deactivate after 60 days of inactivity. – PLEASE LOGIN FREQUENTLY



The “**Update National Guard Student Data**” screen is the process to provide the eligibility verification to CHE. The web portal must be current and accurate because the web portal is used for eligibility and awarding purposes.

**SCNG CAP web portal should be used to report/verify the enrollment of your SCNG CAP-eligible students.**

The **Search for National Guard Students**: screen shows the entire list of eligible students for your institution. Press enter and sort the eligibility list by eligibility status (toggle up/down arrows).

### VERIFY STUDENT ENROLLMENT EVERY SEMESTER IN 3 EASY STEPS:

STEP 1

**NEW Second Factor Authentication Login-** Instructions –[Click Here](#)

- Login to the SCNG Web portal <https://etl.che.sc.gov> and select the **Update National Guard Student Data** link on the **Institution Users** menu.
- The first time you go to this page for a new report period the student data will be blank.



STEP 2

Click the **Refresh Students** button at the top of the page (**EVERY TIME**) you go to the Student Update Screen for the **current list of students**.

- This will cause the system to transfer current eligible student data for the current report period.
- The Refresh Students button will not delete data, it will only bring in additional students not on the list yet, and update existing records as needed.
- Once the data is displayed, the Corrected Total Amount, Enrollment Status, Attempted Credit Hours, SAP Progress, and Award Amount fields will be open for each student.

STEP 3

Update the portal and complete the required fields to report/verify enrollment **each semester** by the designated deadlines (except Summer Awarding Process)- See Table below on page 4.

- Once the data is entered by the institution, CHE can retrieve the report.

## 2024-2025 Deadlines to Update SCNG CAP Web Portal

**SCNG CAP Web Portal** <https://etl.che.sc.gov>

**Note:** A request for funds (invoice) cannot be processed until the eligibility verification information has been updated on the portal.

Term	Deadline
Fall	September 6, 2024
Fall II	October 18, 2024
Spring	February 7, 2025
Spring II	March 7, 2025

### **Summer Awarding Process:**


- The SCNG CAP web portal currently does not have the functionality to report summer awards.**
- Once your summer enrollment is final email the **Summer Eligibility Verification Spreadsheet** [Click Here](#)

<b>**Maymester/Summer I 2025</b> 1. Submit the Eligibility Verification Spreadsheet for <b>Summer ONLY</b>	June 6, 2025
<b>**Summer II 2025</b> 1. Submit the Eligibility Verification Spreadsheet for <b>Summer ONLY</b> 2. Submit the SCNG <b>CAP Summer Eligibility Verification Spreadsheet</b> via email to: <a href="mailto:amincy@che.sc.gov">amincy@che.sc.gov</a> – Alfie Mincy <a href="#">Click here</a>	June 30, 2025

**The SCNG CAP web portal will open and close each semester please ensure the portal is updated by the deadline.**

### III. DEADLINES TO SUBMIT A REQUEST AND/OR RETURN INVOICES:

Per section 62-259 E. of the SCNG CAP Regulation, the institution must submit a request and/or return of funds by the established deadline each term. A Student Enrollment list must be attached to the invoice (including term, credit hours, and award amount). **Please verify your records to ensure that all requests and./or returns of funds are submitted before each term deadline.**

SCNG CAP Deadlines <b>ONLY</b> to Submit a request and/or return invoices AY 2024-2025	
<b>Note:</b> A request for funds (invoice) <u>cannot</u> be processed until the eligibility verification information has been updated on the portal	
Term	Deadline: No Later than
Fall 2024	November 15, 2024
Spring 2025	May 2, 2025
** Summer & Summer I 2025	June 27, 2025 ** Date subject to change
Summer II 2025 Submit Invoices as soon as Summer I or Summer II ends	July 11, 2025
<b>Email Invoices to:</b> <a href="mailto:amincy@che.sc.gov">amincy@che.sc.gov</a> – Alfie Mincy, SC Commission on Higher Education, 1122 Lady St, Ste 400, Columbia, SC 29201	
 <b>IMPORTANT</b>	A student list must be attached to <u>all</u> invoices in alphabetical order. Include (Name, Term, Enrollment Status/Credit Hours, Amount per student, and the total) <b>Example Student list:</b> <a href="#">Click Here</a>

### IV. CHE DATA Submission Deadlines to CHEMIS:

When your institution submits scholarship files to the Commission on Higher Education Management Information System (CHEMIS), please include the SCNG CAP awards in this file. **The inclusion of the SCNG CAP awards in your institution's scholarship file is required to reconcile invoices (Invoices and CHEMIS files must match).** The SCNG CAP web portal must be current and accurate because the web portal is used for eligibility and awarding purposes.

2024-2025 CHE DATA Submission Dates to Commission on Higher Education Management Systems (CHEMIS) <a href="#">CHE General Collection Submission Calendar</a>		
Term	Open	Close
Fall Collection 2024	August 19, 2024	November 1, 2024
Spring Collection 2025	December 9, 2024	March 26, 2025
Summer I Collection 2025	May 2, 2025	August 20, 2025
Summer II Collection 2025	June 20, 2025	August 20, 2025
** Please share deadlines with your respective departments responsible for scholarship file uploads to CHEMIS. For Technical assistance: Contact <a href="mailto:chedata@che.sc.gov">chedata@che.sc.gov</a>		

SCNG CAP Contact List and Information		
SCNG CAP Points of Contact:	Email:	Phone:
Dr. Karen Woodfaulk, Director, Office of Student Affairs	<a href="mailto:kwoodfaulk@che.sc.gov">kwoodfaulk@che.sc.gov</a>	803-856-0578
Alfie B. Mincy, Program Coordinator, Office of Student Affairs, SCNG CAP and Veterans Outreach	<a href="mailto:amincy@che.sc.gov">amincy@che.sc.gov</a>	803-856-0579
CMSgt. Kenneth Monroe, Air National Guard	<a href="mailto:kenneth.monroe.1@us.af.mil">kenneth.monroe.1@us.af.mil</a>	803-315-7419
MSgt. Thomas Edmunds, Air National Guard	<a href="mailto:thomas.edmunds@us.af.mil">thomas.edmunds@us.af.mil</a>	803-391-6348
Mr. Paul Mead, SGM (Retired) Education Services Officer, Army National Guard	<a href="mailto:paul.j.mead2.civ@mail.mil">paul.j.mead2.civ@mail.mil</a>	803-299-2734
Sgt. Sherice Watson, Education Office Guidance Counselor	<a href="mailto:sherice.n.watson.mil@army.mil">sherice.n.watson.mil@army.mil</a>	803-299-5311
Technical Assistance or Questions:	Questions regarding the data: <a href="mailto:chedata@che.sc.gov">chedata@che.sc.gov</a>	
<b>South Carolina Commission on Higher Education (CHE)</b> <b>(Main Office)</b>	803-737-2260 1122 Lady St, Ste 400, Columbia, SC 29201	

If there are any questions or if assistance is needed, you may contact Alfie B. Mincy at [amincy@che.sc.gov](mailto:amincy@che.sc.gov) or 803-856-0579.

Thank you and have a great school year!

Frequently Ask Questions (FAQs)	
Question	Answer
What are the SCNG Guard Regulations?	Please go to this website: <a href="#">.SC National Guard Assistance Program Regulations</a>
When is the CAP Application Window? <b>*ONLY</b> If I miss the August 1 <sup>st</sup> deadline, when can I apply again?	1 <sup>st</sup> Application Window Each year June 1 <sup>st</sup> thru August 1 <sup>st</sup> <b>*2<sup>nd</sup> Application Window</b> November 20 <sup>th</sup> thru December 15 <sup>th</sup> (Spring, and Summer Awards ONLY) <a href="https://getsmartsc.com/sc-national-guard/">https://getsmartsc.com/sc-national-guard/</a>
How much is CAP Per Semester and Per Year?	<b>** SCNG CAP Award Amounts for 2024-2025 AY by Credit hours – <a href="#">CLICK HERE</a> to open</b>
How do I know if a student is eligible for CAP?	<b>Air National Guard</b> – MSgt. Kenneth Monroe
Who do I contact?	<b>Army National Guard</b> –Mr. Paul Mead
I have a new staff member and I need to get access to the SCNG Web Portal <a href="https://etl.che.sc.gov">https://etl.che.sc.gov</a> , who should I contact?	Contact Alfie Mincy at <a href="mailto:amincy@che.sc.gov">amincy@che.sc.gov</a> and Complete the <a href="#">SCNG CAP Point of Contact Form</a> to be added to the distribution list
I need to be added to the SCNG CAP Institutional Point of Contact Distribution list.	
I am locked out of SCNG Web Portal, who should I contact?	Passwords will deactivate after 60 days of inactivity.
I cannot upload my SCNG CAP awards to CHEMIS, who should I contact?	Contact CHE Help Desk at <a href="mailto:chedata@che.sc.gov">chedata@che.sc.gov</a> and copy <a href="mailto:amincy@che.sc.gov">amincy@che.sc.gov</a>
Who should I send SCNG CAP Invoices to?	Alfie Mincy at <a href="mailto:amincy@che.sc.gov">amincy@che.sc.gov</a>
When are SCNG Invoices Due?	Note: A student list should be attached to all invoices <a href="#">See page 5 for Deadlines</a>
What are the deadlines to upload to CHEMIS? (Commission on Higher Education Management Information System)	<a href="#">Deadline Dates for CHEMIS</a> (Check website for updates) <a href="#">See page 5 for Deadlines</a>
When should I update my student data on the SCNG Web Portal?	Please update your student data as soon as possible. <a href="#">See page 4 for Deadlines</a>
Summer Awarding Process: - Why can't I update students in the SCNG Web Portal during the summer?	The SCNG CAP web portal <u>currently</u> does not have the functionality to report summer awards. Once summer enrollment is final submit the Eligibility Verification Spreadsheet <a href="#">See page 4 for Deadlines</a> ONLY Summer.