



## **Ordering Prior Military Training**

All students are responsible for telling the Veterans Office that he or she has registered for classes. Failure to do so will result in no certificate of enrollment sent to the Department of Veterans Affairs, which means students will not receive a monthly stipend, and Post 9/11 students will not have tuition and fees paid to Cochise College nor receive a book stipend. All students using veterans benefits must complete and submit a Semester Benefit Request form each time they want to receive VA educational benefits for classes.

### **Additional paperwork that may be necessary:**

- Chapter 1606: DD-2384-1, Notice of Basic Eligibility (NOBE) received from your orderly room
- Chapter 1607: REAP eligibility paperwork from your orderly room, may be required by the VA

### **Prior training requirement**

Students receiving veterans education benefits at Cochise College must have all prior military and civilian training sent to and evaluated by Cochise College before any certification can be sent to the Department of Veterans Affairs.

- Students contact advising and complete a Veteran's Prior Training Review form, or their enrollment information will not be sent to the VA for Monthly Housing Allowance or book stipend.
- Students will have their enrollment held and be eligible to receive a book voucher so they can attend classes.
- All classes taken must be on the degree plan/map approved by the Veterans Prior training Review for a student to receive educational benefits for the class.

The Department of Veterans Affairs (DVA) defines prior credit as:

The amount of credit allowed for previous education, training and experience; including military training and experience. Both the law and the regulations require schools to grant appropriate credit for prior training and experience. The current procedure provides for termination of benefits if the school does not furnish an evaluation of prior credit within two terms (38.U.S.C.3675(b)(2) and 3676(c)(4), and §21.4253(d)(3) and 21.4254(c)(4)). This is Public Law and without having military and civilian training evaluated, and declaring a degree and major, we can send no further certificate of enrollment to the DVA.

It is the student's responsibility to request official transcripts from all colleges previously attended and have them sent to:

Cochise College:  
ATTN: Transcripts

901 North Colombo  
Sierra Vista, AZ 85635

### **Military Transcripts**

Air Force (CCAF Transcripts) is handled as a regular transcript, mailed to Cochise College at 901 N. Colombo Ave., Sierra Vista, AZ 85635

For military training from the Army, Navy, Marines and Coast Guard, visit Joint Service Transcripts (JST) and use the following steps to ensure your transcripts are evaluated.

- Request that the transcripts be sent to the Cochise College Army Education Center on Fort Huachuca.
- Contact [eval@cochise.edu](mailto:eval@cochise.edu) within 2-3 business days to confirm your transcript has been received. **If you do not send this email, your transcripts will not be evaluated.**

### **Degree plans**

The VA requires that all students receiving veterans benefits follow a degree plan. Before any request for education benefits can be sent to the VA, all students (except CH 31\*) must declare a degree and major through advising and complete the Veteran's Prior Training Review. Classes taken by a student and used in the maximum credit hour appeal that are not part of the degree map will not be certified for benefits to the VA. There are exceptions for remedial and prerequisite classes.

\*CH 31 students must turn in a degree plan that supports their rehabilitation plan when they first apply for benefits at Cochise College.