

School Certifying Official: **Letters L-Z:** Coleen Thrasher 520-515-3651 [thrasher@cochise.edu](mailto:thrasher@cochise.edu)

School Certifying Official: **Letters A-K:** Tinesha Smith 520-452-2680 [smithtinesha@cochise.edu](mailto:smithtinesha@cochise.edu)

1. **Semester Benefit form:** Complete prior to class registration each semester to prevent classes from dropping for nonpayment. Use this link or see attached form.  
[Ctrl + click here for Semester Benefit form](#)
2. **Veteran Training Review Form:** Complete page one and sign page two.
3. Type a statement including what degree you are in and what is your career goal. This is completed when you fill out your Semester Benefit Form.
4. Return these form(s) and statement to your School Certifying Official found above.
5. Student is responsible for registering for courses and/or dropping courses when appropriate

**Admissions Department 520-515-5336** [adm@cochise.edu](mailto:adm@cochise.edu)

1. Apply for admission or update your application: <https://apply.cochise.edu/> You cannot register for classes if your application is out of date.
2. Email [adm@cochise.edu](mailto:adm@cochise.edu) to determine if you qualify for in-state residency as military. The VA only pays for the in-state portion of tuition and *most* Veterans qualify for in-state.
3. Order official transcripts for ALL prior colleges NO EXCEPTIONS: VA requires evaluation of all prior training. The VA does not pay for courses already passed.  
Cochise College, Transcripts, 901 N Colombo Ave., Sierra Vista, AZ 85635  
Emailed directly from prior school [eval@cochise.edu](mailto:eval@cochise.edu)
4. If you were military: Order official military transcripts "electronic version" to Cochise College, All Campuses: for Army, Coast Guard, Marine Corps, Navy, Reserve:
  - [Jst.doded.mil/](http://Jst.doded.mil/)
  - send email to [eval@cochise.edu](mailto:eval@cochise.edu) to inform them you ordered JSTAir Force: order official transcripts,  
<https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/>

**Advising Department 520-515-5483** or [advising@cochise.edu](mailto:advising@cochise.edu)

1. Remedial courses must be taken face to face or VA will not cover them. Any course under the number 100 is remedial. For example, MAT 091 ENG 096
2. Advising will go over degree/certificate choices, transfer degrees, degree requirements.

**VA.gov 888-442-4551**

1. To apply to use VA educational benefits and to receive a Certificate of Eligibility. Do only if you have not done this yet: <https://www.va.gov/education/how-to-apply/>

If your Cumulative GPA is less than 2.0 with Cochise College, please complete NSP appeal

Book advancements are available for a few days at the start of each term. **This advancement will have to be paid by the student within 45 days after the start of term.**

Chapters 33, 30, 1606, must verify enrollment on the last day of each month with the VA. Chapter 35 only verifies enrollment if they were notified by the VA to do so.

VA students may also receive Financial Aid. Complete the correct aid year FAFSA <https://studentaid.gov/h/apply-for-aid/fafsa> and contact [finaid@cochise.edu](mailto:finaid@cochise.edu) for other required documents.

Please see School Certifying Official for estimated Program Cost, Cost of living, maximizing your VA Educational Benefits, and your VA Educational Benefits questions.