

1. Register for classes as soon as possible (SUMMER 2014 semester registration opened on February 21, 2014 and will continue through May 11, 2014); LATE REGISTRATION FEES WILL BE ASSESSED AFTER MAY 11, 2014 (end of "On-Time" registration).

2. Immediately following registration, complete and submit the CSCC "Request for VA Certification" form - http://www.cscce.edu/_resources/media/services/pdf/veterans_form_certification.pdf to the Veterans Services staff. This form may be dropped off (Union Hall Room 48), faxed to 614-287-6085 or scanned & emailed to gibill@cscce.edu (Last Name, Cougar ID and TERM in the subject line of the email) that your registration is complete and you are requesting VA benefits.

3. Certification forms are now required for EACH TERM that you are requesting benefits! VA Request for Certification Form http://cscce.edu/_resources/media/services/pdf/veterans_form_certification.pdf

4. If any registration changes are made following notification of the Veterans Services Office notification is required by contacting us at gibill@cscce.edu (as detailed above).

5. If you have changed your major (Program of Study), please ensure that your official major is changed with the Office of Records & Registration (614-287-5353), then complete the CSCC "Request for VA Certification" form which can be downloaded from the CSCC web site. The completed form must be returned (scanned/emailed, faxed or dropped off) to the Veteran Services Office (Union Hall, Room 48) immediately following the completion of registration before VA enrollment certification can take place.

Non-receipt of this form will delay or prevent benefit processing and payments.

Any changes to your registration for summer 2014 term made on or after Sunday, May 11th and following VA certification processing (receipt of the VA email notification that your enrollment has been certified) will delay benefits payments and may also cause over/under payments, being dropped from classes, and indebtedness to CSCC and/or the VA