



For Official Staff Use Only		
Received on:	Updated MAP/POS	During Add/Drop:
Received by:	Detailed Schedule	After Add/Drop:

Purpose: To notify the School Certifying Official (SCO) of any and all changes due to cancellations, adds, drops, start dates, etc. to an initial class schedule as soon as possible; this will minimize possibility of creating an overpayment or debt letter from the VA. *The SCO is located in M-115A at Signal Peak Campus, Coolidge, AZ 85128, Phone: 520-494-5517*

VA Certification Change (Add/Drop) Form

Student Information:

CAC Student ID # 880- _____ - _____ Social Security # _____ - _____ - _____

First Name: _____ Middle Initial: _____ Last Name: _____

Home Address: _____ Phone Number: _____

City: _____ State: _____ Zip Code: _____

I am using Chapter _____ VA Benefits

CAC Email Address: _____@stu.centralaz.edu

Change Information:

____ Spring (Jan – May) ____ Summer (Jun – Aug) ____ Fall (Aug – Dec) Year: 20 _____

Dropped or Cancelled _____ (#) of credits Added _____ (#) of credits New total # of credits _____

**** I have also attached a new/updated MAP if courses were added to my schedule. The courses MUST be reflected/apply to my degree/certificate program to be eligible for VA certification. ****

Initials

Changes to Class Schedule:

(A) Add (D) Drop (C) Cancelled	Effective Date	Course # (Ex: ENG101)	Course Title (Ex: English Composition III)	# of Credits	Online	Resident/Hybrid

Signature: _____

Date: _____