

Transfer to Cochise College

Transcript Evaluations

If you are requesting an evaluation of transcripts for the purpose of seeking a Cochise College degree, you must first be admitted to Cochise College. Transcripts are required from each previously attended institution. The transcripts must be in the original sealed envelope to be considered official for transfer credit.

Official transcripts must be mailed to:

Cochise College
Transcript Evaluation

901 N. Colombo Ave.
Sierra Vista, AZ 85635-2317

Official and secure electronic transcripts can also be sent by the issuing institution to eval@cochise.edu.

Due to the high volume of transcripts we receive on a daily basis, you will not be contacted about the status of your evaluation. Processing time can take up to six weeks. You can view your transfer credits on your unofficial transcript through your CC Account:

- Go to www.cochise.edu/mycc
- At User Login, read the information as you scroll to the bottom of the page.
- In the User ID box, enter your Student ID (it is a number that starts with C000...) or your Social Security number. You must use a capital C and zeros when entering your Student ID number.
- Enter your PIN number. If you are a first-time user, and each time your PIN is reset, your PIN will be your six-digit date of birth using the MMDDYY format. Call Admissions and Registration to have your PIN reset if your account is "disabled" or you are locked out. 1-800-593-9567
- Once you are in the system, you will be prompted to change your pin to another six-digit number.
- Follow the prompts to view your transcript.
- Computers using restrictive firewalls may block you from this site (such as military and university computers).

Acceptance of credits by Cochise College towards a degree or certificate depend on the following:

- The courses were completed at regionally accredited institutions. Accredited higher education institutions are those that are accredited by the New England Association of Schools and Colleges, Middle States Association of Colleges and Schools, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, and Western Association of Schools and Colleges.
- Transfer of college or university level courses will also be accepted from non-regionally accredited institutions that are listed in the latest edition of the Higher Education Directory, a directory of accredited postsecondary, degree-granting institutions in the U.S. and its possessions and territories accredited by regional, national, professional and specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA)
- You have received a grade of C or better.

- At the discretion of the Aviation Department, a professional pilot candidate who transfers to Cochise College may receive credit for previously earned certificates and ratings if he/she completes at least one Cochise College flight course resulting in a certificate or rating.

International Transcripts

For detailed information regarding credit evaluations from institutions outside the United States, please contact the Evaluations Department at 520-515-5411/4514/3686 or 1-800-593-9567 or send an email to eval@cochise.edu.

High School/GED Transcripts

High School/GED transcripts must be official and enclosed in a sealed envelope. Opened transcripts and copies of your diploma are not acceptable. Transcripts can be hand carried to the Admissions Office, or mailed to:

Cochise College

Attn: Admissions Office

901 N. Colombo Ave.

Sierra Vista, AZ 85635

Contact the Admissions Department at admissions@cochise.edu or 1-800-5939-9567 with any questions.

Non-Traditional Education Credit

Cochise College recognizes that education occurs in a variety of settings and ways other than through the regular credit courses offered by accredited colleges and universities. Therefore, the college shall provide options which allow students to demonstrate competencies gained through non-classroom experiences and to earn college credit for them.

The following options for earning equivalent college credit shall be recognized:

- The College Level Examination Program (CLEP) and the Advanced Placement Examination of the College Entrance Examination Board (AP). CLEP scores and credit for foreign languages will be accepted based on institutional policy.
- The Credit by Examination process. This option is only available through participating academic departments.
- Military service evaluation process. Credit is granted based on American Council on Education (ACE) guidelines; however, the number of credits will be awarded based on institutional policy.

Transfer credit may also be granted for successful completion of certified law enforcement academy training (Border Patrol, AZPOST, COTA).

Military transcripts

Military transcripts (AARTS, SMART) are evaluated by specialists at the Fort Huachuca Center. Soldiers and veterans of the Army, Army National Guard and U.S. Army Reserves can request official AARTS transcripts at aartstranscript.army.mil. Select Cochise College – Army Ed Center from the dropdown list when requesting an AARTS transcript. Service members and veterans of the Navy or the Marine Corps can request the SMART at smart.navy.mil/smart.

Military transcripts are only evaluated upon request; therefore, you should contact the Education Center at 520-533-2391 upon completion of your official transcript request through the AARTS or SMART webpage.

Veterans with a Basic Active Service Date (BASD) prior to Oct 1, 1981 who do not have access to AARTS or SMART transcripts can have their educational experiences during military service evaluated if they provide their certified DD Form 214 or a completed and signed DD Form 295. Additional information about appropriate documentation for verifying military occupational experiences can be found [here](#).

For additional questions, call Transcript Evaluation at 520-515-5411/4514/3686 or 800-593-9567 or email eval@cochise.edu.

Hours

Fall & Spring

Mid-August through Mid-May
Monday - Friday
8 a.m. - 4:30 p.m.

Summer

Mid-May through Mid-August
Monday - Thursday
7 a.m. - 5 p.m.
Closed Fridays