

Area of Responsibility	School Certifying Official (SCO)	Career Pathways Advisor (Advisor)
<b>Primary Focus</b>	VA compliance, certification, reporting, and regulatory oversight	Student-facing support, onboarding, guidance, and navigation
<b>Student Engagement</b>	Provides support related to VA benefit processing and compliance requirements	Serves as the primary point of contact for veteran students and families
<b>Campus Orientation &amp; Acclimation</b>	—	Orients students to campus resources and services
<b>VA Education Benefit Guidance</b>	Ensures accurate processing and certification of VA education benefits	Explains how to apply for, receive, and use VA education benefits in student-friendly language
<b>Certificate of Eligibility (COE)</b>	Reviews for accuracy and compliance prior to benefit certification	Refers students to the <a href="http://VA.gov">VA.gov</a> for assistance obtaining COEs and eligibility clarification. If further assistance is needed, the student can be referred to <a href="#">Ohio Department of Veterans Affairs liaison</a>
<b>Enrollment Certification</b>	Submits enrollment certifications, tuition and fees, enrollment changes, and grades to the VA	Coordinates with SCO when enrollment questions or changes arise
<b>Enrollment &amp; Academic Changes</b>	Reports adds, drops, withdrawals, and program changes to the VA	Alerts SCO to student-reported enrollment or program changes that may impact VA benefits
<b>Program &amp; Location Compliance</b>	Submits VA forms for program additions, removals, and campus location changes	Communicates program-related changes to students in collaboration with SCO

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<b>Documentation &amp; Recordkeeping</b>	Maintains VA student files, tracking, and required documentation	Supports students in submitting <a href="#">required paperwork</a> each term
<b>Regulatory Monitoring</b>	Monitors VA regulations, 85/15 rule, 30% exemption renewals, and other compliance requirements and communicates regulatory impacts to Advisor	Converts regulatory updates into clear student instructions, deadlines, and expectations, and collaborates with the CRM & Recruitment Coordinator for communications as needed.
<b>Audits &amp; VA Oversight</b>	Serves as point person for the VA and manages the 3-year VA compliance audit	Assists with student communication and documentation requests related to audits
<b>Student Advocacy</b>	Ensures institutional compliance to protect student eligibility	Advocates for veteran students and families by helping them navigate systems and resolve concerns
<b>Collaboration</b>	Partners closely with CPA to ensure accurate, timely, and compliant processing	Collaborates with SCO to ensure students understand requirements and next steps