

VSCC DE application items and resolution guide

Parent/guardian and counselor recommendations

- ❖ Remind your parent/guardian to respond to the emailed recommendation request
- ❖ Verify your counselor received the recommendation request

Wrong email address on the application? **How to fix it:**

Send an email to Admissions@volstate.edu with:

- First & last name (student)
- Date of Birth or Vol State Student ID Number (V#)
- Correct email address
- Whose address it is (parent/guardian or counselor)

Partial high school transcripts

State or private high schools and umbrella homeschool organizations:

The state or private high schools and umbrella organizations send the transcript to the Vol State Admissions Office. Check with your high school counselor or the umbrella organization if you have any questions.

Independent homeschoolers:

The parent/guardian of the homeschool student must create/prepare a transcript and send to the Vol State Admissions Office (the parent identified on the student's application will receive an email from Admissions with instructions).

Need to create an independent homeschool transcript? **How to do it:**

There are many online transcript tools and templates. Vol State does not recommend any specific template. For the transcript to be accepted, it must include:

- Student's first and last name
- Each completed high school class for each year of high school
- Grade for each class
- Cumulative high school GPA
- Parent/guardian signature
- The transcript must be sent with the "Tennessee Notice of Intent to Homeschool" (signed by the county)

I've been told that I need to reapply

If you were told that you need to re-apply, it is likely that you either

- ❖ chose the wrong admission type when you were asked about your academic goal, or
- ❖ you previously studied as a dual enrollment at Vol State student and took one or more semesters off, or
- ❖ you applied for a previous semester but did not study

Need to reapply? How to do it:

Go back to the Dual Enrollment Student Checklist, and repeat the directions for Step 1, "Apply to Vol State."

- You should already have admissions login credentials, so choose "**Returning Users.**"
- Be sure to use the video walk-through or the downloadable pdf to guide you to fill out the application correctly. Here are a few reminders:
 - When asked about your **academic goal**, choose "I want to take classes while I'm still in high school." This will establish you as a dual enrollment student.
 - To find the **correct semester**, you must first choose the correct academic year. Academic years run: Fall, Spring, Summer. So, the 2024-2025 academic year includes: Fall 2024, Spring 2025, and Summer 2025.
 - Your **Social Security Number** will be needed on the application if you plan to use the Dual Enrollment Grant.

Selective service issues

Male students 18 or older must register with selective service. This should be done within 30 days prior to their 18th birthday.

Do you still need to register for selective service? How to do it:

Visit www.sss.gov and follow the directions on the site. Then send an email to Admissions@volstate.edu with:

- First & last name (student)
- Date of Birth or Vol State Student ID Number (V#)
- Screenshot of the completed registration page

Placement scores

Visit the [Dual Enrollment Eligibility page](#) for a list of qualifying placement methods:

State or private high schools:

- ❖ ACT placement scores included on high school transcripts are acceptable.
- ❖ GPA included on the high school transcript is acceptable.
- ❖ If the transcript does not include ACT scores, they can be sent by the student.

Umbrella homeschool organizations or independent homeschool:

- ❖ ACT scores should be submitted by the student unless otherwise approved by Admissions.
- ❖ GPA included on the transcript is acceptable.

Need to submit ACT scores directly to Vol State? How to do it:

Send an email to Admissions@volstate.edu with:

- First & last name (student)
- Date of Birth or Vol State Student ID Number (V#)
- Screenshot of ACT scores (you do not need to pay for official scores to be sent by college board). For the screenshot:
 - Log into your ACT account
 - Students FULL name must be showing in upper right corner of ACT page
 - Page must show composite and sub scores for the test date
 - NO Superscores - A photo of each individual test date must be sent

Citizenship/legal resident

Do you need to prove TN residency at Vol State? How to do it:

If you are 18

- First & last name (student)
- Date of Birth or Vol State Student ID Number (V#)
- Image of the front of your driver's license or state-issued ID or
- If you have not lived in Tennessee for a year or more, you will need to complete the residency process. Check your email for directions sent to you by the Admissions Office or call them at 615-230-3688.

To be eligible for in-state tuition rates and the Dual Enrollment Grant, you must provide proof to the Admissions Office that you are a resident of Tennessee. If you are under 18 and indicated on the application that you have lived in Tennessee for more than one year, nothing further should be needed.

Other issues not addressed on this document

Reach out to Vol State's Admissions Office:

- ❖ admissions@volstate.edu
- ❖ 615-230-3688

Reach out to Vol State's Dual Enrollment Office:

- ❖ dualenrollment@volstate.edu
- ❖ 615-230-3742