



Next Steps After Class Registration

Where do I go for help?

Vol State has plenty of resources to help you be successful! Go to <https://www.volstate.edu/academic-support>.

Office of Advising: www.volstate.edu/advising | 615-230-3702 | advising@volstate.edu

Find your assigned advisor at the top of your Degree Works audit.

View your Class Schedule

Log in to your My Vol State portal with your Vol State email and password at <https://portal.volstate.edu>.

Click on the orange Register for Classes button > Term > Current Schedule.

Review Degree Requirements in Degree Works

Log in to your My Vol State portal with your Vol State email and password at <https://portal.volstate.edu>.

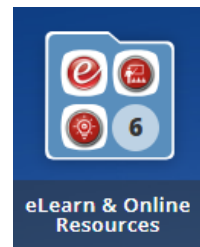
Click the Degree Works icon. Also visit <https://www.volstate.edu/advising/resources> for DW instructions.

[Degree Works - Instructional Handout](#) | [Degree Works - Instructional Video](#)

Log in to eLearn

Whether you have online classes or not, your classes may require you to submit homework online, etc. In eLearn.

- ☐ Log in to <https://portal.volstate.edu> and click on the eLearn & Online Resources folder, then eLearn.
- ☐ Watch the instructional video on how to use eLearn here: <https://www.volstate.edu/elearnsuccess>.
- ☐ If you are in online classes, be sure to log in to the class in eLearn on the first day of the semester and do the attendance assignment! Otherwise, your financial aid will not go through.



Check Vol State Email Daily

Don't miss important information and risk losing financial aid, etc.! Ways to access your email:

- ☐ Microsoft Outlook app for phone, tablet, or computer (log in with Vol State email and password.)
- ☐ [My Vol State Portal \(portal.volstate.edu\)](https://portal.volstate.edu)
- ☐ Use the "Other Inbox", not Focused Inbox! <https://tinyurl.com/vsccinbox>

Monitor Your Tuition Bill:

[My Vol State Portal \(portal.volstate.edu\)](https://portal.volstate.edu) > TouchNet ePay Payment Gateway > Login > Account Activity for term

If you miss the tuition deadline, you'll be dropped from your classes!

Deadline here: <https://www.volstate.edu/tuition-fees/paying-your-bill>.

How are you paying for your classes? It's *your* responsibility to know!

- ☐ Federal & State Aid: File your FAFSA at <https://studentaid.gov/>.
- ☐ Veteran's benefits: Contact Adult Learners & Veterans Affairs @ 615-230-3447 or Veterans.affairs@volstate.edu
- ☐ Other scholarships:
Vol State Foundation:
<https://www.volstate.edu/foundation/scholarships>

☐ Monitor your Financial Aid Status:

Log in to your [My Vol State Portal \(portal.volstate.edu\)](https://portal.volstate.edu)

- Click on the Financial Aid Status tile.
- Select the appropriate term.
- Select Award

Questions?

Financial Aid website: <https://volstate.edu/financial-aid>
Ramer 129 | 615-230-3456 | financial.aid@volstate.edu.

TN Promise and TN Reconnect do NOT cover books, online course fees, lab fees, etc.

Buy Textbooks

[My Vol State Portal \(portal.volstate.edu\)](https://portal.volstate.edu) > Buy Textbooks

Where can you buy your textbooks?

The **Vol State Bookstore** (either in person or online) is usually the best option. Why?

- **The right stuff:** The Vol State bookstore is guaranteed to know the correct books and correct editions you need for the specific classes and sections on your schedule. The same book but the wrong edition is still the wrong book!
- **Already included in bill:** Some books are “**IncludED**” in your tuition bill, meaning **the book charge is on your bill** and you just need to access them on eLearn (or, in rare cases, pick up in store. Check email.) **Don’t pay again** at another store!
- **Access codes:** Some books have **one-time-use access codes required** in order to access a website to do homework for class.
- **Financial Aid:** Check your Vol State email regularly. Students who have a refund credit will receive an email **one week before classes begin** with details about when and how they can **charge books in the Vol State Bookstore** against their refund balance. If Financial Aid creates a refund after the email deadline you will not receive authorization to charge your books.
- **Options:** You can rent textbooks or buy new or used textbooks (options depend on availability).
- **The Cashier’s Office/Business Office** will begin issuing refunds one week after classes begin.

Why buy your books by the first day of class?

- **Ready to go:** If the professor assigns homework or readings the first day, **you’re covered!**
- **Sold out:** If you wait until after the semester starts to buy your books, the bookstore could be sold out and have to backorder your books which could take a couple of weeks! Then you’ll be **really behind** in your classes!
- **Save your receipts:** If you’re unsure if you’ll keep the class or if the professor will require the books, postpone using codes or opening shrink wrap so you can return the books by the refund deadline, if needed. Check your receipts for return policies.
- **Gallatin:** Wood Campus Center or online
- **Cookeville, Livingston, and Springfield Centers:** Purchase online



Get Your Student ID

To obtain a Student ID, do the following:

- ☐ Register for classes.
- ☐ Know your Vol State V-number.
- ☐ Provide a valid driver’s license, passport, or government-issued ID to confirm your identity.
- ☐ Pick up your student ID:
 - **Gallatin students:** Ramer Admin Building Front Desk

- **Cookeville students:** Cookeville Center front desk
- **Livingston students:** Livingston Center front desk
- **Springfield students:** Springfield Center front desk

If you lose your Student ID, there will be a \$10 charge to reprint a new ID.

Get Your Parking Pass

To obtain your parking pass, do the following:

- ☐ Fill out the online parking decal registration at <https://www.volstate.edu/campuspolice/parking-decals>. The cost is included in your tuition.
Online students must have a parking pass to park on campus as well!

- ☐ Pick up your parking decal:
 - **Gallatin students:** Ramer Front Desk
 - **Cookeville students:** Cookeville front desk
 - **Livingston students:** Livingston front desk
 - **Springfield students:** Springfield front desk

Take a Campus Tour

New to campus? Take a tour! Go to <https://www.volstate.edu/admissions/campus-tour> for tour information for each campus.