

Below are the current options for receiving a printed diploma until the Records Office re-opens on August 3rd.

- **Option 1: Send a self-addressed, pre-paid envelope and written release to have your diploma mailed to you.** Visit <https://www.volstate.edu/graduation/diploma> for instructions on what to mail to the following address.

Volunteer State Community College
Records Office
1480 Nashville Pike
Gallatin, TN 37066

- **Option 2: Schedule an appointment to pick-up the diploma at the Gallatin campus starting June 29, 2020.** Graduates can email graduation@volstate.edu to select a specific weekday (between June 29th – July 31st) to pick up the diploma at the Gallatin campus. Pick-up hours will be M-F from 10:00 AM – 4:00 PM. The appointment email must be received no later than 3:00 PM the day prior to the pick-up date. (No same day appointments will be accepted.) Graduates must include the following information in the email request: appointment date, the name to be printed on the diploma, whether you are a PTK member, how many commencement programs to include, and whether you have a diploma case. Once your request is received or processed, the graduation staff will send you an email with the next steps for picking up your diploma on the Gallatin campus. Only diplomas for students that have reservations for that specific date will be available for pick-up. Graduates are required to show a photo ID to pick-up the diploma. (Once the campus re-opens to the public, appointments will no longer be required and diplomas will be available for pick-up in the Records Office. Changes to campus closings will be updated on the Vol State website.)
- **Option 3: Request the diploma be sent to one of our other campuses (Springfield, Cookeville, Livingston) for pick-up.** Graduates should email graduation@volstate.edu the following information: which campus to send the diploma to, the name to be printed on the diploma, whether you are a PTK member, how many commencement programs to include, and whether you have a diploma case. Springfield and Cookeville campuses plan to open for limited student access beginning June 29 while Livingston will not open to students until August 3. Once your request is received or processed, the graduation staff will send you an email with the next steps for picking up your diploma at the campus you specified in your request. Graduates are required to show a photo ID to pick-up the diploma.