Veterans Checklist

The Volunteer State Community College Office of Adult Learners and Veterans Affairs is here to assist our veterans, military or the dependents to begin the process as a student at our college. This checklist is available to help guide you and set you up for success in college. For assistance with any of the following steps please contact the Office of Adult Learners and Veterans Affairs.

Email: veterans.affairs@volstate.edu
Phone: 615-230-3444

Benefits that are currently accepted at Vol State:
- MGIB CH 30
- MGIB-SR CH 1606
- Post 9/11 CH 33
- DEA CH 35
- VR&E CH 31
- Military TA
- MyCAA
- TN Strong

Step one: Apply for Admissions:
- Review academic programs. Make a list of one or two that interest you the most.
- Review Admissions Requirements and Apply to be a student at Vol State.
- Request copies of your official high school transcripts or GED/HiSET scores.
- Request official copies of transcripts from any other colleges you have attended.

Step Two: Paying for College:
- Complete the Free Application for Federal Student Aid. Our School Code is 009912.
- If you are using VA Education benefits, please submit a copy of your Certificate of Eligibility to the Office of Adult Learners and Veterans Affairs.
  - If you have not applied for your benefits yet, you can do so on the Department of Veterans Affairs website.
  - If you are a transfer student and have previously used your benefits at another school, please update your benefits with the Department of Veterans Affairs.
- If you are using TN Strong, Federal Tuition Assistance or MyCAA, submit copies of your authorizations to the Office of Adult Learners and Veterans Affairs.
- Consider applying for the Helping Heroes Grant. This grant is for veterans who honorably served in the armed forces of the United States or are former or current member of a reserve or Tennessee National Guard unit who was called into active military service.
Step 3: Placement and Prior Learning Credit

- Submit a copy of your DD 214 Member 4 page to the Office of Adult Learners and Veterans Affairs. You can scan and email a copy to veterans.affairs@volstate.edu.
- Submit official copies of your Joint Services Transcript or your CCAF to the Vol State Admissions Office.
- If required, complete placement testing. Check with the Office of Advising to see if you will need to take the placement test.

Step 4: Advising and Registration

- Set up your My Vol State account and student email using the directions in your acceptance letter.
- Speak with an advisor prior to registering to obtain information on prerequisites and recommended courses for your major. If you are a first-time freshman, it is possible that you will be required to attend a new student orientation prior to registering for classes.
- After you register for classes, complete the Veterans Certification Request Form (VCRF) found on your My Vol State portal. You will find the VCRF under the Pride Online tab in the Student Forms section.
- If you are using TN STRONG, federal tuition assistance or MyCAA, please submit your authorizations to the Office of Adult Learners and Veterans Affairs.
- Register for your parking decal.
- Pick up your Student ID—you will be required to provide either a valid driver’s license or passport to confirm your identity. Students attending classes on the Gallatin campus will go to Wood 217 for their Student ID. Students taking classes in Cookeville, Livingston or Springfield can get their Student ID made at their respective campuses.
Support Services:

- **The Office of Adult Learners and Veterans Affairs**
  Ramer 125
  Phone: 615-230-3444
  Email: Veterans.affairs@volstate.edu
  - Veteran Specific Resources
  - Computers equipped with CAC card readers
  - Refreshment Station

- **Financial Aid**
  Ramer 129
  Phone 615-230-3456
  Email: financial.aid@volstate.edu

- **The Office of Student Engagement and Support**
  Wood Campus Center, Room 215
  Phone: 615-230-3492
  Email: student.engagement@volstate.edu
  - Career Services
  - The Feed
  - Advocacy and Community Resources
  - Mental Health
  - Clubs and Organizations

- **The Access Center**
  Ramer Building, Room 143
  Phone: 615-230-3472
  Email: access.center@volstate.edu
  - Academic Accommodations
  - Supportive Resources
  - Campus Access

- **TRIO Student Support**
  Wood Campus Center, Room 210
  Phone: 615-230-3732
  Email: trio@volstate.edu
  - Individual Tutoring and Mentoring
  - Academic Advising
  - Cultural Enrichment
  - Technology Access

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