Veterans & Military Benefits Checklist

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

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 Tuition Assistance
- MyCAA
- TN Strong

Step one: Apply for Admissions:

- Review academic programs offered at Vol State.
- 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:

- FAFSA: Complete the Free Application for Federal Student Aid. Our School Code is 009912.
- Certificate of Eligibility: If you are using VA Education benefits (CH 30, 31, 33, 35, or 1606) 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.
- Tuition Assistance: 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.
- Helping Heroes Grant: 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

- **DD 214**: Submit a copy of your DD 214 Member 4 page to the Office of Adult Learners and Veterans Affairs.
- **Military transcripts**: Submit official copies of your Joint Services Transcript or your CCAF to the Vol State Admissions Office. admissions@volstate.edu
- **Placement testing**: 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

- **Student portal and email**: Set up your My Vol State account and student email using the directions in your admissions acceptance letter.
- **Schedule & registration**: Speak with an advisor prior to registering to obtain information on prerequisites and recommended courses for your degree. If you are a first-time freshman, you may be required to attend a new student orientation prior to registering for classes.
- **VCRF**: After you register for your courses, you must submit a completed Veterans Certification Request Form (My Vol State portal → Student Forms → Veterans Certification Request).
  *Please note, the VCRF needs to be submitted each term you enroll to use your benefits.
- **Parking**: Register for your parking decal.
- **Student ID**: 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. You will be required to provide either a valid driver’s license or passport to confirm your identity.

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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