Military-Affiliated Student Checklist

Vol State Veterans Affairs // 615-230-3444 // veterans.affairs@volstate.edu

STEP 1: APPLY FOR ADMISSION
☐ Review admissions requirements
  volstate.edu/admissions/requirements
☐ Complete application for admission
  volstate.edu/admissions/apply

STEP 2: PAYING FOR COLLEGE
☐ Upon acceptance to Vol State, contact the Office of Adult Learners & Veterans Affairs to establish a VA/military education benefit file
  ☐GI Bill® students must submit a Certificate of Eligibility or Statement of Benefits to our office
  ☐ Students utilizing Tuition Assistance must speak with their Educational Service Officer (ESO) or counselor within their military service branch for TA approval
  military.com/education/money-for-school/tuition-assistance-to-program-overview.html
  ☐ Students utilizing the TN Strong Act must follow the steps and guidelines for the program here: tn.gov/military/programs-benefits/education-incentives/state-ta.html
☐ Complete the Free Application for Federal Student Aid (FAFSA) studentaid.gov/h/apply-for-aid/fafsa
☐ Apply for additional aid or scholarships
  volstate.edu/financialaid/scholarships

STEP 3: PRIOR LEARNING CREDIT & PLACEMENT
☐ Submit official copies of military transcripts to VSCC Admissions: admissions@volstate.edu
  ☐ Joint Services Transcript jst.doded.mil/official.html
  ☐ Community College of the Air Force
    airuniversity.af.edu/Barnes/CCAF/
☐ Submit a copy of your DD 214 Member -4 page or verification of successful completion of Basic Military Training/Boot Camp to our office. Veterans & service members may receive three semester hours of physical education credit and three semester hours of HED 120.
☐ Placement testing may be required. Check with the Office of Advising to determine if you need to take the ACCUPLACER exam. advising@volstate.edu

STEP 4: STUDENT PORTAL, PARKING & ID’S
☐ Set up your My Vol State account and student email using the directions in your admissions acceptance letter
☐ Pick up student ID: Gallatin campus student can go to Wood 217 for their Student ID. Students taking classes in Cookeville, Livingston or Springfield can get their Student ID at their respective campuses. A valid driver's license or passport is required to confirm identity.
☐ Register your vehicle and pick up your parking decal. Gallatin students can get their decal in Wood 217. Regional campus students can pick theirs up at theirs at the respective campus’s front desk.
  volstate.edu/campuspolice/parking-decals

STEP 5: ADVISING & REGISTRATION
☐ First time Freshman must attend New Student Orientation
☐ Academic advising is required for all first-time freshmen
☐ Academic advising is not required, but is highly encouraged for transfer, readmitted or transient students
  volstate.edu/advising
☐ Register for the new student Military-Affiliated Orientation. Email veterans.affairs@volstate.edu
☐ Students using military Tuition Assistance must request TA for approved courses at least 7 days prior to the start of the term.
☐ TN Strong Act students must submit a completed application packet to the TN Strong Act manager.
☐ Submit a Veterans Certification Request (VCRF) upon completion of course registration. This must be completed each term a students plans to utilize VA/military education benefits. Students who do not submit a VCRF prior to the start of the term may be purged from courses due to non-payment and/or may cause a delay in benefit payments
  volstate.edu/military/requirements

VOL STATE RESOURCES & SUPPORT SERVICES
☐ The Office of Adult Learners and Veterans Affairs
  volstate.edu/military
  Ramer 125
  Phone: 615-230-3444
  Email: Veterans.affairs@volstate.edu
☐ Financial Aid
  volstate.edu/financialaid/apply
  Ramer 129
  Phone 615-230-3456
  Email: financial.aid@volstate.edu
☐ The Office of Student Engagement and Support
  volstate.edu/campus-life
  Wood 215
  Phone: 615-230-3492
  Email: student.engagement@volstate.edu
☐ The Access Center
  volstate.edu/access
  Ramer Building, Room 143
  Phone: 615-230-3472
  Email: access.center@volstate.edu
☐ TRIO Student Support
  volstate.edu/trio
  Wood Campus Center, Room 210
  Phone: 615-230-3732
  Email: trio@volstate.edu

For additional information and other resources, scan the code

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.