



Vol State Veterans Affairs // 615-230-3444 // [veterans.affairs@volstate.edu](mailto:veterans.affairs@volstate.edu)

### STEP 1: APPLY FOR ADMISSION

- Review admissions requirements  
[volstate.edu/admissions/requirements](http://volstate.edu/admissions/requirements)
- Complete application for admission  
[volstate.edu/admissions/apply](http://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-ta-program-overview.html](http://military.com/education/money-for-school/tuition-assistance-ta-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](http://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](http://studentaid.gov/h/apply-for-aid/fafsa)
- Apply for additional aid or scholarships  
[volstate.edu/financialaid/scholarships](http://volstate.edu/financialaid/scholarships)

### STEP 3: PRIOR LEARNING CREDIT & PLACEMENT

- Submit official copies of military transcripts to VSCC Admissions: [admissions@volstate.edu](mailto:admissions@volstate.edu)
  - Joint Services Transcript [jst.doded.mil/official.html](http://jst.doded.mil/official.html)
  - Community College of the Air Force  
[airuniversity.af.edu/Barnes/CCAF/](http://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](mailto: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](http://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](http://volstate.edu/advising)
- Register for the new student Military-Affiliated Orientation. Email [veterans.affairs@volstate.edu](mailto: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](http://volstate.edu/military/requirements)

### VOL STATE RESOURCES & SUPPORT SERVICES

- The Office of Adult Learners and Veterans Affairs**  
[volstate.edu/military](http://volstate.edu/military)  
Ramer 125  
Phone: 615-230-3444  
Email: [veterans.affairs@volstate.edu](mailto:veterans.affairs@volstate.edu)
- Financial Aid**  
[volstate.edu/financialaid/apply](http://volstate.edu/financialaid/apply)  
Ramer 129  
Phone 615-230-3456  
Email: [financial.aid@volstate.edu](mailto:financial.aid@volstate.edu)
- The Office of Student Engagement and Support**  
[volstate.edu/campus-life](http://volstate.edu/campus-life)  
Wood 215  
Phone: 615-230-3492  
Email: [student.engagement@volstate.edu](mailto:student.engagement@volstate.edu)
- The Access Center**  
[volstate.edu/access](http://volstate.edu/access)  
Ramer Building, Room 143  
Phone: 615-230-3472  
Email: [access.center@volstate.edu](mailto:access.center@volstate.edu)
- TRIO Student Support**  
[volstate.edu/trio](http://volstate.edu/trio)  
Wood Campus Center, Room 210  
Phone: 615-230-3732  
Email: [trio@volstate.edu](mailto:trio@volstate.edu)



For additional information and other resources, scan the code