



Veterans Checklist

The Volunteer State Community College Office of Veterans Affairs and Adult Learners is here to assist our veterans, military, or their dependents to begin the process as a student at our college. This checklist is available to list the steps needed to lead toward college success.

For assistance with any of the following steps please contact or make an appointment with Vol State's office of Veterans Affairs.

Email: veterans.affairs@volstate.edu

Phone: 615-230-3444

Admissions Office

[Complete the Admissions application online](#). You should then receive your acceptance letter in the mail within a week.

- a. Be sure to ask about in-state tuition requirements. Most veteran education benefits will only pay the in-state tuition rates.
- b. Request official military transcripts and transcripts from all colleges and universities you have attended. Have them sent to:

Volunteer State Community College,
Admissions Office
1480 Nashville Pike
Gallatin, Tennessee 37066-3188

- i. If you are prior Army, Coast Guard, Marine Corp, or Navy, you can [order a Joint Service Transcript](#) from the Department of Defense.
 - ii. If you are prior Air Force, you can [order a CCAF transcript](#) from The Air University.
 - iii. Request official military transcripts be sent to Volunteer State Community College. We recommend you download an unofficial copy for yourself or request an additional copy be sent to your home address for your personal records.
- c. Complete placement testing. See the Admissions office for more details. ACT or Accuplacer test scores are required to be on file prior to attending orientation and registering for classes. Submit your ACT scores after you receive your acceptance letter.

Veterans Affairs Office

Submit copies of your DD 214, member 4 (if applicable); Certificate of Eligibility for VA benefits; and/or Military Tuition Assistance; or MyCAA approval forms

NOTE: if appropriate forms are not submitted, payment cannot be processed

- a. Complete the application for VA Education Benefits [online](#).
- b. When the application process is completed, the VA will issue a Certificate of Eligibility (COE) to qualified individuals through the mail. The certificate will contain basic eligibility information including months of entitlement, period of eligibility, and benefit level. Forward a copy of this form to our office when it is received.
- c. If necessary you can request a copy of your DD 214 from the [VA ebenefits portal](#). You will have to request a premium account before you can order a copy. You can also request your DD 214 from the [National Archives](#).

Helping Heroes Grant

Consider applying for this grant if you are an honorably discharged veteran of the United States Armed Forces or a former or current member of a reserve or Tennessee National Guard unit that was called into active duty service of the United States. In addition to a residency requirement you must have also been awarded the Iraq Campaign Medal, the Afghanistan Campaign Medal, or the Global War on Terrorism Expeditionary Medal on or after September 11, 2001. The full list of eligibility requirements and application for the Helping Heroes Grant can be found on the [Tennessee State Government website](#).

Financial Aid

If desired, complete the Free Application for Federal Student Aid (FAFSA). This form will help you with Pell Grant, and other scholarships available through the Financial Aid section.

- a. [File online](#) and use school code 009912
- b. Complete this form every year
- c. For questions regarding FASFA please contact our Financial Aid office by phone at 615-230-3456

Retention Support Services and College Success

Attend an orientation. **Orientation is required for all new students.** Sign up for an orientation session to learn important information about attending college. Counselors will be available to assist you in selecting your first semester of classes and will demonstrate how to search and register for classes online. There are designated orientations for veterans.

Advising Center or Academic Advisor

Register for classes if you didn't do so during orientation

1. Visit [myportal](#) to register for classes.
2. For assistance or to discuss your Program of Study, meet with your Volunteer State Community College Academic Advisor
3. How your Academic Advisor will assist you:
 - a. Explain your degree plan on DegreeWorks
 - b. Compare and contrast programs of study
 - c. Create academic goals
 - d. Decide which classes to take each semester that follow your DegreeWorks degree plan
 - e. Review your progress towards a degree
 - f. Perform pre-graduation audits
 - g. Identify beneficial on-campus resources such as tutoring and career counseling

NOTE: When scheduling an appointment with the Advising Section, inform the person scheduling the appointment that you are a veteran or using veteran's benefits.

Veterans Certification Request Form (VCRF)

Each semester you are planning on using your VA Education Benefits, **after you have registered for your classes**, be sure to fill out a [VCRF](#) and list your **registered** classes and have the form initialed and signed by your Academic Advisor to verify these courses are required for your program of study.

Other offices for assistance

Disability Services: If you require reasonable accommodations or support services, possibly due to disabilities, contact the Disability Services Office for assistance. Located in Wood Campus Center, Room 108 for Gallatin Campus. You can contact them by phone at 615-230-3472

TRIO Student Support Services: The objective of TRIO is to provide eligible Vol State Students increased educational opportunities in order to promote academic success. They are located on the Gallatin Campus in the Wood Campus Center, Room 211. Their phone number is 615-230-3732

Career Placement Office: If you are undecided about your career path, our Career Placement Center can provide career and employment information and services that will assist in your chosen career goals. You can contact them at 615-230-3307.

Always check your Vol State E-mail regularly along with your eLearn e-mails for important messages.