

# VETERAN RESOURCE GUIDE

Chattanooga  
State  
Community College



# WELCOME TO CHATTANOOGA STATE

## Welcome Veterans

Chattanooga State Community College deeply appreciates the extraordinary sacrifice you have made through your military service. Regardless of your military status—veteran, reservist, or active duty—you are embarking on a journey: an exploration to discover the exciting opportunities for your future. Understanding that educational excellence and flexible schedules are essential, Chattanooga State offers you choices to ensure you are successful while attending college. Chattanooga State provides:

- An extensive list of academic degree and technical training programs;
- A comprehensive array of services that support students during their college career; and
- A variety of class schedules; such as day, evening, weekend, and online; to accommodate busy lives.

## Veterans Affairs Office

The Veterans Affairs Office is a resource center that provides individualized assistance with the process of completing and filing the appropriate forms so you can access your educational benefits. You can contact the School Certifying Official (SCO) either by calling or visiting Chattanooga State's Veterans Affairs Office.

### **VETERANS AFFAIRS OFFICE**

Chattanooga State Community College  
4501 Amnicola Highway • Student Enrollment Center  
Chattanooga, Tennessee 37406  
423.697.2509

Monday—Thursday: 8:00 a.m. - 5:30 p.m.

Friday: 8:00 a.m. - 4:30 p.m.

### **VETERANS ADMINISTRATION, REGIONAL OFFICE**

110 Ninth Avenue South  
Nashville, Tennessee 37203  
Toll-free: 1.800.827.1000

or

[www.gibill.va.gov](http://www.gibill.va.gov)

# STEPS TO ENROLL

## ❑ **Step 1**

Contact the School Certifying Official (SCO) in the Veterans Affairs Office, located in the Student Enrollment Center.

## ❑ **Step 2**

Complete an admissions application and pay the \$15 non-refundable admissions fee. Apply online through [www.chattanoogaastate.edu](http://www.chattanoogaastate.edu) or submit a written application either by mail or in person.

## ❑ **Step 3**

Complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). Chattanooga State Code: 003998.

## ❑ **Step 4**

Submit official academic transcripts and test scores such as SAT, ACT, or COMPASS.

## ❑ **Step 5**

Submit health forms. Download forms through [www.chattanoogaastate.edu/admissions](http://www.chattanoogaastate.edu/admissions) or obtain forms from the Enrollment Services Center, located in the lobby of the Student Enrollment Center.

## ❑ **Step 6**

Register to attend an orientation session at [www.chattanoogaastate.edu/orientation](http://www.chattanoogaastate.edu/orientation). Contact 423.697.2652 if you experience difficulty with scheduling an orientation session.

## ❑ **Step 7**

Schedule an appointment for academic advising to develop an educational plan. Contact the Educational Planning and Advising Center at 423.697.4483.

## ❑ **Step 8**

Register for classes. Register online through [www.chattanoogaastate.edu](http://www.chattanoogaastate.edu) and click on the “TigerWeb” button.

## ❑ **Step 9**

Submit a copy of both your schedule and academic plan to the SCO to complete the certifying process. The SCO will confirm your schedule to secure your seat in the classes for which you have registered.

## ❑ **Step 10**

- Obtain a student identification card-Student Life Center.
- Obtain a parking permit-Bursar’s Office, Student Enrollment Center. *Parking permits are also available at any of Chattanooga State’s satellite campuses.*
- Purchase materials/books. Materials/books needed for all classes-both online and traditional classroom courses-are available in the Chattanooga State Bookstore located in the Student Enrollment Center. To obtain information and prices about materials/books, access the bookstore website at [www.chattbooks.com](http://www.chattbooks.com) or visit the bookstore.

# YOUR RESPONSIBILITIES as a VA Student

- Complete the educational benefits application at [www.gibill.va.gov](http://www.gibill.va.gov) and submit it to the VA Regional Office Electronic Submission ensures that your application will be promptly and efficiently processed by the VA. Maintain a copy of your application for your personal records.
- Submit electronic copies of buy-ups or kicker contracts, DD214, NOBE forms, signature page, and other important documents that pertain to your education claim to the VA Regional Office. (Scanning the documents allows you to submit copies electronically.) Maintain copies of all forms/documents for your personal records.
- Submit copies of the documents noted in the first two statements to the SCO at Chattanooga State.
- Contact the VA if the following information changes: your address, telephone number, direct deposit account, active duty status, or selected reserve status. Prompt notification about these changes ensures your educational benefits are not affected.
- Contact the SCO at Chattanooga State about any changes relative to your education. Prompt notification about changes ensures your educational benefits are not affected.
- Carefully read all letters and correspondence from the VA. Review the effective dates and the monthly rates. If you believe the amount of a payment is incorrect, do not use any of the funding received and immediately contact the VA Office.
- Carefully read and respond promptly to all letters, email and other correspondence you receive from the VA Office. Requests for information require immediate attention.
- Notify the SCO if you make a grade that will not be credited toward your graduation or if you receive an “F” due to your attendance.
- Visit the website [www.gibill.va.gov](http://www.gibill.va.gov) for answers to general questions regarding the VA educational benefits program. Call the toll free number, 888.442.4551, for assistance with specific issues relating to your education claim.

# SUPPORT SERVICES

Chattanooga State cultivates a holistic environment for all students, including veterans, by creating an educational setting where academic achievement and social development are equally appreciated. Committed to fulfilling the needs of its diverse student body, Chattanooga State has developed a comprehensive network of support services to facilitate the academic experience and enrich students' lives.

## **Adult Services Center**

S-214 .....423.697.5519

The Adult Services Center assists nontraditional students, ages 40 and up, with their transition into the college environment.

## **Career Services and Counseling Center**

S-137 .....423.697.4421

Career counselors prepare students to enter the workforce and assist students with identifying jobs. The center also helps students manage personal difficulties and crises that might be interfering with their studies. Counselors can help students with issues such as substance abuse, domestic violence, depression, anger management, anxiety, and finances.

## **Disabilities Support Services Center**

S-113) .....423.697.4452 (voice/TTY)

As an advocate for students with disabilities, the center campaigns as necessary to obtain accommodations both in the classroom and at college-sponsored events and activities.

## **Educational Planning and Advising Center**

IMC-124 .....423.697.4483

Educational advisors work with students to ensure degree requirements are fulfilled and to direct them to the campus resources that will enhance their opportunity to achieve academically.

## **Enrollment Services Center**

S-119.....423.697.4643 or 423.697.3209

The Enrollment Services Center (ESC) facilitates a seamless transition from prospective applicant to fully-enrolled student. Located in the lobby of the Student Enrollment Center, the ESC assists students with both the admissions and financial aid application processes.

## **Mathematics Center**

IMC-225 .....423.697.4432

Students can utilize the services in the Mathematics Center to receive instructional support to address difficulties they are experiencing in mathematics courses.

## **Reading & Writing Centers**

(Reading) IMC-215 .....423.697.5552

(Writing) IMC-201 .....423.697.2410

The Reading and Writing Centers provide instructional support in reading, writing, and oral communications.

## **Student Life Office**

HPF-104.....423.697.2618

The Student Life Office sponsors events, activities, and programs that enhance and enrich the college experience.

# POINTS OF CONTACT FOR VETERANS

**Focused on optimizing your academic success, these Chattanooga State departments are specially trained to address veteran-related issues and are willing to assist you in navigating the college system.**

## **Adult Services Center**

**423.697.2500**

## **Career Services and Counseling Center**

**423.697.4421**

## **Disabilities Support Services Center**

**423.697.4452**

## **Educational Planning and Advising Center**

**423.697.4483**

## **Enrollment Services Center**

**423.697.3209**

## **Student Life Office**

**423.697.2618**