

To register online, proceed through the following steps.

1. Go to [www.vernoncollege.edu](http://www.vernoncollege.edu)
2. Click on “Inside VC”



### 3. Click on My VC

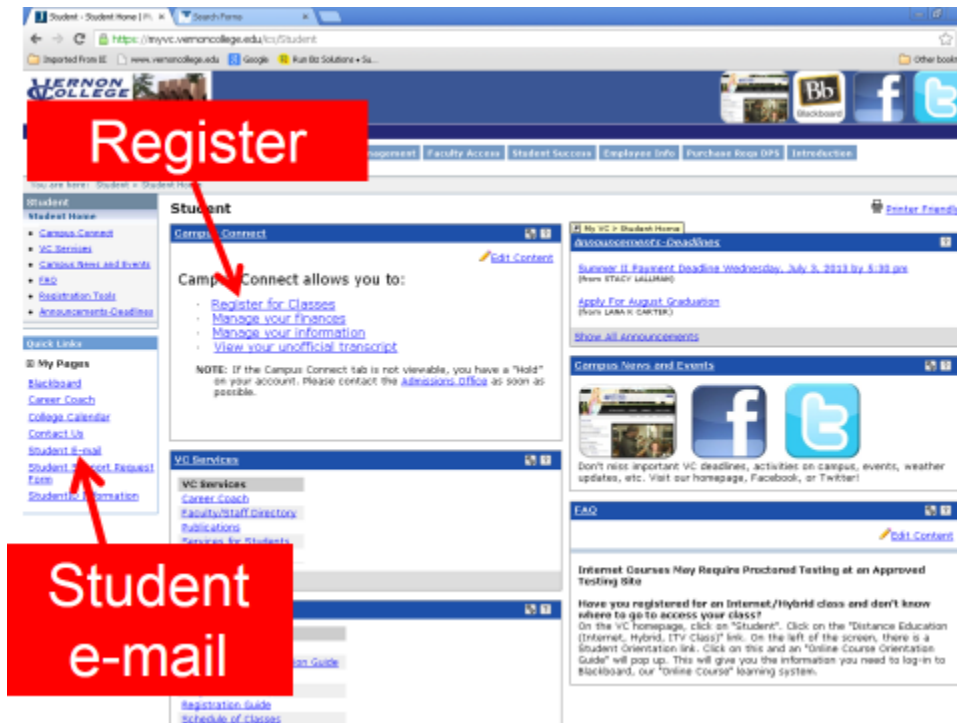


4. Log in by typing in your Vernon College student ID (no spaces or dash) in the box labeled “user name.” Type in your Vernon College pin number in the box labeled “password”.



5. Click the log in button.

6. Click on “Register for Classes”.



## 7. Click to acknowledge the payment deadline.

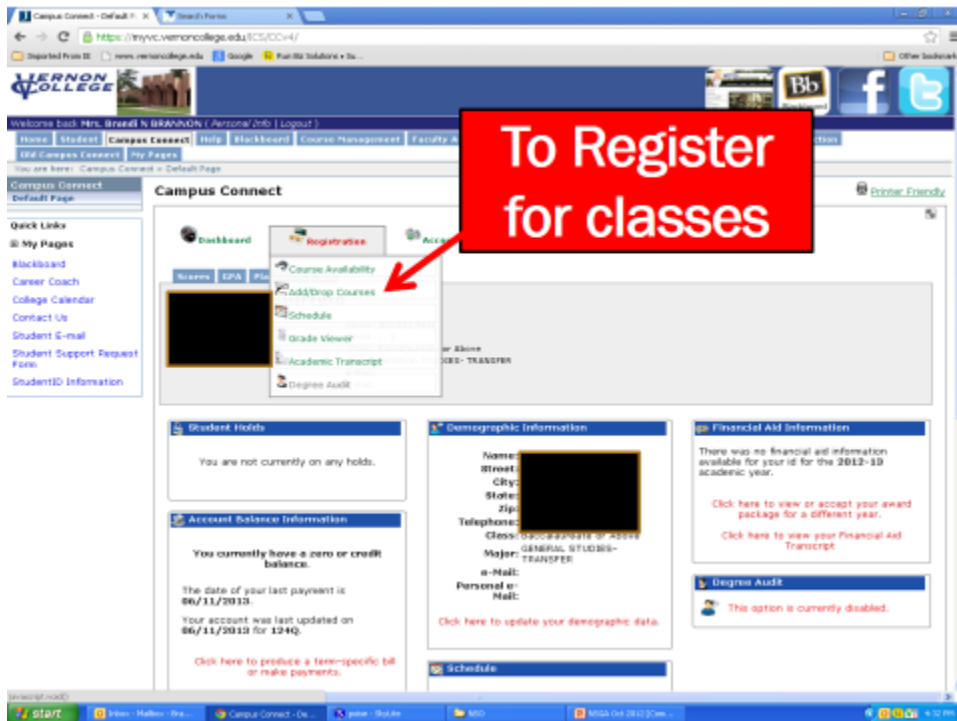
The screenshot shows the Campus Connect interface. At the top, there is a navigation bar with links like Home, Student, Campus Connect, Help, Blackboard, Course Management, Faculty Access, Student Success, Employee Info, Purchase Reqs PDF, Introduction, and 204 Campus Connect. Below this, a message notification is displayed. The notification text reads: "Payment deadlines for early registration are listed below. Failure to make payment by posted deadline will result in the cancellation of your account." A table lists the deadlines for Summer II, Fall I, Fall II, and December Mrs. A red box with the text "To Register for classes" and a red arrow points to a button at the bottom of the notification that says "Click here to acknowledge this message and continue".

Term	Deadline
Summer II	July 3, 2013 at 5:30 pm
Fall I	August 13, 2013 at 5:30 pm
Fall I	August 13, 2013 at 5:30 pm
Fall II	October 10, 2013 at 5:30 pm
December Mrs	December 13, 2013 at 5:30 pm

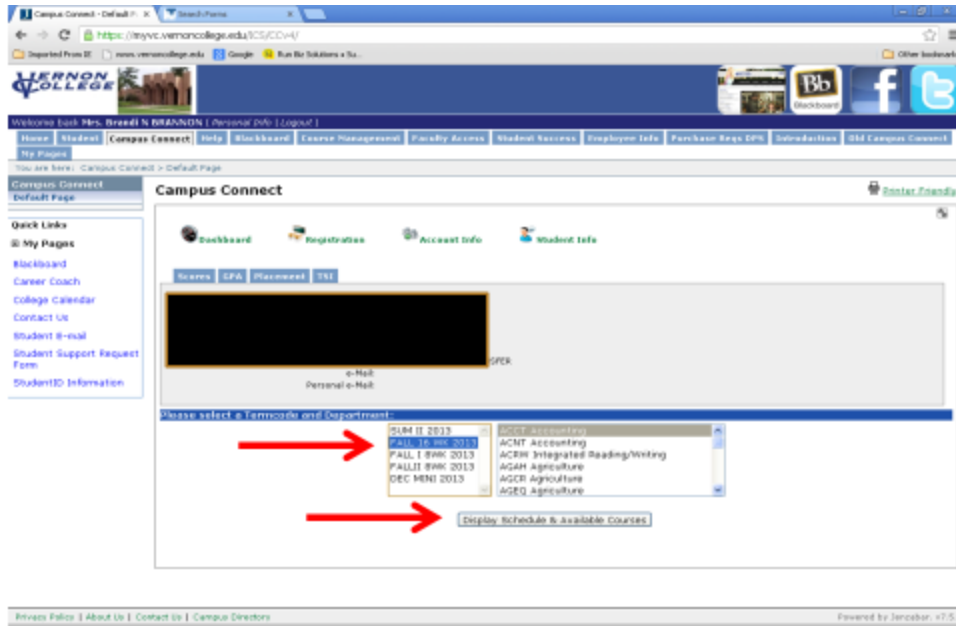
## 8. Click the dropdown menu "Registration".

The screenshot shows the Campus Connect interface with the main navigation menu expanded. The menu items are Dashboard, Registration, and Account. A red box with the text "To Register for classes" and a red arrow points to the "Registration" dropdown menu. Below the navigation bar, there are several informational panels: Student Holds, Account Balance Information, Demographic Information, Financial Aid Information, and Degree Audit. The Account Balance Information panel shows a zero or credit balance as of 06/11/2013. The Demographic Information panel shows the user's name, ID, and class. The Financial Aid Information panel states that there was no financial aid information available for the 2012-13 academic year.

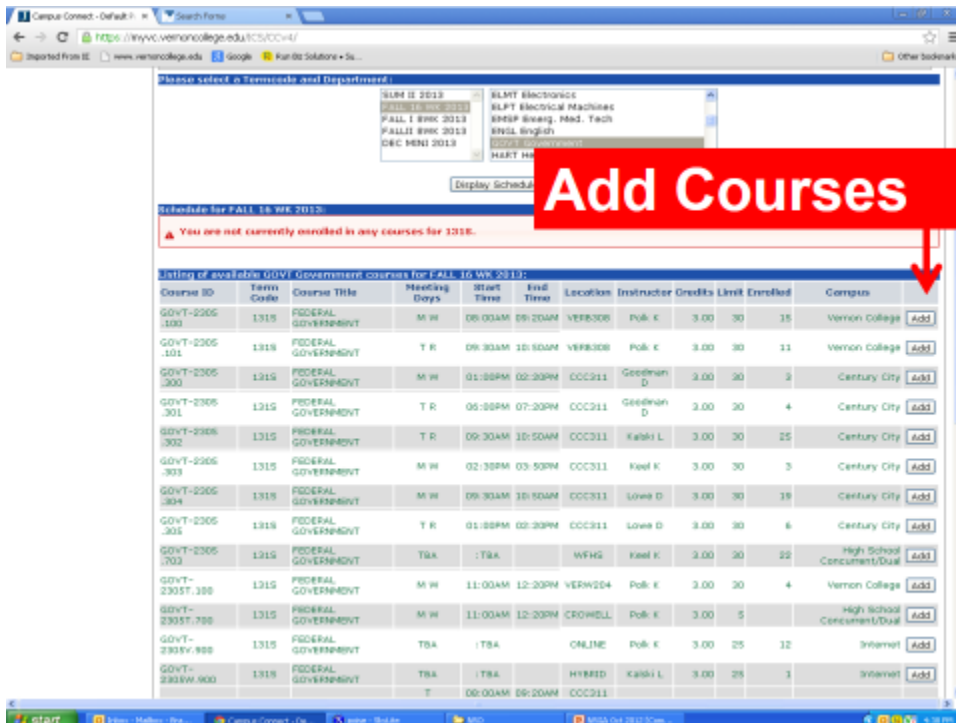
9. Click on “Add/Drop Courses”.



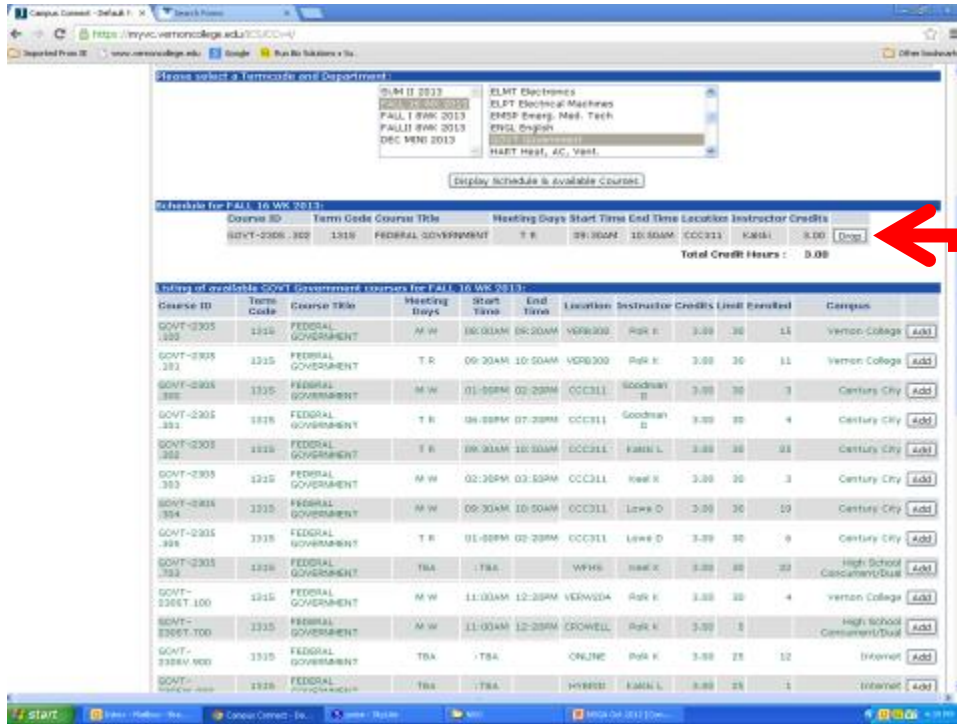
10. Select the semester for which you are registering. (Most courses are 16 week courses, not 8 week.) Then click on the subject name and then the “Display schedule & available courses” button.



11. Click the “Add” button to the right of the course and section you wish to select.



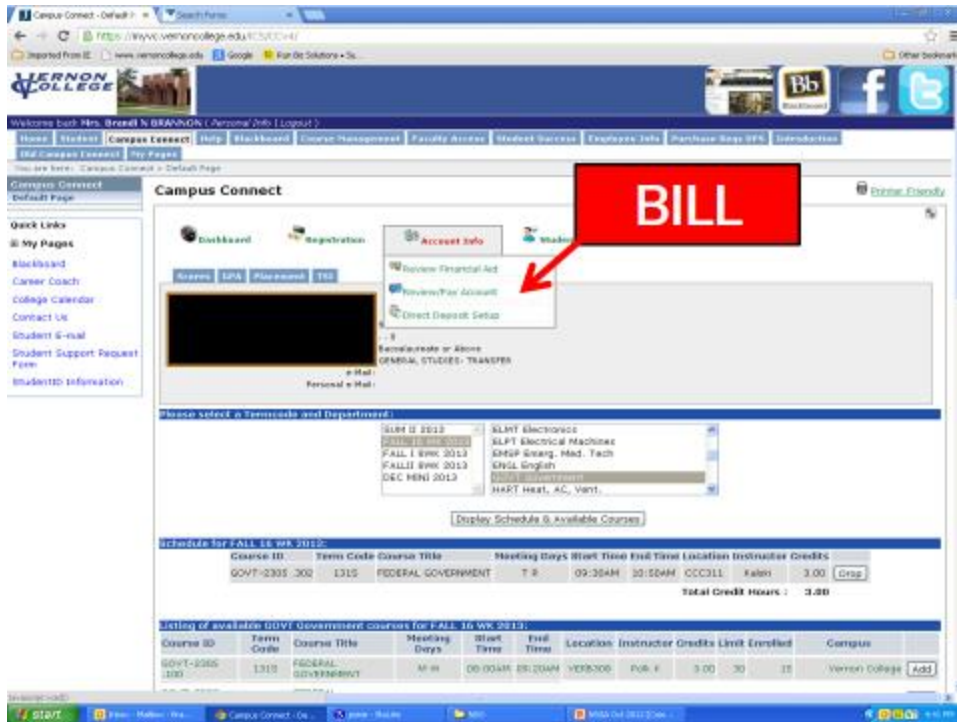
12. For example, if you successfully add GOVT 2305.302, then that course will appear at the top in black. (If you add the wrong course, you can click on the “Drop” button to drop yourself from that course.)



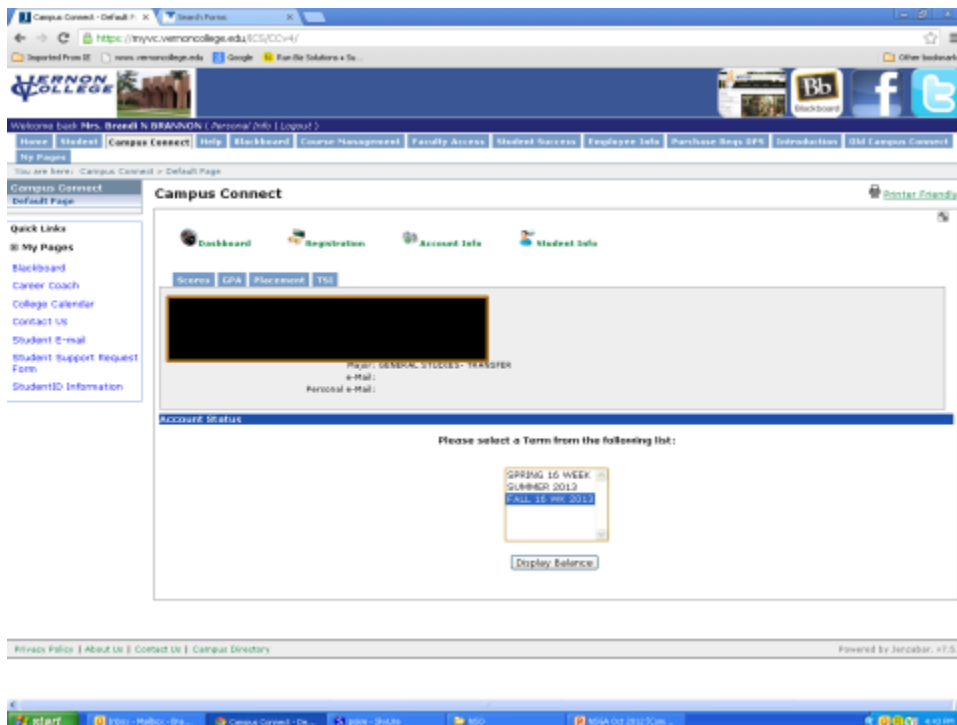
13. To add another course, repeat the previous steps 10-11.

14. Once you have added all your courses, scroll back to the top of the page and click on the “Account Info” dropdown menu and click “Review/Pay Account”.





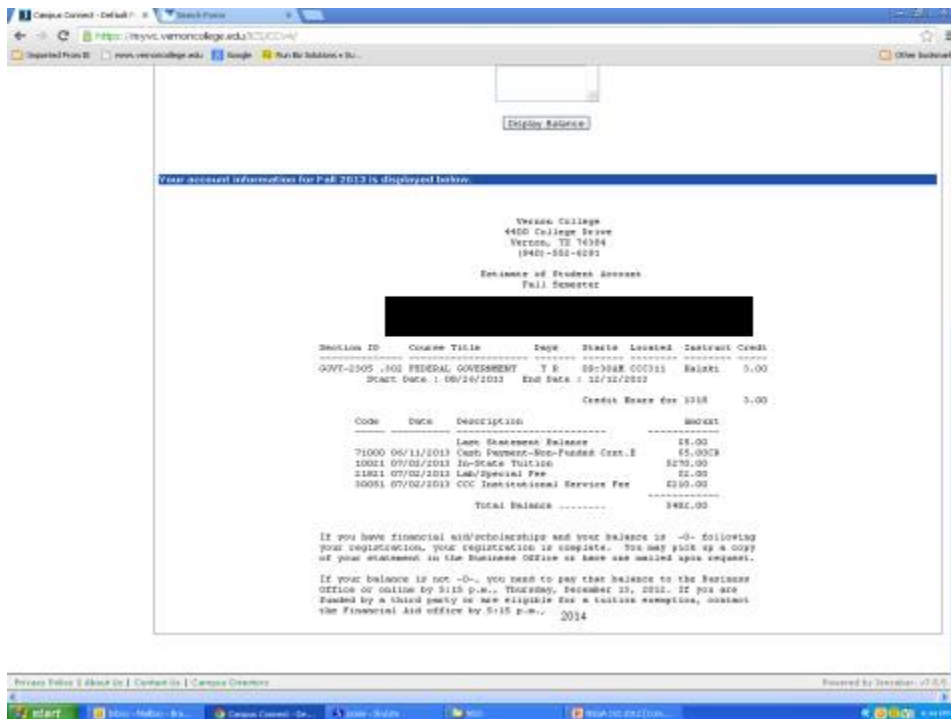
15. Choose the semester you registered for and click “Display Balance”.





16. Now you have your total account balance (tuition & fees) for the semester.

This is an example of a bill. You can double check that you have added the correct course(s) and see how much you owe for the semester. Also, the button at the bottom (Pay by FACTS) allows you to pay your bill online.



**Important Reminders:** Make sure you have registered for the correct courses, location, time, etc.

17. To pay online click “Pay Online” and continue through the payment process.

18. Make sure you pay your tuition and you have a \$0 balance on the payment deadline.

Good luck next semester!!!