

# WELCOME TO VERNON COLLEGE

## TABLE OF CONTENTS

This advising and registration guide will introduce you to Vernon College’s registration procedures. Once you have familiarized yourself with the admission and registration procedures, you may access our online schedule of classes at <http://www.vernoncollege.edu/Publications/ClassSchedules.aspx> . You (with help from your CSA- Course Schedule Advisor) can then use the online schedule of classes to develop a trial schedule. Once you have developed your trial schedule, go to Campus Connect at <https://vcconnect.vernoncollege.edu/ics/> and register online for your courses.

Calendars .....	4
Enrollment Information .....	7
Campus Connect.....	10
Tuition and Fees .....	12
Financial Aid Information.....	13
Counseling, Testing, Student Services and TSI.....	14
Distance Learning .....	16
Technical Support Form .....	17
Library Information.....	18
PASS Department Services .....	19
Student Email .....	20
Continuing Education .....	21
Instructor Contacts .....	22
Course Schedule Advising .....	29
Trial Schedule .....	30



**Online Schedule**



**Campus Connect**

*This publication is intended for information only and is not intended as a contract. Vernon College reserves the right to make changes or deletions at any time without notice.*

## FREQUENTLY USED PHONE NUMBERS

	Vernon Campus (940) 552-6291	Century City Campus (940) 696-8752
Admissions/Records	Ext. 2286	Ext. 3208
Bookstore	Ext. 2280	Ext. 3218
Business Office	Ext. 2303	Ext. 3305
Continuing Education	Ext. 2210	Ext. 3213
Financial Aid	Ext. 2206	Ext. 3335
Veteran Services		Ext. 3203
Instructional Services	Ext. 2231	Ext. 3212
Library	Ext. 2223	Ext. 3220
Tutoring Center	Ext. 2309	Ext. 3257
Security	Ext. 2272	Ext. 3207
Office for Students with Disabilities	Ext. 2307	Ext. 2307
Student Services	Ext. 2278	Ext. 3206
Testing Center	Ext. 2317	Ext. 3278

# Proof of Bacterial Meningitis Vaccination Requirement

State law requires all students entering institutions of higher education to show evidence of receiving a bacterial meningitis vaccination or booster dose during the five year period prior to enrollment and at least 10 days before the first day of the semester.

**Entering students include those entering college for the first time, transfer students from other colleges and returning or continuing students who have had a break in enrollment of at least one fall or spring semester.**

The law allows for exceptions for:

- Students 22 years of age or older
- Students who are enrolled only in online or other distance learning courses
- Students enrolled in Continuing Education courses or programs less than 360 contact hours or Continuing Education corporate training.
- Students enrolled in Dual Credit courses taught at a public or private K-12 facility.
- Students who submit an affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student
- Students who submit an affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including religious belief. A conscientious exemption form ("Affidavit Request for Exemption from Immunizations for Reasons of Conscience") from the Texas Department of State Health Services must be used by students living in on-campus housing. Allow several weeks to submit and have form approved by the Texas Department of State Health Services. Students NOT living on-campus housing may use the official Texas Higher Education Coordinating Board's Affidavit Form. Students must print the form, have it notarized, and file it with the Office of Admissions and Records

To obtain the vaccination, check with your family doctor or local public health department.

## Chaparral Card

### THE OFFICIAL STUDENT ID CARD OF VERNON COLLEGE

#### You'll Need it For:

- All refunds due from Vernon College
- Student Discounts
- Entrance to Fitness Facilities

#### To Get Your Chaparral Card, You'll Need Your:

- Driver's License
- Student ID Number  
(Under 18 requires parent signature)

#### Frequently Asked Questions:

1. IS MY CHAPARRAL CARD SECURE?  
Yes, your balance is protected. Never give anyone your card number, expiration date, security number, or PIN number unless you are making a purchase. This is information that they do not need.
2. HOW DO I USE MY CHAPARRAL CARD?  
You must first activate your card by performing a balance inquiry at any ATM using your PIN number. After activation, you may use your card at most ATMs and at all merchants who accept MasterCard, including merchants on the internet.
3. HOW DO I DEPOSIT MORE MONEY TO MY CHAPARRAL CARD?  
Making a deposit to your account is easy:
  - Online deposits at [www.chaparralcard.com](http://www.chaparralcard.com)
  - In-Person at any Herring Bank branch
  - By direct deposit from your employer
  - By calling us at 866-348-3435 to assist you.
4. WHO DO I CALL IF I HAVE ANY QUESTIONS ABOUT MY CHAPARRAL CARD?  
For your convenience, call 866-348-3435 and please have your card or account number ready for verification.
5. HOW CAN I VIEW MY BALANCE, REVIEW TRANSACTIONS OR ORDER CHECKS?  
Enroll in Internet banking by calling 866-335-4318.





**Subscriber Type**  
Student

**Distribution Groups**  
 Vernon Campus  
 Century City Center  
 Skills Training Center

**DECON Alert Subscriptions**  
 Receive Text Alerts  
 Receive Voice Alerts

**Social Media Subscriptions**  
 Facebook  
 Twitter  
 Follow @vernoncollege

**Mobile App**  
 iOS App  
 Android App

Vernon College has taken some extra steps to enhance the security of our campus, to ensure timely emergency communication, and give peace of mind to students, parents, and community members. To accomplish this, we are implementing a new Emergency Notification System (ENS) called RUNsync. RUNsync is a multi-medium communication tool that allows us to publish emergency information to our website, mobile app, Facebook, and Twitter. Runsync also generates test-to-speech phone calls and SMS messages for our subscribers.

There are two methods by which you can subscribe to our new ENS:

**A. From our website:**

1. Go to [www.vernoncollege.edu](http://www.vernoncollege.edu) and click the “VC Alert - Get the Message” button on the bottom left hand side of the homepage.
2. Fill the form out completely. This will create your subscriber account in our system. Please take note of the email address and password you used. You will use that information to log in to the ENS to manage your subscription.
3. Select the following methods to ensure you are getting the emergency message in the way you prefer it.

**B. From our mobile app:**

1. Our App is available for download from Apple’s App Store or the Google Play Store if you have an Android device.
2. When you open the app on your device be sure and tell it to ‘Allow Push Notifications.’
3. To set up a new account, click the ‘Settings’ tab and input your email address and a password then click ‘Register.’
4. If you already have a subscriber account use that email address and password and click ‘Login.’
5. Once logged in you will be able to manage your account information and your subscriptions.
  - i. On the ‘Settings’ tab please provide your information, tell us your subscriber type, and select if you want Text or Voice Alerts.
  - ii. On the ‘Subscriptions’ tab you can select which groups for which you want to be alerted.

iOS App



Carrier 4:26 PM

**Account Settings**

First Name:  
Test

Last Name:  
Account

Address:  
123 Test Rd

City:  
Testville

State: Zip:

Home Contact Us Settings Subscriptions

Droid App



Vernon College

HOME CONTACT SETTINGS SUBSCRIPTIONS

First Name:  
test

Last Name:  
user

Address 1:

City:

State:

Zip:

Email:  
test.user@test.com

Mobile Phone:

Subscriber Type:  
Student

Receive Text Alerts  
 Receive Voice Alerts

Save

## SPRING 2015 ACADEMIC CALENDAR

	<b>SPRING (16 WEEK)</b> 1/20/15 thru 5/14/15	<b>SPRING I (8 WEEK)</b> 1/20/15 thru 3/12/15	<b>SPRING II (8 WEEK)</b> 3/23/15 thru 5/14/15
Faculty/Staff Development All Campus' CLOSED	January 12	January 12	January 12
Martin Luther King Jr. Holiday	January 19	January 19	January 19
<b>Classes Begin</b>	<b>January 20</b>	<b>January 20</b>	<b>March 23</b>
Official Census Date	February 4	January 27	March 30
Spring Break	March 16 thru 21	March 16 thru 21	March 16 thru 21
Deadline to Apply for May Graduation	March 27	March 27	March 27
Easter Holiday	April 3 and 4	April 3 and 4	April 3 and 4
<b>Final Drop/Withdrawal Deadline to Receive Automatic 'W'</b>	<b>April 20</b>	<b>February 26</b>	<b>April 29</b>
Final Exams (Saturday Classes)	May 9	March 7	May 9
Final Exams	May 11 thru May 14	March 11 and March 12	May 11 thru May 14
Grades Due in Admissions and Records Office	May 18 (9:00 am)	March 13 (9:00 am)	May 18 (9:00 am)
Graduation	May 16	May 16	May 16

# SPRING 2015 ADVISING and REGISTRATION CALENDAR

<b>SPRING (16 WEEK)</b> 1/20/15 thru 5/14/15 <b>SPRING I (8 WEEK)</b> 1/20/15 thru 3/12/15	<b>SPRING II (8 WEEK)</b> 3/23/15 thru 5/14/15
---	---

Admission requirements and information are available from the Office of Admissions and Records, *General Catalog*, and Vernon College website [www.vernoncollege.edu](http://www.vernoncollege.edu). Dates and times for required New Student Orientation (NSO) sessions are available through the Student Services Office and website. After attending NSO, students should see a Course Schedule Advisor (CSA) for academic advising and a trial schedule.

<b>Financial Aid Deadlines</b> All paperwork completed by this date. See Financial Aid for more information.	November 1	January 23
---	------------	------------

Students must meet admission requirements, have a PIN, a signed trial schedule (if required), and have no holds prior to participating in the following **Campus Connect** registrations.

<b>Advising and Online Registration</b> <b>Campus Connect</b> <b>Returning VC Students with 30 or more VC Credit Hours</b>	November 18 (5:00pm) thru November 23* Or any other online registration that follows	November 18 (5:00pm) thru November 23* and February 26 (5:00pm) thru March 1
--	--	---

<b>Advising and Online Registration</b> <b>Campus Connect</b> <b>All Returning VC Students</b>	November 24(5:00pm) thru December 2* Or any other online registraion that follows	November 24 (5:00pm) thru December 2* and March 2(5:00pm) thru March 4
--	---	---

<b>Admissions Applications final due date for <u>Campus Connect</u> Online Registration (see Campus Connect Information)</b>	December 10	February 25
--	-------------	-------------

<b>Advising and Online Registration</b> <b>Campus Connect</b> <b>All Eligible Students</b> (Must Have Attended New Student Orientation <u>AND</u> met with a Course Schedule Advisor (CSA))	December 3(5:00pm) thru January 6(5:00pm) Or any other online registration that follows	December 3(5:00pm) thru January 6(5:00pm) and March 5 (5:00pm) thru March 9 (5:00pm)
--	---	---

<b>On-Site Advising and Registration</b> <b>Sheppard Learning Center (SLC)</b> SAFB, F. Kelly Ezell Bldg. 402, Room 304, 3rd floor	December 10** 10:00am- 11:30am <b>or on-site at Century City Center</b> January 15 December 10 11:30am- 1:00pm	December 10** 10:00am- 11:30am <b>or on-site at Century City Center</b> January 15 December 10 11:30am- 1:00pm
<b>Active Duty Military Personnel and Sheppard Civilian Employees Only</b> <b>(National Guard and Reserve, Military Dependents and Retired with Appropriate ID Card Only)</b>		

<b>* <u>Payment Deadlines for Campus Connect*</u></b> <b>(Online &amp; SLC registrants above)</b> (Your registration is not complete until tuition and fees have been paid. If you have not paid by these payment deadlines your enrollment will be canceled. )	<b>January 6 (6:00pm)</b>	<b>March 9 (6:00pm)</b>
---	-------------------------------	-----------------------------

\* Sheppard Learning Center courses not available until December 11 after SLC Registration.

\*\* Active duty Military and civil service personnel may order textbooks and pre-pay on December 10 during registration. Textbooks ordered may be picked up on January 8 in Room 305

# SPRING 2015 ADVISING and REGISTRATION CALENDAR

(continued)

<b>SPRING (16 WEEK)</b> 1/20/15 thru 5/14/15 <b>SPRING I (8 WEEK)</b> 1/20/15 thru 3/12/15	<b>SPRING II (8 WEEK)</b>  3/23/15 thru 5/14/15
---	--

**Apply for admissions early to avoid delays at Final Registrations.**

**Campus Connect (online) registration will be open during the below final registration and schedule change times for students who have: met admission requirements, a PIN, a signed CSA approved trial schedule (if required), no holds, and attended New Student Orientation (NSO).**

Online Final Registration <b><i>Campus Connect Only</i></b>  <p style="text-align: center;"><b>All Eligible Students</b> (Must have attended New Student Orientation <u>AND</u> met with a Course Schedule Advisor (CSA))</p>	January 12 (5:00pm) thru January 15 (6:00pm)	January 12 (5:00pm) thru January 15(6:00pm) March 10 (5:00pm) thru March 12(6:00pm)
On-Site Advising and Final Registration <b>Vernon Campus and <i>Campus Connect</i></b> Osborne Administration Building  <p style="text-align: center;"><b>New and Re-Enrolling Students</b></p> (Register alphabetically according to first letter of last name or any time after letter has passed. No Exceptions.)	January 14 Q-Z 9:30am- 11:30am I-P 11:30am-1:30pm A-H 1:30pm- 4:00pm and Open 4:00- 5:30pm	January 14 ← (see times) and March 12 (Open) 9:30am - 5:30pm
On-Site Advising and Final Registration <b>Century City Center and <i>Campus Connect</i></b> 4105 Maplewood, Wichita Falls  <p style="text-align: center;"><b>New and Re-Enrolling Students</b></p> (Register alphabetically according to first letter of last name or any time after letter has passed. No Exceptions.)	January 15 Q-Z 9:30am- 11:30am I-P 11:30am-1:30pm A-H 1:30pm- 4:00pm and Open 4:00- 5:30pm	January 15 ← (see times) and March 11 (Open) 9:30am - 5:30pm
* <b><u>Payment Deadlines for Final Registrations*</u></b> (Online & On-Site registrants above) (Your registration is not complete until tuition and fees have been paid. If you have not paid by these payment deadlines your enrollment will be canceled.)	January 15 (6:00pm)	March 12 (6:00pm)
<b>Any new registrations after On-Site Final Registrations above will be assessed the non-refundable Late Registration Fee of \$50.00</b>		
Schedule Changes <b>Vernon Campus, Century City Center and <i>Campus Connect</i></b> Osborne Administration Building, Vernon Campus or 4105 Maplewood, Wichita Falls	January 20-22 9:00am - 6:00pm	March 23-25 9:00am - 6:00pm
* <b><u>Payment Deadlines for Schedule Changes*</u></b> (Online & On-Site schedule changes above)	January 22 (6:00pm)	March 25 (6:00pm)



# ENROLLMENT INFORMATION

## Admission Quick Check:

Admissions and Records: (940) 552-6291, ext. 2207 in Vernon or (940) 696-8752, ext. 3208 in Wichita Falls

**To attend Vernon College, a student must have completed the following:**

- \_\_\_ 1. **Complete Application for Admission**
- \_\_\_ 2. **Provide Transcripts. (College and/or High School)**
- \_\_\_ 3. **Provide proof of Bacterial Meningitis Vaccination.**
- \_\_\_ 4. **Residency Documentation (see Application).**
- \_\_\_ 5. **Skills Assessment (see Testing Information).**
- \_\_\_ 6. **Attend New Student Orientation (NSO).**
- \_\_\_ 7. **Meet with Counselor or Course Schedule Advisor (CSA) for advising and Trial Schedule.**
- \_\_\_ 8. **Register when eligible (see Registration and Advising Calendar).**
- \_\_\_ 9. **Pay tuition and fees by the deadline (posted in Advising and Registration Calendar).**

## Registration Procedures:

1. New students should complete an Application for Admission. Returning students not enrolled during the last 12 months must complete a Re-Admission Application. Students not enrolled for a period of two years must complete a new Application for Admission. Contact the Office of Admissions and Records as soon as possible. Transfer students seeking a degree or certificate must provide official transcripts of all previous college work.
2. New students should attend New Student Orientation. Re-enrolling students should select their courses and develop a tentative schedule or see a CSA for assistance. Counselors and Course Schedule Advisors (CSA) are available during scheduled office hours. Make appointments early and do not wait until registration. Dual Credit high school students will see their high school counselor for course selection.
3. Students should register for approved (signed trial schedule) courses at their scheduled Campus Connect time or registration days (see Advising and Registration Calendar).
4. All tuition and fees must be paid on or before the designated time and date (see Advising and Registration Calendar).

## Schedule Changes, Drops, and Withdrawals Definitions:

**Students should see their instructors or advisors before seriously considering dropping or withdrawing.**

Schedule change is defined as dropping and/or adding courses or sections of a specific course. Drop is defined as an official reduction in the course load but where enrollment is continued in one or more classes. Withdrawal is defined as the official termination of all courses.

**PROCEDURES:** All adds, drops and withdrawals after Campus Connect closes should be done in writing on forms provided by VC or in the form of a letter to the Office of Admissions and Records in Vernon if required due to distance or time constraints. The processing for all adds, drops and withdrawal forms begins at the Office of Admissions and Records in Vernon, Wichita Falls, or Sheppard Learning Center. Verbal notification is not acceptable.

**Before dropping a class or withdrawing from all classes, the student needs to visit with his/her instructor(s) before final processing.** Students may make changes to their schedules (simultaneous adds and drops) during the designated registration or schedule change periods (see registration calendar).

Students may drop a part of their course load or withdraw from all classes any time after they have registered and paid, and until the last day to withdraw as printed in the Academic Calendar. Student-initiated drops or withdrawals between the first day of classes and the official state mandated census day will be purged from the records. Student initiated drops and withdrawals between the official state-mandated census day and the last day to drop or withdraw will receive a grade of "W" unless an administrative withdrawal has previously been processed. The grade of "F" will be awarded for drops or withdrawals processed after the date indicated on the registration calendar. There is no withdrawal fee; however, it is necessary to obtain clearance from the offices noted on the withdrawal form.

## State Limitation on Dropped Courses:

Under section 51.907 of the Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” This statute applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later. Any course that a student drops is counted toward the six-course limit if: “(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student’s transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution.” Some exemptions for good cause could allow a student to drop a course without having it counted toward this limit, but it is the responsibility of the student to establish that good cause.

Exemptions include:

- Severe illness or debilitating condition preventing completion of course
- Responsible for caring for a sick, injured or needy person
- Death of close family member
- Active duty service in US Armed Forces or National Guard, or that of an immediate family member
- Change in student’s work schedule beyond control of student
- Other good cause determined by the institution

## Important Information for Students Attending Classes at Sheppard AFB:

Vernon College civilian students attending classes on Sheppard AFB are required to get a base ID card. Each student is required to go to the Pass and Registration Office and provide his or her **paid Vernon College receipt and valid driver’s license**. The Pass and Registration Office (940) 676-4135 is located in Building 1405 on Missile Road and is open 6:00am-6:00pm Monday-Friday. This process **must be completed prior to the first day of class**.

Vernon College students who are not U.S. citizens must provide their Resident Alien Card and Social Security Card or Passport.

## Inclement Weather Policy

Check the Vernon College Web Page for announcements concerning delaying/canceling classes due to inclement weather. Also, for Wichita Falls, listen to the local television stations. In Vernon, listen to the local radio station, KVWC or a Wichita Falls television channel. Additionally, a new **Emergency Notification System (ENS)** called RUNsync will be used to notify students of delays/cancelations of classes due to inclement weather. Please refer to page 3 of this registration guide for information on subscribing to this service.

## Graduation

Students planning to complete a certificate or degree by the end of the semester need to complete an Application for Graduation at the Office of Admissions and Records in Vernon or Wichita Falls.

If students apply before their last semester begins, the Registrar will process a degree audit (viewable in Campus Connect) showing the remaining work necessary to complete the certificate or degree requirements. To ensure proper course selection, students should apply immediately.



**The online schedule of classes, located on our Vernon College home page (<http://www.vernoncollege.edu/Publications/ClassSchedules.aspx>) is subject to change without notice including assignment of instructors, class locations, and course cancellations.**

**Class days are denoted in the online schedule as follows:**

M = Monday	T = Tuesday	W = Wednesday
R = Thursday	F = Friday	Sat = Saturday

**Section #'s in the online schedule correlate with the following locations:**

100- 199 = Vernon (VER)  
300- 399 = Century City Center (CCC)  
500- 599 = Sheppard Learning Center (SLC)  
600- 699 = Skills Training Center (STC)  
700- 799 = High Schools (**for dual credit high school students ONLY**)  
800- 899 = Miscellaneous Centers  
900- 999 = Online and Hybrid Courses

**Room locations on the Vernon Campus in the online schedule are as follows:**

B = Electra Waggoner Biggs Arts and Sciences Center = Rooms 300-399  
S = Sumner Applied Arts Center = Rooms 400-499  
K = King Physical Education Center = Rooms 500-599  
W = Wright Library = Rooms 200-299  
O = Osborne Administration Building = Rooms 100-199  
C = Colley Student Center

**\*\* Please double check the section #'s and room locations to make sure you are registering for the CORRECT campus \*\***

# CAMPUS CONNECT ONLINE WEB REGISTRATION INSTRUCTIONS

Campus Connect enables students to register for credit courses from any computer with Internet access or at selected VC computer labs. The Campus Connect process of registration is available to students who meet the eligibility requirements listed below. STUDENTS MUST MEET ALL ADMISSIONS REQUIREMENTS, HAVE A PIN, A TRIAL SCHEDULE (IF REQUIRED), COUNSELING OR COURSE SCHEDULE ADVISOR (CSA) APPROVAL, AND NO HOLDS PRIOR TO REGISTRATION BY CAMPUS CONNECT. Detailed instructions for the use of all Campus Connect functions are available on the Vernon College home page: <https://vcconnect.vernoncollege.edu/ics/>

**My VC/Campus Connect web site:** <https://vcconnect.vernoncollege.edu/ics/>

Campus Connect eligibility requirements:

1. Students who have met all VC admission requirements.
2. If you have not previously been assigned a PIN, the Office of Admissions and Records will issue you one upon completion of an Application for Admissions.
3. Contact the Counseling Office or your advisor to confirm that your "Permission to Register Block" has been checked.
4. Have no holds on your records (Admissions, Library, Business Office, Financial Aid, etc.).

Procedures for registering with Campus Connect:

1. Meet all VC admission requirements and been assigned a PIN and admission permit.
2. See a Course Schedule Advisor (CSA) or counselor for an approved course schedule and permission to register by Campus Connect for this semester.
3. Click on My VC at <http://www.vernoncollege.edu> using your Student ID and PIN to access the system. After logging in at My VC, click on the Campus Connect tab. Select the REGISTRATION option and Add/Drop at the Campus Connect Student Link. Select the correct semester and select your courses.
4. After all courses are selected, you will access your tuition and fee balance through the ACCOUNT INFO the select Review/Pay Account and follow the instructions below for payment options.

#### **Payment Options:**

**Cash Method:** The estimated statement and payment must be taken to the Business Office on the Vernon campus or at the Century City Center. Checks can also be mailed to the Business Office at the address listed on your statement.

**ACH Debit or Credit Card:** You may pay your tuition and fees in full through Nelnet Business Solutions using a checking account, savings account, or any of the major credit cards. A \$2.00 nonrefundable enrollment fee will be assessed for a full payment. Simply click on the payment button and you will be directed to the appropriate site to enter your financial information.

**Installment Plan:** With the assistance of Nelnet Business Solutions, an installment tuition plan is available. This payment plan requires a nonrefundable enrollment fee of \$30.00 and can be drafted from a checking or savings account or charged to a credit card. Simply click on the payment button and you will be directed to the appropriate site to enter your financial information.

**Financial Aid:** See instructions under Financial Aid information.

**Other (Tuition Exemptions and Agency Sponsorships):** Students receiving tuition exemptions and/or agency sponsorship (TRC, WIA, TA, etc.) must take their estimated statement to the Financial Aid Office along with the appropriate payment voucher.

**\*\*Payments for tuition and fees or arrangements for an installment plan through Nelnet Business Solutions must be received in the Business Office by 6:00 pm on January 6, 2015 for the Spring 16 week and Spring I online Campus Connect (CC) registrations and by 6:00 pm on March 9, 2015 for the Spring II online CC registrations. \*\***

**\*\*Students who fail to make payments by the above dates will have their enrollments cancelled and will need to re-enroll during the next available registration. \*\***

# OTHER CAMPUS CONNECT SERVICES

**DASHBOARD** Displays student specific data.

## REGISTRATION

Course Availability  
Add/Drop Courses  
Schedule  
Grade Viewer  
Academic Transcript  
Degree Audit

## ACCOUNT INFO

Review Financial Aid  
Financial Aid Transcript  
Review/Pay Account  
Direct Deposit Setup

## STUDENT INFO

Demographic Data  
Student Holds

**COURSE AVAILABILITY** Select Course Availability and choose the semester and department you wish to view. Press the Display Courses button. Closed or cancelled classes will be indicated with red lettering in the background of the course title. You may then choose a new course or department.

**REVIEW FINANCIAL AID** Select this option to view your financial aid award information. Questions regarding this information should be directed to the Financial Aid Office at (940) 552-6291 ext. 2206 in Vernon or (940) 696-8752 ext. 3335 in Wichita Falls.

**DEMOGRAPHIC DATA** View your personal information, address, TSI test scores, etc. Contact the Admissions and Records Office if there are any errors noted at (940) 552-6291 ext. 2207 in Vernon or (940) 696-8752 ext. 3208 in Wichita Falls.

- ✓ **Apply for admissions early to avoid delays at regular registrations. Admission applications are processed on a first come, first serve basis.**
- ✓ **Apply for financial aid early to have money available for tuition and fee payments and books. Financial aid applications are processed on a first come, first serve basis with priority deadlines.**
- ✓ **If registering on Campus Connect registration payments are due:**
  - Campus Connect Spring 16 week & Spring I – January 6, 2015 (6:00pm)
  - Campus Connect Spring II – March 9, 2015 (6:00pm)
- ✓ **If registering on-site during final registrations, tuition and fee payments are due:**
  - On-site or online Spring 16 week & Spring I – January 15, 2015 (6:00pm)
  - On-site Spring II – March 12, 2015 (6:00pm)

# TUITION and FEES

Business Office: (940) 552-6291, ext. 2303 in Vernon or (940) 696-8752, ext. 3335 in Wichita Falls.  
 Tuition and fee schedules are available in the College Catalog and on the College website. Lab and special fees that apply to a specific course are located in the Course Description section of the Vernon College General Catalog.

## Payment Options

There are a variety of methods for making payment for tuition and fees. Cash, check, or credit card (VISA, DISCOVER or MASTERCARD) can be used when paying for tuition or fees in the Business Office. With the assistance of Nelnet Business Solutions, an installment tuition plan is available. This payment plan requires a nonrefundable enrollment fee of \$30.00 and can be drafted from a checking or savings account or charged to any major credit card.

## \*\*\*\*\*PAYMENT DEADLINES\*\*\*\*\*

For students registering DURING Final Registration dates, online, payments for tuition and fees or arrangements for an installment plan through Nelnet Business Solutions must be received in the Business Office by **6:00pm on January 15, 2015** for the Spring 16 week and Spring I registrations and by **6:00pm on March 12, 2015** for the Spring II registrations.

Students receiving tuition exemptions and/or agency sponsorship (TRC, WIA, TA, etc.) must take their estimated statement to the Financial Aid Office along with the appropriate payment voucher before the payment deadline. **Students who fail to make payments by the deadline will have their enrollments canceled and will be required to re-enroll during the next available registration.**

### Estimated Tuition/Fee Schedule

(see pages 25-27 in the 2014-2015 Catalog for complete tuition and fee schedule)

Residency Status	Vernon Campus	Century City Center, Skills Training Center & Internet	Distance Learning, ITV and SLC
Wilbarger County Texas Resident	\$88.00 per credit hour	\$128.00 per credit hour	\$108.00 per credit hour
Non Wilbarger County Texas Resident	\$130.00 per credit hour	\$170.00 per credit hour	\$150.00 per credit hour
Non Texas or Foreign Resident	\$200.00 per credit hour	\$240.00 per credit hour	\$220.00 per credit hour

### Other General Student Fees

A. Late Registration Fee	\$50.00
B. Return Check Fee (all collections are made by the Wilbarger County Attorney's Office)	\$30.00
C. Lab & Special Fees (fees to support the cost of lab materials and supplies, lab support and special class requirements). For specific fees for a class see the Course Descriptions in the back of the catalog.	
D. Excess Developmental Course Work Fee (exceeding 27 hours) per semester credit hour	\$75.00
E. Repeat Course Fee (three or more times) per semester credit hour	\$75.00

Vernon College reserves the right to change, without notice, tuition, other charges, and related requirements as necessitated by Vernon College or Legislative action

# FINANCIAL AID INFORMATION

Financial Aid: (940) 552-6291 ext. 2206 in Vernon or (940) 696-8752 ext. 2206 in Wichita Falls

For determination of aid eligibility, the Free Application for Federal Student Aid (FAFSA) must be completed annually. The VC Financial Aid Office will request additional information or forms if required. After the FAFSA information is confirmed and eligibility determined, the student will receive an award notification which details the award(s) the student may be eligible to receive.

**Spring 2015 Priority Deadlines: November 1, 2014 for Spring and Spring I, and January 23, 2015 for Spring II.** Submitting all required documents prior to this date will ensure that we have your financial aid file completed and awarded prior to the payment deadline. Failure to provide the required documents including the FAFSA, tax documents (if required), and other documents requested by the financial aid office by the deadline could result in your aid not being ready to pay towards your bill on payment deadline. Students must have also received an admission permit from the Vernon College Admission and Records Office prior to this deadline. Failure to meet these requirements will mean that you must make other financial arrangements such as cash, credit card, etc. with the business office or use the payment plan located in Campus Connect. Simply completing the FAFSA by the deadline is NOT considered a complete file because there is more information required beyond the FAFSA application. Students turning in documents after the deadline date must be prepared to pay their tuition and fees, books and other educationally related expenses using personal funds. Once files are complete, eligible students will receive payment in accordance with the VC disbursement of awards policy. Since funds are limited in some programs and awards are assigned as applications are completed, early application for aid is essential.

If you have financial aid/scholarships and a \$-0- account balance following your registration, your registration is complete. You may pick up a copy of your statement in the Business Office or have one mailed upon request. If you are registering onsite during a regular registration day, you may go to the Business Office and receive a copy of your statement and your registration will be complete. If you have financial aid/scholarships and you owe a balance following your registration, you must pay the balance to the Business Office or use the payment plan located in Campus Connect before the close of the counter on the day of registration or the payment deadline, or your enrollment will be cancelled.

As per federal regulations, Direct Loans are issued to students in multiple disbursements. Generally this means you will receive equal portions of your loan each semester, except if your loan is only one semester in length. If one semester, then generally the loan will be split into two disbursements in that semester. Also, as per federal regulations, the first disbursement of student loan to a first year, first-time borrower, must be held for at least 30 days.

Students receiving tuition exemptions and/or agency sponsorship (TRC, WIA, TA, etc.) must take their estimated statement to the Financial Aid Office along with the appropriate payment voucher before the end of that particular registration period.

Veteran students must submit a **FINALIZED\*** copy of their estimate of student account (located in Campus Connect under Account Info and Review/Pay Account) in order to be certified. Students receiving Chapter 33 benefits (Post 911) must also submit a copy of their most recent VA award letter or a printout of their eBenefits account if the student wishes to have an award pre-posted prior to certification. Note: students that do not have enough remaining eligibility to cover the entire semester cannot have an award pre-posted. Student certifications are processed in the order the paperwork is received by the Veterans Services Office.

\*If changes are made to enrollment once the certification has been submitted, the STUDENT WILL BE RESPONSIBLE for any additional charges incurred. Adjustments to VA awards and certifications will not be made until after the semester census date.

Hazelwood students must submit a completed Hazelwood packet prior to the census date each semester in order to receive benefits for the semester. Incomplete packets will be returned to the student.

## Refund Information

Students who officially withdraw or drop a course will have their tuition and mandatory fees refunded according to the schedule below. All refunds are processed through the Business Office in Vernon. No cash refunds or reversal of charges to credit cards will be made. All credits will be applied to any outstanding balance owed to the college before a refund will be issued including Nelnet Business Solutions installment plans. Refunds are issued by check mailed to student's address of record, direct deposit to the student's Chaparral ID Card, or other designated direct deposit account.

Percentage Refunded	Spring (16 Week)	Spring I (8 Week)	Spring II (8 Week)
100%	6:00 pm, January 22	6:00 pm, January 22	6:00 pm, March 25
70%	6:00 pm, February 9	6:00 pm, January 29	6:00 pm, April 1
25%	6:00 pm, February 16	6:00 pm, February 2	6:00 pm, April 6

# COUNSELING, TESTING, AND STUDENT SERVICES

Student Services: (940) 552-6291, ext. 2278 in Vernon or (940) 696-8752, ext. 3206 and 4200 in Wichita Falls  
Testing Centers: (940) 552-6291, ext. 2317 in Vernon or (940) 696-8752, ext. 3278 in Wichita Falls

**All new to Vernon College students must attend a NEW STUDENT ORIENTATION session.** These sessions are offered through-out the semester and cover information needed before a student registers. Check the Vernon College website or call any Vernon College counseling office for New Student Orientation dates and times. Students must sign up for a New Student Orientation session – seating is limited.

Some students may be required to take a placement test prior to enrolling in Vernon College. Information on this topic is covered in the New Student Orientation and the current Vernon College Catalog. See Texas Success Initiative information below.

**All NEW students to Vernon College must meet with a Course Schedule Advisor (CSA) prior to being cleared for registration.** Students who are “College Readiness Clear” must contact their CSA, create schedules and register as early as possible for courses. Early registration offers students a wider course selection. “College Readiness Clear” students have taken and passed all sections of an approved placement test or have submitted documentation of an exemption to testing as outlined in the Texas Success Initiative law. Returning students who are “College Readiness Clear” are encouraged to meet with their CSA during posted faculty office hours OR in the CSA Center.

**Students who are “Not College Readiness Clear” are required to submit their schedules to the counseling office each semester for approval.** Students are encouraged to review and follow their Developmental Plans while selecting courses. Students who are “Not College Readiness Clear” will not be allowed to register until their schedules have been approved by a Vernon College Counselor/CSA. Schedules can be submitted to any Vernon College counseling office and are reviewed and returned on a first come/first served basis. Students taking developmental courses are eligible to register over the Internet but only after their schedules have been approved by the counseling office.

## Texas Success Initiative

The Texas Success Initiative Law was substantially amended by the Texas Legislature effect August 26, 2013. The new laws may be different for new students that are beginning college coursework during the Spring 2014 semester or later. If you have any questions please contact Vernon College Student Services. The Texas Success Initiative information is covered in depth during the New Student Orientations.

The Texas Success Initiative intends to assess a student’s **College Readiness** for college level academic coursework – by testing reading, writing, and math ability.

**College Readiness** is a term designated by the State of Texas to indicate a student’s ability to successfully enroll and progress in first year college level academic coursework.

**College Readiness Clear or Not Clear**—At Vernon College we use the term *Clear* to designate if a student has passed all 3 areas of the placement test or is exempt. We also use the term *Not Clear* if the student has not passed all 3 sections of the TSI Assessment and is required to take developmental coursework. If you do not meet one of the TSI exemptions listed below and want to take academic coursework you must take the Texas Success Initiative Assessment before you enroll in coursework.

The Texas Success Initiative Assessment is:

- mandatory for all public colleges and universities in Texas
- required by the State of Texas to measure your ability to read, write, and do math at a college level
- a computerized test consisting of a multiple choice exam as well as a writing sample- you will receive your results as soon as you finish the exam
- will provide you a multipage print out so that you can see in what areas you did well as well as in what areas you did poorly and will be requiring developmental class work

All students are now required to take the Texas Success Initiative Assessment unless they meet one of the exemptions listed below .We encourage you to read the exemptions below carefully to see if you are eligible to claim one of these state approved exemptions. If you are eligible for one of the exemptions you must bring proof of your exemption to the Vernon College Counseling Office



## Exemptions using other tests:

ACT/SAT/TAKS/STAARS EOC Tests—Students who meet the following standards may be exempt from taking the TSI Assessment test if they have valid ACT, SAT, TAKS, or STAAR EOC scores. It is the student's responsibility to provide official scores to VC to qualify for an exemption prior to enrollment in any college-level courses and prior to expiration of those specific scores.

The minimum exemption standards for these tests are:

Name of Test	Composite Score	English/ Verbal Scores	Math Scores	Expiration Date from the date the test is taken
SAT	Combined 1070	500 (Critical Reading Score)	500	5 years
ACT	Composite 23	19	19	5 years
TAKS Exit Exam 11th Grade	N/A	2200 with Writing Sub-score of 3	2200	5 years
STAAR EOC	N/A	Level II (2000 on reading AND 2000 on writing) on English III EOC exam	Level II (4000) on Algebra II EOC exam	5 years

## Other Exemptions:

- Student who transfers to Vernon College from a private institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework may be exempt for portions of the TSI law at Vernon College. The coursework from the private or out of state institution of higher education must have a prerequisite of reading, writing and/or math for the same class at Vernon College. A student may be partially TSI clear in reading and writing but not clear in math or vice versa.
- Previously graduated with an Associate or Baccalaureate degree from an accredited institution of higher education
- Enrolling in a certificate program of 1 year or less (less than 42 semester credit hours)
- Student serving as active duty or active reserves in the US Armed Forces
- Student honorably discharged from Active Duty in the US Armed Forces after August 1, 1990 (student should provide a copy of a DD214)

# DISTANCE EDUCATION COURSES

## Smarter Measure

To determine the likelihood of succeeding in an online or hybrid class, students are strongly encouraged to utilize the Smarter Measure self-assessment tool prior to enrolling. Smarter Measure may be accessed at <http://vernon.smartermeasure.com/>

Use the first time user log in tab: USERNAME: vernon PASSWORD: student.

## Types of Distance Education Courses

VC offers interactive television (ITV), Internet, and hybrid courses.

**ITV Courses** are basically face to face courses with the instructor being televised from a remote location. ITV Courses are denoted in the schedule by the presence of a "T" between the course number and section number.

**Internet courses** are conducted online and require the student to have access to a computer with internet. Proctored testing at an approved testing site may be required. Online course orientations are combined in the content of the course and available on the first day of the semester. Online courses are denoted in the online schedule with section numbers 900-999.

**Hybrid courses** have an online and an ITV or traditional classroom component. In the case of online Hybrid courses much of the content is presented on the Internet, but students must participate in regularly scheduled class meetings at a specified VC campus or center. Hybrid courses are also denoted in the online schedule with section numbers 900-999. A "V" between the course number and section number denotes that the classroom component of the course is held on the Vernon Campus while a "W" between the course number and section number denotes that the classroom component is held at a Wichita Falls location. **Please check the room locations and the times of the classroom component of Hybrid courses to ensure the accuracy of your schedule. Proctored testing at an approved testing site may be required for Hybrid courses.** Hybrid course orientations may be combined in the content of the course or conducted on the first scheduled class meeting.

## Distance Education Student Authentication

All distance education students are authenticated by the use of a unique username and password to obtain access. Students receive their unique username and password upon completion of the registration process. The student is responsible for maintaining the confidentiality of the password and account. He/she must not disclose his/her password to any other person. Disclosure of a password may result in administrative withdrawal from Vernon College with forfeiture of tuition and fees.

Any student who is aware of a violation of password security breach must immediately notify their instructor or report by completing the Student Support Request Form.

Complete the [Student Support Request Form](http://www.vernoncollege.edu/Student/SupportForm.aspx) by clicking on this link, or going to <http://www.vernoncollege.edu/Student/SupportForm.aspx>

## Distance Education Student Privacy

The privacy of distance education students is maintained in accordance to the Family Educational Rights and Privacy Act (FERPA). Additional communication precautions are taken to protect distance education students. Instructional and course communications between instructors and students is limited to contact using Vernon College issued electronic mail accounts, which require authorized credentials and password securities.

## Technical Requirements

All distance education courses require the purchase of book(s). Internet and Hybrid courses require a student to have access to a PC or Macintosh with:

- Windows XP, or Vista; or MacOS X or later
- 1 G of free disk space recommended
- Internet Connection
- 56K modem or higher
- Broadband

Most Internet courses also require students to purchase software and install it on their computers. Students enrolling in Internet courses are expected to have a basic working knowledge of computers, software, and the Internet. Required materials and equipment for courses are listed on VC's website at <http://www.vernoncollege.edu/DistanceEducation>

# TECHNICAL STUDENT SUPPORT REQUEST FORM

Should you encounter technical problems with the following:

- **Email**
- **Blackboard**
- **Campus Connect**

**Please use the form below to report your technical problem as opposed to calling. This will ensure a prompt turnaround time to address your issue.**

Complete the [Student Support Request Form](http://www.vernoncollege.edu/Student/SupportForm.aspx) by clicking on this link, or going to <http://www.vernoncollege.edu/Student/SupportForm.aspx>

## Enrolled in a Distance Education Course – Next Steps....

*Welcome to online learning at Vernon College! Now that you are enrolled in a Distance Education Course what should you do next?*

Note that you will not have access to your online course(s) prior to the first official day of classes. If you do not have access to your online course(s) by the end of the first day of classes – **PLEASE contact your instructor.** Your instructor's name can be located on your course schedule.

- 1) Activate your Vernon College student email account (if not already done). Visit the website below for instructions on how to activate your VC student email account.  
<http://www.vernoncollege.edu/Student/Email.aspx>
- 2) Visit the Distance Education website –access the following  
<http://www.vernoncollege.edu/DistanceEducation/>
  - a. Student Online Course Orientation Guide – Blackboard
  - b. System Requirements
  - c. Software Downloads

### Public Notice

It is the policy of Vernon College not to discriminate on the basis of gender, age, disability, race, color, and national origin in its education and vocational programs, activities, or employment as required by Title IX, Section 504 and Title VI. For information about rights or grievance procedures, students should contact Haven David, the Title IX and Section 504 Coordinator, at Vernon College, 4400 College Drive, Vernon, Texas 76384; (940) 552-6291, ext. 2328.

<http://www.vernoncollege.edu/library>

# VERNON COLLEGE LIBRARY

## Library Hours

### Wright Library, Vernon

(940) 552-6291 ext. 2227

Monday - Thursday 7:30 AM - 9:30 PM

Friday 7:30 AM - 12:00 PM

Sunday 1:00 PM - 8:00 PM

### Century City Library

(940)696-8752 ext. 3220

Monday - Thursday 7:30 AM - 9:00 PM

Friday 7:30 AM - 12:00 PM

Saturday 8:00 AM - 2:00 PM

**Skills Training Center Resource Room (Room 212):** The resource room is open throughout the day and evening when classes are in session.

### Online Access to Library Assistance

Research assistance is available in person and online via email or live chat. Students may email [librarian@vernoncollege.edu](mailto:librarian@vernoncollege.edu) or visit the chat room by selecting the "Ask the Librarian" link on the library homepage.

### Off Campus Access to Article Databases

The library is pleased to offer 24/7 access to article databases off campus from any Internet connection.

To search for articles remotely:

Go to the library homepage at [www.vernoncollege.edu/library](http://www.vernoncollege.edu/library)

Select "Access to Databases."

Choose a subject area such as "General Research/Reference."

Select a database such as "Academic Search Complete."

Login with your VC student ID number and PIN which is the last four digits of your SSN.

### Off Campus Access to E-books

E-books are also accessible off campus via our online catalog.

To search remotely:

Go to the library catalog at <http://library.vernoncollege.edu>

Click "Search the Catalog."

Select "Online" from the Select Location(s) drop down menu.

### Online Book Renewal

Students may renew their books online and view personalized account information including titles borrowed, dates due, etc. Students may login to renew online via the "Account Status" link on the library catalog page <http://library.vernoncollege.edu>. Students may also link to the catalog from the library homepage.

### TexShare Memberships

The library offers TexShare memberships to all VC students, faculty, and staff. A TexShare card entitles cardholders to full borrowing privileges at participating TexShare public and academic libraries throughout Texas including the Moffett Library at MSU. Students may request a card by contacting the library staff in person, by phone, or by email at [librarian@vernoncollege.edu](mailto:librarian@vernoncollege.edu). TexShare is a program of the Texas State Library and Archives Commission.

### Interlibrary Loan

VC students, faculty, and staff may submit Interlibrary Loan requests in person or online to obtain books and articles which are not available within the Vernon College Library System. Request may be filed electronically via the Interlibrary Loan link posted on the library homepage.

### Access to Print Collections

Distance learners and students attending Wichita Falls campuses may request books from the main collection on the Vernon Campus. Requests may be submitted online via the "Interlibrary Loan" link on the library homepage. Books will be mailed directly to the student's place of residence. Students may return books to any VC library location or assume postage charges (book rate) and mail the book to the Wright Library on the Vernon Campus. A return label will be provided.

# PASS DEPARTMENT SERVICES

## ADA Accommodations

Vernon College provides reasonable accommodations to qualified students in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities (ADA) act of 1990. Accommodations are made on a case-by-case basis. Students with special needs are encouraged to contact the Coordinator of The Office for Students with Disabilities (OSD Coordinator) as early as possible. Early notice is required to prepare for and provide special accommodations by the first week of class. All requests for special accommodations due to a disability must be accompanied by appropriate and acceptable documentation. It is the responsibility of the student to contact the OSD and to provide documentation that qualifies the student as an individual with a disability, as defined by law, and supports the requested accommodation. The student is also responsible for providing current and accurate contact information and for meeting with OSD personnel to sign paperwork and receive instructor letters. Special arrangements may be made for distance students who never travel to one of the Vernon College campuses. Students must complete the request process before any accommodations are made. More information may be obtained from the Vernon College website at [www.vernoncollege.edu/ADA](http://www.vernoncollege.edu/ADA) or by emailing [jshoemaker@vernoncollege.edu](mailto:jshoemaker@vernoncollege.edu) or [dlehman@vernoncollege.edu](mailto:dlehman@vernoncollege.edu) or by calling (940) 552-6291, ext. 2307.

## Tutoring Center Services

Vernon College offers free academic assistance through its Tutoring Centers located at the Vernon Campus, Century City Center, and Skills Training Center. Almost any subject matter other than reading may be tutored at the Tutoring Centers. In addition, essay proofing is available for students writing essays for English classes or any other Vernon College class. Help is available for students needing better study skills, test-taking skills, and note-taking skills in their classes. Study groups, especially in A&P and Nursing meet regularly in the Tutoring Centers or in the actual A&P labs.. Accounting, college Algebra, Contemporary Math, and selected Nursing courses are available online most semesters. Any Vernon College student, with the assistance of the Tutoring Center Coordinator, may request or implement a study group in the Tutoring Center. To contact a Tutoring Center Coordinator close to you, please visit [www.vernoncollege.edu/PC/Home.aspx](http://www.vernoncollege.edu/PC/Home.aspx) or choose Tutoring Centers under Departments listed under the Students tab on the Vernon College home page.

## New Beginnings Services

The New Beginnings Program is a support program for students pursuing a career and technical program certificate or degree at Vernon College. This program offers textbook loans, free tutoring, free childcare while attending classes, and/or gasoline reimbursement for qualified travel over 40 miles roundtrip. Applications may be picked up at the New Beginnings Office in the Wright Library on the Vernon Campus, in the Century City Center Tutoring Center, Room 111, in Wichita Falls, or online at <http://www.vernoncollege.edu/SpecialServices/NewBeginningsHome.aspx> Print and complete the application and mail, fax, or bring it to the New Beginnings Office. Addresses, fax numbers, and locations are all listed online. Email any additional questions to Jane Robinson at [jrobinson@vernoncollege.edu](mailto:jrobinson@vernoncollege.edu)

# VC STUDENT E-MAIL

Student E-Mail is one of the primary forms of communication between Vernon College and its students. **Be sure to check your student e-mail regularly.**

As a Vernon College student, you have your own Vernon College email account hosted by Google. As soon as you receive your PIN from Vernon College, you can activate your VC student email account.

**E-Mail Address:** To find your **Email Username** before logging into your email account, go to the Vernon College homepage at <http://www.vernoncollege.edu>. Log into My VC, click on the “Campus Connect” tab, then click on “Demographic Information.” You will find your Student Email address listed here. Your **Email Username** will then be the part of your e-mail address before the @ symbol. So, if your e-mail address is [ck128399@student.vernoncollege.edu](mailto:ck128399@student.vernoncollege.edu), your **Email Username** would be ck128399. Your **Email Password** would be the first two letters of your first and last name along with the two-digit month and day of your date of birth. For example, if your name is Jane Smith and your birth date is 09/01/1980, then your **Email Password** will be jasm0901 (all lowercase). After you log-in for the first time, it is strongly recommended that you change your password to something you can remember.

Now that you know your email username and email password, you can log-in to your Vernon College E-mail. Click on Student Email at the top of the homepage. Click on the “Student Email” link in the sentence “Click here to login to Student Email.” Put in your Username and Password and “Sign in”.

**CHECK YOUR E-MAIL!** All types of information will be sent to you via your VC email account, so check it regularly!



# CONTINUING EDUCATION

## Interested in a Fast Track Career?

Students who are interested in the courses/programs listed below should visit the Continuing Education office,

<http://www.vernoncollege.edu/CE/FastPacedCareers.aspx>, or call (940) 696-8752 ext. 3213 for additional information and entrance requirements:

- Phlebotomy
- Certified Nurse Aide
- Culinary Academy
- Basic Law Enforcement Academy
- Basic Firefighter Academy
- Dental Assisting
- Jailer Certification
- Drilling Fluid Technician
- Psychiatric Nurse Assistant
- Child Development Associate
- Medical Assisting

## How do I register for a CE course?

The registration process for a CE course will depend on the course you want to enroll. If it is a basic course or a personal enrichment course in which no shot records, IDs, or background checks are required students can register in person, online, or over the phone. For many of our health career classes, shot records, valid social security card, valid government issued picture ID, full tuition and other items are required at the time of registration. Specifics on each program can be found at <http://www.vernoncollege.edu/CE/FastPacedCareers.aspx> under the specific program you are interested in. Some courses require onsite registration; for onsite registration students can visit our Vernon Campus at 4400 College Drive in Vernon, or our Century City Center at 4105 Maplewood Ave in Wichita Falls. Online registration can be done at <https://forms.vernoncollege.edu/ceregfrm3.htm> you will need a valid Visa, MasterCard, or Discover card to complete this process. You can also register over the phone with a valid Visa, MasterCard, or Discover card at 940 696-8752 ext. 3295

# INSTRUCTOR CONTACTS

Vernon Campus (VER) (940)552-6291

Century City Center (CCC) (940)696-8752

Skills Training Center (STC) (940)766-3369

Sheppard Learning Center (SLC) (940)855-2203

## Instructional Administration

Dean of Instructional Services	Gary Don Harkey	Vernon CCC	ext. 2243 ext. 3268	gdharkey@vernoncollege.edu
Associate Dean of Instructional Services	Shana Munson	Vernon CCC	ext. 2314 ext. 3251	smunson@vernoncollege.edu

## Division Chairs and Directors

Associate Degree Nursing	Cathy Bolton	Vernon - 422 CCC - 303.1	ext. 2270 ext. 3380	cbolton@vernoncollege.edu
Behavioral and Social Sciences	Greg Fowler, Division Chair	CCC - 307.4	ext. 3244	gfowler@vernoncollege.edu
Communication	Joe Johnston, Division Chair	CCC - 709.11 Vernon - 108	ext. 3210 ext. 2236	jjohnston@vernoncollege.edu
Cosmetology	Diana Shipley	CCC - 415 Vernon - 414	ext. 3242 ext. 2265	dshipley@vernoncollege.edu
Information and Technology	Mark Holcomb, Division Chair	STC - 204	ext. 7105	mholcomb@vernoncollege.edu
Licensed Vocational Nursing	Lynn Kalski	CCC - 2320.1 Vernon - 403	ext. 3222 ext. 2313	lkalski@vernoncollege.edu
Mathematics and Sciences	Karen Gragg, Division Chair	Vernon - 311 CCC - 719.4	ext. 2238 ext. 3302	kgragg@vernoncollege.edu

## Accounting - Mark Holcomb

John Hennington	CCC - 501	ext. 3292	jhennington@vernoncollege.edu
-----------------	-----------	-----------	-------------------------------

## Administrative Office Technology - Mark Holcomb

Rita Lee	Vernon - 424 CCC - 504	ext. 2259 ext. 3236	rlee@vernoncollege.edu
Arwyna Randell-Gay	Adjunct	n/a	arandell-gay@vernoncollege.edu

## Agriculture/Farm and Ranch Management - Mark Holcomb

Michael Schoppa	Vernon - 411	ext. 2254	mschoppa@vernoncollege.edu
Chad Smith	Adjunct	n/a	cesmith@vernoncollege.edu

## Associate Arts Teaching - Joe Johnston

Teresa Wallace	CCC - 709.8	ext. 3241	tramos@vernoncollege.edu
Roxanne Hill	Adjunct	n/a	rhill@vernoncollege.edu

## Associate Degree Nursing - Cathy Bolton, Director

Cathy Bolton	Vernon - 422 CCC - 303.1	ext. 2270 ext. 3015	cbolton@vernoncollege.edu
Bobbie Graf	Vernon - 422	ext. 2267	bgraf@vernoncollege.edu
Amy Hamm	Vernon - 422	ext. 2304	ahamm@vernoncollege.edu
Jennifer Hatley	Vernon - 422	ext. 2216	jhatley@vernoncollege.edu
Beth Arnold	CCC - 303.7	ext. 3235	barnold@vernoncollege.edu
Sharon Cudjo	CCC - 303.3	ext. 3017	scudjo@vernoncollege.edu
Terri Farabee	CCC	ext.	tfarabee@vernoncollege.edu
Mary Rivard	CCC - 303.2	ext. 3248	mrivard@vernoncollege.edu

Christine Reece	CCC - 303.6	ext. 3016	creece@vernoncollege.edu
Kimberly Platt	CCC	ext. 3224	kplatt@vernoncollege.edu
Andy Todd	CCC - 303.5	ext. 3246	atodd@vernoncollege.edu
Rebecca Watkins	CCC - 303.4	ext. 3326	rwatkins@vernoncollege.edu
Mary Anderson	Adjunct	n/a	manderson@vernoncollege.edu
Linda Martinez	Adjunct	n/a	lmartinez@vernoncollege.edu

#### **Art - Joe Johnston**

Tommy Evans	Adjunct	n/a	tevans@vernoncollege.edu
-------------	---------	-----	--------------------------

#### **Automotive - Mark Holcomb**

Roger Blackmon	Vernon - 413	ext. 2266	rblackmon@vernoncollege.edu
----------------	--------------	-----------	-----------------------------

#### **Biology - Karen Gragg**

Mike Ruhl	Vernon - 410	ext. 2318	mruhl@vernoncollege.edu
Melody Bell	CCC - 410.1	ext. 3267	mbell@vernoncollege.edu
Alexandria Gilmore	CCC - 206	ext. 3385	agilmore@vernoncollege.edu
Elaine Naylor	CCC - 410.3	ext. 3234	enaylor@vernoncollege.edu
Will Robertson	CCC - 410.2	ext. 3321	wrobertson@vernoncollege.edu
Jim Ansley	Adjunct	n/a	jansley@vernoncollege.edu
Candace Hughes	Adjunct	n/a	chughes@vernoncollege.edu
Heidi Slaydon	Adjunct	n/a	hslaydon@vernoncollege.edu
Teresa Ansley	Lab Facilitator	n/a	tansley@vernoncollege.edu
Amanda Snook	Lab Facilitator	n/a	asnook@vernoncollege.edu

#### **Business Administration - Mark Holcomb**

John Hennington	CCC - 501	ext. 3292	jhennington@vernoncollege.edu
-----------------	-----------	-----------	-------------------------------

#### **Business Management - Mark Holcomb**

John Hennington	CCC - 501	ext. 3292	jhennington@vernoncollege.edu
Steven Underhill	STC - 202	ext. 7103	sunderhill@vernoncollege.edu
Stuart MacDonald	Adjunct	n/a	smacdonald@vernoncollege.edu

#### **Computer Science - Mark Holcomb**

Belinda Alberry	Vernon - 429	ext. 2260	balberry@vernoncollege.edu
Richard Warren	CCC - 705	ext. 3253	rwarren@vernoncollege.edu
Steven Underhill	STC - 202	ext. 7103	sunderhill@vernoncollege.edu

#### **Computer Information Science - Mark Holcomb**

Sharon Wallace	STC - 133	ext. 7151	mwallace@vernoncollege.edu
----------------	-----------	-----------	----------------------------

#### **Cosmetology - Diana Shipley, Director**

Diana Shipley	CCC - 415 Vernon - 414	ext. 3242 ext. 2265	dshipley@vernoncollege.edu
Angela Ward	Vernon - 414	ext. 2264	award@vernoncollege.edu
Paula Brogdon	CCC - 413	ext. 3240	pbrogdon@vernoncollege.edu

#### **Criminal Justice - Greg Fowler**

Greg Fowler	CCC - 307.4	ext. 3244	gfowler@vernoncollege.edu
-------------	-------------	-----------	---------------------------

#### **Drama - Joe Johnston**

Jack Williams	Vernon - 121	ext. 2225	jwilliams@vernoncollege.edu
---------------	--------------	-----------	-----------------------------

#### **Economics - Greg Fowler**

Nancy Smith	Vernon - 407	ext. 2256	nsmith@vernoncollege.edu
Lyndon Burnham	CCC - 407	ext. 3285	lburnham@vernoncollege.edu
Larry Ludtke	Adjunct	n/a	lludtke@vernoncollege.edu

### Emergency Medical Services - Robyn Wike, Coordinator

Robyn Wike	CCC 2304.2	ext. 3233	rwike@vernoncollege.edu
Larry Borden	CCC 2304.1	ext. 3314	lborden@vernoncollege.edu
Brian Deason	Adjunct	n/a	bdeason@vernoncollege.edu
Glenn Vickers	Adjunct	n/a	gvickers@vernoncollege.edu

### English - Joe Johnston

Joe Johnston	CCC - 709.11	ext. 3210	jjohnston@vernoncollege.edu
Cindy Coufal	Vernon - 407A	ext. 2234	ccoufal@vernoncollege.edu
Amber Beckham	CCC - 709.1	ext. 3245	abeckham@vernoncollege.edu
Misti Brock	CCC - 709.4	ext. 3246	mbrock@vernoncollege.edu
Wanda Dye	CCC - 709.5	ext. 3249	wdye@vernoncollege.edu
Dean Johnston	CCC - 709.3	ext. 3286	djohnston@vernoncollege.edu
Brandy Lowery	CCC - 709.1	ext. 3245	blowery@vernoncollege.edu
Tom McNeely	CCC - 709.2	ext. 3284	tmcneely@vernoncollege.edu
Liz Gibbs	Adjunct	n/a	lgibbs@vernoncollege.edu
Thomas Hays	Adjunct	n/a	thays@vernoncollege.edu
Dusty Hill	Adjunct	n/a	rrhill@vernoncollege.edu
Ann Kopel	Adjunct	n/a	akopel@vernoncollege.edu
Sherron McMillian	Adjunct	n/a	smcmillian@vernoncollege.edu
Packer, Whitney	Adjunct	n/a	wpacker@vernoncollege.edu
Denise Sanders	Adjunct	n/a	dsanders@vernoncollege.edu
Sandra Scheller	Adjunct	n/a	sscheller@vernoncollege.edu
Jane Trent	Adjunct	n/a	jtrent@vernoncollege.edu
Jarred Willden	Adjunct	n/a	jwillden@vernoncollege.edu
Heather Zimny	Adjunct	n/a	hzimny@vernoncollege.edu

### Government - Greg Fowler

Kirk Polk	Vernon - 311	ext. 2310	kpolk@vernoncollege.edu
Linda Kalski	CCC - 307.5	ext. 3263	lkkalski@vernoncollege.edu
Daniel Lowe	CCC - 307.6	ext. 3334	dlowe@vernoncollege.edu
Deborah Goodman	Adjunct	n/a	dgoodman@vernoncollege.edu
Kyle Keel	Adjunct	n/a	kkeel@vernoncollege.edu
Chad Mueller	Adjunct	n/a	cmueller@vernoncollege.edu
Deah Shaw	Adjunct	n/a	dshaw@vernoncollege.edu
Harrison Watts	Adjunct	n/a	hwatts@vernoncollege.edu

### Health Information Management - Ruth Rascon, Coordinator

Ruth Rascon	CCC - 2304.0	ext. 3237	rrascon@vernoncollege.edu
-------------	--------------	-----------	---------------------------

### History - Greg Fowler

Jason Scheller	Vernon - 311	ext. 2233	jscheller@vernoncollege.edu
Bettye Hutchins	CCC - 307.3	ext. 3252	bhutchins@vernoncollege.edu
Dean Brumley	CCC - 307.2	ext. 3289	dbrumley@vernoncollege.edu
Adrien Ivan	CCC - 307.7	ext. 3325	aivan@vernoncollege.edu
Michelle Alexander	Adjunct	n/a	malexander@vernoncollege.edu
Michael Baggs	Adjunct	n/a	mbaggs@vernoncollege.edu
Johnny Spence	Adjunct	n/a	jspence@vernoncollege.edu
Lori Strader	Adjunct	n/a	lstrader@vernoncollege.edu
Timothy Swagerty	Adjunct	n/a	tswagerty@vernoncollege.edu

### HVAC - Mark Holcomb

Scott McClure	STC - 134	ext. 7150	smcclure@vernoncollege.edu
---------------	-----------	-----------	----------------------------

### Industrial Automation Systems - Mark Holcomb

Mark Holcomb	STC - 204	ext. 7105	mholcomb@vernoncollege.edu
Chris Venegas	Adjunct	n/a	cvenegas@vernoncollege.edu

### Kinesiology - Karen Gragg

Jason Jenkins	Vernon - 507 CCC - 404	ext. 2289 ext. 3247	jjenkins@vernoncollege.edu
Julie Myers-Kuhn	Vernon - 505 CCC - 404	ext. 2283 ext. 3247	jmyers-kuhn@vernoncollege.edu
Crystal Cruz	Adjunct	n/a	ccruz@vernoncollege.edu
Lisa Puckett	Adjunct	n/a	lpuckett@vernoncollege.edu

### Machining - Mark Holcomb

Chris Smith	STC - 207	ext. 7125	csmith@vernoncollege.edu
Mark Roberts	Adjunct	n/a	mroberts@vernoncollege.edu

### Mathematics - Karen Gragg

Karen Gragg	Vernon - 311 CCC - 719.4	ext. 2238 ext. 3302	kgragg@vernoncollege.edu
Belinda Alberry	Vernon - 429	ext. 2260	balberry@vernoncollege.edu
Paula Whitman	Vernon - 311	ext. 2239	pwhitman@vernoncollege.edu
Bradley Beauchamp	CCC - 719.7	ext. 3291	bbeauchamp@vernoncollege.edu
Christina Hoffmaster	CCC - 719.1	ext. 3294	choffmaster@vernoncollege.edu
Barbara Jinks	CCC - 719.6	ext. 3288	bjinks@vernoncollege.edu
Ariel Tart	CCC - 719.5	ext. 3258	atart@vernoncollege.edu
Justin Blackwell	Adjunct	n/a	jblackwell@vernoncollege.edu
Dustin Fike	Adjunct	n/a	dfike@vernoncollege.edu
Tim Fosnaugh	Adjunct	n/a	tfosnaugh@vernoncollege.edu
Tammy Majewski	Adjunct	n/a	tmajewski@vernoncollege.edu
Kenneth Trent	Adjunct	n/a	ktrent@vernoncollege.edu

### Music - Joe Johnston

Donald Bruns	Vernon - 404	ext. 2215	dbruns@vernoncollege.edu
Bret Parker	Adjunct	n/a	bparker@vernoncollege.edu
Rebecca Parker	Adjunct	n/a	rparker@vernoncollege.edu
Greg Tanner	Adjunct	n/a	gtanner@vernoncollege.edu
Ian Yeung	Adjunct	n/a	iyueng@vernoncollege.edu

### Pharmacy Technology - Katrina Brasuell, Coordinator

Katrina Brasuell	CCC - 2304.5	ext. 3231	kbrasuell@vernoncollege.edu
Lisa Pickett	Adjunct	n/a	lpickett@vernoncollege.edu

### Physics/Chemistry - Karen Gragg

Mark Roberson	Vernon - 311	ext. 2311	mroberson@vernoncollege.edu
Jack Abel	Adjunct	n/a	jabel@vernoncollege.edu

### Psychology - Greg Fowler

Joe Onder	CCC - 408	ext. 3307	jonder@vernoncollege.edu
Scott Hamilton	CCC - 408	ext. 3348	shamilton@vernoncollege.edu
Brandon Arnold	Adjunct	n/a	barnold@vernoncollege.edu
Lori Arnold	Adjunct	n/a	larnold@vernoncollege.edu
Kevin Boring	Adjunct	n/a	kboring@vernoncollege.edu
Donald Knox	Adjunct	n/a	dknox@vernoncollege.edu
Murray Parsons	Adjunct	n/a	mparsons@vernoncollege.edu
Beth Smith	Adjunct	n/a	bsmith@vernoncollege.edu

### Reading - Joe Johnston

Mary Welborn	Adjunct	n/a	mwelborn@vernoncollege.edu
--------------	---------	-----	----------------------------

### Sociology - Greg Fowler

Dina Neal	Vernon - 311	ext. 2255	dneal@vernoncollege.edu
-----------	--------------	-----------	-------------------------

### Spanish - Joe Johnston

Renee Wooten	CCC - 709.9	ext. 3290	rwooten@vernoncollege.edu
--------------	-------------	-----------	---------------------------

### Speech - Joe Johnston

Jack Williams	Vernon - 121	ext. 2225	jwilliams@vernoncollege.edu
Annette Bever	CCC - 709.6	ext. 3250	abever@vernoncollege.edu
Donnie Kirk	CCC - 709.7	ext. 3204	dkirk@vernoncollege.edu
Rocki Holder	Adjunct	n/a	rholder@vernoncollege.edu

### Surgical Technology - Jeff Feix, Coordinator

Jeff Feix	CCC - 2304.3	ext. 3266	jfeix@vernoncollege.edu
-----------	--------------	-----------	-------------------------

### Vocational Nursing - Lynn Kalski

Lynn Kalski	CCC - 2320.1 Vernon - 403	ext. 3222 ext. 2313	lkalski@vernoncollege.edu
Mary Jane Batchelor	Vernon - 401	ext. 2816	mjbatchelor@vernoncollege.edu
Sue Fitzwater	CCC - 2320.3	ext. 3230	lfitzwater@vernoncollege.edu
Tracie Fulton	CCC	ext.	tfulton@vernoncollege.edu
Zela Haney	CCC - 2320.6	ext. 3232	zhaney@vernoncollege.edu
Thomas Hickey	CCC - 2320.5	ext. 3227	thickey@vernoncollege.edu
Kathy Nault	CCC - 2320.7	ext. 3223	knault@vernoncollege.edu
Kimberly Perkins	CCC - 2317	ext. 3356	kperkins@vernoncollege.edu
Pam Rotz	CCC - 2320.8	ext. 3229	protz@vernoncollege.edu
Michael Scott	CCC - 2320.4	ext. 3324	mscott@vernoncollege.edu
Cassie Shaw	CCC - 2320.2	ext. 3228	cshaw@vernoncollege.edu
Rilda Novak	Seymour	889-3133	rnovak@vernoncollege.edu
Casey Worthington	Adjunct	n/a	cworthington@vernoncollege.edu

### Welding - Mark Holcomb

David Tepfer	STC - 201	ext. 7102	dtepfer@vernoncollege.edu
Charles Booth	Adjunct	n/a	cbooth@vernoncollege.edu
AJ Lewis	Adjunct	n/a	alewis@vernoncollege.edu
Gene Nessel	Adjunct	n/a	gnessel@vernoncollege.edu



# Course Schedule Advising (CSA) Information

CSA Center Locations: Vernon Campus, Vernon – Room 419, Sumner Applied Arts Center  
 Century City Center, Wichita Falls – Room 114

**All NEW students to Vernon College must meet with a Course Schedule Advisor (CSA) prior to being cleared for registration.** Those students who are “College Readiness Clear” must meet with a CSA in the CSA Center. Those students who are “Not College Readiness Clear” are required to meet with a Counselor/CSA in the Student Services Office.

Returning students who are “College Readiness Clear” are encouraged to meet with their CSA during posted faculty office hours OR in the CSA Center. Returning students who are “Not College Readiness Clear” are required to meet with a Counselor/CSA in the Student Services Office.

Prior to being cleared for registration, new students must see a CSA. Additionally, returning students are encouraged to seek advisement as well. CSA’s are available in the CSA Center according to the following schedule:

Vernon Campus - Room 419, Sumner Applied Arts Building			
Monday, November 10	12:00pm-4:00pm	Friday, November 21	8:00am-12:00pm
Tuesday, November 11	12:00pm-4:00pm	Monday, November 24	12:00pm-4:00pm
Wednesday, November 12	12:00pm-4:00pm	Tuesday, November 25	12:00pm-4:00pm
Thursday, November 13	12:00pm-4:00pm	Monday, December 15	12:00pm-4:00pm
Friday, November 14	8:00am - 12:00pm	Tuesday, December 16	12:00pm-4:00pm
Monday, November 17	12:00pm-4:00pm	Wednesday, December 17	12:00pm-4:00pm
Tuesday, November 18	12:00pm-4:00pm	Thursday, December 18	12:00pm-4:00pm
Wednesday, November 19	12:00pm-4:00pm	Monday, January 5	12:00pm-4:00pm
Thursday, November 20	12:00pm-4:00pm	Tuesday, January 6	12:00pm-4:00pm

## Course Schedule Advising (CSA) Information

CSA Center Locations: Vernon Campus, Vernon – Room 419, Sumner Applied Arts Center  
 Century City Center, Wichita Falls – Room 114

**All NEW students to Vernon College must meet with a Course Schedule Advisor (CSA) prior to being cleared for registration.** Those students who are “College Readiness Clear” must meet with a CSA in the CSA Center. Those students who are “Not College Readiness Clear” are required to meet with a Counselor/CSA in the Student Services Office.

Returning students who are “College Readiness Clear” are encouraged to meet with their CSA during posted faculty office hours OR in the CSA Center. Returning students who are “Not College Readiness Clear” are required to meet with a Counselor/CSA in the Student Services Office.

Prior to being cleared for registration, new students must see a CSA. Additionally, returning students are encouraged to seek advisement as well. CSA’s are available in the CSA Center according to the following schedule:

Century City Center - Room 114			
Monday, November 10	11:00am-6:00pm	Friday, November 21	8:00am-12:00pm
Tuesday, November 11	11:00am-6:00pm	Monday, November 24	11:00am-6:00pm
Wednesday, November 12	11:00am-6:00pm	Tuesday, November 25	11:00am-6:00pm
Thursday, November 13	11:00am-6:00pm	Monday, December 15	9:00am - 6:00pm
Friday, November 14	8:00am - 12:00pm	Tuesday, December 16	9:00am - 6:00pm
Monday, November 17	11:00am-6:00pm	Wednesday, December 17	9:00am - 6:00pm
Tuesday, November 18	11:00am-6:00pm	Thursday, December 18	9:00am - 6:00pm
Wednesday, November 19	11:00am-6:00pm	Monday, January 5	9:00am - 6:00pm
Thursday, November 20	11:00am-6:00pm	Tuesday, January 6	9:00am - 4:00pm

*Been on academic suspension?*

*Currently on academic probation?*

*Concerned about succeeding  
in college?*

*Been awhile since you  
were in school?*

*Worried about how  
different college will  
be from High School?*

Check out **EDUC 1300 – LEARNING FRAMEWORK**

- a college level transferrable course
- may be used as an elective for AA and AS degrees
- designed to help students succeed

**Topics include:**

- Navigating Vernon College
- College and instructor expectations
- Learning styles
- Time Management
- Test /Note Taking Skills
- Degree/ Career Planning
- Financial Literacy
- Cultural Diversity
- Motivational strategies

**Visit with a counselor in Student Services  
to see if this course might be for you!**

\*\*\*\* THIS IS A DRAFT TRIAL SCHEDULE - PLEASE USE THIS FORM TO PLAN YOUR CLASS SCHEDULE \*\*\*\*

YOU MUST SUBMIT THIS PRE-TRIAL SCHEDULE TO THE STUDENT SERVICES OFFICE IF YOU ARE NOT COLLEGE RESIDENCE CLEAR

## PRE - TRIAL SCHEDULE

PLEASE PRINT

NAME : \_\_\_\_\_ MAJOR: \_\_\_\_\_

SOCIAL SECURITY NO. OR STUDENT ID: \_\_\_\_\_ DAYTIME PHONE NUMBER: \_\_\_\_\_

COURSE	SECTION NUMBER	COURSE TITLE	SEMESTER HOURS	TIME	DAY	ROOM NUMBER
EXAMPLE: ACCT 2401	100	Principles of Accounting I - Financial	4	9:30 am - 10:50am	TR	VERS408
Spring (16 Week) January 20, 2015 - May 14, 2015						
Spring I (8 Week) January 1, 2015 - March 12, 2015						
Spring II (8 Week) March 23, 2015 - May 14, 2015						
<b>TOTAL SEMESTER HOURS</b>						

DON'T FORGET TO PAY! IF COMING TO STAND IN LINE AT REGISTRATION, BRING THIS FORM WITH YOU