

WELCOME TO VERNON COLLEGE

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://vconnect.vernoncollege.edu/ics/> and register on-line for your courses.

TABLE OF CONTENTS

Enrollment Information	4
Calendars	6
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
Special Services	19
Student Email	20
Continuing Education	21
Instructor Contacts	22
Course Schedule Advising	27
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

	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. 2212	Ext. 3215
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
PASS Center	Ext. 2309	Ext. 3257
Security	Ext. 2272	Ext. 3207
Special Services	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 30 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
- Present your Chaparral Card at any Moneygram location and provide receive code 5023
- 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 866-335-431

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!**

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 - \$10.00 Application Fee must be paid.**
- ___ **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 Registration and Advising Calendar).**

Registration Procedures:

1. New students should complete an Application for Admission and pay the \$10.00 fee. 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 and pay the \$10.00 fee. 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. Counselors and Course Schedule Advisors 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 Registration and Advising Calendar).
4. All tuition and fees must be paid on or before the designated time and date (see Registration and Advising 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 (940-676-1334) is located in Building 1405 on Missile Road and is open 6:30 am-4:30 pm Monday-Thursday and 11:00 am-4:30 pm on 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.

Graduation

Students planning to complete a certificate or degree by the end of the semester need to pay the graduation fee in the Business Office then take the receipt to the Office of Admissions and Records in Vernon, Wichita Falls, or Sheppard Learning Center and complete an Application for Graduation.

If students apply before their last semester begins, the Registrar will send the students a written report of the remaining work necessary to complete the certificate or degree requirements. To ensure proper course selection, students should apply immediately.

FALL 2013 ACADEMIC CALENDAR

	FALL (16 WEEK) 8/26/13 thru 12/12/13	FAL I (8 WEEK) 8/26/13 thru 10/16/13	FALL II (8 WEEK) 10/21/13 thru 12/12/13
Faculty/Staff Development All Campus' CLOSED	August 19	August 19	August 19
Classes Begin	August 26	August 26	October 21
Labor Day Holiday	September 2	September 2	
Official Census Day	September 11	September 3	October 28
VC Sports Day	October 17	October 17	
Deadline to Apply for December Graduation	November 6	November 6	November 6
Final Drop/Withdrawal Deadline to Receive Automatic 'W'	November 13	October 3	November 26
Last Day for Refund of December Graduation Fee	November 26	November 26	November 26
Thanksgiving Holidays	November 27- November 30	November 27- November 30	November 27- November 30
Final Exams (Saturday Classes)	December 7		December 7
Final Exams	December 9 thru December 12	October 15 and October 16	December 9 thru December 12
Grades Due in Admissions and Records Office	December 16 (9:00 am)	October 18 (9:00 am)	December 16 (9:00 am)
Graduation (No Ceremony)	December 14	December 14	December 14

FALL 2013 ADVISING and REGISTRATION CALENDAR

FALL (16 WEEK) 8/26/13 thru 12/12/13 FALL I (8 WEEK) 8/26/13 thru 10/16/13	FALL II (8 Week) 10/21/13 thru 12/12/13
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Admission requirements and information are available from the Office of Admissions and Records, *General Catalog*, and Vernon College website 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.

Financial Aid Deadlines

All paperwork completed by this date. See FINANCIAL AID INFORMATION.

June 26

August 21

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.

Advising and On-Line Registration

Campus Connect

**Returning VC Students With 30
or More VC Credit Hours**

April 24 (9:00am)
thru
April 28*

Or any other on-line
registration that follows

April 24 (9:00am)
thru April 28*

and
Sept. 25 (9:00am)
thru October 10

Advising and On-Line Registration

Campus Connect

All Returning VC Students

April 29 (9:00am)
thru
May 2*

Or any other on-line
registration that follows

April 29 (9:00am)
thru May 2*

and
September 27
(9:00am)
thru October 10

Advising and On-Line Registration

Campus Connect

All Eligible Students

(Must Have Attended New Student Orientation
AND met with a Course Schedule Advisor (CSA))

May 3 (9:00am)
thru
August 13 (5:00pm)

Or any other on-line
registration that follows

May 3 (9:00am) thru
August 13 (3:00pm)
and
October 1 (9:00am)
thru October 10
(5:00pm)

Admissions Applications final due date for Campus Connect
On-line Registration (see Campus Connect Information)

July 25

September 30

On-Site Advising and Registration

Sheppard Learning Center (SLC)

SAFB, F. Kelly Ezell Bldg. 402,
Room 304, 3rd floor

**Active Duty Military Personnel and
Sheppard Civilian Employees Only**

(National Guard and Reserve, Military Dependents
and Retirees with Appropriate ID Card Only)

August 7**
10:00am-12:00pm
or on-site at
Century City Center
Aug. 21-22

Aug 7
12:00pm-2:00pm

August 7**
10:00am-12:00pm
or on-site at
Century City Center
Aug. 21-22

Aug. 7
12:00pm-2:00pm

* Sheppard Learning Center courses not available until August 8 after SLC Registration.

** Active duty military and civil service personnel may order textbooks and pre-pay on August 7 during registration. Textbooks ordered may be picked up on August 20 in Room 305.

FALL 2013 ADVISING and REGISTRATION CALENDAR

(continued)

	FALL (16 WEEK) 8/26/13 thru 12/12/13 FALL I (8 WEEK) 8/26/13 thru 10/16/13	Fall II (8 Week) 10/21/13 thru 12/12/13
Payment Deadlines for Campus Connect (On-line & SLC registrants) (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.)	August 13 (5:00pm)	October 10 (5:00pm)
College Staff Development Day – All Campus’ CLOSED	August 19	August 19
Apply for admissions early to avoid delays at regular registrations. Tuition and fee payments are due at the time of on-site registrations and schedule changes.		
Campus Connect registration will be reopened during the below on-site advising, 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).		
On-Site Advising and Final Registration Vernon Campus and <i>Campus Connect</i> Osborne Administration Building New and Re-Enrolling Students (Register alphabetically according to first letter of last name or anytime after letter has passed. No Exceptions.)	August 20 <u>A – H</u> 9:30 - 11:30am <u>I - P</u> 11:30am-1:30pm <u>Q - Z</u> 1:30 - 4:00pm and Open 4:00 – 5:30pm	August 20 ← (see times) and October 16 (Open) 9:30am - 5:30pm
On-Site Advising and Final Registration (First half of alphabet) Century City Center and <i>Campus Connect</i> 4105 Maplewood, Wichita Falls New and Re-Enrolling Students (Register alphabetically according to first letter of last name or anytime after letter has passed. No Exceptions.)	August 21 <u>A - D</u> 9:30 – 11:30am <u>E - H</u> 11:30am-1:30pm <u>I - L</u> 1:30 - 4:00pm and <u>Open to above A – L:</u> 4:00 -5:30pm	August 21 ← (see times) and October 15(Open) 9:30am – 5:30pm
On-Site Advising and Final Registration (Second half of alphabet) Century City Center and <i>Campus Connect</i> 4105 Maplewood, Wichita Falls New and Re-Enrolling Students (Register alphabetically according to first letter of last name or anytime after letter has passed. No Exceptions.)	August 22 <u>M - P</u> 9:30 – 11:30am <u>Q - U</u> 11:30am-1:30pm <u>V - Z</u> 1:30 - 4:00pm and Open 4:00 -5:30pm	August 22 ← (see times) and October 15 (Open) 9:30am – 5:30pm
Schedule Changes Vernon Campus and <i>Campus Connect</i> Osborne Administration Building	August 26 - 27 9:00am - 6:00pm	October 21 – 22 9:00am - 6:00 pm
Schedule Changes Century City Center, Sheppard Learning Center and <i>Campus Connect</i> 4105 Maplewood, Wichita Falls	August 26 - 27 9:00am-6:00pm	October 21 – 22 9:00am - 6:00 pm

DECEMBER MINI-TERM REGISTRATION SCHEDULE

December 13, 2013 – January 2, 2014

GOVT 2305 W 940 FEDERAL GOVERNMENT

On-Line Registration – Campus Connect – Any Fall Registration and December 9 (9 am) - December 12 (5 pm)

Campus Connect Payment Deadline – December 12 (5 pm)

On-Site Registration – December 12 (9 am – 5 pm) (Payment due at time of registration)

Classes Begin – December 13

Schedule Changes – December 13 (9 am - 12 noon)

Official Census Day – December 17

Last Day for “W” – December 25

Final Exams – January 2

The online schedule (<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 ON-LINE 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 and payment of the application fee (\$10).
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 faculty advisor 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. If you do not know your Student ID, click on Student ID Lookup. Use your Social Security Number and the last four digits of your social security number to log in to Campus Connect. The system will then give you your assigned ID. Click out of this window and go back to My VC. After logging in at My VC, click on the Campus Connect tab. Select the Add/Drop option 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 STATUS menu option 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 5:30 pm on August 13, 2013 for the Fall 16 week and Fall I registrations and by 5:30 pm on October 10, 2013 for the Fall II 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

CLASS SCHEDULE Select class schedule and choose the semester you wish to view. Press the Submit button to view or print your schedule. If you have registered for classes and they do not appear on your schedule, please contact the Admissions and Records Office immediately at (940) 552-6291 ext. 2207 in Vernon or (940) 696-8752 ext. 3208 in Wichita Falls.

GRADE REPORT Select Grade Report to view or print your grades for the current semester. Vernon College no longer mails grade reports. To view your grades for any previous semester, select Unofficial Transcript. If you need your semester grades for employment or other verification, please request an official transcript at the Admissions and Records Office.

COURSE AVAILABILITY Select Course Availability and choose the semester and department you wish to view. Press the Submit 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.

ACCOUNT STATUS Provides you with a view of all your transactions and your current balance for the current semester. You may view this on the screen or print a copy. If you have a question on your account, please contact the Business Office at (940) 552-6291 ext. 2303.

DEMOGRAPHIC INFO 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.

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.

UNOFFICIAL TRANSCRIPT View and print your unofficial transcript during your Vernon College enrollment.

REVIEW 1098T .Provides you with a link to access your 1098T tax documents.

TERM BALANCE Provides you with a view of all your transactions grouped by transaction code.

DESIGNATE DIRECT DEPOSIT Allows you to designate an outside bank account for direct deposit of all funds disbursed from Vernon College.

- ✓ **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 payments are due:**
 - **Campus Connect Fall 16 & Fall I – August 13, 2013**
 - **Campus Connect Fall II – October 10, 2013**
- ✓ **If registering on-site during final registrations and schedule changes tuition and fee payments are due:**
 - **On-site Fall 16 & Fall I – August 22, 2013**
 - **On-site Fall II – October 16, 2013**

TUITION and FEES

Business Office: (940) 552-6291, ext. 2303 in Vernon or (940) 696-8752, ext. 3215 in Wichita Falls.

Tuition and fee schedules are available in the College Catalog and on the College web-site. 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 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 on-line, payments for tuition and fees or arrangements for an installment plan through Nelnet Business Solutions must be received in the Business Office by **5:30 pm on August 13, 2013** for the Fall 16 week and Fall I registrations and by **5:30 pm on October 10, 2013** for the Fall II registrations. For students registering on site, payment must be received by the appropriate Business Office location no later than the close of that day's on-site registration period.

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 2013-2014 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	\$118.00 per credit hour	\$108.00 per credit hour
Non Wilbarger County Texas Resident	\$130.00 per credit hour	\$160.00 per credit hour	\$150.00 per credit hour
Non Texas or Foreign Resident	\$200.00 per credit hour	\$230.00 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. Graduation Fees:	
(1) Associate degrees or certificates of 24 or more semester credit hours	\$25.00
(2) Skill certificates of less than 24 semester credit hours	\$15.00
(3) Simultaneously earned second degree or certificate	\$10.00
(4) Marketable Skill Award Fee (fee assessed for each award)	\$15.00
E. Application Processing Fee	\$10.00
F. Excess Developmental Course Work Fee (exceeding 27 hours) per semester credit hour	\$75.00
G. Repeated 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.

Fall 2013 Priority Deadlines: June 26, 2013 for Fall 16 week and Fall I and August 21, 2013 for Fall 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.

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 Status) 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	Fall (16 Week)	Fall I (8 Week)	Fall II (8 Week)
100%	6:00 pm, August 27	6:00 pm, August 27	6:00 pm, October 22
70%	6:00 pm, September 16	6:00 pm, September 5	6:00 pm, October 30
25%	6:00 pm, September 23	6:00 pm, September 9	12:00 pm, November 1

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. Vernon College offers the Accuplacer and THEA tests. The Accuplacer test is computerized and offers immediate test scores. The THEA test is offered in a paper and pencil format and results take 7-10 days. Please contact the Vernon College Testing Office at Century City or Vernon for test schedules.

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 78th Texas State Legislature repealed TASP (Texas Academic Skills Program) as of September 1, 2003. The Texas Success Initiative (TSI) is the state-mandated replacement for TASP laws. TSI applies to all public colleges in the state of Texas. The Texas Success Initiative law sets out guidelines for institutions to follow; however, the law is specifically designed to be “institutional based”. The following policy represents only Vernon College.

The program intends to assess a student’s COLLEGE READINESS for college-level academic coursework. The program requires assessment of the student’s basic academic skills in math, reading, and writing. Students must take a state-approved placement test unless otherwise exempt. State approved placement tests include: THEA, Quick THEA, ACCUPLACER, MAPS, COMPASS, and ASSET. Vernon College offers the Accuplacer exam by appointment at Vernon College testing centers.

Vernon College will note on the students’ records, if a student is COLLEGE READINESS CLEAR (meaning the student has passed all three sections of an approved placement test or is exempt) or COLLEGE READINESS NOT CLEAR (meaning the student has not passed all three areas of a state approved placement test and is not exempt in any way).

Students who are COLLEGE READINESS CLEAR have passed one of the state approved test with the following scores:

Test	Reading Scores	Math Scores	Writing Scores
THEA/ Quick THEA	230	230	220
ACCUPLACER	78	63	80/6
ASSET	41	38	40/6
COMPASS	81	39	59/6
MAPS	114	613	310/6

Students may also be COLLEGE READINESS CLEAR if they qualify for one of the following exemptions:

1. Students with ACT scores with a composite of 23 or higher and individual Math and English scores of no less than 19 are TSI exempt. ACT scores can be no more than five (5) years old from the date of test administration.
2. Students with SAT scores with a total score of 1070 or higher and individual math and verbal (CR) scores of 500 or higher are TSI exempt. SAT scores can be no more than five (5) years old from the date of test administration.
3. Students can be exempt with appropriate TAKS scores. The TAKS test replaced the TAAS test in Texas public high schools. Currently, TAKS scores are reviewed annually by the THECB and then exemption standards are set. Students should contact a Vernon College counselor for information on using TAKS scores as a TSI exemption.
4. Students who have earned an Associate's or Bachelor's degree from an accredited institution of higher education are TSI exempt. Students must submit an official transcript to the Vernon College Office of Admissions/Registrar for official evaluation before an exemption can be granted.
5. Students enrolling in a Vernon College certificate program are TSI exempt. Please note: In rare instances, students may enter a certificate program that requires a course that has a TSI prerequisite. The student is still responsible for that specific TSI prerequisite for that specific course. Vernon College does offer level 2 certificate programs – Surgical Technology and Health Information Management. A level 2 certificate program is not exempt from TSI standards. Students in these programs must pass all three sections of a TSI placement test (reading, writing, and math) or be noted College Readiness Clear by meeting another listed TSI exemption before enrolling in the program.
6. Students may be exempt with proof of military service. If a student believes he/she qualifies for one of the military exemptions listed below, it is the student's responsibility to contact a Vernon College Counseling Office directly and provide the appropriate official documentation to verify the exemption.
 - a. Students who are serving as active duty members of the U.S. Armed Forces are TSI exempt.
 - b. Students who are active duty in the Texas National Guard are TSI exempt.
 - c. Students who are currently members of a reserve component of the U.S. Armed Forces or Texas National Guard and have served for at least three (3) years preceding enrollment are TSI exempt.
 - d. Students who on or after August 1, 1990, were honorably discharged, retired, or released from active duty as members of the U.S. Armed Forces, Texas National Guard, or reserve components of the U.S. Armed Forces are TSI exempt.
7. Students who have college level transfer credit from an accredited private or out-of-state college or university are exempt. Students must submit an official transcript to the Vernon College Office of Admissions/Registrar for official evaluation before an exemption can be granted.

Students who are COLLEGE READINESS NOT CLEAR are mandated to be enrolled in developmental course work until they have completed their Individual Developmental Plans.

Students will receive their written Individual Developmental Plans from the Counseling Office. Students who are COLLEGE READINESS NOT CLEAR must have their schedules approved by a Counselor prior to each registration to verify that they are following their Individual Developmental Plans and making progress toward completion of the plans.

The Accuplacer test (reading, writing, and math) may be retaken once every 10 days. Once a student has a passing score for one section, the student is not required to retest in that section.

The Texas Success Initiative is interpreted and administrated through the Dean of Student Services Office under the guidance of the Director of Counseling. The Texas Success Initiative Law specifically encourages individual developmental plans for each student. Any questions regarding the law or requirements related to an Individual Developmental Plan should be directed to a Vernon College Counselor. The Individual Developmental Plan may include non-course based remediation at the discretion of the Dean of Instructional Services. Vernon College makes every effort to interpret the law to benefit the student. Vernon College will make every effort to update policies as provisions in the law may be changed. The annual printing of this publication may prohibit the most recent changes from being printed in this publication.

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. On-line courses are denoted in the on-line 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 on-line 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 course 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.

VERNON COLLEGE LIBRARY

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

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. 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.

SPECIAL 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 Director of Special Services 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 Special Services Department 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 Special Services 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 or by emailing jshoemaker@vernoncollege.edu or dlehman@vernoncollege.edu or by calling (940) 552-6291, ext. 2307.

PASS Center Services

Vernon College offers free academic assistance through its PASS 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 PASS 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 History, A&P, Nursing, and Accounting meet regularly in some of the PASS Centers. Accounting tutoring and all levels of algebra tutoring are available online most semesters. Any Vernon College student, with the assistance of the PASS Center Coordinator, may request or implement a study group in the PASS Center. To contact a PASS Center Coordinator close to you, please visit www.vernoncollege.edu/PC/Home.aspx or choose **PASS 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 PASS 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 Please note that incomplete applications will not be processed.

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 **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 **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, your **Username** would be ck128399. Your **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 **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 username and 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

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
- Dental Assisting
- Jailer Certification
- Drilling Fluid Technician
- Psychiatric Nurse Assistant
- Child Development Associate

How do I register for a CE course?

The registration process for a CE course will depend on the course you want to enroll in. 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 College, 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

Century City Center (CCC) (940)696-8752
 Sheppard Learning Center (SLC) (940)855-2203
 Skills Training Center (STC) (940)766-3369
 Vernon Campus (940)552-6291

Instructional Administration

Dean of Instructional Services	Gary Don Harkey	Vernon	ext. 2243	gdharkey@vernoncollege.edu
Associate Dean of Career and Technical Education	Shana Munson	Vernon	ext. 2314	smunson@vernoncollege.edu

Division Chairs and Directors

Associate Degree Nursing	Cathy Bolton	Vernon - 422 CCC - 303.1	ext. 2270 ext. 3015	cbolton@vernoncollege.edu
Behavioral & Social Sciences	Greg Fowler	CCC - 307.4	ext. 3244	gfowler@vernoncollege.edu
Communication	Joe Johnston	CCC -709.11 Vernon - 108	ext. 3210 ext. 2236	jjohnston@vernoncollege.edu
Cosmetology	Darlene Kajs	CCC - 415 Vernon - 414	ext. 3242 ext. 2265	dkajs@vernoncolleg.edu
Information and Technology	Mark Holcomb	STC - 204	ext. 7105	mholcomb@vernoncolleg.edu
Licensed Vocational Nursing	Lynn Kalski	CCC -2320.1 Vernon - 403	ext. 3222 ext. 2313	lkalski@vernoncollege.edu
Mathematics and Sciences	Karen Gragg	Vernon - 311 CCC - 719.4	ext. 2238 ext. 3302	kgragg@vernoncollege.edu

Accounting – Mark Holcomb

John Hennington	CCC – 501	ext. 3292	jhennington@vernoncollege.edu
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Administrative Office Technology – Mark Holcomb

Rita Lee	Vernon – 424 CCC – 504	ext. 2259 ext. 3236	rlee@vernoncollege.edu
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Agriculture/Farm and Ranch Management – Mark Holcomb

Chad Smith	Vernon – 411	ext. 2271	cesmith@vernoncollege.edu
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Associate Arts Teaching – Joe Johnston

Teresa Wallace	CCC – 709.8	ext. 3241	tramos@vernoncollege.edu
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Associate Degree Nursing – Cathy Bolton

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
Betha Rutledge	Vernon – 422	ext. 2302	brutledge@vernoncollege.edu
Mary Anderson	CCC – 303.1	ext. 3224	manderson@vernoncollege.edu
Beth Arnold	CCC – 303.7	ext. 3235	barnold@vernoncollege.edu
Sharon Cudjo	CCC – 303.3	ext. 3017	sdean@vernoncollege.edu
Mary Rivard	CCC – 303.2	ext. 3248	mrivard@vernoncollege.edu

Christina Reece	CCC – 303.6	ext. 3016	creece@vernoncollege.edu
Andy Todd	CCC – 303.5	ext. 3264	atodd@vernoncollege.edu
JoAnna Van Sant	CCC – 303.4	ext. 3326	jvansant@vernoncollege.edu
Tanya Beauregard	Adjunct	n/a	tbeauregard@vernoncollege.edu
Jamie Buchanan	Adjunct	n/a	jbuchanan@vernoncollege.edu
Lindsay Marks	Adjunct	n/a	lmarks@vernoncollege.edu
Karyn Rich	Adjunct	n/a	krich@vernoncollege.edu
Rebecca Watkins	Adjunct	n/a	rwatkins@vernoncollege.edu

Art – Joe Johnston

Tommy Evans	Adjunct	n/a	tevans@vernoncollege.edu
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Automotive – Mark Holcomb

Roger Blackmon	Vernon – 413	ext. 2266	rblackmon@vernoncollege.edu
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Biology – Karen Gragg

Mike Ruhl	Vernon – 311	ext. 2318	mruhl@vernoncollege.edu
Melody Bell	CCC – 410.1	ext. 3267	mbell@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
Heidi Slaydon	Adjunct	n/a	hslaydon@vernoncollege.edu
Alexandria Gilmore	Lab Assistant	n/a	agilmore@vernoncollege.edu
Candace Hughes	Lab Assistant	n/a	chughes@vernoncollege.edu
Teresa Ansley	Lab Assistant	n/a	tansley@vernoncollege.edu

Business Administration – Mark Holcomb

John Hennington	CCC – 501	ext. 3292	jhennington@vernoncollege.edu
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Business Management – Mark Holcomb

John Hennington	CCC – 501	ext. 3292	jhennington@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
Lanny Evans	Adjunct	n/a	levans@vernoncollege.edu

Computer Information Science – Mark Holcomb

Sharon Wallace	STC – 133	ext. 7151	mwallace@vernoncollege.edu
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Cosmetology – Darlene Kajs

Darlene Kajs	CCC – 415 Vernon – 414	ext. 3242 ext. 2265	dkajs@vernoncollege.edu
Diana Shipley	Vernon – 414	ext. 2264	dshipley@vernoncollege.edu
Paula Brogden	CCC – 413	ext. 3240	pbrogden@vernoncollege.edu

Criminal Justice – Greg Fowler

Greg Fowler	CCC – 307.4	ext. 3244	gfowler@vernoncollege.edu
Michael Davis	Adjunct	n/a	mdavis@vernoncollege.edu

Drama – Joe Johnston

Jack Williams	Vernon – C121	ext. 2225	jwilliams@vernoncollege.edu
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Economics – Greg Fowler

Nancy Smith	Vernon – 407	ext. 2256	nsmith@vernoncollege.edu
Lyndon Burnham	CCC – 407	ext. 3285	lburnham@vernoncollege.edu
Angel Williams	Adjunct	n/a	awilliams@vernoncollege.edu

Emergency Medical Services – Shana Munson

Robin Wike - Coordinator	CCC – 2304	ext. 3233	rwike@vernoncollege.edu
Larry Borden	CCC – 2304.1	ext. 3314	lborden@vernoncollege.edu
Brian Deason	Adjunct	n/a	bdeason@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
Ann Hunter	CCC – 709.2	ext. 3284	ahunter@vernoncollege.edu
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Liberty Deatherage	Adjunct	n/a	ldeatherage@vernoncollege.edu
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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
Brandy Lowery	Adjunct	n/a	blowery@vernoncollege.edu
Sherron McMillan	Adjunct	n/a	smcmillan@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

Government – Greg Fowler

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

Health Information Technology – Shana Munson

Ruth Rascon	CCC – 2304.4	ext. 3237	rrascon@vernoncollege.edu
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History – Greg Fowler

Bettye Hutchins	Vernon – 311	ext. 2233	bhutchins@vernoncollege.edu
Dean Brumley	CCC – 307.2	ext. 3289	dbrumley@vernoncollege.edu
Adrien Ivan	CCC – 307.7	ext. 3325	aivan@vernoncollege.edu
Johnny Spence	CCC – 307.3	ext. 3252	jspence@vernoncollege.edu

Michelle Alexander	Adjunct	n/a	malexander@vernoncollege.edu
Donald Knox	Adjunct	n/a	dknox@vernoncollege.edu
Jason Scheller	Adjunct	n/a	jscheller@vernoncollege.edu
Lori Strader	Adjunct	n/a	lstrader@vernoncollege.edu
Timothy Swagerty	Adjunct	n/a	tswaggerty@vernoncollege.edu
Harrison Watts	Adjunct	n/a	hwatts@vernoncollege.edu

HVAC – Mark Holcomb

Scott McClure	STC – 104	ext. 7150	smcclure@vernoncollege.edu
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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	ext. 2289	jjenkins@vernoncollege.edu
Julie Myers-Kuhn	Vernon – 505	ext. 2283	jmyers-kuhn@vernoncollege.edu
Lisa Puckett	Adjunct	n/a	lpuckett@vernoncollege.edu

Machining – Mark Holcomb

Chris Smith	STC – 303	ext. 7125	csmith@vernoncollege.edu
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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
Jimmy Hamilton	CCC – 719.3	ext. 3301	jhamilton@vernoncollege.edu
Christina Hoffmaster	CCC – 719.1	ext. 3294	choffmaster@vernoncollege.edu
Barbara Jinks	CCC – 719.6	ext. 3288	bjinks@vernoncollege.edu
Margaret Patin	CCC – 719.2	ext. 3258	mpatin@vernoncollege.edu
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Joseph Castelli	Adjunct	n/a	jcastelli@vernoncollege.edu
Kim Clements	Adjunct	n/a	kcllements@vernoncollege.edu
Dustin Fike	Adjunct	n/a	dfike@vernoncollege.edu
Jim Selman	Adjunct	n/a	jselman@vernoncollege.edu
Martha Snowden	Adjunct	n/a	msnowden@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	iyेung@vernoncollege.edu

Pharmacy Technology – Shana Munson

Katrina Brasuell	CCC – 2304.5	ext. 3231	kbrasuell@vernoncollege.edu
LaCher Ingram	Adjunct	n/a	lingram@vernoncollege.edu
Missy Owen	Adjunct	n/a	mowen@vernoncollege.edu
Lisa Pickett	Adjunct	n/a	lpickett@vernoncollege.edu

Physics/Chemistry – Karen Gragg

Mark Roberson	Vernon – 311	ext. 2311	mroberson@vernoncollege.edu
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Psychology – Greg Fowler

Joe Onder	CCC – 408	ext. 3307	jonder@vernoncollege.edu
Scott Hamilton	Adjunct	n/a	shamilton@vernoncollege.edu
Murray Parsons	Adjunct	n/a	mparsons@vernoncollege.edu

Reading – Joe Johnston

Mary Welborn	Adjunct	n/a	mwelborn@vernoncollege.edu
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Sociology – Greg Fowler

Dina Neal	Vernon – 311	ext. 2255	dneal@vernoncollege.edu
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Spanish – Joe Johnston

Renee Wooten	CCC – 709.9	ext. 3290	rwooten@vernoncollege.edu
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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 – Shana Munson

Jeff Feix	CCC – 2304.3	ext. 3266	jfeix@vernoncollege.edu
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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
Della Porter	Vernon – 401	ext. 2269	dporter@vernoncollege.edu
Brenda Taylor	Vernon – 401	ext. 2297	btaylor@vernoncollege.edu
Sue Fitzwater	CCC – 2320.3	ext. 3230	lfitzwater@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
Pam Rotz	CCC – 2320.8	ext. 3229	protz@vernoncollege.edu
Michael Scott	CCC – 2320.4	ext. 3324	msscott@vernoncollege.edu
Cassie Shaw	CCC – 2320.2	ext. 3228	cshaw@vernoncollege.edu
Rilda Novak	Seymour	889-3133	rnovak@vernoncollege.edu
Myranda Baldwin	Adjunct	n/a	mbaldwin@vernoncollege.edu
Bob Butterfield	Adjunct	n/a	rbutterfeild@vernoncollege.edu
Tracie Fulton	Adjunct	n/a	tfulton@vernoncolleg.edu
Charity Knight	Adjunct	n/a	cknight@vernoncollege.edu
Kimberly Perkins	Adjunct	n/a	kperkins@vernoncollege.edu
Charmain Stewart	Adjunct	n/a	cstewart@vernoncollege.edu

Welding – Mark Holcomb

Jesse Lavender	Adjunct	n/a	jlavender@vernoncollege.edu
Gene Nessel	Adjunct	n/a	gnessel@vernoncollege.edu
David Tefper	Adjunct	n/a	dtefper@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, CSA’s are available in the CSA Center according to the following schedule

Vernon Campus – Room 419, Sumner Applied Arts Building					
Wednesday, April 17	11:00am-1:00pm 3:30pm-5:30pm	Monday, May 20	11:00am-1:00pm 3:30pm-5:30pm	Wednesday, July 24	11:00am-1:00pm 3:30pm-5:30pm
Thursday, April 18	11:00am-1:00pm 3:30pm-5:30pm	Tuesday, May 21	11:00am-1:00pm 3:30pm-5:30pm	Monday, July 29	11:00am-1:00pm 3:30pm-5:30pm
Monday, April 22	11:00am-1:00pm 3:30pm-5:30pm	Wednesday, May 22	11:00am-1:00pm 3:30pm-5:30pm	Tuesday, July 30	11:00am-1:00pm 3:30pm-5:30pm
Tuesday, April 23	11:00am-1:00pm 3:30pm-5:30pm	Thursday, May 23	11:00am-1:00pm 3:30pm-5:30pm	Wednesday, July 31	11:00am-1:00pm 3:30pm-5:30pm
Wednesday, April 24	11:00am-1:00pm 3:30pm-5:30pm	Tuesday, May 28	11:00am-1:00pm 3:30pm-5:30pm	Thursday, August 1	11:00am-1:00pm 3:30pm-5:30pm
Thursday, April 25	11:00am-1:00pm 3:30pm-5:30pm	Wednesday, May 29	11:00am-1:00pm 3:30pm-5:30pm	Monday, August 5	11:00am-1:00pm 3:30pm-5:30pm
Friday, April 26	9:00am- 12:00pm	Thursday, May 30	11:00am-1:00pm 3:30pm-5:30pm	Tuesday, August 6	11:00am-1:00pm 3:30pm-5:30pm
Monday, April 29	11:00am-1:00pm 3:30pm-5:30pm	Tuesday, June 11	11:00am-1:00pm 3:30pm-5:30pm	Wednesday, August 7	11:00am-1:00pm 3:30pm-5:30pm
Tuesday, April 30	11:00am-1:00pm 3:30pm-5:30pm	Wednesday, June 12	11:00am-1:00pm 3:30pm-5:30pm	Thursday, August 8	11:00am-1:00pm 3:30pm-5:30pm
Wednesday, May 1	11:00am-1:00pm 3:30pm-5:30pm	Tuesday, June 25	11:00am-1:00pm 3:30pm-5:30pm	Monday, August 12	11:00am-1:00pm 3:30pm-5:30pm
Monday, May 13	11:00am-1:00pm 3:30pm-5:30pm	Wednesday, June 26	11:00am-1:00pm 3:30pm-5:30pm	Tuesday, August 13	11:00am-1:00pm 3:30pm-5:30pm
Tuesday, May 14	11:00am-1:00pm 3:30pm-5:30pm	Tuesday, July 9	11:00am-1:00pm 3:30pm-5:30pm	Wednesday, August 14	11:00am-1:00pm 3:30pm-5:30pm
Wednesday, May 15	11:00am-1:00pm 3:30pm-5:30pm	Wednesday, July 10	11:00am-1:00pm 3:30pm-5:30pm	Thursday, August 15	11:00am-1:00pm 3:30pm-5:30pm
Thursday, May 16	11:00am-1:00pm 3:30pm-5:30pm	Tuesday, July 23	11:00am-1:00pm 3:30pm-5:30pm		

Course Schedule Advising (CSA) Information

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

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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, CSA’s are available in the CSA Center according to the following schedule:

Century City Center – Room 114					
Wednesday, April 17	9:00am-6:00pm	Monday, May 20	9:00am-6:00pm	Wednesday, July 24	9:00am-6:00pm
Thursday, April 18	9:00am-6:00pm	Tuesday, May 21	9:00am-6:00pm	Monday, July 29	9:00am-6:00pm
Monday, April 22	9:00am-6:00pm	Wednesday, May 22	9:00am-6:00pm	Tuesday, July 30	9:00am-6:00pm
Tuesday, April 23	9:00am-6:00pm	Thursday, May 23	9:00am-6:00pm	Wednesday, July 31	9:00am-6:00pm
Wednesday, April 24	9:00am-6:00pm	Tuesday, May 28	9:00am-6:00pm	Thursday, August 1	9:00am-6:00pm
Thursday, April 25	9:00am-6:00pm	Wednesday, May 29	9:00am-6:00pm	Monday, August 5	9:00am-6:00pm
Friday, April 26	9:00am-12:00pm	Thursday, May 30	9:00am-6:00pm	Tuesday, August 6	9:00am-6:00pm
Monday, April 29	9:00am-6:00pm	Tuesday, June 11	9:00am-6:00pm	Wednesday, August 7	9:00am-6:00pm
Tuesday, April 30	9:00am-6:00pm	Wednesday, June 12	9:00am-6:00pm	Thursday, August 8	9:00am-6:00pm
Wednesday, May 1	9:00am-6:00pm	Tuesday, June 25	9:00am-6:00pm	Monday, August 12	9:00am-6:00pm
Monday, May 13	9:00am-6:00pm	Wednesday, June 26	9:00am-6:00pm	Tuesday, August 13	9:00am-6:00pm
Tuesday, May 14	9:00am-6:00pm	Tuesday, July 9	9:00am-6:00pm	Wednesday, August 14	9:00am-6:00pm
Wednesday, May 15	9:00am-6:00pm	Wednesday, July 10	9:00am-6:00pm	Thursday, August 15	9:00am-6:00pm
Thursday, May 16	9:00am-6:00pm	Tuesday, July 23	9:00am-6:00pm		

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!**

