

# WELCOME TO VERNON COLLEGE

This 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.

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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. 2212	Ext. 3215
Continuing Education	Ext. 2210	Ext. 3213
Financial Aid	Ext. 2206	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. 2309	
Student Services	Ext. 2278	Ext. 3206
Testing Center	Ext. 2317	Ext. 3278

# \*\*\* NEW \*\*\*

## Proof of Bacterial Meningitis Vaccination Required for Spring 2012

Beginning with the Spring 2012 semester, a new state law will require 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 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. Allow several weeks to submit and have form approved by the Texas Department of State Health Services.

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

Vernon College is awaiting additional details from the Texas Higher Education Coordinating Board to finalize the process for requirement and submission of documented proof of bacterial meningitis vaccination.

# 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:

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.

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

## 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.

# SPRING 2012

## REGISTRATION and ADVISING CALENDAR

<b>SPRING</b> <b>(16 WEEK)</b> 1/17/12 thru 5/10/12  <b>SPRING I</b> <b>(8 WEEK)</b> 1/17/12 thru 3/8/12	<b>SPRING II</b> <b>(8 Week)</b>  3/19/12 thru 5/10/12
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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](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 Counselor or Course Schedule Advisor (CSA) for academic advising and a trial schedule.

<b>Financial Aid Deadlines</b> <small>All paperwork completed by this date. See page 12 for more information.</small>	November 1	January 19
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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 <b>Campus Connect</b>  <p style="text-align: center;"><b>Returning VC Students With 30 or More VC Credit Hours</b></p>	November 16 (9:00am) thru November 21*  <small>Or any other on-line registration that follows</small>	November 16 (9:00am) thru November 21*  and February 9 (9:00am)
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Advising and On-Line Registration <b>Campus Connect</b>  <p style="text-align: center;"><b>All Returning VC Students</b></p>	November 22 (9:00am) thru November 28*  <small>Or any other on-line registration that follows</small>	November 22 (9:00am) thru November 28* and February 9 (9:00am)– February 15
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Advising and On-Line Registration <b>Campus Connect</b>  <p style="text-align: center;"><b>All Eligible Students</b></p> <small>(Must Have Attended New Student Orientation AND met with a Course Schedule Advisor (CSA))</small>	November 29 (9:00am) thru January 4 * (3:00pm)  <small>Or any other on-line registration that follows</small>	November 29 (9:00am) thru January 4 *(3:00pm) and February 16 (9:00am) thru March 6 (3:00pm)
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Admissions Applications final due date for <u>Campus Connect</u> On-line Registration (see Campus Connect Information)	December 2	February 17
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On-Site Advising and Registration <b>Sheppard Learning Center (SLC)</b> SAFB, F. Kelly Ezell Bldg. 402, Room 304, 3 <sup>rd</sup> floor  <p style="text-align: center;"><b>Active Duty Military Personnel and Sheppard Civilian Employees Only</b></p> <hr/> <p style="text-align: center;"><b>(National Guard and Reserve, Military Dependents and Retirees with Appropriate ID Card Only)</b></p>	December 13** 10:00am-12:00pm  <hr/> December 13 12:00pm-2:00pm	December 13** 10:00am-12:00pm  <hr/> December 13 12:00pm-2:00pm
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\* Sheppard Learning Center courses not available until December 14 after SLC Registration.  
 \*\* Active duty military and civil service personnel may order textbooks and pre-pay on December 13 during registration. Textbooks ordered may be picked up on January 11 in Room 305.

## SPRING 2012 REGISTRATION CALENDAR (continued)

	<b>SPRING (16 WEEK)</b> 1/17/12 thru 5/10/12  <b>SPRING I (8 WEEK)</b> 1/17/12 thru 3/8/12	<b>SPRING II (8 Week)</b>  3/19/12 thru 5/10/12
<b>Payment Deadlines for Campus Connect (On-line &amp; SLC registrants)</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.)	January 4 (5:00pm)	March 6 (5:00pm)
<b>All College Day –All Campus’ CLOSED</b>	January 9	January 9
<b>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.</b>		
<b>Campus Connect (on-line) registration will be reopened during the below on-site registrations 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).</b>		
On-Site Advising and Final Registration <b>Vernon Campus and <i>Campus Connect</i></b> Osborne Administration Building  <b>New and Re-Enrolling Students</b>  (Register alphabetically according to first letter of last name or anytime after letter has passed. No Exceptions.)	January 10 <u>Q – Z</u> 9:30 - 11:30am <u>I - P</u> 11:30am-1:30pm <u>A-H</u> 1:30 - 4:00pm  Open 4:00 – 5:15pm	January 10 ← (see times)  and  March 8 (Open) 9:30am - 5:15pm
On-Site Advising and Final Registration (Second half of alphabet) <b>Century City Center and <i>Campus Connect</i></b> 4105 Maplewood, Wichita Falls  <b>New and Re-Enrolling Students</b>  (Register alphabetically according to first letter of last name or anytime after letter has passed. No Exceptions.)	January 11 <u>V - Z</u> 9:30 – 11:30am <u>Q - U</u> 11:30am-1:30pm <u>M - P</u> 1:30 - 4:00pm  <u>Open to above:</u> 4:00 -5:15pm	January 11 ← (see times)  and  March 7 (Open) 9:30am – 5:15pm
On-Site Advising and Final Registration (First half of alphabet) <b>Century City Center and <i>Campus Connect</i></b> 4105 Maplewood, Wichita Falls  <b>New and Re-Enrolling Students</b>  (Register alphabetically according to first letter of last name or anytime after letter has passed. No Exceptions.)	January 12 <u>I - L</u> 9:30 - 11:30am <u>E - H</u> 11:30am-1:30pm <u>A-D</u> 1:30 - 4:00pm  <u>Open to above:</u> 4:00 - 5:15pm	January 12 ← (see times)  and  March 7 (Open) 9:30am – 5:15pm
Schedule Changes <b>Vernon Campus and <i>Campus Connect</i></b> Osborne Administration Building	January 17 9:00am-5:15pm	January 17 ← (see times) and March 19 9:30am-5:15 pm
Schedule Changes <b>Century City Center, Sheppard Learning Center                      and <i>Campus Connect</i></b> 4105 Maplewood, Wichita Falls	January 18 9:00am-5:15pm	January 18 ← (see times) and March 20 9:30am-5:15pm

# SPRING 2012 ACADEMIC CALENDAR

	<b>SPRING (16 WEEK)</b> 1/17/12 thru 5/10/12	<b>SPRING I (8 WEEK)</b> 1/17/12 thru 3/8/12	<b>SPRING II (8 Week)</b> 3/19/12 thru 5/10/12
Faculty/Staff Development All Campus' CLOSED	January 9	January 9	January 9
Martin Luther King Holiday	January 16	January 16	January 16
Classes Begin	January 17	January 17	March 19
Official Census Day	February 1	January 24	March 26
Spring Break	March 12 thru March 17		March 12 thru March 17
Deadline to Apply for May Graduation	March 30	March 30	March 30
Spring Holiday	April 6 thru April 7		April 6 thru April 7
<b>Final Drop/Withdrawal Deadline to Receive Automatic 'W'</b>	<b>April 16</b>	<b>February 27</b>	<b>April 30</b>
Last Day for Refund of May Graduation Fee	April 20	April 20	April 20
Final Exams (Saturday Classes)	May 5	March 3	May 5
Final Exams	May 7 thru May 10	March 7 and March 8	May 7 thru May 10
Grades Due in Admissions and Records Office	May 14 (9:00 am)	March 9 (9:00 am)	May 14 (9:00 am)
<b>Graduation Ceremony!</b>	<b>May 12 (10:30am)</b>	<b>May 12 (10:30am)</b>	<b>May 12 (10:30am)</b>

# MAY MINI-TERM REGISTRATION SCHEDULE

**May 11, 2012 – May 31, 2012**

## **GOVT 2302 V 980 American Government II**

On-Line Registration – Campus Connect – Any Spring Registration and May 3 (9:00 am) – May 8 (4:00 pm)  
Campus Connect Payment Deadline – May 8 (4:00 pm)  
On-Site Registration – May 9 (9:00 am - 4:00 pm) (Payment due at time of registration)  
Classes Begin – May 11 Schedule Changes – May 11 (9:00 am - 12:00 noon)  
Official Census Day – May 14  
Last Day for “W” – May 24  
Final Exams – May 31

**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 FACTS Management Co. using a checking account, savings account, or any of the major credit cards. A \$2.00 nonrefundable FACTS 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 FACTS Management Co., 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 FACTS Management Co. must be received in the Business Office by 5:00 pm on January 4, 2012 for the Spring 16 week and Spring I registrations and by 5:00 pm on March 6, 2012 for the Spring II registrations.**

The Business Office hours are 8:00 a.m. – 5:00 p.m. Monday through Thursday and 8:00 a.m. – 12:00 p.m. on Friday.

**Students who fail to make payments by the above dates will have their enrollments canceled 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. 3203 in Wichita Falls.

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

**REVIEW 1098T** View your 1098T information for tax purposes.

**DESIGNATE DIRECT DEPOSIT** View your direct deposit information for refunds and financial aid deposits.

**► 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.**

**► Tuition and fee payments are due at the time of on-site registrations and schedule changes.**

**► Once you are registered for classes, please activate you VC student e-mail account (<http://www.vernoncollege.edu/Student/Email.aspx>). Your VC student e-mail will serve as the official form of communication between you and VC personnel/departments including Admissions/Records, Financial Aid, Business Office and your Instructors.**

# 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 FACTS Management Co., 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 FACTS Management Co. must be received in the Business Office by **5:00 pm on January 4, 2012** for the Spring 16 week and Spring I registrations and by **5:00 pm on March 6, 2012** for the Spring 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.**

The Business Office normal operational hours are 8:00 a.m. – 5:00 p.m. Monday through Thursday and 8:00 a.m. – 12:00 noon on Friday.

## Estimated Tuition/Fee Schedule

(see pages 24-27 in the 2011-2012 Catalog for complete tuition and fee schedule)

Residency Status	Vernon Campus	Century City Center	Distance Learning, ITV and SLC
<b>Wilbarger County Texas Resident</b>	\$81.00 per credit hour	\$106.00 per credit hour	\$96.00 per credit hour
<b>Non Wilbarger County Texas Resident</b>	\$120.00 per credit hour	\$145.00 per credit hour	\$135.00 per credit hour
<b>Non Texas or Foreign Resident</b>	\$185.00 per credit hour	\$210.00 per credit hour	\$200.00 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 letter which details the award(s) the student may be eligible to receive.

Spring 2012 Priority Deadlines: November 1, 2011 for Spring/Spring I and January 19, 2012 for Spring II. Submitting all required documents prior to these dates 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 these deadlines. 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 FACTS 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 dates 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 you have a \$-0- balance following your Campus Connect registration, you will be mailed a statement by the Business Office and your registration will be complete. 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 FACTS 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 submit a FINALIZED COPY OF THEIR ESTIMATE OF ACCOUNT along with a copy of their award letter issued by the VA from their most recent enrollment period showing remaining entitlement percentage and days of eligibility. Students will be certified in the order in which their appropriate paperwork is received by the VC Veterans Office.

Hazlewood students must submit a completed Hazlewood 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 FACTS Management Co. 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%	12:00 noon, January 13	12:00 noon, January 13	12:00 noon, March 9
70%	5:00 pm, February 6	5:00 pm, January 26	5:00 pm, March 28
25%	5:00 pm, February 13	5:00 pm, January 13	12:00 noon, March 30

# 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 Group Orientation dates and times. Students must sign up for a New Student Group 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 Group 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 78<sup>th</sup> 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 Technology Medical Coding. 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 catalog.

# Distance Learning 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 exclusively online and require the student to have access to a computer with internet. 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. Proctored testing at an approved testing site may be required.

**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.

**All distance learning courses require the purchase of book(s). Internet and Hybrid courses require a student to have access to an IBM compatible computer with a modem and Internet provider. 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>**

**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.smarter> . Use the first time user log in with: USERNAME: vernon PASSWORD: student.**

## ► SPECIAL ACCOMMODATIONS

Vernon College offers reasonable accommodations in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. To assure that accommodations are available for the first day of class, students should download a Special Services Department Application for Accommodations, located under the ADA link at [www.vernoncollege.edu](http://www.vernoncollege.edu), send in the required documentation, and complete a degree plan with a Vernon College Counselor. These steps need to be completed at least a week prior to the first day of class.

## ► 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.

## 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

### Division Chairs

Allied Health and Human Services	Shana Munson	Vernon	ext. 2314	smunson@vernoncollege.edu
Behavioral and Social Sciences	Greg Fowler	CCC	ext. 3244	gfowler@vernoncollege.edu
Communication	Joe Johnston	CCC	ext. 3210	jjohnston@vernoncollege.edu
Information and Technology	Mark Holcomb	STC	ext. 7105	mholcomb@vernoncolleg.edu
Mathematics and Sciences	Karen Gragg	Vernon	ext. 2238	kgragg@vernoncollege.edu

### Accounting

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### Agriculture/Farm and Ranch Management

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\*\*\*\*\*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 READINESS CLEAR

## PRE – TRIAL SCHEDULE

**PLEASE PRINT**

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

SOCIAL SECURITY #: \_\_\_\_\_ DAYTIME PHONE NUMBER: \_\_\_\_\_

COURSE	SECTION NUMBER	COURSE TITLE	SEMESTER HOURS	TIME	DAY	ROOM NUMBER
EXAMPLE: ACCT 2401	145	Principles of Accounting I – Financial	4	9:30 am- 10:50am	TR	VER S408
<b>Spring 16 Week January 17-May 10</b>						
<b>Spring I (8 week) January 17-March 8</b>						
<b>Spring II (8 week) March 19-May10</b>						

<b>TOTAL SEMESTER HOURS</b>	
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**DON'T FORGET TO PAY! IF COMING TO STAND IN LINE AT REGISTRATION, BRING THIS FORM WITH YOU**

# Course Schedule Advising (CSA) Information

## CSA Center Locations:

Vernon Campus, Vernon – Room 419, Sumner Applied Arts Center  
 Century City Center, Wichita Falls – Room 100

### 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, November 9	12:00 pm- 4:00 pm	Tuesday, November 22	12:00 pm- 4:00 pm
Thursday, November 10	12:00 pm- 4:00 pm	Monday, December 12	11:00 am- 1:00 pm 4:00 pm- 6:00 pm
Friday, November 11	8:00 am- 12:00 pm	Tuesday, December 13	11:00 am- 1:00 pm 4:00 pm- 6:00 pm
Monday, November 14	12:00 pm- 4:00 pm	Wednesday, December 14	11:00 am- 1:00 pm 4:00 pm- 6:00 pm
Tuesday, November 15	12:00 pm- 4:00 pm	Thursday December 15	11:00 am- 1:00 pm 4:00 pm- 6:00 pm
Wednesday, November 16	12:00 pm- 4:00 pm	Monday, January 2	9:00 am- 6:00 pm
Thursday, November 17	12:00 pm- 4:00 pm	Tuesday, January 3	9:00 am- 6:00 pm
Friday, November 18	8:00 am- 12:00 pm	Wednesday, January 4	9:00 am- 6:00 pm
Monday, November 21	12:00 pm- 4:00 pm	Thursday, January 5	9:00 am- 6:00 pm

Century City Center – Room 100			
Wednesday, November 9	11:00 am- 6:00 pm	Tuesday, November 22	11:00 am- 6:00 pm
Thursday, November 10	11:00 am- 6:00 pm	Monday, December 12	9:00 am- 6:00 pm
Friday, November 11	8:00 am- 12:00 pm	Tuesday, December 13	9:00 am- 6:00 pm
Monday, November 14	11:00 am- 6:00 pm	Wednesday, December 14	9:00 am- 6:00 pm
Tuesday, November 15	11:00 am- 6:00 pm	Thursday December 15	9:00 am- 6:00 pm
Wednesday, November 16	11:00 am- 6:00 pm	Monday, January 2	9:00 am- 6:00 pm
Thursday, November 17	11:00 am- 6:00 pm	Tuesday, January 3	9:00 am- 6:00 pm
Friday, November 18	8:00 am- 12:00 pm	Wednesday, January 4	9:00 am- 6:00 pm
Monday, November 21	11:00 am- 6:00 pm	Thursday, January 5	9:00 am- 6:00 pm