### To register online, proceed through the following steps.

#### 1. Go to www.vernoncollege.edu

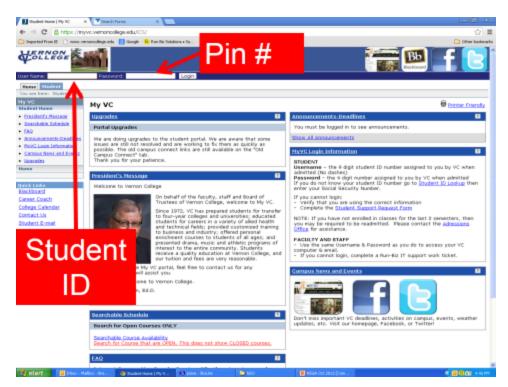
2. Click on "Inside VC"



# 3. Click on My VC

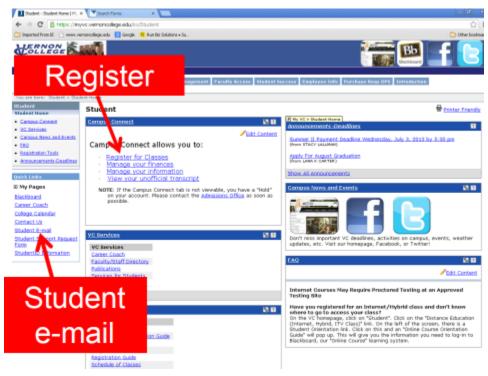


4. Log in by typing in your Vernon College student ID (no spaces or dash) in the box labeled "user name." Type in your Vernon College pin number in the box labeled "password".

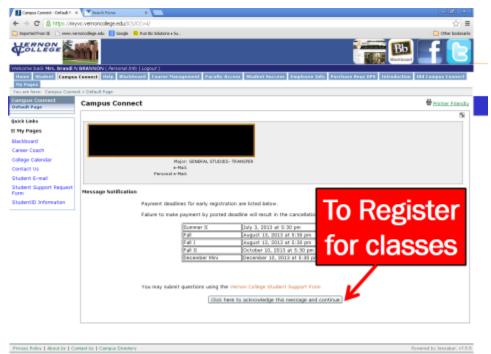


5. Click the log in button.

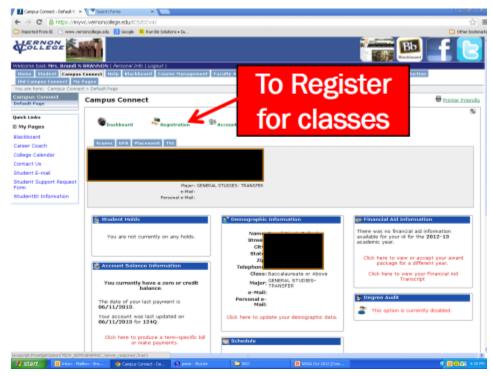
6. Click on "Register for Classes".



## 7. Click to acknowledge the payment deadline.



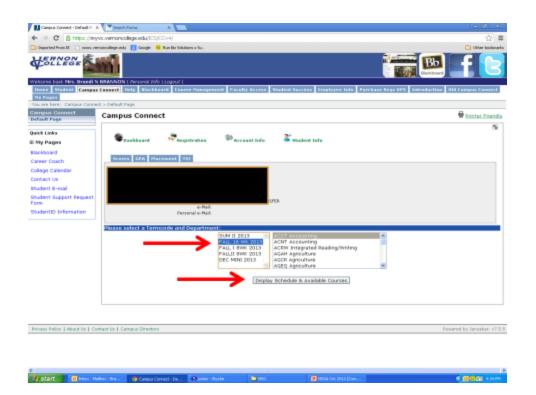
### 8. Click the dropdown menu "Registration".



# 9. Click on "Add/Drop Courses".



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



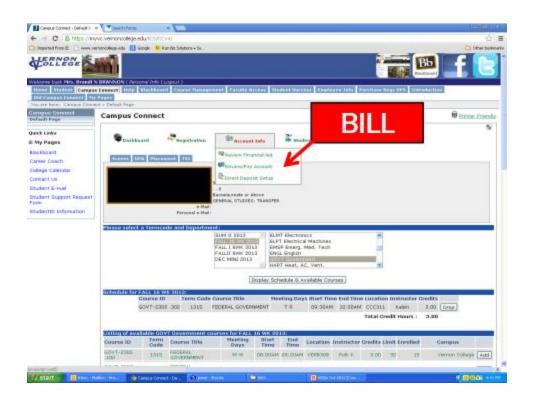
11. Click the "Add" button to the right of the course and section you wish to select.

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

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

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



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

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

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



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

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

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

Good luck next semester!!!