

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 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://myvc.vernoncollege.edu/ICS/CCv4/>

My VC/Campus Connect web site: <https://myvc.vernoncollege.edu/ICS/CCv4/>

Campus Connect eligibility requirements:

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

Procedures for registering with Campus Connect:

1. Meet all VC admission requirements and been assigned a PIN and admission permit.
2. See a 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. After logging in at My VC, click on the Campus Connect tab. Select the REGISTRATION option and Add/Drop at the Campus Connect Student Link. Select the correct semester and select your courses.
4. After all courses are selected, you will access your tuition and fee balance through the ACCOUNT 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.