

# REGISTRATION PROCEDURES

## Concurrent Enrollment or Dual Credit Students

### Requirements:

The following documents must be completed and on file in both the Admissions and Records Office and Student Services before you will be allowed to register:

- Concurrent Enrollment/Dual Credit Request and Approval Form (signed by student, parent, and principal)
- Official Transcripts from other colleges attended (if applicable)
- Copy of Your Bacterial Meningitis Shot Record
- Texas Success Initiative Status: Please forward TAKS, EOC, ACT, OR SAT scores to Vernon College Student Services Office. Test information for the TSI Assessment is located on the Vernon College testing website.

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

### Registration Instructions:

You will need your student ID number (username), and PIN number (password). Your student ID number, PIN number, and student email address are located on your admissions status letter, which you will receive after submitting your application for admission.

1. Go to [www.vernoncollege.edu](http://www.vernoncollege.edu)
2. Click on the orange banner in the top right corner called "Inside VC"
3. Click on "MY VC" log in blue box in the lower left corner
4. A blue and white screen will pop up that shows the login screen.
5. Enter your student ID# and PIN# at the top of the screen under user name and password. **Do not use dashes or spaces.** If you cannot remember your student ID#, read the instructions on the home tab in the box "MyVC Login Information."
6. Click Login
7. Click on the Campus Connect tab.
8. Read the Message Notification and then click "click here to acknowledge this message and continue"
9. Hover the mouse over the word "Registration" click on "Add/Drop Courses" heading
10. On the left, click on the semester for which you are registering, which will highlight it in blue.
11. On the right, select the name of your high school, if the course is offered on the high school campus, or select the subject for which you want to enroll.
12. Click on "Display Schedule & Available Courses"
13. All available courses will appear below
14. Click on the "Add" button adjacent to the course(s) you wish to add. The course(s) will be added to your schedule above the courses currently being displayed. If you decide to

drop courses during the online registration period, you may do so by selecting the “Drop” button listed next to the course.

15. When you have finished adding all of your courses, hover your mouse over the word “Account Info” click on “Review/Pay Account”
16. Select the “Term” and click “Display Balance.”
17. Your class schedule and information about payment will display below the term selection box. Your schedule will be deleted if payment is not received by the deadline for that semester.
18. To pay online click “Pay Online” and continue through the payment process.

**Important Reminders:**

- Make sure you have registered for the correct courses, location, time, etc. If you are taking dual credit courses, make sure they are the ones approved by your high school.
- Dual credit forms and information can be found on the Vernon College website by going to the link below.  
<http://www.vernoncollege.edu/instructionalservices/dualcredit.aspx>
- Make your registration payment by the required deadline
- If you have questions contact Jessica Bennett (940)696-8752 ext. 3303