

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/academic-credit-> . 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://myvc.vernoncollege.edu/ICS> and register online for your courses.

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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 Center
(940) 696-8752

	Vernon Campus (940) 552-6291	Century City Center (940) 696-8752
Admissions/Records	Ext. 2286	Ext. 3208
Bookstore	Ext. 2280	Ext. 3218
Business Office	Ext. 2303	Ext. 3305
Continuing Education	Ext. 2210	Ext. 3213
Financial Aid	Ext. 2349	Ext. 3335
Veteran Services		Ext. 3203
Instructional Services	Ext. 2231	Ext. 3212
Library	Ext. 2223	Ext. 3220
Tutoring Center	Ext. 2309	Ext. 3257
Security	Ext. 2272	Ext. 3207
Office for Students with Disabilities	Ext. 2307	Ext. 2307
Student Services	Ext. 2278	Ext. 3206
Testing Center	Ext. 2317	Ext. 3278

SPRING 2018 ACADEMIC CALENDAR

	SPRING (16 WEEK) 1/16/18 thru 5/11/18	SPRING I (8 WEEK) 1/16/18 thru 3/08/18	SPRING II (8 WEEK) 3/19/18 thru 5/11/18
Faculty/Staff Development All Campus' CLOSED	January 8	January 8	January 8
Martin Luther King Jr. Holiday	January 15	January 15	January 15
Classes Begin	January 16	January 16	March 19
Official Census Date	January 31	January 23	March 26
Spring Break	March 12 thru 17	March 12 thru 17	March 12 thru 17
Deadline to Apply for May Graduation	March 22	March 22	March 22
Easter Holiday	March 30 and 31	March 30 and 31	March 30 and 31
Final Drop/Withdrawal Deadline to Receive Automatic 'W'	April 16	February 22	April 26
Final Exams	May 7 thru May 11	March 7 and March 8	May 7 thru May 11
Grades Due in Admissions and Records Office	May 14 (9:00 am)	March 9 (9:00 am)	May 14 (9:00 am)
Graduation	May 12	May 12	May 12

SPRING 2018 ADVISING and REGISTRATION CALENDAR

	SPRING (16 WEEK) 1/16/18 thru 5/11/18 SPRING I (8 WEEK) 1/16/18 thru 3/08/18	SPRING II (8 WEEK) 3/19/18 thru 5/11/18
Admission requirements and information are available from the Office of Admissions and Records, <i>General Catalog</i> , 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 for more information.	November 1	January 19
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 Online Registration Campus Connect Returning VC Students with 30 or more VC Credit Hours	November 15 (5:00pm) thru November 19* Or any other online registration that follows	November 15 (5:00pm) thru November 19* and February 19 (12:00pm) thru March 5(5:00pm)
Advising and Online Registration Campus Connect All Returning VC Students	November 20(5:00pm) thru November 28* Or any other online registration that follows	November 20 (5:00pm) thru November 28* and February 19(12:00pm) thru March 5(5:00pm)
Admissions Applications final due date for <u>Campus Connect</u> Online Registration (see Campus Connect Information)	December 8	February 23
Advising and Online Registration Campus Connect All Eligible Students (Must Have Attended New Student Orientation <u>AND</u> met with a Course Schedule Advisor (CSA))	November 29(5:00pm) thru January 2(6:00pm) Or any other online registration that follows	November 29(5:00pm) thru January 2(6:00pm) and February 19 (12:00pm) thru March 5 (5:00pm)
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 Retired with Appropriate ID Card Only)	December 5** 10:00am- 11:30am or on-site at Century City Center January 10 or 11 December 5 11:30am- 1:00pm	December 5** 10:00am- 11:30am or on-site at Century City Center March 8 December 5 11:30am- 1:00pm
* Payment Deadlines for Campus Connect* (Online & SLC registrants above) (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 cancelled.)	January 2 (6:00pm)	March 5 (6:00pm)

* Sheppard Learning Center courses not available until December 6 after SLC Registration.

** Active duty Military and civil service personnel may order textbooks and pre-pay on December 5 during registration. Textbooks ordered may be picked up on January 10 in Room 305

SPRING 2018 ADVISING and REGISTRATION CALENDAR

(continued)

SPRING (16 WEEK) 1/16/18 thru 5/11/18 SPRING I (8 WEEK) 1/16/18 thru 3/08/18	SPRING II (8 WEEK) 3/19/18 thru 5/11/18
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Apply for admissions early to avoid delays at Final Registrations.

Campus Connect (online) registration will be open during the below 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).

Online Final Registration Campus Connect <p style="text-align: center;">All Eligible Students (Must have attended New Student Orientation <u>AND</u> met with a Course Schedule Advisor (CSA))</p>	January 5 (12:00pm) thru January 11 (6:00pm)	January 5 (12:00pm) thru January 11(6:00pm) March 7 (9:30am) thru March 9(6:00pm)
On-Site Advising and Final Registration Vernon Campus and Campus Connect Osborne Administration Building <p style="text-align: center;">New and Re-Enrolling Students</p> (Register alphabetically according to first letter of last name or any time after letter has passed. No Exceptions.)	January 9 <u>Q-Z</u> 9:30am- 11:30am <u>I-P</u> 11:30am-1:30pm <u>A-H</u> 2:00pm- 4:00pm and Open 4:00- 6:00pm	January 9 ← (see times) and March 8 (Open) 9:30am - 5:30pm
On-Site Advising and Final Registration Century City Center and Campus Connect 4105 Maplewood, Wichita Falls <p style="text-align: center;">New and Re-Enrolling Students</p> (Register alphabetically according to first letter of last name or any time after letter has passed. No Exceptions.)	January 10 <u>Q-U</u> 9:30am- 11:30am <u>V-Z</u> 11:30am-1:30pm <u>A-D</u> 2:00pm- 4:00pm and Open 4:00- 6:00pm	January 10 ← (see times) and March 7 (Open) 9:30am - 5:30pm
On-Site Advising and Final Registration Century City Center and Campus Connect 4105 Maplewood, Wichita Falls <p style="text-align: center;">New and Re-Enrolling Students</p> (Register alphabetically according to first letter of last name or any time after letter has passed. No Exceptions.)	January 11 <u>E-H</u> 9:30am-11:30am <u>I-L</u> 11:30am-1:30pm <u>M-P</u> 2:00pm- 4:00pm and Open 4:00- 6:00pm	January 11 ← (see times) and March 7 (Open) 9:30am - 5:30pm
<p>* <u>Payment Deadlines for Final Registrations*</u> (Online & On-Site registrants above) (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.)</p>	<p style="font-size: 1.2em;">January 11 (6:00pm)</p>	<p style="font-size: 1.2em;">March 20 (6:00pm)</p>
<p>Any new registrations after On-Site Final Registrations above will be assessed the non-refundable Late Registration Fee of \$50.00</p>		
Schedule Changes Vernon Campus, Century City Center and Campus Connect Osborne Administration Building, Vernon Campus or 4105 Maplewood, Wichita Falls	January 16-18 9:00am - 6:00pm	March 19-20 9:00am - 6:00pm
<p>* <u>Payment Deadlines for Schedule Changes*</u> (Online & On-Site schedule changes above)</p>	<p style="font-size: 1.2em;">January 18 (6:00pm)</p>	<p style="font-size: 1.2em;">March 20 (6:00pm)</p>

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**
- ___ 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 Advising and Registration Calendar).**

Registration Procedures:

1. New students should complete an Application for Admission. Returning students not enrolled for a period of one year must complete a new Application for Admission. 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 or see a CSA for assistance. Counselors and Course Schedule Advisors (CSA) 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 Advising and Registration Calendar).
4. All tuition and fees must be paid on or before the designated time and date (see Advising and Registration 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.

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 22 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
 - 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 866-335-4318.





Subscriber Type
Student

Distribution Groups
 Vernon Campus
 Century City Center
 Skills Training Center

DEFCON Alert Subscriptions
 Receive Text Alerts
 Receive Voice Alerts

Social Media Subscriptions
 Facebook
 Twitter
 Follow @vernoncollege 465 followers

Mobile App
 iOS App
 Android App

Who do you want to follow?

How do you want to follow?

Follow us on Social Media.

Download our app to receive push notifications.

Vernon College has taken some extra steps to enhance the security of our campus, to ensure timely emergency communication, and give peace of mind to students, parents, and community members. To accomplish this, we are implementing a new Emergency Notification System (ENS) called RUNsync. RUNsync is a multi-medium communication tool that allows us to publish emergency information to our website, mobile app, Facebook, and Twitter. Runsync also generates test-to-speech phone calls and SMS messages for our subscribers.

There are two methods by which you can subscribe to our new ENS:

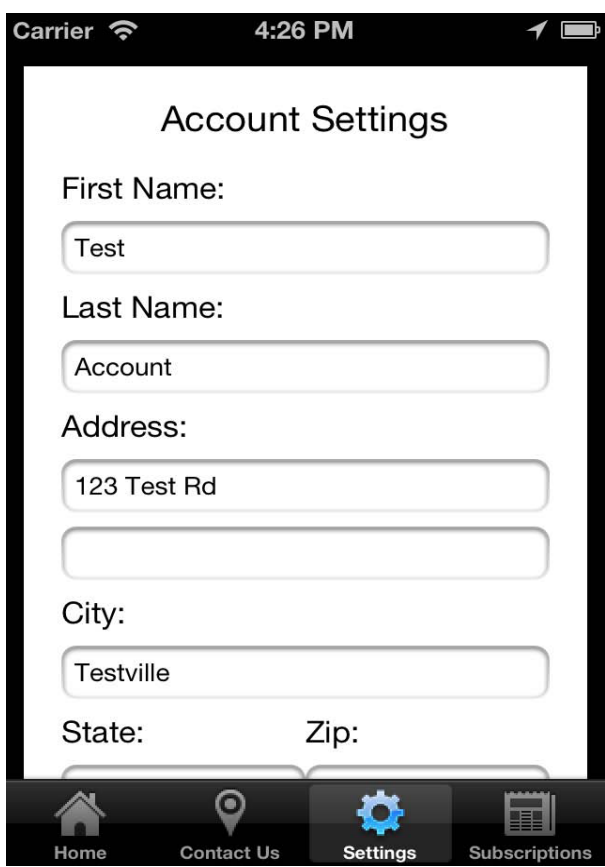
A. From our website:

1. Go to www.vernoncollege.edu and click the “VC Alert - Get the Message” button on the bottom left hand side of the homepage.
2. Fill the form out completely. This will create your subscriber account in our system. Please take note of the email address and password you used. You will use that information to log in to the ENS to manage your subscription.
3. Select the following methods to ensure you are getting the emergency message in the way you prefer it.

B. From our mobile app:

1. Our App is available for download from Apple’s App Store or the Google Play Store if you have an Android device.
2. When you open the app on your device be sure and tell it to ‘Allow Push Notifications.’
3. To set up a new account, click the ‘Settings’ tab and input your email address and a password then click ‘Register.’
4. If you already have a subscriber account use that email address and password and click ‘Login.’
5. Once logged in you will be able to manage your account information and your subscriptions.
 - i. On the ‘Settings’ tab please provide your information, tell us your subscriber type, and select if you want Text or Voice Alerts.
 - ii. On the ‘Subscriptions’ tab you can select which groups for which you want to be alerted.

iOS App



Droid App



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) 676-4135 is located in Building 1405 on Missile Road and is open 6:00am-6:00pm Monday-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. Additionally, a new **Emergency Notification System (ENS)** called RUNsync will be used to notify students of delays/cancellations of classes due to inclement weather. Please refer to page 7 of this registration guide for information on subscribing to this service.

Graduation

Students planning to complete a certificate or degree by the end of the semester need to complete an Application for Graduation at the Office of Admissions and Records in Vernon or Wichita Falls.

If students apply before their last semester begins, the Registrar will process a degree audit (viewable in Campus Connect) showing the remaining work necessary to complete the certificate or degree requirements. To ensure proper course selection, students should apply immediately.

The online schedule of classes, located on our Vernon College home page (<http://www.vernoncollege.edu/academic-credit->) 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 Vernon College location ****

CAMPUS CONNECT ONLINE 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://myvc.vernoncollege.edu/ICS>

My VC/Campus Connect web site: <https://myvc.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 Admission.
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 Course Schedule Advisor (CSA) 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 Password to access the system. Your password is the word "Chaps" followed by your 4 digit PIN. Please note that the "C" is a capital letter. 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 INFO then select Review/Pay Account 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 6:00 pm on January 2, 2018 for the Spring 16 week and Spring I online Campus Connect (CC) registrations and by 5:00 pm on March 5, 2018 for the Spring II online CC 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

DASHBOARD Displays student specific data.

REGISTRATION

Course Availability
Add/Drop Courses
Schedule
Grade Viewer
Academic Transcript
Degree Audit

ACCOUNT INFO

Review Financial Aid
Financial Aid Transcript
Review/Pay Account
Direct Deposit Setup

STUDENT INFO

Demographic Data
Student Holds

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

REVIEW 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. 2349 in Vernon or (940) 696-8752 ext. 3335 in Wichita Falls.

DEMOGRAPHIC DATA 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.

- ✓ **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 registration payments are due:**
 - Campus Connect Spring 16 week & Spring I – January 2, 2018 (6:00pm)
 - Campus Connect Spring II – March 5, 2018 (6:00pm)
- ✓ **If registering on-site during final registrations, tuition and fee payments are due:**
 - On-site or online Spring 16 week & Spring I – January 18, 2018 (6:00pm)
 - On-site Spring II – March 20, 2018 (6:00pm)

TUITION and FEES

Business Office: (940) 552-6291, ext. 2303 in Vernon or (940) 696-8752, ext. 3335 in Wichita Falls.

Tuition and fee schedules are available in the College Catalog and on the College website. 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, DISCOVER 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 DURING Final Registration dates, online, payments for tuition and fees or arrangements for an installment plan through Nelnet Business Solutions must be received in the Business Office by **6:00pm on January 11, 2018** for the Spring 16 week and Spring I registrations and by **6:00pm on March 20, 2018** for the Spring II registrations.

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 26-28 in the 2016-2017 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	\$100.00 per credit hour	\$160.00 per credit hour	\$115.00 per credit hour
Non Wilbarger County Texas Resident	\$145.00 per credit hour	\$205.00 per credit hour	\$160.00 per credit hour
Non Texas or Foreign Resident	\$210.00 per credit hour	\$270.00 per credit hour	\$225.00 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. Excess Developmental Course Work Fee (exceeding 27 hours) per semester credit hour	\$75.00
E. Repeat 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. 2349 in Vernon or (940) 696-8752 ext. 2349 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.

Spring 2018 Priority Deadlines: November 1, 2017 for Spring and Spring I, and January 19, 2018 for Spring 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 applied for admission to Vernon College 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.

As per federal regulations, Direct Loans are issued to students in multiple disbursements. Generally this means you will receive equal portions of your loan each semester, except if your loan is only one semester in length. If one semester, then generally the loan will be split into two disbursements in that semester. Also, as per federal regulations, the first disbursement of student loan to a first year, first-time borrower, must be held for at least 30 days.

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 Info and Review/Pay Account) 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	Spring (16 Week)	Spring I (8 Week)	Spring II (8 Week)
100%	6:00 pm, January 18	6:00 pm, January 18	6:00 pm, March 21
70%	6:00 pm, February 5	6:00 pm, January 25	6:00 pm, March 28
25%	6:00 pm, February 12	6:00 pm, January 29	6:00 pm, April 2

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. See Texas Success Initiative information below.

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 Texas Success Initiative Law was substantially amended by the Texas Legislature effect August 26, 2013. The new laws may be different for new students that are beginning college coursework during the Spring 2014 semester or later. If you have any questions please contact Vernon College Student Services. The Texas Success Initiative information is covered in depth during the New Student Orientations.

The Texas Success Initiative intends to assess a student’s **College Readiness** for college level academic coursework – by testing reading, writing, and math ability.

College Readiness is a term designated by the State of Texas to indicate a student’s ability to successfully enroll and progress in first year college level academic coursework.

College Readiness Clear or Not Clear—At Vernon College we use the term *Clear* to designate if a student has passed all 3 areas of the placement test or is exempt. We also use the term *Not Clear* if the student has not passed all 3 sections of the TSI Assessment and is required to take developmental coursework. If you do not meet one of the TSI exemptions listed below and want to take academic coursework you must take the Texas Success Initiative Assessment before you enroll in coursework.

The Texas Success Initiative Assessment is:

- mandatory for all public colleges and universities in Texas
- required by the State of Texas to measure your ability to read, write, and do math at a college level
- a computerized test consisting of a multiple choice exam as well as a writing sample- you will receive your results as soon as you finish the exam
- will provide you a multipage print out so that you can see in what areas you did well as well as in what areas you did poorly and will be requiring developmental class work

All students are now required to take the Texas Success Initiative Assessment unless they meet one of the exemptions listed below .We encourage you to read the exemptions below carefully to see if you are eligible to claim one of these state approved exemptions. If you are eligible for one of the exemptions you must bring proof of your exemption to the Vernon College Counseling Office

Exemptions using other tests:

ACT/SAT/TAKS/STAARS EOC Tests—Students who meet the following standards may be exempt from taking the TSI Assessment test if they have valid ACT, SAT, TAKS, or STAAR EOC scores. It is the student's responsibility to provide official scores to VC to qualify for an exemption prior to enrollment in any college-level courses and prior to expiration of those specific scores.

The minimum exemption standards for these tests are:

Name of Test	Composite Score	English/ Verbal Scores	Math Scores	Expiration Date from the date the test is taken
SAT - taken before February 2016	Combined 1070	500 (Critical Reading Score)	500	5 years
SAT - taken after March 2016	N/A	480 (Evidenced Based Reading and Writing)	530	5 years
ACT	23	19	19	5 years
TAKS Exit Exam 11th Grade	N/A	2200 with Writing Sub-score of 3	2200	5 years
STAAR EOC	N/A	4000 on the English III EOC exam	4000 on the Algebra II EOC exam	5 years

Other Exemptions:

- Student who transfers to Vernon College from a private institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework may be exempt for portions of the TSI law at Vernon College. The coursework from the private or out of state institution of higher education must have a prerequisite of reading, writing and/or math for the same class at Vernon College. A student may be partially TSI clear in reading and writing but not clear in math or vice versa.
- Previously graduated with an Associate or Baccalaureate degree from an accredited institution of higher education
- Enrolling in a certificate program of 1 year or less (less than 42 semester credit hours)
- Student serving as active duty or active reserves in the US Armed Forces
- Student honorably discharged from Active Duty in the US Armed Forces after August 1, 1990 (student should provide a copy of a DD214)

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.

DISTANCE EDUCATION COURSES

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. Online courses are denoted in the online 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 online 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](#) by clicking on this link, or going to <http://www.vernoncollege.edu/myvc-support-request-form>

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.

How to access your Canvas Online Courses:

- Go online and navigate to the Vernon College home page www.vernoncollege.edu or the direct log in link <https://vernon.instructure.com/login/canvas> .
- Log in with your Vernon College student credentials:
 - o Username: student ID (no hyphens)
 - o Password: Chaps####
- If you can't remember your VC student ID and password go to this link and complete the [Help Ticket Student Support Form](#) and fill in the required information.
- After logging into Canvas, click on the “Courses” link at the top of the page and select “Online Student Orientation.”
- Read the information on the Home screen and then click on the Modules tab on the left side of the screen.
- Read the information in the “Getting Started” module and this will explain how to complete the Online Student Orientation.

Technical Requirements

Canvas and its hosting infrastructure are designed for maximum compatibility and minimal requirements.

Screen Size

Canvas is best viewed at a minimum of 800x600, which is the average size of a notebook computer. If you want to view Canvas on a device with a smaller screen, we recommend using the Canvas mobile app. (<https://community.canvaslms.com/docs/DOC-1542>)

Operating Systems

- Windows 7 and newer (users on Windows 10 need to download the Windows 10 Anniversary Update to submit Canvas assignments)
- Mac OSX 10.6 and newer
- Linux - chromeOS

Mobile Operating System Native App Support

- iOS 7 and newer (versions vary by device)
- Android 4.2 and newer
-

Computer Speed and Processor

- Use a computer 5 years old or newer when possible
- 1GB of RAM
- 2GHz processor
-

Internet Speed

- Along with compatibility and web standards, Canvas has been carefully crafted to accommodate low bandwidth environments.
- Minimum of 512kbps

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.

Technical Student Support Request Form

Should you encounter technical problems with the following:

- **Canvas**
- **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 "Help Ticket" going to
<http://insidevc.vernoncollege.edu/>
select the appropriate link form the drop down menu

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.

VERNON COLLEGE LIBRARY

Library Hours - <http://www.vernoncollege.edu/library-homepage>

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 9:00 AM - 2:00 PM
Sunday 3:00 PM - 8:00 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.

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 their books via the "Renew Books Online" link on 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 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. The online form can also be used to transfer books between campuses.

PASS DEPARTMENT 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 Coordinator of The Office for Students with Disabilities (OSD Coordinator) 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 OSD 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 OSD personnel to sign paperwork and receive instructor letters. Special arrangements may be made for distance students who never travel to the Vernon College campus or learning centers. 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.

Tutoring Center Services

Vernon College offers free academic assistance through an online tutoring service called NetTutor. The Tutoring Centers located at the Vernon Campus, Century City Center, and Skills Training Center can help students access NetTutor and will assist students the first time they log into NetTutor. In addition, the NetTutor link is on most Blackboard courses, so students can simply click the link and access a tutor through a Blackboard course. The Tutoring Centers offer free in-house, online essay tutoring for students writing essays for English classes or other Vernon College classes. Additional help is available for students needing better study skills, test-taking skills, and note-taking skills in their classes. To contact a specific Tutoring Center Coordinator, please visit www.vernoncollege.edu/tutoring-centers or go to the Vernon College homepage and select the orange tab marked inside VC and choose PASS Department/Tutoring under the For Students column.

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 Tutoring 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

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.

Email Address: To find your email address, go to the Vernon College homepage at <http://www.vernoncollege.edu>. You will log into My VC by clicking the “Inside VC” located in the top right hand corner of the homepage. Click on the tab labeled “Campus Connect”. Your email address is located in the demographic box above the Payment Deadline Message.

* If you are a first-time student and applied after September 13, 2016, your password to your VC student email account is the word “Chaps” followed by your 4 digit PIN. Please note that the “C” is a capital letter.

***If you were enrolled in during the previous year, your initial password to log-in to your VC student email account is:**

- The first two letters of your first and last name along with the two digit month and day of your date of birth. The first letter of your first name and the first letter of your last name will need to be capitalized. The passwords are case-sensitive and must be entered exactly as the example below.
- For example, if VC student Jane Smith’s birthdate is 09/01/1980, then her initial password was JaSm0901.

*If you happen to forget your password, please visit <http://passwordreset.mircosoftonline.com/> found on the Vernon College website.

Now that you know your email address and password, you can log-in to your Vernon College Email. Click on “Inside VC” from the homepage and then click on Student Email located at the top left.

CHECK YOUR E-MAIL! All types of information will be sent to you via your VC email account, so check it regularly!

CONTINUING EDUCATION

Interested in a Fast Track Career?

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
- Basic Firefighter Academy
- Dental Assisting
- Certified Medication Aide
- Drilling Fluid Technician
- Child Development Associate
- Medical Assisting

How do I register for a CE course?

The registration process for a CE course will depend on the course you want to enroll. 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 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://vcsecure.vernoncollege.edu/CE/registrationform/regform.asp> 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

Vernon Campus (VER) (940)552-6291

Century City Center (CCC) (940)696-8752

Skills Training Center (STC) (940)766-3369

Sheppard Learning Center (SLC) (940)855-2203

Instructional Administration

Dean of Instructional Services		Vernon CCC	ext. 2243 ext. 3268	
Associate Dean of Instructional Services	Shana Drury	Vernon CCC	ext. 2314 ext. 3251	sdrury@vernoncollege.edu

Division Chairs and Directors

Associate Degree Nursing	Mary Rivard, Director	Vernon - 422 CCC - 303.1	ext. 2270 ext. 3248	mrivard@vernoncollege.edu
Behavioral and Social Sciences	Greg Fowler, Division Chair	CCC - 307.4 Vernon - 311	ext. 3244 ext. 2235	gfowler@vernoncollege.edu
Communication	Joe Johnston, Division Chair	CCC - 709.11 Vernon - 108	ext. 3210 ext. 2236	jjohnston@vernoncollege.edu
Cosmetology	Diana Shipley, Director	CCC - 415 Vernon - 414	ext. 3242 ext. 2265	dshipley@vernoncollege.edu
Information and Technology	Mark Holcomb, Division Chair	STC - 204	ext. 7105	mholcomb@vernoncollege.edu
Licensed Vocational Nursing	Sherrie Denham, Director	CCC - 2320.1 Vernon - 403	ext. 3222 ext. 2269	sdenham@vernoncollege.edu
Mathematics and Sciences	Paula Whitman Division Chair	Vernon - 311 CCC - 719.1	ext. 2239 ext. 3302	pwhitman@vernoncollege.edu

Accounting - Mark Holcomb

Arwyna Randall-Gay	CCC - 504	ext. 3236	arandall-gay@vernoncollege.edu
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Administrative Office Technology - Mark Holcomb

Arwyna Randell-Gay	CCC - 504	ext. 3236	arandell-gay@vernoncollege.edu
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Agriculture/Farm and Ranch Management - Mark Holcomb

Michael Schoppa	Vernon - 411	ext. 2254	mschoppa@vernoncollege.edu
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Associate Arts Teaching - Joe Johnston

Teresa Wallace	CCC - 709.8	ext. 3241	twallace@vernoncollege.edu
Sjohonton Fanner	Adjunct	n/a	sfanner@vernoncollege.edu

Associate Degree Nursing - Mary Rivard, Director

Mary Rivard	Vernon - 422 CCC - 303.2	ext. 2270 ext. 3248	mrivard@vernoncollege.edu
Bobbie Graf	Vernon - 422	ext. 2267	bgraf@vernoncollege.edu
Jennifer Hatley	Vernon - 422	ext. 2358	jhatley@vernoncollege.edu
Melanie Milner	Vernon - 422	ext. 2302	mmilner@vernoncollege.edu
Betha Rutledge	Vernon	ext. 2304	brutledge@vernoncollege.edu
Mary Anderson	CCC	ext. 3380	manderson@vernoncollege.edu
Beth Arnold	CCC - 303.7	ext. 3235	barnold@vernoncollege.edu
Sharon Cudjo	CCC - 303.5	ext. 3382	scudjo@vernoncollege.edu
Jennifer Howard	CCC - 303.3	ext. 7156	jhoward@vernoncollege.edu
Shelli Pendleton	CCC - 303.1	ext. 3264	spendleton@vernoncollege.edu

Kimberly Platt	CCC - 303.6	ext. 3381	kplatt@vernoncollege.edu
Rebecca Watkins	CCC - 303.4	ext. 3383	rwatkins@vernoncollege.edu

Art - Joe Johnston

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

Roger Blackmon	Vernon - 412	ext. 2266	rblackmon@vernoncollege.edu
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Biology - Paula Whitman

Mike Ruhl	Vernon - 410	ext. 2318	mruhl@vernoncollege.edu
Melody Bell	CCC - 410.1	ext. 3267	mbell@vernoncollege.edu
Alexandria Gilmore	CCC - 206	ext. 3385	agilmore@vernoncollege.edu
Elaine Naylor	CCC - 410.3	ext. 3234	enaylor@vernoncollege.edu
Will Robertson	CCC - 410.2	ext. 3321	wrobertson@vernoncollege.edu
Gisela Knightstep	Adjunct	n/a	gknightstep@vernoncollege.edu
Christen Shelton	Adjunct	n/a	cshelton@vernoncollege.edu
Amanda Snook	Lab Facilitator	n/a	asnook@vernoncollege.edu

Business Administration - Mark Holcomb

Steven Underhill	CCC - 704	ext. 3292	sunderhill@vernoncollege.edu
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Business Management - Mark Holcomb

Steven Underhill	CCC - 704	ext. 3292	sunderhill@vernoncollege.edu
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Computer Science - Mark Holcomb

Belinda Alberry	Vernon - 424	ext. 2260	balberry@vernoncollege.edu
Richard Warren	CCC - 705	ext. 3253	rwarren@vernoncollege.edu
Steven Underhill	CCC - 704	ext. 3292	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
Debbie Richard	Adjunct	n/a	drichard@vernoncollege.edu

Cosmetology - Diana Shipley, Director

Diana Shipley	CCC - 415 Vernon - 414	ext. 3242 ext. 2265	dshipley@vernoncollege.edu
Elisha Wehrwein	Vernon - 414	ext. 2265	ewehrwein@vernoncollege.edu
Angela Ward	CCC - 413	ext. 3240	award@vernoncollege.edu

Criminal Justice - Greg Fowler

Greg Fowler	CCC - 307.4	ext. 3244	gfowler@vernoncollege.edu
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Drama - Joe Johnston

Jack Williams	Vernon - 311	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

Emergency Medical Services - Cory Nava, Coordinator

Cory Nava	CCC 2304.2	ext. 3233	cnava@vernoncollege.edu
Brian Deason	CCC 2304.1	ext. 3314	bdeason@vernoncollege.edu

English - Joe Johnston

Joe Johnston	CCC - 709.11	ext. 3210	jjohnston@vernoncollege.edu
Cindy Coufal	Vernon - 406A	ext. 2234	ccoufal@vernoncollege.edu
Misti Brock	CCC - 709.4	ext. 3246	mbrock@vernoncollege.edu
Dean Johnston	CCC - 709.3	ext. 3286	djohnston@vernoncollege.edu
Brandy Lowery	CCC - 709.11	ext. 3245	blowery@vernoncollege.edu
Tom McNeely	CCC - 709.2	ext. 3284	tmcneely@vernoncollege.edu
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Government - Greg Fowler

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Health Information Management - Ruth Rascon, Coordinator

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

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Timothy Swagerty	Adjunct	n/a	tswagerty@vernoncollege.edu

HVAC - Mark Holcomb

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Industrial Automation Systems - Mark Holcomb

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Kinesiology - Paula Whitman

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Machining - Mark Holcomb

Chris Smith	STC - 207	ext. 7125	csmith@vernoncollege.edu
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Mathematics - Paula Whitman

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Chris Kirby	Adjunct	n/a	ckirby@vernoncollege.edu
Marylin Leasure	Adjunct	n/a	mleasure@vernoncollege.edu
Jim Selman	Adjunct	n/a	jselman@vernoncollege.edu
Kenneth Trent	Adjunct	n/a	ktrent@vernoncollege.edu
Katrina Watson	Adjunct	n/a	kwatson@vernoncollege.edu
Rodney Wilson	Adjunct	n/a	rodney.wilson@vernoncollege.edu

Music - Joe Johnston

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Charlie Bradberry	Adjunct	n/a	cbradberry@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	iyueng@vernoncollege.edu

Pharmacy Technology - Katrina Brasuell, Coordinator

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Julie VanPelt	Adjunct	n/a	jvanpelt@vernoncollege.edu

Physics/Chemistry - Paula Whitman

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Psychology - Greg Fowler

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Don Knox	Adjunct	n/a	dknox@vernoncollege.edu
Murray Parsons	Adjunct	n/a	mparsons@vernoncollege.edu
Beth Smith	Adjunct	n/a	bsmith@vernoncollege.edu

Sociology - Greg Fowler

Marissa Underhill	CCC - 406	ext. 3355	munderhill@vernoncollege.edu
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Spanish - Joe Johnston

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Speech - Joe Johnston

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Donnie Kirk	CCC - 709.7	ext. 3204	dkirk@vernoncollege.edu

Surgical Technology - Jeff Feix, Coordinator

Jeff Feix	CCC - 2304.3	ext. 3266	jfeix@vernoncollege.edu
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Vocational Nursing - Sherrie Denham

Sherrie Denham	CCC - 2320.1 Vernon - 403	ext. 3222 ext. 2269	sdenham@vernoncollege.edu
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Zela Haney	CCC - 2320.6	ext. 3232	zhaney@vernoncollege.edu
Thomas Hickey	CCC - 2320.5	ext. 3227	thickey@vernoncollege.edu
Kimberly Perkins	CCC	ext. 3356	kperkins@vernoncollege.edu
Pam Rotz	CCC - 2320.8	ext. 3229	protz@vernoncollege.edu
Michael Scott	CCC - 2320.4	ext. 3324	mscott@vernoncollege.edu
Cassie Shaw	CCC - 2320.2	ext. 3228	cshaw@vernoncollege.edu
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Billie Denham	Adjunct	n/a	bdenham@vernoncollege.edu
Reisa Johnston	Adjunct	n/a	rjohnston@vernoncollege.edu
Jamie Keel	Adjunct	n/a	jkeel@vernoncollege.edu
Lori Page	Adjunct	n/a	lpage@vernoncollege.edu

Welding - Mark Holcomb

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Jermey Palacios	Adjunct	n/a	jpalacios@vernoncollege.edu

Course Schedule Advising (CSA) Information

CSA Center Locations: Vernon Campus, Vernon – Suite 311, Biggs Arts and Sciences
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, new students must see a CSA. Additionally, returning students are encouraged to seek advisement as well. CSA’s are available in the CSA Center according to the following schedule:

Vernon Campus - Suite 311, Biggs Arts and Sciences Building			
Monday, November 13	12:00pm-4:00pm	Tuesday, December 12	12:00pm-4:00pm
Tuesday, November 14	12:00pm-4:00pm	Wednesday, December 13	12:00pm-4:00pm
Wednesday, November 15	12:00pm-4:00pm	Thursday, December 14	12:00pm-4:00pm
Thursday, November 16	12:00pm-4:00pm	Tuesday, January 2	12:00pm-4:00pm
Friday, November 17	8:00am-12:00pm	Wednesday, January 3	12:00pm-4:00pm
Monday, November 20	12:00pm-4:00pm	Thursday, January 4	12:00pm-4:00pm
Tuesday, November 21	12:00pm-4:00pm	Friday, January 5	8:00am-12:00pm
Monday, December 11	12:00pm-4:00pm		

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CSA Center Locations: Vernon Campus, Vernon – Suite 311, Biggs Arts and Sciences
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Prior to being cleared for registration, new students must see a CSA. Additionally, returning students are encouraged to seek advisement as well. CSA’s are available in the CSA Center according to the following schedule:

Century City Center - Room 114			
Monday, November 13	11:00am-6:00pm	Tuesday, December 12	9:00am-6:00pm
Tuesday, November 14	11:00am-6:00pm	Wednesday, December 13	9:00am-6:00pm
Wednesday, November 15	11:00am-6:00pm	Thursday, December 14	9:00am-6:00pm
Thursday, November 16	11:00am-6:00pm	Tuesday, January 2	9:00am-6:00pm
Friday, November 17	8:00am-12:00pm	Wednesday, January 3	9:00am-6:00pm
Monday, November 20	11:00am-6:00pm	Thursday, January 4	9:00am-6:00pm
Tuesday, November 21	11:00am-6:00pm	Friday, January 5	8:00am-12:00pm
Monday, December 11	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!**

**** 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 RESIDENCE CLEAR

PRE - TRIAL SCHEDULE

PLEASE PRINT

NAME : _____ MAJOR: _____

SOCIAL SECURITY NO. OR STUDENT ID: _____ DAYTIME PHONE NUMBER: _____

COURSE	SECTION NUMBER	COURSE TITLE	SEMESTER HOURS	TIME	DAY	ROOM NUMBER
EXAMPLE: ACCT 2401	100	Principles of Accounting I - Financial	4	9:30 am - 10:50am	TR	VERS408
Spring (16 Week) January 16, 2018 - May 11, 2018						
Spring I (8 Week) January 16, 2018 - March 8, 2018						
Spring II (8 Week) March 19, 2018 - May 11, 2018						
TOTAL SEMESTER HOURS						

DON'T FORGET TO PAY! IF COMING TO STAND IN LINE AT REGISTRATION, BRING THIS FORM WITH YOU