

# 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
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. 2206	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

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

# SUMMER 2019 ACADEMIC CALENDAR

	<b>SUMMER (10 WEEK)</b> 6/3/19 thru 8/8/19	<b>SUMMER I (5 WEEK)</b> 6/3/19 thru 7/3/19	<b>SUMMER II (5 WEEK)</b> 7/8/19 thru 8/8/19
Campus Connect Payment Deadline	May 22 (5:30pm)	May 22 (5:30pm)	July 9 (5:30pm)
<b>Classes Begin</b>	<b>June 3</b>	<b>June 3</b>	<b>July 8</b>
Schedule Changes	June 3 - 4	June 3 - 4	July 8 - 9
Official Census Day	June 17	June 10	July 16
Independence Day Holiday	July 4	July 4	July 4
Deadline to Apply for August Graduation	July 11	July 11	July 11
<b>Final Drop/Withdrawal Deadline to Receive Automatic 'W'</b>	<b>July 22</b>	<b>June 25</b>	<b>August 1</b>
Final Exams	August 7 - 8	July 2 - 3	August 7 - 8
Grades Due in Admissions and Records Office	August 12 (9:00am)	July 8 (9:00am)	August 12 (9:00am)
Graduation (No Ceremony)	August 10	August 10	August 10

# SUMMER 2019 ADVISING and REGISTRATION CALENDAR

	SUMMER (10 WEEK) 6/3/19 thru 8/8/19 SUMMER I (5 WEEK) 6/3/19 thru 7/3/18	SUMMER II (5 WEEK) 7/8/19 thru 8/8/19
Admission requirements and information are available from the Office of Admissions and Records, <i>General Catalog</i> , and Vernon College website <a href="http://www.vernoncollege.edu">www.vernoncollege.edu</a> . 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 <small>All paperwork completed by this date. See Financial Aid for more information.</small>	April 3	May 8
Students must meet admission requirements, have a PIN, a signed trial schedule (if required), and have no holds prior to participating in the following <b>Campus Connect</b> registrations.		
Advising and Online Registration <b>Campus Connect</b>  Returning VC Students with 30 or more VC Credit Hours	April 15 (5:00pm) thru May 22*	April 15 (5:00pm) thru May 22 and June 26 (5:00pm) thru July 9 (5:30pm)
Advising and Online Registration <b>Campus Connect</b>  All Returning VC Students	April 22 (5:00pm) thru May 22*	April 22 (5:00pm) thru May 22* and June 26 (5:00pm) thru July 9 (5:30pm)
Advising and Online Registration <b>Campus Connect</b>  All Eligible Students <small>(Must Have Attended New Student Orientation AND met with a Course Schedule Advisor (CSA))</small>	April 29 (5:00pm) thru May 22 (5:00pm)	April 29 (5:00pm) thru May 16 (5:00pm) and June 26 (5:00pm) thru July 9 (5:30pm)
Admissions Applications final due date for <u>Campus Connect</u> Online Registration (see Campus Connect Information)	May 3	June 14
* <b>Payment Deadlines for Campus Connect*</b> (Online & SLC registrants above) <small>(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.)</small>	May 22 (5:30pm)	July 9 (5:30pm)
<b>Apply for admissions early to avoid delays at Final Registrations.</b>		
<b>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).</b>		

# SUMMER 2019 ADVISING and REGISTRATION CALENDAR

(continued)

	SUMMER (10 WEEK) 6/3/19 thru 8/8/19 SUMMER I (5 WEEK) 6/3/19 thru 7/3/18	SUMMER II (5 WEEK) 7/8/19 thru 8/8/19
Online Final Registration <b>Campus Connect</b> <p style="text-align: center;"><b>All Eligible Students</b> (Must Have Attended New Student Orientation <u>AND</u> met with a Course Schedule Advisor (CSA))</p>	May 24 (9:00am) thru May 29 (5:30 pm)	May 24 (9:00am) thru May 29 (5:30 pm)
On-Site Advising and Final Registration <b>Vernon Campus and Campus Connect</b> Osborne Administration Building <p style="text-align: center;"><b>New and Re-Enrolling Students</b> (Register alphabetically according to first letter of last name or any time after letter has passed. No Exceptions.)</p>	May 28 <u>I-P</u> 8:30am- 11:00am <u>Q-Z</u> 11:00am-1:00pm <u>A-H</u> 1:00pm- 4:00pm and Open 4:00- 5:30pm	May 28 ← (see times) and July 1 (Open) 9:30am - 5:30pm
On-Site Advising and Final Registration <b>Century City Center and Campus Connect</b> 4105 Maplewood, Wichita Falls <p style="text-align: center;"><b>New and Re-Enrolling Students</b> (Register alphabetically according to first letter of last name or any time after letter has passed. No Exceptions.)</p>	May 29 <u>I-P</u> 8:30am- 11:00am <u>Q-Z</u> 11:00am-1:00pm <u>A-H</u> 1:00pm- 4:00pm and Open 4:00- 5:30pm	May 29 ← (see times) and July 2 (Open) 9:30am - 5:30pm
<p><b>* <u>Payment Deadlines for Final Registrations*</u></b> (Online &amp; 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>	May 29 (5:30pm)	July 9 (5:30pm)
<p><b>Any new registrations after On-Site Final Registrations above will be assessed the non-refundable Late Registration Fee of \$50.00</b></p>		
Schedule Changes <b>Vernon Campus, Century City Center and Campus Connect</b> Osborne Administration Building, Vernon Campus or 4105 Maplewood, Wichita Falls	June 3 - 4 9:00am - 5:30pm	June 3 - 4 9:00am - 5:30pm July 8 - 9 9:00am - 5:30pm
<p><b>* <u>Payment Deadlines for Final Registration and Schedule Changes*</u></b> (Online &amp; On-Site schedule changes above)</p>	June 4 (5:30pm)	July 9 (5:30pm)

# DECODING YOUR COURSE SCHEDULE

**\*\* Please double check the section numbers and room locations to make sure you are registering for the CORRECT location \*\***

**Course schedule class days are represented as follows:**

M = Monday

T = Tuesday

W = Wednesday

R = Thursday

F = Friday

Sat = Saturday

**Course schedule section numbers correlate with the following locations:**

100- 199 = Vernon (VER)

300- 399 = Century City Center (CCC)

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

**Course schedule room locations for the Vernon Campus 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

**The course 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.**

# GET NOTIFIED

## EMERGENCY NOTIFICATION SYSTEM

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 text-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](http://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.



The image shows a screenshot of the 'VC ALERT GET THE MESSAGE' website subscription form. The form includes a 'Subscriber Type' dropdown menu set to 'Student'. Below this are three sections: 'Distribution Groups' with checkboxes for 'Vernon Campus', 'Century City Center', and 'Skills Training Center'; 'DEFCON Alert Subscriptions' with checkboxes for 'Receive Text Alerts' and 'Receive Voice Alerts'; and 'Social Media Subscriptions' with checkboxes for 'Facebook' and 'Twitter'. At the bottom, there are 'Mobile App' options for 'iOS App' and 'Android App', along with 'Download on the App Store' and 'GET IT ON Google play' buttons. Four grey arrows point to specific parts of the form with the following text: 'Who do you want to follow?' (pointing to Distribution Groups), 'How do you want to follow?' (pointing to DEFCON Alert Subscriptions), 'Follow us on Social Media.' (pointing to Social Media Subscriptions), and 'Download our app to receive push notifications.' (pointing to Mobile App).

### B. From our mobile app:

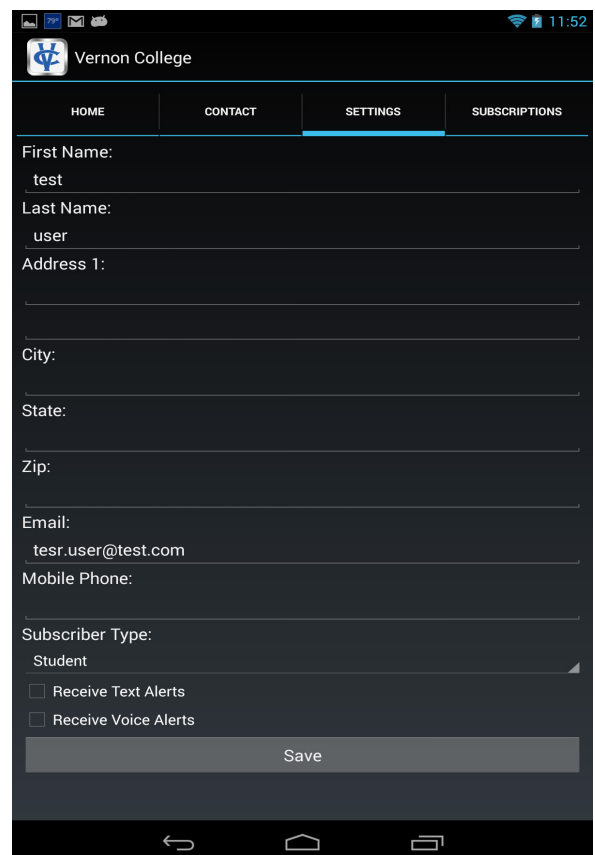
1. Our App is available for download from Apple's App Store or the Google Play Store if you have an Android device.
2. When you open the app on your device be sure and tell it to 'Allow Push Notifications.'
3. To set up a new account, click the 'Settings' tab and input your email address and a password 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



The image shows a screenshot of the 'Account Settings' screen in the iOS app. The screen is titled 'Account Settings' and has a white background. It contains several input fields: 'First Name:' with the text 'Test', 'Last Name:' with the text 'Account', 'Address:' with the text '123 Test Rd', 'City:' with the text 'Testville', 'State:', and 'Zip:'. At the bottom, there is a navigation bar with four icons: 'Home', 'Contact Us', 'Settings' (which is highlighted), and 'Subscriptions'.

#### Droid App



The image shows a screenshot of the account settings screen in the Droid app. The screen has a dark background and is titled 'Vernon College'. It features a navigation bar at the top with four tabs: 'HOME', 'CONTACT', 'SETTINGS' (which is selected and highlighted), and 'SUBSCRIPTIONS'. Below the navigation bar, there are several input fields: 'First Name:' with the text 'test', 'Last Name:' with the text 'user', 'Address 1:', 'City:', 'State:', 'Zip:', 'Email:' with the text 'tesr.user@test.com', and 'Mobile Phone:'. Below these fields, there is a 'Subscriber Type:' dropdown menu set to 'Student', and two checkboxes: 'Receive Text Alerts' and 'Receive Voice Alerts'. At the bottom, there is a 'Save' button.

# 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 received 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 happen to forget your password, please visit <http://passwordreset.microsoftonline.com/> found on the Vernon College website.

Now that you know your email address and email 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.

# FINANCIAL AID INFORMATION

Financial Aid: (940) 552-6291 ext. 2349 in Vernon or (940) 696-8752 ext. 3335 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.

**Summer 2019 Priority Deadline: April 3, 2019 Summer, Summer I, and May 8, 2019 Summer 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	Summer (10 Week)	Summer I (5 Week)	Summer II (5 Week)
100%	5:30 pm, June 4	5:30 pm, June 4	5:30 pm, July 9
70%	5:30 pm, June 17	5:30 pm, June 10	5:30 pm, July 15
25%	5:30 pm, June 20	5:30 pm, June 11	5:30 pm, July 16



# 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](http://www.vernoncollege.edu/myvc-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](http://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.

# VERNON COLLEGE LIBRARY

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

## Wright Library, Vernon

(940) 552-6291 ext. 2227

Monday - Thursday 7:30 AM - 9:00 PM

Friday 7:30 AM - 12:00 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](mailto: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-homepage](http://www.vernoncollege.edu/library-homepage).

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. (without Chaps)

### 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](mailto: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-home](http://www.vernoncollege.edu/ADA-home) or by emailing [jshoemaker@vernoncollege.edu](mailto:jshoemaker@vernoncollege.edu) or [dlehman@vernoncollege.edu](mailto:dlehman@vernoncollege.edu) or by calling (940) 552-6291, ext. 2307.

## 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/fast-track> 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

## Instructional Administration

Vice President of Instructional Services	Dr. Elizabeth Crandall	Vernon CCC	ext. 2243 ext. 3268	<a href="mailto:lisa.crandall@vernoncollege.edu">lisa.crandall@vernoncollege.edu</a>
Dean of Instructional Services	Shana Drury	Vernon CCC	ext. 2314 ext. 3251	<a href="mailto:sdrury@vernoncollege.edu">sdrury@vernoncollege.edu</a>

## Division Chairs and Directors

Behavioral and Social Sciences	Greg Fowler, Division Chair	CCC - 307.4 Vernon - 311	ext. 3244 ext. 2235	<a href="mailto:gfowler@vernoncollege.edu">gfowler@vernoncollege.edu</a>
Communication	Joe Johnston, Division Chair	CCC - 709.11 Vernon - 108	ext. 3210 ext. 2236	<a href="mailto:jjohnston@vernoncollege.edu">jjohnston@vernoncollege.edu</a>
Cosmetology	Diana Shipley, Director	CCC - 415 Vernon - 414	ext. 3242 ext. 2264	<a href="mailto:dshipley@vernoncollege.edu">dshipley@vernoncollege.edu</a>
Information and Technology	Mark Holcomb, Division Chair	STC - 204	ext. 7105	<a href="mailto:mholcomb@vernoncollege.edu">mholcomb@vernoncollege.edu</a>
Mathematics and Sciences	Paula Whitman, Division Chair	Vernon - 311 CCC - 719.1	ext. 2239 ext. 3302	<a href="mailto:pwhitman@vernoncollege.edu">pwhitman@vernoncollege.edu</a>
Nursing	Mary Rivard, Director	Vernon - 422 CCC - 303.1	ext. 2270 ext. 3248	<a href="mailto:mrivard@vernoncollege.edu">mrivard@vernoncollege.edu</a>

## Accounting - Mark Holcomb

Pierce Halveson	Adjunct	n/a	<a href="mailto:phalveson@vernoncollege.edu">phalveson@vernoncollege.edu</a>
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## Agriculture/Farm and Ranch Management - Mark Holcomb

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## Associate Arts Teaching - Joe Johnston

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## Associate Degree Nursing - Mary Rivard

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## Art - Joe Johnston

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## Automotive - Mark Holcomb

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**Biology - Paula Whitman**

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**Business Administration - Mark Holcomb**

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**Business Management - Mark Holcomb**

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**Computer Information Science - Mark Holcomb**

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**Computer Science - Mark Holcomb**

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**Cosmetology - Diana Shipley, Director**

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**Criminal Justice - Greg Fowler**

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**Drama - Joe Johnston**

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**Economics - Greg Fowler**

Lyndon Burnham	CCC - 407	ext. 3285	lburnham@vernoncollege.edu
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**Emergency Medical Services - Cory Nava, Coordinator**

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**English - Joe Johnston**

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### Government - Greg Fowler

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### Health Information Management - Ruth Rascon, Coordinator

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### History - Greg Fowler

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### HVAC - Mark Holcomb

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### Industrial Automation Systems - Mark Holcomb

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### Kinesiology - Paula Whitman

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**Mathematics - Paula Whitman**

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**Music - Joe Johnston**

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**Pharmacy Technology - Katrina Gundling, Coordinator**

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**Physics/Chemistry - Paula Whitman**

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**Psychology - Greg Fowler**

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**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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**Surgical Technology - Jeff Feix, Coordinator**

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**Vocational Nursing - Mary Rivard**

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**Welding - Mark Holcomb**

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# Course Schedule Advising (CSA) Information

- 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 - Biggs Arts and Science Building- Faculty Suite			
Monday, April 15	11:00am - 1:00pm	Tuesday, June 18	11:00am-1:00pm & 3:30pm-5:30pm
Tuesday, April 16	3:30pm - 5:30pm	Wednesday, June 19	11:00am-1:00pm & 3:30pm-5:30pm
Wednesday, April 17	3:30pm - 5:30pm	Thursday, June 20	11:00am-1:00pm & 3:30pm-5:30pm
Thursday, April 18	11:00am - 1:00pm	Monday, June 24	11:00am-1:00pm & 3:30pm-5:30pm
Monday, April 22	11:00am-1:00pm & 3:30pm-5:30pm	Wednesday, June 26	11:00am-1:00pm & 3:30pm-5:30pm
Tuesday, April 23	11:00am-1:00pm & 3:30pm-5:30pm	Monday, July 1	11:00am-1:00pm & 3:30pm-5:30pm
Wednesday, April 24	11:00am-1:00pm & 3:30pm-5:30pm	Tuesday, July 2	11:00am-1:00pm & 3:30pm-5:30pm
Thursday, April 25	11:00am-1:00pm & 3:30pm-5:30pm	Tuesday, July 9	11:00am-1:00pm & 3:30pm-5:30pm
Monday, April 29	11:00am-1:00pm & 3:30pm-5:30pm	Wednesday, July 10	11:00am-1:00pm & 3:30pm-5:30pm
Tuesday, April 30	11:00am-1:00pm & 3:30pm-5:30pm	Tuesday, July 16	11:00am-1:00pm & 3:30pm-5:30pm
Wednesday, May 1	11:00am-1:00pm & 3:30pm-5:30pm	Wednesday, July 17	11:00am-1:00pm & 3:30pm-5:30pm
Monday, May 20	11:00am-1:00pm & 3:30pm-5:30pm	Tuesday, July 23	11:00am-1:00pm & 3:30pm-5:30pm
Tuesday, May 21	11:00am-1:00pm & 3:30pm-5:30pm	Wednesday, July 24	11:00am-1:00pm & 3:30pm-5:30pm
Wednesday, May 22	11:00am-1:00pm & 3:30pm-5:30pm	Monday, July 29	11:00am-1:00pm & 3:30pm-5:30pm
Thursday, May 23	11:00am-1:00pm & 3:30pm-5:30pm	Tuesday, July 30	11:00am-1:00pm & 3:30pm-5:30pm
Tuesday, May 28	11:00am-1:00pm & 3:30pm-5:30pm	Wednesday, July 31	11:00am-1:00pm & 3:30pm-5:30pm
Wednesday, May 29	11:00am-1:00pm & 3:30pm-5:30pm	Thursday, August 1	11:00am-1:00pm & 3:30pm-5:30pm
Tuesday, June 4	11:00am-1:00pm & 3:30pm-5:30pm	Friday, August 2	8:00am-12:00pm
Wednesday, June 5	11:00am-1:00pm & 3:30pm-5:30pm	Monday, August 6	11:00am-1:00pm & 3:30pm-5:30pm
Tuesday, June 11	11:00am-1:00pm & 3:30pm-5:30pm	Tuesday, August 7	11:00am-1:00pm & 3:30pm-5:30pm
Wednesday, June 12	11:00am-1:00pm & 3:30pm-5:30pm		

# Course Schedule Advising (CSA) Information

- **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:

<b>Century City Center - Room 114</b>					
Monday, April 15	10:00am - 2:00pm	Thursday, May 16	10:00am - 4:00pm	Monday, July 1	9:00am-6:00pm
Tuesday, April 16	2:00pm - 6:00pm	Monday, May 20	9:00am-6:00pm	Tuesday, July 2	9:00am-6:00pm
Wednesday, April 17	2:00pm - 6:00pm	Tuesday, May 21	9:00am-6:00pm	Tuesday, July 9	9:00am-6:00pm
Thursday, April 18	10:00am - 2:00pm	Wednesday, May 22	9:00am-6:00pm	Wednesday, July 10	9:00am-6:00pm
Monday, April 22	10:00am - 6:00pm	Tuesday, May 28	9:00am-6:00pm	Tuesday, July 16	9:00am-6:00pm
Tuesday, April 23	10:00am - 6:00pm	Wednesday, May 29	9:00am-6:00pm	Wednesday, July 17	9:00am-6:00pm
Wednesday, April 24	10:00am - 6:00pm	Tuesday, June 4	9:00am-6:00pm	Tuesday, July 23	9:00am-6:00pm
Thursday, April 25	10:00am - 6:00pm	Wednesday, June 5	9:00am-6:00pm	Wednesday, July 24	9:00am-6:00pm
Monday, April 29	10:00am - 6:00pm	Tuesday, June 11	9:00am-6:00pm	Monday, July 29	9:00am-6:00pm
Tuesday, April 30	10:00am - 6:00pm	Wednesday, June 12	9:00am-6:00pm	Tuesday, July 30	9:00am-6:00pm
Wednesday, May 1	10:00am - 6:00pm	Tuesday, June 18	9:00am-6:00pm	Wednesday, July 31	9:00am-6:00pm
Thursday, May 9	10:00am - 6:00pm	Wednesday, June 19	9:00am-6:00pm	Thursday, August 1	9:00am-6:00pm
Monday, May 13	10:00am - 4:00pm	Thursday, June 20	9:00am-6:00pm	Friday, August 2	8:00am-12:00pm
Tuesday, May 14	10:00am - 4:00pm	Monday, June 24	9:00am-6:00pm	Monday, August 6	9:00am-6:00pm
Wednesday, May 15	10:00am - 4:00pm	Wednesday, June 26	9:00am-6:00pm	Tuesday, August 7	9:00am-6:00pm