Vernon College
Instructional Locations

Vernon Campus
4400 College Drive
Vernon, TX 76384
(940) 552-6291

Century City Center
4105 Maplewood Avenue
Wichita Falls, TX 76308
(940) 696-8752

Sheppard Learning Center
Box 6097
(Mailing Location)
Or
F. Kelly Ezell Bldg.
(Administrative Office Location)
426 5th Avenue, Suite 8
Sheppard Air Force Base, TX 76311
(940) 855-2203

Skills Training Center
2813 Central Expressway East
Wichita Falls, TX 76302
(940) 766-3369

Vernon College Website:
www.vernoncollege.edu

Regular Office Hours:
Monday – Thursday
8:00 am – 5:00 pm
Friday
8:00 am – 12:00 noon

SPRING 2011
ACADEMIC CALENDAR

	SPRING (16 WEEK) 1/15/11 thru 5/14/11	SPRING I (8 WEEK) 1/15/11 thru 3/9/11	SPRING II (8 Week) 3/19/11 thru 5/14/11
Saturday Classes Begin	January 15	January 15	March 19
Martin Luther King Holiday	January 17	January 17	
Classes Begin	January 18	January 18	March 21
Official Census Day	February 2	January 25	March 28
Spring Break	March 12 thru March 18		March 12 thru March 18
Deadline to Apply for May Graduation	March 30	March 30	March 30
Final Drop/Withdrawal Deadline to receive automatic "W"	April 14	February 24	April 28
Last Day for Refund of May Graduation Fee	April 18	April 18	April 18
Spring Holiday	April 22-24		April 22-24
Final Exams (Wed Evening Classes Only)	May 4		
Final Exams (Saturday Classes)	May 7	March 5	May 7
Final Exams	May 6 & 9 (MWF) May 5 & 10 (T R)	March 8 (T R) March 9 (MWF)	May 9 (MWF) May 10 (T R)
Final Exams	May 11 (AM) (Extra)		May 11 (AM) (Extra)
Graduation Ceremony	May 14	May 14	May 14

SPRING 2011
REGISTRATION and ADVISING CALENDAR

	SPRING (16 WEEK) 1/15/11 thru 5/14/11 SPRING I (8 WEEK) 1/15/11 thru 3/9/11	SPRING II (8 Week) 3/19/11 thru 5/14/11
Admission requirements and information are available from the Office of Admissions and Records, *General Catalog*, and Vernon College website www.vernoncollege.edu. Dates and times for required New Student Group Advising (NSGA) sessions are available through the Student Services Office and website. After attending NSGA, students should see a Counselor or Course Schedule Advisor (CSA) for academic advising and trial schedule.		
Financial Aid Priority Completion Dates All paperwork completed by this date. See page 8 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 3 on-line *Campus Connect* registrations.		
Advising and On-Line Registration *Campus Connect* **Returning Students With 30 or More VC Credit Hours**	November 17 (9 am) thru November 21* or any other on-line registration that follows	November 17 (9 am) thru November 21* and **February 10 (9 am)**
Advising and On-Line Registration *Campus Connect* **All Returning Students**	November 22 (9 am) thru November 28* or any other on-line registration that follows	November 22 (9 am) thru November 28* and **February 11 (9 am) thru February 16**
Admissions Applications due for Campus Connect Registration (see Campus Connect eligibility requirements)	December 1	February 15
Advising and On-Line Registration *Campus Connect* **All Eligible Students** **(Must Have Attended New Student Group Advising AND met with a Course Schedule Advisor (CSA))**	November 29 (9 am) thru January 6* (3 pm)	November 29 (9 am) thru January 6* (3 pm) and **February 17 (9 am) thru March 7 (3 pm)**
Advising and On-Site Registration **Sheppard Learning Center** SAFB, F. Kelly Ezell Bldg. 402, Room 304, 3rd floor **Active Duty Military Personnel and Sheppard Civilian Employees Only**	December 14** 10:00 am - 12:30 pm	December 14** 10:00 am - 12:30 pm
(National Guard and Reserve, Military Dependents and Retirees with Appropriate ID Card Only)	December 14 2:00 pm - 3:00 pm	December 14 2:00 pm - 3:00 pm

* **Sheppard Learning Center courses not available until December 15.**

** **Active duty military and civil service personnel may order textbooks and pre-pay on December 14 during registration. Textbooks ordered may be picked up on January 10 in Room 305.**

SPRING 2011 REGISTRATION and ADVISING CALENDAR
(continued)

Final Payment Deadline for *Campus Connect* (On-line registrants) **Your registration is not complete until tuition and fees have been paid. If you do not pay by your payment date, your enrollment must be canceled.**	January 6 (5:00 pm)	March 7 (5:00 pm)
Apply for admissions early to avoid delays at regular registrations. Tuition and fee payments are due at the time of on-site and late registrations.		
Campus Connect (on-line) registration will be reopened during the below on-site, late registration and schedule change times for students who have: met admission requirements, a PIN, a signed trial schedule (if required), no holds, and attended New Student Group Advising (NSGA).		
Advising and On-Site Registration **Vernon Campus** Osborne Administration Building, Vernon, Texas **New and Re-Enrolling Students** (Register alphabetically according to first letter of last name or anytime after letter has passed. No exceptions.)	January 11 Q-Z 9:30 am - 11:30 am A-H 11:30 am - 1:30 pm I-P 2:00 pm – 4:00 pm Open 4:00 pm – 5:15 pm	January 11 ←(see times) **March 10** **9:00 am – 4:00 pm**
Advising and On-Site Registration (Second half of alphabet) **Century City Center** 4105 Maplewood, Wichita Falls, Texas **New and Re-Enrolling Students** (Register alphabetically according to first letter of last name or anytime after letter has passed. No exceptions.)	January 12 V-Z 9:30 am – 11:30 am M-P 11:30 am – 1:30 pm Q-U 2:00 pm – 4:00 pm Open to above: 4:00 – 5:15 pm	January 12 ←(see times) **March 9** **10:00 am – 1:00 pm and 2:30 – 4:00 pm**
Advising and On-Site Registration (First half of alphabet) **Century City Center** 4105 Maplewood, Wichita Falls, Texas **New and Re-Enrolling Students** (Register alphabetically according to first letter of last name or anytime after letter has passed. No exceptions.)	January 13 I-L 9:30 am – 11:30 am A-D 11:30 am – 1:30 pm E-H 2:00 – 4:00 pm Open to all: 4:00 – 5:15 pm	January 13 ←(see times) **March 9** **10:00 am – 1:00 pm and 2:30 – 4:00 pm**
Late Registration and Schedule Changes **Vernon Campus** Osborne Administration Building, Vernon, Texas ($35.00 late registration fee applies)	January 18 9:00 am – 12:30 pm 2:30 pm – 5:15 pm January 20 9:00 am - 12:00 pm	January 18 & 20 ←(see times) **March 21** **9:00 am – 4:00 pm**
Late Registration and Schedule Changes **Century City Center** and **Sheppard Learning Center** 4105 Maplewood, Wichita Falls, Texas ($35.00 late registration fee applies)	January 19 10:00 am - 12:30 pm 2:30 pm - 5:15 pm January 20 1:30 pm – 5:15 pm	January 19 & 20 ←(see times) **March 22** **10:00 am – 1:00 pm**

►COURSE SCHEDULE ADVISING (CSA) INFORMATION:

CSA Center Locations:
Vernon Campus, Vernon – Room 419, Sumner Applied Arts Center
Century City Center, Wichita Falls – Room 100

All <u>NEW</u> 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, CSA's are available in the CSA Center according to the following schedule:

Vernon Campus			
Location: Vernon Room 419, Sumner Applied Arts Center		Monday, December 13	10:00 AM – 1:00 PM 4:00 PM – 6:00 PM
Monday, November 15	11:00 AM – 1:00 PM 4:00 PM – 6:00 PM	Tuesday, December 14	10:00 AM – 1:00 PM 4:00 PM – 6:00 PM
Tuesday, November 16	11:00 AM – 1:00 PM 4:00 PM – 6:00 PM	Wednesday, December 15	10:00 AM – 1:00 PM 4:00 PM – 6:00 PM
Wednesday, November 17	11:00 AM – 1:00 PM 4:00 PM – 6:00 PM	Thursday, December 16	10:00 AM – 1:00 PM 4:00 PM – 6:00 PM
Thursday, November 18	11:00 AM – 1:00 PM 4:00 PM – 6:00 PM	Monday, January 3	8:00 AM – 6:00 PM
Friday, November 19	8:00 AM – 12:00 PM	Tuesday, January 4	8:00 AM – 6:00 PM
Monday, November 22	11:00 AM – 1:00 PM 4:00 PM – 6:00 PM	Wednesday, January 5	8:00 AM – 6:00 PM
Tuesday, November 23	11:00 AM – 1:00 PM 4:00 PM – 6:00 PM	Thursday, January 6	8:00 AM – 6:00 PM

Century City Center			
Location: Wichita Falls Room 100		Monday, December 13	10:00 AM – 1:00 PM 4:00 PM – 6:00 PM
Monday, November 15	11:00 AM – 7:00 PM	Tuesday, December 14	10:00 AM – 1:00 PM 4:00 PM – 6:00 PM
Tuesday, November 16	11:00 AM – 7:00 PM	Wednesday, December 15	10:00 AM – 1:00 PM 4:00 PM – 6:00 PM
Wednesday, November 17	11:00 AM – 7:00 PM	Thursday, December 16	10:00 AM – 1:00 PM 4:00 PM – 6:00 PM
Thursday, November 18	11:00 AM – 7:00 PM	Monday, January 3	8:00 AM – 6:00 PM
Friday, November 19	8:00 AM – 12:00 PM	Tuesday, January 4	8:00 AM – 6:00 PM
Monday, November 22	11:00 AM – 7:00 PM	Wednesday, January 5	8:00 AM – 6:00 PM
Tuesday, November 23	11:00 AM – 7:00 PM	Thursday, January 6	8:00 AM – 6:00 PM

MAY MINI-TERM REGISTRATION SCHEDULE

May 11, 2011 – May 27, 2011

COSC 1301 W 980 Microcomputer Applications
GOVT 2302 W 980 American Government II

On-Line Registration – Campus Connect – Any Spring Registration and
                                        May 5 (9:00 am) – May 9 (4:00 pm)
Campus Connect Payment Deadline – May 9 (4:00 pm)
On-Site Registration – May 10 (9:00 am - 12:30 pm and 2:00 pm - 4:00 pm)
 (Payment due at time of registration)
Late Registration – May 11 (9:00 am - 12:30 pm and 2:00 pm – 4:00 pm)
 (Late Registration Fee of $35.00)
Official Census Day – May 12
Last Day for "W" – May 24
Final Exams – May 27
Refund Schedule – See *Vernon College General Catalog*

►**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 (676-1334) is located in Building 1405 on Missile Road and is open 6:30 am-4:30 pm Monday-Thursday and 11:00 am-4:30 pm on Friday. This process **must be completed <u>prior</u> 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.

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 - $10.00 Application Fee must be paid.**
_____2.   **Provide Transcripts.(College and/or High School)**
_____3.   **Residency Documentation (see Application).**
_____4.   **Skills Assessment (see Testing Information).**
_____5.   **Attend New Student Group Advising.**
_____6.   **Meet with Counselor or Course Schedule Advisor (CSA) for advising and Trial Schedule.**
_____7.   **Register when eligible (see Registration and Advising Calendar) .**
_____8.   **Pay by the deadline (posted in Registration and Advising Calendar).**

►**REGISTRATION PROCEDURES:**

1. New students should complete an Application for Admission and pay the $10.00 fee. Returning students not enrolled during the last 12 months must complete a Re-Admission Application. Students not enrolled for a period of two years must complete a new Application for Admission and pay the $10.00 fee. 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 Group Advising. Re-enrolling students should select their courses and develop a tentative schedule. Counselors and/or advisors 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 Registration and Advising Calendar).
4. All tuition and fees must be paid on or before the designated time and date (see Registration and Advising Calendar).

►**LATE REGISTRATION**

After the period of on-line (Campus Connect) and regular registrations, a student may register late by paying an additional $35.00 late registration fee.

►**SCHEDULE CHANGES, DROPS AND WITHDRAWALS DEFINITIONS:**

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 on-line registration 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. **Students should see their instructors or advisors before seriously considering dropping or withdrawing.**

►**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

►**GRADUATION**

Students planning to complete a certificate or degree by the end of the semester need to pay the graduation fee in the Business Office then take the receipt to the Office of Admissions and Records in Vernon, Wichita Falls, or Sheppard Learning Center and complete an Application for Graduation.
If students apply before their last semester begins, the Registrar will send the students a written report of the remaining work necessary to complete the certificate or degree requirements. To ensure proper course selection, students should apply immediately.

►**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 GROUP ADVISING 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 Group Advising dates and times. Students must signup for a New Student Group Advising 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 Group Advising Session and the current Vernon College Catalog. Vernon College offers the Accuplacer and THEA tests. The Accuplacer test is computerized and offers immediate test scores. The THEA test is offered in a paper and pencil format and results take 7-10 days. Please contact the Vernon College Testing Office at Century City or Vernon for test schedules.

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.

►FINANCIAL AID INFORMATION

Financial Aid: (940) 552-6291 ext. 2206 in Vernon or (940) 696-8752 ext. 2206 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 letter which details the award(s) the student may be eligible to receive.

Spring 2011 Priority Deadlines: November 1, 2010 for Spring/Spring I and January 19, 2011 for Spring II. This date ensures that we will have your financial aid file completed and awarded for those programs and will be used to pay towards tuition, fees, room and board, books, etc when bills are due. Failure to provide the required documents including the FAFSA, Admissions permit, tax documents (if required), and other documents requested by the financial aid office by the deadline could and will result in your aid not being ready to pay towards your bill on the deadline for bill payments. This means, you will need to make other financial arrangements such as cash, credit card, etc. with the business office or use the FACTS 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 completing financial aid files after the deadline dates listed on the registration calendar must be prepared to pay their tuition and fees, books, and other educational expenses using personal funds. Once files are complete, eligible students will receive payment in accordance with the VC disbursement of awards policy.

If you have financial aid/scholarships and you have a $-0- balance following your Campus Connect registration, you will be mailed a statement by the Business Office and your registration will be complete. 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 before the close of the counter on the day of registration or your enrollment will be cancelled.

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 copy of their ESTIMATE OF STUDENT ACCOUNT or STATEMENT OF STUDENT ACCOUNT to the VC Veteran Affairs Office as soon as they have registered, to be certified in a timely manner.

Hazlewood students must complete a new Hazlewood application and any required documentation prior to the beginning of each semester in order to receive the exemption.

►DISTANCE LEARNING COURSES

VC offers interactive television (ITV), Internet, and hybrid courses.

Internet courses are conducted exclusively online and require the student to have access to a computer with internet. Online course orientations are combined in the content of the course and available on the first day of the semester.

Hybrid courses have both an online and traditional classroom component. A portion of the content is presented on the internet, and students must participate in scheduled class meetings at a specified VC location. Hybrid course orientations may be combined in the content of the course or conducted on the first scheduled class meeting.

All courses require the purchase of book(s). Internet, and hybrid, courses require a student to have access to an IBM compatible computer with a modem and internet provider. Some 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. Required materials and equipment for courses are listed on VC's website at http://www.vernoncollege.edu/Distance_Learning/distance.html

►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.

►TUITION AND FEES

Business Office: (940) 552-6291, ext. 2303 in Vernon or (940) 696-8752, ext. 3215 in Wichita Falls.
Tuition and fee schedules are available in the College Catalog and on the College web-site. 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 or MASTERCARD) can be used when paying for tuition or fees in the Business Office. With the assistance of FACTS Management Co., an installment tuition plan is available. This payment plan requires a nonrefundable enrollment fee of $30.00 and can be drafted from a checking or savings account or charged to any major credit card.

Payment **must** be **received** by the appropriate Business Office location no later than the close of that day's on-site registration period. 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 day's registration period. **Students who fail to make payments by the end of that day's registration period will have their enrollments canceled and will be required to re-enroll during the next available registration.**

The Business Office normal operational hours are 8:00 a.m. – 5:00 p.m. Monday through Thursday and 8:00 a.m. – 12:00 p.m. on Friday.

►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 FACTS Management Co. 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%	12:00 noon, January 14	12:00 noon, January 14	12:00 am, March 11
70%	5:00 pm, February 7	5:00 pm, January 27	5:00 pm, March 30
25%	5:00 pm, February 14	5:00 pm, January 31	12:00 am, April 1

►SPECIAL ACCOMMODATIONS

Vernon College offers reasonable accommodations in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. To assure that accommodations are available for the first day of class, students should download a Special Services Department Application for Accommodations, located under the ADA link at www.vernoncollege.edu, send in the required documentation, and complete a degree plan with a Vernon College Counselor. These steps need to be completed at least a week prior to the first day of class.

►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.

CAMPUS CONNECT
ON-LINE WEB REGISTRATION INSTRUCTIONS

Campus Connect enables students to register for credit courses from any computer with Internet access or at selected VC computer labs. The Campus Connect process of registration is available to students who meet the eligibility requirements listed below. STUDENTS MUST MEET ALL ADMISSIONS REQUIREMENTS, HAVE A PIN, A TRIAL SCHEDULE (IF REQUIRED), COUNSELING OR COURSE SCHEDULE ADVISOR APPROVAL, AND NO HOLDS PRIOR TO REGISTRATION BY CAMPUS CONNECT. Detailed instructions for the use of all Campus Connect functions are available on the Vernon College home page:

https://vcconnect.vernoncollege.edu/ics/

My VC/Campus Connect web site: https://vcconnect.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 Admissions and payment of the application fee ($10).
3. Contact the Counseling Office or your advisor to confirm that your "**Permission to Register Block"** has been checked.
4. Have no holds on your records (Admissions, Library, Business Office, Financial Aid, etc.).

Procedures for registering with Campus Connect:
1. Meet all VC admission requirements and been assigned a PIN and admission permit.
2. See a faculty advisor or counselor for an approved course schedule and **permission to register** by Campus Connect for this semester.
3. Click on My VC at http://www.vernoncollege.edu using your Student ID and PIN to access the system. If you do not know your Student ID, click on Student ID Lookup. Use your Social Security Number and the last four digits of your social security number to log in to Campus Connect. The system will then give you your assigned ID. Click out of this window and go back to My VC. After logging in at My VC, click on the Campus Connect tab. Select the Add/Drop option at the Campus Connect Student Link. Select the correct semester and select your courses.
4. After all courses are selected, you will access your tuition and fee balance through the ACCOUNT STATUS menu option and follow the instructions below for payment options.

Payment Options:

      Cash Method: The estimated statement and payment must be taken to the Business Office on the Vernon campus or at the Century City Center. Checks can also be mailed to the Business Office at the address listed on your statement.

      ACH Debit or Credit Card: You may pay your tuition and fees in full through FACTS Management Co. using a checking account, savings account, or any of the major credit cards. A $2.00 nonrefundable FACTS Enrollment Fee will be assessed for a full payment. Simply click on the payment button and you will be directed to the appropriate site to enter your financial information.

      Installment Plan: With the assistance of FACTS Management Co., an installment tuition plan is available. This payment plan requires a nonrefundable enrollment fee of $30.00 and can be drafted from a checking or savings account or charged to a credit card. Simply click on the payment button and you will be directed to the appropriate site to enter your financial information.

      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 FACTS Management Co. must be **received** in the Business Office by 5:00 pm on January 6, 2011 for the Spring 16 week and Spring I registrations and by 5:00 pm on March 7, 2011 for the Spring II registrations.

The Business Office hours are 8:00 a.m. – 5:00 p.m. Monday through Thursday and 8:00 a.m. – 12:00 p.m. on Friday.

Students who fail to make payments by the above dates will have their enrollments canceled and will need to re-enroll during the next available registration.

OTHER CAMPUS CONNECT SERVICES

CLASS SCHEDULE   Select class schedule and choose the semester you wish to view. Press the Submit button to view or print your schedule. If you have registered for classes and they do not appear on your schedule, please contact the Admissions and Records Office immediately at (940) 552-6291 ext. 2207 in Vernon or (940) 696-8752 ext. 3208 in Wichita Falls.

GRADE REPORT   Select Grade Report to view or print your grades for the current semester. Vernon College no longer mails grade reports. To view your grades for any previous semester, select Unofficial Transcript. If you need your semester grades for employment or other verification, please request an official transcript at the Admissions and Records Office.

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

ACCOUNT STATUS Provides you with a view of all your transactions and your current balance for the current semester. You may view this on the screen or print a copy. If you have a question on your account, please contact the Business Office at (940) 552-6291 ext. 2303.

DEMOGRAPHIC INFO 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.

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. 2206 in Vernon or (940) 696-8752 ext. 3203 in Wichita Falls.

UNOFFICIAL TRANSCRIPT View and print your unofficial transcript during your Vernon College enrollment.

REVIEW 1098T   View your 1098T information for tax purposes.

DESIGNATE DIRECT DEPOSIT View your direct deposit information for refunds and financial aid deposits.

►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.

►Tuition and fee payments are due at the time of on-site registrations.

INSTRUCTOR CONTACTS

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Sheppard Learning Center (SLC) 940 855-2203
Skills Training Center (STC) 940 766-3369
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ACADEMIC,
CAREER AND TECHNICAL
CREDIT COURSES

**This schedule of classes is subject to change without
notice including assignment of instructors,
class locations, and course cancellations.**

Class days are denoted in this schedule as follows:

M = Monday   T = Tuesday
W = Wednesday   R = Thursday
F = Friday   Sat = Saturday

Room locations on the schedule are as follows:

VER_ = Vernon Campus Buildings (Course Section #'s .100 - .199)

> 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

CCC = Century City Center (Course Section #'s .300 - .399)
SLC = Sheppard Learning Center (Course Section #'s .500 - .599)
STC = Skills Training Center (Course Section #'s .600 - .699)
High School Dual Credit (Courses Section #'s .700 - .799)
Name of Location = Misc. Centers (Course Section #'s .800 - .899)

Online = Internet Course (Course Section #'s .900 - .999)

Hybrid =Internet and On-Campus (Course Section #'s .900 - .999)