To register online, proceed through the following steps.

1. Go to www.vernoncollege.edu
2. Click on (the Left side)

This is the portal page. Click here to enter Campus Connect.

Student Email
Online classes
3. Log in by typing in your Vernon College student ID (no spaces or dash) in the box labeled “user name.” Type in your Vernon College pin number in the box labeled “password”.

4. Click the log in button

Chaps followed by your 4 digit PIN#: CHAPS####

Enter your Student ID & password assigned by the Admissions Office
5. Click on “Register for Classes”

This is where you can check your VC email & register for classes
6. Click to acknowledge the payment deadline

Student refund option
7. Select an option for refunds

Vernon College is required to collect a student refund account choice in order to process student refunds. Student refunds may result from Financial Aid dropping/withdrawing from class, or overpayments.

Please designate your choice on how you would like to receive any student refund.

- I choose to use my existing bank account. (Please refer to your bank to compare the fees and features of your account.)
  - Your bank account routing number
  - Your bank account number

- I choose the student checking account offered by Herring Bank (you will receive new account disclosures via email and your account will be established when disclosures)
  - No Monthly Service Charge
  - Free Online Banking and Mobile App
  - Mobile Check Deposits
  - Parents can easily deposit money to your account
  - Cash Withdrawal at ATM (Non-Allpoint or owned by Herring Bank) $1.50
  - Wire Transfers - Domestic $30
  - Free ATM withdrawals at over 55,000 Allpoint ATMs nationwide (effective July 1, 2016)
  - Text or Email Account Alerts
  - Free rewards program with debit card purchases (enrollment required)
  - Balance inquiry at Non-Herring or Allpoint ATM $1
  - Dormant Account Fee (after 180 days of no activity) $10 monthly

Please note that you are not required to use a financial account offered by any specific financial institution. In addition, you may change your choice of which financial institution that you would like to use at any time by updating your designation in the student portal.

8. Acknowledge payment

Choose option 1 or 2

Acknowledge this table & mark down the important dates in your calendar

Payment Deadline
9. Click on “Add/Drop Courses”
10. Select the semester for which you are registering. (Most courses are 16 week courses, not 8 week.) Then click on the subject name and then the “display schedule & available courses” button.
11. Click the “Add” button on the right of the course and section you wish to select.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Term Code</th>
<th>Course Title</th>
<th>Meeting Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Credits</th>
<th>Limit Enrolled</th>
<th>Campus</th>
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<tr>
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<td>110</td>
<td>FEDERAL GOVERNMENT</td>
<td>M W</td>
<td>08:00AM</td>
<td>09:20AM</td>
<td>HEB 2010</td>
<td>Polk K</td>
<td>3.00</td>
<td>30</td>
<td>Vernon</td>
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<td>10:50AM</td>
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<td>Goodman</td>
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<td>Internet</td>
</tr>
</tbody>
</table>

Total Credit Hours: 3.00
12. For example, if you successfully add Govt2305.302, then that course will appear at the top in black. (If you add the wrong course, you can click on the “Drop” button to drop yourself from that course.)

13. To add another course, repeat the previous steps 9-10.
14. Once you have added all your courses, scroll back to the top of the page and click on the “Account Info” dropdown menu and click “Review/Pay Account”.

Congratulations, you registered! Now print your bill, also called the account statement.
15. Choose the semester you registered for and click “display Balance”.

Choose the term & your bill will appear in the next window.
16. Now you have your total account balance (tuition & fees) for the semester. This is an example of a bill. You can double check that you have added the correct course(s) and see how much you owe for the semester. Also, the button at the bottom (pay by FACTS) allows you to pay your bill online.

Here is your bill/account statement. Please notice the amount due.

Always check the last day to pay in the registration guide.
17. Check last day to pay

Here is an example if you have financial aid

Notice payment deadline
This person has a zero balance because they have completed the financial aid process or paid.

Important Reminders: Make sure you have registered for the correct courses, locations, time, etc.

18. To pay online click “Pay Online” and continue through the payment process.
19. Make sure you pay your tuition and you have $0 balance on the payment deadline.

Good luck next semester!!!!