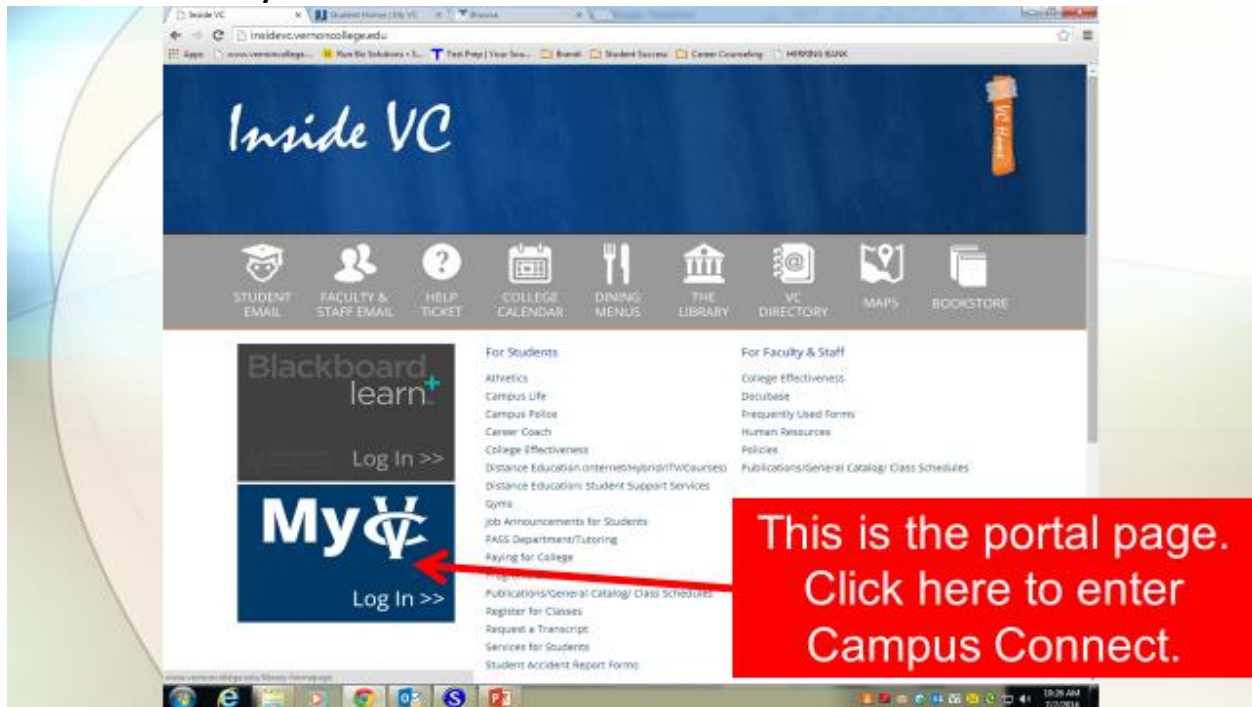


To register online, proceed through the following steps.

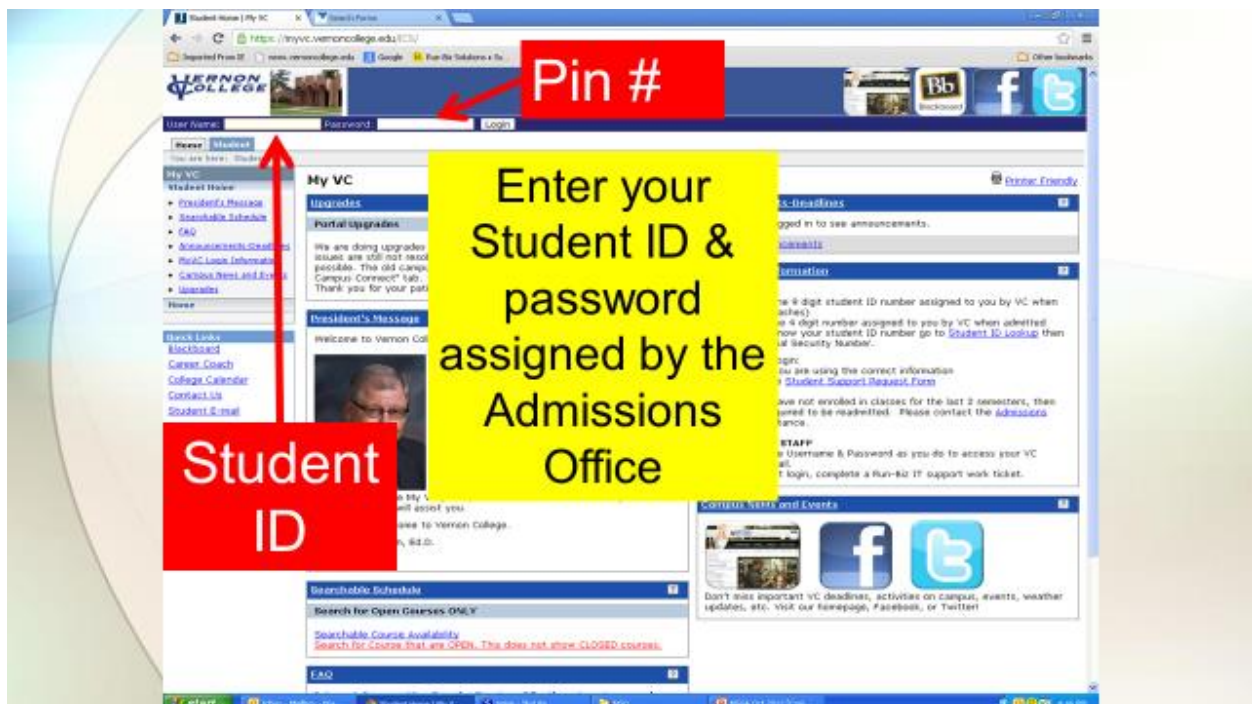
1. Go to [www.vernoncollege.edu](http://www.vernoncollege.edu)
2. Click on “Inside VC”



### 3. Click on My VC



### 4. 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".



5. Click the log in button.

6. Click on "Register for Classes".

The screenshot shows the Vernon College Student Home page. A red box labeled "Register" points to the "Register for Classes" link in the "Campus Connect" section. A yellow box labeled "This is where you can check your VC email & register for classes" highlights the "Campus Connect" section. A red box labeled "Student e-mail" points to the "Student E-mail" link in the "My Pages" section.

**Register**

**This is where you can check your VC email & register for classes**

**Student e-mail**

7. Click to acknowledge the payment deadline.

The screenshot shows the Campus Connect page with a table of payment deadlines. A yellow box labeled "Acknowledge this table & mark down the important dates in your calendar" points to the table. A red box labeled "Payment Deadline" points to the "Click here to acknowledge this message and continue" button.

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

**Payment Deadline**

Term	Deadline
Summer II	July 3, 2013 at 5:30 pm
Fall I	August 13, 2013 at 5:30 pm
Fall II	August 23, 2013 at 5:30 pm
Fall III	October 10, 2013 at 5:30 pm
December I/II	December 12, 2013 at 5:30 pm

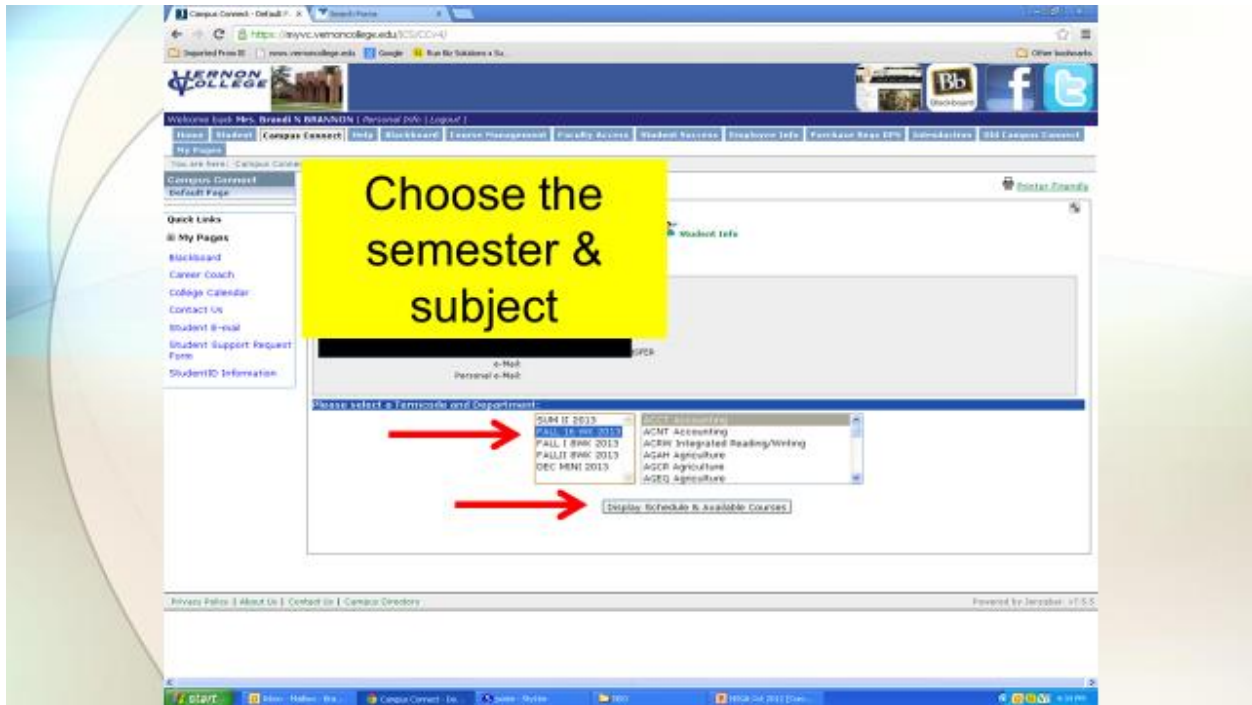
[Click here to acknowledge this message and continue](#)

8. Click the dropdown menu “Registration”. Then click on “Add/Drop Courses”.

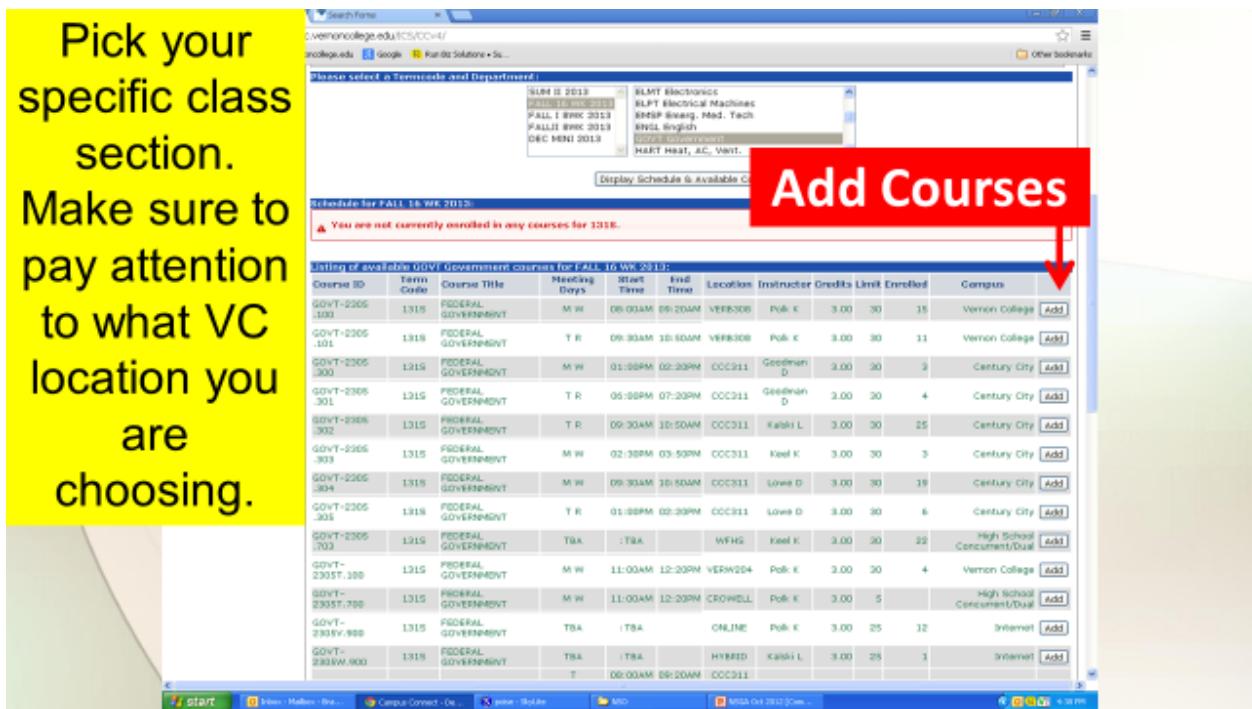


9. Select the semester for which you are registering. (Most courses are 16 week courses, not 8 week.) Then click on the subject name and then the “Display schedule & available courses” button.





10. Click the “Add” button to the right of the course and section you wish to select.



11. For example, if you successfully add GOVT 2305.302, 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.)

The screenshot shows a web browser window with a course selection interface. At the top, there is a dropdown menu for selecting a term and department. Below it, a table lists available courses. One course, GOVT-2305.302, is highlighted in black. A red box with the text "Added Courses" has an arrow pointing to this course. Below the table, there is a section titled "Listing of available GOVT Government courses for FALL 16 WK 2013". This section contains a table with columns: Course ID, Term Code, Course Title, Meeting Days, Start Time, End Time, Location, Instructor, Credits, Level, Prereq, and Campus. The table lists various GOVT courses with their respective details.

**Added Courses**

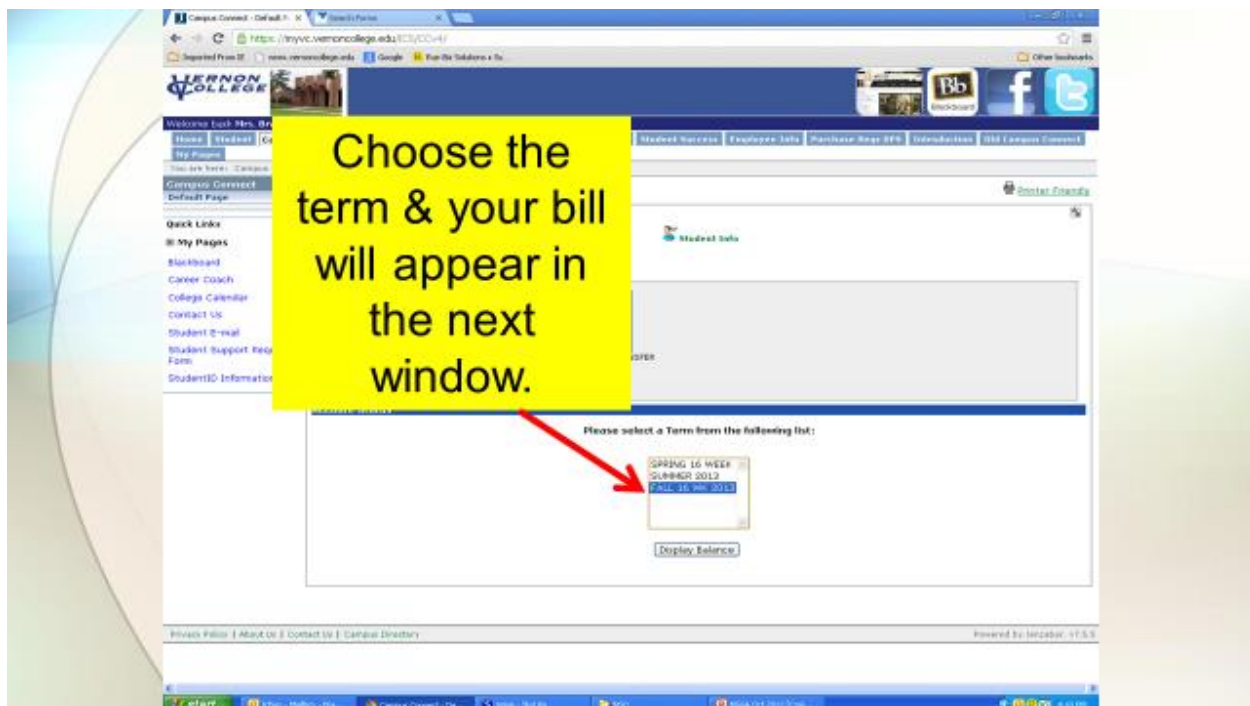
This shows the classes you registered for. Double check on your bill.

Course ID	Term Code	Course Title	Meeting Days	Start Time	End Time	Location	Instructor	Credits	Level	Prereq	Campus
GOVT-2305.302	1316	FEDERAL GOVERNMENT	T R	09:30AM	10:30AM	COC311	Kael F	3.00	30		Century City
GOVT-2305.303	1316	FEDERAL GOVERNMENT	T R	09:30AM	10:30AM	COC311	Kael F	3.00	30		Century City
GOVT-2305.304	1316	FEDERAL GOVERNMENT	T R	09:30AM	10:30AM	COC311	Kael F	3.00	30		Century City
GOVT-2305.305	1316	FEDERAL GOVERNMENT	T R	09:30AM	10:30AM	COC311	Kael F	3.00	30		Century City
GOVT-2305.306	1316	FEDERAL GOVERNMENT	T R	09:30AM	10:30AM	COC311	Kael F	3.00	30		Century City
GOVT-2305.307	1316	FEDERAL GOVERNMENT	T R	09:30AM	10:30AM	COC311	Kael F	3.00	30		Century City
GOVT-2305.308	1316	FEDERAL GOVERNMENT	T R	09:30AM	10:30AM	COC311	Kael F	3.00	30		Century City
GOVT-2305.309	1316	FEDERAL GOVERNMENT	T R	09:30AM	10:30AM	COC311	Kael F	3.00	30		Century City
GOVT-2305.310	1316	FEDERAL GOVERNMENT	T R	09:30AM	10:30AM	COC311	Kael F	3.00	30		Century City
GOVT-2305.311	1316	FEDERAL GOVERNMENT	T R	09:30AM	10:30AM	COC311	Kael F	3.00	30		Century City
GOVT-2305.312	1316	FEDERAL GOVERNMENT	T R	09:30AM	10:30AM	COC311	Kael F	3.00	30		Century City
GOVT-2305.313	1316	FEDERAL GOVERNMENT	T R	09:30AM	10:30AM	COC311	Kael F	3.00	30		Century City
GOVT-2305.314	1316	FEDERAL GOVERNMENT	T R	09:30AM	10:30AM	COC311	Kael F	3.00	30		Century City
GOVT-2305.315	1316	FEDERAL GOVERNMENT	T R	09:30AM	10:30AM	COC311	Kael F	3.00	30		Century City
GOVT-2305.316	1316	FEDERAL GOVERNMENT	T R	09:30AM	10:30AM	COC311	Kael F	3.00	30		Century City
GOVT-2305.317	1316	FEDERAL GOVERNMENT	T R	09:30AM	10:30AM	COC311	Kael F	3.00	30		Century City
GOVT-2305.318	1316	FEDERAL GOVERNMENT	T R	09:30AM	10:30AM	COC311	Kael F	3.00	30		Century City
GOVT-2305.319	1316	FEDERAL GOVERNMENT	T R	09:30AM	10:30AM	COC311	Kael F	3.00	30		Century City
GOVT-2305.320	1316	FEDERAL GOVERNMENT	T R	09:30AM	10:30AM	COC311	Kael F	3.00	30		Century City
GOVT-2305.321	1316	FEDERAL GOVERNMENT	T R	09:30AM	10:30AM	COC311	Kael F	3.00	30		Century City
GOVT-2305.322	1316	FEDERAL GOVERNMENT	T R	09:30AM	10:30AM	COC311	Kael F	3.00	30		Century City
GOVT-2305.323	1316	FEDERAL GOVERNMENT	T R	09:30AM	10:30AM	COC311	Kael F	3.00	30		Century City
GOVT-2305.324	1316	FEDERAL GOVERNMENT	T R	09:30AM	10:30AM	COC311	Kael F	3.00	30		Century City
GOVT-2305.325	1316	FEDERAL GOVERNMENT	T R	09:30AM	10:30AM	COC311	Kael F	3.00	30		Century City
GOVT-2305.326	1316	FEDERAL GOVERNMENT	T R	09:30AM	10:30AM	COC311	Kael F	3.00	30		Century City
GOVT-2305.327	1316	FEDERAL GOVERNMENT	T R	09:30AM	10:30AM	COC311	Kael F	3.00	30		Century City
GOVT-2305.328	1316	FEDERAL GOVERNMENT	T R	09:30AM	10:30AM	COC311	Kael F	3.00	30		Century City
GOVT-2305.329	1316	FEDERAL GOVERNMENT	T R	09:30AM	10:30AM	COC311	Kael F	3.00	30		Century City
GOVT-2305.330	1316	FEDERAL GOVERNMENT	T R	09:30AM	10:30AM	COC311	Kael F	3.00	30		Century City

12. To add another course, repeat the previous steps 10-11.
13. 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”.



14. Choose the semester you registered for and click “Display Balance”.



15. 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.

Code	Date	Description	Amount
		Less Statement Balance	\$5.00
71000	05/11/2013	Cash Payment-Non-Funded Cont.E	\$5.00CA
10021	07/02/2013	In-STATE Tuition	\$290.00
21021	07/02/2013	Lab/Special Fee	\$5.00
30051	07/02/2013	CCC Institutional Service Fee	\$287.00
<b>TOTAL BALANCE</b>			<b>\$482.00</b>

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

16. To pay online click “Pay Online” and continue through the payment process.

17. Make sure you pay your tuition and you have a \$0 balance on the payment deadline.

Good luck next semester!!!