

# **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 5<sup>th</sup> 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](http://www.vernoncollege.edu)

### **Regular Office Hours:**

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

# FALL 2011 ACADEMIC CALENDAR

	<b>FALL (16 WEEK) 8/22/11 thru 12/8/11</b>	<b>FALL I (8 WEEK) 8/22/11 thru 10/12/11</b>	<b>FALL II (8 Week) 10/17/11 thru 12/8/11</b>
Classes Begin	August 22	August 22	October 17
Labor Day Holiday	September 5	September 5	
Official Census Day	September 7	August 29	October 24
Sports Day	October 13	October 13	
Deadline to Apply for December Graduation	November 2	November 2	November 2
Final Drop/Withdrawal Deadline to Receive Automatic 'W'	November 9	September 29	November 23
Last Day for Refund of December Graduation Fee	November 18	November 18	November 18
Thanksgiving Holiday	November 23 - November 26		November 23 - November 26
Final Exams (Saturday Classes)	December 3	October 8	December 3
Final Exams	December 5 - December 8	October 11 - October 12	December 5 - December 8
Grades Due in Admissions and Records Office	December 12 (9:00 am)	October 14 (9:00 am)	December 12 (9:00 am)
Graduation (No Ceremony)	December 10	December 10	December 10

# FALL 2011 REGISTRATION and ADVISING CALENDAR

	<b>FALL (16 WEEK)</b> 8/22/11 thru 12/8/11  <b>FALL I (8 WEEK)</b> 8/22/11 thru 10/12/11	<b>FALL II (8 Week)</b>  10/17/11 thru 12/8/11
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 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.		
<b>Financial Aid Deadlines</b> <small>All paperwork completed by this date. See page 9 for more information.</small>	June 22	August 17
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.		
<b>Advising and On-Line Registration</b> <i>Campus Connect</i>  <b>Returning VC Students With 30 or More VC Credit Hours</b>	April 25 (9 am) - April 28*  Or any other on-line registration that follows	April 25 (9 am) - April 28* and Sept. 19 (9 am) - Sept. 21*
<b>Advising and On-Line Registration</b> <i>Campus Connect</i>  <b>All Returning VC Students</b>	April 29 (9 am) - May 4*  Or any other on-line registration that follows	April 29 (9 am) - May 4* and Sept. 22 (9 am) - Sept. 25
Admissions Applications final due date for <u>Campus Connect</u> On-line Registration (see Campus Connect Information)	July 25	September 28
<b>Advising and On-Line Registration</b> <i>Campus Connect</i>  <b>All Eligible Students</b> <b>(Must Have Attended New Student Group Advising AND met with a Course Schedule Advisor (CSA))</b>	May 5* (9 am) - August 10 (3 pm)	May 6* (9 am) – August 10 (3 pm) and Sept. 26 (9 am) – October 7 (11 am)
<b>Advising and On-Site Registration</b> <b>Sheppard Learning Center (SLC)</b> SAFB, F. Kelly Ezell Bldg. 402, Room 304, 3 <sup>rd</sup> floor  <b>Active Duty Military Personnel and Sheppard Civilian Employees Only</b>  <b>(National Guard and Reserve, Military Dependents and Retirees with Appropriate ID Card Only)</b>	August 3** 10 am-12:30 pm   August 3 2 pm-3 pm	August 3** 10 am-12:30 pm   August 3 2 pm-3 pm

\* Sheppard Learning Center courses not available until August 4 (Fall, Fall I and Fall II) after SLC Registration.

\*\* Active duty military and civil service personnel may order textbooks and pre-pay on August 3 during registration. Textbooks ordered may be picked up on August 18 in Room 305.

## FALL 2011 REGISTRATION CALENDAR (continued)

	<b>FALL (16 WEEK)</b> 8/22/11 thru 12/8/11  <b>FALL I (8 WEEK)</b> 8/22/11 thru 10/12/11	<b>FALL II (8 Week)</b>  10/17/11 thru 12/8/11
Payment Deadlines for Campus Connect (On-line registrants)  <b>(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.)</b>	August 10 (5 pm)	October 7 (12 noon)
<b>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.</b>		
<b>Campus Connect (on-line) registration will be reopened during the below on-site and late registrations (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 Group Advising.</b>		
On-Site Advising and Final Registration <b>Vernon Campus</b> Osborne Administration Building  <b>New and Re-Enrolling Students</b> (Register alphabetically according to first letter of last name or anytime after letter has passed. No Exceptions.)	August 16 <u>A-H</u> 9:30 - 11:30am <u>I-P</u> 11:30am-1:30pm  <u>Q-Z</u> 2:00 - 4:00pm Open 4:00 – 5:15pm	August 16 ← (see times)  October 12 (Open) 9:00am - 4:00pm
On-Site Advising and Final Registration (First half of alphabet) <b>Century City Center</b> 4105 Maplewood, Wichita Falls  <b>New and Re-Enrolling Students</b> (Register alphabetically according to first letter of last name or anytime after letter has passed. No Exceptions.)	August 17 <u>A-D</u> 9:30 - 11:30am <u>E-H</u> 11:30am-1:30pm  <u>I-L</u> 2:00 - 4:00pm <u>Open to above:</u> 4:00 -5:15 pm	August 17 ← (see times)  October 11 (Open) 10:00am – 1:00pm and 2:30pm – 4:00pm
On-Site Advising and Final Registration (Second half of alphabet) <b>Century City Center</b> 4105 Maplewood, Wichita Falls  <b>New and Re-Enrolling Students</b> (Register alphabetically according to first letter of last name or anytime after letter has passed. No Exceptions.)	August 18 <u>M-P</u> 9:30 - 1130am <u>Q-U</u> 11:30am-1:30pm  <u>V-Z</u> 2:00 - 4:00pm <u>Open to above:</u> 4:00 - 5:15pm	August 18 ← (see times)  October 11 (Open) 10:00am – 1:00pm and 2:30pm – 4:00pm
Schedule Changes <b>Vernon Campus</b> Osborne Administration Building	August 22 8:30am-5:15pm	August 22 ← (see times) and October 17 8:30am-5:00 pm
Schedule Changes <b>Century City Center and Sheppard Learning Center</b> 4105 Maplewood, Wichita Falls	August 23 9:30 am - 12:30 pm 2:00 pm - 5:15 pm	August 23 ← (see times) and October 18 9:30 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 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, CSA’s are available in the CSA Center according to the following schedule:

<b>Vernon Campus / Location: Vernon / Room 419, Sumner Applied Arts Center</b>			
April 18-21 (MTWR)	10:00 AM – 1:00 PM 3:30 PM – 5:30 PM	June 21,22 (TW)	10:00 AM – 1:00 PM 3:30 PM – 5:30 PM
May 16-19 (MTWR)	10:00 AM – 1:00 PM 3:30 PM – 5:30 PM	June 28,29 (TW)	10:00 AM – 1:00 PM 3:30 PM – 5:30 PM
May 23 (M)	8:00 AM – 12:00 PM	July 12,13 (TW)	10:00 AM – 1:00 PM 3:30 PM – 5:30 PM
May 24 (T)	9:00 AM – 5:15 PM	July 19,20 (TW)	10:00 AM – 1:00 PM 3:30 PM – 5:30 PM
May 25 (W)	Closed	July 26,27 (TW)	10:00 AM – 1:00 PM 3:30 PM – 5:30 PM
June 7,8 (TW)	10:00 AM – 1:00 PM 3:30 PM – 5:30 PM	August 1-4 (MTWR)	10:00 AM – 1:00 PM 3:30 PM – 5:30 PM
June 14,15 (TW)	10:00 AM – 1:00 PM 3:30 PM – 5:30 PM	August 8-10 (MTW)	10:00 AM – 1:00 PM 3:30 PM – 5:30 PM

<b>Century City Center / Location: Wichita Falls / Room 100</b>			
April 18-21 (MTWR)	8:00 AM – 6:00 PM	June 21,22 (TW)	8:00 AM – 6:00 PM
May 16-19 (MTWR)	8:00 AM – 6:00 PM	June 28,29 (TW)	8:00 AM – 6:00 PM
May 23 (M)	8:00 AM – 6:00 PM	July 12,13 (TW)	8:00 AM – 6:00 PM
May 24 (T)	Closed	July 19,20 (TW)	8:00 AM – 6:00 PM
May 25 (W)	9:00 AM – 5:15 PM	July 26,27 (TW)	8:00 AM – 6:00 PM
June 7,8 (TW)	8:00 AM – 6:00 PM	August 1-4 (MTWR)	8:00 AM – 6:00 PM
June 14,15 (TW)	8:00 AM – 6:00 PM	August 8-10 (MTW)	8:00 AM – 6:00 PM

# DECEMBER MINI-TERM REGISTRATION SCHEDULE

December 9, 2011 - January 5, 2012

**COSC 1301 W 940 Introduction to Computing**  
**GOVT 2301 W 940 American Government I**

On-Line Registration - Campus Connect - Any Fall Registration and  
December 1 (9:00 am) - December 7 (4:00 pm)

Campus Connect Payment Deadline - December 7 (4:00 pm)

On-Site Registration - December 7 (9:00 am - 12:30 pm and 2:00 pm - 4:00 pm)

(Payment due at time of registration)

Classes Begin - December 9

Schedule Changes - December 9 (9:00 am - 12:00 pm)

Official Census Day - December 12

Last Day for "W" - December 28

Final Exams - January 5, 2012

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 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.

# 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).

## ► 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 sign up 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.

Fall 2011 Priority Deadlines: June 22, 2011 for Fall/Fall I and August 17, 2011 for Fall II. Submitting all required documents prior to these dates 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 received an admission permit from the Vernon College Admission and Records Office prior to these deadlines. 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 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 turning in documents after the deadline dates 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 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 or use the FACTS 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.

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 Status) in order to be certified. Students receiving Chapter 33 benefits (Post 911) must submit a FINALIZED COPY OF THEIR ESTIMATE OF ACCOUNT along with a copy of their award letter issued by the VA from their most recent enrollment period showing remaining entitlement percentage and days of eligibility. Students will be certified in the order in which their appropriate paperwork is received by the VC Veterans Office.

Hazlewood students must submit a completed Hazlewood packet prior to the census date each semester in order to receive benefits for the semester. Incomplete packets will be returned to the student.

## ► 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** may have an online, ITV and 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. **Proctored testing at an approved testing site may be required.** 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. 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. Required materials and equipment for courses are listed on VC's website at [http://www.vernoncollege.edu/Distance\\_Learning/distance.html](http://www.vernoncollege.edu/Distance_Learning/distance.html)

► **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 noon. 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	Fall (16 Week)	Fall I (8 Week)	Fall II (8 Week)
100%	12:00 noon, August 19	12:00 noon, August 19	12:00 noon, October 14
70%	5:00 pm, September 12	5:00 pm, August 31	5:00 pm, October 26
25%	5:00 pm, September 19	12:00 noon, September 2	12:00 noon, October 28

► **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](http://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 August 10, 2011 for the Fall 16 week and Fall I registrations and by 12:00 noon on October 7, 2011 for the Fall 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

Century City Center (CCC) 940 696-8752  
Sheppard Learning Center (SLC) 940 855-2203  
Skills Training Center (STC) 940 766-3369  
Vernon Campus 940 552-6291

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# INSTRUCTOR CONTACTS *CONTINUED*

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# INSTRUCTOR CONTACTS *CONTINUED*

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### **DIVISION OF INFORMATION AND INDUSTRIAL TECHNOLOGY**

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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)