

TxVSN Registration Guidelines

Option A: Student **has NOT** taken a college credit course at this institution within the past 18 months.

1. Complete and submit the [online application](#) required for college admission. Processing will take 5-10 business days.
2. Submit official high school transcripts and, if taken, TAKS scores and SAT/ACT scores to the Admissions office on any campus. Transcripts may be obtained at your high school office and must be delivered in the original sealed envelope.
3. Complete all [testing requirements](#).
4. Complete and hand-deliver a completed Dual Credit Agreement Form ([PDF](#) / [Word Doc](#)) to the Admissions Office on any campus.
5. Select course from the [approved list of courses](#) for the semester.
6. Consult with your high school TxVSN Coordinator, who will send an email to [Melinda Carroll](#) requesting that a seat be reserved in the TxVSN section of the desired course. The link above is for use by your high school TxVSN Coordinator.
7. Student will receive an email confirmation once a space has been reserved. The email will include instructor contact information and instructions for purchasing the course textbook.
8. Pay [tuition and fees](#) in the Business Office on any campus. Due at the time of registration.
9. Purchase *textbook(s)* and other instructional materials. Refer to course syllabus (accessible through the [VCT Credit Course Schedule](#)) for required textbooks(s) and materials. (Student will purchase the textbook through the college providing the course.)
10. Get course login instructions and login password by contacting the course instructor. (See #6 above.)
11. Login to the online course within 24 hours of the start date of the course.

Option B: Student **has** taken a college credit course at this institution within the past 18 months.

1. Complete and hand-deliver a completed [Dual Credit Agreement Form](#) to the Admissions Office on any campus.
2. Select course from the [approved list of courses](#) for the semester.
3. Consult with your high school TxVSN Coordinator, who will send an email to [Melinda Carroll](#) requesting that a seat be reserved in the TxVSN section of the desired course. The link above is for use by your high school TxVSN Coordinator.
4. Student will receive an email confirmation once a space has been reserved. The email will include instructor contact information and instructions for purchasing the course textbook.
5. Pay [tuition and fees](#) in the Business Office on any campus. Due at the time of registration.
6. Purchase *textbook(s)* and other instructional materials. Refer to course syllabus (accessible through the [VCT Credit Course Schedule](#)) for required textbooks(s) and materials. (Student will purchase the textbook through the college providing the course.)
7. Get course login instructions and login password by contacting the course instructor. (See #3 above.)
8. Login to the online course within 24 hours of the start date of the course.

CONTACT INFORMATION

TxVSN Registration Contact

Melinda Carroll
mcarroll@nctc.edu
Room 105A Gainesville Campus
Phone: 940.668.7731, x3315

TxVSN Contact for Matters Other Than Registration

Melinda Carroll
mcarroll@nctc.edu
Room 105A Gainesville Campus
Phone: 940.668.7731, x3315

Testing Center Contact

Bill Caver
bcaver@nctc.edu
Room 108A Gainesville Campus
Phone: 940.668.7731, x4275