

High school students requesting access to dual credit courses through [TxVSN](#) will fall into one of two registration paths. Please read both options to make sure that all registration requirements are met.

<p>Option A: <i>Student has NOT taken a college credit course at this institution.</i></p> <ol style="list-style-type: none"> 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 Distance Learning office located in Bldg 2 Rm 104. Transcripts may be obtained at your high school office and must be delivered in the original sealed envelope or faxed from the high school to 866-433-1097. 3. Complete all testing requirements. 4. Complete and submit by fax 866-433-1097, in person, or via mail a completed Dual Credit/Early Admissions Permission Form to the Distance Learning office in Bldg 2 Room 104. 5. Consult with your high school TxVSN Coordinator, who will send an email to Western Texas College's TxVSN Registration Contact, Tammy Wesson, 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. 6. Pay tuition and fees (an additional \$85 VCT fee will be assessed per course) to the Cashier's window by October 20, 2009. The Cashier's window is located in Palmer Hall Bldg. 20, Business Office, or call 325-574-7610 to pay with credit card. 7. Purchase <i>textbook(s)</i> and other instructional materials. Refer to course syllabus (accessible through the course Details link in the TxVSN Catalog) for required textbooks(s) and materials. Contact the college bookstore that is listed in the course syllabus. 8. Get course login instructions and login password. The college where the course is provided will email instructions on how to access the course. If you have technical difficulties accessing the course, please contact their technical support. 9. Login to the online course within 24 hours of the start date of the course. 	<p>Option B: <i>Student has taken a college credit course at this institution within the past 18 months.</i></p> <ol style="list-style-type: none"> 1. Complete and submit by fax 866-433-1097, in person, or via mail a completed Dual Credit/Early Admissions Permission Form to the Distance Learning office in Bldg 2 Room 104. If you are already enrolled this semester, you do NOT need to submit this form again. 2. Consult with your high school TxVSN Coordinator, who will send an email to Western Texas College's TxVSN Registration Contact, Tammy Wesson, 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. 3. Pay tuition and fees (an additional \$85 VCT fee will be assessed per course) to the Cashier's window by October 26, 2009. The Cashier's window is located in Palmer Hall Bldg. 20, Business Office, or call 325-574-7610 to pay with credit card. 4. Purchase <i>textbook(s)</i> and other instructional materials. Refer to course syllabus (accessible through the course Details link in the TxVSN Catalog) for required textbooks(s) and materials. Contact the college bookstore that is listed in the course syllabus. 5. Get course login instructions and login password. The college where the course is provided will email instructions on how to access the course. If you have technical difficulties accessing the course, please contact their technical support. 6. Login to the online course within 24 hours of the start date of the course. 	<p>IMPORTANT LINKS</p> <p>Campus Map</p> <p>Key Dates <i>Last day to enroll - 10/19</i> <i>Last to pay – 10/26</i> <i>Last day to drop - 11/9</i> <i>Course begins – 10/19</i> <i>Course ends – 12/11</i></p> <p>Online Application Testing Requirements</p> <p>-----</p> <p>CONTACT INFORMATION</p> <p>TxVSN Registration Contact Tammy Wesson twesson@wtc.edu Bldg. 2, Room 104 325-574-7630</p> <p>Business Office for payment Valorie Barrett vbarrett@wtc.edu Palmer Hall, Bldg. 20 324-574-7610</p> <p>Testing Center Contact Michelle Hilliard mhilliard@wtc.edu Bldg. 2, Counseling Office 325-574-7621</p>
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