

How to schedule a final.

VC Online Courses- Spring 2019

First things first

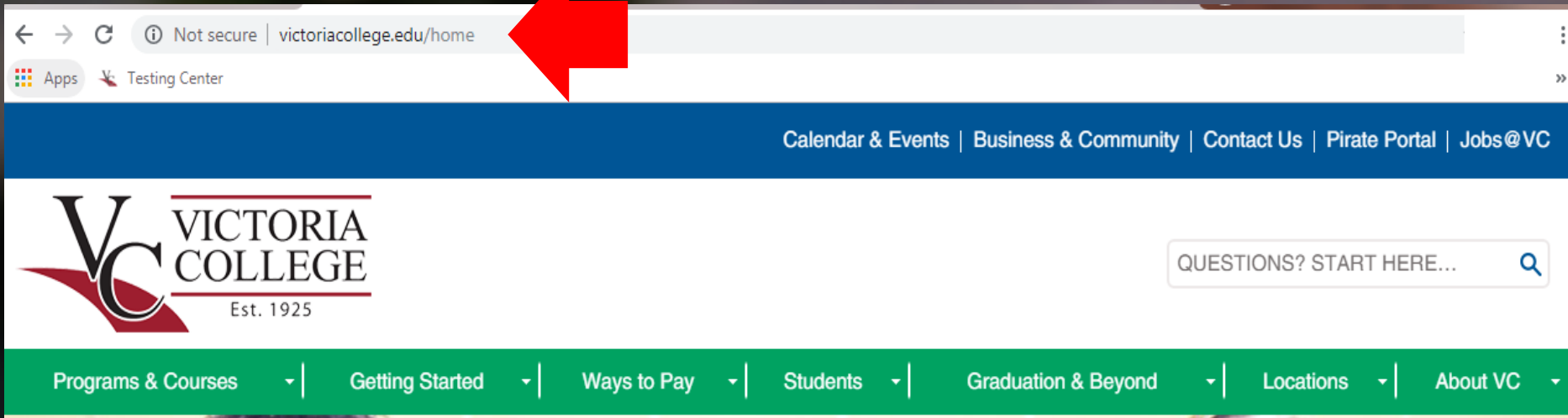
Check your syllabus for final dates

- Final exams for online courses are:
Friday, May 3- Wednesday, May 8
- 4 Week Course Final and 8 Week Course Final dates are different.
- However, dates for your particular exam can vary depending on the instructor.

Example: HIST 1301 Hagan: Final is May 3- May 7

Step 1:

Go to **victoriacollege.edu**



Step 2:

Hover your mouse over “Getting Started”

The screenshot shows the Victoria College website header and navigation menu. The header includes the college logo (VC VICTORIA COLLEGE Est. 1925) and a search bar with the text "QUESTIONS? START HERE...". The navigation menu is green and contains the following items: Programs & Courses, Getting Started, Ways to Pay, Students, Graduation & Beyond, Locations, and About VC. A red arrow points to the "Getting Started" menu item, which is expanded to show a list of options: Academic Transfer, Admissions, Admission Steps, Advising, Catalog, Class Schedule, International Students, Registration, Testing Center, TSI Assessment, and Tuition & Fees. Below the menu is a banner image featuring the college mascot, a pirate, with the text "GETTING STARTED" overlaid.

Step 3:

Click on “Testing Center”

The screenshot shows the top navigation bar of the Victoria College website. The main navigation menu is green and includes: Programs & Courses, Getting Started, Ways to Pay, Students, Graduation & Beyond, Locations, and About VC. The 'Getting Started' menu is expanded, showing a list of options: Academic Transfer, Admissions, Admission Steps, Advising, Catalog, Class Schedule, International Students, Registration, Testing Center, TSI Assessment, and Tuition & Fees. A red arrow points to the 'Testing Center' link. Below the menu is a banner featuring a pirate mascot and the text 'GETTING STARTED'. The top right of the page has a search bar with the text 'QUESTIONS? START HERE...' and a search icon. The top right corner also contains links for Calendar & Events, Business & Community, Contact Us, Pirate Portal, and Jobs@VC.

Calendar & Events | Business & Community | Contact Us | Pirate Portal | Jobs@VC

VC VICTORIA COLLEGE
Est. 1925

QUESTIONS? START HERE... 🔍

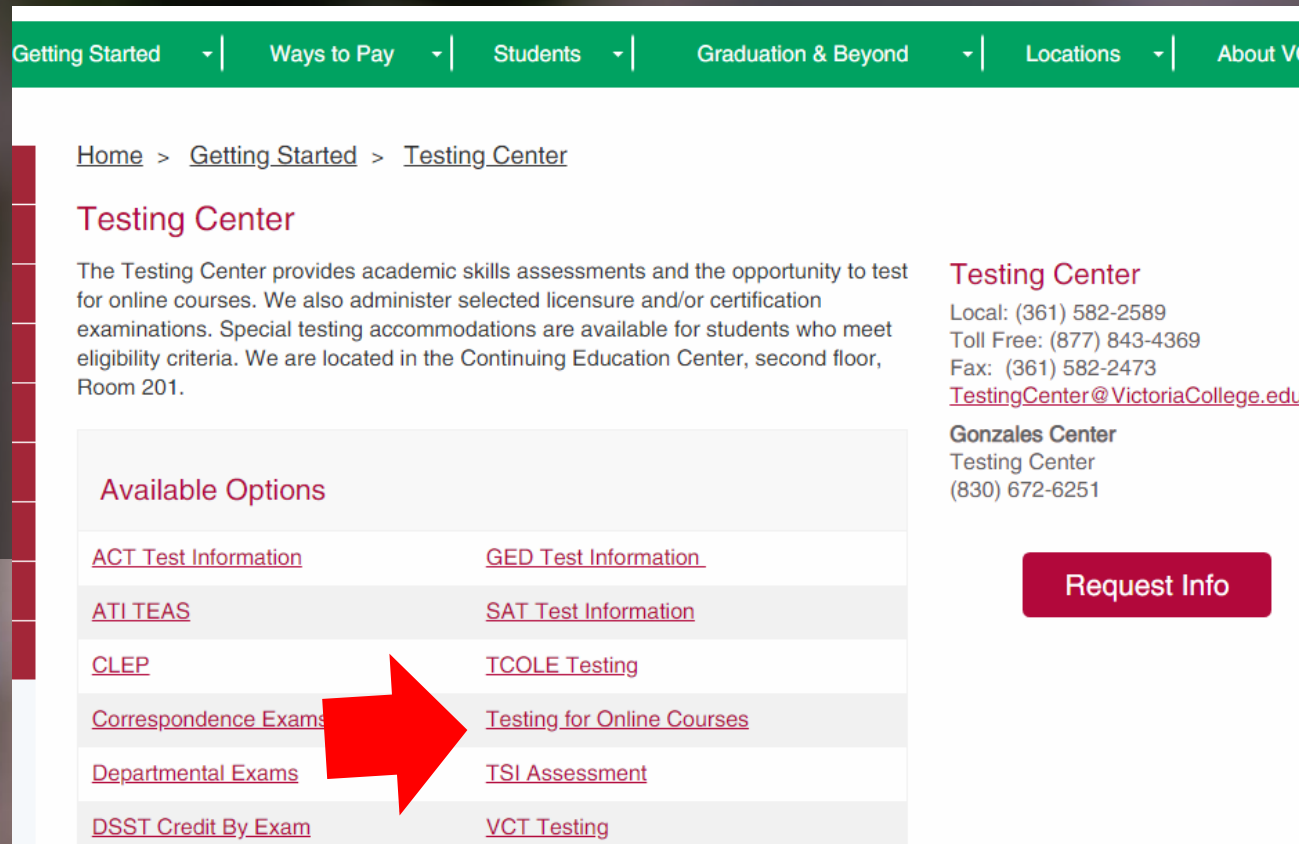
Programs & Courses ▾ | Getting Started ▾ | Ways to Pay ▾ | Students ▾ | Graduation & Beyond ▾ | Locations ▾ | About VC ▾

- Academic Transfer
- Admissions
- Admission Steps
- Advising
- Catalog
- Class Schedule
- International Students
- Registration
- Testing Center
- TSI Assessment
- Tuition & Fees

GETTING STARTED

Step 4:

Click on “Testing for Online Courses”



Getting Started | Ways to Pay | Students | Graduation & Beyond | Locations | About VC

[Home](#) > [Getting Started](#) > [Testing Center](#)

Testing Center

The Testing Center provides academic skills assessments and the opportunity to test for online courses. We also administer selected licensure and/or certification examinations. Special testing accommodations are available for students who meet eligibility criteria. We are located in the Continuing Education Center, second floor, Room 201.

Available Options	
ACT Test Information	GED Test Information
ATI TEAS	SAT Test Information
CLEP	TCOLE Testing
Correspondence Exams	Testing for Online Courses
Departmental Exams	TSI Assessment
DSST Credit By Exam	VCT Testing

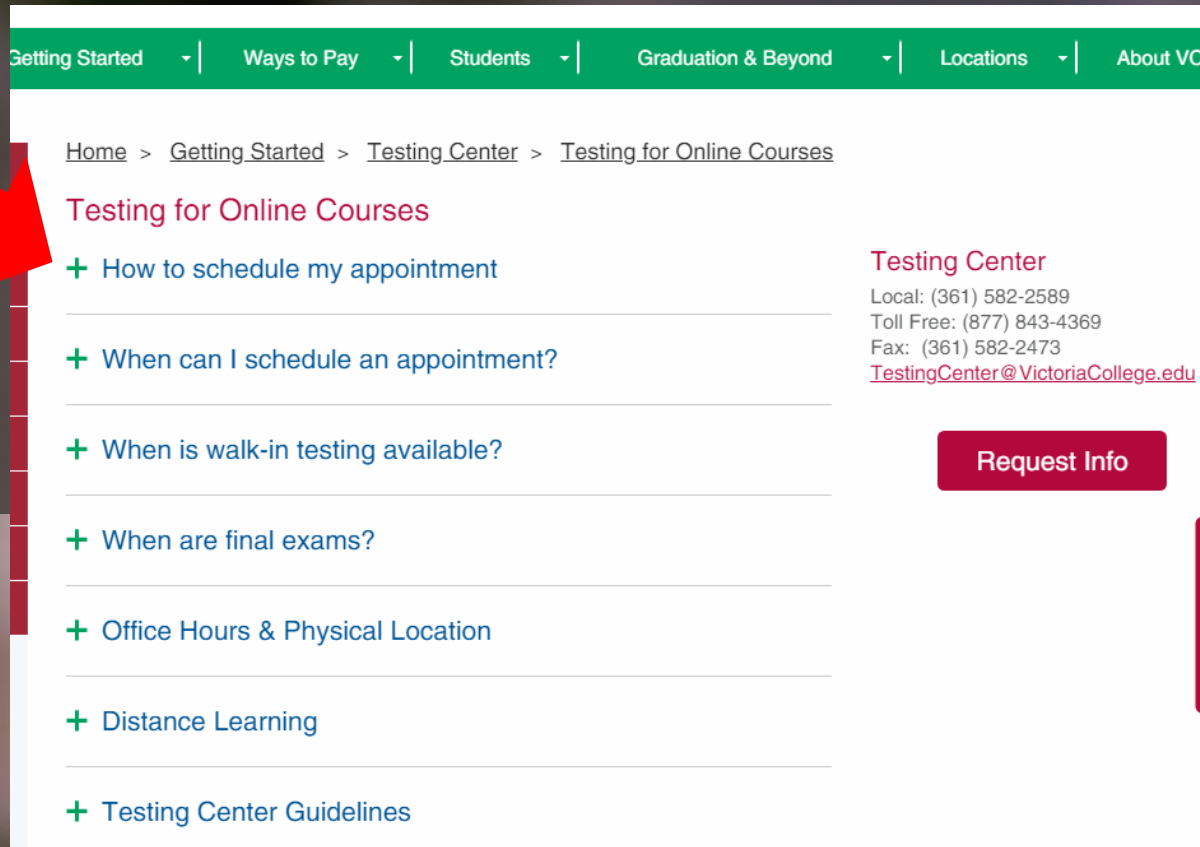
Testing Center
Local: (361) 582-2589
Toll Free: (877) 843-4369
Fax: (361) 582-2473
TestingCenter@VictoriaCollege.edu

Gonzales Center
Testing Center
(830) 672-6251

[Request Info](#)

Step 5:

Select the green plus sign for “How to schedule my appointment”



Getting Started | Ways to Pay | Students | Graduation & Beyond | Locations | About VC

Home > [Getting Started](#) > [Testing Center](#) > [Testing for Online Courses](#)

Testing for Online Courses

- + [How to schedule my appointment](#)
- + [When can I schedule an appointment?](#)
- + [When is walk-in testing available?](#)
- + [When are final exams?](#)
- + [Office Hours & Physical Location](#)
- + [Distance Learning](#)
- + [Testing Center Guidelines](#)

Testing Center
Local: (361) 582-2589
Toll Free: (877) 843-4369
Fax: (361) 582-2473
TestingCenter@VictoriaCollege.edu

[Request Info](#)

Step 6:

Once you've read through all the information, click "Follow this link to schedule your appointment"

Testing for Online Courses

— How to schedule my appointment

[Spring 2019 Online Schedule](#)_(pdf)

How to schedule your appointment:

First Time Users: Create an account. The username and password you create will be used for future appointments. Please do not create more than one profile.

Scheduling a non-final: Select "Exam for VC Online course" from the Exam Locator > Select a date from the list > Enter Course and Instructor's Name in the box (ex. ENGL 1301 Anderson) > Click Continue.

Scheduling a Final: Select "FINALS MAIN CAMPUS" from the Exam Locator > Select a date from the list > Enter Course and Instructor's Name in the box (ex. HIST 1302 Hagan) > Click Continue.

Appointments are only needed for Evening, Saturday, and Final Exam testing. For testing times, please see "When can I schedule my appointment?" and/or "When is Walk In Testing Available?" for more information.

[Follow this link to schedule your appointment](#)

You can also find a printable flyer



Step 7:

If you are a new user, select “Create an Account”.

- Already have an account? Skip to Step 9.
**Do not create more than one account

https://booknow.appointment-plus.com/1c03r450/

Victoria College
2200 E Red River St - Victoria TX 77901
Appointment Plus Scheduling System

Home

Create an Account
Please create an account to get started
[Create an Account](#)

Log In (returning users)
Login

Password

[Log In](#)
[Forgot password?](#)

Step 8:

Fill in your information.

- Note: Your login can be whatever you choose.

Victoria College
2200 E Red River St - Victoria TX 77901
Appointment Plus Scheduling System

Home

Welcome!

Create an Account

* Indicates required field

* First Name

* Last Name

* Last (4) Numbers of Social Security Number

* Address

Address 2

* City

* State

* Zip Code

Cell Phone

* Daytime Phone

Evening Phone

* E-mail

* Login

* Password

* Retype Password

* Birth Date Select Month ▼ Select Day ▼ Select Year ▼

Create Account

Step 9:

Log in.

- If you are having problems logging in, call the Testing Center at 361-582-2589

https://booknow.appointment-plus.com/1c03r450/

Victoria College
2200 E Red River St - Victoria TX 77901
Appointment Plus Scheduling System

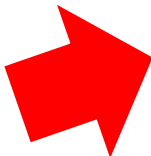
Home

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[Create an Account](#)

Log In (returning users)
Login

Password

[Log In](#)
[Forgot password?](#)



Step 10:

Click on the drop down menu

Victoria College
2200 E Red River St - Victoria TX 77901
Appointment Plus Scheduling System

Home **Appointments** Account Log Out

Exam Locator Appointment Activity

Select Exam
Select Exam ▼

Welcome

Welcome to the Victoria College Testing Center
On-line Appointment System

1. Select exam, time and location from drop down menu under Exam Locator.
2. Select available date (highlighted).
3. Follow instructions provided.

Appointment Activity

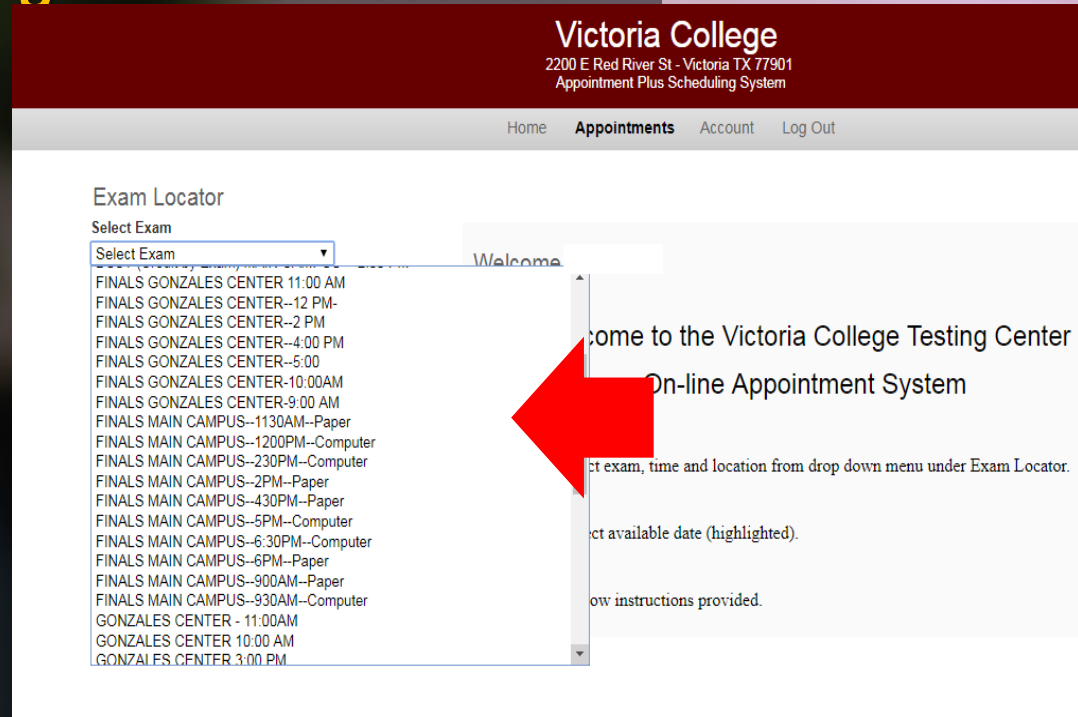
Future Appointments [Show All](#) | [Print All](#)

You do not have any future Appointments scheduled

Step 11:

Scroll down and select “FINALS MAIN CAMPUS” or “FINALS GONZALES CENTER” depending on which location you’ll be testing in.

- Verify in your syllabus or with your instructor whether your final is paper-based or computer-based first. **You will be asked to reschedule your exam if you sign up for the incorrect test type. Seating is limited during finals**
- Select a time that best suits your schedule.



Victoria College
2200 E Red River St - Victoria TX 77901
Appointment Plus Scheduling System

Home Appointments Account Log Out

Exam Locator

Select Exam

Select Exam

FINALS GONZALES CENTER 11:00 AM
FINALS GONZALES CENTER--12 PM-
FINALS GONZALES CENTER--2 PM
FINALS GONZALES CENTER--4:00 PM
FINALS GONZALES CENTER--5:00
FINALS GONZALES CENTER--10:00AM
FINALS GONZALES CENTER--9:00 AM
FINALS MAIN CAMPUS--1130AM--Paper
FINALS MAIN CAMPUS--1200PM--Computer
FINALS MAIN CAMPUS--230PM--Computer
FINALS MAIN CAMPUS--2PM--Paper
FINALS MAIN CAMPUS--430PM--Paper
FINALS MAIN CAMPUS--5PM--Computer
FINALS MAIN CAMPUS--6:30PM--Computer
FINALS MAIN CAMPUS--6PM--Paper
FINALS MAIN CAMPUS--900AM--Paper
FINALS MAIN CAMPUS--930AM--Computer
GONZALES CENTER - 11:00AM
GONZALES CENTER 10:00 AM
GONZALES CENTER 3:00 PM

Welcome

Welcome to the Victoria College Testing Center
On-line Appointment System

Select exam, time and location from drop down menu under Exam Locator.

Select available date (highlighted).

Follow instructions provided.

Please Note:

If you are taking a 4 Week or 8 Week course, you need to select the appropriate exam.

- If your class is a full semester, **DO NOT** select this option. This is **ONLY** for 4 Week and 8 Week courses.
- The remainder of the steps will be the same.

Exam Locator

Select Exam

Select Exam

FINAL - 1ST 8 WEEK MAIN CAMPUS - 2:00 PM - PAPER

FINAL - 1st 8 WEEK MAIN CAMPUS 1130PM - PAPER

FINAL - 1ST 8 WEEK MAIN CAMPUS 1200PM - COMPUTER

FINAL - 1st 8 WEEK MAIN CAMPUS 230PM - COMPUTER

FINAL - 1st 8 WEEK MAIN CAMPUS 430PM - PAPER

FINAL - 1st 8 WEEK MAIN CAMPUS 500PM - COMPUTER

FINAL - 1st 8 WEEK MAIN CAMPUS 900AM - PAPER

FINAL - 1st 8 WEEK MAIN CAMPUS 930AM - COMPUTER

FINAL - 4 WEEK MAIN CAMPUS 1130AM - PAPER

FINAL - 4 WEEK MAIN CAMPUS 1200PM - COMPUTER

FINAL - 4 WEEK MAIN CAMPUS 200PM - PAPER

FINAL - 4 WEEK MAIN CAMPUS 230PM - COMPUTER

FINAL - 4 WEEK MAIN CAMPUS 430PM - PAPER

FINAL - 4 WEEK MAIN CAMPUS 500PM - COMPUTER

FINAL - 4 WEEK MAIN CAMPUS 930AM - COMPUTER

FINAL - 4 WEEK MAIN CAMPUS 900AM - PAPER

FINALS GONZALES CENTER 11:00 AM

FINALS GONZALES CENTER--12 PM-

FINALS GONZALES CENTER--2:00 PM

FINALS GONZALES CENTER--4:00 PM

Step 12:

Select the desired date

- If your desired date is blue, that time and date is still available.
- If the date is black, that date is filled for that particular time slot. You can go back and choose a different time/date.

Exam Locator

Select Exam

FINALS MAIN CAMPUS--930AM-- ▾

Exam Registration

FINALS MAIN CAMPUS--930AM--
Computer Date(s)

Fri, 12/7/2018
Sat, 12/8/2018
Mon, 12/10/2018
Tue, 12/11/2018
Wed, 12/12/2018
Fri, 5/3/2019
Sat, 5/4/2019
Mon, 5/6/2019
Tue, 5/7/2019
Wed, 5/8/2019

Step 13:

Put in your exam information. Click Continue

Selected Exam

Exam FINALS MAIN CAMPUS--930AM--Computer
Date Friday, May 3, 2019
Start Time 9:30am

Please put your exam information in the box below:

Example: HIST 1301 Byerly

E-mail Confirmation and Reminders
Confirmation and reminder e-mails for this appointment will be sent to (separate additional e-mail addresses by commas):


Continue

Step 14:

You're all done!

Selected Exam

Exam FINALS MAIN CAMPUS--930AM--Computer
Date Friday, May 3, 2019
Start Time 9:30am

 **Your appointment has been confirmed!**

As a reminder:

- Please confirm that you have scheduled an appointment for your desired testing location:
VC Gonzales Center
424 E. Sarah DeWitt Drive, room 108
Gonzales, TX 78629
OR
VC Main Campus
2200 E. Red River
Continuing Education Center, room 202
Victoria, TX 77901
- Please bring a valid, current Photo ID to every test session.
- Please park in student parking only. Parking in Visitor or Reserved could lead to a parking violation.

Thank you and good luck on your exam!
Testing Center Staff

[Print Confirmation](#)

Appointment Activity

Future Appointments [Show All](#) | [Print All](#)

- Double check your time and date.
- You do not need to bring in the confirmation page. It is for your records only.

Don't forget

Check the “Testing Center Guidelines”
before coming to test.

- Make sure to bring in a valid, non expired ID. Students may not test without one- No exceptions!

Contact the Testing Center

If you have any questions or issues, feel free to call us at 361-582-2589.

We're happy to help!

Fall & Spring Office Hours

Monday - Friday: 8 a.m. to 5 p.m.

Saturday: 8 a.m. to noon

