How do I make an appointment?

VC Online Courses- SUMMER 2019
First things first

Check your syllabus test dates!

• You can schedule all your appointments for the semester (including your finals) as early as Day 1 of classes.

• YOU MUST SCHEDULE AN APPOINTMENT DURING FINALS
Check out our Walk-In hours!

What is walk-in testing?

• It’s as easy as it sounds! No appointment necessary - just come on in during your exam open times and we’ll get you tested.

<table>
<thead>
<tr>
<th>Summer Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
</tr>
<tr>
<td>Friday</td>
</tr>
</tbody>
</table>
Can’t make it during our walk-in times?

Evening and Saturday appointments are available!

- Apart from finals, the only time you need to make an appointment to come test is if you can’t make it during our walk-in times and need evening and/or Saturday times.

- Please note the days and times listed below:

<table>
<thead>
<tr>
<th></th>
<th>Monday-Thursday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>6 p.m.</td>
<td>8:30 a.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9:30 a.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10:30 a.m.</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:** Walk-in testing is not available on Saturday
So how do I make the appointment?!
Step 1:

Go to victoriacollege.edu
Step 2:

Hover your mouse over “Getting Started”
Step 3:
Click on “Testing Center”
Step 4: Click on “Testing for Online Courses”
Step 5:

Select the green plus sign for “How to schedule my appointment”
Step 6:

Once you’ve read through all the information, click “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**
Step 8:

Fill in your information.

- Note: Your login can be whatever you choose.
Step 9:

Log in.

- If you are having problems logging in, call the Testing Center at 361-582-2589
Step 10:
Click on the drop down menu
Step 11:
Scroll down and select “Computer-based Exam for VC Online Course MAIN CAMPUS” or “Paper-based Exam for VC Online Courses MAIN CAMPUS” depending on what your exam type is.

• Select a time that best suits your schedule first.

• Verify in your syllabus or with your instructor whether your exam is paper-based or computer-based first. *You will be asked to reschedule your exam if you sign up for the incorrect test type.*
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.
Step 13:
Put in your exam information. Click Continue

Example: HIST 1301 Byerly
Step 14: You’re all done!

- 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!

**Summer Office Hours**

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

Friday & Saturday: 8 a.m. to noon