

How do I make an appointment?

FALL 2019 -VC Online Courses

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- 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.

Walk-in testing (no appointment necessary) is available:

Monday-Thursday	8:30 a.m.-4:30 p.m.
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Friday	8:30 a.m.-1:00 p.m.
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PLEASE NOTE: Walk-in testing is not available on Saturday

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.

Monday-Thursday

6 p.m.

Saturday

8:30 a.m.

9:30 a.m.

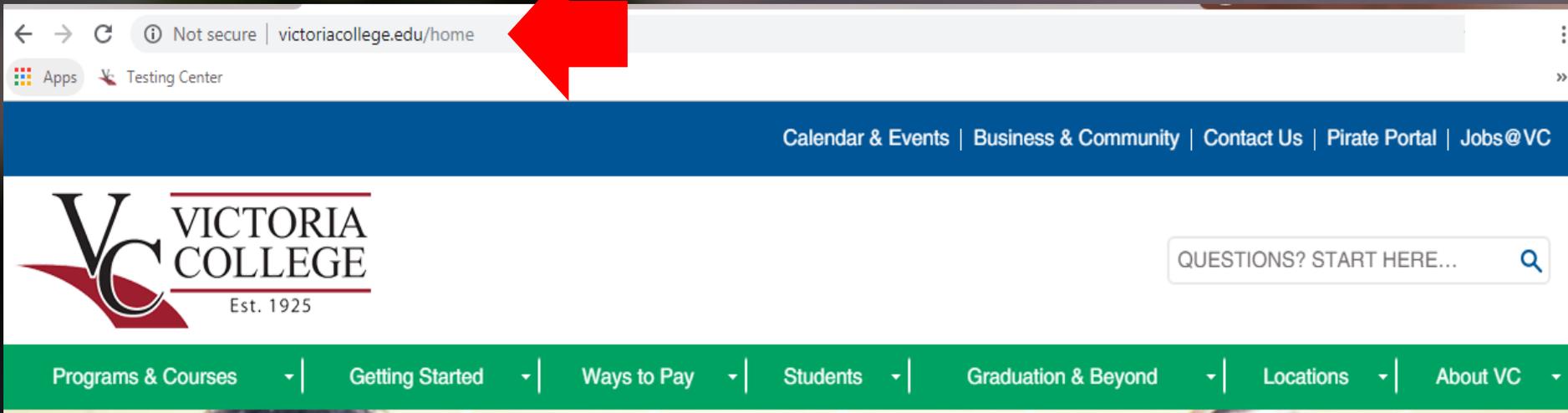
10:30 a.m.

PLEASE NOTE: Walk-in testing is not available on Saturday

**So how do I make the
appointment?!**

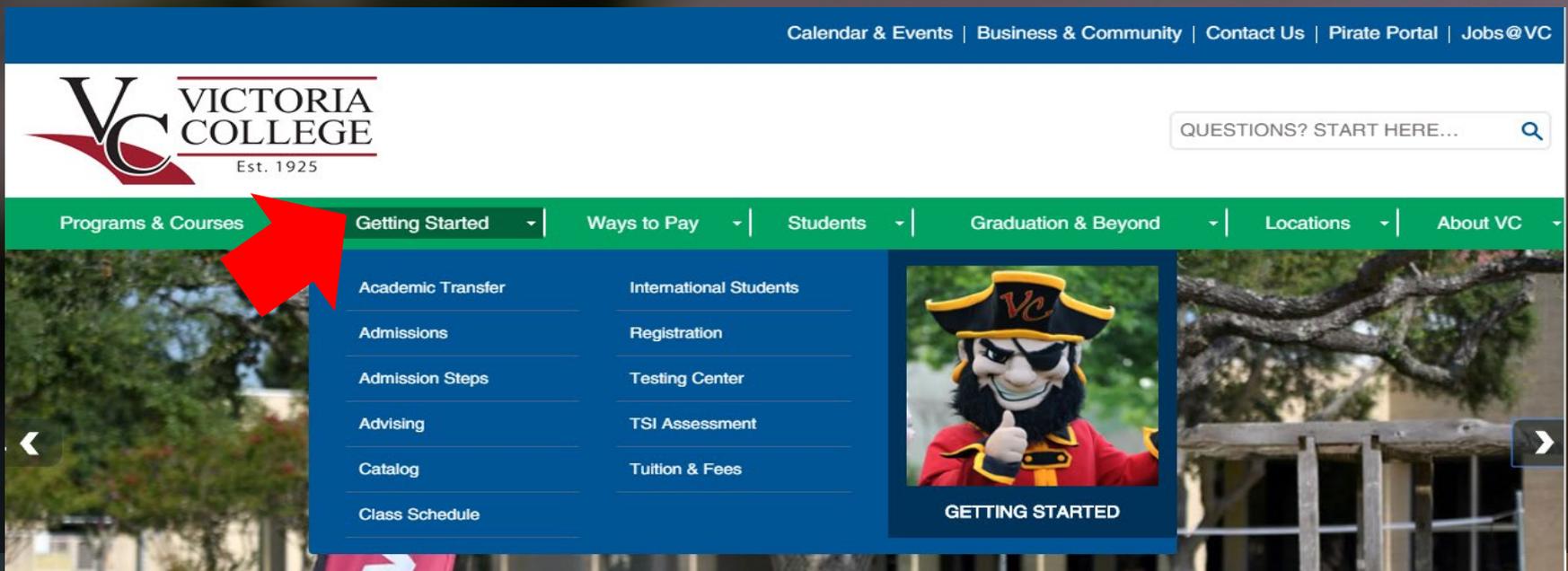
Step 1:

Go to **victoriacollege.edu**



Step 2:

Hover your mouse over “Getting Started”



The screenshot shows the top navigation bar of the Victoria College website. The navigation bar is blue and contains the following links: Calendar & Events | Business & Community | Contact Us | Pirate Portal | Jobs@VC. Below the navigation bar is the Victoria College logo, which includes the letters 'VC' in a stylized font, the text 'VICTORIA COLLEGE', and 'Est. 1925'. To the right of the logo is a search bar with the text 'QUESTIONS? START HERE...' and a magnifying glass icon. Below the search bar is a green navigation bar with the following links: Programs & Courses | Getting Started | Ways to Pay | Students | Graduation & Beyond | Locations | About VC. A red arrow points to the 'Getting Started' link. Below the green navigation bar is a blue dropdown menu with the following items: Academic Transfer, Admissions, Admission Steps, Advising, Catalog, Class Schedule, International Students, Registration, Testing Center, TSI Assessment, and Tuition & Fees. To the right of the dropdown menu is a blue button with the text 'GETTING STARTED' and a magnifying glass icon. The background of the dropdown menu is a blue gradient with a white grid pattern.

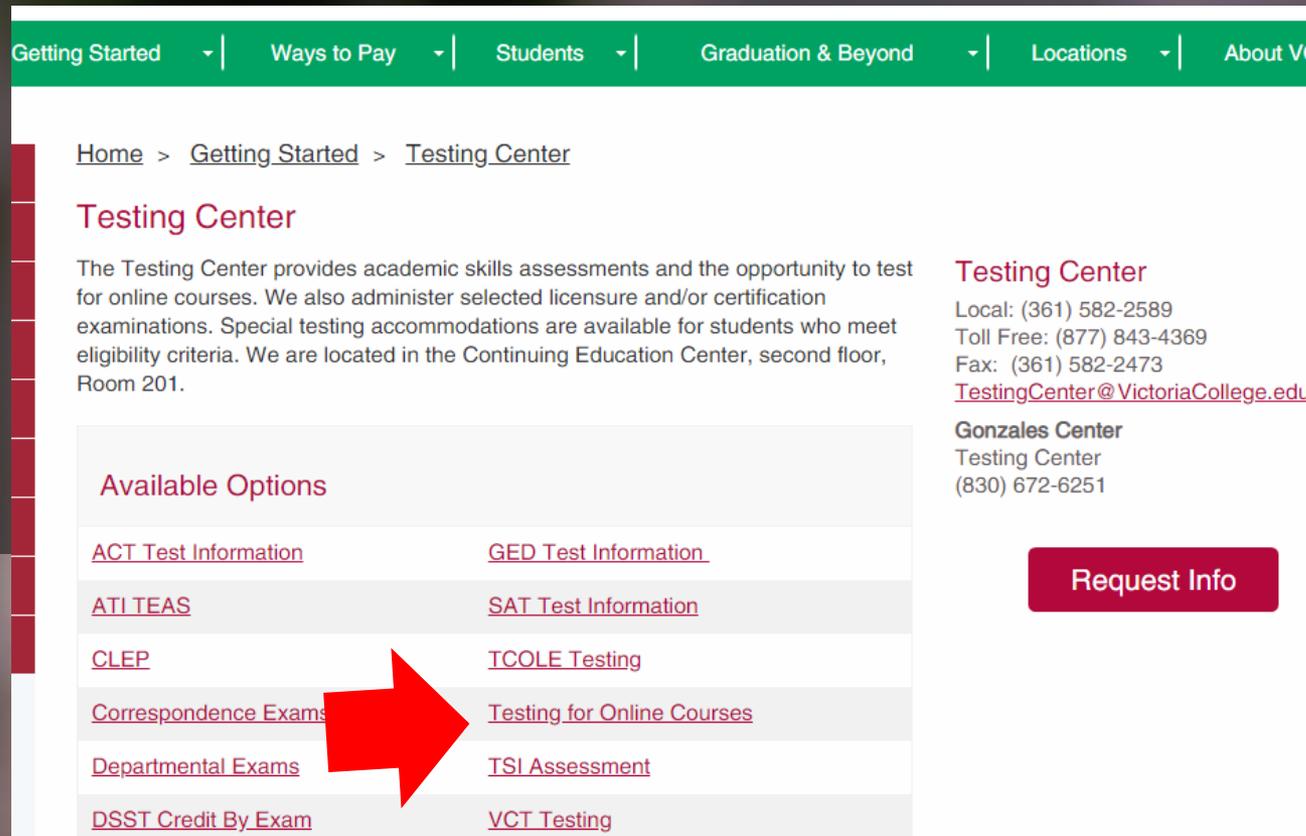
Step 3:

Click on “Testing Center”

The screenshot shows the top navigation bar of the Victoria College website. The header is blue with white text for navigation links: Calendar & Events | Business & Community | Contact Us | Pirate Portal | Jobs@VC. Below this is the white header area containing the Victoria College logo (VC Est. 1925) on the left and a search bar with the text 'QUESTIONS? START HERE...' on the right. A green navigation bar contains the following menu items: 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 large red arrow points to the 'Testing Center' option. To the right of the menu is a 'GETTING STARTED' section featuring a pirate mascot character in a red and yellow outfit, giving a thumbs up. The background of the page shows a blurred image of a building and trees.

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

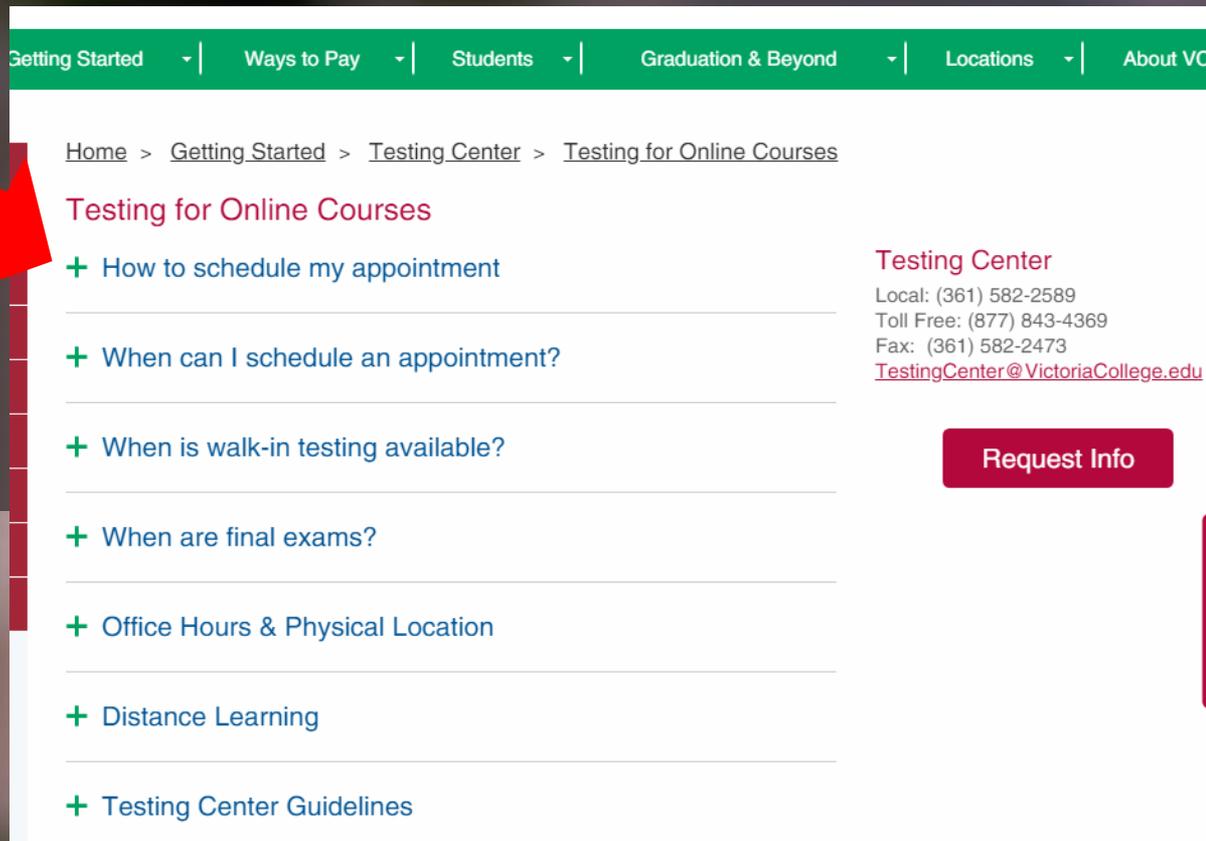
Testing Center
Local: (361) 582-2589
Toll Free: (877) 843-4369
Fax: (361) 582-2473
TestingCenter@VictoriaCollege.edu

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](#)

[Fall 2019 Online Schedule \(pdf\)](#)

[How To Schedule Appointments For Fall \(pdf\)](#)

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/

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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

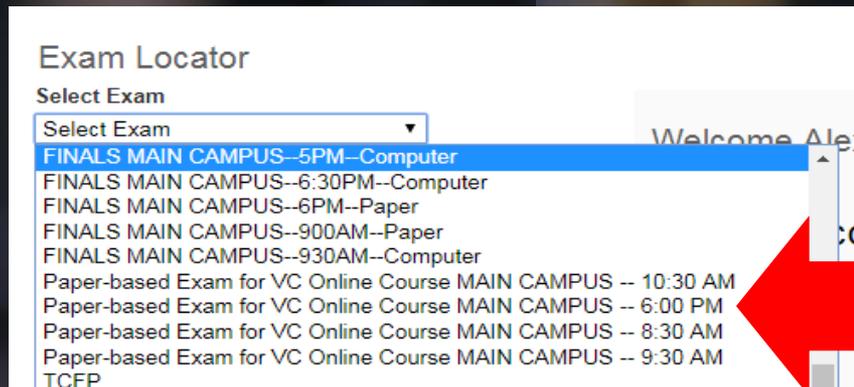
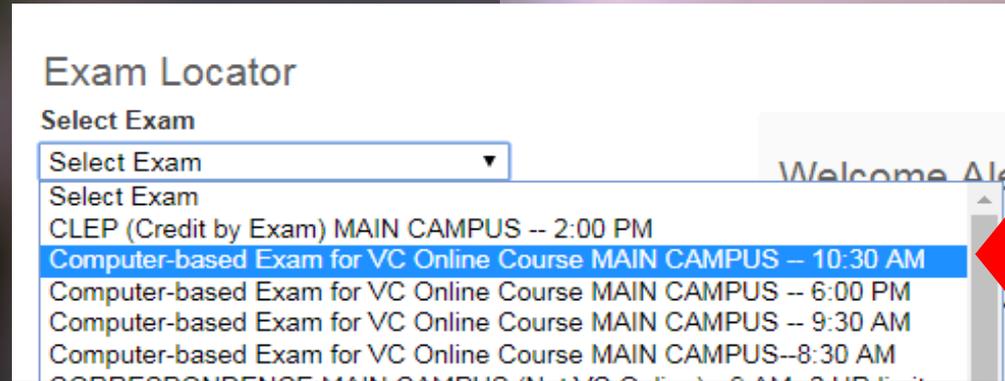
Future Appointments [Show All](#) | [Print All](#)

You do not have any future Appointments scheduled

Step 11:

Scroll down and select “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.

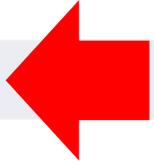
- Select a time that best suits your schedule first.
- Verify in your syllabus or with your instructor whether your exam is paper-based or computer-based first. *You will be asked to reschedule your exam if you sign up for the incorrect test type. *

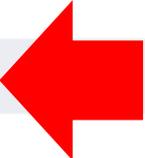


Step 12:

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.

Mon, 8/26/2019	
Tue, 8/27/2019	
Wed, 8/28/2019	
Thu, 8/29/2019	
Tue, 9/3/2019	
Wed, 9/4/2019	
Thu, 9/5/2019	
Mon, 9/9/2019	
Tue, 9/10/2019	
Wed, 9/11/2019	
Thu, 9/12/2019	

Thu, 1/3/2019	
Tue, 1/8/2019	
Wed, 1/9/2019	
Thu, 1/10/2019	

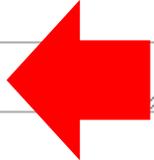
Step 13:

Put in your exam information. Click
Continue

Selected Exam

Exam Computer-based Exam for VC Online Course MAIN CAMPUS -- 6:00 PM
Date Tuesday, September 3, 2019
Start Time 6:00pm

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 Computer-based Exam for VC Online Course MAIN CAMPUS -- 6:00 PM
Date Tuesday, September 3, 2019
Start Time 6:00pm

 **Your appointment has been confirmed!**
Thank you for scheduling your exam with the Victoria College Testing Center. Good luck on your exam!

As a reminder:

- 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.
- You will be contacted if the time limit for your exam is longer than the time available for your selected exam.

Thanks,
Testing Center Staff

[Print Confirmation](#)

Appointment Activity

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

[Friday, December 7, 2018 at 9:30am](#) [Print](#) | [Cancel](#)

- 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

