

[Home](#) [About SWTJC](#) [Admissions](#) [Academics](#) [Student Life](#) [Directory](#)

Search

Academics Menu

[Calendar - Academic](#)
[Campus Technology](#)
[Course Descriptions](#)
[Distance & Off-Site](#)

Education

[Dual Credit](#)
[Distance Education](#)
[Online Readiness Assessment](#)
[Online Testing](#)
[Online Instruction](#)
[Video Conferencing](#)
[Local Articulation](#)
[Virtual College of Texas \(VCT\)](#)

Financial Aid

Library

Majors and Programs

Outreach

Registrar & Admissions

Schedules

Transferring

Testing & Assessment

Center

Workforce & Continuing Ed

Virtual College of Texas (VCT)

- [VCT: Virtual College of Texas](#)
- [VCT Coordinator](#)
- [Hosting Guidelines & Criteria \(PLEASE READ\)](#)
- [VCT Course Schedule](#)
- [Requesting a VCT Course](#)
- [VCT Course Reservation Request](#)
- [VCT Payment](#)
- [VCT Testing Information](#)
- [VCT Course Withdrawal Policy](#)
- [VCT Six Course Drop Rule Policy](#)

VCT: Virtual College of Texas

The Virtual College of Texas (VCT) is a consortium of most of Texas' public two-year colleges. Southwest Texas Junior College is one of the fifty community college districts represented in VCT.

VCT member institutions share distance learning courses based upon an operational model referred to as the Host-Provider Model that requires member institutions to meet specific criteria for providing and hosting VCT courses.

Students enroll at their local community college (the Host) and receive instructions from a remote college (the Provider). The Host college admits the students, registers them, and provides all student support services; the Provider college delivers the course content.

The student pays tuition and fees at the Host College, and then the Host College pays the Provider College a per-student instructional lease fee. The cost of the course will be based on the Provider College course fee, plus a \$30.00 service charge fee to setup the course in the SWTJC system.

VCT Coordinator



Lorena Lopez
 VCT Coordinator
 Student Services Building, Room B104
 Uvalde Campus
 Phone: (830) 591-7352
lmlopez@swtjc.edu

Hosting Guidelines & Criteria (PLEASE READ)

- Students must meet all TSI requirements to be eligible to take a VCT course. Students taking developmental courses will NOT BE ALLOWED to take a VCT course.
- Students requesting to take a VCT course must have attended SWTJC at least one semester before requesting to take a VCT course.
- Students must be in good standing with a GPA of 2.0 or higher to be eligible to take a VCT course. Students on Academic Probation or Suspension will NOT BE ALLOWED to take a VCT course.
- Students must be cleared of all holds which include admissions, business office, library, and financial aid before registering for a VCT course.
- Students will be allowed to take the maximum of 2 VCT COURSES PER SEMESTER ONLY.
- Students who have taken a VCT course and received a letter grade of an F will NOT BE ALLOWED to take a VCT course.
- If SWTJC offers the course, you must take the course through SWTJC, not VCT. If you are not sure what SWTJC offers, visit our Class Schedule on our home website.
- SWTJC will only host courses that are equivalent to the [SWTJC courses in our catalog](#).

- Prior to requesting that SWTJC host a course from another institution, you should make every attempt to enroll in an existing SWTJC course.
- You must provide satisfactory rationale for requesting a course be hosted rather than waiting for an alternative semester to take the course through SWTJC.
- The Vice President of Academic Affairs approves the course and instructor's qualifications through the [VCT Course Request Form](#).
- You must meet the pre-requisites and the required criteria required by SWTJC. If request is denied, the VCT Coordinator will inform the student by email.
- No VCT requests for mini-mesters will be processed.
- The courses are offered via internet; therefore, you must have access to the internet in order to take the course.
- **ONLINE CREDITS:** Students are limited to take only 50% (30 Hours) of online courses, including transfer credits. If students exceed the 30 hours of on-line courses, they will not be able to receive a degree with SWTJC.
- **GRADUATING STUDENTS:** Requiring a course to graduate from another institution is not compelling enough to ensure that SWTJC will host. Student should make arrangements to take the course at the "graduating" institution, rather than going through VCT.
- VCT course dates usually do not match SWTJC college's dates. In some cases, your grade will not be in on time for you to graduate. Typically, you will be allowed to participate in the ceremony, but you will not be able to get your actual diploma until the grade is turned in.
- **PLEASE NOTE:** VCT courses do have seat limitations. Once the course is full or closed, SWTJC cannot force you into VCT courses.

VCT Course Schedule

Go to www.vct.org to view VCT course schedule by semester

Requesting a VCT Course

A VCT request via [email](#) must be received by the VCT Coordinator by the registration deadline (2 weeks prior to the first day of SWTJC classes) to ensure enough time for the approval process. Requests over the phone will not be accepted.

Note: We will NOT process requests for online VCT courses if Southwest Texas Junior College is offering the same course.

VCT Course Reservation Request

Email ALL information to the VCT coordinator. If you do not include ALL information your request will not be processed.

Reservation requests may be submitted for online courses offered through the Virtual College of Texas (VCT) by following these instructions.

- Check the [SWTJC course schedule](#) for available courses to determine if SWTJC is offering the course you need for the semester.
- If SWTJC is not currently offering the course, then you may request a reservation in a course offered through VCT, if it is an approved course for the semester.
- Verify that you have met all of the course pre-requisites and make note of textbook information, orientation dates, or requirements to contact the instructor.
- **DEADLINE** for VCT submission for a reservation is two weeks prior to SWTJC's first day of classes. Please view Registration Dates.
- Submit the email to the VCT Coordinator.

Deadline for VCT course (s) payment is SWTJC's 1st day of classes payable to SWTJC or your reservation will be cancelled.

Information to include in request [email to VCT coordinator](#):

1. Student Name
2. SWTJC ID
3. Mailing Address, including street, city, state, and zip
4. Phone number
5. Email address
6. Semester you're requesting for (ex: Fall 2012)
7. Course information (max TWO courses)
 - Course Prefix (HIST, ENGL)
 - Course number (1301, 2302)
 - Course Title (American History)
 - Name of Instructor
 - College Provider

VCT Payment

Tuition & Fees are due on the 1st day of classes at SWTJC and/or in accordance with SWTJC policies. If the tuition is not paid by the 1st day of classes, VCT reservations will be cancelled.

New District-Wide Policy: Once a VCT course has met for the first class meeting, a student can no longer register for that VCT course.

VCT Testing Information

If a VCT course requires proctored testing, please contact the following office:

Testing Center/Testing Lab
Miller Building, Uvalde Campus
Phone: (830) 591-7358 or (830) 591-2918

VCT Course Withdrawal Policy

Withdrawals from a VCT course will be in accordance with SWTJC policies. Consult with academic calendar for date regulations. A student who officially withdraws from a class during the first twelve weeks of the semester will receive a **W** for that class. A student who withdraws after the twelfth week of the semester and prior to final exams week an earned grade will be assigned by the instructor.

Email ALL information to the VCT coordinator. If you do not include ALL information your withdrawal will not be processed.

Note: Withdrawals from a VCT course must be in accordance with SWTJC drop policies.

To drop a VCT course, follow the instructions:

- Contact your instructor that you will be dropping the VCT course.
- Submit an email requesting to be withdrawn to the VCT Coordinator.
- Courses not properly dropped will receive an F.

Withdrawal Requests Will Not Be Accepted Over the Phone.

Information to include in [email to VCT coordinator](#):

1. Student Name
2. SWTJC ID
3. Mailing Address, including street, city, state, and zip
4. Phone number
5. Email address
6. Semester you're requesting for (ex: Fall 2012)
7. Course information (max TWO courses)
 - Course Prefix (HIST, ENGL)
 - Course number (1301, 2302)
 - Course Title (American History)
 - Name of Instructor
 - College Provider

VCT Six Course Drop Rule Policy

Senate Bill (SB) 1231 was passed by the 80th Texas Legislature. This bill provides that undergraduate students enrolling at a public institution of higher education in Fall 2007 or later will be limited to a total of six dropped courses during their entire undergraduate career.

As a result of this bill, SWTJC will not permit an undergraduate student a total of more than six dropped courses, including any course a transfer student has dropped at another institution of higher education. All courses dropped after the Official Census Day (12th class day) are included in the six-drop limit.

[Home](#) | [About SWTJC](#) | [Admissions](#) | [Academics](#) | [Student Life](#) | [Directory](#)

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