

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