



DISTANCE LEARNING
VIRTUAL COLLEGE OF TEXAS
AUSTIN COMMUNITY COLLEGE
VCT Host Request Form



Distance Learning • Austin Community College • Pinnacle Campus • 7748 Highway 290 West • Austin, Texas 78736
Phone: (512) 223-8026 • Toll-Free: 1-888-223-8026 • Fax: (512) 223-8988 • Email: dl@austincc.edu

REVIEW THE VCT HOST REQUEST PROCEDURE BEFORE COMPLETING THIS FORM: <http://dl.austincc.edu/VCT/VCTStudent.html>

PART I: STUDENT & VCT COURSE INFORMATION

PART I MUST BE COMPLETED BY THE STUDENT PRIOR TO SUBMITTING THE FORM TO THE ACC VCT COORDINATOR.

STUDENT INFORMATION:

Student Name: _____ ACC Student ID #: _____
Address: _____ Email: _____
City: _____ State: _____ Zip: _____ Phone #: _____

VCT COURSE INFORMATION:

VCT Provider College: _____ Instructor: _____
Course Title: _____ Common Course #: _____
Start Date: _____ End Date: _____ Last Date to Reserve: _____
Credit Hours: _____ Lab Hours: _____ Course Format: Internet (Online Course) Other
Reason for Request: _____

PART II: VCT PROVIDER COLLEGE INFORMATION

PART II IS TO BE COMPLETED BY THE ACC VCT COORDINATOR BEFORE SENDING TO THE ACC ACADEMIC DEPARTMENT ALONG WITH THE VCT COURSE SYLLABUS, COURSE DETAILS PAGE, AND INSTRUCTOR QUALIFICATIONS SUMMARY FOR CONSIDERATION.

VCT Provider Coordinator: _____ Phone #: _____
Email: _____ Fax #: _____
ACC VCT Coordinator Signature: _____ Date: _____

PART III: ACC ACADEMIC DEPARTMENT INFORMATION

PART III IS TO BE COMPLETED BY THE ACC ACADEMIC DEPARTMENT BEFORE RETURNING TO THE ACC VCT COORDINATOR.

VCT Host Request: Approved Denied
Reason (If Denied): _____

Department Chair/Dean/Designee: _____ Date: _____