



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/students/VCTStudent.php>

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: |
| | Phone #: |
| | Date Form Submitted: |

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: Online Other: |
| Reason for Request: | | |

PART II: VCT PROVIDER COLLEGE INFORMATION

PART II IS 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.

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|--------------------------------|----------|
| VCT Provider Coordinator: | Email: |
| | Phone #: |
| ACC VCT Coordinator Signature: | Date: |

PART III: ACC ACADEMIC DEPARTMENT INFORMATION

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

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|---------------------|----------|--------|----------------------|----------|--------|
| VCT Host Request: | Approved | Denied | Faculty Credentials: | Approved | Denied |
| Reason (If Denied): | | | | | |

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|---------------------------------|-------|
| Department Chair/Dean/Designee: | Date: |
|---------------------------------|-------|