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Accredited by

Central Texas College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates of completion.

Approved by

Texas Higher Education Coordinating Board; Texas Education Agency

Listed in

Report of Credit given by American Association of Collegiate Registrars and Admissions Officers
 Accredited Institutions of Postsecondary Education American Council on Education
 Directory of Postsecondary Institutions, Volume 1, U.S. Department of Education

Member of

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Back row (standing) left to right: Dr. James R. Anderson, Mr. William L. Shine, Mr. Jimmy Towers, Mr. Don R. Armstrong, and Mr. Elwood Shemwell.

Front row (seated) left to right: Mrs. Mari M. Meyer, Mr. Charles B. Baggett, and Mr. Charles Rex Weaver.

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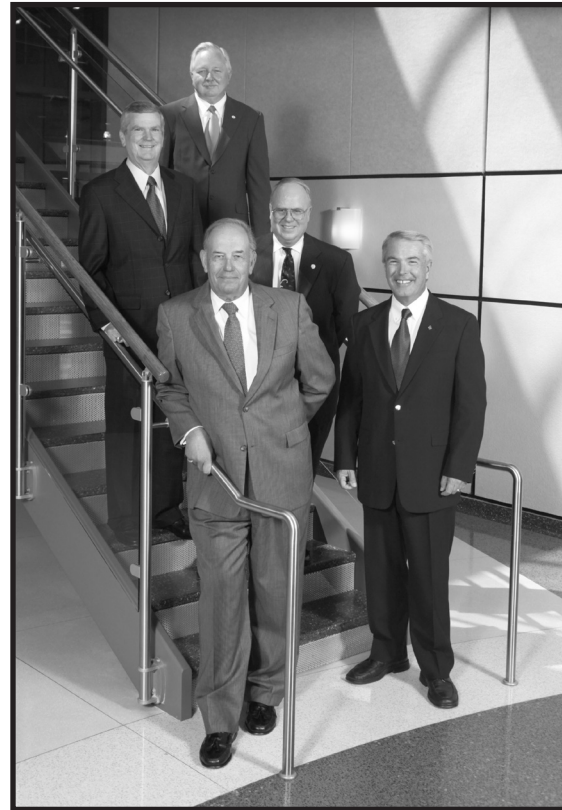
James R. Anderson, Chancellor
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 M.B.A., Florida State University
 Ph.D., Florida State University

B.W. Beebe, Special Assistant to the Chancellor and Director of Contracting
 B.A., University of Baltimore
 M.S., Troy University
 Additional Graduate Studies, Nova Southeastern University

Robert C. Farrell, Deputy Chancellor for Resource Management
 B.S., Tarleton State University
 Certified Public Accountant

Ben H. Wickersham, Deputy Chancellor for Educational Program and Support Services
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 A.A.S., Central Texas College
 B.S., East Texas State University
 M.S., East Texas State University
 Additional Graduate Studies: Sul Ross State University, Texas A&M University, University of Texas at Austin

Jim M. Yeonopolus, Deputy Chancellor for Continental and International Campus Operations
 A.A., Temple College
 B.S., Southwest Texas State University
 M.Ed., University of Arizona



From left to right (back to front)
 Mr. Robert C. Farrell, Mr. Ben H. Wickersham, Mr. B.W. Beebe, Dr. James R. Anderson, and Mr. Jim Yeonopolus

Chancellor's Message

In choosing Central Texas College, you are choosing a unique institution that has served thousands of students in area communities and on military installations around the world. We are committed to providing our students, from those here in Killeen to those serving in Iraq and Afghanistan, with a quality, accessible education.

Over forty years ago, the citizens of Coryell and Bell counties voted in favor of establishing this district, and from an initial enrollment of 1800 students, we have grown to an annual enrollment well over 150,000, with more than 60% of our enrollments outside of Texas.

Last year, distance learning posted record enrollments of more than 50,000, an increase of 73% over last year. Beginning with a few courses ten years ago, we have expanded rapidly to keep pace with demands for new courses and programs for civilians and military personnel. We continue to strive to provide accessible education for service members, illustrated by our current pilot project to provide instruction via personal digital assistant (PDAs).

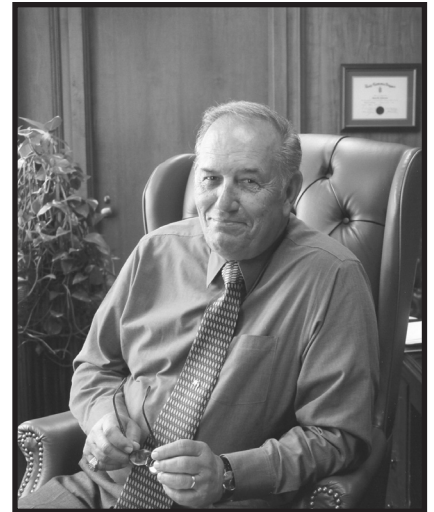
Much of the growth of distance learning reflects our commitment to service members as they deploy throughout the world. We are also proud to serve deployed service members on-site in locations such as Afghanistan, Qatar, Uzbekistan, and Kuwait through our Europe Campus.

During the last 40 years the administration, faculty, and staff have laid a solid foundation for CTC to continue in our commitment to identify and serve our unique, global community and provide quality teaching through an accessible learning environment.

Thank you,



James R. Anderson, Ph. D.
Chancellor



History

In 1965, the citizens of Central Texas joined together to authorize the building of a community college that would serve the western section of Bell County; Burnet, Coryell, Hamilton, Lampasas, Llano, Mason, Mills and San Saba counties; portions of McCulloch and Williamson counties; as well as Fort Hood and the state correctional facilities in Gatesville. The campus was constructed on 560 acres of land donated by Fort Hood through the Department of Education and with funds supplied through a local \$2 million bond issue. Central Texas College, under Section 130.04 of the Texas Education Code, opened its doors with an initial enrollment of 2,068 students in the fall of 1967. The number of students and the location of offerings have steadily increased since that time. Central Texas College has maintained its institutional accreditation status with the Commission on Colleges of the Southern Association of Colleges and Schools since first being awarded accreditation in 1969, and was reaffirmed most recently in June 2005, for a ten-year period.

CTC initiated on-site programs on Fort Hood in 1970 and Europe in 1974. CTC's success at Fort Hood and Europe led to the explosive expansion of CTC's locations including Fort Leonard Wood (Missouri), South Korea and the U.S. Atlantic and Pacific Fleets in 1976. By the early 1980s CTC offered programs to military personnel stationed in the Pacific Command, Alaska and Panama as well as throughout the Continental United States. This expansion occurred locally as well with the initiation of instructional programs and services for the Texas Department of Corrections in Gatesville in 1976.

In 1970, CTC began to offer broadcast telecourses to the citizens of Central Texas. College credit classes were first delivered by video conference in the Service Area in 1994 and from the Central Campus in 1996, enabling area high schools and other colleges in the geographical region to receive CTC courses. At the same time, Central Campus faculty began to enrich traditionally taught courses with professionally produced multimedia materials and with materials selected from the Internet. CTC taught its first online course in 1998. In 1998, CTC was invited to list its online courses in the inventory of the Electronic Campus of the Southern Regional Educational Consortium. CTC's membership in the Sloan Consortium was approved in 1999. In 2000, the PricewaterhouseCoopers firm invited CTC to become an educational partner in the new Army University Access Online (eArmyU) project for the soldiers in the United States Army. Entire associate degrees were available online for the first time in the spring of 2001. CTC continues expanding its distance education offerings and delivery methods.

Today, CTC consists of administrative units referred to as campuses: the Central Campus, the Continental Campus, the Europe Campus, the Fort Hood and Service Area Campus, the Navy Campus and the Pacific Far East Campus. Of these, the Central, Fort Hood and Service Area Campuses operate within the state of Texas. While some campuses, like the Navy Campus, offer programs only for military personnel, others enroll military, civilians and incarcerated students.

Students enrolled in CTC may select a degree plan from Associate of Arts degree programs, Associate of Science degree programs, Associate in Applied Science degree programs, or Associate in General Studies. In addition, students choosing to earn a certificate may enroll in any of the more than 40 certificate programs. Campuses may offer the full range of degree programs and services or only those identified through local needs assessments. CTC also provides a wide range of education and training opportunities for those students who do not select a degree or certificate option. Committed to serving all students, CTC provides comprehensive programs and services for special populations: disability support services, single parent/homemaker support services and nontraditional career support services as well as tutoring and transportation assistance. To meet the occupational training needs, Central Texas College offers a variety of professional development and job-related skills programs such as basic literacy, leadership skills, foreign language skills and occupational skills programs.

Proposed Schedule for Central Campus 2006-2007

This College Calendar lists only Central Campus activities. If attending Central Texas College at other locations, contact Central Texas College officials serving those locations. The following calendar displays major activity dates of the academic years. In addition, distance learning courses have monthly start dates and course lengths of eight to sixteen weeks. Please refer to the online schedule bulletin for details. Not all activities are displayed here, so read bulletin boards and other announcements for dates of other scheduled academic and social activities.

Before each registration period, a detailed Schedule Bulletin is prepared, providing a final calendar of activities, registration procedures and a schedule of course offerings. For administrative purposes, the Schedule Bulletin becomes the official calendar for the semester for which it is published. The Schedule Bulletins are available online and on campus in advance of each registration period.

College Calendar

Fall 2006

Advanced Registration	July 31 - August 11
New Student Registration	August 14-18
Final Registration	August 21-25
Classes Begin	August 28
Labor Day (college closed)	September 4
Last Day to Apply for Fall Graduation	October 2
Veterans' Day (college closed)	November 10
Thanksgiving (college closed)	November 23 - 24
Final Exam Week	December 11 - 15
Christmas (college closed)	Dec. 21 - Jan. 1

Spring 2007

Advanced Registration	December 4-21
New Student Registration	January 2-5
Final Registration	January 8-12
Martin Luther King Day (college closed)	January 15
Classes Begin	January 16
Last Day to Apply for Spring Graduation	February 1
Presidents' Day (college closed)	February 19
Spring Break (Admin. offices open)	March 12-16
Final Exam Week	May 7-11
Graduation	May 11

Summer 2007

Advanced Registration (Summer I, II and 10-week)	May 7-18
New Student Registration	May 21-25
Memorial Day (college closed)	May 28
Final Registration	May 29 - June 1
Classes Begin (Summer I and 10 Week)	June 4
Last Day to Apply for Summer Graduation	June 11
Independence Day (college closed)	July 4
Final Exams (Summer I)	July 5
Classes Begin (Summer II)	July 9
Final Exams (10 Week)	August 8-9
Final Exams (Summer II)	August 9

Our Mission and Purpose

Institutional Mission Statement

At Central Texas College, we identify and serve our unique, global community needs and provide quality teaching through an accessible learning environment.

Institutional Purpose

Central Texas College is a two-year, open admissions institution which provides educational opportunities to students locally, nationally and internationally. The purpose of CTC, as set forth in Section 130 of the Texas Education Code, is to provide:

- technical programs up to two years in length leading to associate degrees and/or certificates.
- vocational programs leading directly to employment in semi-skilled and skilled operations.
- freshman and sophomore level courses in arts and sciences.
- continuing adult education programs for occupational or cultural upgrading.
- compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students.
- a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals.
- workforce development programs designed to meet civilian and military community needs.
- adult literacy and other basic skills programs for adults.
- library services.
- a wide variety of public service needs.

Strategic Planning

Central Texas College has established a standing Research Committee that has the responsibilities to revise a strategic plan and periodically review the institution's mission and purpose statements. The committee has developed a vision statement and has established broad goals that center on instruction, research, public service and institutional support and ancillary operations. Specific objectives that are measurable have been developed for all institutional goals. The committee has been assigned the responsibility to annually assess the institution's progress on meeting the goals and objectives. Results of the assessment are used to develop strategies to be implemented by the departments and units. During the annual budget process, resources are identified and committed in order to implement the strategies. Copies of the current Strategic Planning documents are available in the Office of Institutional Effectiveness (IE), on the IE webpage, and in the Oveta Culp Hobby Memorial Library on the Central Campus.

General Information

The Catalog

This Catalog is an official publication of Central Texas College containing policies, regulations, procedures, tuition and fees in effect at the time the Catalog was published. Central Texas College reserves the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, amendments required by state law and tuition or fee changes. The Catalog serves two purposes. First, to provide general policy for all Central Texas College operations and second, to provide specific information, policy and directives for the Texas Campuses. Rules, regulations and procedures for the Continental and International Campuses are found in the Central Texas College Continental and International Campuses Catalog, the Pacific Far East Campus Catalog or the Europe Campus Catalog.

Study the contents of this Catalog carefully; you are responsible for observing the regulations contained herein.

Other official publications published by Central Texas College include the Continental and International Campuses Catalog, the Pacific Far East Catalog and the Europe Campus Catalog describing policies, procedures, regulations and fees for campuses outside the state of Texas; the Student Handbook, which includes the Institution's policies and regulations relating to student conduct and student activities at the Central Campus; and semester schedule bulletins.

Program and Course Availability

Programs of study displayed in this Catalog are offered when sufficient interest indicates a level of enrollment required for program continuation. To enter specific programs of study, students should seek confirmation of program availability. Central Texas College further reserves the right to adjust course scheduling, including class cancellation, when enrollment or other circumstances require this action.

CTC is a participant of the GoArmyEd program, which allows active duty soldiers to request Army Tuition Assistance online and apply for admissions and register for classes through the GoArmyEd portal. With over 150 locations worldwide with classroom offerings, ten degree and five certificate programs online and CD-ROM courses available for soldiers deployed at remote locations, you can choose the option that's right for you. CTC currently offers 100 degree and certificate programs through GoArmyEd and six online associate degree programs and three online certificate programs through eArmyU.

Equal Opportunity Policy

Central Texas College District is an equal opportunity, affirmative action institution. We are unequivocally committed to a policy of equal access and equal opportunity in employment practices, admissions, educational programs, and all other college activities. The college does not discriminate on the basis of race, color, religion, national origin, gender, age, disability or veteran status. Accordingly, it is the policy of the college to maintain an academic and work environment free of discrimination and harassment in accordance with all applicable federal, state and local statutes and regulations.

The designated coordinator for compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act relating to students is Ismael Rodriguez-Espiricueta, Director of Student Support Services (254) 526-1291; the designated coordinator for employment of faculty and staff is Holly Jordan, Director of Human Resource Management (254) 526-1128.

Central Texas College has established programs to ensure that a lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

Existing administrative procedures of Central Texas College are used to handle student grievances. If you believe a condition or employee of Central Texas College is unfair or discriminatory, you can appeal to the administrator in charge of that area. If you need assistance pursuing a grievance matter, contact the Director of Student Life, Central Texas College, Room 100, Roy J. Smith Student Center, (254) 526-1258. Refer to your student handbook for additional information.

Statement on Harassment and Discrimination

Central Texas College is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. Faculty, staff, and students should be aware that discrimination and harassment on the basis of race, color, religion, gender, national origin, age, disability, or veteran status of individuals or any other sub groups stereotyping or grouping within the college community is unacceptable. Central Texas College also strives to protect the rights and privileges and to enhance the self-esteem of all its members.

If you believe you have experienced harassment or discrimination, contact the appropriate office where you attend. Students should contact the Director of Student Life at (254) 526-1258. Faculty and staff should contact the Human Resources Department at (254) 526-1128.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. This legislation requires that all students with disabilities be guaranteed a learning environment that provides equal access to all programs and services. If you have a documented disability, please contact either the Disability Support Services Office at (254) 526-1195, in Building 111, Room 205 or contact the Physical Disability Support Services Office in Building 111, Rooms 207 and 209 at (254) 526-1339 or (254) 526-1450. TDD: (254) 526-1378.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

In compliance with federal law, Central Texas College publishes annual crime statistics three times a year in the Central Campus schedule bulletins and/or on the college website. Originally enacted in 1990, the federal law was amended in 1998 and renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. These statistics are provided for students' and employees' information.

Central Texas College is committed to providing a safe environment and minimizing risk for students to enter campus and pursue their academic studies and personal development. You are expected to share in the responsibility alongside employees to provide a safe campus by reporting unsafe conditions, potential safety/health hazards, and accidents/injuries to your instructors or directly to the Risk Management Office at (254) 526-1347. Central Texas College is considered a public school under Texas law, and is therefore immune to liability for personal injury and/or property damage that students may sustain while on campus. You enter campus (to include parking your vehicle) at your own risk and responsibility.

Fort Hood Campus

The Fort Hood Campus offers five eight-week terms and three three-week mini terms per year. Most courses are offered in the evenings, but noon “brown bag” and Saturday courses are also available. Fort Hood Campus college classes are open to active duty personnel and their family members, retirees and civilians. The Fort Hood Campus Student Services Office has full-time staff to provide academic advisement to meet the educational needs of the Fort Hood community. Students may register at Fort Hood for courses taught on post as well as most courses offered at the Central Campus. For more information, visit the CTC Fort Hood website by clicking the “Campuses” link on the CTC website, and then clicking “Fort Hood and Service Area Campus.”

Financial aid students and students using Veterans Administration benefits should contact the Office of Student Financial Assistance at the Central Campus prior to enrolling for courses at Fort Hood. Students attending courses through the Military Tuition Assistance Program should meet with a military education counselor prior to enrollment.

In addition to college programs, the Fort Hood Campus also has contractual agreements to provide the programs and services listed below. Check with the Ft. Hood Campus Student Services office for more information and to determine your eligibility to attend.

NCO Lead Program
Computer Skills Program
Basic Skills Education Program
College Preparatory Program
Hospitality Programs

Microsoft Certified Systems Administrator
Academic Learning Centers
MOS Libraries
Troop School—Military Skills Enhancement Program
Testing Services

Service Area Campus

The CTC Service Area Campus provides college credit and noncredit classes to the citizens of Central Texas in the following counties: Bell, Burnet, Coryell, Hamilton, Lampasas, Llano, Mason, McCulloch, Mills, San Saba and Williamson. These classes are offered on a semester basis. CTC Community Coordinators are located in Brady, Burnet, Gatesville, Hamilton, Lampasas, Marble Falls and San Saba. CTC Community Coordinators can assist you with testing, financial aid, registration and other college-related activities. Please contact your CTC Community Coordinator for an appointment.

Distance Learning Programs and Courses

Central Texas College offers a wide range of learning opportunities for distant learners from single courses to complete certificates and degrees. The distance learning programs and courses adhere to the rules and regulations of the Texas Higher Education Coordinating Board, the Texas Education Agency and the SACS Principles as stated in the Distance Education: Definition and Principles: A Policy by the Commission on Colleges, Southern Association of Colleges and Schools. The distance learning programs are guided by the principles developed by the Western Interstate Commission on Higher Education (WICHE) and the Principles of Good Practice developed by the American Council on Education. Both DANTEs and the Servicemembers Opportunity Colleges have approved CTC as a provider of distance learning courses. CTC is an educational provider of distance learning through the SLOAN consortium. Faculty teaching distance learning classes must meet the academic and professional preparation criteria of regional accreditation, the standards established by the Texas Higher Education Coordinating Board rules and regulations and licensure and approval requirements of applicable regulatory boards.

Student Services

Distant learners have access to the same support services as campus-based students. These services may be obtained by email or by phone or through any of the CTC campus locations. Services provided to distant learners include but are not limited to, financial aid, veterans' benefits, career planning, career advisement, library, bookstore and special assistance. The Distance Learning web site contains web-based tools as well as points of contact for all student services. Technical support for online students is available 24 hours a day, seven days a week. A Distant Learner Handbook is located on the CTC distance learning website.

Academic Policies

In addition to the standard academic policies of the College as outlined in the applicable sections of this Catalog, CTC has established academic policies specific to distance learning. These policies cover courseware use, plagiarism and academic honesty, course participation, rights and privacy and others. All academic policies are presented at the College and Distance Learning web sites.

Degrees and Certificates

Students may choose to complete entire degrees and certificates or individual courses by distance. CTC continuously adds to the degrees, certificates and courses available through distance learning. All distance learning courses

- May be used to satisfy resident credit requirements.
- Contain the same content, outcomes and requirements as campus-based courses.
- Use the same texts and materials as campus-based courses.
- Require proctored examinations.
- Involve continuous communication with faculty and collaboration with other students in the class.

For a complete listing of programs, certificates and courses offered through distance learning at CTC, go to the CTC Distance Learning web site.

Continuing Education

Continuing Education provides opportunities for people to pursue lifelong learning. Personal enrichment and professional development noncredit courses are developed in response to individual requests and trends in community interests. Instructors come from all walks of life bringing rich and varied experiences to the classroom. Noncredit courses are an excellent alternative to credit courses for individuals seeking nontraditional educational experiences.

Workforce Education and Training

Continuing Education also offers workforce education and training programs. Workforce Education and Training programs are designed to meet the special needs of business and industry. Several curriculum options are available for those students who wish to learn a new skill or enhance their existing talents. Central Texas College also offers programs sanctioned by appropriate state and national associations and state licensure boards. Such programs keep interested persons informed regarding new developments in their fields or areas of interest.

Workforce Education offers customized business training programs that are tailored in content, schedule and location to meet a client's needs. This cost-effective training increases employee productivity and efficiency and improves customer satisfaction. Some Workforce Education courses may be taken for college credit.

General Information

Online instruction is also an option offered for some noncredit courses. We hope you find a program of interest on our web pages. Please visit our web site: www.ctcd.edu under Continuing Education. We welcome suggestions from the community for Continuing Education classes. To request a schedule or for additional information, please call (254) 526-1586 or come by the Continuing Education Office located in the Student Services Building 119, Room 208.

2 Plus 2 Articulation Agreements Leading to Bachelor Degrees

2 plus 2 articulations are agreements between Central Texas College and senior institutions that permit CTC students to “lock in” to a four-year degree when they register at CTC. Students are guaranteed that every course they take at CTC will transfer to the senior institution and that the degree requirements will not change once their 2 Plus 2 degree plans are signed. Examples of programs of study include liberal arts, teacher certification programs, business administration, computer science, criminal justice, nursing and industrial technology programs. CTC has 2 plus 2 degree plans with the senior colleges and universities listed below. Contact a CTC counselor for more information or visit the CTC website.

Tarleton State University – Central Texas
Tarleton State University – Stephenville, Texas
The University of Texas at Arlington

Articulation Agreements, Distance Learning Programs

Central Texas College holds articulation agreements with several educational institutions that offer online bachelor degree programs. These agreements allow the eligible CTC student a seamless transition into an online bachelor's degree program.

Baker College
Bellvue University
Capella University
Columbia College of Missouri – Extended Studies
Franklin University
Governors State University
Kaplan College
Northcentral University
Saint Joseph's College of Maine
United States Open University
Upper Iowa University – Extended University

Additional information may be found at the CTC web site or obtained through an academic advisor.

Uniform Application of Standards

The standards of Central Texas College's academic and student policies are uniform at all locations served by CTC. Central Texas College provides services at nine Texas locations which include:

- Central Campus, located between Killeen and Copperas Cove, Texas.
- Fort Hood Campus, located within the Central Texas College District at Fort Hood, Texas.
- Service Area Campus, which operates satellite offices strategically located in eleven counties with offices in Brady, Burnet, Gatesville, Hamilton, Killeen, Lampasas, Marble Falls and San Saba.

Admissions and Registration

General Admission Information

Address requests for application materials or questions concerning admission to the Admissions Center, P.O. Box 1800, Killeen, Texas 76540-1800. Application forms and information are also available online at www.ctcd.edu.

Central Texas College is a comprehensive community college that maintains an open-door admissions policy to ensure that all persons who may benefit from postsecondary education have the opportunity to enroll. New students will be admitted to Central Texas College providing all admission requirements are met. Admission to Central Texas College does not guarantee admissions to specific programs and courses. Specialized programs have their own admissions procedures, whereby a student's admission status is determined by the department. Certain programs may have restrictions on enrollments because of limited space or special equipment needs. Departmental approval is required to register for certain courses as published in the college catalog and schedule bulletins.

Federal law prohibits institutions from making preadmission inquiries about disabilities. Any information received regarding disabilities will not adversely affect admissions decisions. If you require special services or accommodations because of a disability, you should notify either the Learning Disability Support Services Office at (254) 526-1195, in Building 111, Room 205 or contact the Physical Disability Support Services Office in Building 111, Rooms 207 and 209 at (254) 526-1339 or (254) 526-1450. TDD: (254) 526-1378. This voluntary self-identification allows Central Texas College to prepare appropriate support services to facilitate your learning. This information will be kept in strict confidence and has no effect on your admission to Central Texas College. Appropriate documentation of the disability will be required.

General Admission Requirements For All Students in Credit Programs

An individual who has graduated from a high school to include an accredited public or private school; who has successfully completed a nontraditional secondary education program in a nonaccredited private school setting to include a home school; or who has earned a general educational development (GED) certificate will be admitted to Central Texas College. All individuals will be required to follow the regular admissions process.

Adults, veterans and military personnel 18 years or older who have not completed a high school program may be admitted on an "Individual Approval" basis if the individual can demonstrate the ability to benefit from instruction. Applicants wishing to be admitted under individual approval must complete a "Request for Waiver" form available through the Student Services office of the appropriate CTC campus. The applicant must show evidence of successful experiences which reasonably predict his or her ability to make satisfactory progress at the college. The Dean of Student Developmental Services will review the request with the appropriate department chair/faculty or the Campus Dean and then make a recommendation to the Systems Registrar for final approval.

Early admission offers the opportunity for high school students to earn college credits while concurrently enrolled in high school or during the summer. Early admission is open to high school students who are classified as juniors or seniors and are in good academic standing. Permission to enroll in CTC must be granted by the student's parent or legal guardian and endorsed by the high school principal, counselor, or designated representative. Concurrently enrolled high school students must adhere to the requirements of CTC and their high school to include attendance and the Texas Success Initiative Program (TSI) requirements. High school students may take two courses per semester. In no case will the student be allowed to take more than six courses in a year. An early admission form signed by the designated school official and parent or legal guardian must be submitted each semester of enrollment. Independent school districts may have additional requirements.

NOTE Central Texas College assumes no responsibility for loss of Interscholastic League eligibility of high school students enrolled in the early admissions program. Credits earned before high school graduation may not transfer to some colleges.

Students applying for Financial Aid must have a high school diploma or GED. Non-high school graduates should contact the Office of Student Financial Assistance at (254) 526-1508 for further details.

Admission Procedures, College Credit Programs

Admissions, testing and academic advisement are provided year round. You are encouraged to complete the admissions process prior to registration periods.

New CTC Students, First-Time Students

All new college students seeking a degree or certificate from CTC are required to:

1. Complete a CTC Application for Admission form.
2. Affirm residency status for tuition purposes by signing the oath of residency and submitting substantiating documentation as may be required. Nonresident active duty members of the U.S. Armed Forces assigned to duty in Texas and their family members are entitled to pay resident tuition rates. To qualify, the student must submit a completed Military Verification form during his or her first semester of enrollment which he or she will be using the waiver and a valid military I.D. card. Refer to the Residency section of this Catalog for additional information.
3. Submit an official high school transcript or General Educational Development (GED) scores demonstrating high school graduation or equivalency.
4. Meet the Texas Success Initiative (TSI) requirements by taking one of the required state-approved tests unless TSI exempt or waived. To determine if you are TSI exempt or waived, review the "Testing and Placement" section of the Catalog and visit with an academic advisor. CTC offers the THEA and ACT ASSET. Test results are for placement purposes only. Refer to placement/prerequisite requirements if enrolling in English, mathematics, or reading-intensive courses.
5. Meet with an academic advisor.
6. Arrange to attend the new student orientation session.

All first-time new students are encouraged to complete a Free Application for Federal Student Aid (FAFSA) to determine if they may be eligible for student financial assistance.

Transfer Students

Students who have previously attended another college or university prior to applying for admission to CTC are required to:

1. Complete a CTC Application for Admission form.
2. Complete the Core Residency Questionnaire, sign the oath of residency and submit substantiating documentation as may be required. Nonresident active duty members of the U.S. Armed Forces assigned to duty in Texas and their family members are entitled to pay resident tuition rates. To qualify, the student must submit a completed Military Verification form during his or her first semester of enrollment which he or she will be using the waiver and a valid military I.D. card. Refer to the Residency section of this Catalog for additional information.
3. Submit an official high school transcript or General Educational Development (GED) scores demonstrating high school graduation or equivalency.
4. Submit official transcripts from each accredited college or university previously attended.
5. If transferring from a private/independent or out-of-state higher education institution, you are subject to TSI requirements unless TSI exempt or waived. To determine if you are TSI exempt or waived, review the "Testing and Placement" section of the Catalog and visit with an academic advisor. CTC offers the THEA and ACT ASSET. Test results are for placement purposes only. Refer to placement/prerequisite requirements if enrolling in English, mathematics, or reading-intensive courses.
6. If you attended another Texas public higher education institution in the fall 1989 or thereafter, you should have been tested and/or TSI exempted by that institution.
7. Meet with an academic advisor.
8. Arrange to attend the new student orientation session.

Students on academic probation or suspension at the transfer institution will be admitted on probation to Central Texas College and must earn a grade point average of 2.0 during their first semester in attendance at CTC. Students in this category who do not achieve a grade point average of 2.0 will be suspended for one long semester.

Transfer students applying for financial aid must submit official copies of transcripts from previously colleges and universities attended in order to determine the student's eligibility for federal, state, and institutional financial aid.

Former CTC Students, Readmissions

If it has been at least one year since you attended CTC, follow the steps below.

1. Update your major and address where applicable. If it has been at least one year since you last attended CTC, complete a new CTC Application for Admission form.
2. Sign the oath of residency and submit substantiating documents as may be needed. Nonresident active duty members of the U.S. Armed Forces assigned to duty in Texas and their family members are entitled to pay resident tuition rates. To qualify, the student must submit a completed Military Verification form during his or her first semester of enrollment which he or she will be using the waiver and a valid military I.D. card.
3. If you have attended other colleges or universities since last enrolled with CTC, request that official transcripts be sent to CTC.
4. Check with an academic advisor to review your TSI requirements.
5. Visit with an academic advisor as may be needed.

CTC Students Who Previously Attended CTC Outside of Texas

If you attended CTC at one of its locations outside Texas, you are now subject to certain in-state requirements. You are required to:

1. Complete a CTC Application for Admission.
2. Sign the Oath of Residency and submit substantiating documentation. Nonresident active duty members of the U.S. Armed Forces assigned to duty in Texas and their family members are entitled to pay resident tuition rates. To qualify, the student must submit a completed Military Verification form during his or her first semester of enrollment which he or she will be using the waiver and a valid military I.D. card.
3. Take the Texas Higher Education Assessment (THEA) Test or the ACT ASSET test unless TSI exempt or waived. To determine if you are TSI exempt or waived review the Testing and Placement section of the Catalog for additional information and discuss with an academic advisor.
4. Verify that your high school transcript, GED scores and/or official transcripts from accredited colleges or universities previously attended are on file. If not, request that official transcripts from each school be sent to CTC.
5. Visit with an academic advisor.
6. Make arrangements to attend the new student orientation.

Transient Students

If your intent is to attend CTC to earn credits to transfer into a degree program at another college or university, you do not need to submit education records from previously attended colleges or universities unless required for Veterans Services, Financial Aid, TSI, or to document earned requirements. Records will be required if you later elect to seek a certificate, degree, or award of credit. You are required to:

1. Complete a CTC Application for Admission.
2. Sign the Oath of Residency and submit substantiating documentation. Nonresident active duty members of the U.S. Armed Forces assigned to duty in Texas and their family members are entitled to pay resident tuition rates. To qualify, the student must submit a completed Military Verification form during his or her first semester of enrollment which he or she will be using the waiver and a valid military I.D. card.
3. Ensure you meet TSI requirements unless TSI exempt or waived.
4. Consult with the advisor at your college or university to ensure courses taken at CTC will transfer to your degree program.

Guidelines for Active Duty Army Tuition Assistance Students

Active duty soldiers using Army tuition assistance will apply and register through the GoArmyEd portal. Self-pay Army students whose tuition assistance has been suspended due to a grade point average below 2.0 are encouraged to register and pay through the GoArmyEd portal in order to track your academic progress. All students meet the general admission requirements in the CTC college catalog. The guidelines below are to assist students in applying and registering through the portal. Procedures are subject to change, and students are encouraged to visit the GoArmyEd website for the latest information.

1. Obtain your GoArmyEd user login and password. If you have not received an AKO email with your login, go to the GoArmyEd portal at www.GoArmyEd.com and click on the New Users tab. Complete the information requested. You will receive a login and password at this time. Complete the Soldier Quick Start Training on the portal.
2. Print your annual SOU, have it signed by your commander (for SSG and below), and turn it in to an Army Education Counselor assigned to your geographical Education Center.

3. If CTC is your host college and you have not participated in the eArmyU program and have a SOCAD2 Agreement currently with CTC, take a copy of your student agreement to the Army Education Counselor. Your counselor will upload your student agreement to the portal. Any changes in your program of study must be approved by your Army Education Center counselor. New students will receive a student agreement upon completion of six semester hours with CTC. Refer to the Student Services section of the catalog for more information.
4. Visit with a CTC representative to obtain a catalog, degree plan advisement, and other school-related information.
5. Fill out the GoArmyEd common application form online.
6. If CTC is your host college, request official transcripts from each regionally accredited college or university previously attended be sent directly to CTC. Submit an official high school transcript or GED scores verifying high school graduation equivalency if you have not already successfully completed at least 12 semester hours at another college or university.
7. Transient students (students who have a home institution other than CTC) are not required to submit official transcripts unless using financial aid.
8. Browse through the GoArmyEd Schedule of Classes and register for courses online. Ensure you meet course prerequisites prior to enrolling. If you are not eligible to enroll in a course, you will be notified by CTC.

Distant Learners

Students enrolling in distance learning programs must meet general institutional admission requirements. Distant learners in Texas and out-of-state distant learners who are bona fide Texas residents receiving in-state tuition rates must meet TSI requirements unless TSI exempt or waived. In addition, students should possess the computer and technical skills as well as learning skills needed to succeed in distance learning. Students are encouraged to complete the distant learning orientation at the CTC Distance Learning website at online.ctcd.edu.

Students enrolled in distance education courses must provide their own computers, or have access to computers, have Internet access (for online courses) and email accounts. Please refer to the Academic Policies section for information on course loads.

Distant Learners may register in person at any of the CTC locations, online through WebAdvisor, or by phone. In addition, students may request registration assistance from the CTC Online Help Desk. CTC offers continuous enrollment for online classes with term lengths of 8, 10, 12 and 16-weeks. Classes generally start each month.

Information on all registration methods and a schedule of all terms and classes is presented at the CTC Distance Learning web site.

Early Admissions, High School Students

Early admissions is available to selected high school students who are in good academic standing and classified as juniors or seniors. To apply for early admission:

1. Complete the Early Admissions Application signed by the high school principal or counselor and parent or legal guardian. Application must be re-submitted for each semester of enrollment.
2. Complete CTC's Application for Admission.
3. Sign the oath of residency, and submit substantiating documents as may be needed. If you are a dependent of a nonresident active duty member of the U.S. Armed Forces, refer to the Residency section of this Catalog for additional information.
4. Provide an official high school transcript.
5. Meet the TSI requirements unless you are exempt or waived.
 - Students in the high school graduating class of 2005 who "met standard" on their 10th grade TAKS may enroll in CTC courses related to the standard met according to institutional policy through their senior year.
 - Students who took the 11th grade exit-level TAKS and earned 2200 on the mathematics and 2200 on the ELA with a writing subscore of 3 are TSI exempt. Students who did not meet the minimum scores on the exit-level TAKS must take the THEA or one of the other approved tests for TSI unless they are otherwise TSI exempt or waived. Enrollment is limited to the section passed and institutional policy.
 - Students who took the TAKS may be required to take the ASSET or THEA test to enroll in English, math, or reading intensive courses.
6. If wishing to enroll in a TSI-waived certificate program, pass all sections of the TAAS/TAKS or otherwise meet graduation requirements.
7. Accepted high school students are limited to two courses per semester (fall, spring, summer). A student may not take more than six courses in a year.

NOTE Official transcripts and TSI state-approved test scores must be sent directly to CTC from the issuing educational institution. You may be conditionally admitted pending receipt of official high school and college or university transcripts. Falsification of information will result in disciplinary action and may result in dismissal from Central Texas College.

Admission to Skills Center Self-Paced Certificate and Cosmetology Programs

The admission/registration process for these programs differs slightly from those for the regular college credit programs in that registration is ongoing.

- Self-paced Certificate: If interested in enrolling in a self-paced certificate program, contact a Skills Center Counselor in the Vocational Skills Center Building 118, Room 14 or the Industrial Technology Department, Room 17.
- Cosmetology: If interested in enrolling in the Cosmetology program, contact the Industrial Technology Department in the Vocational Skills Center Building 118, Room 17; or visit the College of Cosmetology at 203 West Jasper in Killeen or call (254) 554-3309.

Community Non-Native Speakers

Community Non-Native English Speaking Students (immigrant/resident alien/“Green Card” holder) follow the regular registration process. Community non-native English speaking students without scores from the Test of English as a Foreign Language (TOEFL) must take the Comprehensive English Language Test (CELT) to determine English language proficiency. Students whose CELT scores fall within the parameters of the English-as-a-Second Language (ESL) program must enroll in and complete the ESL program before taking the ASSET or CTC Placement Test. A TOEFL score of 520 is needed to bypass the CELT and ESL program requirements.

International Students

Prospective international students are those applying for an F-1 or M-1 Student Visa, which requires that CTC issue the Form I-20. The International Student Services Office (ISSO) issues the Form I-20 when admission has been granted to the student. Because of changing immigration regulations, prospective students holding visa category A-M with the exception of ‘F’ and ‘M’ will be admitted on a case-by-case basis. Please contact the ISSO at etc.international@ctcd.edu for specific information.

To apply for international student admission (F-1/M-1) to Central Texas College, Killeen, Texas, the applicants must submit the documents listed below at least 90 days prior to registration of the intended entry semester. All documents must be originals. Faxed copies will not be accepted.

1. Complete and sign a CTC Application for Admission.
2. Complete and sign a CTC International Student Application for Admission.
3. Submit records of previous education. All foreign documents must be official and include an English translation completed through one of the foreign educational credential evaluation services. The National Association of Credential Evaluations Services provides a list of evaluation services.
 - Official high school diploma. Diploma must show date of graduation or official GED test scores verifying high school completion.
 - Official copies of transcripts from U.S. regionally accredited colleges or universities previously attended, if applicable.
4. Submit a notarized CTC Sponsor’s Statement for International Students, which indicates at least \$15,000 a year is available for college tuition, fees and living expenses.
5. Submit two passport-sized photos.
6. Submit \$500 tuition deposit. If the applicant does not attend, 80 percent is refundable.
7. Take the Test of English as a Foreign Language (TOEFL). A score of 520 on the paper-based test, 190 on the computer-based test, or a score of 68 on the Internet-based test is required for admission into the college credit program. Students native to countries whose official language is English and whose education has been in English, are not required to take the TOEFL. If the applicant is applying for the English-as-a-Second Language (ESL) program, TOEFL scores are not required for admission, but students must take the Comprehensive English Language Test (CELT) for placement purposes upon arrival.
8. Prior to registration, submit proof of Health/Accident Insurance for each semester. Foreign policies must be translated in English, with all information to include the expiration date translated. The insurance policy must cover the student while attending CTC and provide a minimum medical expense benefit of at least \$100,000. Health insurance may also be purchased through the International Student Services office.

International students who are not TSI exempt or TSI waived must take the THEA or ACT ASSET tests as required by the state. More information provided upon arrival.

NOTE If the visa is denied, or you are unable to attend for any other reason, CTC will refund 80 percent of the original tuition deposit (\$400) provided CTC receives the original Form I-20 with a written request for refund. The remaining 20 percent is not returned as it covers processing fees. If the visa is granted, 100% of the tuition deposit will be applied to tuition. The Residence Hall deposit is nonrefundable.

International Transfer Students

In addition to the requirements for all international applicants, prospective international transfer students must provide the following documents:

- Completed original Certification of Good Standing from Previous School. Student must complete Section I of this form. The Foreign Student Advisor at the school last attended completes Section II of the form before sending it to the CTC Director, ISSO. Student must be in good academic standing and in-status with the U.S. Citizenship and Immigration Services (USCIS) in order to be admitted to CTC.
- Photocopy of Form I-20 issued by previous school attended.

Residence Hall Application Process for International Students

- Complete Residence Hall Application. Complete all items, attach a passport-size photo and sign and date the form.
- \$100 nonrefundable Residence Hall deposit must be included to reserve a room. Early arrival is required for new international students for pretesting and registration. Be prepared to pay \$14 per day, excluding meals, to stay in the Residence Hall before classes begin. Room and Board fees do not cover the week before classes. Also, be prepared to stay off campus from mid-December to mid-January while the campus is closed for the holidays.

When both items have been submitted, you will be placed on the Residence Hall waiting list. Submitting an application does not guarantee assignment of a room. You may check the status of your application with the Residence Hall Manager at (254) 526-1926.

NOTE To apply to Central Texas College, direct inquiries to the Director of International Student Services ctc.international@ctcd.edu, who will provide forms and instructions for completing the requirements listed above. The CTC web site (www.ctcd.edu) provides detailed information.

English as a Second Language (ESL)

Non-native English speakers (international students and community foreign students) are required to take the Comprehensive English Language Test (CELT) before beginning the English-as-a-Second Language Program (ESL/DSL courses). Only international or community foreign students with TOEFL scores of 520 or higher (paper-based), at least 190 (computer-based), or at least 68 (internet-based) will be exempt from English language pretesting and the English-as-a-Second Language Program. The CELT testing dates and locations are published in the CTC Schedule Bulletin each semester. The test is free and may be taken once per year. Transfer students who have taken English-as-a-Second Language (ESL) courses elsewhere and wish to continue ESL at CTC must take the CELT.

The ESL program includes 14 courses divided into beginning, intermediate and advanced levels. The entire program takes three semesters to complete, provided you pass all subjects the first time. The CELT provides individualized course placement into appropriate levels of grammar/writing, reading/vocabulary and listening/speaking. Sufficient test scores allow you to be exempt from courses already mastered, ensuring that you do not take unnecessary courses.

Students whose CELT scores fall within the parameters of the English-as-a-Second Language (ESL) program must enroll in and complete the ESL program before taking the THEA or ACT ASSET.

Transfer Credits

Transfer of credit from regionally accredited colleges and universities may be accepted when the grade earned was “C” or higher and the coursework applies to your curriculum. Passing grades lower than “C” may be considered for transfer in accordance with current evaluation procedures and curriculum requirements. Grades other than “A,” “B,” “C,” or “CR” will not be accepted in transfer in major degree requirements.

Because of the rapid changes occurring in vocational/technical fields today, coursework taken in a major field of study or vocational/technical courses directly related to that major field may not be accepted in transfer to satisfy specific Associate of Applied Science Degree or Certificate of Completion program requirements. The appropriate Department Chair or Central Texas College official must approve the acceptance of course credit in transfer when the coursework was completed over five years before you entered the Central Texas College program of study. This also applies to returning students when vocational/technical courses that are applicable to your degree or certificate programs were taken at Central Texas College.

Records Required

Transcripts

Degree or certificate seeking students must ensure that all records of previous education are on file with the Records Office in order to fulfill admission requirements of Central Texas College. CTC must receive all transcripts before the end of the first regular semester or second eight-week term of enrollment. Transfer students who plan to use financial aid must have transcripts on file prior to determining financial aid eligibility.

You are responsible for requesting that all official records be forwarded directly from the issuing institution to the Central Texas College campus serving your location. Addresses are listed in the front of the Catalog. Transcripts must bear original seal or mark and signature of the registrar to be acceptable. Under the provisions of the Family Educational Rights and Privacy Act as amended, CTC will not release copies of transcripts from other institutions.

If transcripts of previous education are issued to Central Texas College in your former name and without a social security number, CTC cannot be responsible for properly identifying the document.

Test Scores

Texas Higher Education Assessment (THEA) test scores or scores from other state approved TSI tests must be on file prior to registration for all students who are not TSI exempt or waived.

Recommended Program for High School Students

High School students planning to attend Central Texas College are encouraged to use the Recommended High School Program or the Tech-Prep Program as preparation for entering transfer, technical and Tech-Prep degree programs. The Texas Board of Education has approved these graduation programs. Copies of these programs are available from your high school counselor.

Placement Examinations

Student's Status	Testing Requirements*
If you are entering a Skills Center Open-Entry, Self-Paced Level I Certificate program (42 semester hours or less) or the Cosmetology Program,	you are currently waived from taking the ASSET or THEA as long as you do not take courses outside the certificate program. However, you may be required to take a Skills Center Diagnostic Test.**
If you are entering a Level I Certificate program (42 hours or less),	you are currently waived from taking the ASSET or THEA as long as you do not take courses outside the certificate program.
If you are entering a Marketable Skills Achievement program for credit,	you must take the ASSET or THEA unless courses are a part of a Level I Certificate program.
If you are entering a Skills Center Open-Entry Level II program (more than 42 hours),	you must take the ASSET or THEA unless you are TSI exempt or waived. See exemptions below.
If you are entering a Level II Certificate program or an associate degree program,	you must take the ASSET or THEA unless you are TSI exempt or waived. See exemptions below.
If you are a new International student (non-immigrant) or a Community Foreign Student (resident alien) and your native language is not English,	you must take the CELT examination if your TOEFL scores are below 520 on the paper-based, below 190 on the computer-based, or below 68 on the internet-based test or you have never taken the TOEFL.
If you scored 2200 on the ELA with a writing score of at least 3 and a 2200 in math on the exit-level 11th grade TAKS,	<ul style="list-style-type: none"> - you are TSI exempt in math, reading, and writing - you may enroll in any course if you meet the course requirements - you may be required to take the ASSET or THEA to determine your eligibility to enroll in English and math courses.
If you are in the high school graduating class of 2005 and met "minimum standards" on the math test and the ELA on the 10th grade TAKS,	<ul style="list-style-type: none"> - you may enroll in technical courses that are a part of a Level I Certificate or Level II Certificate program. - you may enroll in reading-intensive courses such as history and government - you must take the ASSET or THEA to determine your eligibility to enroll in English and math courses - you must meet TSI requirements after high school graduation before enrolling in college courses.
If you are in the high school graduating class of 2006 and forward and scored 2200 on the ELA with a writing score of at least 3 and a 2200 in the math on the 10th grade TAKS,	<ul style="list-style-type: none"> - you may enroll in technical courses that are a part of a Level I Certificate or Level II Certificate program. - you may enroll in reading-intensive courses such as history and government - you may be required to take the ASSET or THEA to determine your eligibility to enroll in English and math courses. - you must meet TSI requirements after high school graduation before enrolling in college courses.

* Other placement tests, such as the COMPASS or Accuplacer may be accepted.

**Contact a Skills Center Counselor in Building 118, Room 14 for more information.

NOTE If you need special testing accommodations, contact Disability Support Services at (254) 526-1339 or Learning Disability Services at (254) 526-1195 before taking the test(s). Appropriate documentation of the disability is required.

Texas Success Initiative

The Texas Success Initiative (TSI) replaced TASP effective September 1, 2003. The TSI program uses assessment, advising and remediation to ensure that students have the skills to be successful in freshman academic coursework. TSI requires students to be assessed in reading, writing and math skills prior to enrolling in college unless the student is TSI exempt or TSI waived.

The TSI is applicable to students attending CTC Texas locations and in-state distant learners. Out-of-state distant learners who are bona fide Texas residents and paying in-state tuition rates enrolled in online courses offered from the Central Campus are TSI-liable. All new and former students must meet with an academic advisor prior to enrolling to determine their TSI status and educational plan. Distant learners must contact an online counselor to determine their TSI status and educational plan. CTC's developmental education program and course prerequisites are applicable to all in-state and out-of-state students.

How Can I Register to Take the Official TSI Test?

The state-approved TSI tests are the THEA, ACT ASSET, ACT ACCUPLACER and the COMPASS. CTC offers the THEA and ASSET. Refer to the semester schedule bulletins or website for dates and times of the ASSET. Information on the THEA is available at the THEA website. The CTC Guidance/Counseling and Testing offices also maintain copies of the THEA Registration Bulletin.

Who is Exempt from Taking the Official TSI Tests?

The following students are exempt from the TSI requirements per Coordinating Board rules. All exempt students must still meet course and testing prerequisite requirements for CTC course placement purposes. (Coordinating Board rules and regulations are subject to change.)

1. ACT Scores. A student who has a composite score of 23 with a minimum of 19 on both the English and the mathematics tests and who first enrolls in a Texas public institution of higher education within five years from the date of testing. For tests taken in April 2004 and forward, a student who earns the 23 composite score is eligible for a partial exemption based on the section passed.
2. SAT Scores. A student who has a composite score of 1070 with a minimum of 500 on both the Critical Reading (verbal) and the mathematics tests and who first enrolls in a Texas public institution of higher education within five years from the date of testing. In March 2005, the SAT was revised. The Critical Reading section replaced the verbal section, and a writing section was added. At the time of this publication, the Critical Reading score combined with the student's composite score will be used to determine exemption from state-mandated testing in reading and writing. For tests taken in April 2004 and forward, a student who earns the 1070 composite score is eligible for a partial exemption based on the section passed.
3. TAKS Scores. A student who has an 11th Grade Exit-Level minimum scale score of 2200 on the mathematics test and a minimum scale score of 2200 on the English Language Arts (ELA) section with a writing subsection score of at least 3 and who first enrolls in a Texas public institution of higher education within three years from the date of testing. A high school transcript with an asterisk next to the ELA scale score should indicate a student scored at least a 3 on the writing subsection. For tests taken in April 2004 and forward, a student will be TSI exempt related to the section passed. Graduates of the 2005 high school class who attended CTC while in high school based on their 10th grade TAKS scores will be re-assessed to determine college readiness upon initial entry into CTC after high school graduation.
4. TAAS. A student who first enrolls in a Texas public institution of higher education within three years from the date of testing and performs at or above the set standard: a minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test. Note: After Fall 2004, the exit-level TAKS will replace the TAAS.
5. Students Transferring From Out-of-State or Private/Independent Colleges and Universities. A student who transfers from an accredited out-of-state or private/independent institution of higher education and who has satisfactorily completed college-level coursework in designated English, mathematics and reading intensive courses may be exempt. Transfer students must meet with an academic advisor to determine exemption eligibility.
6. Associate or Bachelor's Degree Graduate. A student who has graduated with an associate or baccalaureate degree from a Texas institution of higher education as defined in Texas Education Code, Section 61.003(8).
7. Active Duty Military, Texas National Guard and Reservists. A student who is serving on active duty as a member of (a) the armed forces of the United States, (b) the Texas National Guard, or (c) as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
8. Former and Retired Military. A student who on or after August 1, 1990, was honorably discharged, retired, or released from (a) active duty as a member of the armed forces of the United States or the Texas National Guard; or (b) served as a member of a reserve component of the armed forces of the United States.
9. Non-Degree/Non-Certificate Seeking. A student who is not seeking a degree or certificate may be waived upon meeting specific institutional guidelines. Students must meet with an academic advisor to determine waiver eligibility.
10. Declared College-Ready by another Texas Public Institution of Higher Education. A student who has previously attended a Texas public institution of higher education and has met the readiness standards of that institution.

Who is TSI-Waived?

Level One Waived-Certificate Program.

A student enrolled in a certificate program of one year or less (which requires 42 or fewer semester credit hours) is waived from TSI. If a student takes more than six semester credit hours outside the waived program, he or she immediately becomes TSI liable. Student must still meet departmental course and testing prerequisites. The waiver applies to students who have already graduated from high school. Dual/Concurrent high school students are admitted to CTC based on other TSI criteria established by the state.

High School Students

High school juniors or seniors may be eligible to earn college credit while they are still in high school by enrolling in dual or concurrent credit courses. Dual credit courses are college courses that also count toward high school requirements. Concurrent courses are college courses taken by a student outside of high school hours. Prior to enrolling in either dual or concurrent courses, students must satisfy the TSI requirements.

High school students may be exempt from TSI if they meet the qualifying standards on the ACT, SAT, or the 11th grade exit-level Texas Assessment of Knowledge and Skills (TAKS). Minimum standards are described in the section of this catalog “Who is Exempt from TSI Testing.” If the student does not meet the qualifying standard necessary for an exemption, the student must take one of the TSI-approved tests in the corresponding section to enroll in concurrent courses or dual credit courses for which college readiness is required.

Dual Enrollments in Workforce Education Credit Courses

A high school student is eligible to enroll in workforce dual credit courses in the eleventh and/or twelfth grade if the student demonstrates that he or she has achieved the minimum high school passing standard on the Mathematics section and/or the English/Language Arts section on the tenth or eleventh grade TAKS. A student may enroll only in those workforce education dual credit courses for which the student has demonstrated eligibility. Student must still meet institutional requirements, such as course prerequisites. (A dual credit course is a course that fulfills a high school requirement.)

TSI Minimum Standards

To meet TSI minimum standards, a student must achieve the minimum passing scores on one of the approved TSI tests as listed below. As noted below, the state requires a 6 on the written essay. However, if the student achieves the minimum score on the objective writing test, a score of 5 on the essay will meet TSI standards.

- ASSET: (a) Reading – 41, (b) Elementary Algebra – 38 and (c) Writing Objective – 40 and Written Essay – 6.
- THEA: (a) Reading – 230, (b) Mathematics – 230 and (c) Writing 220 and Written Essay – 6.
- COMPASS: Reading – 81; Algebra- 39; Writing (objective) – 59 and Written Essay – 6.
- ACCUPLACER: Reading Comprehension - 78; Elementary Algebra - 63; Sentence Skills – 80; and Written Essay – 6.

Deviation Standards. If a student’s test scores are within the deviation standards set by the Coordinating Board, the student must successfully complete the CTC developmental education plan. Upon successful completion of the CTC developmental education plan, the student will not be required to retest.

- ASSET: (a) Reading – 35, (b) Elementary Algebra – 30 and (c) Writing Objective – 35 and Written Essay – 6.
- THEA: (a) Reading – 201, (b) Mathematics – 206 and (c) Writing 205 and Written Essay – 6.
- COMPASS: Reading – 64; Algebra – 23; Writing (objective) – 44 and Written Essay – 6.
- ACCUPLACER: Reading Comprehension – 61; Elementary Algebra – 42; Sentence Skills – 62; and Written Essay – 6.

Scores that Do Not Meet Deviation Standard

A student whose scores on a state-approved TSI test do not fall within the deviation set by the Board must successfully complete the CTC developmental education plan and may be required to meet other indicators of readiness as determined by the college.

A student may retake a state-approved assessment instrument at any time, subject to availability, to determine the student’s readiness to perform freshman-level academic coursework.

Special Conditions due to Elimination of Certain TASP Exemptions

TASP exemptions and waivers are not valid for students who entered Central Texas College or another Texas institution of higher education for the first time after September 1, 2003. However, if a student was previously exempt from TASP based on any of the exemptions listed below and re-enters CTC in the Spring 2004 Semester or thereafter, the TASP exemption may be used to meet TSI requirements.

The student must have been enrolled in a Texas public institution of higher education between September 1, 1989 and August 31, 2003 and the TASP exemption must have been posted on the student’s transcript.

1. Grandfathering. Any student with at least three college-level semester credit hours or the equivalent from an accredited institution accumulated prior to the Fall Semester 1989; or entered the U.S. armed forces prior to July 1, 1989 and had the equivalent of three semester hours of college credit awarded for his or her military schools and training.
2. Deaf students who have three or more college-level semester credit hours or the equivalent from an accredited institution prior to September 1, 1995.

3. High School graduates with a 3.5 or above grade point average who graduated in the Recommended or Advanced Curriculum from September 1, 2001 to August 31, 2003.
4. Students who completed TASP obligations via provision TEC 51.306(u), dyslexia and other related disorders (effective from September 1, 1995 to August 31, 2003).

Students whose TASP exemption cannot be carried over and re-enroll with CTC in the Spring 2004 Semester or thereafter must take the THEA, ASSET or other state-approved TSI test. Testing is a state requirement and cannot be waived. Texas Success Initiative rules and regulations are subject to change.

Registration

Registration Periods

Students may register by telephone, on the Web, or during scheduled walk-in registration periods. Army TA and eArmyU students register through the GoArmyEd portal.

- New students may register electronically once admissions, academic advisement and testing requirements have been completed.
- Continuing students who have attended CTC in Texas or through distance learning during the last 12 months should register electronically.
- Short-term stop-out students who return to CTC after being out of school for less than 12 months, must confirm that they have not changed their state of residence since their last enrollment prior to registering electronically.
- Former students who have not enrolled with CTC during the last 12 months must reaffirm residency status and update admissions prior to registering electronically.
- Active duty military or their family members must submit a new military verification form and present their military I.D. card (valid) if it has been 12 months since the documents were last provided. For example, if you submitted the military verification form for the fall of 2003, you must revalidate your active duty military status before enrolling in the Fall 2004 Semester.

To ensure an effective and timely registration process, you should submit your CTC Application for Admission and supporting documents to the Admissions Office at least 72 working hours before enrollment. You must take all portions of the THEA or ASSET unless exempt or enrolled in a certificate-waived program prior to registration. If you are not required to take the THEA or ASSET test, you may be required to take placement tests to enroll in specific courses or programs.

Except when the administrative offices are closed or during scheduled registration periods you may see an academic advisor at any time during the year. ASSET testing is routinely given at the CTC Testing Office. You are encouraged to complete admissions, academic advisement, and testing in advance of scheduled registration periods.

Admissions and Registration Periods, Walk-In

CTC continues to offer scheduled walk-in registration periods for students. Tentative registration dates are listed in the college calendar published in this Catalog. Specific dates, times and locations are published in the schedule bulletins, which are distributed before each registration period and are available on the CTC web site. Students are encouraged to register prior to walk-in dates for maximum availability of classes.

Registration for Special Courses and Skills Center Programs

CTC conducts special registrations for classes offered at locations other than the Central Campus and for courses scheduled other than in the semester calendar. Details of special registration are published and distributed separately.

Registration for the Skills Center self-paced certificate programs is continuous. Students may enroll any time, except during Spring Break, Christmas Holidays and other official Central Texas College holidays. Currently, telephone and web registration are not available for the self-paced programs.

New Cosmetology classes begin the first Monday of March, June, September and December. Registration for Cosmetology classes occurs 15-20 days prior to start of classes. Telephone and web registration are not available for the Cosmetology Program.

New Student Registration

As a first-time student at Central Texas College, you are expected to participate in the new student registration process. This process includes academic counseling, schedule planning, registration, orientation, a discussion of the TSI program and its requirements and referral to other specialized services, such as the Office of Student Financial Assistance.

If you are not exempt from the TSI and you are not in a TSI-waived program, you must take the THEA or ASSET Exam before registration. If you are exempt from TSI or in a TSI-waived program, you may be required to take a designated Central Texas College placement exam or other diagnostic tests.

Late Registration

You can register late as published in the Schedule Bulletin. A fee is assessed to those registering late. If you complete registration after courses begin, you are not excused from meeting attendance or academic requirements and must arrange with the instructor to make up any assignments missed. Students are not permitted to register after the scheduled late registration date. There is no late registration for online courses.

Fort Hood Late Registration

Students can register late during the first week of classes, prior to the second class meeting for classes offered twice weekly, prior to the fourth class meeting for daily brown bag classes and any time prior to the first class meeting for classes offered on the weekend.

All schedule changes must be completed within this same time frame.

Adding or Dropping Classes

During the official add/drop period, you may add a class prior to the second scheduled class meeting. You may not add a distance learning course without special permission. Classes missed will be counted as absences and you will be required to make up any assignments.

If you are a financial aid student you should visit the Office of Student Financial Assistance prior to making a schedule change. It is your responsibility to meet with a financial aid advisor prior to dropping a course. VA students must have schedule changes approved at the CTC VA office. Army TA and eArmyU students add and drop courses through the GoArmyEd portal.

Official Enrollment

To gain admission to classes, you must complete the published registration procedure each term, including payment of all tuition and fees. No one is officially enrolled until all tuition and fees have been paid in full. Students who withdraw are not entitled to remain in class on an unofficial basis. Only those students who are officially enrolled may attend classes.

Departmental Admissions Requirements

Aviation Science

If you are an Aviation Science student, you must pass Federal Aviation Administration (FAA) physical exams appropriate to your level of training before admission to flight training. Present written evidence of FAA medical certification to the Department Chair at the time of preregistration advisement for admission to this department.

Medical Lab Technician

Admission Policy

Applicants desiring admission to the MLT program must follow the regular procedures for admission to Central Texas College. Upon admission to CTC, a prospective student must follow the procedures required by the MLT program as follows:

- Application to the MLT program accompanied by the documents listed below. An incomplete application (lacking any of the documents) will not be accepted.
 - Transcript of high school graduation or GED equivalency.
 - Copy of THEA scores or one of the other approved TSI exams. THEA scores or equivalent of at least 250 on the mathematics, 230 on the reading, and 230 on writing. (For a complete list of the approved TSI exams, refer to the Admissions section of the CTC Catalog.) A student who does not successfully complete the reading and/or writing sections of the exam must successfully complete the required developmental courses prior to the pre-admission interview. A student with a math score below 250 may be admitted to the program, but must successfully complete the developmental mathematics courses prior to enrolling in MATH 1314 College Algebra. The mathematics department requires at least 270 or equivalent on the TSI-state approved test or successful completion of DSMA 0303 to enroll in MATH 1314.
 - Two completed reference forms.

- Current immunization record.
- Physical exam form completed within the last six months signed by a M.D. or D.O.
- Student health history.

Call for an appointment for a pre-admission interview with the program director (254-526-1883) when the application and the required documentation has been submitted to the MLT office.

Additional requirements are:

- Students with prior college credits: It is the applicants' responsibility to ensure CTC receives official transcripts. For effective counseling, copies of transcripts should be sent to the MLT office prior to the pre-admission interview. All transfer courses accepted in the MLT program must have a grade of C or better. Science courses that are 5 years old or greater must be repeated.
- BIOL 1406 is recommended for any student who did not complete a high school biology course prior to entering MLAB 1201 and 1211. CHEM 1406 is recommended for any student who has not completed a high school chemistry course. Students with previous college credits will be exempt.
- Based on the date of the application and after admission criteria have been met, 20 students are admitted to the MLAB 1201/1211 courses. Enrollment in MLAB 1201/1211 does not guarantee a position in the clinical courses of the program. Upon entering MLAB 1201/1211 and subsequent courses, the student is in competitive status for admission to the clinical courses of the program.
- Student must complete the program within four calendar years of enrollment.

Progression Requirements

In order for a student to progress in the MLT program, the following requirements must be met:

- Achieve a grade of "C" or better in each course listed on the degree plan.
- Successfully complete the prerequisites to Clinical I with a grade of "C" or better. Prerequisites are:

MLAB 1201 and 1211	MLAB 1415
BIOL 2401	BIOL 2402
CHEM 1411	CHEM 1412
MATH 1314	ITSC 1409
- Selection for acceptance to the clinical courses of the program will be made on a space-available basis. The selection process is a function of the MLT Advisory Committee. The following criteria will serve as the basis for the decision regarding selection.
 - Review of transcripts and courses currently in progress; specifically academic courses in biology, chemistry, mathematics, and medical laboratory technician.
 - Interview with a member of the MLT Advisory Committee (32 points possible).
 - Interview with the MLT program Medical Advisor (32 points possible).
 - There are a maximum of 10 positions available for clinical courses. The students with the 10 highest point values will be admitted to the clinical courses. Two alternate positions will be assigned to the next two applicants.
 - Students will be notified by letter regarding their status for admission to Clinical I.
- Provide receipt verifying the purchase of the medical liability insurance policy through CTC.
- Current CPR certification on file.
- Results of TB Tine (skin) test or chest x-ray within six months of entering Clinical I.
- Results of Criminal Background Check and Urine Drug Screen completed within 90 days and submitted 45 days prior to entering Clinical I.

Transfer Students

Transfer students must:

- Meet general admission requirements of Central Texas College and the MLT program.
- Have a minimum 2.5 GPA or better on a 4.0 scale.
- Present transcripts and syllabi of completed science and MLT courses to the CTC Guidance and Counseling department.
- Submit transcripts and syllabi evaluations completed by the CTC Guidance and Counseling department to the MLT program.
- May be required to challenge MLT courses depending on the transcript and syllabi evaluations. Students will be required to successfully complete MLT exit exams with a minimum of 70 (C).
- Placement of students in MLT clinical courses will depend upon availability and the recommendation of the MLT Selection committee and the MLT program director. Clinical admissions requirements will be applicable.

Readmission Policy

- Student must submit a written request for readmission to the program (refer to page 8 of the MLT Student Handbook).
- Student must be able to complete the program within four calendar years of the initial enrollment.
- Readmission to any MLT course is dependent upon availability of class openings after current class enrollment, but it is not automatic.
- Student who does not successfully complete any MLT or science course or withdraws from a MLT course with a failing average may apply once for readmission to the program.
- For readmission to the clinical courses of the program, the student must be in good academic standing, receive approval from the MLT program director and repeat the clinical admission process.
- Upon readmission to the clinical course, the following documents must be on file in the MLT program prior to the first day of the course.
 - Proof of physical exam signed by a M.D. or D.O. within the last six months.
 - Copy of current immunizations.
 - Receipt for the purchase of medical liability insurance policy through CTC.
 - Current CPR certification on file.
 - Results of current TB Tine (skin) test or chest x-ray.
 - Results of Criminal Background Check and Urine Drug Screen submitted 45 days prior to entering the clinical course(s).

Mental Health Services

Admission Policy

The Mental Health Services programs include a core curriculum of courses that provide a foundation for the Mental Health Services Associate of Applied Science degree with specialization options in Chemical Dependency, At-Risk Youth, or Social Work. The Chemical Dependency and At-Risk Youth specialization options may be in the form of certificates or Associate of Applied Science (A.A.S.) degrees.

Not all colleges and universities accept workforce development courses in transfer. Students must coordinate with the Mental Health Services Department and the college or university to which they want to transfer prior to enrollment.

Central Texas College and Tarleton State University-Central Texas work together to facilitate the transfer process for students pursuing the Mental Health Services Associate of Applied Science (AAS) degree, with the Social Work specialization, through an Articulation Agreement. Students must sign the Articulation Agreement and successfully complete CTC's AAS degree with the Social Work Specialization, in order to have their coursework transferred. Students who qualify will then have the opportunity to work toward the Bachelor of Social Work degree and qualification for the licensing examination for Social Work under Texas law.

Students who successfully complete the Advanced Certificate of Completion or Associate of Applied Science Degree with a Chemical Dependency specialization and are otherwise qualified, have the opportunity to prepare for licensure as a Licensed Chemical Dependency Counselor through the Texas Department of State Health Services Substance Abuse Services. Students who complete the minimum educational requirements as outlined by the DSHS will be evaluated on an individual basis before being eligible to enroll in the course DAAC 2367 Practicum, which provides the DSHS required 300 hour practicum. Effective September 2004, eligibility for licensure includes the requirement of an associate or more advanced degree with a course of study in human behavior/development and service delivery, such as the AAS Chemical Dependency specialization in the Mental Health Services Department.

Students in any of the specializations are advised that certain felonies or misdemeanors may prevent the student from accomplishing practicum hours or of being able to receive gainful employment.

Applicants for the program must follow the regular procedure for admission to Central Texas College. In addition, the following is required of all applicants for admission to the Mental Health Services Program:

- Complete the Mental Health Services Department Application.
- Make an appointment for an interview with a Mental Health Services program advisor.
- Take the THEA or other TSI-approved state exam unless exempt or in a certificate-waived program. Achieve reading and mathematics scores of 230 and a writing score of 220 with at least a 5 on the essay or concurrently enroll in appropriate developmental courses. Satisfy specific departmental requirements before enrolling in English or mathematics.

- Before participating in any practicum experiences, the student must:
 - Sign and agree to comply with the Mental Health Services Department Ethics statement.
 - Provide proof of CPR/First Aid Course completion.
 - Purchase liability insurance at the time of registration and provide proof to the department.
 - Be aware that field placement experiences will require travel at your expense.
 - Be aware that neither Central Texas College nor clinical facilities in which field placement occurs provide medical coverage, workers' compensation, or emergency care. Medical coverage is the responsibility of the student.
 - Meet physical exam and immunization requirements which include:
 - a. Proof of a physical exam completed within the last six months, signed appropriately.
 - b. Proof of immunization/protection against (MMR, Measles Booster, DT, Varicella).
 - c. TB Skin Test annually.
 - d. Hepatitis B series that takes six months to complete.

Progression Requirements

In order for you to progress in the Mental Health Services Program, the following is required:

- Achieve a grade of "C" or better in all courses in the degree or certificate plan, to include academic and vocational or workforce development courses.
- Meet admission and course prerequisite requirements.
- If the student has been inactive in the program for five or more years, or took the equivalent of certain courses longer than five years ago, the need for those to be repeated will be evaluated on an individual basis. The following courses must be repeated: Introduction to Alcohol and Other Drug (AOD) Addictions, Assessment Skill of AOD, Pharmacology of Addiction and Counseling AOD Addictions.
- In addition to the above requirements, within 30 days of the first day of class in the course DAAC 2367 Alcohol/Drug Abuse Counseling Practicum, the student must document eligibility by doing the following.
 - Submit the actual results of a Criminal Background Check, at the student's own expense, to the CTC Mental Health Services Department Chair.
 - Submit the results of a Drug Screen, at the student's expense, to the CTC Mental Health Services Department Chair.
 - Sign a Release of Information for the Criminal Background Check and Drug Screen results, if negative, to be released to the facility to which the student is applying to complete the required practicum hours.
 - Sign a Student Agreement for the 300 Hour Practicum in DAAC 2367.

Transfer Students

Transfer students must:

- Meet general admission requirements of CTC and the Mental Health Services Department.
- Provide transcript and course descriptions of vocational or workforce development and academic courses from all regionally accredited colleges attended for the coursework to be applied toward a certificate or degree.
- Meet the above criteria and those noted in the current Mental Health Services Department Student Handbook. Consideration is given to challenging by exam specified Mental Health Services departmental courses.

Department of Nursing

All programs in the Department of Nursing have a clinical component during which students spend time in health care institutions giving direct care to clients. It is the expectation of health care facilities that students' practice will not be impaired by drugs or alcohol. In addition, because of client vulnerability, institutions may not allow students with past convictions to practice in their facility. The Policy and Standard for Drug Screening and Background Checks, as well as the Immunization, CPR requirements, Texas Success Initiative (TSI) and Nurse Entrance Test (NET) are required for all students applying for admission to the Associate Degree Nursing Program, Transition to Associate Degree Nursing Program, EMT-P to ADN Option, Vocational Nursing, Emergency Medical Technician and Paramedic Programs.

Applicants for the nursing programs must follow the regular procedures for admission to Central Texas College, and complete all Department of Nursing standard program admission requirements, which include CPR and the following:

- Following acceptance to the program, but prior to registration a student must provide documentation of the actual results of a Negative Criminal Background Check from CertifiedBackground.com and the actual negative results of a 5-panel drug screen. Liability Insurance is included in registration fees.

Students applying for the ADN program will be considered for admission based upon the performance of the applicant pool for each class to include:

- overall grade point average (G.P.A.) on all CTCD A.D.N. Degree Plan coursework;
- overall G.P.A. on lab science coursework undertaken on the A.D.N. Degree Plan; and
- Nurse Entrance Test (N.E.T.) performance.

Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations

This policy applies to all students applying for admission to the Associate Degree Nursing Program, Transition to Associate Degree Nursing Program, EMT-P to ADN Option, Vocational Nursing, Emergency Medical Technician, Paramedic Programs and Nurse's Aide Program.

All drug screen tests and background checks must be conducted and verification of negative results received after acceptance but prior to enrollment in the program to which the student is applying. Enrollment is contingent upon declaratory order outcomes should a positive background check occur. The program will honor drug screen and background checks for the duration of the student's enrollment in the college if the participating student has not had a break in enrollment from the CTC Department of Nursing. A break in enrollment is defined as nonattendance of one full 16-week semester or more. Following admission to the program, but prior to registration a student must document eligibility by doing the following:

- Submit documentation of the actual results of a Negative Criminal Background Check from CertifiedBackground.com to the CTC Department of Nursing Chair or designee, at the student's own expense.
- Submit the actual negative results of a 5 or 7 Panel Drug Screen, at the student's expense, to the Department of Nursing Chair.
- Sign a release of information for the Criminal Background Check and Drug Screen results if negative to be released to the facilities to which the student is assigned for clinical experiences during enrollment in the program.
- Sign a statement agreeing to:
 - Inform the Department Chair and/or the facility if criminal activity or substance abuse occurs after the initial Criminal Background Check and Drug Screen is done.
 - A "for cause" Drug Screen.
 - Release of information to clinical facilities.
- Allocation of Cost - Each student must bear the cost of these requirements.
- Neither the college nor hospitals provide medical coverage or workmen's compensation for emergency illness or injury.
- Medical coverage is the responsibility of the student.

After acceptance for admission, the following must be on record in the Department of Nursing Office prior to registration

Mandatory Immunizations:

- Source: Title 25 Health Services, Rule 97.64 and Rule 97.65 of the Texas Administrative Code (April 2004). Required Vaccinations for Students Enrolled in Health-related and Veterinary Courses in Institutions of Higher Education:
 - Students cannot be provisionally enrolled without at least one dose of measles, mumps, and rubella vaccine if direct client contact will occur during the provisional enrollment period.
 - Polio vaccine is not required. Students enrolled in health-related courses are encouraged to ascertain that they are immune to poliomyelitis.
 - One dose of tetanus-diphtheria toxoid (Td) is required within the last ten years.
 - Students who were born on or after January 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of two doses of measles-containing vaccine administered since January 1, 1968.
 - Students must show, prior to client contact, acceptable evidence of vaccination of one dose of rubella vaccine.
 - Students born on or after January 1, 1957, must show, prior to client contact, acceptable evidence of vaccination of one dose of mumps vaccine.
 - Students shall receive a complete series of hepatitis B vaccine prior to the start of direct client care or show serologic confirmation of immunity to hepatitis B virus.
 - Students shall receive two doses of varicella vaccine unless the first dose was received prior to 13 years of age.

Rule 97.65 Exceptions to Immunization Requirement (Verification of Immunity/History of Illness):

- Serologic confirmations of immunity to measles, rubella, mumps, hepatitis B, or varicella, are acceptable. Evidence of measles, rubella, mumps, hepatitis B, or varicella illnesses must consist of a laboratory report that indicates either confirmation of immunity or infection.
- A parent or physician validated history of varicella disease (chickenpox) or varicella immunity is acceptable in lieu of vaccine. A written statement from a physician, or student's parent or guardian, or school nurses, must support histories of varicella disease.

- CTC Department of Nursing requires proof of physical exam completed within the last three months signed by MD, DO, PA or NP which includes Purified Protein Derivative (PPD) Tuberculin skin test results, before registration. The PPD TB skin test will be required each year thereafter. Documentation of chest x-ray is acceptable for students who require that. Proof of physical examination or diagnostic tests are recommended or required must include physicians return to class/clinical documentation after illness, injury, surgery, pregnancy e.g.

Associate Degree Nursing (ADN)

Admission Policy

General Information

The Associate Degree Nursing Program (ADN) requires two calendar years. Upon completion students are eligible to receive an Associate of Applied Science Degree and become candidates for the National Council Licensure Examination-RN®. A candidate who successfully passes this exam is licensed to practice as a Registered Nurse (RN). The ADN Program provides a general education together with nursing education at a college level. The student receives classroom instruction and coordinated clinical experience in the nursing care of clients in area health care agencies under the supervision and guidance of the college faculty. Students may enter the ADN Program in the Fall or Spring Semester. The ADN Program is approved by the Board of Nurse Examiners for the State of Texas and is fully accredited by the National League for Nursing Accrediting Commission, Inc.

Applicants for the program must follow the regular procedures for admission to Central Texas College. Neither the college nor hospitals provide medical coverage or worker's compensation for illness or injury or emergency illness or injury. In addition, the following is required of all applicants for admission to the Nursing Program.

- Application to the Nursing Program with copies of transcripts from all prior colleges attended. If transcripts were sent to Records and Registration, a release must be signed for the transcripts to be sent to the Department of Nursing.
- Completion of the courses prerequisite to RNSG 1413, Foundations for Nursing Practice, with a C or higher and a GPA of 2.5 or higher, and
 - BIOL 1406 or CHEM 1411 or MATH 1414 (Please be aware that MATH 1314/1414 or the applicable CLEP is a prerequisite to CHEM 1411, and that BIOL 1406 or the applicable CLEP is a prerequisite to BIOL 2421.)
- All students must be TSI complete to be admitted to the Nursing Program. No exemptions from testing will be allowed except those with transfer classes in the required testing areas (college level Reading, Writing, and Math). Those who are TSI complete must have the following ACT ASSET scores or greater within the last 5 years: Reading 41+, Writing 41+ with 6+ on the essay, and Math 41+.
- The Nurse Entrance Test (NET) must be passed within three attempts with passing scores on the same exam. A cumulative math score of 65 percent or higher on the Math section with no more than three sections below 70 percent, and 51 percent or greater on the reading section of the NET. Call Testing Services at (254) 526-1254 for the date, place, cost and time. A pretest, at no cost, may be taken. Contact information: Building 118, Room F15, (254) 526-1344.
- An overall 2.5 GPA on a 4.0 scale in transfer courses and course work at CTC that are on the nursing degree plan.
- A GPA of 2.5 in the lab science courses.
- All transfer courses accepted in the Nursing curriculum must be a "C" or above. Science courses that are over 5 years old must be repeated.
- Attendance at a mandatory Small Group Interview Meeting with the Chair of the Department of Nursing/ADN Coordinator or designee during the semester in which you are completing the last of your pre-requisite courses, are TSI complete, and have passed the NET is required. Your CTC Department of Nursing application, NET scores, TSI exam scores and all transcripts must be received prior to the schedule of the mandatory Small Group Interview Meeting.
- Students selected for the A.D.N. Program are ranked and selected based upon the performance of the applicant pool for each class to include:
 - overall grade point average (G.P.A.) on all CTC A.D.N. Degree Plan coursework;
 - overall G.P.A. on lab science coursework undertaken on the A.D.N. Degree Plan; and
 - Nurse Entrance Test (N.E.T) performance.
- After acceptance for admission, but prior to registration, the following must be on record in the nursing office.
- Mandatory immunizations prior to client contact. See **Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations.**
- Proof of physical exam completed within the last three months signed by MD, DO, PA or NP which includes PPD TB skin test results, before registration. The PPD TB skin test will be required each year thereafter. Documentation of chest x-ray is acceptable for students who require that. Provide proof of physical examination or diagnostic tests as recommended or required, to include physicians return to class/clinical documentation after illness, surgery, or pregnancy e.g.
- Proof of current CPR course completion - BLS-Health Care Provider or CPR for the Professional Rescuer, before registration. (Bring the original and a photo copy.)
- Current liability insurance (included in registration fees).

- Following admission to the program, before registration, a student must provide documentation of the actual results of a Criminal Background Check from CertifiedBackground.com and the actual negative results of a 5-7 panel drug screen. Students must sign a statement agreeing to (1) inform the department if criminal activity or substance use occurs after the initial background check and (2) a “for cause: drug screen (3) release of information to clinical facilities. Students bear the costs of these requirements. Enrollment is contingent upon declaratory order outcomes should a positive background check occur.

Additional Need-to-Know Information

Students will be required to take nationally normed tests throughout the curriculum. In the last semester of the curriculum, students will be required to take a comprehensive nationally normed exam and to score at or above the Educational Resources Inc (ERI) North American Average Score in order to pass that course. Clinical facilities may require the following: birth certificates, U.S. passport, naturalization certificates, permanent alien card if applicable.

Progression Requirements

In order to progress in nursing, the following requirements must be met:

- Achieve a grade of “C” or better in all courses in the curriculum including general education and nursing courses.
- Achieve a minimum 75 percent test average in all nursing courses.
- Successfully complete prerequisites to each nursing course.
- Successfully complete co-requisites prior to or concurrently with nursing courses.
- Successfully complete all courses in each semester of the curriculum before progressing to the next semester courses.
- Maintain current CPR certification - BLS for Health Care Providers or CPR for the Professional Rescuer.
- Maintain current liability insurance (included in registration fees).
- Provide proof of physical examination or diagnostic tests as recommended or required to include physicians return to class/ clinical documentation after illness, injury, surgery, or pregnancy e.g.
- Have an annual PPD Skin test/or chest x-ray as physician ordered if required.
- Maintain a negative drug screen and criminal background check.
- Successfully complete all standardized assessment and exit tests with acceptable scores.
- Complete the nursing program within four years of first enrollment in RNSG 1413 or its equivalent.
- Perform and behave in the classroom and clinical according to the Standards of Practice as set forth in the Rules and Regulations of the Board of Nurse Examiners for the State of Texas. Failure to perform to these standards may result in disciplinary action to include, but not limited to, dismissal from the program.

Transfer Students

- Must meet general admission requirements of CTC and the Department of Nursing.
- Have an overall 2.5 GPA on a 4.0 scale in all college work, both transfer coursework and work earned at CTC that will be used on the nursing degree plan.
- Possess a lab science GPA of 2.5.
- Present a transcript from all colleges attended. (Syllabi for nursing courses may be requested for review.)
- Apply in writing to the CTC A.D.N. Admissions and Standards Committee for admission to the Program.
- Acknowledge that placement in a nursing course will be dependent upon space availability and recommendations of the Admissions and Standards Committee.
- Complete the nursing program within four years of first time enrollment in RNSG 1413 or its equivalent.
- Must be aware that transfer students who have failed in another college or university nursing program may be admitted to the Associate Degree Nursing program provided they are eligible for readmission to the program from which they are transferring. Official letters from the original program are required for validation. These student nurses are admitted with the understanding that readmission following any CTC Nursing Department failure will be denied.
- Meet the CTC residency requirement that 25 percent of the nursing degree plan coursework must be successfully completed at CTC.

Part-Time Policy

Students desiring to enroll in the A.D.N. program in part-time status must:

- Mark “full-time or part-time” on the CTC Department of Nursing ADN Application form.
- Petition in writing a change in enrollment status to the ADN Admissions and Standards Committee, the semester prior to the change. Changes will be allowed on a space-available basis only.
- Successfully complete all the courses in a given semester on the nursing degree plan, in order to progress to the following semester’s courses.
- Complete the nursing program within four years of first time enrollment in RNSG 1413 or its equivalent.

Nurse-Aide Policy as an Associate Degree Nursing Student

Effective Fall 2005 prospective students who present a valid Certified Nurse Aide (CNA) certificate may receive evaluated credit for RNSG 1105, Nursing Skills I, provided transcripts are submitted showing proof of the course taken through a college or high school program.

Readmission Policy for Seeking an Associate Degree in Nursing

- Readmission to any nursing course is dependent upon availability of class openings after current class progression; it is not automatic.
- Students must complete the nursing program within four calendar years of enrollment in nursing courses.
- Students must meet the current admission/progression requirements.
- Students must provide current physical, immunization, criminal background and drug screen information. Provide proof of physical examination or diagnostic tests as recommended or required to include physicians return to class/clinical documentation after illness, injury, surgery, or pregnancy e.g.
- If a student does not successfully complete any nursing course or withdraws from a nursing course with a failing average, the student may apply for readmission to the Nursing Program only two times for a classroom or theory course, and one time for a clinical course. This applies to the following nursing courses: RNSG 1209, 1301, 1105, 1115, 1413, 1262, 1331, 1251, 2213, 1363, 1347, 2201, 2362, 2341, 2221, 2363, 1417, 2360, 1327, and 1162. Failure of three nursing courses will result in ineligibility for readmission.
- If a student has been readmitted following a nursing course failure and subsequently withdraws from a nursing course because of extenuating circumstances, the student may be readmitted if in a passing status at time of withdrawal.
- Consideration for readmission of former students is based on the following:
 - Former faculty team recommendation.
 - Academic grade average and clinical evaluation.
 - Reason(s) for failure if applicable.
 - Resolution of outside extenuating circumstances if applicable.
 - Completion of remedial work and/or completion of corresponding Level 1 or Level 2 academic courses if recommended.
 - The recommendation of the Admissions and Standards Committee. An interview with the former student may be required.
- Selection of students for readmission will be made in May and December.
- Any student applying for readmission to the nursing program must request readmission with the Admissions and Standards Committee and submit a written plan for success to be reviewed by the committee. The committee may make recommendations related to this plan for success and may request an interview with the applicant. The committee determines eligibility for readmission and notifies the student in writing.
- Should a student fail or withdraw from the LVN Transition, the student may apply for admission to the first semester of the ADN program. Admission into that semester immediately following failure or withdrawal may not be possible.

Challenge Students

The Challenge option is available to transfer students from Diploma, other ADN or BSN programs, if the following requirements are met:

- Admission to Central Texas College.
- Completion of all admission requirements to the ADN Program.
- Submit proof of eligibility for readmission to the program from which they transferred.
- Composite/overall and lab science GPA of 2.5.
- Have no prior enrollment at CTC in the course to be challenged.
- Have no grade lower than a C on a comparable course from the program from which they transferred.
- Meet the pre and co-requisites of the course to be challenged and complete the nationally normed testing requirements of the course to be challenged.
- Submit a letter requesting approval to challenge a nursing course to the Department Chair and/or Admissions and Standards Committee.
- Receive the approval of the Department Chair or Admissions and Standards Committee, Semester/Level Coordinator and course Lead Professor of a first, second and/or third semester nursing course to be challenged.
- Contact the Semester/Level Coordinator Lead Professor to be provided with a course syllabus, progression and nationally normed testing requirements, and a list of current required learning materials.
- Challenge the course one time only.

- Provide a minimum of two weeks' notice regarding the challenge exam date. The exam will be taken in the CTC Testing Office; you must bring a picture ID. The examination fee is due to the Testing Office on the date the student tests; fees are subject to change and are nonrefundable. The appropriate nationally normed test fees (ERI) will be paid to the Business Office and are nonrefundable and subject to change. Attain a final score of 80 or higher to receive evaluated credit. The challenge exam is an instructor-made comprehensive exam up to 100 items, and will include dosage calculations. The exam may include a written or technology based requirement.
- Meet the CTC residency requirement of 25 percent of the degree plan.
 - Be aware that a minimum of six semester credit hours with a grade of "C" or higher must be earned in the Central Texas College system along with a request for evaluation before any evaluated credit for the challenge exam is placed on the transcript.
- Upon successful challenge of a course with an examination grade of 80 or more, the transferring student must apply to the Admissions and Standards Committee for admission to the appropriate semester. Admission is contingent upon space availability; admission the semester immediately following the challenge exam is not automatic.
- Complete the A.D.N. Program within four years of first time enrollment in RNSG 1413 or its equivalent.

Transition to Associate Degree Nursing

Admission Policy

Applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, applicant's must satisfactorily complete all Department of Nursing standard program admission requirements which include CPR certification, Drug Screen, Criminal Background check, NET exam, TSI completion and prerequisite course requirements; See the ADN Admission Policy and **Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations**. All students applying to the Transition Program must also meet the following requirements:

- Current LVN/LPN license from any state.
- Two work references as an LVN, one which is from a present supervisor. Appraisal forms are provided with the information packet. All applicants for this course must have been employed one year full-time or two years' part-time as a GVN/LVN in the two calendar years before admission to the Transition Course; i.e., 1600 hours in the two years immediately preceding the beginning of the Transition Course. The experience requirement in the Transition Program may be waived before entry into the transition program provided the following requirements are satisfied:
 - Graduation from a vocational nursing program.
 - Earned at least a "B" (or 80 percent) average in all courses in the vocational nursing program.
 - A letter from the director or coordinator of the vocational nursing program recommending such waiver.
 - It is recommended that all of the general academic courses be completed before admission.
- Completion of general education prerequisite requirements for the Transition LVN to ADN Option Program. A grade of "C" or better in each course with a GPA of 2.5 is required in the courses on the nursing degree plan in both transfer courses and work earned at CTC.
- Have an overall 2.5 GPA on a 4.0 scale in transfer courses, course work at CTC that is on the nursing degree plan, and have a lab science GPA of 2.5.
- Complete the A.D.N. Program within four years of first time enrollment in RNSG 1413 or its equivalent.

EMT-P to ADN Option Program

Admission Policy

Applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, applicant's must complete all Department of Nursing standard program admission requirements which include CPR certification, Drug Screen, Criminal Background check, NET exam, TSI completion and prerequisite course requirements; See the ADN Admission Policy and **Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations**. The following is also required before admission to the EMT-P to ADN Option.

- Current EMT-P certification or license from any state or the National Registry of EMT's.
- Application to the Department of Nursing EMT-Option Program with copies of transcripts from all previous attended, to include EMT-P transcript. If transcripts are turned into the CTC Records Office, a release for the transcripts to be sent to the Department of Nursing must be signed.
- Two work references, as an EMT-P, one of which is from a present supervisor. Appraisal forms are provided with this information packet. All applicants for this course must have been employed one year full-time or two years part-time as an EMT-P in the two calendar years prior to admission to the Option e.g., 2080 hours in the two years immediately preceding the beginning of the Option.
- Complete the A.D.N. Program within four years of the first time enrollment in RNSG 1413 or its equivalent.

- Completion of general education prerequisite requirements for the EMT-P to ADN Option Program. A grade of C or better in each course with a GPA of 2.5 in the courses on the nursing degree plan both transfer courses and work earned at CTC:
- Have an overall 2.5 GPA on a 4.0 scale in transfer courses, course work at CTC that are on the nursing degree plan, and have a lab science GPA of 2.5.

Vocational Nursing

General policies related to students in the Vocational Nursing Program are consistent with those in effect for all students enrolled at Central Texas College and can be found in the Central Texas College Student Handbook, and the Central Texas College Catalog. Support Services available to students are discussed in the Central Texas College Student Handbook and in the semester schedule bulletins.

Admission Policy

Applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, the student must complete all Department of Nursing standard program admission requirements which include CPR certification, Drug Screen, Criminal Background check, NET exam, and TSI completion; See **Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations**. Neither the college nor hospitals provide medical coverage or worker's compensation for illness or injury or emergency illness or injury. The following must also be completed before admission to the Vocational Nursing Program.

- Application for the nursing program.
- Submission of high school transcripts to the Department of Nursing verifying graduation or GED transcript that indicates student has earned a state equivalent high school diploma.
- Submit copies of official transcripts from previous colleges attended.
- The state had mandated that the student must be TSI exempt or completed TSI requirements through the THEA, ACT ASSET, ACCUPLACER, or COMPASS.
- Complete the Vocational Nursing Program within two years of first time enrollment in VNSG 1304 or its equivalent.
- Must participate in an orientation meeting upon successful completion of the Nurse Entrance Test with the Vocational Nursing Coordinator or designee. The applicant's Vocational Nursing application and High School or GED transcript must be in the Nursing Department office to participate in this meeting.

Readmission Policy

- The student who does not successfully complete a vocational nursing clinical or classroom course may repeat the course once before advancing to the next level. Failure of three nursing courses or a clinical failure for unsafe practice will result in ineligibility for readmission. The vocational nursing program must be completed within two years of first time enrollment in VNSG 1304 or its equivalent.
- The number of students repeating may not exceed the number of open slots in any class.
- Consideration for course repetition:
 - letter written by applicant including
 - personal reason for failure or non-completion.
 - how extenuating circumstances have been resolved.
 - a written plan for success.
 - the recommendation of the VN Admission and Standards Committee. An interview may be required.
- After an applicant has been accepted for repetition, the student will follow standard Department of Nursing policies found in the Vocational Nursing Student Handbook.
- Students must complete the Vocational Nursing Program within two years of first time enrollment in VNSG 1304 or its equivalent.
- Professional liability insurance must be paid according to Department of Nursing policy.

Progression Requirements

In order to progress in the Vocational Nursing Program, a student must make an average of 70 percent or higher in each course. Failure to achieve 90 percent on the conversion test will result in a clinical course failure.

It is mandatory for VN students at all three semesters of the program to participate in a comprehensive assessment and review program. Detailed diagnostic reports at the end of the semester (online exams) provide the student immediate results and opportunity for remediation. Proof of satisfactory remediation on each test must be submitted to the course instructor by the first class day of the next semester so the student may progress in the VN program. Failure to submit proof of remediation will result in an Academic Hold.

- Students must complete the Vocational Nursing Program within two years of first time enrollment in VNSG 1304 or its equivalent.

The Vocational Nursing Program culminates in certification leading towards licensure and is responsible to maintain rules and regulations relating to Vocational Nursing Education, licensure, and practice in the State of Texas issued by the Board of Nurse Examiners (BNE). VN students are responsible for maintaining professional conduct throughout all aspects of this program. The BNE regulations define and outline “Unprofessional Conduct” and can be found in the CTC VN Program Student Handbook. Failure to maintain the professional code of conduct may subject the student to disciplinary action and/or removal from the program.

Transfer Students

A transfer student is a person who attended another nursing program and transferred course credit for advanced placement in Central Texas College’s VN program.

- These students must meet the current entrance requirements of the Central Texas College Vocational Nursing Program.
- Applicants will be judged on an individual basis by the VN Admissions and Standards Committee.
- Application for transfer must be submitted 90 days prior to starting in the program.
- Vocational Nursing courses used for transfer for advanced placement must have been completed in the past year. Science courses must have been completed in last five years. All other admission policies apply.
- The student must submit:
 - A letter from the previous school indicating satisfactory performance.
 - A complete description of the nursing courses taken.
 - Evidence of maintaining a “C” (2.0 GPA) at previous school.
 - Grades for all courses that are transferred in must be a “B” or better.
 - Two satisfactory references from former instructors regarding clinical performance.
 - Proof of completion of CPR course - Health Care Provider or CPR for the Professional Rescuer.
 - Proof of current Student Malpractice Insurance.
 - Completed physical examination form and mandatory immunizations.
- Applicants for transfer may be asked to verify academic standing and/or clinical skills by written examination and/or practical demonstration in the learning laboratory.
- All transfer students must successfully complete a minimum of 50 percent of credit hours (27 credit hours).
- Students must complete the Vocational Nursing Program within two years of first time enrollment in VNSG 1304 or its equivalent
- Transfer students who have failed in another nursing program are eligible to seek entry into the CTC-VN program. These students are admitted with the understanding that readmission following any CTC VN course failure will be denied.

Emergency Medical Technologies (EMT Basic, Intermediate and Paramedic) Certificate and Associate Degree Programs

Admission Policy

Applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, complete all Department of Nursing standard program admission requirements which include: CPR Certification, Proof of Immunizations, Drug Screen, Criminal Background Check, NET exam and TSI completion; See **Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations**. Neither the college nor hospitals provide medical coverage or worker’s compensation for illness or injury or emergency illness or injury. All students applying to the EMT-Basic Certificate Program must also meet the following additions:

- Proof of High School graduation or GED high school equivalent certificate.
- Copies of transcripts from prior colleges or universities attended.
- Proof of physical exam completed within the last three (3) months signed by an MD, DO, PA or NP which includes PPD TB skin test results. The PPD TB skin test results will be required annually thereafter.

Progression Requirements

Any student wishing to progress to the EMT- Intermediate or Paramedic Program should refer to the Paramedic Program requirements.

Paramedic Program (includes EMT- Intermediate certificate)

Admission Policy

Applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, the applicant must complete all Department of Nursing standard program admission requirements which include: CPR certification, Drug Screen, Criminal Background check, NET exam, and TSI completion; See **Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations**. All students applying to the Paramedic Program must also meet the following additions:

- Proof of high school graduation or GED high school equivalent certificate.
- Copies of transcripts from prior colleges or universities attended.
- An overall 2.5 GPA on a 4.0 scale in all college work, to include transfer courses and CTC coursework that will be used on the EMPT degree plan.
- Proof of physical exam completed within the last three (3) months signed by an MD, DO, PA or NP which includes PPD TB skin test results. The PPD TB skin test results will be required annually thereafter.
- All transfer courses accepted in the EMPT curriculum must be a “C” or above. Science courses that are older than five years old must be repeated.
- Copy of Texas, National Registry or any other State EMT- Basic Certificate

Nurse’s Aide Program

Admission Policy

The following is required prior to admission to the Nurse’s Aide Course:

- High School or GED transcript verifying proof of high school graduation or state equivalent diploma.
- Proof of current immunizations; See **Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations**.
- Completion of two references from individuals other than family members (forms provided).

The Nurse Aide Registry (NAR) must be checked prior to enrolling individuals to ensure that those persons are not listed on the registry as unemployable. An individual who has had a finding of abuse neglect or misappropriation of residents’ property entered on the nurse aide registry, must be prohibited from clinical, taking the competency examination and being issued a new certificate of nurse aide competency.

Pursuant to 42 Code of Federal Regulation (CFR), §483(c)(1)(ii), nurse aides with a finding of abuse, neglect or misappropriation of residents’ property are prohibited from employment in nursing and skilled nursing facilities. In addition, 42 CFR §483.156(c)(4)(D) mandates that all findings of abuse, neglect or misappropriation of residents’ property remain on the registry permanently.

Criteria for Successful Completion of Course

- A “satisfactory” demonstration of clinical skills as well as demonstration of theory comprehension is necessary to pass the course.
- The grade of the course will be based on:
 - Three content exams
 - One performance skills test
 - Clinical evaluation
- Failure of the course will result from any of the following:
 - Failure to maintain a 75 percent average
 - Failure of performance skills test
 - Failure of clinical evaluation
- A course may be repeated only once. A proven medical emergency (precipitating a second withdrawal) may allow for only one exception to policy.

Dismissals

If you demonstrate behavior unsafe for patient care, a clinical performance grade of “Unsatisfactory” may be given regardless of other clinical performance or the theory grade. Dismissal from the course results.

Neither the college nor nursing homes provide medical coverage or worker’s compensation for emergency illness or injury. Medical coverage is the student’s responsibility.

Important Information about Bacterial Meningitis

This information is being provided to all new college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast - so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

What are the Symptoms?

- High fever
- Rash or purple patches on skin
- Light sensitivity
- Confusion and sleepiness
- Lethargy
- Severe headache
- Vomiting
- Stiff neck
- Nausea
- Seizures

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body.

The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

How is Bacterial Meningitis Diagnosed?

- Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.
- Early diagnosis and treatment can greatly improve the likelihood of recovery.

How is the Disease Transmitted?

The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

How Do You Increase Your Risk of Getting Bacterial Meningitis?

- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
- Living in close conditions (such as sharing a room/suite in a dorm or group home).

What are the Possible Consequences of the Disease?

- Permanent brain damage
- Learning disability
- Gangrene
- Convulsions
- Death (in 8 to 24 hours from perfectly well to dead)
- Limb damage (fingers, toes, arms, legs) that requires amputation
- Kidney failure
- Hearing loss, blindness
- Coma

Can This Disease be Treated?

- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.
- Vaccinations are available and should be considered for:
 - Those living in close quarters.
 - College students 25 years or younger.
- Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70 percent of the disease in the U.S. (but does not protect against all types of meningitis).
- Vaccinations take 7 - 10 days to become effective, with protection lasting from 3 to 5 years.
- The cost of the vaccine varies, so check with your health care provider.
- Vaccination is very safe - most common side effects are redness and minor pain at injection site for up to two days.

How Can I Find Out More Information?

- Contact your own health care provider.
- Contact the Bell County Health Office at (254) 526-8371.
- Contact web sites: www.cdc.gov/ncidod/dbmd/diseaseinfo; www.acha.org

College Costs

Tuition Schedule for 2006-2007

Effective Date: Fall Semester 2006

Semester Hours	Resident In-District	Resident Out-of-District*	Nonresident & International
1	\$32	\$46	\$200
2	\$64	\$92	\$260
3	\$96	\$138	\$390
4	\$128	\$184	\$520
5	\$160	\$230	\$650
6	\$192	\$276	\$780
7	\$224	\$322	\$910
8	\$256	\$368	\$1040
9	\$288	\$414	\$1170
10	\$320	\$460	\$1300
11	\$352	\$506	\$1430
12	\$384	\$552	\$1560
13	\$416	\$598	\$1690
14	\$448	\$644	\$1820
15	\$480	\$690	\$1950
16	\$512	\$736	\$2080
17	\$544	\$782	\$2210
18	\$576	\$828	\$2340

NOTE Students will be charged the nonresident tuition rate for any course, which contains the same content and level as previously enrolled in, if attempted by the student two or more times since Fall 2002.

Laboratory Fees

(per laboratory course)

Minimum	\$8
Maximum	\$24

General Fees

Per semester credit hour \$8
(Does not apply to online classes)

* All tuition and fees are subject to change as approved by the Board of Trustees.

Other Fees *

In addition to tuition, the following fees are required or applicable. Except for Individual Instruction, all fees are nonrefundable.

Return Check Fee.....	\$25
Graduation and Diploma replacement	\$25
Transcript and Records by mail (per copy).....	\$3
Transcript and Records, walk-in less than 24 hours service (per copy)	\$5
Course Challenge.....	\$50
GED Testing.....	\$60
ACT ASSET Test.....	\$20
FAA Knowledge Test.....	\$55-\$125
Instructional Materials (as required by contract, per credit hour)(non-refundable)	\$30-\$40
Nursing Insurance, Fees and Testing	\$10-\$99
Student I.D. or Meal Card Replacement (per card)	\$5
Schedule Change (per drop action).....	\$5
Late Registration.....	\$10
Late Payment (plus 18 percent annual interest on amounts remaining after final due date)	\$25
Installment Plan (nonrefundable).....	\$20
Installment Plan Late Payment (18 percent annual interest until tuition is paid in full, calculated from the date the second installment was due).....	\$25
Individualized Instruction	
Aviation Science.....	\$1,000 - \$4,500
Overflight Fees	\$25 - \$165
Music	\$25 - \$300
MUAP Level I and II.....	\$160
MUAP Level III and IV.....	\$275
Criminal Justice.....	\$50 - \$350
Hospitality Management	\$25 - \$200
Physical Education	\$25 - \$200
All Industrial Technology Programs.....	\$25 - \$160
Health Related Careers	\$25 - \$250

Tuition and Fees - Continuing Education

Tuition Noncredit courses (per contact hour) \$0.50

Fees Vary depending on length of course, instructor costs, supplies required, number of students, and/or other factors.

Tuition and fees for off-campus locations are determined by contracts and agreements.

* All tuition and fees are subject to change as approved by the Board of Trustees.

Tuition and Fee Exemptions and Waivers

The following tuition and fee exemptions and waivers are available to eligible CTCD students.

The following nonresidents are eligible to receive waivers to allow nonresidents to pay resident tuition rates; certain conditions apply:

- U.S. military personnel assigned to duty in Texas, to include their spouse and dependent children.
- Spouse and dependents of nonresident members of the U.S. military who died while in service, who move to Texas within 60 days of the date of death.
- Students whose families transferred to Texas as part of the state’s Economic Development and Diversification Program.
- Teachers or Professors employed at least half time on a regular monthly salary basis by public higher education institutions, to include their spouse and children.
- Research and Teaching Assistants employed at least half time in a position related to their degree program by public higher education institutions, to include their spouses and children.
- U.S. citizens, U.S. permanent residents and foreign students receiving competitive scholarships of at least \$1000, not to exceed 12 months.
- Homeless individuals who do not have a permanent residence in Texas and have resided in Texas 12 months immediately preceding enrollment.
- Beneficiaries of the Texas Tomorrow Fund, for tuition and fees covered by the prepaid contract.
- Foreign individuals stationed in Texas as part of NATO, their spouses and children.

The above waivers are subject to change by the State of Texas. Additional waivers may be available.

Tuition Exemptions

Valedictorians of each accredited Texas High School
 Senior citizens (65 or older)
 Early High School Graduates
 Texas National Guard

Covered Charges

Tuition only (two semesters)
 Tuition only, six hours per term
 Tuition varies
 Tuition only, subject to limitations

Tuition and Fee Exemptions

U.S. military veterans who were Texans when they entered the service (The Hazlewood Act)
 Dependents of Texas veterans who were killed in action or died while in service
 Children of deceased or disabled firefighters and police officers
 Peace officers disabled in the line of duty
 Blind or deaf students
 Persons employed as firefighters (fire science courses only)
 Children of POWs/MIAs
 Students in Foster Care
 Students on AFDC during senior year of high school
 Certified Educational Aides

Covered Charges

Tuition and fees (subject to limitations)
 Tuition and fees (subject to limitations)
 Tuition and fees (subject to limitations)
 Tuition and required fees
 Tuition and fees
 Tuition and lab fees
 Tuition and fees
 Tuition and fees
 Tuition and fees - one year
 Tuition and mandatory fees, except class or lab
 Tuition and fees, room & board, books (up to 200 hours or award of bachelor’s degree)

Children/Spouse of certain Public Servants killed in the line of duty on or after 9/1/2001

- Students enrolled in continuing education courses which receive no formula funding are not eligible for any of the listed exemption and waiver programs, unless eligible under the Hazlewood Act.
- Aircraft flight training students are required to pay costs charged to cover flight time. Refer to Hazlewood Educational Exemptions in Financial Assistance section for more information.

NOTE Students are responsible for any additional amounts due CTC resulting from post-enrollment audits and corrections, including all fees and waivers; e.g., registration assessing errors, dropping or adding classes, invalid employment, or third-party waivers. CTC will accept tuition assistance (sponsor) agreements in lieu of payments at the time of registration, but students will be responsible for all amounts owed if sponsoring agency does not remit payment in full.

Rent, Room and Board and Deposits*

- Room and board must be paid in full upon moving into the Residence Hall.
- Room reservation deposits are nonrefundable.
- Week of Spring Break is not included in cost of room and board.
- Daily occupancy rate without board is only available when the Cafeteria is closed.

International Student Tuition Deposit with application for admission	\$500
Residence Hall Property Deposit	\$100
College Housing Deposit	\$200

Campus Apartments (There is an additional fee for electricity, billed monthly.)

One-Bedroom Apartment, monthly rental	\$430
Two-Bedroom Apartment, monthly rental	\$495

Student Residence Hall Room and Board Plan, per semester

Rent and Five-Day Meal Plan, including tax 15 meals, Monday through Friday Fall and Spring Semesters, 16 weeks, Double Occupancy	\$1,570
Summer Semester, 11 weeks, Double Occupancy	\$1,110

Daily Occupancy Rate with board (three day maximum)	\$22
Daily Occupancy Rate without board (three day maximum)	\$14
Early Occupancy without board (per day)	\$27

When the Board Plan is not in effect (holidays, spring break, etc.), the following rates per student apply:

- Minimum of 10 students (per day) \$14
- Minimum of 20 students (per day) \$12
- Minimum of 30 students (per day) \$9.75

Skills Center Students Only, Room and Board Plan, per month

Five-Day Meal Plan, including tax (15 meals per week, Monday through Friday)	\$465
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* Rent, room and board charges are subject to change as approved by the Board of Trustees.

Installment Payment Plan

CTC now accepts installment payments for fall and spring classes that are 16 weeks in length.

- One half of tuition and fees must be paid before the start of the semester. A promissory note must be executed for the balance, with equal payments due before the start of the sixth class week and the eleventh class week.
- All financial aid will be applied to the amount due before the multiple payment plan is offered.
- A nonrefundable fee of \$20 will be assessed each semester for use of the plan.
- A late fee of \$25 will be assessed on any payment not made before the due date.
- Finance charges of 18 percent annually will be assessed on any account balance remaining after the final payment due date.
- A student who fails to make full payment of tuition and fees including any incidental fees by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make payment before the end of the semester will be denied credit for the work done that semester until full payment is made.
- In the event of default on the installment plan, CTC has the right to employ a collection agency and/or any other legal means to collect this debt. All applicable collection costs, attorney fees, interest and/or penalties will be paid by the student.
- The installment plan is not available to a student who registers during late registration.

Refunds

Rent, Room and Board and Deposits

Rent	Refunded on a pro rata basis after deductions for repairs, cleaning, etc.
Room and Board	Nonrefundable.
Deposits	Refunded after deduction for repairs, cleaning, etc.

Refunds of Tuition and Fees

No tuition refunds will be made except in the case of cancellation or official withdrawal from Central Texas College or from a course. Refunds for tuition will be computed from the date the Application for Withdrawal or Refund is filed with the Records Office (not from the date of last attendance) or processed through the GoArmyEd portal for Army TA students. Special conditions apply to financial aid and VA students.

- Students who officially withdraw from the Institution shall have their tuition and mandatory fees refunded according to the following schedule:
 - A 100 percent refund is to be made for courses dropped before the first class day.
 - During the fall or spring semester or comparable trimester:
 - During the first fifteen class days, 70 percent.
 - During the sixteenth through twentieth class days, 25 percent.
 - After the twentieth class day, none.
 - Six-week summer semester:
 - During the first five class days, 70 percent.
 - During the sixth and seventh class days, 25 percent.
 - After the seventh class day, none.
- For flex-entry and non-semester-length courses with a census date other than the 12th class day (4th class day for a six-week summer semester):
 - Before the first class day, 100 percent.
 - After classes begin, see table below.

Length of Class Term in Weeks	Last Day for 70 Percent Refund	Last Day for 25 Percent Refund
2 or less	2	N/A
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or longer	15	20

- Class day count begins with the first day of instruction (the first calendar day of the term) and includes all weekdays, Monday through Friday, which are not designated official Central Texas College holidays.
- Prior to the census date, Central Texas College will allow hours to be dropped and re-added without penalty to the student if the exchange is an equal one and the exchange occurs simultaneously as a single transaction. When the charges for dropped hours are greater than for the hours added, the refund policy outlined above is to be applied to the net charges being dropped. If the charges for hours being added exceed the charges for hours being dropped, the student must pay the net additional charges.

Charges of hours that are dropped without concurrently added hours will be refunded in accordance with the refund policy above. Charges for hours added at a later time will be applied based on the current approved tuition and fee schedule and will not offset the charges for prior drops.

- Tuition and fees paid directly to the Institution by the Veterans Administration, Title IV (Financial Aid Programs), a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student.
- Emergency withdrawal will be considered to be filed as of the date of the emergency. Students must submit written proof of emergency such as military emergency leave orders or medical certification of family emergency. Refunds under emergency conditions will follow the tuition refund schedule listed above.
- Special consideration is available under the following conditions:
 - Any student suffering a catastrophic illness or accident or death in the immediate family.
 - Active duty military students who receive PCS or deployment orders after the start of classes which require the service member to depart before the class is completed.
A student must present a copy of deployment orders, medical certification, death certificate, or published obituary along with the refund request to be eligible for special consideration. Refunds under these conditions will follow the tuition refund schedule listed below.
 - If withdrawing before the 20th class day for semester-length courses (before the last day for 25 percent refund for non-semester-length courses), 100 percent refund.
 - If withdrawing between the 21st day for semester-length courses (or the day after the 25 percent refund period for non-semester-length courses) and the midpoint of the course, 50 percent refund.
 - After the midpoint of the course, no refund will be given.
Please note that NTC rotations and field exercises are NOT considered deployments under this policy.

Noncredit Courses

CTC will not refund tuition except in the case of course cancellation or official withdrawal from a course. The refund policy for noncredit courses offered by Central Texas College will be as follows:

- CTC will process all refunds on the basis of the date withdrawal form is filed with the Records Office.
- For courses that meet for more than one class session, refunds of 100 percent of tuition and fees will be processed for students withdrawing prior to the second class meeting.
- For courses that meet for only one class session, refunds of 100 percent will be made only if the application for refund withdrawal is filed with the Records Office before the beginning of the class.
- Emergency withdrawal will be considered to be filed as of the date of emergency. Students must submit written proof of emergency, such as military emergency leave orders or medical certification of family emergency. Refunds under emergency conditions will follow the schedule above.

Determining Residence Status

The Central Texas College Admissions Office is responsible for determining residency status of students for tuition purposes. The office is directed by state statutes and the Texas Higher Education Coordinating Board Rules and Regulations: Determining Residence Status. All rules and regulations are subject to change. Under state statutes and regulations a prospective student is classified as a resident, nonresident, or foreign student. Although state requirements for establishing residency are complex and prospective students should refer to their particular circumstance, most individuals must meet the following residency requirements before they can be considered residents for tuition purposes.

- Established a domicile in Texas not later than one year before the census date of the intended term of enrollment and maintained the domicile continuously for the year preceding the census date. This requirement applies to the student if he or she is independent or for the parent if the student is a dependent.
- Graduated from a public or private high school in Texas or received the equivalent of a high school diploma in this state; and maintained a residence continuously in Texas (a) for three years preceding the date of graduation or receipt of diploma equivalent, and (b) the year preceding the census date of the intended term of enrollment.

The domicile of a dependent's parent is presumed to be the domicile of the dependent unless the person establishes eligibility for residency under Item 2 above.

Resident

A resident is an individual who is a U.S. citizen, a permanent resident of the United States, or eligible nonimmigrant whose visa allows him or her to domicile in the United States, or other non-U.S. citizens who meet the residency requirements outlined in the Rules and Regulations for Determining Residence Status and have otherwise met the state requirements for establishing residency for tuition purposes.

Nonresident Tuition

A person who does not qualify as a Texas resident based on the state's rules and regulations for establishing residency pays nonresident tuition unless such person qualifies for a waiver under Section 21.735 of Subchapter 10: Determination of Resident Status and Waiver Programs for Certain Nonresident Persons.

Foreign Students

A foreign student is an individual from a country other than the United States who does not meet the residency requirements outlined in the Rules and Regulations for Determining Residence Status.

Residency Documentation

New students or returning students who have not attended CTC for at least 12 months are required to complete the Core Residency Questions (CRQ). A person who was enrolled during the prior fall or spring semester in a Texas public institution for any part of the 2006 state fiscal year and who was classified as a resident of the state is considered a Texas resident as of the start of the fall semester, 2006; and is not required to complete the CRQ. However, a person who has not attended a Texas public institution for two or more consecutive regular semesters prior to enrollment at CTC will be required to complete the CRQ. The CRQ is available on the CTC website.

Substantiating Documents

An institution may require a person to provide one or more documents as listed below to support the answers to the Core Residency Questions. These documents do not show the establishment of a domicile. They only support a person's claim to have resided in the state for at least 12 months.

1. Utility bills for the 12 months preceding the census date.
2. A Texas high school transcript for the full senior year preceding the census date.
3. A transcript from a Texas institution showing presence in the state for the 12 months preceding the census date.
4. A Texas driver's license or Texas ID card with an expiration date of not more than four years.
5. Cancelled checks that reflect a Texas residence for the 12 months preceding the census date.
6. A current credit report that documents the length and place of residence of the person or the dependent's parent.
7. Texas voter registration card that has not expired.
8. Pay stubs for the 12 months preceding the census date.
9. Bank statements reflecting a Texas address for the 12 months preceding the census date.
10. Ownership of real property with copies of utility bills for the 12 months preceding the census date.
11. Registration or verification from licensor, showing Texas address for licensee.
12. Written statements from the office of one or more social service agencies, attesting to the provision of services for at least 12 months preceding the census date.
13. Lease or rental of real property, other than campus housing, in the name of the person or the dependent's parent for the 12 months preceding the census date.

Documenting a Domicile

Material to the determination of the establishment of a domicile in Texas are business or personal facts including, but not limited to:

1. The length of residence and employment prior to enrolling in college;
2. The nature of employment while a student;
3. Physical presence in Texas as a part of a household transferred to the state by an employer (other than the U.S. Armed Forces or Public Health Service) or as a part of a household moved to the state to accept employment; and
4. Purchase of a homestead.

General Rules and Regulations

Minors and Dependents

For a dependent or minor to acquire Texas Residency through a parent or court-appointed legal guardian, the parent or legal guardian must meet residency requirements for individuals 18 years of age or older and the dependent or minor must be eligible to domicile in the United States. Residency of an eligible dependent or minor is based on one of the following circumstances:

1. The residence of the parent who has claimed the dependent for federal income tax purposes both at the time of enrollment and for the tax year preceding enrollment; or
2. The residence of the parent or court-appointed legal guardian with whom the dependent or minor has physically resided for 12 months prior to enrollment; or

3. The residence of the parent or legal guardian who has joint or single custody of the child, if that individual is not delinquent on payment of child support; or
4. The residence of the person to whom custody was granted by court order provided custody was granted at least 12 months prior to the student's enrollment and was not granted for the purpose of obtaining status as a resident student; or
5. If a student was classified as a resident prior to fall semester 2001 based upon the residency of a caretaker or relative, not a court-appointed legal guardian, he or she shall not be reclassified as a nonresident under Coordinating Board Rules, Chapter 21, Subchapter B, Section 21.23(a).

Refer to the section "Exceptions" in this catalog for information on exceptions.

Independent Individuals 18 Years or Older

An individual who is 18 years of age or older who is gainfully employed in the state for a period of 12 months prior to enrollment is entitled to classification as a resident. Students registering at CTC prior to having physically resided in the state for the 12 months prior to enrollment shall be classified as nonresidents for tuition purposes during that term. Accumulations of summer and other vacation periods do not satisfy the employment requirement. Employment while enrolled in college during a 12-month period can be a basis of reclassification as a resident at the end of that period if other evidence indicates the student has established a domicile in Texas. Refer to the section "Exceptions" in this catalog for additional information.

Residency During Transition from Dependent to Independent Student

Parents or Legal Guardians and the Student Remain in Texas

If the resident parents or court-appointed legal guardians of a dependent student eligible to domicile in the United States cease claiming the minor as a dependent for federal income tax purposes, but remain in Texas and the minor remains in Texas, the minor is a resident.

Parents or Legal Guardians Move Out of State and Continue to Claim the Student as a Dependent

If the resident parents or court-appointed legal guardians of a dependent student move out of state and continue to claim the student as a dependent, the student becomes a resident of the state in which the parents or legal guardians reside. Even if he or she remains in Texas, the student will not be eligible to establish residency in Texas on his or her own until (a) the student is 18 years of age or older, (b) at least 12 months have passed since the parents last claimed the student as a dependent for federal income tax purposes and (c) the student has established a domicile in the state of Texas. Refer to "Exceptions" in this catalog for other information.

Minor is an Abandoned or Emancipated Child

If the resident parents or court-appointed legal guardians of a minor move out of the state and the minor remains in Texas, the minor may be classified as a resident only if he or she meets the qualifications for being an abandoned child or emancipated child.

Military Personnel

Members of the U.S. Armed Forces and commissioned Public Health Service Officers are presumed to maintain the same domicile that was in effect at the time of entering the service during their entire period of active service. They are presumed not to establish a domicile in other states in which they are assigned duty because their presence is not voluntary but under U.S. military or Public Health Service orders. Refer to "Waivers for Members of the U.S. Armed Forces, Army National Guard, Air National Guard and Commissioned Officers of the Public Health Service, their Spouse and Dependents" for exceptions provided in Chapter 21, Subchapter B, Section 21.26(b)(11).

Married Students

Marriage of a Texas resident to a nonresident does not jeopardize the Texas resident's claim to residency. A nonresident who marries a resident of Texas must establish his or her own residency by meeting the standard requirements of an independent individual 18 years of age or older.

Non U.S. Citizens

An individual who is not a citizen of the United States has the same privilege of qualifying for Texas resident status for tuition purposes as does a citizen of the United States if the individual:

- is living in the U.S. under a visa permitting permanent residence, or
- is permitted by Congress to adopt the U.S. as his or her domicile, or
- has applied to or has a petition pending with the U.S. Citizenship and Immigration Services to attain lawful status under federal immigration law, or
- has met the Texas Higher Education Coordinating Board requirements for being treated as a permanent resident.

A foreign individual who enters a Texas public college or university in fall 2001 or later is a resident of Texas if he or she meets all of the following:

- attended a public or private high school while residing at least a part of that time with a parent or legal guardian;
- graduated from the high school or received the equivalent of a high school diploma in Texas;
- resided in Texas at least three consecutive years as of the date he or she graduated from high school or received the equivalent of a high school diploma;
- registers as an entering college student no earlier than fall 2001; and
- provides the college an affidavit that he or she intends to file an application to become a permanent resident of the U.S. at the earliest opportunity the individual is eligible to do so.

Federal Employees Other Than Members of the U.S. Armed Forces or Public Health Service

The state has no special provisions for determining the residency of federal employees other than members of the U.S. Armed Forces or Public Health Service. Each person (including civilian employees of the U.S. Armed Forces) must meet the basic residency requirements for non-military personnel.

Short-Term, Stop-Out Students

Students who have previously provided documentation of residency and return to CTC after being out for less than 12 months may continue to be classified as a resident upon confirmation that his or her parents or legal guardian or the student (in the case of an independent student) have not changed their state of residence since the student's last enrollment.

Persons Temporarily Absent from the State

Residents who move out of state should be classified as nonresidents upon leaving the state, unless their move is temporary and residence has not been established elsewhere. However:

1. Individuals who were residents of Texas for at least five years prior to moving from the state and who return to the state to re-establish their home, having been gone less than a year, are still Texas residents.
2. Students or parents or court-appointed legal guardians (in the case of dependent students) who are temporarily (generally less than five years) assigned to work outside the state may continue to claim residency in Texas if they provide conclusive evidence of their intent at the time they leave the state, to return. Conclusive evidence may be a letter from an employer that the move outside the state is temporary and that a definite future date has been determined for return to Texas may qualify as proof of the temporary nature of the time spent out of state.

Distant Learners

A bona fide Texas resident located out-of-state or out-of-country who is enrolled in an electronic course delivered from the Central Campus may be classified as a resident for tuition purposes. The student must provide substantiating documentation that he or she has a right to resident classification. For example, a spouse or dependent child of a member of the U.S. Armed Forces who was a Texas resident at the time he or she joined the service and has maintained Texas as his or her domicile may be eligible to be classified as a resident for tuition purposes. The spouse must have established Texas residency at least 12 months prior to enrollment. For minors and dependents, refer to the Minors and Dependents section of this catalog. The spouse or dependent children of military Texas residents should submit copies of their valid military I.D. card, their sponsor's leave and earning statement (LES), and if applicable the sponsor's DD 214 showing Texas as the home of record. The LES must be 12 months prior to the census date of the semester in which the student enrolls.

Reclassification

A student classified as a nonresident student will retain that status until they apply for reclassification in the form prescribed by the institution and are officially reclassified as residents for tuition purposes by the proper administrative officers of the institution. An application for reclassification must be submitted prior to the official census date of the relevant term. Reclassification will be made in keeping with the General Rules of the Rules and Regulations Determining Residence Status.

Student Intent

If a student's residence in Texas is primarily for the purpose of education and not to establish a domicile, the student shall be classified a nonresident. The following persons are NOT considered to have come to Texas for the purpose of education: The spouse or dependent child of an individual transferred here by the U.S. Armed Forces, through the state's plan for economic development and diversification, or as a part of a household moved to the state to accept employment. Once individuals have physically resided in Texas for 12 consecutive months, even though they may have been enrolled full-time, they may be considered residents if they have otherwise established a domicile in the state.

Student Responsibilities

The student is responsible for registering under the proper residence classification and for providing documentation as may be required by the public institution. If the student has any question as to the right to classification as a resident of Texas, it is the student's obligation, prior to the time of enrollment, to raise the question with the administrative officials of the college for official determination.

If the institution later determines that the individual was not entitled to be classified as a resident at the time of his or her registration, the individual shall, not later than 30 days after the date he or she is notified of the determination, pay the institution the amount that the individual should have paid as a nonresident.

Institution Responsibilities

A student classified as a resident of Texas is found to have been erroneously classified, the student shall be reclassified as a nonresident and shall be required to pay the difference between the resident and nonresident tuition for those semesters in which he or she was erroneously classified.

If a student has been erroneously classified as a nonresident, the student shall be reclassified as a resident and may be entitled to a refund of the difference between the resident and nonresident tuition rates for the semesters in which he or she was erroneously classified. Normally, refunds must be requested and substantiated during the semester in which the tuition and fees were paid.

Waivers That Allow Nonresidents to Register While Paying the Resident Rate

Members Assigned to Duty in Texas

Nonresident members of the U.S. Armed Forces, members of Texas units of the Army or Air National Guard; Army, Air Force, Navy, Marine Corps or Coast Guard Reserves; or Commissioned Officers of the Public Health Service who are assigned to duty in Texas are entitled to pay the resident tuition rate for themselves, their spouses and dependent children. To qualify, the student must submit during his or her first semester of enrollment in which he or she will be using the waiver a statement from an appropriately authorized officer in the service, certifying that he or she (or a parent or a court-appointed legal guardian) will be assigned to duty in Texas on the census date of the intended semester of enrollment and is not a member of the National Guard or Reserves who will be in Texas only to attend training with Texas units. Such persons are entitled to pay the resident rate as long as they reside continuously in Texas or remain continuously enrolled in the same degree or certificate program.

Military family members and active duty soldiers may complete the CTC Military Verification form, which must be signed by the soldier's commanding officer or personnel office designee. The form is available in the schedule bulletins, on the CTC website, at the CTC admissions and records offices located on the Central Campus and the Fort Hood Student Services office. Upon initial enrollment, the student should bring the signed form and a valid military ID card. If the military ID card expires, the student must present a renewed military ID card at the time of re-enrollment.

After Assignment to Duty in Texas

If nonresident members of the U.S. Armed Forces eligible for a nonresident waiver are assigned to duty elsewhere following assignment to duty in Texas, their spouses and dependent children are entitled to pay the resident tuition rate as long as the spouse or child resides continuously in Texas. A person is not required to enroll in a summer semester to remain continuously enrolled.

Previous Recipients of Military Waivers

A nonresident who was a member of the U.S. Armed Forces and or the spouse or dependent child of the former military member who was entitled to pay tuition and fees at the Texas resident rate while attending a public college in Texas during the Spring 2003 Semester and thereafter may continue to pay in-state tuition rates in subsequent semesters while continuously enrolled in same degree or certificate program. A person is not required to be enrolled in the summer semester to remain continuously enrolled in a degree or certificate program.

Honorably Discharged Veterans, their Spouse and Dependents

A former member of the U.S. Armed Forces or Commissioned Officer of the Public Health Service and his or her spouse and/or dependent child are entitled to pay the resident tuition rate for any term beginning prior to the first anniversary of separation from the military or health service if the former member:

1. Had, at least one year preceding the census date of the term or semester, executed a document with the U.S. Armed Forces or Public Health Service that is in effect on the census date of the term or semester that changed his or her permanent residence to Texas and designated Texas as his or her place of legal residence for income tax purposes; and
2. Had registered to vote in Texas for at least 12 months prior to the census date of the term in which he or she plans to enroll, and
3. Provides documentation that the member has, not less than 12 months prior to the census date of the term in which he or she plans to enroll, taken one of the three following actions:
 - Purchased real estate in Texas with no delinquent property taxes,
 - Registered an automobile in Texas, or
 - Executed a currently-valid will that has been deposited with a county clerk in Texas that indicates he or she is a resident of Texas.

Out-of-State Military

A spouse and/or dependent child of nonresident members of the U.S. Armed Forces, or Commissioned Officers of the Public Health Service stationed outside of Texas are entitled to pay resident tuition in Texas if the spouse and/or child moves to this state and files a statement of intent to establish residence in Texas with the public institution of higher education they attend.

Survivors

The spouse and/or dependent child of a member of the U.S. Armed Forces, or of a Commissioned Officer of the Public Health Services who died while in service, shall pay resident tuition if the spouse and/or child moves to Texas within 60 days of the date of death. To qualify, the person shall submit satisfactory evidence to the institution that establishes the date of death of the member and that the spouse and/or dependent child has established a domicile in Texas.

Spouse and Dependents who Previously Lived in Texas

A spouse and/or dependent child of a nonresident member of the U.S. Armed Forces, or Commissioned Officer of the Public Health Service who previously resided in Texas for at least six months may establish residency for tuition purposes if the member or commissioned officer (at least 12 months prior to the census date of the family member's enrollment):

1. Filed proper documentation with the military or Public Health Service to change his or her permanent residence to Texas and designated Texas as his or her place of legal residence for income tax purposes;
2. Registered to vote in Texas; and
3. Shows one of the following three things has been in effect for the full 12 months prior to the first day of the relevant term or semester:
 - ownership of real estate in Texas with no delinquent property taxes;
 - registration of an automobile in Texas; or
 - execution of a currently-valid will that indicates he or she is a resident of Texas that has been deposited with a county clerk in Texas.

U.S. Armed Forces Members Who Change their Residency to Texas

A member of the U.S. Armed Forces whose state of residence is not Texas may change his or her residency to Texas and the member, and/or his or her spouse or child may pay resident tuition if he/she:

1. Has been assigned to duty in Texas at least 12 consecutive months, during which the member files proper documentation with the military to change his/her permanent residence to Texas, and
2. Meets four of the 8 conditions listed below for the 12 months prior to enrollment:
 - a. has purchased a residence in Texas and claims it as a homestead;
 - b. has registered to vote in Texas;
 - c. has registered an automobile in Texas;
 - d. has maintained a Texas driver's license;
 - e. has maintained checking, savings, or a safety deposit box in Texas;
 - f. has had a will or other legal documents on file in Texas that indicates residence in Texas;
 - g. has had membership in professional organizations or other state organizations; and/or
 - h. has established a business in Texas.

Exceptions - Special Conditions for Minors or Dependents

Married Minors

Minors who are married may establish their own claim to residency following the rules applicable to independent individuals 18 years of age or older.

Minors or Dependents Enrolled Before the Parents Move Out of State

If a resident minor or dependent is enrolled in a public institution of higher education in Texas when the parents move out of state, the minor or dependent is eligible, although now a nonresident, to continue paying the resident tuition rate as long as he or she continues to enroll in Texas public institutions in the following fall and spring semesters. Vacation time spent with the parents does not jeopardize the students' eligibility for this waiver. The dependent or minor students must enroll for the next available fall or spring semester immediately following the parents' change of residence to another state.

In-District and Out-of-District Students

Once you are classified as a Texas resident, you are either an in-district or an out-of-district student. You are considered an in-district student if you physically reside within the geographical boundaries of the Central Texas College District (CTCD), excluding student housing or the residence hall. The college district is in the Killeen and Copperas Cove Independent School Districts. Property owners and their dependents living in Texas but outside the CTCD tax district who paid ad valorem taxes to CTC are eligible for in-district tuition. A current property tax statement is required for verification.

An out-of-district student is a Texas resident who does not physically reside within the geographic boundaries of the college's district. If you are an out-of-district student, you pay the out-of-district tuition rate unless eligible to receive a waiver based upon state statutes or college policies.

Student Financial Assistance

Financial Aid Programs

Central Texas College participates in numerous financial aid programs designed to assist students who demonstrate financial need. If you plan to participate in the various programs for financial aid, you must comply with the rules and regulations of CTC, as well as those of the program itself, to retain eligibility for the programs. Federal regulations require financial aid recipients to make satisfactory progress toward their current certificate/degree objective. Academic transcripts are monitored and financial aid will be denied when a student falls within the probationary status as defined in the current CTC Catalog. Texas Campus deadlines to apply for financial aid are:

- Fall: July 1
- Spring: November 1
- Summer: April 1

Applications will be accepted and processed after these dates, but you will experience delays in receiving eligible funds for registration and books. All applications will be processed in order of receipt in the Office of Student Financial Assistance. Scholarship deadlines differ. Visit the Office of Student Financial Assistance for more information.

Steps to Apply for Financial Assistance

To be considered for financial aid, you must complete the steps below.

1. Complete the Free Application for Federal Student Aid (FAFSA). Application may be completed online at www.fafsa.ed.gov or a packet may be picked up at the Office of Student Financial Assistance.
2. Have the Federal PELL Grant Student Aid Report sent to CTC by entering the CTC FICE Code 004003 on the FAFSA when you file. If you completed the FAFSA for another college or university, and then decide to attend CTC, you must correct your FAFSA adding Central Texas College's code and resubmit to the Department of Education.
3. Complete a CTC Application for Admission and declare a CTC certificate or degree program.
4. Provide substantiating documentation for verification as may be required by the CTC Office of Student Financial Assistance and/or Department of Education and complete all other institutional requirements.

Students must apply for financial aid each school year by filing a new FAFSA and submitting required documentation.

Selective Service Registration Compliance

An amendment to the Military Selective Service Act (Pub. L. 97-252) requires that, beginning with 1983-84 award year, any student required to register with Selective Service who fails to do so is ineligible for Title IV student financial aid. Among Title IV financial aid applicants, men (citizens and eligible non-citizens except permanent residents of the Trust Territory of the Pacific Islands and the Northern Mariana Islands) who are at least 18 years old and born after December 31, 1959 and who are not currently on active duty with the armed services must be registered.

The law specifically requires that, in order to receive Title IV aid, all financial aid applicants are required to file a Statement of Registration Compliance.

Satisfactory Academic Progress Policy, Financial Aid

All students enrolled at Central Texas College are required to make satisfactory academic progress toward degree or certificate objectives for continued enrollment and/or to remain eligible to receive financial aid. The assessment will be made on an annual basis, directly after the SPRING semester, regardless of the number of semester hours attended or the number of hours attempted during the year.

Grades of A, B, C, D, F, N, and P are considered hours completed. Drops, withdrawals, IP, and XN, and course repeats are counted as hours attempted. All coursework attempted at the college and any transfer work completed is considered when determining satisfactory academic progress regardless of whether the student previously received financial aid.

Satisfactory Progress Criteria

The office of Financial Aid evaluates student satisfactory progress on the basis of grade point average (GPA), deficit hours and excessive hours.

Grade Point Average

Students applying for financial aid must have a 2.0 cumulative grade point average on all college-level credit hours earned prior to the semester for which aid is requested. In addition, students must maintain a 2.0 cumulative grade point average to remain eligible for aid. Should the student's GPA drop below 2.0 the following actions will be taken.

- The first time the GPA drops below 2.0 the student will be placed on financial aid probation for the following semester enrolled.
- At the end of the probation semester if the student's GPA is 2.0 or above, the student will be removed from probation and all actions will be terminated. If the student's GPA has improved but is still below 2.0, the student will be extended on probation for another semester. If after two semesters the GPA is still below 2.0, the student will be placed on suspension and will not be eligible for financial aid until the student's GPA meets the 2.0 standard.

Deficit Hours

Financial Aid recipients are expected to complete 75 percent of enrolled credit hours. If the student does not complete 75 percent of all hours attempted, the student will be placed on Financial Aid Suspension. The student has the right to appeal this decision by submitting an official appeal form to the Deficit Hours Committee.

Excessive Hours for Financial Aid

Students receiving financial aid are expected to complete their educational course of study in a reasonable time frame. The maximum hour limit for Central Texas College is 150 percent of the required hours for a course of study. For example, if your degree requires 70 credit hours, you will be in violation if you exceed 105 credit hours. Students who violate this policy will be placed on Financial Aid Suspension. The student has the right to appeal this decision by submitting an official appeal form to the Excessive Hours Committee.

Note: There is a limit of 30 semester hours of developmental (remedial) coursework for any student. Developmental (remedial) hours attempted beyond the 30-hour limit will not be included in determining enrollment status for financial aid payment purposes.

Financial Aid Suspension

Students placed on financial aid suspension may continue to enroll at the college. However, they must pay their own expenses, to include tuition, fees, room and board, and other college costs.

Reinstatement of Eligibility

Eligibility for financial aid will be reinstated after a student meets the Satisfactory Academic Progress criteria listed above. Financial aid will not be reinstated for violations of Deficit Hours or Excessive Hours until the appeal has been approved by the Deficit Hours or the Excessive Hours Appeal Committee as applicable.

Appeal Process

Students have the right to appeal Excessive Hours or Deficit Hours suspensions. Examples of some reasons for appeal are listed below.

- Medical condition or death in the family was a factor in the student not making satisfactory progress.
- Change of major caused the student to exceed the excessive hours limit.

Documentation Required for Appeal

Documentation to provide support of the appeal should be submitted with the appeal form.

Examples of documentation include verification from a doctor, copy of death certificate, etc. Letters from individuals such as instructors and counselors to support the appeal request if applicable may also be submitted.

Drops and Withdrawals

Students who receive Title IV financial aid and drop, withdraw, or are administratively withdrawn from courses during the financial aid year may be required to repay financial aid received and may be placed on financial aid probation or suspension. Repayment is based upon the student's last date of attendance. Detailed information is provided in the Return/Repayment of Title IV Funds section of this Catalog.

Transfer Students

Transfer students entering CTC must be enrolled in a program of study that leads to an associate degree, certificate, or is transferable towards a bachelor's degree. All previous college transcripts must be submitted to the Incoming Transcripts section of Student Services, and evaluated by the appropriate Campus representative such as the Guidance Counselors at the Central Campus. All attempted hours will be counted toward the maximum 90 hour timeframe at CTC. Transcripts from previous colleges attended must be provided to CTC prior to determining financial aid eligibility.

Grants

To be considered for the federal PELL Grant, Supplemental Educational Opportunity Grant, or the College Work-Study Program, a student must complete the FAFSA.

Federal PELL Grant

The Federal PELL Grant is authorized by the Higher Education Act Amendments of 1972 to assist students in pursuing their first undergraduate degree. The intent of the Federal PELL Grant is to provide a foundation of financial assistance to supplement the cost of postsecondary education. The amount of the Federal PELL award is based on the actual cost of the student's education while attending Central Texas College.

PELL Grant funds will be used to pay for tuition, fees, books, and unpaid Residence Hall and Married Student Housing costs. Balance checks for unused PELL funds will not be disbursed to any student who has a balance due to CTC.

Federal Supplemental Educational Opportunity Grant (SEOG)

This grant, authorized by the Higher Education Act Amendments of 1972, is available only to those students who demonstrate financial need. Grant awards and renewals are made on the basis of available federal funds, the student's demonstrated financial need, and the student's satisfactory academic progress.

Federal College Work-Study Program (CWSP)

This program provides part-time employment opportunities for students who are in need of employment in order to complete their educational goals. In arranging a job and determining how many hours per week a student may work, the financial aid officer will consider: (1) financial need, (2) class schedule and (3) student's health and academic progress.

Texas Grant

This grant is available to the eligible student who is a Texas resident, graduated from an accredited high school in Texas no earlier than the 1999 school year, completed the recommended or distinguished achievement high school curriculum or equivalent, enrolls in an eligible Texas college or university within 16 months of graduation, is an entering undergraduate, has not already earned a bachelor's degree, applied for financial aid and demonstrates required financial need, and has not been convicted of a felony or a crime involving a controlled substance.* Student must be enrolled at least three-quarter time in a degree or certificate program (9 semester hours in a 16-week semester). Funding is limited, and grant may not be available. *See the College for Texans website for more information.

Loans

Federal Stafford Loans

Undergraduate students may borrow up to \$2,625 during their freshman year (0 but less than 30 semester credit hours on the student's Central Texas College degree plan) and \$3,500 during their sophomore year (30 to 72 credit hours on the student's Central Texas College degree plan). These loans are obtained by the student from a lending agency outside Central Texas College such as a bank, savings and loan association, or credit union that participates in the Federal Family Student Loan Program. For subsidized loans the government will pay the interest charged while the student is enrolled at least half time. Repayment begins six months after leaving school.

To obtain a Stafford Student Loan, applicants must maintain a minimum 2.0 grade point average each enrollment period. A minimum cumulative 2.0 grade point average is also required. If the grade point average falls below the minimum requirement, participation will be denied until such time as the grade point average has been raised to the minimum standing. Students must complete the FAFSA. Contact the CTC Student Loan Officer of Student Financial Assistance for more information. Loans are usually not available for the summer sessions.

Loan Counseling

Students must undergo loan counseling at Central Texas College. CTC has a loan default management plan in effect. Copies of this plan are available through the Office of Student Financial Assistance - Loan Officer.

Repayment

Loans must be repaid. Students who are awarded Stafford Loans must attend a pre-loan counseling session. This session provides additional information about the loan programs such as monthly repayments, deferments, grace period and cancellations. The applicant will be advised of the disbursement procedures during the counseling session. Students receiving loans must advise the Office of Student Financial Assistance when leaving CTC. Each student must have an exit interview regarding rights, responsibilities and loan payment scheduling. All programs are administered in compliance with section 504 of the Rehabilitation Act of 1993.

Return/Repayment of Title IV Funds

The 1998 Re-authorization of the Higher Education Act requires an institution to have a fair and equitable Title IV Funds return/repayment policy for students who received federal aid or whose parents borrowed under the Federal PLUS program. Equitable means that the policy must be consistent with the standards approved by the Department of Education. A fair and equitable return/repayment policy is defined as:

1. Students who withdraw from all courses before completing 60 percent or more of the current term must return/repay a portion of the Title IV Funds (PELL and Supplemental Educational Opportunity Grant) disbursed. Federal Loans are repaid in accordance with the terms of the loan. The amount of funds to be returned/repaid will be calculated using the following formula:
Total amount Disbursed (PELL Grant and SEOG)
 - Amount of Institutional Cost Returned by School (if any)
 - Amount of aid earned by student
 - Amount of Aid to be returned/repaid by the student X 50 percent
2. When a student withdraws/drops from courses, the student must ensure a Last Date of Attendance is recorded on the withdrawal/drop request. This Last Date of Attendance is the date used to determine how much Title IV Aid was earned and unearned. Failure to obtain a Last Date of Attendance may result in additional funds to be paid by the student. Before withdrawing/dropping any course, financial aid students are encouraged to visit the Financial Aid Office to speak with a Financial Aid Counselor.
3. If, after withdrawing/dropping from a course, a student desires to re-enroll in the same course during the same semester/term the following will apply:
 - a. The student must obtain written permission from the instructor.
 - b. The student must sign a written declaration stating he or she will complete the course.
 - c. If the student fails to complete the course, the initial withdrawal date will be used to calculate the amount of aid to be returned/repaid.
4. Students will be notified in writing the amount of Title IV Funds that must be returned/repaid. Students must ensure their current address is on file with the Records Office. Students will have 45 days from the date of the letter to pay CTC in full. If the account is not paid, CTC turns it over to the Department of Education (DOE). The student can make payment plan arrangements with DOE to repay within two years.
5. Students may inquire at the Business Office, Building 119, for answers to questions concerning Return/Repayment of Title IV Funds. Students may email michael.oliver@ctcd.edu.

NOTE Federal, state and institutional rules and regulations regarding financial aid are subject to change.

The Central Texas College Scholarship Fund

Central Texas College annually awards several two-year scholastic scholarships to qualified high school students. Information regarding this scholarship program may be obtained from the Office of Student Financial Assistance. Applications are available at local and service area high schools in January of each year.

Veteran Benefits

Central Texas College's programs are approved for those who wish to attend and receive benefits under the Veterans Readjustment Benefits Act of 1966, Post-Vietnam Era Veterans Educational Assistance Program, the Veterans Educational Assistance Act of 1984, Chapter 106-Reservists Education Bill, Chapter 30-VA Education Bill of 1986 and family members qualified for VA Educational Benefits, Chapter 35.

If you wish to attend with the aid of veteran benefits, inquire at the Office of Veteran Services before registration to obtain needed information relative to your enrollment and certification of attendance to the Veterans Administration. All new veteran students must furnish the Veteran Services Office a copy of their DD214. Chapter 35 dependent first-time students must present a copy of their birth certificate on their initial enrollment.

You must provide an approved, signed certificate/degree plan to the Veteran Services Office before certification of your initial semester. Certificate/degree plans are available through the Guidance and Counseling Office or through departmental advisors. Transfer students should have copies of all previous transcripts for initial counseling sessions. It is your responsibility to inform the Office of Veteran Services of any changes in enrollment status. The monthly rates of payment to veterans are provided for by Public Law 94-502.

You should have military credit evaluated at the close of the first semester or upon successful completion of 12 semester hours and furnish the Veteran Services Office with a copy of the updated degree plan. Also, any transfer credits from previous education need to be evaluated before the close of the first semester and a copy of the updated degree plan furnished to the Veteran Services Office.

Records of progress are kept by Central Texas College on veteran and non-veteran students alike. Progress records are furnished to the students, veterans and non-veterans alike, at the end of each scheduled school term.

NOTE You must advise the Office of Veteran Services each semester/term of courses in which you are enrolled.

Hazlewood Educational Benefits

Veterans who wish to use the Hazlewood exemption must complete an application. Applications are available in Building 111, Room 214, on the Central Campus, or you may call (254) 526-1559. In addition to the application completion, the veteran must furnish a copy of their DD 214 (discharge document showing entry into service from the state of Texas and a letter from the VA Regional Office, Muskogee, OK, stating that the veteran is no longer eligible for VA educational benefits). Upon receipt of these documents the Texas veteran will be notified if they are qualified for Hazelwood Educational Benefits.

Military Education Benefits

Active duty military personnel may wish to attend Central Texas College under the Military Tuition Assistance Program, which currently pays 100 percent of tuition and fees with a \$4,500 yearly cap. Information and applications for Military Tuition Assistance are available through Military Education Centers.

Vocational Rehabilitation (Texas Campuses only)

The Texas Rehabilitation Commission offers assistance for tuition to students who have certain physical disabilities, provided the vocational objective selected by the disabled person has been approved by a representative of the Commission. Application for this assistance should be made to the nearest Texas Rehabilitation Commission Office.

Central Texas College Foundation

The Central Texas College Foundation has approximately 100 scholarships, which give 155 awards to competitively selected students every year. One application will place a student in consideration for all of these awards. A student must file an application for selection with the Foundation office when the award cycle is announced. The announcement usually occurs between January and March of each year and will be for awards available in the fall semester. Students, including international students, may apply for any Foundation scholarship for which they are otherwise eligible. There are specific requirements for eligibility that apply to individual scholarships and the student is advised to read the Foundation's Scholarship Guidelines when it is announced each year. In making application for these scholarships, the applicant must have applied to attend CTC, have official transcripts from previous colleges attended on file with CTC, and completed the Free Application for Student Financial Assistance (FASFA) as verified by the CTC Student Financial Assistance office. Foundation Scholarships with the campuses they serve are listed below according to the Academic Department they support.

Academic Department Supported

Scholarship Name	Campus Served
Agriculture	
The Agriculture Department Academic Endowed Scholarship	CTCD & Service Area
The Agriculture Department Endowed Scholarship	CTCD & Service Area
The Killeen Garden Club Endowed Academic Scholarship	CTCD & Service Area
Air Conditioning	
The Ralph A. Cadwallader Endowed Scholarship	CTCD & Service Area
Any Department	
The First Texas Bank Endowed Scholarship	CTCD & Service Area
The AAUW Lea Ledger Endowed Scholarship	CTCD & Service Area
The Annabell R. Aldrich Memorial Endowed Scholarship	CTCD & Service Area
The John Edward (J. E.) Alexander Memorial Endowed Scholarship	CTCD & Service Area
The Michael Davidson Alexander Memorial Scholarship	World-Wide
The Dr. James R. Anderson, Chancellor, Endowed Scholarship	World-Wide
The Dr. James R. and Lois Anderson Endowed Scholarship	World-Wide
The CTC Retiree Association Endowed Scholarship	CTCD & Service Area
The Extraco Banks Endowed Scholarship	CTCD & Service Area
The Betty Smothers Broadhurst Memorial Endowed Scholarship	CTCD & Service Area
The Central Texas College Staff Scholarship Fund	CTCD & Service Area
The Chancellor's Endowed Scholarship	CTCD & Service Area
The Christmas Affair's Committee Scholarship	CTCD & Service Area
The Congressman Chet and Lea Ann Edwards Endowed Scholarship	World-Wide
The Roy Jason Crawford Endowed Memorial Scholarship	World-Wide
The William A. Crawford Endowed Memorial Scholarship	World-Wide
The CTC Alumni & Friends Association Scholarship	World-Wide
The CTC Faculty Development Endowment	CTCD & Service Area
The CTC Faculty Senate Endowed Scholarship	CTCD & Service Area
The Central Texas College Continuing Education Community Projects Quasi-Endowment	CTC District
The Guinn & Darlene Fergus Memorial Endowment	World-Wide
The Eloyse Perry Freeman Memorial Endowed Scholarship	CTCD & Service Area
The Albert C. Gauna Memorial Endowed Scholarship	CTCD & Service Area
The Gilmore Senior Citizens Center Endowed Scholarship	CTC District
The Golden Deeds Recipients Endowed Scholarship	CTCD & Service Area
The Horace Grace African-American Studies and Research Endowed Scholarship	World-Wide
The Heart O'Texas Federal Credit Union/Juanita C. Williams Endowed Scholarship	CTCD & Service Area
The Reba & Murl Hennigan Endowed Scholarship	CTCD & Service Area
The Killeen Evening Lions Club Scholarship	CTCD & Service Area
The Dr. Ray Stanley Laney & Dr. Billie Johnson Laney Endowed Scholarship	CTCD & Service Area
The Lovett Ledger Memorial Endowed Scholarship	CTCD & Service Area
The James R. and Bernice Lindley Endowed Scholarship	World-Wide
The Local Heroes Endowed Scholarship	CTC District
The J. Manning Family Endowed Scholarship	CTCD & Service Area

The Leonard E. Meyer Memorial Scholarship	Ft. Leonard Wood, MO.
The Tolly and Florence Moore Endowed Scholarship	CTC District
The Morgan Keegan, Inc. Excellence in Teaching Award Endowment	World-Wide
The Dr. Luis Morton, Jr. Endowed Academic Scholarship	World-Wide
The Sgt. Audie Murphy Club Scholarship	CTCD & Service Area
The Major Andrea A. Nielsen, USAF (Ret) Endowed Scholarship for Women	World-Wide
The O'Connell Robertson Endowed Scholarship	CTCD & Service Area
The Al Ornstein Memorial Endowed Scholarship	CTCD & Service Area
The Pacific Far East Campus Scholarship	Pacific Far East
The Dr. Charles E. Patterson Quasi Endowment Scholarship	CTC District
The Phi Theta Kappa Endowed Scholarship for Second Year Students	CTC District
The Retired Sergeants Majors Association Scholarship	World-Wide
The Roy and Valta Reynolds Endowed Scholarship	CTCD & Service Area
The E. H. & Lorette Rhode Endowed Scholarship	CTCD & Service Area
The Eugene Rorie Memorial Endowed Scholarship	World-Wide
The Sallie Mae Education Trust Endowed Scholarship	World-Wide
The Rudolph and Kathryn Schnitz Memorial Scholarship	CTCD & Service Area
The Helga Shelton Endowed Scholarship	World-Wide
The Gen & Mrs. Robert Shoemaker CTC/KISD Endowment	CTCD & Service Area
The Single Mothers Endowed Scholarship	CTCD & Service Area
The Colley Kane Smith Memorial Endowed Scholarship	CTC District
The Eugene Smith Memorial Endowed Scholarship	CTCD & Service Area
The Roy J. Smith Memorial Endowed Scholarship	CTCD & Service Area
The Students In Free Enterprise Endowed Scholarship	CTCD & Service Area
The Texas Firefighters Foundation Scholarship Fund	World-Wide
The Two J's Computer Company Endowed Scholarship	World-Wide
The University of Central Texas Endowed Scholarship for Central Texas College and Tarleton State University Central Texas	CTCD & Service Area
The Christopher Valdez Memorial Endowed Scholarship	CTC District
The Dr. Stephen and Lydia Vancura Endowed Scholarship	CTCD & Service Area
The Col. Ret. Thomas "Tiny" and Nora Wesson Memorial Endowed Scholarship	CTCD & Service Area
The Wickersham-Thomason Memorial Endowed Scholarship	CTCD & Service Area
API	
The CTC American Preparatory Institute Endowed Scholarship	API
The Ft. Hood Officers Wives Club Endowed Scholarship	API
Aviation Science	
The David O'Neill Memorial Endowed Scholarship	CTCD & Service Area
Business Administration	
The Bernice M. Beck Memorial Banking and Accounting Endowed Scholarship	CTCD & Service Area
The CTC Foundation Endowed Law, Business, & Office Service Scholarship	CTCD & Service Area
The First National Bank Texas Accounting, Business and Management Endowed Scholarship Fund	CTCD & Service
Area	
The Lott, Vernon & Co., P.C. Endowed Scholarship	CTCD & Service Area
The Lewis C. & Margie E. Shine Family Business Administration Scholarship	World-Wide
The Joyce Wright Memorial Endowed Scholarship in Real Estate	CTCD & Service Area
Communications	
The Edward B. Jasuta, Jr. Endowed Scholarship for Radio, Television and Telecommunications	CTCD & Service Area
The Frank W. Mayborn Endowed Scholarship in Journalism & Telecommunications	CTCD & Service Area
Criminal Justice	
The Criminal Justice Department Chair's Scholarship	CTC District
The William Chris Wilson Memorial Endowed Scholarship	CTCD & Service Area
Early Childhood	
The Gordon D. Bacon Endowed Scholarship in Early Childhood Professions	CTCD & Service Area
The Sherene Brewer and CTAEYC Endowed Scholarship	CTCD & Service Area
The Catherine Mason and CTAEYC Endowed Scholarship	CTCD & Service Area

Fine Arts

The Frankie Baggett Endowed Fine Arts Scholarship	CTCD & Service Area
The Bernice & Sis Beck Union State Bank Music Endowment	CTCD & Service Area

Hospitality Programs

The Charles "Tiger" Leopard Memorial Hospitality Endowed Scholarship	CTCD & Service Area
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Humanities

The CTC Foundation Endowed Humanities Scholarship	CTCD & Service Area
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Industrial Technology

The CTC Faculty Senate Competency Based Skill Center Endowed Scholarship	CTCD & Service Area
The Hord-Johnson Endowed Scholarship in Air Conditioning/Refrigeration, Drafting/Design and Industrial Technology	CTCD & Service Area

Legal Assistant

The Selma Helfgott & Gladys Vinlove Paralegal, Legal Assistant Scholarship Fund	CTCD & Service Area
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Library Science

The Library Book Fund	CTC District
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Mathematics

The Moon-Young Song Endowed Scholarship in Mathematics	World-Wide
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Medical Laboratory

The Medical Technicians Scholarship	World-Wide
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Nursing

The Phyllis Allen Barron Endowed Nursing Scholarship	CTCD & Service Area
The Helen Bigham Memorial Endowed Scholarship	CTCD & Service Area
The Rena Pearce Coston Memorial Endowed Scholarship for Nursing Students	CTCD & Service Area
The CTC Student Nurses Association Endowed Scholarship	CTCD & Service Area
The Dennis & Kandace Eakin Endowed Scholarship	World-Wide
The Henderson Garrett Scholarship for Nursing Students	CTCD & Service Area
The Agnes Haug Memorial Endowed Nursing Scholarship	CTCD & Service Area
The Charles F. Haug Memorial Endowed Nursing Scholarship	CTCD & Service Area
The Betsy & Kyle Hilliard Endowed Scholarship	CTCD & Service Area
The Metroplex Hospital Endowed Scholarship	CTCD & Service Area
The Dr. W.A. & Mrs. Joyce Roach Endowed Scholarship in Nursing	CTCD & Service Area
The Marthalene Swartz-Rowland Scholarship for Nursing Students	CTC District
The Tammy Lynn Schamberger, R.N., Memorial Nursing Endowed Scholarship	CTCD & Service Area
The Genevieve K. Shemwell Endowed Scholarship	World-Wide
The Jim Woodall Scholarship Fund for Nursing Students	CTCD & Service Area

Office Administration

The Beth Cheatham Office Administration Scholarship Fund	CTCD & Service Area
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Science

The CTC Foundation Endowed Science Scholarship	CTCD & Service Area
The Frank W. and Sue Mayborn Foundation Planetarium and Space Theater Programming Quasi-Endowment	CTC District

Technology

The Marvin and Dorothy Mickan Endowed Scholarship	CTCD & Service Area
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Telecommunications

The KNCT TV/FM Programming & Operating Endowment	CTC District
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Vocational/Technical

The Central Texas Rodders Endowed Scholarship	CTCD & Service Area
The CTC Foundation Endowed Media & Technology Scholarship	CTCD & Service Area
The Weldon and Nancy Whitis Endowed Technology Scholarship	CTCD & Service Area
The Jane & Sid Wieser Vocational/Technical Endowed Scholarship	CTCD & Service Area

Student Services

Guidance and Counseling

As a service to students and to the community, Central Texas College maintains a staff of professional counselors and advisors, in addition to faculty advisors in each instructional program.

The Guidance and Counseling Office can assist you in making decisions regarding career planning and your educational and personal goals. As a part of this program, counselors assist in interpretation of tests, inventories, occupational and educational labor market information and transfer credits. Assistance in planning to transfer to other colleges and universities is also available.

Course Planning

Proper planning of courses is important for each student in order to assure that individual objectives may be attained. Guidance in educational planning is available to students and prospective students through the Guidance and Counseling Office and at announced registration periods. If you are undecided as to your major field of study, contact the Guidance and Counseling Office for assistance in course planning before beginning the registration process. Students who have decided on a major field of study should contact the appropriate department chair for assistance in course planning. A department chair's contact information is published in the Schedule Bulletin. You have the final responsibility for a proper and successful educational experience.

Transcripts

Convenient forms for ordering transcripts are available from the Transcript Office and the CTC web site at www.ctcd.edu. Transcripts may be provided upon your written request. Email requests are accepted if the request is to issue a transcript solely to another institution of higher education. Fees are: \$3.00 per copy, which must be sent with your written request; a \$5.00 fee per copy for walk-in, less than 24 hour service; and a \$5.00 fee per copy for facsimile (FAX) transcripts within the United States to include Alaska and Hawaii. Requests to fax transcripts overseas are limited to a military education center or CTC site office. A complimentary free official transcript is provided upon graduation. Facsimile (FAX) requests will be accepted if credit card information is included with the request. It is the decision of the receiving institution to accept the transcript as official or not. When making payment by credit card, include: exact name as it appears on the credit card, complete credit card number, expiration date, billing address of the card, your mailing address, and a phone number and email address if available where you can be reached. Requests for refund of overpayment of transcripts fees are made only upon written application submitted to the CTC Business Office by the student. Transcript requests are honored as soon as possible in the order of receipt. During peak periods such as graduation, end of the semester, registration, and college closings, additional time will be needed to process requests.

The transcript of college work bearing the Central Texas College seal and official signature is an official copy of your permanent academic record with CTC. You should request transcripts directly from other colleges attended, when applicable.

Requests for transcripts must be addressed to the CTC Transcript Office at the Central Campus address listed in the front of this Catalog. Transcript requests should include full name; social security number or student-assigned identification number; date of birth; and location/year you initially attended CTC and the last location/date of attendance. Include a complete address to which the transcript is to be sent.

You may be denied your transcript if you have an outstanding obligation to Central Texas College. The obligation may be due to a library fine, parking ticket, returned check, non-repayment of financial aid, failure to comply with admissions requirements, or any other indebtedness to CTC.

Testing Services

Central Texas College provides an extensive testing program for interested students and residents of the area. For further information and testing dates, you are encouraged to contact the Testing Office at the Central Campus address listed in the front of the Catalog.

Entrance Examinations—The ACT (American College Test) is administered by Central Texas College on national test dates each year. It is recommended that all new students who have not previously taken the ACT or SAT (Scholastic Aptitude Test) take the ACT for guidance purposes. The ACT and SAT are not required for admission.

Texas Higher Education Assessment (THEA) -The THEA Examination is uniformly administered statewide four times each year. Students must submit applications for testing approximately one month before the date of administration. The cost of testing is \$29 which must be mailed with the application. Central Texas College serves as an official Texas Higher Education Assessment test site.

TSI (THEA, ASSET, ACT Accuplacer, or COMPASS) Testing - All students not TSI exempt or TSI waived must complete the THEA test or one of three other approved tests before they can begin coursework at any public institution of higher education in Texas. Central Texas College offers the ASSET test for those students who are unable to take the THEA. The ASSET test is offered year round and the cost is \$20. Active duty Fort Hood soldiers can take the test free of charge at the Fort Hood Education Center.

Diagnostic Tests - Students entering the Vocational Skills Center open-entry self-paced Level I and II certificate programs may be required to complete diagnostic testing unless they meet with a Skills Center Counselor and are determined to be TSI exempt or waived. Students seeking a Level II certificate program must meet TSI requirements. Diagnostic tests are given on a walk-in basis in the Learning Resource Center located in the Skills Center Building during regular operating hours.

Automotive Service Excellence (ASE), the Automatic Transmission Rebuilders Association Certification (ATRA), and IMAC Automotive Air Conditioning Examinations - CTC administers many of these certification examinations for automotive professionals.

Advanced Standing Examinations - CTC administers College Level Examination Program (CLEP) examinations and DSSTs, which are nationally prepared tests for students desiring to receive credit for knowledge already obtained. By this means, students may accelerate their college program and may take courses at the next higher level. To obtain credit, the student must pass the exam, apply for credit and have completed a minimum of six semester hours of coursework at Central Texas College with a grade of “C” or higher. Credit will not be awarded if student has previously been enrolled in the specific course. Students must submit a written request before credit will be awarded.

High School Equivalency Examination - Central Texas College offers the General Educational Development (GED) examination for those who have not completed a formal high school education.

Institutional Challenge Examinations - Students may request, through the appropriate department chair, permission to take challenge examinations for certain courses. An application for challenging a course must be completed and returned to the Testing Office with the appropriate nonrefundable fee. The student will then coordinate with the Testing Office or department for the time and place to take the examination. Students must not have previously enrolled in the course for college-level credit. Those who do not make a grade “A” or “B” will not be permitted to repeat the challenge examination for that course at a later time. To obtain credit, the student must pass the examination with a grade of “A” or “B,” have completed a minimum six semester hours with a grade of “C” or higher and submit a request for evaluation.

Test of English as a Foreign Language (TOEFL) (Institutional) - An unofficial form of the Test of English as a Foreign Language (TOEFL) is administered to all international and community foreign students who take the TOEFL Preparation course (ESL/DLSA Program) and who wish to practice the test. Institutional TOEFL scores are unofficial and are usually not accepted by other colleges and universities.

English Language Pretests - Azar’s Grammar Pretest and the vocabulary and listening sections of the Comprehensive English Language Test (CELT) are administered once a month to all non-English or limited-English speakers for placement into the English-as-a-Second-Language Program or for screening before administering the CTC Placement Test.

Other Tests - Central Texas College also administers other tests as may be useful to people of the community. For a complete listing of available tests or additional information, students are invited to contact the Testing Office. Proctoring services are also available.

Placement Tests - TSI exempt/waived students may be required to take placement tests to enroll in certain courses. Special conditions apply to students with exemptions based on active duty/prior military status and earned degrees.

NOTE If special accommodations are needed because of a disability, contact the Testing Office before taking the test.

Evaluation of Previous Education and Training

Nontraditional Education

Central Texas College recognizes that each student's educational needs, goals and experiences are unique and that individuals are skilled in many areas of college work that are not formally documented on transcripts. It is the policy of Central Texas College to recognize nontraditional learning experiences and to award college credit in all cases where such credit is appropriate. In keeping with this policy, Central Texas College has established the Individualized Career Evaluation Process (ICEP).

The purpose of ICEP is to systematically correlate business, industry, government and military education received by nontraditional methods with institutional curricular requirements.

All students, including military and former military personnel, are eligible for credit consideration based upon documentation of their previous learning experiences.

The nontraditional methods usually considered applicable toward a degree at Central Texas College are:

- Chauncey Group International - DSST Program.
- College Level Examination Program (CLEP), both the General and Subject Examinations.
- Excelsior College Examinations (ECE).
- Defense Language Proficiency Tests (DLPT).
- American College Testing Program (ACT).
- Scholastic Assessment Test (SAT).
- College Board Advanced Placement.
- Military Service Schools, Military Occupational Specialties (MOSs), Ratings and other Military Job Training and Experience as recommended by the American Council on Education (ACE).
- Civilian Education and Training as recommended in The National Guide to Education Credit for Training Programs.
- Correspondence courses and other forms of distance education offered by regionally accredited institutions.
- Automotive Service Excellence Tests.
- Refrigerant Transition and Recovery Certification (EPA Type I, II, III, and Universal)
- American Welding Society Certification Program.
- Others to include certain types of civilian training, specialized training and work experience.

Evaluation Procedures

Curriculum plans outlining accepted transfer and nontraditional credit as well as remaining requirements are available from CTC upon your written request or submission of evaluation documents.

Evaluation and final certificate and degree plans are provided upon receipt of all official transcripts and documents following successful completion ("C" or "P" grade or higher) of a minimum of six semester credit hours earned in the Central Texas College system. Students on financial or academic hold are not eligible for final evaluation of nontraditional educational experiences until the financial or academic hold is cleared. Students pursuing a technical/vocational program may be required to repeat major field of study courses if the degree program is not completed within five years.

To apply for evaluation and a final certificate and degree plan, submit an Evaluation Request form to Evaluations, Central Texas College, or at the administrative office serving your area. Addresses are listed in this catalog.

GoArmyEd or eArmyU students who choose CTC as their home college will automatically be issued a SOCAD2 agreement upon meeting eligibility requirements. Please ensure that you request an official AARTS and official transcripts from previously attended colleges or universities. Transcripts are needed to ensure that you receive a comprehensive evaluation and to prevent you from being placed on automatic hold and blocked from enrolling in further courses through the portal.

Evaluated credit awarded by Central Texas College applies to its programs of study and may transfer to other institutions according to the policies of the receiving institution. If you are planning to transfer to other institutions, consult with those institutions regarding their policies on acceptance of evaluated credit.

Servicemembers Opportunity Colleges (SOC)

Because of its efforts to serve the educational needs of servicemembers and their family members, Central Texas College has been designated a Servicemembers Opportunity College. As a member of the Servicemembers Opportunity Colleges Associate Degree (SOCAD-2, SOCNAV-2, SOCMAR-2, SOCCOAST-2) programs, Central Texas College has committed itself to fully support and comply with SOC Principles and Criteria. Through this commitment Central Texas College ensures that:

- Servicemembers and their family members share in the postsecondary educational opportunities available to other citizens.
- Servicemembers and their family members are provided with appropriately accredited educational programs, courses and services.
- Flexibility of programs and procedures particularly in admissions, counseling, credit transfer, course articulations, recognition of nontraditional learning experiences, scheduling, course format and residency requirements are provided to enhance access of servicemembers and their family members to undergraduate education programs.

SOC Criteria

In support of SOC criteria and service to its military students and their family members, Central Texas College:

- Has designed a transfer program which minimizes loss of credit, avoids duplication of credit yet maintains program integrity.
- Has established guidelines which follow the general principles of good practice outlined in the Joint Statement on Transfer and Award of Academic Credit.
- Accepts transfer credit earned from regionally accredited institutions consistent with the degree programs of the servicemembers and their family members.
- Requires only 25 percent of CTC coursework applied to the degree for residency requirements.
- Recognizes as study in residence all credit coursework offered by CTC, regardless of location or delivery method.
- Allows students to satisfy residency requirements with courses taken at CTC at any time during their course of study.
- Provides the Individualized Career Evaluation Process (ICEP) to assess learning equivalence and awards credit to qualified students for specialized military training and experience in accordance with the ACE Guide to the Evaluation of Educational Experiences in the Armed Services.
- Provides the Individualized Career Evaluation Process (ICEP), which reflects the principles and guidelines set forth in the statement on Awarding Credit for ExtraInstitutional Learning and awards credit for nationally recognized, nontraditional learning assessment programs.

SOCAD-2/SOCNAV-2/SOCMAR-2/SOCCOAST-2 Degree Completion Agreement

All students can continue their Central Texas College certificate/degree programs regardless of location, through the “credit bank” provisions of the Servicemembers Opportunity Colleges. A student may study at any other regionally accredited college and apply the work toward Central Texas College certificate/degree requirements. Students must complete at least 25 percent of degree requirements with a minimum 2.0 GPA at Central Texas College. Courses taken at other institutions must satisfy the course requirements of the Central Texas College degree programs. SOCAD-2/SOCNAV-2/SOCMAR-2/SOCCOAST-2 agreements may be issued after the completion of at least six semester hours of coursework with a 2.0 GPA or six semester hours of “C,” “P,” or higher at Central Texas College. Agreements should be requested from the administrative office serving the student’s location. Addresses are listed in the front of this catalog.

Students no longer at a Central Texas College location should contact the following:

Central Texas College

Attn: Evaluations

P.O. Box 1800

Killeen, TX 76540-1800

(800) 792-3348, Extension 1298

email: student.services@ctcd.edu

Students completing certificate/degree requirements utilizing credits from other institutions should contact the above address for advanced approval of specific courses. Please allow at least two weeks for approval.

Career Center

The Career Center provides career planning and employment assistance services for students and alumni. Prospective students and currently enrolled students can receive assistance to determine their career choices and educational planning through self-assessments and career information.

Career Information:

- Computerized Career Guidance Program (DISCOVER online)
- Bridges (online)
- Career files
- Video tapes

Employment Assistance:

- Job listings worldwide
- Internet
- CTC Career Center (online)
- Part-time/full-time job referrals
- Texas Workforce Commission-Computer Linkage for Jobs
- Resume referral
- Employer files and directories
- Job fair/job opportunities/seminars

Job Search Training:

- Seminars
- Video tapes
- Reference library
- Resume writing assistance
- Interview techniques
- Video taped “mock interviews”

Educational Planning

Computerized search for colleges/universities:

- Vocational/technical schools
- Two-year colleges/universities
- Four-year colleges/universities
- Graduate programs

International Student Services

Services include admissions assistance, placement into the English-as-a-Second-Language Program (ESL/DSL courses), registration, orientation, academic and social counseling, preparation for departure, immigration regulations advising and housing assistance. Central Texas College is not responsible for a student’s immigration status. It is the responsibility of the student to remain in status with the United States Citizenship and Immigration Services (USCIS).

Inquiries should be addressed to the Director of International Student Services at the Central Campus address listed in the front of this Catalog.

Learning Resource Center

Individualized, self-paced, open entry/open exit instruction is available year round. Some texts and audiovisuals are dispensed from the Learning Resource Center. Classes are provided in the areas listed below:

- General Educational Development (GED).
- Mathematics, reading and English preparation for college.
- Mathematics and reading instruction for nursing students.

Limited English Proficiency Tutoring (LEP/ESOL)

Tutoring is available at no charge for Vocational/Technical ESL/ESOL students with limited English proficiency and through Project PASS.

Project PASS (Partners in Academic Success Services)

Project PASS provides academic support for Central Texas College students. Available services include:

- Free tutorial assistance for CTC “declared major” students.
- Free online tutoring services.
- Textbook lending library for vocational/technical students.
- Free study skills workshops:
 - Stress Management
 - Time Management
 - Note Taking and Reading college textbooks
 - Test Taking/Test Anxiety
 - Building Self-Esteem
 - Term Paper Tips
- Math, accounting and computer science assistance workshops.
- Study skills video library.

Disability Support Services

The Disability Support Services Program provides individualized assistance to persons who are physically or sensorially impaired. Documentation of the disability is required to receive services. Students are encouraged to explore and successfully pursue a wide range of educational training. Services offered are:

- Vocational counseling.
- Assistive device loan service (tape recorders, visual aids, calculators) for in-class use.
- Direct liaison to state and national assistance agencies.
- Notetaker, scribe and reader service.
- Sign language interpretation services for the deaf.
- Test proctoring.
- Career exploration and guidance.
- Classroom and testing accommodations.
- Accessible parking for the mobility impaired.
- Versapoint Braille Embosser.
- Megadots Braille Translator.
- Accessibility via Telecommunication Device for the Deaf (TDD) (254) 526-1378.
- Sponsorship of the “We Can Do It Club.”
- Priority registration.
- Computer with voice at computer science lab.
- Computer with Zoom Text Xtra Level I at LRC lab and computer science lab.
- CCTVs at Learning Resource Center.
- KRM machine at CTC Library.

Most campus facilities are reasonably accessible. Where facilities are not accessible, Disability Support Services coordinates modification and/or accommodation with the Director of Facilities Management. Accessible parking is provided for those persons who qualify under the provisions of Vernon’s Texas Civil Statutes.

Learning Disability Support Services

Learning Disability Support Services provides assistance to individuals with a documented learning disability. Appropriate documentation of the disability is required in order to access services/classroom accommodations. Learning disabled students are invited to register with the Learning Disability Support Services Counselor before registration to take advantage of the opportunity to expand their educational opportunities. Services include:

- Assistance with transition planning for high school juniors and seniors.
- Informal assessment or screening.
- Referrals for diagnostic testing.
- Specialized vocational/academic counseling.
- Accommodation assessment.
- Study and compensatory skills assistance.
- Language Master, tape recorder, Irlen color filter and lap top computer loans.
- Video tape tutorial loans.
- Use of computer-assisted reading devices.
- Testing accommodations based on individual diagnostically assessed need.

Transportation Assistance Program

- Free service to on-campus classes.
- All CTC students are eligible.
- Pick-up points throughout the local area.
- Wheelchair accessible.

Special Populations Assistance

Additional assistance and services are available for single parent, nontraditional career students, and community non-native speaking students. Services offered include:

- Individualized counseling
- Referral services
- Childcare
- Tutoring

Transfer Counselor

Students planning on transferring to a four-year college or university can receive assistance about applications, transferring credits, sponsored visits, and transfer scholarships.

Campus Life

Social and cultural activities play an important part in the life of the college student. The Student Life Activities Office supports and guides student development by providing opportunities for individual and group interaction through student organizations, tournaments, field trips and other social and seasonal activities.

The Roy J. Smith Student Center is the social and recreational center of the campus. The first floor contains the Campus Bookstore, Cafeteria, Snack Bar and the offices for Project PASS and Student Life Activities.

The Upper Student Center houses the Student Government Association Office, a meeting room, a game room, a recreational center, a television lounge and is the main site for parties and student organization meetings.

Alumni and Friends Association

The CTC Alumni and Friends Association is open to any individual or group that wants to help the association achieve its mission to develop and maintain the love and loyalty of graduates, former students and community members for CTC. Current objectives include:

- Keeping in touch with former and returning students.
- Fostering a spirit of loyalty and good will toward the College.
- Encouraging student enrollment.
- Developing a corps of alumni who serve as CTC ambassadors.

In addition to assisting current and future CTC students achieve their goals through the Association's scholarship program, members also receive the following benefits:

- Free career placement services.
- Notice of College activities and special alumni events.
- Go on record as a CTC booster.
- An Alumni Membership Card.

To learn more about the Alumni and Friends Association, visit the CTC website at www.ctcd.edu.

Student Organizations

There are approximately 20 officially recognized student clubs and organizations at CTC. They offer a variety of activities and interests for students, faculty and staff. Student organizations include political, social, special interest and recreational interests, along with international student clubs, honor societies and religious organizations. Their activities include discussion meetings, guest speakers, picnics and barbecues, fund-raising activities and field trips.

All student organizations and activities must conform to the educational objectives and administrative regulations of Central Texas College as stated in official documents and the Student Organization and Sponsors Handbook. All activities and fund-raisers must be cleared through the Student Life Activities Office at least two weeks before the event. Club sponsors must ensure that all club funds are deposited and disbursed properly through the club's on-campus Agency Fund Account.

Student Travel

Student travel is recognized by Central Texas College as an essential activity of the institution's educational and student activities programs. All travel for student groups must be made in accordance with the administrative provisions contained in CTC Board Document No. 367, Travel, Relocation, and Other Reimbursable Expenses.

Student Role in Decision Making

In accordance with its goal of providing quality educational services to all students, Central Texas College recognizes the importance of utilizing student input regarding instructional program and support services to ensure that the needs of the students continue to be met.

Students have many opportunities to actively participate in Central Texas College's decision-making processes through the Student Government Association, CTC Foundation, Strategic Planning Council and various advisory committees. In addition, student input is requested through surveys, instruments that comprise an integral part of Central Texas College's self-study and strategic planning procedures.

Results from these evaluations are compiled and analyzed to identify specific areas where changes are needed and to plan appropriate topics for professional development workshops.

By providing opportunities for student input in decision-making processes, Central Texas College strives to ensure that its students become leaders in their professions and communities.

KNCT-TV and KNCT-FM

Central Texas College owns and operates a full power UHF television station, KNCT, which is affiliated with the Public Broadcasting Service (PBS). The station broadcasts on Channel 46 and is carried on all local cable systems (Channel 4). KNCT FM broadcasts at 91.3 MHZ providing easy listening and classical music. The stations also serve as a laboratory facility for students enrolled in the Telecommunications Degree Program. The stations are located in Building 109 on the Central Campus.

Child Development Center

The Central Texas College Child Development Center serves as a laboratory where CTC students can obtain practical experience in child care and early childhood educational programs. The Center, located on Clear Creek Road, is licensed for children ages 3 - 5 years of age. A developmentally appropriate curriculum meets the emotional, social, and intellectual needs of children. College students, faculty, staff and members of the community are equally welcome to enroll their children in this program.

Food Service

The Central Texas College food service facilities are housed in the Roy J. Smith Student Center. Their aim is to serve well-balanced and nutritional meals at the lowest cost. The food court, snack bar and bakery operation provide full meals or a la carte entrees Monday through Friday. Facilities are open to the public. Commuter meal cards are available for purchase from the Food Service Office.

Students and employees are encouraged to make suggestions or recommend changes regarding the CTC food service through the Food Service Advisory Committee, comprised of students, faculty and staff.

Each residence hall student is required to purchase the five day, 15 meal plan. The board plan begins on the first day of classes and ends on the last day of the semester. The board plan is valid for use only by the purchaser. Each student will be issued a picture I.D. card (\$5 charge for replacement). The meal card must be presented to the cashier before each meal. Students who leave their meal cards in the residence hall will be required to either pay for meals or go back and get their card before being allowed to eat.

Bookstore

The Campus Bookstore, located in the Student Center on the Central Campus, carries new and used textbooks, supplies, trade books and general merchandise for the convenience of students, faculty and staff.

A receipt is required to initiate a return, refund or exchange and is subject to the following guidelines:

Grace Period

Starts on the first day of the semester or term and ends according to the schedule below:

- 14 days (two weeks) for 12-week and 16-week courses
- 7 days (one week) for 8-week, mini-term, or self-paced courses

Book Condition

To obtain a full refund, all items must be in their original state and/or packaging. Shrink-wrapped materials must remain sealed. Items must be clean. Items may not contain any markings or highlights. A student will receive a 50 percent refund if he or she writes in a new textbook.

Non-Returnable Items

No returns, refunds or exchanges are given on optional books, study guides, manuals, workbooks, or trade books. Do not purchase books unless you are certain you want them, regardless of their “required” status. No returns, refunds or exchanges will be given on supplies, Skill Center books, spiral-bound books, modules, gifts, software, or clothing.

Buybacks will be held three times a year. They will be at the end of each Central Campus fall and spring semesters and in August after all summer semesters. Study guides and workbooks will not be bought back.

Intramural Sports

Central Texas College intramural sports offers a wide range of recreational opportunities for men, women and co-recreational participants. The Intramural Office conducts league play in flag football, volleyball, basketball and softball. Competition in individual activities such as tennis, golf, bowling, running, badminton and basketball skills are also provided.

Students from CTC’s intramural sports programs also enter competitions such as flag football, basketball and softball with other colleges. A complete schedule of activities is available in the Intramural Office in the Natatorium and Physical Education Center. Open tournaments in volleyball and tennis are available for surrounding communities as well as CTC students and employees.

Natatorium and Physical Education Center

The Central Texas College Natatorium and Physical Education Center is open during specified times for students’ use. Courts are available for basketball, volleyball, badminton and tennis. A weight room, equipped with free weights, weight machines, bicycles, treadmills and stair climbers is also available. Physical Education staff members are available to issue equipment and assist students, staff and faculty with a current CTC I.D. who wish to use the facilities.

CTC identification cards are required for use of equipment and facilities.

Health Services

Central Texas College does not employ a nurse or physician. However, first aid kits are available in the Office of Student Life Activities (Student Center Building 106, Room 100) or the Campus Police Office (Administrative Computer Center Building 139, Room 202). Each Building Coordinator also has a first aid kit. Further information is available in the Student Handbook.

Housing

Residence Hall

Central Texas College operates a co-ed Residence Hall for 120 full-time students. Supervision is provided by a full-time Lead Resident Assistant who is responsible for daily operations as well as educational and social activities. Each student residing in the Residence Hall is responsible for respecting the rights of others and for maintaining an atmosphere conducive to study and to harmonious social life. The Residence Hall is closed during the intervals between semesters. The Residence Hall remains open for the convenience of students during the Thanksgiving holiday and Spring Break.

Requests for information about the Residence Hall or an application for a room should be addressed to the Lead Resident Assistant. Room requests are accepted up to six months in advance of the semester of expected enrollment at CTC. Applications are honored by semester on a first-come first-served basis.

The Residence Hall is accessible to students with disabilities. Students requiring a room that accommodates a disability should notify the Lead Resident Assistant. Documentation of the disability should be made available to the Office of Disability Support Services for verification purposes.

A nonrefundable reservation deposit of \$100 is required with each room application. Once you have moved into your room, the reservation deposit becomes a security/damage deposit. Upon written request, the security/damage deposit is refundable when the student vacates the room provided that the room is clean and undamaged, all keys are returned and there is no outstanding balance on the account.

The cost of living in the Residence Hall includes both room and board. The board plan begins on the first scheduled class day and ends on the last scheduled day of final exams. The board plan does not include the days during either the Thanksgiving holiday or Spring Break. In the event a student leaves the Residence Hall before the end of the semester, room and board charges are nonrefundable.

Married Student Housing

Student apartments, located on the Central Campus, are available for married couples and single parents with children. One and two-bedroom, unfurnished apartments are available for rent. Tenants are billed for electricity monthly. Local telephone is provided at no charge and cable television is available in each apartment at the tenant's expense. Long distance charges are the responsibility of the tenant.

Those interested in housing may apply through the Coordinator, Student Housing, Apt 9-C located on Residence Drive.

Certain apartments have been made accessible to students with disabilities. Students needing an accessible apartment should notify the Auxiliary Services Office. Documentation of the disability should be made available to the Office of Disability Support Services in the Student Center for verification purposes.

Parking

Student parking is available in all parking lots on campus except where marked "Reserved," "Maintenance," "No Parking," "Visitors," "Handicapped," "Fire Zone," "Official Use Only," or where temporarily designated for a special individual or activity. Reserved parking spaces are limited to full-time faculty and staff members, which requires a yearly fee. Each student who drives and parks on campus will be required to register the vehicle with the Campus Police department and obtain a parking permit. Parking is free; however, violating any parking regulations, state or college, can result in a monetary fine. Students may register their vehicles during regular class registration times or at any time by going to the Campus Police department located in Building 137 behind the Student Services Building 119 during regular college hours. Additional information on parking is available online, in the CTC Student Handbook, semester schedule bulletins, or by calling the Campus Police at 526-1200.

Library

The Oveta Culp Hobby Memorial Library is a joint library serving both Central Texas College and the Tarleton State University - Central Texas. It is housed in a centrally located building overlooking the duck pond. More than 450,000 books, microforms, audio/visual materials and periodical subscriptions support the college curriculum and provide general reading for students, faculty, staff and patrons from the community at large. Open shelves allow free access to all materials except audio/visual materials and back issues of periodicals. The library offers a variety of electronic resources, including online databases and access to the Internet. Via the Internet, an automated system provides off-campus access to the card catalog and selected periodical indexes. Bibliographic instruction services include general library tours, subject-oriented lectures and tours given to classes at faculty request. A computer lab provides word processing and spreadsheet software, along with Internet access. Other services include personal assistance at the reference desk, coin-operated photocopiers and Interlibrary Loan services to borrow materials which are not owned by the library. The library participates in TexShare, a resource-sharing program that allows students, faculty and staff at Texas institutions of higher education to use the collections of participating institutions.

Copying Service

Coin-operated copier machines are available at the Library, Student Center and Nursing and Science Building.

AROTC Affiliated Programs

The Army Reserve Officer Training Corps (ROTC) is designed to provide courses of military instruction which will permit volunteer, selected, male and female college students to prepare themselves for commissions as second lieutenants in the United States Army Reserve while they pursue academic courses leading to baccalaureate degrees. Specific courses are available to Central Texas College students through concurrent enrollment arrangements with Tarleton State University and may also be transferred to other universities with an advanced ROTC program. These courses may be taken without military obligation. ROTC courses will be treated as hours in residence at Central Texas College and may be used for elective credits in some programs. Four-year ROTC scholarships are available for the CTC-TSU ROTC program. For further information contact the Guidance and Counseling Office at Central Texas College 254/526-1104 or the Military Science Department at Tarleton State University.

Academic Policies

Academic Load

You are responsible for determining the academic load you may successfully complete during each semester. A normal load is 15 to 18 semester hours per long semester. Central Texas College reserves the right to limit the course load carried by any student. Typical course loads are listed below.

- Full Time
 - 12 or more semester credit hours during the 16-week fall or spring semester.
 - 8 or more semester credit hours during the 10-week summer session.
 - 6 semester credit hours per 8-week term.
 - 4 or more semester credit hours per 5 ½-weeks summer semester.
- Three-Quarter Time
 - 9 to 11 semester credit hours during the 16-week fall or spring semester.
 - 5 semester credit hours per 8-week term.
- Half Time
 - 6 to 8 credit hours during the 16-weeks fall or spring semester.
 - 3 to 4 semester credit hours per 8-week term.

NOTE Students attending college with financial aid or veterans benefits assistance may be required to meet academic course load standards other than those noted above. Contact the CTC Office of Student Financial Assistance or the CTC Veteran Services Office before registering for courses.

Maximum/Minimum Load

Except as stipulated in the program of study, a student will not be permitted to enroll in more than six academic courses or more than 18 semester hours during any combination of terms within a 16-week semester. The maximum load for a 5 1/2 week summer semester is eight semester hours. The maximum credit a student can earn during the entire summer session is 14 semester hours. A student wishing to enroll in more than the maximum load must receive approval from the campus dean or his or her designee.

International students must maintain a minimum load of 12 semester hours during each regular semester (fall and spring semesters) in compliance with U.S. Citizenship and Immigration Services (USCIS) regulations.

Satisfactory Progress Standards

All students enrolled at Central Texas College are required to make adequate progress toward degree or certificate objectives for continued enrollment and/or to remain eligible to receive financial aid. The maximum time frame for completion of a degree program is the equivalent of six 16-week semesters of full-time enrollment. This time frame includes the entire attendance history of a student regardless of whether financial aid was or was not received. Additional information regarding satisfactory progress standards for financial aid students is located in the Student Financial Assistance section of this catalog.

The following Satisfactory Progress standards are applicable to all students.

- The time frame for students enrolled full-time (12 or more credit hours) shall be no more than six 16-week semesters of full-time enrollment to complete a degree program.
- Three-quarter time students (enrolled in 9 to 11 credit hours) shall have eight 16-week semesters of three-quarter time enrollment to complete a degree program.
- Half-time students (enrolled in 6 to 8 credit hours) shall have twelve 16-week semesters of half-time enrollment to complete a degree program.

Satisfactory progress may be met with any combination of full-time or part-time enrollment, including attendance during summer sessions. Students may refer to their degree plan, this Catalog, or see an academic advisor or counselor for further details regarding their specific academic program.

Students in Skills Center Open-Entry Self-Paced certificate programs should refer to the Probation and Suspension Policies section of this Catalog.

Excessive Undergraduate Credits Toward a Degree

In accordance with Texas Education Code 54.068 as amended undergraduate students who initially enrolled between the fall 1999 and summer 2006 semesters or terms at an institution of higher education and who have attempted 45 or more credit hours beyond the number of semester credit hours required for the degree while classified a resident for tuition purposes may be charged additional tuition, up to the level of out-of-state tuition. Students who initially enroll for the first time in the fall 2006 semester or subsequent terms or semesters are subject to a 30 semester hour limitation. This includes credit hours in which a student was registered as of the official census date, and is based on the degree plan designated by the student as of the official census date.

The semester credit hours counted toward the limitation include all hours attempted by the student except (1) hours earned by the student before receiving a bachelor's degree that has been previously awarded to the student; (2) hours earned through examination or similar method without registering for a course; (3) hours from remedial or developmental courses if the hours are within the 27-hour limit; (4) workforce education courses offered at two-year colleges for the primary purpose of preparing students for the workforce rather than academic transfer, which includes both technical courses and continuing education courses; (5) hours earned at a private institution or out-of-state institution; and (6) hours not eligible for formula funding.

Attendance Policy

Tardiness

You are required to be in your classroom on time. Instructors may choose to lower your grade because of tardiness. Excessive tardiness is disruptive to the educational process and may result in disciplinary action. Due process and the right to appeal will be provided to students subject to disciplinary action. Details can be found in the Student Handbook, available in the Office of Student Life Activities.

Class Attendance

Because absences for any reason negatively affect the learning process, the individual student and the class, you are expected to attend all classes in which you are enrolled. Class attendance is your responsibility. Regular and punctual attendance at all scheduled classes is expected and CTC reserves the right to deal at any time with individual cases of nonattendance.

- The effect of absences on grades is determined by the instructor.
- Excessive absences constitute cause for dropping you from class; in such a case, grades of "FN" or "XN" may be given.
- In extreme cases, the academic dean may suspend the student from Central Texas College.
- When absence from class is necessary for any reason, it is your responsibility to arrange to make up assignments missed during the absence.
- The decision to allow you to make up work following any absence rests solely with the instructor.

Religious Holy Days

If you desire to be absent from classes for the observance of a religious holy day, you must submit a written request to each instructor prior to the absence, but no later than the fifteenth day after the first day of the semester, of the religious holy day(s) that will be missed. Although you will be excused from classes, you will be responsible for make-up of all work or tests missed on the religious holy day on which the absence occurred. The instructor may respond appropriately if you fail to satisfactorily complete the assignment or examination. A "religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20 Tax Code.

Absences

- Instructors are required to keep attendance records.
- Each faculty member will inform students of the attendance policy of the course at the initial class meeting.
- You are responsible for understanding the attendance policy for each course in which you enroll and for meeting the attendance requirements.
- Failure to meet the attendance requirements in a course may lower a grade for the semester or may result in failure of the course.
- An administrative withdrawal may be initiated when you fail to meet Central Texas College attendance requirements. The instructor will assign the appropriate grade on the Administrative Withdrawal Form for submission to the registrar.
- Only instructors can authorize an excused absence. Regardless of the reason for the absence, you are responsible for completing all coursework covered during any absence.
- Although distance learning courses do not require you to report to a classroom at a given time, you are expected to maintain constant progress throughout the course. Failure to do so may result in you being administratively withdrawn by your instructor.

Excessive Absences/Unsatisfactory Progress

Absences from classes for any reason must not exceed CTC standards. Because objectives can vary from department to department and from course to course, the instructor shall inform students of specific course objectives at the initial class meeting. A student who is not meeting course objectives or a student who is not making satisfactory progress may be withdrawn from the course at the discretion of the instructor.

If you have not attended class by the 12th class day of a 16-week semester class or the 6th class day of an 8-week class, you may be dropped by the instructor with a grade of “W”. You may be administratively withdrawn from any class when your absences exceed a total of four class meetings for a spring or fall semester or three class meetings for an eleven-week, eight-week, or six-week term; and in the opinion of the instructor, you cannot satisfactorily complete the course. Constant communication is essential from the very beginning of a distance learning course. You may be administratively withdrawn if you do not submit the course contract within two weeks from the start of a 16-week online course and within one week of an 8-week online course. The final decision rests solely with the instructor.

In a distance learning course, the last date of attendance is the last activity by the student in the course. If the instructor cannot determine the last date of a student’s activity, then the last date of attendance is the first day of the course.

Failure to Maintain Satisfactory Progress

Readmissions or enrollment may be denied at any time a student fails to maintain satisfactory progress following an academic review by the Campus Dean and the Dean of Student Developmental Services. If by concurrent action of the Campus and Student Services Deans, a student is determined to be ineligible for continued enrollment or re-enrollment at Central Texas College, the student will be notified in writing of the action taken. A student denied enrollment may appeal the decision of the Campus Dean and the Dean of Student Developmental Services. The appeal must be submitted in writing within seven (7) working days of notification. The appeal must be submitted to the office of the Deputy Chancellor, Educational Program and Support Services. The decision of the Deputy Chancellor will be final.

Official Withdrawal Policy

It is your responsibility to officially drop a class if circumstances prevent attendance. If you desire to, or must, officially withdraw from a course on or after the first scheduled class meeting, file an Application for Withdrawal and, if during the refund period, an Application for Refund with the CTC Records/Business Offices or with the CTC representative at your location.

- You must sign a withdrawal form.
- Applications for Withdrawal will be accepted at any time before the completion of the 12th week of classes for 16-week courses, the sixth week of classes for eight-week courses, or the fourth week of classes for six-week courses.
- If you are using financial aid, military tuition assistance, VA benefits, or other than personal funds, you may be required to repay tuition and fees to the funding agency. For specific repayment requirements, contact the Office of Student Financial Assistance or the Veteran Services Office before withdrawing. Military Tuition Assistance students should visit their Military Education Center. You must withdraw in person after receiving financial aid, Military Tuition Assistance, or Veterans Assistance approval.
- If you are a distance learner, contact your local CTC representative. If you do not have a CTC representative in your area, contact the Registration and Records Office at the Central Campus.
- eArmyU and Army TA students should contact their Student Services representative through the portal before withdrawing.
- You may not withdraw from a class for which the instructor has previously issued a grade of “F,” “FI,” “FN,” “IP,” “X,” or “XN” for nonattendance.

During the official add/drop period, which is through the 12th class day for a 16-week course, a student may use a schedule change request form to drop a course.

Self-Paced Certificate Programs

In the self-paced certificate programs, if a student misses more than 25 percent of the time they have contracted for in a month’s time, the student will be dropped with a grade of “FN” or “XN” for nonattendance and will be required to re-enroll for the class.

Student Classification

Freshman	Less than 30 semester hours of college-level credit recorded on your permanent record.
Sophomore	At least 30 semester hours, but no more than 72 semester hours of college-level credit recorded on your permanent record.
Unclassified	More than 72 hours with no associate of higher degree earned.

Resident Credit

At least 25 percent of the semester credit hours required for the degree or certificate program must be taken with Central Texas College to establish residency. You may earn an associate degree entirely through study at campuses outside the State of Texas or in combination with courses taken at the Texas Campuses. Both classroom and distance learning courses offered at all Central Texas College campuses meet the same academic standards and carry the same resident credit. Residency credits may be earned at any time during your degree program. To be eligible for a second degree or certificate, an additional 25 percent residency is required. The additional 25 percent must be in coursework that was not used for the first degree or certificate.

Credit Transfer

To Other Colleges and Universities

Central Texas College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates of completion. Credits earned at CTC are transferable to other institutions in accordance with policies of the receiving institutions. Students who enroll in courses for transfer to another college or university should consult with their advisor at the receiving school to ensure coursework will be accepted in their program of study. Although CTC advisors can assist with general academic advisement, it is the student's responsibility to ensure courses will meet degree requirements at their college or university.

Resolution of Transfer Dispute for Lower-Division Academic Courses

Generally, lower-division academic courses are transferable among Texas public colleges and universities, providing that the course(s) are within the approved transfer curriculum of the declared major field. Texas public institutions are required to notify students if approved coursework earned at another institution will not be accepted in transfer. CTC follows the guidelines established by the Texas Higher Education Coordinating Board for resolution of transfer disputes as prescribed by Texas Education Code Section 1.078 (Chapter 5, Subchapter S, Rule 5.393).

If an academic course is not accepted in transfer by another Texas public college or university, a student can request that CTC submit a Transfer Dispute Form to the receiving institution. Forms are available through the Office of the Dean of Student Developmental Services. The student must complete the form within 14 days from the date that he or she was notified by the receiving institution that the course(s) would not transfer. If CTC cannot determine the appropriate reason for the course not transferring, the form will be forwarded to the receiving institution. If the transfer dispute is not resolved to the satisfaction of the student or CTC within 45 days after the date the student received the notice of denial, the dispute may be sent to the Commissioner of Higher Education for resolution and/or investigation.

Both the Associate of Arts and Associate of Science degrees have been developed to accommodate transfer to senior colleges. All of the required curricular courses are equivalent to courses found in the current edition of the Lower-Division Academic Course Guide Manual.

Maximum Hours for Transfer to Other Colleges

As a general rule, senior colleges and universities will accept a maximum of 66 hours of academic (not workforce education) lower-division coursework in transfer toward a bachelor's degree. If you accumulate more than 66 semester credit hours, it is unlikely that the additional hours will apply to a bachelor's degree. If your goal is to transfer to a four-year college or university and obtain a bachelor's degree, please contact a CTC Guidance and Counseling advisor. The advisor can assist you in making appropriate decisions.

Taking a Course Out of Sequence

If you, for scheduling reasons, find it desirable to take an advanced course before completing the prerequisite, you must secure approval from the department chair or advisor before registering for the course. Approval does not release you from final responsibility for satisfactorily completing all course requirements.

Grading Policy

Grade Reports

Grades are assigned by faculty members based on attendance, class and laboratory performance, test scores and other departmental academic requirements. Final grades for regular credit courses and distance learning are available by:

- Telephone (254) 526-1651 on the Friday following the week of finals.
- WebAdvisor, accessed through the CTC web site.

Skills Center and Cosmetology students can view their grades on WebAdvisor or obtain them by phone once grades are posted.

Grading System

The grading system at Central Texas College is as follows:

Grades		Grade Points
A	Superior	4
B	Above Average	3
C	Average	2
D	Passing, but Unsatisfactory	1
F	Failure	0
I	Incomplete (except developmental)	0
FN	Nonattendance	0
FI	Failure, nonremoval of incomplete	0
IP	Incomplete, in progress (except developmental)	Not Computed
N	No Credit	Not Computed
P	Completed	Not Computed
W	Withdrawal	Not Computed
XN	Nonattendance, Incomplete for developmental and designated modular courses	Not Computed

Grade Designations

“D”

Students receiving a “D” grade in prerequisite courses are advised not to enroll in succeeding courses until they complete prerequisite coursework with at least a “C” grade. A “D” grade will not be acceptable toward graduation for any course in the major in the Associate of Arts, Science, Applied Science degree, or certificate programs.

“F”

Failure may be awarded for lack of academic progress (F), failure due to non-attendance (FN), or failure to complete remaining course requirements (FI). “F” grades may not be overridden with “W” or “I” grades. If you elect to repeat a course for which you have received an “F,” you must re-register, pay full tuition and fees, and repeat the entire course.

“IP” Incomplete, Course in Progress (for non-developmental courses)

An “IP” grade may be assigned by an instructor if a student has made satisfactory progress in a course with the exception of a major quiz, final exam, or other project. The “IP” grade may also be assigned for extenuating circumstances beyond a student’s control such as personal illness, death in the immediate family, military orders, or in the case of distance learning courses, technology failures and mail delays. Notice of absences with supporting documentation may be required by the instructor. Students should notify instructors in advance of absences whenever possible. The instructor makes the final decision concerning the granting of the incomplete grade. The instructor may set a deadline for completing the remaining course requirements. In no case will the deadline exceed 120 days after the scheduled end of the course. It is the student’s responsibility to arrange with the instructor for the assignment of work necessary to complete the course and to change the “IP” within the time specified. An “IP” grade cannot be replaced by the grade of “W.” If a student elects to repeat the course, the student must register, pay full tuition and fees and repeat the entire course. The IP grade became effective in the fall of 2001.

At the end of the 120 calendar days if the student has not completed the remaining coursework as required by the instructor, the “IP” will be converted to an “FI” and appear as an “F” on the student’s official transcript.

Special conditions may apply to students enrolled in courses paid through financial aid, scholarships and VA benefits; military tuition assistance; or other third-party contractual agreements.

“I” Incomplete (for non-developmental courses)

The “I” grade was discontinued in the summer of 2001. In calculating the grade point average for graduation or other purposes, the “I” grade was calculated as an “F.”

“N”-No Credit

The grade of “N” is reserved for use with some developmental and designated nontraditional, modular courses and will be assigned to students who have made satisfactory progress, but lack the successful completion of certain modules required for course completion. The grade of “N” indicates that the student must enroll the following semester and complete those modules for a final grade in the course. Re-enrollment requires the payment of usual tuition and fees for the course.

“P”-Completed

The grade of “P” is reserved for use with designated nontraditional, modular courses and will be assigned to students who have satisfactorily mastered all the course requirements. When used with credit-granting courses, earned credit hours will be displayed on the transcript. Quality points and grade point calculation are not computed.

“XN”-Non-Attendance

The grade of “XN” is reserved for use with developmental and designated nontraditional, modular courses and will be assigned to students who have failed to make satisfactory progress due to failure to attend.

“W”-Withdrawal

Students who officially withdraw will receive the grade of “W,” provided attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with Central Texas College before they may be considered for withdrawal.

Grade Point Averaging (GPA)

Your grade point average is calculated by dividing the total grade points by the total attempted semester hours. Grades of “W,” “N,” “P,” “XN,” and “IP” are not included in these calculations. Grades from developmental study courses are not calculated.

Grades and Financial Assistance/Tuition Assistance/VA Benefits

Special conditions may apply to students enrolled in courses paid through the military tuition assistance program; financial aid, scholarships, and VA benefits; or other third-party contractual agreements due to agency requirements. Students should contact the appropriate agency for specific requirements and possible obligations, particularly for grades of “F,” “IP,” “I,” “W,” “N,” or “XN.”

Change of Grades

Students who believe that a computational error occurred in grading should immediately contact the instructor of the course in question. Students must bring this matter to the attention of the instructor involved no later than 120 days after the end of the course in order for a grade change to be considered. Administrative personnel of Central Texas College are not authorized to change an instructor’s grade.

Repeating a Course

The total hours earned toward a certificate/degree are not increased if you repeat a course in which a passing grade has already been earned. When you repeat a course, both grades remain on the transcript but only the last grade earned is used in computing your CTC GPA. Other colleges may compute the GPA in a manner different from Central Texas College. Repeating a course with a C or lower does not clear you to graduate with honors. Honors designation at graduation considers all grades of courses repeated.

Third Course Repeat

The Texas Legislature eliminated funding to higher education for any courses, other than non-degree credit developmental courses, which contain the same content if attempted by a student for a third or more times at their institution since Fall Semester 2002. This applies to credit and continuing education course work. Attempted courses are defined as any courses in which a grade is earned on a transcript, including repeated courses, courses dropped with a grade of “W,” and courses with grades of F, FN, XN, I, or IP. Certain courses are exempt and may include:

- courses that involve different or more advanced content each time taken such as individual music lessons, Workforce Education Course Manual Special Topics courses when topic changes, theater practicum, music performance, ensembles, certain physical education courses, and studio art.
- independent study courses.
- special topics and seminar courses.
- continuing education courses that must be repeated to retain professional certification.
- remedial and developmental courses if within the 27-hour limit.

CTC will charge the nonresident rate for any course attempted more than two times that cannot be submitted for formula funding. Contact the Associate Dean for Guidance and Counseling or the Student Services Dean for certain exemptions.

Academic Standards

Student Responsibility to Know GPA

You are expected to be aware of your grade point average. You are encouraged to compute your grade point average frequently. You are responsible for knowing whether or not you are eligible to continue at Central Texas College. An ineligible student who nevertheless registers in Central Texas College courses shall be withdrawn and the student shall not receive special consideration for lack of knowledge of scholastic status. If you receive grades below “C” (2.0) for any course, seek academic advisement to determine the causes of unsatisfactory work and receive recommendations for improving grades in subsequent classes.

Testing and Evaluating

The State of Texas mandates various testing programs for students attending public colleges. The Commission on Colleges of the Southern Association of Colleges and Schools, the regional accrediting body for postsecondary degree-granting institutions in Texas and throughout the South, requires that accredited institutions establish adequate procedures for evaluating the effectiveness of their instructional programs and the achievement of their educational goals. In carrying out these responsibilities, Central Texas College may require such testing of its students or conduct other such programs of evaluation as may be required by law or deemed necessary or appropriate at the sole discretion of the faculty and administration. Such tests or programs of evaluation may be initiated, implemented, or administered at any time without prior notice to or the approval of any student who is enrolled or who is planning to enroll in Central Texas College.

Honor Roll

Students whose scholastic achievement is outstanding are notified by letter of the “Dean’s Honor Roll.” The Honor Roll includes the names of all students who have earned a grade point average of 3.5 in 12 or more semester hours of college-level credit taken concurrently during the regular semester or eight semester hours of college-level credit taken during the summer semester. Students completing 12 or more semester hours of college-level credit during two consecutive eight-week terms that start and end within a fall or spring semester and achieve a grade point average of 3.5 or higher receive Honor Roll status.

Honor Societies

Epsilon Delta Pi

Students who have completed at least 15 semester hours, which includes at least six semester hours in computer science and who meet the scholastic requirements may apply for membership in Epsilon Delta Pi, a national honor society in the computer sciences.

Phi Theta Kappa

Students who have completed 30 semester hours of college credit (at least 12 hours at Central Texas College), who are currently enrolled in at least six semester hours and who meet the scholastic requirements of the Sigma Iota Chapter may be eligible for membership in Phi Theta Kappa, an International Honor Society of Community Colleges. Students enrolled in developmental study courses are ineligible.

Sigma Kappa Delta

Sigma Kappa Delta National English Honor Society was established in 1996 to recognize outstanding students for their achievements in English. After having completed twelve or more semester hours of college credit, students who are initiated in the Tau Beta Chapter at CTC, must be ranked in the top thirty percent of their classes in general, and they must have completed all college level English courses with a grade of “B” or better.

Graduation Grade Requirements

To graduate from CTC, you are required to have an overall grade point average (GPA) of 2.0, to include a minimum 2.0 at Central Texas College. Associate degree nursing students must have no grades lower than a “C” (70) to receive the Applied Science Degree in Nursing and to be recommended by the Nursing Department Chair for eligibility to apply for the State Board Exam. Associate degrees in Arts, Science, Applied Science and certificate programs require a “C” for each course in the major. Graduation GPA includes all Central Texas College grades and grades in transfer courses, applied toward the degree or certificate. Students at Central Texas College must achieve a 2.0 cumulative GPA to maintain satisfactory progress toward graduation.

Academic Probation, Suspension and Dismissal

Academic standards of progress are monitored by the College to identify students who are having academic difficulty. To increase the likelihood that a student will succeed at CTC, the Guidance and Counseling advisors will limit a student’s enrollment and course selection. Students are responsible for knowing their academic status at all times.

1. Students who fail to maintain a 2.0 cumulative grade point average (GPA) during their initial seven semester hours will be notified of their Unsatisfactory Academic Progress status and provided a list of student support services available to them.
2. Students who fail to (a) maintain a 2.0 cumulative GPA after the first seven semester hours or (b) fail to achieve a 2.0 GPA during any term after the first seven semester hours and have less than a 2.0 cumulative GPA will be placed on Academic Probation during the next term in which they register. Students will be notified of their status and referred to Guidance and Counseling Retention Advisor for academic advisement and assistance. Once students raise their cumulative GPA to 2.0, their status will be changed to Academic Good Standing. Students who fail to achieve a 2.0 GPA during their semester of probation and whose cumulative GPA is less than 2.0 will be placed on Academic Suspension. The mandatory suspension period is one sixteen-week semester, two eight-week terms, or both summer semesters.

Students in Skills Center self-paced certificate programs or in developmental study courses will be placed on Academic Probation after receiving the second consecutive “N,” “XN,” or “F” grade (whether students are taking one or two courses). Skills Center students are required to see a Skills Center Counselor for academic advisement and completion of the probation agreement. Students enrolled in developmental study courses must contact an advisor in the CTC Recruitment and Retention office. Students who receive the third consecutive “N,” “XN,” or “F” will be placed on Academic Suspension for 90 calendar days.

For clarification purposes, a Skills Center student who fails a course, enrolls in a different course and passes it, then enrolls in the previously failed class and fails it a second time, does not have consecutive failures.

3. Suspended students who return after the required suspension period or who have successfully appealed suspension through a college appeals process, will be readmitted on academic probationary status. Students will be required to regularly report to an academic advisor for assessment and advisement during the semester for which readmitted. Students readmitted after academic suspension who fail to achieve a 2.0 GPA during their semester of probation and whose cumulative GPA is less than 2.0 will be placed on Academic Dismissal for two long semesters or one long semester (Spring) and the following summer sessions (both). (Students may contact the CTC Recruitment and Retention office for information on the college appeals process.)

Skills Center students enrolled in self-paced certificate programs who have completed the 90 calendar day suspension or who have successfully appealed the suspension through a college appeals process will be readmitted on academic probation. Students will be placed on academic probation and required to regularly meet with a Skills Center Counselor for performance assessment during the enrollment period. Students who receive an “F,” “N,” or “XN” during their term of readmission will be placed on Academic Dismissal for 120 calendar days.

Students on Academic Dismissal may petition for readmission only after they have been out the required dismissal period. Students readmitted must meet with a College Counselor on a regular basis and participate in assessment and student support services. Students must also comply with registration restrictions established as a condition of readmission.

4. Students readmitted after Academic Dismissal who fail to maintain a cumulative GPA of 2.0 or receive a “F,” “N,” or “XN,” will again be placed on Academic Dismissal for two long semesters or one long semester and both summer sessions, or in the case of Skills Center students, 120 calendar days. The same procedures for re-entry apply to repeated periods of Academic Dismissal.

Suspension/probation students who receive financial aid or VA benefits are reported to the Offices of Student Financial Assistance and Veteran’s Services and must comply with VA and student financial aid requirements for satisfactory progress before reinstatement of their financial aid or VA benefits. Students attending self-paced certificate programs under VA educational benefits are limited to one repeat of a course in the certificate program. If more than one course must be repeated, VA benefits will not be approved for those courses.

Obligations to the College

A student may be blocked from future registrations, not permitted to graduate and/or administratively withdrawn from a class until the student’s obligations to the College are met. CTC is authorized to place holds on a student’s record under the following conditions, which include but are not limited to:

1. Debt to the college, left unpaid.
2. Failure to make good on a returned check.
3. Failure to make payment on a promissory note or a financial aid overpayment.
4. Failure to pay library or traffic fines.
5. Failure to return materials from Project PASS or other departments.
6. Ineligibility for aid, for which student registered; overdue loans; and failure to complete records.
7. Failure to file required documents; enrolling under false pretenses.
8. Failure to meet placement or assessment requirements.
9. Rejected charges to a credit card.

Academic Fresh Start

Section 51.931 of the Texas Education Code, allows a Texas resident who was enrolled in a postsecondary institution 10 or more years ago to seek admission to CTC without consideration of that academic coursework.

To take advantage of this option, you must request it prior to your first enrollment at CTC or upon initial re-entry if you are returning after 10 years. Request must be made in writing to the office of the Dean of Student Developmental Services. Applicants who choose to apply under this statute may not receive any course credit for courses taken 10 or more years prior to enrollment. This means courses taken previously

- Cannot be used to fulfill the student’s new prerequisite requirements,
- Cannot be counted towards the student’s new degree, and
- Will not be counted in the student’s new grade point average calculations.

Academic Fresh Start clears only the student’s academic record. Prior credits earned will still be counted when determining a student’s eligibility for financial aid and veterans administration benefits.

Classroom Visitors

Permission to visit a class may be granted by the Campus Dean. Such permission carries with it permission to listen and observe, but not to enter into class discussion or laboratory work. Permission to visit is not to be considered auditing on a full-time basis, nor will permission be granted to allow children in class. Parents must make arrangements for the care of their children during class meetings. Central Texas College policy does not permit a student to audit courses. Some classes are available as noncredit, continuing education courses.

Student Responsibilities

Address Changes

All correspondence from Central Texas College to the student will be mailed to the address provided on the Application for Admission. Any address changes must be made in writing to the CTC Records Office. Students are responsible for all communication mailed to the last address on file.

Name Changes

Provide your legal name on your Application for Admission because this is the name that will appear on your official student record. To change a legal name to a new legal name, submit a copy of the signed court order showing the authorized new legal name. To change a last name after marriage, present a copy of the marriage certificate. A female student who wishes to discontinue the use of her married name and resume the use of her maiden name or a different name must present a divorce decree or signed court order showing restoration of the maiden name or other names. Other documents that may be used include a U.S. Government issued military I.D. card or Social Security Administration card. An affidavit must be provided before the name change will be processed. Submit name change documents and affidavits to the CTC Enrollment Services Office.

Student Records

The Systems Registrar is the custodian of all student records except those specifically relating to financial aid. "Student Records" as defined by CTC is any information collected, assembled, or maintained by the college, and includes documents, writings, letters, memoranda, computer tapes, and other materials written or otherwise that directly or indirectly contain the identity of the student. Student records are confidential. Any student, regardless of age, has access to his or her records and is entitled to receive copies at a designated duplication rate. Students do not have access to the parent's confidential financial statement. Student records include:

- Applications for admission
- Financial aid
- Veterans' training
- Scores on standardized tests
- Scores on standardized achievement tests
- Specialized testing results
- Transcripts of grades
- Family background information

Family Educational Rights and Privacy Act of 1974, as Amended (FERPA)

In compliance with the Family Educational Rights and Privacy Act 1974, as amended, information classified as "directory information" may be disclosed to the general public without prior written consent from a student unless the Central Texas College Records Office is notified in writing by the student before the 12th class day of the fall and spring semesters, the 6th class day of eight-week terms and the 4th class day of summer semesters. Your request may be accepted after these deadlines, but CTC will not be responsible for the release of Directory Information prior to receiving the request to withhold directory. This statement of nondisclosure will remain on your records unless you cancel your request to withhold directory information. You may request on an item-by-item basis (such as a transcript release for employment purposes) the release of directory or non-directory information.

Directory Information

Student's name
Local address
Home address
Electronic mail address
Telephone number
Date and place of birth
Major field of study
Dates of attendance
Degrees, awards and honors received
Most recent previous educational agency or institution attended
Photographs
Classification (freshman, sophomore or unclassified)
Participation in officially recognized activities and sports
Date of graduation

Access to any other records by persons other than the student will be limited to those persons specified in the statute. Records will be maintained of persons granted such access.

Students may inspect and review their educational records upon request to the appropriate record custodian. For more information, contact the Central Texas College Records Office.

Falsification of Records

Students who knowingly falsify Central Texas College records, or who knowingly submit any falsified records to CTC, are subject to disciplinary action, which may include suspension and expulsion from CTC.

Hazing and Disruptive Activities

Central Texas College enforces the Texas state laws prohibiting hazing, disruptive activities, or disruption of lawful assemblies on CTC property. Information regarding these prohibited activities appears in the official Student Handbook, available to regularly enrolled students at orientation sessions or in the Office of Student Life Activities.

Scholastic Honesty

All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all coursework and during examinations. The following are considered examples of scholastic dishonesty:

- Plagiarism** The taking of passages from the writing of others without giving proper credit to the sources.
- Collusion** Using another's work as one's own, or working together with another person in the preparation of work, unless such joint preparation is specifically approved in advance by the instructor.
- Cheating** Giving or receiving information on examinations.

Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of "F" and subject to disciplinary action, which may include suspension and expulsion.

Alcohol and Other Drug Abuse

Students are admitted to Central Texas College for the purpose of educational, social and personal enhancement. As a student, you have rights and privileges, as prescribed by State and federal constitutions, statutes and policies of the Board of Trustees of the Central Texas College District. With these rights and privileges, you also have certain duties and responsibilities essential for creating an environment where all students can learn how to live productive, fulfilling lives. Substance and alcohol abuse disrupt this environment and threatens not only the lives and well being of students, faculty and staff but also the potential for educational, social and personal enhancement. Therefore, it is important for all members of the college community to take responsibility for preventing substance and alcohol abuse.

In recognition of the problems associated with alcohol and other drug abuse, Central Texas College has developed a college-wide drug policy. The policy addresses not only disciplinary sanctions associated with substance and alcohol abuse but also education, prevention, intervention and treatment activities necessary to help eliminate problems that substance and alcohol abuse pose to the college community. Information is available in the Student Handbook and at the office of the Director of Substance Abuse Prevention.

Possession, use, sale, or being under the influence of alcoholic beverages or having alcoholic beverage containers in any Central Texas College owned facility or at any CTC-sponsored event is prohibited except when specifically designated by the Board of Trustees of Central Texas College.

Central Texas College will provide educational support programs which will assist in activities to prevent alcohol and other drug abuse. Information regarding drug and alcohol abuse at Central Texas College locations outside of Texas will be provided at individual campus sites.

To ensure compliance with applicable institutional, state and federal guidelines relating to the illegal use of illicit drugs and the abuse of alcohol, Central Texas College annually distributes an information flyer to all employees and students which addresses standards of conduct, counseling options, legal sanctions, disciplinary actions and health risks.

Those individuals seeking further information should contact the Substance Abuse Resource Center or the Central Texas College site representative.

Student Discipline

Students are admitted to Central Texas College for the purpose of educational, social and personal enhancement. Each student has rights, privileges, duties and responsibilities, as prescribed by State and Federal Constitutions and statutes and policies of the Board of Trustees of the Institution. These rights and responsibilities are outlined in the official *CTC Student Handbook*.

Students who do not adhere to Central Texas College disciplinary policies outlined in the student handbook will be subject to disciplinary action.

If disciplinary action is taken, a student will be afforded due process and the right to appeal. Details can be found in the CTC Student Handbook, available in the Office of Student Life.

Summons

On some occasions it will be necessary for a faculty member, counselor, or administrative official to contact an individual student. Any student receiving a summons must respond promptly as requested. A summons may take the form of a call from class or a notice by mail. Failure to respond to a summons renders the student subject to disciplinary action.

Guarantee for Job Competency

If a recipient of an Associate of Applied Science degree or Certificate of Completion is judged by his or her employer to be lacking in technical job skills identified as exit competencies for his or her degree program, the graduate will be provided up to 12 tuition-free credit hours of additional skills training by Central Texas College under the conditions of the guarantee policy.

Special conditions which apply to the guarantee include the following:

- The graduate must have earned the Associate of Applied Science degree or Certificate of Completion in May 1992 or later in a technical, vocational, or occupational program identified in this Catalog.
- The graduate must have completed requirements for the Associate of Applied Science degree or Certificate of Completion with the Central Texas College system, with a minimum of 75 percent of credits earned at Central Texas College and must have completed the degree or certificate within a five-year time span.
- Graduates must be employed full-time in an area directly related to the program concentration as certified by the Career Center Director.
- Employment must commence within 12 months of graduation.
- The employer must certify in writing that the employee is lacking entry-level skills identified by Central Texas College as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
- The employer, graduate, Dean of Student Developmental Services, Career Center Director and appropriate department chair will develop a written educational plan for retraining.
- Retraining will be limited to 12 credit hours related to the identified skills deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
- All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
- The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees and other course-related expenses.
- The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

A student's sole remedy against Central Texas College and its employees for skills deficiencies shall be limited to 12 credit hours of tuition-free education under the conditions described above. Activation of the Graduate Guarantee Program may be initiated by the graduate by contacting the Dean of Student Developmental Services within 90 days of the graduate's initial employment.

Graduation

Application for Certificate or Degree

Central Texas College awards certificates and degrees in May, August and December of each year. The Application for Degree/Certificate with the appropriate nonrefundable fee must be submitted to the Guidance and Counseling Office by the dates listed below. The graduation fee is for processing of the degree/certificate only. The Application for Graduation is available on the CTC website or may be picked up at the Guidance & Counseling Associate Dean's office or Student Services office.

Deadline

Fall Semester for December Graduation	October 1
Spring Semester for May Graduation	February 1
Summer Semester for August Graduation	June 10

All CTC admissions and certificate/degree requirements must be completed prior to the award of the certificate or degree. Final CTC course grades, official high school transcripts or GED scores and official transcripts from previously attended colleges or universities must be on file before issuance of the degree or certificate. A student who misses the filing deadline will be processed in the next degree order time frame.

Students applying for graduation who do not complete remaining degree requirements on or about the graduation date will be declared nongraduates and will forfeit the fee. Students declared nongraduates will be required to reapply for graduation and pay the appropriate graduation fee as published in this Catalog.

Students applying for a Skills Center self-paced program Certificate of Completion must apply through the Skills Center Counseling Office in the Vocational Skills Center Building 118, Room 14.

Commencement

CTC holds one annual graduation ceremony each year, at the end of the spring semester. Students order and purchase their caps and gowns directly through the CTC Bookstore. Graduates who received their diploma in the preceding August or December or attended CTC at any of its worldwide locations may also participate in the annual graduation ceremony. Individuals must contact the Office of Student Developmental Services by March 1, to be eligible to participate in the spring ceremony.

Replacing a Lost Certificate or Degree

If a certificate or degree has been lost, stolen, or damaged, a replacement may be obtained at the Office of the Dean of Student Developmental Services. An appropriate fee is required to replace a certificate or degree.

Graduation With Honors

Candidates for degrees for Central Texas College may graduate with highest honors or honors based on the following criteria:

- To graduate with honors, a candidate must have a 3.5 grade point average on a 4.0 scale with no grades below “B” on all coursework taken. In computing the candidate’s grade point average for honors, the grades in all courses taken at Central Texas College as well as courses transferred from other accredited institutions of higher learning are included. Repeating a CTC course in which a “C” or lower grade was earned does not clear a student to graduate with honors.
- In any graduating class, the student(s) with the highest grade point average and who meet(s) all other requirements above will be designated as graduating with highest honors.
- Public recognition for graduating with honors or highest honors is conferred only when the student participates in the formal commencement ceremony.
- To qualify for associate degree honors, students must have earned a minimum of 30 semester hours of traditional study with Central Texas College. Grades of “P” or developmental coursework will not be considered when determining the minimum 30 semester hour residency requirement.
- Certificates of Completion do not qualify for honors.

Catalog and Completion of Degree/Certificate Program

Students may graduate in the program listed in the catalog that was in effect at the time they enrolled or subsequent catalogs if (1) the catalog is not more than five years old and (2) the student’s program has not been discontinued. Students who pursue a second degree or certificate program will be placed in the catalog for the year in which they successfully completed the first major course in their second program of study provided the catalog is no more than five years old, and the student’s program has not been discontinued. If a student decides to complete the program of study in a more recent catalog, the student must meet all requirements listed in that catalog. Students generally have two years to complete programs before the program is officially deactivated. Additional information may be obtained from an academic advisor.

Excessive Developmental Study Hours

A public community college district or technical college may not receive funding for developmental coursework taken by a student in excess of 27 semester credit hours or the equivalent. A student may generally not be allowed to enroll in developmental courses in excess of 27 semester credit hours. Developmental hours funded by the state during the summer of 1996 and thereafter shall be counted toward the student’s total number of developmental hours at a given institution. English as a Second Language (ESL) hours may be used for developmental education purposes when a student is placed in such courses as a result of failing the reading or writing portion of the THEA test or other state approved TSI test. When used for such purposes, ESL hours shall be counted toward the 27 hour cap. CTC reserves the right to charge a higher tuition rate to students who attempt developmental study courses in excess of the 27 semester credit hours or equivalent.

Degree and Certificate Requirements

Degrees Offered

Central Texas College confers the Associate of Arts, the Associate of Science, the Associate of Applied Science, or the Associate of General Studies degrees to students who have successfully completed the minimum and specific degree requirements for graduation. To earn an associate degree, you must complete the specific degree requirements in the curriculum plan for your major field of study as shown in the programs of study and meet minimum requirements for each degree. Each degree candidate must earn a minimum of 25 percent of the coursework in the degree from Central Texas College; have an overall 2.0 grade point average and a minimum CTC 2.0 grade point average; and meet state, institutional, licensure and other agency rules as applicable. All CTC courses completed at the time the degree is conferred are calculated in the CTC grade point average even if the courses were not used to meet specific degree requirements. You are responsible for applying and paying the appropriate graduation fee by the application deadline. Refer to the Graduation section in the catalog for information on filing the degree application.

To be eligible for a second associate's degree, a student must complete an additional 25 percent residency from Central Texas College and meet all other degree requirements above. The additional 25 percent residency must be in coursework that was not used for the first associate's degree or for a certificate of completion.

Developmental Studies

Developmental studies courses offered by Central Texas College are designed to provide a means for students to remove specific deficiencies or provide refresher coursework before enrolling in academic, occupational, or technical programs.

Students on academic probation or suspension may be required to complete developmental studies courses to satisfy probation or suspension readmission requirements.

NOTE Developmental studies courses may not be used to satisfy degree requirements, cannot be used to meet the 25 percent residency toward the degree, and cannot be counted in the grade point average at Central Texas College.

Tech Prep

Central Texas College participates in the Texas Tech-Prep statewide initiative. The Tech-Prep degree curriculum awards credit to entering freshmen whose high school has entered into an articulation agreement with CTC and has a TEA approved articulation plan. Central Texas College will award college credit to those students who have successfully graduated from an approved high school tech-prep graduation plan and have completed six semester hours in residency with a grade of "C" or higher at the Central Campus.

The following Central Texas College associate degree programs are Texas Higher Education Coordinating Board Approved participants in the Texas Tech-Prep statewide initiative:

Administrative Secretarial	Diesel Engine Mechanic and Repairer
Agriculture Production	Early Childhood Professions
Agriculture Science	Graphics and Printing
Automotive Mechanic/Repairer	Hospitality Management
Automotive Body Repair	Maintenance Technology/Building Trades
Business Management	Marketing and Sales Management
Computer-Aided Drafting	Nursing
Computer Science	Office Technology
Criminal Justice	Welding

Certificates of Completion

CTC confers Level I and Level II Certificates of Completion to students who have successfully completed the minimum and specific certificate requirements. To earn a Certificate of Completion, you must earn a minimum of 25 percent of the coursework in the certificate from Central Texas College; have an overall 2.0 grade point average and a minimum CTC 2.0 grade point average; and meet state, licensing, third-party agency and institutional rules as applicable. You are responsible for applying and paying the appropriate graduation fee by the application deadline. Refer to the *Graduation* section in the catalog for information on filing the certificate application.

To be eligible for a second certificate of completion, a student must complete an additional 25 percent residency from Central Texas College and meet all other certificate requirements above. The additional 25 percent residency must be in coursework that was not used in previous certificates or degree awarded.

Core Curriculum and Field of Study Curriculum

The *Core Curriculum* is the set of courses in liberal arts, humanities, sciences and political, social and cultural history that undergraduates of a public higher education institution in Texas are required to complete before receiving a bachelor's degree (Title 19, Chapter 5, Subchapter S, Rule 5.400). Students seeking a CTC Associate of Arts or Associate of Science degree are required to complete a 42-hour core curriculum. Students who successfully complete the core curriculum may transfer the block of courses to another Texas public institution of higher education and substitute the block for the receiving institution's core curriculum. Students who do not complete the 42-hour core curriculum may still transfer those courses successfully completed to another public college or university in Texas. They will generally be required to complete the remainder of the courses in the receiving institution's core curriculum.

When students successfully complete the 42-hour core curriculum at CTC, their transcripts will reflect "*Core Curriculum Completed.*" For a list of the courses in the core curriculum, refer to the Programs of Study section of this Catalog.

The *Field of Study Curriculum* is a set of courses that will satisfy the lower-division academic requirements for a bachelor's degree in a specific academic area at a general academic teaching institution. The course credits of specific approved curricula will apply toward bachelor degree requirements, if the courses are a part of the student's degree requirements at the senior institution.

To facilitate transfer of freshman- and sophomore-level core and field of study courses, a Texas Common Core Numbering System (TCCNS) exists. These lower-division courses have a TCCNS number and are listed in the *Lower-Division Academic Course Guide Manual*, an official publication of the Texas Higher Education Coordinating Board, Academic Affairs and Research Division.

It is important to know what courses are recognized as common at the school to which you plan to transfer. You should declare a major before attaining sophomore standing at CTC. Each Texas public community college or university will accept TCCNS courses, provided such credits are within the approved transfer curriculum of the student's declared major field of study at the receiving institution. A change of major may result in loss of credits earned in a previous program.

Program Listings

Curriculum plans for various degrees and certificates are on the following pages. Designations stated after each degree title reference the student's degree plan by major code. For example, Business Administration (Associate of Arts Degree), BUSS (major code). The reference facilitates student academic advising. Course descriptions for all courses offered are listed in alpha-numeric order by course prefix. Many of the curricula presented on the following pages have been designed for students who wish to transfer to a senior college or university. Central Texas College counselors and advisors are available to assist you in choosing from these suggested programs or in working out special arrangements to meet particular educational plans. It is your responsibility to monitor program offerings and follow the published degree plan requirements. Any deviations from listed courses must be approved in writing by the department. If you plan to transfer to a senior college or university and are taking courses that lead to an Associate of Arts or an Associate of Science degree, refer to the degree requirements for the AS or AA degrees listed in this catalog.

NOTE Although academic counseling is available, it remains your responsibility to determine the major area of study, the senior college or university to which you wish to transfer and the required courses and their prerequisites.

Program and Course Availability

Programs of study displayed in this catalog are offered when sufficient interest indicates a level of enrollment required for program continuation. To enter specific programs of study, seek confirmation of program availability. There is no guarantee that a specific course will be offered at any given time (either day time or evenings). It is your responsibility to complete the required courses when they are offered.

Not all courses are available every semester because of the specialized nature of the course content, equipment requirements, or facility availability. Consult the Schedule Bulletin published each semester or term for courses offered. Central Texas College reserves the right to cancel offered courses when insufficient enrollment or other circumstances require such action.

Prerequisite Courses

Be familiar with the course descriptions. If the course description indicates a prerequisite, the prerequisite should be met before registering for the advanced course. For example, you are required to successfully complete ENGL 1301 Composition I before registering for ENGL 1302 Composition II.

If you cannot schedule prerequisites, obtain prior approval to enroll in these courses from the Department Chair. Failure to obtain approval could result in loss of credit toward your degree.

Semester Credit Hours

The three numbers following (to the right of) the course title indicate the: (a) hours per week the class meets for lectures, (b) number of laboratory hours required per week and (c) credit hours awarded for successful completion of the course. One semester hour of credit represents one hour of lecture time per week for 16 weeks; one semester hour of credit also represents two to four hours of laboratory time per week for 16 weeks. Lecture and lab proportions may vary depending on the nature of the course.

For example, BIOL 1406, General Biology I, 3-3-4, has three hours of lecture per week conducted over 16 weeks and three hours of laboratory per week conducted over 16 weeks with four hours of credit awarded for successful completion. This weekly requirement is adjusted to compensate for terms/sessions/semesters with lengths other than 16 weeks. For instance, 3-0-3 for an eight-week term would require six hours of lecture per week and 2-4-3 would require four hours of lecture and eight hours of lab per week.

Tuition Rebate Program

The State of Texas offers a tuition rebate as an incentive for students to complete their bachelor's degree with no more than three attempted hours above the minimum required for the baccalaureate degree. Students who graduate with a bachelor's degree from a Texas public baccalaureate-granting general academic university may qualify to receive \$1,000 from the university awarding the degree if they meet the criteria listed below.

- Must have enrolled (taken their first course) in a Texas public institution of higher education in Fall 1997 or later;
- Must be a Texas resident and entitled to pay in-state tuition at all times while pursuing the degree;
- Must have taken all coursework at Texas public institutions of higher education;
- Must have received a bachelor's degree from a Texas public university;
- Must have attempted no more than three hours in excess of the minimum number of semester hours required to complete the degree in the catalog under which they graduated. Hours attempted include transfer credits, course credits earned exclusively by examination,* courses dropped after the official census date, for-credit developmental/remedial courses, optional internship and cooperative education courses, and repeated courses. For students concurrently earning a baccalaureate degree and a Texas teaching certificate, the required teacher education courses shall not be counted to the extent that they are over and above the free electives allowed in the baccalaureate degree program.

* Due to a recent change in the law, the first nine hours of credit earned by examination (credit earned on the basis of AP courses, CLEP or credit granted for high SAT or ACT scores) does not count as hours attempted. Dual credit courses (courses taken in high school for both high school and college credit) count as hours attempted.

CTC has academic advisors to help students plan their program of study while attending CTC to maximize their chances of qualifying for the rebate when they graduate from a university with a bachelor's degree.

Programs of Study

AA	Associate of Arts Degree
AS	Associate of Science Degree
AAS	Associate of Applied Science Degree
AGS	Associate of General Studies Degree
CC	Certificate of Completion
CC*	Level I Certificate
CC**	Level II Certificate

Type of

Degree	Program of Study	Page
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Associate Degrees of Science and Arts

AS	Agriculture Science	89
AA	Art	89
AS	Biology	89
AA	Business Administration	90
AS	Chemistry	90
AA	Commercial Art	90
AA	Drama	90
AS	Engineering	90
AS	Environmental Science	91
AS	Geology	91
AA	Interdisciplinary Studies	91
AA	Journalism/Communications	91
AS	Mathematics	92
AA	Modern Language	92
AA	Music	92
AA	Radio and Television Broadcasting	93
AA	Social Science	93

Associate of Applied Science Degrees and Certificates

Agriculture

AAS	Agriculture Production Specialization	94
AAS	Equine Management Specialization	95
AAS	Horticulture Development Specialization	96
CC*	Agriculture Technology	97

Auto Collision

AAS	Auto Collision Repair	98
CC**	Auto Collision Repair Technician (self-paced, open-entry program)	99
CC*	Mechanical and Electrical (self-paced, open-entry program)	99
CC*	Painting and Refinishing (self-paced, open-entry program)	100
CC*	Structural/Non-Structural Analysis and Damage Repair (self-paced, open-entry program)	100

Automotive Mechanic

AAS	Automotive Mechanic/Technician	101
CC**	Automotive Technician (self-paced, open-entry program)	102
CC*	Automotive System Specialist (self-paced, open-entry program)	103
CC*	Automotive Tune-Up Specialist Certificate (self-paced, open-entry program)	103

Aviation Science

AAS	Aviation Science	104
CC*	Aviation Science	105

Business Management

AAS	Business Management	106
CC*	Business Management	107
CC*	Entrepreneurship	107
AAS	Business Management - Marketing and Sales Management Specialization	108
CC*	Marketing and Sales Management	109
AAS	Business Management - Real Estate Sales Agent Specialization	110
CC*	Real Estate Sales Agent	111

Computer Science

AAS	Business Programmer Analyst	112
AAS	Information Technology	113
AAS	Network Systems Administrator	114
CC*	Network Specialist	115
CC*	Information Center Specialist	115
CC	Microsoft System Administrator (Fort Hood Campus only)	1155

Cosmetic Services

CC*	Cosmetology	116
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Criminal Justice *See Protective Services*

Diesel

AAS	Diesel Engine Mechanic and Repairer	117
CC**	Diesel Technician (self-paced, open-entry program)	117
CC*	Diesel System Specialist Certificate (self-paced, open-entry program)	118
CC*	Diesel Engine Specialist (self-paced, open-entry program)	118

Drafting and Design

AAS	Computer-Aided Drafting and Design	119
CC*	Computer-Aided Drafting and Design	119

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AAS	Early Childhood Professions	120
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Electronics

AAS	Computer Electronics	123
CC*	Computer Electronics Technology	124
AAS	Network Professional Specialization	124
CC*	Network Professional Specialization	125

Emergency Medical Technology

AAS	Emergency Medical Technology	126
CC*	EMT-Paramedic	127

Fire Protection *See Protective Services*

General Studies

AGS	General Studies	128
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Graphics and Printing

AAS	Graphics and Printing	129
CC*	Graphics and Printing Technology (self-paced, open-entry program)	130
CC*	Graphics and Printing (Texas Department of Criminal Justice only)	130

Health Information Management (see Office Technology)

Heating and Air Conditioning

AAS	Heating, Air Conditioning and Refrigeration Mechanic and Repairer	131
CC**	Heating, Air Conditioning and Refrigeration	132
CC*	Residential Heating, Air Conditioning and Refrigeration	133
CC*	Commercial Heating, Air Conditioning and Refrigeration	132
CC*	Heating, Air Conditioning and Refrigeration (Texas Department of Criminal Justice only)	133

Hospitality Management

AAS	Restaurant and Culinary Management	134
AAS	Hotel Management Specialization	135
CC*	Culinary Arts	136
CC*	Restaurant Skills	136
CC*	Property Management Advanced	137
CC*	Institutional Food Service Operations	138
CC*	Room Divisions	138
CC*	Food & Beverage Management	140
CC*	Restaurant Operations (Texas Department of Criminal Justice only)	137
AAS	Food and Beverage Management Specialization	139

Legal Assistant (see Paralegal/Legal Assistant)

Maintenance Technology

AAS	Maintenance Technology	142
CC**	Building Trades (self-paced, open-entry program)	143
CC*	Carpentry Trades (self-paced, open-entry program)	143
CC*	Construction Trades (self-paced, open-entry program)	144
CC*	Residential Construction (Brady Campus only)	144

Medical Laboratory Technician

AAS	Medical Laboratory Technician	145
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Mental Health Services

AAS	Chemical Dependency Specialization	148
AAS	At Risk Youth Specialization	146
AAS	Social Work Specialization	150
CC*	Chemical Dependency Specialization Advanced Certificate	149
CC*	At Risk Youth Specialization Advanced Certificate	147

Nursing

AAS	Nursing Associate Degree	151
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AAS	Nursing Option - Paramedic to ADN	153
CC*	Vocational Nursing	154

Office Technology

AAS	Executive Assistant	155
CC**	Administrative Support	156
CC*	General Office Assistant (Texas Department of Criminal Justice only)	156
CC*	Office Assistant	157
CC*	Health Information Management (self-paced, open-entry program)	161
CC*	Medical Office Specialist (self-paced, open-entry program)	161
CC*	Medical Secretary/Transcriptionist (self-paced, open-entry program)	162
AAS	Office Management	158
CC**	Office Management	159
CC*	Office Management	159
CC*	Office Information Management	160
CC*	Software Applications Specialist	157

Paralegal/Legal Assistant

AAS	Legal Assistant	141
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AAS	Criminal Justice	163
AAS	Criminal Justice - Corrections Specialization	164
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AAS	Criminal Justice - Law Enforcement Technology Specialization	166
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CC*	Extended Basic Peace Officer Training	167
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AAS	Welding	170
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CC*	Tacker (self-paced, open-entry program)	172

Core Curriculum

In the spirit of accomplishing Central Texas College's mission, the core curriculum experience will prepare you to learn effectively through your college years so that you carry these aptitudes for learning into your life careers. It is the goal of Central Texas College to graduate well-educated men and women who are articulate, interested in lifelong learning and capable of becoming creative citizens. The core curriculum design and implementation will also facilitate the transferability of lower division courses between Central Texas College and universities.

Associate of Science and Associate of Arts Degree Requirements

Requirements for the Associate of Science (AS) and the Associate of Arts (AA) degrees

Core Area	Course Options	Semester Credit Hours
Communications (010)	ENGL 1301 and 1302 and 3 hours of Speech	6
Speech (011)	SPCH 1315, 1318, 1321.	3
Mathematics (020)	MATH 1314, 1316, 1325, 1414, 2412, 2413, 2414, 2415.	3
Natural Science (030)	BIOL 1406, 1407, 1411, 1413, 1424, 2401, 2402, 2413, 2421, 2428. CHEM 1406, 1407, 1411, 1412, 2423, 2425. GEOL 1403, 1404, 1405. PHYS 1401, 1402, 1411, 1412, 1415, 2425, 2426. ENVR 1401. AGRI 1407, 1415, 1419.	8
Humanities (visual/performing arts) (050)	ARTS 1303, 1304, 1311, 1312, 1313, 1316, 1317, 2311, 2313, 2314, 2316, 2317, 2323, 2324, 2326, 2327, 2333, 2336, 2337, 2341, 2342, 2346, 2347, 2356, 2357, 2366, 2367, 2376. DANC 2303. DRAM 1310, 1320, 1321, 1330, 1351, 1352, 2336, 2366, 2367. MUSI 1162, 1165, 1181, 1182, 1183, 1184, 1192, 1193, 1216, 1217, 1301, 1304, 1306, 1307, 1311, 1312, 2311, 2312.	3
(literature, philosophy, and cultural studies) (040)	ANTH 2301, 2302, 2346, 2351. ENGL 2322, 2323, 2327, 2328, 2332, 2333. SPCH 2341. HUMA 1315. PHIL 1301, 1304, 1316, 1317, 2303, 2306, 2307.	3
Social/Behavioral Sciences U.S. History (060)	HIST 1301, 1302.	12
Political Science (070)	GOVT 2301, 2302.	
(other social/behavioral science) (080)	HIST 2301, 2311, 2312, 2381. GOVT 2304. PSYC 2301, 2308, 2314, 2315, 2316. SOCI 1301, 1306, 2301, 2319. ECON 2301, 2302. GEOG 1300, 1301, 1302, 1303. AGRI 2317.	3
Health, Wellness, Kinesiology (090)	PHED 1100-1104, 1106-1108, 1110, 1114-1116, 1118-1120, 1123-1126, 1129-1131, 1133, 1136, 1138, 1140-1147, 1151-1153, 1158-1160, 2155.	1
Total Core Requirements		42
Computer Technology/Skills (CTS) (Must meet skills required for basic use of computers)	(Successfully completed course or competency challenge exam) BCIS 1405. COSC 1300. AGRI 1309.	
Transfer Course Selections Required	Transfer courses may vary depending on the major the student wishes to pursue. Courses must be university parallel. Texas common course numbered (TCCN) courses which will meet the bachelor degree requirements of the university to which the student plans to transfer. See individual curriculum plans for specific courses.	24
Total Semester Credit Hours		66

NOTE A course cannot count toward more than one requirement of the degree.

NOTE Students planning to attend a senior college should coordinate with that senior college to ensure that the courses they take at Central Texas College will fulfill degree requirements there.

The requirements for a CTC Associate of Arts degree are:

Complete Core	42 semester Credit Hours
Health/Wellness/Kinesiology selection (PHED Activity Courses).....	3 Semester Credit Hours
Computer Technology selection	3 Semester Credit Hours
Foreign Language selection (FREN, GERM, SPAN, JAPN)	8 Semester Credit Hours
Specialization selection - University Parallel, Texas Common Course (TCCN)	10 Semester Credit Hours
	Total 66 Semester Credit Hours

The requirements for a CTC Associate of Science degree are:

Complete Core	42 semester Credit Hours
Health/Wellness/Kinesiology selection (PHED Activity Courses).....	3 Semester Credit Hours
Computer Technology selection	3 Semester Credit Hours
Mathematics selection (MATH).....	3 Semester Credit Hours
Natural Science selection (BIOL, CHEM, PHYS, GEOL)	4 Semester Credit Hours
Specialization selection - University Parallel, Texas Common Course (TCCN)	11 Semester Credit Hours
	Total 66 Semester Credit Hours

Additional Associate of Arts and Associate of Science Degree Requirements

- A minimum of 25 percent of semester credit hours earned within the Central Texas College System
- All required courses in the major as listed in this Catalog.
- Satisfy:
 - A minimum overall grade point average of 2.0 (“C” average).
 - A minimum “C” on each course in the major.
 - A minimum of 2.0 “C” with Central Texas College.
- A minimum score on all sections of the THEA test or other state-approved TSI test unless TSI exempt or eligible for a waiver.
- Meeting all other Central Texas College and departmental requirements.

Associate of General Studies Degree

Students planning to attend a senior college should coordinate with that senior college to ensure that the courses they take at Central Texas College will fulfill degree requirements there. To receive an Associate of General Studies Degree students must complete a minimum of 64 semester hours which must include:

- Communications to include either:
 - ENGL 1301 and three semester hours of oral communications, or
 - ENGL 1312.
- Three semester hours of humanities or fine arts.
- Three semester hours of mathematics, MATH 1332, 1342 or higher level.
- HIST 1301 and 1302.
- GOVT 2301 and 2302.
- Three semester hours of computer instruction.
- Two semester hours of physical education from activity courses.
- If the major is music, journalism, commercial art, or television/radio broadcasting, all required courses in the major as listed in this Catalog must be completed.
- A minimum of 25 percent of semester hour credits earned within the Central Texas College System.
- A minimum overall grade point average of 2.0 (“C” average), to include a minimum 2.0 “C” average on all courses taken with Central Texas College.
- Meeting all other Central Texas College and departmental requirements.
- In cases where freshman and/or sophomore degree requirements of the receiving college for a bachelor’s degree differ from those listed above, changes can be made in the Associate of General Studies Degree requirements when approved by the appropriate Department Chair.
- A minimum score on all sections of the THEA test or other state-approved TSI test unless TSI exempt or eligible for a waiver.

Associate of Applied Science Degree

Students must complete the specific degree requirements in the degree plan for their major field as shown in the program of study.

The associate of applied science general education component must constitute a minimum of 15 semester credit hours drawn from and include at least one course from each of the following three required areas: Humanities/Fine Arts; Social/Behavioral; and Natural Science/Mathematics. If a student takes ENGL 1312, the student must complete an additional 3 semester hours from one of the three required areas.

The degrees consist of a minimum of 64 semester hours and will include:

- Communications to include either:
 - ENGL 1301 and three semester hours of oral communications, or
 - ENGL 1312.
- Three semester hours of humanities or fine arts.
- Three semester hours of mathematics, MATH, as required by specific program.
- Three semester hours of social or behavioral science.
- Three semester hours of computer instruction or successful competency challenge exam.
- A minimum of 50 percent of semester credit hours of technical courses in the major or a closely related field.
- A minimum of 25 percent of semester hours credit earned within the Central Texas College System.
- All required courses in the major as listed in this Catalog.
- Satisfy:
 - A minimum overall grade point average 2.0 (“C” average).
 - A minimum “C” on each course in the major.
 - A minimum of 2.0 “C” with Central Texas College.
- A minimum score on all sections of the THEA test or other state-approved TSI test unless TSI exempt or eligible for a waiver.
- Meeting all other Central Texas College and departmental requirements.

Students may be required to repeat major courses in their field of study if graduation is not accomplished within five years after courses are completed.

Approved Electives

Approved electives are courses which, although not specifically related to the major, are designed to broaden the student’s exposure to various disciplines considered supportive of the program’s objectives. Credits earned at CTC are transferable to other institutions in accordance with policies of the receiving institutions. Students who plan to transfer to other institutions for degree completion or to pursue a more advanced degree are advised to consult with officials of the receiving school for degree requirements and transfer policy.

Associate of Arts and Associate of Science Degrees

Agriculture Science (AGRI) 010000

Associate of Science Degree

66 Total Semester Credit Hours

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses).....	3 Semester Credit Hours
Computer Technology	3 Semester Credit Hours
Mathematics Selection (MATH).....	3 Semester Credit Hours
Natural Science Selection (BIOL, CHEM, PHYS, GEOL).....	4 Semester Credit Hours
Specialization - University Parallel, Texas Common Course (TCCN).....	11 Semester Credit Hours
AGRI 1231 The Agriculture Industry, AGRI 1407 Agronomy, AGRI 1309 Computers in Agriculture. AGRI 1419 Introductory Animal Science, AGRI 2317 Introduction to Agriculture Economics.	

Art (ARTS) 500402

Associate of Arts Degree

66 Total Semester Credit Hours

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses).....	3 Semester Credit Hours
Computer Technology	3 Semester Credit Hours
Foreign Language (FREN, GERM, SPAN, JAPN)	8 Semester Credit Hours
Specialization -University Parallel, Texas Common Course (TCCN).....	10 Semester Credit Hours
ARTS 1303/04 Art History I & II, ARTS 1311/12 Design I & II, ARTS 1316/17 Drawing I & II, ARTS 2323/24 Life Drawing I & II, ARTS 2311 Design III, ARTS 2313/14 Design Communications I & II, ARTS 2316/17 Painting I & II, ARTS 2326/27 Sculpture I & II, ARTS 2333 Print Making I, ARTS 2336/37 Fiberarts I & II, ARTS 2341/42 Art Metals I & II, ARTS 2346/47 Ceramics I & II, ARTS 2356/57 Photography I & II, ARTS 2366/67 Watercolor I & II.	

Biology (BIOL) 260101

Associate of Science Degree

66 Semester Credit Hours

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses).....	3 Semester Credit Hours
Computer Technology	3 Semester Credit Hours
Mathematics Selection (MATH).....	3 Semester Credit Hours
Natural Science Selection (BIOL, CHEM, PHYS, GEOL).....	4 Semester Credit Hours
Specialization - University Parallel, Texas Common Course (TCCN).....	11 Semester Credit Hours
BIOL 1406 General Biology I, BIOL 1407 General Biology II, BIOL 1411 General Botany, BIOL 1424 Systematic Botany, BIOL 2428 Vertebrate Zoology	

Business Administration (BUBA) 520101

Associate of Arts Degree

68 Semester Credit Hours

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses).....	2 Semester Credit Hours
Computer Technology	4 Semester Credit Hours
Foreign Language (FREN, GERM, SPAN, JAPN)	8 Semester Credit Hours
Specialization -University Parallel, Texas Common Course (TCCN).....	12 Semester Credit Hours
ACCT 2301 Principles of Financial Accounting, ACCT 2302 Principles of Managerial Accounting, BUSI 1301 Business Principles, ECON 2301 Principles of Macroeconomics, ECON 2302 Principles of Microeconomics.	

In cases where lower division degree requirements of the receiving institution for a bachelor's degree differ from those listed above, changes can be made in the Associate in Arts/Science degree requirements when approved by the appropriate Department Chair, Campus Dean, Dean of Student Developmental Services/Associate Dean of Guidance and Counseling, and/or receiving institution. It may be beneficial to complete additional coursework above the 66 semester credit hours with the appropriate approval.

Chemistry (CHEM) 400501

Associate of Science Degree

66 Semester Credit Hours

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses).....	3 Semester Credit Hours
Computer Technology	3 Semester Credit Hours
Mathematics Selection (MATH).....	3 Semester Credit Hours
Natural Science Selection (BIOL, CHEM, PHYS, GEOL).....	4 Semester Credit Hours
Specialization - University Parallel, Texas Common Course (TCCN).....	11 Semester Credit Hours
CHEM 1411 General Chemistry I, CHEM 1412 General Chemistry II, CHEM 2423 Organic Chemistry I, CHEM 2425 Organic Chemistry II.	

Commercial Art (CART) 500402

Associate of Arts Degree

66 Semester Credit Hours

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses).....	3 Semester Credit Hours
Computer Technology	3 Semester Credit Hours
Foreign Language (FREN, GERM, SPAN, JAPN)	8 Semester Credit Hours
Specialization -University Parallel, Texas Common Course (TCCN).....	10 Semester Credit Hours
ARTS 1303/04 Art History I & II, ARTS 1311/12 Design I & II, ARTS 1316/17 Drawing I & II, ARTS 2323/24 Life Drawing I & II, ARTS 2313/14 Design Communications I & II and ARTS 2356/57 Photography I & II.	

Drama (DRMA) 500501

Associate of Arts Degree

66 Semester Credit Hours

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses).....	3 Semester Credit Hours
Computer Technology	3 Semester Credit Hours
Foreign Language (FREN, GERM, SPAN, JAPN)	8 Semester Credit Hours
Specialization -University Parallel, Texas Common Course (TCCN).....	10 Semester Credit Hours
DRAM 1310, Introduction to Theater, DRAM 1320/21 Theater Practicum I & II, DRAM 1330 Stagecraft I, DRAM 1351/52 Acting I & II, DRAM 2336 Voice for the Theater, DRAM 2366/67 Development of the Motion Picture I & II	

Engineering (ENGR) 140101

Associate of Science Degree

74 Semester Credit Hours

Complete Core	42 Semester Credit Hours
Computer Technology	4 Semester Credit Hours
Mathematics Selection (MATH 2413 and MATH 2414).....	8 Semester Credit Hours
Engineering (Introductory) (ENGR 1305 or ENGR 2302).....	3 Semester Credit Hours
Engineering Selection (ENGR 2301).....	3 Semester Credit Hours
Specialization - University Parallel, Texas Common Course (TCCN).....	14 Semester Credit Hours
MATH 2318 Linear Algebra, MATH 2415 Calculus III, ENGR 1201 Introduction to Engineering, ENGR 1304 Engineering Graphics I, PHYS 1411 Introductory Astronomy I, PHYS 1412 Introductory Astronomy II.	

In cases where lower division degree requirements of the receiving institution for a bachelor's degree differ from those listed above, changes can be made in the Associate in Arts/Science degree requirements when approved by the appropriate Department Chair, Campus Dean, Dean of Student Developmental Services/Associate Dean of Guidance and Counseling, and/or receiving institution. It may be beneficial to complete additional coursework above the 66 semester credit hours with the appropriate approval.

Environmental Science (ENVS) 030104

Associate of Science Degree

66 Semester Credit Hours

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses).....	3 Semester Credit Hours
Computer Technology	3 Semester Credit Hours
Mathematics Selection (MATH).....	3 Semester Credit Hours
Natural Science Selection (BIOL, CHEM, PHYS, GEOL).....	4 Semester Credit Hours
Specialization - University Parallel, Texas Common Course (TCCN).....	11 Semester Credit Hours
BIOL 1406/1407 General Biology I & II, BIOL 1411 General Botany, BIOL 1413 General Zoology, CHEM 1411/12 General Chemistry I & II, ENVR 1401 Environmental Science, GEOL 1403 Physical Geology.	

Geology (GEOL) 400601

Associate of Science Degree

66 Semester Credit Hours

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses).....	3 Semester Credit Hours
Computer Technology	3 Semester Credit Hours
Mathematics Selection (MATH).....	3 Semester Credit Hours
Natural Science Selection (BIOL, CHEM, PHYS, GEOL).....	4 Semester Credit Hours
Specialization - University Parallel, Texas Common Course (TCCN).....	11 Semester Credit Hours
GEOL 1403 Physical Geology, GEOL 1404 Historical Geology, GEOG 1301 Physical Geography	

Students deficient in mathematics must take College Algebra. This course should be taken during the summer term prior to the freshman year.

Interdisciplinary Studies (IDST) 240101

Associate of Arts Degree

66 Semester Credit Hours

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses).....	3 Semester Credit Hours
Computer Technology	3 Semester Credit Hours
Foreign Language (FREN, GERM, SPAN, JAPN)	8 Semester Credit Hours
Specialization -University Parallel, Texas Common Course (TCCN).....	10 Semester Credit Hours

Journalism/Communications (COMM) 090401

Associate of Arts Degree

66 Semester Credit Hours

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses).....	3 Semester Credit Hours
Computer Technology	3 Semester Credit Hours
Foreign Language (FREN, GERM, SPAN, JAPN)	8 Semester Credit Hours
Specialization -University Parallel, Texas Common Course (TCCN).....	10 Semester Credit Hours
COMM 1307 Introduction to Mass Communications, COMM 2311 News Gathering and Writing I, COMM 2315 News Gathering and Writing II, COMM 2389 Academic Coop in Humanities/Fine Arts.	

See also, Radio/Television Broadcasting, Associate of Arts Degree and Certificates of Completion in Radio Broadcasting and Radio and Television Broadcasting.

In cases where lower division degree requirements of the receiving institution for a bachelor's degree differ from those listed above, changes can be made in the Associate in Arts/Science degree requirements when approved by the appropriate Department Chair, Campus Dean, Dean of Student Developmental Services/Associate Dean of Guidance and Counseling, and/or receiving institution. It may be beneficial to complete additional coursework above the 66 semester credit hours with the appropriate approval.

Mathematics (MATH) 270101

Associate of Science Degree

68 Semester Credit Hours

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses).....	3 Semester Credit Hours
Computer Technology	4 Semester Credit Hours
Mathematics Selection (MATH 2413 and MATH 2414).....	8 Semester Credit Hours
Natural Science Selection (BIOL, CHEM, PHYS, GEOL).....	4 Semester Credit Hours
Specialization - University Parallel, Texas Common Course (TCCN).....	7 Semester Credit Hours
MATH 2318 Linear Algebra, MATH 2412 Precalculus Math, MATH 2415 Calculus III.	

Modern Language (FLAN) 160101

Associate of Arts Degree

66 Semester Credit Hours

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses).....	3 Semester Credit Hours
Computer Technology	3 Semester Credit Hours
Foreign Language (FREN, GERM, SPAN, JAPN)	8 Semester Credit Hours
Specialization -University Parallel, Texas Common Course (TCCN).....	10 Semester Credit Hours
LANG 1411 Beginning Foreign Language I, LANG 1412 Beginning Foreign Language II, LANG 2311 Intermediate Foreign Language, LANG 2312 Intermediate Foreign Language.	

Music (MUSI) 500901

Associate of Arts Degree

66 Semester Credit Hours

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses).....	3 Semester Credit Hours
Computer Technology	3 Semester Credit Hours
Foreign Language (FREN, GERM, SPAN, JAPN)	8 Semester Credit Hours
Specialization -University Parallel, Texas Common Course (TCCN).....	10 Semester Credit Hours
MUAP I, MUAP II, MUAP III, MUAP IV in area appropriate to student (Voice, Piano, Strings, Brass, Percussion, or Woodwinds), *MUEN 1131 Instrumental Ensemble, *MUEN 1151 Vocal Ensemble, MUSI 1181 Class Piano I, MUSI 1182 Class Piano II, MUSI 1183 Class Voice I, MUSI 1184 Class Voice II, xMUSI 1216 Ear Training and Sight Singing I, xxMUSI 1217 Ear Training and Sight Singing II, MUSI 1301 Music Fundamentals, MUSI 1307 Music Literature, xMUSI 1311 Music Theory I, xxMUSI 1312 Music Theory II, MUSI 2311 Music Theory III, MUSI 2312 Music Theory IV.	

*MUEN 1131 and MUEN 1151 are residency requirements but do not transfer as credit toward the Bachelors of Music degree

xMUSI 1216 and MUSI 1311 should be taken concurrently
xxMUSI 1217 and MUSI 1312 should be taken concurrently

In cases where lower division degree requirements of the receiving institution for a bachelor's degree differ from those listed above, changes can be made in the Associate in Arts/Science degree requirements when approved by the appropriate Department Chair, Campus Dean, Dean of Student Developmental Services/Associate Dean of Guidance and Counseling, and/or receiving institution. It may be beneficial to complete additional coursework above the 66 semester credit hours with the appropriate approval.

Radio/Television Broadcasting (RTBD) 090701

Associate of Arts Degree

66 Semester Credit Hours

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses).....	3 Semester Credit Hours
Computer Technology	3 Semester Credit Hours
Foreign Language (FREN, GERM, SPAN, JAPN)	8 Semester Credit Hours
Specialization -University Parallel, Texas Common Course (TCCN).....	10 Semester Credit Hours
COMM 1307 Introduction to Mass Communications, COMM 2331 Radio Television Announcing, COMM 2303 Audio/Radio Production, COMM 1336 Television Production I, COMM 1337 Television Production II, COMM 2327 Principles of Advertising.	

Two certificates of completion, RBCC Radio Broadcasting and TRBC Radio & Television Broadcasting are available. Additionally, the Associates of General Studies with a Television/Radio Broadcasting concentration is available.

Social Science (SOCl) 450101

Associate of Arts Degree

66 Semester Credit Hours

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses).....	3 Semester Credit Hours
Computer Technology	3 Semester Credit Hours
Foreign Language (FREN, GERM, SPAN, JAPN)	8 Semester Credit Hours
Specialization -University Parallel, Texas Common Course (TCCN).....	10 Semester Credit Hours
ANTH, ECON, GEOG, GOVT, HIST, PSYC, SOCI.	

In cases where lower division degree requirements of the receiving institution for a bachelor's degree differ from those listed above, changes can be made in the Associate in Arts/Science degree requirements when approved by the appropriate Department Chair, Campus Dean, Dean of Student Developmental Services/Associate Dean of Guidance and Counseling, and/or receiving institution. It may be beneficial to complete additional coursework above the 66 semester credit hours with the appropriate approval.