



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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 International and Navy Campus Operations/
 Dean, Navy Campus
 A.A., Temple College
 B.S., Southwest Texas State University
 M.Ed., University of Arizona



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

Chancellor's Message

It is my pleasure to welcome you to Central Texas College. You have chosen an educational institution with more than 40 years of service to central Texas and more than 150 sites across the world. Our dedicated faculty is committed to providing you the best education possible through one of our degree programs and certificate programs whether in the classroom, online or through our other cutting edge course offerings.

CTC was ranked first in the state of Texas and 20th in the nation of the top 100 community college associate degree producers. We continue to expand our degree plan offerings with the addition of the homeland security and teaching programs last year. Not only are we growing our programs, we are also growing our campuses. On Fort Hood, we recently broke ground to build a 26,000-plus square foot facility to house more than 20 classrooms and labs. We will soon begin construction of a new 80,000 square-foot nursing building on the central campus to help accommodate the continued demand for qualified nurses and the increasing number of students interested in the medical field.



We have also seen an unprecedented growth in our online enrollments. More and more students are using this as a viable option to complete their studies while maintaining their work schedule and personal lives. CTC continues to meet the technological demands of an ever-changing educational climate by offering more than just online classes. We also provide courses via CD-Rom and hand-held devices such as iPods, personal pocket computers and personal data assistants.

CTC is also expanding its global presence by establishing classroom facilities in Iraq and Afghanistan. This is part of our ongoing efforts to meet the educational needs of our military personnel by growing our on-base college programs in deployed locations.

Closer to home, our dual credit program which offers high school students the opportunity to earn college course credits while still in high school, has seen a significant increase. More and more, students are realizing the importance of a college education in today's job market and economic conditions. The CTC College Now program partners with local school districts to give these students a leg up on their college careers. We are expanding this initiative by participating in the local P-16 program which helps students start preparing for college very early in their educational careers and by hosting summer math camps with area middle and high schools.

Our continued growth is in direct response to our desire to meet your needs as a student. We will diligently strive to further provide quality education from quality instructors in a quality learning environment.

Thank you,

James R. Anderson, Ph. D.
Chancellor

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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.

Term Calendar for Continental and International Campuses, 2009-2010

The term calendar lists the official term dates for Central Texas College campuses outside Texas. Contact your Central Texas College representative for start and end dates of courses offered at your location. Most courses offered by the Continental and International (C&I) locations are taught over eight weeks. Distance learning courses offered from the Central Campus in Killeen, Texas, have monthly start dates and course lengths of eight to sixteen weeks. Visit the college's web site at www.ctcd.edu to view distance learning courses.

Term Calendar

Term 1 (Fall)	August 1, 2009 through Oct. 17, 2009
Term 2 (Fall)	Oct. 18, 2009 through Dec. 31, 2009
Term 3 (Spring)	Jan. 1, 2010 through March 14, 2010
Term 4 (Spring)	March 15, 2010 through April 30, 2010
Term 5 (Summer I)	May 1, 2010 through June 30, 2010
Mini Term *(Summer II)	July 1, 2010 through July 31, 2010

* Offered at selected locations

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

Central Texas College serves military personnel and their family members worldwide. The Central Campus is located in Killeen, Texas. This catalog is an official publication of Central Texas College containing policies, regulations, and procedures applicable to locations outside the state of Texas, which were 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 or federal laws, and tuition or fee changes. CTC also publishes a Texas Campuses Catalog for students attending in the state of Texas or enrolled in distance learning.

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

Program and Course Availability

Programs of study vary with each location and not all programs are available at every location. Individuals interested in programs that are not locally available should consult with the local Education Services Officer (ESO), Navy College Office Representative (NCO), Education Specialist, or Central Texas College representative.

Programs of study displayed in this Catalog are offered when sufficient interest indicates a level of enrollment required for program continuation and when authorized under the military contract or memorandum of understanding for the specific C&I site or campus. CTC reserves the right to adjust course scheduling, including class cancellation, when enrollment or other circumstances require this action. There is no guarantee that a specific course will be offered at any given time. It is the student's responsibility to complete the required courses when offered.

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, 20 degree and 20 certificate programs online and CD-ROM courses available for servicemembers deployed at remote locations, you can choose the option that's right for you. CTC currently offers 100 degree and certificate programs through GoArmyEd.

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 Mr. Jim Yeonopolus, Deputy Chancellor for International and Navy Campus Operations/Dean, Navy Campus (254) 526-1781; 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 CTC official representative or the Campus Dean at your location. Refer to your student handbook for additional information.

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 your CTC official representative or Campus Dean at your location.

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 appropriate Campus Dean. Faculty and staff should contact the Human Resources Department at (254) 526-1128.

Approvals and Authorization

Central Texas College is approved to offer specific programs and courses at military installations around the world according to the contract, agreement, or memorandum of understanding for that campus or location.

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. 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.

Central Texas College is authorized by the Washington Higher Education Coordinating Board (HECB) and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree Authorization Act. This authorization is valid until July 25, 2008, and authorizes Central Texas College to offer the following degree program: Associate of General Studies. Any person desiring information about the requirements of the Act or the applicability of those requirements to the institution may contact the HECB office at P.O. Box 43430; Olympia, WA 98504-3430. The State Council of Higher Education for Virginia has certified Central Texas College to operate in Virginia at 961 Bishop Loop, Bldg 8035, Fort Lee, Virginia. In addition, Central Texas College is authorized to offer college programs in Alaska, California, Georgia, Louisiana, Maryland, North Carolina, Virginia, and Washington D.C.

Central Texas College is currently licensed by the Board of Regents of the State of Louisiana. Licenses are renewed by the State Board of Regents every two years. Licensed institutions have met minimal operational standards set forth by the state, but licensure does not constitute accreditation, guarantee the transferability of credit, nor signify that programs are certifiable by any professional agency or organization.

Central Texas College's programs are approved for individuals who wish to attend and receive benefits under the Veterans Readjustment Benefits Act of 1966, Post-Vietnam Veterans Educational Assistance Program, the Veterans Educational Assistance Act of 1984, Chapter 106-Reservists Education Bill, Chapter 30-VA Education Bill of 1986, Chapter 33-Post 9/11 Veterans Assistance and family members qualified for VA Educational Benefits, Chapter 35.

Distance Education

In addition to classes offered at CTC locations around the world, Central Texas College offers a wide range of learning opportunities for distant learners from single courses to complete certificates and degrees. In fact, Central Texas College is one of the largest community colleges in the United States when it comes to distance education. Distance education courses are transferable as face-to-face courses because they are taught by the same faculty, use the same textbooks, and require the same standards as face-to-face courses. 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. 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.

Distance education courses are designed to be equivalent to the same course taught in a classroom. They have the same course descriptions, course objectives, and learning outcomes of a traditional classroom course.

Articulation Agreements Leading to Bachelor Degrees

Central Texas College holds articulation agreements with several colleges and universities located within and outside of Texas. These agreements allow the eligible CTC student a seamless transition into a four-year degree program. Many of the articulation agreements are with colleges and universities that offer online bachelor degree programs. Additional information may be found at the Transfer Center on the Central Texas College, Killeen, Texas, website or obtained through an academic advisor.

Admissions and Registration

General Admission Information

Students wishing to attend Central Texas College should visit with the Education Center or Navy College Office representative to discuss their educational goals. Military facilities provide diagnostic, aptitude, and placement testing to assist students in selecting programs of study. Once students have identified and chosen an appropriate program of study, the admissions and registration process may begin.

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. Departmental approval is required to register for certain courses as published in the college catalog and schedule bulletins.

Only personnel sponsored in the overseas command by the U.S. Armed Services are normally permitted to attend Central Texas College classes. Other applicants may attend classes if local policy permits, but they must receive approval from the local ESO or NCO personnel for necessary military and governmental approval before being permitted to file an application for admission. Active duty personnel will have priority when enrolling for all classes.

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 predicts 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. 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

Visit the CTC representative at your location for information on admissions, registration, and program and course selection. If you are interested in distance learning courses and there is not a CTC representative at your location, contact online. mentors@ctcd.edu. Listed below are general admission requirements for students located outside of Texas.

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.
2. Submit an official high school transcript or General Educational Development (GED) scores demonstrating high school graduation or equivalency.
3. Meet with the designated CTC representative at your location to discuss a program of study and course selections.

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.
2. Submit an official high school transcript or General Educational Development (GED) scores demonstrating high school graduation or equivalency.
3. Submit official transcripts from each accredited college or university previously attended.
4. Meet with the designated CTC representative at your location to discuss a program of study and course selections.

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.

Former CTC Students, Readmissions

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

1. Complete a new CTC Application for Admission.
2. If you have attended other colleges or universities since last enrolled with CTC, request that official transcripts be sent to CTC.
3. Meet with the designated CTC representative at your location to discuss a program of study and course selections.

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. Contact the advisor at your college or university to ensure course transferability. If your school is a member of the Servicemembers Opportunity College (SOC), the SOC Degree Network System-2 Handbook that includes transfer guarantee articulations is available at local Education Centers, Navy College Offices, and CTC locations. The handbook is also available online at www.soc.aascu.org.
3. Meet with the CTC representative to determine any course prerequisites or placement requirements.

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. Provide an official high school transcript.
4. 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.

Guidelines for Active Duty Army Using Tuition Assistance

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 their 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 previously enrolled in CTC courses through the GoArmyEd portal but 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 prior to 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 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. If you cannot apply for admission and register at a local CTC office, contact the online.mentors@ctcd.edu. An online mentor will assist you with admissions, registration, and advisement. 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; and submit substantiating documents for residency purposes. 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.

Distant learners should contact their local CTC representative to determine eligibility to register online through WebAdvisor.

International Students

Local and third country national students are not permitted to attend Central Texas College C&I locations without permission from the Education Center or Navy College Office representative and the appropriate Military Command. Local nationals who receive permission are required to 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 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.

Out-of-State CTC Students Who Move to Texas

If you move to Texas and continue your studies with Central Texas College, you are required to meet certain in-state requirements as follows:

1. Complete a CTC Application for Admission if you have not enrolled with CTC for at least 12 months.
2. Nonresident active duty members of the U.S. Armed Forces assigned to duty in Texas and their spouse and dependent children are entitled to pay resident tuition rates. To qualify, the student must submit a completed military verification form, that is available online and in the schedule bulletin, during his or her first semester of enrollment which he or she will be using the waiver and present a valid military I.D. card. In lieu of a military verification form, a copy of the military orders of the active duty military sponsor with permanent assignment to duty in Texas may be substituted.
3. Take the ACT ASSET or Texas Higher Education Assessment (THEA) test unless student is exempt or waived from the Texas Success Initiative (TSI) requirements. Refer to the Texas Campuses Catalog or contact an online counselor for more information.
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. Meet with an academic advisor.
6. Make arrangement to attend the new student orientation.

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.

Records Required Transcripts

Official transcripts from all regionally accredited colleges and universities previously attended are required if the student is seeking a degree or certificate from Central Texas College, using student financial aid or Veterans benefits, or requests an official evaluation of prior learning experiences. Distant learners who must meet Texas Success Initiative requirements are required to submit official transcripts. Transfer students who plan to use financial aid must have transcripts on file prior to determining financial aid eligibility. Official transcripts must be mailed directly to CTC from each college or university. Hand-carried transcripts will only be accepted if received in a sealed envelope marked "official."

Registration

Typically, Central Texas College assigns a representative to each Education Center or CTC office where a program is conducted. Information on registration, term dates, evaluations, programs offered and related questions should be directed to the local Central Texas College representative at the Education Center, Navy College Office, or to the local Central Texas College office.

Check with your local CTC representative to determine if online registration (WebAdvisor at www.ctcd.edu) is available at your location. Distant learners should contact mentors@ctcd.edu if there is not a CTC representative in your area. GoArmyEd TA, eArmyU, and Army self-pay students register, drop, and add courses through the GoArmyEd portal.

Registration Schedules

CTC conducts an academic year starting and ending in August. Courses are usually offered through five, eight-week terms but start/end dates and course lengths may vary at different locations to meet military schedules. Consult your local schedule for times and dates of registration and classes. GoArmyEd TA and eArmyU students may view local classroom and online course offerings through the GoArmyEd portal.

Distance learning course offerings generally start on a monthly basis with varying course lengths. Students may choose to take courses online or offline (multi media). Distance learning course offerings are available for view on the CTC Distance Learning website and through WebAdvisor accessed through the official CTC web site.

Officially enrolled distance learning students receive a welcome confirmation email with instructions for getting started.

Registration Procedures

Upon completion of the admissions requirements, the following must be completed before you will be officially registered and permitted to start your course:

1. Complete the C&I Class Registration form each time you register, register online via CTC's WebAdvisor or register through the GoArmyEd portal if using Army TA.
2. Pay tuition and fees at the time of course enrollment. Students are responsible for submitting approved military tuition assistance forms and other third-party sponsorship forms. Army TA is automatically processed at the time of registration on the GoArmyEd portal.

Admission and registration forms are available from the Central Texas College representative at your location and online at the CTC web site.

Late Registration

Late registration for classroom courses is permitted for a limited time after class begins. Consult local schedules for exact dates. Late registration is not permitted for distance learning courses. Students who complete registration after classes begin are not excused from meeting attendance or academic requirements and must arrange with the instructor to make up missed classes.

Adding or Dropping Classes

During the official add/drop period, you may add and drop courses based upon institutional and military guidelines. 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. GoArmyEd students drop and add 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.

Uniform Application of Standards

The standards of Central Texas College's academic and student policies are uniform at all locations served by CTC. The subsequent sections of this Catalog provide information required and unique to Continental and International Campuses.

College Costs

Tuition*

Tuition for classes at Central Texas College locations outside Texas varies with the government contract, agreement, or memorandum of understanding through which the institution operates. Therefore, both tuition and fees may be adjusted, based on government contracts and local conditions, during the period this Catalog is in effect. Costs of classes to students will vary with the level of support being provided by the sponsoring agency at each campus or site.

Obtain information about current tuition, fees and costs of classes from the Education Officer, Navy College Officer, or the Central Texas College representative.

NOTE Students are responsible for any additional amounts owed to CTC resulting from post-enrollment audits and corrections, including all fees and waivers; e.g., registered 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 the sponsoring agency does not remit payment in full.

Other Fees *

In addition to tuition, the following fees are required or applicable. 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
Instructional Materials (as required by contract, per credit hour (non-refundable)	\$30-\$40

Tuition and Fees - Noncredit Courses

Tuition and fees for Continental and International locations are determined by contracts and agreements.

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

Refunds

No tuition refunds will be made except in the case of cancellation or official withdrawal from Central Texas College or from a course. For students receiving military tuition assistance, the effective date of withdrawal is the date the Application for Withdrawal/Refund is signed by the designated Education Center or Navy College office representative or processed through the GoArmyEd portal for Army TA. The instructor must sign the withdrawal form before or after the effective withdrawal date.

For self-pay students refunds are computed from the date the Application for Withdrawal or Refund is filed with the designated CTC Student Services Office, CTC Records Office, or GoArmyEd portal.

Special conditions apply to students who receive federal, state, and/or institutional financial aid or VA benefits. The refund is generally calculated based upon the student's last date of attendance.

Although the following refund schedule is provided, actual refunds for tuition and fees are based upon the contract, agreement, or memorandum of understanding at the location for which the College operates.

- 100% Withdrawal before the first day of the term or semester.
- 75% Withdrawal if not more than 1/8 of the term or semester has elapsed.
- 25% Withdrawal if not more than 1/4 of the term or semester has elapsed.
- 0% Withdrawal if more than 1/4 of the term or semester has elapsed.
- Refund schedule is calculated based on the first calendar day of the term and includes all weekdays, Monday through Friday, which are not designated official Central Texas College holidays.
- Central Texas College will allow hours to be dropped and re-added without penalty to the student if the following conditions are met:
 - The transaction must be completed prior to the census date of the dropped hours.
 - The start date of the added hours must be prior to the census date of the dropped hours.
 - The exchange must be an equal one.
 - The exchange must occur simultaneously as a single transaction.

When the charges for hours are dropped without concurrently added hours, they will be refunded in accordance with the refund policy outlined previously. Charges for hours added at a later time will be applied based on the current approved tuition and fee schedule and will not offset charges from 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 1/4 of the term has elapsed (before the last day for 25 percent refund), 100 percent refund.
 - If withdrawing after 1/4 of the term has elapsed and prior to 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.

Textbooks

Prices are based on the publisher's price and may vary from term to term. Prices are available from the Central Texas College Bookstore website at www.ctcbookstore.com.

- Textbook costs are nonrefundable unless the class is cancelled by CTC. For cancelled classes, the book must be returned (unused, unmarked, and if shrink-wrapped, unopened) to the Central Texas College Bookstore.
- Please visit our website for complete information regarding returns and exchanges.

Determining Residence Status

Students enrolled in courses at CTC locations outside Texas pay the tuition and fee rates based upon the applicable military contract or memorandum of understanding. Bona fide Texas residents enrolled in distance learning courses through the Central Campus in Killeen may be eligible for in-state tuition rates. Certain conditions apply, and substantiating documents to affirm residence are required. Refer to the Texas Campuses catalog, which is available online at the CTC website www.ctcd.edu.

Student Financial Assistance

Financial Aid Programs

The Financial Aid Office coordinates and administers the financial aid programs for the College. The Financial Aid Office provides financial assistance to students who have a financial need and who would otherwise be unable to attend Central Texas College. The student and student's family are primarily responsible for the cost of higher education. However, scholarships, grants, loans, work opportunities, and other financial benefits are available to students who qualify for these programs.

Most financial aid is awarded on the basis of need. Financial aid programs require annual applications. The Financial Aid Office will make every effort to assist the student in meeting his or her need using all resources available. Each student has certain rights and responsibilities in the financial aid process. Therefore, it is important to read all information carefully to ensure compliance with regulations governing receipt and maintenance of financial aid funds. Failure to comply with regulations may result in loss of funding and/or eligibility.

All applicants for financial aid are required to:

- Apply for admission to the College.
- Be degree or certificate candidates.
- Complete and file a Free Application for Federal Student Aid (FAFSA) with the United States Department of Education each year. Central Texas College must be selected as an institution in order for the financial aid office to receive the student's FAFSA application. Central Texas College's school code is 004003. Students are urged to apply early for optimum financial aid benefits.
- Complete verification is required if the student is selected by the Department of Education for verification.

Deadlines to apply for financial aid are:

Fall	June 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 Financial Aid Office. Scholarship deadlines differ. Visit the Financial Aid Office for more information or our website at www.ctcd.edu.

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.

Eligibility Requirements for Financial Aid

In general, a student is eligible for financial aid if he or she meets the following requirements:

- Is a United States citizen or an eligible non-citizen,
- Has a demonstrated financial need,
- Is making satisfactory academic progress (as defined by the college) in the course of study,
- Is not in default on a Federal Stafford Loan,
- Is enrolled at the college for the purpose of obtaining a degree or certificate,
- Has a high school diploma or G.E.D., or meets special ability-to-benefit requirements;
- Is registered with the selective service if required to do so; and
- Does not owe a refund on a Federal Pell Grant or other Federal financial aid awards.

NOTE CTC students must select an eligible program of study prior to the first disbursement of financial aid.

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 a semester basis 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, FN, IP, 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.

Course repeats are counted as attempted hours and either earned or unearned depending upon the grade assigned as noted above.

All college-level course work attempted at the College is considered when determining satisfactory progress regardless of whether the student previously received financial aid.

Evaluating Satisfactory Academic Progress

The standards against which all students are measured include Qualitative, Quantitative and Maximum Time Frame standards. The academic record for all students is reviewed after the end of the fall and spring semesters. After the evaluation, emails will be sent to the students who are being placed on probation about their academic progress and to students whose aid is being suspended due to failing to meet minimum financial aid satisfactory academic progress standards.

Grade Point Average/Qualitative Standard

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.

Quantitative Standard/Maximum Time Frame

In order to meet the quantitative standard students must complete 75% of all hours attempted regardless of whether financial aid was received for the hours. Withdrawals, incompletes, repeated courses, and failure grades will count as attempted coursework.

A student may apply for, and if eligible, receive financial aid for attempted credit hours that do not exceed 150% of the minimum number of hours required to complete the student's declared program of study. Credit hours transferred to Central Texas College are counted when calculating the 150% maximum. Students who have attempted 150% of the allowed number of credit hours become ineligible to receive additional financial aid disbursements for hours in excess of the 150% maximum regardless of their cumulative GPA, and regardless of whether or not financial aid was received during previous semesters.

Examples:

1. For a student completing an associate's degree program that requires 66 hours, the student must complete the degree within 99 attempted hours. The student will lose eligibility for additional financial aid to complete the program after 99 attempted hours.
2. For a student completing a certificate program that requires 30 hours, the student must complete the certificate within 45 attempted hours. The student will lose eligibility for additional financial aid to complete the program after 45 attempted hours.

Financial aid recipients are expected to complete a program of study in the scheduled amount of time. A student's progress may be evaluated for only one program at a time. A student who is concurrently completing more than one program or major, or who is returning to complete a second degree, may request additional time to complete the program. Students may not be allowed financial aid funding for multiple changes of programs for the purpose of extending financial aid eligibility.

NOTE ALL students will be limited to 150 hours attempted maximum time frame which includes transfer hours.

SAP Treatment of Developmental Course Work

An otherwise eligible student may receive financial aid for a maximum of 27 attempted credit hours in developmental/remedial course work. Once the 27 credit hours maximum is reached, additional developmental credit hours will not be used to calculate the award amount. Developmental hours are not included in the calculation of the overall maximum time frame to complete the students' academic program or in the cumulative GPA calculation. However, developmental attempts are used in the completion rate calculation.

Evaluation Outcomes

Financial Aid Automatic Suspension

If during a semester a student completely withdraws, receives grades of all Fs, all Ns or a combination of Ws, Fs and Ns, the student is placed on automatic suspension without being given a warning. To re-establish eligibility, the student must enroll in and successfully earn a minimum of 6 core semester credit hours with a 2.0 GPA. If the student chooses to enroll in more than the 6 core semester hours that are required, the student must complete at least 75% of the semester load with a 2.0 GPA to re-establish eligibility. A student placed on a suspension status will not receive financial aid assistance until this status has been cleared.

Financial Aid Probation

A student who does not meet the Satisfactory Academic Progress criteria will be placed on financial aid probation. While on probation, the student will continue to receive financial aid for which he/she has qualified.

Financial Aid Suspension

If the student does not meet the minimum Satisfactory Academic Progress criteria at the end of his/her probationary period, the student will be suspended from receiving financial aid. 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

Financial aid eligibility will be reinstated after a student meets the Satisfactory Academic Progress criteria listed above, both the completion rate (75 percent) and cumulative grade point average (2.0) or has an appeal approved. Financial aid will not be reinstated for violations of Quantitative Standards or Qualitative Standards until the appeal has been approved by the Financial Aid Appeals Committee.

Appeal Process

Central Texas College recognizes that students sometimes encounter circumstances beyond their control that can adversely affect their academic progress. Any student subject to suspension of financial aid eligibility may appeal to the Financial Aid Office for a review of the decision. The appeal must include an explanation and documentation of the reason(s) why the minimum academic standards required by this policy were not met and that the adversity has been resolved. All appeals must be attached to the Qualitative or Quantitative Appeals form that can be obtained from the Financial Aid Office or website. The Financial Aid Appeals Committee will review the appeal and the student will be notified by email after the appeal decision has been made. All documents pertinent to the appeals process become part of the student's financial aid record. If the petition is denied, the student has the right to request that the appeal decision be reconsidered by the Financial Aid Director. This appeal must be turned in within 10 days of receiving notification of the decision denying the appeal. The decision of the Director is final.

NOTE There is no appeal for failing to complete within the maximum time frame.

As per Federal regulations, a student who is not making Satisfactory Academic Progress can appeal to the Financial Aid Office if the student falls under one or more of the following hardships:

- Death of an immediate family member of the student (parents, siblings, spouse, children).
- An injury or illness of the student or immediate family member (parents, siblings, spouse, children).
- Other unusual circumstances that prevented you, the student, from making satisfactory academic progress. For example, last enrollment was ten years ago or more.

Break in Enrollment

When a student has a break in enrollment and is readmitted, the SAP status for prior terms will apply. For example, if a student is placed on financial aid suspension at the end of the spring term, does not return in the fall term, and is readmitted the next spring term, the student will continue in a financial aid suspension status for that term.

Drops and Withdrawals

Students who receive Title IV (PELL/FSEOG/ACG/Loans) 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 Courses

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. Transfer courses are not considered in determining eligibility under the qualitative measure but are considered in the quantitative maximum timeframe measurements.

Types of Aid Available

Financial Aid is categorized into two types: Gift Aid and Self-Help Aid.

- Gift Aid includes grants and scholarships that do not have to be repaid.
- Self-Help Aid includes student employment and student loans. Student loans must be repaid with few exceptions.

Federal PELL Grant

The Federal PELL Grant is awarded 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.

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.

Loans

Federal Family Education Loan Program (FFELP)

Central Texas College participates in the Federal Stafford Loan Program for Dependent and Independent Undergraduate Students and Federal PLUS Loan Program for parents of Dependent Students.

Federal Loan Eligibility Requirements

- Student must complete the FAFSA.
- Student must meet academic progress as determined by the Financial Aid Office.
- Student must be enrolled at least half-time (six semester hours per term).
- Student must be a citizen or eligible non-citizen.
- Student must not be in default on any federal loan or owe a refund back to any federal program.
- Student must not have already exceeded aggregate loan limits.

Federal Stafford Loan Maximums

Classification
Freshman (0 to 29 credit hours)*
Sophomore (30 to 72 credit hours)**
Dependent Undergraduate
\$3,500*
\$4,500**
Independent Undergraduate
\$7,500 – No more than \$3,500 of this amount may be subsidized*
\$8,500 – No more than \$4,500 of this amount may be subsidized**

NOTE: The amounts shown in the chart above are the maximum amounts that you may borrow as a full-time student (12 hours per semester) for the academic year.

Subsidized Stafford Loan

- Available to students who demonstrate financial need determined by the FAFSA.
- Lending institutions, such as banks or credit unions provide the funds for this loan.
- The U.S. Department of Education pays the interest on this loan:
 - While you're in school at least half-time.
 - For the first six months after you leave school (referred to as a "grace period").
 - During a period of deferment (an approved postponement of loan payments).

Unsubsidized Stafford Loan

- Does not require students to demonstrate financial need.
- The U.S. Department of Education does not pay interest on unsubsidized loans.
- To determine the amount of your unsubsidized loan, the school will use this equation:
$$\begin{aligned} & \text{Cost of attendance} \\ & - \text{Federal Pell Grant (if eligible)} \\ & - \text{Subsidized Stafford Loan amount (if eligible)} \\ & - \text{Any other financial aid you receive} \\ = & \text{Amount of unsubsidized loan (up to the maximum loan amount)} \end{aligned}$$

Stafford Entrance Loan Counseling

All first-time student loan borrowers at Central Texas College must attend entrance counseling before your loan will be processed. Entrance Counseling is available by going directly to <http://www.mappingyourfuture.org/>. This session provides additional information regarding loan programs such as monthly repayments, deferments, grace period and cancellation.

Stafford Exit Loan Counseling

Federal regulations require all students who received a Federal Family Education Loan to complete a mandatory exit counseling prior to graduation or after dropping below half-time attendance. Exit counseling is available by going directly to <http://www.mappingyourfuture.org>. You will need a list of three different references (relatives or friends) that will always be in contact with you. Include their name, address and phone number.

Repayment

When you borrow a student loan, you sign a legal document called a promissory note, which establishes your obligation to repay that loan, and in certain cases, future loans under that same promissory note. The most important thing you can do during repayment is to stay in close contact with your lender. If you have trouble making your monthly payments and need help, contact your lender to learn more about the many options available to you.

Here is a brief summary of the repayment guidelines established in your promissory note:

- Your payments are expected on a monthly basis.
- Unless your lender agrees otherwise, the minimum monthly payment will be at least \$50.
- Your minimum annual payment will not be less than the amount of interest due and payable.
- The maximum time allowed for repayment is usually 10 years.
- You may prepay on your loan at any time without penalty. This will reduce the total amount of interest you pay on your loan.
- Your lender will give you the opportunity to choose a standard, graduated, income-sensitive, or extended repayment schedule.

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, Supplemental Educational Opportunity Grant, ACG and Loans) 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, SEOG, ACG and Loans)
 - 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 contact 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, Central Campus in Killeen 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.

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, Chapter 33-Post 9/11 Veterans Assistance 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 6 semester hours and furnish the Veteran Services Office with a copy of the updated degree plan. Also, any transfer credits from previous education must 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.

Central Texas College Foundation

For those students attending classes at campuses outside the College tax district, the Central Texas College Foundation has 27 scholarships, which give some 38 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.

Student Services

Guidance and Counseling

Central Texas College maintains a staff of academic advisors at various locations throughout the world. Visit your local CTC representative for program and course selections, or the designated Education Center or Navy College Office representative. If you do not have a designated representative at your location, contact your campus Student Services Office. If you are at a location without a CTC representative, contact the Student Services Office located on the Central Campus in Killeen, Texas. For students enrolled in distance learning programs, there are several CTC distance learning advisors who can assist you. Refer to the Personnel section of this Catalog for points of contact.

CTC Transcripts

Students may obtain an unofficial CTC transcript from their Student Account in Webadvisor. Convenient forms for ordering transcripts are available from 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.

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, which supports traditional classroom instruction and distance learning courses.

Placement Tests for English and Mathematics

Students must take placement tests to determine their eligibility to enroll in English and mathematics courses or otherwise meet prerequisites through traditional coursework. Students who are active duty/prior military and/or degree holders should contact their local CTC representative as special conditions apply to mathematics placement. Acceptable placement tests are the ASSET, the ACT Accuplacer, the COMPASS, the SAT, the ACT, and the Texas Higher Education Assessment (THEA). Online screening exams in English and mathematics are available for students who are unable to take one of the designated placement tests. Test scores are valid for five years.

Proctored Testing for Distant Learners

CTC requires proctored testing for most distance learning courses. It is the student's responsibility to locate a suitable test proctor, make arrangements, and immediately provide the CTC Testing Office with the proctor information or changes to the original proctor. You must submit proctor information using the Test Proctor Submission Form available on the CTC distance learning website.

To locate a proctor, military students should check with their Education Center; Navy College Office; or the installation's testing center, library, or learning center. Other students may locate a proctor at a local college, library, high school, or other suitable facility. You may also contact the CTC Testing Office to request testing site options and to request information about persons who qualify as proctors.

Most tests are available online. Upon submission and approval of the Test Proctor Submission Form, the CTC Testing Office personnel will coordinate and provide access information to proctors at the beginning of the course. If you submitted a form but your proctor has not received this information within 5 to 7 business days, the proctor should contact the CTC Testing Office at online.testing@ctcd.edu.

Testing, eArmyU Students

The CTC Testing Office will provide your Education Center's testing office representative with test availability and access information at the beginning of the course. This information is provided to the Education Center at the military installation, which is listed on your admission application at the time of course enrollment.

If you are not near a designated eArmyU test site, please refer to the list of approved test sites on the CTC Distance Learning website at <http://online.ctcd.edu/testingrequirements.cfm> to ensure your tests can be forwarded as soon as possible.

Student Responsibilities

The CTC Testing Office cannot be responsible for test delays due to lack of complete test proctor information if not provided in a timely manner. If you find yourself in this situation, contact your course instructor immediately. The instructor makes the final decision on whether to allow an extension on a test.

Institutional Challenge Examinations

Students may request permission to take challenge examinations for certain courses. An application for challenging a course must be submitted with the nonrefundable fee through the Campus office serving the student's location to the CTC Testing Office in Killeen, Texas. The student coordinates with the local CTC representative for the time and place to take the examination. Students are eligible to take a challenge exam upon successful completion of six semester hours with a "C" or higher with CTC. To obtain credit, the student must pass the examination with a minimum grade of "B." Retesting is not permitted, and the fee is forfeited. Credit awarded for successful completion of the challenge exam cannot be used to satisfy CTC residency requirements.

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 Educational 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

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.

Evaluation, 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.

GoArmyEd 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 Consortium (SOC)

The Central Texas College District is a member of the Servicemembers Opportunity Colleges (SOC) Consortium and the SOC Degree Network System.

Servicemembers Opportunity Colleges Consortium (SOC), established in 1972, is a consortium of national higher education associations and more than 1,700 institutional members. SOC Consortium institutional members subscribe to principles and criteria to ensure that quality academic programs are available to military students, their family members, civilian employees of the Department of Defense (DOD) and Coast Guard, and veterans. A list of current SOC Consortium member institutions can be found on the SOC website at <http://www.soc.aascu.org>.

SOC Degree Network System

The SOC Degree Network System (DNS) consists of a subset of SOC Consortium member institutions selected by the military services to deliver specific associate and bachelor’s degree programs to servicemembers and their families. Institutional members of the SOC DNS agree to special requirements and obligations that provide military students, their spouses and college-age children with opportunities to complete college degrees without suffering loss of academic credit due to changes of duty station.

SOC operates the 2- and 4-year Degree Network System for the Army (SOCAD), Navy (SOCNAV), Marine Corps (SOCMAR), and Coast Guard (SOCCAST). Refer to the SOC Degree Network System -2 and -4 Handbooks to view associate and bachelor’s degree programs, location offerings, and college information. An electronic version of the Handbook is posted on the SOC website, <http://www.soc.aascu.org>, on the SOCAD, SOCNAV, SOCMAR, and SOCCAST home pages.

Career Center

The Career Center located on the Central Campus in Killeen, Texas, provides career planning and employment assistance services for students and alumni. CTC students worldwide may visit Career Services online for information and assistance on job searches, or contact the Director of the Career Center.

Student Support Services

Student support services are provided to students who need assistance with academic tutoring, and who have documented disabilities. Students should contact the designated campus representative at their location. The CTC web site provides contact information for services supported through the Central Campus.

Project PASS (Partners in Academic Success Services)

Project PASS provides academic support for CTC declared technical major students enrolled in Internet-delivered distance learning courses. Online tutoring is available in English and mathematics.

Disability Support Services

The Disability Support Services provides assistance to distant learners with a documented learning or physical disability. Appropriate documentation of the disability is required in order to access services or receive course accommodations. Students should contact their local CTC representative at least 15 days before the course start date.

Distance Education

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

Campus Life

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.

Bookstore

The CTC Bookstore, located in the Student Center on the Central Campus, carries new and used textbooks, supplies, trade books, and general merchandise. Distant learners may purchase textbooks online. Students enrolled in traditional classroom courses taught outside of Texas will generally purchase their textbooks through their local CTC representative, and should check with the CTC representative for the appropriate campus refund policy.

Refund Policy, Textbooks Purchased Through the CTC Bookstore

You are responsible for checking to ensure that you have the correct book and correct edition. Check the course syllabus or contact the department or instructor to verify that you have the correct course materials.

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:

- 12 business days for 12-week and 16-week courses
- 5 business days for 8-week, mini-term, or self-pace courses
- 1 business day for mini-term 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 are held three times a year, at the end of each Central Campus fall and spring semesters. Several factors affect the price you receive. Books that have no wholesale or resale value will not be bought.

Library Services

The Central Campus library serves the Continental and International campus students through the library's web page at www.ctcd.edu/pg-lib.htm. Students can access periodical citation indexes, full-text periodical articles, reference resources, legal documents, ebooks, and the online card catalog. Students can check out books, request photocopies of periodical articles from the library's holdings, consult a Reference Librarian, and participate in how-to use the library tutorials. In addition, library services are available at on-site libraries at most locations.

Academic Policies

Academic Load

A normal academic 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 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.

Satisfactory Progress Standards

Each student has the responsibility for attending class and pursuing the objectives of the each course that the student is officially enrolled.

Class Attendance and Course Progress

Regular and punctual class attendance at all scheduled classes is expected. Each faculty member will inform students of the attendance policy and the course objectives at the initial class meeting.

- Students are required to be in class on time. Instructors may choose to lower a student's 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.