

Admissions and Registration

General Admission Information

Address requests for application materials or questions concerning admission to Central Texas College, 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 admission 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 admission to specific programs and courses. Specialized programs have their own admission 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 admission decisions. Students with disabilities should apply for services through the Offices for Disability Support Services located in Building 111 on the Central Campus. Appropriate documentation of the disability will be required.

Bacterial Meningitis Requirement

New students and returning students who enroll at CTC on or after January 1, 2012, are required to provide proof of a bacterial meningitis vaccination during the previous 5-year period. Proof of vaccination or booster must be provided not later than 10 days before the first day of the term. Exceptions to the requirement are students who enroll only in online or other distance education courses, who are 30 years of age or older, who have not had a break in enrollment of at least one fall or spring semester, and those who may be eligible to apply for an exemption as set forth in Texas Education Code § 51.9192. For more information, see "Important Information about Bacterial Meningitis" herein.

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 recognized 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 admission 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.

To be eligible for federal financial aid, the U.S. Department of Education requires that an individual have a high school diploma or recognized equivalent. A new to college student without a high school diploma or recognized equivalent and is beyond the state's compulsory attendance age may qualify for financial aid by passing an approved Ability To Benefits (ATB) test and meeting all other eligibility requirements.

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 requirements and related information is included in this section of the Catalog under the heading "Early Admission/Dual Credit, High School Students."

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.

Admission Procedures, College Credit Programs

Admissions, testing and academic advisement are provided year round. You are encouraged to complete the admission 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.
2. 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 prior to the census date of the 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) Certificate with 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 ACCUPLACER 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.
2. 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. Refer to the Residency section of this Catalog for additional information.
3. Submit an official high school transcript or General Educational Development (GED) Certificate with scores demonstrating high school graduation or equivalency if earned less than 12 semester hours college level coursework.
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 ACCUPLACER 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 previous 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. Complete a new CTC Application for Admission.
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 prior to the census date of the 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. Refer to the Residency section of this Catalog for additional information.
3. Take the ACCUPLACER or 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

A transient student is a student currently enrolled in a degree program at another college or university and wants to take courses to transfer to that institution. A transient student must show evidence of good academic standing at his or her home institution. To apply as a transient student you are required to:

1. Complete a CTC Application for Admission.
2. 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. Refer to the Residency section of this Catalog for additional information.
3. Submit an appropriate document such as a transcript, grade reports, or letter from the Registrar's office of your home institution showing evidence of good academic standing. Transient students may be eligible to receive a one-semester TSI waiver.
4. Consult with the advisor at your home college or university to ensure courses taken at CTC will transfer to your degree program.

Official transcripts from all colleges and universities to include your home institution are required for Veterans Benefits, Financial Aid, or to document earned requirements such as prerequisites. All records will be required if you later elect to seek a certificate, degree, or award of credit with CTC.

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 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 to receive a username and password. Complete the Soldier Quick Start Training on the portal and other required in-processing steps. Soldiers will need to contact an Army Education Center to activate their account.

2. Print your annual SOU, have it signed by your Commander, and use the training document “How to Use your eFile” to upload your SOU to the GoArmyEd portal or turn it into an Army Education Counselor assigned to your geographic Education Center.
3. If CTC is your host college and you have not participated in the GoArmyEd program 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 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. Refer to Reference Document titled “Enrolling in GoArmyEd Courses (Course Enrollment Guide Step-by-Step instructions)”.

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. 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.

Early Admission/Dual Credit, High School Students

Early Admission is available to selected high school students who are in good academic standing and classified as juniors or seniors. Accepted high school students are limited to two courses (classroom or online) per semester (fall, spring, summer). Refer to the section “Exceptions to Course Limits and Junior/Senior Standing” for exceptions to these requirements. To apply for Early Admission:

1. Complete the Dual Credit/Early Admission Application signed by the high school principal/counselor and parent or legal guardian. The application is required each semester and must list the courses approved by the high school principal/counselor and parent/legal guardian for that semester.
2. Complete CTC’s Application for Admission. Sign the oath of residency and submit substantiating documents as may be needed. If you are a family member of a nonresident active duty member of the U.S. Armed Forces refer to the Residency section of this Catalog for more information.

3. Provide an official high school transcript that includes TAKS, ACT, SAT, and/or other applicable assessment scores (unofficial documents are acceptable for initial enrollment but TSI complete and exemption statuses cannot be placed on the student’s record until an official high school transcript or test scores are received.)
4. Submit ASSET, ACCUPLACER, COMPASS, or THEA Test Scores if applicable.

Note High school students will not be permitted to enroll in courses through WebAdvisor.

Eligibility Requirements to Enroll in Dual Credit Workforce Education Courses

To be eligible to enroll in dual-credit workforce education courses for college credit, the student must:

1. Have achieved the minimum high school passing standards on the Mathematics section and/or the English/Language Arts section of the 10th or 11th grade TAKS.
2. Enroll in only the workforce education dual-credit courses for which the student demonstrates eligibility.

Eligibility Requirements to Enroll in Dual Credit/ Concurrent Academic Courses

To be eligible to enroll in academic courses, the high school student must meet one of the three provisions below.

1. Be TSI Exempt from taking a mandatory TSI assessment test, which can be met through acceptable scores on the TAKS, ACT, or SAT test relevant to the courses to be attempted. Minimum scores are:
 - 11th grade exit TAKS: 2200 in Mathematics and/or 2200 in ELA with at least a 3 on the writing essay, or
 - ACT: 23 composite with 19 in English and/or 19 in Mathematics, or
 - SAT: 1070 composite with 500 in Critical Reading and/or 500 in Mathematics.
2. Is TSI Complete based on acceptable scores on the Mathematics, Reading, and/or Writing test on a state-approved TSI test relevant to the courses to be attempted. State-approved TSI assessment instruments and minimum scores are:
 - ACCUPLACER: Reading Comprehension – 78; Elementary Algebra – 63, and Written Essay – 6* or Written Essay – 5 with Sentence Skills – 80
 - ASSET: Reading Skills – 41; Elementary Algebra – 38; and Written Essay – 6* or Written Essay – 5 with Writing Skills (objective) – 40
 - COMPASS: Reading Skills – 81; Algebra – 39; and Written Essay – 6* or Written Essay – 5 with Writing Skills (objective) – 59
 - THEA: Reading – 230; Mathematics – 230; Writing – 220

*Minimum passing standard for the written essay portion of all tests is a score of 6. However, an essay with a score of 5 will meet standard if the student meets the objective writing test standard.

3. In lieu of a student being TSI Exempt or TSI Complete, an eleventh grade high school student is also eligible to enroll in dual credit courses under the following conditions:
 - Achieved a score of 2200 on the Mathematics and/or 2200 on the English/Language Arts with a writing subsection score of at least 3 on the 10th grade TAKS relevant to the courses to be attempted. The student does not need to demonstrate further eligibility to enroll in dual credit courses in the 12th grade; or
 - Achieved a score of 107 on the PSAT/NMSQT with a minimum of 50 on the Critical Reading and/or Mathematics test relevant to the course to be attempted. The student must demonstrate further eligibility in the 12th grade; or

- Achieved a composite score of 23 on the ACT PLAN with a 19 or higher in Mathematics and/or English. The student must demonstrate further eligibility in the 12th grade.

Exceptions to Course Limits and Junior/Senior Standing

High school dual credit students are limited to two dual credit classes per semester. Exceptions to this requirement are for students who demonstrate exceptional academic performance and capability (as evidenced by grade point average, ACT or SAT scores, or other assessment instruments). Approval of the student's high school principal/counselor and chief academic officer/campus dean of CTC is also required.

High school dual credit students must have junior year high school standing. Exceptions to this requirement are:

- Students who demonstrate exceptional academic performance and capability (as evidenced by grade point average, PSAT/NMSQT scores, ACT PLAN or other assessment instruments); AND
- Students with less than junior high school standing must also demonstrate college readiness by achieving the minimum passing standards under the provisions of TSI (being TSI Complete in the relevant subject area or be TSI exempt under the provisions of the Texas Success Initiative rules); AND
- Students must receive approval of their high school principal/counselor and chief academic officer/campus dean of CTC.

High School Students from Private/ Non-accredited High Schools or Home Schooled

High school students who attended private or recognized nonaccredited private high schools or who were home schooled must still meet the same requirements as a student enrolled in a Texas public secondary high school, as outlined in this catalog.

Enrollment after High School Graduation, Early Admission/Dual Credit Students

High school graduates who were enrolled in dual credit/concurrent courses under the above provisions must be TSI exempt, TSI complete, TSI compliant or enrolled in a TSI waived certificate program in order to enroll in college courses after high school graduation.

Workforce Education College Credit Courses

Students who were enrolled in workforce education courses while in high school based on meeting the minimum high school passing standard of the TAKS may continue to enroll in workforce education courses after high school graduation if the courses are included in a certificate program of one year or less (42 semester hours or fewer). Students enrolling in a certificate program of more than 42 semester hours must meet TSI requirements. Refer to the Texas Success Initiative section in this Catalog for more information.

Academic College Credit Courses

Students who were enrolled while in high school under one of the provisions in the section "Eligibility Requirements to Enroll in Dual Credit/Concurrent Academic Courses" must meet the applicable requirement below after high school graduation.

1. Students (Provision 1 prior page) who were TSI exempt based on ACT, SAT, or TAKS while in high school and earned college credit are not required to meet any further TSI criteria in the subject area for which they were TSI exempt. However, the student must take the TSI assessment tests for the sections that the student was not TSI exempt.
Example: A student was TSI exempt in Writing and Reading while in high school but was not TSI exempt in Mathematics. The student is required to take the Mathematics section of the ASSET, ACCUPLACER, COMPASS, or THEA. (Note: ACT and SAT scores are valid for 5 years from the date taken and TAKS scores are valid for 3 years from the date taken.)
2. Students (Provision 2 prior page) who were TSI Complete based on their scores on a state-approved TSI test have met the Texas Success Initiative requirements for the relevant section in which they met the minimum passing score.
Example: A student who was TSI Complete in Mathematics and Reading while in high school but was not TSI Complete in Writing must still meet the TSI requirements in Writing.
3. Students (Provision 3 prior page) who were enrolled while in high school based upon scores on the 10th grade TAKS, PSAT/NMSQT, or ACT PLAN must meet TSI requirements after graduation. A student's official high school transcript will be reviewed to determine if the student is now eligible for an exemption based on 11th grade exit TAKS, SAT, or ACT scores. If the student is not TSI exempt, the student will be required to take the ASSET or other TSI-state approved test prior to enrolling in CTC.

Academic Advisement and Admissions:

After high school graduation, all high school graduates entering CTC are required to:

- Meet with a CTC academic advisor and choose a certificate/degree program.
- Update their CTC Admissions Application and Core Residency Questionnaire if applicable.
 - If one year has passed since the student last enrolled in a CTC course, a new CTC Admissions Application is required.
 - All students are encouraged to complete a new Core Residency Questionnaire to determine if there are any changes in their residency status. Short-term, stop-out students who are returning after being out for less than 12 months must confirm that their residency and/or the residency of their parent/guardian has not changed.
- Submit an official high school transcript verifying high school graduation.

Students will not be permitted to register electronically until the applicable steps above have been completed.

Admission to Skills Center Self-Paced Certificate 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. After seeing the counselor, go to the Industrial Technology Department in Building 118, Room 117 or Office Technology Department in Building 101, Room 11.

- **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 on the paper-based test, 190 on the computer-based test, or 68 on the internet-based test 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 ctc.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 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.

Change of Status Application

Individuals applying for a Change of Status must meet the same deadlines and admission requirements as any other prospective international student. A request for a Change of Status application will be denied when the individual's current status is due to expire within 60 days.

Responsibility of Prospective and Current International Students

Central Texas College is not responsible for an individual's immigration status. It is the responsibility of the prospective or current student to remain in status with the United States Citizenship and Immigration Services (USCIS).

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 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/DSLA 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 ACCUPLACER or ACT ASSET.

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, requests an official evaluation of prior learning experiences, or to determine Texas Success Initiative status. Transfer students who plan to use financial aid must have transcripts on file prior to determining financial aid eligibility. Official transcripts must be mailed from each college or university to the CTC Central Campus in Killeen, TX. Hand-carried transcripts will only be accepted if received in a sealed envelope marked "official."

Test Scores

ACCUPLACER 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.

Placement Examinations

Student's Status	Testing Requirements*
If entering a Skills Center Open-Entry, Self-Paced Level I Certificate program (42 semester hours or less),	waived from taking the ASSET or ACCUPLACER as long as courses are not taken outside the certificate program. However, you may be required to take a Skills Center Diagnostic Test.**
If entering a Level I Certificate program (42 hours or less),	waived from taking the ASSET or ACCUPLACER as long as courses are not taken outside the certificate program.***
If entering a Marketable Skills Achievement program for credit,	take the ASSET or ACCUPLACER unless courses are a part of a Level I Certificate program.
If entering a Skills Center Open-Entry Level II program (more than 42 hours),	take the ASSET or ACCUPLACER unless TSI exempt or waived. See exemptions below.
If entering a Level II Certificate program or an associate degree program,	must take the ASSET or ACCUPLACER unless TSI exempt or waived. See exemptions below.
New International student (non-immigrant) or a Community Foreign Student (resident alien) and native language is not English,	must take the CELT examination if TOEFL scores are below 520 on the paper-based or below 68 on the Internet-based test or have never taken the TOEFL.
If exit level 11th grade TAKS scores 2200 on the ELA with a writing score of at least 3 and a 2200 in math and scores less than 3 years old,	- TSI exempt in math, reading, and writing - may enroll in any course if course prerequisites are met - may be required to take the ASSET or ACCUPLACER to determine eligibility to enroll in English and math courses.

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

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

*** A student who has not taken a TSI state-assessment test and who enrolls in a Heating and Air Conditioning Level I program is required to take a diagnostic test.

NOTE If you need special testing accommodations, contact the office for Disability Support Services in Building 111 of the Central Campus 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, ACCUPLACER and the COMPASS. CTC offers the ACCUPLACER and ASSET. Refer to the semester schedule bulletins or website for dates and times for TSI testing.

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. 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. 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 indicates a student scored at least a 3 on the writing subsection. 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. 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 or other core curriculum courses may be exempt. Transfer students must meet with an academic advisor to determine exemption eligibility.
5. AP and IB Scores/Dual Credit Grades. A student who has earned college-level credit for AP scores, IB scores, or dual credit grades based on CTC credit recommendations. A student is eligible for a partial exemption based on the appropriate subject area.
6. Associate or Bachelor's Degree Graduate. A student who has graduated with an associate or baccalaureate degree from a recognized accredited institution of higher education.
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.

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.

- ACCUPLACER: Reading Comprehension – 78; Elementary Algebra – 63; Sentence Skills – 80; and Written Essay – 6.
- 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.

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.

- ACCUPLACER: Reading Comprehension – 61; Elementary Algebra – 42, and Written Essay – 6 or Written Essay – 5 with Sentence Skills – 62.
- ASSET: (a) Reading – 35; (b) Elementary Algebra – 30 and (c) Written Essay – 6 or Written Essay – 5 with Writing Skills (objective) – 35.
- THEA: (a) Reading – 201, (b) Mathematics – 206 and (c) Writing – 205.
- COMPASS: Reading – 64; Algebra – 23; and Written Essay – 6 or Written Essay – 5 with Writing Skills (objective) – 44.

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.

NOTE Enrollment based on standard deviation scores applies to students after graduating from high school. Early admission/dual credit students must meet the requirements in the catalog section "Early Admission/Dual Credit High School Students."

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-enrolled with CTC in the Spring 2004 Semester or thereafter must take the THEA, ASSET, ACCUPLACER or COMPASS. Testing is a state requirement and cannot be waived. Texas Success Initiative rules and regulations are subject to change.

Registration

Students may register on the Web or during scheduled walk-in registration periods. Army TA and eArmyU students register through the GoArmyEd portal. Active duty Army soldiers using personal funds for payment because their TA monies have been suspended due to their grade point average are encouraged to 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 may be required to submit a new military verification form and present their military I.D. card (valid) if it has been 12 months since last enrolled with CTC.
- Early Admissions/Dual Credit high school students are not eligible to register electronically.

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 ACCUPLACER or ASSET unless exempt or enrolled in a certificate-waived program prior to registration. If you are not required to take the ACCUPLACER 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. ACCUPLACER 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.

Registration for Skills Center Programs

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 web registration is not available for the self-paced programs.

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.

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 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. GoArmyEd students drop and add courses through the GoArmyEd portal.

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 1414 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 1414.
 - 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 1414	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 Texas A&M 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.

- In addition to the above requirements, within 30 days of the first day of class in the Practicum, the student must document eligibility by doing the following.
 - a Submit the actual results of a Criminal Background Check, at the student's own expense, to the CTC Mental Health Services Department Chair.
 - b Submit the results of a Drug Screen, at the student's expense, to the CTC Mental Health Services Department Chair.
 - c 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.
 - d Sign a Student Agreement for the 300 Hour Practicum.

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.

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 A2 pre-entrance exam 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 Department of 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 course completion (American Heart Association BLS - Health Care Provider or American Red Cross CPR for the Professional Rescuer or Military Training Institute: CPR and AED Element). Online certification not accepted.
- Following acceptance to the program, but prior to registration a student must provide:
 - documentation of the actual results of a negative criminal background check, and
 - the actual negative results of an 11-panel drug screen.
- Liability Insurance which is required for clinical component is included in registration fees.
- All Community Foreign students whose native language is not English must have TOEFL scores of 560 on the paper-based test or 83 on the Internet-based test (IBT). Test scores may not be older than two years.

Policy, Standard and Timing for Drug Screening and Background Checks

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, and Paramedic Programs.

All drug screen tests and background checks as required by programs must be conducted and verification of negative results received after acceptance but prior to enrollment in the program to which the student is applying. Associate Degree Nursing and Vocational Nursing Program enrollments are contingent upon declaratory order outcomes should a positive background check or self disclosure of a positive history occur. The programs will honor drug screen and program specific 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.) DPS/FBI background checks completed through L1 Identity Solutions do not need to be repeated.

Following admission to the program, but prior to registration a student must document eligibility by completing the following:

ADN and LVN Nursing Programs:

Submit Texas Board of Nursing documentation of actual results of a negative criminal background check through L1 Identity Solutions screening services, to the CTC Department of Nursing Chair or designee, at the student's own expense.

EMT/P Programs:

Submit documentation of the actual results of a negative criminal background check as specified per program to the CTC Department of Nursing Chair or designee, at the student's own expense.

All Programs:

- Submit the actual negative results of an 11 Panel Drug Screen, at the student's expense, to the CTC Department of Nursing Chair or designee.
- 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 CTC Department of Nursing Chair and/or the clinical facility if criminal activity or substance abuse occurs after the initial criminal background check and drug screen is completed.

- A “for cause” Drug Screen at the student’s own expense.
- Neither the college nor clinical facilities 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: Texas Administrative Code (TAC): Department of State Health Services, Title 25 Health Services, Rule 97.64 and Rule 97.65 (March 5, 2009). 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. The booster dose may be in the form of a tetanus-diphtheria-pertussis containing vaccine (Tdap).
- 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 legal guardian or managing conservator), school nurse or physician validated history of varicella disease (chickenpox) or varicella immunity is acceptable in lieu of vaccine record for that disease. 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, designated medical limitations, and 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. Some affiliated clinical facilities may require further documentation including a follow-up chest x-ray.

After acceptance into a program, the following must be on record:

- Written documentation of medical release to return to class/clinical after serious illness, injury, surgery, pregnancy, etc.

Associate Degree Nursing (A.D.N.) Admission Policy

General Information

The Associate Degree Nursing Program (A.D.N.) requires two calendar years. Upon successful 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 A.D.N. Program curriculum 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 A.D.N. Program in the Fall or Spring Semester. The A.D.N. Program is approved by the Texas Board of Nursing (BON) and is fully accredited by the National League for Nursing Accrediting Commission, Inc. (NLNAC).

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 (Note that BIOL 1406 or the applicable CLEP is a prerequisite to BIOL 2421 or if Microbiology, BIOL 2401, is already completed successfully, elective credit may be granted for Chemistry 1406, 1411, or MATH 1414 in place of Biology 1406.)
- All students must be TSI complete per Department of Nursing standards 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 ASSET minimum scores or greater within the last 5 years: Reading 41+, Writing 41+ with 6+ on the essay, and Math 41+ or comparable scores on THEA, ACCUPLACER or COMPASS.
- The A2 nursing pre-entrance exam must be passed with passing scores (75) in Math, Reading Comprehension, and Vocabulary and General Knowledge on the same exam. Call Testing Services at (254) 526-1238 for the date, place, cost and time. (Building 111)
- An overall 2.5 GPA on a 4.0 scale in nursing degree plan courses whether transferred or taken at CTC.
- A GPA of 2.5 or higher in the lab science courses.
- All transfer courses accepted in the Nursing curriculum must be a “C” or above. Nursing degree plan science courses that are over 5 years old must be repeated.
- Attendance is required at a mandatory Small Group Interview Meeting with the Chair of the Department of Nursing/Nursing Program Coordinator or designee during the semester all prerequisite courses are completed. CTC Department of Nursing application, nursing pre-entrance exam scores, TSI exam scores and all transcripts must be received prior to the scheduled mandatory Small Group Interview Meeting.

- Students for each class in 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 (GPA) on all CTC A.D.N. Degree Plan coursework;
 - overall GPA on lab science coursework undertaken on the A.D.N. Degree Plan; and
 - Nursing pre-entrance exam scores.
- After selection for admission, but prior to registration, the following must be on record in the nursing office.
 - See Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations.
 - Proof of physical exam completed within the last three months (90 days) 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 meet those requirements.
 - Proof of current CPR course completion - BLS-Health Care Provider or CPR for the Professional Rescuer, Military Training Institute: CPR and AED Elements before registration. (Bring the original and a photo copy). An online CPR course is not acceptable.
 - Proof of purchase for the required Lab Kit.
- Negative criminal history background check through L1 screening services and negative 11 panel drug screen - All criminal history background check and drug screen tests must be conducted and verification of negative results received after selection, but prior to enrollment in the A.D.N. Program. The L1 digital fingerprinting screen is the only method accepted by the Texas Board of Nursing. The prospective student will receive written instructions with originating number directly from the Department of Nursing. This DPS/FBI criminal background check is completed only once at the expense of the student. Negative results for the drug screen tests will be honored for the duration of the enrollment period in the Program if there has not been a break from enrollment in the Department of Nursing at Central Texas College. A break in enrollment is defined as nonattendance of one full (16 week) semester or more.

The prospective student will also sign a statement agreeing to:

1. inform the Department of Nursing Chair and/or the clinical affiliated agency if criminal activity or substance abuse occurs after the initial criminal history background check and drug screen, or is aware of such activity that was not disclosed on the original background check. Failure to disclose discoverable information, which will be revealed on clinical facility and/or the FBI background check as required by the BON, may prohibit progression in the program or eligibility for licensure.
2. a "for cause" drug screen.
3. provide a Birth Certificate, U.S. Passport, naturalization certificate, permanent alien card or other documents if required by the clinical facility.

Each prospective student must bear the cost of all the above requirements.

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 comprehensive nationally normed exams in order to successfully complete that semester.

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.
- Achieve a minimum of 90 percent on Nursing calculation exams within three attempts, in clinical 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 course completion - BLS for Health Care Providers, CPR for the Professional Rescuer, or Military Training Institute: CPR and AED Elements.
- Maintain current liability insurance (included in registration fees).
- Provide documentation of medical release to return to class/clinical after serious illness, injury, surgery, pregnancy, etc.
- Have an annual PPD Skin test/or chest x-ray as physician ordered or clinical facility requires, and provide results to Department of Nursing.
- Maintain a negative drug screen and criminal background check.
- Complete all standardized assessment and exit tests with acceptable scores as required per the program.
- Complete the nursing program within four years of first enrollment in RNSG 1413 or its equivalent.
- Conduct and performance in the classroom and affiliated clinical agency is according to CTC policy and the Nurse Practice Act and the Rules and Regulations Relating to Nursing Education, Licensure, and Practice of the Texas Board of Nursing. 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 credited to the nursing degree plan. If a break greater than one year in the program of study occurred, course work older than two years will not be accepted.
- 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.
- Depending on semester of admission in the CTC A.D.N. program, complete the nursing program within two years of first time enrollment.

- Acknowledge that admission to the A.D.N. program after failure in another college or university nursing program will be allowed provided the student is eligible for readmission to the failed program. Official letters from the original program are required for validation.
- Recognize that readmission following any CTC A.D.N. course failure will be denied.
- Must complete 25% of the degree plan at CTC to meet residency requirements (a CTC requirement).

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 A.D.N. Application form.
- Petition in writing a change in enrollment status to the A.D.N. Admissions and Standards Committee, the semester prior to the change. Changes will be allowed on a space-available basis only.
- Successfully complete all the prerequisite and co-requisite courses in a given semester on the nursing degree plan, in order to progress to the following semester’s courses. Clinical courses cannot be taken until prerequisite and co-requisite courses are successfully completed.
- 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

Prospective students who present an active Certified Nurse Aide (CNA) certificate [TAC Title Part I Chapter 94 Rule 94.2(3)] 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 within the last 24 months.

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 first time enrollment in nursing courses.
- Students must meet the current admission/progression requirements.
- Students must provide current CPR course completion, physical exam, immunization/TB screening results, and drug screen information.
- Provide documentation of medical release to return to class/clinical after serious illness, injury, surgery, pregnancy, etc.
- 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 1301, 1105, 1115, 1413, 1262, 1331, 1251, 2213, 1363, 1347, 2201, 2362, 2341, 2221, 2363, 1417, 2360, 1327, and 1162. Failure of three theory or two clinical 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 at the end of each semester.
- 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 course, the student may apply for admission to the first semester of the A.D.N. program.

A.D.N. Challenge Policy

The Challenge option is available to transfer students from accredited Diploma, other A.D.N. or BSN programs, if the following requirements are met:

- Admission to Central Texas College.
- Completion of all admission requirements to the CTC A.D.N. 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 transferring.
- Meet the pre and co-requisites of the course to be challenged and complete the nationally normed testing requirements as identified in the syllabus of the course to be challenged. The appropriate nationally normed test fees will be paid to the Business Office and are nonrefundable and subject to change.
- 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 scheduled and taken in the CTC Testing Office. The examination fee is due to the Testing Office on the date the student tests; fees are subject to change and are nonrefundable. The challenge exam is an instructor-made comprehensive exam up to 100 items, and will include dosage calculations. A non-memory calculator is required. The exam may include a written or technology based requirement. Attain a final score of 80 or higher to receive evaluated credit.

- 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 at Central Texas College 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 to 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, applicants must satisfactorily complete all Department of Nursing general program admission requirements which include CPR, drug screen, physical examination, criminal background check, A2 pre-entrance exam, TSI completion and prerequisite course requirements; see the A.D.N. 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 or most recent 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:
 - Graduate from the CTC Vocational Nursing Program.
 - Earned at least a “B” (or 80 percent) overall average in the CTC Vocational Nursing Program.
 - A letter from the Nursing Program Coordinator 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 A.D.N. 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 and course work at CTC that is to be on the credited nursing degree plan, and have a lab science GPA of 2.5.
- Complete the A.D.N. Program within three years of first time enrollment in RNSG 1327.

EMT-P to A.D.N. Option Program

Admission Policy

Applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, applicants must complete all Department of Nursing general program admission requirements which include CPR, drug screen, criminal background check, A2 pre-entrance exam, TSI completion and prerequisite course requirements; see the A.D.N. 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 A.D.N. Option.

- Current EMT-P certification or license from any state or the National Registry of EMT.
- Application to the Department of Nursing EMT-Option Program with copies of transcripts from all colleges 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 or most recent 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 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 three years of first time enrollment in RNSG 1417.
- Completion of general education prerequisite requirements for the EMT-P to A.D.N. 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 credited courses earned at CTC.
- Have 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, and have a lab science GPA of 2.5.

Progression Requirements for Transition to Associate Degree Nursing and EMT/P to A.D.N. Option Program

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 required semester of the curriculum before progressing to the next semester courses.
- Maintain current CPR - BLS for Health Care Providers, CPR for the Professional Rescuer or Military Training Institute: CPR and AED Elements.
- Maintain current liability insurance (included in registration fees).
- Provide written documentation of medical release to return to class/clinical after serious illness, injury, surgery, pregnancy, etc.
- Have an annual PPD Skin test/or chest x-ray as physician ordered or clinical facility requires, and provide results to Department of Nursing.
- Maintain a negative drug screen and criminal background check.

- Complete all standardized assessment and exit tests with acceptable scores as identified in course syllabi.
- Complete the nursing program within three years of first enrollment in RNSG 1327/1417.
- Conduct and performance in the classroom and affiliated clinical agencies according to CTC policy, the Nurse Practice Act, and the Rules and Regulations Relating to Nursing Education, Licensure, and Practice of the Texas Board of Nursing. Failure to perform to these standards may result in disciplinary action to include, but not limited to, dismissal from the program.

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, Drug Screen, Criminal Background check, A2 pre-entrance 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.
 - The A2 nursing pre-entrance exam must be passed with passing scores (70) in Math, Reading Comprehension, and Vocabulary and General Knowledge, on the same exam. Call Testing Services (254) 526-1238 for the date, place, cost and time. (Bldg 111)
- 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 has 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 nursing pre-entrance exam with the Nursing Program 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 for a passing grade before progressing in the program. 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.

- Readmission to any nursing course is dependent upon availability of class openings after current class progression; it is not automatic.
- Consideration for course readmission:
 - letter written by applicant that includes:
 - Student name.
 - Nursing course name(s) and the course synonym number(s) to which seeking readmission.
 - Reason(s) for lack of success/progress in the course(s).
 - Plan for success if readmitted (be specific please).
 - Semester and year seeking readmission.
 - Student signature and date.
 - the recommendation of the VN Admission and Standards Committee. An interview may be required.
- After an applicant has been accepted for readmission, the student will follow general 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 achieve an average of 70 percent or higher in each course. Failure to achieve 90 percent on the Drug Calculation test, after three attempts, 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. Online exams provide immediate results and detailed diagnostic reports and provide opportunity for remediation. Proof of satisfactory remediation on each test must be submitted to the course faculty 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 the Rules and Regulations Relating to Vocational Nursing Education, Licensure, and Practice in the State of Texas issued by the Texas Board of Nursing (BON). VN students are responsible for maintaining professional conduct throughout all aspects of this program. The BON 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 evaluated 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 by providing copies of syllabi.
 - 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 faculty regarding clinical performance.
 - Proof of completion of CPR course - Health Care Provider, CPR for the Professional Rescuer or Military Training Institute: CPR and AED.
 - 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) at CTC.
- 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, Advanced EMT and Paramedic) Certificate and Associate Degree Programs

EMT - Basic

Admission Policy

Applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, complete all Department of Nursing general program admission requirements which include: CPR, proof of immunizations, physical examination, drug screen, criminal background check, TSI completion, and HPA2 pre-entrance exam; 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 six (6) months signed by an MD, DO, PA or NP.
- PPD TB skin test results completed within the last three (3) months signed by an MD, DO, PA or NP. The PPD TB skin test results will be required annually thereafter. Documentation of chest x-ray is acceptable for students who require that. Some affiliated clinical facilities may require further documentation including a follow-up chest x-ray.

Progression Requirements

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

Paramedic Program (includes Advanced EMT 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, Drug Screen, Criminal Background check, HPA2 pre-entrance 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 six (6) months signed by an MD, DO, PA or NP.
- PPD TB skin test results completed within the last three (3) months signed by an MD, DO, PA or NP. The PPD TB skin test results or chest x-ray as physician ordered or clinical facility require annually thereafter.
- All transfer courses accepted in the EMT-P curriculum must be a “C” or above. Science courses that are older than five years old must be repeated.
- Copy of Texas and/or National Registry EMT- Basic Certificate

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

Bacterial Meningitis Vaccination/Booster Requirement

Texas law requires entering students at a Texas institution of higher education to provide evidence that the student enrolling on or after January 1, 2012, has received a bacterial meningitis vaccination during the previous 5-year period. Proof of vaccination in the form of a certificate signed by a health practitioner or an official immunization record must be provided to CTC not later than 10 days prior to the first day of the student's term. CTC may, on an individual basis, extend the compliance date to a date not later than the 10th day after the first day of the term in which the student enrolls. For exceptions to the vaccination requirement, refer to the "Bacterial Meningitis Requirement" in the Admissions section. The student or parent or guardian of the student may claim an exemption from the vaccination requirement by (1) providing an affidavit or certificate signed by a physician who is duly registered and licensed to practice medicine in the U.S. stating that in the physician's opinion the vaccination will be injurious to the student's health and well-being; or (2) providing an affidavit signed by the student stating she or he declines the vaccination for reasons of conscience, including religious belief, except this exemption does not apply during a disaster or public health emergency or other declared emergency situation as set forth in the Texas Education Code §51.9192. The State recommends that the student, guardian, or parent considering an exemption consult a physician about the need for immunization to prevent the disease.

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

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