

# Campus Life

## Alumni and Friends Association

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

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

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

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

To learn more about the Alumni and Friends Association, visit the CTC website at [www.ctcd.edu](http://www.ctcd.edu).

## Bookstore

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

### Refund Policy, Textbooks Purchased Through the CTC Bookstore

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

A cash register receipt and a drop/add slip is required to obtain a refund or exchange. Refunds are available only during the first 12 days from the class start date for 16-week courses. Refunds are only available during the first six days from the class start date for courses taught in the summer session, other courses less than 16 weeks in length, and for distance learning courses. No refunds will be given after the deadlines.

1. A full refund will be given if the book is in the original sale condition, including shrink-wrap. Do not open packaged books before verifying with the instructor that you have purchased the correct course materials.
2. A 50 percent refund if you write in a new textbook or remove the packaging.
3. No refunds will be given on optional books, study guides, and workbooks. Do not purchase these books unless you are certain you want them.
4. Refunds will be made to the credit card account for books purchased by credit card.
5. Supplies, trade books, clothing, and gifts are nonrefundable.
6. Reminder: Refunds start from first class day, not when you buy your book.

Buybacks are held three times a year, at the end of each Central Campus fall and spring semesters. Several factors affect the price you receive. Books that have no wholesale or resale value will not be bought.

## Library Services

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