

# Index

## A

- Absences/Unsatisfactory Progress 28
  - Academic Fresh Start 33
  - Academic Load 27
  - Academic Policies 27
  - Academic Probation, Suspension, Dismissal 32
  - Academic Standards 32
  - Adding or Dropping Classes 13
  - Address Changes 34
  - Admissions 9
    - Active Army Using TA 11
    - Early Admissions, High School Students 11
    - Former CTC Students 10
    - CTC Out-of-State Students, who move to Texas 12
    - Distant Learners 11
    - General Admissions Information 9
    - International Students 12
    - New CTC Students, First-Time Students 10
    - Transfer Students 10
    - Transient Students, Non-degree seeking 10
  - Admissions and Registration 9
  - Alcohol and Other Drug Abuse 35
  - Alumni and Friends Association 26
  - Americans with Disabilities Act 7
  - Approvals and Authorization 7
  - Articulation Agreements, Bachelor Degree Programs
    - 2 Plus 2, Traditional Classroom 8
    - Distance Learning 8
  - Associate of Applied Science Degree Requirements 45
  - Associate of Applied Science Degrees
    - Applied Technology 45
    - Auto Collision Repair 48
    - Automotive Mechanic/Technician 49
    - Aviation Maintenance Technology 52
    - Business Management
      - Applied Management 53
      - Applied Management with Computer Applications 54
      - Applied Management - Military Science Specialization 55
      - Business Management 56
      - Marketing & Sales Management Specialization 58
    - Computer Science
      - Business Programmer Analyst 60
      - Information Technology 61
      - Network Systems Administrator 62
    - Computer-Aided Drafting and Design 65
    - Criminal Justice *See* Protective Services
    - Early Childhood Professions 66
    - Electronics
      - Communications Electronics Technology 69
      - Computer Electronics 70
    - Emergency Medical Technology (EMT) 71
    - Fire Protection *See* Protective Services
    - Heating, Air Conditioning, and Refrigeration Mechanic/Repairer 75
    - Hospitality Management
      - Restaurant and Culinary Management 78
      - Hotel Management Specialization 79
      - Food and Beverage Management Specialization 82
    - Legal Assistant 83
    - Maintenance Technology 84
    - Mental Health Services
      - At Risk Youth Specialization 85
      - Chemical Dependency Specialization 87
      - Social Work Specialization 89
    - Office Technology
      - Executive Assistant 90
      - Office Management 92
    - Protective Services
      - Criminal Justice 94
      - Corrections Specialization 95
      - Criminal Justice Law Enforcement Specialization 97
      - Fire Protection 98
      - Small Engine Mechanic and Repairer 100
      - Welding 102
  - Associate of Art Degrees
    - Business Administration 47
    - Interdisciplinary Studies 47
    - Social Science 47
  - Associate of General Studies Degree 44, 73
  - Associate of Science and Associate of Arts Degree Requirements 43, 44, 45
  - Attendance Policy 28
  - Auditing Classes. *See* Classroom Visitors
- ## B
- Board of Trustees 2
  - Bookstore 26
- ## C
- Calendar 5
  - Campus Life 26
  - Career Center 25
  - Certificate and Degree Requirements 38
  - Certificate Programs 38
  - Certificates of Completion
    - Automotive Mechanic
      - Automotive System Specialist, Level I 50
      - Auto Technician, Level II 50
      - Auto Tune-Up Specialist, Level I 51

Business Management  
     Business Management, Level I 57  
     Marketing & Sales Management, Level I 59  
     Entrepreneurship, Level I 57  
 Computer-Aided Drafting and Design, Level I 65  
 Computer Science  
     Information Center Specialist, Level I 63  
     Network Specialist, Level I 63  
     Microsoft System Administrator 64  
 Criminal Justice *See* Protective Services  
 Early Childhood Professions  
     Early Childhood Professions, Level I 67  
     Administrator's Credentials, Level I 67  
     Special Child Option, Level I 68  
 Electronics  
     Computer Electronics Technology, Level I 70  
 EMT-Paramedic 72  
 Fire Protection Technology *See* Protective Services  
 Graphics and Printing, Level I 74  
 Heating, Air Conditioning, and Refrigeration  
     Commercial Heating, AC, and Refrigeration, Level I 76  
     Heating, AC, and Refrigeration, Level II 76  
     Residential Heating, AC, and Refrigeration, Level I 77  
 Hospitality Management  
     Culinary Arts, Level I 80  
     Property Management 81  
     Restaurant Skills, Level I 80  
     Rooms Division, Level I 80  
     Food and Beverage Management, Level I 81  
 Mental Health Services  
     At Risk Youth Specialization, Level I 86  
     Chemical Dependency Specialization - Advanced  
     Certificate, Level I 88  
 Office Technology  
     Administrative Support, Level II 91  
     Office Assistant, Level I 91  
     Office Management, Levels I and II 93  
     Software Applications Specialist 92  
 Protective Services  
     Criminal Justice Studies Specialization, Level I 96  
     Fire Protection Technology 99  
 Small Engine Mechanic and Repairer, Level II 101  
 Welding Technology  
     Fitter 103  
     Tacker 104  
     Welding Technology, Level II 103  
     Welder, Level I 104  
 Chancellor's Message 3  
 Classroom Visitors 33  
 Commencement 36  
 Core Curriculum 38, 43

Course Descriptions  
 ABDR Auto Body Repair 105  
 ACCT Accounting 105  
 ACNT Accounting 105  
 AERM Aviation Maintenance Technology 106  
 AIRP Aviation Science 106  
 ANTH Anthropology 107  
 ARTC Graphics and Printing 107  
 ARTS Arts 107  
 AUMT Automotive Service and Repair 107  
 AVIM Aviation Science 108  
 AVNC Aviation Maintenance 108  
 BCIS Computer Science 108  
 BIOL Biology 108  
 BMGT Business Administration and Management 108  
 BUSG Business Administration and Management 109  
 BUSI Business Administration and Management 109  
 CBFM Maintenance Technology 109  
 CDEC Early Childhood Professions 109  
 CETT Computer Electronics Technology 110  
 CHEF Hospitality Management 111  
 CHEM Chemistry 111  
 CHLT Mental Health Services 111  
 CJCR Criminal Justice 112  
 CJLE Criminal Justice 112  
 CJSA Criminal Justice 113  
 CMSW Mental Health Services 114  
 CNBT Maintenance Technology 114  
 COSC Computer Science 114  
 CPMT Computer Electronics Technology 114  
 CRIJ Criminal Justice 114  
 CRPT Maintenance Technology 115  
 DAAC Mental Health Services 115  
 DFTG Computer Aided Drafting and Design 116  
 DS-- Developmental Studies 116  
 ECON Economics 118  
 EECT Communications Electronics 118  
 ELMT Communications Electronics 118  
 ELPT Maintenance Technology 118  
 EMSP Emergency Medical Technology 118  
 ENGL English 120  
 ENGR Engineering 120  
 ENVR Environmental Science 121  
 ETMC Europe Microcomputer 121  
 FIRT Fire Protection 122  
 FREN French 122  
 GEOL Geology 122  
 GERM German 123  
 GERS Mental Health Services 123  
 GOVT Government 123  
 GRPH Graphics and Printing 123  
 HAMG Hospitality Management 124  
 HART Heating, Air Conditioning and Refrigeration 124  
 HIST History 125

HRPO Business Administration and Management 125  
 HUMA Humanities 125  
 IFWA Hospitality Management 125  
 IMED Computer Science 125  
 INTC Computer Electronics Technology 125  
 ITAL Italian 126  
 ITNW Computer Science 126  
 ITSC Computer Science 126  
 ITSE Computer Science 126  
 ITSW Computer Science 127  
 ITSY Computer Science 127  
 JAPN Japanese 127  
 LGLA Paralegal/Legal Assistance 127  
 MATH Mathematics 129  
 MBST Maintenance Technology 129  
 MGMT Business Administration and Management 129  
 MRKG Business Administration and Management 130  
 MTHO Military Science 130  
 MTMS Military Science 130  
 PFPB Maintenance Technology 130  
 PHED Physical Education 130  
 PHIL Philosophy 132  
 PHYS Physical Science 132  
 POFI Office Technology 132  
 POFT Office Technology 133  
 PSTR Hospitality Management 134  
 PSYC Psychology 134  
 PSYT Mental Health Services 134  
 RELE Real Estate 134  
 RNSG Nursing 135  
 RSTO Hospitality Management 135  
 SLPS Criminal Justice 136  
 SMER Small Engine 136  
 SOCI Sociology 136  
 SOCW Mental Health Services 136  
 SPAN Spanish 136  
 SPCH Speech 137  
 TECA Early Childhood Professions 137  
 TRVM Hospitality Management 137  
 WLDG Welding 138

## D

Degree Programs 40  
 Degrees and Certificates  
   *See* Associate of Applied Science Degree  
   *See* Associate of Arts Degrees  
   *See* Associate of General Studies Degrees  
   *See* Certificates of Completion  
 Developmental Studies 38  
 Directory Information 34

Disability Support Services 25  
 Discrimination 7  
 Dismissal 32  
 Distance Education 7  
   Academic Policies 8  
   Degrees and Certificates 8  
   Student Services 8  
   Testing 22  
 DOD Civilian Tuition Assistance 19

## E

Equal Opportunity Policy 6  
 Evaluation of Previous Education and Training 23  
   Evaluation Procedures 23  
   Nontraditional Education 23  
 Executive Officers 2

## F

Faculty 143  
 Falsification of Records 35  
 Family Educational Rights and Privacy Act of 1974  
   (FERPA) 34  
 Fees  
   Course Challenge 14  
   Graduation and Diploma Replacement 14  
   Instructional Materials 14  
   Return Check 14  
   Transcripts (per copy) 14  
   Transcripts (within 24 hours) 14  
 Fees-Continuing Education 14  
 Field of Study 38  
 Filing a Grievance. *See* Equal Opportunity Policy  
 Financial Aid  
   Appeal Process 17  
   Deadlines for Filing 16  
   Deficit Hours 17  
   Drops and Withdrawals 17  
   Excessive Hours 17  
   PELL Grants 17  
   Loans 18  
   Military Education Benefits 19  
   Return/Repayment of Title IV Funds 18  
   Satisfactory Academic Progress Policy 16  
   Scholarships 20  
   Steps to Apply for Financial Aid 16  
   Suspension, Financial Aid 17  
   Transfer Students 18  
   Veteran Benefits 19  
 Foreign Languages 122, 123, 126, 127, 136  
 Foundation, CTC 20  
 Full-time Student (Academic) 27

## G

- General Information 6
- General Studies 44, 73
- Grade Designations 30
- Grading Policy
  - Change of Grade 31
  - Grade Reports 30
  - Grading System 30
  - Grade Point Averaging 31
  - Grades and Financial Aid 31
  - Repeating a Course 32
- Graduation 36
  - Application for Certificate or Degree 36
  - Commencement 36
  - Degree/Certificate of Completion 37
  - Grade Requirements 32
  - Replacing a Lost Certificate or Degree 36
  - With Honors 37
- Grants
  - Federal PELL Grant 17
- Grievances. *See* Equal Opportunity Policy
- Guidance and Counseling 21

## H

- Harassment and Discrimination 7
- Hazing and Disruptive Activities 35
- High School Students
  - Early Admissions 11
- History of the College 4
- Honor Roll 32

## I

- Information Release. *See* Directory Information
- Institutional Mission Statement 5
- Institutional Purpose 5
- International Students 12

## L

- Late Registration 13
- Library Services 26
- Loans
  - Federal Stafford Loans 18
  - Repayment 18

## M

- Maximum/Minimum Load 27
- Military Education Benefits 19

## N

- Name Changes 34

## O

- Obligations to the College 33

## P

- Personnel Directory 139
- Placement Tests 21
- Prerequisite Courses 30, 39
- Probation 32
- Probation, Suspension, and Dismissal Policies 32
- Program and Course Availability 6
- Programs of Study 40
- Project PASS 25

## R

- Readmission Requirements 10
- Records Access 34
- Records Required 12
  - Transcripts 12
- Refunds and Repayments
  - Tuition 14
  - Loans 18
  - Financial Aid 18
  - Textbooks 26
- Registration 13
  - Adding or Dropping Classes 13
  - Late Registration 13
  - Official Enrollment 13
- Remedial Studies. *See* Developmental Studies
- Residence Status 15
  - Military Personnel 15
- Residency for Degree and Certificate
  - Certificates of Completion 29, 38
  - Associate Degrees 29, 38
  - Developmental Studies Courses 38
  - Course Repeats 32

## S

- Satisfactory Progress Standards 16, 27, 29
- Scholastic Honesty 35
  - Cheating 35
  - Collusion 35
  - Plagiarism 35
- Scholarships 20
- Selective Service Registration Compliance 16
- Semester Credit Hours 39
- Servicemembers Opportunity Colleges 24
  - SOC Criteria 24
  - SOCAD-2/SOCNAV-2/SOCMAR-2/SOCCOAST-2 24
- Statement on Harassment and Discrimination 7
- Strategic Planning 5
- Student Classification 29

Student Discipline 36  
Student Financial Assistance 16  
Student Grievances. *See* Equal Opportunity Policy  
Student Services  
    Career Center 25  
    Disability Support Services 25  
    Evaluation of Previous Education and Training 23  
    Guidance and Counseling 21  
    Project PASS 25  
    Student Support Services 25  
    Testing Services 21, 22, 23  
    Transcripts, CTC 21  
    Tutorials 25  
Summons 36  
Suspension 32

## **T**

Testing Services  
    Distant Learners 22  
    eArmyU Students 22  
    Institutional Challenge Examinations 23  
    Placement Tests 21  
    Proctor Information 22  
    Test of English as a Foreign Language (TOEFL) 12  
Textbooks 15, 26  
Transcripts, CTC 21  
Transfer Students 10. *See also* General Admission  
    Requirements For All Students; Transcripts

Transfer Credits, General Information  
    Transfer Credits, Acceptance by CTC 12  
    Credit Transfer to Other Colleges or Universities 29  
    Maximum Hours for Transfer 30  
Transient Students 10  
Tuition and Fees  
    Tuition 14  
    Noncredit Courses 14  
    Other Fees 14  
    Refunds of Tuition 14  
Tutoring Services  
    Project PASS 25

## **U**

Uniform Application of Standards 13  
Unsatisfactory Progress 28

## **V**

Veteran Benefits 19

## **W**

Withdrawal Policy 15, 29