

# Admissions and Registration

## General Admission Information

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

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

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

## General Admission Requirements For All Students in Credit Programs

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

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

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

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

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

# Admission Procedures, College Credit Programs

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

## New CTC Students, First-Time Students

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

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

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

## Transfer Students

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

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

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

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

## **Former CTC Students, Readmissions**

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

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

## **CTC Students Who Previously Attended CTC Outside of Texas**

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

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

## **Transient Students**

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

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

## **Guidelines for Active Duty Army Tuition Assistance Students**

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

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

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

## Distant Learners

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

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

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

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

## Early Admissions, High School Students

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

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

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

## Admission to Skills Center Self-Paced Certificate and Cosmetology Programs

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

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

## Community Non-Native Speakers

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

## International Students

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

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

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

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

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

## International Transfer Students

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

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

## Residence Hall Application Process for International Students

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

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

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

## English as a Second Language (ESL)

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

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

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

## **Transfer Credits**

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

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

## **Records Required**

### **Transcripts**

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

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

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

### **Test Scores**

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

## **Recommended Program for High School Students**

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

## Placement Examinations

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

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

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

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

## Texas Success Initiative

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

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

## How Can I Register to Take the Official TSI Test?

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

## Who is Exempt from Taking the Official TSI Tests?

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

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

## Who is TSI-Waived?

### Level One Waived-Certificate Program.

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

## High School Students

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

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

## Dual Enrollments in Workforce Education Credit Courses

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

## TSI Minimum Standards

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

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

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

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

## Scores that Do Not Meet Deviation Standard

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

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

## Special Conditions due to Elimination of Certain TASP Exemptions

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

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

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

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

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

## **Registration**

### **Registration Periods**

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

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

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

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

### **Admissions and Registration Periods, Walk-In**

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

### **Registration for Special Courses and Skills Center Programs**

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

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

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

### **New Student Registration**

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

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

## **Late Registration**

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

## **Fort Hood Late Registration**

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

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

## **Adding or Dropping Classes**

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

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

## **Official Enrollment**

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

# **Departmental Admissions Requirements**

## **Aviation Science**

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

## **Medical Lab Technician**

### **Admission Policy**

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

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

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

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

Additional requirements are:

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

### **Progression Requirements**

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

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

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

### **Transfer Students**

Transfer students must:

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

## **Readmission Policy**

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

## **Mental Health Services**

### **Admission Policy**

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

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

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

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

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

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

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

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

## **Progression Requirements**

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

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

## **Transfer Students**

Transfer students must:

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

## **Department of Nursing**

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

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

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

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

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

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

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

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

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

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

#### **Mandatory Immunizations:**

- Source: Title 25 Health Services, Rule 97.64 and Rule 97.65 of the Texas Administrative Code (April 2004). Required Vaccinations for Students Enrolled in Health-related and Veterinary Courses in Institutions of Higher Education:
  - Students cannot be provisionally enrolled without at least one dose of measles, mumps, and rubella vaccine if direct client contact will occur during the provisional enrollment period.
  - Polio vaccine is not required. Students enrolled in health-related courses are encouraged to ascertain that they are immune to poliomyelitis.
  - One dose of tetanus-diphtheria toxoid (Td) is required within the last ten years.
  - Students who were born on or after January 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of two doses of measles-containing vaccine administered since January 1, 1968.
  - Students must show, prior to client contact, acceptable evidence of vaccination of one dose of rubella vaccine.
  - Students born on or after January 1, 1957, must show, prior to client contact, acceptable evidence of vaccination of one dose of mumps vaccine.
  - Students shall receive a complete series of hepatitis B vaccine prior to the start of direct client care or show serologic confirmation of immunity to hepatitis B virus.
  - Students shall receive two doses of varicella vaccine unless the first dose was received prior to 13 years of age.
- Rule 97.65 Exceptions to Immunization Requirement (Verification of Immunity/History of Illness):
  - Serologic confirmations of immunity to measles, rubella, mumps, hepatitis B, or varicella, are acceptable. Evidence of measles, rubella, mumps, hepatitis B, or varicella illnesses must consist of a laboratory report that indicates either confirmation of immunity or infection.
  - A parent or physician validated history of varicella disease (chickenpox) or varicella immunity is acceptable in lieu of vaccine. A written statement from a physician, or student's parent or guardian, or school nurses, must support histories of varicella disease.

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

## Associate Degree Nursing (ADN)

### Admission Policy

#### General Information

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

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

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

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

### ***Additional Need-to-Know Information***

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

### ***Progression Requirements***

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

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

### **Transfer Students**

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

### **Part-Time Policy**

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

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

## **Nurse-Aide Policy as an Associate Degree Nursing Student**

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

## **Readmission Policy for Seeking an Associate Degree in Nursing**

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

## **Challenge Students**

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

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

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

## Transition to Associate Degree Nursing

### *Admission Policy*

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

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

## EMT-P to ADN Option Program

### *Admission Policy*

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

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

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

## **Vocational Nursing**

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

### ***Admission Policy***

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

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

### ***Readmission Policy***

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

### ***Progression Requirements***

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

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

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

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

### ***Transfer Students***

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

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

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

### ***Admission Policy***

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

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

### ***Progression Requirements***

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

## **Paramedic Program (includes EMT- Intermediate certificate)**

### ***Admission Policy***

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

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

## **Nurse’s Aide Program**

### ***Admission Policy***

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

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

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

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

### **Criteria for Successful Completion of Course**

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

### **Dismissals**

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

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

## Important Information about Bacterial Meningitis

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

### What are the Symptoms?

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

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

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

### How is Bacterial Meningitis Diagnosed?

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

### How is the Disease Transmitted?

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

### How Do You Increase Your Risk of Getting Bacterial Meningitis?

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

### What are the Possible Consequences of the Disease?

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

### Can This Disease be Treated?

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

### How Can I Find Out More Information?

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