

# Campus Life

Social and cultural activities play an important part in the life of the college student. The Student Life Activities Office supports and guides student development by providing opportunities for individual and group interaction through student organizations, tournaments, field trips and other social and seasonal activities.

The Roy J. Smith Student Center is the social and recreational center of the campus. The first floor contains the Campus Bookstore, Cafeteria, Snack Bar and the offices for Project PASS and Student Life Activities.

The Upper Student Center houses the Student Government Association Office, a meeting room, a game room, a recreational center, a television lounge and is the main site for parties and student organization meetings.

## Alumni and Friends Association

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

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

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

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

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

## Student Organizations

There are approximately 20 officially recognized student clubs and organizations at CTC. They offer a variety of activities and interests for students, faculty and staff. Student organizations include political, social, special interest and recreational interests, along with international student clubs, honor societies and religious organizations. Their activities include discussion meetings, guest speakers, picnics and barbecues, fund-raising activities and field trips.

All student organizations and activities must conform to the educational objectives and administrative regulations of Central Texas College as stated in official documents and the Student Organization and Sponsors Handbook. All activities and fund-raisers must be cleared through the Student Life Activities Office at least two weeks before the event. Club sponsors must ensure that all club funds are deposited and disbursed properly through the club's on-campus Agency Fund Account.

## Student Travel

Student travel is recognized by Central Texas College as an essential activity of the institution's educational and student activities programs. All travel for student groups must be made in accordance with the administrative provisions contained in CTC Board Document No. 367, Travel, Relocation, and Other Reimbursable Expenses.

## Student Role in Decision Making

In accordance with its goal of providing quality educational services to all students, Central Texas College recognizes the importance of utilizing student input regarding instructional program and support services to ensure that the needs of the students continue to be met.

Students have many opportunities to actively participate in Central Texas College's decision-making processes through the Student Government Association, CTC Foundation, Strategic Planning Council and various advisory committees. In addition, student input is requested through surveys, instruments that comprise an integral part of Central Texas College's self-study and strategic planning procedures.

Results from these evaluations are compiled and analyzed to identify specific areas where changes are needed and to plan appropriate topics for professional development workshops.

By providing opportunities for student input in decision-making processes, Central Texas College strives to ensure that its students become leaders in their professions and communities.

## **KNCT-TV and KNCT-FM**

Central Texas College owns and operates a full power UHF television station, KNCT, which is affiliated with the Public Broadcasting Service (PBS). The station broadcasts on Channel 46 and is carried on all local cable systems (Channel 4). KNCT FM broadcasts at 91.3 MHZ providing easy listening and classical music. The stations also serve as a laboratory facility for students enrolled in the Telecommunications Degree Program. The stations are located in Building 109 on the Central Campus.

## **Child Development Center**

The Central Texas College Child Development Center serves as a laboratory where CTC students can obtain practical experience in child care and early childhood educational programs. The Center, located on Clear Creek Road, is licensed for children ages 3 - 5 years of age. A developmentally appropriate curriculum meets the emotional, social, and intellectual needs of children. College students, faculty, staff and members of the community are equally welcome to enroll their children in this program.

## **Food Service**

The Central Texas College food service facilities are housed in the Roy J. Smith Student Center. Their aim is to serve well-balanced and nutritional meals at the lowest cost. The food court, snack bar and bakery operation provide full meals or a la carte entrees Monday through Friday. Facilities are open to the public. Commuter meal cards are available for purchase from the Food Service Office.

Students and employees are encouraged to make suggestions or recommend changes regarding the CTC food service through the Food Service Advisory Committee, comprised of students, faculty and staff.

Each residence hall student is required to purchase the five day, 15 meal plan. The board plan begins on the first day of classes and ends on the last day of the semester. The board plan is valid for use only by the purchaser. Each student will be issued a picture I.D. card (\$5 charge for replacement). The meal card must be presented to the cashier before each meal. Students who leave their meal cards in the residence hall will be required to either pay for meals or go back and get their card before being allowed to eat.

## **Bookstore**

The Campus Bookstore, located in the Student Center on the Central Campus, carries new and used textbooks, supplies, trade books and general merchandise for the convenience of students, faculty and staff.

A receipt is required to initiate a return, refund or exchange and is subject to the following guidelines:

### **Grace Period**

Starts on the first day of the semester or term and ends according to the schedule below:

- 14 days (two weeks) for 12-week and 16-week courses
- 7 days (one week) for 8-week, mini-term, or self-paced courses

### **Book Condition**

To obtain a full refund, all items must be in their original state and/or packaging. Shrink-wrapped materials must remain sealed. Items must be clean. Items may not contain any markings or highlights. A student will receive a 50 percent refund if he or she writes in a new textbook.

## **Non-Returnable Items**

No returns, refunds or exchanges are given on optional books, study guides, manuals, workbooks, or trade books. Do not purchase books unless you are certain you want them, regardless of their “required” status. No returns, refunds or exchanges will be given on supplies, Skill Center books, spiral-bound books, modules, gifts, software, or clothing.

Buybacks will be held three times a year. They will be at the end of each Central Campus fall and spring semesters and in August after all summer semesters. Study guides and workbooks will not be bought back.

## **Intramural Sports**

Central Texas College intramural sports offers a wide range of recreational opportunities for men, women and co-recreational participants. The Intramural Office conducts league play in flag football, volleyball, basketball and softball. Competition in individual activities such as tennis, golf, bowling, running, badminton and basketball skills are also provided.

Students from CTC’s intramural sports programs also enter competitions such as flag football, basketball and softball with other colleges. A complete schedule of activities is available in the Intramural Office in the Natatorium and Physical Education Center. Open tournaments in volleyball and tennis are available for surrounding communities as well as CTC students and employees.

## **Natatorium and Physical Education Center**

The Central Texas College Natatorium and Physical Education Center is open during specified times for students’ use. Courts are available for basketball, volleyball, badminton and tennis. A weight room, equipped with free weights, weight machines, bicycles, treadmills and stair climbers is also available. Physical Education staff members are available to issue equipment and assist students, staff and faculty with a current CTC I.D. who wish to use the facilities.

CTC identification cards are required for use of equipment and facilities.

## **Health Services**

Central Texas College does not employ a nurse or physician. However, first aid kits are available in the Office of Student Life Activities (Student Center Building 106, Room 100) or the Campus Police Office (Administrative Computer Center Building 139, Room 202). Each Building Coordinator also has a first aid kit. Further information is available in the Student Handbook.

## **Housing**

### **Residence Hall**

Central Texas College operates a co-ed Residence Hall for 120 full-time students. Supervision is provided by a full-time Lead Resident Assistant who is responsible for daily operations as well as educational and social activities. Each student residing in the Residence Hall is responsible for respecting the rights of others and for maintaining an atmosphere conducive to study and to harmonious social life. The Residence Hall is closed during the intervals between semesters. The Residence Hall remains open for the convenience of students during the Thanksgiving holiday and Spring Break.

Requests for information about the Residence Hall or an application for a room should be addressed to the Lead Resident Assistant. Room requests are accepted up to six months in advance of the semester of expected enrollment at CTC. Applications are honored by semester on a first-come first-served basis.

The Residence Hall is accessible to students with disabilities. Students requiring a room that accommodates a disability should notify the Lead Resident Assistant. Documentation of the disability should be made available to the Office of Disability Support Services for verification purposes.

A nonrefundable reservation deposit of \$100 is required with each room application. Once you have moved into your room, the reservation deposit becomes a security/damage deposit. Upon written request, the security/damage deposit is refundable when the student vacates the room provided that the room is clean and undamaged, all keys are returned and there is no outstanding balance on the account.

The cost of living in the Residence Hall includes both room and board. The board plan begins on the first scheduled class day and ends on the last scheduled day of final exams. The board plan does not include the days during either the Thanksgiving holiday or Spring Break. In the event a student leaves the Residence Hall before the end of the semester, room and board charges are nonrefundable.

## **Married Student Housing**

Student apartments, located on the Central Campus, are available for married couples and single parents with children. One and two-bedroom, unfurnished apartments are available for rent. Tenants are billed for electricity monthly. Local telephone is provided at no charge and cable television is available in each apartment at the tenant's expense. Long distance charges are the responsibility of the tenant.

Those interested in housing may apply through the Coordinator, Student Housing, Apt 9-C located on Residence Drive.

Certain apartments have been made accessible to students with disabilities. Students needing an accessible apartment should notify the Auxiliary Services Office. Documentation of the disability should be made available to the Office of Disability Support Services in the Student Center for verification purposes.

## **Parking**

Student parking is available in all parking lots on campus except where marked "Reserved," "Maintenance," "No Parking," "Visitors," "Handicapped," "Fire Zone," "Official Use Only," or where temporarily designated for a special individual or activity. Reserved parking spaces are limited to full-time faculty and staff members, which requires a yearly fee. Each student who drives and parks on campus will be required to register the vehicle with the Campus Police department and obtain a parking permit. Parking is free; however, violating any parking regulations, state or college, can result in a monetary fine. Students may register their vehicles during regular class registration times or at any time by going to the Campus Police department located in Building 137 behind the Student Services Building 119 during regular college hours. Additional information on parking is available online, in the CTC Student Handbook, semester schedule bulletins, or by calling the Campus Police at 526-1200.

## **Library**

The Oveta Culp Hobby Memorial Library is a joint library serving both Central Texas College and the Tarleton State University - Central Texas. It is housed in a centrally located building overlooking the duck pond. More than 450,000 books, microforms, audio/visual materials and periodical subscriptions support the college curriculum and provide general reading for students, faculty, staff and patrons from the community at large. Open shelves allow free access to all materials except audio/visual materials and back issues of periodicals. The library offers a variety of electronic resources, including online databases and access to the Internet. Via the Internet, an automated system provides off-campus access to the card catalog and selected periodical indexes. Bibliographic instruction services include general library tours, subject-oriented lectures and tours given to classes at faculty request. A computer lab provides word processing and spreadsheet software, along with Internet access. Other services include personal assistance at the reference desk, coin-operated photocopiers and Interlibrary Loan services to borrow materials which are not owned by the library. The library participates in TexShare, a resource-sharing program that allows students, faculty and staff at Texas institutions of higher education to use the collections of participating institutions.

## **Copying Service**

Coin-operated copier machines are available at the Library, Student Center and Nursing and Science Building.

## **AROTC Affiliated Programs**

The Army Reserve Officer Training Corps (ROTC) is designed to provide courses of military instruction which will permit volunteer, selected, male and female college students to prepare themselves for commissions as second lieutenants in the United States Army Reserve while they pursue academic courses leading to baccalaureate degrees. Specific courses are available to Central Texas College students through concurrent enrollment arrangements with Tarleton State University and may also be transferred to other universities with an advanced ROTC program. These courses may be taken without military obligation. ROTC courses will be treated as hours in residence at Central Texas College and may be used for elective credits in some programs. Four-year ROTC scholarships are available for the CTC-TSU ROTC program. For further information contact the Guidance and Counseling Office at Central Texas College 254/526-1104 or the Military Science Department at Tarleton State University.