

Student Services

Guidance and Counseling

As a service to students and to the community, Central Texas College maintains a staff of professional counselors and advisors, in addition to faculty advisors in each instructional program.

The Guidance and Counseling Office can assist you in making decisions regarding career planning and your educational and personal goals. As a part of this program, counselors assist in interpretation of tests, inventories, occupational and educational labor market information and transfer credits. Assistance in planning to transfer to other colleges and universities is also available.

Course Planning

Proper planning of courses is important for each student in order to assure that individual objectives may be attained. Guidance in educational planning is available to students and prospective students through the Guidance and Counseling Office and at announced registration periods. If you are undecided as to your major field of study, contact the Guidance and Counseling Office for assistance in course planning before beginning the registration process. Students who have decided on a major field of study should contact the appropriate department chair for assistance in course planning. A department chair's contact information is published in the Schedule Bulletin. You have the final responsibility for a proper and successful educational experience.

Transcripts

Convenient forms for ordering transcripts are available from the Transcript Office and the CTC web site at www.ctcd.edu. Transcripts may be provided upon your written request. Email requests are accepted if the request is to issue a transcript solely to another institution of higher education. Fees are: \$3.00 per copy, which must be sent with your written request; a \$5.00 fee per copy for walk-in, less than 24 hour service; and a \$5.00 fee per copy for facsimile (FAX) transcripts within the United States to include Alaska and Hawaii. Requests to fax transcripts overseas are limited to a military education center or CTC site office. A complimentary free official transcript is provided upon graduation. Facsimile (FAX) requests will be accepted if credit card information is included with the request. It is the decision of the receiving institution to accept the transcript as official or not. When making payment by credit card, include: exact name as it appears on the credit card, complete credit card number, expiration date, billing address of the card, your mailing address, and a phone number and email address if available where you can be reached. Requests for refund of overpayment of transcripts fees are made only upon written application submitted to the CTC Business Office by the student. Transcript requests are honored as soon as possible in the order of receipt. During peak periods such as graduation, end of the semester, registration, and college closings, additional time will be needed to process requests.

The transcript of college work bearing the Central Texas College seal and official signature is an official copy of your permanent academic record with CTC. You should request transcripts directly from other colleges attended, when applicable.

Requests for transcripts must be addressed to the CTC Transcript Office at the Central Campus address listed in the front of this Catalog. Transcript requests should include full name; social security number or student-assigned identification number; date of birth; and location/year you initially attended CTC and the last location/date of attendance. Include a complete address to which the transcript is to be sent.

You may be denied your transcript if you have an outstanding obligation to Central Texas College. The obligation may be due to a library fine, parking ticket, returned check, non-repayment of financial aid, failure to comply with admissions requirements, or any other indebtedness to CTC.

Testing Services

Central Texas College provides an extensive testing program for interested students and residents of the area. For further information and testing dates, you are encouraged to contact the Testing Office at the Central Campus address listed in the front of the Catalog.

Entrance Examinations—The ACT (American College Test) is administered by Central Texas College on national test dates each year. It is recommended that all new students who have not previously taken the ACT or SAT (Scholastic Aptitude Test) take the ACT for guidance purposes. The ACT and SAT are not required for admission.

Texas Higher Education Assessment (THEA) -The THEA Examination is uniformly administered statewide four times each year. Students must submit applications for testing approximately one month before the date of administration. The cost of testing is \$29 which must be mailed with the application. Central Texas College serves as an official Texas Higher Education Assessment test site.

TSI (THEA, ASSET, ACT Accuplacer, or COMPASS) Testing - All students not TSI exempt or TSI waived must complete the THEA test or one of three other approved tests before they can begin coursework at any public institution of higher education in Texas. Central Texas College offers the ASSET test for those students who are unable to take the THEA. The ASSET test is offered year round and the cost is \$20. Active duty Fort Hood soldiers can take the test free of charge at the Fort Hood Education Center.

Diagnostic Tests - Students entering the Vocational Skills Center open-entry self-paced Level I and II certificate programs may be required to complete diagnostic testing unless they meet with a Skills Center Counselor and are determined to be TSI exempt or waived. Students seeking a Level II certificate program must meet TSI requirements. Diagnostic tests are given on a walk-in basis in the Learning Resource Center located in the Skills Center Building during regular operating hours.

Automotive Service Excellence (ASE), the Automatic Transmission Rebuilders Association Certification (ATRA), and IMAC Automotive Air Conditioning Examinations - CTC administers many of these certification examinations for automotive professionals.

Advanced Standing Examinations - CTC administers College Level Examination Program (CLEP) examinations and DSSTs, which are nationally prepared tests for students desiring to receive credit for knowledge already obtained. By this means, students may accelerate their college program and may take courses at the next higher level. To obtain credit, the student must pass the exam, apply for credit and have completed a minimum of six semester hours of coursework at Central Texas College with a grade of “C” or higher. Credit will not be awarded if student has previously been enrolled in the specific course. Students must submit a written request before credit will be awarded.

High School Equivalency Examination - Central Texas College offers the General Educational Development (GED) examination for those who have not completed a formal high school education.

Institutional Challenge Examinations - Students may request, through the appropriate department chair, permission to take challenge examinations for certain courses. An application for challenging a course must be completed and returned to the Testing Office with the appropriate nonrefundable fee. The student will then coordinate with the Testing Office or department for the time and place to take the examination. Students must not have previously enrolled in the course for college-level credit. Those who do not make a grade “A” or “B” will not be permitted to repeat the challenge examination for that course at a later time. To obtain credit, the student must pass the examination with a grade of “A” or “B,” have completed a minimum six semester hours with a grade of “C” or higher and submit a request for evaluation.

Test of English as a Foreign Language (TOEFL) (Institutional) - An unofficial form of the Test of English as a Foreign Language (TOEFL) is administered to all international and community foreign students who take the TOEFL Preparation course (ESL/DLSA Program) and who wish to practice the test. Institutional TOEFL scores are unofficial and are usually not accepted by other colleges and universities.

English Language Pretests - Azar’s Grammar Pretest and the vocabulary and listening sections of the Comprehensive English Language Test (CELT) are administered once a month to all non-English or limited-English speakers for placement into the English-as-a-Second-Language Program or for screening before administering the CTC Placement Test.

Other Tests - Central Texas College also administers other tests as may be useful to people of the community. For a complete listing of available tests or additional information, students are invited to contact the Testing Office. Proctoring services are also available.

Placement Tests - TSI exempt/waived students may be required to take placement tests to enroll in certain courses. Special conditions apply to students with exemptions based on active duty/prior military status and earned degrees.

NOTE If special accommodations are needed because of a disability, contact the Testing Office before taking the test.

Evaluation of Previous Education and Training

Nontraditional Education

Central Texas College recognizes that each student's educational needs, goals and experiences are unique and that individuals are skilled in many areas of college work that are not formally documented on transcripts. It is the policy of Central Texas College to recognize nontraditional learning experiences and to award college credit in all cases where such credit is appropriate. In keeping with this policy, Central Texas College has established the Individualized Career Evaluation Process (ICEP).

The purpose of ICEP is to systematically correlate business, industry, government and military education received by nontraditional methods with institutional curricular requirements.

All students, including military and former military personnel, are eligible for credit consideration based upon documentation of their previous learning experiences.

The nontraditional methods usually considered applicable toward a degree at Central Texas College are:

- Chauncey Group International - DSST Program.
- College Level Examination Program (CLEP), both the General and Subject Examinations.
- Excelsior College Examinations (ECE).
- Defense Language Proficiency Tests (DLPT).
- American College Testing Program (ACT).
- Scholastic Assessment Test (SAT).
- College Board Advanced Placement.
- Military Service Schools, Military Occupational Specialties (MOSs), Ratings and other Military Job Training and Experience as recommended by the American Council on Education (ACE).
- Civilian Education and Training as recommended in The National Guide to Education Credit for Training Programs.
- Correspondence courses and other forms of distance education offered by regionally accredited institutions.
- Automotive Service Excellence Tests.
- Refrigerant Transition and Recovery Certification (EPA Type I, II, III, and Universal)
- American Welding Society Certification Program.
- Others to include certain types of civilian training, specialized training and work experience.

Evaluation Procedures

Curriculum plans outlining accepted transfer and nontraditional credit as well as remaining requirements are available from CTC upon your written request or submission of evaluation documents.

Evaluation and final certificate and degree plans are provided upon receipt of all official transcripts and documents following successful completion ("C" or "P" grade or higher) of a minimum of six semester credit hours earned in the Central Texas College system. Students on financial or academic hold are not eligible for final evaluation of nontraditional educational experiences until the financial or academic hold is cleared. Students pursuing a technical/vocational program may be required to repeat major field of study courses if the degree program is not completed within five years.

To apply for evaluation and a final certificate and degree plan, submit an Evaluation Request form to Evaluations, Central Texas College, or at the administrative office serving your area. Addresses are listed in this catalog.

GoArmyEd or eArmyU students who choose CTC as their home college will automatically be issued a SOCAD2 agreement upon meeting eligibility requirements. Please ensure that you request an official AARTS and official transcripts from previously attended colleges or universities. Transcripts are needed to ensure that you receive a comprehensive evaluation and to prevent you from being placed on automatic hold and blocked from enrolling in further courses through the portal.

Evaluated credit awarded by Central Texas College applies to its programs of study and may transfer to other institutions according to the policies of the receiving institution. If you are planning to transfer to other institutions, consult with those institutions regarding their policies on acceptance of evaluated credit.

Servicemembers Opportunity Colleges (SOC)

Because of its efforts to serve the educational needs of servicemembers and their family members, Central Texas College has been designated a Servicemembers Opportunity College. As a member of the Servicemembers Opportunity Colleges Associate Degree (SOCAD-2, SOCNAV-2, SOCMAR-2, SOCCOAST-2) programs, Central Texas College has committed itself to fully support and comply with SOC Principles and Criteria. Through this commitment Central Texas College ensures that:

- Servicemembers and their family members share in the postsecondary educational opportunities available to other citizens.
- Servicemembers and their family members are provided with appropriately accredited educational programs, courses and services.
- Flexibility of programs and procedures particularly in admissions, counseling, credit transfer, course articulations, recognition of nontraditional learning experiences, scheduling, course format and residency requirements are provided to enhance access of servicemembers and their family members to undergraduate education programs.

SOC Criteria

In support of SOC criteria and service to its military students and their family members, Central Texas College:

- Has designed a transfer program which minimizes loss of credit, avoids duplication of credit yet maintains program integrity.
- Has established guidelines which follow the general principles of good practice outlined in the Joint Statement on Transfer and Award of Academic Credit.
- Accepts transfer credit earned from regionally accredited institutions consistent with the degree programs of the servicemembers and their family members.
- Requires only 25 percent of CTC coursework applied to the degree for residency requirements.
- Recognizes as study in residence all credit coursework offered by CTC, regardless of location or delivery method.
- Allows students to satisfy residency requirements with courses taken at CTC at any time during their course of study.
- Provides the Individualized Career Evaluation Process (ICEP) to assess learning equivalence and awards credit to qualified students for specialized military training and experience in accordance with the ACE Guide to the Evaluation of Educational Experiences in the Armed Services.
- Provides the Individualized Career Evaluation Process (ICEP), which reflects the principles and guidelines set forth in the statement on Awarding Credit for ExtraInstitutional Learning and awards credit for nationally recognized, nontraditional learning assessment programs.

SOCAD-2/SOCNAV-2/SOCMAR-2/SOCCOAST-2 Degree Completion Agreement

All students can continue their Central Texas College certificate/degree programs regardless of location, through the “credit bank” provisions of the Servicemembers Opportunity Colleges. A student may study at any other regionally accredited college and apply the work toward Central Texas College certificate/degree requirements. Students must complete at least 25 percent of degree requirements with a minimum 2.0 GPA at Central Texas College. Courses taken at other institutions must satisfy the course requirements of the Central Texas College degree programs. SOCAD-2/SOCNAV-2/SOCMAR-2/SOCCOAST-2 agreements may be issued after the completion of at least six semester hours of coursework with a 2.0 GPA or six semester hours of “C,” “P,” or higher at Central Texas College. Agreements should be requested from the administrative office serving the student’s location. Addresses are listed in the front of this catalog.

Students no longer at a Central Texas College location should contact the following:

Central Texas College
Attn: Evaluations
P.O. Box 1800
Killeen, TX 76540-1800
(800) 792-3348, Extension 1298
email: student.services@ctcd.edu

Students completing certificate/degree requirements utilizing credits from other institutions should contact the above address for advanced approval of specific courses. Please allow at least two weeks for approval.

Career Center

The Career Center provides career planning and employment assistance services for students and alumni. Prospective students and currently enrolled students can receive assistance to determine their career choices and educational planning through self-assessments and career information.

Career Information:

- Computerized Career Guidance Program (DISCOVER online)
- Bridges (online)
- Career files
- Video tapes

Employment Assistance:

- Job listings worldwide
- Internet
- CTC Career Center (online)
- Part-time/full-time job referrals
- Texas Workforce Commission-Computer Linkage for Jobs
- Resume referral
- Employer files and directories
- Job fair/job opportunities/seminars

Job Search Training:

- Seminars
- Video tapes
- Reference library
- Resume writing assistance
- Interview techniques
- Video taped “mock interviews”

Educational Planning

Computerized search for colleges/universities:

- Vocational/technical schools
- Two-year colleges/universities
- Four-year colleges/universities
- Graduate programs

International Student Services

Services include admissions assistance, placement into the English-as-a-Second-Language Program (ESL/DSLAs courses), registration, orientation, academic and social counseling, preparation for departure, immigration regulations advising and housing assistance. Central Texas College is not responsible for a student’s immigration status. It is the responsibility of the student to remain in status with the United States Citizenship and Immigration Services (USCIS).

Inquiries should be addressed to the Director of International Student Services at the Central Campus address listed in the front of this Catalog.

Learning Resource Center

Individualized, self-paced, open entry/open exit instruction is available year round. Some texts and audiovisuals are dispensed from the Learning Resource Center. Classes are provided in the areas listed below:

- General Educational Development (GED).
- Mathematics, reading and English preparation for college.
- Mathematics and reading instruction for nursing students.

Limited English Proficiency Tutoring (LEP/ESOL)

Tutoring is available at no charge for Vocational/Technical ESL/ESOL students with limited English proficiency and through Project PASS.

Project PASS (Partners in Academic Success Services)

Project PASS provides academic support for Central Texas College students. Available services include:

- Free tutorial assistance for CTC “declared major” students.
- Free online tutoring services.
- Textbook lending library for vocational/technical students.
- Free study skills workshops:
 - Stress Management
 - Time Management
 - Note Taking and Reading college textbooks
 - Test Taking/Test Anxiety
 - Building Self-Esteem
 - Term Paper Tips
- Math, accounting and computer science assistance workshops.
- Study skills video library.

Disability Support Services

The Disability Support Services Program provides individualized assistance to persons who are physically or sensorially impaired. Documentation of the disability is required to receive services. Students are encouraged to explore and successfully pursue a wide range of educational training. Services offered are:

- Vocational counseling.
- Assistive device loan service (tape recorders, visual aids, calculators) for in-class use.
- Direct liaison to state and national assistance agencies.
- Notetaker, scribe and reader service.
- Sign language interpretation services for the deaf.
- Test proctoring.
- Career exploration and guidance.
- Classroom and testing accommodations.
- Accessible parking for the mobility impaired.
- Versapoint Braille Embosser.
- Megadots Braille Translator.
- Accessibility via Telecommunication Device for the Deaf (TDD) (254) 526-1378.
- Sponsorship of the “We Can Do It Club.”
- Priority registration.
- Computer with voice at computer science lab.
- Computer with Zoom Text Xtra Level I at LRC lab and computer science lab.
- CCTVs at Learning Resource Center.
- KRM machine at CTC Library.

Most campus facilities are reasonably accessible. Where facilities are not accessible, Disability Support Services coordinates modification and/or accommodation with the Director of Facilities Management. Accessible parking is provided for those persons who qualify under the provisions of Vernon’s Texas Civil Statutes.

Learning Disability Support Services

Learning Disability Support Services provides assistance to individuals with a documented learning disability. Appropriate documentation of the disability is required in order to access services/classroom accommodations. Learning disabled students are invited to register with the Learning Disability Support Services Counselor before registration to take advantage of the opportunity to expand their educational opportunities. Services include:

- Assistance with transition planning for high school juniors and seniors.
- Informal assessment or screening.
- Referrals for diagnostic testing.
- Specialized vocational/academic counseling.
- Accommodation assessment.
- Study and compensatory skills assistance.
- Language Master, tape recorder, Irlen color filter and lap top computer loans.
- Video tape tutorial loans.
- Use of computer-assisted reading devices.
- Testing accommodations based on individual diagnostically assessed need.

Transportation Assistance Program

- Free service to on-campus classes.
- All CTC students are eligible.
- Pick-up points throughout the local area.
- Wheelchair accessible.

Special Populations Assistance

Additional assistance and services are available for single parent, nontraditional career students, and community non-native speaking students. Services offered include:

- Individualized counseling
- Referral services
- Childcare
- Tutoring

Transfer Counselor

Students planning on transferring to a four-year college or university can receive assistance about applications, transferring credits, sponsored visits, and transfer scholarships.