

Evaluation, 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.

GoArmyEd 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 Consortium (SOC)

The Central Texas College District is a member of the Servicemembers Opportunity Colleges (SOC) Consortium and the SOC Degree Network System.

Servicemembers Opportunity Colleges Consortium (SOC), established in 1972, is a consortium of national higher education associations and more than 1,700 institutional members. SOC Consortium institutional members subscribe to principles and criteria to ensure that quality academic programs are available to military students, their family members, civilian employees of the Department of Defense (DOD) and Coast Guard, and veterans. A list of current SOC Consortium member institutions can be found on the SOC website at <http://www.soc.aascu.org>.

SOC Degree Network System

The SOC Degree Network System (DNS) consists of a subset of SOC Consortium member institutions selected by the military services to deliver specific associate and bachelor’s degree programs to servicemembers and their families. Institutional members of the SOC DNS agree to special requirements and obligations that provide military students, their spouses and college-age children with opportunities to complete college degrees without suffering loss of academic credit due to changes of duty station.

SOC operates the 2- and 4-year Degree Network System for the Army (SOCAD), Navy (SOCNAV), Marine Corps (SOCMAR), and Coast Guard (SOCCAST). Refer to the SOC Degree Network System -2 and -4 Handbooks to view associate and bachelor’s degree programs, location offerings, and college information. An electronic version of the Handbook is posted on the SOC website, <http://www.soc.aascu.org>, on the SOCAD, SOCNAV, SOCMAR, and SOCCAST home pages.

Career Center

The Career Center, located on the Central Campus in Killeen, Texas, provides career planning and employer connections to current CTC students and alumni, high school students, and the general public. To access Career Services online or for additional information and assistance, go to www.ctcd.edu (follow the Alumni and Friends or Quick Links).

Student Support Services

Student support services are provided to students who need assistance with academic tutoring, and who have documented disabilities. Students should contact the designated campus representative at their location. The CTC web site provides contact information for services supported through the Central Campus.

Disability Support Services

The Disability Support Services provides assistance to distant learners with a documented learning or physical disability. Appropriate documentation of the disability is required in order to access services or receive course accommodations. Students should contact their local CTC representative at least 15 days before the course start date.

Distance Education

Distant learners have access to the same support services as campus-based students. Services provided to distant learners include but are not limited to, financial aid, veterans’ benefits, career planning, career advisement, library, bookstore and special assistance. These services may be obtained by email, phone, Internet or through any of the CTC campus locations. The Distance Learning web site contains web-based tools as well as points of contact for all student services. Technical support for distant learners is available 24 hours a day, seven days a week. A Distant Learner Handbook is located on the CTC Distance Education website and is provided in the distance education course.

Campus Life

Alumni and Friends Association

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

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

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

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

To learn more about the Alumni and Friends Association, visit the CTC website at www.ctcd.edu.

Bookstore

The CTC Bookstore, located in the Student Center on the Central Campus, carries new and used textbooks, supplies, trade books, and general merchandise. Distant learners may purchase textbooks online. Students enrolled in traditional classroom courses taught outside of Texas may obtain further information on how to purchase textbooks from their local CTC representative.

Refund Policy, Textbooks Purchased Through the CTC Bookstore

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

A receipt is required to initiate a return, refund or exchange. In addition to the receipt, customers seeking a refund on items purchased with a credit or debit card must present the card used and the refund will be credited to the card. A cash refund will not be given for purchases made with a credit or debit card. All returns and exchanges are 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 business days for 12-week and 16-week courses
- 7 business days for 8-week, mini-term, or self-pace 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 are held every day and at the end of each Central Campus fall and spring semesters. Several factors affect the price you receive. Books that have no wholesale or resale value will not be bought.

Library Services

Located on the Central Texas College Campus in Killeen, the Oveta Culp Hobby Memorial Library (HML) provides library services to all registered students, faculty and staff worldwide. Online resources are provided through the library's website www.ctcd.edu (click on library). The library home page is the main vehicle for providing library services and materials; access is available 24 hours a day. The Library catalog is password free and any book from our collection can be sent to a patron through the Books by Mail program. (Information about B-B-M is available on the web page) Through the "Online Books Page" a free link to the University of Pennsylvania; students can access electronic books, periodical articles and other information.

Access to the virtual collection is from the library web page link "Online Databases". A user name and password is required from off campus, the service is available 24 hours a day 7 days a week. Through the 75 electronic databases, users can access online tutorials, periodical citation indexes, full-text periodical articles, reference resources, encyclopedias, legal documents and e-books. Information resources are available by phone and e-mail; there is a professional librarian on duty all the hours the library is open. Remote reference request through "Ask an Online Reference Librarian" is checked several times a day 7 days a week, and there is a 24 hour "turnaround" time to all queries.

Academic Policies

Academic Load

A normal academic load is 15 to 18 semester hours per long semester. Central Texas College reserves the right to limit the course load carried by any student. Typical course loads are listed below.

- Full Time
 - 12 or more semester credit hours during the 16-week fall or spring semester.
 - 8 or more semester credit hours during the 10-week summer session.
 - 6 semester credit hours per 8-week term.
 - 4 or more semester credit hours per 5 ½-weeks summer semester.
- Three-Quarter Time
 - 9 to 11 semester credit hours during the 16-week fall or spring semester.
 - 5 semester credit hours per 8-week term.
- Half Time
 - 6 to 8 credit hours during the 16-weeks fall or spring semester.
 - 3 to 4 semester credit hours per 8-week term.

NOTE Students attending college with financial aid or veterans benefits assistance may be required to meet academic course load standards other than those noted above. Contact the CTC Office of Student Financial Assistance or the CTC Veteran Services Office before registering for courses.

Maximum Load

Except as stipulated in the program of study, a student will not be permitted to enroll in more than six academic courses or more than 18 semester hours during any combination of terms within a 16-week semester. The maximum load for a 5 1/2 week summer semester is eight semester hours. The maximum credit a student can earn during the entire summer session is 14 semester hours. A student wishing to enroll in more than the maximum load must receive approval from the campus dean or his or her designee.

Satisfactory Progress Standards

Each student has the responsibility for attending class and pursuing the objectives of the each course that the student is officially enrolled.