

Index

A

Absences 43
Academic Fresh Start 49
Academic Load 42
Academic Policies 42
Academic Probation, Suspension, Dismissal 48
Adding or Dropping Classes 22
Address Changes 49
Admissions 8
 Active Duty Army Using TA 9
 Aviation Science, See Departmental Admissions 16
 Community Non-Native Speakers 11
 Early Admissions, High School Students 10
 Former CTC Students, Readmissions 9
 CTC Students, Previously Attended CTC Outside of Texas 9
 Distant Learners 10
 General Admissions Information 8
 International Students 12
 Medical Lab Technician, See Departmental Admissions 16
 Mental Health Services 17
 New CTC Students, First-Time Students 8
 Nursing, See Departmental Admissions 18
 Skills Center Self-Paced Programs 11
 Cosmetology 11
 Transfer Students 8
 Transient Students, Non-degree seeking 9
Admissions and Registration 8
Alcohol and Other Drug Abuse 49
Alumni and Friends Association 40
Americans with Disabilities Act 6
AROTC Affiliated Programs 42
Articulation Agreements 7
Associate of Applied Science Degree, General Requirements 56
Associate of Applied Science Degrees
 Agriculture
 Agriculture Production Specialization 58
 Equine Management Specialization 58
 Horticultural Development Specialization 58
 Automotive Mechanic/Technician 59
 Aviation Science 60
 Business Management
 Business Management 61
 Marketing & Sales Management Specialization 62
 Real Estate Sales Agent Specialization 63
 Computer Science
 Business Programmer Analyst 64
 Information Security Management 64
 Information Technology 65
 Network Systems Administrator 65
 Computer-Aided Drafting and Design 67
 Criminal Justice (See Protective Services)
 Diesel Engine Mechanic and Repairer 66
 Early Childhood Professions 68
 Electronics
 Computer Electronics 69
 Network Professional Specialization 70
 Emergency Medical Technology (EMT) 70
 Graphics and Printing 72
 Heating, Air Conditioning, and Refrigeration Mechanic/Repairer 73
 Hospitality Management
 Restaurant and Culinary Management 74
 Hotel Management Specialization 74
 Food and Beverage Management Specialization 76
 Legal Assistant 77
 Maintenance Technology 77

Medical Laboratory Technician 79
Mental Health Services
 At-Risk Youth Specialization 80
 Chemical Dependency Specialization 80
 Social Work Specialization 81
Nursing
 Nursing, Associate Degree 82
 Nursing Option for LVN 82
 Nursing Option - Paramedic to ADN 83
 Vocational Nursing (see Certificates of Completion)
Office Technology
 Executive Assistant 84
 Office Management 85
Protective Services
 Criminal Justice 87
 Corrections Specialization 87
 Law Enforcement Technology Specialization 88
Public Administration
 Homeland Security and Emergency Management 89
Welding 91
Associate of Arts Degrees
 Art 71
 Commercial Art 71
 Drama 71
 Interdisciplinary Studies 77
 Journalism/Communications 63
 Modern Language 63
 Music 72
 Radio/Television Broadcasting 89
 Social Science 91
 Teaching 91
Associate of Arts in General Studies Degree 72
Associate of Science and Associate of Arts
 Degree Requirements 56
Associate of Science Degrees
 Agriculture Science 58
 Biology 90
 Business Administration 61
 Chemistry 90
 Engineering 71
 Environmental Science 90
 Geology 90
 Mathematics 79
Attendance Policy 43
Auditing Classes. See Classroom Visitors

B

Bacterial Meningitis, Important Information 25
Board of Trustees 2
Bookstore 40

C

Calendar 5
Campus Life 40
Career Center 37
Central Texas College Foundation 54
Certificate Programs 53
Certificates of Completion
 Agriculture Technology
 Horticultural Specialization, Level I 59
 Production Specialization, Level I 59
 Auto Collision
 Painting and Refinishing, Level I 59
 Automotive Mechanic
 Automotive System Specialist, Level I 60
 Auto Technician, Level II 60
 Auto Tune-Up Specialist, Level I 60
 Aviation Science, Level I 61
 Business Management
 Business Management, Level I 62
 Entrepreneurship, Level I 62
 Marketing & Sales Management, Level I 62
 Real Estate Sales Agent, Level I 63

- Computer-Aided Drafting and Design, Level I 68
Computer Science
 Network Specialist, Level I 65
 Computer Helpdesk Specialist, Level I 65
 Information Security Management 64
 Microsoft Information Technology Server Administrator 66
 Microsoft System Engineer 66
 Web Design Basics 65
Cosmetology, Level I 66
Criminal Justice (See Protective Services)
Diesel
 Diesel Engine Specialist, Level I 67
 Diesel System Specialist, Level I 67
 Diesel Technician, Level II 67
Early Childhood Professions
 Early Childhood Professions, Level I 68
 Administrator's Credentials, Level I 68
 Special Child Option, Level I 69
 Child Development Associate (See Marketable Skills)
Electronics
 Computer Electronics Technology, Level I 69
 Network Professional Specialization, Level I 70
 Networking and Network Security 70
Emergency Medical Technology (EMT)
 EMT-Paramedic 71
Fire Protection Technology (See Protective Services)
Graphics and Printing Technology
 Graphics and Printing, Level II 73
 Graphics and Printing, Level I (TDCJ only) 73
 Graphic Design 73
 Press Operations 73
Heating, Air Conditioning, and Refrigeration
 Heating, AC, and Refrigeration, Level II 74
 Commercial Heating, AC, and Refrigeration, Level I 74
 Residential Heating, AC, and Refrigeration, Level I 74
Hospitality Management
 Baking, Level I 75
 Culinary Arts, Level I 75
 Institutional Food Services Operations, Level I 76
 Property Management Advanced, Level I 76
 Restaurant Operations (TDCJ only) 76
 Restaurant Skills, Level I 76
 Rooms Division, Level I 76
 Food and Beverage Management, Level I 77
Maintenance Technology
 Building Trades, Level I 78
 Carpentry Trades, Level I 78
 Construction Trades, Level I 79
 Residential Construction (Brady only) 79
Mental Health Services
 At Risk Youth Specialization-Advanced, Level I 80
 Chemical Dependency Specialization-Advanced, Level I 81
 Criminal Justice Addictions, Level I 81
Nursing
 Vocational Nursing, Level II 83
 Nurse Aide (noncredit) 83
Office Technology
 Administrative Support, Level II 84
 General Office Assistant, Level I (TDCJ only) 84
 Health Information Management, Level I 86
 Medical Office Specialist, Level I 86
 Medical Secretary, Level I 86
 Medical Transcription, Level I 87
 Office Assistant, Level I 85
 Office Management, Levels I and II 85
 Office Information Management, Level I 86
 Software Applications Specialist, Level I 86
Protective Services
 Basic Peace Officer Training, Noncredit 88
 Criminal Justice Studies Specialization, Level I 88
 Extended Basic Peace Officer Training, Level I 88
 Fire Protection Technology 88
Public Administration
 Homeland Security and Emergency Management 89
Radio Broadcasting, Level I 90
Television/Radio Broadcasting, Level I 90
Welding Technology
 Welding Technology, Level II 92
 Fitter, Level I 92
 Welder, Level I 92
 Tacker, Level I 92
Chancellor's Message 3
Child Care. See Child Development Center
Child Development Center 40
Classroom Visitors 50
Clubs, Student. See Student Organizations
College Calendar 5
Commencement 51
Continuing Education 7
Copying Service 42
Core Curriculum 52, 55
Course Numbering System 52
Course Descriptions
 ABDR Auto Body Repair 93
 ACCT Accounting 93
 ACNT Accounting 93
 AGAH Agriculture 93
 AGCR Agriculture 94
 AGEQ Agriculture 94
 AGMG Agriculture 94
 AGRI Agriculture 94
 AIRP Aviation Science 94
 ANTH Anthropology 95
 ARAB Arabic 96
 ARCE Computer Aided Drafting and Design 96
 ARTC Graphics and Printing 96
 ARTS Arts 96
 AUMT Automotive Service and Repair 97
 AVIM Aviation Science 98
 BCIS Computer Science 98
 BIOL Biology 98
 BMGT Business Administration and Management 99
 BUSG Business Administration and Management 99
 BUSI Business Administration and Management 99
 CBFM Maintenance Technology 99
 CDEC Early Childhood Professions 100
 CETT Computer Electronics Technology 101
 CHEF Hospitality Management 102
 CHEM Chemistry 102
 CHIN Chinese 103
 CHLT Mental Health Services 103
 CJCR Criminal Justice 103
 CJLE Criminal Justice 104
 CJSA Criminal Justice 105
 CMSW Mental Health Services 106
 CNBT Maintenance Technology 106
 COMM Communications/Journalism 106
 COMM Radio/Television Broadcasting Communications 106
 COSC Computer Science 107
 CPMT Computer Electronics Technology 107
 CRIJ Criminal Justice 107
 CRPT Maintenance Technology 107
 CSME Cosmetology 108
 CZEC Czech 108
 DAAC Mental Health Services 108
 DEMR Diesel 109
 DFTG Computer Aided Drafting and Design 109
 DRAM Drama 110
 DS-- Developmental Studies 110
 DS-- English-as-a-Second Language (ESL) 112
 ECON Economics 113
 EDUC Education 113
 EECT Communications Electronics 113
 ELMT Communications Electronics 113
 ELPT Maintenance Technology 114

EMAP Public Administration/Homeland Security 114
 EMSP Emergency Medical Technology 114
 ENGL English 116
 ENGR Engineering 117
 ENVR Environmental Science 117
 FIRT Fire Protection 117
 FREN French 117
 GAME Computer Science 118
 GEOG Geography 118
 GEOL Geology 118
 GERM German 118
 GERS Mental Health Services 118
 GOVT Government 118
 GRPH Graphics and Printing 119
 HALT Agriculture 119
 HAMG Hospitality Management 119
 HART Heating, Air Conditioning and Refrigeration 120
 HIND Hindi 121
 HIST History 121
 HITT Office Technology 121
 HMSY Criminal Justice 121
 HRPO Business Administration and Management 122
 HUMA Humanities 122
 IFWA Hospitality Management 122
 IMED Computer Science 122
 INDO Indonesian 122
 ITAL Italian 123
 ITCC Computer Electronics Technology 123
 ITNW Computer Science 124
 ITSC Computer Science 124
 ITSE Computer Science 124
 ITSW Computer Science 125
 ITSY Computer Science 125
 JAPN Japanese 125
 KINE Kinesiology 126
 KORE Korean 127
 LGLA Paralegal/Legal Assistance 127
 MATH Mathematics 128
 MBST Maintenance Technology 129
 MDCA Office Technology 129
 MLAB Medical Lab Technician 129
 MRKG Business Administration and Management 130
 MRMT Office Technology 130
 MSMG Military Science Management (ROTC) 130
 MUAP Music Applied 131
 MUEN Music 131
 MUSI Music 131
 PASH Pashtu 132
 PERS Persian-Iranian/Afghan 132
 PFPB Maintenance Technology 132
 PHED (See KINE Kinesiology)
 PHIL Philosophy 132
 PHYS Physical Science 133
 POFI Office Technology 134
 POFM Office Technology 134
 POFT Office Technology 134
 PORT Portuguese 135
 PSTR Hospitality Management 135
 PSYC Psychology 136
 PSYT Mental Health Services 136
 PUNJ Punjabi 136
 RELE Real Estate 136
 RNSG Nursing 137
 RSTO Hospitality Management 139
 RUSS Russian 139
 SCWK Mental Health Services 140
 SLPS Criminal Justice 140
 SOCI Sociology 140
 SPAN Spanish 140
 SPCH Speech 140
 TECA Early Childhood Professions 141
 TRVM Hospitality Management 141
 TURK Turkish 141
 URDU Urdu 141

VNSG Nursing - LVN 141
 WDWK Maintenance Technology 143
 WLDG Welding 143

D

Degree Programs 53
 Degrees, Certificates, and Marketable Skills
 See Associate of Applied Science Degree
 See Associate of Arts Degrees
 See Associate of General Studies Degrees
 See Associate of Science Degrees
 See Certificates of Completion
 See Marketable Skills
 Departmental Admissions
 Associate Degree Nursing 18
 Aviation Science 16
 Cosmetology Program 15
 Emergency Medical Technologies 24
 Medical Lab Technician 16
 Mental Health Services 17
 Nurse's Aide Program 24
 Paramedic Program 24
 Vocational Nursing 23
 Developmental Studies 52
 Directory Information 50
 Disability Support Services 38
 Discipline 48
 Discrimination 6
 Dismissal 47
 Distance Learning 7

E

Emeriti Faculty and Staff Members 153
 English-as-a-Second Language (ESL) 12
 Epsilon Delta Pi 49
 Equal Opportunity Policy 6
 Evaluation of Previous Education and Training 39
 Excessive Developmental Study Hours 51
 Excessive Undergraduate Hours 51
 Executive Officers 2

F

Faculty 145
 Falsification of Records 49
 Family Educational Rights and Privacy Act of 1974 (FERPA) 50
 Federal College Work-Study Program 35
 Fees
 ACT ASSET Test 26
 Course Challenge 26
 Diploma Replacement 26
 FAA Exam (Knowledge Test) 26
 GED Testing 26
 Individualized Instruction
 Aviation Science 26
 Criminal Justice 26
 Health Related Careers 26
 Hospitality Management 26
 Music 26
 Overflight 26
 Physical Education 26
 All Industrial Technology Programs 26
 Installment Plan 28
 Installment Plan Late Payment 26
 Late Payment 26
 Nursing Insurance, Fees and Testing 26
 Return Check 26
 Student I.D. or Meal Card Replacement (per card) 26
 Transcripts 26
 Fees-Continuing Education 26

Filing a Grievance. See Equal Opportunity Policy
Financial Aid

- Appeal Process 34
- Applying for Financial Aid 32
- Deadlines for Filing 32
- Drops and Withdrawals 34
- Eligibility Requirements 33
- Grade Point Average 33
- Grants 34
- Hazlewood Educational Benefits 37
- Loans 35
- Maximum Time Frame 33
- Probation and Suspension of Financial Aid 34
- Return/Repayment of Title IV Funds 36
- Satisfactory Academic Progress Policy 33
- Selective Service Registration Compliance 32
- Scholarships 36
- Transfer Students 34
- Veteran Benefits 36
- Vocational Rehabilitation 37

Food Service 40
Fort Hood Campus 6

G

GED. See High School Equivalency Examination

General Information 5
Grade Designations 46

Grading Policy

- Change of Grade (Appeal Process) 47
- Grading System 46
- Grade Point Averaging 47
- Grades and Financial Aid 47
- Repeating a Course 47

Graduate Guarantee Program 51

Graduation

- Application for Certificate or Degree 51
- Commencement 51
- Graduation Requirements 50
- Grade Requirements 50
- Program Timelines 50
- Replacing a Lost Certificate or Degree 51
- Honors 51

Grants

- Academic Competitive Grant 35
- Federal PELL Grant 34
- Federal Supplemental Educational Opportunity Grant 34
- LEAP and SLEAP 35
- Texas Educational Opportunity Grant 35
- Texas Grant 35
- Federal College Work-Study 35

Grievances. See Equal Opportunity Policy

Guarantee for Job Competency 51
Guidance and Counseling 37

H

- Harassment and Discrimination 6
- Hazlewood Educational Benefits 37
- Hazing and Disruptive Activities 49
- Health Services 41
- High School Equivalency Examination 38
- High School Students
 - Dual Credit 10
 - Early Admissions 10
 - Eligibility Requirements 10
 - Tech Prep 52
- History of the College 4
- Honor Roll 47
- Honor Societies
 - Epsilon Delta Pi 49
 - Phi Theta Kappa 49
 - Sigma Kappa Delta 49

Housing

- Married Student Housing 41
- Residence Hall 41

I

- Information Release. See Directory Information
- Installment Payment Plan 28
- Institutional Mission Statement 5
- Institutional Purpose 5
- International Student Services 12, 37
- Intramural Sports 41

J

Jeanne Clery Disclosure of Campus Security Policy and
Campus Crime Statistics Act 6

K

KNCT-TV & KNCT-FM 40

L

- Learning Resource Center 38
- Library 42
- Loans 35
 - Federal Stafford Loans 35
 - Repayment 36

M

- Marketable Skills Achievement
 - Child Development 69
 - Phlebotomy, (noncredit) 79
 - Truck Driving, (noncredit) 60
- Married Student Housing 41
- Maximum/Minimum Load 42
- Mission and Institutional Purpose 5

N

Name Changes 50
Natatorium and Physical Education Center 41

O

Obligations to the College 49

P

- Parking 41
- Personnel Directory 144
- Phi Theta Kappa 49
- Placement Examinations 13
- Probation 48
- Probation, Suspension, and Dismissal Policies 48
- Program and Course Availability 5
- Programs of Study 53
- Project PASS 38

R

- Readmission Requirements 9
- Records Access (FERPA) 50
- Records Required 13
 - Transcripts and Test Scores 13
- Refunds 28
- Registration 15
 - Adding or Dropping Classes 16
 - Electronic Registration 15

Late Registration 16
 New Student Registration 15
 Official Enrollment 16
 Skills Center and Cosmetology Courses 15
 Religious Holy Days 43
 Remedial Studies. *See* Developmental Studies
 Rent, Room & Board, and Deposits 27
 Campus Apartments 27
 College Housing Deposit 27
 International Student Deposits with Application 12
 Residence Hall 41
 Residency Information for Tuition Purposes 29
 Distant Learners 30
 Domicile in Texas 29
 Federal Employees other than Military 30
 General Rules and Regulations
 Independent Individuals 18 Years or Older 30
 In-District and Out-of-District Students 32
 Married Students 30
 Military Personnel 31
 After Assignment in Texas 31
 Continuous Enrollment 31
 Honorably Discharged Veterans, their Spouse
 and Dependents 32
 Nonresidents Assigned to Duty in Texas 31
 Out-of-State Military 31
 Spouse and Dependents who Previously Lived
 in Texas 31
 Survivors 31
 Non-U.S. Citizens 29
 Persons Temporarily Out of State 30
 Reclassification 30
 Student Responsibilities 31
 Waivers 31
 Residency for Degree and Certificate 50

S

Satisfactory Progress Standards 43
 Scholastic Honesty 48
 Cheating 48
 Collusion 48
 Plagiarism 48
 Semester Credit Hours 53
 Service Area Campus 7
 Servicemembers Opportunity Colleges Consortium 39
 Sigma Kappa Delta 49
 Statement on Harassment and Discrimination 6
 Strategic Planning 5
 Student Classification 46
 Student Discipline 48
 Student Financial Assistance 32
 Student Grievances. *See* Equal Opportunity Policy
 Student I.D. Cards 42
 Student Organizations 40
 Student Records 50
 Student Responsibilities 49
 Student Services
 Career Center 37
 Disability Support Services 38
 Evaluation of Previous Education and Training 39
 Guidance and Counseling 37
 International Student Services 37
 Learning Resource Center 38
 Project PASS 38
 Testing Services 38
 Transfer Counselor 37
 Transcripts, CTC 38
 Transportation Assistance Program 38
 Student Travel 40
 Substance Abuse Resource Center 38
 Summons 49
 Suspension 48

T

TEC 51.907 Course Withdrawal Limit Policy 44
 TSI *see* Texas Success Initiative
 Tech Prep 52
 Testing Services 38
 American College Test (ACT) 38
 Automatic Transmission Rebuilders (ATRA) 38
 Automotive Service Excellence (ASE) 38
 Diagnostic Tests 38
 English Language Pretests 38
 High School Equivalency Examination 38
 IMAC Auto Air Conditioning Examination 38
 Institutional Challenge Examinations 38
 Other Tests 38
 Special Accommodations 39
 THEA 38
 TSI Testing 38
 Texas Grant 34
 Texas Success Initiative (TSI) 14
 Tests 14
 Exemptions and Waivers 14
 High School Students 10
 Minimum Standards 14
 Special Conditions due to Elimination of Certain TASP
 Exemptions 15
 Third Course Repeat 44
 Transcripts, CTC 38
 Transfer Counselor 37
 Transfer Students 8. *See also* General Admission
 Requirements For All Students; Transcripts and
 Test Scores
 Transfer Credits, General Information
 Transfer Credits, Acceptance by CTC 46
 Credit Transfer to Other Colleges or Universities 46
 Resolution of Transfer Dispute 46
 Transfer Guarantee 46
 Transportation Assistance Program 39
 Tuition and Fees
 College Costs, Tuition Schedule 26
 Continuing Education 26
 Exemptions and Waivers 26
 Installment Payment Plan 28
 Laboratory Fees 26
 Other Fees 26
 Rent, College Housing 27
 Room and Board, Residence Hall 27
 Refunds of Rent, Room and Board, and Deposits 28
 Refunds of Tuition and Fees 28, 29
 Tuition Rebate Program 53

U

Uniform Application of Standards 7

V

Veteran Benefits 36
 Visitors 50
 Vocational Rehabilitation 37

W

Withdrawal From Classes 43
 Limitation on Course Drops 44
 Workforce Education and Training 7

Notes

Notes