

Index

A

Absences/Unsatisfactory Progress 19
Academic Fresh Start 22
Academic Load 18
Academic Policies 18
Academic Probation, Suspension, Dismissal 21
Academic Standards 21
Adding or Dropping Classes 9
Address Changes 22
Admissions 7
 Active Army Using TA 8
 Early Admissions, High School Students 8
 Former CTC Students 8
 Distant Learners 8
 General Admissions Information 7
 International Students 9
 New CTC Students, First-Time Students 7
 Transfer Students 7
 Transient Students, Non-degree seeking 8
Admissions and Registration 7
Alcohol and Other Drug Abuse 22
Alumni and Friends Association 17
Americans with Disabilities Act 6
Approvals and Authorization 6
Articulation Agreements 6
Associate of Applied Science Degree Requirements 28
Associate of Applied Science Degrees
 Applied Technology 29
 Auto Collision Repair 30
 Automotive Mechanic/Technician 30
 Aviation Maintenance Technology 31
 Business
 Applied Management 32
 Applied Management with Computer Applications 33
 Applied Management - Military Science Specialization 33
 Business Management 33
 Marketing & Sales Management Specialization 34
 Computer Science
 Business Programmer Analyst 35
 Information Security Management 35
 Information Technology 36
 Network Systems Administrator 36
 Computer-Aided Drafting and Design 37
 Criminal Justice *See* Protective Services
 Early Childhood Professions 38
 Electronics
 Communications Electronics Technology 39
 Computer Electronics 39
 Emergency Medical Technology (EMT) 40
 Fire Protection *See* Protective Services
 Heating, Air Conditioning, and Refrigeration Mechanic/Repairer 41
 Hospitality Management
 Restaurant and Culinary Management 42
 Hotel Management Specialization 42
 Food and Beverage Management Specialization 43
 Legal Assistant 44
 Maintenance Technology 45
 Mental Health Services
 At Risk Youth Specialization 45
 Chemical Dependency Specialization 46
 Social Work Specialization 47
 Office Technology
 Executive Assistant 47
 Office Management 48
 Protective Services
 Criminal Justice 49

 Corrections Specialization 50
 Fire Protection 50
 Homeland Security and Emergency Management 51
 Welding 52
Associate of Art and Associate of Science Degrees
 Business Administration 32
 General Studies 40
 Interdisciplinary Studies 44
 Mathematics 45
 Social Science 52
 Teaching 52
Associate of Arts Degree Requirements 28
Associate of Science Requirements 28
Attendance and Course Progress 18, 19
Auditing Classes. *See* Classroom Visitors

B

Board of Trustees 2
Bookstore 18

C

Calendar 4
Campus Life 17
Career Center 17
Certificates of Completion
 Automotive Mechanic
 Automotive Technician, Level II 31
 Automotive Tune-up Specialist, Level I 31
 Business
 Business Management, Level I 34
 Entrepreneurship, Level I 34
 Marketing & Sales Management, Level I 34
 Computer-Aided Drafting and Design, Level I 37
 Computer Science
 Computer Helpdesk Specialist, Level I 36
 Information Security Management Specialist, Level I 35
 Microsoft Information Technology Server Administrator 37
 Network Specialist, Level I 36
 Web Design Basics 37
 Criminal Justice *See* Protective Services
 Early Childhood Professions
 Early Childhood Professions, Level I 38
 Administrator's Credentials, Level I 38
 Special Child Option, Level I 39
 Electronics
 Computer Electronics Technology, Level I 39
 EMT-Paramedic 40
 Fire Protection Technology *See* Protective Services
 Heating, Air Conditioning, and Refrigeration
 Commercial Heating, AC, and Refrigeration, Level I 41
 Heating, AC, and Refrigeration, Level II 41
 Residential Heating, AC, and Refrigeration, Level I 41
 Hospitality Management
 Baking, Level I 43
 Culinary Arts, Level I 42
 Property Management 43
 Restaurant Skills, Level I 43
 Rooms Division, Level I 43
 Food and Beverage Management, Level I 44
 Mental Health Services
 At Risk Youth Specialization, Level I 46
 Chemical Dependency Specialization - Advanced Certificate, Level I 46
 Criminal Justice Addictions, Level I 46
 Office Technology
 Administrative Support, Level II 48
 Medical Office Specialist 49

- Medical Transcription 49
 Office Assistant, Level I 48
 Office Management, Levels I and II 48, 49
 Software Applications Specialist 49
 Protective Services
 Criminal Justice Studies Specialization, Level I 50
 Fire Protection Technology 51
 Public Administration
 Homeland Security and Emergency Management 51
 Welding Technology
 Fitter 53
 Tacker 53
 Welding Technology, Level II 53
 Welder, Level I 53
 Chancellor's Message 3
 Classroom Visitors 23
 Core Curriculum 24, 27
 Course Descriptions
 ABDR Auto Body Repair 54
 ACCT Accounting 54
 ACNT Accounting 54
 AERM Aviation Maintenance Technology 54
 ANTH Anthropology 55
 ARAB Arabic 56
 ARCE Computer Aided Drafting and Design 56
 ARTC Graphics and Printing 56
 ARTS Arts 56
 AUMT Automotive Service and Repair 56
 AVIM Aviation Science 57
 BCIS Computer Science 57
 BIOL Biology 57
 BMGT Business Administration and Management 58
 BUSG Business Administration and Management 58
 BUSI Business Administration and Management 58
 CBFM Maintenance Technology 58
 CDEC Early Childhood Professions 58
 CETT Computer Electronics Technology 61
 CHEF Hospitality Management 61
 CHEM Chemistry 62
 CHIN Chinese 62
 CHLT Mental Health Services 62
 CJCR Criminal Justice 62
 CJLE Criminal Justice 63
 CJSA Criminal Justice 63
 CMSW Mental Health Services 64
 CNBT Maintenance Technology 65
 COMM Communications/Journalism 65
 COSC Computer Science 65
 CPMT Computer Electronics Technology 65
 CRIJ Criminal Justice 65
 CRPT Maintenance Technology 65
 CZEC Czech 66
 DAAC Mental Health Services 66
 DFTG Computer Aided Drafting and Design 66
 DS-- Developmental Studies 67
 ECON Economics 69
 EDUC Education 70
 EECT Communications Electronics 70
 ELMT Communications Electronics 70
 ELPT Maintenance Technology 70
 EMAP Public Administration/Homeland Security 70
 EMSP Emergency Medical Technology 71
 ENGL English 73
 ENGR Engineering 73
 ENVR Environmental Science 74
 FIRT Fire Protection 74
 FREN French 74
 GAME Computer Science 75
 GEOL Geology 75
 GERM German 75
 GERS Mental Health Services 75
 GOVT Government 75
 HAMG Hospitality Management 75
 HART Heating, Air Conditioning and Refrigeration 76
 HIND Hindu 77
 HIST History 77
 HITT Office Technology 77
 HMSY Criminal Justice 77
 HRPO Business Administration and Management 78
 HUMA Humanities 78
 IFWA Hospitality Management 78
 IMED Computer Science 78
 INDO Indonesian 78
 ITAL Italian 78
 ITNW Computer Science 79
 ITSC Computer Science 79
 ITSE Computer Science 80
 ITSW Computer Science 80
 ITSY Computer Science 80
 JAPN Japanese 80
 KORE Korean 81
 LGLA Paralegal/Legal Assistance 81
 MATH Mathematics 82
 MBST Maintenance Technology 83
 MDCA Office Technology 83
 MGMT Business Administration and Management 83
 MRKG Business Administration and Management 83
 MRMT Office Technology 83
 MT -- Military Contract 84
 MTMC NCO Lead Microcomputer Courses 86
 MTMS Military Science 87
 MUSI Music 88
 OACS Military Contract 88
 PASH Pashtu 88
 PERS Persian-Iranian/Afghan 89
 PFPB Maintenance Technology 89
 PHIL Philosophy 89
 PHYS Physical Science 89
 POFI Office Technology 90
 POFM Office Technology 90
 POFT Office Technology 90
 PORT Portuguese 91
 PSTR Hospitality Management 91
 PSYC Psychology 92
 PSYT Mental Health Services 91
 PTMC NCO-LEAD 92
 PUNJ Punjabi 92
 RSTO Hospitality Management 93
 RUSS Russian 93
 SCWK Mental Health Services 93
 SOCI Sociology 93
 SPAN Spanish 94
 SPCH Speech 94
 TECA Early Childhood Professions 94
 TRVM Hospitality Management 94
 TURK Turkish 94
 URDU Urdu 95
 WDWK Maintenance Technology 95
 WLDG Welding 95
 Course Numbering System 25

D

- Degree and Certificate Programs 25
 Degrees and Certificates 24
 See Associate of Applied Science Degree
 See Associate of Arts Degrees
 See Associate of Arts in General Studies Degree
 See Certificates of Completion
 Developmental Studies 24
 Directory Information 23
 Disability Support Services 17

Discrimination 6
Dismissal 21
Distance Education 6
 Support Services 17
 Testing 16

E

Equal Opportunity Policy 5
Evaluation of Previous Education and Training 16
 Evaluation Procedures 16
 Nontraditional Education 16
Executive Officers 2

F

Faculty 99
Falsification of Records 22
Family Educational Rights and Privacy Act of 1974
 (FERPA) 23
Fees
 Course Challenge 10
 Diploma Replacement 10
 Instructional Materials 10
 Return Check 10
 Transcripts (per copy) 10
Fees-Continuing Education 10
Filing a Grievance. *See* Equal Opportunity Policy
Financial Aid
 Appeal Process 13
 Break in Enrollment 13
 Deadlines for Filing 11
 Drops and Withdrawals 13
 Eligibility Requirements 11
 Grade Point Average 12
 PELL Grants 13
 Loans 13
 Maximum Time Frame 12
 Return/Repayment of Title IV Funds 14
 Satisfactory Academic Progress Policy 12
 Scholarships 15
 Transfer Courses 13
 Veteran Benefits 15
 Warning and Suspension, Financial Aid 12
Foundation, CTC 15
Full-time Student (Academic) 18

G

General Information 5
Grading Policy
 Change of Grades 21
 Grade Designations 20
 Grading System 20
 Grade Point Average 20
 Grades and Financial Aid 21
 Repeating a Course 21
Graduation Requirements 23
 Applying for Graduation 24
 Catalog Program Completion 23
 Commencement 24
 Course Repeats 21
 Replacing a Lost Certificate or Degree 24
 With Honors 23
Grants
 Federal PELL Grant 13
Grievances. *See* Equal Opportunity Policy
Guidance and Counseling 15

H

Harassment and Discrimination 6
Hazing and Disruptive Activities 22
High School Students
 Early Admissions 8
History of the College 4
Honor Roll 21

I

Information Release. *See* Directory Information
Institutional Mission Statement 5
Institutional Purpose 5
International Students 9

L

Late Registration 9
Library Services 18
Loans 13
 Eligibility Requirements 13
 Entrance/Exit Loan Counseling 14
 Federal Stafford Loans 14
 Repayment 14

M

Maximum Load 18

N

Name Changes 22

O

Obligations to the College 22

P

Personnel Directory 97
Placement Tests 16
Probation 21
Probation, Suspension, and Dismissal Policies 21
Program and Course Availability 5
Programs of Study 25

R

Readmission Requirements 8
Records Access 23
Records Required 9
 Transcripts 9
Refunds and Repayments
 Tuition 10
 Loans 14
 Financial Aid 14
 Textbooks 11, 18
Registration 9
 Adding or Dropping Classes 9
 Late Registration 9
 Official Enrollment 10
Remedial Studies. *See* Developmental Studies
Repeating a Course 21
Residence Status 11
Residency for Degree and Certificate
 Certificates of Completion 23
 Associate Degrees 23, 28
 Developmental Studies Courses 24

S

Satisfactory Progress Standards 12, 18, 19
Scholastic Honesty 21
 Cheating 21
 Collusion 21
 Plagiarism 21
Scholarships 15
Selective Service Registration Compliance 11
Semester Credit Hours 24
Servicemembers Opportunity Colleges Consortium 17
 SOC Degree Network System 17
Statement on Harassment and Discrimination 6
Strategic Planning 5
Student Classification 19
Student Discipline 21
Student Financial Assistance 11
Student Grievances. *See* Equal Opportunity Policy
Student Records 23
Student Services
 Career Center 17
 Disability Support Services 17
 Evaluation of Previous Education and Training 16
 Guidance and Counseling 15
 Student Support Services 17
 Testing Services 16
 Transcripts, CTC 15
Suspension 21

T

Testing Services 16
 Distant Learners 16
 eArmyU Students 16
 Institutional Challenge Examinations 16
 Placement Tests 16
 Proctor Information 16
Texas Success Initiative 8
Textbooks 11, 18
Transcripts, CTC 15
Transfer Students 7
Transfer Credits, General Information
 Transfer Credits, Acceptance by CTC 19
 Credit Transfer to Other Colleges or Universities 20
Tuition and Fees
 Tuition 10
 Noncredit Courses 10
 Other Fees 10
 Refunds of Tuition 10

U

Uniform Application of Standards 10

V

Veteran Benefits 15

W

Withdrawal from Classes 19