



## **COUNSELORS' HANDBOOK**

March 29, 2011



Welcome to Central Texas College! We are delighted you are partnering with us to offer your juniors and seniors an opportunity to get a jump-start on their college education by participating in College Now, CTC's dual credit program.

College Now provides students with some great opportunities and significant financial savings. Through the dual credit program, students can earn both high school and college credit simultaneously. Because Texas has a common course-numbering system, credit is easily transferred between community colleges like CTC and upper-level or four-year public institutions.

College Now offers the following benefits:

- Expands academic options for college-bound high school students;
- Minimizes the duplication of courses taken in high school and college;
- Shortens the time required to complete an undergraduate degree; and
- Significantly reduces the cost of higher education.

This handbook provides information regarding the requirements, expectations, processes and services available to our shared students.

This College Now Program Handbook has been prepared by Central Texas College for use with area high schools, both private and public, and independent school districts that are interested in dual credit partnerships. The Handbook explains the college's commitment to form these partnerships with the secondary school community to serve eligible high school students. CTC's Killeen campus provides college credit and non-credit classes to students in the Killeen Independent and Copperas Cove Independent School Districts. The CTC Service Area Campus provides college classes to the citizens of Central Texas in the following counties: Bell, Burnet, Coryell, Hamilton, Lampasas, Llano, Mason, McCulloch, Mills, San Saba and Williamson.



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## **Section 1: About Central Texas College and College Now**

### **Institutional Mission Statement**

Central Texas College provides education for a global community through responsive, innovative instruction and educational services for diverse student populations.

### **About CTC**

Founded more than 40 years ago, Central Texas College is a public, open-admission community college offering associate degrees and certificate programs in academic, professional and vocational/technical fields. Central Texas College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates of completion. This accreditation ensures quality and credit transferability.

### **College Now - A High School and College Partnership**

Central Texas College works with local school districts to establish dual credit agreements which allow eligible high school students to earn college credit for certain high school courses. Dual credit courses are usually taught at the high school on the bell schedule.

Curriculum content addresses the competencies or learning outcomes of the college courses as well as the Texas Essential Knowledge and Skills (TEKS) as required by the Texas Education Agency.

Faculty collaborates on curriculum development and jointly facilitates the students' academic progress, strengthening the overall quality of curriculum and better preparing students for additional college-level course work. Conversely, the partnership helps college-level instructors to gain insight into the learning needs of high school students.

### **Other Ways to Earn Dual Credit**

In addition to dual credit courses taught in the high school, eligible students can enroll in classes taken on one of the Central Texas College campuses or online, and the student can earn both college and high school credit.



## **Section 2: General Program, Admissions, Testing, & Registration**

### **General Program Information**

College Now, or dual credit, allows students to receive college credit as well as high school credit for approved courses. Courses offered vary by district and location and are based on the needs of the school and the availability of instructors.

One credit, year-long high school courses require a two-semester college course sequence. Semester-long high school courses are generally associated with a one-semester college course. For example, high school sociology is a one-semester course. The college course for which high school sociology credit may be granted is SOCI 1301 a three-semester hour college credit, offered as a one semester course. However, high school English III, a year-long course, requires the two-semester sequence of college courses, each a three-semester hour college credit, one-semester course, known as ENGL-1301 (Composition I) and ENGL-1302 (Composition II). High schools may have different requirements associated with taking a semester long course.

Dual enrollment courses are offered at the high school campus, CTC campus or online during regular high school hours. Students may also earn credit on their own time for courses taken at college locations or online.

You may have qualified students who would like to enroll in college courses other than those identified for dual credit to earn additional college credits while still in high school. These students must meet the same criteria as dual credit students to be admitted to the college and must comply with all prerequisites for the college courses.

## Eligibility Requirements

### Texas Success Initiative

The Texas Success Initiative (TSI) program requires students to be assessed in reading, writing and math skills prior to enrolling in college classes unless the student is TSI exempt or TSI waived. TSI uses assessment, advising and remediation to ensure that students have the skills to be successful in freshman academic coursework. The TSI is applicable to students attending CTC Texas locations (including dual credit programs) and in-state distant learners.

### Eligibility Requirements to Enroll in Dual-Credit Courses

To be eligible to enroll in academic courses, the high school student must meet one of the three provisions below. Students must also meet the prerequisite requirements listed for each class requested.

1. Be TSI Exempt from taking a mandatory TSI assessment test based on proof of ONE of the following minimum scores on the exit-level TAKS, ACT, or SAT test relevant to the courses to be attempted:

- 11th grade exit TAKS: 2200 in Mathematics and/or 2200 in ELA with at least a 3 on the writing essay
- ACT: 23 composite with 19 in English and/or 19 in Mathematics, or
- SAT: 1070 composite with 500 in Critical Reading and/or 500 in Mathematics.

2. Is TSI Complete based on acceptable scores on the Mathematics, Reading, and/or Writing test on a state-approved TSI test relevant to the courses to be attempted. State-approved TSI assessment instruments and minimum scores are:

- Accuplacer: Reading Comprehension – 78; Elementary Algebra – 63, Sentence Skills – 80; and Written Essay – 6\*
- ASSET: Reading Skills – 41; Elementary Algebra – 38; Writing Skills (Objective) – 40; and Written Essay – 6\*
- COMPASS: Reading Skills – 81; Algebra – 39; Writing Skills (Objective) – 59; and Written Essay – 6\*
- THEA: Reading – 230; Mathematics – 230; Writing – 220 with Written Essay – 6\*

\*Minimum passing standard for the written essay portion of all tests is a score of 6. However, an essay with a score of 5 will meet standard if the student meets the objective writing test standard.

3. In lieu of a student being TSI Exempt or TSI Complete, an ***eleventh*** grade high school student is also eligible to enroll in dual credit courses under the following conditions. *(Note: Every effort should be made to ensure that CTC has received documentation that students are TSI Exempt or TSI complete prior to their graduation from high school to ensure that transcripts sent to other colleges can be marked TSI Complete)*

- Achieved a score of 2200 on the Mathematics and/or 2200 on the English/Language Arts with a writing subsection score of at least 3 on the 10th grade TAKS relevant to the courses to be attempted. The student does not need to demonstrate further eligibility to enroll in dual credit courses in the 12th grade.
- Achieved a score of 107 on the PSAT/NMSQT with a minimum of 50 on the Critical Reading and/or Mathematics test relevant to the course to be attempted. The student must demonstrate further eligibility in the 12th grade.
- Achieved a composite score of 23 on the ACT PLAN with a 19 or higher in Mathematics and/or English. The student must demonstrate further eligibility in the 12th grade.

All students not TSI exempt or TSI waived must complete the THEA test or one of the 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.

### **Exceptions to Course Limits**

High school dual-credit students are limited to two dual credit classes, but not more than four per semester. Exceptions to this requirement are for students who demonstrate exceptional academic performance and capability (as evidenced by grade point average, ACT or SAT scores, or other assessment instruments as listed above). Approval of the student's high school principal/counselor and chief academic officer/campus dean of CTC is also required.

A student requesting to be enrolled in more than 2 classes, but no more than 4 in one semester must meet one of the below guidelines.

- CTC GPA of 2.5 or higher
- Commended on TAKS ELA
- Accuplacer scores of 85 or higher on Reading/Sentence Skills and 6 or higher written essay
- THEA 240 ELA and 6 writing
- SAT 1150 Combined Score with Reading 550
- ACT 25 Composite with English 21
- ASSET 45 Reading/writing and 6 essay or other assessment indicators

### **Eligibility Requirements for Dual credit Workforce Education Courses**

To be eligible to enroll in dual credit workforce education courses for college credit, the student must:

1. Have achieved the minimum high school passing standards on the Mathematics section and/or the English/Language Arts section of the 10th or 11th grade TAKS.

2. Enroll in only the workforce education dual credit courses for which the student demonstrates eligibility.

### **Workforce Education College Credit Courses**

Students who were enrolled in workforce education courses while in high school based on meeting the minimum high school passing standard of the TAKS may continue to enroll in workforce education courses after high school graduation if the courses are included in a certificate program of one year or less (42 semester hours or fewer). Students enrolling in a certificate program of more than 42 semester hours must meet TSI requirements.

### **Exceptions Junior/Senior Standing**

High school dual credit students must have junior year high school standing. Exceptions to this requirement are:

- Students who demonstrate exceptional academic performance and capability (as evidenced by grade point average, PSAT/ NMSQT scores, ACT PLAN or other assessment instruments); AND
- Students with less than junior high school standing must also demonstrate college readiness by achieving the minimum passing standards under the provisions of TSI (being TSI Complete in the relevant subject area or be TSI exempt under the provisions of the Texas Success Initiative rules); AND
- Students must receive approval of their high school principal/counselor and chief academic officer/campus dean of CTC.

### **Enrollment after High School Graduation, Early Admissions/Dual Credit Students**

High school graduates who were enrolled in dual credit courses under the above provisions must be TSI exempt, TSI complete, or enrolled in a TSI waived certificate program in order to enroll in college courses (in ANY Texas public higher education institution) after high school graduation. They must update their application and send in final high school transcripts prior to enrollment as a regular student.

### **Credit for Advanced Placement (AP) examinations**

AP exams provide a means to demonstrate college-level accomplishments. CTC requires students earn a 3, 4 or 5 on the AP examination and meet all other institutional requirements to be eligible to receive college credit. Official transcripts must be sent directly from the College Board to CTC. The following link is to the AP exams-CTC articulations with the minimum scores of 3 listed.

[http://www.ctcd.edu/pdf/cbe/ap\\_credit\\_by\\_examination.pdf](http://www.ctcd.edu/pdf/cbe/ap_credit_by_examination.pdf). **PLEASE NOTE** – if a student plans to transfer credits to a four year university, you will need to check if the university will accept the AP credit. *Each institution sets their own policy for AP credit, and AP credit does not transfer from one institution to the next.*

## **Scholarship for Students with 30 College Credit Hours**

Students who earn 30 college credit hours prior to their high school graduation may be eligible to receive an award through the Early High School Graduation Scholarship Program. A student who graduated from high school on or after June 15, 2007, must:

- Earn a high school diploma in not more than 46 consecutive months, and graduate with at least 30 hours of college credit
- Work with their high school counselor to send the completed application, certified by the principal, to the Texas Higher Education Coordinating Board for processing.

## **College Now Timeline**

### **May-August**

- Process new and returning students for fall semester
- CTC /School District update MOUs, forms articulation agreements and payment arrangements
- High schools submit final class rosters NO LATER THAN one week prior to class start date
- CTC delivers textbooks
- Blackboard training for online students

### **September-December**

- Final fall class rosters are confirmed by CTC
- Drops/withdrawals processed
- District is invoiced for fall classes following class certification dates
- CTC/School District/High Schools confirm desired spring course availability and delivery methods

### **January-March**

- Confirm final class rosters for spring courses
- Deliver textbooks for spring courses
- District is invoiced for spring courses following class certification dates
- CTC provides updated handbooks, course listings and forms to high school counseling staff for fall registration
- CTC provides application/registration training to counselors as needed
- Dual credit information distributed to eligible students for fall semester
- Hold Parent Information Night
- Students take Accuplacer or otherwise show TSI complete status
- Confirm eligibility and begin application/registration

### **April-June**

- Collect application packets weekly through May 31 for fall semester
- Determine final course offerings and delivery method by high school

### **July-August**

- CTC processes applications and registrations

## **Application and Registration Process**

After testing is complete and students are confirmed to be eligible for College Now courses, application packets should be prepared for each student including:

- Dual Credit Checklist (required anytime paperwork is submitted on a student)
- CTC Application for Admission, example for a dual credit student in appendix A (required only for initial course)
- High school transcript (required only for initial course)
- Dual Credit Release of Information Form (required only for initial course)
- Copy of test scores verifying Texas Success Initiative (TSI) requirements have been met (required only for initial course)
- Dual Credit/Early Admission form (submit each semester or with each new enrollment request) – please fill out the classes the student plans on taking
- Class Registration Form (submit each semester or with each new enrollment request)

All forms are available on the CTC Website at [www.ctcd.edu/collegenow](http://www.ctcd.edu/collegenow) and are included at Appendix A.

A master roster of students, with test data entered, will be forwarded by each high school to the CTC dual credit coordinator with each application packet. A transmittal form will be included with the application forms, listing the contents of the packet to ensure proper accountability. CTC staff will review forms when picked up and discuss any discrepancies on site prior to delivery to Admissions personnel. CTC staff signature on the form indicates all data is included as stated.

For courses taken at the college campus or online that are not part of the student's high school schedule, students/counselors complete all paperwork as above and make an appointment with the CTC College Now Advisor to register for classes. Payment for classes is due at the time of registration.

## **Dropping and Adding Courses**

### **Adding a Course**

Dual credit students wishing to add a dual credit or early admission course must submit the following:

- Dual credit/Early Admission form (submit with each new enrollment request) with counselor approval
- Class Registration Form

The deadline for adding dual credit courses on the college campus is within two days of the beginning of classroom courses or the Thursday prior to the start date for online

courses (no late registration for online courses). Deadlines for classes on the high school campus are determined each semester.

### **Dropping a Course**

Dual credit students wishing to drop a dual credit course must submit a completed and signed CTC Application for Withdrawal Form through their high school counselor prior to the last day to drop. The CTC dual credit coordinator will provide these dates each semester prior to course registration, as dates vary depending on course length and start date.

After the course Census date, students must submit an application for withdrawal. Students who do not officially drop a course, but stop attending, will be treated as still enrolled. This may result in failure of the class. It is important that a student officially drop a course using one or both of the procedures outlined above. Students may not withdraw after the published withdrawal date. Students may not withdraw from a class for which the instructor has previously issued a grade of "F," "FI," "FN," or "IP."

**The state of Texas recently enacted several rules that can affect students' eligibility for in-state tuition based on limiting the amount of college courses that may be funded by the state. Dual credit courses ARE NOT excluded from these rules, so it is important to CONSIDER CAREFULLY the rules below and their possible impact prior to enrolling in, or withdrawing from, a dual credit course. For more information on these rules, visit [www.theccb.org](http://www.theccb.org) or see the CTC catalog.**

### *Third Course Repeat*

The Texas Legislature eliminated funding to higher education for any courses, other than non-degree credit developmental courses, which contain the same content if attempted by a student three or more times at their institution. This applies to credit and continuing education course work. Attempted courses are defined as any courses in which a grade is earned on a transcript, including repeated courses, courses dropped with a grade of "W," and courses with grades of A, B, C, D, F, FI, FN, XN, N, P, I, or IP. **Students may be charged out of state tuition when a course is repeated for the third time.**

Certain courses may be exempt from the Third Attempt Repeat Rule, including:

- courses that involve different or more advanced content each time taken such as individual music lessons, Workforce Education Course Manual Special Topics courses when topic changes, theater practicum, music performance, ensembles, certain physical education courses and studio art.
- independent study courses.
- special topics and seminar courses.
- continuing education courses that must be repeated to retain professional certification.
- remedial and developmental courses if within the 27-hour limit.

### *Excessive Undergraduate Credits Toward a Degree*

In accordance with Texas Education Code 54.068 as amended, undergraduate students who initially enroll in the fall 2006 semester or subsequent terms or semesters cannot exceed the number of hours required for completion of the degree program in which the student is enrolled by more than 30 credit hours. This includes credit hours in which a student was registered as of the official census date (last date to drop), and is based on the degree plan designated by the student as of the official census date. **Students may be charged out of state tuition when the excess hours threshold is met.**

To aid institutions with the calculation of excess hours for reporting purposes, beginning in summer 2010 the Texas Higher Education Coordinating Board (THECB) report to institutions of student who are approaching, will exceed, or are exceeding excess hours limitations excludes hours reported as dual credit semester credit hours (SCHs) from the calculation. Excess hours reports provided prior to summer 2010 do not exclude dual credit SCHs.

### **Instructor Initiated Drop**

When, in the judgment of the instructor, a student has been absent so many times he/she is unlikely to complete the objectives of the course, the instructor may initiate steps to drop them by notifying the CTC dual credit coordinator, who will contact the high school counselor and student. Instructors who administratively drop a student may award a W, FN, or other grade as determined by the instructor based on the student's performance. Students will not be dropped after the published "W" date and will receive a grade for the course enrolled.



## Section 3: Policies

### Attendance

**College Now dual credit courses are college-level courses and are governed by Central Texas College policies and procedures.**

**Tardiness:** Students are required to be on time. Instructors may choose to lower grades because of tardiness. Excessive tardiness is disruptive to the educational process and may result in disciplinary action. Due process and the right to appeal will be provided to students subject to disciplinary action. Details can be found in the Student Handbook available in the Office of Student Life Activities or online.

**Class Attendance:** Because absences for any reason negatively affect the learning process, the individual student and the class, students are expected to attend all classes in which they are enrolled. Class attendance is the responsibility of the student. Regular and punctual attendance at all scheduled classes is expected and CTC reserves the right to deal at any time with individual cases of nonattendance.

- Each faculty member will inform students of the attendance policy of the course at the initial class meeting.
- Students are responsible for understanding the attendance policy for each course in which they enroll and for meeting the attendance requirements.
- Failure to meet the attendance requirements in a course may lower a grade for the semester or may result in failure of the course.
- The effect of absences on grades is determined by the instructor.
- The decision to allow students to make up work following any absence rests solely with the instructor.
- Excessive absences constitute cause for dropping students from class; in such a case, grades of "FN" or "XN" may be given.
- In extreme cases, the academic dean may suspend the student from Central Texas College.
- When absence from class is necessary for any reason, it is the student's responsibility to arrange to make up assignments missed during the absence.
- Instructors are required to keep attendance records.
- An administrative withdrawal may be initiated when students fail to meet Central Texas College attendance requirements. The instructor will assign the appropriate grade on the Administrative Withdrawal Form for submission to the registrar.

- Only instructors can authorize an excused absence. Regardless of the reason for the absence, students are responsible for completing all coursework covered during any absence.
- Although distance learning courses do not require students to report to a classroom at a given time, they are expected to maintain constant progress throughout the course. Failure to do so may result in the student being administratively withdrawn by the instructor.

### **Student Responsibility**

The instructor is available to answer questions about course materials or class policies. If students have any concerns about their performance in the course or are not sure of an assignment, the student should speak with the instructor.

### **University Interscholastic League (UIL)**

Central Texas College assumes no responsibility for loss of Interscholastic League eligibility of high school students enrolled in the early admissions program. High school counselors should check to be sure dual credit enrollment does not affect UIL eligibility.

### **Credit Transferability**

Transferring courses is easier in Texas than it is in many other states because Texas has a Common Course Numbering System (TCCNS). That means similar courses taught at public colleges and universities in the first two years of college are identified by common numbers. In general, the courses offered through the College Now academic program are some of the most commonly required “core” courses. However, credits earned before high school graduation may *not* transfer to some colleges. If students have a four-year college in mind, they should check their transfer guidelines to ensure the courses they plan to take will transfer. The acceptance of transfer credit is at the discretion of the gaining institution and policies vary by institution and by program of study within each institution. In addition, most four-year institutions have maximum allowable hours eligible for transfer.

### **Scholastic Honesty**

All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all coursework and during examinations. The following are considered examples of scholastic dishonesty:

- **Plagiarism.** The taking of passages from the writing of others without giving proper credit to the sources.
- **Collusion.** Using another’s work as one’s own, or working together with another person in the preparation of work, unless such joint preparation is specifically approved in advance by the instructor.
- **Cheating.** Giving or receiving information on examinations.

Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of “F” and subject to disciplinary action, which may include suspension and expulsion.

### **Financial Obligations**

Tuition and fees are based on the student's residence status and the number of hours taken. The in-district and out-of-district tuition and fees are listed in each semester's course schedule. Tuition and fees are due at the time of registration.

Students taking a dual credit course at the high school campus during high school hours may or may not have to purchase a textbook, depending on the course and the agreement with the school district. Information about whether a textbook is provided or must be purchased will be available from the instructor of the course. Students taking courses on one of the Central Texas College campuses are responsible for purchasing the required textbooks.

### **Complaints**

If there is a complaint about a course or an instructor, then students should first take the matter up with the instructor and try to resolve the issue with him/her first. If the student and instructor are unable to resolve the matter, then the student will need to take the matter to the high school counselor, CTC dual credit representative or the instructor's department head. Only if the matter cannot be resolved at the department level should the student make his/her appeal to the appropriate dean.

### **Americans with Disabilities Act**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. This legislation requires that all students with disabilities be guaranteed a learning environment that provides equal access to all programs and services. If a student taking a CTC course has a documented disability, please contact either the Disability Support Services Office at (254) 526-1863, in Building 111, Room 205 or contact the Physical Disability Support Services Office in Building 111, Room 209 at (254) 526-1822 or (254) 526-1195. TDD: (254) 526-1378.

### **Access to Programs**

Central Texas College offers educational and occupational/technical programs as described in the college catalog to all persons without regard to sex, race, color, religion, age, handicap, or national origin. Admission to these programs is based on college admission requirements and individual program policies as outlined in the catalog and this handbook.

## **Family Educational Rights and Privacy Act of 1974, (FERPA)**

In compliance with the Family Educational Rights and Privacy Act 1974, as amended, information classified as “directory information” may be disclosed to the general public without prior written consent from a student unless the Central Texas College Registration and Records Office is notified in writing by the student before the 12th class day of the fall and spring semesters, the 6th class day of eight-week terms and the 4th class day of summer semesters. The request may be accepted after these deadlines, but CTC will not be responsible for the release of Directory Information prior to receiving the request to withhold directory. This statement of nondisclosure will remain on the student’s records unless they cancel the request to withhold directory information. You may request on an item-by-item basis (such as a transcript release for employment purposes) the release of directory or non-directory information.

### **Directory Information**

Student’s name  
Local address  
Home address  
Electronic mail address  
Telephone number  
Date and place of birth  
Major field of study  
Dates of attendance  
Degrees, awards and honors received  
Most recent previous educational agency or institution attended  
Photographs  
Classification (freshman, sophomore or unclassified)  
Participation in officially recognized activities and sports  
Date of graduation

### **Release of Information to Parent or Guardians**

In accordance with FERPA, Central Texas College will disclose to parents information from the academic records of a student provided the College has on file written consent of the student. A Release of Information form is available online or as an appendix to this document. The form must be filled out fully and sent to CTC along with proof that he/she is the parent/legal guardian of the student before any information is released. A certified copy of a federal income tax return claiming the student as a dependent or copies of the student’s/parent’s military ID card listing sponsor may serve as proof.



## **Section 4: STUDENT RESOURCES**

### **Student ID Cards**

Dual credit students are eligible for CTC student ID cards, which are used for various campus facilities such as the library, computer labs and the physical fitness center and natatorium. CTC student ID cards are issued in Room 100 of the Student Services Building 119. Students must present a valid state or federally-issued photo ID, such as a driver's license or military ID card and a copy of their paid CTC registration receipt. CTC student ID cards must be renewed each semester with a sticker, available once the student is officially registered. The first student ID card is free. A \$5 fee is charged for each replacement. The replacement fee must be paid at the Business Office in Building 119, and the receipt brought to the student ID card section to receive a replacement card.

ID cards for students enrolled in distance learning courses will not be mailed. Student ID cards are available only through the CTC student ID section located in Building 119.

### **Library Resources**

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.

### **Transcripts**

Convenient forms for ordering transcripts are available from the Transcript Office (building 119) and the CTC web site [www.ctcd.edu](http://www.ctcd.edu). Transcripts may be provided upon 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 the 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. A complimentary free official "CTC" transcript is provided upon graduation. 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. Transcripts should be requested directly from other colleges attended, when applicable.

Requests for transcripts must be addressed to CTC Transcript. Transcript requests should include full name to include former names used at CTC; student-assigned identification number; date of birth; location/year the student initially attended CTC and the last location/date of attendance. Students must include a complete address to which the transcript is to be sent. Transcript requests will be denied if the student has 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.

### **WebAdvisor**

WebAdvisor is our online student information system. Although high school students cannot register for classes via Webadvisor, they can access other tools available including access to grades and printing unofficial transcripts. A link to WebAdvisor, along with an explanation of how to login may be found at [www.ctcd.edu](http://www.ctcd.edu). Dual credit students are assigned a CTC ID number, which may also be obtained via WebAdvisor.



## **Section 5: Coursework and Instruction**

Courses offered vary by high school and are dependent upon instructor and classroom availability and student demand. When a classroom instructor is not available, a high school may opt to provide a class period for students to complete an online class.

Dual credit and early admission students are expected to perform at college level and to honor all deadlines declared by the College or by the instructor. The individual professors distribute class policies and syllabi during the first week of class detailing individual class requirements.

The College Catalog, the College's Student Handbook and the dual credit Student Handbook, published annually by the College at the beginning of each fall semester, are valuable resources for assisting students in getting the most out of what College Now has to offer. They also list student's rights and responsibilities, all rules and regulations for general student behavior, grievances and complaints, and discipline policies and procedures that all students are expected to follow. For courses held on your high school campus, copies of the Student Handbook will be made available to counselors for student use during the first week of classes each fall semester. Copies are also available online.

Master syllabi for all Central Texas College Courses may be found at <http://www.ctcd.edu/ia/syllabus.htm> .

## **APPENDIX TABLE OF CONTENTS**

**Blank Dual Credit Checklist for new and returning student**

**Sample CTC Application for Admission/Blank Application**

**Sample Dual Credit/Early Admissions Form/Blank form**

**Sample Release of information form/Blank form**

**Sample Class Registration Form/Blank form**

**Withdraw Form**

Name \_\_\_\_\_

## Checklist for New Dual Credit Students

Contact your high school counselor. They will determine if you are qualified to enroll in dual credit classes

### Student Checklist

### Counselor section

Step 1\_\_\_\_\_ Complete the multiple page Central Texas College application for admission. Please sign and fill out all sections that apply to you.

Step 2\_\_\_\_\_ Complete the Dual Credit/Early Admission Application to include parent signature.

Step 3\_\_\_\_\_ Complete the Class Registration Form through the signature and date line. Anything below this is for CTC personnel only

Step 4\_\_\_\_\_ Complete Release of Information form.

Step 1\_\_\_\_\_ Provide a copy of student's qualifying Test scores

Step 2\_\_\_\_\_ Provide a copy of student's Transcript

Step 3\_\_\_\_\_ Complete the course(s) the student would like to take on the Dual Credit/Early Admissions Application – This form must be completed in its entirety – **incomplete forms will not be accepted.**

Step 4\_\_\_\_\_ Sign the Dual Credit/Early Admissions Application – no other form should be signed by the high school.

### CTC section (CTC employee, please check all that have been received)

\_\_\_\_\_ Application    \_\_\_\_\_ DC application    \_\_\_\_\_ Transcripts    \_\_\_\_\_ Release form    \_\_\_\_\_ Registration form

Please circle requested classes and write in qualifying scores. <u>If student is requesting to take more than 2 courses, please ensure they meet the requirements outlined in the handbook.</u>	Student's Scores	TAKS	ACCUPLACER	SAT	ACT	ASSET	THEA
MATH 1414/1324 CHEM 1411	MATH: _____	MATH: 2300+	95+	1070 Composite w/ 540+ in Math	23 composite w/ 24+ in Math	45+ (III)	270+
MATH 1342	MATH: _____	MATH: 2225-2249	71	500	20	45-55(II)	240
ENGL 1301/1302, SPCH 1315/1318, Foreign Languages	READING: _____ ELA/SS/ENG/WRITING: _____ ESSAY : _____	ELA: 2200; 3	Reading: 78 Sentence Skills: 80 Essay: 5	1070 composite w/ 500 in Critical Reading	23 composite w/19 in English	Reading: 41 Writing: 40 Essay: 5	Reading: 230 Writing: 220
HIST 1301/1302, GOVT 2301/2302, ECON 2301/2302, PSYC2301, SOCI 1300	ELA: _____ ESSAY : _____	ELA: 2200; 3	Reading: 78	1070 composite w/ 500 in Critical Reading	23 composite w/19 in English	Reading: 41	Reading: 230
Auto tech, Culinary Arts	ELA or MATH: _____	ELA OR MATH: 2100					
BIOL 1406	MATH: _____ ELA or Reading: _____	MATH: 2300 ELA: 2200; 3	Math 95 Reading: 78	Math: 540 1070 composite w/ 500 in Critical Reading	Math: 24+ 23 composite w/19 in English	Math: 55 (III) Reading: 41	Math: 270 Reading: 240

# CENTRAL TEXAS COLLEGE

## Application for Admission

CENTRAL TEXAS COLLEGE DISTRICT DOES NOT DISCRIMINATE IN ADMISSIONS OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN ITS PROGRAMS AND ACTIVITIES ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, DISABILITY, AGE OR VETERAN STATUS.

### Part I: Name and Address Information (Application must be printed in ink):

1. Social Security Number: 111 - 11 - 1111      2. Date of Birth (Required): 01/11/1992  
(Month/Day/Year)
3. Full, Legal Name: Gooday Amanda G  
(Last/Family) (First) (Middle Initial) (Suffix)
4. Other Names Which May Appear on Academic Records: \_\_\_\_\_
5. Gender: Male \_\_\_\_\_ Female X
6. Place of Birth Boston MA USA  
(City) (State) (Country)
7. Please provide the following race/ethnic data. This information is requested on a voluntary basis by the U.S. Department of Education. (check All that apply): (This information will not affect your admission to the college.)  
Ethnicity and Race:  
(a) Are you Hispanic or Latino? (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)      X Yes       No  
(b) Please select the racial category or categories with which you most closely identify. Check as many as apply.  
 American Indian or Alaska Native       Asian       Black or African American  
 Native Hawaiian or Other Pacific Islander       White
8. (a) Are you a U.S. Citizen?      Yes \_\_\_\_\_      No \_\_\_\_\_  
If "No", of what country are you a citizen? \_\_\_\_\_  
(b) If you are not a citizen, do you hold Permanent Residence status (valid I-551) for the U.S.?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If "Yes" date permanent resident card issued\*: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Alien Number \_\_\_\_\_ (Month) (Day) (Year)  
\*Enclose a copy of both sides of the card.  
(c) If you are not a U.S. citizen or permanent resident, do you have an application for permanent residence (Form I-485) pending with the U.S. Citizenship and Immigration Services (USCIS)? Yes \_\_\_\_\_ No \_\_\_\_\_ If "Yes", enclose a copy of your Notice of Action from the USCIS.
9. Student  
Address: 123 Juniper Ave      Apt. #: \_\_\_\_\_      City: Killeen  
(Street Number & Name - Cannot be a box number)  
State: TX      Zip: 76542      County: Bell      Country: US  
How long have you lived at this address? Years 5      Months \_\_\_\_\_

Please be sure to provide a cell phone number if you have one. You may update your phone numbers in your WebAdvisor student account as needed.

Cell Phone: ( 254 ) 555-5555      Residence Phone: ( 254 ) 555-1212      Work Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

### For Office Use Only

Residency:                      TXR                      TXNR                      OTNR  
Student Type:                      TXRI                      TXRO                      TWV21                      NRUSA  
Student Type Outside of Texas: \_\_\_\_\_      Initials: \_\_\_\_\_      Date: \_\_\_\_\_

SSN

First

Last

ID#

10. Mailing Address: \_\_\_\_\_

Apt # \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

11. Is English your native language?  Yes  No

12. Primary E-mail Address: use.professional.email@any\_provider.com

Secondary E-mail Address: \_\_\_\_\_

13. Emergency Contact Name: Jessica Goodday  
*(Please be sure to provide a cell phone number for your Emergency Contact if they have one.)*

Cell Phone: 254-555-2233 Other: \_\_\_\_\_

**Part II. Educational Data:**

14. Please indicate the highest level of your parents' or court-appointed legal guardian's educational background:

Father/Legal Guardian: No high school \_\_\_\_\_ Some high school \_\_\_\_\_ High school diploma or GED \_\_\_\_\_  
Some College \_\_\_\_\_ Associates Degree \_\_\_\_\_ Bachelor's Degree X Graduate/Professional Degree \_\_\_\_\_

Mother/Legal Guardian: No high school \_\_\_\_\_ Some high school \_\_\_\_\_ High school diploma or GED \_\_\_\_\_  
Some College \_\_\_\_\_ Associates Degree \_\_\_\_\_ Bachelor's Degree \_\_\_\_\_ Graduate/Professional Degree X

15. Month and Year You Expect to Enter: Fall 2011

16. Where do you plan to take classes?

(a)  Texas Central (Killeen)  Fort Hood  Other Site/Campus: \_\_\_\_\_

(b) Preferred course delivery method:  Face-to-Face Lecture (traditional classroom)  Distance Learning/Online/CD Rom

17. High School Attended: Your High School Your City TX  
(Complete Name of High School) (City) (State)

Home-Schooled: Yes \_\_\_\_\_ No \_\_\_\_\_ Date Graduated or Expect to Graduate: 06/2012  
(Month/Year)

18. If you did not graduate from high school, do you have a GED? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, which version: English \_\_\_\_\_ Spanish \_\_\_\_\_ Date completed: \_\_\_\_\_

In what state did you receive your GED? \_\_\_\_\_

19. Indicate on what basis you are seeking admission:

- High School Graduate
- GED
- College Transfer – Degree-seeking
- College Transfer – Not Degree-seeking
- Readmission from prior semester
- Transient – Seeking a degree elsewhere
- Dual Credit (receiving both high school and college credit)
- High School Early Admission (college credit only)
- Individual Approval (no high school diploma or GED)
- Home Schooled/High School Graduate

20. List **ALL** colleges and universities you have attended or are attending, including college-level correspondence study and dual credit. Failure to list all institutions will be considered an intentional omission and may lead to forced withdrawal. Transcripts **should** be on file **prior** to first-time enrollment, but all transcripts **must** be received before the next registration period or enrollment and records will be **blocked**. Transcripts should be sent from institution to institution. Hand-carried transcripts may not be considered official. *(Note: If you have attended or are attending more than three colleges or universities attach an additional page and include the information requested below.)*

Full Name of Institution	City/State	Dates of Attendance	Degree Earned

Are you on academic probation? Yes \_\_\_ No \_\_\_

Are you on academic suspension? Yes \_\_\_ No \_\_\_

21. Educational Goal (choose one):

- Earn Associate Degree       Earn Certificate       Earn Transfer Credit       Noncredit/Continuing Education  
 Earn Transfer HS Credit       New/Improve Job Skills       Personal Enrichment

22. Education Level:

- Freshman, less than 30 semester hours       Sophomore, 30-72 semester hours       Associate degree earned  
 Bachelor degree or above earned       Other, 73 or more semester hours, but no degree earned

23. **Texas Success Initiative (TSI).**

An institution of higher education shall assess the academic skills of each entering undergraduate student to determine the student's readiness to enroll in Freshman-level academic coursework. Some students may be exempt from meeting the requirements of the TSI; however, colleges may have additional placement testing requirements. Please read the following information and check the appropriate box that applies to you:

- I understand that students must provide official scores to the college (scores on high school or college transcripts are considered official).  
 I have taken the THEA test or TASP test. I give permission to the testing company to release my scores to this institution.  
 I have taken the test indicated below. I understand that I must provide test scores prior to enrollment.  
      \_\_\_\_\_ COMPASS      \_\_\_\_\_ ASSET      \_\_\_\_\_ ACCUPLACER      \_\_\_\_\_ MAPS  
 I have not taken one of the tests listed above. I understand that I must take a test or provide documentation that I am exempt prior to registration.

Exemptions:

To read more about how you might be exempt, visit: [http://www/thecb.state.tx.us/OS/SuccessInitiatives/DevEd/faq.cfm\(#Q14\)](http://www/thecb.state.tx.us/OS/SuccessInitiatives/DevEd/faq.cfm(#Q14))

**Part III. Residency Information: (Please answer all questions)**

24. Previous Enrollment:

- (a) During the 12 months prior to the term for which you are applying, did you attend a public college or university in Texas (**excluding Central Texas College or any private institutions**) in a fall or spring term? Yes \_\_\_\_\_ No X \_\_\_\_\_. If you answered "no," continue to question 25. If you answered "yes," complete questions (b) through (e).  
  
(b) What Texas public institution did you last attend? (Give full name, not just initials).  
\_\_\_\_\_
- (c) In which term(s) were you last enrolled? (Check all that apply.)  
\_\_\_\_\_ Fall, 20 \_\_\_\_\_ Spring, 20 \_\_\_\_\_
- (d) During your last semester at a Texas public institution, did you pay resident (in-state) or nonresident (out-of-state) tuition?  
\_\_\_\_\_ resident (in-state)      \_\_\_\_\_ nonresident (out-of-state)      \_\_\_\_\_ unknown
- (e) If you paid in-state tuition at your last institution, was it because you were a Texas resident or because you were a Non resident who received a waiver?  
\_\_\_\_\_ resident (in-state)      \_\_\_\_\_ nonresident with waiver (out-of-state)      \_\_\_\_\_ unknown

25. Residency Claim:

Are you a resident of Texas? Yes X \_\_\_\_\_ No \_\_\_\_\_

Of what state or country are you a resident? \_\_\_\_\_

If you answered "No" to question 25, please continue to question 30.

26. Acquisition of High School Diploma or GED:

- (a) Did you graduate or will you graduate from a **Texas** high school or complete a GED in **Texas** prior to the term for which you are applying? Yes \_\_\_\_\_ No X \_\_\_\_\_.  
If you graduated or will graduate from high school, what was the name and city of the school?

\_\_\_\_\_ Your High School      \_\_\_\_\_ Your City  
(Name of High School)      (City)

- (b) Did you live or will you have lived in Texas the 36 months leading up to high school graduation or completion of the GED?  
Yes X \_\_\_\_\_ No \_\_\_\_\_
- (c) When you begin the semester for which you are applying, will you have lived in Texas for the previous 12 months?  
Yes X \_\_\_\_\_ No \_\_\_\_\_
- (d) Are you a U.S. Citizen or Permanent Resident? Yes X \_\_\_\_\_ No \_\_\_\_\_

Instructions to Question 26:

- If you answered “no” to question (a) or (b) or (c), continue to question 27.
- If you answered “yes” to all four questions, skip to question 30 and 31 (if applicable) then “Certification of Information”. (Part IV)
- If you answered “yes” to questions (a), (b) and (c), but “no” to question (d), complete a copy of the required Affidavit, complete the “Certification of Information” (Part IV) section of this form and submit both, this form and the Affidavit to your institution.

27. Basis of Claim to Residency. (To be completed by everyone who did not answer “yes” to Questions (a), (b) and (c) of Question 26.)

- (a) Do you file your own federal income tax as an independent tax payer?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- (b) Are you claimed as a dependent or are you eligible to be claimed as a dependent by a parent or court-appointed legal guardian?  
Yes \_\_\_\_\_ No \_\_\_\_\_ (To be eligible to be claimed as a dependent, your parent or legal guardian must provide at least one half of your support. A step-parent does not qualify as a parent if he or she has not adopted the student.)
- (c) If you answered “no” to question 27 (a) above, who provides the majority of your support? Self \_\_\_\_\_ Parent or legal guardian \_\_\_\_\_  
Other: (list) \_\_\_\_\_

Instructions to Question 27:

- If you answered “yes” to question (a), continue to question 28.
- If you answered “yes” to question (b), skip to question 29.
- If you answered “no” to questions (a) and (b) and “self” to question (c), continue to question 28.
- If you answered “no” to questions (a) and (b) and “parent or legal guardian” to question (c), skip to question 29.
- If you answered “no” to questions (a) and (b) and “other” to question (c), continue to question 28

28. If you answered “yes” to question 27 (a) or “Self” to question 27 (c), answer the following:

- (a) Are you a U.S. Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_
- (b) Are you a Permanent Resident of the United States of America? Yes \_\_\_\_\_ No \_\_\_\_\_
- (c) Are you a foreign national whose application for Permanent Resident Status has been preliminarily reviewed? (You should have received a fee/filing receipt or Notice of Action (I-797) from U.S. Citizenship and Immigration Services (USCIS) showing your I-485 has been reviewed and has not been rejected.) Yes \_\_\_\_\_ No \_\_\_\_\_
- (d) Are you a foreign national here with a visa or are you a Refugee, Asylee, Parolee or here under Temporary Protective Status? If so, indicate which:  
\_\_\_\_\_  
(Visa/Status)
- (e) Do you currently live in Texas? Yes \_\_\_\_\_ No \_\_\_\_\_ If you are out of state due to a temporary assignment by your employer or other temporary purpose, please explain in question 30.
- (f) (1) If you currently live in Texas, how long have you been living here?  
Years \_\_\_\_\_ Months \_\_\_\_\_
- (2) What is your main purpose for being in the state?  
Go to College \_\_\_\_\_ Establish/Maintain a Home \_\_\_\_\_ Work Assignment \_\_\_\_\_  
If for reasons other than those listed above, give an explanation in question 30.
- (g) (1) If you are a member of the U.S. military, is Texas your Home of Record?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- (2) What state is listed as your military legal residence for tax purposes on your Leave and Earnings Statement?  
\_\_\_\_\_  
(State)
- (h) (1) Do you hold the title to real property (home, land) in Texas? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, date acquired: (mm/yy) \_\_\_\_\_
- (2) Do you own a business in Texas? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, date acquired: (mm/yy) \_\_\_\_\_
- (3) Do you hold a state or local license to conduct a business or practice a profession in Texas?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, date acquired.(mm/yy) \_\_\_\_\_
- (i) (1) While living in Texas, have you been gainfully employed for the past 12-months? [Gainful employment: lawful activities intended to provide an income to a person or allow a person to avoid the expense of paying another person to perform the tasks (as in child care or the maintenance of a home). A person who is self-employed, employed as a homemaker, or who is living off his/her earnings may be considered gainfully employed for tuition purposes, as may a person whose primary support is public assistance.]  
Yes \_\_\_\_\_ No \_\_\_\_\_
- (2) While living in Texas, have you received services from a social service agency that provides services to homeless persons for the past 12 months? Yes \_\_\_\_\_ No \_\_\_\_\_
- (j) Are you married to a person who could answer “yes” to any part of question (h) or (i)? Yes \_\_\_\_\_ No \_\_\_\_\_  
If “yes,” indicate which question could be answered “yes” by your spouse:  
\_\_\_\_\_
- How long have you been married to the Texas resident? Years \_\_\_\_\_ Months \_\_\_\_\_

29. If you answered "Parent" or "Legal Guardian" to question (c) of question 27, answer the following:

- (a) Is the parent or legal guardian upon whom you base your claim of residency a U.S. Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_
- (b) Is the parent or legal guardian upon whom you base your claim of residency a Permanent Resident of the United States of America?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- (c) Is this parent or legal guardian a foreign national whose application for Permanent Resident Status has been preliminarily reviewed? (Your parent or legal guardian should have received a fee/filing receipt of Notice of Action (I-797) from U.S. Citizenship and Immigration Services (USCIS) showing the I-485 has been reviewed and has not been rejected.) Yes \_\_\_\_\_ No \_\_\_\_\_
- (d) Is this parent or legal guardian a foreign national here with a visa or a Refugee, Asylee, Parolee or here under Temporary Protective Status?  
If so, indicate which \_\_\_\_\_  
(Visa/Status)
- (e) Does this parent or legal guardian currently live in Texas? Yes \_\_\_\_\_ No \_\_\_\_\_  
If he or she is out of state due to a temporary assignment by his or her employer or other temporary purpose, please explain in question 30.

- (f) (1) If your parent or legal guardian is currently living in Texas, how long has he or she been living here?  
Years \_\_\_\_\_ Months \_\_\_\_\_
- (2) What is your parent's or legal guardian's main purpose for being in the state?  
Go to College \_\_\_\_\_ Establish/Maintain a Home \_\_\_\_\_ Work Assignment \_\_\_\_\_  
If for reasons other than those listed above, give an explanation in question 30.
- (g) (1) If your parent or legal guardian is a member of the U.S. military, is Texas his or her Home of Record?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- (2) What state is listed as your parent's or legal guardian's residence for tax purposes on his or her Leave and Earnings Statement?  
\_\_\_\_\_  
(State)

- (h) Does your parent or legal guardian:
- (1) hold the title to real property (home, land) in Texas? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, date acquired: (mm/yy) \_\_\_\_\_
- (2) own a business in Texas? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, date acquired: (mm/yy) \_\_\_\_\_
- (3) hold a state or local license to conduct a business or practice a profession in Texas?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, date acquired: (mm/yy) \_\_\_\_\_

- (i) (1) While living in Texas, has your parent or guardian been gainfully employed for the past 12 months? *[Gainful employment: lawful activities intended to provide an income to a person or allow a person to avoid the expense of paying another person to perform the tasks (as in child care or the maintenance of a home). A person who is self-employed, employed as a homemaker, or who is living off his/her earnings may be considered gainfully employed for tuition purposes, as may a person whose primary support is public assistance.]*  
Yes \_\_\_\_\_ No \_\_\_\_\_
- (2) While living in Texas, has your parent or guardian received services from a social service agency that provides services to homeless persons for the past 12 months? Yes \_\_\_\_\_ No \_\_\_\_\_

- (j) Is your parent or legal guardian married to a person who could answer "yes" to any part of question (h) or (i)?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes," indicate which question could be answered "yes" by his or her spouse:

\_\_\_\_\_  
How long has your parent or legal guardian been married to the Texas resident?  
Years \_\_\_\_\_ Months \_\_\_\_\_

30. General Comments. Is there any additional information that you believe your college should know in evaluating your eligibility to be classified as a resident? If so, please provide it below:





10. Mailing Address: \_\_\_\_\_

Apt # \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

11. Is English your native language?  Yes  No

12. Primary E-mail Address: \_\_\_\_\_

Secondary E-mail Address: \_\_\_\_\_

13. Emergency Contact Name: \_\_\_\_\_

*(Please be sure to provide a cell phone number for your Emergency Contact if they have one.)*

Cell Phone: \_\_\_\_\_ Other: \_\_\_\_\_

**Part II. Educational Data:**

14. Please indicate the highest level of your parents' or court-appointed legal guardian's educational background:

Father/Legal Guardian: No high school \_\_\_\_\_ Some high school \_\_\_\_\_ High school diploma or GED \_\_\_\_\_  
Some College \_\_\_\_\_ Associates Degree \_\_\_\_\_ Bachelor's Degree \_\_\_\_\_ Graduate/Professional Degree \_\_\_\_\_

Mother/Legal Guardian: No high school \_\_\_\_\_ Some high school \_\_\_\_\_ High school diploma or GED \_\_\_\_\_  
Some College \_\_\_\_\_ Associates Degree \_\_\_\_\_ Bachelor's Degree \_\_\_\_\_ Graduate/Professional Degree \_\_\_\_\_

15. Month and Year You Expect to Enter: \_\_\_\_\_

16. Where do you plan to take classes?

(a)  Texas Central (Killeen)  Fort Hood  Other Site/Campus: \_\_\_\_\_

(b) Preferred course delivery method:  "Face-to-Face Lecture (traditional classroom)  "Distance Learning/Online/CD Rom

17. High School Attended: \_\_\_\_\_  
(Complete Name of High School) (City) (State)

Home-Schooled: Yes \_\_\_\_\_ No \_\_\_\_\_ Date Graduated or Expect to Graduate: \_\_\_\_\_  
(Month/Year)

18. If you did not graduate from high school, do you have a GED? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, which version: English \_\_\_\_\_ Spanish \_\_\_\_\_ Date completed: \_\_\_\_\_

In what state did you receive your GED? \_\_\_\_\_

19. Indicate on what basis you are seeking admission:

- High School Graduate
- GED
- College Transfer – Degree-seeking
- College Transfer – Not Degree-seeking
- Readmission from prior semester
- Transient – Seeking a degree elsewhere
- Dual Credit (receiving both high school and college credit)
- High School Early Admission (college credit only)
- Individual Approval (no high school diploma or GED)
- Home Schooled/High School Graduate

20. List **ALL** colleges and universities you have attended or are attending, including college-level correspondence study and dual credit. Failure to list all institutions will be considered an intentional omission and may lead to forced withdrawal. Transcripts **should** be on file **prior** to first-time enrollment, but all transcripts **must** be received before the next registration period or enrollment and records will be **blocked**. Transcripts should be sent from institution to institution. Hand-carried transcripts may not be considered official. *(Note: If you have attended or are attending more than three colleges or universities attach an additional page and include the information requested below.)*

Full Name of Institution	City/State	Dates of Attendance	Degree Earned

Are you on academic probation? Yes \_\_\_ No \_\_\_

Are you on academic suspension? Yes \_\_\_ No \_\_\_

21. Educational Goal (choose one):

- Earn Associate Degree       Earn Certificate       Earn Transfer Credit       Noncredit/Continuing Education
- Earn Transfer HS Credit       New/Improve Job Skills       Personal Enrichment

22. Education Level:

- Freshman, less than 30 semester hours       Sophomore, 30-72 semester hours       Associate degree earned
- Bachelor degree or above earned       Other, 73 or more semester hours, but no degree earned

23. **Texas Success Initiative (TSI).**

An institution of higher education shall assess the academic skills of each entering undergraduate student to determine the student's readiness to enroll in Freshman-level academic coursework. Some students may be exempt from meeting the requirements of the TSI; however, colleges may have additional placement testing requirements. Please read the following information and check the appropriate box that applies to you:

- I understand that students must provide official scores to the college (scores on high school or college transcripts are considered official).
- I have taken the THEA test or TASP test. I give permission to the testing company to release my scores to this institution.
- I have taken the test indicated below. I understand that I must provide test scores prior to enrollment.  
\_\_\_\_\_ COMPASS      \_\_\_\_\_ ASSET      \_\_\_\_\_ ACCUPLACER      \_\_\_\_\_ MAPS
- I have not taken one of the tests listed above. I understand that I must take a test or provide documentation that I am exempt prior to registration.

Exemptions:

To read more about how you might be exempt, visit: [http://www/thecb.state.tx.us/OS/SuccessInitiatives/DevEd/faq.cfm\(#Q14\)](http://www/thecb.state.tx.us/OS/SuccessInitiatives/DevEd/faq.cfm(#Q14))

**Part III. Residency Information: (Please answer all questions)**

24. Previous Enrollment:

(a) During the 12 months prior to the term for which you are applying, did you attend a public college or university in Texas (**excluding Central Texas College or any private institutions**) in a fall or spring term? Yes \_\_\_\_\_ No \_\_\_\_\_. If you answered "no," continue to question 25. If you answered "yes," complete questions (b) through (e).

(b) What Texas public institution did you last attend? (Give full name, not just initials).

\_\_\_\_\_

(c) In which term(s) were you last enrolled? (Check all that apply.)

\_\_\_\_\_ Fall, 20\_\_\_\_      \_\_\_\_\_ Spring, 20\_\_\_\_

(d) During your last semester at a Texas public institution, did you pay resident (in-state) or nonresident (out-of-state) tuition?

\_\_\_\_\_ resident (in-state)      \_\_\_\_\_ nonresident (out-of-state)      \_\_\_\_\_ unknown

(e) If you paid in-state tuition at your last institution, was it because you were a Texas resident or because you were a Non resident who received a waiver?

\_\_\_\_\_ resident (in-state)      \_\_\_\_\_ nonresident with waiver (out-of-state)      \_\_\_\_\_ unknown

25. Residency Claim:

Are you a resident of Texas? Yes \_\_\_\_\_ No \_\_\_\_\_

Of what state or country are you a resident? \_\_\_\_\_

If you answered "No" to question 25, please continue to question 30.

26. Acquisition of High School Diploma or GED:

(a) Did you graduate or will you graduate from a **Texas** high school or complete a GED in **Texas** prior to the term for which you are applying? Yes \_\_\_\_\_ No \_\_\_\_\_

If you graduated or will graduate from high school, what was the name and city of the school?

\_\_\_\_\_

(Name of High School)

\_\_\_\_\_

(City)

(b) Did you live or will you have lived in Texas the 36 months leading up to high school graduation or completion of the GED?

Yes \_\_\_\_\_ No \_\_\_\_\_

(c) When you begin the semester for which you are applying, will you have lived in Texas for the previous 12 months?

Yes \_\_\_\_\_ No \_\_\_\_\_

(d) Are you a U.S. Citizen or Permanent Resident? Yes \_\_\_\_\_ No \_\_\_\_\_

Instructions to Question 26:

- If you answered “no” to question (a) or (b) or (c), continue to question 27.
- If you answered “yes” to all four questions, skip to question 30 and 31 (if applicable) then “Certification of Information”. (Part IV)
- If you answered “yes” to questions (a), (b) and (c), but “no” to question (d), complete a copy of the required Affidavit, complete the “Certification of Information” (Part IV) section of this form and submit both, this form and the Affidavit to your institution.

27. Basis of Claim to Residency. (To be completed by everyone who did not answer “yes” to Questions (a), (b) and (c) of Question 26.)

- (a) Do you file your own federal income tax as an independent tax payer?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- (b) Are you claimed as a dependent or are you eligible to be claimed as a dependent by a parent or court-appointed legal guardian?  
Yes \_\_\_\_\_ No \_\_\_\_\_ (To be eligible to be claimed as a dependent, your parent or legal guardian must provide at least one half of your support. A step-parent does not qualify as a parent if he or she has not adopted the student.)
- (c) If you answered “no” to question 27 (a) above, who provides the majority of your support? Self \_\_\_\_\_ Parent or legal guardian \_\_\_\_\_  
Other: (list) \_\_\_\_\_

Instructions to Question 27:

- If you answered “yes” to question (a), continue to question 28.
- If you answered “yes” to question (b), skip to question 29.
- If you answered “no” to questions (a) and (b) and “self” to question (c), continue to question 28.
- If you answered “no” to questions (a) and (b) and “parent or legal guardian” to question (c), skip to question 29.
- If you answered “no” to questions (a) and (b) and “other” to question (c), continue to question 28

28. If you answered “yes” to question 27 (a) or “Self” to question 27 (c) , answer the following:

- (a) Are you a U.S. Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_
- (b) Are you a Permanent Resident of the United States of America? Yes \_\_\_\_\_ No \_\_\_\_\_
- (c) Are you a foreign national whose application for Permanent Resident Status has been preliminarily reviewed? (You should have received a fee/filing receipt or Notice of Action (I-797) from U.S. Citizenship and Immigration Services (USCIS) showing your I-485 has been reviewed and has not been rejected.) Yes \_\_\_\_\_ No \_\_\_\_\_
- (d) Are you a foreign national here with a visa or are you a Refugee, Asylee, Parolee or here under Temporary Protective Status? If so, indicate which:  
\_\_\_\_\_  
(Visa/Status)
- (e) Do you currently live in Texas? Yes \_\_\_\_\_ No \_\_\_\_\_ If you are out of state due to a temporary assignment by your employer or other temporary purpose, please explain in question 30.
- (f) (1) If you currently live in Texas, how long have you been living here?  
Years \_\_\_\_\_ Months \_\_\_\_\_
- (2) What is your main purpose for being in the state?  
Go to College \_\_\_\_\_ Establish/Maintain a Home \_\_\_\_\_ Work Assignment \_\_\_\_\_  
If for reasons other than those listed above, give an explanation in question 30.
- (g) (1) If you are a member of the U.S. military, is Texas your Home of Record?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- (2) What state is listed as your military legal residence for tax purposes on your Leave and Earnings Statement?  
\_\_\_\_\_  
(State)
- (h) (1) Do you hold the title to real property (home, land) in Texas? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, date acquired: (mm/yy) \_\_\_\_\_
- (2) Do you own a business in Texas? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, date acquired: (mm/yy) \_\_\_\_\_
- (3) Do you hold a state or local license to conduct a business or practice a profession in Texas?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, date acquired.(mm/yy) \_\_\_\_\_
- (i) (1) While living in Texas, have you been gainfully employed for the past 12-months? [Gainful employment: lawful activities intended to provide an income to a person or allow a person to avoid the expense of paying another person to perform the tasks (as in child care or the maintenance of a home). A person who is self-employed, employed as a homemaker, or who is living off his/her earnings may be considered gainfully employed for tuition purposes, as may a person whose primary support is public assistance.]  
Yes \_\_\_\_\_ No \_\_\_\_\_
- (2) While living in Texas, have you received services from a social service agency that provides services to homeless persons for the past 12 months? Yes \_\_\_\_\_ No \_\_\_\_\_
- (j) Are you married to a person who could answer “yes” to any part of question (h) or (i)? Yes \_\_\_\_\_ No \_\_\_\_\_  
If “yes,” indicate which question could be answered “yes” by your spouse:  
\_\_\_\_\_

How long have you been married to the Texas resident? Years \_\_\_\_\_ Months \_\_\_\_\_

29. If you answered "Parent" or "Legal Guardian" to question (c) of question 27, answer the following:

- (a) Is the parent or legal guardian upon whom you base your claim of residency a U.S. Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_
- (b) Is the parent or legal guardian upon whom you base your claim of residency a Permanent Resident of the United States of America?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- (c) Is this parent or legal guardian a foreign national whose application for Permanent Resident Status has been preliminarily reviewed? (Your parent or legal guardian should have received a fee/filing receipt of Notice of Action (I-797) from U.S. Citizenship and Immigration Services (USCIS) showing the I-485 has been reviewed and has not been rejected.) Yes \_\_\_\_\_ No \_\_\_\_\_
- (d) Is this parent or legal guardian a foreign national here with a visa or a Refugee, Asylee, Parolee or here under Temporary Protective Status?  
If so, indicate which \_\_\_\_\_  
(Visa/Status)
- (e) Does this parent or legal guardian currently live in Texas? Yes \_\_\_\_\_ No \_\_\_\_\_  
If he or she is out of state due to a temporary assignment by his or her employer or other temporary purpose, please explain in question 30.
- (f) (1) If your parent or legal guardian is currently living in Texas, how long has he or she been living here?  
Years \_\_\_\_\_ Months \_\_\_\_\_
- (2) What is your parent's or legal guardian's main purpose for being in the state?  
Go to College \_\_\_\_\_ Establish/Maintain a Home \_\_\_\_\_ Work Assignment \_\_\_\_\_  
If for reasons other than those listed above, give an explanation in question 30.
- (g) (1) If your parent or legal guardian is a member of the U.S. military, is Texas his or her Home of Record?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- (2) What state is listed as your parent's or legal guardian's residence for tax purposes on his or her Leave and Earnings Statement?  
\_\_\_\_\_  
(State)
- (h) Does your parent or legal guardian:
- (1) hold the title to real property (home, land) in Texas? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, date acquired: (mm/yy) \_\_\_\_\_
- (2) own a business in Texas? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, date acquired: (mm/yy) \_\_\_\_\_
- (3) hold a state or local license to conduct a business or practice a profession in Texas?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, date acquired: (mm/yy) \_\_\_\_\_
- (i) (1) While living in Texas, has your parent or guardian been gainfully employed for the past 12 months? [*Gainful employment: lawful activities intended to provide an income to a person or allow a person to avoid the expense of paying another person to perform the tasks (as in child care or the maintenance of a home). A person who is self-employed, employed as a homemaker, or who is living off his/her earnings may be considered gainfully employed for tuition purposes, as may a person whose primary support is public assistance.*]  
Yes \_\_\_\_\_ No \_\_\_\_\_
- (2) While living in Texas, has your parent or guardian received services from a social service agency that provides services to homeless persons for the past 12 months? Yes \_\_\_\_\_ No \_\_\_\_\_
- (j) Is your parent or legal guardian married to a person who could answer "yes" to any part of question (h) or (i)?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes," indicate which question could be answered "yes" by his or her spouse:  
\_\_\_\_\_

How long has your parent or legal guardian been married to the Texas resident?

Years \_\_\_\_\_ Months \_\_\_\_\_

30. General Comments. Is there any additional information that you believe your college should know in evaluating your eligibility to be classified as a resident? If so, please provide it below:

**FOR THOSE STUDENTS WITH PAST AND/OR PRESENT MILITARY AFFILIATION**

31. (a) Please check the box(es) that apply to you:

- Active Duty       Active Reserve     Reserve             Retired  
 Prior Military       Family Member Spouse [complete sponsor's information in (b – f)]  
 Family Member Child [complete sponsor's information in (b – f)]

(b) Branch of Service: \_\_\_\_\_ (c) Military Rank: \_\_\_\_\_

(d) Unit Address/Installation: \_\_\_\_\_

(e) If active duty military, indicate your Fort Hood or other military unit:     1<sup>st</sup> Cav     4<sup>th</sup> ID     III Corps  
 13<sup>th</sup> COSCOM       MEDDAC     Other: \_\_\_\_\_

(f) If prior/retired military or family member of prior/retired military, please answer the following:

Date and location of separation from military service: \_\_\_\_\_

Home of record on original entry into military service: \_\_\_\_\_

State designated as legal residence for tax purposes on LES: \_\_\_\_\_

***Important Information for Student who Drop or Withdraw from Courses***

Under Section 51.907 of the Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” This statute was enacted by the State of Texas in Spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in Fall 2007 or later. Any course that a student drops is counted toward the six course limit if “(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student’s transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution.”

**Part IV. Certification of Information**

- o Notification of Rights under the Family Educations Rights and Privacy Act (FERPA):  
Information collected about you through this application may be held by any institution of higher education to which you apply. With few exceptions, you are entitled on your request to be informed about the collected information. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to correct information held by an institution that is incorrect. You may correct information held by any institution to which you apply by contacting your institution. The information that is collected about you will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.
- o If my application is accepted, I agree to abide by the policies, rule and regulations at any college to which I am admitted. I certify that the information on this application is complete and correct and I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment and/or appropriate disciplinary action. I understand that officials of my college will use the information submitted on this form to determine my status for residency eligibility. I authorize the college to verify the information I have provided. I also authorize the college to electronically access my records regarding the Texas Success Initiative. I agree to notify the proper officials of the institution of any changes in the information provided.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(mm/dd/yyyy)

**Financial Aid Information**

You must apply for financial aid separately. You can apply on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Contact the institution’s financial aid office directly for more information.

**Non-Discrimination Clause**

Admission to any of the Texas institutions of higher education and any of their sponsored programs is open to qualified individuals regardless of race, color, gender, creed, age, national origin or disability.

Social Security Disclosure

Disclosure of your social security number (SSN) is requested from you in order for Central Texas College to identify your records. No statute or other authority requires that you disclose your SSN for that purpose. Failure to provide your SSN, however, may result in records being delayed or misplaced. Further disclosure of your SSN is governed by the applicable law.

Dual Credit / Early Admissions Application

Name: Amanda Goodday SSN: 111-11-1111 Grade Level:  JR  SR

School: Your High School Semester: Spring Year: 2011

HS Course Code/s: (1) Economics (2) (3) (4)

CTC Course/s: (1) ECON 2301/2302 (2) (3) (4)

- First time Dual Credit Student (Student receiving both high school and college credit)
Continuing Dual Credit (Continuously enrolling from one semester to the next)
Early Admissions (Student taking courses for college credit only)

Requirements to take up to 2 classes per semester:

- 1. Must be classified as a Junior or Senior.
2. Must obtain approval from parent/guardian and high school counselor before enrollment.
3. Must meet TSI requirements and all individual course pre-requisites relevant to the course(s) to be attempted in academic coursework or TAKS minimum high school passing standards on math and/or ELA test to enroll in career and technical education courses.
4. Student must have a Dual Credit/Early Admission Application and submit a CTC application with an official transcript.
5. A new Dual Credit/Early Admissions Application is required each semester or to add courses not previously approved.

Requirements to take more than 2 and no more than 4 classes per semester:

- 1. Must meet all of the above eligibility requirements and one of the two below:
a. Be commended on ELA TAKS test/ACCUPLACER scores - 85 or higher on Reading/Sentence Skills and 6 or higher Essay/THEA 240 Reading/Writing and 6 Essay/ASSET 45 Reading/Writing and 6 Essay/SAT 1150 Combined Score with Reading 550/ACT 25 Composite with English 21 or other assessment indicators
OR
b. If Continuing Dual Credit Student, have a 2.5 or higher GPA with Central Texas College
2. If at any time your GPA falls below a 2.0, regardless if you meet the testing criteria, you will not be allowed to take more than 2 courses in one semester.
3. Course load approval of High School Principal or Principal designee
4. Course load approval of CTC Chief Academic Officer

Guidelines:

As a Dual Credit/Early Admissions participant, I understand I must abide by all rules and regulations of CTC and my own school district.
\* Note: CTC assumes no responsibility for loss of Interscholastic League eligibility of high school students enrolled under this program.

Acknowledgement:

I have read and understand the eligibility requirements and guidelines for the Dual Credit/Early Admissions Program.

Amanda Goodday 1/1/11
Student Signature Date

Parent Goodday 1/1/11
Parent Signature Date

HS Principal 1/1/11
Official Use Only
High School Principal or Principal designee Signature Date

CTC Chief Academic Officer Date

Dual Credit / Early Admissions Application

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ Grade Level:  JR  'SR

School: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: 20\_\_\_\_\_

HS Course Code/s: (1) \_\_\_\_\_ (2) \_\_\_\_\_

EVE'Eqwt uhl<.....\*3+.....\*4+.....

- o First time Dual Credit Student (Student receiving both high school and college credit)
o Continuing Dual Credit (Continuously enrolling from one semester to the next)
o Early Admissions (Student taking courses for college credit only)

Requirements to take up to 2 classes per semester:

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a. Be commended on ELA TAKS test/ACCUPLACER scores - 85 or higher on Reading/Sentence Skills and 6 or higher Essay/THEA 240 Reading/Writing and 6 Essay/ASSET 45 Reading/Writing and 6 Essay/SAT 1150 Combined Score with Reading 550/ACT 25 Composite with English 21 or other assessment indicators
OR
b. If Continuing Dual Credit Student, have a 2.5 or higher GPA with Central Texas College
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3. Course load approval of High School Principal or Principal designee
4. Course load approval of CTC Chief Academic Officer

Guidelines:

As a Dual Credit/Early Admissions participant, I understand I must abide by all rules and regulations of CTC and my own school district.

\* Note: CTC assumes no responsibility for loss of Interscholastic League eligibility of high school students enrolled under this program.

Acknowledgement:

I have read and understand the eligibility requirements and guidelines for the Dual Credit/Early Admissions Program.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Official Use Only

High School Principal \_\_\_\_\_ Date \_\_\_\_\_
or Principal designee Signature

CTC Chief Academic Officer \_\_\_\_\_ Date \_\_\_\_\_

# CENTRAL TEXAS COLLEGE

## *Dual Credit/Early Admissions*

### *Authorization for Release of Information*

Goodday

Amanda G.

999999

Last Name (Student's)

First Name

Student ID Number

I authorize the local school Independent School District to release all information necessary, including, but not limited to, high school transcript, financial aid information, test scores, and academic records to **Central Texas College (CTC)**. This information will be provided only to CTC and may not be released to any other organization or person without my written approval.

I authorize **Central Texas College** to release all information necessary, including, but not limited to, college transcript, financial aid information, test scores, and academic records to local school Independent School District. This information will be provided only to my school district and may not be released to any other organization or person without my written approval.

I understand that my records are protected by the *Family Educational Rights and Privacy Act of 1974* as amended (FERPA) and that these records will be kept strictly confidential by all parties to whom access is granted. I understand that this requested information is to be used by CTC for student follow up and institutional research purposes.

I understand that this authorization will remain in effect until I revoke it in writing.

Amanda Goodday

Signature of Student

01-11-1111

Date

Robert Goodday

Signature of Parent or Guardian, if necessary

01-11-1111

Date

\* Complete the form with the proper signatures. Return this form to your high school Guidance and Counseling Office or directly to Central Texas College, ATTN: Systems Registrar, P. O. Box 1800, Killeen, TX 76540, (254) 526-1663 with the proper signatures.

# CENTRAL TEXAS COLLEGE

## *Dual Credit/Early Admissions*

### *Authorization for Release of Information*

---

Last Name (Student's)	First Name	Student ID Number
-----------------------	------------	-------------------

I authorize the \_\_\_\_\_ Independent School District to release all information necessary, including, but not limited to, high school transcript, financial aid information, test scores, and academic records to **Central Texas College (CTC)**. This information will be provided only to CTC and may not be released to any other organization or person without my written approval.

I authorize **Central Texas College** to release all information necessary, including, but not limited to, college transcript, financial aid information, test scores, and academic records to \_\_\_\_\_ Independent School District. This information will be provided only to my school district and may not be released to any other organization or person without my written approval.

I understand that my records are protected by the *Family Educational Rights and Privacy Act of 1974* as amended (FERPA) and that these records will be kept strictly confidential by all parties to whom access is granted. I understand that this requested information is to be used by CTC for student follow up and institutional research purposes.

I understand that this authorization will remain in effect until I revoke it in writing.

---

Signature of Student	Date
----------------------	------

---

Signature of Parent or Guardian, if necessary	Date
---	------

\* Complete the form with the proper signatures. Return this form to your high school Guidance and Counseling Office or directly to Central Texas College, ATTN: Systems Registrar, P. O. Box 1800, Killeen, TX 76540, (254) 526-1663 with the proper signatures.

# CENTRAL TEXAS COLLEGE

## Class Registration Form

1. Legal Name: Goodday Amanda G. Ms.  
 (Last) (First) (Middle Initial) (Suffix)

2. Social Security Number: 111 11 1111 3. Daytime Phone: (254) 555-1212

4. Current Physical Address:	Is this a <u>change of address?</u> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
<u>123 Juniper Ave</u>	<u>Killeen</u>	<u>TX</u>	<u>76542</u>	<u>Bell</u>
Street/PO Box	City	State	Zip	Country

5. Primary Email Address: use.professional.email@any\_provider.com 6. Program of Study/Degree: Dual Credit

7. **Carl Perkins (voluntary):** This information is kept in strict confidence, has no effect on admission, and is used for tracking purposes only.

a) Do you have any type of documented disability for which special services would be helpful?  Yes\*  No  
 \* If you require special services because of a disability, please notify Disability Support Services at (254) 526-1339.

b) Are you a single parent?  Yes  No  
 Single parent is defined as an individual who is unmarried, separated, or divorced from a spouse and has a child or children under the age of 18 for which the parent has custody or joint custody.

c) Are you a displaced homemaker?  Yes  No  
 Displaced homemaker is defined as an individual who is an adult and has worked without salary or pay to care for the home and family, or is underemployed, and for that reason has diminished marketable skills.

8. **Residency:** I consider myself to be a resident of Texas State. (If Military, LES state of residence)

"I understand the requirements for classification as a resident of Texas for tuition purposes and I affirm by my signature below that I will notify the proper officials of this institution if circumstances change so as to disqualify me for this classification. I understand that violation of this oath of residency will result in disciplinary action."

Student Signature: Amanda Goodday Date: Today's Date  
 MO / DAY / YR

### STUDENT SCHEDULE

CTC Campus/Site Location: \_\_\_\_\_ Term: \_\_\_\_\_ Year: \_\_\_\_\_

Location Code	Course Synonym Number	COURSE			Class Start Date	# of Weeks	Credit Hours
		Name	Number	Section #			

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Total Hours: \_\_\_\_\_

SSN

First

Last

ID#

# CENTRAL TEXAS COLLEGE

## Class Registration Form

1. **Legal Name:** \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle Initial) \_\_\_\_\_ (Suffix)

2. **Social Security Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ 3. **Daytime Phone:** (\_\_\_\_\_) \_\_\_\_\_

4. <b>Current Physical Address:</b>	Is this a <u>change of address</u> ? <input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____
<b>Street/PO Box</b>	<b>City</b>
	<b>State</b>
	<b>Zip</b>
	<b>Country</b>

5. **Primary Email Address:** \_\_\_\_\_ 6. **Program of Study/Degree:** \_\_\_\_\_

7. **Carl Perkins (voluntary):** This information is kept in strict confidence, has no effect on admission, and is used for tracking purposes only.

a) Do you have any type of documented disability for which special services would be helpful?     Yes\*     No  
 \* If you require special services because of a disability, please notify Disability Support Services at (254) 526-1339.

b) Are you a single parent?     Yes     No  
 Single parent is defined as an individual who is unmarried, separated, or divorced from a spouse and has a child or children under the age of 18 for which the parent has custody or joint custody.

c) Are you a displaced homemaker?     Yes     No  
 Displaced homemaker is defined as an individual who is an adult and has worked without salary or pay to care for the home and family, or is underemployed, and for that reason has diminished marketable skills.

8. **Residency:** I consider myself to be a resident of \_\_\_\_\_ State. (If Military, LES state of residence)

“I understand the requirements for classification as a resident of Texas for tuition purposes and I affirm by my signature below that I will notify the proper officials of this institution if circumstances change so as to disqualify me for this classification. I understand that violation of this oath of residency will result in disciplinary action.”

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
MO / DAY / YR

### STUDENT SCHEDULE

**CTC Campus/Site Location:** \_\_\_\_\_ **Term:** \_\_\_\_\_ **Year:** \_\_\_\_\_

Location Code	Course Synonym Number	<u>COURSE</u>			Class Start Date	# of Weeks	Credit Hours
		Name	Number	Section #			

**Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Total Hours:** \_\_\_\_\_

SSN

First

Last

ID#

**CENTRAL TEXAS COLLEGE**  
**Faculty Application for Withdrawal**

Date Received in Records Office \_\_\_\_\_

Date Processed/ By Whom \_\_\_\_\_

Student ID# 012345

Student Name: Gooday Amanda  
Last First M.I.

Other Names Attended Under: \_\_\_\_\_

Course Synonym Number	COURSE			Class Start Date	# of Weeks
	Name	Number	Section #		
	ENGL	1301	TMD08	03-07-11	8

Last date of attendance did not attend on date

Administrative withdrawal with a grade of **W**.

Reason for Withdrawing: \_\_\_\_\_

Administrative withdrawal for excessive absences or non-attendance (Circle One) **W FN \* XN**  
\*XN applies to developmental courses and Skills Center self-paced courses.

Administrative withdrawal for scholastic dishonesty.

Your Name Your Signature today's date  
Instructor's Name (Printed) \*Instructor's Signature Date

\*\* One Form required per Class

