

Fast
TRACK²
CENTRAL TEXAS COLLEGE
PARTICIPANT HANDBOOK

September 23, 2010



Thank you for your interest in the Central Texas College Fast Track program! We are delighted that you are thinking of taking advantage of this opportunity to get on the “fast track” in the college and scholarship application process.

Fast Track provides hands-on, one-on-one support to assist you through each step of the college admissions process. We will walk you through applying, testing and financial aid--all on your high school campus, and will end the year with a tour of campus just for your high school.

When you walk across the stage for your high school graduation, you'll have their letter of acceptance from Central Texas College and Texas A&M – Central Texas in hand and be ready to start the next chapter in your life! You won't be obligated to attend CTC or TAMU-CT, but we end up being the right choice --you'll be all set!

The Fast Track program is also beneficial for students who plan to attend any college or university, since many of the steps along the way are the same as the application process for CTC. In addition, students who complete the Fast Track program may register for summer or online classes for up to one year without completing additional admissions paperwork.

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

This Fast Track Program Handbook has been prepared by Central Texas College for use with area high schools, both private and public, and independent school districts. The Handbook explains the college's commitment to form these partnerships with the secondary school community to serve eligible high school students.

***Fast*
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CENTRAL TEXAS COLLEGE
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Section 1: About Central Texas College and Fast Track

About CTC

Founded over 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.

Fast Track 2 CTC - A High School and College Partnership

Central Texas College works with local school districts to provide high school seniors hands-on guidance to assist them with the transition from high school to college. Fast Track is a component of our regional P16 initiatives, which aim to create a “college going culture.” We are proud to partner with your school district to offer this program!

Student Advantages of Participation

Participating seniors benefit from Fast Track participation, regardless of where their college choice leads them:

- Assessment test scores and FAFSA can be used for other colleges
- Students who plan to attend CTC are ready to register for summer or fall classes—no additional paperwork is required.
- Students who plan to attend a different Texas public institution can register for CTC summer courses, which transfer easily to other institutions.
- Hands-on financial aid assistance is available for all students, regardless of their final college destination.



Section 2: Program and Implementation Information

General Program Information

Central Texas College staff will schedule the following sessions for students at each high school:

- Initial Information Session
- Application session (All forms are available on the CTC Website at www.ctcd.edu/collegenow and are included at Appendix A—students WILL NOT use the APPLYTEXAS online application).
- Financial Aid, Scholarships
- Advising/Career Planning/Financial Aid – on-site visits, no waiting in long lines on campus
- Campus Tour

September-December

Initial information session

Application Session

January-April

FAFSA assistance

Testing

Academic Advisement (onsite)

April/May

Campus Tour

June

Letter of acceptance to CTC and TAMU-CT presented at high school graduations



Section 3: Policy Information

Admissions

Central Texas College is a comprehensive community college that maintains an open-door admissions policy to ensure that all persons who may benefit from postsecondary education have the opportunity to enroll. New students will be admitted to Central Texas College providing all admission requirements are met. Admission to Central Texas College does not guarantee admissions to specific programs and courses. Specialized programs have their own admissions procedures, whereby a student's admission status is determined by the department. Certain programs may have restrictions on enrollments because of limited space or special equipment needs. Departmental approval is required to register for certain courses as published in the college catalog and schedule bulletins.

Texas Success Initiative

Although admission is not based on any required test scores, the Texas Success Initiative (TSI) program uses assessment, advising and remediation to ensure that students have the skills to be successful in freshman academic coursework. TSI requires students to be assessed in reading, writing and math skills prior to enrolling in college unless the student is TSI exempt or TSI waived. The state-approved TSI tests are the THEA, ACT ASSET, ACT ACCUPLACER and the COMPASS.

Entering freshman students may be exempt from taking additional placement tests based on qualifying ACT, SAT or exit level TAKS test scores. In addition, a student enrolled in a certificate program of one year or less (which requires 42 or fewer semester credit hours) is waived from TSI.

A complete description of TSI requirements, exemptions and waivers may be found in the college catalog.

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 5: STUDENT RESOURCES

CTC Transfer Center & Articulation Agreements

The Central Texas College Transfer Center is a resource for students whose goal is to transfer credits to an upper-level institution. The center provides web resources and degree plan tune-ups, along with transfer tours to colleges throughout Texas and other recruiting events. In addition, a Texas A&M University-Central Texas representative is available in the Transfer Center. All services are free of charge to the student.

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 that are 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 that 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 4-year institutions have maximum allowable hours eligible for transfer.

Student advisement is a critical component to a successful transfer. One distinctive feature of community colleges is that they offer both the associate in applied science degree (A.A.S.) and the associate in arts (A.A.) or associate in science (A.S.) degree. The A.A.S. degree is a two-year vocational degree, preparing students for a career such as nursing or other healthcare, business, criminal justice, information technology, or paralegal work. The A.A. and A.S. degrees, on the other hand, provide students basic, lower-division liberal arts coursework that parallels that at a four-year college and prepares you for transfer to that sort of institution. Be sure you pick your track appropriately. Once students start on an A.S. or an A.A., it's very, *very* difficult to shift to an A.A.S. (and vice versa). Students who begin an AAS with the intention of transferring to earn a bachelor's degree will find that many of their AAS credits will not transfer.

CTC has “articulation agreements” with many universities, which allow students to lock-in 4-year degree plan at the time they enter CTC. This type of plan guarantees that all the credits taken at CTC will transfer to the university. For a list of current articulation agreements, go online to <http://www.ctcd.edu/student/2plus2.htm>

Career Planning & Placement:

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

- Career Information
- Employment Assistance
- Job Search Training
- Educational Planning Computerized search for colleges and universities

For detailed information, visit the CTC Career Center website at <http://ctc.tcbol.com>.

Financial Aid & Scholarships

The Financial Aid Office coordinates and administers the financial aid programs for the College. The Financial Aid Office provides financial assistance to students who have a financial need and who would otherwise be unable to attend Central Texas College. The student and student's family are primarily responsible for the cost of higher education; however, scholarships, grants, loans, work opportunities, and other financial benefits are available to students who qualify for these programs.

Most financial aid is awarded on the basis of need. Financial aid programs require annual applications and students must file a FAFSA annually.

The Central Texas College Foundation offer scholarships due to the generosity of donors. These scholarships are both merit and need based.

Deadlines:

- Mar 31 - CTC Foundation Scholarships and CTC graduating senior Grants (apply via CTC Foundation Website and submit a FAFSA)
- Jul 1 - Fall Semester only or Fall/Spring Semester Financial Aid
- Nov 1 - Spring Semester only Financial Aid
- Apr 1 - Summer Financial Aid Application Financial Aid

Applications for financial aid will be accepted and processed in order of receipt after these dates, but students will experience delays in receiving eligible funds for registration and books. Financial Aid is awarded on an academic semester (Fall and Spring). **NOTE:** *Summer aid is available only if there are remaining funds. Apply early each year so available aid is in place in time for registration.* Late applicants should make arrangements to pay their own registration expenses.

Transcripts

Students may obtain an unofficial CTC transcript from their student account in WebAdvisor. Convenient forms for ordering transcripts are available from the Transcript Office and the CTC web site at www.ctcd.edu. Transcripts may be provided upon

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 the CTC Transcript Office at the Central Campus address listed in the front of this Catalog. Transcript requests should include full name to include former names used at CTC; student-assigned identification number; date of birth; and 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. A link to WebAdvisor, along with an explanation of how to login, may be found at www.ctcd.edu. Following initial academic advisement, Fast Track students will register and make payment for classes via WebAdvisor. In addition, WebAdvisor provides information and communication on student financial aid, payments, grades and transcripts.

Student Support Services

Project PASS (Partners in Academic Success Services)

Project PASS provides academic support for Central Texas College students, which includes tutoring and study skills assistance for qualified students. A textbook lending library and childcare assistance are also available based on available funding to qualified students enrolled in a declared technical/ vocational program. For detailed information visit the Project PASS website at www.ctcd.edu/gc/project_pass/index.htm.

Disability Support Services

The Disability Support Services Program provides individualized assistance to students with documented disabilities. Students with physical, learning, and/or sensory

disabilities should apply for services with the Offices for Learning and Physical Disability Support Services located in Building 111 on the Central Campus. Each semester eligible students should meet with their Disability Support Services coordinator to discuss accommodation needs. Sample accommodations include, but are not limited to, sign language interpreters, note takers, specialized vocational/ academic counseling and career exploration, and testing with accommodations based on individual diagnostically assessed need. Appropriate documentation of the disability is required to access services and/or receive classroom accommodations. CTC works with the Texas Department of Assistive and Rehabilitative Services and community service organizations to provide support services to students. For more detailed information visit the CTC website at www.ctcd.edu/gc/sss/index.htm.

Transportation Assistance Program

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