



**REGISTRATION NOW THROUGH – AUGUST 10, 2009 - BLDG 660 – M – TH – 0800 – 1700, FRI – 0800 – 1600**

**REGISTRATION FOR WEEKEND COURSES ACCEPTED UNTIL THURSDAY PRIOR TO START OF CLASS**

COURSE	SEC	SH	TITLE	TIME	DAY	INSTRUCTOR	DATES	GOARMY ED CLASS NUMBER	ROOM
<b>1 WEEK COURSES</b>									
MTCS 1173	POL01	1	Introduction to Computers	0900 – 1145	M – F	Sliman	08/17 – 08/21	89932	103
MTMC 1175	POL01	1	Web Page Development I	0900 – 1145	M – F	Sliman	08/31 – 09/04	89935	103
MTCS 1175	POL01	1	Basic Keyboarding for Computers	0900 – 1145	M – F	Sliman	09/14 – 09/18	89934	103
MTCS 1174	POL01	1	Academic Research Using the Internet	0900 – 1145	M – F	Sliman	09/28 – 10/02	89933	103
<b>MORNING COURSES</b>									
SOCI 1301	POL01	3	Introduction to Sociology	0900 – 1130	M W	Woods	08/10 – 09/30	89939	105
<b>AFTERNOON COURSES</b>									
CRIJ 1301	POL01	3	Introduction to Criminal Justice	1300 – 1530	M W	Woods	08/10 – 09/30	89912	105
ITCS 2439	POL01	4	Personal Computer Help Desk	1300 – 1530	M W	Sliman	08/10 – 09/30	89926	103
ITSW 1401	POL01	4	Introduction to Word Processing	1300 – 1530	T TH	Sliman	08/11 – 10/01	89927	103
<b>MONDAY &amp; WEDNESDAY EVENING COURSES</b>									
ACNT 1325	POL01	3	Principles of Accounting I	1730 – 2000	M W	Page	08/10 – 09/30	89902	105
BIOL 2421	POL01	4	General Biology I	1645 – 1915	M W	Lehnhoff	08/10 – 09/30	89904	117
BIOX 2421	POL01	0	General Biology I – Lab	0800 – 1300	S		08/10 – 09/30	89905	
HRPO 1311	POL01	3	Human Relations	1645 – 1915	M W	Thrasher	08/10 – 09/30	89924	107
CJSA 1348	POL01	3	Ethics in Criminal Justice	1645 – 1915	M W	Bankhead	08/10 – 09/30	89910	203
DSMA 0304	POL01	3	Fundamentals of Mathematics II	1645 – 1915	M W	Simmons	08/10 – 09/30	89913	107
DSMA 0306	POL01	3	Introductory Algebra	1915 – 2145	M W	Simmons	08/10 – 09/30	89914	107
ENGL 1301	POL01	3	English Composition I	1700 – 1930	M W	Fairfield	08/10 – 09/30	89915	208
GOVT 2301	POL01	3	American Government I	1645 – 1915	M W	Crawford	08/10 – 09/30	89919	204
MATH 1414	POL01	4	College Algebra	1730 – 2100	M W	Perez	08/10 – 09/30	89931	109
PHIL 1316	POL01	3	History of Religions I	1915 – 2145	M W	Crawford	08/10 – 09/30	89936	127
PSYC 2301	POL01	3	General Psychology	1645 – 1915	M W	Banados	08/10 – 09/30	89937	225
PSYC 2315	POL01	3	Psychology of Adjustment	1915 – 2145	M W	Banados	08/10 – 09/30	89938	225
<b>TUESDAY &amp; THURSDAY EVENING COURSES</b>									
BUSI 1311	POL01	3	Salesmanship	1645 – 1915	T TH	Brin	08/11 – 10/01	89907	204
BUSI 1301	POL01	3	Business Principles	1945 – 2145	T TH	Brin	08/11 – 10/01	89906	204
CJSA 1317	POL01	3	Juvenile Justice System	1645 – 1915	T TH	Williams	08/11 – 10/01	89909	225
CJSA 2300	POL01	3	Legal Aspects of Law Enforcement	1915 – 2145	T TH	Williams	08/11 – 10/01	89911	225
GEOL 1403	POL01	4	Physical Geology	1645 – 1915	T TH	Blanchard	08/11 – 10/01	89917	117
GEOX 1403	POL01	0	Physical Geology - Lab	0800 – 1300	S			89918	
HIST 1301	POL01	3	United States History I	1645 – 1915	T TH	Chance	08/11 – 10/01	89921	105
HIST 1302	POL01	3	United States History II	1915 – 2145	T TH	Chance	08/11 – 10/01	89922	105
ITNW 1425	POL01	4	Fundamentals of Networking Technologies	1700 – 1930	T TH	Sliman	08/11 – 10/01	89925	103
LGLA 1355	POL01	3	Family Law	1645 – 1915	T TH	Wells	08/11 – 10/01	89928	107
LGLA 2488	POL01	3	Internship – Paralegal/Legal Assistant	1915 – 2145	T TH	Wells	08/11 – 10/01	89929	107
MATH 1342	POL01	3	Elementary Statistical Methods	1730 – 2000	T TH	Perez	08/11 – 10/01	89930	109
<b>Lab Times for evening computer courses: 0900 – 1130, 1300 – 1630 Monday, Wednesday &amp; Friday</b>									
<b>SESSION 1 WEEKEND COURSES: 08/15, 08/16 – 08/30, 09/01 – 09/19, 09/20</b>									
CJSA 1308	POL01	3	Criminalistics	0800 – 1500	S SU	Helton		89908	105
ANTH 2351	POL01	3	Cultural Anthropology	0800 – 1500	S SU	Chance		89903	107
<b>SESSION 2 WEEKEND COURSES: 08/22, 08/23 – 09/12, 09/13 – 09/26, 09/27</b>									
ENGL 1302	POL01	3	English Composition II	0800 – 1500	S SU	Powell		89916	105
GOVT 2302	POL01	3	American Government II	0800 – 1500	S SU	Crawford		89920	107
HIST 2381	POL01	3	African – American History	0800 – 1500	S SU	Chance		89923	109

### IMPORTANT NOTES

**TUITION MUST BE PAID IN FULL ON THE DAY YOU REGISTER**

Lab Fee (Computer Courses – \$15.00 per credit hour, Biology/Physical Science and Culinary Arts Courses - \$ 10.00 per credit hour)

Last Day to drop with a 75% refund is August 10, 2009. Last day to drop with a 25% refund is August 13, 2009. No refund will be offered after August 19, 2009.



**TERM 1, 2009**

**LEADERSHIP ENHANCEMENT COURSES**

**Classes Meet: M T W T H F**

BEGIN	END	GOARMY ED#	COURSE #	COURSE TITLE	INSTRUCTOR	CREDIT HRS	TIME	RM
17 August	21 August	89932	MTCS 1173	Introduction to Computers	Sliman	1	9:00 AM – 11:45 AM	103
31 August	4 September	89935	MTMC 1175	Web Page Development I	Sliman	1	9:00 AM – 11:45 AM	103
14 September	18 September	89934	MTCS 1175	Basic Keyboarding for the Computer	Sliman	1	9:00 AM – 11:45 AM	103
28 September	2 October	89933	MTCS 1174	Academic Research Using the Internet	Sliman	1	9:00 AM – 11:45 AM	103

**REGISTRATION**

To enroll each student must sign up through the GoArmyEd portal on line. See your Army Education Counselor for assistance. They are located in BLDG. 660 (Education Center). Their hours are from 0800 to 1630 Monday through Friday.

# GENERAL INFORMATION

- SCHEDULED HOLIDAYS:** The scheduled holidays for Term 1 are as follows:  
Monday, September 7<sup>th</sup> 2009 – Labor Day
- GRADUATION:** Central Texas College awards degrees each year in May, August and December. A graduation application and a non-refundable \$25 fee must be submitted to the CTC Site Registrar by the following dates: Dec. grad. – Oct. 1<sup>st</sup>, May grad. – Feb 1<sup>st</sup>, Aug. grad. – June 10<sup>th</sup>. There are two combined graduation ceremonies each year. Graduates of December 2008, May 2008 and August 2008 may participate.
- DEVELOPMENTAL CLASSES:** Developmental Math (DSMA) and English (DSWR) classes are prerequisites for the ENGL 1301 & MATH 1414 courses and count as RESIDENCY CREDIT but cannot be applied towards degree requirements.
- LATE REGISTRATION:** Students are encouraged to register for classes as early as possible to prevent class cancellation for low enrollment. Late registration is not permitted. As a general policy, Central Texas College at Fort Polk will allow students to drop one class to add another during the first week of classes; however, dropping a class the first day of the term will result in a fee penalty. One exception to this policy is Weekend classes. Due to the nature of Weekend classes, registration must be completed prior to the first class session
- WITHDRAWAL/REFUND POLICY:** Students wishing to withdraw from a class MUST initiate a Withdrawal/Refund form (CTC Form 6). **THE EFFECTIVE DATE OF WITHDRAWAL IS THE DATE THE FORM IS SIGNED BY THE Instructor**, not the last class attendance date. Withdrawals will not be allowed after the last Friday preceding the last scheduled class. Refunds will be computed from the effective date and will be made according to the following schedule:  
100% Withdrawal before the first class meeting of the Term  
75% Withdrawal if not more than 1/8 of the total class meetings have elapsed (1 - 4 days)  
25% Withdrawal if more than 1/4 of the total class meetings have elapsed (5 - 8 days)
- TUITION RATES:** Tuition for all courses is \$130.00 Per Credit Hour: and does not include instructional material(s). There is a \$15.00 Per Credit Hour lab fee for computer courses and a \$10.00 Per Credit Hour lab fee for biology/physical science courses.  
Tuition Rates:  
3 Credit Hours = \$ 390.00  
4 Credit Hours = \$ 520.00  
Computer Courses:  
1 Credit Hour + Lab Fee = \$ 145.00  
3 Credit Hours + Lab Fee = \$ 435.00  
4 Credit Hours + Lab Fee = \$ 580.00  
Biology/Physical Science & Culinary Arts Courses:  
3 Credit Hours + Lab Fee = \$ 420.00  
4 Credit Hours + Lab Fee = \$ 560.00  
There are no costs for Admission, Registration, or Evaluations. Tuition Assistance may be available for active duty military students. Veteran's Benefits, Pell Grants, and Student Loans can also be used to pay tuition and costs.
- STUDENT PAYMENTS:** Payment of Tuition, Fees, and Book costs may be made by CHECK or MONEY ORDER. Students may also use MASTER CARD, AMERICAN EXPRESS or DISCOVER to charge their payments. **CASH PAYMENTS CANNOT BE ACCEPTED. A \$25.00 fee will be charged for checks returned marked NONSUFFICIENT FUNDS or ACCOUNT CLOSED.** No check payments will be accepted from students who have written 2 (two) Non- Sufficient Funds or Account Closed checks.
- NON-MILITARY STUDENTS:** Central Texas College is an open admission two-year college requiring no entry exams/ACTS/SATS. For Fort Polk access information to attend On-Post schools please contact Central Texas College @ (337) 537-5202.
- CLASS SIZES:** Normally, Central Texas College requires 10 students to start a class. Maximum class size in most cases is 30 students. Exceptions may be made on a case-by-case basis. Computer classes are limited to 15 students.
- CLASS SCHEDULES:** Class schedules may be tailored to meet the needs of the entire military community. If your Unit or organization desires a particular class at a time other than listed, please contact the Central Texas College office at 537-5202.
- PLACEMENT EXAMINATIONS:** At the present time there is no requirement for students to take any kind of examination to enter Central Texas College. Students entering college for the first time, and transfer students who have not taken English Composition or Mathematics above the remedial level, are encouraged to take the Placement Tests in English and/or Mathematics. Placement tests usually take around 1 1/2 hours to complete and are administered on a walk-in basis. Placement tests for Central Texas College students will be administered at the Delbert Wilson Army Education Center & Library (Bldg 660) Mon – Thurs from 8 am – 3 pm. No fee is charged for this service.

For More information on Central Texas College programs please call us at the Delbert Wilson Army Ed. Center & Library, BLDG 660, South Fort Polk, Telephone: (337) 537-5202 or visit our local campus website @ <http://www.ctcpolk.com> or our Main Campus Website @ <http://www.ctcd.edu> or email us @ [sitereg.polk@ctcd.edu](mailto:sitereg.polk@ctcd.edu)

**NON-MILITARY STUDENTS CAN OBTAIN AN EXTENDED VISITORS PASS FOR ATTENDING CLASSES AT CTC ON FORT POLK. PLEASE CALL THE CTC OFFICE AT (337) 537-5202 IF YOU WOULD LIKE MORE INFORMATION.**