



**REGISTRATION – PENDING - BLDG 660 – M – TH – 0800 – 1700, FRI – 0800 – 1600**  
**REGISTRATION FOR WEEKEND COURSES ACCEPTED UNTIL THURSDAY PRIOR TO START OF CLASS**

*Please visit our local campus website at: <http://www.ctcpolk.com>*

COURSE	SEC	SH	TITLE	TIME	DAY	INSTRUCTOR	DATES	ROOM	GOARMY ED CLASS NUMBER
<b><u>MORNING COURSES</u></b>									
DSWR 0304	POL02	3	Fundamentals of Writing II	1000 – 1230	M W	Persan	10/24 – 12/14	109	62284
SOCI 2301	POL02	3	Marriage and the Family	1000 – 1230	M W	Woods	10/24 – 12/14	105	62303
<b><u>AFTERNOON COURSES</u></b>									
CRIJ 1313	POL02	3	Juvenile Justice System	1300 – 1530	M W	Woods	10/24 – 12/14	105	62283
ENGL 1301	POL02	3	Composition I	1300 – 1530	M W	Persan	10/24 – 12/14	109	62285
<b><u>MONDAY &amp; WEDNESDAY EVENING COURSES</u></b>									
ACNT 1326	POL01	3	Principles of Accounting II	1700 – 1930	M W	Page	10/24 – 12/14	225	62273
BMGT 1325	POL01	3	Office Management	1645 – 1915	M W	Thrasher	10/24 – 12/14	201	62275
CJSA 1322	POL01	3	Introduction to Criminal Justice	1645 – 1915	M W	Bankhead	10/24 – 12/14	203	62281
CJSA 1313	POL01	3	Court Systems and Practices	1915 – 2145	M W	Bankhead	10/24 – 12/14	203	62280
ENGL 1301	POL03	3	Composition I	1645 – 1915	M W	Persan	10/24 – 12/14	109	62286
ENGL 1302	POL02	3	Composition II	1915 – 2145	M W	Persan	10/24 – 12/14	109	62287
ENVR 1401	POL01	3	Environmental Science I	1645 – 1915	M W	Crawford	10/24 – 12/14	117	62288
GOVT 2301	POL02	3	American Government I	1645 – 1915	M W	Briggs	10/24 – 12/14	105	62289
HIST 1301	POL02	3	US History I	1645 – 1915	M W	Armbruster	10/24 – 12/14	127	62291
HIST 1302	POL02	3	US History II	1915 – 2145	M W	Armbruster	10/24 – 12/14	127	62292
ITSC 1409	POL01	4	Integrated Software Applications	1645 – 1915	M W	Stewart	10/24 – 12/14	103	62294
ITSC 1404	POL01	4	Introduction to Spreadsheets	1915 – 2145	M W	Stewart	10/24 – 12/14	103	
BUSI 1301	POL01	3	Business Principles	1645 – 1915	M W	Washam	10/24 – 12/14	208	62277
BMGT 1301	POL01	3	Supervision	1915 – 2145	M W	Washam	10/24 – 12/14	208	62274
PHIL 1317	POL01	3	History of Religions II	1915 – 2145	M W	Crawford	10/24 – 12/14	117	62299
<b><u>TUESDAY &amp; THURSDAY EVENING COURSES</u></b>									
BUSG 2309	POL02	3	Small Business Management	1730 – 2000	T TH	Hilton	10/25 – 12/15	201	62276
CJSA 2300	POL01	3	Legal Aspects of Law Enforcement	1645 – 1915	T TH	Williams	10/25 – 12/15	203	62282
CJCR 1304	POL01	3	Probation and Parole	1915 – 2145	T TH	Williams	10/25 – 12/15	203	62278
ITSW 1401	POL01	4	Introduction to Word Processing	1645 – 1915	T TH	Fuller	10/25 – 12/15	103	62295
LGLA 1355	POL01	3	Family Law	1645 – 1915	T TH	Smith	10/25 – 12/15	208	62296
LGLA 2303	POL01	3	Torts and Personal Injury Law	1915 – 2145	T TH	Smith	10/25 – 12/15	208	62297
MATH 1414	POL01	3	College Algebra	1645 – 1915	T TH	Perez	10/25 – 12/15	109	62298
SOCI 1301	POL01	3	Introduction to Sociology	1645 – 1915	T TH	Lewis	10/25 – 12/15	204	62301
SOCI 1306	POL01	3	Social Problems	1915 – 2145	T TH	Lewis	10/25 – 12/15	204	62302
PSYC 2315	POL01	3	Psychology of Adjustment	1645 – 1915	T TH	Harrell	10/25 – 12/15	225	
<b>Lab Times for evening computer courses: 0900 – 1130, 1300 – 1630 Monday, Wednesday &amp; Friday</b>									
<b><u>SESSION 1 WEEKEND COURSES: 10/29, 10/30 – 11/19, 11/20 – 12/10, 12/11</u></b>									
HIST 2312	POL01	3	Western Civilization II	0800 – 1500	S SU	Ducote		109	62293
GOVT 2302	POL02	3	American Government II	0800 – 1500	S SU	Crawford		203	62290
<b><u>SESSION 2 WEEKEND COURSES: 11/05, 11/06 – 12/03, 12/04 – 12/17, 12/18</u></b>									
CJLE 1345	POL01	3	Intermediate Crime Scene Investigation	0800 – 1500	S SU	Helton		105	62279
PSYC 2301	POL02	3	General Psychology	0800 – 1500	S SU	Harrell		109	62300
*CJLE 1345 will replace Basic Firearms									
<b>IMPORTANT NOTES</b>									
<b>TUITION MUST BE PAID IN FULL ON THE DAY YOU REGISTER</b>									
* Lab Fee (Computer Courses – \$15.00 per credit hour, Science and Culinary Arts Courses - \$ 10.00 per credit hour)									
** Last Day to drop with a 75% refund is September 1 <sup>st</sup> , 2011. Last day to drop with a 25% refund is September 7 <sup>th</sup> , 2011. **									

- SCHEDULED HOLIDAYS:** The scheduled holiday for Term 2 is as follows:  
November 24, 2011 – Thanksgiving Day
- GRADUATION:** Central Texas College awards degrees each year in May, August and December. A graduation application 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, May and August 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:** Central Texas College will no longer have late registration. All Students are required to be registered no later than close of business of the first day of class. No exceptions. Registration for the weekend classes 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)
- REFUND POLICY FOR WEEKEND COURSES:** 75% Refund after the 1<sup>st</sup> Weekend of the course as long as the student drops the Monday – Friday after the 1<sup>st</sup> Weekend.
- TUITION RATES:** Tuition for all courses is \$160.00 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 = \$ 480.00  
4 Credit Hours = \$ 640.00  
**\*\* The above tuition rates do not reflect the cost YOU must pay for your books. \*\***  
There are no costs for Admission, Registration, or Evaluations. Tuition Assistance may be available for active duty military students and must be obtained from [www.earmy.com](http://www.earmy.com). Veteran's Benefits, Pell Grants, and Student Loans are also accepted.
- 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.
- PLACEMENT EXAMINATIONS:** Placement tests are given on Monday, Wednesday, and Friday from 8:00 AM – 12:00 PM.

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.**

### Proctored Testing Hours

CTC offers proctored testing to distance learning student during the following hours:

Monday, Wednesday, and Friday – 8:00 AM – 12:00 PM

**Pearson VUE, CLEP and DSST Testing Hours:**

Tuesday and Thursday – 8:00 AM and 10:00 AM

# NO BOOKS REQUIRED



**26 SEPTEMBER 2011 – 28 OCTOBER 2011**  
**Leadership Accelerated Management Program**  
**1 WEEK CLASSES – 1 CREDIT HOUR**

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

BEGIN	END	GOARMY ED#	COURSE #	COURSE TITLE	INSTRUCTOR	CREDIT HRS	TIME	BLDG
26 Sept	30 Sept	175845	MTCS 1173	Introduction to Computers	Sliman	1	1300 – 1630	660
03 Oct	06 Oct	42230	MTMC 1170	Introduction to the Internet	Sliman	1	1300 – 1630	660
11 Oct	14 Oct	42232	MTMC 1174	Microsoft Outlook	Sliman	1	1300 – 1630	660
17 Oct	21 Oct	42231	MTMC 1172	Word Processing Applications	Sliman	1	1300 – 1630	660
24 Oct	28 Oct	42233	MTMC 1176	PowerPoint	Sliman	1	1300 – 1630	660
26 Sept	30 Sept	175844	MTBC 1170	Conducting Briefings	Jones	1	1700 – 2100	660
03 Oct	06 Oct	42228	MTHR 1173	Counseling	Jones	1	1700 – 2100	660
11 Oct	14 Oct	42229	MTHR 1176	Stress Management	Jones	1	1700 – 2100	660
17 Oct	21 Oct	42406	MTIR 1170	Interpersonal Relationships	Jones	1	1700 – 2100	660
24 Oct	28 Oct	42405	MTHR 1175	Career Management	Jones	1	1700 – 2100	660

To enroll each student must sign up through the Go Army Ed portal on line. See your Army Education Counselor for assistance. They are located in BLDG. 660 (Education Center). Their hours are from 0800 to 1600 Monday through Friday. All Classes will be conducted at (Education Center). **BLDG 660**