

CENTRAL TEXAS COLLEGE

Fort Polk Campus



TERM II CLASS SCHEDULE
19 OCTOBER 2009 – 13 DECEMBER 2009
CLASSES START OCTOBER 19, 2009

REGISTRATION NOW THROUGH – OCTOBER 19, 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
1 WEEK COURSES									
MTMC 1171	POL01	1	Spreadsheet Applications	0900 – 1145	M – F	Sliman	10/19 – 10/23	27113	103
MTMC 1172	POL01	1	Word Processing Applications	0900 – 1145	M – F	Sliman	11/02 – 11/06	27114	103
MORNING COURSES									
CRIJ 2313	POL01	3	Correctional Systems and Practices	0900 – 1130	M W	Woods	10/19 – 12/09	27093	105
CRIJ 1313	POL01	3	Juvenile Justice Systems	1000 – 1230	T TH	Woods	10/20 – 12/10	39775	105
DSWR 0304	POL02	3	Fundamentals of Writing II	1000 – 1230	T TH	Rodock	10/20 – 12/10	27097	127
AFTERNOON COURSES									
DSMA 0304	POL01	3	Fundamentals of Mathematics II	1145 – 1300	M - TH	Simmons	10/19 – 12/09	27904	107
ENGL 1302	POL02	3	Composition II	1300 – 1530	T TH	Rodock	10/20 – 12/09	42394	127
ITSE 1431	POL01	4	Introduction to Visual Basic Programming	1300 – 1530	M W	Sliman	10/19 – 12/09	27108	103
SOCI 1301	POL03	3	Introduction to Sociology	1300 – 1530	M W	Woods	10/19 – 12/09	27118	105
SOCI 2301	POL01	3	Marriage and the Family	1300 – 1530	T TH	Woods	10/20 – 12/09	39777	105
MONDAY & WEDNESDAY EVENING COURSES									
BIOL 2421	POL01	4	Microbiology for Science Majors	1645 – 1915	M W	Lehnhoff	10/19 – 12/09	27083	117
BIOX 2421	POL01	0	Microbiology for Science Majors – Lab	0800 – 1300	S	Lehnhoff		27084	117
BMGT 1325	POL01	3	Office Management	1645 – 1915	M W	Thrasher	10/19 – 12/09	27085	201
BUSI 1301	POL02	3	Business Principles	1900 – 2130	M W	Brimage	10/19 – 12/09	27087	225
CJSA 1322	POL02	3	Introduction to Criminal Justice	1915 – 2145	M W	Bankhead	10/19 – 12/09	27091	203
CJSA 1359	POL01	3	Police Systems and Practices	1645 – 1915	M W	Bankhead	10/19 – 12/09	27092	203
DSMA 0306	POL02	3	Introductory Algebra	1645 – 1915	M W	Simmons	10/19 – 12/09	27095	107
GOVT 2302	POL02	3	American Government II	1645 – 1915	M W	Briggs	10/19 – 12/09	27102	227
HAMG 1321	POL01	3	Introduction to Hospitality Industry	1700 – 1930	M W	Mason	10/19 – 12/09	27103	115
ITSC 1405	POL01	4	Introduction to PC Operating Systems	1700 – 1930	M W	Sliman	10/19 – 12/09	27106	103
MATH 1414	POL02	4	College Algebra	1730 – 2100	M W	Perez	10/19 – 12/09	27111	109
PHIL 1304	POL01	3	Introduction to World Religions	1645 – 1915	M W	Crawford	10/19 – 12/09	32218	127
PHIL 2303	POL01	3	Introduction to Logic	1915 – 2145	M W	Crawford	10/19 – 12/09	32219	127
MTBC 1370	POL01	3	Briefing Techniques	1715 – 1945	M W	Young	10/19 – 12/09	41744	208
TUESDAY & THURSDAY EVENING COURSES									
BUSG 2309	POL01	3	Small Business Management	1900 – 2130	T TH	Brimage	10/20 – 12/10	27086	225
CJCR 1304	POL01	3	Probation and Parole	1915 – 2145	T TH	Williams	10/20 – 12/10	27088	203
CJSA 1313	POL01	3	Court Systems and Practices	1645 – 1915	T TH	Williams	10/20 – 12/10	27090	203
DSMA 0307	POL01	3	Intermediate Algebra	1730 – 2000	T TH	Perez	10/20 – 12/10	27096	109
GEOG 1403	POL02	4	Physical Geology	1645 – 1915	T TH	Blanchard	10/20 – 12/10	27099	117
GEOX 1403	POL02	4	Physical Geology – Lab	0800 – 1300	S			27100	117
HIST 1301	POL02	3	United States History I	1645 – 1915	T TH	Chance	10/20 – 12/10	27104	105
HIST 1302	POL02	3	United States History II	1915 – 2145	T TH	Chance	10/20 – 12/10	27105	105
ITSC 1409	POL01	4	Integrated Software Applications I	1700 – 1930	T TH	Sliman	10/20 – 12/10	27107	103
LGLA 1345	POL01	3	Civil Litigation	1645 – 1915	T TH	Stanley	10/20 – 12/10	27109	201
LGLA 1351	POL01	3	Contracts	1915 – 2145	T TH	Stanley	10/20 – 12/10	39776	201
MRKG 1311	POL01	3	Principles of Marketing	1800 – 2030	T TH	Washam	10/20 – 12/10	27112	227
PSYC 2301	POL02	3	General Psychology	1645 – 1915	T TH	Banados	10/20 – 12/10	27115	127
PSYC 2316	POL01	3	Psychology of Personality	1915 – 2145	T TH	Banados	10/20 – 12/10	27116	127
SOCI 1301	POL02	3	Introduction to Sociology	1645 – 1915	T TH	Lewis	10/20 – 12/10	27117	204
SOCI 1306	POL02	3	Social Problems	1915 – 2145	T TH	Lewis	10/20 – 12/10	27119	204
MTBC 1171	POL01	3	Effective Writing I	1715 – 2145	T TH	Young	10/19 – 11/12	42395	208
MTBC 1173	POL01	3	Effective Writing II	1715 – 2145	T TH	Young	11/16 – 12/10	42396	208
Lab Times for evening computer courses: 0900 – 1130, 1300 – 1630 Monday, Wednesday & Friday									
SESSION 1 WEEKEND COURSES: 10/24, 10/25, 11/07, 11/08, 11/21, 11/22									
CJSA 1312		3	Crime In America	0800 – 1500	S SU	Helton		27089	105
ANTH 2351		3	Cultural Anthropology	0800 – 1500	S SU	Chance		27082	107
MATH 1342		3	Elementary Statistical Methods	0800 – 1500	S SU	Darby		27110	109
SESSION 2 WEEKEND COURSES: 10/31, 11/01, 11/14, 11/15, 12/05, 12/06									
ENGL 1301		3	English Composition I	0800 – 1500	S SU	Powell		27098	204
GOVT 2301		3	American Government I	0800 – 1500	S SU	Crawford		27101	127

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 October 19, 2009. Last day to drop with a 25% refund is October 22, 2009. No refund will be offered after October 28, 2009.

REVISED: September 17 – NEW COURSES ADDED

GENERAL INFORMATION

- SCHEDULED HOLIDAYS:** The scheduled holidays for Term II are as follows:
- 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. 1st, May grad. – Feb 1st, Aug. grad. – June 10th. 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
- 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. 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 12 students to start a class. Maximum class size in most cases is 20 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 or 531-5661.
- 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

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.