



REGISTRATION NOW THROUGH – JANUARY 11, 2010 - 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	ROOM	GOARMY ED CLASS NUMBER
1 WEEK COURSES									
MTMC 1175	POL02	1	Web Page Development I	0900 – 1145	M – F	Sliman	01/11 – 01/15	103	31244
MTMC 1176	POL01	1	Microsoft PowerPoint	0900 – 1145	M – F	Sliman	01/25 – 01/29	103	31245
MORNING COURSES									
CRIJ 2323	POL01	3	Legal Aspects of Law Enforcement	0900 – 1130	M W	Woods	01/11 – 03/03	105	31224
DSWR 0304	POL02	3	Fundamentals of Writing II	1000 – 1230	M W	Rodock	01/11 – 03/03	127	
AFTERNOON COURSES									
CRIJ 1301	POL02	3	Introduction to Criminal Justice	1300 – 1530	M W	Woods	01/11 – 03/03	105	31222
DSMA 0304	POL03	3	Fundamentals of Mathematics II	1145 – 1300	M – TH	Simmons	01/11 – 03/03	107	31225
ENGL 1302	POL02	3	Composition I	1300 – 1530	M W	Rodock	01/11 – 03/03	127	
ENGL 2327	POL01	3	American Literature I	1300 – 1530	T TH	Rodock	01/12 – 03/04	127	
GAME 1403	POL01	4	Intro. to Game Design & Development	1300 – 1530	M W	Sliman	01/11 – 03/03	103	31230
MONDAY & WEDNESDAY EVENING COURSES									
ACNT 1326	POL02	3	Principles of Accounting II	1730 – 2130	M W	Page	01/11 – 03/03	204	31211
BIOL 2421	POL01	4	Microbiology for Science Majors	1645 – 1915	M W	Lehnhoff	01/11 – 03/03	117	31213
BIOX 2421	POL01	0	Microbiology for Science Majors Lab	0800 – 1300	S	Lehnhoff	01/11 – 03/03	117	31214
BMGT 1301	POL01	3	Supervision	1645 – 1915	M W	Thrasher	01/11 – 03/03	201	31215
BUSG 1372	POL02	3	Personal Finance	1900 – 2130	M W	Brimage	01/11 – 03/03	225	31217
CJCR 1307	POL01	3	Correctional Systems and Practices	1915 – 2145	M W	Bankhead	01/11 – 03/03	203	31218
CJSA 2331	POL02	3	Child Abuse, Prevention and Investigation	1645 – 1915	M W	Bankhead	01/11 – 03/03	203	31221
DSMA 0306	POL03	3	Introductory Algebra	1645 – 1915	M W	Simmons	01/11 – 03/03	107	31226
ENGL 1301	POL03	3	Composition I	1645 – 1915	M W	Rodock	01/11 – 03/03	127	31229
GOVT 2301	POL03	3	American Government I	1645 – 1915	M W	Briggs	01/11 – 03/03	105	31233
ITNW 1437	POL01	4	Introduction to the Internet	1700 – 1930	M W	Sliman	01/11 – 03/03	103	31238
MATH 1342	POL03	3	Elementary Statistical Methods	1730 – 2100	M W	Perez	01/11 – 03/03	109	31241
MTBC 1370	POL01	3	Briefing Techniques	1715 – 1945	M W	Young	01/11 – 03/03	208	
PHIL 1317	POL01	3	History of Religions II	1645 – 1915	M W	Crawford	01/11 – 03/03		31246
TUESDAY & THURSDAY EVENING COURSES									
BMGT 1327	POL01	3	Principles of Management	1900 – 2130	T TH	Brimage	01/12 – 03/04	225	31216
CJSA 1348	POL02	3	Ethics in Criminal Justice	1915 – 2145	T TH	Williams	01/12 – 03/04	203	31219
CRIJ 1313	POL02	3	Juvenile Justice System	1645 – 1915	T TH	Williams	01/12 – 03/04	203	31223
DSMA 0307	POL03	3	Intermediate Algebra	1730 – 2000	T TH	Perez	01/12 – 03/04	109	31227
GEOL 1403	POL03	4	Physical Geology	1645 – 1915	T TH	Blanchard	01/12 – 03/04	117	31231
GEOX 1403	POL03	4	Physical Geology – Lab	0800 – 1300	S			117	31232
HIST 1301	POL03	3	United States History I	1645 – 1915	T TH	Chance	01/12 – 03/04	105	31235
HIST 1302	POL03	3	United States History II	1915 – 2145	T TH	Chance	01/12 – 03/04	105	31236
IMED 1416	POL01	3	Web Design I	1700 – 1930	T TH	Sliman	01/12 – 03/04	103	31237
LGLA 1343	POL01	3	Bankruptcy	1915 – 2145	T TH	Stanley	01/12 – 03/04	201	
LGLA 2313	POL01	3	Criminal Law and Procedure	1645 – 1915	T TH	Stanley	01/12 – 03/04	201	
MRKG 1311	POL02	3	Principles of Marketing	1800 – 2030	T TH	Washam	01/12 – 03/04	107	31243
MTBC 1171	POL01	1	Effective Writing I	1715 – 1945	T TH	Young	01/11 – 02/05	208	
MTBC 1173	POL01	1	Effective Writing II	1715 – 1945	T TH	Young	02/08 – 03/06	208	
PSTR 1301	POL01	3	Fundamentals of Baking	1815 – 2045	T TH	Mason	01/12 – 03/04	115	31247
PSYC 2301	POL03	3	General Psychology	1645 – 1915	T TH	Banados	01/12 – 03/04	127	31248
PSYC 2314	POL01	3	Life Span Growth and Development	1915 – 2145	T TH	Banados	01/12 – 03/04	127	31249
SOCI 1301	POL04	3	Introduction to Sociology	1645 – 1915	T TH	Lewis	01/12 – 03/04	204	31250
SOCI 1306	POL02	3	Social Problems	1915 – 2145	T TH	Lewis	01/12 – 03/04	204	31251
Lab Times for evening computer courses: 0900 – 1130, 1300 – 1630 Monday, Wednesday & Friday									
SESSION 1 WEEKEND COURSES: 01/16, 01/17 – 01/30, 01/31 – 02/13, 02/14									
ANTH 2351	POL03	3	Cultural Anthropology	0800 – 1500	S SU	Chance		107	31212
CJSA 1342	POL01	3	Criminal Investigation	0800 – 1500	S SU	Helton		105	
MATH 1414	POL05	4	College Algebra	0800 – 1500	S SU	Darby		109	31242
SESSION 2 WEEKEND COURSES: 01/23, 01/24 – 02/06, 02/07 – 02/20, 02/21									
GOVT 2302	POL05	3	American Government II	0800 – 1500	S SU	Crawford		105	31234

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 January 11, 2010. Last day to drop with a 25% refund is January 14, 2010. No refund will be offered after January 20, 2010.

REVISED: WEEKEND REFUND POLICY ADDED

GENERAL INFORMATION

SCHEDULED HOLIDAYS:	The scheduled holidays for Term III 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. 1 st , May grad. – Feb 1 st , Aug. grad. – June 10 th . 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)
REFUND POLICY FOR WEEKEND COURSES:	75% Refund after the 1 st Weekend of the course as long as the student drops the Monday – Friday after the 1 st Weekend.
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 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.

Proctored Testing Hours

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

Monday and Wednesday – 8:00 AM – 9:00 AM
Tuesday and Thursday – 12:00 PM – 2:00 PM
Friday – 8:00 AM – 12:00 PM