



COUNSELORS' HANDBOOK



Welcome to Central Texas College! We are delighted you are partnering with us to offer your juniors and seniors an opportunity to get a jump-start on their college education by participating in College Now, CTC's dual credit program.

College Now provides students with some great opportunities and significant financial savings. Through the dual credit program, students can earn both high school and college credit simultaneously. Because Texas has a common course-numbering system, credit is easily transferred between community colleges like CTC and upper-level or four-year public institutions.

College Now offers the following benefits:

- Expands academic options for college-bound high school students;
- Minimizes the duplication of courses taken in high school and college;
- Shortens the time required to complete an undergraduate degree; and
- Significantly reduces the cost of higher education.

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

This College Now Program Handbook has been prepared by Central Texas College for use with area high schools, both private and public, and independent school districts that are interested in dual credit partnerships. The Handbook explains the college's commitment to form these partnerships with the secondary school community to serve eligible high school students. CTC's Killeen campus provides college credit and non-credit classes to students in the Killeen Independent and Copperas Cove Independent School Districts. The CTC Service Area Campus provides college classes to the citizens of Central Texas in the following counties: Bell, Burnet, Coryell, Hamilton, Lampasas, Llano, Mason, McCulloch, Mills, San Saba and Williamson.



TABLE OF CONTENTS

Section 1 - About CTC and College Now	4
Section 2 - Program and Implementation Information.....	5
Section 3 - Policy Information.....	12
Section 4 - Student Resources	16
Section 5 – Coursework and Instruction	18



Section 1: About Central Texas College and College Now

Institutional Mission Statement

At Central Texas College, we identify and serve our unique, global community needs and provide quality teaching through an accessible learning environment.

About CTC

Founded more than 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.

College Now - A High School and College Partnership

Central Texas College works with local school districts to establish dual credit agreements which allow eligible high school students to earn college credit for certain high school courses. Dual credit courses are most often high school courses that adhere to college-level standards and are similar in academic rigor to Advanced Placement (AP) courses. Dual credit courses are usually taught at the high school on the bell schedule.

Curriculum content addresses the competencies or learning outcomes of the college courses as well as the Texas Essential Knowledge and Skills (TEKS) as required by the Texas Education Agency.

Faculty collaborates on curriculum development and jointly facilitates the students' academic progress, strengthening the overall quality of curriculum and better preparing students for additional college-level course work. Conversely, the partnership helps college-level instructors to gain insight into the learning needs of high school students.

Other Ways to Earn Dual Credit

In addition to dual credit courses taught in the high school, eligible students can enroll in classes taken on one of the Central Texas College campuses or online, and the student can earn both college and high school credit.



Section 2: General Program, Admissions, Testing, & Registration

General Program Information

College Now, or dual credit, allows students to receive college credit as well as high school credit for approved courses. Courses offered vary by district and location and are based on the needs of the school and the availability of instructors.

One credit, year-long high school courses require a two-semester college course sequence. Semester-long high school courses are generally associated with a one-semester college course. For example, high school government is a one-semester course. The college course for which high school government credit may be granted is GOVT -2301 (United States and Texas Politics and Constitutions), a three-semester hour college credit, offered as a one semester course. However, high school English III, a year-long course, requires the two-semester sequence of college courses, each a three-semester hour college credit, one-semester course, known as ENGL-1301 (Composition I) and ENGL-1302 (Composition II). High schools may have different requirements associated with taking a semester long course.

Dual enrollment courses are offered at the high school campus, CTC campus or online during regular high school hours. Students may also earn credit for courses taken at college locations or online.

You may have qualified students who would like to enroll in college courses other than those identified for dual credit to earn additional college credits while still in high school. These students must meet the same criteria as dual credit students to be admitted to the college and must comply with all prerequisites for the college courses.

Eligibility Requirements

Texas Success Initiative

The Texas Success Initiative (TSI) program requires students to be assessed in reading, writing and math skills prior to enrolling in college classes unless the student is TSI exempt or TSI waived. TSI uses assessment, advising and remediation to ensure that students have the skills to be successful in freshman academic coursework. The TSI is applicable to students attending CTC Texas locations (including dual credit programs) and distant learners who qualify for resident tuition rates.

Eligibility Requirements to Enroll in Dual Credit Academic Courses

To be eligible to enroll in academic courses, the high school student must meet one of the three provisions below.

1. TSI Exempt from taking a mandatory TSI assessment test based on proof of ONE of the following minimum scores on the exit-level TAKS, ACT, or SAT test relevant to the courses to be attempted:

- 11th grade exit TAKS: 2200 in Mathematics and/or 2200 in ELA with at least a 3 on the writing essay
- ACT: 23 composite with 19 in English and/or 19 in Mathematics, or
- SAT: 1070 composite with 500 in Critical Reading and/or 500 in Mathematics.

2. TSI Complete based on acceptable scores on the Mathematics, Reading, and/or Writing test on a state-approved TSI test relevant to the courses to be attempted. State-approved TSI assessment instruments and minimum scores are:

- Accuplacer: Reading Comprehension – 78; Elementary Algebra – 63, Sentence Skills – 80; and Written Essay – 6*
- ASSET: Reading Skills – 41; Elementary Algebra – 38; Writing Skills (Objective) – 40; and Written Essay – 6*
- COMPASS: Reading Skills – 81; Algebra – 39; Writing Skills (Objective) – 59; and Written Essay – 6*
- THEA: Reading – 230; Mathematics – 230; Writing – 220 with Written Essay – 6*

*Minimum passing standard for the written essay portion of all tests is a score of 6. However, an essay with a score of 5 will meet standard if the student meets the objective writing test standard.

3. In lieu of a student being TSI Exempt or TSI Complete, an eleventh grade high school student is also eligible to enroll in dual credit courses under the following conditions. *(Note: Every effort should be made to ensure that CTC has received documentation that students are TSI Exempt or TSI complete prior to their graduation from high school to ensure that transcripts sent to other colleges can be marked TSI Complete)*

- Achieved a score of 2200 on the Mathematics and/or 2200 on the English/Language Arts with a writing subsection score of at least 3 on the 10th

grade TAKS relevant to the courses to be attempted. The student does not need to demonstrate further eligibility to enroll in dual credit courses in the 12th grade.

- Achieved a score of 107 on the PSAT/NMSQT with a minimum of 50 on the Critical Reading and/or Mathematics test relevant to the course to be attempted. The student must demonstrate further eligibility in the 12th grade.
- Achieved a composite score of 23 on the ACT PLAN with a 19 or higher in Mathematics and/or English. The student must demonstrate further eligibility in the 12th grade.

All students not TSI exempt or TSI waived must complete the THEA test or one of three other approved tests before they can begin coursework at any public institution of higher education in Texas. Central Texas College offers the ASSET test for those students who are unable to take the THEA. The ASSET test is offered year round and the cost is \$20. Testing may also be available in your school.

Eligibility Requirements for Dual credit Workforce Education Courses

To be eligible to enroll in dual credit workforce education courses for college credit, the student must:

1. Have achieved the minimum high school passing standards on the Mathematics section and/or the English/Language Arts section of the 10th or 11th grade TAKS.
2. Enroll in only the workforce education dual credit courses for which the student demonstrates eligibility.

Workforce Education College Credit Courses

Students who were enrolled in workforce education courses while in high school based on meeting the minimum high school passing standard of the TAKS may continue to enroll in workforce education courses after high school graduation if the courses are included in a certificate program of one year or less (42 semester hours or fewer). Students enrolling in a certificate program of more than 42 semester hours must meet TSI requirements.

Exceptions to Course Limits and Junior/Senior Standing

High school dual credit students are limited to two classes per semester. Exceptions to this requirement are for students who demonstrate exceptional academic performance and capability (as evidenced by grade point average, ACT or SAT scores, or other assessment instruments). Approval of the student's high school principal/counselor and chief academic officer/campus dean of CTC is also required.

High school dual credit students must have junior year high school standing. Exceptions to this requirement are:

- Students who demonstrate exceptional academic performance and capability (as evidenced by grade point average, PSAT/ NMSQT scores, ACT PLAN or other assessment instruments); AND
- Students with less than junior high school standing must also demonstrate college readiness by achieving the minimum passing standards under the provisions of TSI (being TSI Complete in the relevant subject area or be TSI exempt under the provisions of the Texas Success Initiative rules); AND
- Students must receive approval of their high school principal/counselor and chief academic officer/campus dean of CTC.

Enrollment after High School Graduation, Early Admissions/Dual Credit Students

High school graduates who were enrolled in dual credit courses under the above provisions must be TSI exempt, TSI complete, or enrolled in a TSI waived certificate program in order to enroll in college courses (in ANY Texas public higher education institution) after high school graduation. They must update their application and send in final high school transcripts prior to enrollment as a regular student.

Credit for Advanced Placement (AP) examinations

AP exams provide a means to demonstrate college-level accomplishments. CTC requires students earn a 3, 4 or 5 on the AP examination and meet all other institutional requirements to be eligible to receive college credit. Official transcripts must be sent directly from the College Board to CTC. The following link is to the AP exams-CTC articulations with the minimum scores of 3 listed.

http://www.ctcd.edu/pdf/cbe/ap_credit_by_examination.pdf. **PLEASE NOTE** – if a student plans to transfer credits to a four year university, you will need to check if the university will accept the AP credit. *Each institution sets their own policy for AP credit, and AP credit does not transfer from one institution to the next.*

Scholarship for Students with 30 College Credit Hours

Students who earn 30 college credit hours prior to their high school graduation may be eligible to receive an award through the Early High School Graduation Scholarship Program. A student who graduated from high school on or after June 15, 2007, must:

- Earn a high school diploma in not more than 46 consecutive months, and graduate with at least 30 hours of college credit
- Work with their high school counselor to send the completed application, certified by the principal, to the Texas Higher Education Coordinating Board for processing.

College Now Timeline

August

- Process new and returning students for fall semester
- High schools submit final class rosters NO LATER THAN one week prior to class start date
- CTC delivers textbooks
- Blackboard training for online students

September-December

- Final fall class rosters are confirmed by CTC
- Drops/withdrawals processed
- District is invoiced for fall classes following class certification dates
- CTC /School District update MOUs, forms articulation agreements and payment arrangements for spring registration.
- CTC/School District/High Schools confirm desired spring course availability and delivery methods

January-March

- Confirm final class rosters for spring courses
- Deliver textbooks for spring courses
- District is invoiced for spring courses following class certification dates
- CTC provides updated handbooks, course listings and forms to high school counseling staff for fall registration
- CTC provides application/registration training to counselors as needed
- Dual credit information distributed to eligible students for fall semester
- Hold Parent Information Night
- Students take Accuplacer or otherwise show TSI complete status
- Confirm eligibility and begin application/registration

April-June

- Collect application packets weekly through May 1 for fall semester
- Determine final course offerings and delivery method by high school

July

- CTC processes applications and registrations

Application and Registration Process

After testing is complete and students are confirmed to be eligible for College Now courses, application packets should be prepared for each student including:

- Dual Credit Checklist (required anytime paperwork is submitted on a student; form will include a space for students that are not TSI complete to be check-marked to be re-evaluated prior to high school graduation)
- CTC Application for Admission, example for a dual credit student in appendix A (required only for initial course)
- High school unofficial transcript verifying student has completed 10th grade coursework (required only for initial course) and official transcript to be turned in spring semester of senior year
- Dual Credit Release of Information Form (required only for initial course)
- Copy of test scores verifying Texas Success Initiative (TSI) requirements have been met (required only for initial course)
- Dual Credit/Early Admission form (submit each semester or with each new enrollment request) – please fill out the classes the student plans on taking
- Class Registration Form (submit each semester or with each new enrollment request) – not signed by the counselor

All forms are available on the CTC Website at www.ctcd.edu/collegenow and are included at Appendix A.

A master roster of students, with test data entered, will be forwarded by each high school to the CTC dual credit coordinator with each application packet. A transmittal form will be included with the application forms, listing the contents of the packet to ensure proper accountability. CTC staff will review forms when picked up and discuss any discrepancies on site prior to delivery to Admissions personnel. CTC staff signature on the form indicates all data is included as stated.

For courses taken at the college campus or online that are not part of the student's high school schedule, students/counselors complete all paperwork as above and make an appointment with the CTC College Now Advisor to register for classes. Payment for classes is due at the time of registration.

Dropping and Adding Courses

Adding a Course

Dual credit students wishing to add a dual credit or early admission course must submit the following:

- Dual credit/Early Admission form (submit with each new enrollment request) with counselor approval
- Class Registration Form

The deadline for adding dual credit courses is within two days of the beginning of classroom courses or the Thursday prior to the start date for online courses (no late registration for online courses).

Dropping a Course

Dual credit students wishing to drop a dual credit course must submit a completed and signed CTC Application for Withdrawal Form through their high school counselor prior to the last day to drop. The CTC dual credit coordinator will provide these dates each semester prior to course registration, as dates vary depending on course length and start date.

After the course Census date, students must submit an application for withdrawal. Students who do not officially drop a course, but stop attending, will be treated as still enrolled. This may result in failure of the class. It is important that a student officially drop a course using one or both of the procedures outlined above. Students may not withdraw after the published withdrawal date. Students may not withdraw from a class for which the instructor has previously issued a grade of “F,” “FI,” “FN,” “IP,” or “XN” for nonattendance.

The state of Texas recently enacted several rules that can affect students’ eligibility for in-state tuition based on limiting the amount of college courses that may be funded by the state. Dual credit courses ARE NOT excluded from these rules, so it is important to CONSIDER CAREFULLY the rules below and their possible impact prior to enrolling in, or withdrawing from, a dual credit course. For more information on these rules, visit www.theccb.org or see the CTC catalog.

6-Drop Rule

Beginning in the fall of 2007, a student cannot drop more than six courses during the lifetime of their undergraduate enrollment while attending any public institution in Texas. Under section 51.907 of the Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” Any course that a student drops is counted toward the six-course limit if “(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student’s transcript indicates or will indicate the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution.” Some exemptions for good cause could allow a student to drop a course without having it counted toward this limit, but it is the responsibility of the student to establish that good cause. **Students may be charged out of state tuition once the Six-Drop threshold is met; some colleges are suspending students.**

Third Course Repeat

The Texas Legislature eliminated funding to higher education for any courses, other than non-degree credit developmental courses, which contain the same content if attempted by a student three or more times at their institution. This applies to credit and continuing education course work. Attempted courses are defined as any courses in

which a grade is earned on a transcript, including repeated courses, courses dropped with a grade of "W," and courses with grades of A, B, C, D, F, FI, FN, XN, N, P, I, or IP. **Students may be charged out of state tuition when a course is repeated for the third time.**

Certain courses may be exempt from the Third Attempt Repeat Rule, including:

- courses that involve different or more advanced content each time taken such as individual music lessons, Workforce Education Course Manual Special Topics courses when topic changes, theater practicum, music performance, ensembles, certain physical education courses and studio art.
- independent study courses.
- special topics and seminar courses.
- continuing education courses that must be repeated to retain professional certification.
- remedial and developmental courses if within the 27-hour limit.

Excessive Undergraduate Credits Toward a Degree

In accordance with Texas Education Code 54.068 as amended, undergraduate students who initially enroll in the fall 2006 semester or subsequent terms or semesters cannot exceed the number of hours required for completion of the degree program in which the student is enrolled by more than 30 credit hours. This includes credit hours in which a student was registered as of the official census date (last date to drop), and is based on the degree plan designated by the student as of the official census date. **Students may be charged out of state tuition when the excess hours threshold is met.**

Instructor Initiated Drop

When, in the judgment of the instructor, a student has been absent so many times he/she is unlikely to complete the objectives of the course, the instructor may initiate steps to drop them by notifying the CTC dual credit coordinator, who will contact the high school counselor and student. Instructors who administratively drop a student may award a W, FN, or other grade as determined by the instructor based on the student's performance. Students will not be dropped after the published "W" date and will receive a grade for the course enrolled.



Section 3: Policies

Attendance

College Now dual credit courses are college-level courses and are governed by Central Texas College policies and procedures.

Tardiness: Students are required to be on time. Instructors may choose to lower grades because of tardiness. Excessive tardiness is disruptive to the educational process and may result in disciplinary action. Due process and the right to appeal will be provided to students subject to disciplinary action. Details can be found in the Student Handbook available in the Office of Student Life Activities or online.

Class Attendance: Because absences for any reason negatively affect the learning process, the individual student and the class, students are expected to attend all classes in which they are enrolled. Class attendance is the responsibility of the student. Regular and punctual attendance at all scheduled classes is expected and CTC reserves the right to deal at any time with individual cases of nonattendance.

- Each faculty member will inform students of the attendance policy of the course at the initial class meeting.
- Students are responsible for understanding the attendance policy for each course in which you enroll and for meeting the attendance requirements.
- Failure to meet the attendance requirements in a course may lower a grade for the semester or may result in failure of the course.
- The effect of absences on grades is determined by the instructor.
- The decision to allow students to make up work following any absence rests solely with the instructor.
- Excessive absences constitute cause for dropping students from class; in such a case, grades of "FN" or "XN" may be given.
- In extreme cases, the academic dean may suspend the student from Central Texas College.
- When absence from class is necessary for any reason, it is the student's responsibility to arrange to make up assignments missed during the absence.
- Instructors are required to keep attendance records.
- An administrative withdrawal may be initiated when students fail to meet Central Texas College attendance requirements. The instructor will assign the appropriate grade on the Administrative Withdrawal Form for submission to the registrar.

- Only instructors can authorize an excused absence. Regardless of the reason for the absence, students are responsible for completing all coursework covered during any absence.
- Although distance learning courses do not require students to report to a classroom at a given time, they are expected to maintain constant progress throughout the course. Failure to do so may result in the student being administratively withdrawn by your instructor.

Student Responsibility

The instructor is available to answer questions about course materials or class policies. If students have any concerns about their performance in the course or are not sure of an assignment, the student should speak with the instructor.

University Interscholastic League (UIL)

Central Texas College assumes no responsibility for loss of Interscholastic League eligibility of high school students enrolled in the early admissions program. High school counselors should check to be sure dual credit enrollment does not affect UIL eligibility.

Credit Transferability

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 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 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 four-year institutions have maximum allowable hours eligible for transfer.

Scholastic Honesty

All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all coursework and during examinations. The following are considered examples of scholastic dishonesty:

- **Plagiarism.** The taking of passages from the writing of others without giving proper credit to the sources.
- **Collusion.** Using another’s work as one’s own, or working together with another person in the preparation of work, unless such joint preparation is specifically approved in advance by the instructor.
- **Cheating.** Giving or receiving information on examinations.

Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of “F” and subject to disciplinary action, which may include suspension and expulsion.

Financial Obligations

Tuition and fees are based on the student's residence status and the number of hours taken. The in-district and out-of-district tuition and fees are listed in each semester's course schedule. Tuition and fees are due at the time of registration. Check with your high school counselor to determine if you will be responsible for tuition and fees.

Students taking a dual credit course at the high school campus during high school hours may or may not have to purchase a textbook, depending on the course and the agreement with the school district. Information about whether a textbook is provided or must be purchased will be available from the instructor of the course. Students taking courses on one of the Central Texas College campuses are responsible for purchasing the required textbooks.

Complaints

If there is a complaint about a course or an instructor, then students should first take the matter up with the instructor and try to resolve the issue with him/her first. If the student and instructor are unable to resolve the matter, then the student will need to take the matter to the high school counselor, CTC dual credit representative or the instructor's department head. Only if the matter cannot be resolved at the department level should the student make his/her appeal to the appropriate dean.

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 4: STUDENT RESOURCES

Student ID Cards

Dual credit students are eligible for CTC student ID cards, which are used for various campus facilities such as the library, computer labs and the physical fitness center and natatorium. CTC student ID cards are issued in Room 100 of the Student Services Building 119. Students must present a valid state or federally-issued photo ID, such as a driver's license or military ID card and a copy of their paid CTC registration receipt. CTC student ID cards must be renewed each semester with a sticker, available once the student is officially registered. The first student ID card is free. A \$5 fee is charged for each replacement. The replacement fee must be paid at the Business Office in Building 119, and the receipt brought to the student ID card section to receive a replacement card.

ID cards for students enrolled in distance learning courses will not be mailed. Student ID cards are available only through the CTC student ID section located in Building 119.

Library Resources

The Oveta Culp Hobby Memorial Library is a joint library serving both Central Texas College and the Tarleton State University - Central Texas. It is housed in a centrally located building overlooking the duck pond. More than 450,000 books, microforms, audio/visual materials and periodical subscriptions support the college curriculum and provide general reading for students, faculty, staff and patrons from the community at large. Open shelves allow free access to all materials except audio/visual materials and back issues of periodicals. The library offers a variety of electronic resources, including online databases and access to the Internet. Via the Internet, an automated system provides off-campus access to the card catalog and selected periodical indexes. Bibliographic instruction services include general library tours, subject-oriented lectures and tours given to classes at faculty request. A computer lab provides word processing and spreadsheet software, along with Internet access. Other services include personal assistance at the reference desk, coin-operated photocopiers and Interlibrary Loan services to borrow materials which are not owned by the library. The library participates in TexShare, a resource-sharing program that allows students, faculty and staff at Texas institutions of higher education to use the collections of participating institutions.

Transcripts

Convenient forms for ordering transcripts are available from the Transcript Office (building 119) and the CTC web site 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 CTC Transcript. Transcript requests should include full name to include former names used at CTC; student-assigned identification number; date of birth; 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. Although high school students cannot register for classes via Webadvisor, they can access other tools available including access to grades and printing unofficial transcripts. A link to WebAdvisor, along with an explanation of how to login may be found at www.ctcd.edu. Dual credit students are assigned a CTC ID number, which may also be obtained via WebAdvisor.



Section 5: Coursework and Instruction

Courses offered vary by high school and are dependent upon instructor and classroom availability and student demand. When a classroom instructor is not available, a high school may opt to provide a class period for students to complete an online class.

Dual credit and early admission students are expected to perform at college level and to honor all deadlines declared by the College or by the instructor. The individual professors distribute class policies and syllabi during the first week of class detailing individual class requirements.

The College Catalog, the College's Student Handbook and the dual credit Student Handbook, published annually by the College at the beginning of each fall semester, are valuable resources for assisting students in getting the most out of what College Now has to offer. They also list student's rights and responsibilities, all rules and regulations for general student behavior, grievances and complaints, and discipline policies and procedures that all students are expected to follow. For courses held on your high school campus, copies of the Student Handbook will be made available to counselors for student use during the first week of classes each fall semester. Copies are also available online.

Master syllabi for all Central Texas College Courses may be found at <http://www.ctcd.edu/ia/syllabus.htm> .

APPENDIX TABLE OF CONTENTS

Blank Dual Credit Checklist for new and returning student

Sample CTC Application for Admission/Blank Application

Sample Dual Credit/Early Admissions Form/Blank form

Sample Release of information form/Blank form

Sample Class Registration Form/Blank form

Blank Dual Credit Checklist for new and returning student

Withdraw Form