# Pacific Far East Campus Supplement

# Message from The Dean

Welcome to Central Texas College's Pacific Far East Campus. Our talented and dedicated professionals are committed to providing accessible and quality service to guide you through your academic experience. The CTC Pacific Far East Campus will do everything possible to assist in fulfilling the needs of our global community through engaging and innovative education which is increasingly in demand in today's knowledge-based world.

As you forge your path through the academic world, I highly encourage you to contact our administrators or faculty members to discuss how your goals and our mission can form a mutually beneficial partnership.

Sincerely,
Dean Kevin Sasse

**It is each student's responsibility to familiarize themselves with the regulations and requirements contained within this catalog.**

# Program and Course Availability

Central Texas College first began providing education opportunities throughout the Pacific Far East in 1976 and currently operates under contract number FA5215-09-D-0003. Courses are contracted to be delivered via traditional classroom methods. Programs of study are offered when sufficient interest indicates a level of enrollment required for program continuation. CTC reserves the right to adjust course schedules, to include class cancellations, when enrollments or other circumstances make such actions necessary.

Degree program and course offerings vary with each location and may not be available at all locations each term. Individuals interested in programs that are not locally available should consult with the education office or visit www.ctcd.edu or www.pfec.ctcd.edu.

# Refunds/Withdrawal Policy

Tuition refunds can only be processed in the case of course cancellation or official withdrawal. For students receiving military tuition assistance, the effective date of the withdrawal is the date the Application for Withdrawal/Refund is signed by the designated education office representative or processed through the Go ArmyEd portal for Army TA.

For full-pay students refunds are computed from the filing date posted on the Application for Withdrawal/Refund.

Special conditions apply to students who receive federal, state, and/or institutional financial aid or VA benefits. The refund is generally calculated based upon the student's last date of attendance.

It is the student's responsibility to officially withdraw from any course which they are unable to complete within the prescribed time. Failure to fully execute an official withdrawal may result in a final grade of "FN" (Failure for Non-attendance) and would not meet the criteria for a refund.

Although the following refund schedule is provided, actual refunds for tuition and fees are based upon the contract, at the location for which the College operates. Students enrolled in distance learning courses delivered from the Central Campus in Killeen, Texas, should refer to the Texas Campuses Catalog.

- 100% Withdrawal is before the first class meeting or course start.
- 75% Withdrawal if not more than 12.5% of the total class contact hours have elapsed.
- 25% Withdrawal if more than 12.5% but not more than 25% of the total class contact hours have elapsed.
- 0% Withdrawal if more than 25% of the total class contact hours have elapsed.

# Contracted Degree Programs and Courses

Pacific Far East Campus is contracted to offer the following technical/occupational degree programs:

- Applied Management (BUAF4)
- Applied Management with Computer Applications (BUAM4)
- Aviation Maintenance Technology (AVMT)
- Child Development (CDS14)
- Criminal Justice (CJCJ)
- Criminal Justice-Corrections Specialization (CJCR)
- Executive Assistant (OTE14)
- Fire Protection (FIP12)
- Food & Beverage Mgmt Specialization (HMF13)
- Hotel Management Specialization (HMH13)
- Information Security Management (CSS14)
- Information Technology (CSI14)
- Network Systems Administrator (CSN14)
- Office Management (OTO12)
- Paralegal/Legal Assistant (LAS14)
- Restaurant & Culinary Management (RCM13)

Refer to the current Continental and International Campuses catalog and the CTC Distance Learning website (www.ctcd.edu) for additional degree programs and courses available through distance learning.

Designations stated after each degree title references the degree plan by major code. For example, Applied Management (Associate in Applied Sciences) has a major code of BUAF4. Degree plans and course descriptions are listed in alpha-numeric order by course prefix on pages 30-96.

Many of the curricula presented on the following pages have been designed for students who wish to transfer to a 4 year college or university. It is each student's responsibility to monitor program offerings and follow the published degree plan requirements.

# Pacific Far East Campus

## Contracted Active Sites, as of June 2014

### Korea

**Area 1**

| | |
|---|---|
| USAG Casey | casey@pfec.ctcd.edu |
| Camp Hovey | hovey@pfec.ctcd.edu |
| Camp Red Cloud | redcloud@pfec.ctcd.edu |
| Camp Stanley | stanley@pfec.ctcd.edu |
| K-16 Air Base | k-16@pfec.ctcd.edu |
| USAG Yongsan | yongsan@pfec.ctcd.edu |

**Area 2**

| | |
|---|---|
| USAG Humphreys | humphreys@pfec.ctcd.edu |
| Suwon Air Base | suwon@pfec.ctcd.edu |
| Camp Carroll | carroll@pfec.ctcd.edu |
| Camp Henry | henry@pfec.ctcd.edu |
| Kunsan Air Base | kunsan@pfec.ctcd.edu |
| Osan Air Base | osan@pfec.ctcd.edu |

### Okinawa

| | |
|---|---|
| Camp Courtney | courtney@pfec.ctcd.edu |
| Camp Foster | foster@pfec.ctcd.edu |
| Camp Hansen | hansen@pfec.ctcd.edu |
| Camp Kinser | kinser@pfec.ctcd.edu |
| Camp Schwab | schwab@pfec.ctcd.edu |
| Futenma Marine Corps Air Station | futenma@pfec.ctcd.edu |
| Kadena Air Base | kadena@pfec.ctcd.edu |
| Torii Station | torii@pfec.ctcd.edu |

### Mainland Japan

| | |
|---|---|
| Atsugi Naval Air Facility | atsugi@pfec.ctcd.edu |
| Camp Zama | zama@pfec.ctcd.edu |
| Iwakuni Marine Corps Air Station | iwakuni@pfec.ctcd.edu |
| Misawa Air Base | misawa@pfec.ctcd.edu |
| Sasebo Naval Base | sasebo@pfec.ctcd.edu |
| Yokosuka Naval Base | yokosuka@pfec.ctcd.edu |
| Yokota Air Base | yokota@pfec.ctcd.edu |

### Guam

| | |
|---|---|
| Andersen Air Force Base | guam.af@pfec.ctcd.edu |
| COMNAVMAR | guam.nv@pfec.ctcd.edu |

### Diego Garcia

| | |
|---|---|
| Diego Garcia | ssc.jpn@pfec.ctcd.edu |

**Contact us at info.pfec@ctcd.edu if your location is not listed.**