Thank You for your Interest in Central Texas College Distance Learning!

Please keep this information handy for future reference.

Please see also: http://online.ctcd.edu/

**Degree Plans:** To view the different degrees and certificates offered online at CTC go to http://www.ctcd.edu/academics/programs-of-study/. It is possible, however, to earn other degrees using the distance learning program. If you establish resident credit by successfully completing 25% of your degree requirements with CTC, you may complete the remainder of your degree requirements using transfer and/or evaluated credits.

**Course Offerings:** We offer classes beginning each month. Please follow the steps below to search our online schedule.

**Army Students:** Go to etcd.edu/armyedinfo/ and click the appropriate box for your search. Choose your current physical location and start date. Make note of the GoArmyEd number and section number for your chosen course. You will need this information within GoArmyEd to register. For help, contact EaglesOnCall@ctcd.edu.

**All others:** Go to online.ctcd.edu/schedule/schedule.cfm for a list of courses by start date. For the most up to date information, go to www.ctcd.edu and click on “WebAdvisor” in the right upper corner. Click “Guest / Prospective Students”. Click “Search for Sections”. Choose a term and select one or more subjects from the drop down box. Complete course number only if you know it. For location choose TDLRN – distance learning. Leave all other fields blank. Click “submit”. A list of sections of your course will appear. Scroll to the bottom of the page. Non-Army TA students must register for sections beginning with TD. Course dates are in the center column. The fraction on the right tells you how many seats remain available in the course. For help, contact Online.Mentors@europe.ctcd.edu.

**Admissions and Enrollment Process:**

**Army Students:** If you are using Army TA you must enroll and register through www.goarmyed.com. For assistance with GoArmyEd please see your Education Counselor at the Education Center or email to EaglesOnCall@ctcd.edu.

**The other students:** New CTC students, Transfer students, Former students, Readmissions, Transient Students, Early Admissions students—to begin the process, submit the Application for Admission at https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=ctcd.

Distance Learning Registration link:

http://www.ctcd.edu/students/current-ctc-students/registration/webadvisor/

**TX residents:** If you are registering for a distance learning course or wish to apply for instate tuition, please submit your application via ApplyTexas: https://www.applytexas.org/adappc/gen/c_start.WBX.

If you need assistance, please contact admissions@ctcd.edu.

**Enrollment Limitations:** DL students must register latest 12 days before the start of an online class. This allows students time to receive confirmation of registration and order books. Additionally, we do not recommend more than one class at a time for a first-time online student. Although the material covered in online classes is equivalent to traditional classroom courses, more study time is required. Some courses have prerequisites, so please review the most current Catalog at http://www.ctcd.edu/academics/catalog/

**WebAdvisor — registrations, fin. aid, transcripts:** http://www.ctcd.edu/students/current-ctc-students/registration/webadvisor/

**Access your class at Blackboard:** no earlier than three days prior to the course start date https://etc.blackboard.com/

**Instructional materials / books:** http://www.ctcd.edu/academics/booksinstructional-materials/

**IMPORTANT!!!** Students who have not attended class by the 12th class day of a 16-week course or the 6th class day of an 8-week course (or the census date of other course lengths) will be administratively dropped with a grade of “W” by the instructor.
**Testing**: All proctored testing is to be done at an approved testing site and monitored by a test proctor. If you found the proctor yourself, please submit Proctor Submission Form at [http://soarapp.ctcd.org/online_forms/requests/studentdataform.cfm](http://soarapp.ctcd.org/online_forms/requests/studentdataform.cfm). You must make arrangements with your proctor for a day and time to test.

**Financial Aid, VA Benefits, Scholarships**: For information regarding Pell Grants and the application process please go to [http://www.ctcd.edu/students/current-ctc-students/financial-aid/](http://www.ctcd.edu/students/current-ctc-students/financial-aid/). For information related to Pell grants, VA Benefits, or family member scholarships in USAREUR please email financial.aid@europe.ctcd.edu or call CIV 06371-4683-121. For information on TA, contact your local Education Center Counselor. More information at: [http://www.ctcd.edu/locations/europe/students/financial-aid/](http://www.ctcd.edu/locations/europe/students/financial-aid/)

**Tuition**: Please email us at rick.taylor@europe.ctcd.edu for rates. You must tell us where you are located, are you active duty military, and if you consider yourself a Texas resident.

**Transferring from Central Texas College to a four-year college or university**: By earning college credits at CTC, you can build a solid academic foundation and save on the cost of college before you transfer. CTC offers the core curriculum and choice of associate degrees, many designed specifically for students who want to transfer. We also have many articulation agreements with other schools as well. Track your progress toward your bachelor's degree by following your university's admissions criteria and taking classes that transfer. Our transfer advisor is available to help you determine the best path to complete your associate degree and transfer. Please follow the link: [http://www.ctcd.edu/students/current-ctc-students/tools-for-transfer/](http://www.ctcd.edu/students/current-ctc-students/tools-for-transfer/)

**Evaluations**: 

**Army Students**: If you are using Army TA, please follow the evaluation process and requirements on [www.goarmyed.com](http://www.goarmyed.com) and [http://www.ctcd.edu/students/current-ctc-students/evaluated-credit/](http://www.ctcd.edu/students/current-ctc-students/evaluated-credit/)

**All others**: For more information, visit our website at [http://www.ctcd.edu/locations/europe/students/services/evaluation-of-credit/](http://www.ctcd.edu/locations/europe/students/services/evaluation-of-credit/) and [http://www.ctcd.edu/students/current-ctc-students/evaluated-credit/](http://www.ctcd.edu/students/current-ctc-students/evaluated-credit/). You must have six semester hours in residence with CTC as well as a 2.00 cumulative GPA. Transcripts from all other institutions attended must be on file.

**Transcripts**: Please review: [http://www.ctcd.edu/students/current-ctc-students/transcript-services/](http://www.ctcd.edu/students/current-ctc-students/transcript-services/)

We require official transcripts from any other institution(s) you have attended. Please review: [http://www.ctcd.edu/students/prospective-students/how-to-enroll/texas-students/apply-for-admission/sending-your-transcript/](http://www.ctcd.edu/students/prospective-students/how-to-enroll/texas-students/apply-for-admission/sending-your-transcript/)

If you have earned less than 12 semester hours from any other regionally accredited institution, we will require a high school transcript, high school diploma, or GED scores. It is VERY important that we receive your transcripts. If we do not receive them, you could potentially be placed on an Academic Hold. **Without official transcripts and testing scores, you will not be allowed to register for some courses.** Transcripts can be mailed to:

CENTRAL TEXAS COLLEGE  
ATTN: STUDENT SERVICES  
PO BOX 1800  
KILLEEN, TX 76540-1800

**Need Help?**

Contact your Local CTC Office  
[http://www.ctcd.edu/locations/europe/contact/all-field-sites/](http://www.ctcd.edu/locations/europe/contact/all-field-sites/)

Online Mentor in Europe  
[Online.mentors@europe.ctcd.edu](mailto:Online.mentors@europe.ctcd.edu)

TX residency  
[EaglesOnCall@ctcd.edu](mailto:EaglesOnCall@ctcd.edu)

GoArmyEd Online Mentors  
[EaglesOnCall@ctcd.edu](mailto:EaglesOnCall@ctcd.edu)

VISIT OUR WEBSITE AT:  
[www.ctcd.edu/europe](http://www.ctcd.edu/europe)  
[www.ctcd.edu](http://www.ctcd.edu)

Have you checked your EagleMail lately?  
All official communication from CTC will be sent to your CTC student email account.  
For more information, go to [http://www.ctcd.edu/eaglemail](http://www.ctcd.edu/eaglemail).