New Student Orientation
May 30 @ 8 am • Anderson Campus Center, Bldg. 156
You MUST register online!
Go to the Central Campus Activities Calendar to complete the registration form.

How to Apply for Admission and Register at Central Texas College

Step 1: Go to the Front Desk in Bldg. 119 and sign in for the Admissions Office
Complete an Application for Admission (available online at www.ctcd.edu). Based on the responses to the Residency Information section, substantiating documents to affirm residency may be required. Residency documents are used for tuition purposes only. Students with undetermined residency statuses will be placed on Registration Holds. Active duty Army students should apply and register through the GoArmyEd portal at http://www.goarmyed.com.

Determine Texas Success Initiative (TSI) status. Bring copies of high school and college transcripts if not already on file. Meet with an Admissions Counselor to evaluate TSI status. If enrolling in a Skills Center course, go directly to the Skills Center counselors located in Bldg. 118, Room 4 after meeting with Admissions.

Request official high school/GED transcripts and prior college transcripts be sent to CTC, ATTN: Incoming Transcripts, PO Box 1800, Killeen, TX 76540-1800. CTC is an open admissions college. Students may enroll on a conditional basis pending receipt of official transcripts during the first semester of enrollment.

Important: Bacterial Meningitis Vaccination Requirement
New students to CTC and returning CTC students who have had a break in a fall or spring semester are required to provide proof of a bacterial meningitis vaccination during the previous five years.

Step 2: Go to Testing Services, Bldg. 111
If you were advised to test take the TSI Assessment (scores are used for placement purposes only), refer to testing services on page 16.

Step 3: Go to Guidance and Counseling, Bldg. 119
Meet with a Counselor to discuss program of study, course schedule and be cleared to register.

Step 4: Register Online
Register Online through CTC WebAdvisor using a home computer. Computers are also available in Bldg. 119 and in the CTC Library. Electronic registration for classroom courses starts May 5 and Walk-In registration is May 27-30. Electronic registration for online courses that start in May and June began January 31; and July classes start April 30.

Step 5: Pay Tuition and Fees Online
Payments may also be made in person in Building 119. Please verify residency status on the bill at the time of registration.

Step 6: Obtain a Student I.D. Card and register your vehicle if applicable
ID cards are issued in the Main Lobby of Building 119. Vehicle registrations are issued by the Campus Police department located directly behind Building 119. See pages 2 and 39 for more information.

Special Note: Student Financial Aid, Veterans Administration, Disability Services, Career Center, and Testing Services are located in Bldg. 111—right next door to the Student Services building.

New Student Orientation
May 30 @ 8 am • Anderson Campus Center, Bldg. 156
You MUST register online!
Go to the Central Campus Activities Calendar to complete the registration form.
Admission Deadline
Admission packets are accepted at any time through the last day of registration for the intended enrollment period. Applications are processed upon submission. Please note: Apply Texas applications are received from the state site 3-5 business days after submission. Every effort is made to process applications in a timely manner; however, you may experience extended delays during scheduled registration periods.

Required Documents
If your official high school and/or college transcripts have not been received by CTC, bring unofficial copies of transcripts and test scores with you for admission and advisement. Official copies should be received by the end of the first semester of enrollment.

Testing
Unless advised of a TSI exemption, waiver, or completion from another college, students who were not enrolled prior to August 26 are required to take the new TSI Assessment prior to enrollment in college level classes. Refer to the Testing section in this bulletin or the Texas Campuses Catalog for more information.

Registration and Tuition Payment
Continuing students and new students who have completed admission, advisement, and applicable testing may register online at www.ctcd.edu. Refer to page 15 for online registration instructions. Registration information for all other students can be found on pages 4-6. Payment is due the same day of registration.

ID Cards
Students are required to have a valid ID card to use campus facilities, including the library and the physical fitness center and natatorium. ID cards are available in the Main Lobby of Building 119. Bring a Federal or State issued photo ID such as a driver's license, proof of official enrollment and payment, which may be obtained through WebAdvisor student accounts. If tuition was paid at the Business Office in Bldg. 119, students may present the registration receipt. The first ID card is free. Replacement cards cost $5. The fee must be paid first at the Business Office then a receipt must be presented to the ID card section to receive a replacement card.

Payment is due the same day as registration. If students do not pay tuition and fees, students will be dropped from classes. Refer to page 14 for more information.

Hours of Operation for Admission, Counseling, and Enrollment Services Center are:
Monday–Thursday 7:30 a.m.-5:30 p.m. and Friday 7:30 a.m.-11:30 a.m.

Refer to pages 5-6 for hours during registration.
Summer 2014 Academic Calendar

Admission and Academic Advisement are open year round except during scheduled registration periods or during college closings, training days and special events. Students are strongly encouraged to complete admission, advisement and placement testing prior to official semester registration. Admission and Academic Advisement are by social security number May 5-7, 19-21 and 27-29. Refer to pages 5-6 for specific dates, times and social security order.

Note: No late registration for Distance learning classes. Registration for distance learning classes ends the Thursday before each term start date. WebAdvisor cannot be used to drop or add a distance learning class after the Thursday before a distance learning term starts.

Summer I Classes
Web Registration with same day payment, May Distance Learning Courses*** ........................................... January 31 - May 1
Web Registration with same day payment, June Distance Learning Courses .................................................. January 31 - May 29
Web Registration with same day payment, CLASSROOM Courses............................................................... May 5 - June 1
Student Academic Advisement & Admission with Web Registration* ............................................................ May 5-30
Memorial Day Holiday (College closed) ........................................................................................................... May 26
Walk-In Registration and Advisement ............................................................................................................ May 27-30

Summer I (5, 8, 10, 12 and 16-week) Classes Begin ............................................................................. June 2
Last Day to Late Register/Add a 5 week Classroom Course ** ................................................................. June 3
Last Day to Drop Summer I 5-Week Classes ............................................................................................... June 5
Last Day to Late Register/Add a 10-Week Classroom Course ................................................................. June 5
Last Day to Apply for Summer Graduation .................................................................................................. June 10
Last Day to Drop an 8-Week Distance Learning Course ................................................................................ June 9
Last Day to Drop a 10-Week Classroom and Distance Learning Courses .................................................. June 17
Last Day to Drop 12- and 16-Week Distance Learning Courses ..................................................................... June 17
Last Day to Withdraw from Summer I 5-Week Courses ............................................................................. June 25
Final Exams, Summer I 5-Week Classes ........................................................................................................ July 3
Independence Day (College closed) .................................................................................................................. July 4
Last Day to Withdraw from 8-Week Distance Learning Courses (Enrollment Services closes at 11:00 am) ........ July 11
Last Day to Withdraw from 10-Week Courses (Enrollment Services closes at 11:00 am) ......................... July 18
Last Day to Withdraw from 12-Week Distance Learning Courses (Enrollment Services closes at 11:00 am) .... August 1
Last Day to Withdraw from 16-Week Distance Learning Courses (Enrollment Services closes at 11:00 am) ... August 22
Final Exams, 8-Week Courses ............................................................................................................................ July 24-25
Final Exams, 10-Week Courses ......................................................................................................................... August 7-8

Summer II Classes
Web Registration with same day payment, July Distance Learning Courses .................................................... April 30 - July 3
Web Registration with same day payment, July CLASSROOM Courses ....................................................... May 5 - July 6
Student Academic Advisement & Admissions with Web Registration* ................................................... May 5 - July 3
Walk-In Registration and Advisement ............................................................................................................ June 30, July 1-3
Independence Day (College closed) .................................................................................................................. July 4

Summer II Classes Begin .............................................................................................................................. July 7
Last Day to Late Register/Add a Summer II Classroom Course only** ......................................................... July 8
Last Day to Drop Summer II 5-Week Courses ............................................................................................... July 10
Last Day to Drop Summer II 8-Week (Classroom and Distance Learning) .................................................... July 14
Last Day to Drop Summer II 12- and 16-Week Courses (Classroom and Distance Learning) ................... July 22
Last Day to Withdraw from Summer II 5-Week Course ............................................................................... July 30
Final Exams Summer II 5-Week Courses ....................................................................................................... August 7-8
Last Day to Withdraw from 8-Week Distance Learning Courses (Enrollment Services closes at 11:00 am) .... August 15
Last Day to Withdraw from 12-Week Distance Learning Courses (Enrollment Services closes at 11:00 am) ... September 5
Last Day to Withdraw from 16-Week Distance Learning Courses (Enrollment Services closes at 11:00 am) .... September 26

* During official semester registration Academic Advisement and Admission are by Social Security Number except for open days. Refer to assigned schedules.

** Only one class meeting may be missed unless instructor approves late course add.

*** Refer to the Online Distance Learning Class Schedule for registration/drop/withdrawal dates.
New Student Registration, Summer 2014

New students are urged to start the admission process in advance of actual registration. Refer to the front cover and the General Information section of this bulletin for admission, testing, and general enrollment information. To avoid possible delays, submit admission packet at least 72 hours before you register.

Reminders:

- For Skills Center programs, meet with a Skills Center Counselor in Bldg. 118, Room 4 phone (254) 526-1549, prior to testing and registration. Skills Center Counselors are available on a walk-in basis M-TH 8:30 am - 8:30 pm and on Fridays from 8:00 am - 11:30 am.
- International students must have their registration approved by the Director of International Student Services before registering by phone or the web.
- Evening counseling appointments are available on designated dates. Call (254) 526-1226 or (800) 792-3348, ext. 1226 for an appointment.
- For courses that require departmental approval, students must obtain approval prior to registration.
- If enrolling in science classes, you must register for the corresponding lab section of the class.

Web Registration Schedules

Students eligible to register electronically may register according to the following schedules. Assistance is available during standard college work days. Web Academic Advisement Help line at (254) 526-1280 or (800) 792-3348, ext. 1280 is available during scheduled registration periods only. WebAdvisor HELP is available at WebAdvisorTech@ctcd.edu or (254) 526-1637 or (800) 792-3348, ext. 1637. Refer to pages 15-16 for more information. Systems are unavailable during scheduled maintenance and college closings.

Who May Register Electronically?

- New students who have completed the admission process.
- Former students who have completed the readmission process and have no restrictions/holds on their records.
- Continuing students who have no restrictions/holds on their records.

Period 1 Web Registration with Same Day Payment, May 5-29*/30

Open Mon. May 5 - Fri. May 30 Classroom classes
Open Wed. April 30 - Thu. May 29 Distance Learning classes*

* Web registration for May and June distance learning classes opened January 31. Web registration for July distance learning classes opens April 30.

Period 2 Extended Web Registration with Same Day Payment, May 31 - June 1

Open Sat. May 31 - Sun. June 1 Classroom classes

No extended registration for distance learning classes.

Period 3 Web Registration with Same Day Payment, Summer II continues June 2 - July 3

Open Mon. June 2 - Thu. July 3 Classroom classes
Open Mon. June 2 - Thu. July 3 Distance Learning classes

Period 4 Extended Registration with Same Day Payment, Summer II July 5-6

Open Sat. July 5 - Sun. July 6 Classroom classes

No extended registration for distance learning classes.

Central Texas College reserves the right to adjust or correct course scheduling, including but not limited to, class cancellation, starting and ending times of classes, locations of classes, and semester start and end dates. For updated information check the CTC website, www.ctcd.edu, or contact the appropriate academic department.
Student Academic Advisement and Admission with WebAdvisor Registration with Same Day Payment* May 5 - May 30

Summer 2014, Student Services Building 119

Students may meet with an academic advisor based on the following schedules or any time prior to May 5. If students miss their scheduled date/time, they must wait for an "open day/time." Students may register through WebAdvisor anytime. Same day payment is required.

To avoid long waits, individuals are encouraged to complete admissions, testing, and advisement before the scheduled days and times. Students may change degree plans at any time during the semester.

Admission and Academic Advisement Schedule*

<table>
<thead>
<tr>
<th>Last 4 digits SS#</th>
<th>May Register</th>
<th>Sign-In Start/End Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>1233-4566</td>
<td>Mon. May 5</td>
<td>7:30 am – 5:00 pm</td>
</tr>
<tr>
<td>4567-7899</td>
<td>Tue. May 6</td>
<td>7:30 am – 5:00 pm</td>
</tr>
<tr>
<td>7900-1232</td>
<td>Wed. May 7</td>
<td>7:30 am – 5:00 pm</td>
</tr>
<tr>
<td>Open</td>
<td>Thur. May 8</td>
<td>7:30 am – 5:00 pm</td>
</tr>
<tr>
<td>Open</td>
<td>Fri. May 9</td>
<td>7:30 am – 11:00 am</td>
</tr>
<tr>
<td>Open</td>
<td>Mon.-Thurs. May 12-15</td>
<td>7:30 am – 5:00 pm</td>
</tr>
<tr>
<td>Open</td>
<td>Fri. May 16</td>
<td>7:30 am – 11:00 am</td>
</tr>
</tbody>
</table>

* Students who have academic holds and cannot register electronically should meet with an academic advisor on their designated day(s). Registration assistance will be provided as needed.

CTC Bookstore
Building 156

Your CTC Bookstore has the textbooks and materials needed for classes, school supplies and study aids. Also available are best-selling fiction and non-fiction books, laptop computers, software, CTC apparel, gift items and much more.

Regular Hours:
Monday - Thursday 7:30am - 5:30pm
Friday 7:30am - 11:30am

Check for extended hours during registration.
Phone: 254-526-1219
www.ctcbookstore.com

Food Service Operating Hours* for Summer 2014

Snack Bar
Monday - Thursday 7:00am - 4:00pm
Friday 8:00am - 1:00pm

Cafe
Monday - Friday
Lunch 11:00am - 2:00pm
Dinner 4:30pm - 5:30pm

Commuter meal cards are available for purchase.
A 10-meal card cost $50.

*Dining hours subject to change.
Walk-In Advisement and Admission with Web Registration, Same Day Payment Summer I and II, May 19-23

New, former and continuing students may meet with an academic advisor and admissions (if applicable) based on the following schedules. Students may register through WebAdvisor anytime.

<table>
<thead>
<tr>
<th>Last 4 digits SS#</th>
<th>May Register</th>
<th>Sign-In Start/End times</th>
</tr>
</thead>
<tbody>
<tr>
<td>2074-3741</td>
<td>Mon. May 19</td>
<td>7:30 am – 12:00 pm</td>
</tr>
<tr>
<td>3742-5408</td>
<td>Mon. May 19</td>
<td>1:00 pm – 5:00 pm</td>
</tr>
<tr>
<td>5409-7175</td>
<td>Tue. May 20</td>
<td>7:30 am – 12:00 pm</td>
</tr>
<tr>
<td>7176-8842</td>
<td>Tue. May 20</td>
<td>1:00 pm – 5:00 pm</td>
</tr>
<tr>
<td>8843-0509</td>
<td>Wed. May 21</td>
<td>7:30 am – 12:00 pm</td>
</tr>
<tr>
<td>0510-2073</td>
<td>Wed. May 21</td>
<td>1:00 pm – 5:00 pm</td>
</tr>
<tr>
<td>Open</td>
<td>Thu. May 22</td>
<td>7:30 am – 5:00 pm</td>
</tr>
<tr>
<td>Open</td>
<td>Fri. May 23</td>
<td>7:30 am – 11:00 am</td>
</tr>
</tbody>
</table>

Walk-In Registration Schedules

Who May Register During Walk-In Registration?

- New Students who have not completed the admissions process.
- Former Students who have not completed the readmissions process.
- For Continuing Students who are changing majors, need course placement advisement, or are unable to register electronically due to restrictions/holds.

Walk-In Registration, Academic Advisement and Admissions with Same Day Payment, May 27-30

Summer I and II

New, former, and continuing students may meet with an academic advisor and admissions (if applicable) based on the following schedules. Students may register at the Records Office or register by WebAdvisor anytime.

<table>
<thead>
<tr>
<th>Last 4 digits SS#</th>
<th>May Register</th>
<th>Sign-In Start/End times</th>
</tr>
</thead>
<tbody>
<tr>
<td>1579-4912</td>
<td>Tue. May 27</td>
<td>7:30 am - 5:00 pm</td>
</tr>
<tr>
<td>4913-8245</td>
<td>Wed. May 28</td>
<td>7:30 am - 5:00 pm</td>
</tr>
<tr>
<td>8246-1578</td>
<td>Thu. May 29</td>
<td>7:30 am - 5:00 pm</td>
</tr>
<tr>
<td>Open</td>
<td>Fri. May 30</td>
<td>7:30 am - 11:00 am</td>
</tr>
</tbody>
</table>

Academic Advisement, New and Former Students with Web Registration Same Day Payment, June 9 - June 27 Summer II Classes

New, former and continuing students may meet with an academic advisor and admissions (if applicable) based on the following schedules. Students may register through WebAdvisor anytime.

<table>
<thead>
<tr>
<th>Last 4 digits SS#</th>
<th>May Register</th>
<th>Sign-In Start/End times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>Mon. - Thu.</td>
<td>7:30 am - 12:00 pm and 1:00 pm - 5:00 pm</td>
</tr>
<tr>
<td>Fri.</td>
<td></td>
<td>7:30 am - 11:00 am</td>
</tr>
</tbody>
</table>

Regular Walk-In Registration and Academic Advisement with Same Day Payment, June 30 - July 3

Summer II Classes (College closed - no registration July 4)

New, former and continuing students may meet with an academic advisor and admissions (if applicable) based on the following schedules. Students may register through WebAdvisor anytime.

<table>
<thead>
<tr>
<th>Last 4 digits SS#</th>
<th>May Register</th>
<th>Sign-In Start/End times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>Mon. - Wed.</td>
<td>7:30 am - 5:00 pm</td>
</tr>
<tr>
<td>June 30 - July 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Closed</td>
<td>Friday, July 4</td>
<td></td>
</tr>
</tbody>
</table>

Most campus facilities are reasonably accessible. The Office of Disability Support Services will coordinate modification and/ or accommodations when necessary. Handicapped parking is provided for those persons who qualify under the provisions of Vernon’s Texas Civil Statutes.
Admission Information
All new students and students returning after an absence of 12 months or more must complete steps A through C. For additional information that will apply to your status, please refer to the information below:

Steps to Complete:
A. Complete an Admission Application.
B. Provide all applicable Residency Documents (refer to Residency Documentation on page 9).
C. Arrange for Official Transcripts to be sent to CTC in addition to bringing copies of unofficial transcripts for TSI Compliance and advising purposes.
   1. All documents submitted become the property of CTC.
   2. CTC does not request transcripts from other institutions; it is the responsibility of each student.

New Student (No Military Affiliation)
Complete steps A through C above. Refer to pages 8-10 for residency information.

Active Duty Military and Family Members Assigned to Duty in Texas
Active Duty Army should utilize the GoArmyEd portal. All other students, Complete steps A through C above. In addition, refer to the Tuition Residency Determination Information section beginning on page 8.

Separated/Retired Military Persons and Family Members (New or Returning Students if not continuously enrolled)
Complete steps A through C above. In addition, bring your DD 214 (member 4 copy). If separated/retired less than one year ago, Tax State on LES indicates Texas, please bring a one year old LES and the last active duty LES. If Texas is NOT the Tax State; regular residency rules will apply with residency being established one year after retirement or separation and if applicable, please see section on "Former/Active Duty Military Tuition Waiver" in this bulletin. If retired or separated and living in Texas and are classified as a nonresident for tuition purposes but qualify for Veteran's Educational Benefits, please provide qualifying documentation and complete Letter of Intent in the Admissions Office for consideration of the military waiver for nonresident tuition. This information includes immediate family members (spouse and dependent children). Refer to pages 8-10 for residency information.

Distant Learners
Complete Steps A through C above. Refer to page 17 for special instructions and more Admission information.

Former Students
If you have not attended CTC in the last 12 months, complete Steps A through C above. If attended other colleges/universities since last enrolled with CTC, request official transcripts. Refer to pages 8-10 for residency information. If Active Duty or Former/Retired Military Affiliation, refer to the appropriate section above.

Previously Attended CTC Outside Texas
If you last attended CTC outside of Texas, complete Steps A through C as directed above. Verify if high school transcript, and if applicable, transcripts from other colleges/universities are on file. In addition to test scores, see appropriate sections above then follow Residency Instructions for individualized circumstances.

High School Students (Early Admission/Dual Credit)
High school students enrolling in early admission/dual credit courses are required to provide the following documents prior to enrollment at CTC. (Please note that these dual credit documents are collected by high school counselors for courses taken on the high school bell schedule.)
   • CTC Dual Credit/Early Admission Application.*
   • CTC Application for Admission.
   • Early Admission students from KISD and CCISD must provide residency information.
   • High School Transcript that includes STAR-EOC, TAKS, SAT, ACT, and/or other applicable assessment scores (unofficial documents are acceptable for initial enrollment but, if applicable, TSI complete and/or exemption statuses cannot be placed on the student's record until an official high school transcript or official test scores are received).
   • TSI Assessment scores if applicable.
* A completed CTC Dual Credit/Early Admission Application is required each semester or when enrolling in a course that has not previously been approved by the high school principal/counselor and parent/legal guardian.

NOTE: Only complete packets for Dual Credit/Early Admissions are accepted.

Early Admission/Dual Credit students cannot register online (WebAdvisor).

Fast Track Program
Students who participated in and completed this program should verify their residency status prior to registration.
Admission, Testing, Academic Advisement

Individuals are strongly encouraged to complete the admission process prior to registration. Admission packets may be obtained at the Student Services Building 119 on the Central Campus or downloaded from www.ctcd.edu. Testing services and academic advisement are provided year-round. Call (254) 526-1254 or (800) 792-3348, ext. 1254 for information on testing. Academic advisement is available on a walk-in basis except during official college holidays, designated professional development, special event days and scheduled registration periods. Evening appointments with guidance counselors are available two weeks prior to scheduled registration periods. Call (254) 526-1226 for more information. Students interested in Skills Center programs should meet with a Skills Center Counselor in Bldg. 118, (254) Room 4, 526-1549.

Address Changes

All correspondence will be mailed to the last known address on your official CTC student record. Address changes can be made on WebAdvisor, in writing, signed and delivered in person or via mail to Central Campus Admissions and Recruitment (Bldg. 119). Address changes will be accepted by email if sent from the student's email on file and sent to Admissions@ctcd.edu. Students are responsible for all correspondence mailed to the last address on file. Please Note: Addresses cannot be changed over the telephone.

Tuition Residency Determination Information

State requirements for establishing residency for tuition purposes are complex, and students should review their particular circumstance. Students should refer to the 2013-2014 catalog for additional information.

Active Duty Military and Family Members Assigned to Duty in Texas and those currently on the tuition waiver: Nonresident Tuition Waiver (Those who do not have Texas as their tax state on LES or W-2)

Non Texas residents of the U.S. Armed Forces, members of Texas units of the Army or Air National Guard, or Commissioned Officers of the Public Health Services who are assigned to duty in Texas and their spouses and dependent children are entitled to pay the resident tuition rate.

To qualify, the student must submit, before the Census Date of his or her first semester of enrollment in which he or she will be using the waiver, a statement from an appropriately authorized officer in the service, certifying that he or she (or a parent or court-appointed legal guardian) will be assigned to duty in Texas at the time of enrollment. Such students are entitled to pay the resident rate as long as they remain continuously in Texas, or upon separation from the military remain continuously enrolled in the same degree or certificate program. Refer to the CTC Military Verification form located below, download the form from the CTC website or supply the military orders of the active duty member with permanent assignment to duty in Texas with the applicant's valid Military ID card. NOTE: The service members themselves cannot certify the Verification Form below. The military member does not qualify if a member of the National Guard or Reserves who will be in Texas only to attend training with Texas units.

Central Texas College
Active Duty Military Verification

The following individual is currently stationed in Texas

<table>
<thead>
<tr>
<th>Name of Servicemember (Last, First, MI)</th>
<th>Home of Record/State</th>
<th>Servicemember SSN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>City/State</td>
<td>Military ID Card Expiration Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Family Member</th>
<th>Family Member SSN</th>
<th>Military ID Card Issue Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Spouse</td>
<td></td>
<td>Military ID Card Expiration Date</td>
</tr>
<tr>
<td>☐ Child</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student Signature Date

I certify the above information is correct according to our military records. (Cannot be signed by the Servicemember mentioned above.)

Name, Rank & Title (typed or printed)
(Commanding Officer or Authorized Service Representative)

Signature Date
Former Active Duty Military and/or Spouse or Child Who Were Receiving a Nonresident Tuition Waiver
A nonresident who was a member of the U.S. Armed Forces and/or the spouse or child of the former military member who was eligible to pay tuition at the resident rate while enrolled in a degree or certificate program at a Texas public college or university in the previous academic year (fall/spring) and remains continuously enrolled (fall/spring) in the same degree or certificate program in subsequent terms or semesters may continue to pay in-state tuition rates. A person is not required to enroll in a summer term to meet the "continuous enrollment" requirement.

Civilian Contractors
A civilian worker contracted to work temporarily outside the State of Texas must provide documentation to verify Texas residency status. Please contact Admissions for appropriate documentation.

Residency Documentation
New students or returning students who have not attended CTC for at least 12 months are required to complete a new application. A person who was enrolled in a Texas public institution, excluding CTC, for the previous State Fiscal Year (fall or spring) and who was classified as a resident is considered a Texas resident as of the start of Spring 2014. There may be exceptions where substantiating documents will be required. The application is available online at http://www.ctcd.edu. General information is provided below.

Substantiating Documents for New or Former Students (Did not attend in previous 12 months and with no past or present military affiliation)
The following is a suggested list. All rules and regulations are subject to change. Individuals may be required to provide documentation to support information provided in the residency section of the application.

Residency is based upon the student if he or she is independent. If the student is dependent, residency is based on the parent or legal guardian. Basic requirements are: (1) Establish a domicile in Texas not later than one year before the census date of the intended semester of enrollment and maintain the domicile continuously for the year preceding the census date; or (2) Graduated from a public or private high school in Texas or received the equivalent of a high school diploma in Texas, and maintained a residence continuously in Texas (a) for the 36 months preceding the date of graduation or receipt of the diploma equivalent and (b) 12 months preceding the census date of the intended semester of enrollment. CTC may require one or more appropriately dated documents with the student's name and Texas address on them as proof of residence in the state continuously for 12 months immediately preceding the census date of the term in which the person enrolls. The documents listed below do not provide proof of domicile.

1. Utility bills for the 12 months preceding the census date.
2. A Texas high school transcript for full senior year preceding the census date.
3. A transcript from a Texas institution showing presence in the state for the 12 consecutive months preceding the census date.
4. A Texas driver’s license or Texas ID card that has not expired and, if it reflects an origination date, shows an origination date at least 12 months prior to the census date.
5. Cancelled checks that reflect a Texas residence for the 12 months preceding the census date.
6. A current credit report that documents the length and place of residence of the person or the dependent’s parent to be in Texas and the length of residence to be at least 12 consecutive months preceding the census date.
7. Texas voter registration card that was issued at least 12 months prior to the census date.
8. Pay stubs for the 12 consecutive months immediately preceding the census date, reflecting significant gainful employment in Texas.
9. Bank statements reflecting a Texas address for the 12 consecutive months immediately preceding the census date.
10. Written statements from the office of one or more social service agencies, attesting to the provision of services for at least the 12 consecutive months preceding the census date.
11. Lease or rental of residential real property, other than campus housing, in the name of the person or the dependent’s parent for the 12 consecutive months preceding the census date.

In addition to establishing residence in Texas, the student or parent/legal guardian of the dependent student must have established a domicile in Texas and maintained a domicile in Texas for at least 12 consecutive months immediately preceding the census date of the term in which the person enrolls. Examples of documents that may support the proof of domicile include documentation to support significant gainful employment, ownership of residential real property, ownership of a business entity, or marriage to a person who has established and maintained domicile in Texas. Check with the CTC Admissions Office for specific requirements and other documents that may be considered.
Residency Reclassification

A dependent is defined as a person who is less than 18 years of age and has not been emancipated by marriage or court order; or is eligible to be claimed as a dependent of a parent of the person for purposes of determining the parent's income tax liability under the Internal Revenue Code of 1986.

Distant Learners

A bona fide Texas Resident located out-of-state or out-of-country who is taking an electronic course delivered from the Central Campus may be classified as a resident for tuition purposes. Student must complete the Core Residency Information form, sign the oath of residency, and provide substantiating documentation. For Residency classification and documentation information, please contact the nearest CTC site location.

Citizens of Other Countries

Foreign individuals living in this country under a visa permitting permanent residence, or who are permitted by Congress to adopt the United States as their domicile have the same privilege of qualifying for resident status for tuition purposes as do citizens of the United States.

Nonresidents

Classification shall be Nonresident if education is primarily the purpose for presence in Texas and not to establish a domicile. Generally, residents who move out of state lose residency unless the move is temporary and residency has not been established elsewhere. Foreign students who are not a permanent resident of the U.S. or not permitted by Congress to adopt the U.S. as their domicile are nonresidents.

In-District and Out-of-District Students

Upon classification as a Texas resident, in-district or out-of-district status is determined. In-district tuition rate applies to physically residing within the geographical boundaries of the Central Texas College District (CTCD) for a minimum of six months prior to enrollment. Residency in the Central Texas College Residence Hall or Married Student Housing does not exempt a student from the out-of-district tuition rate. The college district is the Killeen and Copperas Cove Independent School Districts. Students must initiate reclassification with documentation. Refer to page 9 for a list of possible documents.

Residency Reclassification (After establishing a domicile in Texas for the previous 12 months)

Students who wish to petition for reclassification must submit a Core Residency Information form along with specific documents prior to the official census date of the term in order to have their residency reviewed. All petitions submitted after the official census date will not be considered until the subsequent term. Enrollment in a Texas Institution of Higher Education for the past 12 months does not establish residency. Student must initiate reclassification with documentation.

Contact the Admissions Office for appropriate documents.
Course Offerings
CTC offers traditional classroom courses, self-paced vocational-technical programs, distance education courses, and continuing education (noncredit) courses with varying lengths and start dates. Tentative term dates by location and delivery mode are provided below. Always check the start/end date of the course you plan to enroll in to ensure it meets your schedule. This bulletin includes course offerings provided through the Central Campus. Visit the CTC website for the most up-to-date course listings by location and online course offerings.

Traditional Classroom-Based Course Terms

Central Campus

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
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</thead>
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<tr>
<td>Summer II</td>
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<td>August 8</td>
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<td>August 8</td>
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</table>

Fort Hood Campus

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
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<td>June 7</td>
<td>July 2</td>
</tr>
<tr>
<td>Fall</td>
<td>June 9</td>
<td>August 9</td>
</tr>
<tr>
<td>Fall</td>
<td>August 18</td>
<td>October 15</td>
</tr>
</tbody>
</table>

Service Area Campus
Contact the CTC Community Coordinators located in Brady, Burnet, Gatesville, Hamilton and Lampasas.

Vocational Skills Center, Central Campus
Self-paced, Open-Entry vocational-technical programs available; courses generally start on Mondays. Please see page 38 for more detailed information.

Distance Learning
Distance Learning courses starting in June and July are listed in this bulletin. There are additional distance learning courses that usually start each month. Course offerings can be viewed on WebAdvisor by choosing the Texas Distance Learning location (TDLRN) or the schedule at the Distance Education and Educational Technology website.

Continuing Education (Noncredit), (254) 526-1586
Workforce education, career training certificates, customized training, professional development, and personal enrichment courses. Visit the CTC website for courses and dates/times.

Student Financial Assistance/VA Offices, Bldg. 111, System Services, ground floor
To be eligible to receive any financial aid or to be certified for VA education benefits, you must be making satisfactory progress as outlined in the 2013-2014 Central Texas College Catalog. Courses taken must be on your approved certificate or degree program to be eligible to receive financial aid or VA benefits. All VA students who need to make a schedule change after officially registering should contact the VA Office prior to making the change.

All VA students must complete a Veterans Enrollment Certificate with the CTC VA Office each semester. Please go to CTC website http://www.ctcd.edu/students/military-students-veterans-spouses/veterans/veterans-benefits/. The form can be electronically submitted.

During summer registration, students whose financial aid for 2013/2014 has not been approved and have not signed the Summer Intent form should anticipate paying their own tuition and fees, or risk being dropped from classes unless other payment arrangements have been made. Students who are using other types of funding such as military tuition assistance or MyCAA are responsible for ensuring the documentation is received by the Business Office for proper credit to their records.

FA Students: If you were full time Fall 13 and Spring 14, you will not have aid for Summer 14. If you were part time, complete the Summer Intent form and turn it into the Financial Aid Office.

Scholarships
Central Texas College offers two types of scholarships to students.
- The CTC Foundation offers a wide variety of need and merit based scholarships. Applications and information are available online with a spring application deadline for annual awards.
Summer 2014

**Deadlines to Apply for Financial Aid**, Bldg. 111, First Floor - South Lobby, (254) 526-1508
Summer semester is the trailer semester for the financial aid year of 13/14. If you were part time during one or both of those semesters, then you may use any balance for the summer semester. Download the Summer Intent Form from the Financial Aid website and submit it to the Financial Aid Office. However, remember that the summer semester is short and the funds will be pro-rated accordingly. If you are using financial aid for the summer semester only, then you would file the 13/14 FAFSA and deadline is April 1 to have your file completed with our office. Remember to file the 2014/2015 FAFSA for the Fall 2014 and Spring 2015 semesters.

To use PELL grant for the summer, students must read, complete and submit to the Financial Aid Office the CTC **Summer Financial Aid Letter of Intent** found on the Financial Aid web page of the CTC web site. Failure to indicate your intent to attend CTC during the summer semester(s) will result in not having funds available to pay for registered classes. If you received a full PELL grant for the Fall 2013 Semester and Spring 2014 Semester, you will not have PELL eligibility for the summer semester.

**Steps to Apply for Financial Aid**
Important! For the Academic Year 2013/2014, you must file a 2013/2014 FAFSA and provide base tax year documentation. Financial aid is for one academic year (fall through summer). Each academic year, you must re-file.
1. Complete a CTC Admission Application and declare a CTC degree or certificate.
2. Complete the Free Application for Student Financial Aid (FAFSA). Form is available online at the Department of Education website www.fafsa.ed.gov.
3. Provide substantiating documents for verification as may be required by the CTC Office of Student Financial Assistance at the direction of the Department of Education.

If you register in classes with different start dates, the PELL is released 10 days before the start date of each class. PELL awards are prorated for terms less than 16 weeks. Financial Aid will not pay for a class that is being taken for the third time.

**Veterans Services**, Bldg. 111, Room 222 (upstairs), (254) 526-1160, veteran.services@ctcd.edu
If you have not used VA benefits before or are changing schools, please allow 8 to 12 weeks for processing your application or change of status. Physical education courses cannot be certified for VA benefits. Family members are required to meet the P.E. requirements of their certificate/degree programs. Except for Chapter 31, VA Voc/Rehab students, all students who enroll will be required to pay tuition and fees on the same day of registering for classes.
All military evaluation and transcripts of prior education must be evaluated prior to the close of your first term. This is a requirement by VA and you cannot be certified for further VA educational benefits until the evaluation has been completed.
If you are using the Post 9/11 GI Bill (Chapter 33), you must submit your certificate of eligibility and copy of DD214 to the Veterans Services Office at Central Texas College prior to registering. You may fax a copy, (254) 526-1480 or you may submit it by attachment to an e-mail Veterans.Services@ctcd.edu. Do not attempt to register using this program until we have a copy of the certificate of eligibility or you will be required to pay in full at the time of registration. If you have questions, please e-mail the address as shown before or call (254) 526-1666 or 1160.

**International Students (F-1 Visa, Nonimmigrant Students)**
Building 119, Student Services, Room 101, (254) 526-1107  ctc.international@ctcd.edu
All international students must visit the International Student Services Office before registering. Academic advising is available throughout the semester by scheduled appointment or on a walk-in basis.

**Community Foreign Students**
(Immigrants and Legal Permanent Residents)
Building 119, Student Services, Room 116, (254) 526-1108

**Required Testing**
Community Foreign students whose native language is not English must take the Comprehensive English Language Test (CEL T) for appropriate placement into the English as a Second Language program. The only non-native speakers exempt from the CEL T are students who have TOEFL scores of at least 520 on the paper-based TOEFL, or 68 on the TOEFL IBT (Internet-based test). Students who do not have a TOEFL or CEL T score will automatically be placed in the beginning ESL courses. TOEFL minimum scores for Nursing admission are 560 paper based or 83 internet based test.

Once students have taken the CEL T or have provided documented TOEFL scores, they follow the regular admissions process.

| Instructions/ Dates | Report to Building 150, Room 1073, at 7:45 a.m. for CELT test sessions. Once the test has begun, no late arrivals can be accepted since sections of the test must be timed. No appointment is necessary. Please bring a picture ID. The test is about 3 hours long. Call 526-1639 for more information. March 28 May 16, 27 and 29 | April 25 | May 16, 27 and 29 |

March 28 | April 25 | May 16, 27 and 29 |
**Immunization Requirements—Health Profession Programs**

The Texas Department of Health requires that all students enrolled in health care related programs provide evidence of immunization before registering. Official immunization records or serum titers are acceptable. Departmental Policy requires all students accepted into the Nursing, Paramedic, EMT, Medical Laboratory Technician, Nurse Aide or Mental Health Services programs to provide immunization documentation before enrollment.

- **Td**  
  After receipt of Tdap should receive Td for future booster vaccination against tetanus and diphtheria every 10 years.

- **Tdap**  
  Regardless of age, should receive a single dose of Tdap as soon as possible if not previously received Tdap and regardless of the time since the most recent Td vaccination.

- **Influenza**  
  Students enrolled in health-related courses and have direct patient contact must show acceptable evidence of one dose of influenza annually.

- **Polio**  
  Students enrolled in health-related courses are encouraged to ascertain that they are immune to poliomyelitis.

- **Measles**  
  Those born on or after January 1, 1957, must show acceptable evidence of vaccination of two doses of measles containing vaccine administered since January 1, 1968. Those born prior to January 1, 1957 must show one dose.

- **Mumps**  
  Those born on or after January 1, 1957, must show acceptable evidence of vaccination of one dose of mumps vaccine. Those born prior to January 1, 1957 must show one dose.

- **Rubella**  
  Students must show acceptable evidence of vaccination of one dose of rubella vaccine prior to patient contact.

- **Hepatitis B**  
  Students enrolled in the VN, Associate Degree Nursing, EMT Paramedic, MLT, Nurse Aide and Mental Health Services programs must have the complete Hepatitis B series or show serologic confirmation of immunity to hepatitis B virus; the series consists of 3 injections over a 6 month period.

- **PPD**  
  Students enrolled in the VN, Associate Degree Nursing, EMT Paramedic, MLT, and Mental Health Services must have the PPD within 90 days of starting classes and each year thereafter.

- **Varicella**  
  (Chicken Pox)  
  Students shall receive two doses of varicella vaccine unless the first dose was received prior to age thirteen. A written statement from a physician, student's parent or guardian, or school nurse, supporting a history of varicella or a laboratory report showing serologic confirmation of immunity is accepted.

Title 25 Health Services Rule 97.64 and Rule 97.65 of the Texas Administrative Code (March 5, 2009).

Disclosure of the Social Security number is required for admission into the Department of Nursing Programs: Associate Degree Nursing, Vocational Nursing, Nurse Aide and Emergency Medical Technology. Affiliated clinical agencies require the student Social Security number in order to approve placement of students in their facility. The Department of Nursing policy requires the student to be eligible to attend all affiliated clinical sites and does not provide special placement. Central Texas College will not locate or provide alternative sites for clinical rotations for students ineligible to attend clinical rotations at the specified sites. Clinical rotations are completed at sites specified by and contracted with Central Texas College.
Registration
You may register on the Web or during scheduled walk-in registration periods if you have attended CTC within the last 12 months and do not have any holds on your records. Continuing students should register electronically.

New students may register electronically once admissions, academic advising and testing for course placement purposes have been completed. Students who are not exempt or waived from the Texas Success Initiative and have not passed all three sections of the TSI Assessment must follow the college's developmental education plan.

Active duty Army students using military tuition assistance register through the GoArmyEd portal. If you have not already signed up for the GoArmyEd program, please contact your local Army Education Center counselor. Soldiers interested in Skills Center courses should visit the Skills Center Counselors located in Bldg. 118, Room 4. You will receive assistance in setting up a class schedule and will be provided information on how to register for Skills Center courses through the portal.

Tuition and Fee Payment
Payment is due the same day that you register. If you do not pay your tuition and fees, your classes will be dropped. Refer to the "Payment Information" on the CTC website at http://www.ctcd.edu/webadvisor/webadvisor_payment.htm.

Payment by Credit Card Log on to your WebAdvisor student account through http://www.ctcd.edu/webadvisor/webadvisor_intro.htm and click the "Make a Payment link" on the student menu.

Paying by Check or Cash Go to the Business Office, Room 102, located in the Student Services Building 119 on the Central Campus.

Payment by Military Tuition Assistance TA forms must be submitted at the time of enrollment. Submit the TA form to the designated CTC office serving your location. TA forms may be faxed or emailed. (TA forms are automatically generated for eligible active duty Army registering through the GoArmyEd portal.)

Important Information on Course Adds, Drops, and Withdrawals
Students may make schedule changes without penalty only through the last day of regular registration. Schedule changes made on the first day of the semester/term and thereafter will be subject to the official refund schedules located in this bulletin.

• Students are encouraged to use electronic means to make schedule changes. Most access problems can be resolved within 24 hours through the web help line. However, if you are experiencing difficulties and are unable to drop a course and risk a loss of tuition and fees already paid, fax your course drop request to the Central Campus Records and Registration Office at (254) 526-1961. Request must list specific action to be taken and be signed. Completed Course Drop forms can also be emailed as an attachment to systems.registrar@ctcd.edu.

• Last day to drop a classroom course in WebAdvisor is the last day before the semester starts (normally Sunday). Last day to drop a distance learning course in WebAdvisor is the Thursday before the term starts. After that, you must drop in person at the Records and Registration Office or fax your drop request to the Records and Registration Office. Fax number is (254) 526-1961. Requests to drop a distance learning course must be received no later than the Sunday (central time) before the Monday term start date.

• GoArmyEd students must drop and withdraw from classes through the GoArmyEd portal.

• Tuition and fees must be paid in full on the same day you register or you will be dropped from your course(s). Please refer to the "Credit Courses-Refund Schedule" section on page 20 for more information on course drops and adds.

• VA students must contact Veteran Services before making schedule changes to avoid possible changes in awards and benefits.

• If you have a refund due, you must still contact the CTC Business Office and complete a Request for Refund form.

• International students (F-1 visa) must have approval from the Director of International Student Services before dropping or withdrawing from any class.
**WebAdvisor (Online) Registration and Grades**

**Course Prerequisites:** Students are responsible for ensuring that they have met the required prerequisites before enrolling. Prerequisites can be found in the course descriptions of the college catalog, which is available online.

Students who register through WebAdvisor will be held responsible for all tuition and fees unless they drop the classes prior to first day of the Term.

Check the Summer 2014 Academic Calendar on page 3 of this bulletin. You may find it helpful to complete the Registration Worksheet that follows this section before registering. If you are paying your tuition and fees in full by credit card, you may pay through WebAdvisor; or you may pay in person at the Business Office in Bldg. 119.

**WebAdvisor Instructions**
Go to https://webadvisor.ctcd.org.

**Log in Instructions:** (1) Returning students select “Log In” and proceed. (2) New students who have completed the Admissions process with all information complete may use two methods to log in. (a) The simplest method is to select “Log In” and then proceed to Steps 1 and 2 below in which you will log in with a predefined username and your date of birth as your temporary password. (b) The second method is to click the "I'm New to WebAdvisor" in the lower right corner and obtain a temporary password by email. To use this method you must have a valid email account on file and know your SSN or CTC Assigned ID number. You will be prompted to enter your username, which is explained in Step 1 below. Then follow the instructions on the WebAdvisor screen to receive your temporary password by email.

**Step 1: Enter User Name**
Enter the initials (lowercase) of your first and last names plus the last six digits of your SSN (no spaces). Example: zx123456. If you do not have a SSN, use the initials of your first and last names plus the last six digits of your CTC Assigned ID Number.

**Step 2: Enter Password**
Enter your date of birth (mmddyy). The first time you log in, you will be prompted to change your password. Note this password for future use. Once you change your password, you may proceed with registration.

**Step 3: Registration**
After you log in, click the “Students” link and then the “Register for Sections” under “Registration.” On the next screen select “Search and Register for Sections” or “Express Registration.” Only use Online Express Registration if you know the exact course synonym or the subject, course number, and section number.” Example: 02351 MATH-1314-TM001. 02351 is the synonym.

**Step 4: Section Search**
“Search and Register for Sections” allows you to search by term and location (most commonly TCENT, THOOD, TDLRN). Submit your search to view a list of courses that meet your criteria. Select the preferred course(s) from the list offered and click Submit. To continue with the registration process under Action, select RG-Register or RM-Remove from List if you do not want to register for the selected course. Then click Submit at the bottom of the page. You will receive a summary of the sections that were processed and those for which you are currently registered. At the bottom of this screen you have the following options:

1) Account Summary – shows your tuition and fee balance for the term
2) Make a Payment – allows you to pay with a credit card
3) Register for Sections – allows you to continue with registration
4) Drop Sections – allows you to drop a section/change your schedule
5) My Schedule (by specific term only) – view your class schedule by term

**Step 5: Payment**
Payments in full can be made online by selecting “Make a Payment” and entering your credit card information, or you may pay in person at CTC Business Office in Bldg. 119 at the Central Campus or Fort Hood Campus.

**Step 6: Log Out**
To protect your security, always Log Out each time you use WebAdvisor.

**WebAdvisor Help**
For access or log on problems: email webadvisor.tech@ctcd.edu or call (254) 526-1637 or (800) 792-3348, ext. 1637 with error number. If you have a hold, contact the appropriate office listed on the hold message.

For registration problems: (repeating a class; granted petition needed; pre- or co-requisite required) email registration.help@ctcd.edu with your student ID number and issue or call the WebAdvisor Academic Advisement Helpline (254) 526-1280 during Central Campus registration and leave a detailed message as instructed. For additional information access the Getting Started in WebAdvisor link on the main WebAdvisor website.

*The Academic Advisement helpline is available only during Central Campus registration.*
Registration Worksheet

WebAdvisor

User Name (Initials in lowercase of your first and last names and last 6 digits of SSN) ___________ 
(If no SSN, use initials of first and last names and last 6 digits of CTC Assigned ID#)

Password (date of birth) ___________ (mmddyy)

<table>
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<tr>
<th>Synonym #</th>
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<th>Course Number</th>
<th>Section #</th>
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<td>1406</td>
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Reminder: Students enrolling in science classes must also register for the corresponding lab section of the class. e.g., BIOL (lecture) BIOX (lab), CHEM/CHEX, ENVR/ENVX, GEOL/GEOX, PHYS/PHYX.

Testing Services

Building 111, Student Services, Room 233 (254) 526-1254 or (800) 792-3348, ext. 1254.

Photo I.D. required for all tests. No children allowed in testing area.

If special testing accommodations are needed, contact Disability Support Services at 526-1195.

TSI Assessment Testing

The TSI Assessment is offered on a walk-in basis from 8:00 am to 6:00 pm, Monday through Thursday. The TSI Assessment is a computer-based exam that replaced the paper-based ASSET exam and the computer-based ACCUPLACER exam.

Nursing Pre-entrance Exam

Evolve REACH (HESI) Admission Assessment (A2) Examination is required for all students applying for admission to the Associate Degree Nursing Program, Nursing Option for Articulating Student and Vocational Nursing. The Evolve REACH (HESI) HPA2 examination is required for all applying for admission to the Emergency Medical Technician and Paramedic programs. Testing is held in Bldg. 111, Room 235; test will be administered on designated Tuesdays only from 8:30 a.m. - 11:30 a.m. Please see www.ctcd.edu/testing/testing.htm for more information.

CELT Test See page 12.

Skills Center Self-Paced Certificate Programs

If you are planning to enter a Skills Center self-paced certificate program, see a Skills Center Counselor in Bldg. 118, Room 4, PRIOR to any testing.

Campus Living is for You!

Central Texas College operates a co-ed Residence Hall for single students and apartments for married couples and single parents with dependent children.

The Residence Hall features furnished rooms with microwave, mini-fridge, beds, desk and closet. The rooms also have free internet access. The lounge has cable TV and snack machines. A computer room and coin-operated laundry facilities are also available.

Room requests are assigned by semester and honored on a first-come, first-serve basis. Cost for the 11-week summer semester, including meal plan, is $1430. Those interested in the Residence Hall or for more information should contact the Resident Manager at (254) 526-1790, Bldg. 120, Room 119a.

Married Student Housing offers modern one and two-bedroom, air-conditioned and carpeted apartments located on the Central Campus. The apartments are unfurnished but include a stove and refrigerator. Amenities include free internet access, shared laundry facility, playground and basketball court. Also, the apartments are cable-ready, which may be installed at the tenant's expense. All tenants are billed monthly for electricity. Monthly rent for a one-bedroom apartment is $545 and $630 for a two-bedroom. Those interested in Married Student Housing should contact the Housing Coordinator at (254) 526-1167, MSH Complex, Apt. 9-C.

Students interested in residing in campus housing must meet the bacterial meningitis vaccination requirement. For additional information regarding campus housing, bacterial meningitis vaccination or for an application go to the Housing Quick Link at http://www.ctcd.edu.
Special Instructions for Distance Learning Students

CTC Distance Education website: online.ctcd.edu
Testing Office: online.testing@ctcd.edu
24 Hour Blackboard Support http://online.ctcd.edu/contact_tech.cfm or 1-866-350-4729
Technical support section: http://online.ctcd.edu
Business Office: tracy.lehmkuhler@ctcd.edu or (254) 526-1217.
Student Financial Assistance Office: pearl.creviston@ctcd.edu.
Toll Free Number (not valid for faxing documents): (800) 792-3348, ext. xxxx. Example: 1- (800) 792-3348, ext. 1686.

Technical Skills and Hardware/Software Requirements
Distance learning courses are not designed to teach you how to use software, manage files, navigate the Internet, or use email. You must have these skills before enrolling to ensure success in a distance learning environment.

It is the student’s responsibility to own or have access to a personal computer with the hardware/software required for the course, have Internet access for online courses, and have an email account. For more on technical skills and hardware/software requirements, refer to http://online.ctcd.edu.

Course Offerings
This bulletin includes distance education courses that start June and July, and includes courses scheduled at the time of publication. For an updated list of distance education courses, access WebAdvisor. WebAdvisor provides “live” course information and shows all courses still open.

You may also refer to the schedule section of the Distance learning website: http://online.ctcd.edu/schedule/schedule.cfm. The Distance Learning website lists courses by start date and includes course lengths and delivery systems. Most online courses are 8, 12, and 16-Weeks long.

Admissions [fax Admissions documents to (254) 526-1481]
Outside the State of Texas: Please contact online.mentors@ctcd.edu (254) 526-1296.
Inside the State of Texas but outside the CTC District:
   Near a CTC site: Contact the site for admissions information.
   Not near a CTC site: Contact online.mentors@ctcd.edu (254) 526-1296.
Inside the State of Texas and inside the CTC District: Please contact the main campus. These students are not considered distant learners.

Students who are classified as bona fide Texas residents or receiving in-state tuition rates must also satisfy the TSI requirements in reference to Testing and/or transfer work. Refer to pages 8-10 for residency information.

Arrange a Test Site/Test Proctor Submission Form
You must identify and receive approval for a local testing site. Go to http://online.ctcd.edu for information on locating and arranging for local testing. Complete the Test Proctor Submission Form at http://soarapp.ctcd.org/online-forms/requests/studentdataform.cfm. Your enrollment is not considered complete until the form is submitted.

Guidance and Counseling
Students in the Killeen, Copperas Cove, Ft. Hood, and Service Area. Academic advisement is available through the Guidance and Counseling Office located in the Student Services Building 119 on a walk-in basis except during scheduled registration periods. See pages 4-6.

Students in Texas but outside the college district. Contact the Distance Learning Counselor at counselor.distanceed@ctcd.edu or a Student Services Advisor/Evaluator at (800) 792-3348, ext. 1296.

Students located outside of Texas. See the local CTC representative. If such services are not available, contact the Distance Learning Counselor at counselor.distanceed@ctcd.edu or a Student Services Evaluator/Advisor (800) 792-3348, ext. 1296.

GoArmyEd Students. Contact the Coordinator of GoArmyEd Evaluations at evalcoordinator.goarmyed@ctcd.edu or (800) 792-3348, ext. 1593.
**Registration** (you may register after admissions/residency determination/academic advising are completed)

- You may register through the web if you are in the local area and/or paying 100 percent of your tuition and fees.
- If you are outside of Texas, you may register with your local CTC representative.
- If you are outside of Texas or outside the Killeen/Ft. Hood/Service Area and do not have a CTC representative in your area and a third-party is paying part or all of your tuition, contact an Online Mentor/Advisor at online.mentors@ctcd.edu or fax application to (254) 526-1481.
- Financial Aid students (Grants, Loans, Texas-based or CTC Scholarships) may register through the web.
- Army TA students must apply and register through the ACES portal at http://www.goarmyed.com.

Prior to registration, verify and record critical information through the online Schedule Bulletin; e.g., section number, course start and end dates, and course email address.

**Note: No Late Registration for Online Courses.**

**Maximum Course Load.** Students may enroll in no more than six academic courses or 18 semester hours during any combination of terms within a 16-week semester. Maximum load during the entire summer session is 14 semester hours.

**Textbooks and Instructional Materials**

To identify the books and materials needed for any CTC class, go to the Instructional Materials website at http://www.ctcd.edu/im/im_main.asp. Select the link that corresponds with your class start date.

Textbooks and other course materials may be purchased from the main CTC campus via:

1. In-person at the CTC Bookstore (Building 156),

Please have your class information ready. Class information includes the alpha/numeric course name; e.g. ACCT 2301 (alpha in the course prefix box and numeric in the course number box) and the method of instruction.

Be sure to place your order in ample time to receive your books. Order processing and shipping typically takes 1-3 business days. Arrival time of shipments is based upon which service is chosen for delivery. Shipment options are listed at: http://www.ctcbookstore.com/site_shipping_details.asp

Special Note: If you are not registering at the Central Campus or Fort Hood Campus, please contact the site at which you are registering for additional information BEFORE placing your order.

**Online Course Access**

Students enrolled in an online course will access their courses via Blackboard, the CTC Virtual Classroom. Approximately 72 hours before your class starts, you will receive an email with instructions for accessing your course. To access your course, log into http://ctc.blackboard.com. Your User Name is the first letter of your first name, first letter of your last name, and the last 6 digits of your social security number. Your Password is the month, day and last two digits of the year you were born (mmddyy). For complete instructions, see the Blackboard links from our distance education website at http://online.ctcd.edu.

**Email Address Changes**

If your email address changes, notify your instructor, the CTC Testing Office (online.testing@ctcd.edu), and the CTC Distance Learning Records Office (cdl.records@ctcd.edu) at least two weeks in advance.

**Student Support Services**

If you have a physical or learning disability or need tutoring assistance, please go to the Student Support Services section of this bulletin for information.
Student Support Services
Refer to the Student Services section of the CTC Course Catalog for detailed information about the various student support services provided. Listed below is a brief description of some of the services. Locations and phone numbers are listed in the back of this bulletin.

Academic support is available to distant learners via the Blackboard learning management system.

Individuals requesting disability support services should contact the office preferably before the regular registration periods of each semester/term.

Learning Resource Center ((254) 526-1344)
• Provides self-paced developmental math and English instruction.
• Provides assistance in reading and math for nursing students.
• Provides assistance in preparing for the GED.

Academic Studio - Student Success Center ((254) 526-1580)
Provides a wide range of academic support services including subject specific tutoring for vocational and academic courses; writing assistance; research and fact checking; English proficiency tutoring for ESL students; study skills; peer mentoring, and community resources and service referrals.

Textbook Lending Program ((254) 526-1450)
Provides limited textbook lending for the semester for career/technical students, who meet the income guidelines.

Disability Support Services ((254) 526-1195)
Provides individualized assistance to students who are disabled. Documentation of the disability is required to receive services.

Child Care Support Services ((254) 526-1357)
Provides limited childcare assistance for students in career technical programs. Students must receive a Pell Grant or meet the income guidelines.

Career Center ((254) 526-1106)
• Provides career planning resources: counseling, exploration, seminars, job fairs and internships, job postings, local and national employer information
• Provides job search tools: Certify typing tests; review resumes/cover letters; build interview and professional image skills
• Provides career assessment: MyPlan is available online for free!
  Personality Assessment – learn about yourself.
  Interest Inventory – learn what you like to do.
  Skills Profiler – learn what you do well.
  Values Assessment – learn what is important to you.

Library Services
Oveta Culp Hobby Memorial Library (Bldg102) Phone (254) 526-1621
Monday – Thursday: 7:30am - 9:30pm Friday: 7:30am - 4:30pm
Saturday: 11:00am - 5:00pm Sunday: 1:00pm - 8:00pm

Library services are provided to all registered students, faculty and staff worldwide. Online resources are provided through the Library’s Website www.ctcd.edu (click on library). Virtual resources are available 24 hours a day 365 days a year.

Library Services include:
• Professional librarians and trained support staff available all hours the library is open.
• Resource/Research Consultation available any time.
• Computer Lab 61 work stations.
• Individual/Group study rooms
• Meditation Room
• Art Gallery
Tuition Scale for Summer 2014

<table>
<thead>
<tr>
<th>Semester Hours</th>
<th>Resident In-District</th>
<th>Resident Out-of-District</th>
<th>Nonresident &amp; International</th>
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Please Note: Students will be charged the non-resident tuition rate for any course in which the student has previously enrolled, or a course of substantially the same content and level as the one enrolled, two or more times. Payment is required at the time of registration. Your registration is not finalized until payment is received. You cannot participate in class if registration is not finalized. It is your responsibility to make sure that your registration is finalized. You can verify this by looking up your account on the web.

Students are responsible for any additional amounts due CTC from post-enrollment audits and corrections, including all fees and waivers; i.e. registration assessing errors, dropping or adding classes, invalid employment or third-parties' waivers, etc. CTC will accept tuition assistance (sponsor) agreements in lieu of payment at time of registration, but students will be responsible for all amounts owed if sponsoring agency does not remit payment in full. Students who register for classes during late registration will not be eligible to receive a 100% refund on the dropped classes.

Credit Courses-Refund Schedule

Students who officially withdraw from the institution or who reduce their semester credit hour load shall have their tuition and mandatory fees refunded as follows:

**Summer I 2014 10-Week Courses**
- Before the start of the Summer Semester: Before May 30 - 100%
- During the first nine class days: June 2-12 - 70%
- During the 10th through 12th class day: June 13-17 - 25%
- After the 12th class day: June 18 - None

**Summer I 2014 5-Week Courses**
- Before the start of the Summer Semester: Before May 30 - 100%
- During the first five class days: June 2-6 - 70%
- During the 6th class day: June 9 - 25%
- After the 6th class day: June 10 - None

**Summer II 2014 5-Week Courses**
- Before the start of the Summer II Semester: Before July 3 - 100%
- During the first five class days: July 7-11 - 70%
- During the 6th class day: July 14 - 25%
- After the 6th class day: July 15 - None

Any refund applicable for dropped courses will first be applied to any outstanding balance remaining on the student’s account before any check will be issued.

Central Texas College will allow hours to be dropped and re-added without penalty to the student if the following conditions are met:
- The transaction must be completed prior to the census date of the dropped hours.
- The start date of the added hours must be prior to the census date of the dropped hours.
- The exchange must be an equal one.
- The exchange must occur simultaneously as a single transaction.
Installment Payment Plan
CTC accepts installment payments for fall and spring classes that are 16 weeks in length and on the Main Campus.

- A nonrefundable fee of $20 will be assessed each semester for use of the plan.
- Payment obligation is in the following manner: the nonrefundable processing fee plus 50% of the tuition and fees total must be paid at the time of registration; 25% of tuition and fees must be paid on or before October 5th for Fall semesters and March 5th for Spring semesters; and the remaining balance must be paid on or before November 5th for Fall semesters and April 5th for Spring semesters.
- All financial aid will be applied to the amount due before the payment plan is offered.
- A late fee of $25 will be assessed on any payment not made on or before the due date.
- Finance charges of 18% annually will be assessed on any account balance remaining after the final payment due date.
- A student who fails to make full payment of tuition and fees including any incidental fees by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make payment before the end of the semester will be denied credit for the work done that semester until full payment is made.
- In the event of default on the installment plan, CTC has the right to employ a collection agency and/or any other legal means to collect this debt. All applicable collection costs, attorney fees, interest and/or penalties will be paid by the student.
- The installment plan is not available to a student who registers during late registration.

Important Information for Students who Drop or Withdraw from Courses
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.” This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later. 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 that the student was enrolled in the course; and
(3) the student is not dropping the course in order to withdraw from the institution.

Soldiers utilizing the GoArmyEd portal will follow the GoArmyEd refund schedule which is posted at https://www.goarmyed.com/public/facility_pages/Central_Texas_College/courseinfo.asp and also posted on the “Class Details” screen in the GoArmyEd Class Schedule.
Sample
Course Number and Title
ACCT 2301 Principles of Financial Accounting

How to Read the Course Listings
Sample
Course Number and Title
ACCT 2301 Principles of Financial Accounting

Classroom
Synonym Section Number Number Type Bldg. Room Days Starting Time Ending Time Instructor
71457 TM013 LEC 152 114 TTH 10:15am 12:15pm White

Distance Learning
Synonym Section Number Number Type Instructor
00000 TD001 OLL Smith

Type Codes: LEC–Lecture LAB–Lab CLN–Clinical HYL–Hybrid INT–Intern PRA–Practicum OLI–Online Internship OLP–Online Practicum OSL–Online Self-paced Lecture OBL–Flex

Agriculture
Classroom
10 Week Session June 2 - August 8
AGMG 2486 Internship-Agriculture - 4 CH
39644 TM003 INT
AGRI 1419 Introductory Animal Science - 4CH
44481 TM003 LEC 150 1058 MW 10:00am 12:00pm Aljoe

Business Administration/Business Management
Classroom/Blended Online
10 Week Session June 2 - August 8
ACCT 2301 Principles of Financial Accounting - 3CH
38076 TM012 LEC 152 114 MW 10:15am 12:15pm White
ACCT 2302 Principles of Managerial Accounting - 3CH
Preprerequisite: ACCT 2301
38164 TM013 LEC 152 114 TTH 5:55pm 7:55pm Drake

LAB 155 A139 TTH 10:15am 12:15pm
38743 TM012 LEC 152 114 MW 10:15m 12:15pm White

AVIM 2331 Airline Management - 3CH
38228 TD003 OLL

BUIS 1301 Business Principles - 3CH
38202 TM009 LEC 152 147 MW 9:00am 11:00am Frith
BUSI 2301 Business Law- 3CH
38212 TM003 LEC 152 102 MW 6:00pm 8:00pm Hall Jr

BCIS 1405 Business Computer Applications - 4CH
38715 TM011 LEC 155 A139MW 12:30pm 2:30pm Edwards

Business Administration/Business Management
Classroom/Blended Online
10 Week Session June 2 - August 8
ACCT 2301 Principles of Financial Accounting - 3CH
38076 TM012 LEC 152 114 MW 10:15am 12:15pm White
ACCT 2302 Principles of Managerial Accounting - 3CH
Preprerequisite: ACCT 2301
38164 TM013 LEC 152 114 TTH 5:55pm 7:55pm Drake

LAB 155 A139 MW 2:45pm 4:45pm
38743 TM012 LEC 155 A139MW 10:00am 12:00pm White

ACCT 2307 Commercial Ground School - 3CH
Departmental Approval Required. Prerequisite: AIRP 1451.
40928 TM003 LEC 152 141 MW 10:15am 12:15pm Gibson
AIRP 2342 Flight Inst-Instrument Airplane - 3CH
Departmental Approval Required. Prerequisite: Certified Flight Instructor Certificate
40929 TM003 LEC SKLK 1 M-TH TBA Gibson
AIRP 2355 Propulsion Systems - 3CH
40931 TM002 LEC SKLK 1 MW 12:30pm 2:30pm Gebhardt

Distance Education (see online.ctcd.edu)
10 Week Session June 2 - August 8
AIRP 1305 Aircraft Science - 3CH
38221 TD003 OLL Gebhardt
AVIM 2331 Airline Management - 3CH
38228 TD003 OLL

BUSG 1371 Entrepreneur & Bus Plan Dev- 3CH
38194 TM003 LEC 152 147 MW 3:00pm 5:00pm Carr

BCIS 1405 Business Computer Applications - 4CH
38715 TM011 LEC 155 A139MW 12:30pm 2:30pm Edwards

BUSI 2301 Business Law- 3CH
38212 TM003 LEC 152 102 MW 6:00pm 8:00pm Hall Jr

HRPO 1311 Human Relations- 3CH
38219 TM003 LEC 152 102 TTH 9:00am 11:00am Ledger

MRKG 1311 Principles of Marketing - 3CH
38220 TM003 LEC 152 102 MW 9:00am 11:00am Ledger

RELE 1200 Contract Forms and Addenda - 2CH
38266 TM006 LEC 152 136 TTH 9:00am 10:20am Henslee

RELE 1219 Real Estate Finance - 2CH
38274 TM005 LEC 152 136 MW 6:00pm 7:20pm West

RELE 1311 Law of Contracts- 3CH
38282 TM003 LEC 152 124 TTH 10:15am 12:15pm Blalock

RELE 1406 Real Estate Principles- 4CH
38284 TM003 LEC 152 124 TTH 12:30pm 2:30pm Blalock

RELE 2301 Law of Agency- 3CH
38293 TM003 LEC 152 136 TTH 10:30am 12:30pm Henslee
Distance Education (see online.ctcd.edu)

8 Week Session May 5 - June 27
BCIS 1405 Business Computer Applications - 4CH
Students must have Windows XP or later, IE7 or higher, CD and Internet Access. Must be able to install an ActiveX plugin, Adobe Reader and Flash player:
36859 TD012 OSL Eosze
BMGT 1301 Supervision - 3CH
37051 TD009 OLL Orona
BMGT 1325 Office Management - 3CH
37062 TD012 OLL Hansaker
BMGT 1327 Principles of Management - 3CH
37075 TD013 OLL Maglesten
BUSG 2309 Small Business Management - 3CH
37104 TD011 OLL Gonzalez
BUSI 1301 Business Principles - 3CH
37112 TD014 OLL Donovan
BUSI 2301 Business Law - 3CH
37125 TD010 OLL Justice
HRPO 1311 Human Relations - 3CH
37133 TD012 OLL Lacy
HRPO 2301 Human Resources Management - 3CH
37147 TD009 OLL Clemens
MRKG 1311 Principles of Marketing - 3CH
37154 TD009 OLL Ledger

12 Week Session May 5 - July 25
ACCT 2301 Principles of Financial Accounting - 3CH
Prerequisite: DSHA 0301, DSRE 0301 or equivalent placement test scores
36976 TD014 OLL White
ACCT 2302 Principles of Managerial Acct. - 3CH
36983 TD006 OLL Wilson

8 Week Session June 2 - July 25
BMGT 1301 Supervision - 3CH
37298 TD010 OLL Ledger
BMGT 1325 Office Management - 3CH
37310 TD013 OLL Reese
BMGT 1327 Principles of Management - 3CH
37322 TD014 OLL Reese
37329 TD015 OLL Clemens
BUSG 1370 Small Business Accounting - 3CH
37484 TD004 OLL Labombard
BUSG 1371 Entrepreneur & Bus Plan Dev - 3CH
37492 TD003 OLL Carr
BUSG 2309 Small Business Management - 3CH
37505 TD012 OLL Ledger
BUSI 1301 Business Principles - 3CH
37519 TD015 OLL Frith
BUSI 1307 Personal Finance - 3CH
37527 TD007 OLL White
BUSI 2301 Business Law - 3CH
37540 TD011 OLL Hall Jr
HRPO 1311 Human Relations - 3CH
37554 TD013 OLL Ledger
HRPO 2301 Human Resources Management - 3CH
37571 TD010 OLL Reese
MRKG 1302 Principles of Retailing - 3CH
37578 TD005 OLL Tovbin
MRKG 1311 Principles of Marketing - 3CH
37598 TD010 OLL Reese
MRKG 2333 Principles of Selling - 3CH
37614 TD005 OLL Redfearn

10 Week Session June 2 - August 8
ACCT 2301 Principles of Financial Accounting - 3CH
Prerequisite: DSHA 0301, DSRE 0301 or equivalent placement test scores
37277 TD015 OLL White
ACCT 2302 Principles of Managerial Accounting - 3CH
37284 TD007 OLL White
BCIS 1405 Business Computer Applications - 4CH
38236 TD013 OSL Eosze

8 Week Session July 7 - August 29
ACCT 2301 Principles of Financial Accounting - 3CH
39740 TD016 OLL Asif
ACCT 2302 Principles of Managerial Accounting - 4CH
39751 TD003 OLL Morizen

12 Week Session June 2 - August 22
BMGT 2488 Intern-Bus Admin & Mgmt Gen - 4CH
37339 TD003 OLI Eosze
BMGT 2489 Intern-Bus Admin & Mgmt Gen - 4CH
37351 TD003 OLI Morizen

8 Week Session July 7 - August 29
ACCT 2301 Principles of Financial Accounting - 3CH
39740 TD016 OLL Asif
ACCT 2302 Principles of Managerial Accounting - 4CH
39751 TD003 OLL Morizen

Child Development

Classroom
10 Week Session June 2 - August 8
CDEC 1317 Child Development Associate Training I - 3CH
Lab is 52 additional hours outside of class time.
Class meets every other Monday and 50 percent online.
39627 TM003 OBL 136 154 M 6:00pm 7:30pm Garza
CDEC 2307 Math & Science Early Childhood - 3CH
Class meets 60 percent online.
39636 TM002 OBL 136 154 TH 6:00pm 8:00pm Holmes
TECA 1311 Educating Young Children - 3CH
Field experience in diverse settings is 16 additional hours outside of class time. Class meets 60 percent online.
39632 TM003 OBL 136 154 T 6:00pm 8:00pm STAFF
TECA 1318 Wellness of the Young Child - 3CH
Field experience in diverse settings is 16 additional hours outside of class time. Class meets 60 percent online.
39635 TM002 OBL 136 154 W 6:00pm 8:00pm STAFF

Distance Education (see online.ctcd.edu)
12 Week Session May 5 - July 25
CDEC 1319 Child Guidance - 3CH
38556 TD003 OLL Fish
CDEC 1354 Child Growth & Development - 3CH
38571 TD001 OLL Hight

16 Week Session May 5 - August 22
CDEC 2288 Internship - Child Care Provider - 2CH
192 hours lab requirement.
38564 TD002 OLI Lewis

12 Week Session June 2 - August 22
CDEC 1359 Children With Special Needs - 3CH
38787 TD004 OLL Pergl
TECA 1303 Families, School and Community - 3CH
Field experience in diverse settings is 16 additional hours outside of class time.
38745 TD005 OLL Lamper
Summer 2014

12 Week Session July 7 - September 26

EDUC 2301 Intro to Intro to Popularations - 3CH
Field experience in PK - 12 is 16 additional hours outside of class time
39578 TD006 OLL Lombardi

EDUC 1301 Introduction to the Teaching Profession - 3CH
Field experience in PK - 12 is 16 additional hours outside of class time
39558 TD008 OLL Lamper

TECA 1311 Educating Young Children - 3CH
Field experience in diverse settings is 16 additional hours outside of class time
39567 TD005 OLL Lombardi

College Developmental Studies

10 Week Session June 2 - August 8
DSED 0300 College Study Skills - 3CH
41896 TM011 LEC 101 3 MW 10:15am 12:15pm
45077 TM012 LEC 101 3 MW 12:30pm 2:30pm

Are you interested in a new program that will help you complete your Developmental Courses faster? Are you dedicated and willing to put in extra time to accomplish this goal? Please check out the Developmental Studies webpage and read about the Non-Course Based Options available to you. Make sure to fill out the Student Questionnaire, this is the first step in being accepted into the program. http://www.ctcd.edu/devstudies/devstudies.htm

DSMA 0300 Developmental Mathematics I - 3CH
Lab is 12 additional hours outside of class time.
41907 TM055 LEC 101 8 M-T 10:15am 12:30pm 2:20pm
41909 TM057 LEC 101 8 M-T 4:00pm 5:50pm
41911 TM059 LEC 101 5 M-T 7:55pm 7:45pm

DSMA 0303 Developmental Mathematics IV - 3CH
Lab is 12 additional hours outside of class time.
41914 TM046 LEC 150 1070 M-T 8:00am 9:50am
41915 TM047 LEC 101 8 M-T 8:00am 9:50am
41916 TM048 LEC 150 1070 M-T 10:15am 12:05pm
41918 TM050 LEC 150 1070 M-T 12:30pm 2:20pm
41919 TM051 LEC 101 17 M-T 12:30pm 2:20pm
41920 TM052 LEC 150 1070 M-T 4:00pm 5:50pm
41921 TM053 LEC 150 1070 M-T 5:55pm 7:45pm

DSRE 0300 Developmental Reading I - 3CH
Lab is 16 additional hours outside of class time.
41950 TM017 LEC 101 2 MW 5:55pm 7:55pm

DSRE 0301 Developmental Reading II - 3CH
Lab is 16 additional hours outside of class time.
41952 TM022 LEC 150 1073 M-T 8:00am 11:00am
41966 TM023 LEC 150 1073 M-T 10:15am 12:15pm
41967 TM024 LEC 150 1073 M-T 5:55pm 7:55pm
41970 TM026 LEC 150 1073 TTH 12:30pm 2:30pm

DSWR 0301 Developmental Writing I - 3CH
Lab is 16 additional hours outside of class time.
41971 TM014 LEC 150 1071 M-T 8:00am 10:00am
41973 TM016 LEC 150 1071 TTH 8:00pm 10:00pm

DSWR 0302 Developmental Writing II - 3CH
Lab is 16 additional hours outside of class time.
41974 TM020 LEC 150 1071 M-T 10:15am 12:15pm
41976 TM022 LEC 150 1071 TTH 10:15am 12:15pm
41977 TM023 LEC 150 1071 TTH 5:55pm 7:55pm

Distance Education (see online.ctcd.edu)
10 Week Session June 2 - August 8
DSMA 0305 Pre-Algebra - 3CH
37688 TD011 OLL
37696 TD012 OLL

DSMA 0309 Fundamentals of Algebra - 3CH
37703 TD007 OLL

DSMA 0310 Intermediate Algebra - 3CH
37717 TD007 OLL

DSRE 0311 Developmental Reading II - 3CH
37724 TD006 OLL

DSWR 0311 Developmental Writing II - 3CH
37731 TD008 OLL
37738 TD009 OLL

Communications

OBL courses combine face-to-face classwork/lecture with online technologies enabling the benefits for in class interaction and independent work online. Attendance is required for face-to-face lecture. Mandatory work online is required for non-class days.

Classroom/Blended Online
5 Week Session June 2 - July 13
ENGL 1301 Composition I - 3CH
40971 TM053 LEC 152 249 M-T 2:45pm 4:45pm Hunt
40973 TM054 LEC 152 249 M-T 6:00pm 8:00pm Peavy

ENGL 1302 Composition II - 3CH
40975 TM028 LEC 152 249 M-T 10:15am 12:15pm Hunt

SPAN 2311 Intermediate Spanish I - 3CH
40984 TM002 LEC 152 249 M-T 8:00am 10:00am Simon
40980 TM024 LEC 152 249 M-T 10:15am 12:15pm Simon
40982 TM025 LEC 152 249 M-T 2:45pm 4:45pm Wood

SPAN 1321 Business & Professional Communication - 3CH
40983 TM006 LEC 152 112 M-T 2:45pm 4:45pm

10 Week Session June 2 - August 8
ENGL 1301 Composition I - 3CH
40974 TM055 LEC 152 246 TTH 2:45pm 4:45pm Villanueva
40975 TM056 LEC 152 246 M-W 2:45pm 4:45pm Villanueva
42023 TM058 LEC 152 246 M-W 12:30pm 2:30pm Villanueva
42024 TM059 LEC 152 246 TTH 12:30pm 2:30pm Villanueva

ENGL 1302 Composition II - 3CH
40985 TM029 LEC 152 153 MW 2:45pm 4:45pm Cornell
40986 TM030 LEC 152 107 MW 8:00am 10:00am Heath
Course reading material will be provided in class.

ENGL 2322 British Literature I - 3CH
40998 TM004 LEC 152 107 MW 10:15am 12:15pm Heath
Course reading material will be provided in class.

ENGL 2333 World Literature II - 3CH
41000 TM001 OBL 150 11080 M 10:15am 12:15pm Cornell

5 Week Session July 7 - August 8
ENGL 1301 Composition I - 3CH
41001 TM056 LEC 152 249 M-T 10:15am 12:15pm Hunt

ENGL 1302 Composition II - 3CH
41007 TM033 LEC 152 249 M-T 10:15am 12:15pm Hunt
41010 TM034 LEC 152 114 M-T 10:15am 12:15pm Phillips
41011 TM035 LEC 152 249 M-T 6:00pm 8:00pm Peavy

SPAN 2312 Intermediate Spanish II - 3CH
41012 TM002 LEC 152 246 M-T 8:00am 10:00am Gibson

Distance Education (see online.ctcd.edu)
10 Week Session June 2 - August 8
DSMA 0305 Pre-Algebra - 3CH
37688 TD011 OLL
37696 TD012 OLL

DSMA 0309 Fundamentals of Algebra - 3CH
37703 TD007 OLL

DSMA 0310 Intermediate Algebra - 3CH
37717 TD007 OLL

DSRE 0311 Developmental Reading II - 3CH
37724 TD006 OLL

DSWR 0311 Developmental Writing II - 3CH
37731 TD008 OLL
37738 TD009 OLL
Distance Education (see online.ctcd.edu)

Online Speech courses: Students are required to give speeches for SPCH 1315 and SPCH 1321 in front of an audience of at least 10 adult peers. You will have multiple options to present your speeches including the use of free video capture/storage programs such as Vimeo or YouTube. Consult your instructor for specifics and options. Required: Microphone, working speakers or headset, and webcam.

8 Week Session May 5 - June 27
ENGL 1301 Composition I - 3CH
37035 TD169 OLL  Godey
37041 TD170 OLL  Hovde
37045 TD171 OLL  Mathers
37049 TD172 OLL  Schiffer
ENGL 1302 Composition II - 3CH
37055 TD042 OLL  Driver
37076 TD043 OLL  Gass
37090 TD044 OLL  Haudelson
ENGL 2327 American Literature I - 3CH
37097 TD016 OLL  Sullivan
ENGL 2328 American Literature II - 3CH
37105 TD042 OLL  Andersen
37248 TD043 OLL  Heinemann
SPCH 1321 Business & Professional Communication - 3CH
37265 TD039 OLL  Johnston

12 Week Session May 5 - July 25
SPCH 1315 Public Speaking - 3CH
37199 TD067 OLL  Wallgren
37204 TD068 OLL  Wallgren
37209 TD069 OLL  Withers
37215 TD070 OLL  Withers
SPAN 1411 Beginning Spanish I - 4CH
37126 TD037 OLL  Casillas
37170 TD038 OLL  Casillas
SPAN 1412 Beginning Spanish II - 4CH
37183 TD039 OLL  Wilson

8 Week Session June 2 - July 25
ENGL 1301 Composition I - 3CH
38639 TD173 OLL  Harder
38646 TD174 OLL  Lounsbury
38655 TD175 OLL  Regnier
38683 TD176 OLL  Tatum
38696 TD177 OLL  Rodock
38759 TD180 OLL  Villanueva
44446 TD186 OLL  Latham
ENGL 1302 Composition II - 3CH
38767 TD045 OLL  Marchant
38773 TD046 OLL  Winslow
38778 TD047 OLL  Ramnath
38782 TD048 OLL  Trevathan
44453 TD052 OLL  Latham
ENGL 2311 Technical and Business Writing - 3CH
38811 TD008 OLL  Gooch
ENGL 2327 American Literature I - 3CH
38836 TD017 OLL  Cornell
ENGL 2328 American Literature II - 3CH
38845 TD005 OLL  Cornell
SPCH 1318 Interpersonal Communication - 3CH
38867 TD045 OLL  Baker
38892 TD046 OLL  Hunt
38908 TD047 OLL  Snoddy
SPCH 1321 Business & Professional Communication - 3CH
38950 TD040 OLL  Tracy
38956 TD041 OLL  Weaver
39019 TD042 OLL  Debord
39027 TD043 OLL  Winkler
39036 TD044 OLL  Winkler

Computer-Aided Drafting and Design

Classroom
10 Week Session June 2 - August 8
DFTG 1405 Technical Drafting - 4CH
38065 TM004 LEC 101 9 M-TH 8:00am 10:00am Pergl
DFTG 1409 Basic Computer-Aided Drafting - 4CH
38072 TM004 LEC 101 7 M-TH 10:15am 12:15pm Pergl
DFTG 2438 Final Project - Advanced Draft
38073 TM003 LEC 101 7 Pergl
Summer 2014

Computer Science

Many Computer Science courses have prerequisites. Please refer to the current catalog. All 4 credit hour Computer Science courses have lab hours. If the lab is not already included in the course times, it will be announced by the instructor.

Classroom

10 Week Session June 2 - August 8

COSC 1301 Introduction to Computing - 3CH
38753 TM003 LEC 155 A139 MW 8:00am 10:00am Schroeder
38760 TM003 LEC 155 A139 MW 10:15am 12:15pm Perschbach

ITNW 1458 Network+ - 4CH
38768 TM011 LEC 155 A139 MW 12:30pm 2:30pm Edwards
38777 TM012 LEC 155 A139 TTH 8:00am 10:00am Grigsby

ITSC 1409 Integrated Software Applications I - 4CH
38694 TD014 OSL 10:15am 12:15pm Martin

ITSE 1302 Computer Programming (Visual Basic) - 3CH
TBA TM001 LEC 155 A139 MW 12:30pm 2:00pm Gibson
LAB 155 A139 MW 2:15pm 5:00pm

Distance Education (see online.ctcd.edu)

Students in online courses must have MS Windows, CD/DVD, Internet access, and Email.

8 Week Session May 5 - June 27

COSC 1301 Introduction to Computing - 3CH
36915 TD030 OSL Larson
36924 TD031 OSL Schubring

ITNW 1437 Introduction to the Internet - 4CH
36949 TD014 OSL Godbois

ITSC 1409 Integrated Software Applications I - 4CH
Students must have Windows XP or later, IE7 or higher; CD and Internet Access. Must be able to install an ActiveX plugin, Adobe Reader and Flash player.
36984 TD017 OSL Chaffin

ITSW 1401 Introduction to Word Processing - 4CH
Students must have Windows XP or later, IE7 or higher, CD and Internet Access. Must be able to install an ActiveX plugin, Adobe Reader and Flash player.
36997 TD013 OSL Sullivan

ITSW 1404 Introduction to Spreadsheets - 4CH
Students must have Windows XP or later, IE7 or higher, CD and Internet Access. Must be able to install an ActiveX plugin, Adobe Reader and Flash player.
37011 TD012 OSL Jones, S.

10 Week Session June 2 - August 8

COSC 1301 Introduction to Computing - 3CH
38243 TD032 OSL Gibson
38251 TD033 OSL Oser
38258 TD034 OLL Schroeder

IMED 1316 Web Design I - 3CH
TBA TD001 OLL Perschbach

ITNW 1416 Network Administration - 4CH
38281 TD010 OSL Oser

ITNW 1437 Introduction to the Internet - 4CH
38294 TD015 OSL McLendon

ITNW 1454 Implement and Support Servers - 4CH
38307 TD010 OSL Martin

ITNW 1458 Network+ - 4CH
38322 TD015 OLL Perschbach

ITNW 2454 Internet/Intranet Server - 4CH
44546 TD010 OSL Decker

ITSC 1405 Introduction to PC Operating Systems - 4CH
38330 TD015 OLL Schroeder

ITSC 1409 Integrated Software Applications I - 4CH
Students must have Windows XP or later, IE7 or higher, CD and Internet Access. Must be able to install an ActiveX plugin, Adobe Reader and Flash player.
38345 TD018 OSL Edwards

ITSC 1415 Project Management Software - 4CH
38370 TD005 OSL Perschbach

ITSC 1425 Personal Computer Hardware - 4CH
38391 TD008 OLL Grigsby

ITSC 2439 Personal Computer Help Desk Support - 4CH
38406 TD012 OSL Edwards

ITSW 1307 Introduction to Database - 3CH
TBA TD001 OSL Gibson

ITSW 1401 Introduction to Word Processing - 4CH
Students must have Windows XP or later, IE7 or higher, CD and Internet Access. Must be able to install an ActiveX plugin, Adobe Reader and Flash player.
38428 TD014 OSL Jones, L

ITSW 1404 Introduction to Spreadsheets - 4CH
Students must have Windows XP or later, IE7 or higher, CD and Internet Access. Must be able to install an ActiveX plugin, Adobe Reader and Flash player.
38448 TD013 OSL Jones, V

ITSY 1400 Fundamentals of Information Security - 4CH
38469 TD011 OSL Ford

ITSY 2401 Firewalls and Network Security - 4CH
38495 TD005 OSL Oser

8 Week Session July 7 - August 29

COSC 1301 Introduction to Computing - 3CH
39251 TD035 OSL Kellenberger
39327 TD036 OSL Grazinski
39343 TD037 OSL Reichert

IMED 1316 Web Design I - 3CH
TBA TD002 OLL Escudier

ITNW 1437 Introduction to the Internet - 4CH
39385 TD016 OSL Ford

ITNW 1458 Network+ - 4CH
39397 TD016 OSL Rowland

ITSC 1405 Introduction to PC Operating Systems - 4CH
39425 TD016 OSL McKee

ITSC 1409 Integrated Software Applications I - 4CH
Students must have Windows XP or later, IE7 or higher, CD and Internet Access. Must be able to install an ActiveX plugin, Adobe Reader and Flash player.
39438 TD020 OSL Kerr

ITSC 2439 Personal Computer Help Desk Support - 4CH
39446 TD013 OSL Boamah

ITSW 1401 Introduction Word Processing - 4CH
Students must have Windows XP or later, IE7 or higher, CD and Internet Access. Must be able to install an ActiveX plugin, Adobe Reader and Flash player.
39453 TD015 OSL Livingston

ITSW 1404 Introduction to Spreadsheets - 4CH
Students must have Windows XP or later, IE7 or higher, CD and Internet Access. Must be able to install an ActiveX plugin, Adobe Reader and Flash player.
39460 TD014 OSL Fox

ITSY 1400 Fundamentals of Information Security - 4CH
39467 TD012 OSL Subhani

ITSY 1442 Information Technology Security - 4CH
39474 TD015 OSL Smith
### Emergency Medical Technology/EMPC

**Departmental approval is required.**

#### Classroom

**10 Week Session June 2 - August 8**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CRNs</th>
<th>Days</th>
<th>Time</th>
<th>Instructor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMSP 1204</td>
<td>EMTC Basic-Refresher - 1CH</td>
<td>41305</td>
<td>TTH</td>
<td>8:30am 11:50am</td>
<td>Hebert</td>
</tr>
<tr>
<td>EMSP 1140</td>
<td>Emergency Medical Tech-Basic - 4CH</td>
<td>41329</td>
<td>TTH</td>
<td>8:30am 11:50am</td>
<td>Koppes</td>
</tr>
<tr>
<td>EMSP 1160</td>
<td>Clinical-EMT - 1CH</td>
<td>41332</td>
<td>T</td>
<td>8:30am 11:50am</td>
<td>Samarripa</td>
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<tr>
<td>SUMMER ADMISSION</td>
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<tr>
<td>12 Week Session May 27 - August 12</td>
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<tr>
<td>EMSP 1555</td>
<td>Trauma Management - 3CH</td>
<td>41504</td>
<td>TTH</td>
<td>8:30am 10:50am</td>
<td>Koppes</td>
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<tr>
<td>EMSP 1356</td>
<td>Patient Assess &amp; Airway Management - 3CH</td>
<td>41535</td>
<td>TTH</td>
<td>11:00am 1:50am</td>
<td>Koppes</td>
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</table>

**Notes:** Portions of coursework require computer knowledge. Students must have Immunizations, Physical, CPR, Criminal Background Check and 11-Panel Drug Screen to register. Departmental approval is required. The Department of Nursing reserves the right to change a student’s clinical placement if the Department determines that a change is necessary.

### Distance Education (see online.ctcd.edu)

**10 Week Session June 2 - August 8**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CRNs</th>
<th>Days</th>
<th>Time</th>
<th>Instructor(s)</th>
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<tbody>
<tr>
<td>EMSP 1268</td>
<td>EMT-Practicum - 2CH</td>
<td>41525</td>
<td>T</td>
<td>12:00pm 4:50pm</td>
<td>Samarripa</td>
</tr>
<tr>
<td>EMSP 1338</td>
<td>Introduction to Adv Practice - 3CH</td>
<td>37956</td>
<td>T</td>
<td>12:00pm 4:50pm</td>
<td>Samarripa</td>
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**Distance Education (see online.ctcd.edu)**

**13 Week Session May 12 - August 8**

<table>
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<th>Course Code</th>
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<th>CRNs</th>
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<th>Time</th>
<th>Instructor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMSP 1268</td>
<td>EMT-Practicum - 2CH</td>
<td>41533</td>
<td>T</td>
<td>12:00pm 4:50pm</td>
<td>Samarripa</td>
</tr>
</tbody>
</table>

**Notes:** Students are required to take EMSP 1355, 1356 & 1166 with this course.

### Language

**English-as-a-Second-Language**

**10 Week Session June 2 - August 8**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CRNs</th>
<th>Days</th>
<th>Time</th>
<th>Instructor(s)</th>
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<tr>
<td>DSLA 0310</td>
<td>Reading and Vocabulary I (ESL) - 3CH</td>
<td>41561</td>
<td>M-TH</td>
<td>10:00am 9:45am</td>
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<tr>
<td>DSLA 0314</td>
<td>Writing I (ESL) - 3CH</td>
<td>41564</td>
<td>M-TH</td>
<td>10:00am 9:45am</td>
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<tr>
<td>DSLA 0315</td>
<td>Grammar I (ESL) - 3CH</td>
<td>41565</td>
<td>M-TH</td>
<td>10:00am 9:45am</td>
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</tr>
<tr>
<td>DSLA 0320</td>
<td>Reading and Vocabulary II (ESL) - 3CH</td>
<td>41568</td>
<td>M-TH</td>
<td>10:00am 9:45am</td>
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</tbody>
</table>

**Notes:** This course has a lab fee. Lab is 16 additional hours outside of class.

**13 Week Session May 12 - August 8**

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Time</th>
<th>Instructor(s)</th>
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<tbody>
<tr>
<td>DSLA 0322</td>
<td>Academic Listening and Speaking II (ESL) - 3CH</td>
<td>41570</td>
<td>M-TH</td>
<td>10:00am 9:45am</td>
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<tr>
<td>DSLA 0323</td>
<td>Academic Listening and Speaking I - 3CH</td>
<td>41566</td>
<td>M-TH</td>
<td>10:00am 9:45am</td>
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</table>

**Notes:** This course has a lab fee. Lab is 16 additional hours outside of class.

### Summer 2014

**Distance Education (see online.ctcd.edu)**

**10 Week Session June 2 - August 8**

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Time</th>
<th>Instructor(s)</th>
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<tbody>
<tr>
<td>EMSP 2143</td>
<td>Assessment Based Management - 1CH</td>
<td>41488</td>
<td>T</td>
<td>12:00pm 4:50pm</td>
<td>Samarripa</td>
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<tr>
<td>EMSP 2338</td>
<td>EMS Operations - 3CH</td>
<td>37965</td>
<td>T</td>
<td>12:00pm 4:50pm</td>
<td>Samarripa</td>
</tr>
</tbody>
</table>

**Notes:** Students are required to take EMSP 2330, 2143 & 1268 with this course.
Fine Arts

Classroom

5 Week Session June 2 - July 3
ARTS 2357 Photography II - 3CH
45123 TM005 LEC 112 105 M-TTH 9:00am 1:00pm Kovach
MUSI 1181 Piano Class I - 1CH
41632 TM005 LEC 112 108 M-TTH 1:30pm 2:45pm Yun
MUSI 1192 Guitar Class I - 1CH
41643 TM005 LEC 112 100 TTH 2:40pm 5:10pm Pinno
MUSI 1304 Foundations of Music - 3CH
41644 TM003 LEC 112 100 M-TTH 10:30am 12:30pm Bolick
MUSI 1306 Music Appreciation - 3CH
41645 TM005 LEC 112 100 M-TTH 8:30am 10:30am Bolick

ALL MUAP Classes

Beginners should enroll in class voice, piano or guitar before taking Individualized Instruction. All MUAP Individualized Instruction students must meet on June 3 for orientation in Bldg. 112, Room 100, 1:00-1:20pm. In addition to the lesson time ALL students must meet Tuesdays 1:00-1:20pm.

MUAP 1102 Individual Instruction Strings II - 1CH
41628 TM005 LAB 112 100
MUAP 1169 Individual Instruction Piano I - 1CH
41629 TM003 LAB 112 103
MUAP 1170 Individual Instruction Piano II - 1CH
41630 TM003 LAB 112 103

10 Week Session June 2 - August 8
DRAM 1310 Introduction to Theater - 3CH
41646 TM005 LEC 112 106 M-W 10:00am 12:00pm Salter
41647 TM006 LEC 112 106 M-W 2:00pm 4:00pm Salter
DRAM 2367 Development of Motion Picture II - 3CH
41648 TM003 LEC 112 107 TTH 4:00pm 8:00pm Valdez

ALL MUAP Classes

Beginners should enroll in class voice, piano or guitar before taking Individualized Instruction. All MUAP Individualized Instruction students must meet on June 3 for orientation in Bldg. 112, Room 100, 1:00-1:20pm. In addition to the lesson time ALL students must meet Tuesdays 1:00-1:20pm.

MUAP 1181 Individual Instruction Voice I - 1CH
41649 TM003 LAB 112 100
MUAP 1182 Individual Instruction Voice II - 1CH
41650 TM003 LAB 112 100
MUAP 2281 Individual Instruction Voice III - 2CH
41651 TM003 LAB 112 100

Distance Education (see online.cted.edu)

8 Week Session May 5 - June 27
HUMA 1315 Fine Arts Appreciation - 3CH
37162 TD087 OSL
37169 TD088 OSL
37184 TD089 OSL

8 Week Session June 6 - July 25
HUMA 1315 Fine Arts Appreciation - 3CH
37969 TD090 OSL
37974 TD091 OSL
37978 TD092 OSL
37989 TD093 OSL

10 Week Session June 2 - August 8
HUMA 1315 Fine Arts Appreciation - 3CH
39531 TD094 OSL
39547 TD095 OSL
MUSI 1181 Piano Class I - 3CH
39489 TD003 OLL
MUSI 1301 Fundamentals of Music I - 3CH
39497 TD003 OLL
MUSI 1306 Music Appreciation - 3CH
39511 TD003 OLL

Distance Education

Classroom

Distance Education (see online.cted.edu)

8 Week Session June 2 - July 25
EMAP 1400 Principles of Basic Emergency Management - 4CH
37802 TD003 OLL
EMAP 2300 Dev Vol Resources & Decision Making - 3CH
37674 TD003 OLL
EMAP 2301 Leadership & Effective Communi - 3CH
37852 TD003 OLL
HMSY 1337 Introduction to Homeland Security - 3CH
37834 TD003 OLL
HMSY 1338 Hl Security Engg Mgmt - 3CH
37681 TD003 OLL
HMSY 1340 Homeland Security Intel Op - 3CH
37667 TD003 OLL
HMSY 1342 Understanding & Combatting Terrorism - 3CH
37846 TD003 OLL
HMSY 1370 IT Security-Homeland Security - 3CH
37660 TD003 OLL
HMSY 1470 Final Project HLS - 4CH
37809 TD001 OLL
HMSY 2337 Managing Unified Incident Cnd - 3CH
37826 TD003 OLL

Hospitality Programs

Classroom

10 Week Session June 2 - August 8
CHEF 1301 Basic Food Preparation - 3CH
38319 TM005 LEC 106 116 M-TTH 9:00am 10:00am Pascar
LAB 106 116 M-TTH 10:00am 12:00pm
CHEF 1302 Principles of Healthy Cuisine - 3CH
38321 TM002 LEC 106 116 M-TTH 12:30pm 1:30pm Pascar
LAB 106 116 M-TTH 1:30pm 3:10pm
CHEF 2302 Saucier - 3CH
38527 TM002 LEC 106 116 TTH 3:40pm 4:40pm Pascar
LAB 106 116 TTH 4:40pm 7:00pm
HAMG 1313 Front Office Procedures - 3CH
38528 TM002 LEC 152 113 TTH 9:00am 11:00am Tomlinson
HAMG 1342 Guest Room Maintenance - 3CH
38538 TM001 LEC 152 113 TTH 12:00pm 1:40pm Tomlinson
LAB 152 113 TTH 1:40pm 2:40pm
IFWA 1318 Nutrition for the Food Service Professional - 3CH
38543 TM005 LEC 152 113 MWF 5:30pm 7:30pm Wright
PSTR 1301 Fundamentals of Baking - 3CH
38550 TM005 LEC 106 115 TTH 12:40pm 1:40pm Lezo
LAB 106 115 TTH 1:40pm 4:40pm
PSTR 2350 Wedding Cakes - 3CH
38641 TM001 LEC 106 115 MWF 12:40pm 1:40pm Lezo
LAB 106 115 MWF 1:40pm 4:15pm
Distance Education (see online.ctcd.edu)

8 Week Session June 2 - July 25
CHEF 1305 Sanitation and Safety - 3CH
37470 TD003 OSL
HAGM 1313 Front Office Procedures - 3CH
37506 TD003 OLL
HAGM 1321 Introduction to Hospitality Industry - 3CH
37520 TD003 OSL
HAGM 1340 Hospitality Legal Issues - 3CH
37541 TD003 OSL
HAGM 2301 Principles of Food and Beverage Operations - 3CH
37555 TD003 OSL
HAGM 2307 Hospitality Marketing & Sales - 3CH
37580 TD003 OLL
HAGM 2388 Internship-Hosp Admin & Mgmt - 3CH
37590 TD003 OSI
IFWA 1318 Nutrition/Food Serv Profession - 3CH
37607 TD003 OSL
RSTO 1301 Beverage Management - 3CH
37621 TD003 OSL
RSTO 1313 Hospitality Supervision
37634 TD001 OSL
RSTO 1325 Purchasing for Hospitality Operations - 3CH
37643 TD001 OSL

Industrial Technology

Sid Wieser Vocational Skills Center Building 118, Room 17, 526-1399/1349
Billy Hazzard, Department Chair • Helen Clements, Department Assistant
*Heating and Air Conditioning is a semester based program

All Certificate Programs will be offered in the self-paced mode. Times are from 10:00 am to 8:00
pm, Graphics and Printing; 10:00 am to 10:00 pm, Welding; and all other self-paced programs are
1:00 pm to 10:00 pm Monday through Thursday only.

Students may set their schedule within these time periods. Department approval required. All
Industrial Technology Programs have a lab fee. Come to Building 118, Room 17 for registration
information.

Kinesiology

Classroom

5 Week Session June 2 - July 3
KINE 1106 Basketball I - 1CH
42080 TM003 LAB 151 112 M-TTH 10:15am 12:15pm Carney
KINE 1107 Basketball II - 1CH
42084 TM003 LAB 151 112 M-TTH 10:15am 12:15pm Carney
KINE 1110 Fitness Walking I - 1CH
42091 TM008 LAB 151 112 M-TTH 8:00am 10:00am Willes
KINE 1111 Fitness Walking II - 1CH
42092 TM008 LAB 151 112 M-TTH 8:00am 10:00am Willes
KINE 1114 Spin Bike I - 1CH
42158 TM012 LAB 151 152A M-TTH 8:00am 10:00am Martinez
KINE 1115 Spin Bike II - 1CH
42175 TM011 LAB 151 152ATTH 10:15am 12:15pm Willes
KINE 1122 Kickboxing/Aerobics I - 1CH
42177 TM003 LAB 151 152ATTH 10:15am 12:15pm Willes
KINE 1124 Muay Thai Kickboxing I - 1CH
42179 TM003 LAB 151 152ATTH 10:15am 12:15pm Willes
KINE 1126 Physical Conditioning II - 1CH
42180 TM003 LAB 151 152ATTH 10:15am 12:15pm Willes
KINE 1128 Physical Conditioning I - 1CH
42181 TM007 LAB 151 112 M-TTH 7:00am 9:00am Bones
KINE 1129 Water Aerobics I - 1CH
42182 TM008 LAB 151 112 M-TTH 7:00am 9:00am Bones
KINE 1130 Water Aerobics II - 1CH
42184 TM009 LAB 151 112 M-TTH 7:00am 9:00am Bones
KINE 1131 Barbell Training/Aerobics - 1CH
42207 TM011 LAB 151 152ATTH 8:00am 10:00am Martinez
KINE 1132 Barbell Training/Aerobics II - 1CH
42297 TM011 LAB 151 152ATTH 8:00am 10:00am Martinez
KINE 1137 Volleyball I - 1CH
42223 TM005 LAB 151 112 M-TTH 8:00am 10:00am Vasbinder
KINE 1138 Volleyball II - 1CH
42224 TM005 LAB 151 112 M-TTH 8:00am 10:00am Vasbinder
KINE 1139 Water Aerobics I - 1CH
42235 TM009 LAB 151 Pool TTH 12:30pm 2:30pm Schelert
KINE 1140 Water Aerobics II - 1CH
42244 TM009 LAB 151 Pool TTH 12:30pm 2:30pm Schelert
KINE 1143 Weight Training I - 1CH
42248 TM009 LAB 151 136 M-TTH 8:00am 10:00am Carney
KINE 1144 Weight Training II - 1CH
42282 TM009 LAB 151 136 M-TTH 8:00am 10:00am Carney
KINE 1149 Jogging I - 1CH
42291 TM003 LAB 151 153 M-TTH 8:00am 10:00am Willes
KINE 1150 Jogging II - 1CH
42292 TM003 LAB 151 153 M-TTH 8:00am 10:00am Willes
10 Week Session June 2 - August 8
KINE 1100 Aerobics I - 1CH
42078 TM005 LAB 151 162 TTH 10:15am 12:15pm Martinez
KINE 1101 Aerobics II - 1CH
42079 TM005 LAB 151 162 TTH 10:15am 12:15pm Martinez
KINE 1108 Bowling I - 1CH
42086 TM007 LAB KBOL MW 12:30pm 2:30pm Smith
KINE 1109 Bowling II - 1CH
42087 TM008 LAB KBOL MW 2:45pm 4:45pm Smith
KINE 1112 Muay Thai Kickboxing I - 1CH
42178 TM003 LAB 151 162 M-TTH 12:30pm 2:30pm Smith
KINE 1114 Muay Thai Kickboxing II - 1CH
42179 TM003 LAB 151 162 M-TTH 12:30pm 2:30pm Smith
KINE 1126 Physical Conditioning II - 1CH
42180 TM003 LAB 151 162 M-TTH 12:30pm 2:30pm Smith
KINE 1127 Physical Conditioning I - 1CH
42181 TM007 LAB 151 112 M-TTH 7:00am 9:00am Bones
KINE 1128 Physical Conditioning II - 1CH
42182 TM008 LAB 151 112 M-TTH 7:00am 9:00am Bones
KINE 1130 Water Aerobics I - 1CH
42184 TM009 LAB 151 112 M-TTH 7:00am 9:00am Bones
KINE 1131 Barbell Training/Aerobics - 1CH
42207 TM011 LAB 151 152ATTH 8:00am 10:00am Martinez
KINE 2132 Barbell Training/Aerobics II - 1CH
42297 TM011 LAB 151 152ATTH 8:00am 10:00am Martinez
KINE 1137 Volleyball I - 1CH
42223 TM005 LAB 151 112 M-TTH 8:00am 10:00am Vasbinder
KINE 1138 Volleyball II - 1CH
42224 TM005 LAB 151 112 M-TTH 8:00am 10:00am Vasbinder
KINE 1139 Water Aerobics I - 1CH
42235 TM009 LAB 151 Pool TTH 12:30pm 2:30pm Schelert
KINE 1140 Water Aerobics II - 1CH
42244 TM009 LAB 151 Pool TTH 12:30pm 2:30pm Schelert
KINE 1143 Weight Training I - 1CH
42253 TM010 LAB 151 136 TTH 12:30pm 2:30pm Schelert
KINE 1144 Weight Training II - 1CH
42258 TM012 LAB 151 136 MW 10:15am 12:15pm Schelert
KINE 1146 Yoga I - 1CH
42287 TM011 LAB 151 162 TTH 2:45pm 4:45pm Wolfe
KINE 1147 Yoga II - 1CH
42288 TM012 LAB 151 162 TTH 2:45pm 4:45pm Wolfe
KINE 1136 First Aid - 3CH
42293 TM007 LEC 151 153 M-TTH 12:30pm 2:30pm Schelert
KINE 1137 Volleyball I - 1CH
42295 TM008 LEC 151 153 TTH 2:45pm 4:45pm Schelert
Summer 2014
### Kinesiology (cont.)

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<td>42184 TM010 LAB 151 112 M-TH 12:30pm 2:30pm</td>
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<td>42201 TM010 LAB 151 112 M-TH 12:30pm 2:30pm</td>
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<tr>
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<td>KINE 1131 Barbell Fitness I - 1CH</td>
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<td>42205 TM010 LAB 151 152A M-TH 5:45pm 7:45pm</td>
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<td>KINE 1132 Swimming I - 1CH</td>
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<td>KINE 1133 Swimming II - 1CH</td>
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<td>KINE 1139 Water Aerobics I - 1CH</td>
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<td>KINE 1140 Water Aerobics II - 1CH</td>
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<td>KINE 1144 Weight Training II - 1CH</td>
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**Distance Education (see online.ctcd.edu)**

**8 Week Session June 2 - July 25**
- KINE 1301 Introduction to Physical Fit & Sport - 3CH
  - 39876 TD012 OLL: Holden

**10 Week Session June 2 - August 8**
- KINE 1301 Introduction to Physical Fit & Sport - 3CH
  - 39886 TD011 OLL: Lacy

**8 Week Session July 7 - August 29**
- KINE 1301 Introduction to Physical Fit & Sport - 3CH
  - 39869 TD013 OLL: Holden

### Legal Assistant/Paralegal

**Distance Education (see online.ctcd.edu)**

**8 Week Session June 2 - July 25**
- LGLA 1345 Civil Litigation - 3CH
  - 37755 TD002 OLL: Castillo
- LGLA 1351 Contracts - 3CH
  - 37780 TD002 OLL: Bragg
- LGLA 1372 National Security Law - 3CH
  - 37766 TD002 OLL: Lacy
- LGLA 2303 Torts & Personal Injury Law - 3CH
  - 37773 TD002 OLL: Silverblatt
- LGLA 2311 Business Organizations - 3CH
  - 37745 TD002 OLL: Silverblatt
- LGLA 2313 Criminal Law and Procedure - 3CH
  - 37788 TD002 OLL: Barnes

**8 Week Session June 2 - July 25**
- MATH 1332 Contemporary Mathematics I - 3CH
  - 39875 TD003 OSL: Crick
- MATH 1342 Elementary Statistical Methods - 3CH
  - 39869 TD012 OSL: Hollen

**10 Week Session June 2 - August 8**
- MATH 2412 Precalculus Math - 4CH
  - 37924 TD005 OLL: Prescott
- MATH 2413 Calculus I - 4CH
  - 37923 TD006 OLL: Prescott

**8 Week Session July 7 - August 29**
- MATH 1332 Contemporary Mathematics I - 3CH
  - 39773 TD050 OSL: Cruz-Sealey
- MATH 1342 Elementary Statistical Methods - 3CH
  - 39777 TD051 OSL: Lyles
- MATH 1342 Elementary Statistical Methods - 3CH
  - 39781 TD052 OSL: Prescott
- MATH 1342 Elementary Statistical Methods - 3CH
  - 39785 TD053 OSL: Rice
**Medical Laboratory Technician**

Departmental approval is required. MLT application, physical form, immunizations, academic Records are required BEFORE you schedule your pre-admission interview with the Program Director. CPR, negative Drug Screen (11 panel), negative Criminal Background check are required BEFORE you register for clinical courses. Clinical sites and times are subject to change. Please come to Science Building 150, room 1028 or call 526-1883 for application and forms.

**Classroom**

10 Week Session June 2 - August 8
MLAB 2561 Medical Lab Tech-Clinical I - 5CH
39624 TM001 CLN 150 1052 M 9:30am 12:30pm Byrd

**Mental Health Services**

**Distance Education (see online.ctcd.edu)**

12 Week Session May 5 - July 25
DAAC 1304 Pharmacology of Addiction - 3CH
37443 TD008 OLP

PSY 1308 Learning Framework - 3CH
37444 TD015 OLP

PSYT 2331 Abnormal Psychology - 3CH
37448 TD007 OLL

10 Week Session June 2 - August 8
PSYT 1309 Health Psychology - 3CH
39246 TD007 OLP

SOCW 2362 Social Welfare-Social Institut - 3CH
39235 TD008 OLP

12 Week Session June 2 - August 22
CMSW 1166 Pract.Clin & Medical Social Wk - 1CH
39244 TD003 OLP

CMSW 1167 Pract.Clin & Medical Social Wk - 1CH
39258 TD003 OLP

CMSW 1309 Problems-Children/Adolescents - 3CH
39271 TD007 OLL

DAAC 1304 Pharmacology of Addiction - 3CH
39278 TD009 OLL

DAAC 1319 Introduction to Alcohol & Drug Addict - 3CH
39285 TD010 OLL

DAAC 2301 Therapeutic Communities - 3CH
39294 TD003 OLP

DAAC 2341 Counsel/Alcohol/Other Drug Add - 3CH
39308 TD003 OLL

DAAC 2354 Dynamics of Group Counseling - 3CH
39316 TD003 OLP

DAAC 2367 Pract Sub Abuse/Addiction Coun - 3CH
39328 TD003 OLP

PSYC 1300 Learning Framework - 3CH
39342 TD016 OLL

PSYT 1309 Health Psychology - 3CH
39350 TD008 OLL

PSYT 1329 Inter and Communication Skills - 3CH
39364 TD009 OLL

PSYT 2321 Crisis Intervention - 3CH
39392 TD007 OLL
### Summer 2014

#### POFT 2386 Internship-Business/Occup - 3CH
Scanning accessibility/capability required. Required resume approval through the CTC Career Center (career.center@ctcd.edu). To obtain required departmental approval contact Gundula.Wenzel@ctcd.edu.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>CRN</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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<tr>
<td>38364</td>
<td>Dunn</td>
<td>104</td>
<td>TTH</td>
<td>9:00am-1:00pm</td>
<td>A260 A261</td>
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#### VNSG 1460 Medical Transcription I - 3CH
Not to be used in the self-paced Skills Center programs: Health Information Management (OTH13), Office Information Management (OTI12), and Medical Secretary (OTM7).

#### Office Technology
The classes listed here as online and face-to-face are NOT to be used in the self-paced Skills Center programs: Health Information Management (OTH13), Office Information Management (OTI12), and Medical Secretary (OTM7).

### Blended Online/Classroom

#### POFT 2386 Internship-Business/Occup - 3CH
Scanning accessibility/capability required. Required resume approval through the CTC Career Center (career.center@ctcd.edu). To obtain required departmental approval contact Gundula.Wenzel@ctcd.edu. To obtain required departmental approval contact Gundula.Wenzel@ctcd.edu.

<table>
<thead>
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<th>Course Code</th>
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<th>CRN</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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<td>38364</td>
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<td>104</td>
<td>TTH</td>
<td>9:00am-1:00pm</td>
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### Distance Education (see online.ctcd.edu)

#### 10 Week Session June 2 - August 8

- **HITT 1301 Health Data Content and Structure - 3CH**
  - CRN: 38083
  - Instructor: Cleaver

- **HITT 1303 Medical Terminology II - 3CH**
  - CRN: 38090
  - Instructor: Cleaver

- **HITT 1305 Medical Terminology I - 3CH**
  - CRN: 38098
  - Instructor: STAFF

- **HITT 1341 Coding and Classification Sys - 3CH**
  - Prerequisities: HITT 1301 and HITT 1305
  - CRN: 38107
  - Instructor: Pawlowski

- **MRMT 1307 Medical Transcription I - 3CH**
  - Keyboarding proficiency and written communication skills recommended. Medical Terminology (HITT 1305) required or concurrent enrollment.
  - CRN: 38118
  - Instructor: Brown

- **MRMT 2333 Medical Transcription II - 3CH**
  - Prerequisite: MRMT 1307.
  - CRN: 38132
  - Instructor: Brown

### Protective Services

#### 10 Week Session June 2 - August 8

- **CJSA 1348 Ethics in Criminal Justice - 3CH**
  - CRN: 40955
  - Instructor: Cellar

- **CRJ 1301 Introduction Criminal Justice - 3CH**
  - CRN: 40952
  - Instructor: Anderson

- **CRJ 1306 Court System and Practices - 3CH**
  - CRN: 44174
  - Instructor: Karakashian

- **CRJ 1310 Fundamentals of Criminal Law - 3CH**
  - CRN: 44173
  - Instructor: Karakashian

- **CRJ 2314 Criminal Investigation - 3CH**
  - CRN: 40956
  - Instructor: Cellar

- **CRJ 2323 Legal Aspects of Law Enforcement - 3CH**
  - CRN: 40953
  - Instructor: Anderson
### Distance Education (see online.ctcd.edu)

#### 8 Week Session May 5 - June 27

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
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<tr>
<td>CJLE 1333</td>
<td>Traffic Law and Investigation - 3CH</td>
<td></td>
<td>10:00am</td>
<td>Williamson</td>
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<tr>
<td>CJSA 1348</td>
<td>Ethics in Criminal Justice - 3CH</td>
<td></td>
<td>10:00am</td>
<td>Roberts</td>
</tr>
<tr>
<td>CJSA 2302</td>
<td>Police Management, Supervision - 3CH</td>
<td></td>
<td>10:00am</td>
<td>Bolton</td>
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<tr>
<td>CJSA 2331</td>
<td>Child Abuse: Prevent/Inves - 3CH</td>
<td></td>
<td>10:00am</td>
<td>Cella</td>
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<tr>
<td>CRJ 1301</td>
<td>Introduction Criminal Justice - 3CH</td>
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<td>10:00am</td>
<td>Edwards</td>
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<tr>
<td>CRJ 1307</td>
<td>Crime in America - 3CH</td>
<td></td>
<td>10:00am</td>
<td>Miller</td>
</tr>
<tr>
<td>CRJ 1310</td>
<td>Fundamentals of Criminal Law - 3CH</td>
<td></td>
<td>10:00am</td>
<td>Hunter</td>
</tr>
<tr>
<td>CRJ 1313</td>
<td>Juvenile Justice System - 3CH</td>
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<td>10:00am</td>
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#### 8 Week Session June 2 - July 25

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<tbody>
<tr>
<td>CJCR 1350</td>
<td>Probation and Parole - 3CH</td>
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<td>McGovern</td>
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<tr>
<td>CJCR 1358</td>
<td>Rights of Prisoners - 3CH</td>
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<td>10:00am</td>
<td>Taylor</td>
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<tr>
<td>CJLE 2345</td>
<td>Vice &amp; Narcotics Investigation - 3CH</td>
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<td>Sapp</td>
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<td>CRJ 1306</td>
<td>Court System and Practices - 3CH</td>
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<td>10:00am</td>
<td>Conway</td>
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<tr>
<td>CRJ 1313</td>
<td>Juvenile Justice System - 3CH</td>
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<td>10:00am</td>
<td>Mills</td>
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<tr>
<td>CRJ 2314</td>
<td>Criminal Investigation - 3CH</td>
<td></td>
<td>10:00am</td>
<td>Griffith</td>
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<tr>
<td>FIRT 1338</td>
<td>Fire Protection Systems - 3CH</td>
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#### 8 Week Session July 7 - August 29

<table>
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<tr>
<td>CJCR 2325</td>
<td>Legal Aspects of Corrections - 3CH</td>
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<td>CJLE 1333</td>
<td>Traffic Law and Investigation - 3CH</td>
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<td>10:00am</td>
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<tr>
<td>CJLE 1345</td>
<td>Interned Crime Scene Invest - 3CH</td>
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<td>10:00am</td>
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<td>CJSA 1348</td>
<td>Ethics in Criminal Justice - 3CH</td>
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<td>10:00am</td>
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<tr>
<td>CRJ 1301</td>
<td>Introduction Criminal Justice - 3CH</td>
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<td>10:00am</td>
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<td>CRJ 1310</td>
<td>Fundamentals of Criminal Law - 3CH</td>
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<td>Criminal Investigation - 3CH</td>
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### Science

#### Classroom

#### 5 Week Session June 2 - July 3

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<tr>
<td>BIOL 2401</td>
<td>Anatomy &amp; Physiology I - 4CH</td>
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<tr>
<td>BIOL 2420</td>
<td>Microbiology, Non-Science Mjr - 4CH</td>
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<tr>
<td>CHEM 1412</td>
<td>General Chemistry II - 4CH</td>
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<tr>
<td>ENVR 1401</td>
<td>Environmental Science I - 4CH</td>
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<td>Summers</td>
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<tr>
<td>GEO 1403</td>
<td>Physical Geology - 4CH</td>
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### Distance Education (see online.ctcd.edu)

#### 8 Week Session May 5 - June 27

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<td>BIOL 1406</td>
<td>Biology for Science Majors 1 - 4CH</td>
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<tr>
<td>BIOL 2402</td>
<td>Anatomy &amp; Physiology II - 4CH</td>
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<td>Loafman</td>
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<td>CHEM 1411</td>
<td>General Chemistry I - 4CH</td>
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<td>CHEX 1411</td>
<td>General Chemistry I - 4CH</td>
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#### 5 Week Session July 7 - August 22

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<td>BIOL 1308</td>
<td>Biology for Non Science Majors 1 - 3CH</td>
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<tr>
<td>BIOL 1308</td>
<td>Biology for Non Science Majors 1 - 3CH</td>
<td></td>
<td>10:00am</td>
<td>Silva-Krott</td>
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<tr>
<td>ENVR 1401</td>
<td>Environmental Science I - 4CH</td>
<td></td>
<td>10:00am</td>
<td>Hildreth</td>
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<tr>
<td>BIOL 1308</td>
<td>Biology for Non Science Majors 1 - 3CH</td>
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<td>10:00am</td>
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<tr>
<td>BIOL 1308</td>
<td>Biology for Non Science Majors 1 - 3CH</td>
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#### 12 Week Session July 7 - September 26

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<td>Biology for Non Science Majors 1 - 3CH</td>
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<td>10:00am</td>
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<td>BIOL 1308</td>
<td>Biology for Non Science Majors 1 - 3CH</td>
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<td>10:00am</td>
<td>Silva-Krott</td>
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<td>ENVR 1401</td>
<td>Environmental Science I - 4CH</td>
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<td>Gardner</td>
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<tr>
<td>PHYS 1403</td>
<td>Stars and Galaxies - 4CH</td>
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<td>10:00am</td>
<td>Rose</td>
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<tr>
<td>PHYS 1404</td>
<td>Solar System - 4CH</td>
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<td>10:00am</td>
<td>Davis</td>
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Summer 2014
# Summer 2014

## PSYC 2301  General Psychology - 3CH
- 38643  TD045  OSL  Justice
- 38650  TD046  OSL  Vanlun
- 38659  TD047  OSL  Mars
- 38664  TD048  OSL  Stiles
- 39063  TD049  OSL  Justice
- 39080  TD050  OSL  Glover

## PSYC 2314  Life Span Growth & Development - 3CH
- 39096  TD030  OSL  Justice
- 39110  TD045  OSL  Enders
- 39118  TD046  OSL  Pylant
- 39127  TD047  OSL  Doughty

## SOC 1301  Intro to Sociology - 3CH
- 39136  TD013  OSL  Enders
- 39144  TD030  OLL  Volle
- 39152  TD044  OLL  Sebti
- 39160  TD052  OLL  Anderson

## GOVT 2305  Federal Government - 3CH
- 39958  TD092  OSL  Kortjohn
- 39963  TD093  OSL  Lanier
- 40011  TD094  OSL  Pace

## GOVT 2306  Texas Government - 3CH
- 40021  TD073  OSL  Kelley
- 40029  TD074  OSL  Rabb
- 44418  TD075  OSL  Waltz

## HIST 1301 United States History I - 3CH
- 40036  TD097  OSL  Brown
- 40043  TD098  OSL  Litz
- 40051  TD099  OSL  McKale

## HIST 1302 United States History II - 3CH
- 40067  TD074  OSL  Richardson
- 40075  TD075  OSL  Smyth
- 40079  TD076  OSL  Wilds

## PHIL 1301 Introduction to Philosophy - 3CH
- 39651  TD034  OSL  Bass
- 43518  TD035  OSL  Bass
- 44482  TD036  OSL  Isbell

## PHIL 1304 Introduction to World Religion - 3CH
- 39661  TD027  OSL  Drumheller

## PHIL 1316 History of Religions I - 3CH
- 39670  TD008  OSL  Watters

## PSYC 2301  General Psychology - 3CH
- 39677  TD051  OSL  Vanlun
- 39681  TD052  OSL  Mars
- 39685  TD053  OSL  Gault
- 39690  TD054  OSL  Stiles

## PSYC 2314 Life Span Growth & Development - 3CH
- 39696  TD031  OSL  Townsend
- 39703  TD032  OSL  Cutlip
- 39710  TD048  OSL  Brown
- 39719  TD049  OSL  Harrison

## SOC 1301  Marriage and the Family - 3CH
- 39729  TD014  OSL  Winter

## ROTC - Military Science

### Classroom

No courses offered during the summer semester.

### Television/Radio Broadcasting

#### Classroom

## 10 Week Session June 2 - August 8

- COMM 1335 Survey of Radio/Television - 3CH
  - 39658  TM002  LEC 109 118 MW 9:00am 11:00am Rudolph

- COMM 1336 Television Production I (Studio) - 3CH
  - 45209  TM002  LEC 109 118 MW 5:30pm 9:30pm STAFF

- COMM 2331 Radio/Television Announcing - 3CH
  - 39660  TM002  LEC 109 118 TTH 9:00am 11:00am Rudolph

- COMM 2339 Writing/Radio Television & Film - 3CH
  - 39662  TM002  LEC 109 118 MW 1:00pm 3:00pm Rudolph

- COMM 2389 Academic Cooperative - 3CH
  - 39669  TM003  COP 109 118 F 9:00am 11:00am Rudolph
CONTINUING & WORKFORCE EDUCATION

Allied Healthcare & Online Career Programs
Call 254-526-1586 for more information or to register
www.ctcd.edu/ce

Allied Healthcare Career Training
Pharmacy Technician
Phlebotomy
Orthopedic Technician
Clinical Medical Assistant
EKG Technician
Certified Nurse Aide

Online Career Training
Career Training
Administrative Veterinary Assistant
Certified Wedding Planner
Event Management & Design
Non-Profit Management
Grant Writing
Technical Writing
Six Sigma Black and Green Belt
Lean Mastery
Video Game Design & Development
Paraprofessional Teacher's Aide
Chartered Tax Professional
Chartered Financial Analyst

Business
Creating a Successful Business Plan
Leadership
Building Teams that Work
Administrative Assistant Fundamentals
Fundamentals of Supervision & Management
Purchasing Fundamentals

Sales & Marketing
Effective Selling
Business and Marketing Writing
Keys to Effective Communication
Principals of Sales Management
Marketing Your Business on the Internet
Managing Customer Service

Green/Renewable Energy Training
Certified Indoor Air Quality Manager (CIAQM)
Green Certified Home Inspector
Home Energy Analyst (HERS)
Solar Photovoltaic System Design & Installation
LEED AP Building Design & Construction

Accounting
Accounting Fundamentals
Intro to QuickBooks
Intro to Peachtree
Summer 2014

Skills Center Certificate Programs
Building 118, Skills Center, Room 4

On-Going Enrollment • Self-paced • Personalized Classes

Industrial Technology
Automotive Technician
Building Trades
Diesel Technician
Graphics and Printing Technology
Welding Technology

Office Technology
Health Information Management
Medical Office Specialist
Medical Secretary
Office Information Management

Establish a class schedule that’s convenient for you! Work and learn at your own speed within the maximum time allowed as you build the skills needed in your profession.

You must see a Skills Center Counselor in order to register!
For more information, email: linda.leavitt@ctcd.edu tphelps@ctcd.edu cecilia.moreno-shotwell@ctcd.edu
Counselors are available from 8:30am - 8:30pm M-TH and on Fridays from 8:00am - 11:30am

Call: (254) 526-1549/1966 or Toll free: 1-800-792-3348 ext.1549/1966
Individual program hours of operation will vary, depending on enrollment.

Industrial Technology Programs
(254) 526-1349/1235 or
1-800-792-3348 ext.1349/1399
Email: industrial.technology@ctcd.edu

Office Technology Programs
(254) 526-1382 or
1-800-792-3348 ext.1382
Email: office.technology@ctcd.edu

Substance Abuse Resource Center (SARC)
Dr. Gerald Mahone-Lewis, Director
Building 106, Room 110 (254) 526-1166 email: gerald.mahone-lewis@ctcd.edu
Central Texas College recognizes the importance of treatment services in assisting faculty, staff, and students in overcoming substance and alcohol abuse problems. Assessment and intervention services for students and staff are available through the SARC. If further treatment is necessary, staff and students may be referred to outside counselors and programs. Information relating to these outside agencies may be requested from the SARC or appropriate Campus Dean. All contacts are confidential and will not be the basis of disciplinary charges.

LEGAL ASPECTS/CONSEQUENCES
Faculty, staff, and students of CTC are expected to abide by local, state and federal laws pertaining to controlled substances and illegal drugs. The institution prohibits “manufacturing, possessing, having under control, selling, transmitting, using or being party hereto any illegal drug, controlled substance, or drug paraphernalia on college premises or at college sponsored activities.” Also prohibited is the possession, use, sale or being under the influence of alcoholic beverages or having alcoholic beverage containers in any college owned facility or at any college sponsored event.

INSTITUTIONAL DISCIPLINARY PROCESS
Institutional disciplinary charges may be brought against faculty, staff and students alleged to have violated Institutional regulations and/or local/state and/or federal laws concerning controlled substances. Violations of any state/federal law pertaining to controlled substances that occur off campus may result in disciplinary charges in situations in which the continued presence of the individual is likely to interfere with the educational process and the orderly operation of the Institution. Institutional disciplinary proceedings will be in accordance with procedures outlined in the Student Handbook.
Campus Police - FYI

The Campus Police office is located in Building 137 behind the Student Services Building 119. To contact the Campus Police by phone dial 526-1200. Campus Police Officers are on duty 24 hours a day, seven days a week. For emergencies dial 911.

Packing

Central Texas College considers the use of a vehicle on campus a convenience and is not obligated to furnish a parking space to accommodate all vehicles.

Each semester all students who attend class on Central Campus, Fort Hood campus, or any service area campus must register their vehicles with the Office of Campus Police and obtain a parking permit in order to park on Central Campus; even for a test.

Many parking lots are available throughout campus. Student parking is permitted in areas which are not marked or painted "Adjunct Faculty," "Reserved," "Official Use Only," "Red/Red Zone," or "Maintenance," or where temporarily designated for a special individual or activity. Reserved Parking spaces are limited to full-time faculty and staff members only. Reserved parking is enforced Monday through Friday 6am to 6pm. The entire vehicle must be within the boundaries of the marked space indicated by the painted yellow or white lines.

Vehicles parked in handicapped spaces must display the proper license plates or placard issued by the County Tax Collector. Those individuals with temporary handicapped parking letters issued by the CTC Disability Support Services office will place the authorization letter on the driver's side dashboard, visible for verification.

Vehicles found to be parked in violation of any campus, county, or state regulation or law will be subject to a fine not to exceed $1,000. Failure to pay a campus parking fine will result in a hold being placed on the student's grades and/or transcripts.

Parking Permits

All students, full or part-time, and all faculty/staff, who park a motor vehicle on campus are required to obtain a parking permit. It is the responsibility of each individual to obtain a student or staff/faculty parking permit for each vehicle that he/she drives on campus. These permits are available during registration and subsequently anytime at the Office of the Campus Police during normal business hours.

In order to obtain a parking permit, the student or staff member must present their vehicle's state registration papers or title, their driver's license and their current student/staff ID card. Students and staff may register as many vehicles as they may drive on campus.

Permits are permanent but are not transferable from one vehicle to another. Upon changing or adding a vehicle to their household, the person should obtain a new parking permit. Parking permits are free, however, parking without a valid parking permit can result in a $25 fine.

Towing Policies

Central Texas College reserves the right to impound, or to have impounded, any vehicle which is parked in a manner dangerous to vehicular or pedestrian traffic or otherwise in violation of state, county, or campus parking and traffic regulations. The vehicle owner/operator will be responsible for all costs incurred in removing, impounding, and storing such vehicles.

Lost and Found Property

Turn in and/or claim at the campus police office during normal business hours. Positive identification is required.

Crime Statistics Report

Crime statistics are calculated on a calendar year basis and provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. They are provided for your information and made available to anyone by request.

<table>
<thead>
<tr>
<th>Crime Category</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
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<tbody>
<tr>
<td>I. Criminal Homicide</td>
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<td>a. Murder and Non-negligent Manslaughter</td>
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<tr>
<td>Public property – streets/sidewalks</td>
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<td>b. Negligent Manslaughter</td>
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<tr>
<td>Non-campus buildings</td>
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<tr>
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<td>II. Robbery</td>
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<td>Non-campus buildings</td>
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<td>III. Aggravated Assault</td>
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<td>Non-campus buildings</td>
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<td>IV. Burglary</td>
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<td>V. Motor Vehicle Theft</td>
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<td>VI. Arson</td>
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<td>VII. Sex Offenses</td>
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<tr>
<td>a. Forcible Sex Offenses (includes rape)</td>
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<td>b. Non-forcible Sex Offenses (incest/statutory rape only)</td>
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<td>VIII. Hate Crimes</td>
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<td>a. Liquor Law Arrests</td>
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<td>b. Drug Law Arrests</td>
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<td>c. Weapons Law Arrests</td>
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<td>X. Administrative Disciplinary Referrals</td>
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<td>b. Drug Law Violations</td>
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<td>c. Weapons Law Violations</td>
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</tbody>
</table>

Campus Police Department

Hours of Operation

(FOR PARKING PERMITS, CITATION INFORMATION OR CRIME REPORTING)

Monday through Thursday • 7:30 a.m. - 5:30 p.m.
Friday • 7:30 a.m. - 11:30 a.m.

Campus Police Officers are on duty 24 hours a day, seven days a week.

To report criminal activity on campus, call 526-1200 or 526-1427

Emergencies Dial 911

For information on crime prevention visit us online at: ctcd.edu/police/index.htm

Email: campus.police@ctcd.edu
# Summer 2014

## Americans with Disabilities Act

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides certain protections for persons with disabilities. If you believe you have a disability requiring an accommodation, please contact the Disabilities Support Services Office in building 111, room 207, or by phone at (254) 526-1195.

## Public Notice

Central Texas College does not discriminate in admissions or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, national origin, gender, disability, age, or veteran’s status.

Central Texas College has established programs to ensure that a lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For more information about student rights and grievance procedures, contact Kerstin Brooks in the Student Life office in Building 106, Room 100, (254) 526-1258, or the Director of Student Support Services in Building 111, Room 201, (254) 526-1291.

## Helpful Phone Numbers

### Instructional Departments

- **Agriculture**
  - Bldg. 150, Room 1009  |  526-1288
- **Aviation Science**
  - Bldg. 104, Room 128  |  526-1241
- **Business Administration/Business Management**
  - Bldg. 152, Room 202  |  526-1248
- **Communications**
  - Bldg. 104, Room 110  |  526-1239
- **Computer-Aided Drafting and Design**
  - Bldg. 101, Room 9  |  526-1233
- **Computer Science**
  - Bldg. 121, Room 211  |  526-1164
- **Developmental Studies**
  - Bldg. 150, Room 1101  |  526-1209
- **Early Childhood Professions**
  - Bldg. 117, Room 116  |  526-1900
- **Electronics Technology**
  - Bldg. 101, Room 20  |  526-1119
- **Emergency Medical Technology**
  - Bldg. 155, Room 244A  |  526-1265
- **English as a Second Language**
  - Bldg. 118, Room 6  |  526-1639
- **Fine Arts**
  - Bldg. 112, Room 109  |  526-1572
- **Heating, AC & Refrigeration**
  - Bldg. 118, Room 17  |  526-1399
- **Homeland Security & Emergency Management**
  - Bldg. 152, Room 203  |  526-1460
- **Hospitality Programs**
  - Bldg. 152, Room 215  |  526-1515
- **Industrial Technology**
  - Bldg. 118, Room 17  |  526-1399
- **Kinesiology**
  - Bldg. 151, Room 117  |  526-1495
- **Legal Assistant/Paralegal**
  - Bldg. 152, Room 203  |  526-1460
- **Mathematics**
  - Bldg. 152, Room 223  |  526-1494
- **Medical Laboratory Technology**
  - Bldg. 150, Room 1009  |  526-1883
- **Mental Health Services**
  - Bldg. 152, Room 230  |  526-1891
- **Nursing**
  - Bldg. 155, Room 244A  |  526-1890
- **Vocational**
  - Bldg. 155, Room 244A  |  526-1266
- **Office Technology**
  - Bldg. 101, Room 1A  |  526-1234
- **Protective Services**
  - Bldg. 113, Room 108  |  526-1275
- **Science**
  - Bldg. 150, Room 1009  |  526-1288
- **Social & Behavioral Sciences**
  - Bldg. 104, Room 112  |  526-1274
- **ROTC-Military Science**
  - Bldg. TAMU-CT SW  |  519-5456
- **TV/Radio Broadcasting**
  - Bldg. 109, Room 121  |  526-1176

### Student Services Resources

- **Academic Studio (Tutoring)**  |  526-1580
- **Admissions Office**  |  526-1696
- **Bookstore**  |  526-1219
- **Business Office**  |  526-1217
- **Campus Police**  |  526-1200
- **Career Center**  |  526-1106
- **Career Technical Programs**  |  526-1549
- **Child Care Support**  |  526-1357
- **Child Develop. Center**  |  526-1900
- **Disabilities Support Services**  |  526-1195
- **Financial Aid Office**  |  526-1508
- **Foreign Born Academic Advisor**  |  526-1290
- **Fort Hood Campus, Student Services Registration**  |  526-1917
- **Graduation**  |  526-1906
- **Guidance & Counseling**  |  526-1264
- **Housing**  |  526-1226
  - Married Student Morton Hall (Dorm)  |  526-1167
  - 526-1790
- **International Student Services**  |  526-1107
- **Intramural Sports**  |  526-1495
- **Learning Disabilities Services**  |  526-1195
- **Learning Resource Center**  |  526-1344
- **Library**  |  526-1237
- **Limited English Proficiency Tutoring**  |  526-1580
- **Records/Registration (Central Campus)**  |  526-1131
- **Recruitment**  |  526-1409
- **Skills Center Counselor**  |  526-1549
- **Student Activities**  |  526-1250
- **Student Life Office**  |  526-1258
- **Student Developmental Services**  |  526-1298
- **Student Support Services**  |  526-1450
- **Substance Abuse Resource Center**  |  526-1166
- **TAMUCT Academic Advisor**  |  526-1130
- **Testing Office**  |  526-1254
- **Textbook Lending**  |  526-1450
- **Transfer Counselor**  |  526-1667
- **Veterans' Services**  |  526-1160
- **WebAdviser Help Line**  |  525-1280
  - Academic Assistance  |  526-1637
- **WebAdviser Help Line Technical Assistance**  |  526-1176

### Other Academic Programs and Locations

- **American Preparatory Institute (High School Program)**  |  526-1321
- **Continuing Education**  |  526-1586
- **Service Area Offices**
- **Community Education Office**  |  526-1902
  - (800) 792-3348, ext. 1902
- **Brady/Mason**  |  (915) 597-3583
  - (800) 659-9789
- **Florence/San Saba**  |  (254) 526-1902
  - (800) 792-3348, ext. 1902
- **Hamilton**  |  (254) 386-8452
- **Burnet/Llano**  |  (512) 756-9890
- **Gatesville**  |  (254) 526-1977
- **Lampasas/Goldthwaite**  |  (512) 564-2328

- **Adult Education/GED**  |  526-1120
- **Educational Programs**
- **Extracurricular Programs**
- **Career Technical Programs**  |  526-1549
- **Community Education Office**  |  526-1902
  - (800) 792-3348, ext. 1902