



Navy College Program Distance Learning Partnership School Fact Sheet

Central Texas College

Central Texas College (CTC) has been providing education programs for sailors and their family members located around the world for four decades. CTC currently offers 17 associate degree programs through the Navy College Program Distance Learning Partnership (NCPDLP), which allows sailors to pursue rating-relevant degrees. Also, CTC has articulation agreements with several other participating NCPDLP universities and colleges. These agreements allow the eligible CTC student a seamless transition into a four-year degree program.

Course Delivery: The primary delivery method for CTC distance learning courses is online (Web-based).

Drop/add/withdrawal

Registration deadline dates and add/drop/withdrawal dates are included in the Distance Learning Course Offerings Schedule bulletin, which is available on the CTC website. General information is provided below.

- For students located outside Texas the last day to register for a distance learning class is the 12th day before the term starts. For students located in Texas the last day to register for a distance learning class is the Thursday before the first day of the term. Late registration is unavailable for distance learning courses. Early registration deadline dates are set to allow students sufficient time to order and receive their textbooks.
- To be eligible for a full refund, requests to drop a distance learning course must be received no later than the Sunday before the Monday term start date based on Central Standard/Daylight Savings Time. The last day to drop a distance learning courses through WebAdvisor is the Thursday (Central time) before the term starts. After that, to drop a class, the student must fax the request to the Records and Registration office at (254) 526-1545; email the WebAdvisor.tech@ctcd.edu or systems.registrar@ctcd.edu or online.mentors@ctcd.edu. Email requests to drop a course will only be accepted if the email address is the student's email address on file with CTC.
- After a term starts, the last day to withdraw from a class is posted in the online CTC Distance Education Course Offerings schedule bulletin, which is available on the CTC website. A student may generally withdraw during the first 75 percent of the class instruction, but students are responsible for knowing the last date to withdraw for their specific class. An instructor may administratively withdraw a student for nonparticipation or disciplinary reasons and the grade assigned is at the instructor's discretion.

Examinations: Proctored testing is required for all distance learning courses. Examinations are online (Web-based).

Mailing address: Students may send requests for transcripts to Central Texas College, P.O. Box 1800, Killeen, TX 76540. Students should address their requests to the attention of Outgoing Transcripts (to request a CTC transcript) and to Incoming Transcripts (for receipt of official transcripts from other colleges).

Placement Examinations: A student may need to take a placement exam before enrolling in a college-level mathematics or English course. Placement exams are available online and must be taken in a proctored situation.

Points of contact: For admissions, registration, and general academic advisement, students may contact an Online Mentor at online.mentors@ctcd.edu or (254) 526-1296 or the Distance Learning Counselor/Administrator at Counselor.DistanceEd@ctcd.edu or (254) 526-1181. POC for the program is Mr. Jim Yeonopolus, Deputy Chancellor, International and Navy Campus Operations/Dean, Navy Campus at (254) 526-1781 or jim.yeonopolus@ctcd.edu.

Proctors: Students are responsible for identifying a qualified test proctor prior to or during the first week of class. Students may check with their local testing center to determine if it is already an approved location or check with the CTC Testing Center at online.testing@ctcd.edu to determine if a proctor may already be available at their location. If a proctor is unavailable at the student's location, the student is required to identify a qualified proctor based on the guidelines posted on the CTC Testing Services website and then submit the test proctor's contact information to the CTC Testing Office using the Test Proctor Submission Form available on the CTC Testing Services website. If the proctor is approved, the test proctor will be notified and provided access information to administer the tests. Students may check the status of their Test Proctor Submission Form by contacting the CTC Testing Office.

Residency: 25 percent of degree requirements must be completed in residency at CTC. Residency credits may be earned in CTC courses completed through distance learning and/or any CTC location and earned at any time during the student's program of study.

School's web site: Distance learning students may visit the Central Texas College's main website at www.ctcd.edu and the CTC Distance Learning website at www.online.ctcd.edu.

SOCNAV Agreements: Students are eligible for an official SOCNAV agreement upon successful completion (C or higher grade) of six semester hours with CTC. To apply for an official SOCNAV agreement, students should submit a completed CTC Evaluation Request form that is available on the CTC website and request an official SMARTS transcript and official transcripts from previously attended colleges and universities sent directly to CTC. POC may be reached at (254) 526-1317.

Student Advisors: The distance education Online Mentors provide student support services to students and are the students' primary contact for assistance. Distance learning counselors are also available to assist students with academic advisement. Students may contact the Online.mentors@ctcd.edu or the Counselor.Distanceed@ctcd.edu for assistance. Telephone numbers are (254) 526-1296, (254) 526-1181, or (254) 526-1298.

Terms: CTC offers 12 terms a year. A term starts each month. The majority of classes are 8-weeks in length with a few courses offered in a 10, 12, or 16 week format.

Textbooks: Students are required to purchase their own textbooks, which can be purchased online through the CTC Bookstore or MBS, CTC's international book supplier. Many courses require special CD-ROM materials and access codes that can only be purchased through MBS or the CTC Bookstore. There is an online search tool on the CTC website at http://www.ctcd.edu/im/im_main.asp that allows students to search for their instructional materials by term and course and determine which courses require special materials.

Transcript Cost: Effective Spring 2010 there is no longer a charge for CTC transcripts. When the transcript is requested to be sent priority mail or express mail, the student is responsible for the cost, which must be paid at the time of the request. CTC reserves the right to limit the number of transcripts issued at any one time. A complimentary copy of a transcript is provided to the student when a student graduates from CTC.

Transcript Request Forms: Transcript forms may be downloaded from the CTC website at <http://www.ctcd.edu/transcripts/index.htm>. CTC accepts transcript requests by fax, mail, and in person. Only transcripts being mailed to another institution can be requested by email. There is a special email form on the CTC website that a student can use to request a transcript be mailed to another college or university. CTC can send electronic transcripts through SPEEDE for colleges and institutions that have been set up as trading partners.

Tuition and Fees: CTC does not have an admissions (matriculation) fee. Effective August 2010 the NCPDLP rate is \$150.00 per semester hour. Bona fide Texas residents are eligible to pay in-state tuition rates.