Summer 1 Classes start June 1
Summer 2 Classes start July 6
Registration Opens April 6
Where Can We Take You?

Deciding what to study in college may be one of the most important decisions you will ever make! You will select a type of program based on your goals:

Associate of Arts and Associate of Science degree programs are designed to allow for the transfer of credits earned at Central Texas College to the bachelor degree requirements at most four-year public colleges and universities. Completion of the 42 semester hours of core curriculum in each degree guarantees transferability of the minimum 42 semester credit hours of state-mandated core curricula toward the general education requirements of a bachelor’s degree program at state supported colleges and universities in Texas.

Associate of Arts in Interdisciplinary Studies includes 42 semester credit hours of state-mandated core curricula toward the general education requirements of a bachelor’s degree plus 18 semester hours required for the completion of the degree program. Upon completion of 30 semester hours of college credit (15 or more semester hours for dual credit courses), the student must file a degree plan which emphasizes the student’s transition to a particular four-year college or university and prepares for the student’s intended field of study or major at the four-year college or university.

Associate of Applied Science degrees are designed to prepare students for employment. Within many of the associate of applied science degrees, there are certificates of completion that can be finished in less than two years. Many of the fastest growing careers in the state of Texas require these certificates and degrees.

Non-Credit and Continuing Education programs, usually offered through the CTC Continuing Education Department offer short-term, career-skills training to prepare you for a job or refine your skills for the job you have. Popular programs include clinical medical assistant, truck driving and our police academy.

Auditing Now Available! Enrich your knowledge without testing and other graded course requirements. Subject to instructor approval and space availability. Admissions application and tuition payment required. No academic credit is available for audited classes.

Our schedules fit yours

CTC offers a variety of options for students with busy lives, including:

- **Classroom** courses on Central Campus in Killeen are offered during the day or in the evening or on weekends.
- **Competency-based, open entry** career and technical education programs that you can start any time.
- **Online** courses that start monthly. Choose from more than 450 online courses, 35 degrees and 35 certificates that can be completed online. Look for Open Educational Resources (OER) classes that use no-cost instructional materials at www.ctcd.edu/books.

Most classes range from 8 to 16 weeks in length, although some may be completed in as little as 3 weeks.

**Important! If you do not want to or cannot come to the Central Campus for Academic/TSI Advising or weekday standard hours aren’t convenient, contact the Eagles on Call Center or visit the Evening & Weekend Advisor, CATE Center or make an appointment.**

Enrollment Services Offered In-Person, Evenings, Saturdays, Phone, and by Appointment!

Please see www.ctcd.edu/student-covid-19 for updates to services available

Central Campus, Student Services Bldg. 119 - Closed Fridays May 25-August 14

*Limited Admissions, Registration, Financial Aid and Veteran Services staff will be available with Advising by appointment on May 29 and August 14.*

Admissions and Academic Advising: Through April 3: Monday-Thursday, 7:30 a.m.-5:00 p.m. and Friday, 7:30 a.m. - 11:00 a.m. April 6 - May 31: Monday-Thursday, 7:30 a.m.-4:30 p.m. and Friday, 7:30 a.m.-10:30 a.m.

Academic advising appointments can be made at www.ctcd.edu/advisorappointment.

**Evening/Weekend Advising – Student Services Bldg. 119, 254-616-3324/3331 - Closed Fridays May 25-August 14**

You do not need to be enrolled in evening/weekend classes to take advantage of the extended hours and Saturdays Monday-Friday: 11:30 a.m.-8:30 p.m. and Saturday: 9:00 a.m.-3:00 p.m.

Academic advising appointments for evening/weekends can be made at www.ctcd.edu/advisorappointment.

**Eagles on Call Center – Perfect for those who prefer not to come on Central Campus - Closed Fridays May 25-August 14**

Monday-Friday: 6:00 a.m.-11:00 p.m.

Email: Eaglesoncall@ctcd.edu or call (254) 526-1296

**Career and Technology Education (CATE) Center – primarily for Industrial Technology/Office Technology/Drafting Programs, Sid Weiser Vocational Skills Center Bldg. 118, Rooms 3/4. - Closed Fridays May 25-August 14**

Monday-Thursday: 7:30 a.m.-8:30 p.m. and Friday: 7:30 a.m.-11:30 a.m.

**Fort Hood Campus – Bldg. 3201 on Fort Hood, 254-526-1917**

Monday-Friday: 7:30 a.m.-4:30 p.m.

**Service Area Locations** – Classes offered in Fredericksburg, Gatesville, Hamilton, Lampasas, Marble Falls

Refer to last page of bulletin under Helpful Phone Numbers, Other Academic Programs and Locations
New Student Enrollment Checklist

Avoid the Rush! New and returning students who have not attended CTC within the last 12 months are encouraged to complete Steps 1-3 prior to April 6 to avoid long wait times.

**Step 1: Apply for Admission  [www.ctcd.edu/apply]**
- Submit Application for Admissions online at the CTC webpage. Active Duty Army, National Guard and Army Reserve should use the GoArmyEd portal if they intend to use tuition assistance. Submit:
  - Residency documentation as requested by email to admissions@ctcd.edu or to Admissions department (Bldg. 119, Lobby)
  - Official high school transcript with graduation date or certificate of high school equivalency (GED transcript) if you completed high school within the last five years
  - Official copies of test scores and transcripts from previously attended colleges or universities
  - Proof of bacterial meningitis vaccination (new students age 21 and under and returning students who have had a break in a fall or spring semester). Students taking only online classes or Dual Enrollment on the high school campus or active duty service members are waived from this requirement. The exemption does not apply to students who live within on-campus housing.
- College credits taken at least 10 years ago? Review the Academic Fresh Start information in the Texas catalog at [http://www.ctcd.edu/academics/catalog/catalog-texas/](http://www.ctcd.edu/academics/catalog/catalog-texas/)

After you are accepted, you will receive your official student EagleMail account. Check it frequently - all official college communication will be sent to this email.

**Step 2: Testing - Texas Success Initiative (TSI)**
- Meet, call or email an Advisor to determine TSI status. If TSI testing is needed:
  - Take TSI pre-assessment and TSI assessment in Bldg 111, Room 233

**Step 3: Academic Planning/Advising**
- Not sure what you want to study? Browse our programs at [www.ctcd.edu/programs](http://www.ctcd.edu/programs)
- Meet or email an Academic Advisor in Student Services Building (Bldg. 119), CATE Center Advisor (Bldg. 118), the Evening/Weekend Academic Advisor (Bldg. 119) or email the Eagles on Call Center. Appointments can be made at [www.ctcd.edu/advisorappointment](http://www.ctcd.edu/advisorappointment)
  - Select certificate or degree plan with an advisor
  - Your automated degree plan will be available through Student Planning in WebAdvisor.

**Step 4: Financial Assistance**
- Apply online [www.fafsa.ed.gov](http://www.fafsa.ed.gov) CTC school code is 004003
- Visit the Financial Aid Office (Bldg. 111, Room 121)
- Complete required documents by deadline indicated and keep personal copy
  - If necessary, you will be notified by email if additional information is required
- Accept award online at [www.webadvisor.ctcd.org](http://www.webadvisor.ctcd.org)

**Step 5: Registration and Tuition Payment**
- Register for classes at [www.webadvisor.ctcd.edu](http://www.webadvisor.ctcd.edu) prior to the start of the term
- Check the amount of your bill. Verify your residency status. If the status seems incorrect, contact Admissions
- Check your pending financial aid in Eagle Self Service to determine if there is a balance due
- Pay balance due at Business Office in Bldg. 119 or through Eagle Self Service

**Step 6: Apply for On-Campus Housing if Needed**
- Complete the Campus Housing Application and Release of Background Information (RBI) Form located online at the CTC webpage ([http://www.ctcd.edu/locations/central-campus/campus-housing/](http://www.ctcd.edu/locations/central-campus/campus-housing/))
- Submit all documents to Morton Hall (Bldg. 120) or via email to housing.department@ctcd.edu

**Step 7: Obtain a Student I.D. Card**
- ID cards are issued in Room 106 of Building 119. Bring a photo ID to verify your identity

**Step 8: Books**
- Books are available at the CTC Bookstore located in Bldg. 156 or online at [www.ctcbookstore.com](http://www.ctcbookstore.com)

**Step 9: Student Parking Permits**
- Student parking permits are issued by the Campus Police department (Building 137). A copy of your state vehicle registration, CTC photo ID and driver’s license are required

**Step 10: Attend New Student Orientation, Thursday, May 28,**
- Check in 8:15 a.m.  Event begins 9 a.m.,
  - Anderson Campus Center and other required training online

  - Texas law requires that entering freshmen and undergraduate transfer students attend an orientation on the institution’s campus sexual assault policy during their first semester or term. Students will receive an email to their assigned student Eagle Email Address with online orientation information prior to the end of their first term.
WebAdvisor (Online) Registration*

Summer 2020 WebAdvisor Registration with Same Day Payment Starting April 6

Note: WebAdvisor cannot be used to drop or add a course after the official registration period has ended.

Special Note For Financial Aid Students: Financial Aid will not pay for courses that extend beyond the official standard semester dates (May 11 - August 9) and courses not required on a student's degree plan.

<table>
<thead>
<tr>
<th>Classroom/Blended Start Dates</th>
<th>Registration End Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, June 1</td>
<td>Sunday, May 31</td>
</tr>
<tr>
<td>Monday, July 6</td>
<td>Sunday, July 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Weekend Classroom/Blended Start Dates</th>
<th>Registration End Dates</th>
</tr>
</thead>
<tbody>
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<td>Friday, June 5</td>
<td>Thursday, June 4</td>
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<td>Friday, July 10</td>
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<td>Saturday, July 11</td>
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<table>
<thead>
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<th>Online Course Start Dates</th>
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<td>Thursday, June 18</td>
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<tr>
<td>Monday, July 6</td>
<td>Thursday, July 2</td>
</tr>
<tr>
<td>Monday, July 20</td>
<td>Thursday, July 16</td>
</tr>
</tbody>
</table>

*Students should register online through WebAdvisor. The only exceptions are students who are unable to register online (WebAdvisor) because of blocks such as prerequisites and academic holds, and high school students enrolled in Early College High School program or enrolling for dual credit and/or early admissions.

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 111, or by phone at (254) 526-1195. Students are encouraged to visit the disability website at www.ctcd.edu/disability-support to learn more about disability services and the process that students are required to follow to request classroom accommodations in accordance with state and federal disability laws.

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 Mariceli Vargas in the Student Life office in Building 106, Room 134, (254) 526-1258, or the Director, Disability Support Services in Building 111, Room 111, (254) 526-1195.

For the most current class availability, logon to webadvisor.ctcd.edu

Tuition bills are not mailed. Go to your WebAdvisor account to view your account and make payments.

Payment is expected at the time of registration. If you do not meet the payment deadline, you will be dropped from all classes in which you have registered. If you anticipate having a PELL grant, loan or other financial aid, you must ensure that your aid awards cover your tuition balance.

If you decide not to attend classes, you must officially drop your classes prior to the first day of the semester/term or you will be responsible for repaying financial aid monies applied to your account.
Summer 2020 Academic Calendar

Student Admission and Academic Advising NO Registration ................................................................. February 3 - April 3

Students are encouraged to complete admissions, testing if applicable, and academic advising prior to April 6\textsuperscript{th} to avoid long wait times.

**Summer Important Dates and Holidays**

Regular Registration (Summer 1 and 2 Terms/10-week classes) ................................................................. April 6 - May 31
Memorial Day (College Closed) ......................................................................................................................... May 25

**Classes Begin Summer 1** ......................................................................................................................... June 1

Last Day to apply for Summer Graduation ....................................................................................................... February 3
Registration Summer 2 continues .................................................................................................................... April 6 - July 5
Independence Day (College Closed) ................................................................................................................... July 3

Final Exams Summer 1 ..................................................................................................................................... July 5

**Classes Begin Summer 2** ......................................................................................................................... July 6
Final Exams 10-week classes ......................................................................................................................... August 5-9
Final Exams Summer 2 ................................................................................................................................... August 9

Late Registration, Schedule Changes (Drop/Adds) and Withdrawal Dates

Note: Late Registration allowed if only one class meeting missed.

<table>
<thead>
<tr>
<th>Class Start/End Dates</th>
<th># of Weeks</th>
<th>Last Day to Late Register/Add</th>
<th>Last Day to Drop</th>
<th>Last Day to Withdraw</th>
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<tbody>
<tr>
<td>Classroom/Blended Courses</td>
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<tr>
<td>June 1-August 7</td>
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<td>June 5</td>
<td>June 16</td>
<td>July 17</td>
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<td>June 5</td>
<td>June 8</td>
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<td>June 1-July 3</td>
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<td>July 6-August 7</td>
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<td>July 29</td>
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<table>
<thead>
<tr>
<th>Class Start/End Dates</th>
<th># of Weeks</th>
<th>Last Day to Late Register/Add</th>
<th>Last Day to Drop</th>
<th>Last Day to Withdraw</th>
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<tbody>
<tr>
<td>Evening and Weekend College (*Friday Classes, **Friday/Saturday Classes, ***Saturday Classes, ****Sunday Classes)</td>
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<td>June 5-July 3*</td>
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<tr>
<td>July 10-August 7*</td>
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<td>July 15</td>
<td>July 15</td>
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<td>June 5-August 7*</td>
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<td>June 6-July 4**</td>
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<td>June 10</td>
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<td>July 11-August 8**</td>
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<td>July 15</td>
<td>July 15</td>
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<td>June 6-July 25**</td>
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<td>June 11</td>
<td>June 19</td>
<td>July 17</td>
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<tr>
<td>Distance Learning (Online) Classes</td>
<td>NO Late Registration</td>
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<td><strong>May 26-July 17</strong></td>
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<td>May 21</td>
<td>June 2</td>
<td>July 6</td>
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<tr>
<td><strong>May 26-August 7</strong></td>
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<td>May 21</td>
<td>June 10</td>
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<tr>
<td><strong>May 26-August 14</strong></td>
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<td>May 21</td>
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<td><strong>May 26-September 11</strong></td>
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<td>May 21</td>
<td>June 10</td>
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<td><strong>June 1-July 3</strong></td>
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<td>June 4</td>
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<td><strong>June 1-July 24</strong></td>
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<td>May 28</td>
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<td><strong>June 1-August 7</strong></td>
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<td>June 23</td>
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<tr>
<td><strong>June 22-July 31</strong></td>
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<td>June 18</td>
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<td><strong>June 22-August 14</strong></td>
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<td>June 29</td>
<td>July 31</td>
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<tr>
<td><strong>June 22-August 28</strong></td>
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<td>July 8</td>
<td>August 7</td>
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<td><strong>June 22-September 11</strong></td>
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<td>June 18</td>
<td>July 8</td>
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<tr>
<td><strong>June 22-October 9</strong></td>
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<td>June 18</td>
<td>July 8</td>
<td>September 11</td>
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<td>July 9</td>
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<td>16</td>
<td>July 16</td>
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<td>October 9</td>
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</table>

**Competency-Based, Open Entry Programs**
Certificate programs are available in Industrial Technology and Office Technology. Benefits include starting anytime, setting your own hours and focusing on one course at a time.

**Fort Hood Campus and Service Area Course Terms**
In addition to Central Campus classroom and online courses, CTC offers classroom courses at Fort Hood and in a 13-county wide Service Area (Brady, Fredericksburg, Gatesville, Hamilton, Lampasas, Marble Falls and San Saba). Visit the CTC webpage to view course offerings.

**Fort Hood Term Dates Summer 2020**

<table>
<thead>
<tr>
<th>Term</th>
<th>Class Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer I (8-week term)</td>
<td>May 11 - July 3</td>
</tr>
<tr>
<td>Summer II (4-week mini)</td>
<td>July 13 - August 7</td>
</tr>
</tbody>
</table>
How to Register on WebAdvisor
See complete instructions at www.ctcd.edu/webadvisor. Active Duty Army, National Guard, and Army Reserves using military tuition assistance should utilize the GoArmyEd portal for all enrollment actions (i.e. register, drop, and withdraw). The “Student Planning and Registration” section has been changed to “Eagle Self-Service.” Registration will be through the “Eagle Self-Service” section in WebAdvisor.

Step 1: Enter User Name
Username is the letter “c” (lowercase) plus your seven-digit CTC ID. Example: c0654321.

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: Student Planning
Within the Students menu, look for the “Eagle Self-Service” link under the Academics and Registration header. Then go to Student Planning.

Step 4: Section Search
When you open Student Planning you will see your Degree Program, GPA and view the classes you need to complete your program by selecting:
- View your progress (for returning or transfer students)
- Plan your Degree & Register for Classes (for new students)
- Click on "Course Catalog" to browse the courses offered
- Select your courses and either add them to your plan or put them on your schedule and register

WebAdvisor Availability to Drop a Class
You must drop a class before the class starts to avoid a financial penalty. The last day to drop a classroom course through WebAdvisor is the Sunday before the term start date. The last day to drop a distance education course through WebAdvisor is the Thursday before the Monday term start date. After the WebAdvisor drop date passes, students may complete the Schedule Change Request eForm and submit the eForm to Central Records-Reg. Or, students may fax a request to drop a distance education course to the Central Campus Records and Registration office at (254) 526-1961 or email the drop request to central.registration@ctcd.edu. Drop requests must be received no later than the Sunday (applicable Central Standard Daylight Time) before the Monday start date.

My Progress Report for Students – Degree Planning
Students may view their degree plan, explore other programs, and register for courses required on their degree plan through Eagle Self Service’s “Student Planning.” Log into WebAdvisor and select “Eagle Self-Service,” and then go to “Student Planning.” Click “Go to My Progress.” The My Progress is your automated degree plan that lists all courses required for your degree or certificate, classes you have completed and all courses still needed. The course requirements listed on your automated degree plan are based on the catalog year that is listed for you in the college’s student information system. Contact your advisor if you wish to update this information. Academic advising is a shared responsibility between the student and academic advisor. You and your advisor will use your automated degree plan to discuss your goals and track your academic progress. Do you want to know how close you might be to completing another program of study? Use the “View a New Program” tool in My Progress. This will not change your program of study.

Campus Living is for You!
Central Texas College operates a co-ed Residence Hall for full-time, single students.

The Residence Hall features newly renovated furnished rooms with microwave, mini-fridge, beds, desk, chair and closet. The rooms also have free internet access. A lounge, study room, game room and laundry facilities are also available.

The Residence Hall has single and double occupancy rooms available. Cost for the Summer 2020 semester, including a 5-day meal plan is $1,830 for a single-occupancy room and $1,620 for a double-occupancy room. For CATE Center students we also offer housing, including a 5-day meal plan for $700 a month for double occupancy and $820 a month for single occupancy rooms. Room requests are assigned by semester and honored on a first-come, first-served basis and single-occupancy rooms are limited. Those interested in the Residence Hall or for more information should contact the Residence Hall Manager at (254) 526-1790, Building 120, Room 119a.

For additional information regarding campus housing, go to the Central Campus Location Housing link at http://www.ctcd.edu/locations/central-campus/campus-housing.
Tuition Scale for Summer 2020

<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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</thead>
<tbody>
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<td>1</td>
<td>$90</td>
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<tr>
<td>8</td>
<td>$720</td>
<td>$904</td>
<td>$1,880</td>
</tr>
<tr>
<td>9</td>
<td>$810</td>
<td>$1,017</td>
<td>$2,115</td>
</tr>
<tr>
<td>10</td>
<td>$900</td>
<td>$1,130</td>
<td>$2,350</td>
</tr>
<tr>
<td>11</td>
<td>$990</td>
<td>$1,243</td>
<td>$2,585</td>
</tr>
<tr>
<td>12</td>
<td>$1,080</td>
<td>$1,356</td>
<td>$2,820</td>
</tr>
<tr>
<td>13</td>
<td>$1,170</td>
<td>$1,469</td>
<td>$3,055</td>
</tr>
<tr>
<td>14</td>
<td>$1,260</td>
<td>$1,582</td>
<td>$3,290</td>
</tr>
<tr>
<td>15</td>
<td>$1,350</td>
<td>$1,695</td>
<td>$3,525</td>
</tr>
<tr>
<td>16</td>
<td>$1,440</td>
<td>$1,808</td>
<td>$3,760</td>
</tr>
<tr>
<td>17</td>
<td>$1,530</td>
<td>$1,921</td>
<td>$3,995</td>
</tr>
<tr>
<td>18</td>
<td>$1,620</td>
<td>$2,034</td>
<td>$4,230</td>
</tr>
</tbody>
</table>

Differential Tuition per credit hour: CJLE $15, HART $12, MLAB $40, RNSG $50, VNSG $55, WLDG $25, CRPT $15, ELPT $15, PFPB $15, WDWK $15, CBFM $15, MBST $15, CNBT $15, PLAB $70, HLAB $30

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. These courses are not eligible for state funding, and as such, are not eligible for any tuition exemption or waivers. Tuition bills are not mailed. Payments are due at the time of registration. Your registration is not complete until payment is received. It is your responsibility to make sure that your registration is finalized. You can verify this by reviewing your account on WebAdvisor. Failure to pay in full may be cause for you to be dropped for nonpayment from your registered classes.

If you anticipate having a Pell grant, loan or other financial aid, you must ensure that your aid awards cover your tuition balance. If you decide not to attend classes, you must officially drop prior to the first day of the semester/term or you will be responsible for repaying financial aid monies applied to your account.

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

Refunds are calculated based upon the start date and the length of the class in weeks. If your class has a different start date is not 10 weeks in length, your refund will not be reflected in the table below. For classes that are less than 10 weeks in length, you can refer to the CTC web site under Business Office Tuition and Fees. Once there scroll down to the refund section.

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:

<table>
<thead>
<tr>
<th>Summer I</th>
<th>10-Week Courses</th>
<th>Refund Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>Before the start of the Summer Semester</td>
<td>May 29, 2020</td>
</tr>
<tr>
<td>75%</td>
<td>During the first 15 class days</td>
<td>June 1-11, 2020</td>
</tr>
<tr>
<td>25%</td>
<td>During the 16th through 20th class days</td>
<td>June 12-16, 2020</td>
</tr>
<tr>
<td>5%</td>
<td>During the 21st through 48th class days</td>
<td>June 17 - July 13, 2020</td>
</tr>
<tr>
<td>0%</td>
<td>After the 48th class day</td>
<td>July 14, 2020</td>
</tr>
</tbody>
</table>

Payment Info

The tuition listed does NOT include any fees for individualized instruction that may be charged for special programs.

Tuition and fees are due and payable at the time of registration.

Cash, Check, Money Order, Visa, MasterCard, American Express or Discover are accepted.

Personal checks must include driver's license/state ID # and state of issue of check writer plus student ID # of student.

All tuition and fees are subject to change as approved by the Board of Trustees.
### Summer 1

<table>
<thead>
<tr>
<th>%</th>
<th>5-Week Courses</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>Before the start of the Summer Semester</td>
<td>May 29, 2020</td>
</tr>
<tr>
<td>75%</td>
<td>During the first 15 class days</td>
<td>June 1-5, 2020</td>
</tr>
<tr>
<td>25%</td>
<td>During the 16th through 20th class days</td>
<td>June 8, 2020</td>
</tr>
<tr>
<td>5%</td>
<td>During the 21st through 48th class days</td>
<td>June 9-19, 2020</td>
</tr>
<tr>
<td>0%</td>
<td>After the 48th class day</td>
<td>June 20, 2020</td>
</tr>
</tbody>
</table>

### Summer 2

<table>
<thead>
<tr>
<th>%</th>
<th>5-Week Courses</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>Before the start of the Summer Semester</td>
<td>July 3, 2020</td>
</tr>
<tr>
<td>75%</td>
<td>During the first 15 class days</td>
<td>July 6-10, 2020</td>
</tr>
<tr>
<td>25%</td>
<td>During the 16th through 20th class days</td>
<td>July 13, 2020</td>
</tr>
<tr>
<td>5%</td>
<td>During the 21st through 48th class days</td>
<td>July 14-24, 2020</td>
</tr>
<tr>
<td>0%</td>
<td>After the 48th class day</td>
<td>July 25, 2020</td>
</tr>
</tbody>
</table>

Any refund applicable for dropped courses will first be applied to any outstanding balance remaining on the student’s account before a check will be issued. Requests for exceptions to the refund policy must be requested within 4 months of the class end date.

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](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.

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.

### Security Services

**Safety and security:** Central Texas College police officers serve and protect our college and are fully-licensed and commissioned by the State of Texas. Crime prevention programs stress campus community awareness through the dissemination of materials and presentations to familiarize students, faculty, and staff of their individual responsibility to help reduce criminal activities.

The following crime prevention programs are available on central campus:

- **Operation Identification:** To discourage theft on campus, under this program, personal property items are engraved with the owner’s personal identification number.
- **Campus Escorts:** Courtesy escorts are provided to anyone desiring the need for additional safety when walking to or from their class or vehicle.
- **Vehicle Assistance:** The campus police will assist you with your stranded vehicle by providing a courtesy jump start or unlocking it if you accidentally lock your keys inside. Campus police also carry compressed air in case you have a flat tire while on campus.
- **Child Identification:** Complimentary fingerprinting of your child and providing an identification kit in case your child is missing, has run away, or is kidnapped.

**Parking:** There is no fee for student parking, but students and employees are required to obtain a parking permit.

**Emergency Alerts:** When an emergency occurs on or within close proximity of campus, our Emergency Alert system will send e-mail, text messages and voice messages to students and employees in as little as 90 seconds. Students are automatically opted in based on the information provided on their initial enrollment application; but should log in to WebAdvisor occasionally to change or add telephone numbers to ensure they receive these alerts. In addition, interior and exterior audible building alert messages may be utilized in the event of an emergency.

For more information on how to stay safe on campus, see our website at [http://www.ctcd.edu/locations/central-campus/campus-safety-wellness](http://www.ctcd.edu/locations/central-campus/campus-safety-wellness).
Staying on Track

How to determine your grade point average (GPA)

Multiply the number of grade points for each grade by the number of credit hours for the course. Add the totals. Divide the total grade points by the number of hours attempted. Grades of IP, W, N, XN, or P and grades in developmental courses (A, B, C) are not included in the grade point averaging.

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Grade Points</th>
<th>Credit Hours</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSI 1301</td>
<td>A</td>
<td>4</td>
<td>3</td>
<td>4 x 3 = 12</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>B</td>
<td>3</td>
<td>3</td>
<td>3 x 3 = 9</td>
</tr>
<tr>
<td>ITSC 1409</td>
<td>C</td>
<td>2</td>
<td>4</td>
<td>2 x 4 = 8</td>
</tr>
<tr>
<td>CJLE 1211</td>
<td>D</td>
<td>1</td>
<td>2</td>
<td>1 x 2 = 2</td>
</tr>
</tbody>
</table>

12 crs. 31 gp.
31/12 = 2.583 GPA

The grading system at Central Texas College is as follows:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing, but Unsatisfactory</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>IP</td>
<td>Incomplete, in progress (except developmental)</td>
<td>Not Computed</td>
</tr>
<tr>
<td>N</td>
<td>No Credit</td>
<td>Not Computed</td>
</tr>
<tr>
<td>P</td>
<td>Completed</td>
<td>Not Computed</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>Not Computed</td>
</tr>
</tbody>
</table>

Having Trouble with Classes?

Discuss your issue with your instructor. Instructors have office hours available for students to go over course requirements, estimated grades, ideas for boosting your grade and steps to get on track.

Use Academic Studio. CTC offers free tutoring and assistance upstairs in the Student Center (Bldg. 106). Services include tutoring, peer mentoring, workshops, academic clinics, study groups, academic and success advising, information, support resources and more.

Discuss the issue with Academic Advising. We can meet to discuss your options and help you plan the best course of action. Go to www.ctcd.edu/advisorappointments to schedule an appointment.

Know the drop/withdrawal dates. Our drop/withdrawal dates are posted each semester, along with a refund schedule. Before dropping or withdrawing, always discuss your decision with your funding source (Financial Aid, VA, MyCAA, etc.).

About Academic Probation & Suspension

*Note: Contact the Financial Aid or Veteran (VA) benefits offices for more information regarding your Satisfactory Academic Progress and how your benefits may be impacted.*

**Academic Probation**

A student with 7 or more credit hours who achieves a cumulative GPA below 2.0 will be notified via EagleMail and placed on Academic Probation. Students on Academic Probation must achieve a term GPA of 2.0 or above the following semester.

Students on academic probation must complete a probation agreement with their Academic Advisor.

**Academic Suspension**

Students on Academic Probation status who do not achieve a 2.0 term GPA the following semester will be notified via EagleMail and placed on suspension. Suspended students will not be permitted to register or take classes for one (1) long sixteen week semester (Fall or Spring) OR two (2) short semesters (Summer 1 & 2).

Following suspension, students must complete a probation agreement with their Academic Advisor.

**Academic Dismissal**

Students on Academic Probation who do not achieve a 2.0 term GPA in the semester following their return from Academic Suspension will be notified via EagleMail and placed on Academic Dismissal. Students on Academic Dismissal will not be permitted to register or take classes for two (2) long semesters (Fall and Spring) OR one (1) long semester and two (2) short semesters (Spring and Summer 1 & 2 semesters).

Students must complete a dismissal form and when the dismissal period has passed may petition for re-entry.
Helpful Phone Numbers

Instructional Departments

Agriculture
Bldg. 150, Room 1009 526-1288

Aviation Science
Bldg. 152, Room 230 526-1241

Business Administration/Business Management.
Bldg. 152, Room 202 526-1248

Child Development
Bldg. 117, Room 116 526-1900

Communication and Media Technology
Bldg. 109, Room 121 526-1199

Communications
Bldg. 104, Room 101 526-1274

Computer-Aided Drafting and Design
Bldg. 101, Room 9 526-1233

Computer Information Technology and Systems
Bldg. 121, Room 227 526-1164

Developmental Mathematics
Bldg. 152, Room 259 526-1209

Developmental Reading/Writing/ESOL
Bldg. 104, Room 151 526-1239

Electronics Technology
Bldg. 101, Room 20 526-1119

Emergency Medical Technology
Bldg. 155, Room 244A 526-1265

English for Speakers of Other Languages
Bldg. 150, Room 1101 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 202 526-1789

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 202 526-1789

Logistics
Bldg. 152, Room 202 526-1248

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 and Allied Health Associate Degree
Bldg. 155, Room 244A 526-1890

Vocational
Bldg. 155, Room 244A 526-1266

Office Technology
Bldg. 101, Room 11 526-1382

Phlebotomy
Bldg. 150, Room 1009 526-1883

Protective Services
Bldg. 113, Room 110 526-1275

Science
Bldg. 150, Room 1009 526-1288

Social & Behavioral Sciences
Bldg. 104, Room 101 526-1274

Student Services Resources

Academic Advising 526-1226
Academic Studio (Tutoring) 526-1580
Admissions Office 526-1696
Bookstore 526-1219
Business Office 526-1217
Campus Police 526-1200
Career Center 526-1106
CATE Center Advisor 526-1549
Child Care Support 526-1580
Child Develop. Center 526-1900
CTC - Adult High School 526-1321
Distance Education & Education Technology 526-1221
Disabilities Support Services 526-1195
Eagles On Call 526-1296
Evening & Weekend Advising 616-3331
Financial Aid Office 526-1508
Graduation 526-1592
Housing
Residence Hall 526-1790
International Student Ser. 526-1107
Intramural Sports 526-1495
Learning Resource Center 526-1344
Library 526-1237
Records/Registration (Central Campus) 526-1131
Student Activities 526-1577
Student Life Office 526-1258
Student Services 526-1298
Student Support Services 526-1450
Substance Abuse Resource Center 526-1166
Testing Office 526-1254
Textbook Lending 526-1580
Transfer Advisor 526-1667
Transcripts
Incoming 526-1984
Outgoing 526-1372
Veterans’ Services 526-1160
WebAdvisor Help Line 526-1637
Technical Assistance 526-1637

Other Academic Programs and Locations

Adult Education/GED 526-1120
Continuing Education 526-1586
Fort Hood Campus, Student Services 526-1917
Registration 526-1906

Service Area Offices

Brady/Mason/San Saba:
(325) 597-2491 ext. 1010
Community Education Office 526-1825
(800) 792-3348, ext. 1825
Fredericksburg (254) 616-3401
Gatesville (254) 256-1977
Hamilton/Goldthwaite (254) 386-8009
Lampasas/Florence (512) 564-2328
Marble Falls/Llano (254) 616-3326

Campus Police Department

Security Services

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 and our crime statistics report
visit us online at:
http://www.ctcd.edu/locations/central-campus/campus-safety-wellness