STEM
Science, Technology, Engineering & Mathematics

FOR STUDENTS OF THE REAL WORLD

2020-2021
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SECTION ONE: INTRODUCTION

A. Welcome
Thank you for your interest in the STEM program. STEM provides great opportunities, significant financial savings and the opportunity to simultaneously earn a high school diploma and college degree. While in the STEM program, you will be placed on the Interdisciplinary Studies Associate of Arts degree plan. A degree plan is a list of courses and requirements a college student must successfully complete in order to graduate. Because Texas has a common course-numbering system, credit is easily transferred between community colleges like CTC and four-year public institutions. You are encouraged to coordinate with the incoming institution to ensure the courses taken at CTC will fulfill the degree requirements there.

While in the STEM program, it is important to make a mental distinction between college requirements and high school requirements. College instructors expect students to spend a considerable amount of time outside of the classroom to complete class assignments, research and study. The instructor will explain concepts and methods, but you must dedicate the time needed to develop a thorough understanding of the topics covered in class. You and your parents should seriously discuss priorities before and during enrollment in the STEM program.

B. About Central Texas College
Central Texas College is a public, open-admission community college offering associate degrees and certificate programs in academic, professional and vocational/technical fields. CTC is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees and certificates of completion. The accreditation ensures quality of instruction, credit transferability and federal financial aid (Pell Grants).

C. Institutional Mission Statement
Central Texas College provides accessible and quality educational opportunities that support a diverse student population and promotes student success, completion and employability.
SECTION TWO: STEM

A. Definition of STEM
STEM is a program that provides students an opportunity to receive an associate degree and high school diploma simultaneously by taking a mixture of STEM focused college and high school courses.

B. Difference Between Early College High School and STEM
The difference between ECHS and STEM is that Early College High School students are at the Early College High School campus all day. STEM students have a mixture of courses at their home high school campus and a mixture of AM or PM courses at the Central Texas College campus. STEM students have the option of 30 hours course completion, 42 hours course completion or 60 hours associate degree completion.

C. Daily Schedule
AM students will begin their school day at the Central Texas College Campus and will depart for their high school campus by 1:30pm. PM students begin their school day at their high school campus and will arrive to the Central Texas College Campus by 1:30pm. Transportation is provided by KISD. At the end of the day, students should board buses or vehicles promptly, clearing the campus by 4:30pm.

D. Degree Plan
A degree plan is a list of courses and requirements that college students must successfully complete in order to receive their CTC degree. STEM students are placed on the Interdisciplinary Studies Associate of Arts degree plan with an emphasis in Human Biology, Organismal Biology, Chemistry, Environmental Science, Computer Science, Mathematics or Engineering.

Goal: Associate Degree in Interdisciplinary Studies
# Interdisciplinary Studies

## Grade 9

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<th>College Course Description</th>
<th>College Course</th>
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<tbody>
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**Total HS Courses**: 7

**Total College Courses**: 1

- Milestones: Overall high school GPA 2.0 or higher and met the minimum qualifications of the TSI test, exemptions, or waiver in reading / writing.

## Grade 10

<table>
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<td>Speech</td>
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<td>Fine Arts</td>
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<td>Creative Arts</td>
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<tr>
<td>TX Govt</td>
<td>0.5</td>
<td>Government / Political Science</td>
<td>GOVT 2306</td>
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<td>HS Elective</td>
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**Total HS Courses**: 7.5

**Total College Courses**: 9

- Milestones: Overall high school GPA 2.0 or higher and met the minimum qualifications of the TSI test, exemptions, or waiver in reading / writing and mathematics. Overall college GPA of 2.0 or higher and grade of "C" or higher in College Algebra (MATH 1414).

## Grade 11

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<th>College Course</th>
<th>Credit Value</th>
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<tbody>
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**Total HS Courses**: 7

**Total College Courses**: 27

- Milestones: Overall high school GPA 2.0 or higher, overall college GPA of 2.0 or higher, and grade of "C" or higher in ENGL 1301/ENGL 1302, BIOL 1406.

## Grade 12

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<tbody>
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**Total HS Courses**: 7

**Total College Courses**: 26

- Cumulative Total: 28.5

- Cumulative Total: 63
Interdisciplinary Studies
Emphasis in Human Biology

*Algebra I and LOTE I taken prior to 9th grade year

<table>
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<th>HS Course Description</th>
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<th>Grade 9</th>
<th>College Course Description</th>
<th>College Course</th>
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<tbody>
<tr>
<td>English I Pre-AP</td>
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Milestones: Overall high school GPA 2.0 or higher and met the minimum qualifications of the TSI test, exemptions, or waiver in mathematics.

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<th>Grade 10</th>
<th>College Course Description</th>
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<tr>
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Overall college GPA of 2.0 or higher and a grade of "C" or higher in College Algebra.

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Milestones: Overall high school GPA 2.0 or higher, overall college GPA or 2.0 or higher, and a grade of "C" or higher in Composition I & II, Biology 1406 & 1407, and Chemistry 1411 & 1412.

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Cumulative Total 29.5
Cumulative Total 63

7
*Algebra I and LOTE I taken prior to 9th grade year

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<th>College Course Description</th>
<th>College</th>
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<tr>
<td>English I Pre-AP</td>
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Milestones: Overall high school GPA 2.0 or higher and met the minimum qualifications of the TSI test, exemptions, or waiver in reading/writing.

| Grade 10                      |                                      |                                      |         |              |}
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<tr>
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<td>English II Pre-AP</td>
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Milestones: Overall high school GPA 2.0 or higher and met the minimum qualifications of the TSI test, exemptions, or waiver in mathematics and reading/writing.

Overall college GPA of 2.0 or higher.

| Grade 11                      |                                      |                                      |         |              |}
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<tr>
<th></th>
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<tr>
<td>English III</td>
<td>1</td>
<td>Communication / Component Area Option</td>
<td>ENGL 1301/1302</td>
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<td>American History</td>
<td>HIST 1301/1302</td>
<td>6</td>
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Milestones: Overall high school GPA 2.0 or higher, overall college GPA of 2.0 or higher, and a grade of "C" or higher in College Algebra, Composition I & II, and Biology 1406 & 1407.

| Grade 12                      |                                      |                                      |         |              |}
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Cumulative Total: 28.5

Cumulative Total: 63
Interdisciplinary Studies Emphasis in Chemistry

*Algebra I and LOTE I taken prior to 9th grade year

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<th>HS Course Description</th>
<th>Credit Value</th>
<th>College Course Description</th>
<th>Credit Value</th>
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<tbody>
<tr>
<td>English I Pre-AP</td>
<td>1</td>
<td></td>
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<tr>
<td>W. Hist Pre-AP/AP W. Hist</td>
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</tr>
<tr>
<td>Algebra II Pre-AP*</td>
<td>1</td>
<td></td>
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<tr>
<td>Biology Pre-AP</td>
<td>1</td>
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<td>Geometry Pre-AP</td>
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<td>LOTE II</td>
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<tr>
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<td>Component Area Option - Learning Framework</td>
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Milestones: Overall high school GPA 2.0 or higher and met the minimum qualifications of the TSI test, exemptions, or waiver in mathematics.

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<td>Speech</td>
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<tr>
<td>PE or Athletics</td>
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<td>Mathematics</td>
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Milestones: Overall high school GPA 2.0 or higher and met the minimum qualifications of the TSI test, exemptions, or waiver in mathematics and reading/writing.

Overall college GPA of 2.0 or higher and a grade of "C" or higher in College Algebra and Pre-Calculus.

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<td>TX Govt</td>
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Milestones: Overall high school GPA 2.0 or higher, overall college GPA of 2.0 or higher, and a grade of "C" or higher in Composition I & II, and Chemistry 1411 & 1412.

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Cumulative Total

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### Interdisciplinary Studies

**Emphasis in Environmental Science**

*Algebra I and LOTE I taken prior to 9th grade year*

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<th>HS Course Description</th>
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<th>College Course Description</th>
<th>College Course</th>
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<td>Algebra II Pre-AP*</td>
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<td>LOTE II</td>
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<td>Component Area Option - Learning Framework</td>
<td>EDUC 1100</td>
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<td>PATH</td>
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**Total HS Courses: 7**

**Total College Courses: 1**

Milestones: Overall high school GPA 2.0 or higher and met the minimum qualifications of the TSI test, exemptions, or waiver in reading/writing.

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<td>Chemistry Pre-AP</td>
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<td>Fine Arts</td>
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<td>TX Govt</td>
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<td>HS Elective or PATH</td>
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**Total HS Courses: 7.5**

**Total College Courses: 9**

Milestones: Overall high school GPA 2.0 or higher and met the minimum qualifications of the TSI test, exemptions, or waiver in mathematics and reading/writing.

**Overall college GPA of 2.0 or higher.**

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<tbody>
<tr>
<td>English III</td>
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<td>ENGL 1301/1302</td>
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<td>Economics</td>
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<td>Social/Behavioral</td>
<td>ECON 2301</td>
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<td>BIOL 1406/1407</td>
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<td>American History</td>
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**Total HS Courses: 7**

**Total College Courses: 27**

Milestones: Overall high school GPA 2.0 or higher, overall college GPA 2.0 or higher, and a grade of "C" or higher in College Algebra, Composition I & II, and Biology 1406 & 1407.

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<tr>
<td>English IV*</td>
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<td>ENGL 2322</td>
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<tr>
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**Total HS Courses: 6**

**Total College Courses: 26**

Milestones: Overall high school GPA 2.0 or higher, overall college GPA 2.0 or higher, and a grade of "C" or higher in College Algebra, Composition I & II, and Biology 1406 & 1407.
# Interdisciplinary Studies Emphasis in Computer Science

*Algebra I and LOTE I taken prior to 9th grade year*

## Grade 9

<table>
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<th>College Course Description</th>
<th>College Course</th>
<th>Credit Value</th>
</tr>
</thead>
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<tr>
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<td>W. Hist Pre-AP/AP W. Hist</td>
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</table>

Milestones: Overall high school GPA 2.0 or higher

## Grade 10

<table>
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<th>Credit Value</th>
<th>College Course Description</th>
<th>College Course</th>
<th>Credit Value</th>
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<tbody>
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<tr>
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<td>Chemistry Pre-AP</td>
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<td><strong>Total College Courses</strong></td>
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Milestones: Overall high school GPA 2.0 or higher, overall college GPA of 2.0 or higher, and a grade of "C" or higher in Computer Science 1301 & 1305.

## Grade 11

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<td>HS Elective or PATH</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total HS Courses</strong></td>
<td><strong>7</strong></td>
<td><strong>Total College Courses</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Milestones: Overall high school GPA 2.0 or higher, overall college GPA of 2.0 or higher, grade of "C" or higher in Composition I & II, and Computer Science 1336 & 1337.

## Grade 12

<table>
<thead>
<tr>
<th>HS Course Description</th>
<th>Credit Value</th>
<th>College Course Description</th>
<th>College Course</th>
<th>Credit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>English IV*</td>
<td>0.5</td>
<td>Lang/Phil/Cult</td>
<td>ENGL 2322</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>1</td>
<td>Science Selection</td>
<td>BIOL 1406/1407</td>
<td>8</td>
</tr>
<tr>
<td>US Govt</td>
<td>0.5</td>
<td>Government / Political Science</td>
<td>GOVT 2305</td>
<td>3</td>
</tr>
<tr>
<td>Economics</td>
<td>0.5</td>
<td>Social/Behavioral</td>
<td>ECON 2301</td>
<td>3</td>
</tr>
<tr>
<td>Endorsement Credit</td>
<td>0.5</td>
<td>Elective</td>
<td>BCIS 1305</td>
<td>3</td>
</tr>
<tr>
<td>Precalculus Pre-AP or Eligible 4th Mathematics course</td>
<td>0.5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>0.5</td>
<td>Elective- Pick one based on interest** (3-4 credit hours): BIOL 1411, BIOL 1413, CHEM 1411*, MATH 2412*, PSYC 2301, or SOCI 1301</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>HS Elective</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HS Elective or Early Release</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total HS Courses</strong></td>
<td><strong>6</strong></td>
<td><strong>Total College Courses</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cumulative Total: 28.5

Cumulative Total: 61
## Interdisciplinary Studies Emphasis in Mathematics

*Algebra I and LOTE I taken prior to 9th grade year*

### Grade 9

<table>
<thead>
<tr>
<th>HS Course Description</th>
<th>Credit Value</th>
<th>College Course Description</th>
<th>College Course</th>
<th>Credit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>English I Pre-AP</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>W. Hist Pre-AP/AP W. Hist</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Algebra II Pre-AP*</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology Pre-AP</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geometry Pre-AP</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LOTE II</td>
<td>1</td>
<td>Component Area Option - Learning Framework</td>
<td>EDUC 1100</td>
<td>1</td>
</tr>
<tr>
<td>PATH</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total HS Courses</strong></td>
<td><strong>7</strong></td>
<td><strong>Total College Courses</strong></td>
<td><strong>1</strong></td>
<td></td>
</tr>
</tbody>
</table>

Milestones: Overall high school GPA 2.0 or higher and met the minimum qualifications of the TSI test, exemptions, or waiver in mathematics.

### Grade 10

| English II Pre-AP                | 1            |                                     |                |              |
| Chemistry Pre-AP                 | 1            |                                     |                |              |
| PE or Athletics                  | 1            |                                     |                |              |
| Mathematics                      | 0.5          | College Algebra                     | MATH 1414      | 4            |
| Endorsement Credit               | 0.5          | Mathematics Elective                | MATH 2412      | 4            |
| HS Elective                      | 1            |                                     |                |              |
| HS Elective                      | 1            |                                     |                |              |
| HS Elective or PATH II           | 1            |                                     |                |              |
| **Total HS Courses**             | **7**        | **Total College Courses**           | **8**          |              |

Milestones: Overall high school GPA 2.0 or higher and met the minimum qualifications of the TSI test, exemptions, or waiver in mathematics and reading/writing.

Overall college GPA of 2.0 or higher and a grade of "C" or higher in College Algebra and Pre-Calculus.

### Grade 11

| English III                      | 1            | Communication / Component Area Option | ENGL 1301/1302 | 6            |
| US History                       | 1            | American History                      | HIST 1301/1302 | 6            |
| Mathematics                      | 1            | Mathematics Electives                 | MATH 2413/2414 | 8            |
| Speech                           | 0.5          | Communication                         | SPCH 1315      | 3            |
| Fine Arts                        | 1            | Creative Arts                          | HUMA 1315      | 3            |
| Physics/Physics Pre-AP/Physics/Prein of Technology | 1 | | | |
| HS Elective                      | 1            |                                     |                |              |
| HS Elective or PATH III          | 1            |                                     |                |              |
| **Total HS Courses**             | **7.5**      | **Total College Courses**            | **26**         |              |

Milestones: Overall high school GPA 2.0 or higher, overall college GPA or 2.0 or higher, and a grade of "C" or higher in Composition I & II, and Mathematics 2413 & 2414.

### Grade 12

| English IV*                      | 0.5          | Lang/Phil/Cult                        | ENGL 2322      | 3            |
| Science                          | 1            | Science Selections                    | BIOL 1406/1407 | 8            |
| US Govt                          | 0.5          | Government / Political Science        | GOVT 2305      | 3            |
| TX Govt                          | 0.5          | Government / Political Science        | GOVT 2306      | 3            |
| Economics                        | 0.5          | Social/Behavioral                     | ECON 2301      | 3            |
| Endorsement Credit               | 0.5          | Mathematics Elective                  | MATH 2415      | 4            |
| Elective                         | 0.5          | Mathematics Elective                  | MATH 2320      | 3            |
| HS Elective                      | 1            |                                     |                |              |
| HS Elective or Early Release     | 1            |                                     |                |              |
| **Total HS Courses**             | **6**        | **Total College Courses**            | **27**         |              |

Cumulative Total: 28.5

Cumulative Total: 62
Interdisciplinary Studies Emphasis in Engineering

*Algebra I and LOTE I taken prior to 9th grade year

<table>
<thead>
<tr>
<th>Grade 9</th>
<th></th>
<th>Grade 10</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HS Course Description</td>
<td>Credit Value</td>
<td>College Course Description</td>
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</tr>
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<td>English I Pre-AP</td>
<td>1</td>
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<td>1</td>
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<td>Algebra II Pre-AP*</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology Pre-AP</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geometry Pre-AP</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LOTE II</td>
<td>1</td>
<td>Component Area Option - Learning Framework</td>
<td>EDUC 1100</td>
</tr>
<tr>
<td>PATH</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total HS Courses</td>
<td>7</td>
<td>Total College Courses</td>
<td>1</td>
</tr>
</tbody>
</table>

Milestones: Overall high school GPA 2.0 or higher and met the minimum qualifications of the TSI test, exemptions, or waiver in mathematics.

<table>
<thead>
<tr>
<th>Grade 10</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HS Course Description</td>
<td>Credit Value</td>
</tr>
<tr>
<td>English II Pre-AP</td>
<td>1</td>
</tr>
<tr>
<td>Chemistry Pre-AP</td>
<td>1</td>
</tr>
<tr>
<td>PE or Athletics</td>
<td>1</td>
</tr>
<tr>
<td>Mathematics</td>
<td>0.5</td>
</tr>
<tr>
<td>Endorsement Credit</td>
<td>0.5</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1</td>
</tr>
<tr>
<td>HS Elective</td>
<td>0.5</td>
</tr>
<tr>
<td>HS Elective</td>
<td>1</td>
</tr>
<tr>
<td>HS Elective or PATH II</td>
<td>1</td>
</tr>
<tr>
<td>Total HS Courses</td>
<td>7.5</td>
</tr>
</tbody>
</table>

Milestones: Overall high school GPA 2.0 or higher and met the minimum qualifications of the TSI test, exemptions, or waiver in mathematics and reading/writing.

Overall college GPA of 2.0 or higher and a grade of "C" or higher in College Algebra and Pre-Calculus.

<table>
<thead>
<tr>
<th>Grade 11</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HS Course Description</td>
<td>Credit Value</td>
</tr>
<tr>
<td>English III</td>
<td>1</td>
</tr>
<tr>
<td>US History</td>
<td>1</td>
</tr>
<tr>
<td>Engineering</td>
<td>1</td>
</tr>
<tr>
<td>Speech</td>
<td>0.5</td>
</tr>
<tr>
<td>TX Govt</td>
<td>0.5</td>
</tr>
<tr>
<td>Physics/Physics Pre-AP/AP Physics/Prin of Technology</td>
<td>1</td>
</tr>
<tr>
<td>HS Elective</td>
<td>1</td>
</tr>
<tr>
<td>HS Elective or PATH III</td>
<td>1</td>
</tr>
<tr>
<td>Total HS Courses</td>
<td>7</td>
</tr>
</tbody>
</table>

Milestones: Overall high school GPA 2.0 or higher, overall college GPA of 2.0 or higher, and a grade of "C" or higher in Composition I & II, Mathematics 2413, & Engineering 1201.

<table>
<thead>
<tr>
<th>Grade 12</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HS Course Description</td>
<td>Credit Value</td>
</tr>
<tr>
<td>English IV*</td>
<td>0.5</td>
</tr>
<tr>
<td>Science</td>
<td>1</td>
</tr>
<tr>
<td>US Govt</td>
<td>0.5</td>
</tr>
<tr>
<td>Economics</td>
<td>0.5</td>
</tr>
<tr>
<td>Endorsement Credit</td>
<td>0.5</td>
</tr>
<tr>
<td>Endorsement Credit</td>
<td>0.5</td>
</tr>
<tr>
<td>HS Elective</td>
<td>1</td>
</tr>
<tr>
<td>HS Elective</td>
<td>1</td>
</tr>
<tr>
<td>HS Elective or Early Release</td>
<td>1</td>
</tr>
<tr>
<td>Total HS Courses</td>
<td>6.5</td>
</tr>
</tbody>
</table>

Cumulative Total 29

Cumulative Total 60
A. KISD Staff Directory

Nancy Duran 254-336-3804
Chief College, Career and Military Readiness Officer
Killeen Independent School District
Nancy.Duran@killeenisd.org

Ramona Bellard 254-336-0570
CTC Dual Enrollment Program Liaison
Killeen Independent School District
Ramona.Bellard@killeenisd.org

Dr. Cynthia Hodges 254-336-7837
STEM Academy Director
Killeen Independent School District
Cynthia.Hodges@killeenisd.org

You may also contact your high school’s designated STEM point of contact with any questions or concerns
B. CTC Staff Directory

Deal, Janill
Director
Public Education
Janill.Deal@ctcd.edu
254-526-1566

Turner, Tonia
STEM Coordinator
Public Education
TTurner2@ctcd.edu
254-616-3370

Hunter, Hannah
STEM Clerk II
Public Education
Hannah.Hunter@ctcd.edu
254-616-3381

Brooks, Kerstin
Associate Dean of Instruction
Kerstin.Brooks@ctcd.edu
254-501-3093

Anderson, Janice
Dean of Instruction
Janice.Anderson@ctcd.edu
254-526-1116
A. CTC Application and Registration Process

1. Upon ISD acceptance into the program, you will be contacted by a KISD representative to begin CTC’s admission and registration process. The admission and registration process includes:
   - Completing and submitting a CTC online Application for Admission (required only for initial course or one academic year lapse in enrollment). To access the online application, please visit www.ctcd.edu. Next, select the red box located at the top right corner of the page that says “Apply Now”.
   - You will need to complete a STEM Release of Information Form (required only for initial course).
   - You may need to complete a Student Release of Records Form.
   - You will need to submit official test scores verifying Texas Success Initiative (TSI) requirements have been met, as needed (see section D). Please work with your school counselor to obtain your scores.
   - You will need to submit a Dual Credit Approval/Advising Plan (submit each semester or with each new enrollment request).
   - You will need to complete the Class Registration Form (submit each semester or with each new enrollment request) complete only through the signature line.

   All forms are available on the CTC website and in your high school guidance counselor’s office.

2. If you are a military dependent, the following documents may be required:
   - Complete Military Verification ID Form signed by CTC representative.
   - If Texas is NOT claimed on LES as Home of Record, then additional documentation may be required.

3. Submit all completed forms to your high school counselor.
B. Texas Success Initiative
The Texas Success Initiative (TSI) is a state requirement for all Texas institutions of higher education. TSI requires students to be assessed in reading, writing and math skills prior to enrolling in most college classes unless the student is TSI exempt or TSI waived. TSI uses assessment, advising and remediation to ensure that students have the skills to be successful in freshman academic coursework. The TSI is applicable to students attending CTC Texas locations (including STEM programs) and in-state distant learners.

C. Assessment Scores
To be eligible to enroll in academic courses, you must meet one of the two provisions below. In addition, you must also meet the prerequisite requirements listed for each class as cited in the CTC course catalog.

- Be TSI complete based on acceptable scores on the Mathematics, Reading, and/or Writing.
  Minimum scores for TSI completion are:
  - TSI Math- 350
  - TSI Reading- 351
  - TSI Writing- 340 & 4 essay
- Be exempt from taking a mandatory TSI assessment test based on proof of ONE of the following minimum scores on the exit-level ACT or SAT test relevant to the courses to be attempted:
  - ACT: 23 composite with 19 in English and/or 19 in Mathematics, or
  - SAT: 1070 composite with 500 in Critical Reading and/or 500 in Mathematics
  - New SAT Reading (effective 3/1/16) TSI Complete 480
  - New SAT Math (effective 3/1/16) TSI Complete 530

In lieu of a student being TSI Exempt or TSI Complete, a high school student is also eligible to enroll in dual credit courses under the following conditions. (Note: Every effort should be made to ensure that CTC has received documentation that students are TSI Exempt or TSI complete prior to their graduation from high school to ensure that transcripts sent to other colleges can be marked TSI Complete)

- Redesigned PSAT/NMSQT Exam Given on or after October 15, 2015. A score of 460 on the Evidenced-Based Reading and Writing (EBRW) test. A score of 510 on the mathematics test. Mixing or combining of scores on the PSAT/NMSQT given prior to October 15, 2015, and the PSAT/NMSQT given on or after October 15, 2015, is not allowable.
- Achieved a composite score of 23 on the ACT PLAN with a 19 or higher in Mathematics and/or English. The student must demonstrate further eligibility in the 12th grade.
Central Texas College offers the TSI Assessment year round. The cost is $25 for three sections or $10 per section. You can take the test as many times as needed. Testing is also available at your high school campus. Check with your counselor for details.

- **Adding a Course**
  If you need to add a college course, you must submit the following:
  - Dual Credit/Early Admission form (submit with each new enrollment request) with counselor approval
  - Class Registration Form or Add Form
  The CTC Registration form is used to register for class prior to the course start date. An Add form is used once the course has started. The deadline for adding a classroom course is no later than the census date. The deadline for online courses is the Thursday prior to the first day of class (no late registration for online courses).

- **Dropping or Withdrawing From a Course**
  If you need to drop a CTC course, you must submit a completed and signed CTC Schedule Change Form or Withdrawal Form through your high school counselor prior to the last day to drop or withdraw. The CTC STEM representative will provide these dates each semester prior to course registration, as dates vary depending on course length and start date.
  If you wish to drop a class prior to the course census date, you must submit a Drop Form. After the course census date, you must submit an Application for Withdrawal.

  A course withdrawal will show as a grade of “W” on the college transcript and will not impact the GPA. Students who do not officially drop/withdraw a course, but stop attending, will be treated as still enrolled. This may result in failure of the class and/or loss of funds. It is important that you officially drop/withdraw a course using one or both of the procedures outlined above. You cannot withdraw after the published withdrawal date.
  It is important that the high school counselor is informed of and signs the form for any course addition, withdrawal, or drop.

- **Credit for Advanced Placement (AP) Examinations**
  CTC requires that students earn a 3 or higher on the AP examination and meet all other institutional requirements to be eligible to receive college credit. Official transcripts must be sent directly from the College Board to CTC. Please note, if you plan to transfer credits to a 4-year institution, you will need to check if they will accept the AP credit. Each institution sets their policy of AP credit, and AP credit may not transfer from one institution to the next.
• **Textbooks and Supplies**
The ISD will purchase and distribute textbooks for courses. Visit your high school bookroom for additional details.

• **Financial Obligations**
STEM students are not responsible for tuition. Courses attempted for the 3rd time will be the financial responsibility of the student.

• **Bacterial Meningitis**
You are required to submit proof of bacterial meningitis vaccine prior to attending any classroom course located at Central Campus. Proof of vaccination must be submitted no later than ten days prior to the start of the semester and must have been administered within the previous five years. Exceptions to the requirement may include students who enroll only in online or other distance education courses, who are 21 years of age or older, who have not had a break in enrollment of at least one fall or spring semester, and those who may be eligible to apply for an exemption as set forth in Texas Education Code 51.9192.
A. Student Conduct
CTC courses within the STEM program are college-level courses and are governed by Central Texas College policies and procedures.

STEM students are required to adhere to both the Killeen School District and CTC policies and procedures as outlined in the KISD Student Handbook and CTC Student Handbook. This includes the School District and College codes of student conduct, computer usage, and security and safety information, among others. All disciplinary actions, including suspension and dismissal from the STEM program, shall be in conformity with the codes of school conduct of both parties. In the event of a conflict between the policies of the two parties, the School District and CTC will collaborate to resolve the issue. In the case of issues requiring mental health counseling the student will be referred back to KISD. Students who do not comply with policies and codes of conduct will, when appropriate, return to their School District’s home campus and may not be allowed to return to the STEM program and/or CTC as indicated.

B. Student Responsibility
Your instructor is available to answer your questions about course materials or class policies. If you have any concerns about your performance in the course or are not sure of an assignment, you need to email the instructor.

C. Scholastic Honesty
All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all coursework and during examinations. If you are guilty of scholastic dishonesty you will be administratively dropped from the course with a grade of “F” and subject to disciplinary action, which may include suspension and expulsion.

The following are considered examples of scholastic dishonesty:

- **Plagiarism** - The taking of passages from the writings of others without giving proper credit to the sources.
- **Collusion** - Using another’s work as one’s own, or working together with another person in the preparation of work, unless such joint preparation is specifically approved in advance by the instructor.
- **Cheating** - Giving or receiving information on examinations.
D. Academic Probation

CTC course catalog states that Academic standards of progress are monitored by the college to identify students who are having academic difficulty. You are responsible for knowing your academic status at all times. The CTC course catalog adds:

1. Students who fail to maintain a 2.0 cumulative grade point average (GPA) during their initial seven semester hours attempted will be notified of their Unsatisfactory Academic Progress status and provided a list of student support services available to them.
2. Students who fail to (a) maintain a 2.0 cumulative GPA after the first seven semester hours attempted or (b) fail to achieve a 2.0 GPA during any term after the first seven semester hours and have less than a 2.0 cumulative GPA will be placed on Academic Probation during the next term in which they register. Students will be notified of their status and will meet with a CTC counselor for academic advisement and assistance. Once students raise their cumulative GPA to 2.0, their status will be changed to Academic Good Standing. Students who fail to achieve a 2.0 GPA during their semester of probation and whose cumulative GPA is less than 2.0 will be placed on Academic Suspension. The mandatory suspension period is one sixteen-week semester, two-eight week terms, or both summer semesters.

E. Attendance

Because data shows absences for any reason negatively affect the learning process, you are expected to attend all classes in which you are enrolled. Class attendance is your responsibility. Regular and punctual attendance at all scheduled classes is expected and CTC reserves the right to address individual cases of nonattendance.

- Your teacher will inform you of the attendance policy of the course at the initial class meeting.
- You are responsible for understanding the attendance policy for each course in which you enroll and for meeting attendance requirements.
- Failure to meet the attendance requirements in a course may lower a grade for the semester or may result in failure of the course.
- The effect of absences on grades is determined by the instructor.
- When absences from class are necessary for any reason, it is your responsibility to arrange to make up assignments missed during the absence.
- Instructors are required to keep attendance records.
- Regardless of the reason for the absence, you are responsible for completing all coursework covered during any absence.
- Although distance learning courses do not require you to report to a classroom at a given time, you are expected to maintain constant progress throughout the course.
F. Religious Holy Day
If you need to be absent from class for the observance of a religious holy day, it is strongly suggested that you submit a written request to each instructor prior to the absence of the religious holy day(s) that will be missed. Although you will be excused from class, you will be responsible for make-up of all work or tests missed on the religious holy day in which the absence occurred.
SECTION THREE: STUDENT RESOURCES

A. Public Education
This area handles STEM admission, registration, counseling and event coordination. Please direct all CTC questions and concerns to the Public Education department at (254) 616-3381, (254) 616-3370 and (254) 526-1566. Hours of operation are Monday-Thursday 7:30a.m.-5:30p.m., Friday 7:30a.m.-11:30a.m.

B. Student ID Cards
You are eligible for a CTC student ID card. ID cards are used for various campus facilities such as the library, computer labs and the physical fitness center. Cards are issued in the Student Services Building 119, room 106. You must present a valid photo ID. A copy of the class schedule is also needed. The first student ID card is free. A $5 fee is charged for each replacement. The replacement fee must be paid at the Business Office in Building 119 and the receipt brought to the student ID card station to receive the replacement.

C. Parking Permit
You are required to obtain a parking permit for each vehicle you may drive and/or park on campus. Parking permits are available anytime during normal business hours and can be obtained at the CTC Police Department, Building 137 directly behind Student Services, Building 119. Parking permits are issued at no charge; however failing to display a CTC parking permit, as required, can result in a $25 fine.

D. Eagle Mail
All CTC credit students worldwide receive a CTC student email account following the submittal of CTC admission application. Accounts will be automatically created and you will receive an email with instructions for accessing your account. Don’t want another email account? No problem, you can forward your student email to any personal account.
E. WebAdvisor
WebAdvisor is our online student information system. Although high school students cannot
register for classes via WebAdvisor, you can access other features, including access to grades
and printing unofficial transcripts. A link to WebAdvisor, along with instructions of how to login,
may be found at www.ctcd.edu. STEM students are assigned a CTC ID number, which may also
be obtained via WebAdvisor.

F. Academic Studio
The CTC Academic Studio-Student Success Center, located at the CTC Central Campus provides
comprehensive services in supporting student success and goal completion. Services include
tutoring, academic advising, information and resource referrals, college success/ study skills
workshops. In addition, textbook and childcare assistance are available for qualifying students.
https://www.ctcd.edu/locations/central-campus/student-support/student-
successpersistence/academic-studio-student-success-center/

G. Student Life & Activities
The Student Life & Activities office provides opportunities for individual and group interaction
through student field trips, tournaments, organizations and various seasonal and social
activities. The Student Life & Activities office is located in the Roy J. Smith Student Center,
Building 106. A student lounge consisting of a game room and recreational center is also
available.

H. Disability Support Services
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides
comprehensive civil rights protection for persons with disabilities. This legislation requires that
all students with disabilities be guaranteed a learning environment that provides equal access
to all programs and services. If you have a documented disability, please contact either the
Disability Support Services Office (DSS) at (254) 526-1195, in Building 111, Room 111.

I. Library
The Oveta Culp Hobby Memorial Library offers a variety of services to students, faculty and staff
at CTC. More than 450,000 books, microforms, audio/visual materials and periodical
subscriptions support the college curriculum and provide general reading for students, faculty,
staff and patrons from the community at large. Via the Internet, an automated system provides
off-campus access to the card catalog and selected periodical indexes. Bibliographic instruction
services include general library tours, subject-oriented lectures and tours given to classes at faculty request. A computer lab provides word processing and spreadsheet software, along with Internet access. Other services include personal assistance at the reference desk, coin-operated photocopiers and Interlibrary Loan services to borrow materials which are not owned by the library. The library participates in TexShare, a resource-sharing program that allows students, faculty and staff at Texas institutions of higher education to use the collections of participating institutions. You must have an active ID in order to utilize the library. Additional information pertaining to the library can be found on CTC’s website at www.ctcd.edu.

J. Transcripts
Convenient forms for ordering transcripts are available from the Transcript Office located in Building 119. Transcript requests can also be submitted through www.ctcd.edu. Transcript request forms can be emailed if the request is to issue a transcript solely to another institution of higher education.

Requests for transcripts must be addressed to the CTC Transcript Office at the Central Campus. Transcript requests should include full name to include former names used at CTC, student assigned identification number, date of birth, and location/year you initially attended CTC and the last location/year of attendance. Include a complete address to which the transcript is to be sent.
A. Student Clubs & Organizations
STEM students have the opportunity to participate in a variety of student clubs and organizations, such as the following:
- Student Government Association
- Bible Student Fellowship
- C.A.S.T Club (Collegiate Academic Support Team)
- Hospitality and Culinary Arts
- Engineering & Math
- Genders & Sexualities Alliance
- Mental Health Services Association
- Net Impact formerly ENACTUS
- Otaku Unlimited Club (Anime)
- Phi Theta Kappa
- Psi Beta Psychology National Honor Society
- Rotaract
- Speech and Debate
- Student Nurse Association
- Student Veteran’s Organization
- TAMUCT ROTC
- Writer’s Club

Please contact Student Life & Activities or visit www.ctcd.edu for more information.

B. Information Sessions & Events
Central Texas College and Killeen Independent School District collaborate to host events throughout the school year. Announcements will be made regarding upcoming events.

In addition, students are eligible to participate in many activities like Epically Geeky Expo, Join a Club Day, Haunted House/Fall Carnival, and Wellness Fairs.
A. Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act as amended, is a federal law that pertains to the release of and access to student educational records. In compliance with FERPA, Central Texas College does not disclose personally identifiable information contained in student education records, except as authorized by law. Information classified as “directory information” may be disclosed to the general public without prior written consent from a student unless the CTC Records and Registration office is notified in writing by the student. This statement of nondisclosure will remain on the student’s records unless they cancel the request to withhold directory information. A student may request on an item-by-item basis the release of directory or non-directory information. Please note that even if the student is a minor, records may not be released to parents or guardians without the student’s consent.

Directory Information:
Student’s name
Local address
Home address
Electronic mail address
Telephone number
Date and place of birth
Major field of study
Dates of attendance
Degrees, awards and honors received
Most recent previous educational agency or institution attended
Photographs
Classification (freshman, sophomore or unclassified)
Participation in officially recognized activities and sports
Date of graduation
STUDENT CONSENT FOR RELEASE OF ACADEMIC RECORDS

To: Systems Registrar
Central Texas College
P.O. Box 1800
Killeen, TX 76540
Fax: (254) 526-1545

From: ____________________________________________________________
Name of Student   Student ID

_________________________  ____________________________  ____________
Street Address    City         State        Zip Code

_________________________  ____________________________
Home Phone Number    Alternate Phone Number    email

Under Federal legislation, namely the Family Educational Rights and Privacy Act of 1974, I understand that my educational records cannot be released without my written permission or a Parental Affidavit of Dependency certified by my parent or guardian.

I, therefore, request that the information listed below be released to the following:

________________________________________
Name

_________________________  ____________________________  ____________
Street Address    City         State        Zip Code

Valid:  Spring _______ Summer _______ Fall _______
Year  Year  Year

Information to be released:
☐ Registration   ☐ Grades   ☐ Transcripts   ☐ Business Office   ☐ VA   ☐ Financial Aid
☐ Other ______________________________________________________________

Purpose of request:
_________________________________________________________________
_________________________________________________________________

Signed this ___________ day of ____________________

_____________________________________________________________
Student’s signature

CTC FERPA-Student Consent, February 2013
C. Student Responsibility
The instructor is available for students to answer questions about course materials or class policies. According to federal regulation, CTC’s business is with the student. When a student enrolls in a college course, he or she is treated as a college student even if they are a minor. Therefore, the student must take responsibility for relaying concerns and questions to the instructor. The parent may be present; however, due to FERPA regulations, the student must write a letter granting permission for a parent to attend the meeting. The letter must include a date, time, and issues to be discussed.

D. Course and Instructor Complaints
If a student has a complaint about a course or an instructor, the student should first speak with the instructor to resolve the issue. If the student and the instructor are unable to resolve the matter, then the student needs to make an appointment with the Department Chair as outlined in the academic appeal process in the CTC student handbook. The handbook is available at http://www.ctcd.edu/ctcd/assets/File/Student%20Life/studenthandbook.pdf. The parent may be present during the meeting, however, due to FERPA regulations, the student must write a letter granting permission for the parent to attend the meeting. The permission letter must include the date, time, the issues to be discussed, and the parent’s name. In addition, the letter needs to be signed and dated.
If the parent comes to the class or to the instructor’s office to complain to the faculty member, the parent will be immediately referred to the Department Chair. If the student needs contact information for the Department Chair, the student can request the information from their STEM representative. Only if the matter cannot be resolved at the Department Chair level the student can appeal to the Dean of Instruction.
# What’s the Difference in Attending High School and College?

<table>
<thead>
<tr>
<th>Attending High School Classes</th>
<th>Attending College Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes generally don’t have more than 35 students.</td>
<td>Some classes may have more than 100 students.</td>
</tr>
<tr>
<td>Students attend classes for 36 weeks. Some classes extend over the semester dates and some don’t.</td>
<td>College classes are divided into two long 16-week semesters which is the regular school year. There are 5 and 10 week summer courses. There are 5, 6, 8, 10, and 12 week classes available in the fall and spring semesters.</td>
</tr>
<tr>
<td>You may study outside of class anywhere from 0-2 hours, and most of it is cramming at the last minute for a test.</td>
<td>To keep up with all the information that your professor expects you to know and will not cover in class; you must study 2-3 hours every day outside of class. Be sure that somewhere in your daily schedule, you schedule this study time just like you would schedule a real class, even if it is in small increments.</td>
</tr>
<tr>
<td>You usually read something once, but sometimes you can just listen to the teacher and get the information.</td>
<td>Read your text assignments and take good notes on your text and in class. Organize and review all notes regularly. You should be able to visualize some notes in your head (“Oh, I remember that was in the top right hand corner of the page and I put a star next to it.”) If the professor uses a publisher test bank, many of the questions will come from the readings to which s/he will add questions from the lectures. The key here is “Keep up.”</td>
</tr>
<tr>
<td>You are expected to read, at most, a chapter or some other short assignment. Commonly, what you read is re-taught in class.</td>
<td>You may be assigned significant reading and writing assignments — perhaps several chapters with an essay. The professor may not even mention these in class.</td>
</tr>
<tr>
<td>High School Curriculum</td>
<td>College Curriculum</td>
</tr>
<tr>
<td>------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Your courses are based on TEKS at the state level which dictate what must be covered in high school courses.</td>
<td>Your college courses are based on curricular guidelines at the state level which dictate what must be included in the curriculum for the course/degree.</td>
</tr>
</tbody>
</table>

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<tr>
<th>High School Teachers</th>
<th>College Professors</th>
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<tbody>
<tr>
<td>Teachers carefully monitor attendance.</td>
<td>Usually college professors do not formally take attendance, but they will be taking attendance for STEM students because it is a KISD and state requirement.</td>
</tr>
<tr>
<td>Teachers check your completed homework and hand it back.</td>
<td>Professors may not check completed homework, but they have assigned it to allow you to practice what will likely be tested somewhere in the course. They will assume that you can perform the tasks unless you tell them that you tried the homework and had trouble. If you make an appointment with the professor, they can sit down and help you.</td>
</tr>
<tr>
<td>Teachers remind you of incomplete work.</td>
<td>Some professors will remind you; others will not. It is your responsibility to be familiar with your syllabus and all the requirements that are listed there. The syllabus is your best friend for keeping on track and is the legal document on what you will learn and what you are required to do in the course. If you are late on an assignment and think it was unfair that the instructor docked your grade, the department will refer to the syllabus. If the assignment is clearly published with the due date, the grade will stand.</td>
</tr>
<tr>
<td>Teachers approach you if they think you need help.</td>
<td>Professors are happy to help you, but they will expect you to initiate contact and request for help.</td>
</tr>
<tr>
<td>Teachers are available before and after class for conversation and questions.</td>
<td>Professors often have a line of students wanting to talk to them, but they sometimes only have 15 minutes between classes. You are expected to utilize the professor’s office hours. To do this, call the department or the professor and make an appointment. We recommend doing this through email as the instructor is more likely to be keeping</td>
</tr>
<tr>
<td>Teachers present material to assist you in understanding the text book.</td>
<td>Professors may or may not follow the book and may or may not correlate the lecture to the book. Some professors use the text heavily; some may only use several chapters and rely more on their own material.</td>
</tr>
<tr>
<td>---</td>
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</tr>
<tr>
<td>Teachers have been trained in secondary teaching methods.</td>
<td>College professors are experts on content or their particular areas of research. It’s possible that they never took an education course. This kind of instructor is more frequent at 4-yr universities, but there are also some at the community college level.</td>
</tr>
<tr>
<td>Teachers provide you with information you missed when you were absent.</td>
<td>Professors expect that you will get missed class notes from classmates.</td>
</tr>
<tr>
<td>Teachers write important information on the board, project it on a screen, or send it to your laptop.</td>
<td>Some professors may do this; others may just lecture non-stop and expect you to take good notes.</td>
</tr>
<tr>
<td>Teachers impart knowledge and facts. Then they either discuss the connections and conclusions or lead you to make the correct connections.</td>
<td>College professors expect that you will do the appropriate research or have discussions with your peers to be able to make these connections on your own. That will be part of the course outcomes – your ability to synthesize information and make the appropriate connections especially about unrelated topics.</td>
</tr>
<tr>
<td>Teachers remind you of assignments and due dates.</td>
<td>Professors expect you to consult the course syllabus which spells out exactly what is expected, when it is due, and how much the assignment counts in your total course grade. Sometimes this is configured in percentages and sometimes in course points.</td>
</tr>
</tbody>
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<th>Tests in High School</th>
<th>Tests in College</th>
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<td>Make up tests are often available.</td>
<td>Make-up tests are seldom an option. You will need to talk to your instructor about it. If s/he authorizes a make-up test, you will need to coordinate the date/time for the make-up test with the instructor.</td>
</tr>
<tr>
<td>Teachers rearrange test dates to avoid conflict with school events.</td>
<td>Professors schedule tests without regard to the demands of other courses or activities.</td>
</tr>
<tr>
<td>Testing is frequent and covers a small amount of material.</td>
<td>Testing is mostly infrequent and may cover large, cumulative amounts of material. Many courses will have only 2 tests – a midterm and a final-- and both will count heavily in the grade.</td>
</tr>
<tr>
<td>Teachers conduct review sessions pointing out the most important concepts.</td>
<td>Professors sometime offer review sessions and sometimes not. If they give a review, they expect you to participate with plenty of questions.</td>
</tr>
</tbody>
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<th>Grades in High School</th>
<th>Grades in College</th>
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<td>Consistently good homework grades will raise your overall grade when test grades are low.</td>
<td>Major tests and papers generally provide most of the course grade. In many courses, professors expect you to do homework for practice, but they do not grade it.</td>
</tr>
<tr>
<td>Extra credit projects are often available.</td>
<td>Many professors do not give extra credit, and if they do, it is not assigned for the purpose of raising a grade.</td>
</tr>
<tr>
<td>Grades are given for most assigned work.</td>
<td>This may or may not happen.</td>
</tr>
<tr>
<td>Initial low test grades may not have an adverse effect on your final grade.</td>
<td>Grade values for all assignments, to include tests, are clearly outlined in your syllabus. Make sure to be appropriately prepared for all tests.</td>
</tr>
<tr>
<td>You may graduate as long as you have passed all required courses with a grade of D or higher.</td>
<td>You must maintain a C average, which is a Grade Point Average (GPA) of 2.0, during each semester or you may be placed on academic probation. If you are placed on probation you will need to bring your grades up to a C, or you may not be allowed to return to college. Remember that tutoring is available through the Academic Studio to assist you in the event that you are falling behind in a course. Keep in mind that a minimum cumulative (overall) GPA of 2.0 is required to graduate with your CTC degree.</td>
</tr>
<tr>
<td>Teachers keep you briefed on your grades.</td>
<td>Your professor or your syllabus tells you where you can see your grades. It’s your responsibility to go there and keep track of how you are doing.</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Following Rules in High School</th>
<th>Choosing Responsibly in College</th>
</tr>
</thead>
<tbody>
<tr>
<td>High school is mandatory and is usually free.</td>
<td>College is voluntary and can be expensive.</td>
</tr>
</tbody>
</table>
Your time is structured by others, and most of your classes are arranged for you. You must manage your own time. Unless you are in a program like STEM, you must arrange your own schedule in consultation with your counselor. Schedules tend to look lighter than they really are.

You can count on parents and teachers to remind you of your responsibilities and to guide you in setting priorities. You must balance your responsibilities and set your own priorities.

You are not responsible for knowing what it takes to graduate. Graduation and degree requirements are complex. You are expected to know what you need to graduate.

Each day you go from one class directly to another, spending 6 hours each day and 30 hrs a week in class. You often have time between classes and you may spend less time in college classes.

College Expectations:

1. You are expected to take responsibility for what you do and don’t do. You also will need to accept the consequences for what you do and don’t do.
2. College lecture classes are taught on the basis that you’ve done all the assigned readings and homework. If you come to class unprepared, you may not understand what the lecture is about.
3. Mastery of a skill is often seen as the ability to apply what you’ve learned to new situations or problems. It is not about facts that you have memorized.
4. Results count. Although a good faith effort may affect your professor’s willingness to help you, it will not substitute for results when it comes to grading.

Hot tips!

1. Think beyond this minute. Set goals for the day, week, semester, and year.
2. Keep a calendar with all your important dates, to include test dates, assignment due dates, etc.
3. Prioritize: Schedule your study time, but also allow some time to relax.
4. Get to know your professors. They are your greatest resource.
5. Come to class and participate.
6. Remember - The more challenging the mountain, the more satisfying when you make it to the top.
7. Think positive – you can achieve your goals!!!

WE ARE SO GLAD YOU ARE HERE AT CTC!!!!
### Specific Class Requirements for Local High Schools (Table 1.1)

<table>
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<tr>
<th>Approved Tests</th>
<th>TSI Complete</th>
<th>ENVR 1401</th>
<th>ENGL 1301</th>
<th>MATH 1332, 1342, 1314, 1316, 1324, 1414 BIOl 1406</th>
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<td>TSIA Reading</td>
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<td>STAAR Algebra I &amp; passing grade in Algebra II</td>
<td>Level 2/C+</td>
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</tbody>
</table>

**COURSE PREREQUISITES (if applicable) – Copy of official/unofficial college transcript required:**

<table>
<thead>
<tr>
<th>Course Requested</th>
<th>Pre-requisite course completed</th>
<th>Name of College/University where completed</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
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Note: AUMT 1407, 1410, 2305, BIOl 1407 & 2401, CHEF 1341, ENGL 1302, 2322, 2323, MATH 2412, SPAN 1412 & 2311 all require prerequisites among others per the CTC course catalog.
CENTRAL TEXAS COLLEGE
Texas Registration Form

1. Legal Name: ___________________________ First Name ___________________________ Middle Initial ___________________________
   (Last) (First) (MI) (Suffix)

2. Student ID ___________________________ 3. Daytime Phone: (555) 555-5555

4. Primary Email Address: ___________________________ Student Email Address

Social Security Disclosure
Disclosure of your social security number (SSN) is requested from you in order for Central Texas College to identify your records. No statute or other authority requires that you disclose your SSN for that purpose. Failure to provide your SSN, however, may result in records being delayed or misplaced. Further disclosure of your SSN is governed by the applicable law.

5. Residency: I consider myself to be a resident of _______ Student enters State ____________ State of residence) (If Military, LES state of residence)

“I understand the requirements for classification as a resident of Texas for tuition purposes and I affirm by my signature below that I will notify the proper officials of this institution if circumstances change so as to disqualify me for this classification. I understand that violation of this oath of residency will result in disciplinary action.”

Student Signature: ___________________________ Date: ___________________________

STUDENT SCHEDULE

Student’s Location: ________________ Term: ________________ Year: ________________

<table>
<thead>
<tr>
<th>Location Code</th>
<th>Course Name</th>
<th>Course Number</th>
<th>Section #</th>
<th>Class Date Start</th>
<th>Class Date End</th>
<th># of Weeks</th>
<th>Credit Hours</th>
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Advisor Signature: ___________________________ Date: ___________________________ Total Hours: ___________________________
## Dual Credit/Early Admissions Approval/Advising Plan

### Part I. Please select all categories that apply:
- STEM
- Dual Credit
- Early College High School
- Early Admissions (Student taking courses for college credit only)
- Copperas Cove Early College Program

### Part II. SCORES needed to qualify students:

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<th>Approved Tests</th>
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### Part III. CTC GPA:

<table>
<thead>
<tr>
<th>Course Requested</th>
<th>Pre-requisite course completed</th>
<th>Name of College/University where completed</th>
<th>Grade</th>
</tr>
</thead>
</table>

### COURSE PREREQUISITES (if applicable) – Copy of official/unofficial college transcript required:

Note: AUMT 1407, 1410, 2305, BIOL 1407 & 2401, CHEF 1341, ENGL 1302, 2322, 2323, MATH 2412, SPAN 1412 & 2311 all require prerequisites among others per the CTC course catalog.

CTC Form F78W(Rev.1/28/20)
Part IV. Please check the boxes that apply. The student must meet the appropriate standards listed.

Student will need to meet the following requirements:

- Is classified as a high school student.
- Has obtained approval from parent/guardian, high school counselor, and HS principal/designee before enrollment.
- Has met TSI requirements and individual course pre-requisites relevant to the course(s) to be attempted in academic coursework. If student is taking only CTE, they are TSI-waived. The student must arrange for testing, if necessary.
- Has completed and submitted a Dual Credit/Early Admission Application, CTC Application for Admission, Release of Information Form, Registration Form, and official transcript(s) to the CTC representative in a timely manner. College admission requirements are the responsibility of the student.

Continuing dual credit student- CTC GPA of 2.0 minimum and must follow the GPA rules outlined in the CTC course catalog.

Part V. Guidelines: As a Dual Credit/Early Admissions participant, I understand I must abide by all rules and regulations of CTC and my own school district.* Note: CTC assumes no responsibility for loss of Interscholastic League eligibility of high school students enrolled under this program. The high school determines whether CTC courses will be used for high school credit.

Acknowledgment: I have read and understand the eligibility requirements and guidelines for the Dual Credit/Early Admissions Program. If at any time I do not meet the minimum requirements to be placed in a course, even if the course already started, I will be removed from this course and placed in a different course, possibly not dual-credit, as selected by the HS counselor.

I agree to adhere to the CTC policies and procedures as outlined in the CTC student handbook. http://www.ctcd.edu/ctcd/assets/File/Student%20Life/studenthandbook.pdf

If at any time the student’s CTC GPA falls below a 2.0, the student will be subject to the CTC probation policy per the CTC course catalog.

If the student’s CTC term GPA during subsequent semester is not 2.0+, the student will be placed on academic suspension.

A new DC/EA Plan is required each semester or to add courses not previously approved.

Student signs first and last name and dates

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>As indicated by my signature, I authorize CTC to report information regarding my classes to officials at my high school.</td>
<td></td>
</tr>
</tbody>
</table>

Parent signs first and last name and dates

<table>
<thead>
<tr>
<th>Parent Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses are subject to change depending upon eligibility and availability.</td>
<td></td>
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</tbody>
</table>

HS Counselor/Designee signs and dates

<table>
<thead>
<tr>
<th>High School Principal or Designee</th>
<th>Date</th>
</tr>
</thead>
</table>

Leave Blank

<table>
<thead>
<tr>
<th>CTC Program Representative</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>As indicated by my signature, I confirm that the student meets the requirements to participate in the listed courses.</td>
<td></td>
</tr>
</tbody>
</table>