Accredited by
Central Texas College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees and certificates of completion. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Central Texas College.

Approved by
Texas Higher Education Coordinating Board

Listed in
Report of Credit given by American Association of Collegiate Registrars and Admissions Officers
 Accredited Institutions of Postsecondary Education American Council on Education
 Directory of Postsecondary Institutions, Volume 1, U.S. Department of Education

Member of
Accreditation Commission for Education in Nursing, Inc. (ACEN), Air Conditioning Contractors of America (ACCA), American Associate Degree Early Childhood Educations (ACCESS), American Association of College Admissions Counselors, American Association of Collegiate Registrars and Admissions Officers, American Association, Inc. For Para Legal Education, American Bar Association, American Society for Clinical Pathology (CID), American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE), American Welding Society, Association of Science and Technology Centers, Association of Institutional Research, Automotive Engine Rebuilders Association (AERA), Automotive Transmission Rebuilders Association (ATRA), Central Texas Ad League, Central Texas Association for the Education of Young Children (CTAEYC), Child Development Educator’s Association for Texas Associate Degree Programs (CDEA), Council for Resource Development, Council of College and Military Educators (CCME), Graphic Arts Technical Foundation (GATF), Graphic Communications Council (GCC), Kennedy Center/ American College Theatre Festival (K/ACTF), Killeen Sister Cities, Liberal Education and America’s Promise (LEAP), Texas, Mathematical Association of America, Mobile Air Conditioning Society (MACS), National Association for the Education of Young Children (NAEYC), National Association for College Admission Counseling (NACAC), National Association of College and University Business Officers (NACUBO), National Association of Colleges and Employers, National Association of Institutions for Military Education Services (NAIMES), National Association of EMS Educators (NAEMSE), National Educational Telecommunications Association (NETA), National Institute for Staff and Organizational Development (NISOD), National Intercollegiate Flying Association, National Intramural Recreational Sports Association, National Council for Marketing and Public Relations, National Organization for Associate Degree Nursing, Public Broadcasting Service (PBS), Servicemembers Opportunity Colleges (SOC) Degree Network System, Southern Association of College and University Business Officers (SACUBO), Southern Association of Collegiate Registrars and Admissions Officers (SACRAO), Southern Association of Institutional Research (SAIR), Southern Association of Colleges with Associate Degrees, Southern Early Childhood Association (SECA), Texas Association for the Education of Young Children (TAEYC), Texas Association of Music Schools (TAMS), Texas Association of Broadcast Educators (TABE), Texas Association of Broadcasters (TAB), Texas Association of College Technical Educators (TACTE), Texas Association of College Admission Counseling (TACAC), Texas Association of Collegiate Registrars and Admissions Officers (TACRAO), Texas Association of Collegiate Veterans Program Officials (TACVO), Texas Association of Community College Business Officers (TACCBQ), Texas Association of Community College Foundations, Texas Association of Continuing Education (TACE), Texas Association of Institutional Research (TAIR), Texas Association of Schools of Art, Texas Association of Student Financial Aid Administrators, Texas Community College Instructional Administrators (TCCIA), Texas Community College Teachers Association (TCCTA), Texas Community College Business Officers (TCCBO), Texas Public Community/Junior College Association, Texas Public Broadcasting Association (TPBA), The Associated Press, The University Aviation Association (UAA), The Planetary Society, Association of Fundraising Professionals, Western Association of Veterans Education Specialists (WAVES).
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Chancellor’s Message

On behalf of the CTC administration, faculty and staff, thank you for choosing Central Texas College.

Just a decade ago, the first IPhone® was introduced. It was a technological marvel at the time. Yet if someone gave you the original device to use a scant ten years later, it would feel extremely slow and outdated today. Such is the pace of education in the 21st century. As the learning landscape changes, CTC must move nimbly to make you successful. The good news is that we have. Course offerings are constantly expanded, refreshed and updated. They are more flexible than ever and available in a variety of delivery methods. Academic and skills training are routinely adapted to meet the economic demands of today and tomorrow.

With robust degree and certificate programs and energetic faculty and staff we will make your Central Texas College experience one of uppermost value and quality - whether on a ship in the Pacific Ocean, in a tent in the Middle East, at your kitchen table or in a state of the art classroom at any one of our continental campus locations.

Thank you for entrusting CTC with your education.

Jim Yeonopolus
Chancellor
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History

In 1965, the citizens of Central Texas joined together to authorize the building of a community college that would serve the western section of Bell County; Burnet, Coryell, Hamilton, Lampasas, Llano, Mason, Mills and San Saba counties; portions of McCulloch and Williamson counties; as well as Fort Hood and the state correctional facilities in Gatesville. The campus was constructed on 560 acres of land donated by Fort Hood through the Department of Education and with funds supplied through a local $2 million bond issue. Central Texas College, under Section 130.04 of the Texas Education Code, opened its doors with an initial enrollment of 2,068 students in the fall of 1967. The number of students and the locations of offerings have steadily increased since that time. Central Texas College (CTC) has maintained its institutional accreditation status with the Southern Association of Colleges and Schools Commission on Colleges since first being awarded accreditation in 1969, and was reaffirmed most recently in June 2015.

In 1970, CTC initiated on-site programs on Fort Hood and in Europe in 1974. CTC’s success at Fort Hood and Europe led to the explosive expansion of CTC’s locations including Fort Leonard Wood (Missouri), South Korea and the U.S. Atlantic and Pacific Fleets in 1976. By the early 1980s CTC offered programs to military personnel stationed in the Pacific Command, Alaska and Panama as well as throughout the Continental United States. This expansion occurred locally as well with the initiation of instructional programs and services for the Texas Department of Corrections in Gatesville in 1976.

In 1970, CTC began to offer broadcast telecourses to the citizens of Central Texas. College credit classes were first delivered by video conference in the service area in 1994 and from the Central Campus in 1996, enabling area high schools and other colleges in the geographical region to receive CTC courses. At the same time, Central Campus faculty began to enrich traditionally taught courses with professionally produced multimedia materials and with materials selected from the Internet. CTC taught its first online course in 1998. In 1998, CTC was invited to list its online courses in the inventory of the Electronic Campus of the Southern Regional Educational Consortium. CTC’s membership in the Sloan Consortium was approved in 1999. In 2000, the PricewaterhouseCoopers firm invited CTC to become an educational partner in the new Army University Access Online (eArmyU) project for the soldiers in the United States Army. Entire associate degrees were available online for the first time in the spring of 2001. CTC continues expanding its distance education offerings and delivery methods and is a leader among two-year institutions in providing distance education courses and degree programs.

Today, CTC consists of administrative units referred to as campuses: the Central Campus and Service Area, the Continental Campus, the Europe Campus, the Fort Hood Campus and the Navy Campus. The Pacific Far East Campus established in 1980 officially closed July 31, 2017. Of these, the Central Campus and Service Area and the Fort Hood Campus operate within the state of Texas. While some campuses, like the Navy Campus, offer programs only for military personnel, others enroll military, civilians and incarcerated students.

Students enrolled in CTC may select a degree plan from Associate of Arts degree programs, Associate of Science degree programs, Associate of Applied Science degree programs, or Associate of Arts in General Studies. In addition, students choosing to earn a certificate may enroll in any of the more than 40 certificate programs. Campuses may offer the full range of degree programs and services or only those identified through local needs assessments. CTC also provides a wide range of education and training opportunities for those students who do not select a degree or certificate option. Committed to serving all students, CTC provides comprehensive programs and services for special populations: disability support services, single parent/homemaker support services and nontraditional career support services as well as tutoring. To meet occupational training needs, CTC offers a variety of professional development and job-related skills programs such as basic literacy, leadership skills, foreign language skills and occupational skills programs.

Proposed Schedule for Central Campus 2017-2018

The College Calendar lists only Central Campus activities. If attending Central Texas College at other locations, contact the Central Texas College officials serving those locations or visit the Fort Hood Campus and Service Area webpages on the CTC main website at www.ctcd.edu. In addition, online courses start monthly, and course lengths vary from four weeks to sixteen weeks. Not all activities are listed in the College Calendar. Please refer to the online Class Schedules and the Campus Activities Calendar webpages on the CTC main website.

Before each registration period, a detailed Class Schedule Bulletin is prepared, providing a calendar of important dates, registration procedures, and a schedule of course offerings. For administrative purposes, the Schedule Bulletin becomes the official calendar for the semester for which it is published. The Schedule Bulletins include classes available at the time of publication. For the most current class availability, log into www.webadvisor.ctcd.edu.
College Calendar

Fall 2017
Regular Registration May 8 - August 18
Final Registration August 21-25
Classes Begin August 28
Labor Day (college closed) September 4
Last Day to Apply for Fall Graduation October 2
Veterans' Day (college closed) November 10
Thanksgiving (college closed) November 20-24
Final Exam Week December 5-9
Christmas (college closed) Dec. 18 - Jan. 1

Spring 2018
Regular Registration Oct. 23 - Dec. 15, Jan. 2-5
Final Registration January 8-12
Martin Luther King Day (college closed) January 15
Classes Begin January 16
Last Day to Apply for Spring Graduation February 1
Presidents’ Day (college closed) February 19
Spring Break (college closed) March 12-16
Final Exam Week May 7-11
Graduation May 11

Summer 2018
Regular Registration (Summer I, II and 10-week) Apr. 9 - May 25
Memorial Day (college closed) May 28
Final Registration May 29 - June 1
Last Day to Apply for Summer Graduation June 1
Classes Begin (Summer I and 10 Week) June 4
Independence Day (college closed) July 4
Final Exams (Summer I) July 6
Classes Begin (Summer II) July 9
Final Exams (10 Week) August 9-12
Final Exams (Summer II) August 12

Institutional Purpose
Central Texas College is a two-year, open admissions institution which provides educational opportunities to students locally, nationally and internationally. The purpose of CTC, as set forth in Section 130 of the Texas Education Code, is to provide:
• technical programs up to two years in length leading to associate degrees and/or certificates,
• vocational programs leading directly to employment in semi-skilled and skilled operations;
• freshman and sophomore level courses in arts and sciences;
• continuing adult education programs for occupational upgrading or cultural enrichment;
• compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
• a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
• workforce development programs designed to meet local and statewide needs;
• adult literacy and other basic skills programs for adults; and
• such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards in the best interest of postsecondary education in Texas

Strategic Planning
Central Texas College has established a Strategic Planning Task Force that has the responsibilities to revise a strategic plan and periodically review the institution’s mission and purpose statements. The committee has developed a vision statement and has established broad goals that center on instruction, research, public service and institutional support and ancillary operations. Specific objectives that are measurable have been developed for all institutional goals. The committee has been assigned the responsibility to annually assess the institution’s progress on meeting the goals and objectives. Results of the assessment are used to develop strategies to be implemented by the departments and units. During the annual budget process, resources are identified and committed in order to implement the strategies. Copies of the current Strategic Planning documents are available in the Office of Institutional Effectiveness (IE) and on the IE webpage.

General Information
The Catalog
This Catalog is an official publication of Central Texas College containing policies, regulations, procedures, tuition and fees in effect at the time the Catalog was published. Central Texas College reserves the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, amendments required by state law and tuition or fee changes. The Catalog serves two purposes. First, to provide general policy for all Central Texas College operations and second, to provide specific information, policy and directives for the Texas Campuses. Rules, regulations and procedures for the Continental and International Campuses are found in the Central Texas College Continental and International Campuses Catalog or the Europe Campus Catalog.

Study the contents of this Catalog carefully; you are responsible for observing the regulations contained herein.
Program and Course Availability

Programs of study displayed in this Catalog are offered when sufficient interest indicates a level of enrollment required for program continuation. To enter specific programs of study, students should seek confirmation of program availability. Central Texas College further reserves the right to adjust course scheduling, including class cancellation, when enrollment or other circumstances require this action.

In addition to classroom and blended courses, CTC offers online courses. CTC’s online distance learning programs are available to all eligible students worldwide. With over 150 locations worldwide with classroom offerings and over 30 associate degrees and over 30 certificate programs 100% online, you can choose an option best for you.

CTC is a participant of the GoArmyEd program, which allows active duty Army, National Guard, and Army Reservists to request Army Tuition Assistance online and apply for admissions and register for classes through the GoArmyEd portal.

Equal Opportunity Policy

Central Texas College District is an equal opportunity, affirmative action institution. We are unequivocally committed to a policy of equal access and equal opportunity in employment practices, admissions, educational programs, and all college activities. The college does not discriminate on the basis of race, color, religion, national origin, gender, age, disability, veteran status, genetic information, sexual orientation, gender identity or transgender status. Accordingly, it is the policy of the college to maintain an academic and work environment free of discrimination and harassment in accordance with all applicable federal, state and local statutes and regulations.

The designated coordinator for compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act relating to students is Dr. Christy Shank, Director of Disability Support Services (254) 526-1291; the designated coordinator for employment of faculty and staff is Holly Jordan, Director of Human Resource Management (254) 526-1128.

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.

Existing administrative procedures of Central Texas College are used to handle student grievances. If you believe a condition or employee of Central Texas College is unfair or discriminatory, you can appeal to the administrator in charge of that area. If you need assistance pursuing a grievance matter, contact the Director of Student Life, Central Texas College, Room 100, Roy J. Smith Student Center, (254) 526-1258. Refer to your student handbook for additional information.

Americans with Disabilities Act

The Americans with Disabilities Act as Amended (ADAAA) 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 the Disability Support Services Office at (254) 526-1195, in Building 111, Room 207.

Statement on Harassment and Discrimination

Central Texas College is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. Faculty, staff, and students should be aware that discrimination and harassment on the basis of race, color, religion, gender, national origin, age, disability, veteran status, genetic orientation, sexual orientation, gender identity or transgender status is unlawful. Central Texas College also strives to protect the rights and privileges and to enhance the self-esteem of all its members.

If you believe you have experienced harassment or discrimination, contact the appropriate office where you attend. Students should contact the Director of Student Life at (254) 526-1258. Faculty and staff should contact the Human Resources Department at (254) 526-1128.

Title IX

Central Texas College explicitly condemns discrimination based on sex or gender, sexual discrimination, sexual harassment (including sexual violence), stalking, sexual misconduct, sexual orientation discrimination, discrimination based on gender identity or expression, or gender discrimination of students, faculty or staff. These behaviors are unlawful in accordance with federal and state law. Title IX, a segment of the Education Amendments of 1972 (as amended) and its implementing regulation at 34 C.F.R. Part 106, applies to any education program or activity receiving Federal financial assistance. Persons who are in violation may be subject to college sanctions as well as civil and criminal penalties. Any student or non-student who thinks he or she has been subjected to this form of discrimination is encouraged to immediately report the incident to:

- Title IX Compliance Officer, Director, Disability Support Services, Dr. Christy Shank, Building 111, Room 202, (254) 526-1291, christy.shank@ctcd.edu (All)
- Director, Student Life and Activities, Mariceli Vargas, Building 106, Room 134, (254) 526-1259, mariceli.vargas@ctcd.edu (Students)
- Director, Human Resource Management, Holly Jordan, Building 155, Room 102, (254) 526-1128, holly.jordan@ctcd.edu (Employees)

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

In compliance with federal law, Central Texas College publishes annual crime statistics three times a year in the Central Campus schedule bulletins and/or on the college website. Originally enacted in 1990, the federal law was amended in 1998 and renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. These statistics are provided for students’ and employees’ information.

Central Texas College is committed to providing a safe environment and minimizing risk for students to enter campus and pursue their academic studies and personal development. You are expected to share in the responsibility alongside employees to provide a safe campus by reporting unsafe conditions, potential safety/health hazards, and accidents/injuries to your instructors or directly to the Risk Management Office at (254) 526-1347 or the Office of the Campus Police at (254) 526-1427. Central Texas College is considered a public school under Texas law, and is therefore immune to liability for personal injury and/or property damage that students may sustain while on campus. You enter campus (to include parking your vehicle) at your own risk and responsibility.
Fort Hood Campus

The Fort Hood Campus offers five eight-week terms per year and several mini terms and unit classes. The majority of courses are offered in the evening, with daytime courses also available. Fort Hood Campus college classes are open to active duty personnel and their family members, retirees and civilians. The Fort Hood Campus Student Services Office has full-time staff to provide academic advisement to meet the educational needs of the Fort Hood community. Students may register at Fort Hood for courses taught on post as well as most courses offered at the Central Campus. Active duty Army, National Guard and Reservists using military tuition assistance register through the GoArmyEd portal. For more information, visit the CTC Fort Hood website by clicking the “Locations” link on the CTC website, and then clicking “Fort Hood Campus.”

Financial aid students and students using Veterans Administration benefits should contact the Office of Student Financial Assistance at the Central Campus prior to enrolling for courses at Fort Hood. Students attending courses through the Military Tuition Assistance Program should meet with a military education counselor prior to enrollment. A VA representative is available on the Fort Hood Campus to discuss veteran’s benefits.

In addition to college programs, the Fort Hood Campus also has contractual agreements to provide the programs and services listed below. Check with the Fort Hood Student Services office for more information and to determine your eligibility to attend.

Other Fort Hood programs and services offered:
- Hospitality Programs
- Microsoft Certified Solutions Associate (MCSA) - A certification preparation program for IT Professionals
- Testing Services
- Transition Programs - provides transitioning service members job skills in preparation for civilian employment. Programs are offered at no cost to eligible students.
- Troop School

Service Area

The CTC Service Area provides college credit and noncredit classes to the citizens of Central Texas in the following counties: Bell, Burnet, Coryell, Gillespie, Hamilton, Lampasas, Llano, Mason, McCulloch, Mills, San Saba and Williamson. These classes are offered on a semester basis. CTC Community Coordinators are located in Brady, Burnet, Gatesville, Fredericksburg, Hamilton, Lampasas, Marble Falls and San Saba. CTC Community Coordinators can assist you with testing, financial aid, admission, registration and other college-related activities. Please contact your CTC Community Coordinator for an appointment.

Distance Learning Programs and Courses

Central Texas College offers a wide range of learning opportunities for distant learners from single courses to complete certificates and degrees. In fact, Central Texas College is one of the largest community colleges in the United States when it comes to distance education. Distance education courses are transferable as face-to-face courses because they are taught by the same faculty, use the same textbooks, and require the same standards as face-to-face courses. Faculty teaching distance education classes must meet the academic and professional preparation criteria of regional accreditation, the standards established by the Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Continuing Education

Continuing Education provides opportunities for people to pursue lifelong learning. Personal enrichment and professional development noncredit courses are developed in response to individual requests and trends in community interests. Instructors come from all walks of life bringing rich and varied experiences to the classroom. Noncredit courses are an excellent alternative to credit courses for individuals seeking nontraditional educational experiences.

Workforce Education and Training

Continuing Education also offers workforce education and training programs. Workforce Education and Training programs are designed to meet the special needs of business and industry. Several curriculum options are available for those students who wish to learn a new skill or enhance their existing talents. Central Texas College also offers programs sanctioned by appropriate state and national associations and state licensure boards. Such programs keep interested persons informed regarding new developments in their fields or areas of interest.

Workforce Education offers customized business training programs that are tailored in content, schedule and location to meet a client’s needs. This cost-effective training increases employee productivity and efficiency and improves customer satisfaction. Some Workforce Education courses may be taken for college credit.

General Information

Online instruction is also an option offered for some noncredit courses. We hope you find a program of interest on our web pages. Please visit our web site: www.ctcd.edu/ce under Continuing Education. We welcome suggestions from the community for Continuing Education classes. To request a schedule or for additional information, please call (254) 526-1586 or come by the Continuing Education Office located in the Clear Creek Building 136, Room 139.

Articulation Agreements

Leading to Bachelor Degrees

Central Texas College holds articulation agreements with several colleges and universities located within and outside of Texas. These agreements allow the eligible CTC student a seamless transition into a four-year degree program. Many of the articulation agreements are with colleges and universities that offer online bachelor degree programs. Additional information may be found at the Transfer Center on the Central Texas College, Killeen, Texas, the CTC website or obtained through an academic advisor.
Uniform Application of Standards
The standards of Central Texas College's academic and student policies are uniform at all locations served by CTC. Central Texas College provides services at nine Texas locations which include:
- Central Campus, located between Killeen and Copperas Cove, Texas.
- Fort Hood Campus, located within the Central Texas College District at Fort Hood, Texas.
- Service Area, which operates satellite offices strategically located in eleven counties with offices in Brady, Burnet, Gatesville, Hamilton, Killeen, Lampasas, Marble Falls and San Saba.

Admissions and Registration

General Admission Information
A convenient online CTC Apply Yourself Application for Admission is available on the CTC website at www.ctcd.edu. Information regarding admissions can be found on the Prospective Students CTC webpage. For questions or requests for admission materials, contact Central Texas College, Admissions Office, PO Box 1800, Killeen, TX 76540, or email admissions@ctcd.edu.

Central Texas College maintains an open door admissions policy that ensures every person who can benefit from postsecondary education has the opportunity to enroll. Admissions to Central Texas College does not guarantee admission to specific programs and courses. Specialized programs have their own admission procedures, whereby a student’s admission in the program is determined by the instructional department. Certain programs may have restrictions on enrollments because of limited space or special equipment needs.

Federal law prohibits institutions from making preadmission inquiries about disabilities. Any information received regarding disabilities will not adversely affect admission decisions. Students with disabilities should apply for services through the Offices for Disability Support Services located in Building 111 on the Central Campus. Appropriate documentation of the disability will be required.

Bacterial Meningitis Requirement
New students and returning students who enroll at CTC on or after January 1, 2012, are required to provide proof of a bacterial meningitis vaccination during the previous 5-year period. Proof of vaccination or booster must be provided not later than 10 days before the first day of the term. Exceptions to the requirement are students who enroll only in online or other distance education courses, who are 22 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. For more information, see “Important Information about Bacterial Meningitis” herein.

NOTE The exceptions to the bacterial meningitis vaccination DO NOT APPLY TO STUDENTS RESIDING IN CAMPUS HOUSING.

General Admission Eligibility Requirements For All Students in Credit Programs
An individual who has graduated from a high school to include an accredited public or private school; who has successfully completed a nontraditional secondary education program in a recognized nonaccredited private school setting to include a home school; or who has earned a General Educational Development (GED) certificate will be admitted to Central Texas College. All individuals will be required to follow the regular admission process.

Adults, veterans, and active duty military 18 years or older who have not completed a recognized high school program may be admitted on an “Individual Approval” basis if the individual can demonstrate the ability to benefit from instruction. Refer to “Individual Approval” in the Admission Procedures section of the catalog.

Early admissions offers eligible high school students the opportunity to earn college credits while enrolled in high school. Refer to the Early Admissions/Dual Credit Programs for High School Students section in this catalog.

NOTE Central Texas College assumes no responsibility for loss of Interscholastic League eligibility of high school students enrolled in the early admissions program. Credits earned before high school graduation may not transfer to some colleges.

To be eligible for federal financial aid, the U.S. Department of Education requires that an individual have a recognized high school diploma or equivalent. Certain conditions apply to non-high school graduates who completed one of the ability-to-benefit (ATB) alternatives and first enrolled in an eligible college program prior to July 1, 2012. Contact the CTC Office of Student Financial Assistance at (254) 526-1508 for further details.

Admission Procedures, College Credit Programs
Admissions, testing and academic advisement are provided year round. You are encouraged to complete the admission process prior to registration periods.

New CTC Students, First-Time Students
Applicants who have not previously attended any regionally accredited college or university are considered first-time in college (FTIC) students. All new college students seeking a degree or certificate from CTC are required to:
1. Complete the online CTC Application for Admission.
2. Sign the oath of residency and submit substantiating documentation as may be required. Nonresident active duty members of the U.S. Armed Forces assigned to duty in Texas and their family members are entitled to pay resident tuition rates. To qualify, the student must submit a completed Military Verification form prior to the census date of the first semester of enrollment which he or she will be using the waiver and a valid military I.D. card. Refer to the Residency section of this Catalog for additional information.
3. Any student who completed their high school diploma or GED within the past 5 years must submit an official high school transcript or high school equivalency documentation (such as a GED). Effective fall 2017 documentation must be received by the end of the second term of enrollment. (Prior to fall 2017 documentation was required prior to graduation.) If obtaining an official high school transcript or high school equivalency documentation presents a hardship for the applicant,
other documents as determined by CTC may be accepted. If documentation is not received, a hold will be placed on the student’s record. General admission students who completed their high school diploma or GED more than 5 years ago are exempt from providing an official high school transcript or high school equivalency documentation. Special conditions may apply to students receiving federal financial aid or applying for specific programs of study.

4. Meet the Texas Success Initiative (TSI) requirements by taking the required state-approved Texas Success Initiative Assessment (TSI) unless TSI exempt or waived. To determine if you are TSI exempt or waived, review the “Testing and Placement” section of the Catalog and visit with an academic advisor. CTC offers the TSI Assessment. Test results are for placement purposes only. Refer to placement/prerequisite requirements if enrolling in English, mathematics, or reading-intensive courses.

5. Meet with an academic advisor.

6. Arrange to attend the new student orientation session.

All first-time new students are encouraged to complete a Free Application for Federal Student Aid (FAFSA) to determine if they may be eligible for student financial assistance.

Transfer Students
Transfer students have attended another accredited college or university and are interested in earning a CTC degree or certificate. Transfer students applying for admission to CTC are required to:

1. Complete the online CTC Application for Admission.

2. Sign the oath of residency and submit substantiating documentation as may be required. Nonresident active duty members of the U.S. Armed Forces assigned to duty in Texas and their family members are entitled to pay resident tuition rates. Refer to the Residency section of this Catalog for additional information.

3. Submit official transcripts from each regionally accredited college or university attended. Hand carried transcripts will be accepted only if transcripts are marked official and in an unopened sealed envelope from the college or university. Unofficial transcripts may be used for initial advising and course placement. A student will not be eligible for an official enrollment plan until all official transcripts are received.

4. If transferring from a private/independent or out-of-state higher education institution, you are subject to TSI requirements unless TSI exempt or waived. To determine if you are TSI exempt or waived, review the “Testing and Placement” section of the Catalog and visit with an academic advisor. CTC offers the TSI Assessment. Refer to placement/prerequisite requirements if enrolling in English, mathematics, or reading-intensive courses.

5. If you attended another Texas public higher education institution in the fall 1989 or thereafter, you should have been tested and/or TSI exempted by that institution.

6. Meet with an academic advisor.

7. Arrange to attend the new student orientation session.

Students on academic probation or suspension at the transfer institution will be admitted on probation to Central Texas College and must earn a grade point average of 2.0 during their first semester in attendance at CTC. Students in this category who do not achieve a grade point average of 2.0 will be suspended for one long semester.

Transfer students applying for financial aid or using VA educational benefits must submit official copies of transcripts from previous colleges and universities attended in order to determine the student’s eligibility for federal, state, and institutional financial aid.

Former CTC Students, Readmissions
If it has been at least one year since you attended CTC, follow the steps below:

1. Complete a new online CTC Application for Admission.

2. Sign the oath of residency and submit substantiating documents as may be needed. Nonresident active duty members of the U.S. Armed Forces assigned to duty in Texas and their family members are entitled to pay resident tuition rates. To qualify, the student must submit a completed Military Verification form prior to the census date of the first semester of enrollment which he or she will be using the waiver and a valid military I.D. card.

3. If you have attended other colleges or universities since last enrolled with CTC, request that official transcripts be sent to CTC.

4. Check with an academic advisor to review your TSI requirements.

5. Visit with an academic advisor as may be needed.

CTC Students Who Previously Attended CTC Outside of Texas
If you attended CTC at one of its locations outside Texas, you are now subject to certain in-state requirements. You are required to:

1. Complete a new online CTC Application for Admission.

2. Sign the Oath of Residency and submit substantiating documentation. Nonresident active duty members of the U.S. Armed Forces assigned to duty in Texas and their family members are entitled to pay resident tuition rates. Refer to the Residency section of this Catalog for additional information.

3. Take the TSI Assessment unless TSI exempt or waived. To determine if you are TSI exempt or waived review the Testing and Placement section of the Catalog for additional information and discuss with an academic advisor.

4. Verify that your high school transcript, GED scores and/or official transcripts from accredited colleges or universities previously attended are on file. If not, request that official transcripts from each school be sent to CTC.

5. Visit with an academic advisor.

6. Make arrangements to attend the new student orientation.

Transient Students
Transient students currently attend another college or university and are interested in taking a few courses with CTC to be transferred back to their current college or university. Transient students are not required to submit education records from previously attended colleges or universities unless required for financial aid, Veterans education benefits, or to document earned requirements such as courses that satisfy prerequisites. Education records will be required if you later elect to seek a degree, certificate, or award of credit. Transient students are required to:

1. Complete the online CTC Application for Admission.

2. Sign the Oath of Residency and submit substantiating documentation as may be required. Nonresident active duty members of the U.S. Armed Forces assigned to duty in Texas and their family members are entitled to pay resident tuition rates. Refer to the Residency section of this Catalog for additional information.

3. Transient students currently attend another college or university and are interested in taking a few courses with CTC to be transferred back to their current college or university. Transient students are not required to submit education records from previously attended colleges or universities unless required for financial aid, Veterans education benefits, or to document earned requirements such as courses that satisfy prerequisites. Education records will be required if you later elect to seek a degree, certificate, or award of credit. Transient students are required to:

1. Complete the online CTC Application for Admission.

2. Sign the Oath of Residency and submit substantiating documentation as may be required. Nonresident active duty members of the U.S. Armed Forces assigned to duty in Texas and their family members are entitled to pay resident tuition rates. Refer to the Residency section of this Catalog for additional information.

3. Transient students may be eligible to receive a one-semester TSI waiver.

4. Consult with the advisor at your home college or university to ensure course transferability.

5. If you wish to enroll for a CTC course that requires prerequisites, meet with an academic advisor and provide appropriate documentation that the prerequisite has been met.
Individual Approval (Non-High School Graduate/Non-GED Recipient)

Adults 18 years or older who do not have a recognized high school diploma, GED, or equivalent may be eligible to enroll in CTC classes if the individual can demonstrate the ability to benefit. The following requirements must be met.

1. Complete and submit the eForm “Request for Individual Approval” available on the CTC website.
2. Complete the online CTC Application for Admission.
3. One of three placement tests must be taken. The Admissions Office staff will provide guidance. Depending on your CTC program of study, you will take: (a) all three sections of the Texas Success Initiative Assessment (TSI) if enrolling in academic courses, an associate degree or level II certificate, (b) the TABE diagnostic test if enrolling in a level I certificate, or (c) the CELT (Comprehensive English Language Test) or TOEFL (Test of English as a Foreign Language) if enrolling in English for Speakers of Other Languages (ESOL) courses only.
4. The Dean of Student Services and/or Campus Dean will review your application. If your request is approved, meet with an Academic Advisor for advising and enrollment information.
5. Complete a recognized high school diploma or equivalent or successfully complete 24 semester hours of college credit within two semesters of enrollment.
6. Must demonstrate continuous successful academic progress.

Distance Learners and Online Classes

Students enrolling in distance learning courses must meet general admission requirements. Distance learners who reside outside of Texas and who are bona fide Texas residents receiving in-state tuition rates must meet the same requirements as a student living in Texas.

1. Complete the admission requirements for the applicable student category (New CTC Student, Transfer Student, etc.).
2. If you are a Texas resident and are seeking to pay Texas tuition rates, you are required to (a) take all three sections of the Texas Success Initiative (TSI) Assessment if you are not TSI exempted or waived and (b) provide appropriate documentation to support that you are a Texas resident.
3. Provide your own computer or have access to a computer and have reliable Internet access.
4. CTC EagleMail electronic address provided by CTC must be used.
5. Participation in a distance learning orientation and related workshops offered through the CTC Distance Learning website at http://online.ctcd.edu are recommended.

Readmission of Member of the United States Armed Forces

A Servicemember in the United States Armed Forces may be readmitted to CTC under the same academic status as held while last attending CTC or accepted for admission if the student was not able to attend CTC due to a military obligation for more than 30 consecutive days or less than 30 days if the interruption resulted in student’s withdrawal from the college based on institutional policy. National Guard or Reservists under federal authority may be readmitted under the same academic status when called to active duty for more than 30 consecutive days. Contact the CTC Dean of Student Services or the Associate Dean, Admissions, Registration and Records for more information.

Guidelines for Active Duty Army, National Guard, and Army Reserve Students (GoArmyEd)

All eligible active duty soldiers, National Guard and Army Reserve students must complete the GoArmyEd common application and register online in the GoArmyEd portal. All students must meet the general admissions requirements in the CTC college catalog. The guidelines below are to assist students in applying and registering through the portal. Procedures are subject to change, and students are encouraged to visit the GoArmyEd website for the latest information.

1. Access the GoArmyEd portal at www.goarmyed.com and create/activate your GoArmyEd account.
2. If CTC is your host college, request that official transcripts from each regionally accredited college or university previously attended be sent directly to CTC. Submit a high school transcript or GED scores verifying high school graduation equivalency if you have not already successfully completed at least 12 semester hours at another college or university.
3. Students who have not selected CTC as their host college are not required to submit official transcripts unless using financial aid.
4. Visit with a CTC representative to obtain degree plan advisement and other school-related information (e.g. prerequisite requirements, instructional materials, EagleMail, etc.).
5. For information regarding your GoArmyEd course planner, student agreement requirements, holds, etc., select the “View Reference Documents” link located in the Training Resources section on your GoArmyEd homepage.
6. Browse the GoArmyEd schedule of classes, on the GoArmyEd portal or at www.ctcd.edu/students/military-students-veterans-and-spouses/army-students/goarmyed-class-lookup/, and register for classes. Refer to Reference Document titled “How to Enroll in a Class through GoArmyEd” or “How to Enroll in Classes Using the Course Planner”, depending on your particular status. All enrollment actions (i.e. enrollment requests, drops, and withdrawals) must be processed via the GoArmyEd portal.

Auditing a Class

Individuals interested in auditing a course must be at least 18 years of age, complete the online CTC Application for Admissions, pay the same tuition based on their residency status as any other for-credit student, and receive permission from the course instructor. Auditing is on a space-available basis, and not all courses such as internships are available to audit. Courses cannot be converted from audit to credit or credit to audit, and transcripts are not issued. Audited courses do not apply to a degree and are not eligible for financial aid and veterans education benefits. Students are not subject to class attendance and are excused from class on days/times of exams. Instructors will not accept papers, tests, or exams from auditing students.

Enrollment Procedures – Auditing a Class:

1. Complete the online Apply Yourself Admission Application if you have never enrolled with CTC. If you have attended CTC as a credit student but have not enrolled in CTC during the last 12 months, complete the eForm Core Residency Questions.
2. About one week before classes start, complete the Course Audit Request eForm and submit the form to the Central Records Inbox.
3. Central Record staff will verify the class section availability and contact the instructor. The instructor approves or disapproves the request and notifies the Central Records Office staff of the decision. Central Records staff will notify you if the request is approved or denied, and assist you with registration. If the request is disapproved, you may select a different course and re-submit another eForm request.
4. Pay in full for the audit course on the same day that you enroll in the course.
Early Admission/Dual Credit, High School Students

Early Admission is available to selected high school students who are in good academic standing. To apply for Early Admission:

1. Complete the Dual Credit/Early Admission Application signed by the high school principal/counselor and parent or legal guardian. The application is required each semester and must list the courses approved by the high school principal/counselor and parent/legal guardian for that semester.
2. Complete CTC’s online Application for Admission. Sign the oath of residency and submit substantiating documents as may be needed. If you are a family member of a nonresident active duty member of the U.S. Armed Forces refer to the Residency section of this Catalog for more information.
3. Provide an official high school transcript that includes STAAR end-of-course (EOC), TAKS, ACT, SAT, and/or other applicable assessment scores (unofficial documents are acceptable for initial enrollment but TSI complete and exemption statuses cannot be placed on the student’s record until an official high school transcript or test scores are received.)
4. Submit TSI Assessment Test Scores if applicable.

NOTE High school students are not permitted to enroll in courses through WebAdvisor.

Eligibility Requirements to Enroll in Dual Credit Workforce Education Courses

A high school student is eligible to enroll in workforce education dual credit courses contained in a Level 1 certificate program, or a program leading to a credential of less than a Level 1 certificate and is not required to provide additional demonstration of college readiness or dual credit enrollment eligibility.

A high school student who wishes to enroll in a Level 2 certificate or associate of applied science degree program must demonstrate college readiness in reading/writing/mathematics as outlined in the Eligibility to Enroll in Dual Credit/Academic Courses section of this catalog.

Eligibility Requirements to Enroll in Dual Credit/Academic Courses

To be eligible to enroll in academic courses, the high school student must meet one of the provisions below.

1. Demonstrates college readiness by achieving the minimum passing standards on the Texas Success Initiative. Refer to the Texas Minimum Standards section of this catalog; or
2. Demonstrates that he or she is exempt under the provisions of the Texas Success Initiative. Refer to the Who is Exempt/Waived from Taking the Official TSI Assessment section of this catalog.
3. A high school student is also eligible to enroll in academic dual credit courses that require demonstration of TSI college readiness in reading, writing, and/or mathematics if the student meets one of the provisions below.
   • Achieves a Level 2 final recommended score on the STARR EOC English II (reading/writing) and/or Level 2 final recommended score on the STARR EOC Algebra I and a passing grade in the Algebra II course (mathematics) or achieves a Level 2 final recommended score on the STARR EOC Algebra II course.
   • Achieves a combined score of 107 on the PSAT/NMSQT with a minimum of 50 on the reading test and/or mathematics test.
   • Achieves a composite score of 23 on the PLAN with a 19 or higher in English and/or mathematics

• Achieves an English score of 435 on the ACT-Aspire (reading/writing) or a mathematics score of 431 on the ACT-Aspire (mathematics).

NOTE Refer to CTC’s “Current High School Students” webpage for additional criteria required by CTC.

Please note that to be eligible for enrollment in a credit course for dual credit, students must still meet all the college’s regular prerequisite requirements designated for a specific course.

High School Students from Private/Non-accredited High Schools or Home Schooled

High school students who attended private or recognized nonaccredited high schools or who were home schooled must still meet the same requirements as a student enrolled in a Texas public secondary high school, as outlined in this catalog.

Early College High School Students (ECHS)

The Early College High School allows high school students to combine high school courses and college-level courses at no cost to the students during grades 9 through 12. High school students may earn an associate degree or up to 60 semester credit hours toward an associate or bachelor degree while completing their high school diploma. High school students must be enrolled in a participating school district that has an approved Early College High School with Central Texas College. Students must meet eligibility requirements based on requirements of the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter G, Rule §4.155 prior to enrolling in college-level curriculum.

CTC Enrollment after High School Graduation, Early Admission/Dual Credit Students

High school graduates who were enrolled in dual credit/concurrent courses under the above provisions must be TSI exempt, TSI complete, TSI compliant or enrolled in a TSI waived certificate program in order to enroll in college courses after high school graduation.

Workforce Education College Credit Courses

Students who were enrolled in workforce education courses while in high school based on meeting the “Eligibility Requirements to Enroll in Dual Credit Workforce Education Courses”: section of this catalog may continue to enroll in workforce education courses after high school graduation if the courses are included in a certificate program of one year or less (42 semester hours or fewer). Students enrolling in a certificate program of more than 42 semester hours must meet TSI requirements. Refer to the Texas Success Initiative section in this Catalog for more information.

Academic College Credit Courses

Students who were enrolled while in high school under one of the provisions in the section “Eligibility Requirements to Enroll in Dual Credit/Concurrent Academic Courses” must meet the applicable requirement listed below after high school graduation.

1. Students who were TSI exempt based on ACT, SAT, STAAR end-of-course or TAKS while in high school and earned college credit are not required to meet any further TSI criteria in the subject area for which they were TSI exempt. However, the student must take the TSI assessment tests for the sections that the student was not TSI exempt.
Example: A student was TSI exempt in Writing and Reading while in high school but was not TSI exempt in Mathematics. The student is required to take the Mathematics section of the TSI Assessment.

2. Students who were TSI Complete based on their scores on the state-approved TSI Assessment have met the Texas Success Initiative requirements for the relevant section in which they met the minimum passing score.

Example: A student who was TSI Complete in Mathematics and Reading while in high school but was not TSI Complete or Exempt in Writing must still meet the TSI requirements in Writing.

3. Students who were enrolled while in high school based upon scores on the 10th grade TAKS PSAT/NMSQT PLAN or ACT-Aspire must meet TSI requirements after graduation. A student’s official high school and college transcripts will be reviewed to determine if a student is now eligible for a TSI exemption in the applicable subject area based on 11th grade exit TAKS, SAT, or ACT scores or STAAR end-of-course (EOC); or if TSI exempt based on completion of designated college-ready courses while in high school. If the student is not TSI exempt or complete, the student will be required to take the TSI Assessment in the applicable subject area prior to enrolling in CTC after high school graduation.

Academic Advisement and Admissions:
After high school graduation, all high school graduates entering CTC are required to:
• Meet with a CTC academic advisor and choose a certificate/degree program.
• Update their CTC Admissions Application and Core Residency Questionnaire if applicable.
  - If one year has passed since the student last enrolled in a CTC course, a new CTC Admissions Application is required.
  - All students are encouraged to complete a new Core Residency Questionnaire to determine if there are any changes in their residency status.
• Submit an official high school transcript verifying high school graduation.

Students will not be permitted to register electronically until the applicable steps above have been completed.

Admission to Career and Technology Education (CATE) Center Competency-Based, Open-Entry Certificate Programs
The admission/registration process for these programs differs slightly from those for the regular college credit programs in that registration is ongoing.
• Competency-based, open-entry Certificate: If interested in enrolling in a self-paced certificate program, contact a CATE Advisor in the CATE Center Building 118, Room 4. After seeing the CATE Advisor, go to the Industrial Technology Department in Building 118, Room 17 or Office Technology Department in Building 101, Room 11.
• For AAS programs in Industrial Technology or Office Technology, go to Building 118, Room 3.

Community Non-Native Speakers
Community non-native English speaking students without scores from the Test of English as a Foreign Language (TOEFL-iBT 68) or the International English Language Testing System (IELTS-5.8) must take a CTC-approved English Language Proficiency Test at the college to determine English language proficiency. Students whose English Language Proficiency Test scores fall within the parameters of the English for Speakers of Other Languages (ESOL) must enroll in and complete the ESOL program. Students must take the Texas Success Initiative Assessment (TSIA) upon completion of developmental ESOL coursework, attempts 15 semester credit hours of developmental ESOL, or prior to enrolling in entry-level freshman coursework, whichever comes first.

International Students
Prospective international students are those applying for an F-1 Student Visa, which requires that CTC issue the Form I-20. The International Student Services Office (ISSO) issues the Form I-20 when admission has been granted to the student.

Prospective students holding other non-immigrant visas must meet USCIS guidelines and/or initiate a change of status procedure available at USCIS ELIS. They must be in legal status, and are not allowed to register for semester-credit classes until the change of status has been approved. For specific information, email the International Student Services Office at ctc.international@ctcd.edu.

To apply for international student admission (F-1 visa status) to Central Texas College, Killeen, Texas, the applicants must submit the documents listed below at least 90 days prior to registration of the intended entry semester. Certified documents must be originals. However, electronic scans will be allowed for initial consideration.
1. Complete and sign a CTC Application for Admission.
2. Complete and sign a CTC International Student Application for Admission.
3. Submit records of previous education. All foreign documents must be official and include an English translation completed through one of the foreign educational credential evaluation services. The National Association of Credential Evaluations Services (NACES) provides a list of evaluation services.
  • Official high school diploma. Diploma must show date of graduation or official GED test scores verifying high school completion.
  • Official copies of transcripts from U.S. regionally accredited colleges or universities previously attended, if applicable.
4. Submit a CTC Sponsor’s Statement for International Students, which indicates at least $16,000 one (1) year is available for college tuition, fees and living expenses.
5. Submit two passport-sized photos.
6. Submit $500 tuition deposit. If the applicant does not attend, 80 percent is refundable.
7. Submit official TOEFL scores (iBT 68) or IELTS (5.8) Language testing is required of all students from countries using another language and/or English. All students must meet English language proficiency via completion of the CTC ESOL program, IELTS or TOEFL testing. Students are not permitted to enroll in freshman-entry level credit courses until such time they have taken the TSIA. Students will not be permitted to enroll in designated college ready academic courses until the student has demonstrated college readiness in the applicable subject area (reading, writing, and/or mathematics). Students who have not taken the TOEFL, IELTS or the CTC-approved English Language Proficiency test available at CTC must register for entry-level ESOL classes.
8. Submit proof of Bacterial Meningitis vaccination 10 days before registration.
9. Prior to registration, submit proof of Health/Accident Insurance for each semester. Foreign policies must be translated in English, with all information to include the expiration date translated. The insurance policy must cover the student while attending CTC and provide a minimum medical expense benefit of at least $100,000. Health insurance may also be purchased through the International

To apply for international student admission (F-1 visa status) to Central Texas College, Killeen, Texas, the applicants must submit the documents listed below at least 90 days prior to registration of the intended entry semester. Certified documents must be originals. However, electronic scans will be allowed for initial consideration.
1. Complete and sign a CTC Application for Admission.
2. Complete and sign a CTC International Student Application for Admission.
3. Submit records of previous education. All foreign documents must be official and include an English translation completed through one of the foreign educational credential evaluation services. The National Association of Credential Evaluations Services (NACES) provides a list of evaluation services.
  • Official high school diploma. Diploma must show date of graduation or official GED test scores verifying high school completion.
  • Official copies of transcripts from U.S. regionally accredited colleges or universities previously attended, if applicable.
4. Submit a CTC Sponsor’s Statement for International Students, which indicates at least $16,000 one (1) year is available for college tuition, fees and living expenses.
5. Submit two passport-sized photos.
6. Submit $500 tuition deposit. If the applicant does not attend, 80 percent is refundable.
7. Submit official TOEFL scores (iBT 68) or IELTS (5.8) Language testing is required of all students from countries using another language and/or English. All students must meet English language proficiency via completion of the CTC ESOL program, IELTS or TOEFL testing. Students are not permitted to enroll in freshman-entry level credit courses until such time they have taken the TSIA. Students will not be permitted to enroll in designated college ready academic courses until the student has demonstrated college readiness in the applicable subject area (reading, writing, and/or mathematics). Students who have not taken the TOEFL, IELTS or the CTC-approved English Language Proficiency test available at CTC must register for entry-level ESOL classes.
8. Submit proof of Bacterial Meningitis vaccination 10 days before registration.
9. Prior to registration, submit proof of Health/Accident Insurance for each semester. Foreign policies must be translated in English, with all information to include the expiration date translated. The insurance policy must cover the student while attending CTC and provide a minimum medical expense benefit of at least $100,000. Health insurance may also be purchased through the International
Student Services office. Students must take the Texas Success Initiative Assessment before registering for solid credit classes, and they may be required to complete additional Developmental Studies courses.

NOTE If the visa is denied, or you are unable to attend for any other reason, CTC will refund 80 percent of the original tuition deposit ($400) with a written request for refund. The remaining 20 percent is not returned as it covers processing fees. If the visa is granted, 100% of the tuition deposit will be applied to tuition. The Residence Hall deposit is nonrefundable.

International Transfer Students
In addition to the requirements for all international applicants, prospective international transfer students must provide the following documents:
• Completed original Certification of Good Standing from previous school. Student must complete Section I of this form. The International Student Advisor (DSO) at the school last attended completes Section II of the form before sending it to the CTC Director, ISS. Student must be in good academic standing and in-status with the U.S. Citizenship and Immigration Services (USCIS) in order to be admitted to CTC.
• Photocopy of Form I-20 issued by previous school attended.

Change of Status Application
Individuals applying for a Change of Status must meet the same deadlines and admission requirements as any other prospective international student. A request for a Change of Status application will be denied when the individual’s current status is due to expire within 60 days.

Responsibility of Prospective and Current International Students
Central Texas College is not responsible for an individual’s immigration status. It is the responsibility of the prospective or current student to remain in status with the United States Citizenship and Immigration Services (USCIS).

Residence Hall Application Process for International Students
• Complete Residence Hall Application. Complete all items, attach a passport-size photo and sign and date the form.
• $100 nonrefundable Residence Hall application fee receipt must be included to reserve a room. Early arrival is required for new international students for pretesting and registration. This does not include early check in to the Residence Hall. Be prepared to stay off campus from is required for new international students for pretesting and registration. This does not include early check in to the Residence Hall. Be prepared to stay off campus from mid-December to mid-January (Winter Break) and Spring Break while the campus is closed for the holidays.

When both items have been submitted, you will be placed on the Residence Hall waiting list. Submitting an application does not guarantee assignment of a room. You may check the status of your application with the Residence Hall Manager at (254) 526-1790.

NOTE To apply to Central Texas College, direct inquiries to the Director of International Student Services ctc.international@ctcd.edu, who will provide forms and instructions for completing the requirements listed above. The CTC web site (www.ctcd.edu) provides detailed information.

English for Speakers of Other Languages (ESOL)
Non-native English speakers (international and community foreign students) are required to take the CTC-approved English Language Proficiency Test before beginning the English for Speakers of Other Languages (ESOL) program. Only international or community foreign students with TOEFL scores of at least 68 iBT or 5.8 on IELTS will be exempt from English language pretesting and the ESOL program. The CTC-approved English Language Proficiency Test dates and location are published in the CTC Schedule Bulletin each semester. The test may be taken once per year. Transfer students who have taken ESOL courses elsewhere and wish to continue ESOL at CTC must take the English Language Proficiency Test.

The ESOL program includes nine required courses and 3 optional courses and may include entry-level developmental student courses for students without TSIA testing. The English Language Proficiency Test provides individualized course placement into appropriate levels of grammar/writing, reading/vocabulary, and listening/speaking. Based on sufficient test scores students may be exempt from courses already mastered, ensuring that students do not take unnecessary courses.

Students whose English Language Proficiency Test scores fall within the parameters of the ESOL program must enroll in and complete the ESOL program. Students enrolled in the ESOL program may receive a temporary waiver from taking the Texas Success Initiative Assessment (TSIA) until such time the student has attempted 15 semester credit hours of developmental ESOL courses or prior to enrolling in entry-level freshman coursework, whichever comes first.

Records Required
Transcripts
Official transcripts from all regionally accredited colleges and universities previously attended are required if the student is seeking a degree or certificate from Central Texas College, using student financial aid or Veterans benefits, requests an official evaluation of prior learning experiences, or to determine Texas Success Initiative status. Transfer students who plan to use financial aid must have transcripts on file prior to determining financial aid eligibility. Official transcripts must be mailed from each college or university to the CTC Central Campus in Killeen, TX. Hand-carried transcripts will only be accepted if received in a sealed envelope marked “official.” Transfer credits are evaluated by CTC based on the principles outlined in the Joint Statement on the Transfer and Award of Credit. Students who earned transfer credits from national accrediting bodies and professional organizations recognized by the Council for Higher Education Accreditation (CHEA) may submit official transcripts, for which credits will be evaluated based on CTC institutional guidelines.

Test Scores
TSI Assessment scores must be on file prior to registration for all students who are not TSI exempt or waived.

Effective August 26, 2013, the new TSI Assessment replaced the ACCUPLACER and other state-approved TSI tests. Refer to the Texas Success Initiative section in this catalog for more information.
Testing Requirements

- Take the TSI Assessment and Pre-Assessment unless courses are not taken outside the certificate program. However, you may be required to take a Skills Center Diagnostic Test.*

- Waived from taking a TSI approved assessment as long as courses are not taken outside the certificate program.**

- Take the TSI Assessment and Pre-Assessment unless courses are a part of a Level I Certificate program.

- Must take the TSI Assessment and Pre-Assessment unless TSI exempt or waived. See exemptions below.

- Must take the English Language Proficiency Test if TOEFL scores are below 68 on the Internet-based test or below 5.8 on the IELTS or have never taken the TOEFL.

- TSI exempt in math, reading, and writing
- May enroll in any course if course prerequisites are met

NOTE: If you need special testing accommodations, contact the office for Disability Support Services in Building 111 of the Central Campus before taking the test(s). Appropriate documentation of the disability is required.

Texas Success Initiative

The Texas Success Initiative (TSI) program uses assessment, advising and remediation to ensure that students have the skills to be successful in freshman academic coursework. TSI requires students to be assessed in reading, writing and math skills prior to enrolling in college unless the student is TSI exempt or TSI waived.

The TSI is applicable to students attending CTC Texas locations and in-state distant learners. Out-of-state distant learners who are bona fide Texas residents and paying in-state tuition rates enrolled in online courses offered from the Central Campus are required to demonstrate TSI college readiness. All new and former students must meet with an academic advisor prior to enrolling to determine their TSI status and educational plan. Distant learners must contact a Student Services Advisor to determine their TSI status and educational plan. CTC’s developmental education program and course prerequisites are applicable to all in-state and out-of-state students.

TSI Assessment and Pre-Assessment Requirement

Effective with the fall 2013 semester, the state of Texas introduced a new TSI Assessment, which replaced the four TSI assessments (ACCUPLACER, ASSET, COMPASS and THEA). In addition, individuals are required to take a Pre-Assessment prior to taking the new TSI Assessment. Returning students who were previously TSI waived and new students who enroll in a CTC course on or after August 26, 2013, are required to take the Pre-Assessment and the new TSI Assessment regardless if the ACCUPLACER, ASSET, COMPASS or THEA had already been taken.

Who is Exempt/Waived from Taking the Official TSI Assessment?

The following students are exempt from the TSI requirements per Coordinating Board rules. All exempt students must still meet course and testing prerequisite requirements for CTC course placement purposes. (Coordinating Board rules and regulations are subject to change.)

1. ACT Scores. A student who has a composite score of 23 with a minimum of 19 on both the English and the mathematics tests and who first enrolls in a Texas public institution of higher education within five years from the date of testing. A student who earns the 23 composite score is eligible for a partial exemption based on the section passed.

2. SAT Given On or After March 5, 2016. A student with a minimum score of 580 on the Evidence-Based Reading and Writing (EBRW) test shall be exempt for both the reading and writing sections of the TSI Assessment. A student with a minimum score of 530 on the mathematics test is exempt from the mathematics section of the TSI Assessment. A combined score is not required.

3. TAKS Scores. A student who has an 11th Grade Exit-Level minimum scale score of 2200 on the mathematics test and a minimum scale score of 2200 on the English Language...
1. Grandfathering. Any student with at least three college-level semester credit hours or the equivalent from an accredited institution of higher education between September 1, 1989, and August 31, 2003, and the TASP exemption must have been posted on the student’s transcript.

2. Deaf students who have three or more college-level semester credit hours or the equivalent from an accredited institution of higher education between September 1, 1989, and August 31, 2003, and the TASP exemption must have been posted on the student’s transcript.

3. High School graduates with a 3.5 or above grade point average who graduated in the Recommended or Advanced Curriculum from September 1, 2001, to August 31, 2003.

**What makes a student TSI Complete?**
A student will be considered TSI Complete, once the student accomplishes one of the following:

- Meets the TSI Assessment minimum passing standards.
- Successfully completes the highest level of the developmental course sequence.
- Completes a designated college credit bearing course with a grade of C or higher.

**What is Required of Students Who Do Not Meet the Required Scores on the Official TSI Assessment?**

- Students must enroll in at least one developmental course each semester until the student is TSI Complete. Students who drop their developmental courses during the term may be dropped from all the courses at CTC. It is recommended to speak with an academic advisor prior to dropping from a developmental course.
- Students must enroll in the applicable developmental courses prior to enrolling in college ready courses in the relevant subject area (reading, writing, or mathematics).
- Students who test in the first level of developmental mathematics and reading are required to begin the course sequences during the first semester of enrollment.

**Special Conditions due to Elimination of Certain TASP Exemptions**
TASP exemptions and waivers are not valid for students who entered Central Texas College or another Texas institution of higher education for the first time after September 1, 2003. However, if a student was previously exempt from TASP based on any of the exemptions listed below and re-enters CTC in the Spring 2004 Semester or thereafter, the TASP exemption may be used to meet TSI requirements.

The student must have been enrolled in a Texas public institution of higher education between September 1, 1989, and August 31, 2003, and the TASP exemption must have been posted on the student’s transcript.

1. Grandfathering. Any student with at least three college-level semester credit hours or the equivalent from an accredited institution of higher education between September 1, 1989; or entered the U.S. armed forces prior to August 31, 2003.
2. Deaf students who have three or more college-level semester credit hours or the equivalent from an accredited institution prior to August 31, 2003.
3. High School graduates with a 3.5 or above grade point average who graduated in the Recommended or Advanced Curriculum prior to August 31, 2003.
Students who completed TASP obligations via provision TEC 51.306(u), dyslexia and other related disorders (effective from September 1, 1995, to August 31, 2003).

Students whose TASP exemption cannot be carried over and re-enrolled with CTC in the Spring 2004 Semester or thereafter must take the TSI Assessment Testing is a state requirement and cannot be waived. Texas Success Initiative rules and regulations are subject to change.

Registration

Except for GoArmyEd students using military tuition assistance, students in high school, or students with holds on their records, all students should register online through WebAdvisor. If you are unable to register online via “WebAdvisor,” please submit your registration forms via eForms. eForms are located on CTC’s website at www.ctcd.edu. Information on eForms can be found on CTC’s website under the “Students” tab by clicking “Forms” in the dropdown menu. GoArmyEd students using personal funds for payment because their TA monies have been suspended due to their grade point average are encouraged to register through the GoArmyEd portal.

- New students may register electronically once admissions, academic advisement and testing requirements have been completed.
- Continuing students who have attended CTC in Texas or through distance learning during the last 12 months should register electronically.
- Short-term stop-out students who return to CTC after being out of school for less than 12 months, must confirm that they have not changed their state of residence since their last enrollment prior to registering electronically.
- Former students who have not enrolled with CTC during the last 12 months must reaffirm residency status and update admissions prior to registering electronically.
- Active duty military or their family members may be required to submit a new military verification form and present their military I.D. card (valid) if it has been 12 months since last enrolled with CTC.
- Early Admissions/Dual Credit high school students are not eligible to register electronically.

To ensure an effective and timely registration process, you should complete the online CTC Application for Admission and submit supporting documents to the Admissions Office at least 72 working hours before enrollment. You must take all portions of the TSI Assessment and Pre-Assessment unless exempt or enrolled in a certificate-waived program prior to registration. If you are not required to take the TSI Assessment and Pre-Assessment, you may be required to take placement tests to enroll in specific courses or programs.

Except when the administrative offices are closed or during scheduled registration periods you may see an academic advisor at any time during the year. Testing is routinely given at the CTC Testing Office. You are encouraged to complete admissions, academic advisement, and testing in advance of scheduled registration periods.

New Student Registration

As a first-time student at Central Texas College, you are expected to participate in the new student registration process. This process includes academic advising, schedule planning, registration, orientation, a discussion of the TSI program and its requirements and referral to other specialized services, such as the offices of Student Financial Assistance and Veterans Services.

Registration for Career and Technology Education (CATE) Programs

Registration for the CATE Center competency-based, open-entry certificate programs is continuous. Students may enroll any time, except during Spring Break, Christmas Holidays and other official Central Texas College holidays. Currently web registration is not available for the competency-based, open-entry programs. Students must go to the Sid Weiser Vocational Center (Building 118, Room 4) to start the registration process.

Late Registration

Late registration for classroom courses is permitted for a limited time after class begins. Consult local schedules for exact dates. Late registration is not permitted for distance learning courses. Registration for distance learning courses closes on Thursday before the first day of class. Students who complete registration after classes begin are not excused from meeting attendance or academic requirements and must arrange with the instructor to make up missed classes.

Adding or Dropping Classes

During the official add/drop period, you may add a class prior to the second scheduled class meeting. Classes missed will be counted as absences and you will be required to make up any assignments. Army TA students drop and add courses through the GoArmyEd portal.

If you are a financial aid student or using VA benefits you should visit the Office of Student Financial Assistance or Veterans Services prior to making a schedule change. It is your responsibility to meet with an advisor prior to dropping a course. VA students must have schedule changes approved at the CTC VA office.

Official Enrollment

To gain admission to classes, you must complete the published registration procedure each term, including payment of all tuition and fees. No one is officially enrolled until all tuition and fees have been paid in full. Students who withdraw are not entitled to remain in class on an unofficial basis. Only those students who are officially enrolled may attend classes.

Departmental Admissions Requirements

Aviation Science

If you are an Aviation Science student, you must pass Federal Aviation Administration (FAA) physical exams appropriate to your level of training before admission to flight training. Present written evidence of FAA medical certification to the Department Chair at the time of preregistration advisement for admission to this department.

Medical Laboratory Technician

Admission Policy

Applicants desiring admission to the MLT program must follow the regular procedures for admission to Central Texas College. Upon admission to CTC, a prospective student must follow the procedures required by the MLT program as follows:

- Application to the MLT program accompanied by the documents listed below. An incomplete application (lacking any of the documents) will not be accepted.
  - Transcript of high school graduation
  - Transcript of high school graduation or GED equivalency.
  - All students must be TSI complete. For more information and assistance on testing, contact the Guidance and Counseling office and refer to the TSI section in the current Central Texas College catalog.
  - Two completed reference forms.
Call for an appointment for a pre-admission interview with the program director (254-526-1883) when the application and the required documentation has been submitted to the MLT office.

Additional requirements are:

- Students with prior college credits: It is the applicants’ responsibility to ensure CTC receives official transcripts. For effective counseling, copies of transcripts should be sent to the MLT office prior to the pre-admission interview. All transfer courses accepted in the MLT program must have a grade of C or better. Science courses that are 5 years old or greater must be repeated.
- Based on the date of the application and after admission criteria have been met, 20 students are admitted to the MLAB 1201/1211 courses. Enrollment in MLAB 1470 does not guarantee a position in the clinical courses of the program. Upon entering MLAB 1470 and subsequent courses, the student is in competitive status for admission to the clinical courses of the program.
- Student must complete the program within four calendar years of enrollment.

Progression Requirements

In order for a student to progress in the MLT program, the following requirements must be met:

- Achieve a grade of “75” or better in each course listed on the degree plan.
- Successfully complete the prerequisites to Clinical I with a grade of “75” or better. Prerequisites are:
  - MLAB 1470
  - MLAB 1415
  - BIOL 2401
  - BIOL 2402
  - CHEM 1411
  - CHEM 1412
  - MATH 1314

- Selection for acceptance to the clinical courses of the program will be made on a space-available basis. The selection process is a function of the MLT Program Director. The following criteria will serve as the basis for the decision regarding selection:
  - Review of transcripts and courses currently in progress; specifically academic courses in biology, chemistry, mathematics, and medical laboratory technician.
  - Interview with 2 members of the MLT Advisory Board (32 points each maximum).
  - There are a minimum of 10 positions available for clinical courses. The students with the 10 highest point values will be admitted to the clinical courses. Two alternate positions will be assigned to the next two applicants.
  - Students will be notified by letter regarding their status for admission to Clinical I.
- Current CPR certification on file.
- Results of TB Tine (skin) test or chest x-ray within six months of entering Clinical I.
- Results of Criminal Background Check and Urine Drug Screen completed and submitted 45 days prior to entering Clinical I.

Transfer Students

Transfer students must:

- Meet general admission requirements of Central Texas College and the MLT program.
- Have a minimum 2.5 GPA or better on a 4.0 scale.
- Present transcripts and syllabi of completed science and MLT courses to the CTC Guidance and Counseling department.
- Submit transcripts and syllabi evaluations completed by the CTC Guidance and Counseling department to the MLT program.

- Students will be required to successfully complete MLT exit exams with a minimum of “75”.
- Placement of students in MLT clinical courses will depend upon availability and the recommendation of the MLT program director. Clinical admissions requirements will be applicable.

Readmission Policy

- Student must submit a written request for readmission to the program (refer to page 8 of the MLT Student Handbook).
- Student must be able to complete the program within four calendar years of the initial enrollment.
- Readmission to any MLT course is dependent upon availability of class openings after current class enrollment, but it is not automatic.
- Student who does not successfully complete any MLT or science course or withdraws from a MLT course with a failing average may apply once for readmission to the program.
- For readmission to the clinical courses of the program, the student must be in good academic standing, receive approval from the MLT program director and repeat the clinical admission process.
- Upon readmission to the clinical course, the following documents must be on file in the MLT program prior to the first day of the course:
  - Proof of physical exam signed by a M.D. or D.O. within the last six months.
  - Copy of current immunizations.
  - Current CPR certification on file.
  - Results of current TB Tine (skin) test or chest x-ray.
  - Results of Criminal Background Check and Urine Drug Screen submitted 45 days prior to entering the clinical course(s).

Mental Health Services

Admission Policy

The Mental Health Services programs include a core curriculum of courses that provide a foundation for the Mental Health Services Associate of Applied Science degree with specialization options in Chemical Dependency, At-Risk Youth, or Social Work. The Chemical Dependency and At-Risk Youth specialization options may be in the form of certificates or Associate of Applied Science (A.A.S.) degrees.

Not all colleges and universities accept workforce development courses in transfer. Students must coordinate with the Mental Health Services Department and the college or university to which they want to transfer prior to enrollment.

Students who successfully complete the Advanced Certificate of Completion or Associate of Applied Science Degree with a Chemical Dependency specialization and are otherwise qualified, have the opportunity to prepare for licensure as a Licensed Chemical Dependency Counselor through the Texas Department of State Health Services. Students who complete the minimum educational requirements as outlined by the DSHS will be evaluated on an individual basis before being eligible to enroll in the course DAAC 2367 Practicum, which provides the DSHS required 300 hour practicum. Effective September 2004, eligibility for licensure includes the requirement of an associate or more advanced degree with a course of study in human behavior/development and service delivery, such as the AAS Chemical Dependency specialization in the Mental Health Services Department.
Students in any of the specializations are advised that certain felonies or misdemeanors may prevent the student from accomplishing practicum hours or of being able to receive gainful employment. If students have any convictions it is their responsibility to contact the State Agency from which they hope to receive certification/licensure to see if they are eligible to proceed.

Applicants for the program must follow the regular procedure for admission to Central Texas College.

- All students are required to complete a practicum class in order to graduate.
  - Have completed all prerequisite classes achieving a grade of ‘C’ or higher.
  - Have a telephone or face-to-face appointment with the Mental Health Services Department practicum professor.
  - Submit an application showing intent to enroll in practicum.
  - Find a practicum site (must be approved by the Mental Health Services Department).
  - Be aware that field placement experiences will require travel at your expense.
  - Be aware that neither Central Texas College nor clinical facilities in which field placement occurs provide medical coverage, workers’ compensation, or emergency care. Medical coverage is the responsibility of the student.
  - Meet physical exam and immunization requirements which include:
    a. Proof of a physical exam completed within the last six months, signed appropriately.
    b. Proof of immunization/protection against (MMR, Measles Booster, Tdap, Varicella).
    c. TB Skin Test.
    d. Hepatitis B series that takes six months to complete.
  - Provide proof of CPR/First Aid course completion.
  - In addition to the above requirements, within 30 days of the first day of class in the Practicum, the student must document eligibility by doing the following.
    a. Submit the actual results of a Criminal Background Check, at the student’s own expense, to the CTC Mental Health Services Department Chair.
    b. Submit the results of a Drug Screen, at the student’s expense, to the CTC Mental Health Services Department Chair.
    c. Sign a Release of Information for the Criminal Background Check and Drug Screen results, if negative, to be released to the facility to which the student is applying to complete the required practicum hours.
    d. Sign and agree to comply with a Code of Ethics/Confidentiality Agreement.

NOTE All documentation must be received by the Mental Health Services department prior to the practicum start date. Students cannot start accumulating hours until all documentation has been received.

Progression Requirements
In order for you to progress in the Mental Health Services Program, the following is required:

- Achieve a grade of “C” or better in all courses in the degree or certificate plan, to include academic and vocational or workforce development courses.
- Meet admission and course prerequisite requirements.
- If the student has been inactive in the program for five or more years, or took the equivalent of certain courses longer than five years ago, the need for those to be repeated will be evaluated on an individual basis. The following courses must be repeated: Introduction to Alcohol and Other Drug (AOD) Addictions, Assessment Skill of AOD, Pharmacology of Addiction and Counseling AOD Addictions.

Transfer Students
Transfer students must:
- Meet general admission requirements of CTC and the Mental Health Services Department.
- Provide transcript and course descriptions of vocational or workforce development and academic courses from all regionally accredited colleges attended for the coursework to be applied toward a certificate or degree.

Department of Nursing & Allied Health (DONAH)
All programs in the Department of Nursing & Allied Health have a clinical component during which students spend time in health care facilities giving direct care to patients. It is the expectation of health care facilities that students’ practice will not be impaired by physical limitations, drugs, or alcohol. In addition, because of patient vulnerability, facilities may not allow students with positive criminal background checks to practice on their premises. The program specific Policy and Standard for Drug Screening and Background Checks, as well as the Immunizations, CPR requirements, Texas Success Initiative (TSI) and Health Education Systems, Inc. (HESI Admission Assessment Exam A2) pre-entrance exam are required for all students applying for admission to the Associate Degree Nursing Program (ADN), Associate Degree Nursing Option for Articulating Student, Vocational Nursing (VN), Emergency Medical Technician (EMT) or Paramedic Programs.

Applicants for the Department of Nursing & Allied Health programs must follow the regular procedures for admission to Central Texas College and complete all Department of Nursing & Allied Health program specific admission requirements prior to registration.

All Community Non-Native Speakers, International Students and/or ESOL students must follow the requirements listed in the current Central Texas College catalog.

STUDENTS WHO ARE NON-US CITIZENS: Provision of clinical placement is dependent upon the affiliated clinical facility acceptance of a non-US Citizen. Clinical placement is provisional. Therefore, without completion of the clinical rotation there is no guaranteed completion of the course or the program. Withdrawal from the course and the nursing program will be necessary if the non-US citizen is not accepted by the affiliated clinical facility.

Associate Degree and Vocational Nursing Policy, Standard and Timing for Drug Screening and Background Checks
This policy applies to all students applying for admission to the Associate Degree Nursing, Associate Degree Nursing Option for the Articulating Student, and the Vocational Nursing programs and is at the student’s own expense.

All drug screen tests and background checks as required by the programs must be conducted, and verification of negative results received after acceptance but prior to enrollment in the program to which the student is applying.

Enrollments are contingent upon declaratory order outcomes should a positive background check or self-disclosure of a positive criminal history occur. The programs will honor drug screen, program specific background check and physical for the duration of the student’s enrollment in the program if the
Inform the CTC Department of Nursing & Allied Health Chair and/or designee of any mental or physical condition, illness, injury, surgery, pregnancy, etc. that would result in a change of the physical limitations status. Safety is a priority for the patient and health and well-being of students and faculty. Failure to inform the program may result in immediate withdrawal from the course or program.

A “for cause” Drug Screen at the student’s own expense when the student’s performance, conduct, or other action indicates possible substance use.

Neither the college nor clinical facilities provide medical coverage or workmen’s compensation for emergency illness or injury. Medical coverage is the responsibility of the student.

Provide a Birth Certificate, U.S. Passport, naturalization certificate, permanent alien card or other documents if required by the clinical facility.

Mandatory Immunizations:

- Source: Texas Administrative Code (TAC): Department of State Health Services, Title 25 Health Services, Rule 97.64 (May 25, 2010) and Title 25 Health Services, Rule 97.65 (March 5, 2009) and the Centers for Disease Control and Prevention (CDC). Required Vaccinations for Students Enrolled in Health-related and Veterinary Courses in Institutions of Higher Education:

  - Students cannot be enrolled without completing all required immunizations.
  - Negative Purified Protein Derivative (PPD) Tuberculin skin test results. The PPD TB skin test will be required each year thereafter. If a history of positive PPD, documentation of chest x-ray or QuantiFERON-TB must be current and updated each year. Some affiliated clinical facilities may require further documentation including a follow-up chest x-ray.
  - Polio vaccine is not required. Students enrolled in health-related courses are encouraged to ascertain that they are immune to poliomyelitis.
  - Tdap must be noted as administered once in the lifetime. If no record, then student will need to get a Tdap. If a Tdap was administered, then Td is required every ten years.
  - Students who were born on or after January 1, 1957 must show acceptable evidence of vaccination of two doses of Measles-containing vaccine administered since January 1, 1968. Those born prior to January 1, 1957 must show one dose.
  - Students must show acceptable evidence of vaccination of one dose of Rubella vaccine.
  - Students born on or after January 1, 1957, must show acceptable evidence of vaccination of one dose of Mumps vaccine.
  - Students must receive the complete 3-injection series of Hepatitis B vaccine or show serologic confirmation of immunity to Hepatitis B virus.
  - Students must receive two doses of the Varicella vaccine.
  - Student must show current Influenza vaccination, annually in the Fall.
  - Bacterial Meningitis: The Texas legislature passed a law requiring entering students who are under 22 years of age at institutions of higher education to have an initial bacterial meningitis vaccination or booster during the five year period preceding and at least 10 days prior to the first day of the first semester or submit an affidavit for an exemption. Vaccinations older than 5 years will require a booster.
  - Bacterial Meningitis vaccine is not an admission requirement for the EMT/Paramedic program but is a requirement for CTC general admission.

Inform the CTC Department of Nursing & Allied Health &

• Sign a statement agreeing to acknowledge:
  • Sign a release of information for the Criminal Background
  • Disclosure of the Social Security number is required
  • Tdap must be noted as administered once in the lifetime. If no record, then student will need to get a Tdap. If a Tdap was administered, then Td is required every ten years.
  • Students who were born on or after January 1, 1957 must show acceptable evidence of vaccination of two doses of Measles-containing vaccine administered since January 1, 1968. Those born prior to January 1, 1957 must show one dose.
  • Students must show acceptable evidence of vaccination of one dose of Rubella vaccine.
  • Students born on or after January 1, 1957, must show acceptable evidence of vaccination of one dose of Mumps vaccine.
  • Students must receive the complete 3-injection series of Hepatitis B vaccine or show serologic confirmation of immunity to Hepatitis B virus.
  • Students must receive two doses of the Varicella vaccine.
  • Student must show current Influenza vaccination, annually in the Fall.
  • Bacterial Meningitis: The Texas legislature passed a law requiring entering students who are under 22 years of age at institutions of higher education to have an initial bacterial meningitis vaccination or booster during the five year period preceding and at least 10 days prior to the first day of the first semester or submit an affidavit for an exemption. Vaccinations older than 5 years will require a booster.
  • Bacterial Meningitis vaccine is not an admission requirement for the EMT/Paramedic program but is a requirement for CTC general admission.
- Admission requires an overall GPA of 2.8 or higher for all required prerequisite courses on the current ADN Associate Degree Nursing (ADN) Program:

- All required prerequisite courses are not acceptable.
- Students will be required to complete nationally standardized and referenced examinations throughout the curriculum and earn satisfactory scores based on national and school benchmarks on such examinations.
- All prerequisite courses in the ADN Program are accepted from prior colleges attended.
- Students and/or ESOL students must follow the requirements listed in the current Central Texas College catalog.
- Application to the ADN Program with copies of transcripts from all prior colleges attended.
- All required prerequisite courses in the current ADN Degree Plan, TSI completion/exemption verification, and HESI A2 exam scores must be submitted and/or verified by the eligibility deadline date for the semester which you are applying.
- Admission requires an overall GPA of 2.8 or higher for all ADN Degree Plan prerequisite and other completed coursework, and a lab science GPA of 2.8 or higher. If the same science course is repeated twice within the past 5 years with a grade lower than C, the student will be ineligible for admission. Lab science courses over five (5) years old at the eligibility deadline date must be repeated.
- The Pharmacology prerequisite (HPRS 2300) must be less than two (2) years old at the eligibility deadline date. A student who has repeated the course twice within the past 2 years with a grade lower than C will be ineligible for admission. RNSG 1301 will be accepted in lieu of HPRS 2300.
- The HESI A2 nursing pre-entrance exam must be passed with passing scores (80) in each section of Math, Reading Comprehension, and Vocabulary and General Knowledge on the same exam. The Anatomy & Physiology (A&P) portion of the HESI A2 exam will be required; there is no minimum score. Exam scores can be no more than two years old at the time of the eligibility deadline date.
- Attendance is required at a mandatory Preadmission Information Session with the Nursing Programs Coordinator or designee during the semester all prerequisite courses are completed. In addition, the following must be on record in the Department of Nursing prior to your being scheduled for this meeting: CTC Department of Nursing application, HESI A2 exam scores, TSI completion/exemption verification, and all transcripts. This is the final step for eligibility.
- Candidates for admission to the ADN program are ranked and selected based upon the performance of the applicant pool for that semester to include:
  - Overall grade point average (GPA) on all CTC ADN Degree Plan prerequisites and other completed coursework.
  - HESI A2 pre-entrance exam scores and number of attempts. The HESI A2 scores can be no older than 2 years.
  - Pharmacology course grade and number of attempts.
- After selection for admission, but prior to registration, the following must be on record in the Department of Nursing & Allied Health office:
  - See Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations for the ADN and VN programs.
  - Proof of physical exam completed no more than 90 days prior to the program start date and signed and stamped by MD, DO, PA or NP. Please make certain the activity level (limited or unlimited) is noted on the physical exam form. Must use the designated CTC DONAH physical exam form.
  - A negative Purified Protein Derivative (PPD) Tuberculin skin test result completed no more than 90 days prior to program start date. The PPD skin test will be required each year thereafter. If a history of positive PPD, documentation of chest x-ray or Quantiferon-TB must be current and updated each year. Healthcare provider’s recommendations will be considered if other than negative results.
  - Proof of current CPR course completion - American Heart Association (AHA) - Basic Life Support (BLS) Certification or Military Training Network (MTN). (Bring the original and a photo copy). Online CPR courses are not acceptable.
  - Proof of purchase for the required Lab Kit. Each prospective student must bear the cost of all the above requirements.

**Additional Need-to-Know Information**

- Students will be required to complete nationally standardized and referenced examinations throughout the curriculum and earn satisfactory scores based on national and school benchmarks on such examinations.
- Students without any prior nursing courses are required to complete the ADN program within three years of first enrollment in RNSG 1413. Transfer students are required to complete the ADN program within two years of first time enrollment.
Progression Requirements
In order to progress in the program, the following requirements must be met:

- Achieve a grade of “C” or better in all courses in the curriculum including general education and nursing courses.
- Achieve a minimum 75 percent course average “C” or higher in all nursing courses.
- Achieve a minimum of 90% on dosage calculation exams within three attempts, in the clinical course prior to the second Friday of the semester in order to administer medications.
- Successfully complete all prerequisites to each nursing course.
- Successfully complete co-requisites prior to or concurrently with nursing courses.
- Successfully complete all courses in each semester of the curriculum before progressing to the next semester courses.
- Maintain current CPR certification AHA guidelines - Basic Life Support (BLS) Certification or Military Training Network.
- Provide documentation of medical release to return to class/clinical/lab after mental or physical condition, illness, injury, surgery, and pregnancy, “break in clinical” etc. that would result in a change of the physical limitations status. Documentation must be mailed, emailed, or faxed from the healthcare facility directly to the DONAH. Safety is a priority for the patient and health and well-being of students and faculty. Failure to inform the program may result in immediate withdrawal from the course or program.
- Provide annual documentation of negative results for PPD (TB). If a history of positive PPD, then chest x-ray or QuantiFERON-TB documentation must be provided.
- Maintain a negative 11-panel drug screen and criminal background check.
- Complete all standardized assessment and exit tests as required by the course syllabus.
- Generic students must complete the nursing program within three calendar years of first enrollment in RNSG 1413 or its equivalent. Transfer students must complete the nursing program within two calendar years of enrollment in nursing courses.
- Demonstrate professional behavior in the classroom and clinical and lab in accordance with CTC Policy and the Texas Nursing Practice Act, and the TBON rules and regulations relating to nursing education, licensure and practice. Failure to adhere to these standards may result in disciplinary action which could include dismissal from the program.
- The medical evaluation must take place within the 30 day period immediately prior to the first day of the semester. Documentation must be mailed, emailed, or faxed from the healthcare facility directly to the DONAH. Safety is a priority for the patient and health and well-being of students and faculty. Failure to inform the program may result in immediate withdrawal from the course or program.
- Apply in writing to the CTC ADN Admissions and Standards Committee requesting admission to the Program.
- Submit two official letters validating safe nursing practice from the previous nursing program. One must come from the Director/Department Chair and one must come from the last clinical professor. A student dismissed from a previous nursing program for unsafe clinical practice will not be considered for admission.
- Acknowledge that placement in the nursing program will be dependent upon space availability and recommendation from the ADN Admissions and Standards Committee.
- Must complete 25% of the degree plan at CTC to meet residency requirements.
- Complete the ADN Program within two years of enrollment in your first RNSG course.
- The final decision to accept or deny admission will be determined by the Admissions and Standards Committee.
- After enrollment, a transfer student who does not successfully complete any nursing course or withdraws from a nursing course with a failing average will adhere to the readmission policy as detailed under “Associate Degree Nursing Readmission Policy.”

Part-Time Policy
There is no part-time option available in the ADN Program.

Associate Degree Nursing Readmission Policy
Readmission to any nursing course is dependent upon availability of class openings after current class progression; it is not automatic.

- Students must meet the current admission/progression requirements for their specific nursing entry track.
- Students must provide current physical, immunization, criminal background and drug screen information.
- Provide proof of physical examination or diagnostic tests as recommended or required to include physicians return to class/clinical documentation after illness, injury, surgery, or pregnancy etc.
- If a student does not complete a nursing course, the student may apply for readmission.
- Any student who is requesting readmission to a clinical course, or who experiences a “break” from clinical for any reason will be required to provide a “Student Nurse Medical Release Return to Class/Clinical/Lab” form before being allowed to participate in a clinical course. The medical evaluation must take place within the 30 day period immediately prior to the first day of the semester. Documentation must be mailed, emailed, or faxed from the healthcare facility directly to the DONAH. Safety is a priority for the patient and health and well-being of students and faculty. Failure to inform the program may result in immediate withdrawal from the course or program.
- If a student does not successfully complete any nursing course or withdraws from a nursing course with a failing average, the student may apply for readmission to the Nursing Program one time. Failure of any two RNSG courses will result in ineligibility for readmission.
- Students who become ineligible for readmission may reapply after 3 years unless failure was due to a safety issue or unprofessional conduct. Science courses must not be older than 5 years old.
Progression Requirements for Nursing Option for Articulating Student Program
In order to progress in the program, the following requirements must be met:
- Achieve a grade of “C” or better in all courses in the curriculum including general education and nursing courses.
- Achieve a minimum 75 percent course average “C” or higher in all nursing courses.
- Achieve a minimum of 90% on dosage calculation exams within three attempts, in the clinical course prior to the second Friday of the semester in order to administer medications.
- Successfully complete all prerequisites to each nursing course.
- Successfully complete co-requisites prior to or concurrently with nursing courses.
- Successfully complete all courses in each semester of the curriculum before progressing to the next semester courses.
- Maintain current CPR certification AHA guidelines - Basic Life Support (BLS) Certification or Military Training Network.
- Provide documentation of medical release to return to class/clinical/lab after mental or physical condition, illness, injury, surgery, and pregnancy, “break in clinical” etc that would result in a change of the physical limitations status. Documentation must be mailed, emailed, or faxed from the healthcare facility directly to the DONAH Safety is a priority for the patient and health and well-being of students and faculty. Failure to inform the program may result in immediate withdrawal from the course or program.
- Provide annual documentation of negative results for PPD (TB). If a history of positive PPD, then chest x-ray or QuantiFERON-TB documentation must be provided.
- Maintain a negative 11-panel drug screen and criminal background check.
- Complete all standardized assessment and exit tests as required by the course syllabus.
- The Articulating Student must complete the nursing program within three calendar years of first enrollment in RNSG 1331 or its equivalent.
- Demonstrate professional behavior in the classroom and clinical and lab in accordance with CTC Policy and the Texas Nursing Practice Act, and the TBON rules and regulations relating to nursing education, licensure and practice. Failure to adhere to these standards may result in disciplinary action which could include dismissal from the program.

Readmission Policy for Articulating Students
Readmission to any nursing course is dependent upon availability of class openings after current class progression; it is not automatic.
- See Associate Degree Nursing Readmission Policy

Vocational Nursing (VN)
General policies related to students in the Vocational Nursing Program is consistent with those in effect for all students enrolled at Central Texas College and can be found in the Central Texas College Student Handbook and the Central Texas College Catalog. Support Services are available to students and information can be found in the Central Texas College Student Handbook and in the semester schedule bulletins.

Admission Policy
General Information
Applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, the student must complete all Department of Nursing standard program admission requirements which include CPR, American Heart...
The Vocational Nursing program must be completed

- Provide proof of physical examination or diagnostic tests as recommended or required to include physicians return to class/clinical documentation after illness, injury, surgery, or pregnancy etc.
- The Vocational Nursing program must be completed within two years of first time enrollment in VNSG 1222 or its equivalent.

Additional Need-to-Know Information
Students must participate in three (3) mandatory orientation meetings to fulfill admission requirements for the VN program.
- Preadmission Information Session
- Nursing Orientation
- Success Camp

Vocational Nursing Readmission Policy
Readmission to any nursing course is dependent upon availability of class openings after current class progression; it is not automatic.
- If a student does not successfully complete any nursing course or withdraws from a nursing course with a failing average, the student may apply for readmission to the Nursing Program one time. Failure of any two VNSG courses will result in ineligibility for readmission.
- Students who become ineligible for readmission may reapply after 3 years unless failure was due to a safety issue or unprofessional conduct. Science courses must not be older than 5 years old.
- Any student who is requesting readmission to a clinical course, or who experiences a “break” from clinical for any reason will be required to provide a “Student Nurse Medical Release Return to Class/Clinical/Lab” form before being allowed to participate in a clinical course. The medical evaluation must take place within the 30 day period immediately prior to the first day of the semester.
- Students must provide current physical, immunization, criminal background and drug screen information.
- Provide proof of physical examination or diagnostic tests as recommended or required to include physicians return to class/clinical documentation after illness, injury, surgery, or pregnancy etc.
- The Vocational Nursing program must be completed within two years of first time enrollment in VNSG 1222 or its equivalent.

Consideration for course readmission of former students is based on the following:
- Faculty/team recommendation
- Academic grade average and clinical evaluation
- Reason(s) for failure, if applicable, or withdrawal
- Resolution of outside extenuating circumstance if applicable
- Completion of remedial work and/or Admissions and Standards Committee requirements.
- An interview with the former student may be recommended by the A&S Committee.

A letter to the VN Admissions and Standards Committee written by applicant that includes:
- Student Name
- Nursing course name(s) and number(s) to which seeking readmission
- Reason(s) for lack of success/progress in the course(s)
- Plan for success if readmitted [Be specific please]
- Semester and year seeking readmission
- Student signature and date

The A&S Committee determines eligibility for readmission and notifies the student in writing.

After an applicant has been accepted for readmission, the student will follow standard DONAH admission policies found in the current DONAH Student Handbook and this information packet.

Progression Requirements
- To progress in the Vocational Nursing Program, a student must achieve an average of 70 percent or higher in each course.
- Successfully complete co-requisites concurrently with nursing courses.
- Failure to achieve 90 percent on the Dosage Calculation exams, after three attempts, will result in a clinical course failure.
- Complete the Vocational Nursing Program within two years of first time enrollment in VNSG 1222 or its equivalent.
- Provide documentation of medical release to return to class/clinical/lab after mental or physical condition, illness, injury, surgery, and pregnancy, “break in clinical” etc. that would result in a change of the physical limitations status. Documentation must be mailed, emailed, or faxed from the healthcare facility directly to the DONAH. Safety is a priority for the patient and health well-being of students and faculty. Failure to inform the program may result in immediate withdrawal from the course or program.
- Provide annual documentation of negative results for PPD (TB). If a history of positive PPD, then chest x-ray or QuantiFERON-TB documentation must be provided.
- Maintain a negative 11-panel drug screen and criminal background check.
- It is mandatory for VN students at all three semesters of the program to participate in a comprehensive assessment and review program. Online exams provide immediate results and detailed diagnostic reports and provide opportunity for remediation. Proof of satisfactory remediation on each exam must be submitted to the course faculty by the first class day of the next semester so the student may progress in the VN program. Failure to submit proof of remediation will result in an Academic Hold.
- The Vocational Nursing Program culminates in certification leading towards licensure and is responsible to maintain the Rules and Regulations Relating to Vocational Nursing Education, Licensure, and Practice in the State of Texas issued by the Texas Board of Nursing (TBON). VN students are responsible for maintaining professional conduct throughout all aspects of this program. The TBON regulations define and outline
“Unprofessional Conduct” and can be found in the CTC VN Program Student Handbook. Failure to maintain the professional code of conduct may subject the student to disciplinary action and/or removal from the program.

Transfer Students
Definition: A transfer student is a person who has attended another nursing program and has transferred course credit(s) for advanced placement in the Central Texas College VN Program.
- Must apply for and meet general admission requirements of Central Texas College.
- Must submit the CTC Vocational Nursing Program application and meet current program admission requirements.
- Evidence of maintaining a “C” (2.0 GPA) at the previous school.
- Grades for all courses that are transferred in must be a “B” or better.
- Vocational Nursing courses used for transfer for advanced placement must have been completed in the past year.
- Regardless of which courses were granted credit, all students transferring into the VN program will be required to take VNSG 1222 Vocational Nursing Concepts.
- Submit a packet containing:
  - Letter of request for transfer must be submitted 90 days prior to the student’s requested start date. Applicants will be evaluated on an individual basis.
  - Two official letters from the previous nursing program validating safe nursing practice. One from the Director/Dean and the other from the last clinical professor is required.
  - A complete course description, learning guide, and syllabi of the nursing courses for which you are requesting transfer.
- Applicants will be evaluated on an individual basis by the VN Admissions and Standards Committee.
- Submit proof of completion of CPR course – American Heart Association (AHA)- Basic Life Support (BLS) Certification or Military Training Institute: CPR and AED.
- Submit a copy of the front and back of the card.
- Submit completed physical examination form and mandatory immunizations.
- Show proof of negative FBI Background Check or Declaratory Order from TBON.
- Negative 11 panel drug screen.
- Submit proof of purchase of lab kit (receipt).
- All transfer students must successfully complete a minimum of 50 percent of credit hours (26 credit hours) at CTC.
- Students must complete the Vocational Nursing Program within two years of first time enrollment in VNSG 1222 or its equivalent.

Emergency Medical Technology (Emergency Medical Technician (EMT), Advanced EMT and Paramedic) Certificate and Associate Degree Programs

Emergency Medical Technician (EMT) Admission Policy
Applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, complete all Department of Nursing & Allied Health general program admission requirements which include: CPR, proof of immunizations, physical examination, drug screen, criminal background check, TSI completion, and HP-A2 pre-entrance exam; see Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations. All students applying to the Emergency Medical Technician (EMT) Certificate or Associate Degree Program must also meet the following additions:
- Proof of High School graduation or GED high school equivalent certificate.
- Copies of transcripts from prior colleges or universities attended.
- Proof of physical exam completed within the last six (6) months signed by an MD, DO, PA or NP.
- PPD TB skin test results completed within the last three (3) months signed by an MD, DO, PA or NP. The PPD TB skin test results will be required annually thereafter. Documentation of chest x-ray is acceptable for students who meet this medical requirement. Some affiliated clinical facilities may require further documentation including a follow-up chest x-ray.

Emergency Medical Technician (EMT) Progression Requirements
In order to progress in the EMT program, the following must be met:
- Achieve a grade of “C” or better in EMSP 1401 and EMSP 1160.
- Achieve a minimum 75 percent course average.
- Maintain current CPR course completion - AHA - Basic Life Support (BLS) Certification or Military Training Institute: CPR and AED Elements.
- Conduct and performance in the classroom and affiliated clinical facilities is according to CTC policy, the EMS Program policies and the Texas Department of State Health Services. Failure to perform to these standards may result in disciplinary action to include, but not limited to, dismissal from the program.

Paramedic Program (includes Advanced EMT certificate)
Admission Policy
Applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, the applicant must complete all Department of Nursing & Allied Health standard program admission requirements which include: CPR, proof of immunizations, Drug Screen, Criminal Background check, HP-A2 pre-entrance exam, and TSI completion; see Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations. All students applying to the Paramedic Program must also meet the following additions:
- Proof of high school graduation or GED high school equivalent certificate.
- Copies of transcripts from prior colleges or universities attended.
- An overall 2.5 GPA on a 4.0 scale in all college work, to include transfer courses and CTC coursework that will be applied on the EMT degree plan.
- Proof of physical exam completed within the last six (6) months signed by an MD, DO, PA or NP.
- PPD TB skin test results completed within the last three (3) months signed by an MD, DO, PA or NP. The PPD TB skin test results or chest x-ray as physician ordered or clinical facility require annually thereafter.
All transfer courses accepted in the Paramedic curriculum must be a “B” or above. Science courses that are older than five years old must be repeated. Final transfer decision rests with Emergency Medical Technology Admissions and Standards Committee.

Copy of Texas and/or National Registry Emergency Medical Technician (EMT) Certificate

Neither the College nor nursing homes provide medical coverage or worker’s compensation for emergency illness or injury. Medical coverage is the student’s responsibility.

Paramedic Progression Requirements

In order to progress in the Paramedic program, the following requirements must be met:

- Achieve a grade of “C” or better in all courses.
- Achieve a minimum 75 percent course average.
- Successfully complete prerequisites to each EMSP course.
- Successfully complete all co-requisites prior to or concurrently with EMSP courses.
- Successfully complete all courses in each semester of the curriculum before progressing to the next semester courses.
- Maintain current CPR course completion - AHA-Basic Life Support (BLS) Certification or Military Training Institute: CPR and AED Elements.
- Provide documentation of medical release to the Department of Nursing & Allied Health after mental or physical condition, illness, injury, surgery, pregnancy, etc. that would result in a change of the physical limitations status and provide written documentation of medical release to return to class/clinical. Failure to inform the program may result in immediate withdrawal from the course or program.
- Have an annual PPD Skin test/ or chest x-ray as physician ordered or clinical facility requires, and provide results to Department of Nursing & Allied Health.
- Maintain a negative drug screen and criminal background check.
- Complete all standardized assessment and Exit Competency exams with scores as required per the course syllabi.
- Complete the paramedic program within two years of first enrollment in EMSP 1355 or its equivalent.
- Conduct and performance in the classroom and affiliated clinical facilities is according to CTC policy; the EMS Program policies and the Texas Department of State Health Services. Failure to perform to these standards may result in disciplinary action to include, but not limited to, dismissal from the program.

Readmission Policy for EMT, Advanced EMT and Paramedic Students

A student may be re-admitted to an EMS course ONCE following a failure due to poor academic performance or withdrawal from an EMS course. Students will NOT be re-admitted to the EMT or Paramedic program if he/she has been removed from class or clinical rotations due to unprofessional behavior, academic dishonesty or patient endangerment. This applies to the following EMSP courses: EMSP 1401, 1160, 1338, 1355, 1356, 2206, 2444, 2443, 2262, 2330, 2143, 2263, 2305 and 2164.

- Failure of two EMSP courses will result in ineligibility for readmission.
- If a student has been re-admitted following an EMS course failure and subsequently withdraws from an EMSP course because of extenuating circumstances, the student may be re-admitted if in a passing status at time of withdrawal.
- The procedure for readmission follows the department policy.
- No longer than twelve (12) months may elapse between completion of an EMS course and enrollment in the subsequent course.

Consideration for course readmission:

1. Written notification at least one month in advance to the EMS Program Director that the student desires to reenter the EMS program should include:
   - Student name.
   - EMSP course name(s) and the course synonym number(s) to which seeking readmission.
   - Reason(s) for lack of success/progress in the course(s).
   - Plan for success if readmitted (please be specific).
   - Semester and year seeking readmission.
   - Student signature and date.

2. The recommendation of the EMSP Admission and Standards Committee. A student interview may be required.

3. A minimum cumulative grade point average of 2.5.

- Re-admission decision will be determined by the EMS Admissions and Standards committee.
- Re-admission written assessment and practical skill assessment will be conducted to determine entry point.
- After an applicant has been accepted for readmission, the student will follow general Department of Nursing & Allied Health policies found in the Paramedic Student Handbook.
- If the course that requires re-admission is a co-requisite with other courses in that semester, the student may be required to re-admit in all courses for that semester.
- Students must complete the Paramedic Program within two years of first time enrollment in EMSP 1355 or its equivalent.

Important Information about Bacterial Meningitis

Bacterial Meningitis Vaccination/Booster Requirement

Texas law requires entering students under the age of 22 at a Texas institution of higher education to provide evidence that the student enrolling on or after January 1, 2012, has received a bacterial meningitis vaccination during the previous 5-year period. Proof of vaccination in the form of a certificate signed by a health practitioner or an official immunization record must be provided to CTC not later than 10 days prior to the first day of the student’s term. CTC may, on an individual basis, extend the compliance date to a date not later than the 10th day after the first day of the term in which the student enrolls. For exceptions to the vaccination requirement, refer to the “Bacterial Meningitis Requirement” in the Admissions section. The student or parent or guardian of the student may claim an exemption from the vaccination requirement by (1) providing an affidavit or certificate signed by a physician who is duly registered and licensed to practice medicine in the U.S. stating that in the physician’s opinion the vaccination will be injurious to the student’s health and well-being; or (2) providing an affidavit signed by the student stating she or he declines the vaccination for reasons of conscience, including religious belief, except this exemption does not apply during a disaster or public health emergency or other declared emergency situation as set forth in the Texas Education Code §51.9192. The State recommends that the student, guardian, or parent considering an exemption consult a physician about the need for immunization to prevent the disease.

This information is being provided to all new college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast - so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000
Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

NOTE The exceptions to the bacterial meningitis vaccination DO NOT APPLY TO STUDENTS RESIDING IN CAMPUS HOUSING.

What are the Symptoms?
- High fever
- Rash or purple patches on skin
- Light sensitivity
- Confusion and sleepiness
- Lethargy
There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body. The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

How is Bacterial Meningitis Diagnosed?
- Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.
- Early diagnosis and treatment can greatly improve the likelihood of recovery.

How is the Disease Transmitted?
The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

How Do You Increase Your Risk of Getting Bacterial Meningitis?
- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
- Living in close conditions (such as sharing a room/suite in a dorm or group home).

What are the Possible Consequences of the Disease?
- Permanent brain damage
- Learning disability
- Gangrene
- Hearing loss, blindness
- Death (in 8 to 24 hours from perfectly well to dead)
- Limb damage (fingers, toes, arms, legs) that requires amputation

Can This Disease be Treated?
- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.
- Vaccinations are available and should be considered for:
  - Those living in close quarters.
  - College students 25 years or younger.
- Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70 percent of the disease in the U.S. (but does not protect against all types of meningitis).
- Vaccinations take 7 - 10 days to become effective, with protection lasting from 3 to 5 years.
- The cost of the vaccine varies, so check with your health care provider.
- Vaccination is very safe - most common side effects are redness and minor pain at injection site for up to two days.

How Can I Find Out More Information?
- Contact your own health care provider.
- Contact the Bell County Health Office at (254) 526-8371.
- Contact web sites: www.cdc.gov/ncidod/dbmd/diseaseinfo; www.acha.org
## College Costs

### Tuition Schedule for 2017-2018

<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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</table>

**Differential Tuition per credit hour:** CJLE $15, EMSP $25, HART $12, MLAB $25, RNSG $18, VNSG $12 and WLDG $10.

**NOTE**  Students will be charged the nonresident tuition rate for any course, which contains the same content and level as previously enrolled in, if attempted by the student two or more times since Fall 2002.

* All tuition and fees are subject to change as approved by the CTC Board of Trustees.

### Other Fees *
In addition to tuition, the following fees are required or applicable. Except for Individualized Instruction, all fees are nonrefundable. Flight fees are refundable based upon actual flight time used.

- Return Check Fee ................................................................. $30
- Diploma Replacement .............................................................. $25
- Transcript and Records ......................................................... no charge
- Course Challenge ................................................................. $50
- GED Testing ................................................................. $60
- TSI Assessment ................................................................. $25
- FAA Knowledge Test ............................................. $55-$125
- Instructional Materials (non refundable) (as required by contract, per credit hour) $30-$40
- Nursing Insurance, Fees and Testing ........................................... $20-$99
- Student I.D., Meal Card Replacement, or Bus Pass Replacement (per card) ........................................... $5
- Late Payment (plus 18 percent annual interest on amounts remaining after final due date) ........................................... $25
- Installment Plan (nonrefundable) ............................................... $20
- Installment Plan Late Payment (18 percent annual interest until tuition is paid in full, calculated from the date the second installment was due) ........................................... $25
- Individualized Instruction
  - Aviation Science ........................................ $3,000 - $8,500
  - Overflight Fees (per hour) ........................................ $40 - $345
  - Music ................................................................. $40 - $500
  - MUAP Level I and II ........................................... $260
  - MUAP Level III and IV ........................................... $475
  - Physical Education ..................................................... $35 - $250
- Residence Hall Violation Fee ........................................... $5 - $100

### Tuition and Fees - Continuing Education

#### Tuition
- Noncredit courses (per contact hour) ........................................ $0.50

#### Fees
- Vary depending on length of course, instructor costs, supplies required, number of students, and/or other factors.

Tuition and fees for off-campus locations are determined by contracts and agreements.

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

### Tuition and Fee Exemptions and Waivers
The following tuition and fee exemptions and waivers are available to eligible CTCD students.

The following nonresidents are eligible to receive waivers to allow nonresidents to pay resident tuition rates; certain conditions apply:

- U.S. military personnel assigned to duty in Texas, to include their spouse and dependent children.
- Spouse and dependents of nonresident members of the U.S. military who died while in service, who move to Texas within 60 days of the date of death.
- Students whose families transferred to Texas as part of the state’s Economic Development and Diversification Program.
• Teachers or Professors employed at least half time on a regular monthly salary basis by public higher education institutions, to include their spouse and children.
• Research and Teaching Assistants employed at least half time in a position related to their degree program by public higher education institutions, to include their spouses and children.
• U.S. citizens, U.S. permanent residents and foreign students receiving competitive scholarships of at least $1000, not to exceed 12 months.
• Homeless individuals who do not have a permanent residence in Texas and have resided in Texas 12 months immediately preceding enrollment.
• Beneficiaries of the Texas Tomorrow Fund, for tuition and fees covered by the prepaid contract.
• Foreign individuals stationed in Texas as part of NATO, their spouses and children.

The above waivers are subject to change by the State of Texas. Additional waivers may be available.

Tuition-only Exemptions (available to Texas residents only)*

Covered Charges
Valedictorians of each accredited Texas High School
Tuition only (two semesters)
Senior citizens (65 or older)
Tuition only, six hours per term; available during late registration only
Early High School Graduates
Tuition varies
Children of Professional Nursing Faculty (CTC only)
Tuition only
Children of Active Duty Military deployed to a combat zone outside the U.S.
Tuition only

Tuition and Fee Exemptions (available to Texas residents only)*

Covered Charges
U.S. military veterans who were Texans when they entered the service (The Hazlewood Act)
Tuition and fees (subject to limitations)
Orphans of Texas veterans who were killed in action or died while in service
Tuition and fees (subject to limitations)
Children of deceased or disabled firefighters and police officers
Tuition and fees (subject to limitations)
Peace officers disabled in the line of duty
Tuition and required fees
Blind or deaf students
Tuition and fees
Persons employed or volunteering as firefighters (fire science courses only)
Tuition and lab fees
Peace Officers enrolled in a Law Enforcement or Criminal Justice course (subject to limitations)
Children of POWs/MIAs
Tuition and fees
Students in Foster Care
Tuition and fees (subject to limitations)
Students on TANF during senior year of high school
Tuition and fees - one year
Certified Educational Aides
Tuition and mandatory fees, except class or lab
Children/Spouse of certain Public Servants killed in the line of duty on or after 9/1/2001
Tuition and fees, room & board, books (up to 200 hours or award of bachelor’s degree)

Students must be considered Texas residents as defined in the section “Determining Residence Status” to be eligible for exemptions.

• Students who are children of active duty military deployed to a combat zone outside the U.S. must be considered Texas residents or be eligible to pay in-state rates in order to be eligible for this exemption.
• Students enrolled in continuing education courses which receive no formula funding are not eligible for any of the listed exemption and waiver programs, unless eligible under the Hazlewood Act.
• Individualized Instruction fees and third-time repeat penalties are considered to be “extraordinary costs” associated with those programs, and as such are not eligible for funding under The Hazlewood Act.
• Students receiving exemptions must maintain a cumulative GPA of 2.0 or higher to continue to be eligible for exemption programs.
• Students receiving exemptions may not continue to receive the exemption if the total cumulative credit hours exceed 150% of the hours required for the student’s degree plan.
• For more information on exemptions and waivers, go to www.collegefortexans.com.

NOTE: Students are responsible for any additional amounts due CTC resulting from post-enrollment audits and corrections, including all fees and waivers; e.g., registration fees, assessing errors, dropping or adding classes, invalid employment, or third-party waivers. CTC will accept tuition assistance (sponsor) agreements in lieu of payments at the time of registration, but students will be responsible for all amounts owed if sponsoring agency does not remit payment in full.

Room and Board and Deposits*

• Room and board must be paid in full upon moving into the Residence Hall.
• Week of Spring Break is not included in cost of room and board. The Hall is closed for Spring Break.

Deposits
• Residence Hall Application Fee, nonrefundable $100
• Annual Background Check Fee, nonrefundable $5

Student Residence Hall Room and Board Plan, per semester
Rent and Five-Day Meal Plan, including tax
• Fall and Spring Semesters (16 weeks of classes)
  - Single Occupancy Room $2,940
  - Double Occupancy Room $2,520
• Summer Semester
  - Single Occupancy Room $1,785
  - Double Occupancy Room $1,575
• Monthly Board Plan for CATE Center only, per month
  - Single Occupancy Room $978
  - Double Occupancy Room $682
• Semester Breaks for Current Residents only; returning for the following semester (Board Plan not available), excludes break between Fall and Spring Semesters $165

* Room and board charges are subject to change as approved by the CTC Board of Trustees.
**Refunds**

### Room and Board and Deposits

| Room and Board | Nonrefundable. |
| Residence Hall Deposit | Nonrefundable. |

**Refunds of Tuition and Fees**

No tuition refunds will be made except in the case of cancellation or official withdrawal from Central Texas College or from a course. Refunds for tuition will be computed from the date the Application for Withdrawal is filed with the Records Office (not from the date of last attendance) or processed through the GoArmyEd portal for Army TA students. Special conditions apply to financial aid and VA students. Students must submit a completed Application for Refund to the Business Office for a refund to be issued.

- Students who officially withdraw from the Institution shall have their tuition and mandatory fees refunded according to the following schedule:
  - A 100 percent refund is to be made for courses dropped before the first day of the term or semester.
  - During the fall or spring semester or comparable 16-week trimester:
    - During the first fifteen days, 75 percent.
    - During the sixteenth through twentieth days, 25 percent.
    - During the 21st - 40th days, 5 percent.
    - After the forty-eighth day, none.
  - Six-week summer semester:
    - During the first five days, 75 percent.
    - During the sixth and seventh days, 25 percent.
    - During the 8th - 18th day, 5 percent.
    - After the eighteenth day, none.
  - For flex-entry and non-semester-length courses with a census date other than the 12th class day (4th class day for a six-week summer semester):
    - Before the first day, 100 percent.
    - After the term or semester begins, see table.

- Active duty military students who receive PCS or deployment orders and dependent family members for fall and spring classes that are 16 weeks in length.
- Any student suffering a catastrophic illness or accident or death in the immediate family after the start of classes which require the service member to withdraw from all classes under the following conditions:
- Tuition and fees paid directly to the Institution by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student.

When the charges for hours are dropped without concurrently added hours, they will be refunded in accordance with the refund policy outlined previously. Charges for hours added at a later time will be applied based on the current approved tuition and fee schedule and will not offset charges from prior drops.

- Students who attend classes under a contract such as GoArmyEd will be refunded in accordance with the terms of the contract.
- Class day count begins with the first calendar day of the term (not necessarily the first day of an individual class), and includes all weekdays, Monday through Friday, which are not designated official Central Texas College holidays.
- Any refund applicable for dropped courses will first be applied to any outstanding balance remaining on the student’s account before any check will be issued.
- Central Texas College will allow hours to be dropped and re-added without penalty to the student if the following conditions are met:
  - The transaction must be completed prior to the census date of the dropped hours.
  - The start date of the added hours must be prior to the census date of the dropped hours.
  - The exchange must be an equal one.
  - The exchange must occur simultaneously as a single transaction.

**Installment Payment Plan**

CTC now accepts installment payments from Texas-based students for fall and spring classes that are 16 weeks in length.

- One half of tuition and fees must be paid at the time of registration and before the start of the semester. A promissory note must be executed for the balance, with equal payments due before October 5 and November 5 for the fall semester or March 5 and April 5 for the spring semester.
- All financial aid will be applied to the amount due before the multiple payment plan is offered.
- A nonrefundable fee of $20 will be assessed each semester for use of the plan.
- A late fee of $25 will be assessed on any payment not made before the due date.
- Finance charges of 18 percent annually will be assessed on any account balance remaining after the final payment due date.
- A student who fails to make full payment of tuition and fees including any incidental fees by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make payment before the end of the semester will be denied credit for the work done that semester until full payment is made.
- In the event of default on the installment plan, CTC has the right to employ a collection agency and/or any other legal means to collect this debt. The student will be required to reimburse CTC the fees of any collection agency which may be based upon a percentage at a maximum of 33% of the debt plus all costs and expenses, including reasonable attorney’s fees that CTC may incur in such collection efforts.
- The installment plan is not available to a student who registers during late registration.

**Refunds of Tuition and Fees**

No tuition refunds will be made except in the case of cancellation or official withdrawal from Central Texas College or from a course. Refunds for tuition will be computed from the date the Application for Withdrawal is filed with the Records Office (not from the date of last attendance) or processed through the GoArmyEd portal for Army TA students. Special conditions apply to financial aid and VA students. Students must submit a completed Application for Refund to the Business Office for a refund to be issued.

- Students who officially withdraw from the Institution shall have their tuition and mandatory fees refunded according to the following schedule:
  - A 100 percent refund is to be made for courses dropped before the first day of the term or semester.
  - During the fall or spring semester or comparable 16-week trimester:
    - During the first fifteen days, 75 percent.
    - During the sixteenth through twentieth days, 25 percent.
    - During the 21st - 40th days, 5 percent.
    - After the forty-eighth day, none.
  - Six-week summer semester:
    - During the first five days, 75 percent.
    - During the sixth and seventh days, 25 percent.
    - During the 8th - 18th day, 5 percent.
    - After the eighteenth day, none.
  - For flex-entry and non-semester-length courses with a census date other than the 12th class day (4th class day for a six-week summer semester):
    - Before the first day, 100 percent.
    - After the term or semester begins, see table.

<table>
<thead>
<tr>
<th>Length of Class</th>
<th>Last Day for 75 Percent Refund</th>
<th>Last Day for 25 Percent Refund</th>
<th>Last Day for 5 Percent Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term in Weeks</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>16 or longer</td>
<td>15</td>
<td>20</td>
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<table>
<thead>
<tr>
<th>Term in Weeks</th>
<th>60% Completion</th>
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</thead>
<tbody>
<tr>
<td>1</td>
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<td>15</td>
<td>14</td>
</tr>
</tbody>
</table>

- Students who attend classes under a contract such as GoArmyEd will be refunded in accordance with the terms of the contract.
- Class day count begins with the first calendar day of the term (not necessarily the first day of an individual class), and includes all weekdays, Monday through Friday, which are not designated official Central Texas College holidays.
- Any refund applicable for dropped courses will first be applied to any outstanding balance remaining on the student’s account before any check will be issued.
- Central Texas College will allow hours to be dropped and re-added without penalty to the student if the following conditions are met:
  - The transaction must be completed prior to the census date of the dropped hours.
  - The start date of the added hours must be prior to the census date of the dropped hours.
  - The exchange must be an equal one.
  - The exchange must occur simultaneously as a single transaction.

When the charges for hours are dropped without concurrently added hours, they will be refunded in accordance with the refund policy outlined previously. Charges for hours added at a later time will be applied based on the current approved tuition and fee schedule and will not offset charges from prior drops.

- Tuition and fees paid directly to the Institution by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student.
- Emergency withdrawal will be considered to be filed as of the date of the emergency. Students must submit written proof of emergency such as military emergency leave orders or medical certification of family emergency. Refunds under emergency conditions will follow the tuition refund schedule listed above.
- Special consideration is available when the student withdraws from all classes under the following conditions:
  - Any student suffering a catastrophic illness or accident or death in the immediate family after the start of classes which require the service member to depart before the class is completed.
A student must present a copy of deployment orders, medical certification, death certificate, or published obituary along with the refund request to be eligible for special consideration. Withdrawals due to pre-existing conditions do not qualify for an exception to the refund policy. Refunds under these conditions will follow the tuition refund schedule listed below.

- If withdrawing before the 20th class day for semester-length courses (before the last day for 25 percent refund for non-semester-length courses), 100 percent refund.
- If withdrawing between the 21st day for semester-length courses (or the day after the 25 percent refund period for non-semester-length courses) and the midpoint of the course, 50 percent refund.
- After the midpoint of the course, no additional refund will be given. The standard refund policy will apply.
- Please note that NTC rotations, TDY and field exercises are NOT considered deployments under this policy.

Noncredit Courses

CTC will not refund tuition except in the case of course cancellation or official withdrawal from a course. The refund policy for noncredit courses offered by Central Texas College will be as follows:

- CTC will process all refunds on the basis of the date withdrawal form is filed with the Records Office.
- For courses that meet for more than one class session, refunds of 100 percent of tuition and fees will be processed for students withdrawing prior to the second class meeting.
- For courses that meet for only one class session, refunds of 100 percent will be made only if the application for refund withdrawal is filed with the Records Office before the beginning of the class.
- Emergency withdrawal will be considered to be filed as of the date of emergency. Students must submit written proof of emergency, such as military emergency leave orders or medical certification of family emergency. Refunds under emergency conditions will follow the schedule above.

Determining Residence Status

The Central Texas College Admissions Office is responsible for determining residency status of students for tuition purposes. The office is directed by state statutes and the Texas Higher Education Coordinating Board Rules: Determination of Resident Status. All rules are subject to change. Under state statutes and regulations a prospective student is classified as a resident, nonresident, or foreign student. Although state requirements for establishing residency are complex and prospective students should refer to their particular circumstance, most individuals must meet one of the following residency requirements before they can be considered residents for tuition purposes.

1. A person who graduated from a public or accredited private high school in Texas or, received the equivalent of a high school diploma in Texas, including the successful completion of a nontraditional secondary education, and maintained a residence continuously in this state for: (1) the 36 months immediately preceding the date of graduation or receipt of the diploma equivalent, as applicable; and (2) the 12 months preceding the census date of the academic semester in which the person enrolls in an institution.

2. A person who established a domicile in Texas not less than 12 months before the census date of the academic semester in which the person enrolls in an institution; and maintained a domicile continuously in the state for 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution.

3. A dependent whose parent established a domicile in this state not less than 12 months before the census date of the academic semester in which the person enrolls in an institution; and maintained a domicile continuously in the state for 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution. (A dependent is a person who is less than 18 years of age and has not been emancipated by marriage or court order, or is eligible to be claimed as a dependent of a parent for purposes of determining the parent’s income tax liability under the Internal Revenue Code of 1986.)

NOTE: If a person who qualifies for residency under item 1 is not a U.S. citizen or a Permanent Resident of the U.S., the person shall, in addition to the other requirements of this section, provide the institution with a signed affidavit stating that he or she will apply to become a Permanent Resident of the U.S. as soon as the person becomes eligible to apply.

Non-U.S. Citizens

The following non-U.S. citizens are eligible to establish and maintain a domicile in Texas for the purposes of Item 2 or 3 under Determining Residence Status in this section.

- A Permanent Resident.
- A person who is eligible for permanent resident status and has filed an I-485 application for permanent residency and has been issued a fee/filing receipt or notice of action by USCIS showing that his or her I-485 has been reviewed and has not been rejected.

Residency Documentation

New students or returning students who have not attended CTC for at least 12 months are required to complete the CTC Admissions Application. Individuals may be required to provide supporting documentation to support information provided in the residency section of the application or to support the answers to the residency section.

An individual who was classified a Texas resident while attending a Texas college or university during the preceding fall or spring semester prior to enrolling at CTC will be classified a Texas resident provided the individual attended at least two consecutive regular semesters at the institution. If the individual was not enrolled for two or more consecutive regular semesters, the individual will be required to reapply for resident status and provide documents to establish Texas residency.

Documents to Support Domicile and Residence

The documents under Proof of Domicile and Proof of Residence may be used to support that the (1) the person or the dependent’s parent established domicile in Texas, and (2) the person or the dependent’s parent has maintained a domicile (physically residing) in Texas continuously for at least 12 consecutive months immediately preceding the census date of the term in which the person enrolls.

Proof of Domicile

The following documents can be submitted, which may support the establishment of a domicile in Texas and maintenance of a domicile in Texas.

Significant Gainful Employment

1. An employer’s statement of dates of employment in Texas; proof of self-employment; or proof of other income such as pensions, veteran’s benefits, social security or savings from previous earnings. Documents must include the...
beginning and current or ending dates that encompass 12 consecutive months prior to enrollment. Employment based on student status such as college work study does not constitute gainful employment for purposes of establishing a domicile.

2. For a person unemployed and living on public assistance, written statements from one or more social service agencies located in Texas indicating services were provided for at least 12 consecutive months prior to enrollment.

Residential Real Property
Sole or joint ownership of residential property in Texas with documentation such as a warranty deed to verify 12 consecutive months of ownership prior to enrollment.

Marriage to a Person Who Has Established and Maintained Domicile in Texas
A marriage certificate or declaration of registration of informal marriage with documentation to support that spouse has established and maintained domicile in Texas for the 12 consecutive months prior to enrollment.

Ownership of a Business in Texas
Documents that support the ownership and management of a business in Texas by the independent student or dependent’s parent without intention of liquidation in the near future.

NOTE  An individual whose initial purpose for moving to Texas is to attend a college as a full-time student is presumed not to have the required intent to make Texas his or her domicile. However, the presumption may be overruled by clear and convincing evidence.

Proof of Residence in Texas
The following documents may be required to support residence in Texas for the 12 consecutive months immediately preceding the census date of the term in which the person enrolls. These documents do not show the establishment of a domicile.

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

Other Documents that May be Used to Lend Support To or Clarify Person’s Claim of Domicile or Residence
1. Tax return of the student or parents for most recent year.
2. Visa, passport, or other pertinent immigration documents.
3. A member of the United States Armed Services whose Home of Record with the military is Texas is presumed to be a Texas resident, as are his or her spouse and dependent children. A member whose Home of Record is not Texas but who provides Leave and Earnings Statements (LES) that show the member has claimed Texas as his or her place of residence for the 12 consecutive months prior to enrollment.
4. Texas high school transcript to verify 36 months presence in the state and graduation from a Texas high school or high school equivalent.
5. State or local licenses to conduct a business in Texas.

Temporary Absences from State
An individual who met the criteria for in-state residency, who is temporarily absent from the state for a short duration (i.e. less than one year) with the intention to always return, does not lose his or her ability to claim Texas as his or her permanent residence. However, in some situations the absence can be significantly longer. Examples include:

1. A person or the dependent’s parent who is temporarily absent from the state for the purpose of service in the U.S. Armed Forces, U.S. Public Health Service, U.S. Department of Defense, or U.S. Department of State.
2. A person or the dependent’s parent whose company temporarily assigns him or her to work elsewhere.
3. A person or the dependent’s parent who is temporarily absent from the state for educational purposes.

General Rules and Regulations
Federal Employees Other Than Members of the U.S. Armed Forces or Public Health Service
The state has no special provisions for determining the residency of federal employees other than members of the U.S. Armed Forces or U.S. Public Health Service. Each person (including civilian employees of the U.S. Armed Forces) must meet the basic residency requirements for non-military personnel.

Residency Status and Undocumented Students
Texas Law (Senate Bill 1528) allows undocumented students to qualify for Texas residency status regardless of visa status if the student meets all the requirements below.

1. Graduated from a Texas high school or received a GED.
2. Resided in Texas for the 36 months immediately preceding graduation from a Texas high school or receipt of the GED.
3. Resided in Texas the 12 months preceding the census date of the semester in which the person enrolls in an institution of higher education.
4. Signs an affidavit stating that he or she meets all requirements above and will apply for permanent residency upon first availability to do so.

Distant Learners
A bona fide Texas resident located out-of-state or out-of-country and who is enrolled in an electronic course delivered from the Central Campus may be classified as a resident for tuition purposes. The student must provide substantiating documentation that he or she has a right to resident classification. For example, a spouse or dependent child of a member of the U.S. Armed Forces who was a Texas resident at the time he or she joined the service and has maintained Texas as his or her domicile may be eligible to be classified as a resident for tuition purposes.
as a resident for tuition purposes. The spouse or dependent children of military Texas residents should submit a completed CTC Active Duty Military ID Card Verification form, their sponsor’s leave and earning statement (LES), and if applicable the sponsor’s DD 214 showing Texas as the home of record. The LES must be 12 months prior to the census date of the semester in which the student enrolls.

Reclassification
A student initially classified as a nonresident based upon information provided in the Core Residency Questions, may petition for reclassification by providing the CTC Admissions Office located at the Central Campus in Killeen, Texas, with supporting documentation. If a change is made based on supporting documents and information received prior to the census date of the current term, the change will apply to the current term. Otherwise, any change will apply to the first succeeding term in which the student enrolls.

Student Responsibilities
Students must prove to the satisfaction of the CTC Admissions Office that they are entitled to be classified as a resident of Texas. The student is responsible for registering under the proper residence classification. Questions concerning a student’s right to classification as a resident of Texas should be directed to the CTC Admissions Office located at the Central Campus in Killeen, Texas, prior to enrolling at CTC.

Waivers That Allow Nonresidents to Register While Paying the Resident Rate
Military Members Assigned to Duty in Texas
Members of the U. S. Armed Forces are presumed to maintain the same domicile that was in effect at the time of entering the service during their entire period of active service. They are presumed not to establish a domicile in other states in which they are assigned to duty because their presence is not voluntary but under U. S. military orders.

However, nonresident members of the U. S. Armed Forces, members of Texas units of the Army or Air National Guard; and Army, Air Force, Navy, Marine Corps or Coast Guard Reserves; and Commissioned Officers of the Public Health Services who are assigned to duty in Texas, and their spouse and/or dependent children, are entitled to a waiver that allows payment at the resident tuition rate. To qualify, the student must submit prior to the census date of his or her first term of enrollment, a statement from an appropriately authorized officer in the service certifying that the student, or parent, will be assigned to duty in Texas on the census date of the intended term of enrollment. A member of the National Guard or Reserves who will be in Texas only to attend training with Texas units is not eligible for a waiver to pay resident tuition rates.

Military family members and active duty soldiers may complete the CTC Military Verification form, which must be signed by the soldier’s commanding officer or personnel office designee or provide a copy of the military orders of the active duty member with permanent assignment duty in Texas. The form is available in the schedule bulletins, on the CTC website, at the CTC admissions and records offices located on the Central Campus and the Fort Hood Student Services office. Upon initial enrollment, the student should bring the signed form and a valid military ID card. If the military ID card expires, the student must present a renewed military ID card at the time of re-enrollment.

Continuous Enrollment
Nonresident active duty military and their spouse and/or dependent children are entitled to continue to pay the resident tuition rate as long as they reside continuously in Texas or remain continuously enrolled in the same degree or certificate program. The student is not required to enroll in the summer semester to remain continuously enrolled.

After Assignment to Duty in Texas
If nonresident members of the U.S. Armed Forces eligible for a nonresident waiver are assigned to duty elsewhere following assignment to duty in Texas, their spouses and dependent children are entitled to pay the resident tuition rate as long as the spouse or child resides continuously in Texas. A person is not required to enroll in a summer semester to remain continuously enrolled.

Out-of-State Military
A spouse and/or dependent child of nonresident members of the U.S. Armed Forces, or Commissioned Officers of the Public Health Service stationed outside of Texas are entitled to pay resident tuition in Texas if the spouse and/or child moves to this state and files a statement of intent to establish residence in Texas with the public institution of higher education that he or she attends.

Survivors
The spouse and/or dependent child of a member of the U.S. Armed Forces, or of a Commissioned Officer of the Public Health Service who died while in service, shall pay resident tuition if the spouse and/or child becomes a Texas resident within 60 days of the date of death. To qualify, the person shall submit satisfactory evidence to the institution that establishes the date of death of the member and that the spouse and/or dependent child has established a domicile in Texas.

Spouse and Dependents who Previously Lived in Texas
A spouse and/or dependent child of nonresident members of the U.S. Armed Forces, or Commissioned Officer of the Public Health Service who previously resided in Texas for at least six months may establish residency for tuition purposes if the member or commissioned officer, at least 12 months prior to the census date of the family member’s enrollment:
1. Filed proper documentation with the military or Public Health Service to change his or her permanent residence to Texas and designated Texas as his or her place of legal residence for income tax purposes; and
2. Registered to vote in Texas; and
3. Satisfied one of the three requirements for the 12 months prior to the first day of the relevant term:
   • ownership of real estate in Texas with no delinquent property taxes;
   • registration of an automobile in Texas; or
   • execution of a currently-valid will deposited with a county clerk in Texas that indicates he or she is a resident of Texas.

Honorary Discharged Veterans, their Spouse and Dependents
A former member of the U.S. Armed Forces or Commissioned Officer of the Public Health Service and his or her spouse and/or dependent child are entitled to pay resident tuition rate for any term beginning prior to the first anniversary of separation from the military or health service if the former member:
1. Had, at least one year preceding the census date of the term, executed a document with the U.S. Armed Forces or Public Health Service that is in effect on the census date of the term and that changed his or her permanent residence to Texas and designated Texas as his or her place of legal residence for income tax purposes; and

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2. Had registered to vote in Texas for at least 12 months prior to the census date of the term in which he or she plans to enroll; and
3. Provides documentation that the member has, not less than 12 months prior to the census date of the term in which he or she plans to enroll, taken one of the three following actions:
   • Purchased real estate in Texas with no delinquent property taxes,
   • Registered an automobile in Texas, or
   • Executed a currently-valid will that has been deposited with a county clerk in Texas, which indicates he or she is a resident of Texas.

Persons Eligible for Federal Education Benefits for Veterans, their Spouses, and Children
Persons eligible for benefits under the federal Post 9/11 Veterans Educational Assistance Act of 2008 or any other federal law authorizing educational benefits for veterans are eligible to pay the resident tuition rate without regard to the length of time they have been in the state, as are their spouses and children (including stepchildren), if they meet the following conditions:
   • File a letter of intent with CTC to establish residency in Texas and provide acceptable proof of eligibility for VA education benefits such as a Certificate of Eligibility issued by the Veterans Administration;
   • Reside in the state while enrolled in the institution; and
   • If qualifying as a child, be 25 years of age or younger on the first day of the term in which the person is registering unless meeting the hardship provisions specified in the legislation.

In-District and Out-of-District Students
Once you are classified as a Texas resident, you are either an in-district or an out-of-district student. You are considered an in-district student if you physically reside within the geographical boundaries of the Central Texas College District (CTCD). The college district is in the Killeen and Copperas Cove Independent School Districts. Property owners and their dependents living outside the CTCD tax district who paid ad valorem taxes to CTC are eligible for in-district tuition. A current property tax statement and completion of the CTC Ad Valorem statement are required for verification.

To establish in-district residency, you may be required to present one or more of the documents listed in the “Documenting Residence in Texas” section of this catalog. The documentation must show an in-district address for six months prior to enrollment. A post office box address is not acceptable for verification of in-district residency.

An out-of-district student is a Texas resident who does not physically reside within the geographic boundaries of the college’s district. If you are an out-of-district student, you pay the out-of-district tuition rate unless eligible to receive a waiver based upon state statutes or college policies. Residency in the Central Texas College Residence Hall does not exempt a student from the out-of-district fee.

NOTE: A student initially classified out-of-district may petition for reclassification by providing the CTC Admissions Office located at the Central Campus in Killeen, Texas, with supporting documentation.

Student Financial Assistance
Financial Aid Programs
The Financial Aid Office coordinates and administers the financial aid programs for the College. The Financial Aid Office provides financial assistance to students who have a financial need and who would otherwise be unable to attend Central Texas College. The student and student’s family are primarily responsible for the cost of higher education; however, scholarships, grants, loans, work opportunities, and other financial benefits are available to students who qualify for these programs.

Most financial aid is awarded on the basis of need. Financial aid programs require annual applications. The Financial Aid Office will make every effort to assist the student in meeting his or her need using all resources available. Each student has certain rights and responsibilities in the financial aid process. Therefore, it is important to read all information carefully to ensure compliance with regulations governing receipt and maintenance of financial aid funds. Failure to comply with regulations may result in loss of funding and/or eligibility.

All applicants for financial aid are required to:
   • Apply for admission to the College.
   • Be degree or certificate candidates.
   • Complete and file a Free Application for Federal Student Aid (FAFSA) with the United States Department of Education each year. Central Texas College must be selected as an institution in order for the financial aid office to receive the student’s FAFSA application. Central Texas College’s school code is 004003. Students are urged to apply early for optimum financial aid benefits.
   • Complete verification is required if the student is selected by the Department of Education for verification.

Your Financial Aid file must be completed and an award accepted by:

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<tr>
<th>Fall</th>
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<tr>
<td>Spring</td>
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<tr>
<td>Summer</td>
<td>April 1</td>
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Applications will be accepted and processed after these dates, but you will experience delays in receiving eligible funds for registration and books. All applications will be processed in order of receipt in the Financial Aid Office. Scholarship deadlines differ. For more information, visit the Financial Aid office (Bldg. 111) or our website at www.ctcd.edu.

Selective Service Registration Compliance
An amendment to the Military Selective Service Act (Pub. L. 97-252) requires that, beginning with 1983-84 award year, any student required to register with Selective Service who fails to do so is ineligible for Title IV student financial aid. Among Title IV financial aid applicants, men (citizens and eligible non-citizens except permanent residents of the Trust Territory of the Pacific Islands and the Northern Mariana Islands) who are at least 18 years old and born after December 31, 1959, and who are not currently on active duty with the armed services must be registered.

The law specifically requires that, in order to receive Title IV aid, all financial aid applicants are required to file a Statement of Registration Compliance.
Eligibility Requirements for Financial Aid

In general, a student is eligible for financial aid if he or she meets the following requirements:

- Is a United States citizen or an eligible non-citizen,
- Has a demonstrated financial need,
- Is making satisfactory academic progress (as defined by the college) in the course of study,
- Is not in default on a Federal Stafford Loan,
- Is enrolled at the college for the purpose of obtaining a degree or certificate,
- Has a high school diploma or G.E.D.;
- Is registered with the selective service if required to do so; and
- Does not owe a refund on a Federal Pell Grant or other Federal financial aid awards.

NOTE CTC students must select an eligible program of study prior to the first disbursement of financial aid.

Satisfactory Academic Progress Policy, Financial Aid

Under current federal guidelines, students who are receiving financial aid are required to maintain the standards of satisfactory academic progress (SAP). The assessment will be made on a semester basis, regardless of the number of semester hours attempted or the number of hours attempted during the year. Grades of A, B, C, D, and P are considered hours completed. Drops, withdrawals, IP, XN, N, F and course repeats are counted as hours attempted. Course repeats are counted as attempted hours and either earned or unearned depending upon the grade assigned as noted above. All coursework attempted at the college and any transfer work completed is considered when determining satisfactory academic progress regardless of whether the student previously received financial aid.

It is the student’s responsibility to read, understand, and adhere to the Satisfactory Academic Progress policy in order to remain eligible for financial aid. Failure to comply with this policy can result in the student’s financial aid being terminated at Central Texas College.

The following will affect your Financial Aid academic progress and may result in having to pay back funds:

- Students enrolled in distance learning courses are expected to maintain constant progress throughout the entire length of the course. Failure to do so may result in the student being administratively withdrawn by the instructor.

Qualitative Standard: Minimum Grade Point Average (GPA)

Students must maintain a 2.0 grade point average (GPA) during each semester of enrollment as well as a cumulative average of 2.0 to remain eligible for aid. Should the student’s GPA drop below 2.0 the following actions will be taken:

- The first time the GPA drops below 2.0 the student will be placed on financial aid warning for the following semester enrolled.
- At the end of the warning semester, if the student’s GPA is 2.0 or above, the student will be removed from warning status and returned to satisfactory. If after one semester the GPA is still below 2.0, the student will be placed on suspension and will not be eligible for financial aid until the student’s GPA meets the 2.0 standard.

Quantitative Standard: (A) Pace of Program and (B) Maximum Time Frame

(A) Pace of Program

- Along with meeting the Grade Point Average/Qualitative Standard, students must also meet quantitative standards. Students must complete 67% of all credit hours attempted regardless of whether financial aid was received for the hours. Our policy is not to round up during this calculation process. For example, if a student’s completion rate is 66.666% the completion rate requirement of 67% has not been met.
- Withdrawals, incompletes, *repeated courses, and failure grades will count as attempted coursework credit hours.

*B* If you repeat a course, both attempts will be counted in the maximum credit hours, even if you did not receive aid for both attempts.

(B) Maximum Time Frame

- Students who have attempted 150 percent of the allowed number of credit hours will become ineligible to receive additional financial aid disbursements for hours in excess of the 150 percent maximum regardless of their semester/ cumulative GPA, and regardless of whether or not financial aid was received during previous semesters. Students are advised to work with their academic advisor to “stay on target” to complete educational goals.

C. Academic progress from other institutions will be included in maximum timeframe. All attempted credit hours from CTC and/or any other institution of attendance will count towards attempted credit hours with regard to maximum timeframe. Students who have attempted 150 percent of the allowed number of credit hours for any degree and/or certificate will be ineligible to receive financial aid at CTC.

Students who change their major will have all previously attempted coursework included in the maximum timeframe calculation regardless if those credits count towards the new major.

If at any point it is clear that a student will not be able to meet the quantitative standard by graduation, the student becomes ineligible for aid (barring a successful appeal by the student consistent with appeal procedures set up by CTC).

NOTE The above combination of hours, to include all transfer credits, cannot exceed 150 percent of the minimum number of hours required to complete any program of study. In addition, ALL students will be limited to 150 hours attempted maximum time frame which includes transfer hours.

SAP Rules for Remedial or Developmental Coursework

An otherwise eligible student may receive financial aid for a maximum of 27 attempted credit hours in developmental/remedial course work. Once the 27 credit hours maximum is reached, additional developmental credit hours will not be used to calculate the award amount. Developmental hours are not included in the cumulative GPA calculation. However, developmental attempts are used in the completion rate calculation and in the calculation of maximum timeframe.
Evaluation Outcomes
(Consequences for not maintaining Financial Aid Satisfactory Academic Progress)

Financial Aid Automatic Suspension
If during a semester a student completely withdraws (W), receives grades of all F’s, all N’s, all IP’S, all XN’s or a combination of W’s, F’s, N’s, XN’s or IP’S, he or she is placed on automatic suspension without being given a warning. A student placed on a suspension status will not receive financial aid assistance until this status has been cleared. To reestablish eligibility, the student must meet both the Qualitative and Quantitative standard of completing 67 percent of all attempted hours and maintaining a GPA of 2.0 or above.

Students placed on automatic suspension may continue to enroll at the college. However, they must pay their own expenses to include tuition, fees, room and board, and other college costs.

Financial Aid Warning
A student who does not meet the Satisfactory Academic Progress criteria will be placed on financial aid warning status for one semester. While on a warning status, the student will continue to receive financial aid for which he or she has qualified. This is a warning to the student that he or she must meet the College’s Satisfactory Academic Progress standards (2.0 semester/cumulative GPA and also maintain a semester/ cumulative completion rate of 67%) during the next semester of enrollment.

NOTE Students on Probation under the prior standards will be considered on Warning for purposes of these standards.

Financial Aid Suspension
If the student does not meet the minimum Satisfactory Academic Progress criteria at the end of his or her warning period, the student will be denied from receiving financial aid until he or she meets the reinstatement requirements.

Students placed on financial aid suspension may continue to enroll at the college. However, they must pay their own expenses, to include tuition, fees, room and board, and other college costs.

Reinstatement of Eligibility
Financial aid eligibility will be reinstated after a student meets the Satisfactory Academic Progress criteria listed above, both the cumulative/semester completion rate (67 %) and cumulative grade point average (2.0) or has an appeal approved. Financial aid will not be reinstated for violations of Quantitative Standards or Qualitative Standards until the appeal has been approved by the Financial Aid Appeals Committee. Classes taken at institutions other than Central Texas College do not count towards reinstatement. Students who regain eligibility by completing the required coursework must notify the Financial Aid Office in order to have their progress reevaluated.

Academic Amnesty
The Federal Student Aid program regulations make no provision for the concept of academic amnesty or academic renewal. Therefore, a school must always include courses (whenever taken) in evaluating a student’s satisfactory academic progress.

Appeal Process
Central Texas College recognizes that students sometimes encounter circumstances beyond their control that can adversely affect their academic progress. Any student subject to suspension of financial aid eligibility may appeal to the Financial Aid Office for a review of the decision. Under the revised Department of Education rules, an appeal cannot be approved if the student is unable to meet the 2.0 GPA and the 67% completion rate within one semester. Also, the student may not appeal for failing to complete their program within the maximum timeframe. It is the responsibility of the student to successfully complete all classes enrolled. Please remember that dropping a class, failing a class, or withdrawing from class is a personal decision made by the student and may negatively affect the maximum timeframe allowance for their program.

All appeal documents must be attached to the Satisfactory Academic Progress Appeal form that can be obtained from the Financial Aid Office. Submission of an appeal does not guarantee reinstatement of financial aid eligibility. If an appeal is approved, the committee will impose enrollment restrictions on the student for the best chance of academic success. The enrollment restrictions are that at a minimum the student is required to pass all remaining courses successfully (grade of “C” or higher) and not have any withdrawals for the semester (or the student’s next semester of enrollment) the appeal is approved. Any student that fails to meet this requirement will lose his/her future financial aid eligibility.

Please note: a student cannot have appeals approved in consecutive semesters. The Financial Aid Appeals Committee will review the appeal and the student will be notified by email after the appeal decision has been made. All documents pertinent to the appeals process become part of the student’s financial aid record. If the petition is denied, the student has the right to request that the appeal decision be reconsidered by the Associate Dean, Financial Aid/VA. This appeal must be turned in within 10 days of receiving notification of the decision denying the appeal. The decision of the Associate Dean is final.

NOTE Reasons such as being unprepared for college course work, the course was not what was expected, not liking the instructor and other related excuses are NOT-qualifying circumstances for an appeal and will result in an appeal being denied. Students are responsible for monitoring their own progress status. The Financial Aid office makes every attempt to notify students of their status however failure to receive notice does not affect the calculated status and is not reason to appeal. Please ensure that home and email addresses are updated with Admissions and Records Department.

Appeal Decisions
Probation
A student will be placed on a probation status if an appeal has been approved. The student must meet the College’s satisfactory academic progress policy (2.0 cumulative/semester GPA and a cumulative/semester completion rate of 67%) during the next semester of enrollment. If the student does not meet the SAP policy, their financial aid will be suspended and will not be eligible to re-appeal. They must complete the requirements of the 2.0 GPA and completion rate of 67%, at their own expense, before their aid can be considered for eligible reinstatement.

Appeal Denied
The student will not be eligible to receive financial aid until he or she meets the Satisfactory Academic Progress (SAP) standards as provided above. It may take several semesters in order for a student to regain aid eligibility. NEW: Please visit SAP GPA Calculator or SAP Completion Rate Calculator to receive an estimate of what may be required to regain eligibility.

Students may continue to enroll however it is the student’s responsibility to pay their own expenses.
Enrollment/Student Status

Break in Enrollment
When a student has a break in enrollment and is readmitted, the SAP status for prior terms will apply. For example, if a student is placed on financial aid suspension at the end of the spring term, does not return in the fall term, and is readmitted the next spring term, the student will continue in a financial aid suspension status for that term.

Drops and Withdrawals
Students who receive Title IV (PELL/FSEOG/Loans) financial aid and drop, withdraw, or are administratively withdrawn from courses during the financial aid year may be required to repay financial aid received and may be placed on financial aid warning status or suspension. Repayment is based upon the student’s last date of attendance. Detailed information is provided in the Return/Repayment of Title IV Funds section of this website.

Grade Changes
If a grade is changed, it is the student’s responsibility to notify the Financial Aid Office immediately. The Financial Aid Office can then initiate a review of the effect of the grade change on the student’s academic progress within 15 days of notification.

Repeated Courses
Students who have successfully completed a course and attempt to take the course a second time will be covered by financial aid. However, if they attempt the course a third time, financial aid will no longer pay for that course.

Transfer Courses
Transfer students entering CTC must be enrolled in a program of study that leads to an associate degree, certificate, or is transferable towards a bachelor’s degree. Transfer courses are considered in determining eligibility under the qualitative measure as well as in the quantitative and maximum time frame measurements.

Financial Aid will not pay for:
- Courses taken by audit
- Successfully completed courses that have been attempted more than two times
- Courses exceeding the 27 maximum credits for developmental coursework
- Credit hours earned by placement tests
- Continuing education courses
- Courses for which you register after the official census date of the term
- Credit hours in excess of the 150% maximum program limit
- Courses taken without having a declared eligible program (enrolled as transient student)
- Courses not on a student’s degree plan
- Courses that extend beyond the official standard semester

NOTE The financial aid SAP standards are not the same as Central Texas College’s general academic requirements. Students should contact an academic counselor to determine those separate requirements for maintaining their academic enrollment.

Types of Aid Available
Financial Aid is categorized into two types: Gift Aid and Self-Help Aid.
- Gift Aid includes grants and scholarships that do not have to be repaid.
- Self-Help Aid includes student employment and student loans. Student loans must be repaid with few exceptions.

Federal PELL Grant
The Federal PELL Grant is awarded to assist students in pursuing their first undergraduate degree. The intent of the Federal PELL Grant is to provide a foundation of financial assistance to supplement the cost of postsecondary education.

PELL Grant funds will be used to pay for tuition, fees, books, and unpaid Residence Hall costs. Balance checks for unused PELL funds will not be disbursed to any student who has a balance due to CTC.

Federal Supplemental Educational Opportunity Grant (FSEOG)
This grant is available only to those students who demonstrate financial need. Grant awards and renewals are made on the basis of available federal funds, the student’s demonstrated exceptional financial need and the student’s satisfactory academic progress.

TENAS Grant (Toward Excellence, Access and Success)
This grant is available to the eligible student who is a Texas resident, graduated from an accredited high school in Texas no earlier than the 1999 school year, completed the recommended or distinguished achievement high school curriculum or equivalent, enrolls in an eligible Texas college or university within 16 months of graduation, is an entering undergraduate, has not already earned a bachelor’s degree, applied for financial aid and demonstrates required financial need, and has not been convicted of a felony or a crime involving a controlled substance. *Students must be enrolled at least three-quarter time in a degree program (9 semester hours in a 16-week semester). Funding is limited and grant may not be available. The Financial Aid Office will determine if the TEXAS Grant is part of the aid package that is offered to you. **Go to the College for Texas website for more information.

Texas Educational Opportunity Grant (TEOG)
TEOG program provides aid to financially needy students enrolled in Texas public two-year colleges. A student must satisfy general eligibility requirements. Academic performance and other requirements must be met for students to receive continuing eligibility. The Financial Aid Office will determine if TEOG is part of the aid package that is offered to you.

Federal College Work-Study Program (CWSP)
This program provides part-time employment opportunities for students who are in need of employment in order to complete their educational goals. In arranging a job and determining how many hours per week a student may work, the financial aid officer will consider: (1) financial need, (2) class schedule, and (3) student’s health and academic progress.

Loans
Central Texas College participates in the William D. Ford Federal Direct Loan Program for Dependent and Independent Undergraduate Students and Federal Direct PLUS Loan Program for parents of Undergraduate Dependent Students.

William D. Ford Federal Direct Loan Program (Direct Loan Program)
The Federal Program that provides loans to eligible student and parent borrowers under Title IV of the Higher Education Act. The loan programs include Direct Subsidized Loans, Direct Unsubsidized Loans, Direct PLUS Loans and Direct Consolidation Loans. Funds are provided directly by the federal government to eligible borrowers through participating schools.

Please review the College Default Management plan at www.ctcd.edu.
Federal Loan Eligibility Requirements
• Student must complete the FAFSA.
• Student must meet academic progress as determined by the Financial Aid Office.
• Student must be enrolled at least part-time (six semester hours per term).
• Student must be a citizen or eligible non-citizen.
• Student must not have already exceeded aggregate loan limits.
• Student must not be in default on any federal loan or owe a refund back to any federal program.

Federal Loan Maximums (for loans first dispersed on or after July 1, 2008)

<table>
<thead>
<tr>
<th>Classification</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman (0 to 30 credit hours)*</td>
<td>$5,500 – $12,500</td>
</tr>
<tr>
<td>Sophomore (31 to 72 credit hours)**</td>
<td>$6,500 – $16,500</td>
</tr>
<tr>
<td>Dependent Undergraduate</td>
<td>$5,500 – $12,500</td>
</tr>
<tr>
<td>Independent Undergraduate</td>
<td>$6,500 – $16,500</td>
</tr>
<tr>
<td>Freshman (0 to 30 credit hours)*</td>
<td>$9,500 – $22,500</td>
</tr>
<tr>
<td>Sophomore (31 to 72 credit hours)**</td>
<td>$10,500 – $23,500</td>
</tr>
</tbody>
</table>

NOTE  The amounts shown in the chart above are the maximum amounts that you may borrow as a full-time student (12 hours per semester) for the academic year. All annual loan limits are subject to proration and cannot exceed the Cost of Attendance.

Entrance Loan Counseling
All first-time Federal Direct loan borrowers at Central Texas College must complete entrance counseling before their loan will be accepted and processed. Borrowing a student loan is a serious financial obligation and the entrance counseling will provide you with important information you need to know to be able to make an informed decision about student loan borrowing. Complete your online entrance counseling on the Federal Direct Loan Servicing website at www.studentloans.gov. This session provides additional information regarding loan programs such as monthly repayments, deferments, grace period and cancellation.

Exit Loan Counseling
Federal regulations require all students who received a loan to complete a mandatory exit counseling prior to graduation or after dropping below half-time attendance. Exit counseling is available by going directly to http://www.nsld.ed.gov/nslds_SA/SaEcIntrrol.do. You will need a list of two different references (relatives or friends) that will always be in contact with you. Include their name, address and phone number.

Repayment
When you borrow a student loan, you sign a legal document called a promissory note, which establishes your obligation to repay that loan, and in certain cases, future loans under that same promissory note. The most important thing you can do during repayment is to stay in close contact with your lender. If you have trouble making your monthly payments and need help, contact your lender to learn more about the many options available to you.

Here is a brief summary of the repayment guidelines established in your promissory note:
• Your payments are expected on a monthly basis.
• Unless your lender agrees otherwise, the minimum monthly payment will be at least $50.
• Your minimum annual payment will not be less than the amount of interest due and payable.
• The maximum time allowed for repayment is usually 10 years.
• You may prepay on your loan at any time without penalty. This will reduce the total amount of interest you pay on your loan.
• Your lender will give you the opportunity to choose a standard, graduated, income-sensitive, or extended repayment schedule.

Return/Repayment of Title IV Funds
The return of Title IV funds is a complex process involving a great deal of interoffice cooperation and coordination. Title IV funds are awarded to eligible students under the assumption that they will attend Central Texas College for the entire period for which the assistance is awarded. Only students who have withdrawn from all classes in a payment period, term in which a student is receiving financial aid, are subject to the return of Title IV formula. If a student changes their enrollment status, such as drops courses but is still enrolled for at least one course they would not be subject to the return of Title IV funds formula, but would be subject to the Satisfactory Academic Progress policy. Central Texas College is an institution required to take attendance. Central Texas College confirms enrollment at the census date, which is the last day to withdraw without a “W” grade. If a recipient of Title IV grant or loan funds withdraws from Central Texas College after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. Dropping any class after it has started can cause funds to be owed either to the school, or the Department of Education and the amount owed will be determined based on the drop date of the class.

The following list is of financial aid programs, Title IV, to which the Return of Title IV funds requirement applies. The financial aid programs are listed in order that the school must return per the federal formula:
• Federal Unsubsidized Stafford Loan
• Federal Subsidized Stafford Loan
• Federal Parent PLUS Loan
• Federal Pell Grant
• Federal Supplemental Education Opportunity Grant

Central Texas College determines the date the student withdrew depending on the type of withdrawal. If the student begins the official withdrawal process or provides official notification to Central Texas College of his or her intent to withdraw the date Central Texas College determines that the student withdrew would be the date the student began the official withdrawal process, or the date of the student’s notification, whichever is later. If the student did not begin the official withdrawal process or provide notification of his or her intent to withdraw, the date of the institution’s determination that the student withdrew would be the date that Central Texas College becomes aware that the student ceased attendance. If Central Texas College is informed that a student has died, the withdrawal date is determined either by the official notification from the student, if they had started an official withdrawal process due to illness or accident, etc. prior to the death, or the withdrawal date is the date that Central Texas College determines is related to that circumstance if no official withdrawal was initiated. The withdrawal date will be no later than the date of the student’s death. Central Texas College does not disburse post-withdrawal...
disbursements to a student that has died during the payment period. The Record’s Office notifies the National Student Loan Data System (NSLDS) via the National Student Loan Clearinghouse of enrollment changes.

**Official Withdrawal**

The Record’s Office is the designated contact point for students who wish to withdraw. The Record’s Office assists the student with completion of the top section of the withdrawal form which includes student’s demographic information, why they are leaving and their last date of attendance. The student signs the form and returns the completed form to the Record’s Office. The Record’s Office determines the withdrawal date and reports it to the other affected institutional offices by entering that information into the student information system (SIS).

Office of Financial Aid checks to see if the student has received Federal Stafford Loans and if so provides them with an Exit Counseling request via email. The Office of Financial Aid begins the Return of Title IV funds process as soon the Office of Financial Aid determines the withdrawal of all classes from a weekly drop report that identifies the students who need to have the Return of Title IV calculation to determine the amount of federal financial aid programs the student has earned.

**Unofficial Withdrawal**

Upon receipt of an email from the Record’s Office that the student is no longer enrolled, or if the institution becomes aware that the student is no longer attending, and the student did not begin the official withdrawal process or provide notification of his or her intent to withdraw, the date of the institution’s determination that the student withdrew would be the date that Central Texas College becomes aware that the student ceased attendance. As soon as the Office of Financial becomes aware the Office of Financial Aid gathers the student’s information to complete the Return of Title IV calculation to determine the amount of federal financial aid programs the student has earned. The last date the student attended a class is provided by faculty.

In order for the Office of Financial Aid to determine if there is a return of Title IV funds for the student, the Office of Financial Aid collects the student’s information for the payment period, which includes original direct costs at Central Texas College for the payment period from the Student Account, the date of determination of the withdrawal date from the Record’s Office, the federal financial aid programs that have been disbursed or could have been disbursed to the student from the Student Account and from the SIS. With these documents the Office of Financial Aid utilizes the return of Title IV funds online program provided by the SIS, to calculate and manage the return of Title IV funds for the student. This software is tested to ensure it is compliant with the Federal Financial Student Aid (FSA) Department of Education software. When a student withdraws after the 60% point of their payment period, they have earned 100% of their federal financial aid funds and there is no money to return because the student has earned 100% of the Title IV funds he or she was scheduled to receive during the payment period. If the student earns equal to or less than 60% the student is subject to the return of Title IV funds calculation. The Office of Financial Aid determines the amount the student earned, which is based on a prorata schedule based on what the student has earned at the time of withdrawal. The return of Title IV funds calculation determines the amount of federal financial aid the student earned, the amount the student did not earn, the amount the student might have to repay, the amount the school must return, if a student is owed a post-withdrawal disbursement, and if the student owes a repayment.

After completion of the calculation online the Office of Financial Aid is responsible for ensuring the proper amounts are returned to the appropriate Title IV programs in a timely manner. The Office of Financial Aid returns funds from SIS to COD (Common Origination and Disbursements) as soon as possible, but no later than 30 days after the date it determines that the student withdrew. All returns of federal student aid grants and Direct Loan funds previously disbursed are made through the G5 (Fiscal Reporting System) by the Accounting Office.

The Office of Financial Aid collaborates with the Business Office to not release a Title IV credit balance when a student withdraws until the Office of Financial Aid performs the Return of Title IV Funds calculation, the Central Texas College refund policy has been applied, and any Title IV credit balance is allocated to repay any grant overpayment owed by the student as a result of the current withdrawal. Central Texas College returns such funds to the Title IV grant account within 14 days of the date Central Texas College performs the Return of Title IV funds calculation. Central Texas College releases the remaining credit balance to the student, parent for a PLUS loan, or back to the Title IV loan debt with student’s authorization.

The Business Office will notify the student of his or her obligation to repay funds, tracks the repayment, whether a repayment agreement will be offered and monitored by Central Texas College as well as the 45 day timing responsibility for referring overpayment to Department of Education for any amount over $50. Acceptable methods of payment for paying funds under an agreement with Central Texas College to the Business Office would be in the form of cash, personal check, cashier’s check, money order or credit card through the Business Office.

Business Office places holds that will be placed on the student’s school records or account, and is authorized to release them once the student’s obligation has been satisfied.

The Office of Financial Aid will record the student’s obligation to repay an overpayment in NSLDS and will monitor, update and notify the student.

The Office of Financial Aid offers the student any earned post-withdrawal disbursement. Students are notified via email and responses are due within two weeks upon notification. If the student does not respond in the two-week time frame the Office of Financial Aid will return funds according to the return of Title IV funds results. If timing will not allow for a two-week response time frame from the student, the Business Office will make all attempts to contact the student as quickly as possible, including phone calls. Central Texas College complies with the post-withdrawal disbursement time frames and disburses any Title IV grant funds a student is due within 30 days of the date the school determined the student withdrew, and disburses any loan funds a student accepts within 180 days of that date.

The Satisfactory Academic Progress (SAP) policy is e-mailed to the student’s email account that is on file with Central Texas College as well as the 45 day timing responsibility for referring overpayment to Department of Education for any amount over $50. Acceptable methods of payment for paying funds under an agreement with Central Texas College to the Business Office would be in the form of cash, personal check, cashier’s check, money order or credit card through the Business Office.

The Record’s Office determines the withdrawal date and reports it to the Student Account, the date of determination of the student’s intent to withdraw, the date of the institution’s determination that the student withdrew, and disburses any Title IV grant funds a student is due within 30 days of the date the school determined the student withdrew, and disburses any loan funds a student accepts within 180 days of that date.

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**NOTE** Federal, state and institutional rules and regulations regarding financial aid are subject to change.
The Central Texas College Scholarship Fund
Central Texas College annually awards several two-year scholastic scholarships to qualified high school students. Information regarding this scholarship program may be obtained from the Office of Student Financial Assistance. Applications are available online at https://ctcd.scholarships.nelnet.net.

Veteran Benefits
Central Texas College’s programs are approved for those who wish to attend and receive benefits under the Post-Vietnam Era Veterans Educational Assistance Program, the Veterans Educational Assistance Act of 1984, Chapter 1606-Reservists Education Bill, Chapter 30-VA Education Bill of 1986, Chapter 33-Post 9/11 Veterans Assistance, and family members qualified for VA Educational Benefits, Chapter 35.

Please provide the CTC Veterans Services Office with a copy of your Certificate of Eligibility, which is issued by the Department of Veterans Administration.

If you wish to attend with the aid of veteran benefits, inquire at the Office of Veteran Services before registration to obtain needed information relative to your enrollment and certification of attendance to the Veterans Administration. All new veteran students must furnish the Veteran Services Office a copy of their DD214.

You must provide an approved, signed certificate/degree plan to the Veteran Services Office before certification of your initial semester. Certificate/degree plans are available through the Guidance and Counseling Office or through departmental advisors. Transfer students should have copies of all previous transcripts for initial counseling sessions. It is your responsibility to inform the Office of Veteran Services of any changes in enrollment status. The monthly rates of payment to veterans are provided for by Public Law 94-502.

You should have military credit evaluated at the close of the first semester or upon successful completion of 6 semester hours and furnish the Veteran Services Office with a copy of the updated degree plan. Also, any transfer credits from previous education need to be evaluated before the close of the first semester and a copy of the updated degree plan furnished to the Veteran Services Office.

Records of progress are kept by Central Texas College on veteran and non-veteran students alike. Progress records are furnished to the students, veterans and non-veterans alike, at the end of each scheduled school term. Central Texas College must now report all probation and suspensions to the VA.

NOTE: You must submit the completed Veterans Enrollment Certificate form to the CTC Office of Veterans Services each semester/term that you enroll and when you make changes to your class schedule. Distant learners residing outside Texas and enrolled in online classes should submit the form to the Eagles on Call Center. Before enrolling in distance learning courses, chapter 33 Post 9/11 students should contact the Veteran Services Office at veterans.services@ctcd.edu.

Hazelwood Educational Benefits
Veterans who wish to use the Hazelwood exemption must complete an application. Applications are available in Building 111, Room 214, on the Central Campus, or you may call (254) 526-1559. In addition to the application completion, the veteran must furnish a copy of their DD 214 (discharge document showing entry into service from the state of Texas and a letter from the VA Regional Office, Muskogee, OK, stating that the veteran is no longer eligible for VA educational benefits). Upon receipt of these documents the Texas veteran will be notified if they are qualified for Hazelwood Educational Benefits. Please go to www.collegeforalltexas.com for full information.

Vocational Rehabilitation (Texas Campuses only)
The Texas Rehabilitation Commission offers assistance for tuition to students who have certain physical disabilities, provided the vocational objective selected by the disabled person has been approved by a representative of the Commission. Application for this assistance should be made to the nearest Texas Rehabilitation Commission Office.

Central Texas College Foundation Scholarships
The Central Texas College Foundation has approximately 170 scholarships, providing about 200 awards to competitively selected students every year. Foundation scholarships are both need- and merit-based. One application will place a student in consideration for all of these awards. A student must complete an online application between January 1 and March 31 of each year. These scholarships are awarded in late spring and are available in the fall and spring semesters of the following academic year. A list of scholarships and their criteria can be found at https://ctcd.academicworks.com from January 1 until March 31. In making application for these scholarships, the applicant must have applied to attend CTC, have official transcripts from previous colleges attended on file with CTC, and completed the Free Application for Federal Student Aid (FASFA) as verified by the CTC Student Financial Assistance Office. To complete the online application, you must create an account in AcademicWorks. You will need your CTC email address to create the account. If you are unsure which email address CTC has on file for you, you can go to your WebAdvisor profile. Once you have created an account in AcademicWorks, you will receive an email asking you to confirm your email address. After you confirm your email address, you will be able to access the scholarship application. For more information, please contact the CTC Foundation Office at 254-526-1662 or visit our offices in Building 158 on Central Campus.

Student Services
Academic Advising
The CTC Academic Advising office provides advising services to assist you with career planning and your educational and personal goals. Services include occupational and labor market information, degree program planning, and general academic advising.

All new students are required to meet with an academic advisor. Students who have not met the state requirements for the Texas Success Initiative should meet with an academic advisor each semester. It is strongly recommended that all students meet with an academic advisor on a regular basis to review one’s academic progress and graduation requirements.

Transfer Advisor
Assistance in planning to transfer to a four-year college or university is also available through the Transfer Center located in the Student Services Building 119. Students who plan to transfer to a four-year college or university can receive assistance about applications, transferring credits, sponsored visits, and transfer scholarships.
Career Center

The Career Center has resources for all phases of the career planning and job search process. We can help students identify career interests and aid in preparation to become successful college students and employees. Free services are available for current and former students:

- Career Counseling
- Career Assessment - My Plan
- Job Search Assistance
- Resume Writing/Critique
- Mock Interview
- Typing Tests
- Career Related Seminars

To access Career Services online or for additional information and assistance, visit our website at www.ctcd.edu/career-center.

International Student Services

(F-1 Visas)

Services include admissions assistance, placement into the English for Speakers of Other Languages Program (ESOL/DSLTA courses), registration, orientation, academic and social counseling, preparation for departure, immigration regulations advising and housing assistance. Central Texas College is not responsible for a student’s immigration status. The student is responsible for remaining in status with the United States Citizenship and Immigration Services (USCIS).

Inquiries should be addressed to the Director of International Student Services at the Central Campus address listed in the front of this Catalog. (etc.international@ctcd.edu)

Learning Resource Center

Individualized, competency-based, open entry instruction is available year round. Some texts and audiovisuals are dispensed from the Learning Resource Center. Classes are provided in the areas listed:

- General Educational Development (GED).
- Mathematics, reading and English preparation for college.
- Mathematics and reading instruction for nursing students.

Student Support Services

A textbook lending library and childcare assistance are available based on available funding to qualified students enrolled in a declared technical/vocational program.

Disability Support Services

Disability Support Services (DSS) provides accommodations to eligible students creating opportunities that promote educational access. Appropriate documentation of the disability is required in order to receive class accommodations. Students should contact the DSS office located on the Central Campus in Building 111, Room 207, or 254-526-1195 for more information. Students are encouraged to visit the DSS website at www.ctcd.edu/disability-support to learn more about DSS and the process students are required to follow to request classroom accommodations in accordance with state and federal disability laws.

Child Care Assistance Program

This is a federally funded program and the number of students enrolled is based upon the receipt of funds. Students are chosen by the greatest economic need. Students majoring in career, technical, and certificate programs are eligible for child care assistance. Students should:

- have a career/technical degree plan or a certificate plan,
- apply and complete the process for financial aid (PELL Grant), and
- meet income guidelines and grade point average (2.0 or higher).

Lending Library Textbook Program

The program is a federally and/or state funded program. Textbooks are purchased up to the availability of funds. Students majoring in career, technical and certificate programs are eligible for the textbook program. Students are required to meet the income guidelines for the program.

Student and Employee Assistance Program

The Student and Employee Assistance Program provides assessments, intervention and referral services for students and staff. Services include literature on drugs and alcohol abuse and dependence.

Transcripts

Students may obtain an UNOFFICIAL CTC transcript and check on the status of any CTC transcript requests through their CTC WebAdvisor student account.

If you need an OFFICIAL CTC transcript, visit the “Transcript Services” webpage on the CTC website at www.ctcd.edu for specific information. Students and former students may submit transcript requests through mail, fax, and eForms. There is no charge for the CTC transcript. However, if you need a CTC transcript be sent by priority or express mail, you are responsible for the mailing costs, which must be paid in advance. CTC reserves the right to limit the number of transcripts issued at any one time. A complimentary transcript is provided upon graduation from CTC.

You may be denied your transcript if you have an outstanding obligation to Central Texas College. The obligation may be due to a library fine, parking ticket, returned check, non-repayment of financial aid, failure to comply with admissions requirements, or any other indebtedness to CTC.

Testing Services

Central Texas College provides an extensive testing program, which supports traditional classroom instruction and distance learning courses. Cell phones and children are not permitted in the testing areas. Test Services include:

- Entrance Examination - American College Test (ACT). The ACT is not required for admission to CTC. The ACT is administered on national test days each year.
- TSI Assessment - The Texas Success Initiative (TSI) Assessment is the state-approved assessment test that replaced the ACCUPLACER, ASSET, COMPASS and THEA tests. Students who did not enroll in a CTC course prior to August 26, 2013, are required to take the new TSI Assessment regardless if the student had previously taken the ACCUPLACER, ASSET, COMPASS or THEA. Students will be required to complete a Pre-Assessment before taking the TSI Assessment.
- Health Education Systems Inc. Admissions Assessment (HESI A2) - The HESI is a timed, computerized exam that consists of five sections. The exam is required by the CTC Nursing Department. The exams measure the examinee’s ability to apply nursing and health professional concepts to clinical problems.
- Diagnostic Tests - Students enrolling in a CATE Center competency-based, open-entry program should contact a CATE Center Advisor to determine if they are required to complete diagnostic testing.
- Automotive Services Excellence (ASE), The Automatic Transmissions Rebuilders Association Certification (ATRA), and IMAC Automotive Air Conditioning Examinations – The certification examinations are available for automotive professionals.
- College Level Examination Program (CLEP) and DANTES Subject Standardized Tests – The CLEP and DSST examinations are nationally recognized tests for students desiring to receive credit for knowledge already obtained. Active duty Fort Hood soldiers can take these tests free of charge at the Fort Hood Education Center.
For detailed information visit the CTC testing website at www.ctcd.edu/testing/testing.htm and refer to the “College Costs” section of the catalog for fees.

NOTE If special accommodations are needed because of a disability, contact the Testing Office before taking the test.

Evaluation of Previous Education and Training
Nontraditional Education
Central Texas College recognizes that each student’s educational needs, goals and experiences are unique and that individuals are skilled in many areas of college work that are not formally documented on transcripts. It is the policy of Central Texas College to recognize nontraditional learning experiences and to award college credit in all cases where such credit is appropriate. In keeping with this policy, Central Texas College has established the Individualized Career Evaluation Process (ICEP).

The purpose of ICEP is to systematically correlate business, industry, government and military education received by nontraditional methods with institutional curricular requirements.

All students, including military and former military personnel, are eligible for credit consideration based upon documentation of their previous learning experiences.

The nontraditional methods usually considered applicable toward a degree at Central Texas College are:

- DANTES Subject Standardized Tests (DSST).
- College Level Examination Program (CLEP).
- Excelsior College Examinations (ECE).
- Defense Language Proficiency Tests (DLPT).
- College Board Advanced Placement.
- Military Service Schools, Military Occupational Specialties (MOSs), Ratings and other Military Job Training and Experience as recommended by the American Council on Education (ACE).
- Civilian Education and Training as recommended in The National Guide to College Credit for Workforce Training.
- Correspondence courses and other forms of distance education offered by regionally accredited institutions.
- Automotive Service Excellence Tests.
- Refrigerant Transition and Recovery Certification (EPA Type I, II, III, and Universal)
- American Welding Society Certification Program.
- Others to include certain types of civilian training, specialized training and work experience.

Official Evaluation Requirements
CTC students are eligible to receive an official evaluation of nontraditional learning as follows:

- Active-duty military: Service members are eligible to receive an official evaluation upon admission to CTC, declaring a CTC program of study, and upon receipt of official college transcripts from each regionally accredited institution attended and their official Joint Services Transcript (JST) by CTC.
- Non-Active-duty/Civilians are required to complete six semester hours with a 2.0 (C or better) grade point average with CTC.
- GoArmyEd students who chose CTC as their home college will automatically receive a Servicemembers Opportunity Colleges (SOC) Student Agreement upon receipt of official college transcripts if applicable and their JST.

Evaluation Procedures
To apply for an evaluation and a degree or certificate plan:
1. Complete and submit the eForm Request for Official Evaluation. Student eForms are available through the CTC website at www.ctcd.edu. If you are unable to submit the online eForm, a paper version is available on the CTC Evaluated Credit webpage.
2. Request official transcripts from each regionally accredited college or university be mailed directly to Central Texas College in Killeen, Texas.
3. Military and veterans should request an official Joint Service Transcript (JST) be sent to CTC.

College Credit for Heroes and CTC’s Fast Forward
Other tools available to Servicemembers and Veterans include the College Credit for Heroes portal and CTC’s Fast Forward tool. Servicemembers and veterans may request an official or unofficial evaluation of their military education and training only through the College Credit for Heroes portal at www.collegecreditforheroes.com at any time or simply search the databases for recommended credits. CTC’s Fast Forward tool at https://fastforward.ctcd.edu allows an individual to upload their original JST and receive an almost instant estimate of credits that will be awarded for their military education and training and apply those credits to an unofficial degree or certificate program selected by the individual.

Servicemembers Opportunity Colleges
The Central Texas College District is a member of the Servicemembers Opportunity Colleges (SOC) Degree Network System.

SOC Degree Network System Membership
The SOC Degree Network System (DNS) are institutions selected by the Military Services to deliver specific associate and bachelor’s degree programs to servicemembers and their families. As a member of the DNS, Central Texas College has agreed to adhere to academic policies intended to support military students in their academic endeavors towards degree completion. Central Texas College is approved for membership in SOC DNS-2 at the associate degree level.

Student Complaint Process
For the complaint process, refer to the Central Texas College Student Handbook on the CTC website at www.ctcd.edu/locations/central-campus/student-life-activities/publications/student-handbook/.

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Campus Life

Social and cultural activities play an important part in the life of the college student. The Student Life Activities Office supports and guides student development by providing opportunities for individual and group interaction through student organizations, tournaments and other social and seasonal activities.

The Roy J. Smith Student Center is the social and recreational center of the campus. The first floor contains the offices for Student Life and Activities, the Student Government Association, a game room, a recreational center, and a television lounge.

The second floor houses the Student Success and Persistence Department, which includes the Academic Studio Tutoring Center.

Alumni and Friends Association

The CTC Alumni Association is open to any graduate or former student of Central Texas College. Joining the Alumni Association is FREE and benefits include opportunities to:

- Stay connected with other former students and Central Texas College through social media, e-mail bulletins and newsletters
- Use career and library services
- Volunteer for and participate in CTC activities and events
- Share your success and life events
- Receive special offers
- Give back

To learn more about the Alumni and Friends Association, please visit the CTC website at www.ctcd.edu.

Student Organizations

There are approximately 22 officially recognized student clubs and organizations at CTC. They offer a variety of activities and interests for students, faculty and staff. Student organizations include political, social, special interest and recreational interests, along with international student clubs, honor societies and religious organizations. Their activities include discussion meetings, guest speakers, picnics and barbecues, fund-raising activities and field trips.

All student organizations and activities must conform to the educational objectives and administrative regulations of Central Texas College as stated in official documents and the Student Organization and Sponsors Handbook. All activities and fund-raisers must be cleared through the Student Life Activities Office at least two weeks before the event. Club sponsors must ensure that all club funds are deposited and disbursed properly through the club’s on-campus Agency Fund Account.

Those students interested in forming a club should contact the Student Life Office at 526-1258, for additional information.

Student Travel

Student travel is recognized by Central Texas College as an essential activity of the institution’s educational and student activities programs. All travel for student groups must be made in accordance with the administrative provisions contained in CTC Board Document No. 367, Travel, Relocation, and Other Reimbursable Expenses.

KNCT-TV and KNCT-FM

Central Texas College owns and operates a full power UHF television station, KNCT, which is affiliated with the Public Broadcasting Service (PBS). The station broadcasts on Channel 46 and is carried on all local cable systems (Channel 4). KNCT is also available on the two major satellite television services. KNCT’s Digital Signal includes 46.1 PBS High Definition Channel and 46.2 the World Channel with provides 24 hour programming featuring the best of PBS prime time schedule and 46.3 the Create Channel that provides instructional programs with expert advice on cooking, arts & crafts, gardening, home improvement and travel.

KNCT FM broadcasts at 91.3 MHZ with both a digital HD and analog signal. Digital 91.3 (1) and analog provides easy listening music. Digital 91.3 (2) provides a 24 hour classical music service. The stations also serve as a laboratory facilities for students enrolled in the Radio/TV Broadcasting Degree Program. The stations are located in Building 109 on the Central Campus.

Child Development Center

The Central Texas College Child Development Center serves as a laboratory where CTC students can obtain practical experience in child care and early childhood educational programs. The Center, located on Clear Creek Road, is licensed for children ages 18 months - 5 years of age. A developmentally appropriate curriculum meets the emotional, social, and intellectual needs of children. College students, faculty, staff and members of the community are equally welcome to enroll their children in this program.

Food Service

The Central Texas College food service facilities are housed in the Anderson Campus Center (Bldg. 156). Their aim is to serve well-balanced and nutritional meals at the lowest cost. The food court, snack bar and bakery operation provide full meals or a la carte entrees Monday through Friday. Facilities are open to the public. Commuter meal cards are available for purchase from the Food Service Office.

Each residence hall student is required to purchase the five day, 15 meal plan. The board plan begins on the first day of classes and ends on the last day of the semester. The board plan is valid for use only by the purchaser. Each student will be issued a picture I.D. card ($5 charge for replacement). The meal card must be presented to the cashier before each meal. Students who leave their meal cards in the residence hall will be required to either pay for meals or go back and get their card before being allowed to eat.

Bookstore

The Campus Bookstore, located in the Anderson Campus Center (Bldg. 156) on the Central Campus, carries new and used textbooks, supplies, trade books and general merchandise for the convenience of students, faculty and staff.

A receipt is required to initiate a return, refund or exchange. In addition to the receipt, customers seeking a refund on items purchased with a credit or debit card must present the card used and the refund will be credited to the card. A cash refund will not be given for purchases made with a credit or debit card. All returns and exchanges are subject to the following guidelines:

Refund Grace Period

Starts on the first day of the semester or term and ends according to the schedule below:

- 14 calendar days for 12-week and 16-week courses
- 7 calendar days for 8-week, or self-pace courses
Central Texas College operates a co-ed Residence Hall for 120 full-time students. Supervision is provided by a full-time Residence Hall Manager who is responsible for daily operations. Each student residing in the Residence Hall is responsible for respecting the rights of others and for maintaining an atmosphere conducive to study and to harmonious social life. The Residence Hall is closed during the intervals between semesters. The Residence Hall is also closed during the Winter break and Spring break. Alternative housing arrangements will need to be made during this time. The Residence Hall remains open for the convenience of students during the Thanksgiving holiday.

Requests for information about the Residence Hall or an application for a room should be addressed to the Residence Hall Manager. Room requests are accepted up to six months in advance of the semester of expected enrollment at CTC. Applications are honored by semester on a first-come first-served basis.

The Residence Hall is accessible to students with disabilities. Students requiring a room that accommodates a disability should notify the Residence Hall Manager. Documentation of the disability should be made available to the Office of Disability Support Services for verification purposes.

Refer to the section of the Catalog “College Costs” for room and board rates.

**Students-Parking Permit Required**

All students (full or part-time) attending Central Texas College, including continuing education and distance education students who test on campus, who operate a motor vehicle on either the Central Texas College Central Campus and/or the Fort Hood Campus, regularly or occasionally, and all CTC faculty and staff members are required to obtain a parking permit for each vehicle they may drive and park on campus, including motorcycles. Parking permits are available anytime and can be obtained at the CTC Police Department, Building 137, directly behind Student Services, Building 119. Motorcycles are also required to display a parking permit and park in accordance with current campus parking rules and regulations. Parking spots marked “Official Use Only” require a special placard and employee parking permit at all times. Reserved parking spaces are limited to full-time faculty and staff members only. Reserved parking is enforced Monday through Friday 6:00 am to 6:00 pm. Vehicles found to be in violation of any campus, county or state regulation or law will be subject to a fine. Failure to pay a campus parking fine will result in a hold being placed on the student’s grades and/or transcripts. Additional information on parking is available online, in the CTC Student Handbook, semester class schedule bulletins or by calling the Campus Police at 526-1200.

**Student ID Cards**

The CTC student ID is used for various campus facilities such as the library, computer labs, the physical fitness center and natatorium and student lounge/game room. CTC student ID cards are issued in the main lobby of the Student Services Building 119. Students must present a valid state or federally-issued photo ID, such as a driver’s license or military ID card and a copy of their paid CTC registration receipt. 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 section to receive a replacement card.

ID cards for students enrolled in distance learning courses will not be mailed. Student ID cards are available only through the CTC ID section located in Building 119.

**Intramural Sports**

Central Texas College intramural sports offers a wide range of recreational opportunities for men, women and co-recreational participants. The Intramural Sports Office conducts league play in flag football, volleyball, basketball and softball. Competition in individual activities such as tennis, running, and basketball skills are also provided.

Students from CTC’s intramural sports programs also enter NIRSA regional competitions such as flag football and basketball with other colleges. A complete schedule of activities is available in the Intramural Sports Office located in the Physical Education Center. Open events in tennis and biannual 5K fun runs/walks are available for surrounding communities as well as CTC students, faculty and employees.

**Natatorium and Physical Education Center**

The Central Texas College Natatorium and Physical Education Center is open during specified times for students’ use. Courts are available for basketball, volleyball, badminton and tennis. A weight room, equipped with free weights, weight machines, bicycles, treadmills and stair climbers is also available. Physical Education staff members are available to issue equipment and assist students, staff and faculty with a current CTC I.D. who wish to use the facilities.

CTC identification cards are required for use of equipment and facilities.

**Health Services**

Central Texas College does not employ a nurse or physician. However, first aid kits are available in the Office of Student Life Activities (Student Center Building 106, Student Lounge/Game Room) or the Campus Police Office (Building 137, directly behind Student Services Bldg 119). Each Building Coordinator also has a first aid kit. Further information is available in the Student Handbook.

**Housing**

All first-time resident students, to include transfer students, must show evidence of being immunized against Bacterial Meningitis, at least 10 days prior to campus residency. Specific information regarding required vaccination documentation is included in the housing application. For more information regarding Bacterial Meningitis, refer to the “Important Information about Bacterial Meningitis” in the Admissions section of this Catalog.

**Non-Returnable Items**

No returns, refunds or exchanges are given on optional books, study guides, manuals, workbooks, or trade books. Do not purchase books unless you are certain you want them, regardless of their “required” status. No returns, refunds or exchanges will be given on supplies, CATE Center books, spiral-bound books, modules, gifts or software.

Buybacks are held every day and at the end of each Central Campus fall and spring semesters.

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ID cards for students enrolled in distance learning courses will not be mailed. Student ID cards are available only through the CTC ID section located in Building 119.
Library Services
Regardless of location, the Hobby Memorial Library offers a variety of essential services in-person and live-virtually. All services are available through the library’s webpage at http://www.ctcd.edu. Click on Library under the Academics tab to access:

“Ask a Librarian” is an email service available 365 days a year. A librarian is available to answer questions. Responses will typically be sent within 24 hours of an inquiry.

Live Chat is available during the library’s open hours. Library users can type in questions and get an immediate response from a librarian.

Online Databases provide access to full-text articles, e-books, and streaming video 24/7.

Seminars: A library seminar shows students how to access and use library resources. Topics include: databases, library catalog, appropriate websites, and citation styles. Faculty may request a customized seminar tailored to instructional needs and assignments by completing the Request a Library Seminar form. Seminars are also available virtually.

Teaching Learning Center (TLC) is a drop in center for students to receive assistance in all areas of research and writing. Register for a virtual or in-person seminar, or make an appointment for an in-depth, one-on-one seminar with a librarian. Teaching.Learning@ctcd.edu

Research Assistance Paper Review Service (RAPRS) Submit papers for review and citation help online by clicking the Research Paper Review link from the Library’s home page.

Multimedia Lab has 50+ computers available for use with a CTC or government issued ID. Laptops and iPads are available for use within the library building. WIFI is available throughout the library.

Contact us:
ReferenceRequest@ctcd.edu
254-526-1621
FAX: 254-526-1878
P.O. Box 1800
Killeen, TX 76540-1800
Toll-free
In-state: 1-800-223-4760, ext.1621
Out-of-state: 1-800-792-3348, ext. 1621

AROTC Affiliated Programs
The Army Reserve Officer Training Corps (ROTC) is designed to provide courses of military instruction which will permit volunteer, selected, male and female college students to prepare themselves for commissions as second lieutenants in the United States Army Reserve while they pursue academic courses leading to baccalaureate degrees. Specific courses are available to Central Texas College students through concurrent enrollment arrangements with Texas A&M University-Central Texas and may also be transferred to other universities with an advanced ROTC program. These courses may be taken without military obligation. Four-year ROTC scholarships are available for the CTC-TAMU-CT ROTC program. For further information contact the Guidance and Counseling Office at Central Texas College 254/526-1226 or the Military Science Department at Texas A&M University-Central Texas, 254/526-1676.

Academic Policies

Academic Load
A normal load is 12 to 18 hours per long semester. The academic load statuses below are based on all courses sharing the same semester class start dates. The statuses below do not apply when a student enrolls in courses with multiple start dates throughout a semester, as well as different course lengths (number of weeks).

- Full Time
  - 12 or more semester credit hours during the 16-week fall or spring semester.
  - 8 or more semester credit hours during the 10-week summer session.
  - 6 semester credit hours per 8-week term.
  - 4 or more semester credit hours per 5 ½-weeks summer semester.

- Three-Quarter Time
  - 9 to 11 semester credit hours during the 16-week fall or spring semester.
  - 5 semester credit hours per 8-week term.

- Half Time
  - 6 to 8 credit hours during the 16-weeks fall or spring semester.
  - 3 to 4 semester credit hours per 8-week term.

NOTE Students attending college with financial aid or veteran benefits assistance may be required to meet academic course load standards other than those noted above. Contact the CTC Office of Student Financial Assistance or the CTC Veteran Services Office before registering for courses.

Maximum/Minimum Load
Except as stipulated in the program of study, a student will not be permitted to enroll in more than six academic courses or more than 18 semester hours during any combination of terms within a 16-week semester. The maximum load for a 5 1/2 week summer semester is eight semester hours. The maximum credit a student can earn during the entire summer session is 14 semester hours. A student wishing to enroll in more than the maximum load must receive approval from the campus dean or his or her designee.

International students must maintain a minimum load of 12 semester hours during each regular semester (fall and spring semesters) in compliance with U.S. Citizenship and Immigration Services (USCIS) regulations.

Satisfactory Progress Standards
Each student has the responsibility for attending class and pursuing the objectives of each course that the student is officially enrolled.

Class Attendance and Course Progress
Regular and punctual class attendance at all scheduled classes is expected. Each faculty member will inform students of the attendance policy and the course objectives at the initial class meeting and in the course syllabus.

- Students are required to be in class on time. Instructors may choose to lower a student’s grade because of tardiness or absences. Excessive tardiness or absences is disruptive to the educational process.
• Documentation is required to authorize an excused absence. Regardless of the reason for the absence, the student is responsible for completing all coursework covered during any absence.
• Failure to meet the attendance requirements in a course may result in a lower grade or failure in the course.
• Students enrolled in distance learning courses are expected to maintain constant progress throughout the course. Lack of progress or participation may result in a grade of “F.”

Religious Holy Days
If you desire to be absent from classes for the observance of a religious holy day, you must submit a written request to each instructor prior to the absence, but no later than the fifteenth day after the first day of the semester, of the religious holy day(s) that will be missed. Although you will be excused from classes, you will be responsible for make-up of all work or tests missed on the religious holy day on which the absence occurred. The instructor may respond appropriately if you fail to satisfactorily complete the assignment or examination. A “religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20 Tax Code.

Excessive Absences
Students who have not attended class by the 12th class day of a 16-week course or the 6th class day of an 8-week course will be marked as Never Attended.

In a distance learning course the last date of attendance is the last activity by the student in the course. Students enrolled in online classes are responsible for completing the class academic activities by the due dates assigned by the instructor.

Failure to Maintain Satisfactory Progress
Readmissions or enrollment may be denied at any time a student fails to maintain satisfactory progress following an academic review by the appropriate Campus Dean. If a student is determined to be ineligible for continued enrollment or re-enrollment at Central Texas College, the student will be notified in writing of the action taken. A student denied enrollment may appeal the decision of the Campus Dean. The appeal must be submitted in writing within five (5) working days of notification. The appeal must be submitted to the office of the Deputy Chancellor responsible for the campus. The decision of the Deputy Chancellor will be final.

Excused Absence for a Person Called to Active Military Service
HB 1630 of the 79th Texas Legislature requires Texas public colleges and universities to grant excused absences for students who are called to active military service for a brief duration of service. Active military service is defined as service in the armed forces of the United States, the National Guard, or the Texas State Guard including travel associated with the service. The maximum period for which a student may be excused can be no more than 25 percent of the total number of class meetings, excluding the final examination, for the specific course or courses that the student is currently enrolled at the beginning of the period of active military service. For students who enroll in distance learning courses or other asynchronous courses, a student may be excused if no more than 25 percent of the course is remaining.

Students who are called to active military service for a brief duration of service are required to provide to the CTC Associate Dean, Admissions, Registration and Records office an original copy or notarized copy of their orders, which indicates that they have been called to active duty. Students will sign a “Short-Term Stop-Out Military Agreement” that states it is their responsibility to contact each of their instructors prior to leaving for active duty so that they can discuss which assignments and/or exams need to be completed once they return and a reasonable time for completion. Students will be given a withdrawal grade of WT (Withdrawal Temporary).

Upon returning from active duty, students must contact their instructor(s) and arrange for completing the remaining course requirements. Each faculty member has the right to issue a final grade based on coursework completed should students fail to satisfactorily complete the assignment(s) and/or examination(s) within the reasonable time designated by the instructor. Students who wish to dispute the institutional process regarding this policy will follow the informal grievance procedures outlined in the CTC Student Grievance Policies. If the informal procedures do not resolve the grievance, then such students will follow the formal grievance procedures included in the CTC Student Handbook.

Withdrawal From Classes
It is the student’s responsibility to officially drop a class if circumstances prevent attendance. An instructor cannot initiate a withdrawal based on the student’s request. GoArmyEd students should contact their ACES counselor before withdrawing and withdraw through the GoArmyEd portal. All other students who desire to or must officially withdraw from a course on or after the first scheduled class meeting must file an eForm, Student Application for Withdrawal, with the local CTC representative by the last date to withdraw.

• Applications for Withdrawal can be submitted via eForm any time before the completion of the 12th week of classes for 16-week courses, the sixth week of classes for eight-week courses, or the fourth week of classes for six-week courses.
• For non-GoArmyEd active military students, the effective date of withdrawal is the filing date with the Education Center. For all other students, the effective date of withdrawal is the date that the withdrawal application is received by the Central Texas College representative.
• Students who used financial aid, military tuition assistance, VA benefits, or other non-personal funds may be required to repay tuition and fees to the funding agency. For specific repayment requirements, contact the Office of Student Financial Aid or Veterans Services Office before withdrawing. Military tuition assistance students should visit their military Education Center or Navy College Office.
• Students may not withdraw from a class for which the instructor has previously issued a grade of “F” or “IP.”

Administrative Initiated Withdrawals
A student may be administratively withdrawn by a designated member of the administrative staff of the College under the following conditions:
• The student has been placed on Academic Suspension or Disciplinary Suspension;
• The student has an outstanding financial obligation owed to the college; or
• The student registered for a course without the required prerequisite or departmental permission.

The college is under no obligation to refund tuition and fees, or other costs associated with a student who is administratively withdrawn.
Third Attempt to Enroll in a Course
The Texas Legislature eliminated funding to higher education for any courses, other than non-degree credit developmental courses, which contain the same content if attempted by a student for a third or more times at their institution since Fall Semester 2002. This applies to credit and continuing education course work. Attempted courses are defined as any courses in which a grade is earned on a transcript, including repeated courses, courses dropped with a grade of “W,” and courses with grades of A, B, C, D, F, N, P or IP. Certain courses are exempt and may include:
- courses that involve different or more advanced content
each time taken such as individual music lessons,
Workforce Education Course Manual Special Topics
courses when topic changes, theater practicum, music performance, ensembles, certain physical education courses, and studio art.
- independent study courses.
- special topics and seminar courses.
- continuing education courses that must be repeated to retain professional certification.
- remedial and developmental courses if within the 27-hour limit.

CTC will charge the nonresident rate for any course attempted more than two times that cannot be submitted for formula funding. Contact the Associate Dean, Enrollment Services or the Student Services Dean for certain exemptions.

CTC Course Drop Definition
For purposes of clarification, a course drop applies to CTC credit courses in which an undergraduate student:
- is officially enrolled in the course on its census date, with the course reflected on the student’s transcript, and
- will receive a non-punitive grade of W in the course unless the drop represents complete withdrawal from CTC. CTC courses for which grades of A, B, C, D, F, IP, N or P are earned and instructor-initiated administrative withdrawals for excessive absences or no activity in a distance learning course are not included in the six-limit course drop.

CTC Student Withdrawal Definition
A course or courses dropped that constitute withdrawal from all courses at CTC that start during any fall semester (terms 1 and 2), spring semester (terms 3 and 4), or both summer sessions (term 5) do not apply to the six-drop course limit.

Courses Excluded from the Six-Drop Limit
Drops from the following types of courses are excluded from the six-drop course limit:
1. Courses taken by students while enrolled in high school, e.g. dual credit, concurrent credit, or early admissions.
2. Courses dropped at private or out-of-state colleges or universities.
3. Remedial or developmental courses that are within the 27-hour limit and other courses such as continuing education units that do not apply to a degree.
4. Courses taken as a required co-requisite to another course such as a lecture course with a required laboratory. Only one drop will be counted.
5. Courses which meet the college’s definition of a complete student withdrawal.
6. Courses not submitted for funding such as courses taken that exceed the two-repeat course rule or the maximum number of hours to complete a degree; and excessive developmental study courses that exceed the 27 semester hour limit.
7. CTC courses which were dropped for good cause as listed in the Course Drop Exceptions in this section.

Transfer Credits Attempted at other Texas Public Institutions of Higher Education
Transfer students who attended another Texas public institution of higher education are required to submit official transcripts to determine if any courses attempted at that institution apply to the six-limit course drop. If the transcript does not indicate any drops toward the limit, CTC will set its drop count to zero. Because CTC has an open-admissions policy, transcripts may not be received prior to admissions. When official transcripts are not received, CTC’s counter will be set at zero. However, if it is later discovered the zero drop counter is incorrect, CTC’s counter will be re-set to the appropriate number of drops. If a CTC course was dropped that exceeded the six-drop course limit, the drop will be removed and the faculty member of the associated course will be contacted to issue the appropriate grade.

Course Drop Exceptions
Courses dropped for one or more of the “good cause” reasons below are excluded from the six-limit course drop. Students must indicate the reason for the drop on a completed CTC Withdrawal form at the time the withdrawal request is made. If a student does not indicate a reason on the withdrawal form, the course drop will be included in the six-limit course drop unless the drop constitutes a complete withdrawal from CTC. College officials may require documentation.
1. A severe illness or other debilitating condition that affects the student’s ability to satisfactorily complete a course.
2. The student is responsible for the care of a sick, injured, or needy person if the provision of that care affects the student’s ability to satisfactorily complete a course.
3. The death of a person who is considered to be a member of the student’s family or who is otherwise considered to have a sufficiently close relationship to the student that the person’s death is considered to be a showing of good cause.
4. An active duty service member of the armed forces of the United States, the National Guard, or the Texas National Guard or family member of the active duty service member or another individual who is otherwise considered to have a significant close relationship to the active duty member such that the person’s active duty military service is considered to be a showing of good cause.
5. A change in the student’s work schedule that is beyond the control of the student and subsequently affects the student’s ability to satisfactorily complete the course.
6. Other good causes as determined by CTC such as Peace Corps or church mission service, institutional academic advisement error, or natural disaster that affects the student’s ability to satisfactorily complete a course.

For purposes of this section, definitions are provided below:

- Family members include spouse, child, grandchild, father, mother, brother, sister, grandmother, grandfather, aunt, uncle, nephew, niece, first cousin, stepparent, stepchild, or stepsibling.
- A sufficiently close relationship refers to a relationship with any other relative within the third degree of consanguinity, plus close friends, including but not limited to roommates, housemates, classmates, or other persons identified by the student for approval by the institution on a case-by-case basis.

Appeal Process
Students who do not agree with the Associate Dean, Admissions, Registration and Records decision must submit their request for an appeal within 30 days of the Associate Dean’s decision. The student must provide a written request with copies of documentation to the Dean of Student Services at the Central Campus in Killeen, Texas. If the Dean grants the appeal, the Dean will notify the Associate Dean, who will update the student’s record. The decision of the Dean is final. Appeals will not be accepted without appropriate documentation to support the request for an exception.

Transferring from CTC to another Texas Public Institution of Higher Education
Since the six-limit course drop applies to all courses taken at any Texas public institution of higher education by an undergraduate student, students transferring to another Texas public institution of higher education should become familiar with that college’s or university’s policies and procedures as related to TEC 51.907.

Student Classification

- Freshman: Less than 30 semester hours of college-level credit recorded on your permanent record.
- Sophomore: At least 30 semester hours, but no more than 72 semester hours of college-level credit recorded on your permanent record.
- Unclassified: More than 72 hours with no associate of higher degree earned.

Credit Transfer
To Central Texas College
Transfer of credit from accredited colleges and universities may be accepted when the grade earned was “C” or higher, courses are lower division (unless approved SOC transfer guarantees), and the course applies to the student’s CTC program of study. Passing grades lower than “C” may be considered for transfer in accordance with departmental requirements and current evaluation procedures. Grades lower than a C grade will not be accepted in transfer toward major degree requirements. Official transcripts from each college or university previously attended are required. Transfer credits are evaluated based on the principles outlined in the Joint Statement on the Transfer and Award of Credit.

Due to the rapid changes occurring in the vocational/technical fields, courses taken in a major field of study or vocational/technical courses directly related to that major field may not be accepted in transfer if courses were completed over five years before entering the CTC program of study. This also applies to returning students when vocational/technical courses applicable to your CTC program of study were taken at Central Texas College.

To Other Colleges and Universities
Central Texas College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates of completion. Credits earned at CTC are transferable to other institutions in accordance with policies of the receiving institutions. Students who enroll in courses for transfer to another college or university should consult with their advisor at the receiving school to ensure coursework will be accepted in their program of study. Although CTC advisors can assist with general academic advisement, it is the student’s responsibility to ensure courses will meet degree requirements at their college or university.

As a general rule, senior colleges and universities will accept a maximum of 66 hours of academic (not workforce education) lower-division coursework in transfer toward a bachelor’s degree.

Resolution of Transfer Dispute for Lower-Division Academic Courses
Generally, lower-division academic courses are transferable among Texas public colleges and universities, providing that the course(s) are within the approved transfer curriculum of the declared major field. Texas public institutions are required to notify students if approved coursework earned at another institution will not be accepted in transfer. CTC follows the guidelines established by the Texas Higher Education Coordinating Board for resolution of transfer disputes as prescribed by Texas Education Code Section 1.078 (Chapter 5, Subchapter S, Rule 5.393).

If an academic course is not accepted in transfer by another Texas public college or university, a student can request that CTC submit a Transfer Dispute Form to the receiving institution. Forms are available through the Office of the Dean of Student Services. The student must complete the form within 14 days from the date that he or she was notified by the receiving institution that the course(s) would not transfer. If CTC cannot determine the appropriate reason for the course not transferring, the form will be forwarded to the receiving institution. If the transfer dispute is not resolved to the satisfaction of the student or CTC within 45 days after the date the student received the notice of denial, the dispute may be sent to the Commissioner of Higher Education for resolution and/or investigation.

CENTRAL TEXAS COLLEGE  Texas

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Grading Policy

Grading System

The grading system at Central Texas College is as follows:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>Passing, but Unsatisfactory</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
<tr>
<td>IP</td>
<td>Incomplete, in progress (except developmental)</td>
</tr>
<tr>
<td>N</td>
<td>No Credit</td>
</tr>
<tr>
<td>P</td>
<td>Completed</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
</tbody>
</table>

“IP” - Incomplete, Course in Progress (for non-developmental courses)

An “IP” grade may be assigned by an instructor if a student has made satisfactory progress in a course with the exception of a major quiz, final exam, or other project. The “IP” grade may also be assigned for extenuating circumstances beyond a student’s control such as personal illness, death in the immediate family, military orders, or in the case of distance learning courses, institutional technology failures and mail delays. Notice of absences with supporting documentation may be required by the instructor. The instructor makes the final decision concerning the granting of the incomplete grade. The instructor may set a deadline for completing the remaining course requirements. In no case will the deadline exceed 110 days after the scheduled end of the course. An “IP” grade cannot be replaced by the grade of “W.” If a student elects to repeat the course, the student must register, pay full tuition and fees and repeat the entire course.

At the end of the 110 calendar days, any unresolved “IP” will be converted to an “FI” and appear as an “F” on the student’s official transcript.

The IP grade is not used for developmental study courses and designated nontraditional, modular courses.

“N” - No Credit

The grade of “N” is reserved for use with some developmental and designated nontraditional, modular courses and will be assigned to students who have satisfactorily mastered all the course requirements. When used with credit-granting courses, earned credit hours will be displayed on the transcript. Quality points and grade point calculation are not computed.

“P” - Completed

The grade of “P” is reserved for use with designated nontraditional, modular courses and will be assigned to students who have satisfactorily mastered all the course requirements. When used with credit-granting courses, earned credit hours will be displayed on the transcript. Quality points and grade point calculation are not computed.

“W” - Withdrawal

Students who officially withdraw will receive the grade of “W,” provided attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with CTC before they may be considered for withdrawal. The withdrawal request must be received by the official last date to withdraw.

Grade Point Averaging (GPA)

Students are responsible for knowing their grade point average and when their grade point average affects their academic standing. Grades and unofficial transcripts are available online through WebAdvisor.

Calculating Grade Point Average

<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 1415</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>

31/12 = 2.583 GPA

Multiply the number of grade points for each course 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 or P and grades in developmental courses (A, B, C) are not included in the grade point averaging.

Change of Grades

Students who believe that a computational error occurred in grading should immediately contact the instructor of the course in question. Students must bring this matter to the attention of the instructor involved no later than 180 days after the end of the course in order for a grade change to be considered. Administrative personnel of Central Texas College are not authorized to change an instructor’s grade.

Grades and Financial Assistance/Tuition Assistance/VA Benefits

Special conditions may apply to students enrolled in courses paid through the military tuition assistance program; financial aid, scholarships, and VA benefits; or other third-party contractual agreements due to agency requirements. Students should contact the appropriate agency for specific requirements and possible obligations, particularly for grades of “F,” “IP,” or “N.”
Repeating a Course
The total hours earned toward a certificate/degree are not increased if you repeat a course in which a passing grade has already been earned. When you repeat a course, both grades remain on the transcript but only the highest grade earned is used in computing your CTC GPA. A CTC grade can only be replaced by repeating the same course at CTC. Other colleges may compute the GPA in a manner different from Central Texas College.

Developmental Study Courses
Developmental study courses may not be used to meet the 25 percent residency toward the degree. Although grades in developmental courses are not counted in the student’s CTC grade point average for academic purposes, the courses and grades are included in the Financial Aid Satisfactory Academic Progress policy.

Academic Standards
Dean's Honor Roll
Students whose scholastic achievement is outstanding may qualify for the “Dean’s Honor Roll.” Please contact the Student Life Office to request your letter. The Honor Roll includes the names of all students who have earned a grade point average of 3.5 in 12 or more semester hours of college-level credit (excludes developmental study courses) taken concurrently during the regular semester or eight semester hours of college-level credit taken during each summer semester. Students completing 12 or more semester hours of college-level credit during two consecutive eight-week terms that start and end within a fall or spring semester and achieve a grade point average of 3.5 or higher receive Honor Roll status.

Academic Probation, Suspension and Dismissal
Academic standards of progress are monitored by the College to identify students who are having academic difficulty. To increase the likelihood that a student will succeed at CTC, the Guidance and Counseling advisors will limit a student’s enrollment and course selection. Students are responsible for knowing their academic status at all times.

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 referred to Guidance and Counseling 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.

Students in CATE Center competency-based, open-entry certificate programs will be placed on Academic Probation after receiving the second consecutive “N” or “F” grade (whether students are taking one or two courses). CATE Center students are required to meet with a CATE Center Advisor for academic advisement and completion of the probation agreement. Students who receive the third consecutive “N” or “F” grade will be placed on Academic Suspension for 90 calendar days.

For clarification purposes, a CATE Center student who fails a course, enrolls in a different course and passes it, then enrolls in the previously failed class and fails it a second time, does not have consecutive failures.

3. Suspended students who return after the required suspension period or who have successfully appealed suspension through a college appeals process, will be readmitted on academic probationary status. Students will be required to regularly report to an academic advisor for assessment and advisement during the semester for which readmitted. Students readmitted after academic suspension who fail to achieve a 2.0 GPA during their semester of probation will be placed on Academic Dismissal for two long semesters or one long semester (Spring) and the following summer sessions (both). Warning: Students who earn a 2.0 GPA during their re-entry semester but whose cumulative CTC GPA is still below 2.0 will not be able to graduate with a certificate or degree until they raise their overall CTC GPA to at least a 2.0. (Students may contact their campus Student Services representative for information on the college appeals process.)

CATE Center students enrolled in competency-based, open-entry certificate programs who have completed the 90 calendar day suspension or who have successfully appealed the suspension through a college appeals process will be readmitted on academic probation. Students will be placed on academic probation and required to meet regularly with a CATE Center Advisor for performance assessment during the enrollment period. Students who receive an “F” or “N” during their term of readmission will be placed on Academic Dismissal for 120 days.

Students on Academic Dismissal may petition for readmission only after they have been out the required dismissal period. Students readmitted must consult with an academic advisor on a regular basis and participate in assessment and student support services. Students must also comply with registration restrictions established as a condition of readmission.

NOTE: Grades of “P” do not carry grade points and are not calculated in a student’s CTC grade point average.

Students on academic probation or suspension due to a CTC grade point average (GPA) below 2.0 must take regular CTC college credit courses (excludes developmental study courses) in which letter grades of A, B, C are assigned in order to improve their CTC GPA.

4. Students readmitted after Academic Dismissal who fail to maintain a term GPA of 2.0 or receive a “F” or “N” will again be placed on Academic Dismissal for two long semesters or one long semester and both summer sessions. The same procedures for re-entry apply to repeated periods of Academic Dismissal.

Suspension/probation students who receive financial aid or VA benefits must comply with VA and student financial aid requirements for satisfactory progress before reinstatement of their financial aid or VA benefits. Students attending competency-based, open-entry certificate programs under VA educational benefits are limited to one repeat of a course in the certificate program. If more than one course must be repeated, VA benefits will not be approved for those courses.
Scholastic Honesty
All students are required to maintain the highest standards of scholastic honesty in the preparation of all coursework and during examinations. The following are considered examples of scholastic dishonesty:
  - **Plagiarism**: The taking of passages from the writing 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.

Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of “F” and subject to disciplinary action, which may include suspension and expulsion.

Student Discipline
Students are admitted to Central Texas College for the purpose of educational, social and personal enhancement. Each student has rights, privileges, duties and responsibilities, as prescribed by State and Federal Constitutions and statutes and policies of the Board of Trustees of the Institution. These rights and responsibilities are outlined in the official CTC Student Handbook.

Students who do not adhere to Central Texas College disciplinary policies outlined in the student handbook will be subject to disciplinary action.

If disciplinary action is taken, a student will be afforded due process and the right to appeal. Details can be found in the CTC Student Handbook, available in the Office of Student Life or online at www.ctcd.edu/locations/central-campus/student-life/publications/student-handbook/.

Summons
On some occasions it will be necessary for a faculty member, advisor, or administrative official to contact an individual student. Any student receiving a summons must respond promptly as requested. A summons may take the form of a call from class or a notice by mail. Failure to respond to a summons renders the student subject to disciplinary action.

Hazing and Disruptive Activities
Central Texas College enforces the Texas state laws prohibiting hazing, disruptive activities, or disruption of lawful assemblies on CTC property. Information regarding these prohibited activities appears in the official Student Handbook, available to regularly enrolled students at orientation sessions, in the Office of Student Life, or online at www.ctcd.edu/locations/central-campus/student-life/publications/student-handbook/.

Falsification of Records
Students who knowingly falsify Central Texas College records, or who knowingly submit any falsified records to CTC, are subject to disciplinary action, which may include suspension and expulsion from CTC.

Honor Societies
Psi Beta Psychology National Honor Society
The mission of Psi Beta Honor Society is to promote professional development of psychology students in two-year colleges through promotion and recognition of excellence in scholarship, leadership, research, and community service. A student may join Psi Beta if he or she meets the requirements below.
1. Completed a college psychology course with a grade of B or higher.
2. Completed 12 hours of college coursework with a cumulative college GPA of 3.0 or higher, or GPA is within the top 35 percent of GPAs at your college.
3. Shows interest in psychology.
4. Is in good standing in the community.
5. Pays the $50 one time, lifetime fee.

Phi Theta Kappa
Students who have completed at least 30 semester hours, 12 of which have to be at Central Texas College, who are currently enrolled in at least six semester hours and who meet the minimum cumulative GPA of 3.500 may be eligible for membership in the Sigma Iota Chapter of the Phi Theta Kappa, an International Honor Society of Community Colleges.

Sigma Kappa Delta
Sigma Kappa Delta National English Honor Society was established in 1996 to recognize outstanding students for their achievements in English. After having completed twelve or more semester hours of college credit, students who are initiated into the Tau Beta Chapter at CTC must be ranked in the top thirty percent of their classes in general, and they must have completed all college level English courses with a grade of “B” or better.

Obligations to the College
A student may be blocked from future registrations, not permitted to graduate and/or administratively withdrawn from a class until the student’s obligations to the College are met. CTC is authorized to place holds on a student’s record under the following conditions, which include but are not limited to:
1. Debt to the college, left unpaid.
2. Failure to make good on a returned check.
3. Failure to make payment on a promissory note or a financial aid overpayment.
4. Failure to pay library or traffic fines.
5. Failure to return materials from the Lending Library or other departments.
6. Ineligibility for aid, for which student registered; overdue loans; and failure to complete records.
7. Failure to file required documents; enrolling under false pretenses.
8. Failure to meet placement or assessment requirements.
9. Rejected charges to a credit card.

Alcohol and Other Drug Abuse
In recognition of the problems associated with alcohol and other drug abuse, Central Texas College has developed a college-wide drug policy. The policy addresses not only disciplinary sanctions associated with substance and alcohol abuse but also education, prevention, intervention and treatment activities necessary to help eliminate problems that substance and alcohol abuse pose to the college community.
Possession, use, sale, or being under the influence of alcoholic beverages or having alcoholic beverage containers in any Central Texas College owned facility or at any CTC-sponsored event is prohibited except when specifically designated by the Board of Trustees of Central Texas College. The use, sale or possession of illicit drugs and drug paraphernalia is illegal and is strictly prohibited on campuses.

Central Texas College will provide educational support programs which will assist in activities to prevent alcohol and other drug abuse.

To ensure compliance with applicable institutional, state and federal guidelines relating to the illegal use of illicit drugs and the abuse of alcohol, Central Texas College annually distributes an information flyer to all employees and students which addresses standards of conduct, counseling options, legal sanctions, disciplinary actions and health risks.

Those individuals seeking further information should contact the Substance Abuse Resource Center.

**Academic Fresh Start**

Texas residents who apply for admission (or readmission) to a Texas public college or university and enroll as an undergraduate student may be able to begin a new course of study with a clear academic record.

Section 51.931 of the Texas Education Code “Right to an Academic Fresh Start” allows a Texas resident who has credits for college courses taken 10 or more years prior to the planned enrollment date to have those credits ignored for enrollment purposes.

To take advantage of this option, applicants must request it prior to their first enrollment at CTC or prior to readmissions if returning after 10 years. Applicants must submit an Application for Fresh Start to the Office of the Dean of Student Services at the time of their admissions or readmissions.

Additional information is available in the “Request for Admission under the Right to an Academic Fresh Start” application on the Central Texas College website.

**Student Responsibilities**

**Address Changes**

Mailing address changes can be made through the student’s WebAdvisor account, in writing or by email if sent from the student’s email address on file to Admissions@ctcd.edu. Email address changes cannot be made in WebAdvisor. Students who have a name change may request their CTC EagleMail address be changed at the time official name change documentation is provided to the Central Campus Records and Registration office at central.registration@ctcd.edu.

**Name Changes**

Students are required to provide their official legal name on their Application for Admission and to process legal name changes while enrolled, as appropriate. Name change requests must be submitted in writing to the CTC Records Office, Killeen, Texas, and require appropriate documentation of the change. Requests may be made in person, via fax, or by mail. Mailed requests should be sent to: Central Texas College, Student Records Office, PO Box 1800, Killeen, TX 76540.

Documents required include a completed name change CTC affidavit form and a copy of the signed court order showing the authorized new legal name. Students who wish to discontinue use of a married name and resume the use of their surname must present a divorce decree or signed court order showing restoration of the surname or other names. Other documents that may be used include a U.S. Government issued military I.D. card or current passport or social security administration card. Other forms of documentation may be considered on a case-by-case basis.

**Social Security Number**

A student’s Social Security number is required to receive federal financial aid disbursements and an end-of-year 1098-T tax form for reporting tuition payments. If CTC does not receive or cannot confirm a student’s Social Security number, CTC will be unable to provide these services to a student. Although providing a Social Security number is not required for admission to the college, it is important for purposes of matching the identity of a student’s application, transcripts, and other related enrollment information; and CTC will not be able to verify enrollment for loans or employment purposes.

**CTC Correspondence and Email**

All correspondence from CTC to the student will be mailed or sent electronically to the student. For correspondence that is mailed, the last known address on the student’s official CTC record will be used. All correspondence sent electronically will be sent to the student’s email address on the CTC Admission Application until such time the CTC student email address “CTC EagleMail” is generated. Once the CTC EagleMail is created, all CTC correspondence sent electronically will be sent to the student’s CTC EagleMail account. The method of communication will depend on the nature of the message. CTC will exercise the right to send email communications to all students. Undeliverable messages returned because of either a full in-box or use of a spam filter will be considered delivered without further action required of CTC.

**Classroom Visitors**

Children of students are not allowed in class. Parents must make arrangements for the care of their children during class meetings. Individuals who wish to attend a class for professional or self-development but do not want to earn credit should consider auditing a class. For more information refer to “Auditing a Class” located in the Admissions and Registration section of this catalog.

**FERPA**

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. FERPA rights apply to any student regardless of age.

Educational records are all records that contain information directly related to a student and are maintained by an educational agency or institution, or by a party acting on its behalf. A record means any information recorded in any way, including handwriting, print, tape, film, microfilm, microfiche, and digital images. The Associate Dean, Admissions, Registration and Records is the custodian of all student educational records except those specifically related to financial aid, veterans educational benefits, and student disability support services.

Under FERPA, a student has a right to:

- inspect and review his or her educational records;
- request to amend his or her educational records;
- have some control over the disclosure of information from his or her educational records.
Directory Information
The release of information to the public without the consent of the student will be limited to that designated as directory information. Central Texas College has designated the following information as directory information:

- Student’s name, addresses, and phone numbers
- Electronic mail addresses
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Photographs
- Dates of attendance
- Degrees, certificates, and awards
- Name of most recent previous institution attended
- Student classification (freshman, sophomore, unclassified)
- Dates of graduation

A student may request that directory information be withheld by providing written notification to the Records Office in Killeen, Texas, by the 4th class day of a summer term, the 6th class day of an 8-week term, and by the 12th class day of a fall or spring semester. The restriction will remain in effect until revoked by the student.

Graduation Requirements
Central Texas College confers the Associate of Arts, the Associate of Science, the Associate of Applied Science, and Certificates of Completion. To graduate from Central Texas College, the student must:

- Apply for graduation by the deadline date.
- Successfully complete all courses required in the program of study.
- Earn a “C” or better grade for any major or major-related elective course in the program of study.
- Complete at least 25 percent of the degree or certificate semester credit hours at CTC (to fulfill residency requirements).
- Earn at least a 2.0 grade point average (GPA) on a 4.0 scale on all CTC coursework. All courses completed at the time the degree or certificate requirements were met are calculated in the CTC GPA, even if the courses were not used to meet specific degree or certificate requirements.
- Earn at least a 2.0 cumulative GPA on a 4.0 scale, which includes transfer credits applied to the degree and CTC coursework.
- Meet state, institutional, licensure and other agency rules as applicable.
- TSI-obligated students seeking an associate degree or a certificate level 2 must be TSI complete or exempt in reading, writing, and mathematics.

Catalog Program in Effect and Completion
Students may graduate in the program listed in the catalog that was in effect at the time they enrolled or subsequent catalogs if (1) the catalog is not more than five years old and (2) the program has not been discontinued. Students whose programs of study are discontinued have two years to complete the degree or certificate before the program is officially deactivated. Students may be eligible for an extension to complete their degree requirements. Contact the Director of Evaluations, Student Services, for more information.

Graduation with Honors
Candidates for degrees conferred by Central Texas College may be eligible to graduate with highest honors or honors. Certificates of completion do not qualify for honors. To graduate with honors or highest honors from CTC, the student must:

- Have a 3.5 GPA on a 4.0 scale on all coursework taken, which includes all CTC courses taken and any transfer credits that apply toward the degree program the student is graduating with.
- Must have a minimum of 30 semester hours of traditional study with Central Texas College. Courses with grades of “P” or developmental coursework are not considered when determining the minimum 30 semester hour residency requirement.

In any graduating class, the student with the highest GPA and who meets all other requirements above will be designated as graduating with highest honors.

Applying for Graduation
Students who have reached the final semester of their degree or certificate program should apply for graduation by the dates listed below. The Application for Graduation is available on the CTC website or may be picked up at the Graduation office located in the Student Services Bldg. 119.

<table>
<thead>
<tr>
<th>Semester of Graduation</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>October 1</td>
</tr>
<tr>
<td>Spring</td>
<td>February 1</td>
</tr>
<tr>
<td>Summer</td>
<td>June 1</td>
</tr>
</tbody>
</table>

Graduation applications received after the deadline will be processed the next semester. Final course grades, high school transcripts or GED scores, and official transcripts from all regionally accredited colleges or universities previously attended must be on file before issuance of the degree or certificate.

Students who do not complete remaining degree or certificate requirements by the end of the month of graduation (31 May, 31 August, or 31 December) will be declared nongraduates and are required to reapply for graduation in a following semester.

Commencement
Central Texas College in Killeen, Texas, holds two graduation ceremonies per year, in May and in December. To participate in the graduation ceremony in May, students must complete degree or certificate requirements by the end of the spring semester. Students who complete degree or certificate requirements in the summer and fall may participate in the December graduation ceremony. Candidates for graduation who attend CTC at its worldwide locations or complete degree requirements through distance learning may participate in the graduation ceremonies held at the Killeen campus. Caps and gowns are purchased directly through the CTC Bookstore in Killeen, Texas.

Replacing a Lost Certificate or Degree
If a certificate or degree has been lost, stolen, or damaged, a replacement may be obtained through the Student Services Graduation office in Killeen, Texas. An appropriate fee is required to replace a diploma.
Guarantee for Job Competency
If a recipient of an Associate of Applied Science degree or Certificate of Completion is judged by his or her employer to be lacking in technical job skills identified as exit competencies for his or her degree program, the graduate will be provided up to 12 tuition-free credit hours of additional skills training by Central Texas College under the conditions of the guarantee policy.

Special conditions which apply to the guarantee include the following:
• The graduate must have earned the Associate of Applied Science degree or Certificate of Completion in May 1992 or later in a technical, vocational, or occupational program identified in this Catalog.
• The graduate must have completed requirements for the Associate of Applied Science degree or Certificate of Completion with the Central Texas College system, with a minimum of 75 percent of credits earned at Central Texas College and must have completed the degree or certificate within a five-year time span.
• Graduates must be employed full-time in an area directly related to the program concentration as certified by the Career Center Director.
• Employment must commence within 12 months of graduation.
• The employer must certify in writing that the employee is lacking entry-level skills identified by Central Texas College as program exit competencies and must specify the areas of deficiency within 90 days of the graduate’s initial employment.
• The employer, graduate, Dean of Student Services, Career Center Director and appropriate department chair will develop a written educational plan for retraining.
• Retraining will be limited to 12 credit hours related to the identified skills deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
• All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
• The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees and other course-related expenses.
• The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

A student’s sole remedy against Central Texas College and its employees for skills deficiencies is limited to 12 credit hours of tuition-free education under the conditions described above. The graduate must contact the Dean of Student Services within 90 days of the graduate’s initial employment.

Excessive Developmental Study Hours
A public community college district may not receive funding for developmental coursework to include English as a Second Language taken by a student in excess of 27 semester credit hours or the equivalent. Developmental hours funded by the state during the summer of 1996 and thereafter shall be counted toward the student’s total number of developmental hours at a given institution. CTC reserves the right to charge a higher tuition rate to students who attempt developmental study courses in excess of the 27 semester credit hours or equivalent.

Excessive Undergraduate Hours
In accordance with Texas Education Code 54.068 as amended undergraduate students who enrolled for the first time in fall 1999 through summer 2006 and who have attempted 45 or more hours beyond the number of semester credit hours required for the degree while classified as resident for tuition purposes may be charged additional tuition, up to the level of out-of-state tuition. Students who enrolled for the first time in fall 2006 or after are subject to a 30 semester hour limitation. This includes attempted hours in which a student was registered as of the official census date, including, but not limited to, courses that have been repeated, failed, and courses from which the student withdrew. Hours not included in the attempted hours include (1) hours earned by the student before receiving a bachelor’s degree that has been previously awarded to the student; (2) hours earned through examination or similar method without registering for a course; (3) hours from remedial or developmental courses if the hours are within the 27-hour limit; (4) workforce education courses funded according to contact hours; (5) hours earned at a private institution or out-of-state institution; (6) hours not eligible for formula funding; and (7) effective fall 2009, hours earned by a student before graduating from high school and used to satisfy high school graduation requirements.

Degrees and Certificates
Central Texas College offers the Associate of Arts, the Associate of Science, the Associate of Applied Science and Certificates of Completion.

The Associate of Arts and the 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. In addition, 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.

The Associate of Applied Science degrees, offered in technical programs, are designed to prepare students for employment upon graduation. Within many of the associate of applied science degrees, there are certificates of completion that can be completed in less than two years.

The Associate of Arts in General Studies degree provides students with a foundation in general education courses, which are appropriate for transfer to a four-year college or university and allows students to structure a program based on their interests and educational goals.
Core Curriculum

The Core Curriculum is the set of courses in liberal arts, humanities, sciences, and political, social and cultural history that undergraduates of a public higher education institution in Texas are required to complete before receiving a bachelor’s degree (Title 19, Chapter 5, Subchapter S, Rule 5.400). Students seeking a CTC Associate of Arts or Associate of Science degree are required to complete a 42-hour core curriculum. Students who successfully complete the core curriculum may transfer the block of courses to another Texas public institution of higher education and substitute the block for the receiving institution’s core curriculum. Students who do not complete the 42-hour core curriculum may still transfer those courses successfully completed to another public college or university in Texas. They will generally be required to complete the remainder of the courses in the receiving institution’s core curriculum. For a list of the courses in the core curriculum, refer to the Programs of Study section of this Catalog.

Program Listings

Curriculum plans for various degrees and certificates are on the following pages. Designations stated after each degree title reference the degree plan by major code. For example, Business Management (Associate of Applied Science Degree), BUBM (major code). The reference facilitates student academic advising. Course descriptions for all courses offered are listed in alpha-numeric order by course prefix. It is the student’s responsibility to monitor program offerings and follow the published degree plan requirements. Any deviations from listed courses must be approved in writing by the department. If you plan to transfer to a senior college or university and are taking courses that lead to an Associate of Arts or an Associate of Science degree, refer to the degree requirements for the AS or AA degrees listed in this catalog.

NOTE Although academic counseling is available, it remains the student’s responsibility to determine the major area of study, to verify the required courses and their prerequisites, and to select the senior college or university to which you wish to transfer.

Semester Credit Hours

The three numbers following (to the right of) the course title indicate the: (a) hours per week the class meets for lectures, (b) number of laboratory hours required per week and (c) credit hours awarded for successful completion of the course. One semester hour of credit represents one hour of lecture time per week for 16 weeks; one semester hour of credit also represents two to four hours of laboratory time per week for 16 weeks. Lecture and lab proportions may vary depending on the nature of the course.

For example, BIOL 1406, General Biology I, 3-3-4, has three hours of lecture per week conducted over 16 weeks and three hours of laboratory per week conducted over 16 weeks with four hours of credit awarded for successful completion. This weekly requirement is adjusted to compensate for terms/sessions/semesters with lengths other than 16 weeks. For instance, 3-0-3 for an eight-week term would require six hours of lecture per week and 2-4-3 would require four hours of lecture and eight hours of lab per week.

Course Numbering System Guidelines

A common course numbering system in used for credit courses.

- The four-letter prefix (rubric) is used to identify subject areas.
- The four-digit numbers are as follows:
  - First digit - identified the course as lower division
  - Second digit - identifies the credit hour value
  - Third and Fourth digits - represent a unique course identifier

Tuition Rebate Program

The State of Texas offers a tuition rebate as an incentive for students to complete their bachelor’s degree with no more than three attempted hours above the minimum required for the baccalaureate degree. Students who graduate with a bachelor’s degree from a Texas public baccalaureate-granting general academic university may qualify to receive up to $1,000 from the university awarding the degree if they meet the criteria listed below.

- Must have enrolled (taken their first course) after high school graduation in a Texas public institution of higher education in Fall 1997 or later;
- Must be a Texas resident and entitled to pay in-state tuition at all times while pursuing the degree;
- Must have taken all coursework at Texas public institutions of higher education;
- If enrolled for the first time in fall 2005 or later, graduate within four calendar years for a four-year degree or within five calendar years for a five-year if degree is in architecture, engineering, or any other program determined by the Texas Higher Education Coordinating Board to require more than four years to complete;
- Must have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which they graduated. Hours attempted include: transfer credits, course credits earned exclusively by examination (except that, for the purposes of this program, only the number of semester hours earned exclusively by examination in excess of nine semester hours is treated as attempted); courses dropped after the official census date; optional internship and cooperative education courses; and repeated courses. Hours attempted do not include: for students graduating with a bachelor’s degree in December 2007 or later, course credit earned to meet requirements for a Reserve Officers’ Training Corps (ROTC) program but that is not required to complete the degree program; and for students graduating with a bachelor’s degree in August 2011 or later, course credit other than course credit earned exclusively by examination, which is earned before graduating from high school. For students concurrently earning a baccalaureate degree and a Texas teaching certificate, the required teacher education courses shall not be counted to the extent that they are over and above the free electives allowed in the baccalaureate degree program.
## Programs of Study

### Core Curriculum for Associate of Science (AS) and Associate of Arts (AA)

<table>
<thead>
<tr>
<th>Program</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA Associate of Arts Degree</td>
<td></td>
</tr>
<tr>
<td>AS Associate of Science Degree</td>
<td></td>
</tr>
<tr>
<td>AAS Associate of Applied Science Degree</td>
<td></td>
</tr>
<tr>
<td>AAT Associate of Arts Teaching</td>
<td></td>
</tr>
<tr>
<td>CC Institutional Certificate of Completion</td>
<td></td>
</tr>
<tr>
<td>CC** Level II Certificate</td>
<td></td>
</tr>
<tr>
<td>CC* Level I Certificate</td>
<td></td>
</tr>
<tr>
<td>OSA Occupational Skills Achievement</td>
<td></td>
</tr>
<tr>
<td>NC Non-Credit</td>
<td></td>
</tr>
</tbody>
</table>

### Associate Degrees of Science and Arts and Certificates

#### Associate Degrees of Science

<table>
<thead>
<tr>
<th>Program</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS Agriculture Science</td>
<td>59</td>
</tr>
<tr>
<td>AA Art</td>
<td>90</td>
</tr>
<tr>
<td>AS Biology - Organismal</td>
<td>131</td>
</tr>
<tr>
<td>AS Biology - Human Biology</td>
<td>131</td>
</tr>
<tr>
<td>AS Business Administration</td>
<td>66</td>
</tr>
<tr>
<td>AS Chemistry</td>
<td>132</td>
</tr>
<tr>
<td>AA Commercial Art</td>
<td>90</td>
</tr>
<tr>
<td>AA Drama</td>
<td>91</td>
</tr>
<tr>
<td>AS Engineering</td>
<td>89</td>
</tr>
<tr>
<td>AS Environmental Science</td>
<td>132</td>
</tr>
<tr>
<td>AA General Studies</td>
<td>92</td>
</tr>
<tr>
<td>AS Geology</td>
<td>133</td>
</tr>
<tr>
<td>AA Interdisciplinary Studies</td>
<td>104</td>
</tr>
<tr>
<td>AA Journalism/Communications</td>
<td>76</td>
</tr>
<tr>
<td>AS Kinesiology</td>
<td>105</td>
</tr>
<tr>
<td>AS Mathematics</td>
<td>108</td>
</tr>
<tr>
<td>AA Modern Language</td>
<td>77</td>
</tr>
<tr>
<td>AA Music</td>
<td>91</td>
</tr>
<tr>
<td>AA Radio and Television Broadcasting</td>
<td>128</td>
</tr>
<tr>
<td>AA Radio and Television Broadcasting - Audio Emphasis</td>
<td>128</td>
</tr>
<tr>
<td>AA Radio and Television Broadcasting - Video Production</td>
<td>129</td>
</tr>
<tr>
<td>CC* Radio Broadcasting</td>
<td>129</td>
</tr>
<tr>
<td>CC* Television/Radio/Broadcasting</td>
<td>130</td>
</tr>
<tr>
<td>CC* TV News Videographer</td>
<td>130</td>
</tr>
<tr>
<td>AA Social Science</td>
<td>134</td>
</tr>
<tr>
<td>AAT Teacher Certification</td>
<td>135</td>
</tr>
</tbody>
</table>

### Associate Degrees of Applied Science and Certificates

#### Agriculture

<table>
<thead>
<tr>
<th>Program</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AAS Agriculture Production</td>
<td>60</td>
</tr>
<tr>
<td>AAS Equine Management</td>
<td>60</td>
</tr>
<tr>
<td>AAS Horticultural Development</td>
<td>61</td>
</tr>
<tr>
<td>CC** Agriculture Industries</td>
<td>62</td>
</tr>
<tr>
<td>CC* Production Technology</td>
<td>62</td>
</tr>
</tbody>
</table>

#### Automotive Mechanic

<table>
<thead>
<tr>
<th>Program</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAS Automotive Mechanic/Technician</td>
<td>63</td>
</tr>
<tr>
<td>CC** Automotive Technician</td>
<td>63</td>
</tr>
<tr>
<td>CC* Automotive System Specialist</td>
<td>64</td>
</tr>
<tr>
<td>CC* Basic Automotive Technician</td>
<td>64</td>
</tr>
</tbody>
</table>

#### Aviation Science

<table>
<thead>
<tr>
<th>Program</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAS Aviation Science</td>
<td>65</td>
</tr>
</tbody>
</table>

#### Business Management

<table>
<thead>
<tr>
<th>Program</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAS Accounting Technician</td>
<td>68</td>
</tr>
<tr>
<td>AAS Business Management</td>
<td>67</td>
</tr>
<tr>
<td>AAS Business Management - Marketing and Sales Management Specialization</td>
<td>70</td>
</tr>
<tr>
<td>AAS Business Management - Real Estate Sales Specialization</td>
<td>71</td>
</tr>
<tr>
<td>CC* Business Management</td>
<td>67</td>
</tr>
</tbody>
</table>

#### Child Development

<table>
<thead>
<tr>
<th>Program</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAS Child Development</td>
<td>73</td>
</tr>
<tr>
<td>CC* Child and Youth Serving Professional</td>
<td>75</td>
</tr>
<tr>
<td>CC** Child Development</td>
<td>74</td>
</tr>
<tr>
<td>CC* Administrator’s Credentials</td>
<td>74</td>
</tr>
<tr>
<td>OSA Child Development Associate</td>
<td>75</td>
</tr>
</tbody>
</table>

#### Computer Information Technology and Systems

<table>
<thead>
<tr>
<th>Program</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAS Information Security</td>
<td>78</td>
</tr>
<tr>
<td>AAS Information Technology</td>
<td>79</td>
</tr>
<tr>
<td>AAS Network Systems Administrator</td>
<td>79</td>
</tr>
<tr>
<td>CC* Computer Help Desk Specialist</td>
<td>80</td>
</tr>
<tr>
<td>CC* Cybersecurity</td>
<td>78</td>
</tr>
<tr>
<td>CC* Information Security Specialist</td>
<td>76</td>
</tr>
<tr>
<td>CC* IT Industry Certification Preparation Program</td>
<td>80</td>
</tr>
<tr>
<td>CC* Web Technologies</td>
<td>80</td>
</tr>
<tr>
<td>CC* Software Development and Testing Specialist</td>
<td>81</td>
</tr>
<tr>
<td>CC* Network Server &amp; Cloud Administrator</td>
<td>81</td>
</tr>
<tr>
<td>OSA Network Administrator</td>
<td>82</td>
</tr>
</tbody>
</table>

#### Diesel

<table>
<thead>
<tr>
<th>Program</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAS Diesel Engine Mechanic and Repairer</td>
<td>84</td>
</tr>
<tr>
<td>CC* Basic Diesel Technician</td>
<td>85</td>
</tr>
<tr>
<td>CC** Diesel Technician</td>
<td>84</td>
</tr>
<tr>
<td>CC* Diesel System Specialist</td>
<td>85</td>
</tr>
</tbody>
</table>

#### Drafting and Design

<table>
<thead>
<tr>
<th>Program</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAS Computer-Aided Drafting and Design</td>
<td>86</td>
</tr>
<tr>
<td>CC* Computer-Aided Drafting and Design</td>
<td>86</td>
</tr>
<tr>
<td>OSA Computer-Aided Drafting and Design</td>
<td>86</td>
</tr>
</tbody>
</table>

#### Electronics

<table>
<thead>
<tr>
<th>Program</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAS Electronics Engineering Technology</td>
<td>82</td>
</tr>
<tr>
<td>AAS Network Professional Specialization</td>
<td>85</td>
</tr>
<tr>
<td>CC* Computer Maintenance Technician</td>
<td>83</td>
</tr>
<tr>
<td>CC* Electronics Instrument Technician</td>
<td>83</td>
</tr>
<tr>
<td>CC* Entry Level Electronics Technician</td>
<td>83</td>
</tr>
<tr>
<td>CC* Telecommunications Technician</td>
<td>82</td>
</tr>
</tbody>
</table>

#### Emergency Medical Technology

<table>
<thead>
<tr>
<th>Program</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAS Emergency Medical Technology</td>
<td>87</td>
</tr>
<tr>
<td>CC* Emergency Medical Technology-Paramedic</td>
<td>88</td>
</tr>
</tbody>
</table>

#### Graphics and Printing

<table>
<thead>
<tr>
<th>Program</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAS Graphics and Printing</td>
<td>93</td>
</tr>
<tr>
<td>CC** Graphics and Printing Technology</td>
<td>93</td>
</tr>
<tr>
<td>CC* Graphics and Printing Technology Graphic Design</td>
<td>94</td>
</tr>
<tr>
<td>CC* Graphics and Printing Technology Press Operations</td>
<td>94</td>
</tr>
</tbody>
</table>

#### Heating and Air Conditioning

<table>
<thead>
<tr>
<th>Program</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAS Heating, Air Conditioning and Refrigeration Mechanic and Repairer</td>
<td>95</td>
</tr>
<tr>
<td>CC** Heating, Air Conditioning and Refrigeration</td>
<td>95</td>
</tr>
<tr>
<td>CC* Air Conditioning and Refrigeration Technicians Assistant</td>
<td>96</td>
</tr>
<tr>
<td>CC* Residential Heating, Air Conditioning and Refrigeration</td>
<td>96</td>
</tr>
</tbody>
</table>

#### Histological Technician

<table>
<thead>
<tr>
<th>Program</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAS Histological Technician</td>
<td>97</td>
</tr>
<tr>
<td>Hospitality Management</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>---</td>
</tr>
<tr>
<td>AAS Baking and Pastry Specialization 100</td>
<td></td>
</tr>
<tr>
<td>AAS Restaurant and Culinary Management 98</td>
<td></td>
</tr>
<tr>
<td>AAS Hotel Management Specialization 98</td>
<td></td>
</tr>
<tr>
<td>AAS Culinary Arts 99</td>
<td></td>
</tr>
<tr>
<td>AAS Food and Beverage Management Specialization 102</td>
<td></td>
</tr>
<tr>
<td>CC* Baking 101</td>
<td></td>
</tr>
<tr>
<td>CC* Culinary Arts 100</td>
<td></td>
</tr>
<tr>
<td>CC* Food and Beverage Management 103</td>
<td></td>
</tr>
<tr>
<td>CC* Institutional Food Service Operations 101</td>
<td></td>
</tr>
<tr>
<td>CC* Property Management Advanced 100</td>
<td></td>
</tr>
<tr>
<td>CC* Restaurant Operations 101</td>
<td></td>
</tr>
<tr>
<td>CC* Restaurant Skills 100</td>
<td></td>
</tr>
<tr>
<td>CC* Rooms Division 102</td>
<td></td>
</tr>
</tbody>
</table>

| Mathematics                                    |   |
| CC* Industrial Control and Robotic Technology 108 |   |

| Maintenance Technology                         |   |
| AAS Maintenance Technology 106                 |   |
| CC** Building Trades 106                       |   |
| CC* Carpentry Trades 107                        |   |
| CC* Construction Trades 107                     |   |
| CC* Residential Construction 107               |   |

| Medical Laboratory Technician                  |   |
| AAS Medical Laboratory Technician 109          |   |
| CC* Phlebotomy Technician 109                   |   |

| Mental Health Services                         |   |
| AAS At Risk Youth Specialization 110           |   |
| AAS Chemical Dependency Specialization 111      |   |
| AAS Social Work Specialization 112              |   |
| CC** At Risk Youth Advanced Certificate 110     |   |
| CC** Chemical Dependency Counseling 111         |   |
| CC* Community Health Worker 113                 |   |
| CC* Criminal Justice Addictions 112             |   |
| CC* Basic Mental Health Professional 113        |   |
| CC* Substance Abuse Prevention Specialist 113   |   |

| Noncredit                                      |   |
| NC Basic Police Academy 199                    |   |
| NC Certified Nurse Aide Training Program 200    |   |
| NC Clinical Medical Assistant Training Program 200 |   |
| NC Licensed Massage Therapy 201                |   |
| NC Pharmacy Technician 201                      |   |
| NC Truck Driving 200                           |   |
| NC Veterinary Assistant 200                     |   |

| Nursing                                        |   |
| AAS Nursing Associate Degree 114               |   |
| AAS Nursing Option for Articulating Student 115 |   |
| CC** Vocational Nursing 116                     |   |
| CC* Prospective ADN Student 114                 |   |
| CC* Prospective Articulating Student 115        |   |

| Office Technology                              |   |
| AAS Office Technology 117                      |   |
| CC* General Office Assistant 118               |   |
| CC* Office Technology Professional 118         |   |
| CC* Office Technology Support 118              |   |
| CC* Office Technology Specialist 117           |   |

| Office Technology Health Related               |   |
| AAS Medical Office Technology 119              |   |
| AAS Medical Coding and Billing 121             |   |
| CC* Medical Coding and Billing 120             |   |
| CC* Medical Office Technology Professional 120 |   |
| CC* Medical Office Technology Specialist 119   |   |
| CC* Medical Office Technology Support 120      |   |

| Paralegal/Legal Assistant                      |   |
| AAS Paralegal/Legal Assistant 122              |   |
| CC* Paralegal/Legal Assistant 123              |   |

| Protective Services                            |   |
| AAS Criminal Justice 124                       |   |
| AAS Criminal Justice - Corrections Specialization 124 |   |
| CC* Criminal Justice Studies Specialization 125 |   |
| CC* Criminal Justice Corrections Specialization 125 |   |
| CC* Basic Peace Officer 125                    |   |
| CC Fire Protection Technology 125              |   |

| Public Administration                          |   |
| AAS Homeland Security & Emergency Management 126 |   |
| CC* Homeland Security & Emergency Management 126 |   |
| CC* Homeland Security 127                       |   |
| CC* Emergency Management 127                   |   |

| Welding                                        |   |
| AAS Welding 136                                |   |
| CC** Welding Technology 137                    |   |
| CC* Farm and Ranch 137                         |   |
| CC* Structural 137                             |   |
| CC* Industrial Welding Transition 137           |   |
In the spirit of accomplishing Central Texas College’s mission, the core curriculum experience will prepare you to learn effectively through your college years so that you carry these aptitudes for learning into your life careers. It is the goal of Central Texas College to graduate well-educated men and women who are articulate, interested in lifelong learning, and capable of becoming creative citizens. The core curriculum design and implementation will also facilitate the transferability of lower division courses between Central Texas College and universities. A course cannot count toward more than one requirement of the degree. Students planning to attend a senior college should coordinate with that senior college to ensure that the courses they take at Central Texas College will fulfill degree requirements there. Check with the appropriate Department Chair for specific degree requirements.

<table>
<thead>
<tr>
<th>Core Area</th>
<th>Course Options</th>
<th>Minimum Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications (010)</td>
<td>ENGL 1301</td>
<td>3</td>
</tr>
<tr>
<td>Communications (010)</td>
<td>SPCH 1315, 1318, 1321</td>
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Total Core Requirement 42
**Associate of Science and Associate of Arts Degree Requirements**

**Requirements for the Associate of Science (AS) and Associate of Arts (AA) degrees;**

**Associate of Arts Degree:**

- Core Curriculum ......................................................... 42
- Specific courses to be determined by program of study ...... 18
- Credit Hours..................................................................... 60

**Associate of Science Degree:**

- Core Curriculum ............................................................ 42
- Specific courses to be determined by program of study ...... 18
- Credit Hours..................................................................... 60

**Additional Associate of Arts and Associate of Science Degree Requirements**

- A minimum of 25 percent of semester credit hours earned within Central Texas College.
- All required courses in the program of study as listed in this Catalog.
- Satisfy:
  - A minimum overall grade point average of 2.0 (C average).
  - A minimum grade of C on each required course in the program of study.
  - A minimum of 2.0 GPA with Central Texas College.
- Meeting all other Central Texas College and departmental requirements.

**Associate of Applied Science Degree**

Students must complete the specific degree requirements in the degree plan as shown in the program of study.

The Associate of Applied Science degree’s general education component must include a minimum of 15 semester credit hours and at least one course from each of the following three required areas: Humanities/Fine Arts; Social/Behavioral; and Natural Science/Mathematics.

Students must complete the specific degree requirements as shown in the program of study that includes:

- In addition to ENGL 1301, 12 semester credit hours determined by the program of study. The 12 hours must include at least one course from each of the following three required areas: Humanities/Fine Arts; Social/Behavioral Science; and Natural Science/Mathematics.
- A minimum of 50 percent of semester credit hours of technical courses in the program of study or a closely related field.
- A minimum of 25 percent of semester credit hours earned with Central Texas College.
- All required courses in the program of study as listed in this Catalog.
- Satisfy:
  - A minimum overall grade point average 2.0 (C average).
  - A minimum grade of C on each required course in the program of study.
  - A minimum of 2.0 GPA with Central Texas College.
- Meeting all other Central Texas College and departmental requirements.

Students may be required to repeat courses in their program of study if graduation is not accomplished within five years after courses are completed.

**Associate of Arts - General Studies Degree**

Students planning to attend a senior college should coordinate with that senior college to ensure that the courses they take at Central Texas College will fulfill degree requirements there. The minimum required hours for an Associate of Arts - General Studies Degree is 60 semester hours. Students must complete the specific degree requirements as shown in the program of study that includes:

- ENGL 1301 and three semester credit hours of oral communications.
- Three semester credit hours of Humanities/Fine Arts.
- Three semester credit hours of Mathematics/Natural Science selection.
- HIST 1301 and 1302.
- GOVT 2305 and 2306.
- A minimum of 25 percent of semester credit hours earned with Central Texas College.
- A minimum overall grade point average of 2.0 (C average), to include a minimum 2.0 (C average) on all courses taken with Central Texas College.
- Meeting all other Central Texas College and departmental requirements.
- In cases where freshman and/or sophomore degree requirements of the receiving college for a bachelor’s degree differ from those listed above, changes may be made in the Associate of Arts in General Studies Degree requirements when approved by the appropriate Department Chair.

**Associate of Applied Science Degree of Applied Technology**

The Associate of Applied Science Degree of Applied Technology general education component must constitute a minimum of 15 semester credit hours and at least one course from each of the following areas: Humanities/Fine Arts; Social/Behavioral; and Natural Science/Mathematics.

To receive an Associate of Applied Science Degree in Applied Technology students must complete a minimum of 60 semester hours. Students must complete the specific degree requirements as shown in the program of study that includes:

- ENGL 1301 and three semester credit hours of oral communications.
- Three semester credit hours of Humanities/Fine Arts.
- Three semester credit hours of Mathematics/Natural Science selection.
- Three semester credit hours of Social/Behavioral Science.
- Three semester hours of computer instruction.
- Two semester hours of physical education (KINE) from activity courses.
- 40 semester credit hours of major area courses related to a specific MOS, Rating, or Job Specialty Code.
- A minimum of 25 percent of semester credit hours earned with Central Texas College.
- Satisfy:
  - A minimum overall grade point average 2.0 (C average).
  - A minimum grade of C on each required course in the program of study.
  - A minimum grade point average of 2.0 (C average) with Central Texas College.