Summer 2024

GUIDE TO ENROLLMENT
FOR NEW STUDENTS

Summer Registration Opens April 3
Classes Start June 3
Central Texas College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Central Texas College may also offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Central Texas College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information on SACSCOC’s website (www.sacscoc.org).

**Americans with Disabilities Act**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides certain protections for persons with disabilities. If you believe you have a disability requiring an accommodation, please contact the Disabilities Support Services Office in Building 215, Room 111, or by phone at 254-526-1195. Students are encouraged to visit the disability website at www.ctcd.edu/disability-support to learn more about disability services and the process students are required to follow to request classroom accommodations in accordance with state and federal disability laws.

**Public Notice**

Central Texas College does not discriminate in admissions or access to, treatment or employment in its programs and activities on the basis of race, color, religion, national origin, gender, disability, age or veteran’s status. Central Texas College has established programs to ensure a lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For more information about student rights and grievance procedures, contact Mariceli SantiagoCruz in the Student Life office (Bldg. 220), Room 134, 254-526-1258; or contact the Disability Support Services director in Building 215, Room 111, 254-526-1195.
Where Can We Take You?

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

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

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

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

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

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

Our schedules fit yours

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

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

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

Enrollment Services Offered Virtually by Chat, WebEx, Email, Phone, and In-Person Appointments. *Appointments are highly recommended.*

Central Campus, Enrollment Center (Bldg. 209) - Admissions 254-526-1696. Academic Advising 254-526-1226.

Closed Fridays May 20 – August 2

Admissions and Academic Advising: Monday-Thursday, 7:30 a.m. - 5 p.m., through April 26

Monday-Thursday, 7:30 a.m. - 4:30 p.m. and Friday, 7:30 a.m. - 10:30 a.m., April 29-May 31

Make admission appointments at: admissions@ctcd.edu and advising appointments at www.ctcd.edu/advisorappointment


*You do not need to be enrolled in evening/weekend classes to take advantage of the extended hours.*

Monday-Thursday: 11:30 a.m.-7:30 p.m., Friday 7:30 a.m. - 10:30 a.m., May 28-June 6

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

Eagles on Call Center – Perfect for those who prefer not to come on Central Campus. Closed Fridays May 20-August 2.

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

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


Monday-Thursday: 7:30 a.m.-5:30 p.m. Friday 7:30 a.m. - 11:00 a.m.

Appointments can be made by emailing CATE.Center@ctcd.edu or calling 254-526-1549

Fort Cavazos – Bldg. 3201 on Fort Cavazos, 254-526-1917

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

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

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

Step 1: Apply
- Complete the online application for admission at www.ctcd.edu/apply
- If needed, the Admissions team will ask you to submit residency documentation to admissions@ctcd.edu
- Submit your official high school transcript including a graduation date or your high school equivalency certificate (GED) completed within the last five years.
- If applicable, submit official transcripts from prior colleges and universities you attended.
- If you are age 21 and under or plan to live on-campus, submit proof of a bacterial meningitis vaccination to admissions@ctcd.edu. (This is not required for students enrolling in all online classes, dual credit students attending on a high school campus, or active duty service members.)

Step 2: Fulfill Texas Success Initiative (TSI) Requirements
- Review testing requirements and waiver eligibility at www.ctcd.edu/tsi.
- Depending on your situation – either submit waiver/exemption documentation to academic.advising@ctcd.edu or EaglesOnCall@ctcd.edu or schedule your needed tests at www.ctcd.edu/testing.

Step 3: Choose Your Academic Program
- Not sure what you want to study? View available certificates and degree programs at www.ctcd.edu/programs.
- Contact an Academic Advisor to select your certificate or degree program. Appointments can be scheduled at www.ctcd.edu/advising.

Step 4: Apply For Financial Aid
- All students are encouraged to submit the Free Application for Federal Student Aid (FAFSA) to be considered for federal grants, loans and work-study opportunities. Apply for free at www.studentaid.gov. CTC’s school code is 004003.
- View the status of your financial aid in Eagle Self-Service.

Step 5: Register and Pay
- Summer 2024 registration begins on April 3. Payment is due when you register for classes.
- Register for class online through Eagle Self-Service. Go to www.ctcd.edu, click Student Tools. Once you’re logged into Eagle Self-Service, select “Student Planning.”
- After selecting your classes, you will be able to view your bill. Payment to include balances not covered by financial aid are due the same day of registration.
- View your pending FAFSA aid in Eagle Self-Service under “Financial Aid” to determine if there is a balance due.

Step 6: Apply for Campus Housing (Optional)
- Learn more about campus housing options and how to apply at www.ctcd.edu/housing.

Step 7: Get Your Student ID Card
- Student ID cards are needed to access several services on campus, including a parking permit, the library, tutoring at the Academic Studio-Student Success Center, the Student Lounge, the Natatorium & Physical Education Center and intramural sports. A student ID is also required to purchase books at the CTC Bookstore using financial aid or veteran benefits.
- Student IDs must be picked up in person after you’ve registered for classes and have a zero balance and/or a payment plan in place. To get your student ID, bring your federal or state photo ID to the Enrollment Center, Room 106.

Step 8: Purchase Your Textbooks
- You can purchase your instructional materials from the CTC Bookstore in the Anderson Campus Center, Bldg. 224. Learn more at www.ctcbookstore.com.

Step 9: Obtain Your Parking Permit
- All students taking classes at Central Campus or at Fort Cavazos must obtain a free parking permit for vehicles they park on campus. To receive your permit, bring your vehicle registration, driver’s license and student ID to the CTC Police Department located behind the Enrollment Center.

Step 10: Attend New Student Orientation
- You’re almost there! Be sure to attend a free New Student Orientation session to get acquainted with CTC and student services available to help you be successful. We have in-person and virtual options available. Register at www.ctcd.edu/nso.
**Summer 2024 Academic Calendar**

Administrative offices are closed Fridays, May 20-August 2

Registration................................................................. April 3 - June 2
North American Total Solar Eclipse (College Closed)........................................................................ April 8
Memorial Day (College Closed)........................................................................................................... May 27

**Summer I and 10-week Classes Begin**................................................................. June 3
Last Day to apply for Summer Graduation................................................................. June 3
Juneteenth Holiday (College closed).................................................................................. June 19
Independence Day (College closed)..................................................................................... July 4
Summer I Classes End/Final Exams.............................................................................. July 5

**Summer II Classes Begin**..................................................................................... July 8
10-week Classes End/Final Exams ................................................................................... August 7-11
Summer II Classes End/Final Exams........................................................................... August 11

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**Eagle Self-Service (Online) Registration***

**Summer 2024 Registration with Same Day Payment Starts April 3**

**Note:** Student Planning in Eagle Self-Service cannot be used to drop or add a course after the official registration period has ended.

**Special Note For Financial Aid Students:** Financial Aid will not pay for courses that extend beyond the official standard semester dates (May 13 - August 11) and courses not required on a student’s degree plan.

<table>
<thead>
<tr>
<th>Central Campus Eagle Self-Service Registration* Start and End Dates</th>
<th>Registration Starts April 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom/Blended/Real-Time Virtual Start Dates</td>
<td>Registration End Dates</td>
</tr>
<tr>
<td>Monday, June 3</td>
<td>Sunday, June 2</td>
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<tr>
<td>Monday, June 17</td>
<td>Sunday, June 16</td>
</tr>
<tr>
<td>Monday, July 8</td>
<td>Sunday, July 7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Weekend Classroom/Blended Start Dates</th>
<th>Registration End Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, May 31</td>
<td>Thursday, May 30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Online Course Start Dates</th>
<th>Registration End Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, May 13</td>
<td>Sunday, May 12</td>
</tr>
<tr>
<td>Monday, June 3</td>
<td>Sunday, June 2</td>
</tr>
<tr>
<td>Monday, June 17</td>
<td>Sunday, March 16</td>
</tr>
<tr>
<td>Monday, July 8</td>
<td>Sunday, July 7</td>
</tr>
<tr>
<td>Monday, July 22</td>
<td>Sunday, July 21</td>
</tr>
</tbody>
</table>

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

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**For the most current class availability, logon to student.ctcd.org**

Tuition bills are not mailed. Go to your Eagle Self-Service account to view your account and make payments.

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

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

**Schedule Changes (Drop/Adds) and Withdrawal Dates**

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

*Note:* Difference between a “drop” and “withdrawal”? When a student “drops” a course, the course is removed from the student’s class schedule and does not appear on a student’s academic record and transcript. The last day to drop a course is the course census date. When a student “withdraws” from a course, the course remains on the student’s academic record and transcript. A withdrawal occurs after the end of the drop period (census date) and up to about 75 percent course completion.

<table>
<thead>
<tr>
<th>Class Start/End Dates</th>
<th># of Weeks</th>
<th>Last Day to Late Register/Add</th>
<th>Last Day to Drop (census date)</th>
<th>Last Day to Withdraw</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom/Blended/Real-Time Virtual Courses</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>June 3-July 5</td>
<td>5</td>
<td>June 6</td>
<td>June 6</td>
<td>June 26</td>
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<td>June 3-July 26</td>
<td>8</td>
<td>June 7</td>
<td>June 10</td>
<td>July 12</td>
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<tr>
<td>June 3-August 9</td>
<td>10</td>
<td>June 7</td>
<td>June 18</td>
<td>July 19</td>
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<tr>
<td>July 17-August 9</td>
<td>8</td>
<td>June 21</td>
<td>June 25</td>
<td>July 26</td>
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<tr>
<td>July 8-August 9</td>
<td>5</td>
<td>July 11</td>
<td>July 11</td>
<td>July 31</td>
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<tr>
<td>Evening and Weekend Schedule</td>
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<tr>
<td>Check the specific course section meeting days to determine if class starts on Friday, Saturday or Sunday.</td>
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<tr>
<td>May 31-July 21</td>
<td>8</td>
<td>June 5</td>
<td>June 5</td>
<td>July 5</td>
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<tr>
<td>May 31-August 4</td>
<td>10</td>
<td>June 5</td>
<td>June 12</td>
<td>July 12</td>
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</tbody>
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<table>
<thead>
<tr>
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<th># of Weeks</th>
<th>Last Day to Late Register/Add</th>
<th>Last Day to Drop (census date)</th>
<th>Last Day to Withdraw</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distance Learning (Online) Classes</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>May 13-July 5</td>
<td>8</td>
<td>May 17</td>
<td>May 20</td>
<td>June 21</td>
</tr>
<tr>
<td>June 3-July 5</td>
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<td>June 3-July 26</td>
<td>8</td>
<td>June 7</td>
<td>June 10</td>
<td>July 12</td>
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<tr>
<td>June 3-August 9</td>
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<td>June 7</td>
<td>June 18</td>
<td>July 19</td>
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<tr>
<td>June 17-August 9</td>
<td>8</td>
<td>June 21</td>
<td>June 25</td>
<td>July 26</td>
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<tr>
<td>July 8-August 9</td>
<td>5</td>
<td>July 11</td>
<td>July 11</td>
<td>July 31</td>
</tr>
<tr>
<td>July 22-September 13</td>
<td>8</td>
<td>July 26</td>
<td>July 29</td>
<td>August 30</td>
</tr>
</tbody>
</table>

The above class start dates are the standard semester dates. There may be additional course sessions taught outside the standard dates, which can be viewed in Eagle Self-Service, Student Planning.

**Important Information for Students who Drop or Withdraw from Courses**

Under Section 51.907 of the Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later. Any course that a student drops is counted toward the six-course limit if:

1. the student was able to drop the course without receiving a grade or incurring an academic penalty;
2. the student’s transcript indicates or will indicate that the student was enrolled in the course; and
3. the student is not dropping the course in order to withdraw from the institution.
How to Register through Eagle Self-Service

Online Registration is through “Student Planning” in Eagle Self-Service. Go to student.ctcd.org.

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

Step 2: Enter Password
Your initial password is comprised of the first initial of your first name, first initial of your last name, six-digit date of birth followed by “ctcollege”, all lower-case. For example, John Smith, born June, 1, 1988, would be “js060188ctcollege”. On your first attempt to log-in to Eagle Self-Service, you will be prompted to change your password. Note this password for future use. Once you change your password, you may proceed with registration.

Step 3: Student Planning
After successfully logging in, click Student Planning.

Step 4: Section Search
When you open Student Planning you will see your Degree Program, grade point average and view the classes you need to complete your program by selecting:

- View your progress (for returning or transfer students)
- Plan your Degree & Register for Classes (for new students)
- Click on “Course Catalog” to browse the courses offered
- Select your courses and either add them to your plan or put them on your schedule and register

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

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

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

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

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

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

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

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Tuition Schedule for Summer 2024

<table>
<thead>
<tr>
<th>Semester Hours</th>
<th>Resident In-District</th>
<th>Resident Out-of-District</th>
<th>Nonresident &amp; International</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$105</td>
<td>$130</td>
<td>$250</td>
</tr>
<tr>
<td>2</td>
<td>$210</td>
<td>$260</td>
<td>$500</td>
</tr>
<tr>
<td>3</td>
<td>$315</td>
<td>$390</td>
<td>$750</td>
</tr>
<tr>
<td>4</td>
<td>$420</td>
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<td>5</td>
<td>$525</td>
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<td>6</td>
<td>$630</td>
<td>$780</td>
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<td>7</td>
<td>$735</td>
<td>$910</td>
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<td>8</td>
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<tr>
<td>9</td>
<td>$945</td>
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<tr>
<td>10</td>
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<td>$1,300</td>
<td>$2,500</td>
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<tr>
<td>11</td>
<td>$1,155</td>
<td>$1,430</td>
<td>$2,750</td>
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<tr>
<td>12</td>
<td>$1,260</td>
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<td>13</td>
<td>$1,365</td>
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<td>14</td>
<td>$1,470</td>
<td>$1,820</td>
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<td>15</td>
<td>$1,575</td>
<td>$1,950</td>
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<tr>
<td>18</td>
<td>$1,890</td>
<td>$2,340</td>
<td>$4,500</td>
</tr>
</tbody>
</table>

Differential Tuition per credit hour: ARTC $10, BIOL $15, CBFM $15, CJLE $15, CNBT $15, CRPT $15, ELPT $15, EMSP $65, HART $12, HITT $12, HLAB $30, GRPH $10, MBST $15, MDCA $12, MLAB $40, MSSG $35, PFPB $15, PLAB $70, POFM $12, RNSG $50, VNSG $55, WDWK $15, WLDG $25

Submitting Tuition Assistance, Third Party Billing Letters, or Exemption Documents

All tuition assistance, third party billing letters, and exemption documentation can be submitted by email to AccountsreceiveableTA@ctcd.edu. This documentation must be submitted at the time of registration, as it is applied to your account as payment.

Please Note: Students will be charged the non-resident tuition rate for any course in which the student has previously enrolled, or a course of substantially the same content and level as the one enrolled, two or more times. These courses are not eligible for state funding, and as such, are not eligible for any tuition exemption or waivers. Tuition bills are not mailed. Payments are due at the time of registration. Your registration is not complete until payment is received. It is your responsibility to make sure your registration is finalized. You can verify this by reviewing your account on Eagle Self-Service. Failure to pay in full may result in you being dropped from your registered classes.

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

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

Refunds are calculated based upon the start date and the length of the class in weeks. If your class start and end date is not listed below, you can refer to the CTC website under Business Office Tuition and Fees. Once there, scroll down to the refund section.

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

### Classroom/Blended Start Dates

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Day of Week</th>
<th># of Weeks</th>
<th>Last Day 100% Refund</th>
<th>Last Day 75% Refund</th>
<th>Last Day 25% Refund</th>
<th>Last Day 5% refund</th>
<th>First Day No Refund</th>
</tr>
</thead>
</table>

### Weekend Classroom/Blended Start Dates

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Day of Week</th>
<th># of Weeks</th>
<th>Last Day 100% Refund</th>
<th>Last Day 75% Refund</th>
<th>Last Day 25% Refund</th>
<th>Last Day 5% refund</th>
<th>First Day No Refund</th>
</tr>
</thead>
</table>

### Online Course Start Dates

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Day of Week</th>
<th># of Weeks</th>
<th>Last Day 100% Refund</th>
<th>Last Day 75% Refund</th>
<th>Last Day 25% Refund</th>
<th>Last Day 5% refund</th>
<th>First Day No Refund</th>
</tr>
</thead>
</table>

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

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.
Payment Options

Tuition and fees are due and payable at the time of registration. Cash, Check, Money Order, Visa, MasterCard, American Express or Discover are accepted. Personal checks must include driver’s license/state ID # and state of issue of check writer plus student ID # of student.

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

Submitting Tuition Assistance, Third Party Billing Letters, or Exemption Documents

All tuition assistance, third party billing letters, and exemption documentation can be submitted by email to AccountsreceivableTA@ctcd.edu. This documentation must be submitted at the time of registration, as it is applied to your account as payment.

Please Note: Students will be charged the non-resident tuition rate for any course in which the student has previously enrolled, or a course of substantially the same content and level as the one enrolled, two or more times. These courses are not eligible for state funding, and as such, are not eligible for any tuition exemption or waivers. Tuition bills are not mailed. Payments are due at the time of registration. Your registration is not complete until payment is received. It is your responsibility to make sure your registration is finalized. You can verify this by reviewing your account on Eagle Self-Service. Failure to pay in full may result in you being dropped from your registered classes.

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

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

Installment Payment Plan

CTC now accepts installment payments from Texas-based students for fall, spring, and summer classes 10+ weeks in length.

- One half of tuition and fees plus the installment plan fee must be paid at the time of registration and before the start of the semester.
- A promissory note must be executed for the remaining balance to be paid with equal payments on due dates established for the semester and class length.
- For classes 15-16 weeks in length, due dates are as follows:
  - Fall semester: October 5 and November 5
  - Spring semester: March 5 and April 5
  - Summer 1 semester: July 6 and August 10
  - Summer 2 semester: August 10 and September 14
- For classes 10-14 weeks in length, due dates are as follows:
  - Fall semester: September 7 and September 28
  - Spring semester: February 1 and February 22
  - Summer 1 semester: June 15 and July 6
  - Summer 2 semester: July 20 and August 10
- All financial aid and third-party assistance will be applied to the amount due before the multiple payment plan is offered.
- A nonrefundable fee of $20 will be assessed with each payment plan.
- A late fee of $25 will be assessed on any payment not made before close of business on 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.
Staying on Track

How to determine your grade point average (GPA)

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Course 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>
<td></td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>B</td>
<td>3</td>
<td>3</td>
<td>3 x 3 = 9</td>
<td></td>
</tr>
<tr>
<td>ITSC 1409</td>
<td>C</td>
<td>2</td>
<td>4</td>
<td>2 x 4 = 8</td>
<td></td>
</tr>
<tr>
<td>CJLE 1211</td>
<td>D</td>
<td>1</td>
<td>2</td>
<td>1 x 2 = 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>12 crs.</td>
<td>31 gp.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The grading system at Central Texas College is as follows:

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

Having Trouble with Classes?

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

**Use Academic Studio.** CTC offers free tutoring and assistance upstairs in the Student Center (Bldg. 220). Services include tutoring, peer mentoring, workshops, academic clinics, study groups, academic and success advising, information, support resources and more.

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

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

About Academic Probation & Suspension

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

**Academic Probation**

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

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

**Academic Suspension**

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

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

**Academic Dismissal**

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

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

Instructional Departments
Agriculture 526-1288
Aviation Science 526-1241
Business Administration/Business Management. 526-1248
Child Development 526-1900
Communication and Media Technology 526-1199
Communications 526-1239
Computer-Aided Drafting and Design 526-1233
Computer Information Technology and Systems 526-1164
Developmental Mathematics 526-1209
Developmental Reading/Writing/ESOL 526-1239
Emergency Medical Technology 526-1265
English for Speakers of Other Languages 526-1639
Fine Arts 526-1572
Heating, AC & Refrigeration 526-1399
Homeland Security & Emergency Management 526-1789
Hospitality Programs 526-1515
Industrial Technology 526-1399
Kinesiology 526-1495
Legal Assistant/Paralegal 526-1789
Logistics 526-1248
Mathematics 526-1494
Medical Laboratory Technology 526-1883
Mental Health Services 526-1891
Nursing and Allied Health Associate Degree 526-1890
Vocational 526-1266
Office Technology 526-1382
Phlebotomy 526-1883
Protective Services 526-1275
Science 526-1288
Social & Behavioral Sciences 526-1274

Student Services Resources
Academic Advising 526-1226
Academic Studio (Tutoring) 526-1580
Admissions Office 526-1696
Bookstore 526-1219
Business Office 526-1217
Campus Police 526-1200
Career Center 526-1106
CATE Center Advisor 526-1549
Child Care Support 526-1580
Child Develop. Center 526-1900
Distance Education & Education Technology 501-3061
Disabilities Support Services 526-1195
Eagle Self-Service Help Line Technical Assistance 526-1637
Eagles On Call 526-1296
Evening Advising 616-3331
Financial Aid Office 526-1508
Graduation 526-1592
Housing
Residence Hall 526-1790
International Student Ser. 526-1107
Intramural Sports 526-1495
Learning Resource Center 526-1344
Library 526-1237
Records/Registration (Central Campus) 526-1131
Student Activities 526-1258
Student Life Office 526-1258
Student Services 526-1298
Student Support Services 526-1450
Substance Abuse Resource Center 526-1166
Testing Office 526-1254
Textbook Lending 526-1580
Title IX Coordinator 501-3028
Transfer Advisor 526-1667
Transcripts
Incoming 526-1984
Outgoing 526-1372
Veterans’ Services 526-1160

Other Academic Programs and Locations
Adult Education/GED 526-1120
Continuing Education 526-1586
Fort Cavazos
Student Services 526-1917
Registration 526-1906
Community Education Office 526-1825
(800) 792-3348, ext. 1825
Fredericksburg (254) 616-3401
Gatesville (254) 526-1977
Lampasas/Florence (512) 564-2328
Marble Falls/Llano (254) 616-3326

Campus Police Department
Security Services

Hours of Operation
(For parking permits, citation information or crime reporting)
Monday through Thursday
7:30 a.m. - 5:30 p.m.
Friday  •  7:30 a.m. - 11:30 a.m.
Campus Police Officers
are on duty 24 hours a day, seven days a week.

To report criminal activity on campus,
call 526-1200 or 526-1427
Emergencies Dial 911

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