GUIDE TO ENROLLMENT
FOR NEW STUDENTS

Fall Registration Opens June 3
Classes Start August 19
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](http://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 July 31

Monday-Thursday, 7:30 a.m. - 4:30 p.m. and Friday, 7:30 a.m. - 10:30 a.m., August 1-23

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

**Evening Advising – Enrollment Center, 254-616-3324. Closed Fridays May 20-August 2.**

*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., August 5-23

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

**Career and Technology Education (CATE) Center – primarily for Industrial Technology/Office Technology/Drafting Programs, Sid M. Weiser CATE Center (Bldg. 253W, Suite 20). Closed Fridays May 20-August 2.**

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
- Fall 2024 registration begins on June 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.
Fall 2024 Academic Calendar

Registration ................................................................................................................. June 3 - August 18

Weekday Classes Begin ............................................................................................................. August 19

Weekend Classes Begin ............................................................................................................. August 23

Labor Day (College Closed) ........................................................................................................ September 2

Last Day to apply for Fall Graduation .......................................................................................... October 1

Columbus Day (College closed) ................................................................................................... October 14

1st 8-week Final Exams ................................................................................................................ October 7-11

Classes begin for 2nd 8 weeks .................................................................................................... October 15

Veterans Day (College closed) ...................................................................................................... November 11

Thanksgiving (College closed) ..................................................................................................... December 25-29

Final Exams ................................................................................................................................. December 9-15

Fall Graduation .......................................................................................................................... December 13

Christmas Break (College closed; classes will be held over break) .................................................. December 23 - January 3

Eagle Self-Service (Online) Registration*

Fall 2024 Registration with Same Day Payment Starts June 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 (August 12 – December 31) 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>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom/Blended/Real-Time Virtual Start Dates</td>
</tr>
<tr>
<td>Monday, August 19</td>
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<tr>
<td>Monday, September 9</td>
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<tr>
<td>Tuesday, October 15</td>
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<table>
<thead>
<tr>
<th>Weekend Classroom/Blended Start Dates</th>
<th>Registration End Dates</th>
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<tbody>
<tr>
<td>Friday, August 23</td>
<td>Thursday, August 22</td>
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<tr>
<td>Friday, October 18</td>
<td>Thursday, October 17</td>
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<table>
<thead>
<tr>
<th>Online Course Start Dates</th>
<th>Registration End Dates</th>
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</thead>
<tbody>
<tr>
<td>Monday, August 19</td>
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<tr>
<td>Monday, October 15</td>
<td>Sunday, October 14</td>
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<td>Monday, November 4</td>
<td>Sunday, November 3</td>
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<tr>
<td>Monday, December 2</td>
<td>Sunday, December 1</td>
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<tr>
<td>Monday, December 9</td>
<td>Sunday, December 8</td>
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</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.

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>
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</thead>
<tbody>
<tr>
<td>Classroom/Blended/Real-Time Virtual Courses</td>
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<tr>
<td>August 19-December 13</td>
<td>16</td>
<td>August 23</td>
<td>September 4</td>
<td>November 8</td>
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<td>August 19-November 8</td>
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<td>August 23</td>
<td>August 29</td>
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<td>August 19-October 11</td>
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<td>August 23</td>
<td>August 26</td>
<td>September 27</td>
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<td>September 9-December 6</td>
<td>12</td>
<td>September 13</td>
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<td>September 9-November 1</td>
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<td>September 13</td>
<td>September 16</td>
<td>October 18</td>
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<td>October 15-December 13</td>
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<td>October 22</td>
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<th>Last Day to Withdraw</th>
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<tr>
<td>Evening and Weekend Schedule</td>
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<tr>
<td>August 23-December 15</td>
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<td>August 28</td>
<td>September 4</td>
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<td>August 23-October 13</td>
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<td>August 28</td>
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<td>October 18-December 15</td>
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<td>October 23</td>
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<th>Last Day to Withdraw</th>
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<tr>
<td>Distance Learning (Online) Classes</td>
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<tr>
<td>August 19-December 13</td>
<td>16</td>
<td>August 23</td>
<td>September 4</td>
<td>November 8</td>
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<tr>
<td>August 19-November 8</td>
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<td>August 19-October 11</td>
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<td>August 26</td>
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<td>September 9-December 6</td>
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<td>September 13</td>
<td>September 19</td>
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<td>September 9-November 1</td>
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<td>September 13</td>
<td>September 16</td>
<td>October 18</td>
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<td>October 15-December 13</td>
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<td>October 18</td>
<td>October 22</td>
<td>November 22</td>
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<tr>
<td>November 4-January 3</td>
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<td>November 12</td>
<td>December 18</td>
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<td>December 2-January 24</td>
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<td>December 6</td>
<td>December 9</td>
<td>January 10</td>
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<tr>
<td>December 9-December 27</td>
<td>3</td>
<td>December 10</td>
<td>December 10</td>
<td>December 18</td>
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</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.
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.

### Tuition Schedule for Fall 2024

<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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<tbody>
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<td>$125</td>
<td>$163</td>
<td>$250</td>
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<tr>
<td>2</td>
<td>$250</td>
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<td>18</td>
<td>$2,250</td>
<td>$2,934</td>
<td>$4,500</td>
</tr>
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</table>

### Differential Tuition per credit hour:
- ARTC $15, BIOL $15, CBFM $15, CJLE $15, CNBT $15, CRPT $15, ELPT $15, EMSP $65, HART $12, HIT $12, HLAB $30, MBST $15, MDCA $12, MLAB $40, MSSG $35, PLAB $70, POFM $12, RNSG $50, VNSG $55, WDK $15, WLDG $25. Per Term: Cyber Range fee of $140.00 for ITSY-2345 and/or ITSY-23490

### 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 class day 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:

<table>
<thead>
<tr>
<th>Classroom/Blended Start Dates</th>
<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>

<table>
<thead>
<tr>
<th>Weekend Classroom/Blended Start Dates</th>
<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>

<table>
<thead>
<tr>
<th>Online Course Start Dates</th>
<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>Grade Points</th>
<th>Credit Hours</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSI 1301</td>
<td>A</td>
<td>4</td>
<td>3</td>
<td>4 x 3 = 12</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>B</td>
<td>3</td>
<td>3</td>
<td>3 x 3 = 9</td>
</tr>
<tr>
<td>ITSC 1409</td>
<td>C</td>
<td>2</td>
<td>4</td>
<td>2 x 4 = 8</td>
</tr>
<tr>
<td>CJLE 1211</td>
<td>D</td>
<td>1</td>
<td>2</td>
<td>1 x 2 = 2</td>
</tr>
<tr>
<td>12 crs.</td>
<td></td>
<td></td>
<td></td>
<td>31 gp.</td>
</tr>
</tbody>
</table>

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

The grading system at Central Texas College is as follows:

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