



Spring 2024



GUIDE TO ENROLLMENT FOR NEW STUDENTS

Spring Registration Opens October 23
Weekend Classes Start January 12
Weekday Classes Start January 16

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.

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 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

- ☐ Spring 2024 registration begins on October 23. Payment is due when you register for classes.
- ☐ Register for class online through Eagle Self-Service. Once you're logged into Eagle Self-Service, select "Student Planning."
- ☐ After selecting your classes, you will be able to view your bill
- ☐ View your pending FAFSA aid in Eagle Self-Service under "Financial Aid."

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.

Step 8: Purchase Your Textbooks

- ☐ You can purchase your instructional materials from the CTC Bookstore. 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.

Spring 2024 Academic Calendar

Registration	October 23 - December 15 and January 2-12
Weekend Classes Begin.....	January 12
Martin Luther King Holiday (College Closed)	January 15
Weekday Classes Begin.....	January 16
Last Day to apply for Fall Graduation	February 1
President's Day (College closed)	February 19
1st 8-week Final Exams	March 6-10
Spring Break (College closed)	March 11-15
Classes Begin for 2nd 8 weeks.....	March 18
Good Friday (College closed)	March 29
Final Exams	May 6-12
Spring Graduation.....	May 10
Christmas Break (College closed)	December 18 - January 1

Eagle Self-Service (Online) Registration*

Spring 2024 Registration with Same Day Payment Starts October 23

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 (January 1 - May 12) and courses not required on a student's degree plan.

Central Campus Eagle Self-Service Registration* Start and End Dates Registration Starts October 23	
Classroom/Blended/Real-Time Virtual Start Dates	Registration End Dates
Tuesday, January 16	Monday, January 15
Monday, February 12	Sunday, February 11
Monday, March 18	Sunday, March 17
Monday, April 1	Sunday, March 31
Weekend Classroom/Blended Start Dates	Registration End Dates
Friday, January 12	Thursday, January 11
Friday, March 22	Thursday, March 21
Online Course Start Dates	Registration End Dates
Tuesday, January 16	Monday, January 15
Monday, February 12	Sunday, February 11
Monday, March 18	Sunday, March 17
Monday, April 1	Sunday, March 31
Monday, April 8	Sunday, April 7
*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/Add) 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.

Class Start/End Dates	# of Weeks	Last Day to Late Register/Add	Last Day to Drop (census date)	Last Day to Withdraw
Classroom/Blended/Real-Time Virtual Courses				
January 16 – May 10	16	January 19	January 31	April 12
January 16 – April 12	12	January 19	January 26	March 22
January 16 – March 8	8	January 19	January 23	February 23
February 12 – May 10	12	February 16	February 22	April 19
February 12 – April 12	8	February 16	February 20	April 1
March 18 – May 10	8	March 22	March 25	April 26
April 1 – May 24	8	April 5	April 8	May 10
Evening and Weekend Schedule				
<i>Check the specific course section meeting days to determine if class starts on Friday, Saturday or Sunday.</i>				
January 12 – May 5	16	January 19	January 24	April 5
January 12 – March 3	8	January 18	January 18	February 16
March 22 – May 12	8	March 26	March 27	April 26

Class Start/End Dates	# of Weeks	Last Day to Late Register/Add	Last Day to Drop (census date)	Last Day to Withdraw
Distance Learning (Online) Classes				
January 16 – May 10	16	January 19	January 31	April 12
January 16 – April 12	12	January 19	January 26	March 22
January 16 – March 8	8	January 19	January 23	February 23
February 12 – May 10	12	February 16	February 22	April 19
February 12 – April 12	8	February 16	February 20	April 1
March 18 – May 10	8	March 22	March 25	April 26
April 1 – May 24	8	April 5	April 8	May 10
April 8 – May 31	8	April 12	April 15	May 17

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

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 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.