



Central Texas College

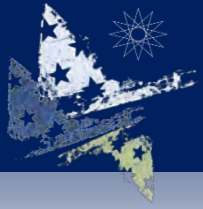
Product Mix



FOR STUDENTS OF THE REAL WORLD



Central Texas College



Mission

Central Texas College provides
accessible and quality educational opportunities
that support a diverse student population
and promote student success, completion and employability.

Vision

Central Texas College serves our diverse global community
through engaging and innovative education.

Values

Central Texas College, in meeting the educational goals and needs of students,
is committed to:

Belief in the worth and dignity of the individual

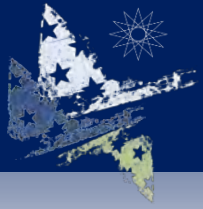
Excellence in all aspects of operations

Highest standards of ethical professional practice

Accountability and responsibility in the stewardship of public trust and resources



Central Texas College



Accreditation

Central Texas College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees and certificates of completion.

Approved by:

Texas Higher Education Coordinating Board
Texas Education Agency

Articulation Agreements

2 Plus 2 articulations are agreements between Central Texas College and senior institutions that permit CTC students to "lock in" to a 4-year degree when they register at CTC.

Students are guaranteed that every course they take at CTC will transfer to the senior institution and that the degree requirements will not change once their 2 Plus 2 degree plans are signed.

Examples of programs of study include liberal arts, teacher certification programs, business administration, computer science, criminal justice, nursing and industrial technology programs.

In addition to articulation agreements, our counselors work with students to ensure that their credits transfer to ANY four-year college or university of their choice.

<http://www.ctcd.edu/students/current-ctc-students/tools-for-transfer/articulation-agreements/>

CTC Europe VoTech Programs

Applied Computer Technology *

Automotive Mechanic/Technician

Child Development

Criminal Justice

Cybersecurity *

Emergency Medical Technology (EMT) Certification

Fire Protection

Fire Service Administration

Hospitality Management

Homeland Security and Emergency Management

Supervision Management

(*F2F-Deployed Sites only)

Course Delivery Models

Face-to-Face Courses

All contact hours completed in the classroom, traditional setting. Proctored exams.

Face-to-Face Courses with Blackboard component

All contact hours completed in the classroom, traditional setting. Blackboard is used only sporadically, e.g., for storing instructional materials. Proctored exams.

Blended Courses

At least 50% of contact hours conducted in the classroom; remainder completed in a Blackboard “virtual classroom” setting. Delivery requires limited Internet connection. Proctored or non-proctored exams (BioSig).

WeBB Learning Courses

Generated and delivered as blended classes (classroom + Blackboard); traditional classroom face-time has been substituted by the Skype, Zoom, WebEx, or Blackboard Collaborate sessions . Delivery requires scheduled Internet connection. Non-proctored exams (BioSig).

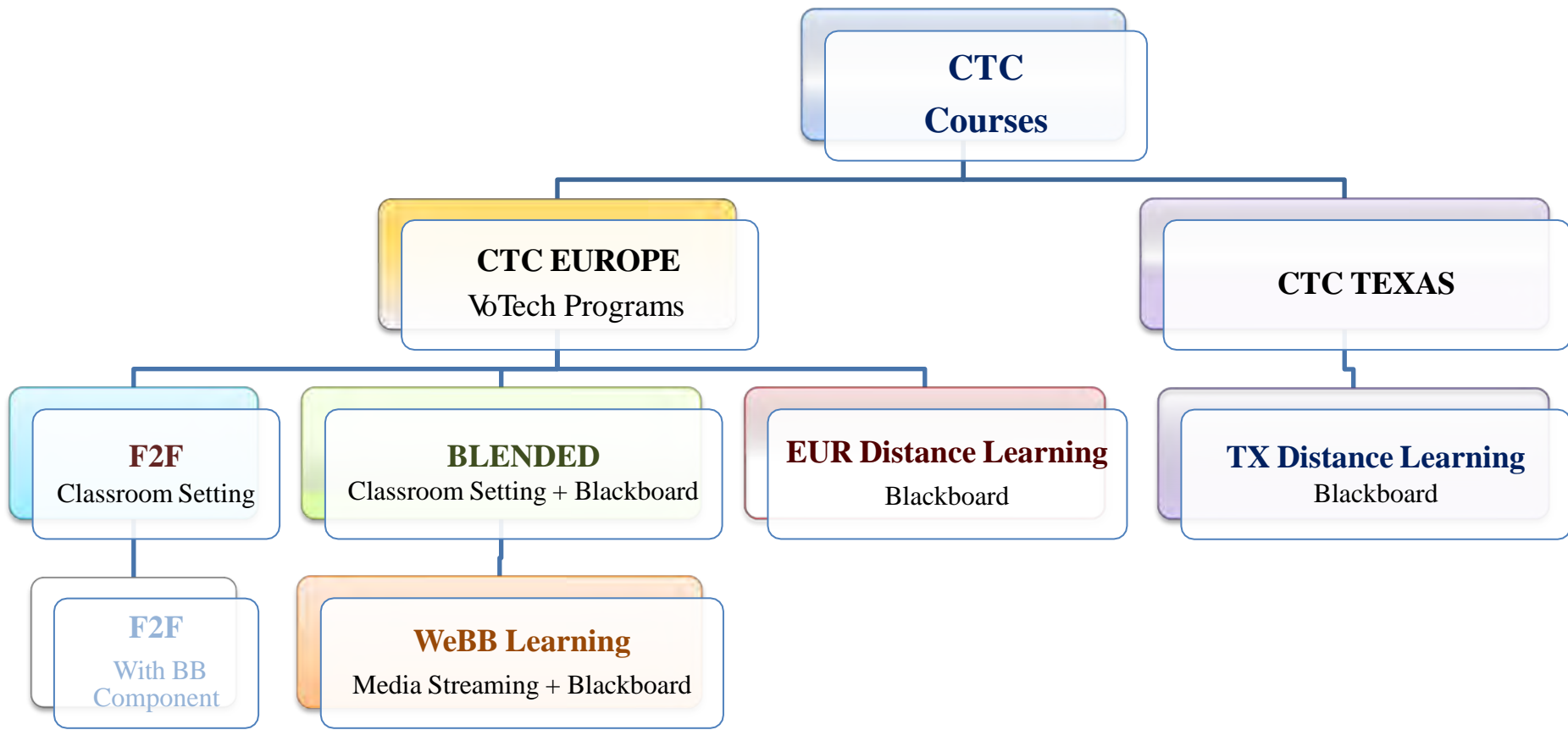
Distance Learning Courses

All contact hours completed in the virtual setting via Blackboard; delivery requires reliable Internet connection and has set due dates for all assignments. Non-proctored exams (BioSig).

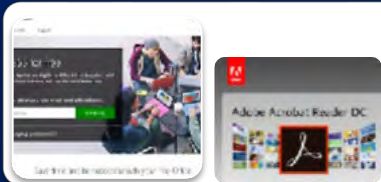
- Europe Distance Learning Courses
- TX Distance Learning Courses



Central Texas College Europe Course Delivery Models



Students' User Interface



Microsoft Office (Word, Excel, PowerPoint) + **Adobe Reader** + **PDF Tools** (free)

Get Office 365 (Student) for free → <http://www.ctcd.edu/students/student-it-services/it-hardware-software-links/>

Support → <https://support.office.com/>

Adobe Acrobat Reader → <https://get.adobe.com/reader/> ----- free **PDF Tools** Editor → <https://www.pdffill.com/>



EagleMail (CTC student's Google powered email address)

Download → <https://www.mozilla.org/en-US/firefox/>

EagleMail → <http://www.ctcd.edu/students/current-ctc-students/student-email/>



Central Texas College websites (academic policies, programs, classes' schedule, DL program)

CTC main → <http://www.ctcd.edu/> (Application for Admission)

Student Resources

CTC Europe → <http://www.ctcd.edu/locations/europe/> https://online.ctcd.edu/student_resources.cfm

Ordering Books → <http://bookstore.mbsdirect.net/ctc.htm>



eTrieve (students' account administration, registrations, withdrawals, official transcript request, VA form, PII records' transfer)

→ <https://www.ctcd.edu/forms-1/student-forms/>

WebAdvisor (students' account administration, registrations, withdrawals, unofficial transcript, planning, Financial Aid)

→ www.ctcd.edu/webadvisorinfo/



ArmyIgnitED (Selecting degree plan/Education Path, and generating TA) + (processing Credentialing Assistance)

<https://www.armyignited.com/app/>

→ www.ctcd.edu/ArmyIgnitED-Transition

CTC class schedule → <http://www.europe.ctcd.edu>
http://soarapp.ctcd.org/online_forms/schedule/schedule2.cfm

Fast Forward (only for MILITARY students---use this toolkit to get an online estimate of how your military training and experience will apply to a CTC degree) → <https://fastforward.ctcd.edu/>



Blackboard → <https://ctc.blackboard.com/>

IMPORTANT – please review Student Orientation videos (Part 1 and Part 2)

Blackboard is the Learning Management System for all online, blended, and WeBB Learning courses. Blackboard is your virtual classroom; students will find the course syllabus, announcements, discussion board, quizzes, exams, and lessons that guide them through the course by offering learning objectives, learning activities, instructors' guidelines, and assignments.

Application for Admission

How-to-Application for Admission

<https://www.youtube.com/watch?v=i7ihgV09B9Y&feature=em-uploademail>

<https://www.ctcd.edu/>



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[ACADEMICS](#) ▾

[LOCATIONS](#) ▾

[ABOUT CTC](#) ▾

[SEARCH CTC](#) 🔍 ▾

GET THE CREDITS

Get the maximum credit for
your military service and training.



Application for Admission

Sign Up

*First Name

*Last Name

*Email Address

*Required

SUBMIT

CENTRAL TEXAS COLLEGE

Undergraduate Application



Sign Up

Webinar

Last Name
Test

Email Address
@

SUBMIT

Please check the email provided to get started on your CTC online application.

LOGIN

The application is not a LIVE import; all applications have to be reviewed and verified in a 24–48-hour period by the admissions specialists located in TX. For assistance, please contact directly Admissions@ctcd.edu

Application for Admission FAQ

Q: Why is there a red X next to the DOB?

A: The X does not indicate an error; it is the spot where the student can click to clear the DOB or any other date.

Q: Will X stop the student from submitting application?

A: No; red X is present on ALL date fields. If the dot on the left side is green, this section is completed.

Q: Why the application is not accepting the SSN or phone number?

A: Formatting dashes must be present (SSN: xxx-xx-xxxx / phone number: xxx-xxx-xxxx).

< **CENTRAL TEXAS COLLEGE.** Application for Admission Sign Out

Personal Information

Date of Birth
• Jan 1 2000 ✓ X

• Do you have a Social Security Number?
☒ Yes
☐ No

Social Security Number (XXX-XX-XXXX)
• 123-45-6789

Important Information

Degree Plans — Please Select Continental & International

<http://www.ctcd.edu/academics/programs-of-study/a-z-programs/>

Catalog

<http://www.ctcd.edu/academics/catalog/catalog-continental-international/>

Student Resources

http://online.ctcd.edu/student_resources.cfm

Paying for College

<https://www.ctcd.edu/students/prospective-students/paying-for-college/>

Evaluated Credit

<https://www.ctcd.edu/students/current-ctc-students/evaluated-credit/>

Transcripts

<https://www.ctcd.edu/students/prospective-students/getting-started/apply-for-admission/sending-your-transcript/>

<https://www.ctcd.edu/students/current-ctc-students/transcript-services/>

<https://tsorder.studentclearinghouse.org/school/welcome>

Graduation

<https://www.ctcd.edu/students/current-ctc-students/graduation/>

Military Students, Veterans, and Spouses

<https://www.ctcd.edu/students/military-students-veterans-and-spouses/>

<https://www.ctcd.edu/students/military-students-veterans-and-spouses/veterans/veterans-benefits/>

Library

<https://www.ctcd.edu/academics/library/>

Student Tools

Web Advisor

<http://www.ctcd.edu/students/current-ctc-students/registration/webadvisor-technical-assistance/>
<https://webadvisor.ctcd.org>

Students' Forms (eForm/eTrieve)

<http://www.ctcd.edu/forms-1/student-forms/>
eTrieve Part 1 - Logging in eTrieve step by step____ https://youtu.be/3izC8fLJ_b0
eTrieve Part 2 - Finding Your Form____ <https://youtu.be/oOQEbFR1OoE>

Students' email (EagleMail)

<http://www.ctcd.edu/students/current-ctc-students/student-email/>

Blackboard

<https://ctc.blackboard.com/>

FastForward (Military and Veterans)

<https://fastforward.ctcd.edu/>

Books / Instructional Materials

<https://www.ctcd.edu/academics/booksinstructional-materials/>

Free Online Tutoring

<http://www.ctcd.edu/locations/central-campus/student-support/student-success-persistence/academic-studio-student-success-center/online-tutoring/>

Safety & Wellness

<https://www.ctcd.edu/locations/central-campus/campus-safety-wellness/student-employee-assistance-program/>

Class Schedule Europe

ALL Europe Classes

http://www.europe.ctcd.edu/0_Mura_Pages/schedule_for_Mura.php

Vocational Technical

VoTech Schedule

CTC Europe Term Schedule

| Term, Year | Registration Starts | Term Start | Term End |
|--------------|---------------------|-------------|-------------|
| III, 2020-21 | 07 Dec 2020 | 01 Jan 2021 | 14 Mar 2021 |
| IV, 2020-21 | 22 Feb 2021 | 15 Mar 2021 | 16 May 2021 |
| V, 20120-21 | 26 Apr 2021 | 17 May 2021 | 15 Aug 2021 |
| I, 2021-22 | 26 Jul 2021 | 16 Aug 2021 | 10 Oct 2021 |
| II, 2021-22 | 20 Sep 2021 | 11 Oct 2021 | 31 Dec 2021 |
| III, 2021-22 | 09 Dec 2021 | 01 Jan 2022 | 13 Mar 2022 |

To lookup a specific course and all the locations where it is offered [Click Here](#)

To lookup Europe Distance Learning Courses [Click Here](#)

Please Note. Courses, regardless of their delivery method, may have an electronic component.

Location Course Schedules

To see all courses CTC Europe has scheduled, click on the All Countries link below.

[All Countries](#)

To select a location below click on the location name to see the current schedule for that location. You may also click on the country name to see the current schedule for all locations in that country.

[Bahrain](#)

- [Bahrain](#)
- [Isa Air Base](#)


[Djibouti](#)



- [Djibouti](#)


Class Schedule Europe





In-person (F2F) Classes (always only EUR**+ EA*** or EC***)

https://soarapp.ctcd.org/online_forms/schedule/schedule_f2f.cfm

CTCD.EDU | BLACKBOARD | STUDENT TOOLS 





HOME STUDENTS  COURSES  QUICK LINKS  




Lecture Course Schedule

This schedule includes CTC lecture courses which are, or will be, loaded into Blackboard. Individual instructors chose whether or not to use Blackboard as a supplemental online component for their CTC lecture courses.

Details on all CTC courses are available through the WebAdvisor system. To ensure you have the most up to date information and details on your preferred courses, be sure to search for them in [WebAdvisor](#).


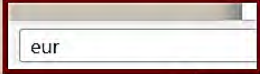
Select Ctrl+F and type EUR on the bottom of the screen.
That will list all Europe classes; you can use up and down arrow to find your class.

Lecture Courses Starting in

Month  Year  

Please refer to the CTC [Class Schedules](#) page for valid registration dates.

Ctrl+F and type EUR



| Course/Section Number | Location | Synonym | Section ID | Course Title | Weeks | Start Date | End Date | Instructor |
|-----------------------|----------|---------|------------|--------------|-------|------------|----------|------------------|
| EMSP1160 EUR09 | EASIS | 53166 | 627078 | Clinical-EMT | 12 | 01/17/21 | 04/07/21 | Majeski, Erik |
| EMSP1160 EUR07 | EADJI | 52724 | 626631 | Clinical-EMT | 13 | 01/18/21 | 04/11/21 | Delinski, Daniel |
| EMSP1160 EUR08 | EADJI | 52726 | 626633 | Clinical-EMT | 13 | 01/19/21 | 04/11/21 | Aanning, Bjarne |

Class Schedule

Online, Blended, & WeBB Learning Classes

(always only TD*** for TX DL classes or EUR** for Europe classes)

http://soarapp.ctcd.org/online_forms/schedule/schedule2.cfm



CTCD.EDU | BLACKBOARD | STUDENT TOOLS ▾

Apply Now

Request Info

DISTANCE EDUCATION

HOME

STUDENTS ▾

COURSES ▾

QUICK LINKS ▾



Online Course Schedule

Details on all CTC courses are available through the WebAdvisor system. To ensure you have the most up to date information and details on your preferred courses, be sure to search for them in [WebAdvisor](#).

Go to <https://www.ctcd.edu/academics/booksinstructional-materials/> for book information.

For a list of all online courses, see our [Online Course Catalog](#).

Show **Online, Blended, & Sync Virtual** courses starting on

05/03/2021* ▾


View

* denotes a major start date - more online sections available

View this schedule for [past start dates](#)

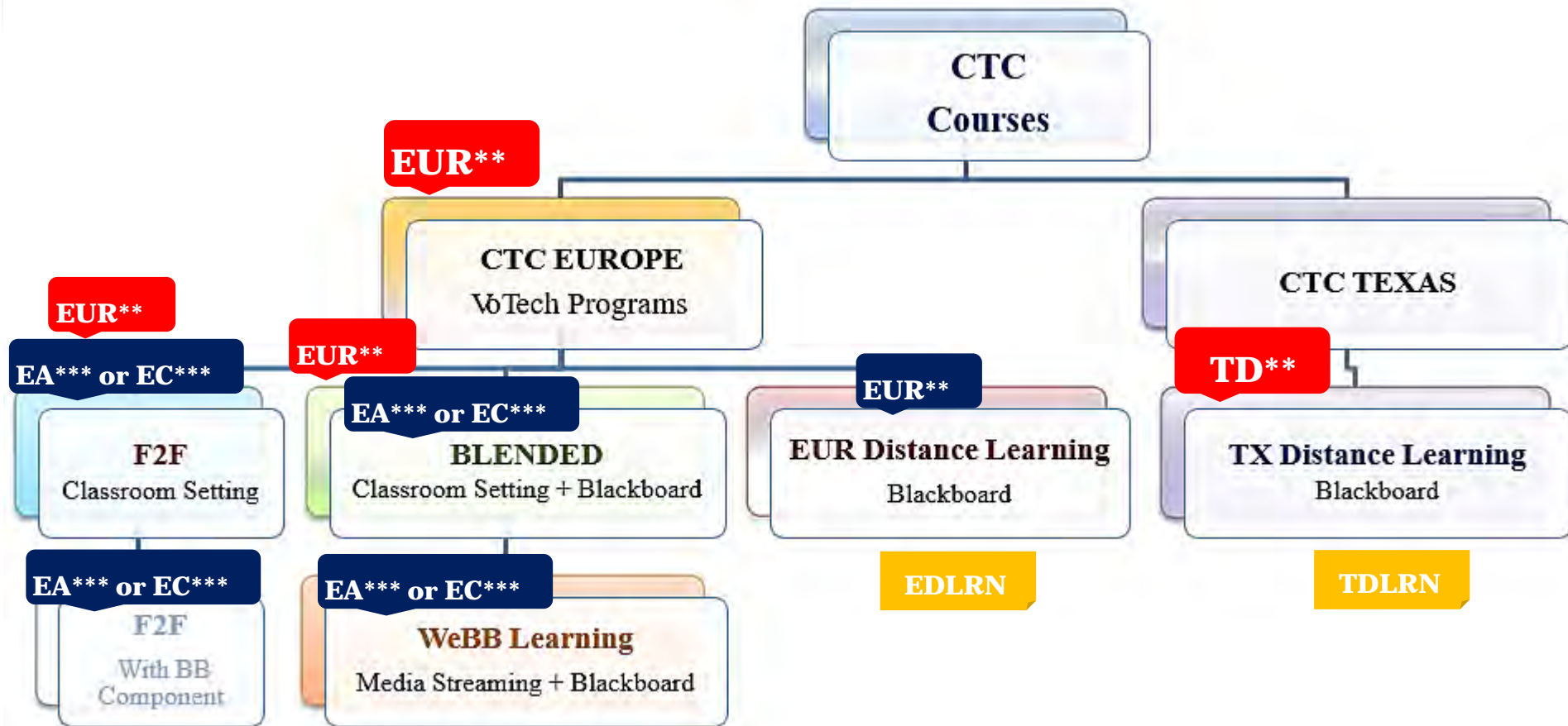
TX DL
TDLRN

EU DL
EDLRN



| Course/Section Number* | Synonym | |
|--|---------|---|
| Communications | | |
| ENGL1301 TD088 | 43897 | € |
| Course/Section Number* Synonym | | |
| ProtectiveServices | | |
| CJSA1342 EUR05 | 53375 | 6 |

How to Find the Correct Class in the Class Schedule?



Class Schedule WebAdvisor (Guest)

While prospective students can use Guest account, CTC students have to log in (cID #+password).

The screenshot displays the Class Schedule WebAdvisor (Guest) interface. At the top, a dark blue header contains the text "COLLEGE" and "FOR STUDENTS OF THE REAL WORLD". To the right of the header are links for "Log In" and "MAIN MENU". Below the header, the main content area is light gray. On the left side of the main area, there is a link for "WebAdvisor User ID Lookup" and a link for "Learn more at: WebAdvisor Technical Assistance". Below this, under the heading "Special Messages:", there are links for "Payment Information" and "Important Dropping/Adding Class Information: Drop/Add Info". On the right side of the main area, there is a link for "WebAdvisor User ID Lookup" and a link for "What". A large green arrow points from the "Log In" link to the "WebAdvisor User ID Lookup" link. Below the main content area, there is a dark blue footer bar with the text "Welcome Guest!". To the right of the footer bar, there is a yellow box containing the text "Guest/Prospective Students". A white arrow points from the "Guest/Prospective Students" box to the "WebAdvisor User ID Lookup" link. Below the footer bar, there is a white box containing the text "Admission Information" and a link for "Self-Service Search for Sections". A green arrow points from the "Self-Service Search for Sections" link to the "Guest/Prospective Students" box.

COLLEGE FOR STUDENTS OF THE REAL WORLD

[Log In](#) [MAIN MENU](#)

[WebAdvisor User ID Lookup](#) [What](#)

[WebAdvisor User ID Lookup](#)

Learn more at: [WebAdvisor Technical Assistance](#)

Special Messages:

Payment Information: [Payment Information](#)

Important Dropping/Adding Class Information: [Drop/Add Info](#)

Welcome Guest!

Guest/Prospective Students

Admission Information

[Self-Service Search for Sections](#)

Class Schedule WebAdvisor

(Guest)



FOR STUDENTS OF THE REAL WORLD

Guest

Sign in

?

Help

Search for Courses and Course Sections

Subject Search Advanced Search

Search for a course subject:

ABDR Auto Body

ACCT Accounting



FOR STUDENTS OF THE REAL WORLD

Search for Courses and Course Sections

Subject Search Advanced Search

Search for a course subject:

[CDEC Child Development](#)

Search for Courses and Course Sections

[Back to Course Catalog](#)

Filter Options

Hide

Availability

- ☐ Open and Waitlisted Sections
- ☐ Open Sections Only

Subjects

- ☒ CDEC Child Development (21)

Locations*

- ☐ Distance Learning (4)
- ☐ Fort Sill, OK (1)
- ☐ Joint Base Anacostia-Bolling (1)

Terms

- ☐ Spring 2021 (7)

Days of Week

- ☐ Tuesday (1)
- ☐ Thursday (1)
- ☐ Friday (1)

Filters Applied: [CDEC Child Development](#) X

CDEC-1164 Practicum Child Development (1 Credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Requires 112 hours at an approved Child Care Facility.

Requisites:

Completion of CDEC-1313 and CDEC-1319. - Must be completed prior to taking this course.

Offered:

Fall, Spring, Summer 1

Syllabus:

[CDEC-1164](#)

CDEC-1303 Families, School and Community (3 Credits)

Study of the child, family, and schools. Includes parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

Requisites:

None

Syllabus:

[CDEC-1303](#)

CDEC-1311 Educating Young Children (3 Credits)

An introduction to the education of the young child. Includes developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

Requisites:

Class Schedule WebAdvisor

View Available Sections for CDEC-1358



Spring 2021

CDEC-1358-EUR01

Creative Arts for Early Child

Runs from 3/15/2021 - 5/9/2021

| Seats | Times | Locations | Instructors |
|-------|----------------------|---|---------------|
| 24 | 3/15/2021 - 5/9/2021 | Europe Distance Learning Online Lecture | Hinchcliff, J |
| | 3/15/2021 - 5/9/2021 | Europe Distance Learning Online Laboratory | |



CDEC-1358-EUR02

Creative Arts for Early Child

Runs from 3/15/2021 - 5/9/2021

| Seats | Times | Locations | Instructors |
|-------|----------------------|---|-------------|
| 25 | 3/15/2021 - 5/9/2021 | Europe Distance Learning Online Lecture | Cambra, B |
| | 3/15/2021 - 5/9/2021 | Europe Distance Learning Online Laboratory | |

Class Schedule WebAdvisor

(logged in)

[CHANGE PASSWORD](#)[LOG OUT](#)[MAIN MENU](#)[STUDENTS MENU](#)[CONTACT Us](#)

CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU

Welcome Ancical

The following links may display confidential information.

CTC has converted most functionality previously on the student menu to Eagle Self-Service. If you can't find what you're looking for on this menu, select Eagle Self-Service.

Eagle Self-Service allows you to plan your schedule and register for classes; view your academic progress towards a degree; view your transcript and test scores; maintain your personal profile; pay for classes; complete a course/faculty evaluation; and more.

Attention Financial Aid Students: Students receiving Title IV Funding (PELL, Loans, SEOG and Work Study) must take classes that start and end within each of the term dates below:

- Summer 2020 May 11 - Aug 9
- Fall 2020 Aug 10 - Dec 31
- Spring 2021 Jan 1 - May 16
- Summer 2021 May 17 - Aug 16

Attention: Payment is due, in full, at the time of registration unless you have financial aid or an outside sponsorship/tuition assistance that will cover the balance. Failure to pay the amount due will cause you to be dropped from your classes. Email tuition assistance documents to: AccountsReceivableTA@ctcd.edu. If you have any questions about your account please call the Business Office at 254-526-1217.

Attention All Students: The last day to register or drop a course in Eagle Self-Service is the Sunday before the course start date (based on Central time). After these deadlines, to drop or withdraw from a course you will need to submit the schedule change request or application for withdrawal eForm. Drop and Withdrawal dates can be found in the [class schedule](#).

User Account

[I'm New to WebAdvisor](#)

Financial Information

[View Account and Make Payments](#)
[Student Tax Information](#)

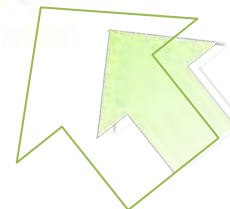
Financial Aid

[Financial Aid](#)

Communication

[My Documents](#)

Academics and Registration

[Grade Point Average by Term](#)
[Transcript Request Status](#)
[Student Gradebook](#)
[Eagle Self-Service](#)

WebAdvisor Registration


WebAdvisor Registration




<https://www.ctcd.edu/students/current-ctc-students/registration/webadvisor-technical-assistance/>


<https://www.youtube.com/watch?v=4DevnRFgyt0&t=217s>


Student Planning and Registration


<https://www.youtube.com/watch?v=p6WmRp8n9z4&t=29s>


 **FOR STUDENTS OF THE REAL WORLD**


 c0963558  Sign out  H


 Hello, Welcome to Eagle Self-Service!
Choose a category to get started.


**Student Finance**
Here you can view your latest statement and make a payment online.


**Financial Aid**
Here you can access financial aid data, forms, etc.


**Tax Information**
Here you can change your consent for e-delivery of tax information.

**Banking Information**
Here you can view and update your banking information.

**Employee**
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

**Student Planning**
Here you can plan courses to take in the future, view your degree progress, and register in course sections during registration periods.

**Course Catalog**
Here you can view and search the course catalog.

**Grades**
Here you can view your grades by term.

Class Schedule WebAdvisor

| Seats | Times | Locations | Instructors |
|-------|----------------------|--|---------------|
| 24 | 3/15/2021 - 5/9/2021 | Europe Distance Learning Online Lecture | Hinchcliff, J |

Section Details

CDEC-1358-EUR02 Creative Arts for Early Child

Spring 2021

Instructors

Cambra, B

Meeting Information

3/15/2021 - 5/9/2021
Europe Distance Learning, (Online Lecture)
3/15/2021 - 5/9/2021
Europe Distance Learning, (Online Laboratory)

Dates

3/15/2021 - 5/9/2021

Seats Available

25 of 75 Total

Credits

3

Grading

Graded

Requisites

None

Course Description

An exploration of principles, methods, and materials for teaching children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking for children birth through age eight. 16 lab hours required

Books

[Bookstore Information](#)

Close

Class Schedule WebAdvisor




Textbooks / Instructional Materials


Section Details


CDEC-1319-EUR08: Child Guidance
Spring 2018

| | |
|----------------------------|--|
| Instructors | Gaymon, Z (zora.gaymon@europe.ctcd.edu) |
| Meeting Information | 1/22/2018 - 3/18/2018 Europe Distance Learning, Europe Distance Learning TBD (Online Lecture) |
| Dates | 1/22/2018 - 3/18/2018 |
| Seats Available | 25 of 75 Total |
| Credits | 3 |
| Grading | Graded |
| Requisites | None |
| Course Description | An exploration of guidance strategies for promoting pro-social behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences. |
| Books | Bookstore Information |

CloseAdd Section

 c0963558  Sign out  Help 2

 CDEC-1319-EUR08 has been planned on the schedule.

 CDEC-1319-EUR08 has been planned on the schedule.

Textbooks / Instructional Materials

We highly recommend ordering early for time-sensitive orders.

Our carriers are experiencing extremely high shipping volumes that may result in longer transit times. Estimated delivery dates are generally accurate but not guaranteed.

We are focused on the health and safety of our employees, based on CDC guidelines, and our response times may be extended.

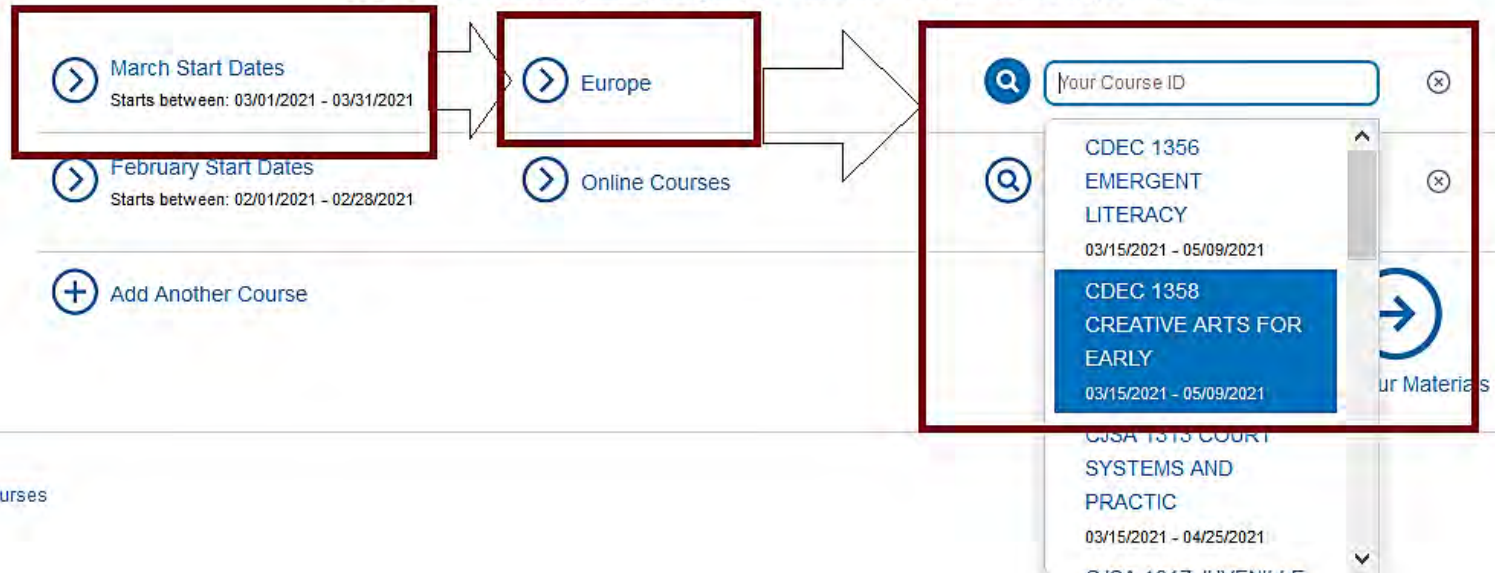


[Log In to Your Account](#)

[Menu](#) [Cart](#)

Getting Started

We've made it really easy to get your course materials. Let's get started.



Textbooks / Instructional Materials

Your Materials

We've made it easy to get your course materials for each class. Just review and select below.

PRICE MATCH GUARANTEE IS HERE! 

— Excludes Marketplace items —
Learn more 

Course 1 of 1: March Start Dates • Europe • CDEC 1358 CREATIVE ARTS FOR EARLY • 03/15/2021 - 05/09/2021



REQUIRED

Creative Thinking and Arts-Based Learning: Preschool Through Fourth Grade 7TH 18

Author: Isenberg, Joan Packer / Jalongo, Mary Renck
ISBN-13: 978-0-13-446112-0
ISBN-10: 0-13-446112-6
Edition/Copyright: 7TH 18
Publisher: Pearson

- ☒ Summary
- ☒ Digital Rights
- ☒ Requirements

List Price: \$100.00

Print

☒ **\$100.00** New Print

Rental


☐ **\$59.99** New Print Rental
Return by 05/16/2021.

Digital [Digital Rights](#)

- ☐ **\$34.99** 180-Day eRental
- ☐ **\$54.99** Perpetual Offline Access

Marketplace Sellers

- ☐ From **\$80.64** [View Sellers](#)
- ☐ No Thanks

 **Add Selected to Cart**

Registration via eTrieve

should be used if the student is unable to register via WebAdvisor

Log into your eTrieve at <https://etcentral.ctcd.edu/>

Select Forms and enter “Registration” into the search field.

TX Distance Learning – *Texas & Distance Learning Registration*

All Europe Classes – *C and I Registration Form*

Select desired class from the menu and Add Course For Registration

Add Course For Registration

Registration form
should be submitted to
Inbox Europe—Student
Services

The screenshot shows the eTrieve interface with a sidebar on the left containing 'Flow' (Inbox, Activity, Forms, Drafts) and a main search area. The search term 'registration' is entered, and the results list includes 'ST Disability Services', 'Emotional Support Animal Registration', 'Service Animal Registration', 'ST Students in TX or Online', 'Texas & Distance Learning Registration', 'ST Students Outside TX', and 'C and I Registration Form'.

The screenshot shows the 'Student Schedule' form with fields for Term (SPR21), Location (Europe Distance Learning), Course Name (CDEC-1355 - Creative Arts for Early Child), and Section (EUR02 03/15/2021-05/09/2021 null null-null). Below this is the 'Course To Register' section with fields for Subject (CDEC-1355 - Creative Arts for Early Child) and Section (EUR02 03/15/2021-05/09/2021 null null-null). A green arrow points from the 'Add Course For Registration' button to the 'Section' field in the 'Course To Register' section.

The screenshot shows the registration form submission process. It includes a 'Destination' dropdown menu with 'Europe' selected. Below this is a 'By clicking "Send", I understand my performance of their official duties registration. I understand that C/I payment of the time of registration does not remit payment in full. If I am responsible for all amounts owed, any legal means necessary to collect' section. The form is submitted via a 'Submit' button.

Drop and Withdrawal

WHEN? Once you decide, ASAP!

Date of withdrawal and date of last attendance affect the student's financial obligations.

<http://www.ctcd.edu/students/current-ctc-students/academic-policies/withdrawal/>

<http://www.ctcd.edu/locations/europe/students/services/withdrawals/>

For all financial aspects of drop/withdrawal, please contact Mr. Rick Taylor at rick.taylor@europe.ctcd.edu

If the student temporarily cannot log into WebAdvisor or eTrieve,

please urgently send the email to Student Services

with the expressed wish to drop the class, and process drop/withdrawal later on in eTrieve.

Student Services Europe at studentservices.europe@europe.ctcd.edu

Provide the class name and dates. The email must be sent before the start date or ASAP.

Drop – before the start date or Census date

Withdrawal – after the Census Date (eTrieve)

Applications for Withdrawal will be accepted at any time before the completion of the sixth week of the class for an eight-week course, fifth week for the seven-week course, or the fourth week for the six-week course.

Drop

[COVID-19 Return to Campus](#)

[WebAdvisor](#)

[Search Courses & Sections](#)

[Blackboard](#)

[Student Forms - eForms](#)

[Student Email](#)

Drop – before the start date or Census date

IMPORTANT!

The last day to drop from the course via **WebAdvisor** is Sunday (Central Time)

before the class start date (Monday). After that, the student must use **eTrieve** in eForms.

Choose WebAdvisor or eForms from the “Student Tools” drop down menu on www.ctcd.edu

WebAdvisor

Log into your WebAdvisor >Eagle Self-Service and click on *Plan & Schedule* under "Student Planning"

Drop the class by clicking on “Drop.” Remove the class from “Planned.”

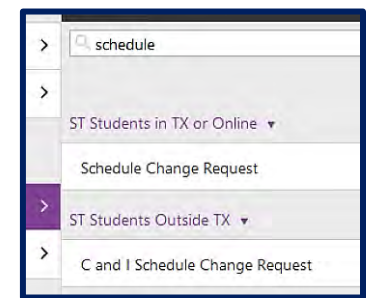
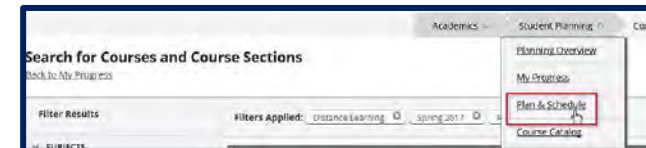
eTrieve

Log into your eTrieve >Forms and enter “Schedule” into the search field

TX Distance Learning - ST Students in TX or Online > Schedule Change Request

All Europe Classes - ST Students Outside TX > C and I Schedule Change Request

eTrieve Drop request should be routed to Inbox Europe—Student Services



Withdrawal

Withdrawal – after the Census Date (eTrieve)

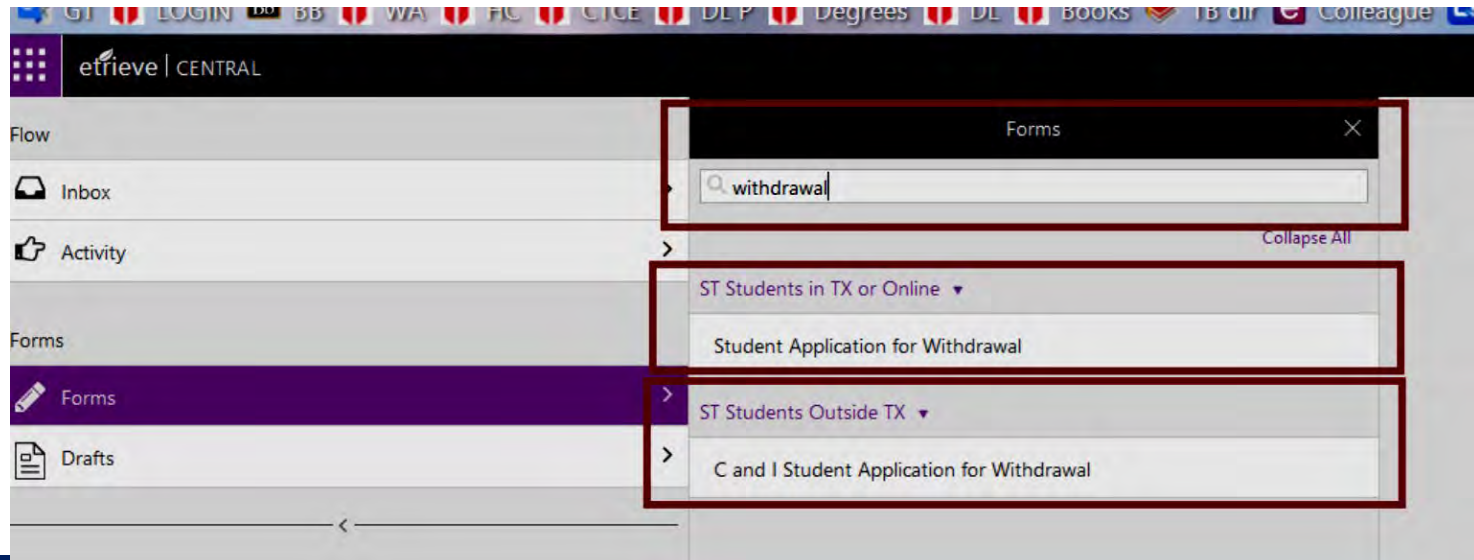
Log into your eTrieve at <https://etcentral.ctcd.edu/>

Select Forms and enter “Withdrawal” into the search field.

TX Distance Learning - ST Students in TX or Online > Student Application for Withdrawal

All Europe Classes - ST Students Outside TX > C and I Student Application for Withdrawal

Withdrawal form should be routed to Inbox Europe—Student Services



Tuition Assistance

CTC Europe students may be eligible for many types of financial assistance including

Military Tuition Assistance

VA Benefits

Federal Grants & Loans

CTC Foundation Scholarships

MyCAA

AFAS and AER Grants & Scholarships

Additional Information

Military Tuition Assistance: www.ctcd.edu/europe-ta

VA Benefits: www.ctcd.edu/locations/europe/students/services/va-benefits/

CTC Field Representatives: www.ctcd.edu/fieldsites

FINANCIAL AID

To apply for financial aid, complete the FAFSA: www.fafsa.gov

CTC's Federal School Code is: 004003

For more information about the financial aid process, please contact

our Financial Aid office: financial.aid@europe.ctcd.edu

or Business Office Assistant Director at rick.taylor@europe.ctcd.edu

CTC Europe's Financial Aid Webpage: www.ctcd.edu/europe-fa





FOR STUDENTS OF THE REAL WORLD

CTC Site Coordinators

FAFSA

Fund your Education To Fund your Future!

What is a FAFSA?

Free Application for Federal Student Aid

Use a FAFSA to apply for Grants (free money) and Federal Loans
(deferred while in school).

To apply, you will need

Income Tax information and W-2 forms

Dependent students will need their Parent's Federal Income Tax Return

Married Students who filed separately will need both their own
and their spouses' Federal Income Tax Returns

Visit the FAFSA website: <http://www.fafsa.ed.gov>
and input Central Texas College school code: 004003

CONTACT

CTC Site Coordinators
<http://www.ctcd.edu/fieldsites>

or

Business Office Manager
rick.taylor@europe.ctcd.edu

Financial Aid:

www.ctcd.edu/europe-fa

WebAdvisor:

<https://webadvisor.ctcd.org>



Find us on the Web

www.ctcd.edu
www.ctcd.edu/europe



Military Spouse MyCAA Program

MyCAA provides up to \$4,000 (\$2,000 per fiscal year)
of workforce development scholarships to eligible military spouses
who are pursuing a license, certification, or associate's degree
in portable career fields and occupations.

To qualify, you must be:

The spouse of an Active-duty servicemember or a spouse of an activated Guard
or Reserve member within ranks at a pay grade of E-1 to E-5, W-1 to W-2, or O-1 to O-2.



To Get Started

Visit the MyCAA website to establish a MyCAA Account:

<https://mycaa.militaryonesource.mil/mycaa/>

Utilize your Department of Defense Self-Service Logon (DS Logon) to access your account

Additional Information

www.ctcd.edu/europe-fa

CONTACT

financial.aid@europe.ctcd.edu

FOR STUDENTS OF THE REAL WORLD

www.ctcd.edu
www.ctcd.edu/europe

ArmyIgnitED

OVERVIEW

ArmyIgnitED is a digital platform through which Students request financial assistance. The type of education that we are focusing on in this training will be Tuition Assistance.

Tuition Assistance (TA) is financial support for courses within Education Paths and Program Paths.

ArmyIgnitED

<https://www.armyignited.com/app/>

CTC Transition Help page

www.ctcd.edu/ArmyIgnitED-Transition



01 Why ArmyIgnitED

02 Learn Anywhere

03 Opportunities

04 Credential Journey

Get Started



Your portal for requesting Tuition Assistance (TA) and Credentialing Assistance (CA) will be ArmyIgnitED



BE READY

Establish Your ArmyIgnitED Account Now

1. Navigate to www.armyignited.com
2. Create a secure account, including 2-step authentication
3. Return to www.armyignited.com and complete your account set up





Using VA Benefits with CTC Step-by-Step Guide

2020-2021 Academic Year: FALL 2020, SPRING 2021, SUMMER 2021

Request Certification (approval for payment) of Your Courses (continued from Page 1);

- ✓ You must advise the Office of Veteran Services each semester/term of courses in which you are enrolled. If you do not request certification your course will not be sent to the VA and you will not receive reimbursement or monthly stipends.
- ✓ Each time that you register for courses, you must complete the CTC eTribe Veterans Enrollment Certificate (VEC).
- ✓ Please login and fill out the eForm worksheet here: <https://etcentral.ctcd.edu/>
- ✓ And fill out eForm "Veterans Enrollment Certificate - VEC"



eTribe Login and Instruction Information:

- ✓ Username: Your WebAdvisor username (lowercase "c" plus seven-digit CTC ID). If applicable, ensure leading zeros are entered. Password: "Go to <https://etcentral.ctcd.edu/> and select "Forgot your username and password".
- Type the email you have on file with Central Texas College and click Continue. A password will be sent to the e-mail on file.
- If help is needed please contact help.desk@ctcd.edu or financial.aid@europe.ctcd.edu

- ✓ eForm FAQ: <http://www.ctcd.edu/forms-1/student-forms/eforms-frequently-asked-questions/>
- ✓ Commonly students will need to attach documents to the eForm.

- ✓ Click "Attachments"
- ✓ 1. Click "Upload File(s)" and find the file.
- ✓ 2. Click "Open"
- ✓ 3. Wait for the red number to show up:
- ✓ Common documents students may need to attach if requested:
 - ✓ DD-214
 - ✓ VA "Certificate of Eligibility" or "Letter of Eligibility"
- ✓ Choose Destination "Outside Texas and Overseas"
- ✓ Click "Submit" to submit the VEC form.



Self Certify Your Enrollment Monthly to the VA.

Veterans drawing benefits under Chapter 30, 32, 1606 or 1607 are required to send in monthly self certification of their attendance. CTC provides course certification but student certification can only come from the student. Directions on this process should come to you in the mail from the VA. If you did not receive them please contact the VA directly at 888-442-4551 or 918-781-7880 OR muskro@vba.va.gov OR www.gibill.va.gov and click "Contact VA."

The earliest this can be done is the last day of the month. Monthly verification can be done via one of the following three ways:

- ✓ Internet - WAVE (Web Automated Verification of Enrollment) <https://www.gibill.va.gov/wave/>
- ✓ Telephone - Using Interactive Voice Response (IVR) 1-877-823-2378

NOTE: Failure to self-certify will cause your benefits to stop. You must do this every month or you will not get paid!

Changing Degree Plans

- ✓ Submit VA Form 22-1995 to the VA at www.vets.gov or at <https://www.ebenefits.va.gov/>
- ✓ Chapter 35 students submit VA Form 22-5495 at www.vets.gov or at <https://www.ebenefits.va.gov/>

Parent Letter Request

- ✓ Guest Students submit a Parent Letter from their degree seeking parent institution.
- ✓ If you are a CTC degree seeking student taking courses at another school request from CTC a Parent Letter.

financial.aid@europe.ctcd.edu

WebAdvisor: <https://webadvisor.ctcd.edu>

CTC Bookstore: www.ctcbookstore.com

eForms: <https://etcentral.ctcd.edu/>

**Apply
Today!**



VA Step-by-Step Guide

2020-2021 Academic Year: FALL 2020, SPRING 2021, SUMMER 2021

1. APPLYING - WHAT'S REQUIRED AT CENTRAL TEXAS COLLEGE?

Apply for Admission to CTC (It's FREE!)

- ✓ Non-Texas Residents: <https://ctc4me.force.com/apply>
- ✓ Texas Residents: www.applytexas.org

Choose a Degree

- ✓ Army: <http://www.ctcd.edu/students/military-students-veterans-and-spouses/army-students/army-degree-maps/>
- ✓ All Other Students: <http://www.ctcd.edu/academics/programs-of-study/>

Submit Transcripts to CTC

- ✓ Submit to CTC, Prior College transcripts, if applicable.
- ✓ Request Official Joint Services Transcript: <https://ist.doded.mil/official.html>
- ✓ Air Force: <http://www.au.af.mil/au/barnes/ccaf/transcripts.asp>

Veterans & Active Duty:

- ✓ Apply at www.vets.gov or at <https://www.ebenefits.va.gov/>
- ✓ Submit to the VA, VA Form 22-1990 Initial Application for Benefits.
- ✓ Submit to the VA, VA Form 22-1995 and list the degree program and CTC on the form.
- ✓ Submit to CTC, A copy of the "Certificate of Eligibility" or "Letter of Eligibility" from the VA.
- ✓ For Chapter 31 It is advised they call their VA rehabilitation counselor first.

Family Member using Transferred Chapter 33 Benefits:

- ✓ Website for Transfer of Benefits GIBILL: https://www.dmdc.osd.mil/milconnect/faces/quickLinks.jspx?_afteb
- ✓ Receive the letter from the branch of service approving the transfer of benefits.
- ✓ Apply at www.vets.gov or at <https://www.ebenefits.va.gov/>
- ✓ Submit to the VA, VA Form 22-1990E, Application for Family Member to use Transferred Benefits
- ✓ Submit to CTC, A copy of the "Certificate of Eligibility" or "Letter of Eligibility" from the VA.

Chapter 35 dependents:

- ✓ Apply at www.vets.gov or at <https://www.ebenefits.va.gov/>
- ✓ Submit to the VA, VA Form 22-5490 Initial Application for Benefits.
- ✓ Transfer students Submit to the VA, VA Form 22-5495 Request for Change of Program.

Note: The address for Central Texas College for applying for all VA & Financial Aid benefits is:
Central Texas College, P.O. Box 1800, Killeen, Texas, 76540-1800

- ✓ Go online and visit <http://www.ctcd.edu/locations/europe/> to find your local CTC Office at the Education Center or contact the Europe Online Mentor: Online.Mentors@europe.ctcd.edu

Register and pay for classes

- ✓ Chapter 33 VA 9/11 Students pay a percentage based off their eligibility letter. Distance Learning (DL) classes follow a different schedule. Find out if you qualify for the Yellow Ribbon program to have DL classes covered 100%.
- ✓ Chapter 30, 32, 35, 1606, 1607 Self Pay
- ✓ Chapter 31 VA Voc-Rehab students follow a slightly different procedure. Contact financial.aid@europe.ctcd.edu for details.



CONTACT

your local CTC Site Coordinator
<http://www.ctcd.edu/fieldsites>
& CTC Virtual Office

Apply Today!
www.ctcd.edu

CONTINUED ON NEXT PAGE



FOR STUDENTS OF THE REAL WORLD

Check the schedule: www.ctcd.edu/locations/europe/

Financial Aid Students

Attention!

Financial Aid students are only eligible to receive
Title IV funding (PELL, loans, SEOG, etc.)
for classes that start and end in the same semester
and are required on their current degree plan.

Points of Contact

Europe Courses

<http://www.ctcd.edu/fieldsites>
studentservices.europe@europe.ctcd.edu

TX Distance Learning Courses

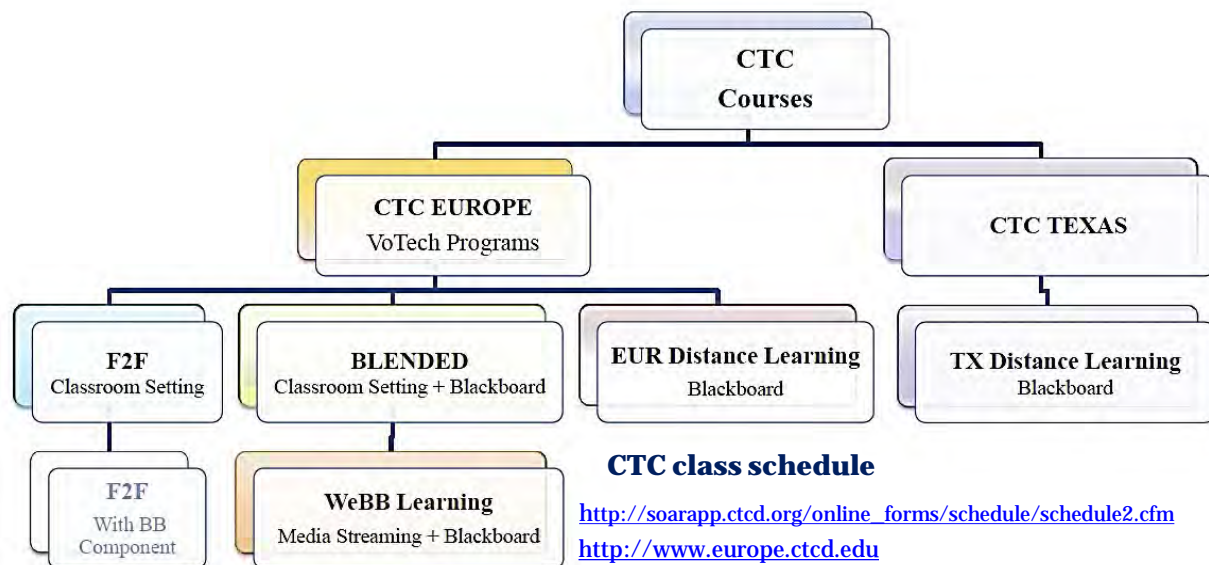
online.mentors@europe.ctcd.edu
EaglesOnCall@ctcd.edu

Financial Aid, TA, MyCAA, VA

rick.taylor@europe.ctcd.edu

Army students

EaglesOnCall@ctcd.edu



Help Desk points of contact

- WebAdvisor

For access or log in problems, students should email → webadvisor.tech@ctcd.edu → Phone: (254) 526-1637 or (800) 792-3348, ext.1637 Please include your full name, CTC ID, and email address that is on file with CTC (for identity verification).

Before requesting any assistance, please review the link → www.ctcd.edu/webadvisorinfo/

Exception: If you are receiving a registration/withdrawal error message, please contact Student Services → studentservices.europe@europe.ctcd.edu

- Blackboard

First contact → studentservices.europe@europe.ctcd.edu to determine your appropriate contact for assistance. For web assistance, follow the link
→ <https://online.ctcd.edu/contact.cfm>

- **Student Resources** → http://online.ctcd.edu/student_resources.cfm

- **EagleMail** (lost or forgotten EagleMail password) → help.desk@ctcd.edu

Before requesting any assistance, please review the link → <http://www.ctcd.edu/students/current-ctc-students/student-email/>

- eTrieve

If you are having trouble accessing a form, please first clear your browser cache or select a different browser. Before requesting any further assistance, please review the link
→ <http://www.ctcd.edu/forms-1/student-forms/efrms-frequently-asked-questions/>

IT Help Desk → help.desk@ctcd.edu → Tel: 254-501-3103 (M-Th 7:00 a.m. - 5:30 p.m. / Fri 7:00 a.m. - 11:30 a.m.)

Questions

Dr. Ancica Roosa

Director, Europe Operations & Student Services

[Central Texas College Europe](#)

+49 (0) 151 5670 3867

Skype: CTCESStudentServices

ancica.roosa@europe.ctcd.edu
