

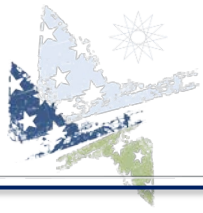


# Central Texas College Europe

## Guidelines

October 2021





## **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**

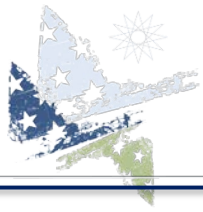
Central Texas College, in meeting the educational goals and needs of students, is committed to:

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



## **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/>



# Central Texas College Europe

## VoTech Programs

Automotive Mechanic/Technician  
Child Development  
Criminal Justice  
Emergency Medical Technology (EMT)  
Fire Protection & Fire Service Administration  
Hospitality Management  
Homeland Security & Emergency Management



### CONTACT

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

**Apply Today!**  
[www.ctcd.edu](http://www.ctcd.edu)

FOR STUDENTS OF THE REAL WORLD

Check the schedule: [www.ctcd.edu/locations/europe/](http://www.ctcd.edu/locations/europe/)

# Course Delivery Models

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## **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 & BioSight).

## **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 & BioSight).

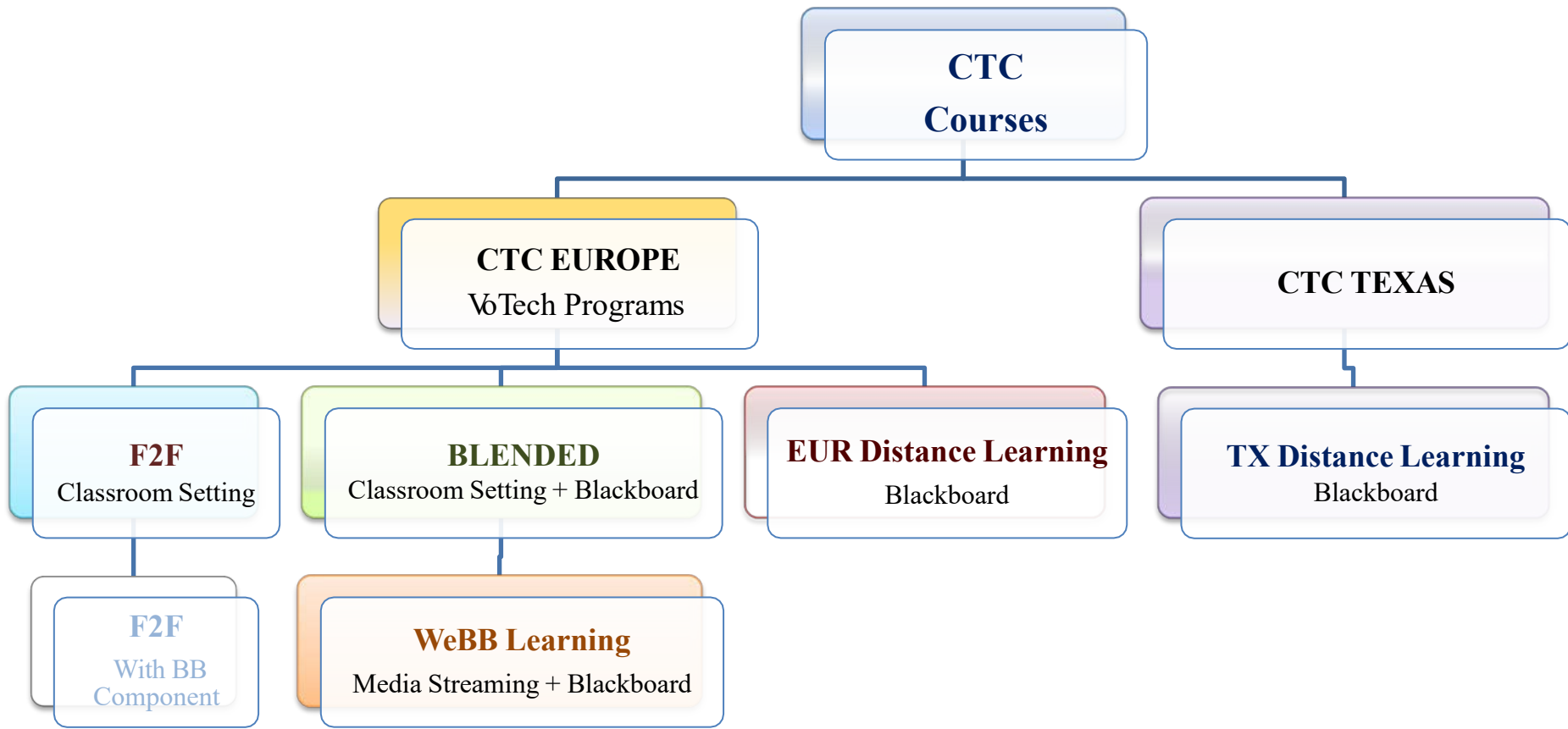
## **Distance Learning Courses**

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



- ❑ **Microsoft Office** - Get Office 365 (Student) for free → <http://www.ctcd.edu/students/student-it-services/it-hardware-software-links/>
- ❑ **Adobe Acrobat Reader** → <https://get.adobe.com/reader/>
- ❑ **Firefox browser download** → <https://www.mozilla.org/en-US/firefox/>
- ❑ **EagleMail** (CTC student's Google powered email address) → <http://www.ctcd.edu/students/current-ctc-students/student-email/>
- ❑ **Central Texas College websites** → CTC main → <http://www.ctcd.edu/> CTC Europe → <http://www.ctcd.edu/locations/europe/>
- ❑ **Student Resources** → [https://online.ctcd.edu/student\\_resources.cfm](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/> & → eTrieve login portal <https://etcentral.ctcd.edu/>

❑ **Eagle Self-Service** (students' account administration, registrations, drop/withdrawals, unofficial transcript, planning, Financial Aid) → <https://www.ctcd.edu/students/current-ctc-students/registration/eagle-self-service-technical-assistance/>

❑ **ArmyIgnitED** (Selecting degree plan/Education Path, TA, & withdrawals) + (processing Credentialing Assistance)  
<https://www.armyignited.com/app/> & transition guidelines → [www.ctcd.edu/ArmyIgnitED-Transition](http://www.ctcd.edu/ArmyIgnitED-Transition)

Please follow the link <https://ctc4.me/CIP-codes> for corresponding programs

- ❑ **CTC class schedule** → <https://selfserve.ctcd.org/Student/Courses> & [http://soarapp.ctcd.org/online\\_forms/schedule/schedule2.cfm](http://soarapp.ctcd.org/online_forms/schedule/schedule2.cfm)
- ❑ **Evaluations** → <https://www.ctcd.edu/students/current-ctc-students/evaluated-credit/>

**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/>

❑ **Transcripts** → <https://www.ctcd.edu/students/current-ctc-students/transcript-services/>

❑ **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, assignments, and Open Educational Resources materials.

❑ **Help Desk** → <https://online.ctcd.edu/contact.cfm> Please always include your full name, CTC ID, and email address that is on file with CTC

**Eagle Self-Service** Please email [webadvisor.tech@ctcd.edu](mailto:webadvisor.tech@ctcd.edu) or call Phone: (254) 526-1637 or (800) 792-3348, ext.1637.

**Blackboard** Before requesting assistance, please review <https://online.ctcd.edu/orientation.cfm>

**EagleMail** (lost or forgotten EagleMail password) → [help\\_desk@ctcd.edu](mailto:help_desk@ctcd.edu)

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

**eTrieve** Before requesting assistance, please review <http://www.ctcd.edu/forms-1/student-forms/efrms-frequently-asked-questions/>

IT Help Desk → [help\\_desk@ctcd.edu](mailto: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.) CT/CDT

## Points of Contact

### Europe Courses

<http://www.ctcd.edu/fieldsites>  
[studentservices.europe@europe.ctcd.edu](mailto:studentservices.europe@europe.ctcd.edu)

### TX Distance Learning Courses

[online.mentors@europe.ctcd.edu](mailto:online.mentors@europe.ctcd.edu)  
[EaglesOnCall@ctcd.edu](mailto:EaglesOnCall@ctcd.edu)

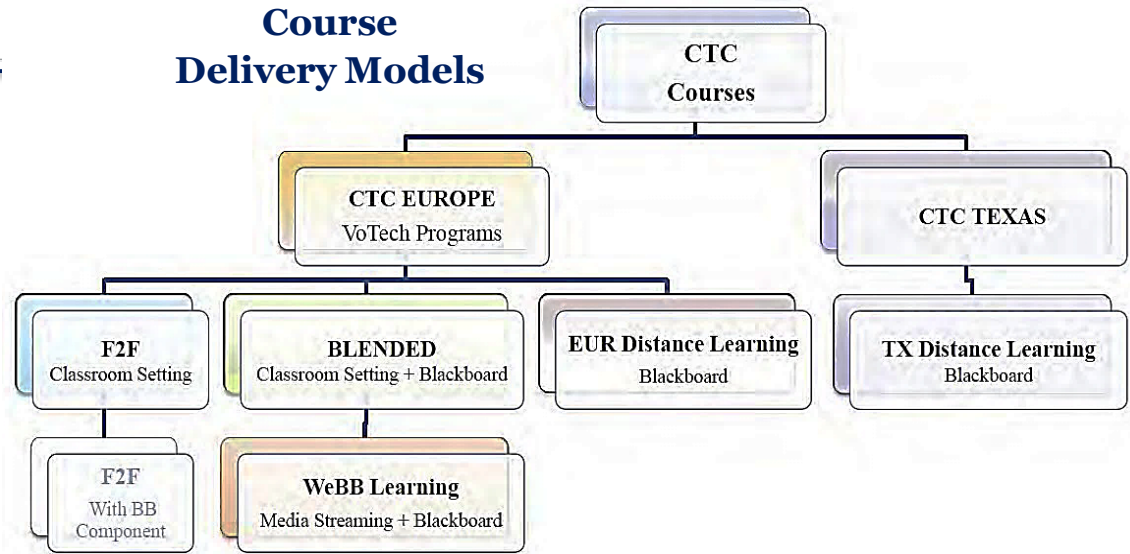
### Financial Aid, TA, MyCAA, VA

[rick.taylor@europe.ctcd.edu](mailto:rick.taylor@europe.ctcd.edu)

### Army students

[EaglesOnCall@ctcd.edu](mailto:EaglesOnCall@ctcd.edu)  
[armyevaluations.info@ctcd.edu](mailto:armyevaluations.info@ctcd.edu)

## Course Delivery Models



Step	Service Provider	ARMY STUDENTS	Processing
<b>Application for Admission, Registration for the Class, &amp; TA request</b>			
1	CTC	<a href="http://www.ctcd.edu/">http://www.ctcd.edu/</a>	Application for Admission and selection of the desired degree plan
2	ArmyIgnitED	<a href="https://www.armyignited.com/app/">https://www.armyignited.com/app/</a> Please follow the link <a href="https://ctc4.me/CIP-codes">https://ctc4.me/CIP-codes</a> to identify the corresponding CTC degree plan and ArmyIgnitED Educational Path.	Open account, select the Educational Institution, and choose desired Education Path that matches the CTC degree plan. <b>Student has to speak with the Army Counselor</b>
3	CTC	<a href="https://selfserve.ctcd.org/Student/Account/Login">https://selfserve.ctcd.org/Student/Account/Login</a> <a href="https://www.ctcd.edu/students/current-ctc-students/registration/eagle-self-service-technical-assistance/">https://www.ctcd.edu/students/current-ctc-students/registration/eagle-self-service-technical-assistance/</a>	Registration for the class via Eagle Self-Service no later than Wednesday before the Monday class start date.
		<a href="http://www.ctcd.edu/forms-1/student-forms/">http://www.ctcd.edu/forms-1/student-forms/</a>	Registration for the class via eTrieve no later than Wednesday before the Monday class start date.
4	ArmyIgnitED	<a href="https://www.armyignited.com/app/">https://www.armyignited.com/app/</a>	Once the Educ. Path is approved and the student registered to the CTC class, the student can request TA (MUST be approved before the start date) <b>Student has to speak with the Army Counselor</b>
<b>Drop / Withdrawal Steps – initiate ASAP!!!</b>			
A	CTC	<a href="https://selfserve.ctcd.org/Student/Account/Login">https://selfserve.ctcd.org/Student/Account/Login</a>	Drop from the class via Eagle Self-Service (only before the start date)
		<a href="http://www.ctcd.edu/forms-1/student-forms/">http://www.ctcd.edu/forms-1/student-forms/</a>	Withdrawal or Drop via eTrieve after the start date
B	ArmyIgnitED	<a href="https://www.armyignited.com/app/">https://www.armyignited.com/app/</a>	Withdrawal in ArmyIgnitED <b>Student has to speak with the Army Counselor</b>



# Application for Admission

## How-to-Application for Admission

[https://youtu.be/A3YuTtb\\_oyo](https://youtu.be/A3YuTtb_oyo)

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



Apply Now

Request Info

Explore Academic Programs

STUDENT TOOLS ▾

STUDENTS ▾

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

a

**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](mailto: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.**

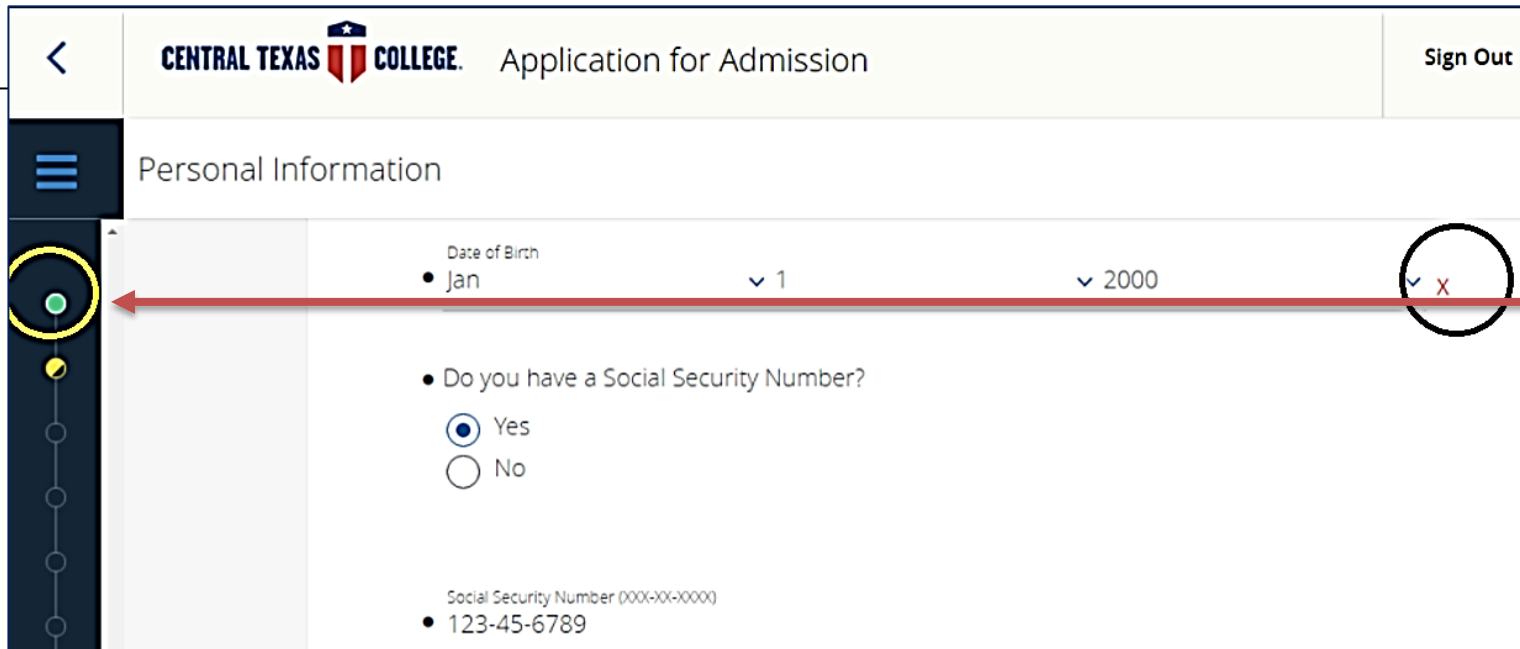
**Q: Will X stop the student from submitting application?**

**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).**

**ALL FIELDS MUST INDICATE GREEN DOTS , or the student will not be able to submit the application**



Application for Admission

Sign Out

Personal Information

Date of Birth

• Jan 1 2000

• Do you have a Social Security Number?

Yes

No

Social Security Number (XXX-XX-XXXX)

• 123-45-6789



# Important Information

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## **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](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

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## **Eagle Self-Service**

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

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

## **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](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://etc.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/>



# Projected Class Schedule Europe



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

## Vocational - Technical (VoTech) Programs

### Available VoTech Programs

Students who hold military I.D. cards in Europe can pursue an Associate of Applied Sciences degree in:

- [Automotive Mechanic / Technician](#)
- [Criminal Justice](#)
- [Child Development](#)
- [Emergency Medical Technology \(EMT\)](#)
- [Fire Protection / Fire Service Administration](#)
- [Homeland Security / Emergency Management](#)
- [Hospitality Management](#)

### VoTech Term Schedule

See the full [Course Schedule](#) for all courses at all sites.

Term, Year	Registration Starts	Term Start	Term End
II, 2021-2022	20 Sep 2021	11 Oct 2021	31 Dec 2021
III, 2021-2022	09 Dec 2021	01 Jan 2022	13 Mar 2022
IV, 2021-2022	21 Feb 2022	14 Mar 2022	15 May 2022

## Vocational Technical

### VoTech Schedule

#### CTC Europe Term Schedule

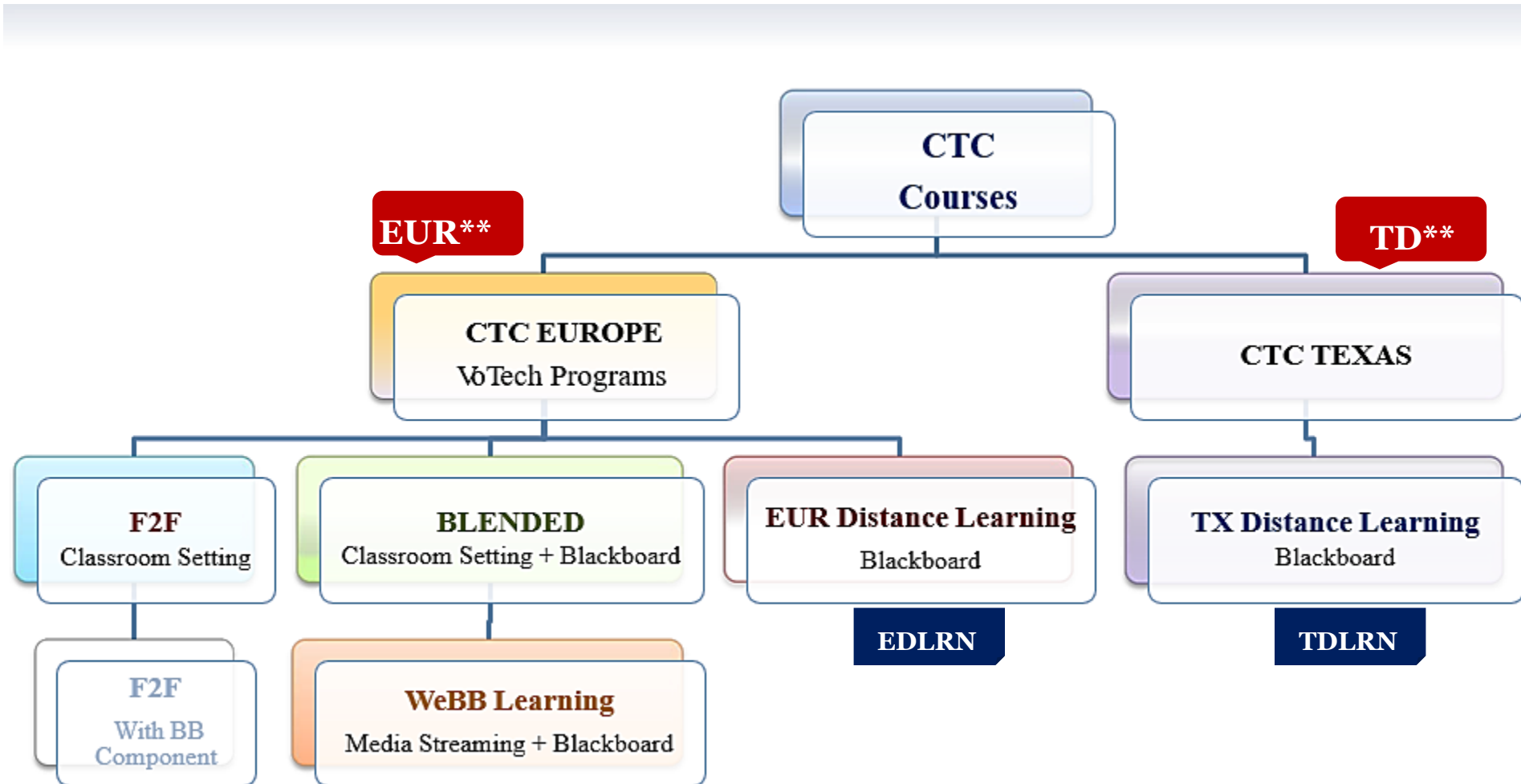
Term, Year	Registration Starts	Term Start	Term End
III, 2020-21	07 Dec 2020	01 Jan 2021	14 Mar 2021
IV, 2020-21	22 Feb 2021	15 Mar 2021	16 May 2021
V, 20120-21	26 Apr 2021	17 May 2021	15 Aug 2021
I, 2021-22	26 Jul 2021	16 Aug 2021	10 Oct 2021
II, 2021-22	20 Sep 2021	11 Oct 2021	31 Dec 2021
III, 2021-22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

# How to Find the Correct Class in the Class Schedule?



# Class Schedule

[http://soarapp.ctcd.org/online\\_forms/schedule/schedule2.cfm](http://soarapp.ctcd.org/online_forms/schedule/schedule2.cfm)

CTCD.EDU | BLACKBOARD | STUDEN



## Online Course Schedule

Details on all CTC courses are available through the Eagle Self-Service [Eagle Self-Service](#).

Are you a Soldier planning to use Army Tuition Assistance? If you have questions, visit our Army [Tuition Assistance](#) page.

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

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

- 04/11/2022\*
- 04/04/2022
- 03/25/2022
- 03/21/2022\*
- 02/14/2022\*
- 01/21/2022
- 01/18/2022\*
- 12/13/2021
- 12/06/2021\*
- 11/22/2021
- 11/08/2021\*
- 11/01/2021
- 10/25/2021
- 10/22/2021
- 10/18/2021\*
- 10/11/2021
- 10/08/2021
- 10/04/2021
- 09/13/2021\*
- 08/27/2021\*

**TX DL**  
**TDLRN**

**EU DL**  
**EDLRN**

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

\* denotes a major start date - more online sections available

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



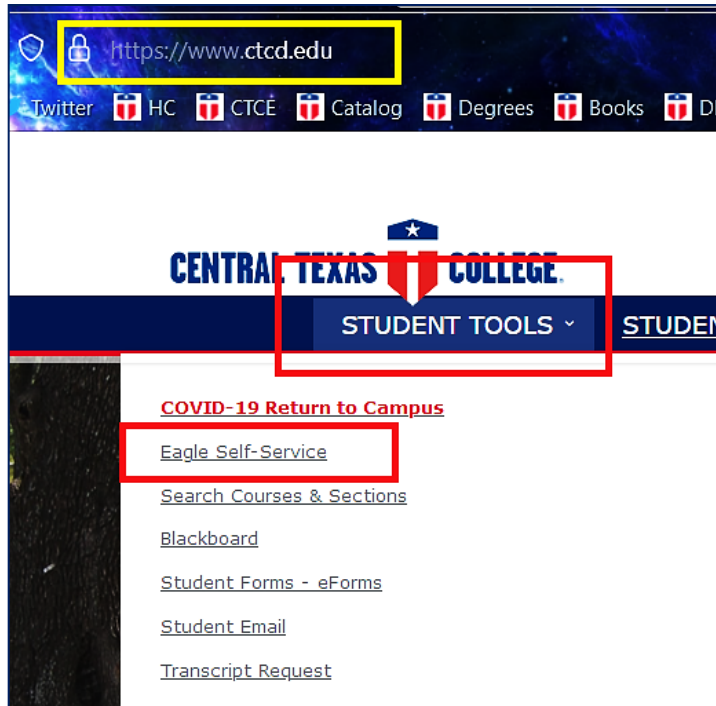
Course/Section Number*	Synonym	
<b>Communications</b>		
ENGL1301 TD088	43897	6
Course/Section Number*	Synonym	
<b>ProtectiveServices</b>		
CJSA1342 EU05	53375	6



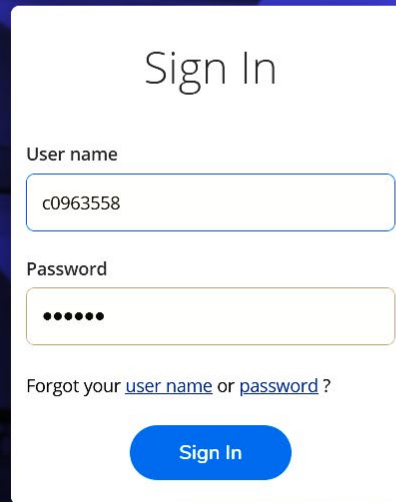


# Eagle Self-Service Portal

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



The screenshot shows the top navigation bar of the Central Texas College website. The URL <https://www.ctcd.edu> is highlighted in a yellow box. Below the URL are navigation icons for Twitter, HC, CTCE, Catalog, Degrees, Books, and DL. The main header features the Central Texas College logo and a navigation menu with 'STUDENT TOOLS' and 'STUDENT' options. A dropdown menu is open under 'STUDENT TOOLS', listing several options: 'COVID-19 Return to Campus', 'Eagle Self-Service' (highlighted with a red box), 'Search Courses & Sections', 'Blackboard', 'Student Forms - eForms', 'Student Email', and 'Transcript Request'.

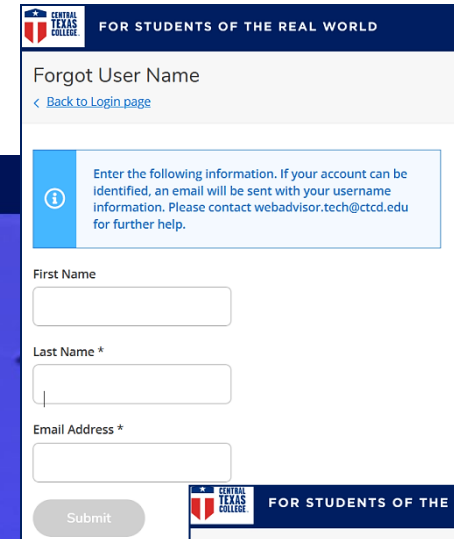


Sign In

User name

Password

Forgot your [user name](#) or [password](#) ?



FOR STUDENTS OF THE REAL WORLD

### Forgot User Name

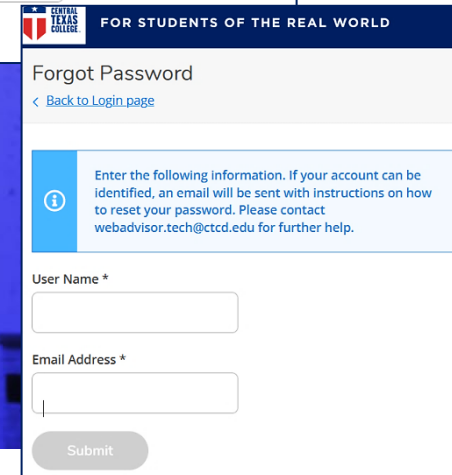
[Back to Login page](#)

Enter the following information. If your account can be identified, an email will be sent with your username information. Please contact [webadvisor.tech@ctcd.edu](mailto:webadvisor.tech@ctcd.edu) for further help.

First Name

Last Name \*

Email Address \*



FOR STUDENTS OF THE REAL WORLD

### Forgot Password

[Back to Login page](#)

Enter the following information. If your account can be identified, an email will be sent with instructions on how to reset your password. Please contact [webadvisor.tech@ctcd.edu](mailto:webadvisor.tech@ctcd.edu) for further help.

User Name \*

Email Address \*



# Class Schedule Eagle Self-Service (Guest)

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

The screenshot shows the website <https://www.ctcd.edu> with a navigation bar containing links for Twitter, HC, CTCE, Catalog, Degrees, Books, DL, Schedule, Transition, DL P, POCDL, and Tran. A dropdown menu for 'STUDENT TOOLS' is open, listing options: Eagle Self-Service, Search Courses & Sections, Blackboard, Student Forms - eForms, Student Email, and Transcript Request. A red box highlights 'Search Courses & Sections' in the dropdown. A yellow box highlights the URL in the browser's address bar. A red box also highlights the 'STUDENT TOOLS' menu item in the navigation bar. To the right of the dropdown, the text reads: [www.ctcd.edu](https://www.ctcd.edu) or directly to <https://selfserve.ctcd.org/Student/Courses>. At the bottom of the page, there is a banner for military service and training.



# Course Catalog / Class Schedule

## Eagle Self-Service

<https://selfserve.ctcd.org/Student/Courses>

The screenshot shows the Eagle Self-Service Course Catalog interface. At the top, there is a navigation bar with the Central Texas College logo and the tagline "FOR STUDENTS OF THE REAL WORLD". Below this, the main heading is "Search for Courses and Course Sections". A red arrow points to the "Subject Search" tab, which is highlighted with a red underline. To the right of "Subject Search" is the "Advanced Search" tab. Below the tabs is a search input field with the placeholder text "Search for a course subject: Type a subject...". Below the search field, there are three links: "ABDR Auto Body", "ACCT Accounting", and "ACNT Accounting Technology". On the right side of the interface, there is a dark blue navigation bar with links for "DEPARS", "TSI", "Creden", and "COOL". Below this bar, there are three buttons: "Guest", "Sign in", and "Help". At the bottom of the right side, there is a search input field with the placeholder text "Search for courses..." and a magnifying glass icon.

# Course Catalog / Class Schedule

## Eagle Self-Service

### Search for Courses and Course Sections

[Back to Course Catalog](#)

<https://selfserve.ctcd.org/Student/Courses>

#### Filter Options

Hide

##### Availability

- Open and Waitlisted Sections
- Open Sections Only

##### Subjects

- CDEC Child Development (21)

##### Locations\*

- Distance Learning (10)
- Central Campus (4)
- Vicenza IT (1)

##### Terms

- Spring 2022 (10)
- Fall 2021 (7)

Filters Applied: CDEC Child Development

#### CDEC-1164 Practicum Child Development (1 Credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and 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 Family, School and Community (3 Credits)

Study of the child, family, and schools. Includes parent education and involvement, family and community lifestyles, child with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to par children from infancy through age 12 in a variety of settings with varied and diverse populations.

**Requisites:**

None

**Syllabus:**

[CDEC-1303](#)

<https://selfserve.ctcd.org/Student/Courses>

- Spring 2022 (10)
- Fall 2021 (7)



### Days of Week

- Monday (2)
- Tuesday (1)
- Wednesday (2)

### Time of Day

Select time range...



Starts by

Ends by

hh:mm AM/PM

hh:mm AM/PM

### Instructors



- Cambra, B (1)
- Dubois, B (1)
- Garza, J (1)
- Hicks, P (1)
- Hight, C (2)

[Show All Instructors](#)

### Instruction Type



- Online (12)
- Not Online (5)

**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 responsibilities, and current issues. Course content is aligned with State Board for Educator Certification Pedagogy and Profes: participate in a minimum of 16 hours of field experience with children from infancy through age 12 in a variety of settings with

**Requisites:**  
None  
**Syllabus:**  
[CDEC-1311](#)

[View Available Sections for CDEC-1311](#)

### CDEC-1318 Wellness of the Young Child (3 Credits)

Factors impacting the well-being of young children. Includes healthy behavior, food, nutrition, fitness, and safety practices. For implications of relevant policies and regulations. Course content is aligned with State Board of Educator Certification Pedagogy students to participate in a minimum of 16 hours filed experience with children from infancy through age 12 in a variety of set

**Requisites:**  
None  
**Syllabus:**  
[CDEC-1318](#)

[View Available Sections for CDEC-1318](#)

### CDEC-1321 The Infant and Toddler (3 Credits)

# More Guidelines

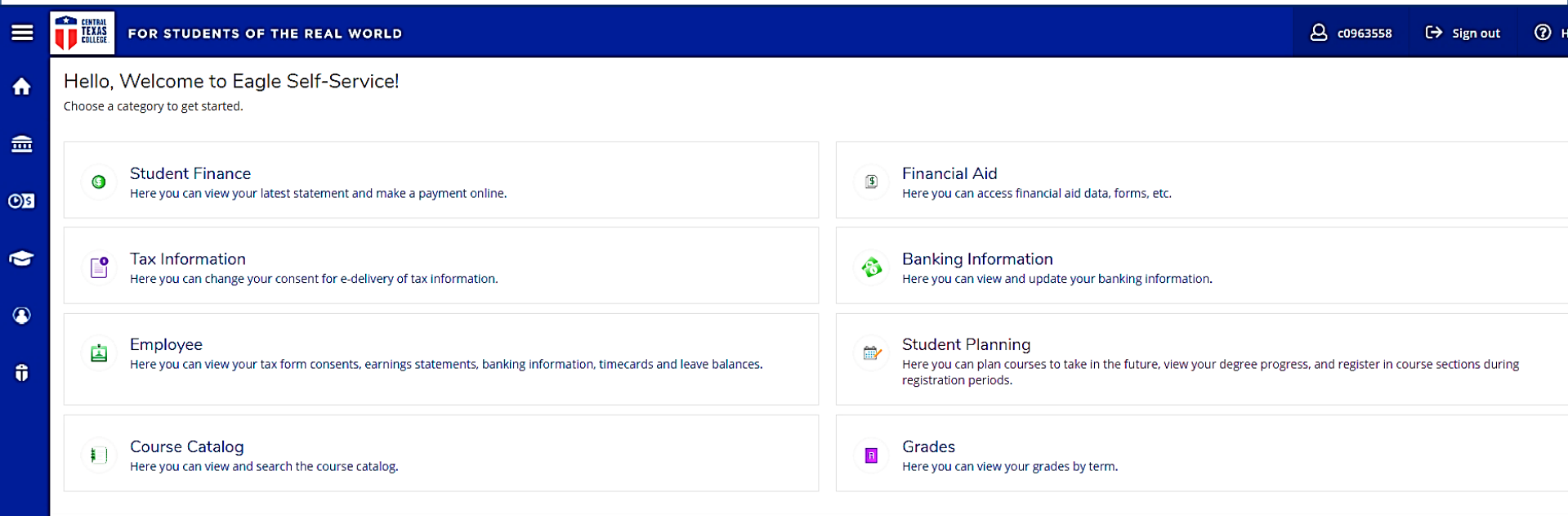
## Registrations through “My Progress”

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

## Student Planning, Registrations, Drops, & Withdrawals

<https://www.ctcd.edu/students/current-ctc-students/registration/student-planning-in-eagle-self-service/>

<https://www.ctcd.edu/students/current-ctc-students/registration/drops-and-withdrawals/>



The screenshot shows the Eagle Self-Service portal interface. At the top, there is a navigation bar with the Central Texas College logo, the text "FOR STUDENTS OF THE REAL WORLD", a user ID "c0963558", and a "Sign out" button. Below the navigation bar, a welcome message reads "Hello, Welcome to Eagle Self-Service! Choose a category to get started." The main content area is a grid of eight service tiles, each with an icon and a brief description:

- 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.

# Registration via eTrieve

**\*should be used if the student is unable to register via Eagle Self-Service\***

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*

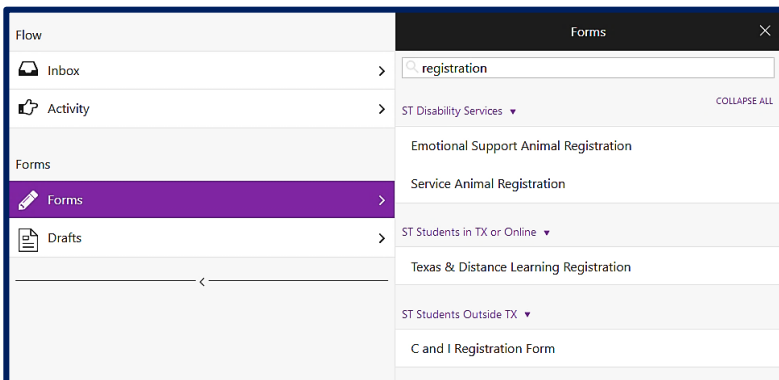
All Europe Classes – *C and I Registration Form*

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

Destination



Flow

- Inbox
- Activity
- Forms
- Drafts

Forms

registration

ST Disability Services

Emotional Support Animal Registration

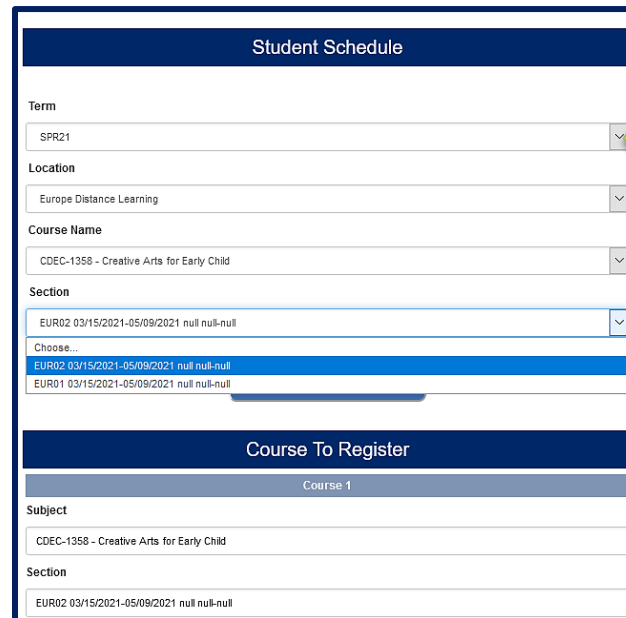
Service Animal Registration

ST Students in TX or Online

Texas & Distance Learning Registration

ST Students Outside TX

C and I Registration Form



Student Schedule

Term: SPR21

Location: Europe Distance Learning

Course Name: CDEC-1358 - Creative Arts for Early Child

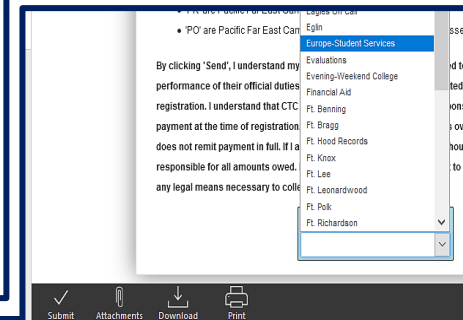
Section: EUR02 03/15/2021-05/09/2021 null null-null

Course To Register

Course 1

Subject: CDEC-1358 - Creative Arts for Early Child

Section: EUR02 03/15/2021-05/09/2021 null null-null



PO are Pacific Far East Can

Europe-Student Services

By clicking "Send", I understand my performance of their official duties registration. I understand that CTC payment at the time of registration does not remit payment in full. If I am responsible for all amounts owed, any legal means necessary to collect

Submit Attachments Download Print

## Test Proctoring

BioSight-ID is a new automated proctoring solution that provides an alternative to traditional live proctoring methods. It uses the student's webcam to passively take images during a testing event, but blurs faces and backgrounds to prevent privacy concerns. When BioSight-ID detects a violation, it will flag those images to be reviewed by administrators to see if there is a problem (such as having multiple people at the computer during an exam). BioSight-ID requires that a single student be sitting at the computer to enter his/her BioSig-ID passcode and complete the exam.

If the facial recognition algorithm detects that the student has moved out of the camera view or another face is looking over his/her shoulder, a violation will be detected.

The students with an existing BioSig-ID™ profile are now prompted to begin the BioSight-ID™ process.

[https://online.ctcd.edu/student\\_resources.cfm](https://online.ctcd.edu/student_resources.cfm)

<https://help.biosig-id.com/portal/en/kb/biosigid/biosight-id>

Recommended minimum hardware requirements for BioSight-ID™ exam monitoring:

- System not older than 5-years when possible
- 2GHz processor or faster
- 1GB free memory or greater
- 20GB free storage space or greater
- 256kbps Internet connection or faster
- 1024×768 or higher resolution monitor
- Video card with modern WebGL support
- Webcam and microphone

### BioSight-ID™ Verification

Closing this window will result in a policy violation!



Position yourself in the outline.

Stand-by as we will try to detect you. Grant permission on video/audio when prompted.

If you have more than one camera, please be patient until the correct camera is selected.

Ready

Ready to proceed







# 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](mailto:rick.taylor@europe.ctcd.edu)

**If the student temporarily cannot log into Eagle Self-Service or eTrieve,**

**please urgently send the email to Student Services**

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

Student Services Europe at [studentservices.europe@europe.ctcd.edu](mailto: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.

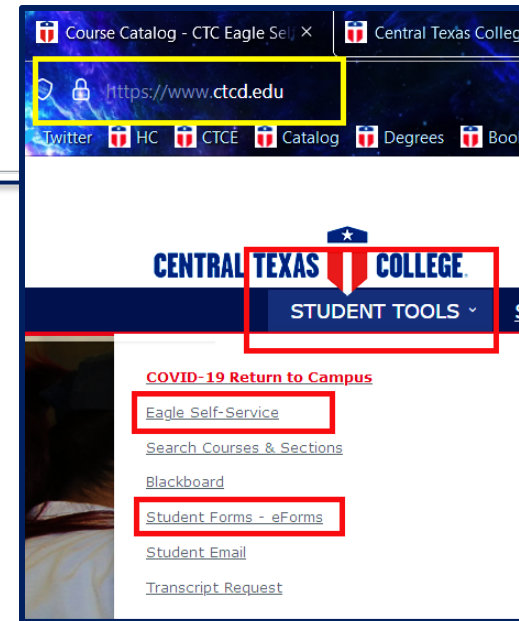


# Drop from the Class

## Drop – before the start date or Census date

### IMPORTANT!

The last day to drop from the course via Eagle Self Service is Sunday (Central Time) before the class start date (Monday). After that, the student must use eTrieve in eForms.



Choose Eagle Self-Service or eForms from the “Student Tools” drop down menu on [www.ctcd.edu](http://www.ctcd.edu)

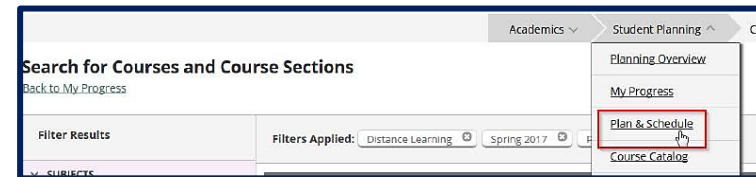
### Eagle Self-Service

Log in Eagle Self-Service and click on *Plan & Schedule* under "Student Planning"

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

### eTrieve

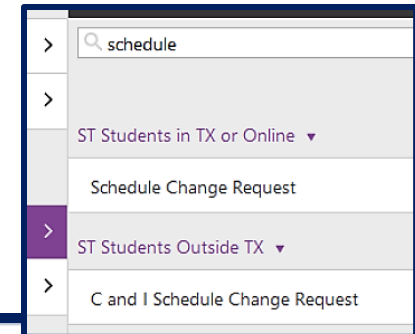
Log into your eTrieve >Forms and enter “Schedule” into the search field



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 from the Class

## Withdrawal – after the Census Date (eTrieve)

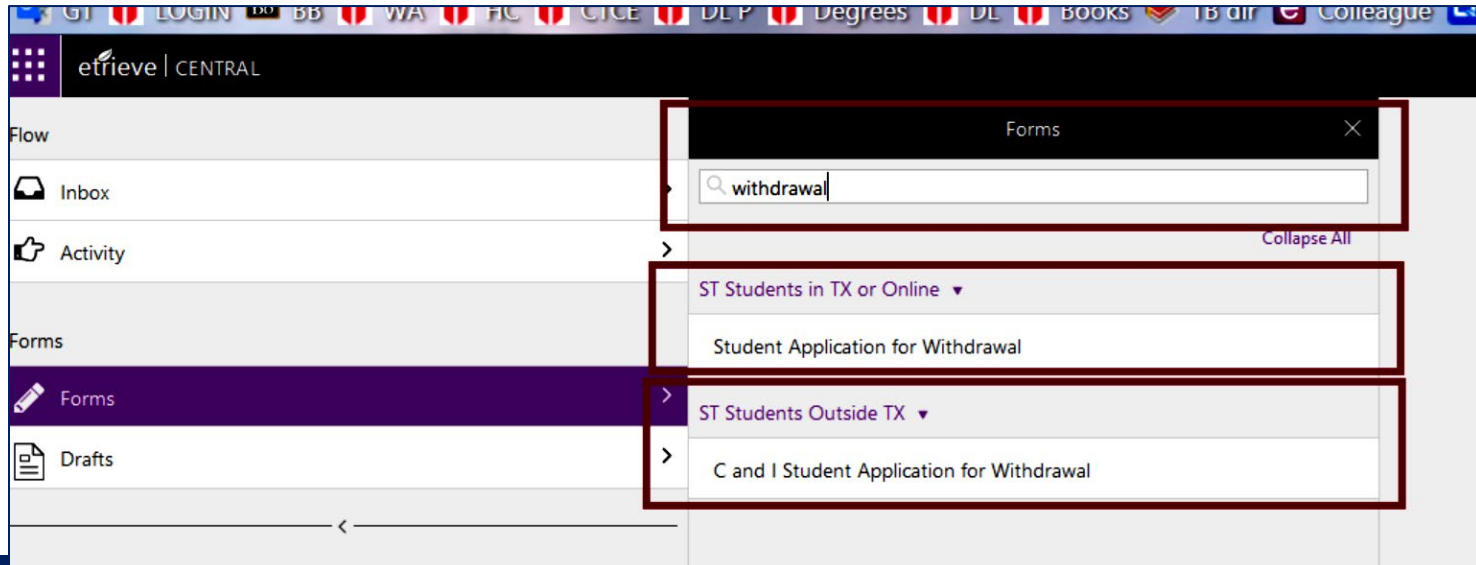
Log into your eTrieve at <https://etcentral.ctcd.edu/>

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

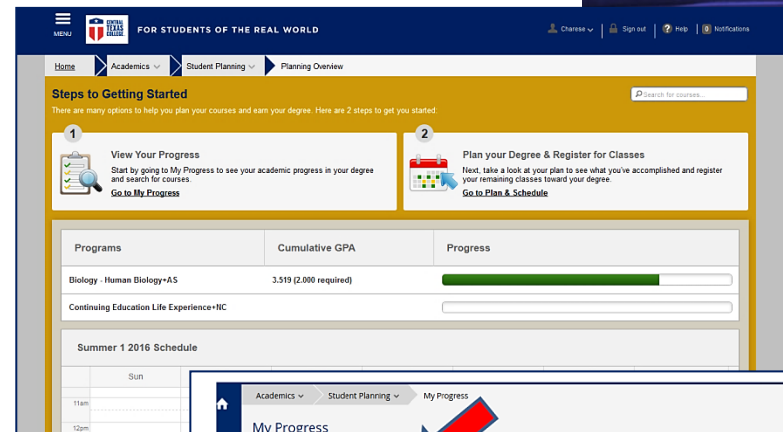
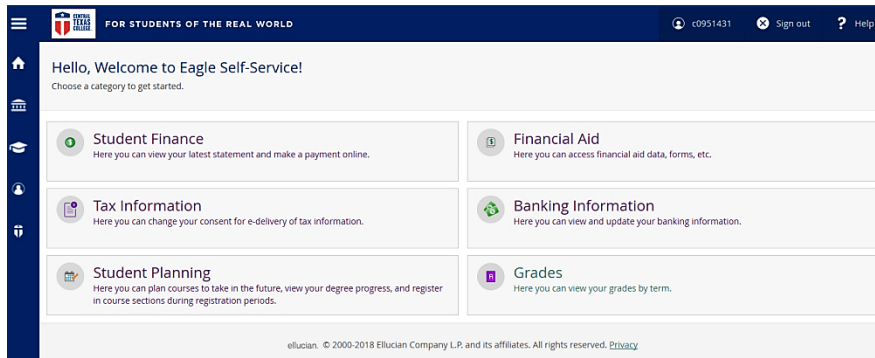
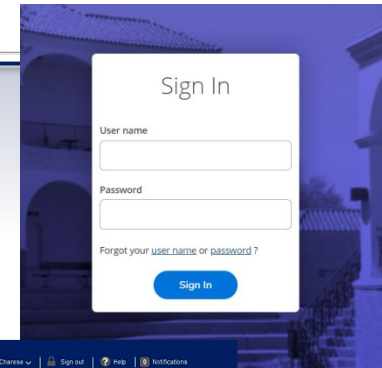


The screenshot shows the eTrieve interface with a search bar containing the text "withdrawal". The search results are displayed in a list format, with the following items highlighted by red boxes:

- ST Students in TX or Online ▾
  - Student Application for Withdrawal
- ST Students Outside TX ▾
  - C and I Student Application for Withdrawal

# Student Degree Plan (SDP)

1. Go to <https://selfserve.ctcd.org/Student/Account/Login> and Sign In.
2. User ID: Your user id is the letter 'c' (lowercase) + your CTC ID.  
Password: If you have never logged into WebAdvisor, your initial password will be your first and last initials (lowercase) followed by your six-digit date of birth in MMDDYY format.
3. Once logged in, from the Eagle Self-Service welcome screen, select [Student Planning] → [My Progress].

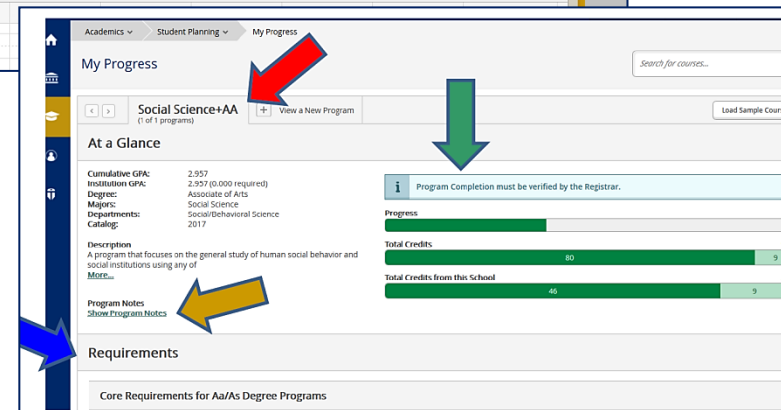


## On the [My Progress] page, you can view:

- Your active program of study
- An approximation of your progress toward completion of your program
- Program Notes
- Your Program Requirements

Each program requirement is listed, along with the remaining required courses, restrictions, advising notes, and other requirements. Credits which do not apply to your program requirements will appear under Other Courses. The degree plan can be downloaded; there is a print icon on the right side of the screen at the top of the program details. Also, when the students open “My Progress” it will have each area of the program “collapsed” so they will have to expand each area to see the course details. When the students select that print option (not the print option from the Internet browser; the one in the program itself) it will automatically expand each area of the program requirements.

The students could do a print to PDF to email to the Ed Center or upload to their ArmyIgnitED account.



# 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.

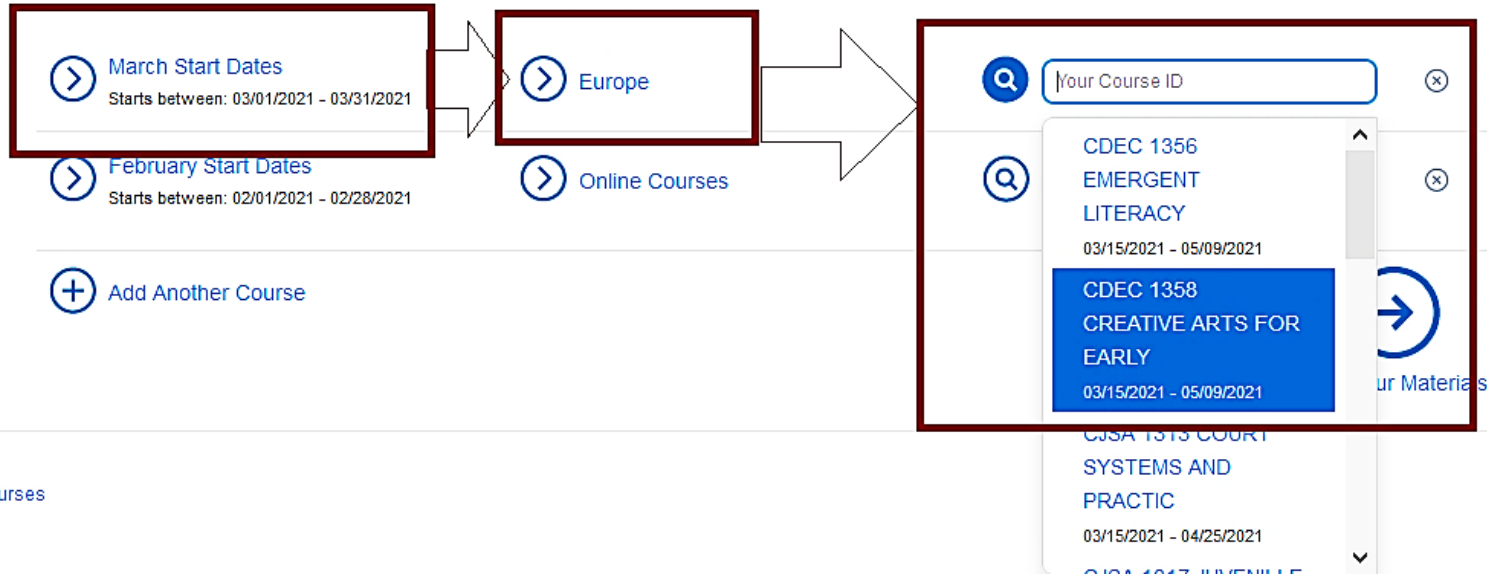


Log In to Your Account

Menu Cart

## Getting Started

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



Show All Courses

# Textbooks / Instructional Materials

## Your Materials

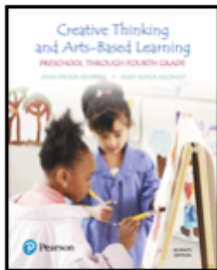
We've made it easy to get your course materials for each class. Just review and select below.

**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:  
ISBN-13:  
ISBN-10:  
Edition/Copyright:  
Publisher:

Isenberg, Joan Packer / Jalongo, Mary Renck  
978-0-13-446112-0  
0-13-446112-6  
7TH 18  
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**



# Online Tutoring

All online tutoring services at Central Texas College are

**FREE**

Appointments are scheduled in one-hour increments.

Maximum two hours of tutoring per day during online tutoring hours.

See instructions below on how to set up an online appointment.

User ID and Password

1. Your permanent user id is the letter 'c' (lowercase) + your 7 digit CTC ID.

Example: c7894561

2. Your password will be your date of birth (ex: mmddyyyy).

For instructions, select the Online Tutoring Instructions link listed below.

[Online Tutoring Instructions](#)

To schedule a online tutoring appointment,  
select the Online Tutoring link listed below.

[Online Tutoring](#)

## CONTACT

Academic Studio - Student Success Center

Collegiate Academic Support Team (CAST)

Phone: 254-526-1580

E-mail: [ssuccess@ctcd.edu](mailto:ssuccess@ctcd.edu)



FOR STUDENTS OF THE REAL WORLD.

[Online Tutoring Instructions](#)

[Online Tutoring](#)



## 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](http://www.ctcd.edu/europe-ta)

VA Benefits: [www.ctcd.edu/locations/europe/students/services/va-benefits/](http://www.ctcd.edu/locations/europe/students/services/va-benefits/)

CTC Field Representatives: [www.ctcd.edu/fieldsites](http://www.ctcd.edu/fieldsites)

## FINANCIAL AID

To apply for financial aid, complete the FAFSA: [www.fafsa.gov](http://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](mailto:financial.aid@europe.ctcd.edu)

or Business Office Assistant Director at [rick.taylor@europe.ctcd.edu](mailto:rick.taylor@europe.ctcd.edu)

CTC Europe's Financial Aid Webpage: [www.ctcd.edu/europe-fa](http://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](mailto:rick.taylor@europe.ctcd.edu)

Financial Aid:

[www.ctcd.edu/europe-fa](http://www.ctcd.edu/europe-fa)



Find us on the Web

[www.ctcd.edu](http://www.ctcd.edu)

[www.ctcd.edu/europe](http://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](http://www.ctcd.edu/europe-fa)

### CONTACT

[financial.aid@europe.ctcd.edu](mailto:financial.aid@europe.ctcd.edu)

FOR STUDENTS OF THE REAL WORLD

[www.ctcd.edu](http://www.ctcd.edu)  
[www.ctcd.edu/europe](http://www.ctcd.edu/europe)



# Veterans' Benefits

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

## VA Step-by-Step Guide

[www.europe.ctcd.edu](http://www.europe.ctcd.edu)

2021-2022 Academic Year: FALL 2021, SPRING 2022, SUMMER 2022

# www.va.gov

### Using VA Benefits with CTC Step-by-Step Guide

#### 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](http://www.applytexas.org)

##### Choose a Degree

- ✓ <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: <https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/>

##### Veterans & Active Duty:

- ✓ Apply at [www.vets.gov](http://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.jsp?page=teb>
- ✓ Receive the letter from the branch of service approving the transfer of benefits.
- ✓ Apply at [www.vets.gov](http://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](http://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**

##### Enroll in a CTC class:

- ✓ 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](mailto: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](mailto:financial.aid@europe.ctcd.edu) for details.

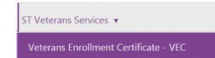


2021-2022 Academic Year: FALL 2021, SPRING 2022, SUMMER 2022

### Using VA Benefits with CTC Step-by-Step Guide

#### 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 eTrievr 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"



#### eTrievr Login and Instruction Information:

- ✓ Username: Your username is 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](mailto:help_desk@ctcd.edu) or [financial.aid@europe.ctcd.edu](mailto: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 [muskrope@va.va.gov](mailto:muskrope@va.va.gov) OR [www.gibill.va.gov](http://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](http://www.vets.gov) or at <https://www.ebenefits.va.gov/>.
- ✓ Chapter 35 students submit VA Form 22-5495 at [www.vets.gov](http://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 Students

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## **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.

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The Hobby Memorial Library would like to invite you to use our resources.

- Paper Mentoring - We look over your paper and give you suggestions before you turn it in

<https://www.ctcd.edu/.../research-assistance-paper.../>

- What's a citation, and how do you write them?

<https://www.ctcd.edu/academics/library/citation-resources/>

- Need help with researching and writing your paper?

Email [referencerequest@ctcd.edu](mailto:referencerequest@ctcd.edu)

or check out our how-to videos at

<https://www.ctcd.edu/acade.../library/video-tutorial-guides/>

- Want some shortcuts to your research?

Check out our study guides. Just find your subject

under the headings at <https://guides.ctcd.edu/?b=s>

- We also have practice tests in Learning Express Library!

Go to <https://www.ctcd.edu/academics/library/databases/>, and log in with your CTC ID.

We also offer virtual seminars that cover research techniques, database & book searching, and

citation resource help. We also cover plagiarism information and give tips on writing a paper.

**And now the fun part!**

Need a midday break? Or looking for a resource for student extra credit? Then look no further

than our Virtual Events. We have something for everyone!

<https://guides.ctcd.edu/c.php?g=940831>

**Your librarians are very excited to share your academic journey with you!**



**Find us on the Web**

[www.ctcd.edu](http://www.ctcd.edu)

[www.ctcd.edu/europe](http://www.ctcd.edu/europe)

## Oveta Culp Hobby Memorial Library

<p>SERVICES FOR STUDENTS</p> <p><a href="#">Ask a Librarian by Email</a></p> <p><a href="#">Research Paper Review</a></p> <p><a href="#">Course Reserves</a></p> <p><a href="#">e-Reserves</a></p> <p><a href="#">Multimedia Lab</a></p> <p><a href="#">The Writing Center</a> (student seminars/writing assistance)</p> <p><a href="#">Research Study Guides</a> (LibGuides)</p> <p><a href="#">Video Tutorial Guides</a></p>	<p>SERVICES FOR FACULTY</p> <p><a href="#">Request a Seminar</a></p> <p><a href="#">Copyright Resources</a></p> <p><a href="#">Course Reserve Form</a></p> <p><a href="#">Newsletter</a></p> <p><a href="#">OER</a></p>	<p>LIBRARY RESOURCES</p> <p><a href="#">Study Spaces</a></p> <p><a href="#">Room Reservation</a></p> <p><a href="#">Citation Resources</a></p> <p><a href="#">FAQs</a></p> <p><a href="#">TexShare</a></p> <p><a href="#">Interlibrary Loan</a></p> <p><a href="#">Evaluating Resources</a></p> <p><a href="#">Recommend to Purchase?</a></p>	<p>ABOUT THE LIBRARY</p> <p><a href="#">Meet the Staff</a></p> <p><a href="#">Library Floor Plan</a></p> <p><a href="#">Events</a></p> <p><a href="#">Contact Us</a></p> <p><a href="#">Mission and History</a></p> <p><a href="#">Central Campus Brochure</a></p> <p><a href="#">Byways</a></p> <p><a href="#">Policies and Procedures</a></p> <p><a href="#">Virtual Services Brochure</a></p>
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[Catalog](#)

[Databases](#)

[Ask a Librarian](#)

The mission of the Oveta Culp Hobby Memorial Library is to help students develop the Information Literacy competencies that will enable them to achieve success in their Academic pursuits and to become effective, lifelong information users.

The mission equally is to support the instructional and research needs of CTC faculty and staff.

### Hours CST

Monday & Thursday  
7:30 a.m. to 9 p.m.  
Tuesday & Wednesday  
7:30 a.m. to 7:30 p.m.  
Friday 7:30 a.m. to 11:30  
a.m.

### CONTACT

Live Chat or  
Text 254-400-2275



### CONTACT

Phone: 254-526-1621  
Email:  
[referencerequest@ctcd.edu](mailto:referencerequest@ctcd.edu)

# Unofficial Evaluations Fast Forward

<https://fastforward.ctcd.edu>



[Login](#) / [Create Account](#)



Take A Tour

Get Started

## Reach Your Goal



How to enroll

CTC offers varied programs to meet your personal and career goals:

**CERTIFICATE PROGRAMS:** usually less than one year in length and designed to prepare you for a career. Choose from more than 30 certificate programs offered online in fields like information technology, homeland security, entrepreneurship and logistics or discover hands-on programs like welding, automotive maintenance technology, hospitality and more at CTC locations around the world.



Paying for College

**ASSOCIATE OF APPLIED SCIENCE DEGREES** are designed to be two year degrees focusing on a career field. These programs provide students with the skills and knowledge they need to prepare for a job in fields like homeland security and emergency management, information technology, business, criminal justice and more.



CTC Locations

**ASSOCIATE OF ARTS AND SCIENCE DEGREES** are designed to transfer to a bachelor's degree and most degrees include a 42 semester hour "core" and major area courses in a specific academic discipline. Maximum credit transfer is assured when transferring to senior institutions that have articulation agreements with CTC.

## **FAST FORWARD TO YOUR FUTURE!**

You may be surprised how close you are to a college degree at CTC. We guarantee maximum credit for your military training and experience so you can FAST FORWARD to your future!



It is easy to get an online estimate of the credits you could be granted for your current or last Military Occupation Code - MOS/Rating/AFSC. Create a Fast Forward account and load your military transcript to see how your military training and experience will apply to a CTC degree.

**Instantly and without any obligation!**



Take A Tour

**Learn more!**  
Scan QR code  
& contact your  
**Europe  
Virtual Office**

Get Started

**Learn more**  
from your  
local Site Coordinator  
<http://www.ctcd.edu/fieldsites>



# Evaluations & Transcripts



## Evaluations & Transcripts

### Official Evaluations

For official evaluations, please use the online eTrieve form

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

#### Official Evaluations Requirements

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

### Official Transcripts

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

Please have all official transcripts from other institutions sent directly to the following address:

Central Texas College  
ATTN: Incoming Transcript Department  
P.O. Box 1800  
Killeen, TX 76540-1800

#### Military Students

Please select the 'Central Texas College-Killeen' option when requesting your Joint Service Transcripts (JST).

#### CONTACT

CTC Site Coordinators

<http://www.ctcd.edu/locations/europe/contact/all-field-sites/>

FOR STUDENTS OF THE REAL WORLD

[www.ctcd.edu](http://www.ctcd.edu)  
[www.ctcd.edu/europe](http://www.ctcd.edu/europe)

### Evaluations

**Active-duty military:** Service members are eligible to receive an official evaluation upon admission to CTC and upon receipt of all official college transcripts and the Joint Service Transcript (JST).

**Non-Active-duty/civilian:** Students are required to complete six semester hours with a 2.0 (C or better) grade point average with CTC.

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

### Transcripts

**OFFICIAL TRANSCRIPTS:** Central Texas College has partnered with National Student Clearinghouse to offer online transcript services. Please click [here](#) to request your transcript

**UNOFFICIAL TRANSCRIPTS:** An unofficial transcript can be found in the "Student" section of Eagle Self-Service by following the steps below: (View the [complete steps](#) to view your unofficial transcript in Eagle Self-Service.)

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

If you need to SEND A TRANSCRIPT TO CTC, please proceed to the [INCOMING TRANSCRIPT](#) page.





# Credit by Exam

<http://www.ctcd.edu/students/current-ctc-students/evaluated-credit/credit-for-non-traditional-learning-experiences/>



## *CTC Credit by Exam* **CLEP & DSST Exam**

The CLEP and DSST exam are nationally recognized examination programs that help individuals earn credit for what they already know.

**Central Texas College awards credit for CLEP and DSST exam based on the American Council on Education (ACE) credit recommendations and CTC institutional guidelines.**

<https://www.ctcd.edu/students/current-ctc-students/evaluated-credit/credit-for-non-traditional-learning-experiences/>

For testing services, please contact UMGC National Test Centers at <https://europe.umgc.edu/transfers-and-credits/national-test-center.cfm>



CTC does not award credit for exam scores older than 10 years at the time the request is submitted.

### EVALUATED CREDIT

**CLEP**  
**DSST**



### CONTACT

<http://www.ctcd.edu/locations/europe/contact/all-field-sites/>

or

[Teresa.Cramer@europe.ctcd.edu](mailto:Teresa.Cramer@europe.ctcd.edu)

## **CLEP & DSST exam**

CTC will award the credit only if the credit applies toward the student's CTC degree or certificate program.

**CLEP exam > CTC code is 6130.**

**DSST (Dantes) exam > CTC code is 9088.**

### Test Centers

<http://www.europe.umuc.edu/ntc/umuc-europe-national-test-centers>

## **CLEP**

<https://clep.collegeboard.org/>

<https://clep.collegeboard.org/overview/collegecredit>

<https://clep.collegeboard.org/about/score>

<https://clep.collegeboard.org/college-credit/central-texas-college>

## **DSST (Dantes)**

<http://getcollegecredit.com/about>

<http://getcollegecredit.com/>

<http://getcollegecredit.com/contact>

[http://getcollegecredit.com/exam\\_fact\\_sheets](http://getcollegecredit.com/exam_fact_sheets)

### **Preparation materials**

<http://www.free-clep-prep.com/>

<http://www.instantcert.com/>

<https://www.khanacademy.org/>

**CLEP:** <https://www.petersons.com/testprep/clep>

**DSST:** <https://www.petersons.com/testprep/dsst>

### **CLEP & DSST for MILITARY:**

<https://www.petersons.com/continuing-education-for-veterans-and-military-students/>

# 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](http://www.ctcd.edu/ArmyIgnitED-Transition)



Why ArmyIgnitED

Learn Anywhere

Opportunities

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](http://www.armyignited.com)
2. Create a secure account, including 2-step authentication
3. Return to [www.armyignited.com](http://www.armyignited.com) and complete your account set up



## GOARMYED TO ARMYIGNITED TRANSITION HELP

[Home](#) / [Students](#) / [Military Students, Veterans and Spouses](#) / [Army Students](#)  
/ [GoArmyEd to ArmyIgnitED Transition Help](#)

### GoArmyEd to ArmyIgnitED Transition Help

[GoArmyEd to ArmyIgnitED](#)

[Transition Help](#)

[Credentialing Programs](#)

[How to Enroll](#)

[CTC EagleMail](#)

[Army Degree Maps](#)

[Books/Instructional Materials](#)

[Joint Services Transcript](#)

[\(JST\)](#)

[Test Services](#)

[WebAdvisor](#)

[Contact Us](#)

**ArmyIgnitED Phased Go-Live Effective 19 July 2021.** Soldiers enrolling at CTC now request TA for future dated courses in [ArmyIgnitED](#). To begin the process, you must be a CTC student ([applied for admissions](#)) and register for classes, then create your Education Path and request TA for classes in ArmyIgnitED. If you experience issues, HQ ACCESS had directed that you must first reach out to your assigned Army Education Center/Office for assistance. If the problem cannot be resolved, you must revert back to the exception to policy (ETP) process; however, due to delays with the TA approval process resulting from the large number of requests, we encourage you to continue requesting ETPs with CTC staff. **Get more information on your next steps on this [transition info page](#).**

*\*\*Remember all Army policies will continue to be enforced.*

Have you [created](#) your [ArmyIgnitED](#) account?

**NOTE:** You must use your military (.mil) email account and associate your CAC card to your ArmyIgnitED account during the initial set-up. Also, on the military network, Google Chrome seems to be the best browser to use when creating or accessing your account.

Tuition Assistance Exception to Policy (ETP)

[+/- Tuition Assistance Exception to Policy \(ETP\)](#)

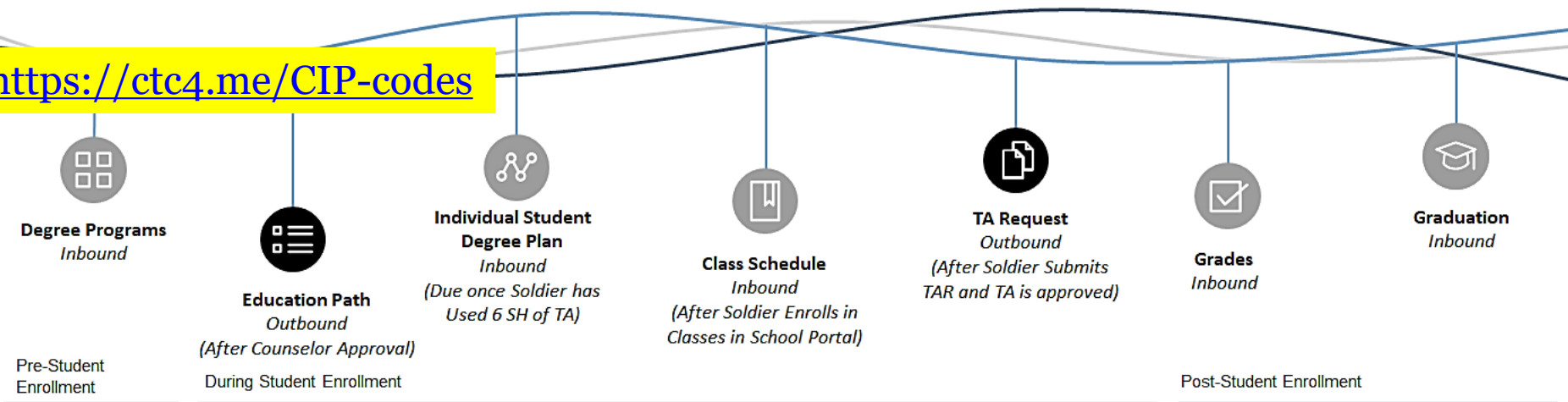


Step	Service Provider	ARMY STUDENTS	Processing
<b>Application for Admission, Registration for the Class, &amp; TA request</b>			
1	CTC	<a href="http://www.ctcd.edu/">http://www.ctcd.edu/</a>	Application for Admission and selection of the desired degree plan
2	ArmyIgnitED	<a href="https://www.armyignited.com/app/">https://www.armyignited.com/app/</a> Please follow the link <a href="https://ctc4.me/CIP-codes">https://ctc4.me/CIP-codes</a> to identify the corresponding CTC degree plan and ArmyIgnitED Educational Path.	Open account, select the Educational Institution, and choose desired Education Path that matches the CTC degree plan. <b>Student has to speak with the Army Counselor</b>
3	CTC	<a href="https://selfserve.ctcd.org/Student/Account/Login">https://selfserve.ctcd.org/Student/Account/Login</a> <a href="https://www.ctcd.edu/students/current-ctc-students/registration/eagle-self-service-technical-assistance/">https://www.ctcd.edu/students/current-ctc-students/registration/eagle-self-service-technical-assistance/</a>	Registration for the class via Eagle Self-Service no later than Wednesday before the Monday class start date.
		<a href="http://www.ctcd.edu/forms-1/student-forms/">http://www.ctcd.edu/forms-1/student-forms/</a>	Registration for the class via eTrieve no later than Wednesday before the Monday class start date.
4	ArmyIgnitED	<a href="https://www.armyignited.com/app/">https://www.armyignited.com/app/</a>	Once the Educ. Path is approved and the student registered to the CTC class, the student can request TA (MUST be approved before the start date) <b>Student has to speak with the Army Counselor</b>
<b>Drop / Withdrawal Steps – initiate ASAP!!!</b>			
A	CTC	<a href="https://selfserve.ctcd.org/Student/Account/Login">https://selfserve.ctcd.org/Student/Account/Login</a>	Drop from the class via Eagle Self-Service (only before the start date)
		<a href="http://www.ctcd.edu/forms-1/student-forms/">http://www.ctcd.edu/forms-1/student-forms/</a>	Withdrawal or Drop via eTrieve after the start date
B	ArmyIgnitED	<a href="https://www.armyignited.com/app/">https://www.armyignited.com/app/</a>	Withdrawal in ArmyIgnitED <b>Student has to speak with the Army Counselor</b>

# ArmyIgnitED + EI File Exchange Overview

To support a Soldier Student's education journey, ArmyIgnitED and Education Institutions (EIs) will work to automate the listed data exchanges to improve the Student's user experience and reduce manual data entry, and in turn reduce data errors.

<https://ctc4.me/CIP-codes>



## Definitions

*Inbound: File sent from EI to ArmyIgnitED*  
*Outbound: File sent from ArmyIgnitED to EI*

## TA Request Timeline Policy Remains the Same

- Soldiers have 60 days before a class starts to submit a TA Request
- TA must be requested and approved before the start date of a class

Before we demonstrate how to request Tuition Assistance (TA), here are some important reminders. Click **Next** to begin the demonstration.

### Important Reminders

- Tuition Assistance Requests must be submitted and approved prior to the course start date.
- Soldiers may take **up to 16 semester hours each fiscal year** at the rate of up to \$250 a semester hour, not to exceed \$4,000.
- After completing **6 semester hours of TA-funded coursework** in the current or new home school or degree program, Soldiers **must have an approved official degree plan** outlining the specific classes required to meet their educational goal.

Before we demonstrate how to withdraw from a course, here are some important reminders. Click **Next** to begin the demonstration.

### Important Reminders

- If you would like to withdraw from a course, you must first follow the withdrawal process at your Education Institution (EI).
- Every Education Institution (EI) has their own process for withdrawing from a course. Contact your EI to find out more information about their process.
- Once that process has been completed, the student will complete the following demonstrated process in ArmyIgnitED.
- You must select a reason for the withdrawal.
  - You can select your reason as **Personal** at any point while your Tuition Assistance Request is active. However, if you request a withdrawal after ACCESS HQ has paid for your tuition **it will trigger recoupment (repayment of funds)**.
  - You can select your reason as **Military** at any point while your Tuition Assistance Request is active.
    - If ACCESS HQ **approves** your Military Withdrawal Request, then you will not be recouped for the cost of your Tuition Assistance Request.
    - If ACCESS HQ **rejects** your Military Withdrawal Request, then you will be recouped for the cost of your Tuition Assistance Request.



ArmyIgnitED  
Overview



Choose  
Role



Account  
Setup



General  
Navigation



Role Specific  
Training



Training  
Resources

# Questions

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## **Dr. Ancica Roosa**

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