Central Texas College Europe
Guidelines
October 2021
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
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/
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

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

- **CTC Courses**
  - **CTC EUROPE**
    - **VôTech Programs**
  - **CTC TEXAS**
    - **TX Distance Learning**
      - Blackboard
  - **EUR Distance Learning**
    - Blackboard
  - **BLENDED**
    - Classroom Setting + Blackboard
  - **WeBB Learning**
    - Media Streaming + Blackboard
  - **F2F**
    - Classroom Setting
      - With BB Component
  - **F2F With BB Component**
Students’ User Interface - Links, Guidelines, & Points of Contact

- **Microsoft Office** - Get Office 365 (Student) for free → [http://www.ctcd.edu/students/student-it-services/it-hardware-software-links/](http://www.ctcd.edu/students/student-it-services/it-hardware-software-links/)
- **Adobe Acrobat Reader** → [https://get.adobe.com/reader/](https://get.adobe.com/reader/)
- **EagleMail** (CTC student’s Google powered email address) → [http://www.ctcd.edu/students/current-ctc-students/student-email/](http://www.ctcd.edu/students/current-ctc-students/student-email/)
- **Central Texas College websites** → CTC main → [http://www.ctcd.edu/](http://www.ctcd.edu/)  CTC Europe → [http://www.ctcd.edu/locations/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](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/](https://www.ctcd.edu/forms-1/student-forms/)  & → eTrieve login portal [https://etcentral.ctcd.edu/](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/](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) [http://www.armyignited.com/app/](http://www.armyignited.com/app/)  & transition guidelines → [www.ctcd.edu/ArmyIgnitED-Transition](http://www.armyignited.com/app/)

Please follow the link [https://ctc4.me/CIP -codes](http://www.ctcd.edu/) for corresponding programs

- **CTC class schedule** → [https://selfserve.ctcd.org/Student/Courses](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/](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/](http://www.ctcd.edu/)
- **Transcripts** → [https://www.ctcd.edu/students/current-ctc-students/transcript-services/](https://www.ctcd.edu/students/current-ctc-students/transcript-services/)
- **Blackboard** → [https://ctc.blackboard.com/](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](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.
- **EagleMail** (lost or forgotten EagleMail password) → [helpdesk@ctcd.edu](mailto:helpdesk@ctcd.edu)
  Before requesting assistance, please review the link [http://www.ctcd.edu/students/current-ctc-students/student-email/](http://www.ctcd.edu/students/current-ctc-students/student-email/)
- **eTrieve** Before requesting assistance, please review [http://www.ctcd.edu/forms-1/student-forms/eforms-frequently-asked-questions/](http://www.ctcd.edu/forms-1/student-forms/eforms-frequently-asked-questions/)
- **IT Help Desk** → [helpdesk@ctcd.edu](mailto:helpdesk@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

TX Distance Learning Courses
online.mentors@europe.ctcd.edu

Financial Aid, TA, MyCAA, VA
rick.taylor@europe.ctcd.edu

Army students
EaglesOnCall@ctcd.edu
armyevaluations.info@ctcd.edu

Course Delivery Models

<table>
<thead>
<tr>
<th>Step</th>
<th>Service Provider</th>
<th>ARMY STUDENTS</th>
<th>Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CTC</td>
<td><a href="http://www.ctcd.edu/">http://www.ctcd.edu/</a></td>
<td>Application for Admission and selection of the desired degree plan</td>
</tr>
<tr>
<td>2</td>
<td>ArmyIgnitED</td>
<td><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.</td>
<td>Open account, select the Educational Institution, and choose desired Education Path that matches the CTC degree plan. <strong>Student has to speak with the Army Counselor</strong></td>
</tr>
<tr>
<td>3</td>
<td>CTC</td>
<td><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> <a href="http://www.ctcd.edu/forms-1/student-forms/">http://www.ctcd.edu/forms-1/student-forms/</a></td>
<td>Registration for the class via Eagle Self-Service no later than Wednesday before the Monday class start date.</td>
</tr>
<tr>
<td>4</td>
<td>ArmyIgnitED</td>
<td><a href="https://www.armyignited.com/app/">https://www.armyignited.com/app/</a></td>
<td>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) <strong>Student has to speak with the Army Counselor</strong></td>
</tr>
</tbody>
</table>

Drop / Withdrawal Steps – initiate ASAP!!!

| A    | CTC              | https://selfserve.ctcd.org/Student/Account/Login http://www.ctcd.edu/forms-1/student-forms/ | Drop from the class via Eagle Self-Service (only before the start date) |
| B    | ArmyIgnitED      | https://www.armyignited.com/app/ | Withdrawal in ArmyIgnitED **Student has to speak with the Army Counselor** |
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.
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-xxxxx).

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

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

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

Safety & Wellness
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
- Hospitality Management

VoTech Term Schedule

See the full Course Schedule for all courses at all sites.

<table>
<thead>
<tr>
<th>Term, Year</th>
<th>Registration Starts</th>
<th>Term Start</th>
<th>Term End</th>
</tr>
</thead>
<tbody>
<tr>
<td>II, 2021-2022</td>
<td>20 Sep 2021</td>
<td>01 Jan 2022</td>
<td>14 Mar 2022</td>
</tr>
<tr>
<td>III, 2021-2022</td>
<td>09 Dec 2021</td>
<td>01 Jan 2022</td>
<td>13 Mar 2022</td>
</tr>
<tr>
<td>IV, 2021-2022</td>
<td>21 Feb 2022</td>
<td>01 Jan 2022</td>
<td>15 Mar 2022</td>
</tr>
</tbody>
</table>

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?

CTC Courses

EUR**

CTC EUROPE
VoTech Programs

F2F
Classroom Setting

F2F
With BB Component

BLENDED
Classroom Setting + Blackboard

WeBB Learning
Media Streaming + Blackboard

EUR Distance Learning
Blackboard

EDLRN

TD**

CTC TEXAS

TX Distance Learning
Blackboard

TDLRN
Eagle Self-Service Portal

https://www.ctcd.edu/students/current-ctc-students/registration/eagle-self-service-technical-assistance/
While prospective students can use the Guest account, CTC students could log in (cID #+password).

www.ctcd.edu

or directly to

https://selfserve.ctcd.org/Student/Courses
https://selfserve.ctcd.org/Student/Courses
Course Catalog / Class Schedule
Eagle Self-Service

Search for Courses and Course Sections
https://selfserve.ctcd.org/Student/Courses

Filter Options

- 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 partner 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 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/
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

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

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
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 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

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

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
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.

Getting Started

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

- March Start Dates
  Starts between: 03/01/2021 - 03/31/2021

- February Start Dates
  Starts between: 02/01/2021 - 02/23/2021

- Europe

- Online Courses

Add Another Course

Show All Courses
Required

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

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

List Price: $100.00

Print
- $100.00 New Print

Rental
- $59.99 New Print Rental
  Return by 05/16/2021.

Digital
- $34.99 180-Day eRental
- $54.99 Perpetual Offline Access

Marketplace Sellers
- From $80.64 View Sellers
- No Thanks

Add Selected to Cart
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 an 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

HELP Live
Powered by WebEx

FOR STUDENTS OF THE REAL WORLD
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
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

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
www.ctcd.edu
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

Using Veterans Benefits with CTC Step-by-Step Guide

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

1. APPLYING - WHAT’S REQUIRED AT CENTRAL TEXAS COLLEGE?
   - Apply for Admission to CTC (IT’S FREE!)
     - Non-Texans Residents: https://ctcdme.force.com/apply
     - Texas Residents: www.applytexas.org
   - Choose a Degree
     - https://www.ctcd.edu/academics/programs-of-study/
   - Submit Transcripts to CTC
     - Submit to CTC, Prior College transcripts, if applicable.
   - 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:
     - 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 33 dependent:
     - 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

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

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.

www.va.gov

Using VA Benefits with CTC Step-by-Step Guide

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

Request Certification (approval for payment) of Your Courses (continued from Page 1):
- You must advise the Office of Veterans 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 eTriage Veterans Enrollment Certificate (VEC).
- Please login and fill out the eTriage worksheet here: https://ctcd.europe.ctcd.edu/
- And fill out form “Veterans Enrollment Certificate - VEC”

eTriage 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://ctcd.europe.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 helpdesk@ctcd.edu or financialaid@europe.ctcd.edu

- eForm FAQ: http://www.ctcd.edu/forms-1/student-forms/eforms-frequently-asked-questions/

Common 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 VTC 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 masterinfo@va.va.gov OR www.ebenefits.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 - Web Automated Verification of Enrollment (https://www.ebenefits.va.gov/wave/)
- Telephone - Using Interactive Voice Response (IVR) 1-877-823-2178

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 33 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 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.
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 at [https://www.ctcd.edu/.../research-assistance-paper.../](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/](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/](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](https://guides.ctcd.edu/?b=s)
- **We also have practice tests in Learning Express Library!**
  - Go to [https://www.ctcd.edu/academics/library/databases/](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](https://guides.ctcd.edu/c.php?g=940831)

**Your librarians are very excited to share your academic journey with you!**
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.
Unofficial Evaluations
Fast Forward

https://fastforward.ctcd.edu

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.

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.

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.

Paying for College

CTC Locations
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

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.

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.)

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**

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

or

Teresa.Cramer@europe.ctcd.edu

**DSST**

Contact

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

or

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

**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.

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

CTC Transition Help page

www.ctcd.edu/ArmyIgnitED-Transition
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)
<table>
<thead>
<tr>
<th>Step</th>
<th>Service Provider</th>
<th>ARMY STUDENTS</th>
<th>Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CTC</td>
<td><a href="http://www.ctcd.edu/">http://www.ctcd.edu/</a></td>
<td>Application for Admission and selection of the desired degree plan</td>
</tr>
<tr>
<td>2</td>
<td>ArmyIgnitED</td>
<td><strong><a href="https://www.armyignited.com/app/">https://www.armyignited.com/app/</a></strong>&lt;br&gt;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.</td>
<td>Open account, select the Educational Institution, and choose desired Education Path that matches the CTC degree plan. <strong>Student has to speak with the Army Counselor</strong></td>
</tr>
<tr>
<td>3</td>
<td>CTC</td>
<td><strong><a href="https://selfserve.ctcd.org/Student/Account/Login">https://selfserve.ctcd.org/Student/Account/Login</a></strong>&lt;br&gt;<strong><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></strong>&lt;br&gt;<strong><a href="http://www.ctcd.edu/forms-1/student-forms/">http://www.ctcd.edu/forms-1/student-forms/</a></strong></td>
<td>Registration for the class via Eagle Self-Service no later than Wednesday before the Monday class start date.</td>
</tr>
<tr>
<td>4</td>
<td>ArmyIgnitED</td>
<td><strong><a href="https://www.armyignited.com/app/">https://www.armyignited.com/app/</a></strong></td>
<td>Registration for the class via eTrieve no later than Wednesday before the Monday class start date.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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) <strong>Student has to speak with the Army Counselor</strong></td>
</tr>
</tbody>
</table>

**Drop / Withdrawal Steps – initiate ASAP!!!**

| A    | CTC               | **https://selfserve.ctcd.org/Student/Account/Login**<br>**http://www.ctcd.edu/forms-1/student-forms/** | Drop from the class via Eagle Self-Service (only before the start date)                                                                         |
|      |                   |                                                                                | Withdrawal or Drop via eTrieve after the start date                                                                                                                                                 |
| B    | ArmyIgnitED       | **https://www.armyignited.com/app/**                                          | Withdrawal in ArmyIgnitED **Student has to speak with the Army Counselor**                                                                                 |
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.
Questions

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