



Thank You for your Interest in Central Texas College Distance Learning!

Please keep this information handy for future reference.

Please see also: <http://online.ctcd.edu/> , www.ctcd.edu/europe and www.ctcd.edu

Degree Plans: To view the different degrees and certificates offered online at CTC go to <http://www.ctcd.edu/academics/programs-of-study/>. It is possible, however, to earn other degrees using the distance learning program. If you establish resident credit by successfully completing 25% of your degree requirements with CTC, you may complete the remainder of your degree requirements using transfer and/or evaluated credits.

Course Offerings: We offer classes beginning each month. Please follow the steps below to search our online schedule.

Army Students: Go to <http://www.ctcd.edu/students/military-students-veterans-and-spouses/army-students/goarmyed-class-lookup/> and click the appropriate box for your search. Choose your current physical location (or TXR if you are TX resident) and start date. Make note of the GoArmyEd number and section number for your chosen course. You will need this information within GoArmyEd to register.

All others: Go to online.ctcd.edu/schedule/schedule.cfm for a list of courses by start date. Use only TD sections. You can also go to www.ctcd.edu , scroll down and click on “WebAdvisor”. Click “Guest / Prospective Students”. Click “Search for Sections”. Choose a term and select one or more subjects from the drop down box. Complete course number only if you know it. For location choose TDLRN – distance learning. Leave all other fields blank. Click “submit”. A list of sections of your course will appear. Scroll to the bottom of the page. Course dates are in the center column. The fraction on the right tells you how many seats remain available in the course.

For help, contact EaglesOnCall@ctcd.edu

Admissions and Enrollment Process:

Army Students: If you are using Army TA you must enroll and register through www.goarmyed.com. For assistance with GoArmyEd please see your Education Counselor at the Education Center or email to EaglesOnCall@ctcd.edu

The other students: New CTC students, Transfer students, Former students, Readmissions, Transient Students, Early Admissions students—to begin the process, submit the Application for Admission at

https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=ctcd

CTC Course Syllabi: <http://www.ctcd.edu/syllabus/syllabus.asp>

Enrollment: Students can register via eForm at: <https://ctceforms.ctcd.edu/index.aspx> Students can also register via WebAdvisor at: <http://www.ctcd.edu/students/current-ctc-students/registration/webadvisor-technical-assistance/>

<https://webadvisor.ctcd.org/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=8293765074>

Students can register via Site Coordinator at: www.ctcd.edu/fieldsites or Europe Online Mentor at: online.mentors@europe.ctcd.edu

Enrollment Limitations: DL students must register latest on Thursday before the start of an online class. Some courses have prerequisites, so please review the most current Catalog at <http://www.ctcd.edu/academics/catalog/>

WebAdvisor: <https://webadvisor.ctcd.org> Students can change their address, password, and email address; register and drop from the classes (no later than Thursday before the start date), pay for the classes, process financial aid, and see their unofficial transcripts.

Access your class at Blackboard: no earlier than three days prior to the course start date <https://ctc.blackboard.com/>

Instructional materials / books: <http://www.ctcd.edu/academics/booksinstructional-materials/>

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

IMPORTANT!!! Students who have not attended class by the 12th class day of a 16-week course or the 6th class day of an 8-week course (or the census date of other course lengths) will be administratively dropped with a grade of “W” by the instructor. Please post your first week’s assignments before the end of the first week, even if you are in the self-paced course.

Withdrawal: Student must drop before the first day of class to be eligible for a 100% refund. It is student's responsibility to act quickly and officially drop a class if circumstances prevent attendance or completion. Whenever possible, the non-Army student has to withdraw using eForm portal at <https://ctceforms.ctcd.edu/index.aspx> . The alternative is the Withdrawal form that has to be sent to Site Coordinator or Online Mentor. GAE students must process their withdrawal via GAE portal. Applications for Withdrawal will be accepted at any time before the completion of the sixth week of classes for an eight-week course, or the fourth week of classes for the six-week course. Please email us at rick.taylor@europe.ctcd.edu for any information that pertains to your refund.

Testing: All proctored testing is to be done at an approved testing site and monitored by a test proctor. If you found the proctor yourself, please submit Proctor Submission Form at http://soarapp.ctcd.org/online_forms/requests/studentdataform.cfm. You must make arrangements with your proctor for a day and time to test.

Financial Aid, VA Benefits, Scholarships: For information regarding Pell Grants and the application process please go to <http://www.ctcd.edu/students/current-ctc-students/financial-aid/>. For information related to Pell grants, VA Benefits, or family member scholarships in USAREUR please email financial.aid@europe.ctcd.edu or call CIV 06371-4683-121. For information on TA, contact your local Education Center Counselor. More information at: <http://www.ctcd.edu/locations/europe/students/financial-aid/>

Tuition: Please email us at rick.taylor@europe.ctcd.edu for rates. You must tell us where you are located, are you active duty military, and if you consider yourself a Texas resident.

Transferring from Central Texas College to a four-year college or university: By earning college credits at CTC, you can build a solid academic foundation and save on the cost of college before you transfer. CTC offers the core curriculum and choice of associate degrees, many designed specifically for students who want to transfer. We also have many articulation agreements with other schools as well. Our transfer advisor is available to help you determine the best path to complete your associate degree and transfer. Please follow the link: <http://www.ctcd.edu/students/current-ctc-students/tools-for-transfer/>

Evaluations:

Army Students: If you are using Army TA, please follow the evaluation process and requirements on www.goarmyed.com and <http://www.ctcd.edu/students/current-ctc-students/evaluated-credit/>

All others: For more information, visit our website at <http://www.ctcd.edu/locations/europe/students/services/evaluation-of-credit/> and <http://www.ctcd.edu/students/current-ctc-students/evaluated-credit/> . You must have six semester hours in residence with CTC as well as a 2.00 cumulative GPA. Transcripts from all other institutions attended must be on file.

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

We require official transcripts from any other institution(s) you have attended. If you have earned less than 12 semester hours from any other regionally accredited institution, we will require a high school transcript, high school diploma, or GED scores. It is **VERY** important that we receive your transcripts. If we do not receive them, you could potentially be placed on an Academic Hold. **Without official transcripts and testing scores, you will not be allowed to register for some courses.** Transcripts can be mailed to:

CENTRAL TEXAS COLLEGE
ATTN: STUDENT SERVICES
PO BOX 1800 --- KILLEEN, TX 76540-1800

Need Help?

Admissions, Registrations

Contact your Local CTC Office

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

Europe Online Mentor:

Online.mentors@europe.ctcd.edu

**Academic Advising, Admissions, Official Degree Plans
(Institutional and MyCAA), TX residency, TSI counseling,
Transcripts, Graduation, assistance for GAE students**

EaglesOnCall@ctcd.edu

Have you checked your EagleMail lately?

All official communication from CTC will be sent to your CTC student email account.

For more information, go to <http://www.ctcd.edu/eaglemail> .