CENTRAL TEXAS COLLEGE

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

Please keep this information handy for future reference.

Please follow the links: http://online.ctcd.edu/ , www.ctcd.edu/europe and www.ctcd.edu

Degree Plans: To view the different degrees and certificates offered at CTC go to https://www.ctcd.edu/academics/programs-of-study/. 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. For additional information, please follow the link https://online.ctcd.edu/student.cfm

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

Go to https://soarapp.ctcd.org/online_forms/schedule/schedule.cfm for a list of courses by start date. Use **only TD** sections for **TX DL** courses and **EUR** sections for **Europe DL** courses. 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 – TX distance learning or EDLRN – Europe 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, please contact

TX Distance Learning: EaglesOnCall@ctcd.edu

Europe Distance Learning: Online Mentors Europe at online.mentors@europe.ctcd.edu

All students: New CTC students, Transfer students, Former students, Readmissions, Transient Students, Early Admissions students—to begin the process, submit the Application for Admission at www.ctcd.edu

Additional Information: https://www.ctcd.edu/locations/distance-education/

CTC Course Syllabi: www.ctcd.edu/syllabus/syllabus.asp

Enrollment: Students have to register for their classes via Web Advisor. Please follow the link and register: https://www.ctcd.edu/students/current-ctc-students/registration/webadvisor-technical-assistance/

Students can also register via eTrieve at: https://ctceforms.ctcd.edu/index.aspx

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

Enrollment Limitations: Some courses have prerequisites; please review course descriptions in the most current C&I Catalog at https://www.ctcd.edu/academics/catalog/

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

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

Instructional materials / books: https://www.ctcd.edu/academics/booksinstructional-materials/

Student Resources: https://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 from the class 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.**

Army Students: If you are using Army TA you must request it through ArmyIgnitED at https://www.armyignited.com/app/ after your CTC registration has been processed. For assistance, see your Counselor in the Education Center or email to EaglesOnCall@ctcd.edu

Drop and 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/withdraw a class. All <mark>students</mark> have to use eTrieve portal at https://ctceforms.ctcd.edu/index.aspx .

Drop before the census date: select ST Students in TX or Online –> Schedule Change Request.

Withdraw on or after the census date: select ST Students in TX or Online –>Student Application for Withdrawal. <mark>Army students</mark> must process their withdrawal via ArmyIgnitED portal after they drop/withdraw via eTrieve. 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 financial information.

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 https://soarapp.ctcd.org/online_forms/requests/studentdataform.cfm. You must make arrangements with your proctor for a day and time to test. This provision applies only to the placement exams (BB and TSI).

Financial Aid, VA Benefits, Scholarships For information regarding Pell Grants and the application process please go to https://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: https://www.ctcd.edu/locations/europe/students/financial-aid/ 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: https://www.ctcd.edu/students/current-ctc-students/tools-for-transfer/

Evaluated Credit: Transcripts from all other institutions attended must be on file. For more information, visit our website at https://www.ctcd.edu/students/current-ctc-students/evaluated-credit/ . If you are not active duty military, you must have six semester hours in residence with CTC as well as a 2.00 cumulative GPA.

Transcripts:: Please review: https://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

Admissions, Registrations
Contact your Local CTC Office
https://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 Army 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 https://www.ctcd.edu/eaglemail .