



Early College High School

STUDENT & PARENT
HANDBOOK

2024-2025 School Year



FOR STUDENTS OF THE REAL WORLD.

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SECTION ONE: INTRODUCTION

A. Welcome

Thank you for your interest in the Early College High School (ECHS) program. ECHS provides great opportunities, significant financial savings and the opportunity to simultaneously earn a high school diploma and college degree. While in the ECHS program, you will be placed on the Interdisciplinary Studies Associate of Arts degree plan. A degree plan is a list of courses and requirements a college student must successfully complete in order to graduate.

Because Texas has a common course-numbering system, credit is easily transferred between community colleges like Central Texas College (CTC) and upper-level or four-year public institutions. You are encouraged to coordinate with the incoming institution to ensure the courses taken at CTC will fulfill the degree requirements there.

While in the ECHS program, it is important to make a mental distinction between college requirements and high school requirements. College instructors expect students to spend a considerable amount of time outside of the classroom to complete class assignments, research and study. The instructor will explain concepts and methods, but you must dedicate the time needed to develop a thorough understanding of the topics covered in class. You and your parents should seriously discuss priorities before and during enrollment in the ECHS program.

B. About Central Texas College

Central Texas College is a public, open admission community college offering associate degrees and certificate programs in academic, professional and vocational/technical fields. CTC is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees and certificates of completion. The accreditation ensures quality of instruction, credit transferability and federal financial aid (Pell Grants).

C. Institutional Mission Statement

Central Texas College provides accessible, equitable and quality educational opportunities that promote student success, completion and employability.

SECTION TWO: EARLY COLLEGE HIGH SCHOOL

A. Definition of Early College High School

An Early College High School (ECHS) is a program that provides students an opportunity to receive an associate degree and high school diploma simultaneously by taking a mixture of college and high school courses.

B. Difference Between Early College High School and Dual Credit

The difference between ECHS and Dual Credit is ECHS students are on an Interdisciplinary Studies degree plan while Dual Credit students are on an Interdisciplinary Studies degree plan or varied certificates of completion. ECHS students are required to complete a set amount of predetermined courses per semester, while Dual Credit students choose how many and what courses they take per semester. When ECHS students successfully complete all courses on their degree plan, they will earn an associate degree, while Dual Credit students mostly take courses to get a head start on their freshman year of college.

C. Daily Schedule

Classes begin at 9:00 am. Prior to this time, students should avail themselves of the cafeteria, Student Union or Student Center. In the event that a CTC course finishes early, students must find an appropriate location on campus to utilize this time academically. The Shoemaker Center will not be available for this purpose. At the end of the day, students should board buses or vehicles promptly, clearing the campus by 4:30pm.

D. Degree Plan

A degree plan is a list of courses and requirements that college students must successfully complete in order to receive their CTC degree. Currently, all ECHS students are placed on the Interdisciplinary Studies Associate of Arts degree plan.

Interdisciplinary Studies

The Interdisciplinary Studies Associate of Arts degree offers a wide selection of courses to fulfill degree requirements for students who have special education desires that are not satisfied by other degree programs. Completion of the Core requirements will maximize transfer credit for those students who want to pursue a Baccalaureate degree. Students planning to attend a senior college should coordinate with that senior college to ensure that the courses taken at Central Texas College will fulfill the degree requirements there.

Interdisciplinary Studies (IDS4) 240101

Associate of Arts Degree

First Year

First Semester			Credit
CORE REQ	ENGL 1301	Composition I	3
CORE REQ	HIST 1301	United States History I	3
CORE REQ		Creative Arts Selection	3
CORE REQ	GOVT 2306	Texas Government	3
CORE REQ		Language/Philosophy/Cultural Studies	3

Second Semester

CORE REQ		SPCH 1315, 1318 or 1321	3
CORE REQ	HIST 1302	United States History II	3
CORE REQ		Component Area Option	4
CORE REQ		Life and Physical Science Selection	4
CORE REQ		Social/Behavioral Science Selection	3

Second Year

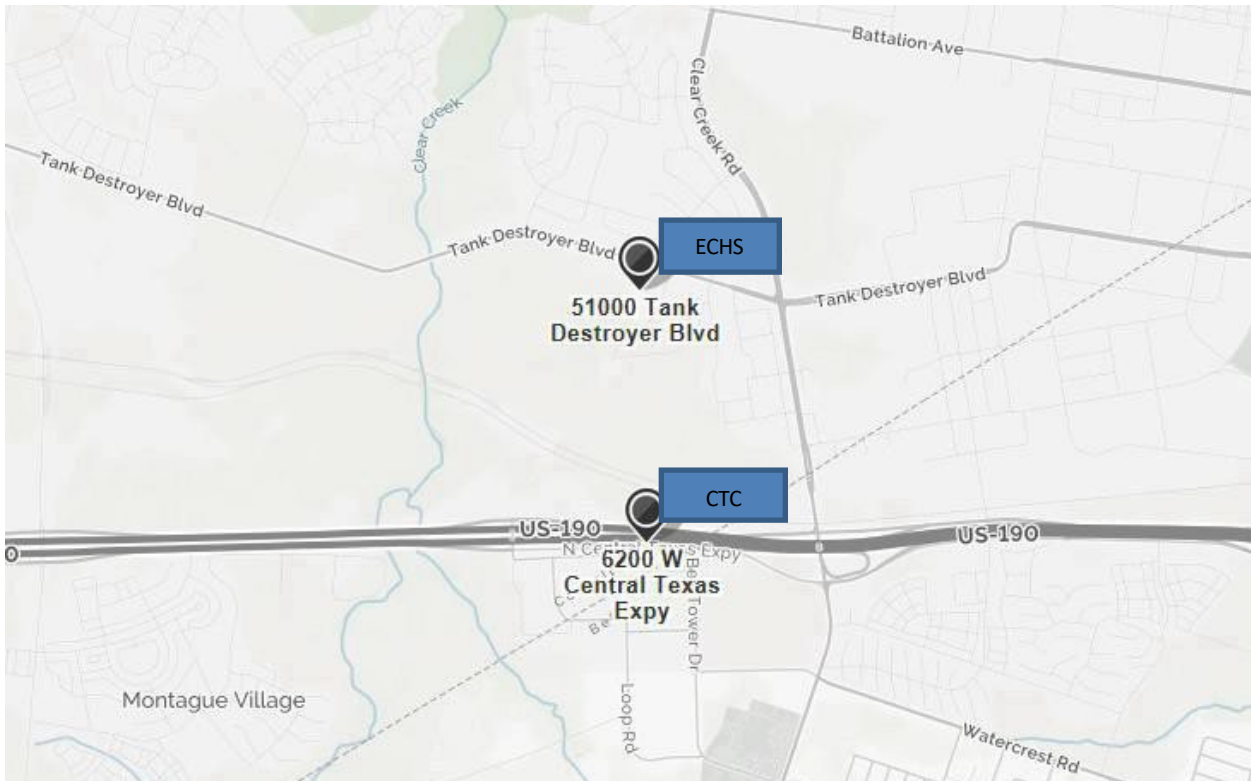
First Semester

CORE REQ	GOVT 2305	Federal Government	3
CORE REQ		MATH 1314, 1332 or 1342	3
CORE REQ		Life and Physical Science Selection	4
DEGR REQ		Electives*	18
Total Hours			60

*Students may select 18 semester credit hours from TCCN courses that fulfill the student's educational goals.

E. Campus Locations

- Freshmen and sophomores take high school and college courses at the Fort Cavazos campus of the Early College High School. The Fort Cavazos campus is located at:
51000 Tank Destroyer Blvd
Fort Cavazos, Texas 76544

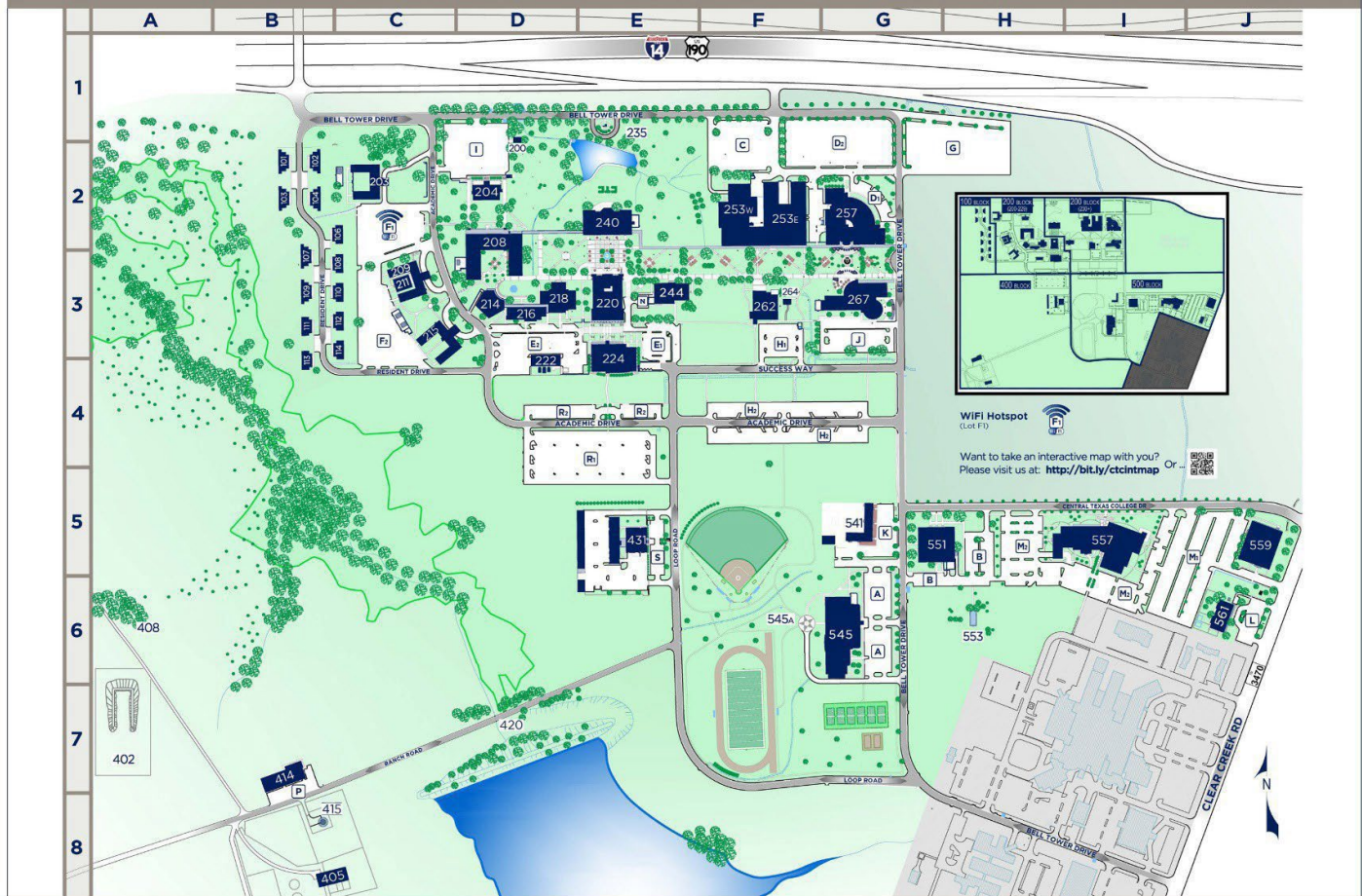


- Juniors and seniors take high school and college courses at Central Texas College. Central Texas College is located at:

6200 West Central Texas Expressway
Killeen, Texas 76549



CAMPUS DIRECTORY



WiFi Hotspot
(Clear F3)

Want to take an interactive map with you?
Please visit us at: <http://bit.ly/ctcintmap> Or

No.	Location	Grid	No.	Location	Grid	No.	Location	Grid	No.	Location	Grid
209	Academic Advising	C3	253s	Career Center	F2	553	Greenhouse	H6	209	Registration	C3
208	Academic Building	D3	561	Child Development Center	J6	557	Human Resources	I5	220	Roy J. Smith Student Center	E3
220	Academic Studio <small>Tutoring</small>	E3	559	Clear Creek Building	J5	218	Lady Bird Johnson Fine Arts Center	D3	257	Science Center	G2
204	Administration Building	D2	214	Computer Science Building	D3	267	Mayborn Science Theater	G3	414	Shipping & Receiving	B7
551	Administrative Computer Center	G5	559	Continuing Education	J5	216	Mayborn Telecommunications	D3	244	Shoemaker Center	E3
209	Admissions	C3	215	Disability Support Services	C3	203	Morton Residence Hall	C2	253e	Sid M. Wieser CATE Center <small>East</small>	F2
551	Adult Education	H5	262	Eagle Hall	F3	557	Nursing & Allied Health	I5	253w	Sid M. Wieser CATE Center <small>West</small>	F2
224	Anderson Campus Center	E3	420	Eagle Nature Trail <small>Hiking</small>	D7	240	Oveta Culp Hobby Library	E2	220	Student Life <small>Recreation Hall</small>	E3
545a	Athletic Fields & Jog Path	F6	209	Enrollment Center	C3	545	Physical Education Center	D3	264	Student & Employee Asst Pgm/SARC	F3
235	Bell Tower & Duck Pond	E2	431	Facilities Management	E5	222	Power Plant	D4	215	Student Services Building	C3
224	Bookstore	E3	405	Farm & Ranch Management	B8	211	Police Department	C3	215	Veterans' Services	C3
209	Business Office	C3	215	Financial Aid	C3	541	Protective Services	G5			
224	Cafeteria	E3	402	Firing Range	A7	557	Purchasing	I5			

YOU ARE HERE

SECTION THREE: CONTACT PAGE

A. KISD Staff Directory

Burke, Kathleen
Principal, Early College High School
Kathleen.Burke@Killeenisd.org 254-336-0261

Leitsch, David
Registrar, Early College High School
David.Leitsch@Killeenisd.org 254-336-0560

Scott, Mahalia
Dean of Instruction, Early College High School
Mahalia.Scott@killeenisd.org 254-336-0560

B. CTC Staff Directory

Deal, Janill
Associate Dean of Dual Credit Programs
Janill.Deal@ctcd.edu 254-526-1566

Stickel, Kristi
Education Transitions Counselor (Seniors)
Kristi.Stickel@ctcd.edu 254-616-3369

Perryman, Tonita
ECHS Liaison (Juniors)
Tonita.Perryman@ctcd.edu 254-526-1868

Rios, Xochilt
ECHS Liaison (Sophomores and Freshmen)
Xrios@ctcd.edu 254-501-3054

STUDENT

SECTION ONE: ADMISSION & REGISTRATION

A. CTC Application and Registration Process

1. Upon ISD acceptance into the program, you will be contacted by a KISD representative to begin CTC's admission and registration process. The admission and registration process includes:
 - Completing and submitting a CTC online Application for Admission (required only for initial course or one academic year lapse in enrollment). To access the online application, please visit www.ctcd.edu. Next, select the red box located at the top right corner of the page that says "Apply Now".

[FACULTY & STAFF](#) | [ALUMNI NETWORK](#) | [STUDENT TOOLS](#) ▾ | [Apply Now](#) | [Request Info](#) | [Help Center](#)

Please do not complete and submit your CTC admission application any earlier than one year prior to taking your first CTC course. If your application is completed and submitted more than one year earlier, you will be required to submit a new application prior to registration.

- You may need to complete a Student Consent for Release of Academic Records Form.
- You will need to submit official test scores verifying Texas Success Initiative (TSI) requirements have been met, as needed (see section D). Please work with your school counselor to obtain your scores.
- You will need to submit a Dual Credit/Early Admissions Advising and Registration Form (submit each semester or with each new enrollment request).

All forms are available on the CTC website.

2. If applicant does not indicate parent or legal guardian's Home of Record is Texas but claims Texas residency (parent or legal guardian) CTC may require additional documents
3. Submit all completed forms to your high school counselor or a Central Texas College ECHS representative.

B. Program Requirements and Guidelines

Program Requirements

Participants are required to be high school students and must have obtained the requisite approval.

Participants must meet TSI requirements and individual course prerequisites (if any) relevant to the academic course(s) requested.

Participants are required to complete and submit the CTC Application for Admission and requisite enrollment paperwork (i.e., official transcripts, test scores, required admission documents).

Program Guidelines

Good academic standing requires students to maintain a CTC cumulative GPA > 2.0. If the cumulative GPA falls below 2.0, student will be subject to the CTC Academic Probation, Suspension, and Dismissal Policy per the CTC course catalog.

CTC assumes no responsibility for loss of Interscholastic League eligibility of high school students enrolled under this program. The high school determines whether CTC courses will be used for Dual Credit.

Late registration is discouraged. Late registration does not guarantee student will be able to make up or extend the due date for missed assignments.

C. Texas Success Initiative

The Texas Success Initiative (TSI) is a state requirement for all Texas institutions of higher education. TSI requires students to be assessed in reading, writing and math skills prior to enrolling in most college classes unless the student is TSI exempt or TSI waived. TSI uses assessment, advising and remediation to ensure that students have the skills to be successful in freshmen academic coursework. The TSI is applicable to students attending CTC Texas locations (including ECHS programs) and in-state distant learners.

Texas Success Initiative (TSIA)

ELAR- 945+ w/Essay 5; **or** <945 w/Diagnostic score 5 **or** 6 **and** Essay 5

Math- 950+; **or** <950 w/Diagnostic score of 6

College Readiness Exemptions

ACT: (2/15/2023 to present) Combined score of 40 on English & Reading; Math 22+

ACT: (Prior to 2/15/2023) Composite 23+, with English 19+ and Math 19+

SAT: EBRW 480+ and Math 530+

STAAR: English III 4000+

STAAR Algebra II 4000+

Central Texas College offers the TSI Assessment all year around (by appointment). The cost is \$25 for two sections or \$15 per section. Testing is also available at the ECHS. Check with your counselor for details.

D. Adding a Course

If you need to add a college course, you must submit the following:

- Dual Credit/Early Admission Advising and Registration form (submit with each new enrollment request) with counselor approval
- A Schedule Change Form

A Schedule Change form is used once the course has started. The deadline for adding a course is no later than the date published in the CTC Enrollment Guide.

E. Dropping or Withdrawing from a Course

If you need to drop a CTC course, you must submit a completed and signed CTC Schedule Change Form or Withdrawal Form through your high school counselor prior to the last day to drop or withdraw. The CTC ECHS representative will provide these dates each semester prior to course registration, as dates vary depending on course length and start date. If you wish to drop a class prior to the course census date, you must submit a Schedule Change Form. After the course census date, you must submit a Application for Withdrawal. A course withdrawal will show as a grade of “W” on the college transcript and will not impact the GPA. Students who do not officially drop/withdraw a course, but stop attending, will be treated as still enrolled. This may result in failure of the class and/or loss of funds. It is important that you officially drop/withdraw a course using one or both of the procedures outlined above. You cannot withdraw after the published withdrawal date. It is important that the high school counselor is informed of and signs the form for any course addition, withdrawal, or drop.

F. Credit for Advanced Placement (AP) Examinations

CTC requires that students earn a 3 or higher on the AP examination and meet all other institutional requirements to be eligible to receive college credit. Official transcripts must be sent directly from the College Board to CTC. Please note, if you plan to transfer credits to a four year institution, you will need to check if they will accept the AP credit. Each institution sets their policy of AP credit, and AP credit does not transfer from one institution to the next.

G. Textbooks and Supplies

Visit your high school point of contact for details on course material.

H. Financial Obligations

Financial Aid for Swift Transfer (FAST) is defined in accordance with Texas Education Code section 28.0095. Fast eligible students shall not be responsible for tuition or book fees only. The criteria for determining whether a student is FAST eligible will be held in accordance with Texas Education Code section 28.0095(c)(1)(2) and the rules promulgated by the Texas Higher Education Coordinating Board. All tuition will be in amount not to exceed what is prescribed by the Texas Higher Education Coordinating board rule.

I. Bacterial Meningitis

You are required to submit proof of bacterial meningitis vaccine prior to attending any classroom course located at Central Campus. Proof of vaccination must be submitted no later than ten days prior to the start of the semester and must have been administered within the previous five years. Exceptions to the requirement may include students who enroll only in online or other distance education courses, who are 21 years of age or older, who have not had a break in enrollment of at least one fall or spring semester, and those who may be eligible to apply for an exemption as set forth in Texas Education Code 51.9192.

STUDENT

SECTION TWO: POLICIES & STUDENT CONDUCT

A. Student Conduct

CTC courses within the Early College High School are college-level courses and are governed by Central Texas College policies and procedures.

ECHS students are required to adhere to both the Killeen School District and CTC policies and procedures as outlined in the KISD Student Handbook and CTC Student Handbook. This includes the School District and College codes of student conduct, computer usage, and security and safety information, among others. All disciplinary actions, including suspension and dismissal from ECHS, shall be in conformity with the codes of school conduct of both parties. In the event of a conflict between the policies of the two parties, the School District and CTC will collaborate to resolve the issue. In the case of issues requiring mental health counseling the student will be referred back to KISD. Students who do not comply with policies and codes of conduct will, when appropriate, return to their School District's home campus and may not be allowed to return to the ECHS and/or CTC as indicated.

B. Student Responsibility

Your instructor is available to answer your questions about course materials or class policies. If you have any concerns about your performance in the course or are not sure of an assignment, you need to email the instructor.

C. Academic Integrity

Students are expected to maintain academic honesty by refraining from academically dishonest behaviors (i.e., plagiarism, collusion, cheating). Academic misconduct sanctions are administered in accordance with policy and procedures set forth in the current CTC Course Catalog.

D. Academic Probation/Suspension/Dismissal

CTC course catalog states that Academic standards of progress are monitored by the college to identify students who are having academic difficulty. You are responsible for knowing your academic status at all times. The CTC course catalog adds:

1. Students who fail to maintain a 2.0 cumulative grade point average (GPA) during their initial seven semester hours attempted will be notified of their Unsatisfactory Academic Progress status and provided a list of student support services available to them.
2. Students who fail to (a) maintain a 2.0 cumulative GPA after the first seven semester hours attempted or (b) fail to achieve a 2.0 GPA during any term after the first seven semester hours and have less than a 2.0 cumulative GPA will be placed on Academic Probation during the next term in which they register. Students will be notified of their status and will meet with a CTC counselor for academic advisement and assistance. Once students raise their cumulative GPA to 2.0, their status will be changed to Academic Good Standing.
3. Students who fail to achieve a 2.0 GPA during their semester of probation and whose cumulative GPA is less than 2.0 will be placed on Academic Suspension. The mandatory suspension period is one sixteen-week semester, two-eight week terms, or both summer semesters.
4. For information regarding Academic Dismissal, please view the CTC Course Catalog.

E. Attendance

Because data shows absences for any reason negatively affect the learning process, you are expected to attend all classes in which you are enrolled. Class attendance is your responsibility. Regular and punctual attendance at all scheduled classes is expected and CTC reserves the right to address individual cases of nonattendance.

- Your instructor will inform you of the attendance policy of the course at the initial classmeeting.
- You are responsible for understanding the attendance policy for each course in which you enroll and for meeting attendance requirements.
- Failure to meet the attendance requirements in a course may lower a grade for the semester or may result in failure of the course.
- The effect of absences on grades is determined by the instructor.
- When absences from class are necessary for any reason, it is your responsibility to arrange to make up assignments missed during the absence.
- Instructors are required to keep attendance records.
- Regardless of the reason for the absence, you are responsible for completing all coursework covered during any absence.

- Although distance learning courses do not require you to report to a classroom at a given time, you are expected to maintain constant progress throughout the course.

F. Religious Holy Day

If you need to be absent from class for the observance of a religious holy day, it is strongly suggested that you submit a written request to each instructor prior to the absence of the religious holy day(s) that will be missed. Although you will be excused from class, you will be responsible for make-up of all work or tests missed on the religious holy day in which the absence occurred.

STUDENT

SECTION THREE: STUDENT RESOURCES

A. Dual Credit Programs

This area handles ECHS admissions, registration, counseling and event coordination. Dual Credit Programs will have staff available in Buildings 262 and 559 at the CTC Central Campus. Please direct all CTC questions and concerns to the Dual Credit Programs at (254) 526-1868 and (254) 526-1566. Hours of operation are Monday-Thursday 7:30a.m.-5:30p.m., Friday 7:30a.m.-11:30a.m.

B. Student ID Cards

You are eligible for a CTC student ID card. ID cards are used for various campus facilities such as the library, computer labs and the physical fitness center. Cards are issued in the Student Services Building 209, room 106. You must present a valid photo ID. A copy of the class schedule is also needed. The first student ID card is free. A \$5 fee is charged for each replacement. The replacement fee must be paid at the Business Office in Building 209 and the receipt brought to the student ID card station to receive the replacement. At the beginning of the school year, KISD will schedule a date for ECHS students to visit the ID center so ID cards can be issued to the group.

C. Parking Permit

You are required to obtain a parking permit for each vehicle you may drive or/and park on campus. Parking permits are available anytime during normal business hours and can be obtained at the CTC Police Department, Building 211 directly behind Student Services, Building 209. Parking permits are issued at no charge; however, failing to display a CTC parking permits required, can result in a \$25 fine.

D. Eagle Mail

All CTC students enrolled in credit classes worldwide will receive a CTC student email account. Don't want another email account? No problem, you can forward your student email to any personal account.

E. Eagle Self Service

Eagle Self Service is our online student information system. Although high school students cannot register for classes via Eagle Self Service, you can access other features, including access to grades and printing unofficial transcripts. A link to Eagle Self Service, along with instructions of how-to login,

may be found at www.ctcd.edu. ECHS students are assigned a CTC ID number, which may also be obtained via Eagle Self Service.

F. Academic Studio

The CTC Academic Studio-Student Success Center, located at the CTC Central Campus provides comprehensive services in supporting student success and goal completion. Services include tutoring, academic advising, information and resource referrals, college success/ study skills workshops. In addition, textbook and childcare assistance are available for qualifying students. A student ID is needed to access Academic Studio services.

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

G. Student Life & Activities

The Student Life & Activities office provides opportunities for individual and group interaction through student field trips, tournaments, organizations and various seasonal and social activities. The Student Life & Activities office is located in the Roy J. Smith Student Center, Building 106. A student lounge consisting of a game room and recreational center is also available.

H. Disability Support Services

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. This legislation requires that all students with disabilities be guaranteed a learning environment that provides equal access to all programs and services. If you have a documented disability, please contact the Disability Support Services Office (DSS) at (254) 526-1195, Building 215 in Room 111. Please be aware that high school and college disabilities have different guidelines and parameters. All disability questions and documentation must be processed through the CTC Disability Support Services office. Instructors do not handle DSS paperwork except for that which is issued from the DSS office.

I. Library

The Oveta Culp Hobby Memorial Library offers a variety of services to students, faculty and staff at CTC. More than 450,000 books, microforms, audio/visual materials and periodical subscriptions support the college curriculum and provide general reading for students, faculty, staff and patrons from the community at large. Via the Internet, an automated system provides off-campus access to the card catalog and selected periodical indexes. Bibliographic instruction services include general library tours, subject-oriented lectures and tours given to classes at faculty request. A computer lab provides word processing and spreadsheet software, along with Internet access. Other services include personal assistance at the reference desk, coin-operated

photocopiers and Interlibrary Loan services to borrow materials which are not owned by the library. The library participates in TexShare, a resource-sharing program that allows students, faculty and staff at Texas institutions of higher education to use the collections of participating institutions. You must have an active ID in order to utilize the library. Additional information pertaining to the library can be found on CTC's website at www.ctcd.edu.

J. Transcripts

Unofficial Transcripts. Students may obtain an UNOFFICIAL CTC transcript through their CTC Self Service student account.

Official Transcripts. CTC has retained Parchment's transcript services to accept official transcript requests over the Internet via a secured site. Visit the CTC "Transcript Services" webpage on the CTC website at www.ctcd.edu for specific transcript ordering information. Transcript delivery options include Electronic, PDF or paper (mailed). Transcript order handling fees vary based on the delivery method requested.

You may be denied your transcript if you have an outstanding obligation to Central Texas College. The obligation may be due to a library fine, parking ticket, returned check, non-repayment of financial aid, failure to comply with admissions requirements, or any other indebtedness to CTC.

STUDENT

SECTION FOUR: ENGAGEMENT

A. Student Clubs & Organizations

Early College High School students have the opportunity to participate in a variety of student clubs and organizations, such as the following:

- Student Government Association
- Bible Student Fellowship
- C.A.S.T Club (Collegiate Academic Support Team)
- Hospitality and Culinary Arts
- ENACTUS
- Engineering & Math
- Genders and Sexualities Alliance
- Mental Health Services Association
- Net Impact (formerly ENACTUS)
- Otaku Unlimited Club (Anime)
- Phi Theta Kappa
- Psi Beta Psychology National Honor Society
- Rotaract
- Speech and Debate
- Student Nurse Association
- Student Veteran's Organization
- TAMUCT ROTC
- Writer's Club

Please contact Student Life & Activities or visit www.ctcd.edu for more information.

B. Information Sessions & Events

Central Texas College and Killeen Independent School District collaborate to host events throughout the school year. Events are held at the ECHS Fort Cavazos Campus and or at CTC. The ECHS Fort Cavazos Campus will announce upcoming events.

- CTC ECHS New Student and Parent Orientation
- CTC Campus Tour & Team Building (for freshmen)
- CTC Campus Tour (for sophomores)
- CTC Degree Plan Session
- CTC Advising Plan Visit

- CTC Academic Department Fair
- CTC Student Clubs & Organizations Fair
- Career Day

In addition to the events listed above, students can participate in many other activities like Epically Geeky Expo, Join a Club Day, Haunted House/Fall Carnival, and Wellness Fairs.

PARENT

SECTION ONE: COMMUNICATION WITH CTC STAFF & FACULTY

A. Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act as amended, is a federal law that pertains to the release of and access to student educational records. In compliance with FERPA, Central Texas College does not disclose personally identifiable information contained in student education records, except as authorized by law. Information classified as “directory information” may be disclosed to the general public without prior written consent from a student unless the CTC Records and Registration office is notified in writing by the student. This statement of nondisclosure will remain on the student’s records unless they cancel the request to withhold directory information. A student may request on an item-by-item basis the release of directory or non-directory information. Please note that even if the student is a minor, records may not be released to parents or guardians without the student’s consent.

Directory Information:

Student’s name

Local address

Home address

Electronic mail address

Telephone number

Date and place of birth

Major field of study

Dates of attendance

Degrees, awards and honors received

Most recent previous educational agency or institution attended

Photographs

Classification (freshmen, sophomore or unclassified)

Participation in officially recognized activities and sports

Date of graduation

B. Student Consent for Release of Academic Records

A Student Consent for Release of Academic Records form should be completed prior to start of each semester. If you would like to have access to your student’s records, he or she will need to complete the form each semester. **Please note that students have the option to revoke access.**

C. Student Responsibility

The instructor is available for students to answer questions about course materials or class policies. According to federal regulation, CTC's business is with the student. When a student enrolls in a college course, he or she is treated as a college student even if they are a minor. Therefore, the student must take responsibility for relaying concerns and questions to the instructor. The parent may be present; however, due to FERPA regulations, the student must write a letter granting permission for a parent to attend the meeting. The letter must include a date, time, and issues to be discussed.

D. Course and Instructor Complaints

If a student has a complaint about a course or an instructor, the student should first speak with the instructor to resolve the issue. If the student and the instructor are unable to resolve the matter, then the student needs to make an appointment with the Department Chair as outlined in the academic appeal process in the CTC student handbook. The handbook is available at www.ctcd.edu/sites/ctcd/assets/File/Student%20Life/studenthandbook.pdf. The parent may be present during the meeting, however, due to FERPA regulations, the student must write a letter granting permission for the parent to attend the meeting. The permission letter must include the date, time, the issues to be discussed, and the parent's name. In addition, the letter needs to be signed and dated.

If the parent comes to the class or to the instructor's office to complain to the faculty member, the parent will be immediately referred to the Department Chair. If the student needs contact information for the Department Chair, the student can request the information from their ECHS representative. Only if the matter cannot be resolved at the Department Chair level the student can appeal to the Dean of Academic Instruction or Dean of Career and Technical Education.

High School initiated reporting of disciplinary issues:



CTC initiated reporting of disciplinary issues:



Appendix

What's the Difference in Attending High School and College?

Attending High School Classes	Attending College Classes
Classes generally don't have more than 35 students.	Some classes may have more than 100 students.
Students attend classes for 36 weeks. Some classes extend over the semester dates and some don't.	College classes are divided into two long 16-week semesters which is the regular school year. There are 5 and 10 week summer courses. There are 5, 6, 8, 10, and 12 week classes available in the fall and spring semesters.
You may study outside of class anywhere from 0-2 hours, and most of it is cramming at the last minute for a test.	To keep up with all the information that your professor expects you to know and will not cover in class; you must study 2-3 hours every day outside of class. Be sure that somewhere in your daily schedule, you schedule this study time just like you would schedule a real class, even if it is in small increments.
You usually read something once, but sometimes you can just listen to the teacher and get the information.	Read your text assignments and take good notes on your text and in class. Organize and review all notes regularly. You should be able to visualize some notes in your head ("Oh, I remember that was in the top right hand corner of the page and I put a star next to it.") If the professor uses a publisher test bank, many of the questions will come from the readings to which s/he will add questions from the lectures. The key here is "Keep up."
You are expected to read, at most, a chapter or some other short assignment. Commonly, what you read is re-taught in class.	You may be assigned significant reading and writing assignments – perhaps several chapters with an essay. The professor may not even mention these in class.
High School Curriculum	College Curriculum
Your courses are based on TEKS at the state level which dictate what must be covered in high school courses.	Your college courses are based on curricular guidelines at the state level which dictate what must be included in the curriculum for the course/degree.
High School Teachers	College Professors
Teachers carefully monitor attendance.	Usually college professors do not formally take attendance, but they will be taking attendance for ECHS students because it is a KISD and state requirement.
Teachers check your completed homework and hand it back.	Professors may not check completed homework, but they have assigned it to allow you to practice what will likely be tested somewhere in the

	<p>course. They will assume that you can perform the tasks unless you tell them that you tried the homework and had trouble. If you make an appointment with the professor, they can sit down and help you.</p>
<p>Teachers remind you of incomplete work.</p>	<p>Some professors will remind you; others will not. It is your responsibility to be familiar with your syllabus and all the requirements that are listed there. The syllabus is your best friend for keeping on track and is the legal document on what you will learn and what you are required to do in the course. If you are late on an assignment and think it was unfair that the instructor docked your grade, the department will refer to the syllabus. If the assignment is clearly published with the due date, the grade will stand.</p>
<p>Teachers approach you if they think you need help.</p>	<p>Professors are happy to help you, but they will expect you to initiate contact and request for help.</p>
<p>Teachers are available before and after class for conversation and questions.</p>	<p>Professors often have a line of students wanting to talk to them, but they sometimes only have 15 minutes between classes. You are expected to utilize the professor's office hours. To do this, call the department or the professor and make an appointment. We recommend doing this through email as the instructor is more likely to be keeping up with emails during the day, and an email serves as documentation that you requested help.</p>
<p>Teachers present material to assist you in understanding the text book.</p>	<p>Professors may or may not follow the book and may or may not correlate the lecture to the book. Some professors use the text heavily; some may only use several chapters and rely more on their own material.</p>
<p>Teachers have been trained in secondary teaching methods.</p>	<p>College professors are experts on content for their particular areas of research. It's possible that they never took an education course. This kind of instructor is more frequent at 4-yr universities, but there are also some at the community college level.</p>
<p>Teachers provide you with information you missed when you were absent.</p>	<p>Professors expect that you will get missed class notes from classmates.</p>
<p>Teachers write important information on the board, project it on a screen, or send it to your laptop.</p>	<p>Some professors may do this; others may just lecture non-stop and expect you to take good notes.</p>
<p>Teachers impart knowledge and facts. Then they either discuss the connections and conclusions or lead you to make the correct connections.</p>	<p>College professors expect that you will do the appropriate research or have discussions with your peers to be able to make these connections on your own. That will be part of the course outcomes – your ability to synthesize information and make the appropriate connections especially</p>

	about unrelated topics.
Teachers remind you of assignments and due dates.	Professors expect you to consult the course syllabus which spells out exactly what is expected, when it is due, and how much the assignment counts in your total course grade. Sometimes this is configured in percentages and sometimes in course points.
Tests in High School	Tests in College
Make up tests are often available.	Make-up tests are seldom an option. You will need to talk to your instructor about it. If s/he authorizes a make-up test, you will need to coordinate the date/time for the make-up test with the instructor.
Teachers rearrange test dates to avoid conflict with school events.	Professors schedule tests without regard to the demands of other courses or activities.
Testing is frequent and covers a small amount of material.	Testing is mostly infrequent and may cover large, cumulative amounts of material. Many courses will have only 2 tests – a midterm and a final-- and both will count heavily in the grade.
Teachers conduct review sessions pointing out the most important concepts.	Professors sometime offer review sessions and sometimes not. If they give a review, they expect you to participate with plenty of questions.
Grades in High School	Grades in College
Consistently good homework grades will raise your overall grade when test grades are low.	Major tests and papers generally provide most of the course grade. In many courses, professors expect you to do homework for practice, but they do not grade it.
Extra credit projects are often available.	Many professors do not give extra credit, and if they do, it is not assigned for the purpose of raising a grade.
Grades are given for most assigned work.	This may or may not happen.
Initial low test grades may not have an adverse effect on your final grade.	Grade values for all assignments, to include tests, are clearly outlined in your syllabus. Make sure to be appropriately prepared for all tests.
You may graduate as long as you have passed all required courses with a grade of D or higher.	You must maintain a C average, which is a Grade Point Average (GPA) of 2.0, during each semester or you may be placed on academic probation. If you are placed on probation you will need to bring your grades up to a C, or you may not be allowed to return to college. Remember that tutoring is available through the Academic Studio to assist you in the event that you are falling behind in a course. Keep in mind that a minimum cumulative (overall) GPA of 2.0 is required to graduate with your CTC degree.
Teachers keep you briefed on your grades.	Your professor or your syllabus tells you where you can see your grades. It's your responsibility to go there and keep track of how you are doing.

Following Rules in High School	Choosing Responsibly in College
High school is mandatory and is usually free.	College is voluntary and can be expensive.
Your time is structured by others, and most of your classes are arranged for you.	You must manage your own time. Unless you are in a program like ECHS, you must arrange your own schedule in consultation with your counselor. Schedules tend to look lighter than they really are.
You can count on parents and teachers to remind you of your responsibilities and to guide you in setting priorities.	You must balance your responsibilities and set your own priorities.
You are not responsible for knowing what it takes to graduate.	Graduation and degree requirements are complex. You are expected to know what you need to graduate.
Each day you go from one class directly to another, spending 6 hours each day and 30 hrs a week in class.	You often have time between classes and you may spend less time in college classes.

College Expectations:

1. You are expected to take responsibility for what you do and don't do. You also will need to accept the consequences for what you do and don't do.
2. College lecture classes are taught on the basis that you've done all the assigned readings and homework. If you come to class unprepared, you may not understand what the lecture is about.
3. Mastery of a skill is often seen as the ability to apply what you've learned to new situations or problems. It is not about facts that you have memorized.
4. Results count. Although a good faith effort may affect your professor's willingness to help you, it will not substitute for results when it comes to grading.

Hot Tips!

1. Think beyond this minute. Set goals for the day, week, semester, and year.
2. Keep a calendar with all your important dates, to include test dates, assignment due dates, etc.
3. Prioritize: Schedule your study time, but also allow some time to relax.
4. Get to know your professors. They are your greatest resource.
5. Come to class and participate.
6. Remember -The more challenging the mountain, the more satisfying when you make it to the top.
7. For information regarding delivery formats please visit <http://www.ctcd.edu/academics/class-schedules/>
8. LEC=Lecture; LAB=Lab; CLN=Clinical; INT=Intern; PRA-Practicum; OLI=Online Internship; OLP=Online Practicum; OSL=Online Self-paced; OLL=Online; OBL=Blended; OBL= combine face to face classwork /lecture w/online technologies. Attendance required for face to face days and mandatory work online for non-class days. OSL=fixed start and end. Recommended timelines provided by instructors.
9. Think positive - you can achieve your goals!!!

WE ARE SO GLAD YOU ARE HERE AT CTC!!!!

B. STUDENT HANDBOOK

Please view CTC's Student Code of Conduct located in CTC's Student Handbook
www.ctcd.edu/sites/ctcd/assets/File/Student%20Life/studenthandbook.pdf.