



**REGISTRATION – PENDING - BLDG 660 – M – TH – 0800 – 1700, FRI – 0800 – 1600**  
**REGISTRATION FOR WEEKEND COURSES ACCEPTED UNTIL THURSDAY PRIOR TO START OF CLASS**

*Please visit our local campus website at: <http://www.ctcpolk.com>*

COURSE	SEC	SH	TITLE	TIME	DAY	INSTRUCTOR	DATES	ROOM	GOARMY ED CLASS NUMBER
<b><u>MORNING COURSES</u></b>									
DSWR 0304	POL01	3	Fundamentals of Writing II	1000 – 1230	M W	Rodock	08/09 – 10/01	109	71325
ENGL 1301	POL01	3	Composition I	1000 – 1230	T TH	Rodock	08/09 – 10/01	109	71326
SOCI 2301	POL01	3	Marriage and the Family	0900 – 1130	M W	Woods	08/10 – 10/01	105	71351
<b><u>AFTERNOON COURSES</u></b>									
CRIJ 1313	POL01	3	Juvenile Justice System	1300 – 1530	M W	Woods	08/09 – 10/01	105	71323
ENGL 1302	POL01	3	Composition II	1300 – 1530	M W	Rodock	08/09 – 10/01	109	71328
ENGL 2327	POL01	3	American Literature I	1300 – 1530	T TH	Rodock	08/10 – 10/01	109	71330
ITNW 1425	POL01	4	Fundamentals of Networking Tech.	1300 – 1530	M W	Sliman	08/10 – 10/01	103	71337
ITSC 2439	POL01	4	Personal Computer Help Desk	1300 – 1530	T TH	Sliman	08/09 – 10/01	103	71339
<b><u>MONDAY &amp; WEDNESDAY EVENING COURSES</u></b>									
BIOL 1308	POL01	3	Biology	1745 – 2010	M W	Early	08/09 – 10/01	115	71313
BMGT 1325	POL01	3	Office Management	1645 – 1915	M W	Thrasher	08/09 – 10/01	204	71314
BUSI 1301	POL01	3	Business Principles	1900 – 2130	M W	Brimage	08/09 – 10/01	201	71316
CJSA 1348	POL01	3	Ethics in Criminal Justice	1645 – 1915	M W	Bankhead	08/09 – 10/01	203	71320
CJSA 2331	POL01	3	Child Abuse, Prevention and Investigation	1915 – 2145	M W	Bankhead	08/09 – 10/01	203	71322
DSMA 0306	POL01	3	Introductory Algebra	1645 – 1915	M W	Simmons	08/09 – 10/01	107	
ENGL 1301	POL02	3	Composition I	1645 – 1915	M W	Rodock	08/09 – 10/01	225	71327
ENGL 1302	POL02	3	Composition II	1915 – 2145	M W	Rodock	08/09 – 10/01	225	71329
GOVT 2301	POL01	3	American Government II	1645 – 1915	M W	Crawford	08/09 – 10/01	105	71331
PHIL 1316	POL01	3	History of Religions I	1915 – 2145	M W	Crawford	08/09 – 10/01	105	71346
ITSW 1407	POL01	4	Introduction to Database	1700 – 1930	M W	Sliman	08/09 – 10/01	103	71340
MATH 1414	POL01	3	College Algebra	1700 – 2030	M W	Perez	08/09 – 10/01	109	71343
MTBC 1370	POL01	3	Briefing Techniques	1715 – 1945	M W	Young	08/09 – 10/01	208	71344
<b><u>TUESDAY &amp; THURSDAY EVENING COURSES</u></b>									
BUSG 1372	POL01	3	Personal Finance	1700 – 1930	T TH	Hilton	08/10 – 10/01	201	71315
CJCR 1304	POL01	3	Probation and Parole	1715 – 2145	T TH	Williams	08/10 – 10/01	203	71317
CJSA 1359	POL01	3	Police Systems and Practices	1645 – 1915	T TH	Williams	08/10 – 10/01	203	71321
CJSA 1313	POL01	3	Court Systems and Practices	1800 – 2030	T TH	Spivey	08/10 – 10/01	107	71318
DSMA 0307	POL05	3	Intermediate Algebra	1730 – 2000	T TH	Perez	08/10 – 10/01	109	71324
HAMG 2332	POL01	3	Purchasing for Hospitality Operations	1815 – 2045	T TH	Mason	08/10 – 10/01	115	71333
HIST 1301	POL01	3	United States History I	1645 – 1915	T TH	Chance	08/10 – 10/01	105	71334
HIST 2301	POL01	3	Texas History	1915 – 2145	T TH	Chance	08/10 – 10/01	105	71336
ITSC 1415	POL01	4	Project Management Software	1645 – 1915	T TH	Cleveland	08/10 – 10/01	103	71338
ITNW 1425	POL01	4	Fundamentals of Networking Tech.	1915 – 2145	T TH	Cleveland	08/10 – 10/01	103	
LGLA 1307	POL01	3	Intro. To the Law & Legal Profession	1645 – 1915	T TH	Stanley	08/10 – 10/01	207	71341
LGLA 2303	POL01	3	Torts and Personal Injury Law	1915 – 2145	T TH	Stanley	08/10 – 10/01	207	71342
PSYC 2301	POL01	3	General Psychology	1645 – 1915	T TH	Harrell	08/10 – 10/01	225	71347
SOCI 1301	POL05	3	Introduction to Sociology	1645 – 1915	T TH	Lewis	08/10 – 10/01	204	71349
SOCI 1306	POL04	3	Social Problems	1915 – 2145	T TH	Lewis	08/10 – 10/01	204	71350
<b><u>Lab Times for evening computer courses: 0900 – 1130, 1300 – 1630 Monday, Wednesday &amp; Friday</u></b>									
<b><u>SESSION 1 WEEKEND COURSES: 08/14, 08/15 – 08/28, 08/29 – 09/18, 09/19</u></b>									
ANTH 2351	POL05	3	Cultural Anthropology	0800 – 1500	S SU	Chance		105	71312
CJSA 1322	POL01	3	Introduction to Criminal Justice	0800 – 1500	S SU	Helton		107	71319
MTMC 1176	POL01	1	Microsoft Power Point	0800 – 1500	S SU	Sliman	08/14, 08/15	103	71345
<b><u>SESSION 2 WEEKEND COURSES: 08/21, 08/22 – 09/11, 09/12 – 09/25, 09/26</u></b>									
GOVT 2302	POL01	3	American Government II	0800 – 1500	S SU	Crawford		225	71332
HIST 1302	POL01	3	United States History II	0800 – 1500	S SU	Chance		105	71335
MTMC 1171	POL01	1	Spreadsheet Applications	0800 – 1500	S SU	Sliman	09/11, 09/12	103	
PSYC 2315	POL02	3	Psychology of Adjustment	0800 – 1500	S SU	Harrell		109	71348

**IMPORTANT NOTES**

**TUITION MUST BE PAID IN FULL ON THE DAY YOU REGISTER**

Lab Fee (Computer Courses – \$15.00 per credit hour, Biology/Physical Science and Culinary Arts Courses - \$ 10.00 per credit hour)

Last Day to drop with a 75% refund is August 12, 2010. Last day to drop with a 25% refund is August 18, 2010. No refund will be offered after August 18, 2010.

SCHEDULED HOLIDAYS:	The scheduled holidays for Term V are as follows:  September 6, 2010 – Labor Day
GRADUATION:	Central Texas College awards degrees each year in May, August and December. A graduation application must be submitted to the CTC Site Registrar by the following dates: Dec. grad. – Oct. 1 <sup>st</sup> , May grad. – Feb 1 <sup>st</sup> , Aug. grad. – June 10 <sup>th</sup> . There are two combined graduation ceremonies each year. Graduates of December, May and August may participate.
DEVELOPMENTAL CLASSES:	Developmental Math (DSMA) and English (DSWR) classes are prerequisites for the ENGL 1301 & MATH 1414 courses and count as RESIDENCY CREDIT but cannot be applied towards degree requirements.
LATE REGISTRATION:	Students are encouraged to register for classes as early as possible to prevent class cancellation for low enrollment. Late registration is not permitted. As a general policy, Central Texas College at Fort Polk will allow students to drop one class to add another during the first week of classes; however, dropping a class the first day of the term will result in a fee penalty. One exception to this policy is Weekend classes. Due to the nature of Weekend classes, registration must be completed prior to the first class session
WITHDRAWAL/REFUND POLICY:	Students wishing to withdraw from a class MUST initiate a Withdrawal/Refund form (CTC Form 6). <b>THE EFFECTIVE DATE OF WITHDRAWAL IS THE DATE THE FORM IS SIGNED BY THE Instructor</b> , not the last class attendance date. Withdrawals will not be allowed after the last Friday preceding the last scheduled class. Refunds will be computed from the effective date and will be made according to the following schedule: 100% Withdrawal before the first class meeting of the Term 75% Withdrawal if not more than 1/8 of the total class meetings have elapsed (1 - 4 days) 25% Withdrawal if more than 1/4 of the total class meetings have elapsed (5 - 8 days)
REFUND POLICY FOR WEEKEND COURSES:	75% Refund after the 1 <sup>st</sup> Weekend of the course as long as the student drops the Monday – Friday after the 1 <sup>st</sup> Weekend.
TUITION RATES:	Tuition for all courses is \$130.00 Per Credit Hour: and does not include instructional material(s). There is a \$15.00 Per Credit Hour lab fee for computer courses and a \$10.00 Per Credit Hour lab fee for biology/physical science courses. Tuition Rates: 3 Credit Hours = \$ 390.00 4 Credit Hours = \$ 520.00 Computer Courses: 1 Credit Hour + Lab Fee = \$ 145.00 3 Credit Hours + Lab Fee = \$ 435.00 4 Credit Hours + Lab Fee = \$ 580.00 Biology/Physical Science & Culinary Arts Courses: 3 Credit Hours + Lab Fee = \$ 420.00 4 Credit Hours + Lab Fee = \$ 560.00 There are no costs for Admission, Registration, or Evaluations. Tuition Assistance may be available for active duty military students. Veteran's Benefits, Pell Grants, and Student Loans can also be used to pay tuition and costs.
STUDENT PAYMENTS:	Payment of Tuition, Fees, and Book costs may be made by CHECK or MONEY ORDER. Students may also use MASTER CARD, AMERICAN EXPRESS or DISCOVER to charge their payments. <b>CASH PAYMENTS CANNOT BE ACCEPTED. A \$25.00 fee will be charged for checks returned marked NONSUFFICIENT FUNDS or ACCOUNT CLOSED.</b> No check payments will be accepted from students who have written 2 (two) Non- Sufficient Funds or Account Closed checks.
NON-MILITARY STUDENTS:	Central Texas College is an open admission two-year college requiring no entry exams/ACTS/SATS. For Fort Polk access information to attend On-Post schools please contact Central Texas College @ (337) 537-5202.
CLASS SIZES:	Normally, Central Texas College requires 12 students to start a class. Maximum class size in most cases is 20 students. Exceptions may be made on a case-by-case basis. Computer classes are limited to 15 students.
CLASS SCHEDULES:	Class schedules may be tailored to meet the needs of the entire military community. If your Unit or organization desires a particular class at a time other than listed, please contact the Central Texas College office at 537-5202 or 531-5661.
PLACEMENT EXAMINATIONS:	At the present time there is no requirement for students to take any kind of examination to enter Central Texas College. Students entering college for the first time, and transfer students who have not taken English Composition or Mathematics above the remedial level, are encouraged to take the Placement Tests in English and/or Mathematics. Placement tests usually take around 1 1/2 hours to complete and are administered on a walk-in basis. Placement tests for Central Texas College students will be administered at the Delbert Wilson Army Education Center & Library (Bldg 660) Mon – Thurs from 8 am – 3 pm. No fee is charged for this service.

For More information on Central Texas College programs please call us at the Delbert Wilson Army Ed. Center & Library, BLDG 660, South Fort Polk, Telephone: (337) 537-5202 or visit our local campus website @ <http://www.ctcpolk.com> or our Main Campus Website @ <http://www.ctcd.edu> or email us @ [sitereg.polk@ctcd.edu](mailto:sitereg.polk@ctcd.edu)

**NON-MILITARY STUDENTS CAN OBTAIN AN EXTENDED VISITORS PASS FOR ATTENDING CLASSES AT CTC ON FORT POLK. PLEASE CALL THE CTC OFFICE AT (337) 537-5202 IF YOU WOULD LIKE MORE INFORMATION.**

### Proctored Testing Hours

CTC offers proctored testing to distance learning student during the following hours:  
UNTIL FURTHER NOTICE

Monday and Wednesday – 8:00 AM – 9:00 AM  
Tuesday and Thursday – 12:00 PM – 2:00 PM  
Friday – 8:00 AM – 12:00 PM

# CENTRAL TEXAS COLLEGE

## Fort Polk Campus

WE GO WHERE YOU GO



**12 July 2010 – 6 Aug 2010**  
**Leadership Accelerated Management Program**  
**1 WEEK CLASSES – 1 CREDIT HOUR**

**Classes Meet: M T W TH**

BEGIN	END	GOARMY ED#	COURSE #	COURSE TITLE	INSTRUCTOR	CREDIT HRS	TIME	BLDG
12 July	16 July	121750	MTCS 1173	Introduction to Computers	Cleveland	1	0800 – 1200	660
19 July	23 July	121754	MTMC 1172	Word Processing Applications	Cleveland	1	0800 – 1200	660
26 July	30 July	121755	MTMC 1176	PowerPoint	Cleveland	1	0800 – 1200	660
2 Aug	6 Aug	121756	MTMC 1177	Desktop Publishing Applications	Cleveland	1	0800 – 1200	660
12 July	16 July	121752	MTMC 1170	Introduction to the Internet	Cleveland	1	1300 -1700	660
19 July	23 July	121757	MTMC 2172	Word Advanced	Cleveland	1	1300 -1700	660
26 July	30 July	121751	MTCS 1173	Introduction to the Computers	Cleveland	1	1300 - 1700	660
2 Aug	6 Aug	121753	MTMC 1171	Spreadsheet Applications	Cleveland	1	1300 -1700	660
12 July	16 July		MTMS 1170	Managing Resources	Carey	1	1700 –2100	660
19 July	23 July	111837	MTHR 1174	Time Management	Carey	1	1700 – 2100	660
26 July	30 July	111839	MTOB 1170	Styles of Leadership	Carey	1	1700 – 2100	660
2 Aug	6 Aug	111838	MTMM 1171	Problem solving	Carey	1	1700 – 2100	660
9 Aug	20 Aug	111840	MTPF 1170	Personal Financial Management	Cary	1	1700 –1900	660

To enroll each student must sign up through the Go Army Ed portal on line. See your Army Education Counselor for assistance. They are located in BLDG. 660 (Education Center). Their hours are from 0800 to 1630 Monday through Friday. All Classes will be conducted at (Education Center). **BLDG 660 RM 107**