



## **INSTRUCTOR'S HANDBOOK**

If a child can't learn the way we teach, maybe we should teach the way they learn.--Ignacio 'Nacho' Estrada



Welcome to Central Texas College! We are delighted you are partnering with us to offer juniors and seniors an opportunity to get a jump-start on their college education by participating in College Now, CTC's dual credit program.

College Now provides students with some great opportunities and significant financial savings. Through the dual credit program, students can earn both high school and college credit simultaneously. Because Texas has a common course-numbering system, credit is easily transferred between community colleges like CTC and upper-level or four-year public institutions.

College Now offers the following benefits:

- Expands academic options for college-bound high school students;
- Minimizes the duplication of courses taken in high school and college;
- Shortens the time required to complete an undergraduate degree; and
- Significantly reduces the cost of higher education.

This handbook provides information regarding the requirements, expectations, processes and services available to our shared students.

This College Now Program Handbook has been prepared by Central Texas College for use with area high schools, both private and public, and independent school districts that are interested in dual credit partnerships. The Handbook explains the college's commitment to form these partnerships with the secondary school community to serve eligible high school students. CTC's Killeen campus provides college credit and non-credit classes to students in the Killeen Independent and Copperas Cove Independent School Districts. The CTC Service Area Campus provides college classes to the citizens of Central Texas in the following counties: Bell, Burnet, Coryell, Hamilton, Lampasas, Llano, Mason, McCulloch, Mills, San Saba and Williamson.



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## **Section 1: About Central Texas College and College Now**

### **Institutional Mission Statement**

At Central Texas College, we identify and serve our unique, global community needs and provide quality teaching through an accessible learning environment.

### **About CTC**

Founded more than 40 years ago, Central Texas College is a public, open-admission community college offering associate degrees and certificate programs in academic, professional and vocational/technical fields. Central Texas College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates of completion. This accreditation ensures quality and credit transferability.

### **College Now - A High School and College Partnership**

Central Texas College works with local school districts to establish dual credit agreements which allow eligible high school students to earn college credit for certain high school courses. Dual credit courses are most often high school courses that adhere to college-level standards and are similar in academic rigor to Advanced Placement (AP) courses. Dual credit courses are usually taught at the high school on the bell schedule.

Curriculum content addresses the competencies or learning outcomes of the college courses as well as the Texas Essential Knowledge and Skills (TEKS) as required by the Texas Education Agency.

Faculty collaborates on curriculum development and jointly facilitates the students' academic progress, strengthening the overall quality of curriculum and better preparing students for additional college-level course work. Conversely, the partnership helps college-level instructors to gain insight into the learning needs of high school students.

### **Other Ways to Earn Dual Credit**

In addition to dual credit courses taught in the high school, eligible students can enroll in classes taken on one of the Central Texas College campuses or online, and the student can earn both college and high school credit.



## Section 2: Policies

### Grading

Dual credit students receive grades from both CTC and the high school. Grading requirements are different for college versus high school coursework. Because dual credit courses are, first and foremost, college classes, the number of grades required per grading period is up to the instructor, and should be based on the CTC master syllabus. Dual credit courses should not have to comply with high school campus grade requirements for the number of grades required if they are in excess of what would be required in a normal college course. For example, college courses do not normally award credit for routine homework assignments or daily work.

Final grades are entered as letter grades for CTC and as number grades for KISD due to the different grading scales. You are responsible for the completing your gradebook submission for CTC as well as the high school that your are assigned to. Central Texas College requires that you complete a hard copy as well as submission through WebAdvisor. Please check with your campus for their requirements.

**WebAdvisor** is our online student information system. Although high school students cannot register for classes via Webadvisor, they can access other tools available including access to grades and printing unofficial transcripts. A link to WebAdvisor, along with an explanation of how to login may be found at [www.ctcd.edu](http://www.ctcd.edu). Dual credit students are assigned a CTC ID number, which may also be obtained via WebAdvisor.

WebAdvisor training is available upon request. First time instructions for using WebAdvisor:

Go to <http://www.ctcd.edu> and go to "Quicklinks" select "Webadvisor."

**Log in Instructions:** Select the "Go to WebAdvisor" icon in the upper right corner. You will be sent directly to the login page for WebAdvisor. Select "Log In."

**Step 1: Enter User Name** Enter the initials (lowercase) of your first and last names plus the last six digits of your SSN (no spaces). Example: zx123456. If you do not have a SSN, use the initials of your first and last names plus the last six digits of your CTC Assigned ID Number.

**Step 2: Enter Password** Enter your date of birth (mmddyy). The first time you log in, you will be prompted to change your password. Note this password for future use. Once you change your password, you may proceed with registration.

Tech support for Webadvisor is available at 526-1637 or [webadvisor.tech@ctcd.edu](mailto:webadvisor.tech@ctcd.edu) .

## CTC Grading Policy

### Grading Scale

The grading system at Central Texas College is as follows:

Grades		Grade Points
A (90-100)	Superior	4
B (80-89)	Above Average	3
C (70-79)	Average	2
D (60-69)	Passing, but Unsatisfactory	1
F (Below 60)	Failure	0
I	Incomplete(except developmental)	0
FN	Nonattendance	0
FI	Failure, nonremoval of incomplete	0
IP	(except developmental)	Not Computed
N	No Credit	Not Computed
P	Completed	Not Computed
W	Withdrawal	Not Computed
XN	Nonattendance, Incomplete for developmental and designated modular courses	Not Computed

**NOTE: This is a CTC grading policy and is different from the local ISD's. A grade of less than 70 is failing for the school districts.**

### Grade Designations

**“D”** : Students receiving a “D” grade in prerequisite courses are advised not to enroll in succeeding courses until they complete prerequisite coursework with at least a “C” grade. A “D” grade will not be acceptable toward graduation for any course in the major in the Associate of Arts, Science, Applied Science degree, or certificate programs.

**“F”**: Failure may be awarded for lack of academic progress (F), failure due to non-attendance (FN), or failure to complete remaining course requirements (FI). “F” grades may not be overridden with “W” or “I” grades. If you elect to repeat a course for which you have received an “F,” you must re-register, pay full tuition and fees, and repeat the entire course.

### **“IP” Incomplete, Course in Progress (for non-developmental courses):**

An “IP” grade may be assigned by an instructor if a student has made satisfactory progress in a course with the exception of a major quiz, final exam, or other project. The “IP” grade may also be assigned for extenuating circumstances beyond a student’s control such as personal illness, death in the immediate family, military orders, or in the case of distance learning courses, institutional technology failures and mail delays. Notice of absences with institutional supporting documentation may be required by the instructor. Students should notify instructors in advance of absences whenever possible. The instructor makes the final decision concerning the granting of the incomplete grade. The instructor may set a deadline for completing the remaining course requirements. In no case will the deadline exceed 110 days after the scheduled end of the course. It is the student’s responsibility to arrange with the instructor for the

assignment of work necessary to complete the course and to change the “IP” within the time specified. An “IP” grade cannot be replaced by the grade of “W.” If a student elects to repeat the course, the student must register, pay full tuition and fees and repeat the entire course. The IP grade became effective in the fall of 2001.

At the end of the 110 calendar days if the student has not completed the remaining coursework as required by the instructor, the “IP” will be converted to an “FI” and appear as an “F” on the student’s official transcript.

**“W”-Withdrawal:** Students who officially withdraw will receive the grade of “W,” provided attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with Central Texas College before they may be considered for withdrawal.

### **Grade Changes**

If a student’s grade needs to be changed after being entered into WebAdvisor, a “Faculty Grade Change” form should be forwarded through your high school dual credit POC to the CTC program coordinator (Angela Reese). A copy of the form is available on the CTC webpage or as an attachment to this document.

### **School Calendars**

Because the CTC and high school calendars vary on term start and end dates, CTC dual credit classes conform to the high school calendar and time frames throughout the school day. Staffing requirements for dual credit instructors, therefore, may differ from requirements for instructors on other CTC campuses, and will follow the applicable high school term calendar.

For example:

- Do not dismiss class prior to the bell ringing.
- Do not cancel class if you are finished with materials prior to the semester ending.

### **Attendance**

**College Now dual credit courses are college-level courses and are governed by Central Texas College policies and procedures.** Local high schools might have additional guidelines, please refer to your Project Advance Counselor or Counselor/Assistant Principal responsible for dual credit programs at your school.

**Tardiness:** Students are required to be on time. Instructors may choose to lower grades because of tardiness. Excessive tardiness is disruptive to the educational process and may result in disciplinary action. Due process and the right to appeal will be provided to students subject to disciplinary action. Details can be found in the Student Handbook available in the Office of Student Life Activities or online.

**Class Attendance:** Because absences for any reason negatively affect the learning process, the individual student and the class, students are expected to attend all classes in which they are enrolled. Class attendance is the responsibility of the student. Regular and punctual attendance at all scheduled classes is expected and CTC reserves the right to deal at any time with individual cases of nonattendance.

- Each faculty member will inform students of the attendance policy of the course at the initial class meeting.
- Students are responsible for understanding the attendance policy for each course in which you enroll and for meeting the 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.
- The decision to allow students to make up work following any absence rests solely with the instructor.
- Excessive absences constitute cause for dropping students from class; in such a case, grades of “FN” or “XN” may be given.
- In extreme cases, the academic dean may suspend the student from Central Texas College.
- When absence from class is necessary for any reason, it is the student’s responsibility to arrange to make up assignments missed during the absence.
- Instructors are required to keep attendance records.
- An administrative withdrawal may be initiated when students fail to meet Central Texas College attendance requirements. The instructor will assign the appropriate grade on the Administrative Withdrawal Form for submission to the registrar.
- Only instructors can authorize an excused absence. Regardless of the reason for the absence, students are responsible for completing all coursework covered during any absence.
- Although distance learning courses do not require students to report to a classroom at a given time, they are expected to maintain constant progress throughout the course. Failure to do so may result in the student being administratively withdrawn by your instructor.

### **Course Syllabi**

Updated master syllabi for all CTC courses are available on the CTC website at <http://www.ctcd.edu/ia/syllabus.htm>. These syllabi include learning objectives and other essential material for course planning. Syllabi are reviewed and updated annually.

### **Academic Freedom & Academic Responsibility\***

All faculty members are entitled to full freedom in the classroom in discussing the subjects which they teach. Whenever they depart widely from the normally accepted academic fields of knowledge, they should do so on a basis of sound academic principles of research, reason, and conclusion. Their position should always be academically tenable and they should remain within the bounds of good taste and the

usual proprieties of public debate. The principle of academic freedom does not protect an incompetent or negligent faculty member or prevent the institution from making appropriate efforts to evaluate the performance of the faculty.

Exercise of professional integrity by faculty members includes recognition that the public will judge their profession and their institution by their statements. Therefore, they should strive to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and to avoid creating the impression that they speak or act for the College when they speak or act as private persons. Faculty members should be judicious in the use of controversial material in the classroom and should introduce such material only as it has clear relationship to their subject field.

*\*excerpted from CTC Educational Program Guidelines*  
[http://www.ctcd.edu/EPG\\_112905.pdf](http://www.ctcd.edu/EPG_112905.pdf)

### **Student Responsibility**

The instructor is available to answer questions about course materials or class policies. If students have any concerns about their performance in the course or are not sure of an assignment, the student should speak with the instructor.

### **University Interscholastic League (UIL)**

Central Texas College assumes no responsibility for loss of Interscholastic League eligibility of high school students enrolled in the early admissions program. High school counselors should check to be sure dual credit enrollment does not affect UIL eligibility.

### **Credit Transferability**

Transferring courses is easier in Texas than it is in many other states because Texas has a Common Course Numbering System (TCCNS). That means similar courses taught at public colleges and universities in the first two years of college are identified by common numbers. In general, the courses offered through the College Now academic program are some of the most commonly required “core” courses. However, credits earned before high school graduation may *not* transfer to some colleges. If students have a four-year college in mind, they should check their transfer guidelines to ensure the courses they plan to take will transfer. The acceptance of transfer credit is at the discretion of the gaining institution and policies vary by institution and by program of study within each institution. In addition, most four-year institutions have maximum allowable hours eligible for transfer.

### **Scholastic Honesty**

All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all coursework and during examinations. The following are considered examples of scholastic dishonesty:

- **Plagiarism.** The taking of passages from the writing of others without giving proper credit to the sources.
- **Collusion.** Using another's work as one's own, or working together with another person in the preparation of work, unless such joint preparation is specifically approved in advance by the instructor.
- **Cheating.** Giving or receiving information on examinations.

Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of "F" and subject to disciplinary action, which may include suspension and expulsion.

### **Financial Obligations**

Tuition and fees are based on the student's residence status and the number of hours taken. Tuition for most dual credit classes held in the high schools is covered by the school district. Students taking a dual credit course at the high school campus during high school hours may or may not have to purchase a textbook, depending on the course and the agreement with the school district. Information about whether a textbook is provided or must be purchased will be available from the instructor of the course.

Students taking early admission courses on one of the Central Texas College campuses are responsible for tuition and fees and for purchasing the required textbooks.

### **Complaints-Instructor**

If there is a complaint about the dual credit course or process, please refer to your Project Advance Counselor or Counselor/Assistant Principal responsible for dual credit programs at your school. You **may** also contact the Director of Recruitment Communication and Outreach at [angela.reese@ctcd.edu](mailto:angela.reese@ctcd.edu).

### **Complaints-Student**

If there is a complaint about a course or an instructor, then students should first take the matter up with the instructor and try to resolve the issue with him/her first. If the student and instructor are unable to resolve the matter, then the student will need to take the matter to the high school counselor, CTC dual credit representative or the instructor's department head. Only if the matter cannot be resolved at the department level should the student make his/her appeal to the appropriate dean.

### **Americans with Disabilities Act**

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 a student taking a CTC course has a documented disability, please contact either the Disability Support Services Office at (254) 526-1863, in Building 111, Room 205 or contact the Physical

Disability Support Services Office in Building 111, Room 209 at (254) 526-1822 or (254) 526-1195. TDD: (254) 526-1378.

### **Access to Programs**

Central Texas College offers educational and occupational/technical programs as described in the college catalog to all persons without regard to sex, race, color, religion, age, handicap, or national origin. Admission to these programs is based on college admission requirements and individual program policies as outlined in the catalog and this handbook.

### **Family Educational Rights and Privacy Act of 1974, (FERPA)**

In compliance with the Family Educational Rights and Privacy Act 1974, as amended, information classified as “directory information” may be disclosed to the general public without prior written consent from a student unless the Central Texas College Registration and Records Office is notified in writing by the student before the 12th class day of the fall and spring semesters, the 6th class day of eight-week terms and the 4th class day of summer semesters. The request may be accepted after these deadlines, but CTC will not be responsible for the release of Directory Information prior to receiving the request to withhold directory. This statement of nondisclosure will remain on the student’s records unless they cancel the request to withhold directory information. You may request on an item-by-item basis (such as a transcript release for employment purposes) the release of directory or non-directory information.

### **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 (freshman, sophomore or unclassified)  
Participation in officially recognized activities and sports  
Date of graduation

### **Release of Information to Parent or Guardians**

In accordance with FERPA, Central Texas College will disclose to parents information from the academic records of a student provided the College has on file written consent

of the student. A Release of Information form is available online or as an appendix to this document. The form must be filled out fully and sent to CTC along with proof that he/she is the parent/legal guardian of the student before any information is released. A certified copy of a federal income tax return claiming the student as a dependent or copies of the student's/parent's military ID card listing sponsor may serve as proof.



## **Section 3: Program Details**

### **General Program Information**

College Now, or dual credit, allows students to receive college credit as well as high school credit for approved courses. Courses offered vary by district and location and are based on the needs of the school and the availability of instructors.

One credit, year-long high school courses require a two-semester college course sequence. Semester-long high school courses are generally associated with a one-semester college course. For example, high school government is a one-semester course. The college course for which high school government credit may be granted is GOVT -2301 (United States and Texas Politics and Constitutions), a three-semester hour college credit, offered as a one semester course. However, high school English III, a year-long course, requires the two-semester sequence of college courses, each a three-semester hour college credit, one-semester course, known as ENGL-1301 (Composition I) and ENGL-1302 (Composition II). High schools may have different requirements associated with taking a semester long course.

Dual enrollment courses are offered at the high school campus, CTC campus or online during regular high school hours. Students may also earn credit for courses taken at college locations or online.

Qualified students may want to enroll in college courses other than those identified for dual credit to earn additional college credits while still in high school. These students must meet the same criteria as dual credit students to be admitted to the college and must comply with all prerequisites for the college courses.

## **Eligibility Requirements for Instructors**

For academic courses, instructors are required to have a masters' degree from a regionally accredited institution of higher learning with a minimum of 18 graduate hours in the subject area taught. Two years of post-secondary teaching experience are preferred.

## **Eligibility Requirements for students**

The Texas Success Initiative (TSI) program requires students to be assessed in reading, writing and math skills prior to enrolling in 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 freshman academic coursework. The TSI is applicable to students attending CTC Texas locations (including dual credit programs) and distant learners who qualify for resident tuition rates.

## **Eligibility Requirements for Dual credit Workforce Education Courses**

To be eligible to enroll in dual credit workforce education courses for college credit, the student must:

1. Have achieved the minimum high school passing standards on the Mathematics section and/or the English/Language Arts section of the 10th or 11th grade TAKS.
2. Enroll in only the workforce education dual credit courses for which the student demonstrates eligibility.

## **Workforce Education College Credit Courses**

Students who were enrolled in workforce education courses while in high school based on meeting the minimum high school passing standard of the TAKS may continue to enroll in workforce education courses after high school graduation if the courses are included in a certificate program of one year or less (42 semester hours or fewer). Students enrolling in a certificate program of more than 42 semester hours must meet TSI requirements.

## **Exceptions to Course Limits and Junior/Senior Standing**

High school dual credit students are limited to two classes per semester. Exceptions to this requirement are for students who demonstrate exceptional academic performance and capability (as evidenced by grade point average, ACT or SAT scores, or other assessment instruments). Approval of the student's high school principal/counselor and chief academic officer/campus dean of CTC is also required.

High school dual credit students must have junior year high school standing. Exceptions to this requirement are:

- Students who demonstrate exceptional academic performance and capability (as evidenced by grade point average, PSAT/ NMSQT scores, ACT PLAN or other assessment instruments); AND
- Students with less than junior high school standing must also demonstrate college readiness by achieving the minimum passing standards under the provisions of TSI (being TSI Complete in the relevant subject area or be TSI exempt under the provisions of the Texas Success Initiative rules); AND
- Students must receive approval of their high school principal/counselor and chief academic officer/campus dean of CTC.

### **College Now Timeline**

#### **August**

- Process new and returning students for fall semester
- High schools submit final class rosters NO LATER THAN one week prior to class start date
- CTC delivers textbooks
- Blackboard training for online students

#### **September-December**

- Final fall class rosters are confirmed by CTC
- Drops/withdrawals processed
- District is invoiced for fall classes following class certification dates
- CTC /School District update MOUs, forms articulation agreements and payment arrangements for spring registration.
- CTC/School District/High Schools confirm desired spring course availability and delivery methods

#### **January-March**

- Confirm final class rosters for spring courses
- Deliver textbooks for spring courses
- District is invoiced for spring courses following class certification dates
- CTC provides updated handbooks, course listings and forms to high school counseling staff for fall registration
- CTC provides application/registration training to counselors as needed
- Dual credit information distributed to eligible students for fall semester
- Hold Parent Information Night
- Students take Accuplacer or otherwise show TSI complete status
- Confirm eligibility and begin application/registration

#### **April-June**

- Collect application packets weekly through May 1 for fall semester
- Determine final course offerings and delivery method by high school

#### **July**

- CTC processes applications and registrations

## **Dropping and Adding Courses**

### **Adding a Course**

Dual credit students wishing to add a dual credit or early admission course must submit the following:

- Dual credit/Early Admission form (submit with each new enrollment request) with counselor approval
- Class Registration Form

The deadline for adding dual credit courses is within two days of the beginning of classroom courses or the Thursday prior to the start date for online courses (no late registration for online courses).

### **Dropping a Course**

Dual credit students wishing to drop a dual credit course must submit a completed and signed CTC Application for Withdrawal Form through their high school counselor prior to the last day to drop. The CTC dual credit coordinator will provide these dates each semester prior to course registration, as dates vary depending on course length and start date.

After the course Census date, students must submit an application for withdrawal. Students who do not officially drop a course, but stop attending, will be treated as still enrolled. This may result in failure of the class. It is important that a student officially drop a course using one or both of the procedures outlined above. Students may not withdraw after the published withdrawal date. Students may not withdraw from a class for which the instructor has previously issued a grade of "F," "FI," "FN," "IP," or "XN" for nonattendance.

**The state of Texas recently enacted several rules that can affect students' eligibility for in-state tuition based on limiting the amount of college courses that may be funded by the state. Dual credit courses ARE NOT excluded from these rules, so it is important to CONSIDER CAREFULLY the rules below and their possible impact prior to enrolling in, or withdrawing from, a dual credit course. For more information on these rules, visit [www.theccb.org](http://www.theccb.org) or see the CTC catalog.**

#### *6-Drop Rule*

Beginning in the fall of 2007, a student cannot drop more than six courses during the lifetime of their undergraduate enrollment while attending any public institution in Texas. Under section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." Any course that a student drops is counted toward the six-course limit if "(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student's transcript indicates or will indicate the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution." Some exemptions for good cause could allow a student to drop a course without having it

counted toward this limit, but it is the responsibility of the student to establish that good cause. **Students may be charged out of state tuition once the Six-Drop threshold is met; some colleges are suspending students.**

### *Third Course Repeat*

The Texas Legislature eliminated funding to higher education for any courses, other than non-degree credit developmental courses, which contain the same content if attempted by a student three or more times at their institution. This applies to credit and continuing education course work. Attempted courses are defined as any courses in which a grade is earned on a transcript, including repeated courses, courses dropped with a grade of "W," and courses with grades of A, B, C, D, F, FI, FN, XN, N, P, I, or IP. **Students may be charged out of state tuition when a course is repeated for the third time.**

Certain courses may be exempt from the Third Attempt Repeat Rule, including:

- courses that involve different or more advanced content each time taken such as individual music lessons, Workforce Education Course Manual Special Topics courses when topic changes, theater practicum, music performance, ensembles, certain physical education courses and studio art.
- independent study courses.
- special topics and seminar courses.
- continuing education courses that must be repeated to retain professional certification.
- remedial and developmental courses if within the 27-hour limit.

### *Excessive Undergraduate Credits Toward a Degree*

In accordance with Texas Education Code 54.068 as amended, undergraduate students who initially enroll in the fall 2006 semester or subsequent terms or semesters cannot exceed the number of hours required for completion of the degree program in which the student is enrolled by more than 30 credit hours. This includes credit hours in which a student was registered as of the official census date (last date to drop), and is based on the degree plan designated by the student as of the official census date. **Students may be charged out of state tuition when the excess hours threshold is met.**

### **Instructor Initiated Drop**

When, in the judgment of the instructor, a student has been absent so many times he/she is unlikely to complete the objectives of the course, the instructor should contact the high school dual credit POC, who will notify the CTC program coordinator (Angela Reese). Instructors who administratively drop a student may award a W, FN, or other grade as determined by the instructor based on the student's performance. Students will not be dropped after the published "W" date and will receive a grade for the course enrolled.



## **Section 4: Resources**

### **Library Resources**

The Oveta Culp Hobby Memorial Library is a joint library serving both Central Texas College and the Tarleton State University - Central Texas. It is housed in a centrally located building overlooking the duck pond. 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. Open shelves allow free access to all materials except audio/visual materials and back issues of periodicals. The library offers a variety of electronic resources, including online databases and access to the Internet. 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.

### **WebAdvisor**

WebAdvisor is our online student information system. Although high school students cannot register for classes via WebAdvisor, they can access other tools available including access to grades and printing unofficial transcripts. A link to WebAdvisor, along with an explanation of how to login may be found at [www.ctcd.edu](http://www.ctcd.edu). Dual credit students are assigned a CTC ID number, which may also be obtained via WebAdvisor.



## **Section 5: Coursework and Instruction**

Courses offered vary by high school and are dependent upon instructor and classroom availability and student demand. When a classroom instructor is not available, a high school may opt to provide a class period for students to complete an online class.

Dual credit and early admission students are expected to perform at college level and to honor all deadlines declared by the College or by the instructor. The individual professors distribute class policies and syllabi during the first week of class detailing individual class requirements.

The College Catalog, the College's Student Handbook and the dual credit Student Handbook, published annually by the College at the beginning of each fall semester, are valuable resources for assisting students in getting the most out of what College Now has to offer. They also list student's rights and responsibilities, all rules and regulations for general student behavior, grievances and complaints, and discipline policies and procedures that all students are expected to follow. For courses held on your high school campus, copies of the Student Handbook will be made available to counselors for student use during the first week of classes each fall semester. Copies are also available online.

Master syllabi for all Central Texas College Courses may be found at <http://www.ctcd.edu/ia/syllabus.htm> .



## Section 6: Central Texas College POCs

### Primary Program Contacts:

**Angela Reese, Director of Recruitment Communications & Outreach:**

Responsible for overall dual credit program coordination; serves as liaison between the college and school districts. [Angela.Reese@ctcd.edu](mailto:Angela.Reese@ctcd.edu) 526-1104

**William Alexander, Deputy Chancellor, Educational Programs & Support**

**Services:** Academic oversight of dual credit programs, approvals of faculty, approvals of exceptions for students. [Bill.Alexander@ctcd.edu](mailto:Bill.Alexander@ctcd.edu) 526-1402

**Mark Pollett, Associate Dean, Fort Hood & Service Area Campus :** Hires faculty, coordinates book purchase and delivery for dual credit programs.

[Mark.pollet@ctcd.edu](mailto:Mark.pollet@ctcd.edu) 526-1905

**Joseph Toomer, Service Area Evaluator:** Coordinates book purchases and delivery for dual credit programs and assists with dual credit faculty needs.

[Joseph.Toomer@ctcd.edu](mailto:Joseph.Toomer@ctcd.edu) 526-1932

## **APPENDICES**

**Instructor Withdraw Form**