



NORTH CENTRAL TEXAS COLLEGE

Tuition and Fees

Just as providing easy access to quality education for all who desire it is a primary commitment of North Central Texas College, so is providing quality education at a reasonable cost. The following information will help students calculate their expenses at NCTC on a per-semester basis.

Students should read this information carefully and thoroughly to assure that they will be able to come up with a fairly accurate estimate of expenses. Students also should keep in mind that this amount will be an ESTIMATE, since there is no way to accurately forecast for each individual student such personal expenditures as those for entertainment, transportation, clothing, etc. Also, as will be explained below, some other expenses such as those for books and supplies, board, etc., will vary from student to student.

EXPENSE CATEGORIES

Basically, the cost of attending North Central Texas College for a regular long semester (fall or spring): is the sum of expenses in four categories: (1) tuition, (2) fees, (3) books and supplies and (4) room and board.

Credit Hour Tuition

This charge is based on two things: (1) the total number of credit hours for which you're enrolled, and (2) your permanent, legal place of residence (hometown).

First you need to understand clearly what is meant by the term "credit hours." When you register for a course, that course will be worth a certain number of hours of college credit for a semester. Most courses at NCTC are worth three (3) hours of credit; however, there are courses that are worth from one (1) all the way up to six (6) or more hours credit for a semester. You can tell easily how many hours of credit a particular course is worth by looking at the course identification number. The second digit in this four-digit number gives the semester-credit-hour value of the course. For example, the English course ENGL1301

is worth three (3) hours credit, and the French course FREN1411 is worth four (4) hours of credit. So, if you register for four three-hour courses and one four-hour course, you'll be enrolled for a total of sixteen (16) semester credit hours. *Your tuition, then, would be figured by multiplying the number of credit hours for which you're enrolled times a tuition rate which is determined according to your place of residence.*

Place of Residence: NCTC is a "public" institution which draws a major portion of its funding from the State of Texas. Therefore, your tuition rate will be higher if your permanent legal residence* is not in Texas, lower if you're a resident of Texas (or Oklahoma – see below).

This means your tuition rate will depend upon which of the following three categories you fit into:

1. **In-District:** Residents of Cooke County.
2. **Out-of-District:** Residents of all Texas counties except Cooke, and residents of Oklahoma counties contiguous with Cooke who, due to a reciprocal agreement, pay the same tuition rate as Texas residents.
3. **Out-of-State:** In addition to residents of states other than Texas, this also includes "international students"—citizens of any country other than the United States.

NOTICE

Students will not be considered properly registered and will not be admitted to classes until all tuition and fees required by the College have been paid. These are payable in advance (at registration) at the beginning of each semester.

Students who are participating in one of the various financial aid programs should take special note of deadlines for application and submission of required materials. Lateness in making application and/or submitting all required information may require such students to pay tuition and fees personally at the time of registration, and they should be prepared to bear these expenses until their awards can be processed. (Refer to the separate section in this catalog on "Student Financial Aid".)

TUITION AND FEE COSTS

Generally, the cost of enrolling at North Central Texas College for a regular long semester (Fall or Spring) will be the sum of four expense categories: (1) Tuition; (2) Fees; (3) Books & Supplies; and (4) Personal Living Expenses, including Transportation and Room/Board. No attempt is made to estimate this last category of expense because it varies so widely among individual students.

**Determination of a student's legal residence for purposes of establishing the appropriate tuition rates is made at North Central Texas College according to guidelines pursuant to Title 3, Texas Education Code: RULES & REGULATIONS FOR DETERMINING RESIDENCE STATUS, Fall 1995. Students should be aware that these guidelines are subject to further revision. Copies of these guidelines, as published by the Texas Higher Education Coordinating Board, are available for inspection in the Office of the Director of Admissions/Registrar. Questions or disputes regarding interpretation of these guidelines should be directed to this office.*

IMPORTANT: NCTC is a state-supported institution subject to state laws. Credit is extended for expenses owed to the college only under limited circumstances. All tuition, fees, dorm rent, and other elements of expense for attending NCTC are subject to change by the NCTC Board of Trustees.

CORRECTION OF ERRORS: Students are responsible for any additional amount due NCTC resulting from auditing and correction of records after registration fees have been paid — including all registration assessment errors, invalid third-party agreements, and failure to prove residence status.

PAYMENT REQUIREMENT: All tuition and fees are due the day you register and must be paid in full to complete the registration process. However, during early registration there is an additional period of time to make payment. At the end of each registration period, any accounts unpaid may result in the cancellation of a student's registration and a requirement that the student re-register for classes. Payment for any additional tuition and fees resulting from schedule revisions or class adds/drops is due at the time a change is made. Students will NOT be allowed to register after the last day of the add/drop period or late registration.



No matter how they sign up for their classes, most NCTC students can pay their tuition/fees ONLINE. This means they can:

- Avoid the possibility of long lines and delays;
- Pay at their convenience — even on weekends and after regular hours — and pay in INSTALLMENTS.
- Pay with credit card or bank draft — save a trip to campus.

Just go to www.nctc.edu, click on “Campus Connect — Direct” (in list of links at left of page),

then log in and follow the instructions to pay your tuition/fees online with your credit card or automatic bank draft. (Requires Student ID and Pin Number).

Tuition/Fees Installment Payment Plan

To be eligible, students cannot for any reason be on “financial hold” or probation or suspension by the college. Visit the NCTC website at www.nctc.edu and look for the e-Cashier logo:



Tuition and Fees

Tuition (Education Code 54.008) at North Central Texas College is based on a student's permanent legal place of residence. The three residency classifications are (1) In-District Resident (of Cooke County); (2) Out-of-District Resident*; and (3) Out-of-State Resident (including foreign countries). Students must complete a Residency Questionnaire Form and may also be required to furnish documentary proof (such as a valid Texas Driver's License) to prove resident status.

**Out-of-district rate applies to residents of all Texas counties except Cooke and residents of Oklahoma counties contiguous with Cooke who, due to a reciprocal agreement, pay the same tuition rate as Texas residents.*

Fees charged at registration, in addition to tuition, consist of a General Use Fee of \$9.00 per semester hour (Education Code 54.0513 and 55.16); a Student Services Fee of \$1.00 per semester hour (Education Code 54.503); Laboratory Fees (Education Code 54.501) when applicable — see below) and a one-time Property Deposit of \$10.00 (Education Code 54.502) — see below.

TUITION RATES PER SEMESTER HOUR	
<i>See Summary Chart Below</i>	
In-District (Cooke County) Residents:	
Tuition	\$35.00
General Use Fee	\$9.00
Student Services Fee	\$1.00
Total per Semester Hour*	\$45.00
Out-of-District Texas Residents:	
Tuition	\$67.00
General Use Fee	\$9.00
Student Services Fee	\$1.00
Total per Semester Hour*	\$77.00
Out-of-State (except some Oklahoma) Residents:	
Tuition	\$105.00
General Use Fee	\$9.00
Student Services Fee	\$1.00
Total per Semester Hour*	\$115.00
<small>*Exclusive of Laboratory Fee and other costs - see below.</small>	

FOR YOUR CONVENIENCE
Estimated Tuition and Fees Schedule — Fall 2008

*Does not include lab fees, malpractice insurance,
 special fees or property deposit fees.*

Sem. Credit Hours	In-District (Cooke County)	Out-of-District (Denton County) (Montague County)	Out of State
1.....	\$45.00.....	\$77.00.....	\$115.00
2.....	90.00.....	154.00.....	230.00
3.....	135.00.....	231.00.....	345.00
4.....	180.00.....	308.00.....	460.00
5.....	225.00.....	385.00.....	575.00
6.....	270.00.....	462.00.....	690.00
7.....	315.00.....	539.00.....	805.00
8.....	360.00.....	616.00.....	920.00
9.....	405.00.....	693.00.....	1035.00
10.....	450.00.....	770.00.....	1150.00
11.....	495.00.....	847.00.....	1265.00
12.....	540.00.....	924.00.....	1380.00
13.....	585.00.....	1001.00.....	1495.00
14.....	630.00.....	1078.00.....	1610.00
15.....	675.00.....	1155.00.....	1725.00
16.....	720.00.....	1232.00.....	1840.00
17.....	765.00.....	1309.00.....	1955.00
18.....	810.00.....	1386.00.....	2070.00
19.....	855.00.....	1463.00.....	2185.00
20.....	900.00.....	1540.00.....	2300.00

Dual Credit

Dual Credit students residing in Cooke, Denton and Montague counties will be charged at a reduced rate.

Three Peat

An additional \$60 per semester credit hour tuition will be charged to anyone taking a course more than two times at North Central Texas College.

(Effective November 22, 2005, the Texas Higher Education Coordinating Board (THECB) will not permit institutions to submit for formula funding any hours for a course that the student previously attempted for two or more times at the same institution, therefore this loss of revenue will be passed on to the user).

Distance Education Fee

A \$50.00 per course distance education fee will be charged for each course in which a student enrolls that is offered on-line, hybrid or through the Virtual College of Texas.

An **Online Course** is one in which 80-100% of the subject matter is provided using technology via the Internet. A **Hybrid Course** is one in which 50% of the subject matter is provided using technology via the Internet but the student is required to attend labs and/or some classroom instruction. **The**

Virtual College of Texas is a consortium of community colleges that supplies and/or hosts online instruction in which students from participating colleges may enroll by paying tuition to the host college for the course and having credit for that course granted by the host college. NCTC participates in the Virtual College of Texas as a host college and enrolls students in only courses that are part of the curriculum offered at NCTC, and grants credit for students who successfully complete those VCT courses.

Tuition for CEU Enrollment Option

Students may opt to enroll in selected semester-credit-hour courses for Continuing Education Unit (CEU) rather than for conventional semester-hour credit. Tuition for these CEU courses is \$61 per credit hour.

- 1 semester hour class..... \$61
- 2 semester hour class..... \$122
- 3 semester hour class..... \$183
- 4 semester hour class..... \$244

NOTE: Lab fees are charged IN ADDITION to rates above. All other deposits and fees are NOT applicable.

Laboratory Fee

Certain types of courses require that you sign up for both a lecture class AND a related laboratory class (for actual hands-on skills training, practice, experiments and practical application of what you learn in lecture). Many of these lab classes involve the use of special facilities, expensive equipment, costly materials, supplies, etc., and so for this reason, you may be charged an extra lab fee to help cover such costs. Lab fees for each class will be listed in the Schedule of Classes printed each semester. Courses that have a lab will be assessed a fee of \$5.00 for each 16 hours of laboratory time except for the following courses and others which may not be listed here. (See Schedule of Classes.)

Agriculture	\$10.00 to \$24.00
ADN Nursing	\$24.00
Anatomy and Physiology	\$24.00
Biology	\$24.00
Botany.....	\$24.00
Ceramics	\$24.00
Chemistry	\$24.00
Class Piano.....	\$10.00
CPR/First Aid	\$24.00
Computer Information Systems & Technology	\$24.00

Computer Science.....	\$24.00
Cosmetology.....	\$6.00
Drafting	\$24.00
Drama: Acting & Practicum	\$15.00
Drawing and Painting	\$20.00
Equine.....	\$24.00
Farm & Ranch Management	\$10.00
Horticulture	\$24.00
Livestock Judging	\$10.00
Microbiology	\$24.00
Office Systems Technology.....	\$24.00
Paramedicine Lab	\$24.00
Radiology.....	\$24.00
Surgical Technology	\$24.00
Zoology.....	\$24.00
Vocational Nursing.....	\$24.00

Individualized Instruction Fees

Special fees are charged for certain specific courses as listed below:

Applied Lessons in Music (1 sem. hour).....	\$75.00
Applied Lessons in Music (2 sem. hours)	\$150.00

Health Science/Nursing courses may require additional fees—payable at registration—for malpractice insurance, assessment tests and other unusual expenses. Other courses such as bowling, paddleball/racquetball, and artificial insemination will require additional fees to be paid to the facilities in which the instruction is conducted.

Late Registration Fee

A \$10.00 fee is assessed for late registration.

Reinstallment Fee

A \$75.00 fee is assessed for students that are reinstated in courses after being dropped for non-payment.

BOOKS AND SUPPLIES

These costs depend entirely upon the specific courses a student takes. Book/materials costs vary widely from course to course; some are relatively inexpensive and some are not. Nursing students, for example, will pay higher prices for their highly technical books and related supplies (such as clinical uniforms) than a student taking mostly academic transfer courses such as English and history.

Books and supplies will probably cost a MINIMUM of \$35.00 per semester hour. Remember, however, that these costs may run considerably higher for certain specialized courses of study. Students needing a more accurate estimate of book

costs, based on the specific courses they will take, should contact the Bookstore on campus.

ROOM AND BOARD

These costs are also difficult to forecast because they will vary according to WHERE the student will be living while going to NCTC. While not a major concern for students living at home, it will be a significant expense item for those who plan to live either in on-campus housing or somewhere off campus in a private house or apartment. For information about on-campus housing costs, refer to the section on “Charges for Room & Board” on page 61 of this catalog.

In addition to room/board charges for students living on campus, a \$150 deposit is required, and about \$100 a month should adequately cover such miscellaneous personal expenses as laundry, toiletries, etc.

REFUND SCHEDULE

For students who drop or withdraw from courses, NCTC will refund tuition and mandatory fees collected according to the following schedule. *Note that for courses which meet on a regular schedule (i.e., specified days and times throughout a fall/spring semester or summer session), the term “class days” refers to the number of calendar days NCTC normally meets for classes, NOT the days a particular course meets.* For “flexible entry” courses and others which meet on an unusual or irregular schedule, NCTC will exercise professional judgement in defining the term “class days” for refund purposes. *Please note also that percentages given in the schedule below are to be applied to the tuition and mandatory fees collected for each course from which the student is withdrawing.*

Regular Spring/Fall Credit Classes:

A 100 percent refund will be made for courses dropped prior to the first class day. Otherwise:
 During first 15 class days..... 70% Refund
 During 16th–20th class days 25% Refund
 After 20th class day.....No Refund

Regular Summer Sessions:

A 100 percent refund will be made for courses dropped prior to the first class day. Otherwise:
 During first 5 class days..... 70% Refund
 During 6th & 7th class days 25% Refund
 After 7th class day.....No Refund

CEU Option Courses:

An 80% refund will be given for courses dropped prior to the first class meeting. Otherwise, no refund will be given.

NOTE: North Central Texas College reserves the right to establish separate withdrawal refund schedules for any fees classified as “optional.” NCTC will refund tuition and fees paid by a sponsor, donor or scholarship to the source rather than directly to the student who has withdrawn if the funds were made available through the College.

Any student who withdraws from the College after registration must obtain clearance from the Office of Admission/Registrar. No transcript of credit for work done will be given a student whose library, financial or other obligations to the College have not been cleared. *Students dropped from classes for excessive absences by an official of the College are not entitled to a refund after the refund dates.*

Flexible Entry & Non-Semester-Length Courses

A 100 percent refund will be made for courses dropped prior to the first class day. Otherwise, refunds will be made as follows:

Length of Class Term In Weeks	Last Day For 70% Refund	Last Day For 25% Refund
2 or less	2	—
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or longer	15	20

Military Withdrawal

If a student withdraws from NCTC because he/she is called into active military service, the College will—at the students option:

1. Refund the tuition and fees paid by the student for the semester in which the student withdraws;
2. Grant a student (who is eligible under applicable college guidelines) an incomplete grade in all courses by designating “with-drawn–military” on the student’s transcript; or
3. As determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of course work and who has demonstrated sufficient mastery of the course material.

Return of Title IV Aid

Federal Title IV financial aid recipients who completely withdraw from classes during any semester of attendance at NCTC will be subject to a return of Title IV aid if the withdrawal occurs before 60% of the semester has been completed. **All students who owe Federal and/or NCTC funds will not be allowed to re-enroll at NCTC until the funds have been repaid.** Please contact the Office of Financial Aid for more information regarding this federal requirement. (Refer also to page 56.)



North Central Texas College accepts VISA & MasterCard for payment of tuition/fees and for the purchase of books & supplies.

***Pay Tuition and Fees in Full
or Make Payment
Arrangement Online***

- The sooner you pay, the more options you have.
- Convenient — from any computer.
- Payments draft automatically from your bank account or credit card.

***Your Can Select from the
Following Payment Options:***

- No down payment, 4 or 5 monthly payments.
- Down payment, 2 or 3 monthly payments.
- Pay in full online!

Avoid the Line . . . Pay Online!

North Central Texas College lets you jump the payment line with a single mouse click. It's EASIER and MORE CONVENIENT! You can even pay by INSTALLMENTS!



Sign up EARLY! The longer you wait, the fewer choices you have. Get the specifics — stop by or call the NCTC Business Office at your campus (Gainesville or Bowie: 940-668-4200; Corinth: 940-498-6255). You can also get all the details by checking out the e-Cashier™ online — just log onto the NCTC web site at www.nctc.edu and click on the link to *Campus Connect-Direct* at the left side of the page.

Do it TODAY!



NOTE: You may incur a nominal, non-refundable enrollment fee of \$30.00 (per semester) if you choose to pay your tuition and fees in installments. There is no charge to pay in full.



NORTH CENTRAL TEXAS COLLEGE

Academic Policies

ACADEMIC LOAD

At North Central Texas College a full-time student is officially defined as one who is enrolled for a minimum of 12 semester credit hours per Fall or Spring semester. A course load exceeding 15 semester credit hours is not recommended. Special permission must be obtained from the Vice President of Instruction (or designee) in order to enroll for more than 18 semester credit hours during a Fall or Spring semester.

ATTENDANCE REGULATIONS

Faculty at NCTC establish their own attendance policies, which are published in the course syllabi. However, general regulations regarding class attendance are as follows*:

1. Regular and punctual attendance is expected of all students in all classes for which they have registered.
2. All absences are considered to be unauthorized unless the student is absent due to sickness or emergencies which are approved by the instructor, or due to participation in an approved college-sponsored activity (which requires written approval from the appropriate instructional Dean).
3. The instructor is responsible for judging the validity of any reasons given for absence. Valid reasons for absence, however, do not relieve the student of the responsibility for making up required work.
4. Students will not be allowed to make up an examination missed due to absence unless they have reasons acceptable to the instructor. A student who is compelled to be absent when a test is given should petition the instructor, in advance if possible, for permission to postpone the exam.
5. Students may be dropped from a class by the Registrar upon recommendation of the

instructor who feels the student has been unjustifiably absent or tardy a sufficient number of times to preclude meeting the course's objectives.

6. Persistent, unjustified absences from classes or laboratories may be considered sufficient cause for College officials to drop a student from the rolls of the College.
7. Students will be dropped from a developmental course required for the Texas Success Initiative (TSI) purposes for non-attendance. Official NCTC TSI rules state that students not passing all sections of the THEA or Compass test MUST be enrolled in at least one area of remediation each semester they are enrolled or until all sections are passed or all remedial requirements have been met. Students who are dropped for non-attendance in a developmental course will be dropped from all remaining courses for that semester.

STUDENT CLASSIFICATION

Freshmen are defined as students who have completed fewer than thirty (30) semester hours of credit at the beginning of a registration period. Sophomores are defined as having completed thirty (30) or more semester hours of credit.

NUMBERING OF COURSES

Courses are designated by four-digit numbers. The first digit indicates the level at which the course is taught. For example, a 1 indicates a freshman level course and a 2 indicates a sophomore level course. The second digit indicates the semester hour value of the course. The third and fourth digits indicate the distinguishing number of the course. For example, Government (GOVT) 2305 is a sophomore (2) level, three-semester-hour (3) course. The distinguishing number of

this particular government course is 05.

Capsule descriptions of the content of all the courses listed are set forth in the Course Descriptions section of this catalog.

GRADES AND REPORTS

Grades are reported and made a part of the official record (filed in the Registrar's Office) at the end of each semester. Students may view their grades online by accessing the NCTC Student Portal or alternate access in the NCTC Student Portal.

**NOTE: It is understood that many students attending North Central Texas College are commuters and that they may have to travel considerable distances to attend classes. In case of inclement weather, students are asked to use their own judgement in regard to road hazards. Students must remember that they are responsible for consulting instructors about make-up work when such an absence occurs.*

Incomplete Grades

1. To receive an "I" in any course, a student must be in good standing in the course through the last day to drop.
2. The student must petition the instructor in writing, and if the instructor agrees that the incomplete grade is reasonable, he or she will detail in writing the requirements necessary to complete the course and attach the Petition for Change of Grade form to the final grade roll.
3. It is the student's responsibility to comply before the end of the next Fall or Spring semester, or the grade will revert to "F".
4. In the Campus Connect Final Grade Submission process, the option of issuing the grade of "I" will not be available.
5. Instructors who wish to issue a grade of "I" must submit the Petition for Change of Grade with appropriate documentation to the Department Chair or Dean for approval.
6. The Registrar's Office will issue the grade of "NR" for all grades that have not been reported. Then, once grades have been moved to history, the appropriate instructors, department chairs, and deans will receive a listing of all students who received an "NR" grade.
7. Once an Incomplete is finished, the instructor must submit a new Petition for Change of Grade.

System of Grading

The standing of a student in each course is expressed by the following grades which are assigned for class work, examinations and general classroom performance according to criteria set by the instructor. Interpretations of these grades are:

A-Excellent	B-Good	C-Average
D-Poor	F-Failure	I-Incomplete
W-Withdrew	P-Pass	IP-In Progress*

**This grade is used ONLY in College Preparatory courses-when the student is making progress toward meeting the objectives of the course, and student must re-enroll in the course until it is successfully completed. Students subject to TSI must re-enroll in the course or be in an alternate form of remediation during their next semester of matriculation and REMAIN there until successful completion of the course objectives or until passing the appropriate section of THEA.*

Disclaimer: Some departments and programs do not accept a grade of "D" as a passing grade.

Pass/Fail Option

North Central Texas College permits enrollment in selected courses on a pass/fail option basis. In courses where this option is available to the student, the instructor will provide the necessary forms for selecting the pass/fail option during the first week of class. (Forms are available in the Registrar's Office at any NCTC Campus location). The forms must be completed by the student and instructor and returned to the Registrar's Office by the second Tuesday of the second week of the current semester. The pass/fail option will not be extended beyond this date. **ONCE YOUR DECISION IS MADE, YOU CANNOT CHANGE YOUR OPTION.** It is not a good idea to select the pass/fail option if the course in which you are enrolled is to be included as a part of your college major and you expect to transfer that course to a senior college or university.

This is not meant to be an audit course. Performance requirements on the part of the student are the same regardless of the pass/fail option or the traditional A, B, C, D, F system. Courses taken on a pass/fail basis do not earn grade points; however, failing grades will be counted in the student's grade point average.

Grade Points

Letter grades are assigned numerical values, or "grade points", as follows per semester hour:

A = 4 grade points	B = 3 grade points
C = 2 grade points	D = 1 grade point
F = 0 grade points	

Courses with a grade of “P”, “W”, “I” or “IP” are not assigned grade point values and are not considered in computing grade point average (GPA). When a course is repeated, the higher grade earned is included in the computation of the GPA.

A student’s GPA is determined by dividing the total grade points earned by the total number of hours attempted. To illustrate, a student who has attempted 30 semester hours, earning 60 grade points, would have a GPA of 2.0.

Minimum Grades For Good Standing

All students enrolled in credit courses at North Central Texas College, whether on a full-time or part-time basis, must maintain a minimum cumulative grade point average of 2.0 to remain in good standing.

Scholastic Probation

A student’s grades are reviewed on a semester-by-semester basis to determine if he/she is in good standing. A student will be placed on scholastic probation at the end of the Fall or Spring semester in which the current minimum GPA of 2.0 is not attained.

Scholastic probation may be removed by earning a minimum GPA of 2.0 during the next Fall or Spring semester. If a student fails to earn a minimum 2.0 GPA during a semester in which he/she is on probation, he/she will be placed on academic suspension.

If a student on scholastic probation withdraws from the College and applies for re-entry, he/she will be admitted on scholastic probation and must meet the same minimum requirements as stated above to be removed from scholastic probation. Developmental courses are calculated in the current GPA and are used in the determination of the student’s probationary status.

Scholastic Suspension

If a student fails to earn a minimum GPA of a 2.0 during a semester in which he/she is on scholastic probation, he/she will be placed on scholastic suspension. Students placed on suspension will be eligible for readmission after the lapse of a Fall or Spring semester.

It should be noted that a 2.0 cumulative GPA is required for graduation at North Central Texas College. *Students are expected to know if they have maintained the minimum standard and are*

eligible to continue college. An ineligible student who registers in the College will be subject to dismissal. Developmental courses are calculated in the current GPA and are used in the determination of the student’s probationary status.

Scholastic Suspension Appeal Process

There is provision for consideration of allowing both North Central Texas College students and transfer students to enroll before their suspension periods have elapsed.

Students seeking admission while on academic suspension may appeal to the Admissions & Enrollment Management Committee by filing a letter of petition with the Director of Admissions. The letter of petition must explain any special or unusual circumstances which caused the student to be suspended other than simply failing to maintain grades. It must also explain how these circumstances have changed to increase the likelihood of academic success.

After hearing testimony from the student, the Admissions & Enrollment Management Committee will reach a decision regarding enrollment and may recommend or require a student: (1) to undergo testing and/or counseling and/or (2) to enroll in specified courses and/or (3) to enroll only for a limited number of hours. The Committee may also deny enrollment, in which case the student will be required to serve out the suspension prior to enrollment. Students allowed to enroll will be placed on probation.

Permanent Suspension – NCTC does not permanently suspend students for poor academic performance.

Student Grade Appeal

Any student wishing to appeal the final grade received in any course may do so according to the following procedure:

1. Any student wishing to appeal the final grade received in any course may do so according to guidelines outlined in the NCTC Catalog under Student Grade Appeal.
2. All petitions for change of grades must be submitted with a thorough explanation and any pertinent documentation.
3. All changes must be approved by the instructor, department chair or program coordinator, the Vice President of Instruction,

and Registrar.

4. The grade appeal process must be initiated and completed within one calendar year of completion of the course.

ACADEMIC HONORS

At the end of each Fall and Spring semester, certain students are recognized for superior academic achievement by being named to either the President's Honor List or the Dean's Honor List.

To qualify for the President's Honor List, students must attain a GPA of 4.0 while enrolled full-time (12 or more college-level semester hours). Students qualifying for the Dean's Honor List must be enrolled full-time (12 or more college-level semester hours) and achieve a GPA of 3.5 or above. Names of students so honored will be posted and released to the news media.

COURSE CANCELLATION POLICY

The College reserves the right to cancel any scheduled course which does not have sufficient enrollment to justify, economically or educationally, teaching the course. Students will be notified of a cancellation at the first scheduled meeting of a course.

LATE REGISTRATION

The last day to register for any credit course is specified in the official Academic Calendar at the front of the catalog. College officials reserve the right to limit the number of semester hours a student who is enrolling late may carry.

DROPPING COURSES

If a student's personal circumstances dictate that he or she needs to reduce his/her academic load, that student should confer with his/her advisor for assistance in adjusting the number of courses being taken. A grade of "W" will be given to students who officially withdraw from a course, or "drop", at least by Friday of the 12th week of a Fall or Spring semester, or a proportional number of weeks prior to the end of a flex-entry course or summer session. Any drops after this will be made with the approval of the instructor and the Department Chair.

It is the student's responsibility to initiate the

action necessary to drop courses under the conditions outlined above. This requires the completion of a petition for course drop form available in the Registrar's Office on any NCTC Campus or by going to the NCTC website at www.nctc.edu and clicking on Admissions and Registration. Choose the forms on-line option and follow directions for submission of form. This form must be submitted on or before the last day to drop with a "W" (see Academic Calendar in front of catalog for specific date) and it is not available until after the official date of record. Prior to the official date of record, a student should go to the Registrar's Office and complete the required forms.

Students who register for courses are required to drop any courses they no longer wish to attend or a final grade will be assigned.

Instructors may drop students from courses for non-attendance by completing a petition for course drop.

(6) DROP LIMIT - S.B. 1231 LEGISLATION

Beginning with the fall 2007 academic term and applying to students who enroll in higher education for the first time during the fall 2007 academic term or any term subsequent to the fall 2007 term, an institution of higher education may not permit an undergraduate student a total of more than six dropped courses, including any course a transfer student has dropped at another institution of higher education, unless:

1. the institution has adopted a policy under which the maximum number of courses a student is permitted to drop is less than six; or
2. the student shows good cause for dropping more than that number, including but not limited to a showing of;
 - a. a severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course;
 - b. the student's responsibility for the care of a sick, injured, or needy person if the provision of that care affects the student's ability to satisfactorily complete the course;
 - c. the death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing

- of good cause;
- d. the active duty service as a member of the Texas National Guard or the armed forces of the United States of either the student or a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's active military service is considered to be a showing of good cause;
 - e. the change of the student's work schedule that is beyond the control of the student, and that affects the student's ability to satisfactorily complete the course; or
 - f. other good cause as determined by the institution of higher education

North Central Texas College approved the following rules in reference to Section 4.10.2.F (Other good causes for dropping) to be applied for the Fall 2007 semester and thereafter. Course drops will not be counted towards the 6 drop limit based on the following:

Other good cause:

- Crises beyond person's control such as loss of home due to fire or a natural disaster
- Loss of employment
- Problems with child care which affects ability to attend class
- Misadvising by the North Central Texas College advisor
- Complete drop from a program such as Registered Nursing, Cosmetology, etc. as required by the program coordinator.
- Family illness
- Job schedule change
- Military deployment
- Personal medical reasons
- Student initiated complete withdrawal
- Administrative drops through the College
- Prep Department for non-attendance.
- Language barriers

Documentation Issues: Students will not be required to provide documentation to support granting an exception as outlined in the law. The student's self-reported reason will be sufficient as documentation of the exception. The student must complete the reason for withdrawing on the withdrawal slip and will be approved by the Registrar.

The determination of applying the exception in accordance with the rules will be made by the Registrar or his/her designee.

For purposes of this section, a "member of the student's family" is defined to be the student's spouse, child, grandchild, father, mother, brother, sister, grandmother, grandfather, aunt, uncle, nephew, niece, first cousin, step-parent, step-child, or step-sibling; a "person who is otherwise considered to have a sufficiently close relationship to the student" is defined to include any other relative within the third degree of consanguinity, plus close friends, including but not limited to roommates, housemates, classmates, or other persons identified by the student, for approval by the institution on a case-by-case basis.

For purposes of this section, a "grade" is defined to be the indicator, usually a letter like A, B, C, D, or F or P (for pass) assigned upon the student's completion of a course. A "grade" indicates either that the student has earned and will be awarded credit, if the student has completed the course requirements successfully; or that the student remained enrolled in the course until the completion of the term or semester but failed to provide satisfactory performance required to be awarded credit. A "grade" under this definition does not include symbols to indicate that the course has been left incomplete, whether those symbols indicate a negotiated temporary suspension of the end-of-term deadline for completion of the course requirements commonly designated as "incomplete" status, a dropped course under the conditions designated for this section, or a withdrawal from the institution.

COURSE DROP DEFINITION

A course drop, which will be recorded on the transcript, is defined as an affected credit course not completed by an undergraduate student who:

1. is enrolled in the course at the official date of record*, and
2. will receive a non-punitive grade of W.

**Date of Record varies according to the length of the course. The most common course lengths are listed below. For the date of record for all other course lengths, please contact the Office of the Registrar.*

<u>COURSE LENGTH</u>	<u>DATE OF RECORD</u>
3 week course	2nd class day
5 or 6 week course	4th class day
8 week course	6th class day
16 week course	12th class day

The following courses will be exempt from being counted as a withdrawal towards the limitation. The courses are as follows:

1. College Preparatory course drops (including non-college-prep courses dropped as a result of non-attendance in the College Prep course)
2. Courses dropped as a result of the Department of College Preparatory Studies
3. Co-requisite courses - courses that are linked together such as a lecture/lab class

Drops that will count towards the 6 drop limit include:

1. Students who are withdrawn from the institution for disciplinary reason.
2. Students who are dropped for non-attendance by individual faculty members.
3. Students who do not meet any of the exemptions listed above.

**SB 1231 Section 51.907 b.3
Withdraw from the Institution**

“Withdrawn from the Institution” is defined as any student that has dropped all courses for the semester including any mini-semesters.

The Registrar’s Office will be responsible for tracking the number of drops that students have accumulated at North Central Texas College and from any transfer institution of public higher education in Texas. These drops will be indicated on the student’s NCTC transcript.

Faculty Withdrawals:

Faculty will continue to be able to withdraw students. If a faculty member withdraws a student who has exceeded the six drop limit and who does not meet any of the areas of exemption, the withdrawal slip will be sent back to the faculty member with an indication that the student can no longer be withdrawn from classes due to exceeding the “six drop limit”. The faculty member will be required to give the student a grade.

MEDICAL WITHDRAWAL

A. Policy

1. The Registrar (or designated representative) may grant medical withdrawals to students who must withdraw for medical reasons from all courses for which they are registered at NCTC. It is expected that the appeal will be filed as soon as possible, no later than the end of the semester in which courses are being taken.
2. Students who receive medical withdrawals after the last day to withdraw without receiving a grade shall receive either an I or a W in each course for which they were registered.

B. Procedures

1. Students (or their appointed representatives if they are unable to act for themselves) who seek to withdraw for medical reasons from all courses for which they are registered at NCTC shall, as soon as possible, request medical withdrawals in writing from the Registrar, submitting all appropriate documentation, including a statement from a physician or psychologist, with their written requests.
2. The Registrar (or designated representative) shall:
 - a. review each request and its accompanying documentation.
 - b. make inquires and seek recommendations from instructors of record and others as appropriate,
 - c. decide whether to approve or deny the request, and
 - d. inform both the student and the instructors of the decision in writing if the request is approved.

COMPLETE WITHDRAWAL

It is the student’s responsibility to make payment for all courses in which they register. If a student wishes to withdraw from all courses, they must do so according to the above mentioned procedure. Once a grade has been given for a course, the student must initiate and complete the grade appeal process within one calendar year of

completion of the course (see section on “Grade Appeal Process”).

If a student withdraws completely from the College *on or prior to* the “course drop date deadline” (as defined above), a final grade of “W” will be recorded for each course in which the student is enrolled. Should a student withdraw completely from the College *after* the “course drop date deadline,” a final grade will be recorded for each course in which the student is enrolled at the discretion of the appropriate dean with the advice and consultation of the instructor of record.

DEGREE REQUIREMENTS

Candidates for either an Associate of Arts (AA), Associate of Science (AS) or Associate of Arts in Teaching (AAT) degree must satisfy certain basic requirements in addition to the major courses and electives in their particular area of interest.

Because of the wide diversity of program content in those areas which lead to the Associate of Applied Science degree, basic degree requirements are not as uniform as the AA, AS or AAT degrees. Therefore, specific requirements for each of the programs are listed under the Curricula - Technology section of this catalog.

Health-related programs may have special, additional admissions requirements and these are listed separately under the Curricula-Health Sciences section of this catalog.

Students who are enrolled in a certificate program may only take courses required for that specific certificate. However they may also enroll in college preparatory courses.

Core Curriculum

North Central Texas College seeks to implement its first goal of providing quality freshman and sophomore level courses in arts and sciences by identifying a core of general education courses in the following areas: humanities/fine arts, social science/behavioral science, and natural sciences/mathematics. The chief focus of the General Education Core Courses at NCTC is to emphasize competencies in reading, writing, speaking, critical thinking, and computer use. Additionally, the general education courses provide broad intellectual perspectives of historical consciousness, multi-cultural awareness, numerical comprehension and analysis, appreciation of the scientific method, and

concern about human ethics and values.

Students who are seeking AA or AS degrees must complete 61 hours of college work. Students are required to take at least 43 of the 61 hours of the General Education Core Curriculum on page 75. See page 76 for individual degree requirements. To be a candidate for graduation from North Central Texas College, a student must complete a minimum of 18 semester hours in residence for any degree or certificate. A student must have a cumulative GPA of at least 2.0 in the work presented for any degree.

Associate of Science Degree

To receive an Associate of Science Degree from North Central Texas College, the student must have completed 62 hours of college work with a cumulative GPA of at least 2.0.

It is also required that at least 18 hours of the total be completed in residence at North Central Texas College. In addition to the minimum of 43 hours from the General Education Core Curriculum, another 3 semester hours of college level mathematics is required. Finally, students must demonstrate a broad proficiency with computers, either by passing BCIS1305 or passing a departmental exam.

Associate of Arts Degree

To receive an Associate of Arts Degree from North Central Texas College, the student must have completed 61 hours of college work with a cumulative GPA of at least 2.0. It is also required that at least 18 hours of the total be completed in residence at North Central Texas College. In addition to the minimum of 43 hours from the General Education Core Curriculum, another 3 semester hours of sophomore level English is required. Finally, students must demonstrate a broad proficiency with computers, either by passing BCIS1305 or passing a departmental exam.

To earn *both* the Associate of Arts Degree and the Associate of Science Degree, the minimum requirements for each must be met, and an additional 15 college-level semester hours must be earned at NCTC.

Associate of Arts in Teaching

The Associate of Arts in Teaching is a statewide opportunity that transfers to state colleges and universities. The courses offered not only lead to

teacher certification but also comply with the No Child Left Behind Highly Qualified Teachers and Paraprofessionals qualifications. The AAT is approved by the Texas Higher Education Coordinating Board and is available only at Texas Community Colleges. For more information go to: www.thecb.state.tx.us/CTC/AAT

The AAT at North Central Texas College offers three degree plans: (EC-6) Early Childhood to Grade 6, Grades 4-8 and Secondary (Grades 6-12). They all transfer seamlessly to any four year public college or university in Texas where students can earn their Bachelor's degree and teaching certificate. North Central Texas College has particular transfer agreements with University of North Texas, Texas Woman's University, and Midwestern State University. However, because of the various college requirements at colleges and universities and to ensure enrollment in appropriate courses, students should verify course transferability and best course choices with a North Central Texas College advisor for the AAT or the college or university where you plan to attend.

The AAT is also designed to offer courses for professional growth credits and to be taken to meet the No Child Left Behind legislation for highly qualified teachers and paraprofessionals and to insure that employees are trained in the latest legislation, newest research, and best practices. Instructional support staff, Extended School Day staff, substitute teachers, and working professionals who need continuing education credits, also benefit from these classes. Many students who want to stop after their Associates degree can use these classes to improve their ability to get a job in various career paths other than classroom teaching.

The AAT degrees are not equivalent to anything at the university or four year college setting as they provide students the opportunity to experience a classroom environment in the first two years of classes. This is a very beneficial opportunity for students as they begin to make decisions about the age, grade and type of school setting where they will be the most effective. The observation hours are spent in actual classrooms observing and working with children and teachers. These opportunities provide AAT students the opportunity to see if teaching is the right career path and to assist in determining which age level they would like to work with. Most universities do not offer field experience in the freshman year. Most universities

have select courses for the various age levels and therefore, students need to know which age level they prefer when they begin.

Education is a transformative process. In the AAT, it is fascinating to watch students grow into professionals as they share classroom experiences, professionalism, enthusiasm for teaching and they learn about their own preferred styles of learning. We learn to write and share reflections and just as we did when we got to know the other kids in our classrooms as children, we again experience the excitement and refreshing newness of the opportunities to develop awareness for our differences and an appreciation for various viewpoints and we continue our journeys to transform ourselves from students to professionals.

The AAT is all about assisting people from all walks of life get prepared for the various challenges faced in the classroom and world of education. Graduates from the AAT not only reflect positive, enthusiasm for the classroom and school, they also have mastered a variety of instructional strategies and presentation modes. They will know how to write valid reflections about children and various teaching practices, create learning activities that are developmentally appropriate, and utilize their knowledge of Bloom's taxonomy and best practices from the multiple intelligences. Students will develop an appreciation and understanding of the various historical figures and theories of development, and utilize Bloom's taxonomy to create structured learning activities. In the AAT we use APA format to write research papers, direct instruction using PowerPoints, develop presence in front of a group of peers, develop rapport with parents and families, create quality newsletters, and do article reviews of the latest research in education. While students are able to move in a lockstep format from course to course, they will also have the opportunity to explore their own preferred learning styles and how best to use their own learning styles to effectively teach and communicate information to the students of the future.

Associate of Applied Science Degree

To receive an Associate of Applied Science Degree from North Central Texas College, the student must first complete a basic core of general education courses (at least 15 semester hours as specified for each technical program in accordance with the

criteria of the Southern Association of Colleges & Schools). It is also required that at least 18 hours of the total be completed in residence at NCTC. Additional requirements include those technical, related and general academic courses as specified for each specific technical program (listed under Curricula-Technology and Curricula-Health Occupations sections of this catalog). Specific course requirements include:

- One course in computer science or a passing score on the computer literacy exam.
- One semester of humanities in addition to courses taken to meet the requirements is strongly recommended.

Again, specific requirements within the framework of the above-listed requirements and recommendations are specified for each technical program elsewhere in this catalog.

GRADUATION REQUIREMENTS

Application For Graduation

Degrees/certificates are not awarded automatically. To be considered a candidate for a degree or certificate, the student must submit an application for graduation. These applications may be obtained from and should be returned to the Registrar's Office. Deadlines for turning in graduation applications are: Spring – March 1; Fall – October 1. Graduation Applications received after the deadline will be processed, but the student's name will not be published in the graduation program. (*Refer to note below about commencement.*)

An evaluation of course work submitted to fulfill degree requirements must be completed before candidacy for graduation is approved. Any student within 12 hours of finishing may participate in commencement. Those applying for May graduation must fulfill all requirements by the end of the second summer session following the semester they applied. Diplomas are granted only after all requirements are met.

North Central Texas College holds formal commencement ceremonies twice each year—in May and December. Degrees are officially conferred when the Registrar's Office certifies that all requirements have been met; therefore, participation in the graduation ceremony, in itself, does not confer on a student any rights to a degree. Nevertheless,

graduates are expected to participate, and *those unable to attend are required to be officially excused in writing by the appropriate Dean*. NCTC makes a special effort to give graduates (and their families) a beautiful and memorable ceremony to mark this important milestone in their lives. It truly is an event not to be missed.

Graduation Honors

Graduation honors will be awarded for students with the following cumulative grade point averages earned by the end of the Fall semester prior to the May graduation ceremony and by the end of the summer session prior to the December graduation ceremony. A minimum of 29 hours (earned at NCTC by the end of the Fall semester prior to the May graduation ceremony and by the end of the summer session prior to the December graduation ceremony) will be required in order to be considered for graduation honors.

- 4.0 GPA *Summa cum laude*
- 3.90 – 3.99 GPA.....*Magna cum laude*

Catalog Restrictions

A student who enrolls at North Central Texas College during any academic year and who earns college credit for work done during that year may graduate under the degree requirement provision of (1) the current catalog, (2) the catalog in force during the student's first year of enrollment, or (3) the catalog of any succeeding year during which the student was enrolled. This applies provided the student meets the requirements not later than five years from the date of the catalog selected.

OFFICIAL TRANSCRIPTS

Official college transcripts may be requested from the Office of the Registrar on the Gainesville Campus or the Admissions Office on the Corinth Campus. A signed, written request, along with photo ID, is required for transcripts to be mailed to an individual or place of business. Transcripts going to another educational institution can be requested by phone, fax or email once identity of the student is verified. Students may request up to 10 official transcripts per year at no charge. After the limit of 10 is reached, there will be a \$2.00 charge per transcript.

Transcript Requests
North Central Texas College
1525 W. California St., Gainesville, TX 76240
transcript@nctc.edu

STUDENT RESPONSIBILITIES

Campus Behavior

Regulations governing prohibited conduct by students are listed in the Student Handbook which is a part of this catalog. (Refer to table of contents for location).

North Central Texas College reserves the right to take disciplinary measures appropriate to any violation and in keeping with its own best interests and the interests of other students. Such disciplinary action may result in a student being placed on probation or suspension from the College. In the latter case, a student will be given the opportunity to show his or her innocence or mitigating circumstances in a hearing before the Student Services Committee. This committee may uphold previous decisions or refer the case to the President of the College for final review.

College Debts

Students having overdue books at the Library or owing fines and students indebted to the College or the College Bookstore will not be issued a transcript and will not be permitted to re-register until such debts are paid. Students **MUST** clear all indebtedness to the College before withdrawing.

Check Cashing

Tuition and fees may be paid by personal check for the exact amount due. Checks for larger amounts, the difference to be paid in cash to the student, cannot be handled.

Students should establish credit or make arrangements with a local bank to cash their checks. This can be done by opening a checking account or by communication between the hometown bank and the local banks.

A check of \$20 or less may be cashed at the NCTC Business Office or NCTC Bookstore (Gainesville Campus). Proper identification is required. Your Social Security number, driver's license or other photo identification and date of birth will be requested on all checks. A \$20.00 charge will be made for any returned check.

Student Records

Each individual student at NCTC is responsible for seeing that his/her records are kept accurate and up to date. If, after registration, students change their name, address, telephone number, social security number, etc., the Admissions/Registrar's Office should be notified as soon as possible of the change.

Students receiving financial aid should also be sure that their mailing address is up to date in the Office of Financial Aid. North Central Texas College will not be responsible for financial aid award checks, grades or other documents/correspondence not received or received late by students because of their failure to promptly notify the Registrar of an address change.

Privacy of Information – North Central Texas College complies with all requirements of the Family Educational Rights & Privacy Act of 1974 (FERPA). As provided under this act, NCTC will—unless expressly requested in writing (see below) not to do so by the student—release to the public, on request, certain student information. This will be restricted to “directory information,” defined under FERPA as “not generally considered harmful or an invasion of privacy if disclosed.” Directory information includes but is not limited to:

- Name, address, telephone number;
- Date and place of birth, photographs;
- Participation in officially recognized activities and sports;
- Field of study;
- Weight and height of athletes;
- Enrollment status (full-, part-time, etc.);
- Degrees and awards received;
- Dates of attendance;
- Most recent previous school attended;
- Grade level.

Directory information cannot include student identification numbers or social security numbers.

Student Rights Concerning Educational Records Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They include:

Right to Review Records – NCTC students have the right to inspect and review their education records within 45 days of the day the College

receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the students of the time and place where the records may be inspected.

Right to Correct Errors – NCTC students have the right to request the amendment of their educational records that they believe are inaccurate or misleading. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Registrar decides not to amend the record as requested by the student, the Registrar will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Right to Disclose Information – NCTC students have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by NCTC in an administrative, supervisory, academic or research, or support staff position; a person or company with whom NCTC has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Right to File Complaint – Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by North Central Texas College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

TRANSFER OF COURSES TO SENIOR COLLEGES

The hours earned at North Central Texas College in academic courses are generally accepted by other accredited colleges and universities to (1) satisfy specific course requirements or (2) count as electives.

Students planning to transfer to a four-year school should be aware that each senior college determines its own list of courses required for a particular kind of degree. Moreover, different colleges do not require all the same courses for the same degree. Therefore, knowledge of the degree plan requirements at the institution to which the student plans to transfer is very important.

The resource to consult in seeking this information is the official catalog of the institution, and students planning to transfer should plan their work at NCTC to coincide as closely as possible with the requirements for obtaining a degree at the senior college of their choice. The NCTC Counseling Center maintains a library of senior college catalogs and makes them available to interested students. College counselors are familiar with course requirements at senior colleges and will be glad to assist students in determining course equivalency and in choosing those courses which are appropriate to their educational objectives after they transfer.

Resolution of Transfer Disputes For Lower Division Courses

The Texas Higher Education Coordinating Board has established the following policy to resolve disputes over transfer credit.

- A. The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:
 1. If any institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.
 2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with

Board rules and/or guidelines.

3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of the denial.
- B. The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

VIRTUAL COLLEGE OF TEXAS (VCT) COURSES

Students may enroll in VCT courses, but students must adhere to the following guidelines:

1. Students **MUST** register for online courses at NCTC as long as they are open. If the course is full, then students may register for a VCT course.
2. The total cost of a VCT course may not exceed \$200.
3. Students may only enroll in VCT courses that are courses offered at NCTC. If the course is not listed in the NCTC catalog, then we will not enroll students in the VCT course. However, students can contact other institutions directly to inquire about enrolling in their course.
4. Students who have enrolled in VCT courses and either dropped or failed for two consecutive semesters **MUST** enroll in and pass 12 hours of non-VCT courses before they may enroll in another VCT course.



NORTH CENTRAL TEXAS COLLEGE

Student Services

The term “Student Services” at North Central Texas College refers collectively to the various student-related support functions carried out by several offices on campus under the administrative direction of the Vice-President of Student Services. These include:

- Office of Admissions & Registrar
- Counseling & Testing Center
- International Student Services
- Office of Financial Aid
- Veterans Services
- Placement Services
- On-Campus Student Housing
- On-Campus Student Dining
- Student Activities, Clubs & Organizations

In addition, the Office of the Vice-President of Student Services handles matters related to campus parking and traffic regulations and disciplinary affairs.

Policies, procedures and regulations governing the conduct of students at North Central Texas College are outlined in the Student Handbook, which also contains general information related to student life at the College. Copies of the handbook are distributed at registration, and additional copies are available from the Office of the Vice-President of Student Services.

FINANCIAL AID

North Central Texas College administers a variety of programs for students who need assistance in financing their education. There are four basic financial aid programs available to students: grants, loans, part-time employment and scholarships. Each program is funded either through federal, state, institutional or local sources.

Who Qualifies?

Except for most scholarship programs, eligibility for financial assistance at North Central Texas College is based almost exclusively upon demon-

strated need. It is understood, however, that this need varies greatly from one individual to another. It is the student’s responsibility to inform the College of the need for financial assistance and to provide the information necessary to establish the individual student’s qualifications for such assistance. Financial Aid is not currently available through federal, state or NCTC resources for those students who enroll in non-credit or concurrent courses.

The following table is offered as an aid to students in comparing costs of attending North Central Texas College to personal financial resources. Although the prospective student should keep in mind that some figures are estimates, it is hoped that this information will be of assistance in determining relative financial need as it applies to the prospect of applying for financial aid at NCTC.

The costs outlined are based on enrollment for a regular academic year (Fall and Spring semesters) and a class load of 15 hours each semester.

	In District	Out of District
In-State Tuition & Fees*	\$ 1,350.00	\$ 2,310.00
Books & Supplies	1,410.00	1,410.00
Room & Board**	5,195.00	5,195.00
Transportation**	1,396.00	1,396.00
Personal	1,512.00	1,512.00
TOTAL	\$10,863.00	\$11,823.00

*Out-of-state tuition & fees — \$3,450.00

**Room & Board, Transportation based on off-campus figures.

Financial aid is available for most students who have demonstrated need; it is not awarded until after the student has made application. Again, it is the student’s responsibility to inform the College of need and to supply information necessary to establish eligibility.

Application and Eligibility

The NCTC Financial Aid Office encourages prospective college students to apply early for financial aid. FAFSA applications are available to complete as early as January of each year. FAFSA

applications may be completed online at www.fafsa.ed.gov. The NCTC school code is 003558.

Parents and students should be aware that FAFSA applications are free to all students. Be wary of scams that require payment for the submission of a FAFSA application. FAFSA applications are processed by the U. S. Department of Education. Students are notified by email and/or regular mail as to the status of their financial aid application. Any additional documentation required to complete the financial aid process will be requested through the NCTC Financial Aid Office, also by email or regular mail. Eligibility for financial assistance is established by the data that students and parents input on their FAFSA application. All students who are eligible to receive Federal Financial Aid must be admitted to the college as regular degree-seeking students and show proof of their ability to benefit from a college education.

Financial Aid Distribution

Financial aid is distributed to eligible applicants on a first come first serve basis. Awards may include a combination of federal and state aid depending on the financial needs of the student and the availability of funds.

Award amounts must be accepted by the student by going online to the NCTC Campus Connect student portal. Financial aid grant and loan awards will be applied toward the amounts owed for tuition, fees, and books. If a balance due remains, students will be responsible for making payment at the NCTC Business Office before classes begin. Residual financial aid award amounts will be reimbursed to the student after the first thirty days of class. Refund checks are mailed to the student address as listed on the admissions office records.

Satisfactory Academic Progress Policy

Financial aid recipients are required by law to maintain satisfactory academic progress as defined by the College. Non-compliance results in disqualification for further financial aid assistance. Copies of the minimum standards of progress necessary to maintain eligibility are available from the NCTC Financial Aid Office or online at http://www.nctc.edu/Student_Services/FinAid/Forms.htm.

Student Loan Repayment Default Consequences

The NCTC Federal Guaranteed Student Loan Default Policy states that students who are in default on a federal or state sponsored student loan will be placed on financial hold. Students on hold will not be allowed to enroll in classes or make requests for grades, transcripts, diplomas, certificates, etc. Persons wishing to override this policy are required to present written documentation from their lender that they have entered into a satisfactory repayment plan. All transcripts, grades, and diplomas and/or certificates will be held until the default status is resolved.

Application Deadlines

Students must apply for financial aid each academic year. Federal application deadlines are January 1 of the current year through June 30 of the following year. Priority deadlines may be set by each state or college. NCTC Financial Aid priority deadlines are as follows: June 1 - Fall registration, November 1 - Spring registration, April 1 - Summer registration. Students who do not meet these deadlines run the risk of paying out of pocket for tuition, fees, and books because of a late or incomplete financial aid application. Please note, to be considered complete, a FAFSA application must include any and all requested supporting documents as well as have been received and been processed no later than the priority deadlines mentioned above. Normal processing time for a FAFSA application is four to six weeks, beginning with the actual online submission to school file completion. Late or incomplete financial aid applications will be accepted and processed past the semester priority deadlines, but students must make arrangements to pay for the semester prior to school starting or at the time of actual registration.

Financial Aid Late Awards – Late awards will be processed and disbursed during the appropriate semester for students whose FAFSA applications are incomplete or late. Students whose applications are completed after semester exams will receive their awards and disbursements during the next semester and after attendance has been verified. Financial Aid disbursements are based on student attendance as of the term census date.

PROGRAMS AVAILABLE

The chart below outlines the major financial aid programs available at North Central Texas College along with eligibility requirements and application procedures. Not all scholarship programs are listed, check with the Scholarship Office for information about other specialized scholarship programs.

Summary of Student Financial Assistance Programs Available at North Central Texas College

PROGRAM	DESCRIPTION	ELIGIBILITY	VALUE	TO APPLY
Federal PELL Grant	Available to eligible students with an established need. (Grant program)	Undergraduate & U.S. citizen or eligible non-citizen. Established financial need.	Up to \$4,731 per year paid by check each semester.	1. Complete the FAFSA (Free Application for Federal Student Aid) online at: www.fafsa.ed.gov 2. Check with the NCTC Financial Aid Office upon receipt of your Student Aid Report from the Department of Education. 3. Follow up with any other documentation that may be required.
Federal Supplemental Educational Opportunity Grant (FSEOG)	Reserved for students with EXCEPTIONAL financial need. Priority given to Pell recipients	Undergraduate & U.S. citizen enrolled at least half-time, with minimal family contributions.	Approximately \$400 per year paid by check each semester.	
Federal College-Work Study Program	Part-time employment (up to 19 hours weekly) on campus, need-based.	Enrolled at least half-time, U.S. citizen or eligible non-citizen.	Federal minimum hourly wage rate paid by check monthly.	
SLEAP/LEAP	Federal grant program for residents of Texas.	Resident of Texas, established financial need.	Approximately \$250 per year paid by check each semester.	
Academic Competitiveness Grant (ACG)	Federal Grant Program	Pell Grant recipients who are U.S. citizens and eligible non-citizens enrolled full or part time in their 1st or 2nd academic year of study.	1st academic yr.= \$750; 2nd academic year= \$1,300	Scholarship applications available at Gainesville Campus in the Financial Aid Office and NCTC Foundation Office. Corinth Campus in the Financial Aid Office. Bowie Campus in the Dean's Office. Online application: http://www.nctc.edu/Student_Services/FinAid/scholarships.html Deadlines: April 15 - Fall Semester October 15 - Spring Semester
Federal Stafford Loans - Subsidized, Unsubsidized and PLUS	Federal Grant Program	Must be at least half-time and have financial need	1st year: \$3,500 - \$5,500 2nd year: \$4,500 - \$6,500	
Mary Josephine Cox Scholarship	Scholarship does not require repayment.	Cooke County resident under age 21, scholastic excellence, special competency in given field.	Tuition/fees only, maximum \$100 per semester.	
NCTC Foundation Scholarships	Donors have established these scholarships that do not require repayment.	Criteria for these scholarships are varied including academic achievement, certain residency, financial need, specific major, etc.	Up to \$1,400 Average Scholarship \$600.	Scholarship applications available at Gainesville Campus in the Financial Aid Office and NCTC Foundation Office. Corinth Campus in the Financial Aid Office. Bowie Campus in the Dean's Office or with your high school counselor.
"Best Seat in the House" Scholarships	Scholarships do not require repayment.	Students majoring in the Performing & Visual Arts.	Up to \$500.	
NCTC Foundation Scholarships	Leo & Mabel Scott Dual Credit Scholarships	Must be attending high school in the college's service area or Love County, Okla. Preference given to underprivileged.	\$200.	Scholarship applications available at Gainesville Campus in the Financial Aid Office and NCTC Foundation Office. Corinth Campus in the Financial Aid Office. Bowie Campus in the Dean's Office or with your high school counselor.
Friends of Agriculture Scholarship: "Taking Stock in Education"	Scholarships do not require repayment.	Enrolled full-time major in agriculture, equine science or related field; preference given to Cooke, Denton, Montague County residents.	\$500 per semester (Fall/Spring)	Scholarship applications available at Gainesville Campus with the Agriculture Dept. or in the NCTC Foundation Office. Deadline: April 1
NCTC Departmental Scholarships	Scholarships are available from various NCTC depts., including music, drama, dance, art, athletics	Enrolled in the specific dept. at NCTC	Vary depending on program	Contact department chairs for the various departments.

For more detailed information about these and other financial assistance programs, call or write:

Office of Financial Aid – North Central Texas College
1525 W. California, Gainesville, TX 76240
940/668-4242 (940)498-6294

North Central Texas College Foundation
1525 W. California, Gainesville, TX 76240
940/668-4213

Summer Awards – Financial aid for summer classes is generally limited to students with remaining grant or loan eligibility and available need-based work study employment. NCTC considers the summer semester as part of the preceding award year and all summer sessions are considered as one semester for determining enrollment status, grant and loan eligibility.

STUDENT FINANCIAL AID RETURN OF TITLE IV AID POLICY

Students receiving federal financial aid such as Federal Pell Grant, Federal Supplemental Educational Opportunity Grant or the Federal Work-Study Program understands, agrees, and affirms that award monies will be used solely for expenses directly related to attendance or continued attendance at North Central Texas College. Federal financial aid is considered Federal Title IV Funds and follows the rules and guidelines set forth by the U.S. Department of Education.

Students who receive Federal Title IV funds are required to complete a minimum number of hours for which assistance was received. If the student completely withdraws from school during the semester, or quits attending but fails to officially withdraw, the student may be required to return the unearned part of the funds received to help pay educational expenses for the term. All students who owe Federal and/or NCTC funds will not be allowed to re-enroll at NCTC until the funds have been repaid. Liability for the return of Federal Title IV funds will be determined according to the following guidelines:

1. If the student remains enrolled and attends class beyond the 60% mark of the semester in which aid is received, all federal aid is considered earned and not subject to this policy.
2. If the student completely withdraws from all classes prior to completing 60% of the semester, a pro-rated portion of the federal aid received must be returned to the federal aid programs based on the amount of time the student attended.
3. If the student does not officially withdraw from classes but quits attending all classes, a prorated portion of the federal aid received, based on the documented last date of attendance, must be returned to the federal programs. If the College is unable to document

the last date of attendance, the school will assume the student only attended to the 50% mark of the semester and this date will be used to determine how much aid must be returned. Return of Federal Title IV funds will be distributed according to statutory regulations. Worksheets provided by the U.S. Department of Education will be used to determine the amounts and order of return. The student will be notified and will be allowed 45 days from the date of determination to return their share to the program accounts. If the student does not return the amount owed within 45 days, the amount of the overpayment will be reported to the U.S. Department of Education (DOE) via the National Student Loan Database (NSLDS) and the student will be referred to the DOE for resolution of the debt. Contact Financial Aid for questions and examples of this policy. North Central Texas College refunds unearned funds received from Federal student assistance programs in accordance with Federal Title IV student assistance regulations, with rules of the Texas Higher Education Coordinating Board, and the rules of the College's Board of Regents.

VETERAN EDUCATIONAL BENEFIT SERVICE

Veteran Educational Benefit Service is handled by the Financial Aid Office.

NCTC Gainesville Campus (940)668-4242
NCTC Corinth Campus (940)498-6294
OR veterans@nctc.edu

If you have any questions, please do not hesitate to contact us. New students need to complete the following steps:

1. Fill out a VA application or VA change of program if you have previously attended another institution
2. Fill out a NCTC-VA general information sheet
3. Fill out a NCTC-Degree Audit/Evaluation Request
4. Provide NCTC with all transcripts from other colleges and military transcripts
5. One of the following:
 - a. Ch. 30 Montgomery GI Bill - DD214 – Member 4 (long form)

- b. Ch. 1606 Reservist - Notice of Basic Eligibility (NOBE)
- c. Ch. 35 Dependents - no other form required.

Students should submit forms to the NCTC Financial Aid Office on the campus they attend. Students on the Bowie campus may turn their paperwork into the Bowie Admissions Office.

Once the student has completed all of the steps mentioned above and all prior college transcripts have been evaluated by the NCTC Admissions Office, the NCTC Veteran Certifying Official will notify the Veterans Administration of your intent to attend college. The NCTC Veterans Official will certify your enrollment status with the Veterans Administration each semester. This certification process will start after the early enrollment period for each semester. Otherwise, NCTC will certify your enrollment after the drop/add period is over for the semester. If you do not continue enrollment each Fall and Spring semester at North Central Texas College, it is YOUR responsibility to notify NCTC of your enrollment.

REMEMBER: Veteran Educational Benefits are paid according to enrollment and degree plan. Only those classes that are part of the student's designated degree plan are certified. Generally, students who are veterans are able to enroll in college without taking a college readiness exam such as the THEA or COMPASS. Because college prep classes are not part of a degree plan, veterans who feel they may need to enroll in a pre-college level Math, English or Reading class will need to take the exam before the Veterans Administration will approve payment. Veterans wishing to change degree plans or majors need to complete a VA-Change of Program form.

Important: All students who are receiving either the Montgomery GI Bill (Ch. 30) Active duty, or Selected Reserve (Ch. 1606) or MGIB-REAP (Chapter 1607) must verify their enrollment each month to receive payments for that month. Enrollment can be verified starting on the last calendar day of the month by using the Web Automated Verification of Enrollment (WAVE) at <https://www.gibill.va.gov/wave> or by calling the toll free Interactive Voice Response (IVR) telephone line at 1-877-823-2378. Veterans are responsible for all tuition, fees, and books. Unfortunately, NCTC is unable to defer payment until

you get your VA check. Please remember it takes approximately six weeks to get your first check. Veteran Advance Pay option is available at NCTC. Veterans wishing to apply for this option must complete the following:

1. Complete the VA application process (outlined above)
2. REQUEST in writing for advanced pay (forms available in Financial Aid)
3. Register for classes during early registration
4. The above requirements must be completed at least 45 days prior to the start of the semester.

SCHOLARSHIPS

The North Central Texas College Foundation awards more than 350 scholarships per semester. These scholarships are made possible by generous contributions of individuals, corporations and private foundations to assist students in reaching their educational goals. The Foundation's scholarships are generally awarded on the basis of academic achievement, financial need, community involvement and leadership. Each scholarship has different award criteria based on the terms identified by the donor, thus opening the door for scholarships for a wide variety of students. Additional scholarships are also available through various college departments, student organizations, faculty association, and other sources.

Students may complete an on-line scholarship application located on the college webpage at www.nctc.edu. To complete your application you must print and sign the certificate statement and send with your transcript to the NCTC Foundation Office, 1525 W. California St., Gainesville, Texas 76240. Students may also request a scholarship application form from the NCTC Foundation Office, Room 309, or Financial Aid Office, Room 154 on the Gainesville Campus; the Financial Aid Office on the Corinth Campus; or the Counseling Office at the Bowie Campus. Application deadlines are April 15 for the Fall semester and October 15 for the Spring semester.

Students must reapply each year for the NCTC Foundation Scholarships. For more information please call the Foundation Office at (940)668-4213.

CAREER AND EMPLOYMENT SERVICES

North Central Texas College provides career-related services to students at all three campuses. These services are delivered through several departments and persons as outlined below:

Technical Program Faculty

Students enrolled in technical education programs (criminal justice, nursing, cosmetology, drafting, surgical technology, office systems technology, equine science, business management, computer information technology, agricultural science, radiology technology, production technology, emergency medical services) may network with department faculty to receive advising related to potential careers. Faculty are also available to assist students in contacting prospective employers for internship and employment opportunities.

Counseling Center

Each campus counseling center provides counselors who are qualified to assist students in identifying career interests, researching potential career fields, and assessing student potential for success and satisfaction in a given employment field. Testing resources are also available to support the career and employment selection process. Visit the NCTC Counseling Center web site for additional information and resources related to career and employment services.

Part and Full-Time Job Placement

Each campus posts part and full-time job vacancy announcements on bulletin boards located in student common areas. Additional job vacancy announcements are available on the NCTC homepage (www.nctc.edu) under "Employment - Student".

COUNSELING & TESTING CENTER

The staff of this office helps the student to formalize educational and/or vocational objectives, assists in the admissions process, provides academic information for use in the selection of appropriate courses and helps to resolve personal problems.

As its name implies, this office also serves as the center for administering tests, including the NCTC Placement Test, American College Test (ACT), the College Level Examination Program (CLEP) tests for course credit, high school equivalency tests of the General Educational Development (GED)

program, the Texas Higher Education Assessment (THEA) and COMPASS to determine placement in college courses.

Individual, confidential personal counseling is available to all students on a limited basis.

Career Development Services – A Career Library is available on each campus, and a career exploration computer program is available on the Counseling Center web site. In addition, various personality profile instruments, career interest inventories and aptitude assessments are resources that may be utilized by counselors and students as a part of the career exploration process. Professional counselors are available to administer, evaluate and interpret the assessment results. For more information, please contact any campus Counseling Center.

ON-CAMPUS HOUSING SERVICES

NCTC provides on-campus housing for men and women in two facilities, one of them a modern apartment-style facility. Hays Hall accommodates 32 students in a two-story structure. It features eight 4-student suites, each with two bedrooms accommodating two students each and sharing a common area and bathroom. Each suite is restricted to either all men or all women.

Bonner Hall features single two-person rooms for both men and women students. Men's and women's wings are separated by a common lobby area, and access to each wing by the opposite sex



is permitted during visitation hours.

Dining rooms are not provided in on-campus housing facilities at NCTC, but the College does REQUIRE that students living in both residence halls purchase a Meal Plan (see details following), with meals served in the Student Center cafeteria just a short walk away.

Students may reserve space in college housing by completing an Application/Lease Agreement form available from (and returnable to) Student Services office, Room 113, North Central Texas College, 1525 West California Street, Gainesville, Texas 76240-4699.

Students should be aware that housing reservations will be handled on a space-available basis. The College reserves the right to make specific room assignments, although roommate preferences will be honored whenever possible. To ensure a student's roommate and hall preference, application must be made by April 30. The College also reserves the right to change, prior to the beginning of a semester, the rates charged for room rentals and meal plans; however, this will be done only when absolutely necessary to cover costs.

Charges For Room & Board

Rental charges for on-campus housing during a regular long term (Spring or Fall) at NCTC include a *mandatory* Meal Plan which provides 14 meals per week for 16 weeks. Serving of meals included in this plan begins the first day of classes and ends with the Friday noon meal of the last week of each semester.

Meals are prepared and served by a privately contracted food service company, and menus are planned to give students good nutritionally balanced meals at the most reasonable price possible.

NOTE: As of this catalog's publication date, the NCTC Food Service is open Monday through Friday only. Students living on campus should be prepared to eat elsewhere on weekends—either in town or in their rooms. Kitchen facilities are provided for student use on each upstairs wing of Bonner Hall. Students are allowed to have small refrigerators and microwaves in their rooms in both residence halls.

Total Charges & Payment Terms: Room/board charges for the entire semester are due and payable – either in full or first installment – at registration. Students making *full payment at registration* will

have their room/board charges discounted to:

Bonner Hall..... \$1,669.00
Hays Hall..... \$1,744.00

Installment Schedule: Students wishing to pay room/board charges in installments must make arrangements through the NCTC Business Office *prior to registration*. Failure to meet installment obligations will result in severe penalties, including the student's immediate withdrawal from school when accounts become 30 days past due. The installment schedules for 2008-2009 are:

	Bonner Hall	Hays Hall
<u>Fall Semester:</u>		
Due at Registration.....	\$900.....	\$900
Due September 15	\$400.....	\$450
Due October 15	\$389.....	\$414
Total.....	\$1,689.....	\$1,764
<u>Spring Semester:</u>		
Due at Registration.....	\$900.....	\$900
Due February 15	\$400.....	\$450
Due March 15.....	\$389.....	\$414
Total.....	\$1,689.....	\$1,764
<u>Summer Semester:</u>		
Due prior to move-in \$250 per summer session.		

Housing Deposit: A \$150 housing deposit is required in advance to reserve a room in either residence hall. This also serves as a property deposit, and any damages or shortages at the time the student vacates the room will be deducted from it. Circumstances under which the deposit will be refunded are covered fully in the Application/Lease Agreement and in the *Residence Life Handbook* available from Student Services. *The College Board of Regents reserves the right to adjust college housing rental/meal charges in accordance with operational costs.*

Resident Assistants: Both residence halls at NCTC employ student Resident Assistants (RAs) to help the Coordinator of Residence Life with security, supervising the facilities, providing resident assistance in emergencies, etc. The residence halls are staffed with an appropriate number of RAs in direct relation to the number of residents in the building. Compensation is given in the form of a free private room and meal plan. To apply, contact the Coordinator of Residence Life at 940-668-4259.

Security: The Vice-President of Student Services provides direct supervision of residence hall

security personnel, policies and procedures, and, along with other College officials, reserves the right to forcibly remove any student from the campus who poses an immediate threat to the health and safety of the College environment.

STUDENT ID CARD

An ID card is issued to all students registered in credit courses, but it remains the property of North Central Texas College. It is the student's official ID and library card and should be carried at all times. Access to computer labs and campus check cashing privileges (Bookstore, Cafeteria and Business Office) will not be extended to students who do not present a valid ID.

The card entitles students to attend college functions without additional charge except in special cases when assessment is made by a club or organization for a special function. Lending this card to anyone subjects the holder to disciplinary action and forfeiture of the ID card. The ID card becomes void upon withdrawal or graduation from NCTC. The ID card can also be used at local businesses participating in the Lion's Pride Program to receive discounts.

COLLEGE CONNECTION PROGRAM

NCTC's College Connection is an on-site, one-stop, pre-college information, testing, advising and admissions service for high school seniors at 20 high schools within our service area. This partnership enables a seamless transition for participating high school students into postsecondary education and facilitates an informed and convenient college entry process. College Connection is designed (1) to increase awareness of the importance of postsecondary education for all seniors at the participating schools; and (2) to increase participation rates in postsecondary education among these seniors. Upon graduating from high school, each participating graduate will receive an official North Central Texas letter of acceptance along with the high school diploma.

PHOTO POLICY

All students are advised that the North Central Texas College Marketing & Community Relations Office takes photographs and shoots videos throughout the year which may include images (as well as audio/video recordings of voices) of

members of the student body and reserves the right to use them for publicity, promotional and marketing purposes. The College also reserves the right to take photographs of campus facilities and scenes, events, faculty, staff and students for promotional purposes in any areas on campus or at any NCTC-sponsored event off campus where subjects do not have a normal and reasonable expectation of privacy. All such photographs are the property of NCTC and may be used for NCTC promotional purposes (e.g. electronic and printed publications, web sites, classroom use, college ads, etc.) without prior permission of the subjects.

As a general practice, there is no attempt to collect individual photo release forms from students. Instead, we make the assumption that NCTC students are our best resources for marketing the College and that they will welcome involvement in these activities. However, students who do not wish to have their images/voices used for this purpose must stipulate this in writing to the office of the Vice President of Student Services at the beginning of the semester. It is also expected that such students will excuse themselves from photo/video sessions and inform the NCTC photographer that they do not wish to be included.

STUDENT ACTIVITIES & ORGANIZATIONS

The existence of student organizations and a program of student activities at North Central Texas College reflects the belief of administration, faculty and staff that although provision of a quality instructional program is the institution's uppermost aim, the total college learning experience transcends the classroom.

The governing board and administration of North Central Texas College value the opinions and input of students in regard to a wide variety of college-related issues, and they believe strongly in empowering students by giving them a meaningful voice in the institutional decision-making process. This is done in a variety of ways which include, but are not limited to, employee search/selection committees and many standing committees of the College. In addition, student input is actively encouraged and sought on a system-wide basis from the Student Government Association. Finally, students may—either individually or collectively—bring issues before the Instructional

Council, President's Cabinet or other administrative bodies of the College at any time by complying with the appropriate process for requesting that they be placed on the agenda.

CLUBS & ORGANIZATIONS

Student clubs and organizations are sanctioned by the College administration according to the belief that each renders a particular service to the College and to the student body. No effort is made to dictate inflexible rules or procedures or to manipulate decisions regarding activities or projects, but the College expects all student organizations to conduct their affairs in a manner appropriate to proper codes of conduct and in accordance with institutional policies and regulations.

All student group-sponsored activities on the College campus are to be sponsored by one of the recognized clubs or organizations and its advisors. Club promotional and money-making ventures involving the public must be cleared through the Office of the Vice-President of Student Services.

New clubs and organizations are required to petition the Director of Student Life for official recognition. The Director's office will also provide assistance in the formation of clubs and organizations to meet student needs and interests.

American Red Cross Disaster Action Team: ARC DAT participates as a student chapter with the Texoma Chapter by participating in community events and taking part in training and rotation for the Disaster Action Team.

Baptist Student Ministry: BSM is a religious organization dedicated to providing students an opportunity for a maturing Christian experience. Students of all denominations are welcome to join.

Cosmetology Student Association: CSA creates a link between the students of the Cosmetology Department and other student organizations and the rest of the campus community through participation in a wide variety of student activities and fund raisers ranging from truck bashings and garage sales to the Mardi Gras Parade and Haunted House.

Drama Club: The drama club is available to all NCTC students who are interested in drama and want to learn more about the theatre.

Esthetician Student Association: ESA creates a link between the students of the Esthetician program

and other student organizations and the campus community. ESA works to better serve the students through education outside the classroom and the financial support of the ESA program.

Fellowship: Membership in this non-denominational Christian student organization is open to persons of all faiths.

Gainesville Program Council: GPC's primary purpose is to provide events and programs on the Gainesville campus to get the student body involved. GPC hosts comedians, hypnotists, dances, cookouts, bands, and all other types of entertainment for the Gainesville Campus.

History Club: Students interested in history are encouraged to join this club that plans lectures, events, and trips.

Horticulture Society of North Central Texas College: This organization focuses on horticulture education while promoting the NCTC Horticulture Program and its students. The society participates in horticulture programs and activities such as the annual plant sale and field trips as well as campus beautification projects. The society also pursues opportunities to partner with Master Gardener and local interest groups within the NCTC service area. This organization is open to any student, supporter of the Horticulture Program, or community member.

Lambda Epsilon Chi: This club's purpose is to develop a better understanding in the criminal justice field and to improve skills in handling fire arms. Members of this organization seek to enhance the image of law enforcement.

National Society of Leadership & Success: This society is created for NCTC students to gain skills through participation in national lectures by leading professionals, Success Networking Team meetings, and a Leadership Training Day. The society is available for all students to attend while students seeking National Membership must pay National dues as well as complete 7 requirements prior to gaining membership.

Martial Arts Club: This club is for students interested in martial arts and all levels are welcome to join.

Outdoor Adventure: Created in Fall 2003, this rapidly growing organization promotes awareness of the outdoors and teaches both students and college employees of all skill levels useful outdoor skills.

Activities include camping, hiking, kayaking, rock climbing and other fun, healthful pursuits. Membership is open to all persons who love the outdoors.

Phi Theta Kappa Society: The world's oldest, largest and most prestigious association of community college honor students, recognizes and promotes academic excellence on 1,200 community college campuses around the world. The Psi Iota Chapter was chartered on the North Central Texas College campus in 1972. More than \$36 million in transfer scholarships have been designated by 600 colleges and universities for Phi Theta Kappa members only. Membership requirements include a GPA of 3.5 or higher, a total of at least 12 transferable credit hours from NCTC, and currently enrolled for a least 6 credit hours.

Residence Hall Association: RHA is the voice for the residents in the halls. RHA will plan programs and activities for the residents. RHA is the organization that every residence hall student automatically belongs to and the objective of RHA is to be a social and community service organization. RHA has 4 elected officers (President, Vice-President, Secretary, and Treasurer), 2 advisors, and a number of committee chairs (Activity, Advertising, School Spirit, Community Service, etc.). RHA holds monthly general assemblies, weekly officers meetings, and host monthly social events for the members.

Roarin' Rowdy: This "rowdy" group is the official spirit organization of the College. Members of Roarin' Rowdy attend all home games (and many away games, too) of the Lions and Lady Lions athletic teams to cheer them to victory. When you see Leonard, the Lion mascot, you know that the Roarin' Rowdies are on the prowl. Participation in this fun organization is open to all interested students.

Student Government Association (SGA): Members of this officially recognized representative body are elected by fellow students to communicate the interests and concerns of the student body to the Board of Regents, administration and faculty. SGA makes recommendations regarding student interests and policies to the administration. In addition, SGA helps develop campus programming designed to enhance the learning environment through social and cultural activities. By serving as an officer or senator in SGA, students have opportunities to develop and refine leadership and governance skills. Each officially recognized student organization elects a

senator to serve and represent the interests of that organization.

Students in Free Enterprise (SIFE): College and university students helping people achieve their dreams through free enterprise education. This grassroots student movement is "sweeping the world," members say. Active on more than 1,000 college and university campuses in more than 20 countries, its members are positive, passionate, energetic and enthusiastic in their belief that they can change the world. SIFE students value the idea of seizing their opportunities and making a difference. They aren't afraid to roll up their sleeves and get involved. Through a collaborative effort between business and education, SIFE Teams improve the quality of life and the standard of living around the world by teaching the principles of market economics, entrepreneurship, business ethics and personal financial success.

Student Nursing Association: The NCTC Student Nursing Association is a constituent of the National and Texas Nursing Student Association. The group acts as a liaison between faculty and students, aids in community health affairs, participates in legislative activities concerning health issues, and appoints delegates to the state convention each year.

United Students: US is an organization that focuses on educating the students and employees at NCTC on various cultural issues.

Student Organizations at NCTC are easy to start. The four requirements of having a registered organization at NCTC are: 1) 7 student members; 2) 1 full-time employee to be the advisor; 3) a constitution; and 4) a student organization registration form. For more information about starting a club at NCTC, contact the Office of Student Life at 940-668-3330.

ACTING-PERFORMANCE

The Drama Department at NCTC has many opportunities to participate in 4-5 performances each year. Every summer, the department even produces a large musical. In the past *Annie*, *Beauty & the Beast*, and *Peter Pan* have been crowd favorites. The Drama Department also produces such interesting works as *Frankenstein*, *Macbeth*, and *Dracula*. With acting and stage craft classes available, students get the chance to experience all aspects of the theater - from on stage to backstage.

DANCE-PERFORMANCE AND TECHNIQUE

NCTC offers opportunities in Dance Performance and Jazz Dance Technique. Students perform on campus as well as off campus at various events and activities. All performance classes are open to both majors and non-majors, and many students are eligible to receive scholarship assistance.

MUSICAL ORGANIZATIONS

The performing groups associated with NCTC's Music Department provide exciting learning opportunities for students as well as cultural enrichment for the North Central Texas area. Ensembles include the NCTC Singers, the North Central Texas Chorale, the NCTC Jazz Band, and the NCTC Wind Ensemble. All ensembles are open to both music and non-music majors, and most students receive scholarship assistance.

The **NCTC Singers** regularly perform on and off campus, and they appear frequently at area churches, civic organization meetings and a wide range of community events. In addition, the Singers are regulars at professional sports arenas in the Dallas/Fort Worth Metroplex where they perform the National Anthem and other pre-game selections for the Dallas Mavericks and Texas Rangers. Add to this many special performances at such venues as the world-renowned Meyerson Symphony Center in Dallas.

The 70-member **North Central Texas Chorale**, made up of both students and community musicians, focuses on large works of the Baroque, Classical and Romantic periods. Recent performances include Handel's Messiah, Mozart's Requiem and the Beethoven Mass in C Major. The Chorale maintains an active schedule of concerts in North Texas and has recently toured England, Germany and Austria.

The **NCTC Jazz Band** has received rave reviews and performs a varied repertoire (including big band swing, dixieland and contemporary jazz) during concerts and special appearances throughout the North Texas region.

The **NCTC Jazz Combo** is the newest musical performance group at the College. Composed of selected members of the larger Jazz Band, this

great band provides entertainment at a wide variety of venues, playing mostly up-tempo pieces and affording members an excellent opportunity to showcase their improvisational skills and musicianship.

The **NCTC Wind Ensemble** focuses on traditional wind band music of the Renaissance through 20th Century, performing works by such composers as Gabrieli, Bach, Bizet and other important composers.

PUBLICATIONS

Student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion on the campus. They help bring student concerns to the attention of the College community and provide a forum for student opinion on various campus issues.

North Central Texas College publishes *The April Perennial*, an annual literary and visual arts magazine which features the winning entries in both poetry and short story categories from the major divisions of NCTC's highly popular Creative Writing Awards competition. Other publications are issued periodically, including a student newspaper when journalism classes make.

Students and prospective students are encouraged also to log on to the NCTC website for the latest news and features about the College. Go to www.nctc.edu and click on the "News & Press Releases" button.

ATHLETICS

The NCTC athletics program supports the institutional mission through assisting students in meeting their educational goals by making available quality student support services, including intercollegiate athletics. Each athletic program provides an opportunity for student athletes to pursue academic success, physical and emotional well being and social development. Specifically, NCTC athletes pursue academic excellence, participate in well organized sports activities, promote a positive public image for the College and advance their personal and professional objectives.

The Vice-President of Student Services provides supervisory oversight of the athletics program

through the Director of Athletics. The Vice President coordinates with the NCTC Athletics Committee to regularly evaluate the NCTC athletics program to ensure that it is an integral part of the education of athletes and is in keeping with the educational purpose of the institution.

Students may provide input to the committee by contacting the Vice-President of Student Services (940-668-4240).

Intercollegiate Sports

NCTC participates in the following intercollegiate sports: women's tennis, women's volleyball, men's baseball and women's softball. The College is a member of the National Junior College Athletic Association (NJCAA) and competes in the Northern Texas Junior College Athletic Conference.

NCTC adheres to NJCAA requirements in regard to all aspects of athletics including, but not limited to, recruitment, admission, financial aid and the continuing eligibility of athletes. All academic, admission and financial aid policies are the responsibilities of those institutional administrative units regularly charged with oversight of these functions of the College. Students having questions in these areas are encouraged to contact the appropriate office for assistance.

Scholarships are available, and students considering participation in the NCTC intercollegiate athletics program should contact the Director of Athletics, at 940-668-4286, for additional information.

NCTC Fitness Center

Physical activity, dance and lifelong learning courses are offered at the NCTC Fitness Center, located in Pinnell Square across from the Corinth Campus. This fully-equipped fitness center is also available to NCTC students, faculty and staff for a nominal fee each semester.

DEPARTMENT OF STUDENT SUCCESS

The Department of Student Success provides a Math Lab, a Writing Center, Individual Tutoring, and Study/Tutor Groups accessible for use by all NCTC students. The Math Lab, located in Room 114 on the Gainesville Campus and Room 182 on the Corinth Campus, is a drop-in lab. Tutors circulate among students and answer questions as students work through various algebraic or math-

ematical problems. The Writing Center, located in Room 111 on the Gainesville Campus and Room 188 on the Corinth Campus, is an appointment only center. Students make an appointment to meet one-on-one with a writing tutor who can guide students through all stages of the writing process. Tutors can assist with structure, style, and grammar, and they empower students to become their own editors.

To receive individual tutoring, students must complete a Request for Individual Tutoring form. Students will find this form in Room 114 on the Gainesville Campus or Room 184 on the Corinth Campus. ASC personnel will make every effort to meet students' tutoring requests. Chemistry and Anatomy & Physiology Study/Tutor Groups are provided, and students may sign up for the groups in Room 114 (Gainesville) or Room 184 (Corinth). To find out more about the services listed above and to view the ASC hours of operation, please go to: http://www.nctc.edu/Student_Services/Access/AcademicSupportCenter.htm

To learn more about Tutoring Services at NCTC, please contact:

Jennifer Knoles, B.S.

Learning Resources Specialist
1500 N. Corinth Street, Room 184
Corinth, TX 76208
(940) 498-6412 • jdilley@nctc.edu

Mary Martinson, M.A.

Student Success Coordinator
1525 W. California Street, Room 111
Gainesville, TX 76240
(940)668-7731, ext. 4377 • mmartinson@nctc.edu

Student Success Center

The Department of Student Success also provides a Student Success Center for students. The Student Success Center staff creates activities and programs specifically targeted to help students reach their academic goals. Services include a live Orientation Program, live and online THEA Preparation Modules, Tutoring, Supplemental Instruction, Career Exploration, an Early Alert Program, and various student-focused Workshops. The Student Success Center in Gainesville is located in Room 114 and the Student Success Center in Corinth is located in 160.

For more information, please contact:

Tracey Fleniken, M.A., LPC
 Student Success Counselor
 Gainesville Campus, Room 114
 (940) 668-4209 • tfleniken@nctc.edu

Desiré DeMange, M.Ed., LPCI
 Student Success Counselor
 Corinth Campus, Room 186
 (940) 498-6290 • ddemange@nctc.edu

Maria Camacho, B.A.
 Bilingual Retention Specialist
 Corinth Campus, Room 160
 (940) 498-6415 • mcamacho@nctc.edu

http://www.nctc.edu/Student_Services/Access/StudentSuccessCenter.htm

THEA Preparation Modules

Students who would like to prepare for the THEA test may do so online by reviewing the “Pass the THEA” Instructional Modules. These Modules provide sample tests, essay tests, test taking strategies, and tips for reading, writing and math. To learn how to access these modules, or to learn more about live, interactive THEA Prep Workshops, please go to: http://www.nctc.edu/Student_Services/Access/THEAPREP.htm

ACCESS Program

The Department of Student Success also provides support services for students with disabilities. North Central Texas College is committed to making its degree and certificate programs accessible to all qualified persons in accordance with the Americans With Disabilities Act of 1990 (ADA). To afford each of our students every reasonable opportunity for success, the ACCESS Department offers a variety of support services to enable students with disabilities and/or special needs to participate in the full range of college experiences. Services are coordinated to fit the individual needs of the student and may include the following: sign language interpreting, note-taking, tutoring, mobility assistance, audio taping, large print materials, readers, scribes, and other reasonable accommodations.

As a resource for the ADA, as well as other legislation regarding disability-related issues, the ACCESS staff serves as liaison among students, faculty, and college staff to help determine appropriate accommodations in the College environment. If

you have a learning, physical or mental disability, and would like accommodations, please contact the ACCESS Department staff to determine if you qualify for services. A student with a disability is NOT required to disclose this to college officials if she/he is NOT requesting accommodations.

Disclosure of Disability – In accordance with the ADA, NCTC is committed to making reasonable accommodations for any student who provides appropriate documentation verifying her/his disability. Appropriate documentation is current and includes a diagnosis made by a certified health professional in education, medicine, psychology or other related area. Additionally, documentation should indicate the presence of a learning, physical or mental impairment which substantially limits one or more major life activities. For more information or to disclose a disability, contact information for the ACCESS Department is listed below.

Robin Truhe, M.A.
 ACCESS Program Coordinator
 Corinth Campus, Room 170
 (940) 498-6207 • 940-498-6214
rtruhe@nctc.edu

Mary Martinson, M.A.
 Student Success Coordinator
 Gainesville Campus, ASC Building, Room 111
 Gainesville, TX 76240
 (940)668-7731, ext. 4377 • mmartinson@nctc.edu

Please refer to the ACCESS Website for more information: http://www.nctc.edu/Student_Services/Access/ACCESSProgram.htm

TRIO Program

The TRIO program provides comprehensive, individualized services to students enrolled at all three NCTC campuses each academic year. The mission of the federally funded program is to increase the retention and graduation rates of eligible participants and to foster an institutional climate supportive of first generation, low income college students and students with disabilities. TRIO students receive the following services: one-on-one tutoring, academic advising, career counseling, supplemental grant aid, financial aid information, cultural enrichment, personal counseling, and educational workshops geared to give students tools to succeed in college.

To obtain more information regarding TRIO services or to apply to the program, please contact:

Jessica DeRoche, M.Ed., LPCI, NCC
TRIO Coordinator
Corinth Campus, Room 170
(940) 498-6214 • (940) 498-6212
jderoche@nctc.edu

Janie Grimes, M.Ed., LPC, NCC
TRIO Counselor
Corinth Campus, Room 181
(940) 498-6214 • jgrimes@nctc.edu

Shana Southard-Dobbs, M.S., LPCI
TRIO Counselor/Transfer Specialist
Gainesville Campus, Room 112
(940) 668-7731 ext. 4905

Networks Program

The Networks Program provides services for students enrolled in one of NCTC's Technical Programs and students who qualify based on one or more of the following categories: Nontraditional Learner; Limited English Proficiency Learner; Learners who are economically disadvantaged; or Learners who are single parents or displaced homemakers. Services include: Non-traditional Career Awareness, Career Assessment, Referrals to Campus and Community Services, Academic, Career, and Individual Counseling Services, Tutoring Services, and Child Care Assistance. For more information, please contact Mary Martinson (940) 668-7731, ext.4377 or Robin Truhe (940) 498-6207.