



Registration Policies and Procedures

Types of Courses

Lone Star College System offers various course delivery methods and enrollment options. LSCS has offerings in **Continuing Education** and **College Credit**. Continuing Education courses range from workforce development to GED to leisure pursuits. College credit courses are designed for students wishing to complete an associate's degree, complete a certificate or transfer to a four-year university.

Enrollment in courses may be restricted if the pre-requisite skills or recommended prior learning are not met, as demonstrated by assessment scores and/or transcripts of previous work.

Information and advising for Workforce, Languages and Personal Enrichment Continuing Education (CE) certificates and classes, please contact one of the college CE departments or visit LoneStar.edu/Continuing-Ed.htm.

How to Enroll: Credit Courses

- See page 24 to ensure all admissions steps have been completed.
- Develop your educational plan at MyLoneStar.edu; select MyLoneStar; select Student Services; select Plan.
- Develop course schedule based on placement scores (see an advisor for assistance.)
- Register for classes.
- Pay tuition and fees.

Registration Procedures for Non-Degree Seeking Students

A student who is not seeking a degree or certificate from LSCS may enroll for a maximum of 12 semester credit hours without being assessed in reading, writing and mathematics if course prerequisites are met. Students must be assessed if course prerequisites are not met. A student who regularly attends another college and plans to enroll only in the summer, must provide documentation of enrollment in another institution prior to enrolling at LSCS.

Registration Information

Registration for courses occurs several times throughout the year. Registration dates, procedures, and other pertinent information are printed each semester in the course schedule and are available online at LoneStar.edu/class-search. Additional registration, assessment testing, and advising information may also be obtained at the college where students register. New students are strongly encouraged to attend new student orientation at any of the colleges.

Auditing a Course

Approval to visit or audit a course may be granted by the instructional vice president or designee during the last week of registration for the class. The charges for auditing courses are the same as charges for credit enrollment. Credit will not be granted for an audited course unless approval to change from audit to credit is granted prior to the official day of record. Students may not change from credit to audit. Refunds for withdrawal from audit classes will be made according to the refund schedule established for credit courses during that semester or term. Students must meet the required prerequisites to audit a class.

Academic Overload (Recommended Academic Load)

An overload is defined as attempting more than 18 credit hours in the fall or spring terms. An advisor can provide specific information about overloads in summer and other non-traditional length terms. Students may only enroll in one course during a mini-semester. An overload during any term must be approved by the academic vice president or designee. Normally dual credit students are permitted to enroll in only two college courses each semester.

Prerequisite or Corequisite Courses

Before registering for many courses, a student must complete designated prerequisites. Such requirements are indicated as part of the course description and are subject to change. College-level reading and writing readiness are required prerequisites for most college credit courses. It is the student's responsibility to take courses in sequence and at the proper level. Failure to adhere to prerequisite/corequisite requirements may result in administrative withdrawal from the course. The corequisite notation in a course description indicates that a student who enrolls in the course must enroll concurrently in the listed corequisite unless the course has been taken previously.

Under special circumstances, the instructional vice president or designee may allow a student to register for a course without the required prerequisites. Students are cautioned that, under such circumstances, though they may receive credit toward graduation, another college may not accept such credits in fulfillment of certain specific requirements for a degree.

Change of Schedule

Students may add or drop a course before the first class day, provided the course to be added is open for registration. Students may not add a course after the class has met once, without the signature of an academic dean, or their designee.

Course Withdrawal Policy

Withdrawal from a course after the official day of record will result in a mark of "W" on the student's transcript and no credit will be awarded for the course(s). Prior to the official withdrawal date, it is the student's responsibility to initiate a request for withdrawal from any course. The withdrawal will only be processed if the student completes and submits for signature the required withdrawal form(s). The student is strongly encouraged to consult

with the faculty member and/or a counselor/ advisor prior to submitting the request for withdrawal. Local college procedures are on file in the admissions office for the specific requirements regarding withdrawal requests.

If a student registers and pays for a course(s), it is the student's responsibility to drop/withdraw before the "W" date. Prior to the withdrawal date, faculty members may withdraw a student under appropriate circumstances. Any circumstances under which the student may be withdrawn by the faculty member will be included in the class syllabus.

Satisfactory academic progress is required for continuing eligibility for financial aid. Consult the college's financial aid office regarding the course completion requirements prior to withdrawing from any courses.

Under Section 51.907 of the Texas Education Code, "An institution of higher education may not permit a student to drop more than SIX (6) courses, including any course a transfer student has dropped at another Texas public institution of higher education." This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in the fall 2007 semester or later. Students enrolled prior to fall 2007 are not affected. Any course that a student drops is counted toward the six-course limit unless the student is completely withdrawing from the institution or meets one of the criteria required for a waiver. A "drop" in this instance is considered when a student is dropped or withdrawn from a course after official day resulting in a grade of "W." Eligible criteria for a waiver include a) change of work schedule prohibiting attendance, b) active military, c) severe illness or debilitating condition, d) death of a family member, e) class cancellation, and f) complete withdrawal.

Academic Fresh Start Program

Under the provisions of the Texas Education Code, Section 51.931, a Texas resident is entitled to apply for admission/readmission to a LSCS college or to any specialized admission program at LSCS and elect to have all academic course work earned 10 or more years prior to the requested enrollment date ignored for enrollment purposes. If the applicant completes the right to an academic fresh start agreement with the college admissions office prior to registration confirming the decision to enroll under the academic fresh start statute, this institution will not consider academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who decides to apply under this statute may not receive any course credit for courses taken at any college or university 10 or more years prior to enrollment.

An applicant who chooses to exercise the provisions of the Academic Fresh Start Program must meet all LSCS admission/readmission requirements and must submit official transcripts from all colleges or universities attended. The courses excluded under this provision may not be counted toward a degree, may not be counted in the GPA calculations or academic standing and may not be used to meet prerequisite requirements.

The Academic Fresh Start Program does not apply to the Standards of Academic Progress for financial aid applicants. Therefore, the student may not qualify for financial aid based on prior academic performance.

Texas Success Initiative (TSI) and LSC Student Success Initiative (SSI)

As of September 1, 2003, Senate Bill 286, section 37 replaced the TASP statute with the Texas Success Initiative (TSI). Under the Texas Success Initiative, students will be assessed, receive the help they need to become college-ready, and be evaluated to determine when

they are ready to enroll in college-level work. The LSC Student Success Initiative implements appropriate prerequisites for all courses. All college level courses, with few exceptions, have college-level reading and writing prerequisites. These prerequisites will assure that students have the ability to succeed in courses at the collegiate level. The Texas Success Initiative requires assessment to determine when students are ready to enroll in college-level work. See CHART A for TSI requirements, scores, and exemption criteria.

All students, unless exempt (see Chart A), must take a complete assessment (ASSET, COMPASS, ACCUPLACER, or THEA) prior to enrolling at LSC. Enrollment in most college-level courses requires scores high enough to place into the college-level course (see Chart B) or students will need to complete all appropriate developmental coursework with a "C" or better. Students pursuing an associate degree and/or certificate over 42 hours must complete all developmental English and a minimum of Math 0308 or TECM 1303 with a "C" or better.

All transfer developmental courses must be a "C" or better or the student will need to retake the section of ASSET, ACCUPLACER, COMPASS, or THEA and score high enough to place into the college-level course (see Chart B).

Please Note: Most "TSI Complete/Exempt" scores do *not* equate to college-level. If needed, please see your academic advisor for additional explanation.

Students will also be considered TSI Complete if:

- He or she transfers in courses from a private, independent or an accredited out-of-state institution of higher education and has satisfactorily completed college level coursework, with a "C" or better, as found under "Courses to Satisfy TSI Requirement" listed at LoneStar.edu/TSI.
- A student has previously attended any Texas state college or university and has been determined to be TSI Complete by that institution.

CHART A (TSI Complete/Exempt)

Minimum Score and Course Requirements

Test	MATH	READING	WRITING
THEA/Quick THEA	230	230	220
ASSET	EA 38 or IA 36	41	40 and 5 essay or 6 essay only*
COMPASS	A 39	81	59 and 5 essay or 6 essay only*
ACCUPLACER	EA 63	78	80 and 5 essay or 6 essay only*
Courses	MATH 0308 \geq C TECM 1303 \geq C	ENGL 0305 \geq C	ENGL 0307 \geq C
TSI Exemptions:	Subject Score	Subject Score	Subject Score
** ACT 23 composite and 19 subject score (Valid for 5 years)	19	19	19
** SAT 1070 composite in Critical Reading/Verbal & Math and 500 subject score (Valid for 5 years)	500	500 (verbal/critical reading)	500 (verbal/critical reading)
*** TAKS (Valid for 3 years)	2200 (student must still be assessed for placement)	2200 w/ 3 on essay	2200 w/ 3 on essay

* The writing essay and objective components of the COMPASS and ACCUPLACER test instruments are ***to be taken at the same time*** for TSI purposes only.

** Students may be exempt from an individual section if they have the composite score **and** the required subject score.

*** Students may be exempt from individual sections based on these scores; Students **must** still be assessed in math for placement purposes.

- A student has graduated with an associate or baccalaureate degree from an institution of higher education.
- A student is enrolled in a certificate program of one year or less (level one certificates, 42 or fewer semester credit hours or the equivalent).
- A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment. Also, a student who on or after August 1, 1990, was honorably discharged, retired, or

released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.

- **Please Note:** All Students must meet prerequisites for all courses.

Student Success Course

EDUC 1300 is a class designed to assist new college students to obtain the skills necessary to be successful college students. Topics include but are not limited to study skills, motivation,

CHART B

Course Placement Scores

Course	ACCUPLACER	ACT	ASSET	COMPASS	SAT	TAKS (exit level)	THEA
Math							
0306	EA 20-59		NS 23-42 or EA 23-34	A 0-35 or PA 0-99			0-230
0308	EA 60-71		NS 43+ or EA 35-42	A 36-49 PA - not used			231- 252
0310	EA 72-86		EA 43+ or IA 37-46	A 50-66			253- 274
1314	EA 87+	21	IA 47+ or CA 25+	A 67+ or CA 0-50	520-549		275+
1316, 1324 1325, 1342, 1350, 1351	CLM 85+	23	CA 44-50	CA 51-99	550-599		
2412	CLM 94+ and B or better in HS PreCal or Trig	25 and B or better in HS PreCal or Trig	CA 44-50 and B or better in HS PreCal or Trig	CA 51-99 & T 0-50 and B or better in HS PreCal or Trig	600-649 and B or better in HS PreCal or Trig		
2413	CLM 103+ and B or better in HS PreCal or Trig	27 and B or better in HS PreCal or Trig	CA 51-55 and B or better in HS PreCal or Trig	T 51-99 and B or better in HS PreCal or Trig	650+ and B or better in HS PreCal or Trig		
Writing							
0306	0-50		23-34 and 6 or lower on essay	1-35 and 6 or lower on essay			0-179
0307	51-79		35-44 and 6 or lower on essay; 45 and 5 or lower on essay	36-84 and 6 or lower on essay; 85 and 5 or lower on essay			180- 219
1301	80+ and 6 essay or 7 essay only	19+	45+ and 6 essay or 7 essay only	85+ and 6 essay or 7 essay only	500+	2200+ with 3+ writing essay	220+
Reading							
0304	20-56		0-32	0-65			0-199
0305	57-77		33-40	66-80			200- 229
1301	78+	19+	41+	81+	500+	2200+ with 3+ writing essay	230+

NS – Numerical Skills
A – Algebra

IA – Intermediate Algebra
EA – Elementary Algebra

PA – Pre Algebra

CA – College Algebra

CLM – College Level Math

Effective March 2010, reading and writing placement scores on Compass, ASSET, Accuplacer, and THEA will be valid for five years. Math placement scores on Compass, ASSET,

Accuplacer, and THEA will be valid for three years. COMPASS/ESL scores are valid for three years. Students with expired test scores will need to retest.

REGISTRATION POLICIES AND PROCEDURES

learning styles, career assessment, goal setting, and critical thinking.

Effective August 2011, first time in college (FTIC) students who have placed into two or more developmental areas are required to take EDUC 1300 before they reach 15 credit hours. FTIC students who place into two or more developmental areas but do not meet the reading and writing prerequisites for this course are required to enroll in HUMD 0330 before they reach 15 credit hours. It is highly

recommended that students take this course as early as possible in their curriculum to assist with success in other courses.

Intensive English Program

The Intensive English Program is designed for non-native English speakers who want to improve their language and culture skills. Students enroll in either credit or continuing education courses depending upon the student's goal. The program has been accredited by the

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES PLACEMENT CHART

ESOL READING*

LEVEL	COMPASS ESL	CREDIT		CONTINUING EDUCATION	
1	Read 42-57 Listen 42-57	ENGL 0361	ESOL Reading I	ENGLC 3006101	ESOL Reading I
2	Read 58-73 Listen 58-73	ENGL 0362	ESOL Reading II	ENGLC 3006201	ESOL Reading II
3	Read 74-86 Listen 74-86	ENGL 0363	ESOL Reading III	ENGLC 3006301	ESOL Reading III
4	Read 87-95 Grammar 87-95	ENGL 0304	ESOL Reading IV	ENGLC 3000401	Reading IV
5	Read 96-99 Grammar 96-99	ENGL 0305	ESOL Reading V	ENGLC 3000501	Reading V

ESOL WRITING/ESOL GRAMMAR WORKSHOP*

LEVEL	COMPASS ESL	CREDIT		CONTINUING EDUCATION	
1	Grammar 42-57	ENGL 0371 ENGL 0308	ESOL Writing I ESOL Grammar Workshop I	ENGLC 3007101 ENGLC 3000801	ESOL Writing I ESOL Grammar Workshop I
2	Grammar 58-73	ENGL 0372 ENGL 0308	ESOL Writing II ESOL Grammar Workshop II	ENGLC 3007201 ENGLC 3000801	ESOL Writing II ESOL Grammar Workshop II
3	Grammar 74-86	ENGL 0373 ENGL 0308	ESOL Writing III ESOL Grammar Workshop III	ENGLC 3007301 ENGLC 3000801	ESOL Writing III ESOL Grammar Workshop III
4	Grammar 87-95	ENGL 0374 ENGL 0308	ESOL Writing IV ESOL Grammar Workshop IV	ENGLC 3007401 ENGLC 3000801	ESOL Writing IV ESOL Grammar Workshop IV
5	Grammar 96-99	ENGL 0375 ENGL 0308	ESOL Writing V ESOL Grammar Workshop V	ENGLC 3000701 ENGLC 3000801	Writing V ESOL Grammar Workshop V

ESOL ORAL COMMUNICATION

LEVEL	COMPASS ESL	CREDIT		CONTINUING EDUCATION	
1	Listen 42-57 Grammar 42-57	ENGL 0381	ESOL Oral Communication I	ENGLC 3008101	ESOL Oral Communication I
2	Listen 58-73 Grammar 58-73	ENGL 0382	ESOL Oral Communication II	ENGLC 3008201	ESOL Oral Communication II
3	Listen 74-86 Grammar 74-86	ENGL 0383	ESOL Oral Communication III	ENGLC 3008301	ESOL Oral Communication III
4	Listen 87-95 Grammar 87-95	ENGL 0384	ESOL Oral Communication IV	ENGLC 3008401	ESOL Oral Communication IV
5	Listen 96-99 Grammar 96-99	Recommend: ENGL 0308 Advanced Language Skills Workshop; EDUC 1300 Student Success Course			

* Writing sample required for ESOL Reading, Writing and Grammar courses

Commission on English Language Program Accreditation and is a member of the American Association of Intensive English Programs.

Credit ESOL focuses on academically bound students and emphasizes preparation for college study. Students can earn institutional credit qualifying them for full-time student status, financial aid, and insurance needs. Students are awarded institutional semester credit hours.

Continuing education ESOL is designed for professionals, participants preparing to enter careers requiring English proficiency, and those seeking general broad-based English development. Students are awarded continuing education units for each level.

Admission to the program requires prior admission to the college. International students seeking a student visa should refer to the section on "Admission Procedures for International Students." Upon completing the application process, students will be directed to take an English placement test before registering for classes.

Articulation

Articulation agreements provide a seamless transition for students moving from one level of education to another by matching curriculum to reduce duplication of course content. Articulation agreements exist between LSCS and various universities, independent school districts, private secondary schools, continuing education courses, and other training and certification entities. The agreements allow students to earn college credit for competencies outside of the traditional community college classroom.

University Articulation

University articulation for transfer can be for single courses, a group of courses (as listed on transfer planning guides) or entire degree programs (as listed in university articulation

agreements). Transfer planning guides or equivalency charts are course specific and are updated annually. University articulation agreements are major or program specific. This type of articulation provides students with the assurance that the course work at LSCS will transfer and satisfy degree requests at a specific university.

High School Articulation

Course articulation agreements match high school courses with college workforce courses and may be included in Tech Prep associate of applied science degree programs.

Students must fulfill the following requirements to receive articulated credit:

- Submit a high school transcript documenting a grade of at least 80 percent in the articulating course.
- Submit an application for Prior Learning Assessment by High School Articulation within 15 months of high school graduation.
- Earn an additional six semester credit hours at LSCS within one year of application for articulated credit.
- Complete at least one articulating high school course as a junior or senior.

LSCS participates in the Advanced Technical Credit (ATC) program, formerly known as statewide articulation. A student may receive credit for an ATC designated course at any participating community college in the State of Texas. Local articulation agreements offer additional course options and are designed for credit through LSCS colleges only.

For more information on how to apply for articulated credit, contact the counseling or advising office at any college campus or the curriculum and instruction department located in the Central Services and Training Center. The Web site for Tech Prep and articulated credit is LoneStar.edu/tech-prep or visit www.techpreptexas.org for statewide information.

ADVANCED TECHNICAL CREDIT (ATC) COURSE CROSSWALK

This is the high school statewide articulation course crosswalk for Lone Star College System. For a complete crosswalk of ATC courses, visit www.atctexas.org. This list does not include courses articulated by local agreements. Please visit this website to see a list of locally articulated courses by ISD: LoneStar.edu/tech-prep. This list expires August 31, 2013 (15 months after May 2012 graduation).

High School CTE Courses by Career Cluster	LSCS College Credit Course
Agriculture, Food & Natural Resources	
Agricultural Mechanics and Metal Technology	WLDG 1421
Architecture and Construction	
Advanced HVAC and Refrigeration Technology	HART 1401 AND HART 1407
Interior Design	INDS 1311
Principles of Architecture and Construction	DFTG 1317
Arts, Audio Visual Technology, and Communication	
Advanced Audio/Video Production	ARTV 1351 OR ARTV 1343
Animation	IMED 1345
Advanced Animation	ARTV 1303
Business Management	
Business Information Management I	ITSC 1401
Business Management	BMGT 1327
Global Business	IBUS 1305
Human Resources Management	HRPO 2301
Touch Systems Data Entry	POFT 1329
Finance	
Accounting I	ACNT 1303
Health Science	
Anatomy and Physiology	MDCA 1409
Medical Terminology AND Principles of Health Science or Health Science	MDCA 1213 OR HITT 1305
Hospitality and Tourism	
Hospitality Services	HAMG 1321
Information Technology	
Computer Maintenance	CPMT 1403 OR ITSC 1425
Digital and Interactive Media	ARTC 1302 OR IMED 1301
Telecommunications and Networking	ITNW 1425
Web Technologies	IMED 1316
Manufacturing	
Advanced Welding	WLDG 1421 OR WLDG 1428
Computer Integrated Manufacturing	INMT 1311
Precision Metal Manufacturing	MCHN 1338
Principles of Manufacturing	INMT 1311

Marketing, Sales, and Services

Marketing Dynamics	MRKG 1311
Entrepreneurship	BUSG 2309

Science, Technology, Engineering, and Mathematics

Electronics OR Digital Electronics	CETT 1402 OR INTC 1307
Engineering Design Process and Presentation OR Introduction to Engineering Design	DFTG 1305 OR 1309

Transportation, Distribution, and Logistics

Advanced Automotive Technology - Student must pass the National Automotive Student Skills Standard Assessment (NASSA)	AUMT 1405, 1410 AND 1416
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Tech Prep

Tech Prep is an education initiative that links high school career and technical courses to college workforce courses on a two-year associate of applied science degree (AAS) through course articulation. Articulation is a process of matching high school course curriculum and teacher credentials to college workforce course curriculum and faculty credentials. Collaboration between secondary, post-secondary, and business/industry result in a 6-year plan consisting of four years of high school plus two years of college preparation for the workforce. Students may begin coursework toward the degree while in high school and, upon satisfactory completion of these courses, they may apply for articulated college credit toward the linked technical degree.

For more information about Tech Prep programs or articulated credit at LSCS, visit the

web site or contact the counseling/advising office at any LSCS college. Students planning to transfer to another college or university should check with that institution's articulated credit transfer policies. Go to LoneStar.edu/tech-prep for a list of transfer opportunities.

Continuing Education and Credit Linked Courses

Continuing education (CE) students registered for a CE course linked to a credit course must meet the same requirements and prerequisites as credit students. Students registered through CE earn continuing education units (CEUs). CE students who wish to receive semester credit hours must complete a Prior Learning Assessment by CE-Credit Articulation form and petition for credit. For more details, visit LoneStar.edu/PLA or see a student advisor.