

## DEFINITION OF TERMS

### Certificates

**Course:** A certificate of completion is awarded upon successful completion of a workforce education course to document Continuing Education Units (CEUs). The number of CEUs awarded for the course will be listed on the course certificate.

**Workforce:** A CTE Workforce Development Certificate is awarded to a student who successfully completes a grouping of related continuing education courses that are required for an entire program of study. For details or to apply, contact your local CTE office.

### Continuing Education Units (CEUs)


One CEU is 10 contact hours of successful completion of a continuing education course. CEUs are recognized internationally as a measure of substantive professional education and training.

### Instruction Types

The instruction type for all classes is 'In Person' unless otherwise noted.

- **IN PERSON:** face-to-face instruction attended on-campus in a classroom setting.
- **ONLINE:** complete class in a virtual setting. Access your online class at [LoneStar.edu/lsc-online](http://LoneStar.edu/lsc-online).
- **HYBRID:** a combination of in-person instruction with computer, internet, paper, or online learning features.

### Linked Courses

Linked courses are designated by a symbol  in the class schedule. If a CTE linked course was taken from 2005 to present, it can be articulated if it is linked to credit courses. These classes may last the entire semester or any portion thereof. Students who register for these classes are enrolled in the same section as credit hour (SCH) students and must meet all prerequisites and instructor requirements. Students who wish to receive credit hours must complete a Prior Learning Assessment by CTE-Credit Articulation form and petition for credit. For details, go to [LoneStar.edu/PLA](http://LoneStar.edu/PLA) or see an advisor.

## POLICIES

### Minors on Campus

Lone Star College is a community college system that embraces our communities and welcomes residents of all ages. However, in order to provide for the safety of all children, students who are enrolled in credit/CTE/CE classes and who are age sixteen or younger must have a parent, legal guardian or authorized responsible adult at the LSC campus, center or facility to monitor the student's activities outside of class and to be immediately available in case of an emergency.

### Class Cancellations

Although CTE personnel will attempt to contact students in the event a class is canceled, *it is the student's responsibility to check his/her class status before attending*. Students can check their class status by calling their campus or going to [LoneStar.edu/myLoneStar](http://LoneStar.edu/myLoneStar) and go to the CTE Student Center.

### Emergency Closing/Inclement Weather

In the event of inclement weather or emergency closing, the Location Executive Officer (LEO) or designee may cancel all or some classes. Generally, such decisions will be made between 5:30 and 6 a.m. for day classes and by 3 p.m. for evening classes. When off-campus facilities are closed for any reason, the college classes at those sites will be canceled. The closing announcement will be made on [LoneStar.edu](http://LoneStar.edu), as well as on all local network channels for all locations.

### Family Education Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, was established to protect the privacy rights of all students and applies to any educational facility receiving federal funds.

The Act prevents the release of certain information held within student records. Information is provided within this site for individuals seeking student records and for staff seeking information on FERPA regulations and how to properly manage student records. For more information, go to [LoneStar.edu/ferpa](http://LoneStar.edu/ferpa).

### Health Notice and Immunization

Students in programs that require immunizations must submit proof of such immunizations.

### Equal Opportunity Statement

Lone Star College is committed to the principle of equal opportunity in education and employment. Lone Star College does not discriminate on the basis of race, color, gender, religion, disability, age, veteran status, sexual orientation, nationality or ethnicity in its programs and activities.

The LSC Associate Vice Chancellor, Human Resources is designated as the LSC Equal Opportunity Officer and Title IX Coordinator for employees. The LSC Associate Vice Chancellor, Student Success, is designated as the Title IX Coordinator for students. All employee inquiries concerning LSC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

Chief Human Resources Officer, Equal  
Opportunity Officer, Title IX Coordinator  
5000 Research Forest Drive  
The Woodlands, TX 77381  
832.813.6520  
[HR-Compliance@LoneStar.edu](mailto:HR-Compliance@LoneStar.edu)

The LSC Associate Vice Chancellor of Student Success, is designated as the LSC Title IX Coordinator for students. All student inquiries concerning LSC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

Associate Vice Chancellor, Student Success  
Title IX Coordinator  
5000 Research Forest Drive  
The Woodlands, TX 77381  
832.813.6841  
[Student-Compliance@LoneStar.edu](mailto:Student-Compliance@LoneStar.edu)

Inquiries about the laws and compliance may also be directed to the Office for Civil Rights, U.S. Department of Education. For further information, visit [ed.gov](http://ed.gov) for the address and phone number of the office that serves your area or call 1-800-421-3481. Additional policy information can be found at [LoneStar.edu/policy.htm](http://LoneStar.edu/policy.htm)

### Refunds

Students must officially withdraw three business days before class begins to receive a refund. Otherwise, no refund will be given. Membership fees are nonrefundable. If you receive a refund check in error, please contact your nearest CTE office.

### Returned Checks

There is a \$30 charge plus applicable fees for returned checks. Checks returned unpaid must be promptly redeemed by cash or money order, or registration will be canceled and all records withheld.

### Sex Offender Policy

Effective September 1, 2003, the Texas Code of Criminal Procedure 62.051 requires each person who is required to register as a sex offender and who intends to be employed, work with a contractor, or attend classes at an institution of higher education to register with the campus police department at least seven days before reporting to any College location. Current LSCS board policy requires that sex offenders seeking to enroll at, provide services to, or be employed with LSCS submit information pertinent to his or her offenses to the System Review Committee to determine his or her eligibility for enrollment, vendor services or employment. A person seeking to be a student shall be required to be approved before completing the registration process.

## REGISTERING FOR CLASSES

LSC offers many possibilities for enriching careers and personal lives. The Career & Technical Education (CTE) and Corporate College Open Enrollment (CCOE) courses listed in this schedule are designed to provide you with courses and certificates that prepare you for your next career or to advance in your current position. Community Education courses provide personal enrichment.

Our mission is to provide diverse, high quality training and educational opportunities in response to community and business needs. Our commitment is to improve skills, enrich lives and engage minds through affordable and accessible workforce and community programs.

### Meet with an Advisor

Advisors are available to help you make informed decisions about your career path. We can assist you in scheduling your courses for a specific program certificate or answer any questions you may have regarding the program schedule. Advisors are also available to assist you with registration and providing financial aid options.

### Prerequisites

Some programs and courses require documentation or coursework prior to enrollment. Advisors will assist you with that information upon registration.

You can find classes by searching through this catalog or by searching online. Classes are listed by program subject, which are part of the index.

### Register for your Career

#### To Register Online

To register online, go to [LoneStar.edu/ce-registration](http://LoneStar.edu/ce-registration).

#### Steps for Online Registration

[LoneStar.edu/ce-registration](http://LoneStar.edu/ce-registration) will take you to a "Search for Classes" page. Enter your course title in the Course Title Keyword box, Search Subject, or enter Catalog Number and hit search.

#### Search for Classes

##### Enter Search Criteria

Search results will display a max of 300 classes, please narrow search using criteria options below.

Class Search Criteria	
Start Date between	<input type="text" value="11/16/2010"/> and <input type="text" value="05/16/2011"/>
Course Title Keyword	<input type="text"/> (example: statistics)
Search Subjects	<input type="text"/>
Catalog Number	<input type="text"/>
Class Type	<input checked="" type="radio"/> Class <input type="radio"/> Seminar and Event
Meeting Time between	<input type="text"/> and <input type="text"/> (example: 1:00PM)
Day of Week	include only these days <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
Instructor Last Name	is exactly <input type="text"/>
Class Nbr	<input type="text"/> (example: 1136)
Campus	<input type="text"/>
Location	<input type="text"/>

The search results will display the meeting dates, days, times, and location for classes offered.


If you would like more detail on a specific class, click the Section number. If offered in your search results, you may also click View All Sections (in the top tab of the class description) to view additional class offerings.

Section	3001-LEC(12471)	Cost	\$96.00	Status	<input type="button" value="select class"/>
Session	DYN				
Days & Times	Bldg/Room	Location	Instructor	Meeting Dates	
Sa 8:30AM - 5:00PM	East 164	LSC-Tomball	Staff	01/22/2011 - 01/22/2011	

Once you have found and decided this is a class you would like to register for, click **select class** and then add it to your shopping cart by clicking **ADD TO SHOPPING CART**. Now you can return to the "Search for Classes" page to continue to search for additional classes. Or you may enter the 4-5 digit class number located in the schedule that will allow you to bypass the search and take you directly to the class you want.

If there are no other classes that you want to register for, click **PROCEED TO CHECKOUT** and **COMPLETE ENROLLMENT**. You may also add and remove classes from your shopping cart by clicking **ADD OR REMOVE CLASSES**.

Now you will be prompted to enter a user ID and password. If you are a first-time student, **Click Here** (in the left-hand box) to enter your personal information. Returning students should enter user ID and password in the space provided. Then hit **Sign On**.

Once submitted, it may take a few minutes. Note the icon  in the upper right corner of the page indicates that your request is processing. If you are a new student, you will be asked to set your password on the Registration Confirmation page. After that, print the Registration Confirmation page.

Next, click **CONTINUE TO PAYMENT** and **CONTINUE TO TOUCHNET** to pay for your classes.

If you abandon this transaction without paying once initiated, you will be dropped from the class. You have 15 minutes to complete the transaction.

### To Register at Campus

Use the Career and Technical Registration form provided in this course catalog and schedule. If registering at a campus, complete the registration form and take it to your nearest Lone Star College campus. Don't worry if you have blanks left on the form or have questions. Advisors are available to help you through this process.

### Add/Drop Classes

You can add a class as long as this is done before the class is scheduled to begin. If you wish to drop a class and receive a full refund, you must drop the class three business days before the class is scheduled to begin. If a drop is not made before three business days, there will be no refund.

### Tuition and Fees

An infrastructure fee of \$20 is assessed per semester. This fee does not apply to online courses. Additional fees apply to some programs and courses. Fees are subject to change and some may change after the printing of this document.

### Course Availability

Some courses are offered only in selected semesters and are not available every semester. Please see course schedule for details, or go to [LoneStar.edu/CTE](http://LoneStar.edu/CTE).

## Paying for classes

### Payment Methods

Credit card or electronic check payment is required when registering online. Accepted credit cards include American Express, Discover, MasterCard or Visa. If you register in person, credit cards and cash are accepted. We also accept money orders and checks. Please make payable to Lone Star College. Payment is due at time of registration.

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Students must officially withdraw three business days before class begins to receive a refund. Otherwise, no refund will be given. Membership fees are nonrefundable. If you receive a refund check in error, please contact your nearest CTE office.

### Returned Checks

There is a \$30 charge plus applicable fees for returned checks. Checks returned unpaid must be promptly redeemed by cash or money order, or registration will be canceled and all records withheld.

## Need Financial Assistance?

### Texas Public Education Grant (TPEG)

This funding is available based on an applicant's eligibility and financial need. Many workforce certificate courses are eligible for TPEG funding until funds are depleted. Call your local Lone Star College CTE office for more information. Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (school code 011145) to complete the Free Application for Federal Student Aid (FAFSA) application.

### WIA/Workforce Program

Some certificate programs are certified through the Workforce Investment Act (WIA). Contact Michelle Greer at 281.290.2826 or [Michelle.C.Greer@LoneStar.edu](mailto:Michelle.C.Greer@LoneStar.edu) to determine if you qualify for paid job training.

### Veterans Affairs

Students using Military/Veteran Education Benefits must meet with a Campus Veteran Liaison/Advisor prior to enrolling. The Campus Liaison/Advisors will assist you with your degree plan and ensure your classes are eligible for Military/Veteran Education benefits. Visit [LoneStar.edu/veterans-services](http://LoneStar.edu/veterans-services) or call 281.290.2922.

## STUDENT SERVICES

### Books

If books and supplies are required, they are not included in the cost of the course, unless indicated in the course description. Books may be purchased in the LSC bookstores or online at [efollett.com](http://efollett.com).

### Book Stores

<b>LSC-CyFair</b>	281.290.5950
<b>LSC-Cypress Center</b>	832.920.5056
<b>LSC-Fairbanks Center</b>	832.782.5075
<b>LSC-Kingwood</b>	281.312.1699
<b>LSC-Atascocita Center</b>	832.775.0856
<b>LSC-Montgomery</b>	936.273.7338
<b>LSC-Conroe Center</b>	936.756.3947
<b>LSC-North Harris</b>	281.618.5699
<b>LSC-Victory Center</b>	281.810.5658
<b>LSC-Tomball</b>	281.351.3398
<b>LSC-University Park</b>	281.401.5323

### Student Career & Talent Acquisition Services

Lone Star College has a number of ways to assist with your career search. First, our campus Career Services staff can help you determine which career is right for you, then match that with the correct degree or certificate program to prepare you with the right skills and knowledge. When you complete your training or certification you should contact our Student Talent Acquisition Center that offers online services and in person job fairs to connect you to Houston area employers. Please visit [LoneStar.edu/career-services](http://LoneStar.edu/career-services) or [LoneStar.edu/career-fairs](http://LoneStar.edu/career-fairs) online or call 281.401.5358.

### LSC Disability Services Office (DSO)

Lone Star College is dedicated to providing access and services in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Support services for students with disabilities are provided on an individual basis. Requests for services must be made through the Disability Services Office. For contact information and next steps, please visit the LSC Disability Services website at [LoneStar.edu/Disability-Services](http://LoneStar.edu/Disability-Services).

### Library Services

The mission of the LSC libraries is to support a successful educational experience, nurture the intellectual and cultural life of the community, encourage critical thought, promote information literacy, and provide innovative and high-quality services and programs. For more information, visit [LoneStar.edu/library/about-libraries](http://LoneStar.edu/library/about-libraries).

### Parking Regulations

All LSC students and visitors are required to obtain a permit to park on college property. Parking permits are required 24 hours a day. Vehicle registration for students is valid for one academic year, from the issue date to the end of the academic year (August 31). For more information, go to [LoneStar.edu/parking](http://LoneStar.edu/parking), call 281.765.7836 or email [parking@LoneStar.edu](mailto:parking@LoneStar.edu).

### Senior Adult - Benefits

Persons 60 years and older may receive discounted tuition for certain classes. The discounted price does not apply to all courses. Contact your local CTE office to determine eligible classes.

### Youth Programs

Lone Star College offers youth classes in the summer and some specific courses throughout the year that provide students an opportunity to enhance existing talents or develop new ones through a variety of classes in age-appropriate groups. For more information contact the Lone Star College near you. The summer sessions begin in June.

### Gainful Employment

For more information on Gainful Employment visit: [LoneStar.edu/GainfulEmployment](http://LoneStar.edu/GainfulEmployment).

## FAQs

**Who should I contact to learn more about high-demand careers?** Contact your campus CTE Advisor for your next steps. Contact details are listed on the inside cover of this course catalog and schedule.

**How can I obtain professional development credits?** Contact a business consultant for the latest professional development opportunities. Visit [LoneStar.edu/CorporateCollege](http://LoneStar.edu/CorporateCollege) for more information.

**What if I move or change my phone number?** Go to [myLoneStar.edu](http://myLoneStar.edu) and select CTE Student Center to update your personal information.

**What is the tuition/fees refund policy?** Students must officially withdraw before class begins to receive a refund. Otherwise, no refund will be given. Membership fees are nonrefundable.

**Do I need a LSCS student ID card?** All CTE students are eligible for IDs. Students registered in healthcare programs must get a photo ID within the first week of class.

**Do I need a meningitis vaccine?** Some students may require the meningitis vaccination. For more information, visit [LoneStar.edu/meningitis](http://LoneStar.edu/meningitis).