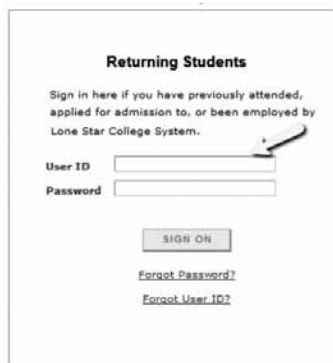
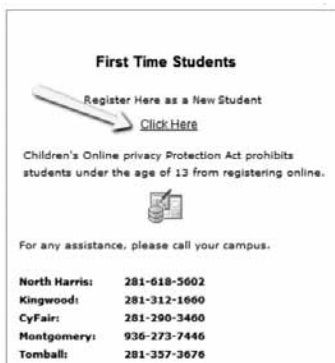


- The results will display the meeting dates, days, times, and location for three classes.
Click "View all Sections" to see additional offerings.
For more detailed information, including the class description and required materials, click the section link



- Click **select class** & **ADD TO SHOPPING CART** - you may return to class results and continue to search for additional classes
- Click **PROCEED TO CHECKOUT** & **COMPLETE ENROLLMENT** - you may also add or remove classes from your shopping cart **ADD OR REMOVE CLASSES**
- If you have an LSCS User Id and password enter it in the Returning Students box or you may look up your user id and password. If you are a first time student, please click the Register Here as a New Student to enter your personal information



- Once submitted this may take a few minutes. Note the icon in the upper right corner of the page that indicates your request is processing.



- If you are a new student, please set your password on the Registration Confirmation Page.
- Print the Registration Confirmation page.
- Click **CONTINUE TO PAYMENT** & **CONTINUE TO TOUCHNET** to pay for your classes

If you abandon this transaction without paying you will be dropped from the class within 15 minutes.

Continuing Education Policies (Spring 2012)

Academy for Lifelong Learning (ALL)

The Academy for Lifelong Learning (ALL) is a membership organization that offers courses specifically designed for active adults, age 50+. Annual membership fees vary by campus. No refunds are given for yearly Academy for Lifelong Learning membership fees. Regarding classes, members must officially withdraw before class begins to receive a refund for the course fee. Otherwise, no refund will be given. Material fees are not refundable. For more information, contact an LSC campus:

LSC-CyFair	281.290.5273
LSC-Kingwood	281.312.1750
LSC-Montgomery	936.273.7446
LSC-North Harris	281.765.7947
LSC-Tomball	281.357.3676

Age Guidelines–Youth

Lone Star College Continuing Education classes are primarily designed to serve adult learners. Students who are 15-17 years old must have written parental permission and 13-14-year old students must have a parent enrolled in the same class (unless the course is specifically designed for younger students or for a specific education level).

Books–Supplies

If books and supplies are required, they ARE NOT included in the cost of the course, unless indicated in the course description. Students can buy books from the location of their choice. Books are available for purchase in the Lone Star College bookstores or by ordering online through efollett.com.

Bookstores

LSC-CyFair	281.290.5950
LSC-Kingwood	281.312.1699
LSC-Montgomery	936.273.7338
LSC-North Harris	281.618.5699
LSC-Tomball	281.351.3398
LSC-University Park	281.401.5323

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. Courses can also be taken for personal enrichment.

Workforce

A Continuing Education Workforce Development Certificate is awarded to a student who successfully completes a grouping of related continuing education courses.

Class Cancellations

Although Continuing Education personnel will attempt to contact students in the event a class is cancelled, it is the student's responsibility to check their class status before attending. Students can check their class status by calling their campus or going to LoneStar.edu/MyLoneStar.

Continuing Education and Credit Linked Courses

If a CE course was taken from 2005 to present, it is articulated if it is linked to a credit course. 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. Linked courses are designated by a symbol in the class schedule. Students registered in Continuing Education classes can earn Continuing Education Units (CEUs), not college credit hours. CE students

who wish to receive college credit hours must complete a Prior Learning Assessment by CE-Credit articulation form and petition for credit. For details, go to LoneStar.edu/PLA or see a student advisor.

Continuing Education Units (CEUs)

One CEU is 10 contact hours of successful participation/completion in a continuing education experience under responsible sponsorship, capable direction and qualified instruction. Transcripts listing satisfactorily completed CEU credits are available upon request. CEUs are recognized internationally as a measure of substantive professional education and training.

Customized and Corporate Training

Lone Star Corporate College provides customized training to businesses that need to offer business-related technical or soft-skills training to a group of employees. For more information, call 281.296.7827, go to LoneStar.edu/CorporateCollege or email CorporateCollege@LoneStar.edu.

Disability Support Services (ADA Compliance)

Lone Star College System 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, upon the student's request. Requests for these services should be made through the office of counseling services. For information or assistance, call a Lone Star College campus.

Disability Services	Voice	TDD
LSC-CyFair	281.290.3260	281.290.3206
LSC-Kingwood	281.312.1453	281.312.1515
LSC-Montgomery	936.273.7236	936.273.7434 (video phone)
LSC-North Harris	281.618.5481	281.618.5565
LSC-Tomball	281.351.3380	281.351.3380

Discovery College

Lone Star College offers summer youth programs called Discovery College to give students an opportunity to enhance existing talents or develop new ones through a variety of classes in age-appropriate groups. Classes are offered June through August. For more information, go to LoneStar.edu/DiscoveryCollege or call an LSC campus.

Employment

Individuals who are interested in teaching and have job skills, talents or knowledge to share can apply to be a continuing education instructor or trainer for the Lone Star College System! Salaries for part-time temporary positions start at \$26/hour, depending on your education, experience and the course you are teaching. For more information and job postings, go to LoneStar.edu/Employment.

English for Non-Native Speakers

Lone Star College System offers various programs of English for Speakers of Other Languages: The College Preparation track helps students prepare for college courses and degrees. The English for the Workplace programs help students to develop the speaking, listening, writing, and communication skills necessary for successful career building. LSCS also offers Basic English Skills for students who wish to improve their literacy skills and make a successful transition to the job market or to the Workplace and College preparation programs.

Lone Star College System ofrece varios programas para las personas de otros idiomas: Nuestro programa de preparación académica (Academic Preparación) le ayudará a conseguir e ingresar a clases académicas. Nuestro programa de Inglés para el Trabajo (English for the Workplace) le ayudará a desarrollar habilidades para leer, escribir y conversar, todo esto

con el simple fin de enriquecer una carrera exitosa para usted. También ofrecemos clases de inglés básico para adultos (Basic English Skills) para aquellos estudiantes que desean mejorar sus habilidades en el inglés, como en su trabajo. También le ayudará en la transición para los dos programas mencionados previamente.

Equal Opportunity

Lone Star College System is committed to the principle of equal opportunity in education and employment. LSCS does not discriminate against individuals on the basis of race, color, gender, religion, disability, age, veteran status, nationality or ethnicity in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and other system college administered programs and activities.

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 a.m. 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 cancelled. The closing announcement will be made on LoneStar.edu, as well as on all local network channels for all locations.

FERPA

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 a student records. For more information, go to LoneStar.edu/12190.

Financial Aid Available

TPEG

Texas Public Education Grant (TPEG) funds are available for some Workforce Development Certificate programs to students who qualify. The financial aid staff can assist students with meeting educational expenses and help with completing the application(s). Students who plan to use TPEG must have the funds available before registration. For information, contact your campus Continuing Education office or the Financial Aid office at:

LSC-CyFair	281.290.3239
LSC-Kingwood	281.312.1606
LSC-Montgomery	936.273.7227
LSC-North Harris	281.618.5644
LSC-Tomball	281.351.3310
LSC-University Park	281.290.3700

WIA

Workforce Investment Act (WIA) approved courses are certified by the Gulf Coast Workforce Development Board and the Texas Workforce Commission to provide training to eligible individuals. Call 1.800.735.2989 to find the nearest career office or visit TheWorkSource.org. For more information from Lone Star College about WIA approved courses, call 281.290.2826.

GED Test and Test Preparation

The General Education Development (GED) Test and Test Preparation course are offered at several Lone Star College campuses. For more information, contact an LSC campus Continuing Education department.

Library and Learning Center

Lone Star College allows the community open access to the resources and services available through LSCS libraries and learning centers, including computers, books, online databases, instruction, and assistance. For more information, go to Library.LoneStar.edu.

Lifetime Learning Tax Credit

This credit applies to tuition and fees for undergraduate, graduate, and continuing education coursework. A family can claim a credit equal to 20 percent of \$5,000 of qualified educational expenses (maximum benefit is \$1,000) on its tax return. This tax credit is available to married taxpayers filing jointly with an annual gross income of \$80,000 or less, or to single taxpayers with an annual gross income of \$40,000 or less.

LSC-Online

Online learning is not confined to the classroom. Students enjoy self-paced instruction delivered via flexible scheduling opportunities over the Internet. Individuals who are successful using distance learning are generally self-directed, motivated learners willing to devote sufficient time to the course.

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. 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. All students must meet the required prerequisites for courses.

Refunds

Students must officially withdraw before class begins to receive a refund. Otherwise, no refund will be given. Membership fees are nonrefundable.

Returned Checks

THERE IS A \$30 CHARGE plus applicable taxes for returned checks. Checks returned unpaid for any reason must be promptly redeemed by cash or money order, or registration in the class will be cancelled and all records withheld.

Senior Citizens Discount

Individuals 60 years of age or older should check course descriptions for classes that have a special reduced rate. Discounts will be automatically computed at the time of registration. In addition, there are courses designed just for seniors (see "Academy for Lifelong Learning (ALL)."

Sex Offender Policy

Effective September 1, 2003, the Texas Code of Criminal Procedure 62.03(h) 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 within 7 days. Current Lone Star College board policy requires that sex offenders seeking to enroll at, provide services to, or be employed with Lone Star College to submit information pertinent to his or her offense(s) to the Lone Star College 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.

Student Health Notices and Immunizations

Effective January 1, 2012, Senate Bill 1107 amends current Texas law requiring proof of Bacterial Meningitis vaccination 10 days before attending Spring 2012 classes for all entering students except:

- Students over 30 years of age
- Students who take only online or distance education courses
- Current students of LSCS or another institution of higher education before January 1, 2012 AND who have been enrolled without a break of at least one fall or spring semester
- Individuals who are dual-credit students from a Texas Independent School District
- Students enrolled in a non-credit course or program that is less than 360 contact hours, or non-credit corporate training.

NOTICE – Additional information and instructions are available on the LSC website, LoneStar.edu/Meningitis, inside the student portal myLoneStar and as part of the regular student registration process. All required Evidence of Vaccination or Exemption/Exception document submissions will be electronic and students will upload vaccination records to a secure, private online location via myLoneStar. Details and definitions for required documents listed below may also be found online.

Evidence Requirements: Evidence of Vaccination must show that the vaccination was received at least 10 days prior to attending classes. Evidence of Vaccination must be submitted in one of the following formats:

1. A vaccination form signed or stamped by a physician (a document bearing the signature or stamp of the physician or his/her designee, or public health personnel (must include the month, day, and year the vaccination was administered).
2. Official state or local immunization record (an official immunization record generated from a state or local health authority. The immunization record must include the month, day, and year the vaccination was administered.).
3. Official school record (an official record received from school officials, including a record from another state that includes the month, day, and year the vaccination was administered).

Exemptions/Exceptions: A student, or a parent or guardian of a student, is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student, or a parent or guardian of a student, submits to the institution the following evidence to decline vaccination:

1. Medical exemption (an affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician's judgment, the vaccination required would be injurious to the health and well-being of the student).
2. Reason of conscience exemption, including religion (an affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services. Allow 2-4 weeks for delivery.).

Summer Youth Programs

See "Discovery College."

Transcripts

Transcripts of completed coursework are available upon request by contacting the Continuing Education Admissions Office at the appropriate Lone Star College campus or by logging into your student account at LoneStar.edu/MyLoneStar.

Veterans

Veterans who are eligible for benefits under the Hazelwood Act should contact the Financial Aid Office for further information.