

Resources

For help reading the schedule, see page 1. To view the catalog, printed CE catalogs are available at campus CE offices and online at LoneStar.edu/CE.

REGISTERING FOR CLASSES

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

Continuing Education's (CE) 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.

Get Started

First, decide what courses you want to take. CE advisors are available to help you make informed decisions about your career path.

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.

Once you have an idea of the classes you want to take, you're ready to begin the registration process. The "How to Read the Schedule" diagram provides assistance for completing a registration form.

Get Registered

To register online

To register online, go to LoneStar.edu/ce-registration.

Steps for online registration

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 and

Course Title Keyword (example: statistics)

Search Subjects

Catalog Number

Class Type Class Seminar and Event

Meeting Time between and (example: 1:00PM)

Day of Week Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name

Class Nbr (example: 1136)

Campus

Location

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.

EMSPC 2101904 - CPR for the Health Care Provider

View All Sections First 1-3 of 18 Last

Section **3001-LEC(12471)** Cost \$96.00 Status [select class](#)

Session DYN

Days & Times	Bldg./Room	Location	Instructor	Meeting Dates
Sa 9:30AM - 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. 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

To add, drop, or change a class, you must do so prior to the class start date and time. Students who drop the class prior to the start date are guaranteed a full refund. If a drop is made after a class starts, 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 may also 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/CE.

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.

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.

Refunds

Students must officially withdraw 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 CE office.

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 CE office for more information. Go to www.fasfa.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 to determine if you qualify for paid job training.

Veterans

Veterans who are eligible for benefits under the Hazlewood Act should contact Veterans Affairs at 281.290.2922. Additional grants may be available to Veterans for approved workforce certificates.

Check with your local LSC campus for more information on additional financial assistance available for select certificates.

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 LSCS bookstores or online at efollett.com.

Book Stores

LSC-CyFair	281.290.5950
LSC-Kingwood	281.312.1699
LSC-Victory Center	281.810.5658
LSC-Montgomery	936.273.7338
LSC-Conroe Center	936.756.3947
LSC-North Harris	281.618.5699
LSC-Tomball	281.351.3398
LSC-University Park	281.401.5323

Student Career & Talent Acquisition Services

Lone Star College System 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. As you nearing your education at Lone Star College, our Student Talent Acquisition Center offers online services and in person job fairs to connect you to Houston area employers. Please go to LoneStar.edu/career-services or LoneStar.edu/career-fairs websites or call 281.290.2997.

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. Request for services must be made through the Office of Counseling Services. For information or assistance, call a Lone Star College campus.

Grading System

The student's accomplishment is measured by mastery of the learning outcomes (provided in standard course syllabus) assessed by projects and/or instructor assigned tests/quizzes. A letter grade is assigned as an "S" for satisfactory completion of all learning outcomes and an "N" for non-satisfactory when learning outcomes have not been met.

Library Services

The mission of the LSCS 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.

Parking Regulations

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

Senior Adult - Benefits

Academy for Lifelong Learning (ALL) is a membership program that offers courses specifically designed for active adults age 50+. The membership fee is nonrefundable. For more information, contact the Lone Star College ALL program nearest you.

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
LSC-Victory Center	281.765.7947

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

Transcript Request

CE students can order a transcript through the CE Student Center in myLoneStar or contact the CE office to process a request on your behalf.

Resources

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 or call 281.290.2922.

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.

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 CE 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 CE 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.
- 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 CE 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 CE-Credit Articulation form and petition for credit. For details, go to LoneStar.edu/PLA or see an advisor.

POLICIES

Age Guidelines

CE classes are designed to serve adult learners. Students who are 16-17 years old must have written parental permission to attend a class.

Class Cancellations

Although CE personnel will attempt to contact students in the event a class is canceled, *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 and go the CE 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, 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.

Health Notice and Immunization

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

Notice of Non-discrimination

Lone Star College System maintains a work and academic environment that is free from discriminatory actions based on race, color, gender, age, sexual orientation, religion, ethnic or national origin, disability, veterans' status, or any other protected status, and free of sexual discrimination, which includes sexual harassment and sexual violence. Unlawful discrimination and sexual discrimination by officers, managers, faculty, supervisors, employees, students, advisors, vendors, clientele, and contractors will not be tolerated. Persons who violate such are subject to disciplinary action, up to and including termination of employment, expulsion and/or termination of the contractual relationship.

The following employee has been designated to handle inquiries regarding the non-discrimination policies:

Ronda Rotelli
Chief Human Resources Officer, Equal Opportunity Officer, Title IX Investigator
5000 Research Forest Drive
The Woodlands, TX 77381
832.813.6235.

Inquiries may also be directed to the Office of Civil Rights, U.S. Department of Education.

Refunds

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

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 seven days. 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.

FAQs

What if I move or change my phone number? Go to myLoneStar.edu and select CE 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 CE 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.