

# ONLINE LEARNING

Update your skills, discover a new talent, or chart a new career path at your own pace in the comfort of your own home or office. Online courses make it easy to begin now to achieve your goals. The following six-week online classes require Internet access, e-mail and the Microsoft Internet Explorer or Netscape Navigator web browser. In addition, some classes may require Windows, Excel or other software programs as indicated in the course description. All courses begin on specific dates each month. Most course sections run for six weeks, and lessons are released twice a week—one on Wednesday and one of Friday throughout the six-week course for a total of 12 lessons. Just follow these steps and you're on your way!

## How Do I Get Started with Ed2Go?

**Go to:** [www.ed2go.com/kingwoodce](http://www.ed2go.com/kingwoodce)      [www.ed2go.com/montgomery](http://www.ed2go.com/montgomery)  
[www.ed2go.com/northharris](http://www.ed2go.com/northharris)      [www.ed2go.com/tomball](http://www.ed2go.com/tomball)

- Locate the desired course
- Click on the "Enroll Now" button and complete the process.
- You will receive a confirmation e-mail from Ed2Go, and within two business days, you will receive an e-mail from Lone Star College with the course registration number and instruction on how to pay for the course.
- Full access will be given on start date after payment is made to Lone Star College.
- For questions, e-mail: [SBenard@LoneStar.edu](mailto:SBenard@LoneStar.edu) or [Beverly@LoneStar.edu](mailto:Beverly@LoneStar.edu) 281.312.1660 (Kingwood)  
[Jann.Leeder@LoneStar.edu](mailto:Jann.Leeder@LoneStar.edu) - 936.273.7446 (Montgomery College)  
[Kathelene.L.Bible@LoneStar.edu](mailto:Kathelene.L.Bible@LoneStar.edu) - 281.618.5630 (North Harris)  
[Cread@LoneStar.edu](mailto:Cread@LoneStar.edu) - 281.357.3703 (Tomball)

**Course Start Dates:** January 20, February 17, March 17, April 21, May 19

**Prices Start At \$99.00**

**Choose from hundreds of courses in a variety of categories.**

### Accounting

Accounting Fundamentals  
Accounting Fundamentals II  
Advanced Microsoft Excel 2003  
Creating a Successful Business Plan  
Intermediate Microsoft Excel 2003  
Intermediate Microsoft Excel 2007  
Introduction to Microsoft Excel 2003  
Introduction to Microsoft Excel 2007  
Introduction to Microsoft Office Accounting Professional 2008  
Introduction to Peachtree Accounting 2009  
Introduction to QuickBooks 2007  
Introduction to QuickBooks 2008  
Performing Payroll in QuickBooks 2006  
Performing Payroll in QuickBooks 2007  
Performing Payroll in QuickBooks 2009  
QuickBooks 2006 for Contractors  
QuickBooks 2007 for Contractors  
QuickBooks 2009 for Contractors

### Art, History, Psychology, & Literature

Drawing for the Absolute Beginner  
Enjoying European Art Online  
Music Made Easy

### Basic Computer Literacy

Advanced Microsoft Excel 2007  
Computer Skills for the Workplace  
Introduction to Linux

Introduction to Windows Vista  
Introduction to Windows XP  
Keyboarding  
Navigating the Internet  
What's New In Microsoft Office 2007

### Business Administration

Administrative Assistant Applications  
Administrative Assistant Fundamentals  
Distribution and Logistics Management  
Employment Law Fundamentals  
Fundamentals of Supervision and Management  
Fundamentals of Supervision and Management II  
Going Green at the Workplace  
High Speed Project Management  
Introduction to Business Analysis  
Managing Customer Service  
Manufacturing Applications  
Manufacturing Fundamentals  
Mastery of Business Applications  
Mastery of Business Fundamentals  
PMP Certification Prep 2  
PMP Certification Prep I  
Principles of Sales Management  
Project Management Applications  
Project Management Fundamentals  
Purchasing Applications  
Purchasing Fundamentals  
Six Sigma: Total Quality Applications

Six Sigma: Total Quality Fundamentals  
 Successful Construction Business Management  
 Supply Chain Management Applications  
 Supply Chain Management Fundamentals  
 Understanding the Human Resources Function

## Career Certificate Programs

Building Teams That Work

## Certification Prep

Advanced A+ Certification Prep  
 Basic A+ Certification Prep  
 CompTIA Security+ Certification Prep  
 Intermediate A+ Certification Prep  
 Network+ Certification Prep  
 PMP Certification Prep 2  
 PMP Certification Prep 1

## Child Care & Parenting

Enhancing Language Development in Childhood  
 Guided Reading: Strategies for the Differentiated Classroom  
 Guiding Kids on the Internet  
 Homeschool With Success  
 Ready, Set, Read!  
 Understanding Adolescents  
 Working Successfully With Learning Disabled Students

## Computer Applications

Advanced Microsoft Excel 2003  
 Advanced Microsoft Excel 2007  
 Advanced Microsoft Word 2003  
 Intermediate Microsoft Access 2003  
 Intermediate Microsoft Access 2007  
 Intermediate Microsoft Excel 2003  
 Intermediate Microsoft Excel 2007  
 Intermediate Microsoft Word 2003  
 Intermediate Microsoft Word 2007  
 Introduction to Crystal Reports 10  
 Introduction to InDesign CS3  
 Introduction to Microsoft Access 2003  
 Introduction to Microsoft Access 2007  
 Introduction to Microsoft Excel 2003  
 Introduction to Microsoft Excel 2007  
 Introduction to Microsoft Office Accounting Professional 2008  
 Introduction to Microsoft Outlook 2003  
 Introduction to Microsoft Outlook 2007  
 Introduction to Microsoft PowerPoint 2003  
 Introduction to Microsoft PowerPoint 2007  
 Introduction to Microsoft Project 2003  
 Introduction to Microsoft Project 2007  
 Introduction to Microsoft Publisher 2003  
 Introduction to Microsoft Publisher 2007  
 Introduction to Microsoft Visio 2003  
 Introduction to Microsoft Visio 2007  
 Introduction to Microsoft Word 2003  
 Introduction to Microsoft Word 2007  
 Introduction to Peachtree Accounting 2009

Introduction to QuickBooks 2007  
 Introduction to QuickBooks 2008  
 Making Movies with Windows Vista  
 Performing Payroll in QuickBooks 2007  
 Performing Payroll in QuickBooks 2009  
 Photoshop Elements 7 for the Digital Photographer II  
 QuickBooks 2006 for Contractors  
 QuickBooks 2007 for Contractors  
 QuickBooks 2009 for Contractors

## Courses for Teaching Professionals

A to Z Grantwriting  
 An Introduction to Teaching ESL/EFL  
 Creating a Classroom Web Site  
 Creating K-12 Learning Materials  
 Creating the Inclusive Classroom: Strategies for Success  
 Creating Web Pages  
 Differentiated Instruction in the Classroom  
 Easy Classroom Podcasting  
 Enhancing Language Development in Childhood  
 Get Assertive!  
 Guided Reading and Writing: Strategies for Maximum Student Achievement  
 Guiding Kids on the Internet  
 Integrating Technology in the Classroom  
 Leadership  
 Microsoft Excel 2003 in the Classroom  
 Microsoft Excel 2007 in the Classroom  
 Microsoft PowerPoint 2003 in the Classroom  
 Microsoft PowerPoint 2007 in the Classroom  
 Microsoft Word 2003 in the Classroom  
 Microsoft Word 2007 in the Classroom  
 Practical Ideas for the Adult ESL/EFL Classroom  
 Praxis I Preparation  
 Ready, Set, Read!  
 Response to Intervention: Reading Strategies That Work  
 Singapore Math Strategies: Model Drawing for Grades 1-6  
 Singapore Math: Number Sense and Computational Strategies  
 Solving Classroom Discipline Problems  
 Solving Classroom Discipline Problems II  
 Spanish in the Classroom  
 Speed Spanish  
 Survival Kit for New Teachers  
 Teaching ESL/EFL Grammar  
 Teaching ESL/EFL Reading  
 Teaching Math: Grades 4-6  
 Teaching Science: Grades 4-6  
 Teaching Students With Autism: Strategies for Success  
 Teaching Writing: Grades 4-6  
 The Classroom Computer  
 The Creative Classroom  
 Understanding Adolescents  
 Using the Internet in the Classroom  
 Web 2.0: Blogs, Wikis, and Podcasts  
 Working Successfully With Learning Disabled Students

## Database Management & Programming

- C# Programming for the Absolute Beginner
- Creating User Requirements Documents
- High Speed Project Management
- Intermediate C# Programming
- Intermediate Microsoft Access 2003
- Intermediate Microsoft Access 2007
- Intermediate Oracle
- Intermediate Visual Basic .NET
- Intermediate Visual Basic 2005
- Intermediate Visual Basic 2008
- Introduction to Alice 2.0 Programming
- Introduction to ASP.NET
- Introduction to C++ Programming
- Introduction to Crystal Reports 10
- Introduction to Database Development
- Introduction to Microsoft Access 2003
- Introduction to Microsoft Access 2007
- Introduction to Oracle
- Introduction to Perl Programming
- Introduction to PHP and MySQL
- Introduction to SQL
- Introduction to the Game Industry
- Introduction to Visual Basic .NET
- Introduction to Visual Basic 2005
- Introduction to Visual Basic 2008

## Digital Photography & Digital Video

- Discover Digital Photography
- Intermediate Photoshop CS2
- Intermediate Photoshop CS3
- Introduction to Photoshop CS2
- Introduction to Photoshop CS3
- Introduction to Photoshop CS4
- Making Movies with Windows Vista
- Making Movies with Windows XP
- Photographing Nature with Your Digital Camera
- Photographing People with Your Digital Camera
- Photoshop CS2 for the Digital Photographer
- Photoshop CS3 for the Digital Photographer
- Photoshop Elements 3.0 for the Digital Photographer
- Photoshop Elements 4.0 for the Digital Photographer
- Photoshop Elements 4.0 for the Digital Photographer II
- Photoshop Elements 5.0 for the Digital Photographer
- Photoshop Elements 5.0 for the Digital Photographer II
- Photoshop Elements 6.0 for the Digital Photographer
- Photoshop Elements 6.0 for the Digital Photographer II
- Photoshop Elements 7 for the Digital Photographer
- Photoshop Elements 7 for the Digital Photographer II
- Secrets of Better Photography
- Travel Photography for the Digital Photographer

## Entertainment Industry

- Breaking Into Sitcom Writing
- Get Funny!
- Get Paid to Travel

- Introduction to the Game Industry
- Marketing Tools for Actors
- Music Made Easy
- Theme Park Engineering

## Grant Writing & Nonprofit Management

- A to Z Grantwriting
- Advanced Grant Proposal Writing
- Becoming a Grant Writing Consultant
- Get Grants!
- Introduction to Nonprofit Management
- Marketing Your Nonprofit
- Starting a Nonprofit
- Wow, What a Great Event!
- Writing Effective Grant Proposals

## Graphic Design

- Creating Web Graphics with Photoshop CS3
- Design Projects for Adobe Illustrator CS2
- Intermediate Photoshop CS2
- Intermediate Photoshop CS3
- Introduction to Adobe FrameMaker 7.1
- Introduction to CorelDRAW X3
- Introduction to Illustrator CS3
- Introduction to InDesign CS3
- Introduction to Microsoft Publisher 2003
- Introduction to Microsoft Publisher 2007
- Introduction to Photoshop CS2
- Introduction to Photoshop CS3
- Introduction to Photoshop CS4
- Photoshop 7 for the Absolute Beginner
- Photoshop CS2 for the Digital Photographer
- Photoshop CS3 for the Digital Photographer
- Photoshop Elements 5.0 for the Digital Photographer
- What's New In Microsoft Office 2007

## Health Care Continuing Education

- Certificate in Bioenergy and Spiritual Healing

## Health Care, Nutrition, & Fitness

- Assisting Aging Parents
- Become a Physical Therapy Aide
- Become an Optical Assistant
- Handling Medical Emergencies
- HIPAA Compliance
- Human Anatomy and Physiology
- Introduction to Natural Health and Healing
- Legal Nurse Consulting
- Lose Weight and Keep It Off
- Luscious, Low-Fat, Lightning-Quick Meals
- Medical Coding
- Medical Terminology: A Word Association Approach
- Medical Transcription

## Languages

- An Introduction to Teaching ESL/EFL
- Beginning Conversational French

Conversational Japanese  
 Grammar for ESL  
 Instant Italian  
 Intermediate Braille Transcription  
 Introduction to Braille Transcription  
 Spanish in the Classroom  
 Speed Spanish  
 Speed Spanish II  
 Speed Spanish III  
 Writing for ESL

## Law & Legal Careers

Business Law for the Small Business Owner  
 Constitutional Law: Bill of Rights  
 Employment Law Fundamentals  
 Evidence Law  
 Introduction to Criminal Law  
 Introduction to Criminal Law II  
 Legal Nurse Consulting  
 LSAT Preparation - Course 1  
 LSAT Preparation - Course 2  
 Real Estate Law  
 Winning Strategy for the Courtroom  
 Workers' Compensation

## Math, Philosophy, & Science

Everyday Math  
 Introduction to Algebra  
 Singapore Math: Number Sense and Computational Strategies  
 Theme Park Engineering

## PC Troubleshooting, Networking, & Security

Advanced PC Security  
 Creating a Home Network  
 Creating a Small Office Network  
 Intermediate Networking  
 Introduction to Networking  
 Introduction to PC Security  
 Introduction to PC Troubleshooting  
 Wireless Networking

## Personal Development

12 Steps to a Successful Job Search  
 Achieving Success with Difficult People  
 Administrative Assistant Fundamentals  
 Become a Physical Therapy Aide  
 Become an Optical Assistant  
 Communicating Like a Leader  
 Computer Skills for the Workplace  
 Effective Business Writing  
 Everyday Math  
 Get Assertive!  
 Get Funny!  
 Get Paid to Travel  
 Goodbye to Shy  
 Grammar Refresher  
 Homeschool With Success

Individual Excellence  
 Interpersonal Communication  
 Introduction to Journaling  
 Keys to Effective Communication  
 Leadership  
 Listen to Your Heart and Success Will Follow  
 Mastery of Business Fundamentals  
 Merrill Ream Speed Reading  
 Resume Writing Workshop  
 Skills for Making Great Decisions  
 Teaching ESL/EFL Grammar

## Personal Enrichment

Achieving Success with Difficult People  
 Assisting Aging Parents  
 Genealogy Basics  
 Going Green at the Workplace  
 Goodbye to Shy  
 Handling Medical Emergencies  
 Healing Through Hypnosis  
 HIPAA Compliance  
 Interpersonal Communication  
 Keys to Effective Communication  
 Lose Weight and Keep It Off  
 Luscious, Low-Fat, Lightning-Quick Meals  
 Medical Coding  
 Medical Transcription  
 Merrill Ream Speed Reading  
 Skills for Making Great Decisions  
 Travel Photography for the Digital Photographer  
 Wine Appreciation for Beginners  
 Write Your Life Story

## Personal Finance & Wealth Building

Debt Elimination Techniques That Work  
 Introduction to Stock Options  
 Keys to Successful Money Management  
 Personal Finance  
 Real Estate Investing  
 Real Estate Investing II: Financing Your Property  
 Stocks, Bonds, and Investing: Oh, My!  
 The Analysis and Valuation of Stocks  
 Where Does All My Money Go?

## Sales & Marketing

Business and Marketing Writing  
 Effective Selling  
 Managing Customer Service  
 Marketing Your Business on the Internet  
 Principles of Sales Management  
 Professional Sales Skills

## Start Your Own Business

Business Law for the Small Business Owner  
 Creating a Successful Business Plan  
 Growing Plants for Fun and Profit  
 Intermediate Braille Transcription

Introduction to Braille Transcription  
Learn to Buy and Sell on eBay  
Marketing Your Business on the Internet  
Publish It Yourself: How to Start and Operate Your Own  
Publishing Business  
Secrets of the Caterer  
Start and Operate your own Home-Based Business  
Start Your Own Arts and Crafts Business  
Start Your Own Consulting Practice  
Start Your Own eBay Drop Off Store  
Start Your Own Small Business  
Wow, What a Great Event!

## Test Prep

GED Preparation  
GMAT Preparation  
Grammar for ESL  
GRE Preparation - Course 1  
GRE Preparation - Course 2  
LSAT Preparation - Course 1  
LSAT Preparation - Course 2  
Praxis I Preparation  
Prepare for the GED Language Arts, Writing Test  
Prepare for the GED Math Test  
SAT/ACT Preparation - Part 1  
SAT/ACT Preparation - Part 2

## The Internet

Achieving Top Search Engine Positions  
Introduction to Microsoft Outlook 2003  
Introduction to Microsoft Outlook 2007  
Learn to Buy and Sell on eBay  
Navigating the Internet  
Start Your Own eBay Drop Off Store  
Web 2.0: Blogs, Wikis, and Podcasts

## Web & Computer Programming

C# Programming for the Absolute Beginner  
Intermediate C# Programming  
Intermediate Java Programming  
Intermediate PHP and MySQL  
Intermediate Visual Basic .NET  
Intermediate Visual Basic 2005  
Intermediate Visual Basic 2008  
Introduction to Alice 2.0 Programming  
Introduction to ASP.NET  
Introduction to C++ Programming  
Introduction to Java Programming  
Introduction to JSP Programming  
Introduction to Perl Programming  
Introduction to PHP and MySQL  
Introduction to Python 2.5 Programming  
Introduction to Ruby Programming  
Introduction to Visual Basic .NET  
Introduction to Visual Basic 2005

## Web Graphics & Multimedia

Creating Web Graphics with Photoshop CS3  
Drawing for the Absolute Beginner  
Imaging for the Web Using Fireworks MX 2004  
Introduction to CorelDRAW X3  
Introduction to Flash 8  
Introduction to Flash MX 2004

## Web Page Design

Achieving Top Search Engine Positions  
Creating a Classroom Web Site  
Creating Web Pages  
Creating Web Pages II  
Designing Effective Websites  
Intermediate CSS and XHTML  
Intermediate Dreamweaver CS3  
Introduction to CSS and XHTML  
Introduction to Dreamweaver 8  
Introduction to Dreamweaver CS3  
Introduction to Flash 8  
Introduction to Flash MX 2004  
Introduction to Microsoft FrontPage 2003

## Writing & Publishing

A Writer's Guide to Descriptive Settings  
Advanced Fiction Writing  
Becoming a Grant Writing Consultant  
Beginner's Guide to Getting Published  
Beginning Writer's Workshop  
Breaking Into Sitcom Writing  
Business and Marketing Writing  
Effective Business Writing  
Forensic Science for Writers  
Fundamentals of Technical Writing  
Grammar Refresher  
Introduction to Adobe FrameMaker 7.1  
Introduction to Internet Writing Markets  
Introduction to Journaling  
Mystery Writing  
Pleasures of Poetry  
Publish It Yourself: How to Start and Operate Your Own  
Publishing Business  
Research Methods for Writers  
Resume Writing Workshop  
Romance Writing Secrets  
The Craft of Magazine Writing  
The Keys to Effective Editing  
Travel Writing  
Write Fiction Like a Pro  
Write Your Life Story  
Writeriffic 2: Advanced Creativity Training for Writers  
Writeriffic: Creativity Training for Writers  
Writing for Children  
Writing for ESL

# Career Services

**Confused as to what career you are best suited for?**

**Interested in knowing more about the possibilities?**

**Near the end of a program and need to create a resumé to take to the job interview?**

Each Lone Star College has a Career Services office which provides information and techniques for being successful in your career, identifying a new career, assessment testing, career reference library access, as well as seminars on these topics and more. The Career Services Office is open to students and the community. Anyone needing assistance in making a career decision is eligible to use our services.

For more information, contact the Lone Star College nearest you:

**Lone Star College-Cyfair** - 281.290.3200

**Lone Star College-Kingwood** - 281.312.1660

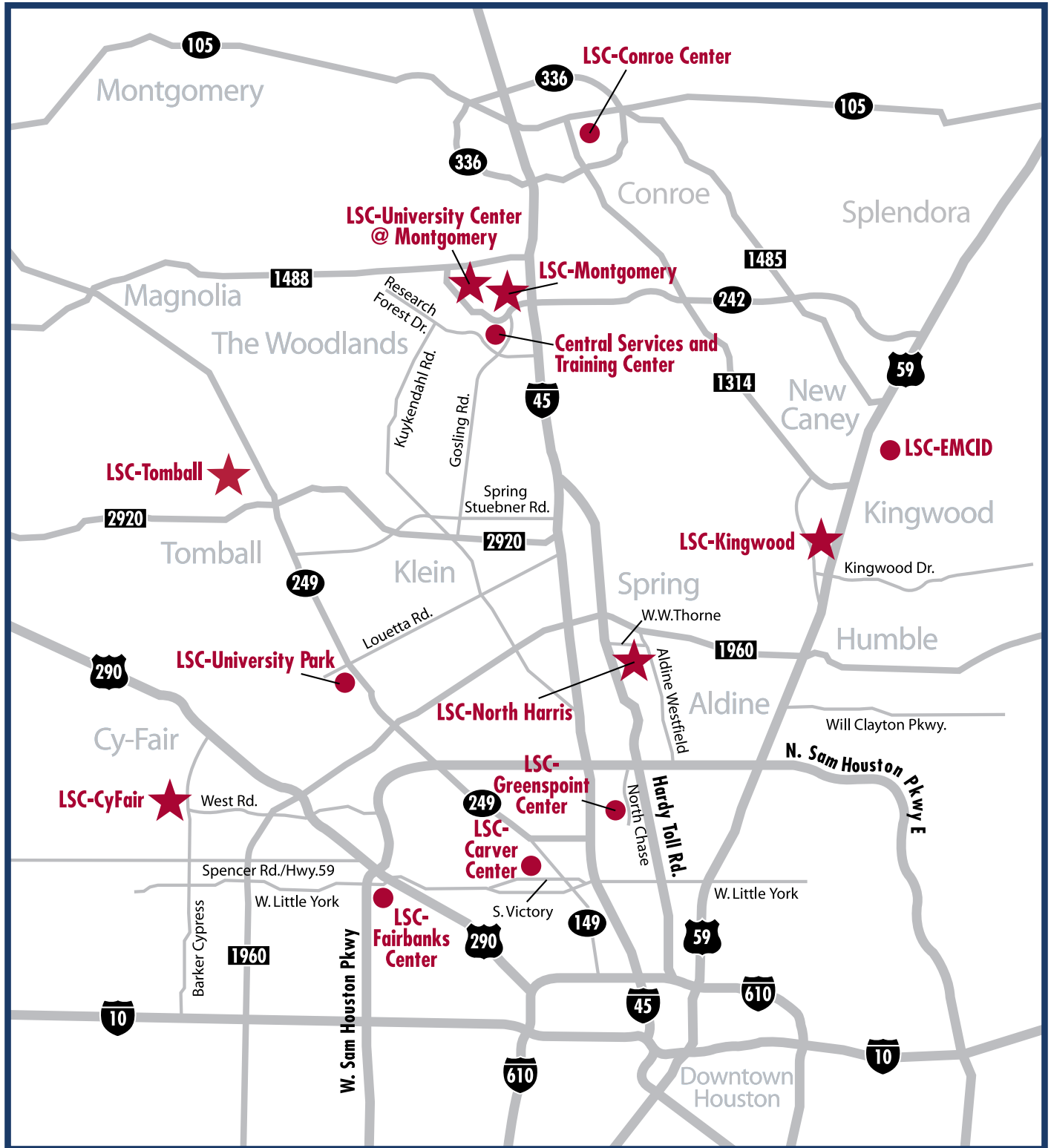
**Lone Star College-Montgomery** - 936.273.7446

**Lone Star College-North Harris** -281.618.5602

**Lone Star College-Tomball** - 281.357.3676



# CONTACT INFORMATION/MAP





9191 Barker Cypress Road  
Cypress, Texas 77433-1383  
Phone: 281.290.3200  
Fax: 281.290.5284  
e-mail: CFCE@LoneStar.edu  
Bookstore: 281.290.5950  
Financial Aid: 281.290.3200

### LSC-Fairbanks Center

14955 Northwest Freeway  
Houston, Texas 77040  
832.782.5000 (Phone)  
832.782.5035 (Fax)



2700 W.W. Thorne Drive  
Houston, Texas 77073-3499  
CE Center: CMED 102  
Phone: 281.618.5602  
Fax: 281.618.5633  
e-mail: LSCNHCE@LoneStar.edu  
Bookstore: 281.618.5699  
Financial Aid: 281.618.5644

### LSC-Greenspoint Center

250 N. Sam Houston Parkway East  
Houston, Texas 77060  
281.260.3501 (Phone)  
281.260.3511 (Fax)

### LSC-Carver Center

2330 S. Victory St.  
Houston, Texas 77088  
281.618.5800 (Phone)  
281.618.5803 (Fax)



20000 Kingwood Drive  
Kingwood, Texas 77339-3801  
CE Office: Classroom Building A, Rm.107  
Phone: 281.312.1660  
Fax: 281.312.1612  
e-mail: LSKCE@LoneStar.edu  
Bookstore: 281.312.1699  
Financial Aid: 281.312.1667

### LSC-EMCID Center

21575 Hwy 59N  
New Caney, Texas 77357  
281.312.1750 (Phone)  
281.354.7700 (Fax)



30555 Tomball Parkway  
Tomball, Texas 77375-4036  
CE Office: E166  
Phone: 281.357.3676  
Fax: 281.357.3726  
e-mail: LSCBCE@LoneStar.edu  
Bookstore: 281.351.3398  
Financial Aid: 281.351.3310

### LSC-University Park

(Formerly Willow Chase Center)  
20515 SH 249  
Houston, Texas 77070  
281.401.5300 (Phone)  
281.260.3511 (Fax)



3200 College Park Drive  
Conroe, Texas 77384-4500  
CE Office: Building C, Rm. 228  
Phone: 936.273.7446  
Fax: 936.273.7262  
e-mail: LSCMCE@LoneStar.edu  
Bookstore: 936.273.7338  
Financial Aid: 936.273.7227

### LSC-Conroe Center

102 Longview Drive  
Conroe, Texas 77301  
936.271.6000 (Phone)  
936.271.6001 (Fax)



Central Services & Training Center  
5000 Research Forest Drive  
The Woodlands, Texas 77381  
Phone: 832.813.6500

## Registration Information

### SPRING CALENDAR

LSC campuses are closed on the following dates:

MLK Holiday	January 18
LSC-Conference Day	February 18
Spring Break	March 15-21
Spring Holiday	April 2-4

### Important:

Accepted methods of payment are cash, money order, checks made payable to Lone Star College, or credit card (MasterCard, American Express, Discover, or Visa).

## BEFORE YOU REGISTER ONLINE:

### Requirements:

- Credit card payment is required when registering via the Web.
- All financial obligations to the college system must have been met.

### Registration Tips:

- Returning students can expedite registration by logging onto MyRecords. LoneStar.edu/MyRecords.htm
- Use the location drop-down box to select a campus.
- Enter as much information as possible to reduce the risk of timing out (at least three fields).
- If there is no activity for 5 minutes OR the search is too broad, the page will time out. **DO NOT click the browser back button!** Instead, click the Menu link in the upper right-hand corner of the screen.
- Don't hit Submit more than once.

### Registration Options

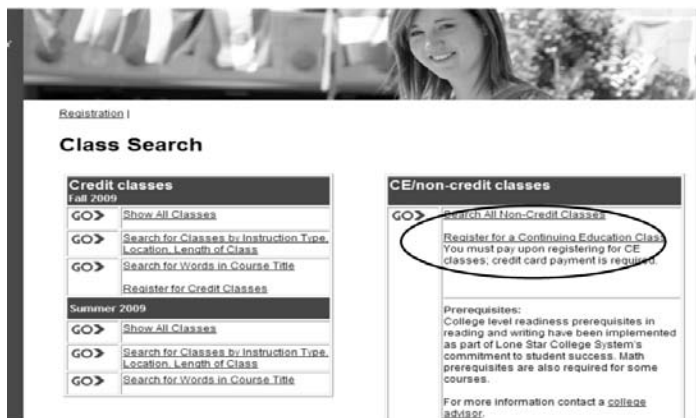
To register, choose one of the following methods.

#### 1. ONLINE

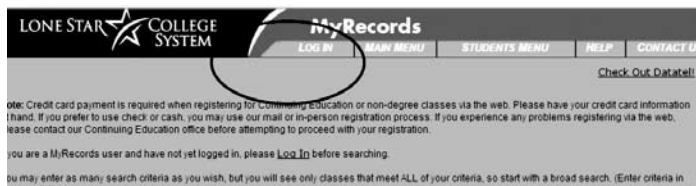
Most continuing education courses are available through registration online.

### Instructions For Online Registration

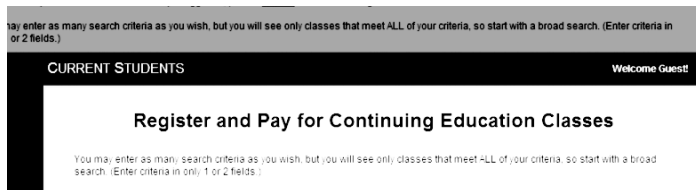
Go to LoneStar.edu/Class-Search.htm



- Click Registration for Continuing Education Class
- Current Students: Login to MyRecords to register.



- New Students: Search for classes. Proceed to set up an account after making course selections.



### The two primary fields used for course registration are:

**Search For:** Type in the Key Word for the class you are looking for and location, then click Submit. On the Select Classes page, click in the box next to the selected class after verifying on the right side that seats are still available. Click Submit.

**Course Code Number:** Complete this box with the rubric/prefix and the course number. (Example: CARTS 3940464 M3205) **(Type in the course number EXACTLY as it's shown in the catalog.** Click Submit. On the Select Classes page, choose the course, if available seats are left, and Submit. **IMPORTANT:** When registering online using the course number, IGNORE the 5 digit number shown in the schedule preceding the lettered prefix. This is NOT part of the course number. Example: ~~09405~~ CAPT 7000065 CY007

↑  
Ignore

- On the Pay For Classes page, VERIFY the class information. (If incorrect, follow the instructions at the TOP of the page. Remove the class and recalculate the amount due.) Complete the page with your credit card information and click on Submit.
- Print the Confirmation Page. If there are any technical problems, please contact the Lone Star College System Help Desk at 832.813.6600.

**2. IN PERSON**

- Click Registration for Continuing Education Class
- Search & Register through MyRecords.
- New students should click **Get ID & Password**. Follow the instructions carefully on this page and click on Submit.
- The Search/Register for Continuing Education Classes page that comes up is multi-purpose. **(Please note that it can be used to search for classes as well as to register.)**

Complete the registration form and register in person at:

LSC-CyFair	Learning Commons, Rm 140
LSC-Kingwood	Classroom Building A, Rm 107
LSC-Montgomery	Building C, Room 228
LSC-North Harris	Continuing Education Bldg, Rm 102
LSC-Tomball	Continuing Education Office, E166

**3. TELEPHONE REGISTRATION**

To register over the phone with a credit card, contact the appropriate Lone Star College.

LSC-CyFair	281.290.3200
LSC-Kingwood	281.312.1660
LSC-Montgomery	936.273.7446
LSC-North Harris	281.618.5634
LSC-Tomball	281.357.3676

**4. FAX**

Fax your registration form. You must pay at the time of registration. Credit card payments to include credit card number, expiration date, signature, billing address, and the security code (CVV). Receipts are mailed for fax registration by request only.

LSC-CyFair	281.290.5284
LSC-Kingwood	281.312.1612
LSC-Montgomery	936.273.7262
LSC-North Harris	281.618.5633
LSC-Tomball	281.357.3726

**5. BY MAIL**

Mail your registration form with check or credit card. Credit card payments to include credit card number, expiration date, signature, billing address, zip code and the security code (CVV) located on the credit card.

LSC-CyFair	9191 Barker Cypress Rd., Cypress, TX 77433
LSC-Kingwood	20000 Kingwood Dr., Kingwood, TX 77339
LSC-Montgomery	3200 College Park Dr., Conroe, TX 77384
LSC-North Harris	2700 W.W. Thorne Dr., Houston, TX 77073
LSC-Tomball	30555 Tomball Parkway, Tomball, TX 77375

**Policies**

**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+. For more information contact the Lone Star College ALL 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

**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 Bookstore or by ordering online through the following Web site: [www.efollett.com](http://www.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

**Certificates**

**Course**

A certificate of completion is awarded upon successful completion of a workforce education course to document 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 cancels, however it is the responsibility of the student to check the status of the class prior to attending. Students may do so by calling the campus or by logging onto [LoneStar.edu/MyRecords.htm](http://LoneStar.edu/MyRecords.htm).

## 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. Students registered through LSC-CE may earn Continuing Education Units (CEUs), not SCH. CE students who wish to receive SCH(s), 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.

## 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 CEU credits satisfactorily completed are available upon request. CEUs are recognized internationally as a measure of substantive professional education and training.

## Customized and Corporate Training

Customized training is available to local businesses that need to offer business-related technical or soft-skills training to a group of employees through the Lone Star Corporate College. Contact Information: CorporateCollege@LoneStar.edu or 281.260.7827.

## 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 the appropriate Lone Star College.

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

## Employment

Individuals who are interested in teaching, and who have job skills, talents or knowledge to share, apply to be a continuing education instructor for the Lone Star College System! Part-time temporary positions pay in the range of \$21 to \$41 per hour, depending on your education, experience, and the course you are teaching. Visit our employment website for more information and job postings LoneStar.edu/Employment.htm.

## 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 get ready 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

The Lone Star College System is committed to the principle of equal opportunity in education and employment. The 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 of the college 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 all local any or all of our locations.

## Financial Aid Available

### TPEG

Texas Public Education Grant (TPEG) funds are available for some Workforce Development Certificate programs to those 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 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

**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 [www.theworksource.org](http://www.theworksource.org). In addition, for more information call Michelle Greer at 281.765.7975.

**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.htm](http://LoneStar.edu/12190.htm).

**GED Test and Test Preparation**

The General Education Development (GED) Test and Test Preparation course are offered at each Lone Star College. For more information contact the nearest college.

**Library and Learning Center**

Lone Star College allows the community open access to the many resources and services available through Libraries and Learning Centers. Computers, books, online databases, instruction and assistance are enjoyed by members of our community. For information about the Lone Star College libraries visit [Library.LoneStar.edu](http://Library.LoneStar.edu)

**Lifetime Learning Tax Credit**

This credit applies to tuition and fees for undergraduate, graduate, and continuing education course work. A family can claim on its tax return a credit equal to 20 percent of \$5,000 of qualified educational expenses (maximum benefit is \$1,000). 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.

**Lone Star College On-Line**

On-line learning is anytime anywhere learning 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.

**Payment Plans**

Payment plans are only available for the Alternative Teacher Certification program. Contact the Lone Star College Continuing Education department for more information.

**Refunds**

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

**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 through the Academy for Lifelong Learning (ALL). Contact closet college campus for details.

**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.

**Summer Youth Programs**

Lone Star College summer youth programs give 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. Summer sessions begin in June.

**Transcripts**

Transcripts of completed coursework are available upon request by contacting the Admissions office at the appropriate Lone Star College.

**Veterans**

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



# Continuing Education Registration Form

Fax, mail, or deliver this form in person.

On-line Registration is available: [LoneStar.edu/class-search.htm](http://LoneStar.edu/class-search.htm)

Date:	Residency	Tuition Assistance
Term: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	I currently reside: <input type="checkbox"/> In the state of Texas (2N) <input type="checkbox"/> Not in the state of Texas (5N) State: _____ Country: _____	<input type="checkbox"/> DARS <input type="checkbox"/> TPEG <input type="checkbox"/> Hazelwood Exempt <input type="checkbox"/> WIA <input type="checkbox"/> TAA

Student Registration Information			
Last Name:	First Name:	MI:	Student ID or Soc. Sec. No:
Previous Last Name:	Date of Birth:	Phone No. Home:	Cell:
Address: City: _____ State: _____ Zip: _____			Address Change? <input type="checkbox"/> Yes <input type="checkbox"/> No
Mailing Address: (if different) City: _____ State: _____ Zip: _____			
Emergency Contact Name:		Relationship:	Phone No:

Demographic Questionnaire	
Gender: <input type="checkbox"/> M <input type="checkbox"/> F	The following questions are used by the state to help provide support for our programs. Although not required, your cooperation is appreciated.

<b>Ethnicity</b> (Select one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	<b>Race</b> (Check all that apply) <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> White	<b>Additional Information</b> <input type="checkbox"/> Academically disadvantaged <input type="checkbox"/> Limited English <input type="checkbox"/> Economically disadvantaged <input type="checkbox"/> Displaced Homemaker <input type="checkbox"/> Disabled: _____ <input type="checkbox"/> Single Parent Type of Disability: _____
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<b>How did you hear about us?</b> <input type="checkbox"/> Received a schedule in the mail <input type="checkbox"/> Picked up a schedule from a business location Business: _____ <input type="checkbox"/> LoneStar.edu <input type="checkbox"/> Other _____	<b>What is your primary goal?</b> <input type="checkbox"/> Personal Enrichment <input type="checkbox"/> Leisure Learning <input type="checkbox"/> Academy for Lifelong Learning (ALL) Member <input type="checkbox"/> Professional Development <input type="checkbox"/> Workforce Certificate, Which certificate? _____ <input type="checkbox"/> Other _____
---	---

Course Selection					
Registration #	Course Title	Course #	Location	Start Date	Course Fee
Ex: 55555	Introduction to Computers	CITSC 2100103	LSC-Cy Fair	09/02/09	\$180

Payment is due at the time of registration.

Make all checks payable to **Lone Star College System**. Please read the refund policy in the schedule.

<b>Total Fee</b>
<b>Method of Payment</b>
<b>Entered by</b>
<b>Date</b>
<b>TeleCheck Code</b>
<b>Receipt #</b>

Student Signature:			
<b>Charge to My:</b> <input type="checkbox"/> Discover <input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> AMEX	Card No:	Expiration Date:	Last 3 digits on card back:
Name on Card:	Authorized Signature:	Billing Address:	

Visit [LoneStar.edu](http://LoneStar.edu) • Affirmative Action/EEO College • For more information on bacterial meningitis please go to [www.Tdh.state.tx.us](http://www.Tdh.state.tx.us).

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