What can you get help with? Both library and tutoring services. It offers:

- Basic Microsoft Office and computer assistance
- Math, Science, Reading/Writing assignments
- Printing and scanning
- Accessing and navigating online courses
- Citations and paper formatting (MLA, APA, Chicago)
- MEDIASCAPE LOUNGES
- ONE-BUTTON STUDIO
- COMPUTERS
- Plugging in a flash drive and hitting start to begin a personal recording session
- Located at the very front of the Learning Commons space. Walk-in coaching is available to assist with study strategies for online and face-to-face courses. Please tutor math and reading/writing in any course is available. In addition, a study skills coach is available to assist with study strategies for online and face-to-face courses. Please.

Student and Employee ID’s may be obtained during open hours, within 30 minutes of closing. The standard hours for the LSC-Kingwood bookstore are as follows:* 

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday–Thursday</td>
<td>8:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 a.m. – 2:00 p.m.</td>
</tr>
<tr>
<td>Saturday and Sunday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Contacts

Main campus: Phone: 281-312-1699 sm8285@bncollege.com
LaToya Kennegy Textbook Manager 281-312-1531
Shareen Kamperveen Store Manager 281-312-1499
Monica Edwards Assistant Manager, LSC-AC 832-775-0856
LSC-Atascocita Center Room 158
15903 West Lake Houston Pkwy
Houston, TX 77044
Phone: 832-775-0856
Fax: 832-775-0894
sm8286@bncollege.com

SAFETY
LSC-Kingwood and LSC-Atascocita Center place safety first. The campus has police coverage 24 hours per day, seven days per week, 365 days per year. The Police office is located on the first floors of both the Student Conference Center (SCC) at the main campus and at LSC-Atascocita. In the event an officer is not present, pick up the phone at the doorway to be connected to the police dispatcher.

There are other alert features which are activated in case of emergencies which will become apparent (for example, Text messages and plasma TV display with announcements) when an emergency arises.

LSC-KINGWOOD & LSC-ATASCOCITA CENTER POLICE CONTACT INFORMATION:

- Police Emergency and non-emergency 5-911 [From a campus phone]
- Police Emergency and non-emergency 281-290-5911 [From any phone]

Note: Every classroom has an emergency phone which, when picked up, connects you to a police operator. Even if someone can’t talk at the time, taking the phone of its cradle will tell dispatch to send an officer to the location. For more information on safety, contact the Business Office at 281-312-1631.
STUDENT SERVICES

ADMISSIONS
Lone Star College is an open-enrollment institution. Most students are accepted when their application is submitted. The Admissions Office for the Kingwood campus is located in the Student Conference Center (SCC). Students will be assisted with the following:

- Assistance with their LSC-Kingwood application
- Evaluation of transcripts
- Review of student records

In addition to the admissions process, the office is responsible for outreach efforts. These areas include:

- Recruitment of students
- Participation in community outreach events
- Visitation with 11 service area high schools

For more information, contact Sagan McClure, admissions manager, at 281-312-1659 or Sagan.McClure@lonestar.edu.

ADVISING
The advising process is an integral part of a student's academic success. Advisors are available to assist students with the following services:

- Establishing a degree plan based on their educational goal at LSC
- Course recommendations
- The availability of campus resources and referrals as needed
- Transfer Planning as needed
- Graduation Requirement

For more information, contact Karen Woolley, director of advising, at 281-312-1622 or Karen.Woolley@lonestar.edu.

FINANCIAL AID
Financial Aid assists students in the process of completing the Free Application for Federal Student Aid (FAFSA) to determine what state, federal, and institutional aid they are eligible to receive. Students must complete the FAFSA and supply all information as requested to complete their file. In order to qualify for federal aid, students must meet Satisfactory Academic Progress for Financial Aid.

Functions that fall under Financial Aid include but are not limited to: federal grants, federal loans, state grants, scholarships, work-study, and various other state, federal, and institutional financial aid programs.

For more important dates and additional Financial Aid information, review the Financial Aid calendar at LoneStar.edu/Financial-Aid or visit the financial aid office in the Student Conference Center (SCC).

PAYMENT OF TUITION AND FEES/TAX 1098-T
Payment of tuition and fees as well as other financial transactions can be made at the Cashier's Office, located on the first floor of the Student Conference Center (SCC) at the main campus and at LSC-Atascocita Center.

For more information, contact Sharon Irving-Whitfield, business office manager, at 281-312-1470 or Sharon.Irving-Whitfield@LoneStar.edu.

TESTING CENTER SERVICES
The Testing Center is located in the Student Conference Center (SCC) and at LSC-Atascocita Center room 132. The Testing Center staff specializes in proctoring tests for students who need to test in a quiet, monitored environment.

The Testing Center primarily offers placement testing and academic testing (for online classes), but there are many other types of testing services offered. These include classroom make-up exams, special needs testing, external proctoring, HESI, HSRT, CLEP testing, and more.

For testing needs, call 281-312-1476 at LSC-Kingwood or 832-775-0820 at LSC-Atascocita.
The Office of Student Life provides an interactive and engaging atmosphere for LSC-Kingwood students on campus. Every student pays $2 per credit hour and these funds are returned through campus programming, free food, giveaways, and Registered Student Organizations.

**Campus Events:** Welcome Back to the Pack, Club Rush, Spring Fling, Oktoberfest, Hispanic Heritage Month, Black History Month, Grad Bash, Rodeo Bowl, #SafeBreak activities, Student Life Conference, and more! Student ID required at events.

** Clubs and Organizations:** Currently there are more than 20 clubs at LSC-Kingwood, and they span a variety of categories: leadership, service cultural, educational, occupational, hobby-related, and sports. Contact the Office of Student Life to learn how to form a new club.

**Leadership:** In addition to the opportunity to hold an officer position in a Registered Student Organization, there are many ways to grow leadership skills, including Student Government, Leadership College, retreats, conferences, and volunteering.

**Student Activities Center:** In LSC-Kingwood SCC 240 and LSC-Atascocita Center Room 125, students can enjoy comfortable seating, video games, billiards, air hockey, and board games. It is the place on campus to relax and unwind between classes! Student ID required for entry.

*For more information, contact LSC-Kingwood Student Life at 281-312-4326 or Kingwood.StudentLife@lonestar.edu. Contact LSC-Atascocita Center Student Life at 832-775-0826.*

**INTERCULTURAL CENTER**

The Intercultural Center seeks to foster intercultural awareness, inclusivity, and respect for all in the LSC-Kingwood community. It is committed to the enhancement of a positive LSC-Kingwood experience for students, staff, and faculty. The center hosts programs and events that address awareness, inclusion, and equity. It strives to develop and prepare future leaders to be culturally competent in a diverse and multicultural society. The Intercultural Center is located in SCC 201.

*For more information, contact Kristen Johnson, director of student diversity and equity, at 281-312-1791 or Kristen.A.Johnson@lonestar.edu.*

**MEN’S CENTER**

The Men’s Center is committed to engaging and providing men with support services and activities that will increase personal and academic achievement. Whether a first year or a returning student, the center wants to help support men’s efforts to succeed at LSC-Kingwood. Join the Men’s Center as it takes Boys to Men… Men to Leaders… Leaders to Catalysts for Change! The Men’s Center is located in SCC 234.

*For more information, contact Alfred Dorsey, Men’s Center director, at 281-312-4351 or Alfred.Dorsey@lonestar.edu.*
WOMEN’S CENTER
The Women’s Center aims to provide a safe space on campus where students can find resources, build connections with other women, and find support in whatever struggles or successes they find themselves in. The center strives to empower women to succeed in all aspects of their lives. The Women’s Center is open Monday–Friday 8:00 a.m.–5:00 p.m. in SCC 195. Come grab coffee and chat with us!

For more information, contact Maria Pickett, Women’s Center coordinator, at 281-318-4332 or Maria.Pickett@lonestar.edu.

CARE TEAM
“Speaking up could save a life” is the core message of LSC-Kingwood’s CARE Team. The CARE Team was developed by the campus Behavioral Intervention Team (BIT) to promote a safe college environment focused on student learning and development. CARE’s mission is to provide consultation to faculty, staff, and administration in assisting students who display concerning behaviors and to gather information to assess situations in order to make appropriate recommendations, interventions, or disciplinary sanctions. In summary, its goal is to connect students with needed campus and community resources.

Anyone who believes a student is a threat to themselves and/or others, or is exhibiting behaviors disruptive to the mission of the college, can make a CARE referral. A referral can be submitted by completing a form at LoneStar.edu/BIT. Someone from the CARE team will contact the individual making the referral for other pertinent information.

For more information about the CARE team, contact Garth Howard, dean of student development, at 281-318-4393.

CAREER SERVICES
Career Services is dedicated to helping students make informed decisions about their future careers. Career advisors are available to assist students with the following:

- Explore and plan a career path
- Choose a college major
- Make a career change
- Write a résumé and cover letter
- Develop a job search plan
- Find a job while in college or after graduation
- Practice job interviewing… and more!

The Career Center is located in SCC 205. Services are free to students, alumni, and community members.

For more information or to schedule an appointment, contact Career Services at 281-312-1624 or Kingwood.CareerServices@lonestar.edu.
LSC-Kingwood offers instructional support services for students in face-to-face, online, and hybrid courses. The newly renovated first floor of the LIB building is now the Learning Commons, home to both library and tutoring services. It offers:

• **ACADEMIC TUTORING** – Located at the very front of the Learning Commons space. Walk-in tutoring for math and reading/writing in any course is available. In addition, a study skills coach is available to assist with study strategies for online and face-to-face courses. Please note: science tutoring is available in SIB 105.

• **COMPUTERS** – The Learning Commons space is home to a number of computers, including iMacs, which are available for student use. All computers are loaded with commonly used campus software. Additionally, 30 laptops are available for checkout with a valid student ID from the laptop kiosks.

• **ONE-BUTTON STUDIO** – Plug in a flash drive and hit start to begin a personal recording session (presentations, speeches, auditions, and more). When done, easily save the recording to a flash drive.

• **MEDIASCAPE LOUNGES** – Powered tables with flat screen televisions where groups can plug in their devices for a heightened collaborative learning environment.

• **BOOKS, TEXTBOOKS, AND COURSE MATERIALS** – Every effort is made to house at least one copy of each textbook and supplemental reading on reserve. Course reserves can be checked out for two hours, in-house-use only. The majority of the library’s book collection has been converted into eBook format that can be accessed anywhere, at any time, with a valid student ID. Students may request materials from any other LSC or HCPL location and pick the hold up at the service desk.

• **PRINTING AND SCANNING** – All computers, including laptops, are connected to a pay-to-print system (black and white: 10 cents per page; color: 50 cents per page). Also available are two KIC Bookeye Scanners. These devices allow quick scanning of books or loose papers at the touch of a screen. Scans are saved as PDFs that can be printed, emailed, saved to the cloud, or saved to a flash drive free of charge! With the scanner’s MyDocs app, students can have the selection read to them or make flashcards out of the scanned content.

**What can you get help with?**

- Research and resource evaluation
- Citations and paper formatting (MLA, APA, Chicago)
- Accessing and navigating online courses
- Basic Microsoft Office and computer assistance
- Printing and scanning
- Math, Science, Reading/Writing assignments

*For more information, resources, and research guides, visit [LoneStar.edu/Library/Kingwood](http://LoneStar.edu/Library/Kingwood).*

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**LIBRARY HOURS**

**LSC-KINGWOOD**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday–Thursday</td>
<td>7:30 a.m. – 8:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 a.m. – 3:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 a.m. – 1:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>Closed</td>
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**LSC-ATASCOCITA CENTER**

<table>
<thead>
<tr>
<th>Day</th>
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</thead>
<tbody>
<tr>
<td>Monday–Thursday</td>
<td>7:30 a.m. – 7:30 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 a.m. – 4:00 p.m.</td>
</tr>
<tr>
<td>Saturday &amp; Sunday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

*Student and Employee ID’s may be obtained during open hours, within 30 minutes of closing.*
Lone Star College counselors are master's level counseling professionals who are trained to assist students in meeting their academic, career and personal goals. Change, stress and personal growth are all elements of the college experience. Counselors are dedicated to helping people succeed through a variety of services. Counselors are available to meet with students by appointment. However, some concerns may be addressed on a walk-in basis.

Students often seek counseling services for the following reasons:

- **ACADEMIC COUNSELING. TOPICS MAY INCLUDE:**
  - Academic planning
  - Learning Styles
  - Lecture Note-Taking
  - Time Management
  - Textbook Reading
  - Personal Concerns That Affect Academic Success

- **CAREER COUNSELING**
  - Includes assessments, selection of a major, career path selection, and long-term career goals

- **DISABILITY SERVICES**
  - Helps students with disabilities make a successful transition to college

- **SELF-HELP RESOURCES**

- **CRISIS COUNSELING AND REFERRAL**
  - Provides resources for mental health resources and support

**LSC-KINGWOOD COUNSELING TEAM**

<table>
<thead>
<tr>
<th>Counselor</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judith Watson</td>
<td><a href="mailto:Judith.Watson@lonestar.edu">Judith.Watson@lonestar.edu</a></td>
</tr>
<tr>
<td>Suann Hereford Ph.D.</td>
<td><a href="mailto:Suann.L.Hereford@lonestar.edu">Suann.L.Hereford@lonestar.edu</a></td>
</tr>
<tr>
<td>Sharon Kenemore</td>
<td><a href="mailto:Sharon.L.Kenemore@lonestar.edu">Sharon.L.Kenemore@lonestar.edu</a></td>
</tr>
<tr>
<td>Lee Ann Liebst (Disability Services)</td>
<td><a href="mailto:LeeAnn.C.Liebst@lonestar.edu">LeeAnn.C.Liebst@lonestar.edu</a></td>
</tr>
</tbody>
</table>

**LSC-ATASCOCITA CENTER**

Affiliated with LSC-Kingwood, LSC-Atascocita Center is a stand-alone campus in the Lone Star College System and provides the community local access to services, college courses and programs, workforce training and leisure learning. The facility contains student services, bookstore, library and learning center, multi-purpose space, computer labs, classrooms and laboratories.

**STUDENT SERVICES**

- **Monday–Friday**
  - 8:00 a.m. – 5:00 p.m.

**FINANCIAL AID**

- **Monday–Thursday**
  - 9:00 a.m. – 4:00 p.m.
- **Friday**
  - 9:00 a.m. – 3:00 p.m.

**BOOKSTORE**

- **Monday–Thursday**
  - 8:00 a.m. – 5:00 p.m.
- **Friday**
  - Closed

**CASHIER**

- **Monday–Friday**
  - 8:00 a.m. – 5:00 p.m.

**TESTING**

- **Monday–Thursday**
  - 8:00 a.m. – 8:00 p.m.
- **Friday**
  - 8:00 a.m. – 5:00 p.m.
- **Saturday**
  - 9:00 a.m. – 2:00 p.m.

**TUTORING**

- **Varies by Subject**

**RECREATION ROOM**

- **Monday–Thursday**
  - 8:00 a.m. – 4:00 p.m.
- **Friday**
  - 9:00 a.m. – 12:00 p.m.
LSC-Kingwood offers instructional support services for students in face-to-face, online, and hybrid formats. It provides access to books, textbooks, and course materials; mediaplace lounges; and computers. Academic tutoring is available for Math, Science, Reading/Writing assignments, and support for Accessing and navigating online courses. Research and resource evaluation is also offered.

The library holds a wide range of materials, including eBooks that can be accessed anywhere, at any time, with a valid LSC-Kingwood login. The majority of the library's book collection has been converted into eBook format, making it convenient for students. Materials can be checked out for two hours, in-house-use only. The library also offers a system for printing, with black and white printing costing 10 cents per page and color printing costing 50 cents per page. This system is pay-to-print, with a student ID required for access.

The Learning Commons space is home to a number of computers, including laptop stations and areas with hooks to plug in flash drives for personal recording sessions. Every effort is made to house at least one computer for science tutoring in SIB 105.

The library hours are as follows:
- Monday–Thursday: 7:30 a.m. – 7:30 p.m.
- Friday: 7:30 a.m. – 4:00 p.m.
- Saturday: Closed
- Sunday: Closed

For more information, resources, and research guides, visit the LSC-Kingwood website or by logging into myLoneStar. After entering the search criteria, click the “textbook information” link for the class. Textbook requirements are also available through the “books, textbooks, and course materials” link on the library homepage. Students can find the necessary textbooks for classes by using the class search tool on the LSC-Kingwood website.