General Resources

Bookstores at LSC-Kingwood & LSC-Atascocita Center

The LSC-Kingwood and LSC-Atascocita Center bookstores are convenient locations for students to purchase their textbooks and study aids. Located in the SCC and the LSC-Atascocita Center respectively, the bookstores also offer online ordering.

Students can find the necessary textbooks for classes by using the class search tool on the LSC-Kingwood website or by logging in to myLoneStar. After entering the search criteria, click the “textbook information” link for the class. Textbook requirements are also available through the faculty members’ syllabi and can be found using the syllabi search tool.

Students are not under any obligation to purchase a textbook from any Lone Star College System affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer. The bookstore accepts cash and all major credit cards.

The standard hours for the LSC-Kingwood bookstore are as follows:* (Hours are subject to change based on need of the campus and business):

- Monday–Thursday: 9:00 a.m. – 5:00 p.m.
- Friday: 9:00 a.m. – 2:00 p.m.
- Saturday and Sunday: Closed

Contacts

Main campus:
Phone: 281-312-1699
Samantha Eades
Store Manager
281-312-1499

Rebecca Thorpe
Course Materials Manager
281-312-1528

LSC-Atascocita Center:
Room 158
15903 West Lake Houston Parkway
Houston, TX 77044
Phone: 832-775-0856
Fax: 832-775-0894

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 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.

The LSC-Kingwood Guide to Services is designed to provide students, faculty members, and employees with up-to-date information on services available on the main campus, the LSC-Atascocita Center and the East Montgomery Community Improvement District. For the coming months, services will be streamlined while the college’s buildings undergo repairs following damages sustained from Hurricane Harvey. Please visit the LSC-Kingwood website, www.lonestar.edu/kingwood, for the most current information. We appreciate your patience during this transitional period.
LSC-Kingwood offers a range of academic support services for students in face-to-face, online, and hybrid courses. In order to better serve students during the Fall 2017 semester, extended services are being offered at multiple location, including LSC-Kingwood (SCC Building), LSC-Atascocita Center, and LSC-EMCID Center. Available services included:

- **D2L/Online Learning Support** – Locations: SCC 106, Atascocita Center 206, EMCID 108. Help accessing and navigating online courses; available in all computer lab locations.

- **Computer Labs** – Locations: SCC 106, Atascocita Center 206, EMCID 108. Student-use computer labs with all commonly used campus software and help with basic Microsoft Office questions.

- **Academic Tutoring** – Locations: SCC 2nd Floor Study Area (over café), Atascocita Center 206, EMCID 108. Walk-in tutoring for math, science, and reading/writing in any course.

- **Study Skills Coaching** – Location: SCC 2nd Floor Study Area (over café), Atascocita Center 206. Individualized help with study skills and strategies for online and face-to-face courses.

Schedule and availability may vary by location. Go to [www.lonestar.edu/lsc-kingwood-tutoring](http://www.lonestar.edu/lsc-kingwood-tutoring) for current schedules and more information. For location maps and directions, please visit [www.lonestar.edu/kingwood](http://www.lonestar.edu/kingwood).

**Counseling Services**

Lone Star College counselors are master’s level counseling professionals who are trained to assist you in meeting your academic, career and personal goals. Change, stress and personal growth are all elements of the college experience. Counselors are dedicated to helping you 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

- **Career Counseling**
  - Includes assessments, selection of a major, career path selection, as well as long-term career goals

- **Disability Services** - Helps students with disabilities make a successful transition to college

- **Self-Help Resources**

- **Personal concerns that affect academic success**

- **Crisis Counseling and referral** - Provides resources for mental health resources and support

**LSC-KINGWOOD COUNSELING TEAM**

Judith Watson
Judith.Watson@lonestar.edu

Suann Hereford Ph.D.
Suann.L.Hereford@lonestar.edu

Sharon Kenemore
Sharon.L.Kenemore@lonestar.edu
STUDENT SERVICES

ADMISSIONS

Lone Star College System is an open-enrollment institution. Most students are accepted when their application is submitted. The Admissions Office is located in the SCC. Students will be assisted with the following:

• Assistance with the 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 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 http://www.lonestar.edu/financial-aid.htm or contact the financial aid office in the Student Conference Center.

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 SCC at the main campus and at LSC-Atascocita Center. More information on 1098-T tax statement is available at the Cashier’s Office.
OFFICE OF STUDENT LIFE

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 Woods, Club Rush, Spring Fling, Oktoberfest, Hispanic Heritage Month, Black History Month, Chili Fest, Heart Walk, Bingo, Trivia, Student Life Conference, and more! Student ID required at events.

**Clubs and Organizations:** Currently there are more than 45 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:** Besides the opportunity to hold an officer position in a Registered Student Organization, students are invited to participate in Leadership College, a six-month, system-wide program that allows students to explore local culture, economy, art, and industry at no cost to them.

**Student Activities Center:** In 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.

INTERCULTURAL CENTER

The Intercultural Center seek to foster intercultural awareness, inclusiveness, 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 around multicultural and global issues. It strives to develop and prepare future leader 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 281-312-191 or Kristen.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 Catalyst for Change! The Men’s Center is located in SCC 234.

For more information, contact Alfred Dorsey, program director at 281-312-4351 or Alfred.Dorsey@lonestar.edu.

WOMEN’S CENTER

The Women’s Center strives to empower women, increase communication, and create a network of support for all. It is a place where women can find assistance to overcome life obstacles to achieve their personal, academic, and career goals. The Women’s Center is located in SCC 234 and is open Monday through Friday from 8:30 a.m. to 4:30 -p.m.

For more information, contact Diane Blanco, women’s center program director, at 281-318-4332 or Diane.K.Blanco@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 questionable 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 http://www.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.

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, MOS, and more.

For testing needs, call 281-312-1476 at LSC-Kingwood or 832-775-0820 at LSC-Atascocita.
**Atascocita Center Library**

- **Monday–Thursday**: 7:30 a.m. – 9:00 p.m.
- **Friday**: 7:30 a.m. – 4:30 p.m.
- **Saturday**: 9:00 a.m. – 2:00 p.m.

**SCC - 255**

- **Monday–Thursday**: 8:00 a.m. – 5:00 p.m.
- **Friday**: 8:00 a.m. – 1:30 p.m.

**Student & employee ID’s**

*Located at the SCC Bookstore*

- **Monday–Thursday**: 8:00 a.m. – 5:00 p.m.
- **Friday**: 8:00 a.m. – 1:30 p.m.

*ID badges also available at LSC-Atascocita Center Library. Check times above for availability.

**EMCID**

- **Monday–Friday**: 9:00 a.m. – 5:00 p.m.

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**LSC-ATASCOCITA CENTER**

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. Affiliated with LSC-Kingwood, the facility opened in August 2011 and contains student services, bookstore, library and learning center, multi-purpose space, administrative suite, faculty offices, 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–Thursday**: 8:00 a.m. – 5:00 p.m.
- **Friday**: 8:30 a.m. – 3:00 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.