

# Admission Policies and Procedures

The Lone Star College System is an open admissions system. LSCS prefers that all new LSCS students fill out and submit an LSCS application form at [LoneStar.edu/apply](http://LoneStar.edu/apply) to expedite the application process. Alternately, new students may complete the Texas Common Application for Community Colleges at [www.ApplyTexas.org](http://www.ApplyTexas.org) understanding that use of the Apply Texas application is not a real-time submission. Those submitting applications using the Texas Common Application process will experience at least a one day delay in processing their requests for LSCS admission. Returning students must update their general information and submit a new residency oath if they have not been enrolled during the preceding fall and spring semesters.

## Admissions Criteria For Credit Courses

Once admitted to LSCS, students may elect to attend any college within the system. Admission to LSCS does not guarantee admission to a specific limited-enrollment program. Students may be admitted to the system **under any one** of the following criteria:

1. **Graduate from high school.**
2. **Transfer from another college or institution.**
3. **Obtain GED (General Education Development) certificate by** passing the test as certified by a state education agency.
4. **Meet international student criteria (F-1 Visa).** Additional information relating to academic background, financial support as well as a personal interview may be required for admission. See admission procedures for international students on pages 38.
5. **Meet exceptional admission criteria.** Exceptional admission at LSCS is designed for students whose academic needs can best be met by the inclusion of college-level instruction. Students enrolled in high school who do not have a GED certificate or a diploma from high school may qualify for exceptional admission.
6. **Obtain individual approval.** Students who do not meet any of the above requirements, *may* be admitted with special individual approval, provided sufficient evidence is presented that the student can do college-level work. Evidence may include,

but is not limited to, standardized written exams, other measurement instruments, or a non-written examination for workforce course work.

## Admissions Process: Credit Courses

As an open admissions college system, LSCS makes it easy to get started. The steps are:

- Submit an online admissions application. Forms are available at [LoneStar.edu/apply](http://LoneStar.edu/apply).
- Apply for financial aid if needed.
- Returning students must update their information and complete a new residency oath if they have not enrolled in the preceding fall and spring semester.
- Submit assessment scores or take an assessment test (COMPASS, ACCUPLACER, ASSET or other approved LSCS test).
- Submit all official transcripts.
- Participate in mandatory orientation.
- Meet with advisor/counselor to discuss academic plans.
- Apply for academic fresh start if needed.

## Mandatory New Student Orientation

Getting off to the best start at the beginning of the semester is important; therefore, all new entering students are required to attend an orientation session. This orientation is conducted before each semester and is designed to help entering students succeed in college and, become familiar with the campus and its resources, registration for their classes, be introduced to academic advising, and learn about student activities and other support services and programs. Orientations are offered at a variety of times and in different modalities to meet the different schedules of students. Students may register for an on-campus, or online new student orientation by calling the Student Services Office at their campus where registered, or by registering for an online session. Check the schedule of orientation classes or contact the Student Success Center or Counseling/Advising Center on each campus for the dates, times, and location of student orientation seminars. See [LoneStar.edu/orientation](http://LoneStar.edu/orientation) for more information.

## Exceptional Admissions: Definition

College credits earned through the exceptional admission program will be accepted by most institutions on the same basis as other college credit. There is a possibility, however, that a specific college may add additional requirements for transfer purposes. Contact the college admissions office or a high school counselor for more information.

Entrance into college-level courses may require higher level placement scores than the passing standard for state mandated tests.

An exceptional admissions student may apply for financial aid, such as the Texas Public Education Grant. Funds will be awarded if students meet eligibility criteria. Contact the financial aid office at the college of your choice for more information.

Participation in the exceptional admissions program may make some students ineligible for University Interscholastic League (UIL) competition in certain academic areas, depending on the courses taken. English and history courses do not affect eligibility. Students should contact their high school advisor for specific UIL requirements.

## Exceptional Admissions Process

The following actions must be completed prior to or when registering:

1. Visit [LoneStar.edu](http://LoneStar.edu)/apply to complete the application.
2. Turn in official test scores.
3. Present evidence that required course prerequisites have been satisfied such as high school or college transcript, or advising profile.
4. Complete the college registration form with college classes authorized by high school counselor or home school administrator.
5. Complete the exceptional admission form signed by student, parents, high school principal, or designee which lists the college classes and high school classes, if enrolling in a dual credit course.
6. Present proof that the student has met TSI requirements in the areas that are applicable to the courses that the student wishes to enroll in and have the course prerequisites.

Additionally, students 15 years or younger must receive approval for exceptional admission.

The student's parent or a designated responsible adult must be available at the college location to

monitor the student's activities outside of class while at an LSCS college and be immediately available in case of an emergency.

## Dual Credit: Definition

Dual credit is part of the Lone Star College System's exceptional admissions program. It is especially designed for junior and senior secondary education students who qualify to earn high school and college credit simultaneously while still in high school. Dual credit students receive a 100% discounted tuition rate. All other fees will be assessed at the regular rate.

LSCS colleges have agreements with several high school districts that permit eligible high school students to earn college credit while satisfying high school graduation requirements at the same time.

Upon approval by the high school principal or designee and college admission through the exceptional admissions program, a student may enroll in college courses taught either at the high school or at LSCS. Students may enroll in a maximum of two college-level courses per semester. Exceptions require approval by the instructional vice president or designee.

## Dual Credit: Requirements

In order for students to be eligible for dual credit, all of the following must be met:

- The high school has an agreement with Lone Star College System.
- The student is currently enrolled in a public or private high school or home school.
- The student has a current LSCS application on file.
- The student meets the requirements for exceptional admission.
- The student has approval from high school designee, college designee and parent/guardian.
- The student has taken an approved assessment:
  1. COMPASS, ACCUPLACER or ASSET (reading, writing and/or math relevant to the courses being taken) or
  2. Exempt scores based on ACT, SAT, or THEA or
  3. For students enrolling in 11th grade, 10th grade TAKS scores (2200 and 3 on English language arts section and 2200 on math

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section) may be used. These students do not need to retest for eligibility during the 12th grade.

4. For students enrolling in 11th grade, PSAT or PLAN scores may be used. Students must achieve a combined score of 107 on the PSAT/NMSQT with a minimum of 50 on the critical reading and/or mathematics test relevant to the courses to be taken. Students must achieve a composite score of 23 on the PLAN with a 19 or higher in mathematics and English. However, students meeting eligibility with either of these tests must retest for dual credit eligibility in the 12th grade.
- For dual credit students who do not have exemption scores in all sections of TAKS, SAT, ACT, PSAT, or PLAN additional assessment will be required.
  - The student must meet prerequisites in the areas that are applicable to the course including reading, writing and math, where appropriate.
  - The student may be eligible to enroll in work-force education dual credit courses in the 11th and/or 12th grade if the student achieves the minimum high school passing standard on the English/Language Arts section of the 10th or 11th grade TAKS and meets the prerequisites of the course being taken.

**Note:** Courses beyond high school graduation require 11th grade exit level TAKS scores or other placement assessment scores to be submitted to the Admissions Office at any LSC campus.

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### Dual Credit Registration Deadlines

Fall term:	June 15
Spring term:	December 1
Summer term:	Follows regular college credit schedule

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### Dual Credit Class Load and Grades

State regulations allow a dual credit student to take a maximum of two college credit courses per semester. When indicators such as grade point average or assessment scores indicate a student

may have the academic ability to handle more than two courses, exceptions may be granted by the college's instructional vice president or designee. High school students must complete each college course attempted with a grade of "C" or better in order to continue in the program. For additional information about dual credit, please contact the college instructional vice president.

## Joint Admissions and Reverse Transfer

The Joint Admissions program is a partnership that allows LSCS students the opportunity to apply to and enroll in Sam Houston State University, University of Houston, University of Houston-Downtown, Our Lady of the Lake University, Prairie View A&M, University of Texas at Dallas, or Texas Southern University while still attending LSCS. This facilitates course transfer directly into a program-specific bachelor's degree. Students in this program receive all the benefits of being a typical university student, including a simplified application process, discounted or no application fee, and access to university advisors and degree plans.

Reverse Transfer establishes policies and procedures for credits earned at universities to be transferred to LSCS and applied toward associate degrees. Students can apply for LSCS graduation online. For additional information, go to our web site at [LoneStar.edu/joint-admissions](http://LoneStar.edu/joint-admissions) or contact the articulation and university relations department at Lone Star College-University Center at University Park at 281.290.3634.

## Admissions Procedures for International Students

LSCS is authorized under federal law to enroll non-immigrant students carrying valid visas. Currently there are about 2,000 international students from 100 different countries. Students residing in the U.S. but who are not U.S. residents or citizens must present proper documentation for an appropriate visa category. These documents include a copy of the student's valid passport, visa and I-94 card. Additional information is also required to show proof of their academic background. LSCS adheres to Citizenship and Immigration Services (CIS) guidelines. It is the responsibility of the student to have knowledge of CIS regulations pertaining to their visa type.

Enrollment involves three processes: admission, advisement and course registration. Applicants should contact the international student advisor at the college where they plan to attend. To be considered for admission to LSCS on a student visa, the applicant must present the following items with their completed application forms:

1. An LSCS International Student Application, completed and signed by applicant.
2. Evidence of financial support, showing that adequate funding is available to pay for the applicant's educational and living expenses. Applicants will submit the International Student Financial Responsibility Statement, completed and signed by the applicant and the Financial Responsibility Statement for International Student Sponsor, if applicable, for each sponsor. If the sponsor is not a family member, they will provide a letter of sponsorship.
3. Proof of English proficiency, if appropriate, which can be assessed at the time of enrollment or by submitting one of the following:
  - Test of English as a Foreign Language (TOEFL) score of 530 or higher on the paper version of TOEFL or 197 or higher on the computerized version or 71 on the internet-based version. Test scores are valid for 3 years.
  - Official transcripts from an accredited U.S. college or university showing successful completion of coursework including a college-level writing course (not ESOL).
  - Official records from a foreign high school or higher education institution where English is the primary language of instruction may indicate English proficiency.
  - Documented completion of the final level of an intensive English language program approved by LSCS.
  - Test of English for International Communication (TOEIC) score of 700 or higher. Test scores are valid for 3 years.
  - International English Language Testing System (IELTS) score of 7 or higher. Test scores are valid for 2 years.

- Individuals not proficient in English upon arrival will be required to be assessed for placement in the intensive English program.

4. Evidence of high school graduation or college level work including complete official high school records showing completion or college/university transcripts translated into English. Degree-seeking students that have college/university credits outside the U.S. and wish to transfer their credits to LSCS, must submit a course-by-course evaluation by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) International Education Services or by a service that maintains current membership in the National Association of Credential Evaluation Services, Inc. (NACES).
5. International Student Transfer Information Form completed by an international student advisor from the student's previous institution and current copies of relevant documents including passport pages, U.S. visa, Form I-94, I-20, and financial documents must be submitted by transfer students from U.S. schools.
6. F-1 Status Form, signed and dated by applicant.

F-1 students are required to purchase health insurance or provide proof of adequate and acceptable health insurance by completing the waiver application before registration. The premium for the LSCS International Student Health Insurance Plan will be included with the tuition and fees at registration.

International students must be enrolled in and maintain enrollment in a minimum of 12 credit hours per fall and spring semesters. At least 9 of these credit hours must be in face-to-face classes each semester.

Visit [LoneStar.edu/International-Students](http://LoneStar.edu/International-Students) to access required forms and to learn more about the colleges in the system and the programs each college offers. Once accepted for admission into a college, the student will receive a welcome packet containing an I-20 form. All LSCS students must meet the requirements of the Student Success Initiative (see page 43).

All new (F-1) international students must attend a mandatory international student information session during their first semester. Please check with the international student advisor at the college.