



# Registration Policies and Procedures

## Types of Courses

Lone Star College System offers various course delivery methods and enrollment options. LSCS has offerings in **Continuing Education** and **College Credit**. Continuing Education courses range from GED to leisure to workforce development. College credit courses are designed for students desiring to complete a certificate, complete an associate's degree, and/or transfer to a four-year university.

Enrollment in courses may be restricted if the prerequisite skills or recommended prior learning are not met, as demonstrated by assessment scores and/or transcripts of previous work.

For information and advising for Workforce, Languages and Personal Enrichment Continuing Education (CE) certificates and classes, please contact one of the college CE departments or visit [LoneStar.edu/Continuing-Ed](http://LoneStar.edu/Continuing-Ed).

## Registration Procedures for Non-Degree Seeking Students

A student who is not seeking a degree or certificate from LSCS may enroll for a maximum of 12 semester credit hours without being assessed in reading, writing and mathematics if course prerequisites are met. Students must be assessed if course prerequisites are not met. A student who regularly attends another college and plans to enroll only in the summer must provide documentation of enrollment in another institution prior to enrolling at LSCS.

## Registration for Students Seeking College Credit

Registration for courses occurs several times throughout the year. Registration dates, procedures, and other pertinent information are available online at [LoneStar.edu/class-search](http://LoneStar.edu/class-search). Additional registration, assessment testing, and advising information may also be obtained at the college where students register. New students are strongly encouraged to attend new student orientation at any of the colleges.

## How to Enroll: Credit Courses

- Ensure all admissions steps have been completed.
- Develop your educational plan at MyLoneStar.edu; select MyLoneStar; select Student Center; select Plan on the main Student Center page.
- Develop course schedule based on placement scores (see an advisor for assistance.)
- Register for classes.
- Pay tuition and fees.

## Auditing a Course

Approval to enter or audit a course may be granted by the instructional vice president or designee during the last week of registration for the class, providing the class is open for enrollment. The charges for auditing courses are the same as charges for credit enrollment. Credit will not be granted for an audited course unless approval to change from audit to credit is granted prior to the official day of record. Students may not change from credit to audit. Refunds for withdrawal from audit classes will be made according to the refund schedule established for credit courses during that semester or term. Students must meet the required prerequisites to audit a class.

## Academic Overload (Recommended Academic Load)

An overload is defined as attempting more than 18 credit hours in the fall or spring terms. An advisor can provide specific information about overloads in summer and other non-traditional length terms. Students may only enroll in one course during a mini-mester. An overload during any term must be approved by the academic vice president or designee. Normally dual credit students are permitted to enroll in only two college courses each semester.

## Prerequisite or Corequisite Courses

Before registering for many courses, a student must complete designated prerequisites. Such requirements are indicated as part of the course description and are subject to change. College-level reading and writing readiness are required prerequisites for most college credit courses. It is the student's responsibility to take courses in sequence and at the proper level. Failure to adhere to prerequisite/corequisite requirements may result in administrative withdrawal from the course. The corequisite notation in a course description indicates that a student who enrolls in the course must enroll concurrently in the listed corequisite unless the course has been taken previously.

Under special circumstances, the instructional vice president or designee may allow a student to register for a course without the required prerequisites. Students are cautioned that, under such circumstances, though they may receive credit toward graduation, another college may not accept such credits in fulfillment of certain specific requirements for a degree.

## Change of Schedule

Students may not add a course, regardless of format, after the class has met once, without the signature of an academic dean, vice president or their designee.

## Course Withdrawal Policy

Withdrawal from a course after the official day of record will result in a mark of "W" on the student's transcript and no credit will be awarded for the course(s). If a student registers and pays for a course, it is the student's responsibility to drop/withdraw before the "W" date. Prior to the withdrawal date, faculty members may withdraw a student under appropriate circumstances, which are outlined in the class syllabus. The withdrawal will only be processed if the student completes and submits for signature the required withdrawal form(s). The student is strongly encouraged to consult with the faculty member and/or a

counselor/advisor prior to submitting the request for withdrawal. Local college procedures are on file in the admissions office for the specific requirements regarding withdrawal requests.

Satisfactory academic progress is required for continuing eligibility for financial aid. Consult the college's financial aid office regarding the course completion requirements prior to withdrawing from any courses as there may be repayment obligations.

Under Section 51.907 of the Texas Education Code, "An institution of higher education may not permit a student to drop more than SIX (6) courses, including any course a transfer student has dropped at another Texas public institution of higher education." This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in the fall 2007 semester or later. Students enrolled prior to fall 2007 are not affected. Any course that a student drops is counted toward the six-course limit unless the student is completely withdrawing from the institution or meets one of the criteria required for a waiver. A "drop" in this instance is considered when a student is dropped or withdrawn from a course after official day resulting in a grade of "W." Eligible criteria for a waiver include a) change of work schedule prohibiting attendance, b) active military, c) severe illness or debilitating condition, d) death of a family member, e) class cancellation, and f) complete withdrawal.

## Academic Fresh Start Program

Under the provisions of the Texas Education Code, Section 51.931, a Texas resident is entitled to apply for admission/readmission to a LSCS college or to any specialized admission program at LSCS and elect to have all academic course work earned 10 or more years prior to the requested enrollment date ignored for enrollment purposes. If the applicant completes the right to an academic fresh start agreement with the college admissions office prior to registration confirming the decision to enroll under the

academic fresh start statute, this institution will not consider academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who decides to apply under this statute may not receive any course credit for courses taken at any college or university 10 or more years prior to enrollment.

An applicant who chooses to exercise the provisions of the Academic Fresh Start Program must meet all LSCS admission/readmission requirements and must submit official transcripts from all colleges or universities attended. The courses excluded under this provision may not be counted toward a degree, may not be counted in the GPA calculations or academic standing and may not be used to meet prerequisite requirements.

The Academic Fresh Start Program does not apply to the Standards of Academic Progress for financial aid applicants. Therefore, the student may not qualify for financial aid based on prior academic performance.

### **Texas Success Initiative (TSI) and LSC Student Success Initiative (SSI)**

As of September 1, 2003, Senate Bill 286, section 37 replaced the TASP statute with the Texas Success Initiative (TSI). Under the Texas Success Initiative, students will be assessed, receive the help they need to become college-ready, and be evaluated to determine when they are ready to enroll in college-level work.

The LSC Student Success Initiative implements appropriate prerequisites for all courses. All college level courses, with few exceptions, have college-level reading and writing prerequisites. These prerequisites will assure that students have the ability to succeed in courses at the collegiate level. The Texas Success Initiative requires assessment to determine when students are ready to enroll in college-level work. See CHART A for TSI requirements, scores, and exemption criteria.

All students, unless exempt (see Chart A), must take a complete assessment (ASSET, COMPASS, ACCUPLACER, or THEA) prior to enrolling at LSC. Enrollment in most college-level courses requires scores high enough to place into the college-level course (see Chart B) or students will need to complete all appropriate developmental coursework with a “C” or better. All associate degrees, certificates over 42 credit hours, and post AAS certificates require completion of TSI requirements.

All transfer developmental courses must be a “C” or better or the student will need to retake the section of ASSET, ACCUPLACER, COMPASS, or THEA and score high enough to place into the college-level course (see Chart B).

**Please Note: Most “TSI Complete/Exempt” scores do *not* equate to college-level. If needed, please see your academic advisor for additional explanation.**

#### ***Students will also be considered TSI Complete if:***

- He or she transfers in courses from a private, independent or an accredited out-of-state institution of higher education and has satisfactorily completed college level coursework, with a “C” or better, as found under “Courses to Satisfy TSI Requirement” listed at LoneStar.edu/TSI.
- He or she has previously attended any Texas state college or university and has been determined to be TSI complete by that institution.
- A student has graduated with an associate or baccalaureate degree from an institution of higher education.
- A student is enrolled in a certificate program of one year or less (level one certificates, 42 or fewer semester credit hours or the equivalent).
- A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed

## CHART A (TSI Complete/Exempt)

### Minimum Score and Course Requirements

Test	MATH	READING	WRITING
THEA/Quick THEA	230	230	220
ASSET	EA 38 or IA 36	41	40 and 5 essay or 6 essay only*
COMPASS	A 39	81	59 and 5 essay or 6 essay only*
ACCUPLACER	EA 63	78	80 and 5 essay or 6 essay only*
Courses	MATH 0308 $\geq$ C TECM 1303 $\geq$ C	ENGL 0305 $\geq$ C	ENGL 0307 $\geq$ C
TSI Exemptions:	Subject Score	Subject Score	Subject Score
** ACT 23 composite <b>and</b> 19 subject score (Valid for 5 years)	19	19	19
** SAT 1070 composite in Critical Reading/Verbal & Math <b>and</b> 500 subject score (Valid for 5 years)	500	500 (verbal/critical reading)	500 (verbal/critical reading)
*** TAKS (Valid for 3 years)	2200 (student must still be assessed for placement)	2200 w/ 3 on essay	2200 w/ 3 on essay

\* The writing essay and objective components of the COMPASS and ACCUPLACER test instruments are ***to be taken at the same time*** for TSI purposes only.

\*\* Students may be exempt from an individual section if they have the composite score ***and*** the required subject score.

\*\*\* Students may be exempt from individual sections based on these scores; Students ***must*** still be assessed in math for placement purposes.

forces of the United States and has been serving for at least three years preceding enrollment. Also, a student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.

- **Please Note:** All students must meet prerequisites for all courses.

### Student Success Course

The HUMD 0330, Student Success Course, is for students placing in two or more developmental areas or those whose placement is at least 2 levels below college level in any skills area.

Human Development (HUMD 0330) is a class designed to assist new college students, with zero credit hours, to obtain the skills necessary to be successful college students. Topics covered include: study skills, developing an educational plan, learning about and accessing campus resources and support services, transitioning to college, learning about college policies, and academic expectations and requirements.

## CHART B

### Course Placement Scores

Course	ACCUPLACER	ACT	ASSET	COMPASS	SAT	TAKS (exit level)	THEA
<b>Math</b>							
0306	EA 20-59		NS 23-42 or EA 23-34	A 0-35 or PA 0-99			0-230
0308	EA 60-71		NS 43+ or EA 35-42	A 36-49 PA - not used			231- 252
0310	EA 72-86		EA 43+ or IA 37-46	A 50-66			253- 274
1314	EA 87+	21	IA 47+ or CA 25+	A 67+ or CA 0-50	520-549		275+
1316, 1324 1325, 1342, 1350, 1351	CLM 85+	23	CA 44-50	CA 51-99	550-599		
2412	CLM 94+ and B or better in HS PreCal or Trig	25 and B or better in HS PreCal or Trig	CA 44-50 and B or better in HS PreCal or Trig	CA 51-99 & T 0-50 and B or better in HS PreCal or Trig	600-649 and B or better in HS PreCal or Trig		
2413	CLM 103+ and B or better in HS PreCal or Trig	27 and B or better in HS PreCal or Trig	CA 51-55 and B or better in HS PreCal or Trig	T 51-99 and B or better in HS PreCal or Trig	650+ and B or better in HS PreCal or Trig		
<b>Writing</b>							
0306	0-50		23-34 and 6 or lower on essay	1-35 and 6 or lower on essay			0-179
0307	51-79		35-44 and 6 or lower on essay; 45 and 5 or lower on essay	36-84 and 6 or lower on essay; 85 and 5 or lower on essay			180- 219
1301	80+ and 6 essay or 7 essay only	19+	45+ and 6 essay or 7 essay only	85+ and 6 essay or 7 essay only	500+	2200+ with 3+ writing essay	220+
<b>Reading</b>							
0304	20-56		0-32	0-65			0-199
0305	57-77		33-40	66-80			200- 229
1301	78+	19+	41+	81+	500+	2200+ with 3+ writing essay	230+

NS – Numerical Skills  
A – Algebra

IA – Intermediate Algebra  
EA – Elementary Algebra

PA – Pre Algebra  
CA – College Algebra

CLM – College Level Math

Reading and writing placement scores on COMPASS, ASSET, Accuplacer, and THEA are valid for five years. Math placement scores on COMPASS, ASSET, Accuplacer, and THEA are valid for three years. COMPASS/ESL scores are valid for three years. Students with expired test scores are required to retest.

## REGISTRATION POLICIES AND PROCEDURES

First Time in College Students (FTIC), with no college credit hours, who register for the first time in fall 2012 or later, and who place either in two or more areas of developmental education (math reading, or writing), or two levels below college ready in any one skill area (reading, writing, math) will be required to take a Student Success course (HUMD 0330) during their first term of enrollment. Students who do not pass HUMD 0330 will not be able to register for classes in subsequent semesters without signing up for HUMD0330 again.

## Intensive English Program

The Intensive English Program is designed for non-native English speakers who want to improve their language and culture skills. Students enroll in either credit or continuing education courses depending upon the student's goal. The program has been accredited by the Commission on English Language Program Accreditation and is a member of the American Association of Intensive English Programs.

## ENGLISH FOR SPEAKERS OF OTHER LANGUAGES PLACEMENT CHART

### ESOL READING\*

LEVEL	COMPASS ESL	CREDIT		CONTINUING EDUCATION	
1	Read 42-57 Listen 42-57	ENGL 0361	ESOL Reading I	ENGLC 3006101	ESOL Reading I
2	Read 58-73 Listen 58-73	ENGL 0362	ESOL Reading II	ENGLC 3006201	ESOL Reading II
3	Read 74-86 Listen 74-86	ENGL 0363	ESOL Reading III	ENGLC 3006301	ESOL Reading III
4	Read 87-95 Grammar 87-95	ENGL 0364	ESOL Reading IV	ENGLC 3000401	Reading IV
5	Read 96-99 Grammar 96-99	ENGL 0365	ESOL Reading V	ENGLC 3000501	Reading V

### ESOL WRITING/ESOL GRAMMAR WORKSHOP\*

LEVEL	COMPASS ESL	CREDIT		CONTINUING EDUCATION	
1	Grammar 42-57	ENGL 0371 ENGL 0308	ESOL Writing I ESOL Grammar Workshop I	ENGLC 3007101 ENGLC 3000801	ESOL Writing I ESOL Grammar Workshop I
2	Grammar 58-73	ENGL 0372 ENGL 0308	ESOL Writing II ESOL Grammar Workshop II	ENGLC 3007201 ENGLC 3000801	ESOL Writing II ESOL Grammar Workshop II
3	Grammar 74-86	ENGL 0373 ENGL 0308	ESOL Writing III ESOL Grammar Workshop III	ENGLC 3007301 ENGLC 3000801	ESOL Writing III ESOL Grammar Workshop III
4	Grammar 87-95	ENGL 0374 ENGL 0308	ESOL Writing IV ESOL Grammar Workshop IV	ENGLC 3007401 ENGLC 3000801	ESOL Writing IV ESOL Grammar Workshop IV
5	Grammar 96-99	ENGL 0375 ENGL 0308	ESOL Writing V ESOL Grammar Workshop V	ENGLC 3000701 ENGLC 3000801	Writing V ESOL Grammar Workshop V

### ESOL ORAL COMMUNICATION

LEVEL	COMPASS ESL	CREDIT		CONTINUING EDUCATION	
1	Listen 42-57 Grammar 42-57	ENGL 0381	ESOL Oral Communication I	ENGLC 3008101	ESOL Oral Communication I
2	Listen 58-73 Grammar 58-73	ENGL 0382	ESOL Oral Communication II	ENGLC 3008201	ESOL Oral Communication II
3	Listen 74-86 Grammar 74-86	ENGL 0383	ESOL Oral Communication III	ENGLC 3008301	ESOL Oral Communication III
4	Listen 87-95 Grammar 87-95	ENGL 0384	ESOL Oral Communication IV	ENGLC 3008401	ESOL Oral Communication IV
5	Listen 96-99 Grammar 96-99	Recommend: ENGL 0308 Advanced Language Skills Workshop; EDUC 1300 Student Success Course			

\* Writing sample required for ESOL Reading, Writing and Grammar courses

Credit ESOL focuses on academically bound students and emphasizes preparation for college study. Students can earn institutional credit qualifying them for full-time student status, financial aid, and insurance needs. Students are awarded institutional semester credit hours.

Continuing education ESOL is designed for professionals, participants preparing to enter careers requiring English proficiency, and those seeking general broad-based English development. Students are awarded continuing education units for each level.

Admission to the program requires prior admission to the college. International students seeking a student visa should refer to the section on "Admission Procedures for International Students." Upon completing the application process, students will be directed to take an English placement test before registering for classes.

In the semester before an ESOL student enters credit classes, the student should take the COMPASS test (not the COMPASS ESOL) as required by the State.

## The Developmental Studies Program

The function of the developmental studies program is to involve students in building relevant skills necessary for success in college-level courses and programs. The program includes courses, lab assignments, tutorials, seminars, learning activities, and a referral system. Developmental courses are offered in English, English for speakers of other languages (ESOL), study skills, and math. Developmental course numbers begin with a zero; the course description section of this catalog provides specific information about these courses.

Developmental courses appear on transcripts from LSCS but do not transfer to four-year institutions, nor do they apply to LSCS degrees or certificates.

## Articulation

Articulation agreements provide a seamless transition for students moving from one level of education to another by matching curriculum to reduce duplication of course content. Articulation agreements exist between LSCS and various universities, independent school districts, private secondary schools, continuing education courses,

and other training and certification entities. The agreements allow students to earn college credit for competencies outside of the traditional community college classroom.

### University Articulation

University articulation for transfer can be for single courses, a group of courses (as listed on transfer planning guides) or entire degree programs (as listed in university articulation agreements). Transfer planning guides or equivalency charts are course specific and are updated annually. University articulation agreements are major or program specific. This type of articulation provides students with the assurance that the course work at LSCS will transfer and satisfy degree requests at a specific university. For more information visit [LoneStar.edu/transfer-university](http://LoneStar.edu/transfer-university).

### High School Articulation

Course articulation agreements match high school courses with college workforce courses included in credit workforce awards.

Students must fulfill the following requirements to receive articulated credit:

- Submit a high school transcript documenting a grade of at least 80 percent in the articulating course.
- Submit an application for Prior Learning Assessment by High School Articulation within 15 months of high school graduation.
- Earn an additional six semester credit hours at LSCS within one year of application for articulated credit.
- Complete at least one articulating high school course as a junior or senior.

LSCS participates in the Advanced Technical Credit (ATC) program. A student may receive credit for a high school ATC designated course at any participating community college in the State of Texas. Local articulation agreements offer additional course options and are designed for credit through LSCS colleges only.

For more information on how to apply for articulated credit, contact the advising office at any college campus. The website for articulated credit is [LoneStar.edu/hsa](http://LoneStar.edu/hsa) or visit [www.atcTexas.org](http://www.atcTexas.org) for statewide information.

## ADVANCED TECHNICAL CREDIT (ATC) COURSE CROSSWALK

This is the high school statewide articulation course crosswalk with only courses that LSCS offers. This list does not include courses articulated by local agreements. Please visit this website to see a list of ATC and local course articulations by ISD: [www.LoneStar.edu/hsa](http://www.LoneStar.edu/hsa). This list will expire on August 31, 2014 (fifteen months after May 2013 graduation).

High School CTE Courses by Career Cluster	LSCS College Credit Course
<b>Agriculture, Food &amp; Natural Resources</b>	
Agricultural Mechanics and Metal Technology	WLDG 1421
<b>Architecture and Construction</b>	
Advanced HVAC and Refrigeration Technology	HART 1401 <b>AND</b> HART 1407
Interior Design	INDS 1311
Principles of Architecture and Construction	DFTG 1317
<b>Arts, Audio/Visual Technology, and Communication</b>	
Advanced Audio/Video Production	ARTV 1351 <b>OR</b> ARTV 1343
Animation	IMED 1345
Advanced Animation	ARTV 1303
<b>Business Management</b>	
Business English	POFT 1301
Business Information Management I	ITSC 1401
Business Management	BMGT 1327
Global Business	IBUS 1305
Human Resources Management	HRPO 2301
Touch Systems Data Entry	POFT 1329
<b>Finance</b>	
Accounting I	ACNT 1303
<b>Health Science</b>	
Anatomy and Physiology	MDCA 1409
Medical Terminology <b>AND</b> Principles of Health Science (or) Health Science	MDCA 1213 <b>OR</b> HITT 1305
<b>Hospitality and Tourism</b>	
Hospitality Services	HAMG 1321
<b>Information Technology</b>	
Computer Maintenance	CPMT 1403 <b>OR</b> ITSC 1425
Digital and Interactive Media	ARTC 1302 <b>OR</b> IMED 1301
Telecommunications and Networking	ITNW 1425
Web Technologies	IMED 1316
<b>Manufacturing</b>	
Advanced Welding	WLDG 1421 <b>OR</b> WLDG 1428
Computer Integrated Manufacturing	INMT 1311

Precision Metal Manufacturing	MCHN 1338
Principles of Manufacturing	INMT 1311

**Marketing, Sales, and Services**

Marketing Dynamics	MRKG 1311
Entrepreneurship	BUSG 2309

**Science, Technology, Engineering, and Mathematics**

Electronics <b>OR</b> Digital Electronics	CETT 1402 <b>OR</b> INTC 1307
Engineering Design Process and Presentation <b>OR</b> Introduction to Engineering Design	DFTG 1305 <b>OR</b> 1309

**Transportation, Distribution, and Logistics**

Advanced Automotive Technology - Student must pass the National Automotive Student Skills Standards Assessment (NASSA) AUMT 1405, 1410 **AND** 1416

**Continuing Education and Credit Linked Courses**

Continuing education (CE) students registered for a CE course linked to a credit course must meet the same requirements and prerequisites as credit students. Students registered through CE earn continuing education units (CEUs). CE students who wish to receive semester credit hours 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.

**GED, High School Equivalency**

LSCS offers a high school equivalency preparation and examination program. The GED exam is administered on a regular schedule. Consult the continuing education office or website at LoneStar.edu/continuing-ed.htm for further information and for registration.

