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 to expedite the application process. Alternately, new students may complete the Texas Common Application for Community Colleges at 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 Educational 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 page 43.
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 at 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 (see LoneStar.edu/placement-testing-info for details).
- Submit all official transcripts.
- Submit meningitis documentation if applicable.
- Attend a New Student 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 First Time in College students at Lone Star College are required to complete a student orientation. Note that students will be unable to register for classes until this requirement is complete. Please
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.

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 by all exceptional admission students prior to registering:

1. Visit [LoneStar.edu/apply](http://LoneStar.edu/apply) to complete the application.
2. Turn in official test scores (high school transcript is not sufficient).
3. Present evidence that required course prerequisites have been satisfied such as high school, home school, or college transcript, and high school graduation plan.
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, parent/guardian, high school principal, or designee which lists the college classes and high school classes.
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.

Students 15 years or younger must receive approval for exceptional admission. Additionally, 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 a LSCS college campus and be immediately available in case of 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
ADMISSIONS PROCEDURES

• The student has taken an approved assessment.

Please note: Testing and placement requirements will undergo significant changes on the first day of class of the Fall 2013 Semester. Please refer to LoneStar.edu/dualcredit/eligibility for the most current information.

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

3. 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.

• The student must meet prerequisites in the areas that are applicable to the course including reading, writing and math, where appropriate.

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.

Dual Credit Registration Deadlines

<table>
<thead>
<tr>
<th>Term</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall term</td>
<td>June 15*</td>
</tr>
<tr>
<td>Spring term</td>
<td>December 9*</td>
</tr>
<tr>
<td>Summer term</td>
<td>Follows regular college credit schedule</td>
</tr>
</tbody>
</table>

*Dates subject to change.

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 visit LoneStar.edu/dualcredit.

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 website at LoneStar.edu/joint-admissions or contact Educational Partnerships 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 2,500 international students from 108 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 U.S. Citizenship and Immigration Services (UCIS) guidelines. It is the responsibility of the student to have knowledge of UCIS regulations pertaining to their visa type.

Enrollment involves three processes: admission, advisement and course registration. Applicants should contact the International Student Advisor/DSO at the college where they plan to attend. To be considered for admission to LSCS on an F-1 student visa, the applicant must present the following items with their completed application forms:

1. Online general admission application.
2. An LSCS International Student Application completed and signed by applicant.
3. Evidence of financial support, showing that adequate funding is available to pay for the applicant’s educational and living expenses as outlined at LoneStar.edu/international-tuition. All applicants must provide a completed and signed Financial Responsibility Statement (form), bank statements for the most recent 3 months in U.S. dollars, and one additional supporting financial document. The International Student Advisor/DSO at each campus can provide additional information on acceptable forms of proof.
4. 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.
   - Completion of a LSCS approved intensive English language program.
   - 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.
5. 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).
Transfer Students on a F-1 Student Visa

A F-1 student transferring from another U.S. college/university must submit the following documents to LSCS:

1. Items 1-5 listed above.
2. 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.
4. 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 each fall and spring semester. At least 9 of these credit hours must be in face-to-face classes each semester.

Visit 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 48).

All new (F-1) international students must attend a mandatory international student information session before the start of their first semester. Please check with the International Student Advisor/DSO at the college.