



ESOL

Student Resource Guide



TABLE OF CONTENTS

Welcome	3
Meet the ESOL Personnel	4
Who Should I Talk To?	5
Lone Star College System	7
Mission and Value Statements	8
Program Design	9
Program Overview	10
Description of Courses	12
Linked Enrollment	16
Procedures for International Students	16
Academic Calendar	17
Guiding Principles of the Curriculum	17
Professional and Career Skills	18
Cross-Cultural Training	19
Online Learning	19
On-Campus learning Resources	20
Learning Commons and Language Labs	20
Tutoring Program	21
Assessment Center	22
Library	23
Non-Academic Services	25
Student E-Mail Accounts	25
Student Center and Food Service	25
Counseling and Advising Services	26
Career and Employment Services	26
Health and Physical Education Services	27
Student Organizations	27
Awareness and Campus Security	28
Emergency and Other Phone Numbers for the Cy-Fair Area	29
Lost and Found	29
Insurance	30
Student Responsibilities and Participation	30
Attendance Policies	31
Academic Integrity	31
Grading Standards	32
Academic Appeals	33
Student Conduct and Discipline	35
College Discipline Committee	36
Campus Map	37

WELCOME

CONGRATULATIONS! Soon you will be speaking English fluently and accurately. We at Lone Star college-CyFair (LSC-CyFair) will help you so that your learning experience in the English for Speakers of Other Languages (ESOL) Program will be a positive one, something you will want to share with your family and friends. To facilitate your studies at CyFair we have prepared this **Student Handbook**. Please refer to it as a guide to the programs and services offered to you by the ESOL department. If you have any questions regarding its use, please consult with any ESOL personnel. We are here to help you.

Depending on the level of proficiency that you reach, improved skills in English can:

1. allow you to continue your education in a vocational, college or university setting.
2. allow you to get promotions at work;
3. help resolve problems in dealing with English-speaking personnel;
4. help you deal with English speakers on and off the job;
5. help you communicate with people at your children's school;
6. enable you to help your children with their educational process;
7. help you communicate with your children as they learn more English at school and from their friends;
and

We want to welcome you again to the rewarding experience of learning English. It is an experience that will enrich your life through improved opportunities for you and your family, both here and/or abroad.

**English for Speakers of Other Languages Program
faculty, administrators and staff.**

MEET THE ESOL PERSONNEL

FULL-TIME FACULTY

Macarena Aguilar: Macarena Aguilar earned her Bachelor degree in EFL from the Universidad Catolica de Chile, her Master of Education from the University of Idaho and her Ph.D. in Curriculum Development and Educational Administration from Washington State University. In addition, she has a DELTA Certificate from Cambridge and is certified as a CELTA teacher trainer. Macarena has taught in Chile, Mexico, Saudi Arabia, United Arab Emirates and in various institutions in the United States. She currently serves as Professor and Chair of the ESOL Department, Division V at Lone Star College-CyFair.

Sharon Bippus: Sharon Bippus earned her Bachelor of Arts from the University of Houston, her Master of Arts in the Teaching of Languages from the University of Southern Mississippi, and her Ph.D. in Curriculum and Instruction from Texas A&M University. She has been teaching English for Speakers of Other Languages (ESOL) since 1995 and has taught in Slovakia, Russia, and China.

Anne Damiecka: Anne Damiecka has been teaching ESOL since 2001. She earned her M.A. in Linguistics (TESOL) from the University of Surrey, U.K and her B.A. from Colorado College. Anne taught EFL in Poland before coming to Houston, and she has been teaching ESOL at Lone Star College since 2009. Anne is also a member of the TextESOL IV Board of Directors and a TEFL Teacher Trainer.

William Deese: William Deese earned both his B.A. and M.A. degrees from the University of Houston-Clear Lake and his Ph.D. in TESOL from the University of Miami. He has taught English and ESOL for seven years at Miami Dade College and Houston Community College System. He is a published author and has attended and presented at over 30 professional development conferences and workshops. William has been teaching at LSC-CyFair since the fall of 2008.

Mark Fisher: Mark Fisher earned his B.A. from Southwestern University in Georgetown, Texas. He received his M.A. in French and M.S. in TESOL (Teaching English for Speakers of Other Languages) from The State University of New York at Albany. He has been teaching (ESOL) and French since 1992 and has taught in England, France, Morocco and Chile. He has been teaching at Lone Star College- Fairbanks Center since the fall of 2007.

Carolyn Ho: Carolyn Ho has been involved in ESOL teaching and administration for more than 15 years. Besides teaching ESL classes at LSC-CyFair, she is a certified CELTA teacher trainer and a site reviewer for CEA (Commission on English Language Program Accreditation). She earned her Ph.D. in Higher Education from the University of Texas at Austin, Master of Science in Public Policy and Management from Carnegie Mellon University, Master of Arts in Comparative Literature from the University of Michigan at Ann Arbor, and Bachelor of Arts in English from National Taiwan University. She has been teaching and working at the Lone Star College System since 1997.

Tricia McLeroy: Tricia McLeroy studied French in high school and college, which has led to many cultural and foreign experiences abroad. Her passion for French was the catalyst for her first ESOL teaching job abroad, and ever since, she has been passionate about adult education and second language acquisition. She has a BA from the University of Houston in French and a Master of Second Language Teaching from Utah State University. Her ESOL beginnings in the US started at College of the Mainland in 2003. She had taught at Lone Star College-Kingwood for three years before joining the Lone Star College-CyFair team.

Irina Patten: Irina Patten has taught EFL and ESOL since 1991. She earned her M.A. in English and German as Foreign Languages from Chernovtsy State University, Ukraine. She taught EFL and German in Ukraine before coming to Florida in 1999. Her experience in the U.S. includes teaching ESOL in Daytona Beach Community College, Florida, and here at Lone Star College-Fairbanks Center. She enjoys using interactive technology and online ESL resources in her classroom to create a fun and exciting learning environment.

Rebecca Royer: Rebecca Royer, a native of Louisiana, has taught ESOL since 2002. She earned a B.S. in English Education and an M.A. in English from McNeese State University in Lake Charles, Louisiana. In 2005, she received her CELTA training. She had taught at a private language program with ESLI, Inc., at the university level at McNeese State University before joining Lone Star College-CyFair in the fall of 2007.

ADJUNCT FACULTY

In addition to the full-time faculty, the ESOL program is staffed with adjunct faculty who are dedicated to language teaching and who have qualified degrees, certifications, and experience in teaching English to speakers of other languages. There are approximately 30 to 35 adjunct faculty on the LSC-CyFair campus and 16 to 20 adjunct faculty at the LSC-Fairbanks at any given semester. Please contact the department for the most current list of adjunct faculty.

WHO SHOULD I TALK TO?

Anyone at the College can help you. Some staff members specialize in certain areas. Depending on your particular concern, you might want to go directly to that individual. Please remember that our wish is to help you, so let us know how we can help. We are committed to providing the best language service available anywhere, and we count on your help in letting us know how we are doing. Helping us is helping you!

DEAN, BUSINESS, EDUCATION, AND TRANSITIONAL STUDIES, LSC-CyFair: Anne Albarelli
CASA 114D; 281.290.3986

ASSOCIATE VICE PRESIDENT, COLLEGE CENTERS/LSC-Fairbanks: Deana Sheppard
FBC 202E; 832.782.5082

They are in charge of all instructional areas, and any special arrangements with regard to language preparation. She is responsible for the overall operations. You can consult with them if a problem did not get solved through regular channels, or for any particular reason you might have. Their doors are always open for the students.

ESOL DEPARTMENT CHAIR, LSC-CyFair: Rebecca Royer
TECH 216A; 281.290.5927

ESOL LEAD FACULTY, LSC-CyFair: Anne Damiacka
CASA 225D; 281.290.3522

ASSITANT DEAN, LSC-Fairbanks: Glenda Arnold
FBC 202C; 832.782.5012

They will answer any questions or concerns you might have about your ESOL studies, the course program, or the language lab activities.

ESOL STUDENT ADVISORS, LSC-CyFair: Cynthia Fulgencio, Mel Anthony
CASA Registration Office; 281.290.3271

ESOL STUDENT ADVISORS, LSC-Fairbanks: Carolina de Bernardis, Jennifer Garrison
832.782.5009

They are in charge of disseminating information about the courses available at CyFair. If you have any questions about credit or continuing education classes, or other services offered by CyFair, please contact them.

INTERNATIONAL STUDENT ADVISOR, LSC-CyFair: Henry Phan

Registration Office; 281.482.1031

ASSISTANT DEAN OF STUDENT SERVICES, LSC-Fairbanks: OPEN

FBC 120E; 832.782.5015

They will answer any of your immigration questions. They are the people to see for any concerns related to your I-20 status and student visa.

ASSESSMENT CENTER DIRECTOR, LSC-CyFair: Keyuana Bass

LRNC 150; 281.290.3221

TESTING CENTER COORDINATOR, LSC-Fairbanks: Sara Growney

FBC 115; 832.782.5034

Ms Bass and Ms. Growney serve the students and faculty by assessing knowledge and skills. They are in charge of all ESOL placement tests and test scores.

OFFICE STAFF, LSC-CyFair: Vivian Kumler, Fawn Kleff, Jenny Braun, Connie Foster

CASA 114; 281.290.5243

OFFICE STAFF, LSC-Fairbanks: Kathy Snow, Barbara Bezub, Jennifer Cantu

FBC 120; 832.782.5011

Any questions or concerns regarding registration, class schedules, class change, audio-visual equipment, or computer labs should be directed to the secretaries. They will help you locate the information or contact the appropriate authority.

ADMISSION ADVISORS, LSC-CyFair: Cynthia Fulgencio, Mel Anthony

Registration Office; 281.290.3271

ADMISSION ADVISORS, LSC-Fairbanks: Evelyn Flores, Vanessa Phan, Vanessa Williams

FBC 120; 832.782.5017

They are in charge of all student data and payment of tuition. Please address any questions about payment dates and amounts of payment to them. They can also give you information about upcoming courses, or other courses at the same level when you need to change schedules.

MANAGER OF LABS AND INSTRUCTIONAL SUPPORT: Georges Detiveaux

LRNC 210/212; 281.290.5975

Georges is in charge of the Language Labs and instructional software, videos, and audio CDs for your ESOL classes.

LONE STAR COLLEGE SYSTEM

LSC-CyFair forms part of the Lone Star College System (LSCS), which is a publicly-supported, two-year, comprehensive community college offering post-secondary educational opportunities in northern metropolitan Houston in Harris and Montgomery Counties. It is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate of Arts Degree, the Associate of Science Degree, the Associate of Applied Science Degree, and Certificates.

LSCS is a multi-campus district which has grown into a 1,400-square-mile district that serves more than a million north Houston residents. North Harris College, Kingwood College, Tomball College, and Montgomery College are the other four campuses that make up the Lone Star College System.

Membership in

- American Association of Community Colleges
- American Association of Intensive English Programs
- American Institute for Foreign Study
- Association of International Education
- Association of Texas Colleges and Universities
- Community Colleges for International Development
- National Association of Instructional Administrators
- Texas Community College Association
- Texas Community College Teachers Association
- Texas Consortium for Study Abroad
- Texas Distance Learning Association

Programs approved by

- Board of Nurse Examiners for the State of Texas
- Commission on English Language Program Accreditation
- Montessori Accreditation Council for Teacher Education
- Texas Commission on Law Enforcement Officer Standards and Education
- Texas Department of Health
- Texas Education Agency
- Texas Higher Education Coordinating Board
- Texas State Cosmetology Commission
- The Community Development Council

MISSION

The mission of the LSC-CyFair English for Speakers of Other Languages Program is to provide a dynamic learning community, wherein excellence is distinguished by responsiveness and innovation, allowing non-native English speakers to acquire language and cultural adaptation skills necessary to function and succeed in a global society.

To carry out the mission, the goals of the ESOL program are to:

- Prepare learners for academic success in American college settings
- Develop communication skills in global workplace environments
- Enhance intercultural understanding

VALUE STATEMENTS

Learning Communities - We believe that the LSC-CyFair ESOL Program is a dynamic learning community, distinguished by excellence in teaching, allowing non-native English speakers to develop to the full extent of their ability, to succeed in a competitive work environment, and to be effective life-long learners.

Access with Quality - We believe that the LSC-CyFair ESOL Program provides an enriching learning environment which meets the needs of its non-native English speakers through outreach, access, student support systems and a diverse faculty and staff.

Building Communities and Partnerships - We believe that the LSC-CyFair ESOL Program is a catalyst for promoting a seamless educational journey and for nurturing the intellectual and cultural life of its non-native English speakers.

Economic and Workforce Development - We believe that the LSC-CyFair ESOL Program serves as a critical link for economic and workforce development to improve the prosperity of our region through partnerships with business, government, and community organizations.

Human Resources - We believe that the most important resources of the LSC-CyFair ESOL Program are the individual faculty and staff members, who are entitled to a supportive collegial work environment which rewards excellence, provides opportunities for professional development, encourages meaningful involvement in the decision-making process, and provides excellent compensation.

Technology - We believe that students achieve their learning goals best as the LSC-CyFair ESOL Program provides responsive and effective support services, learning resources, current technologies and information systems.

Information - We believe that the achievement of the mission and purpose of the LSC-CyFair ESOL Program requires an effective system of communication to both internal and external constituencies.

Leadership - We believe that the LSC-CyFair ESOL Program, building on a solid foundation of growth and service, is a recognized leader in English for Speakers of Other Languages instruction, making important contributions to the profession through partnerships, innovation, scholarship, creative services and integrated technologies.

Stewardship – We believe that the LSC-CyFair ESOL Program is committed to rigorous stewardship of the resources entrusted to its care to assure maximum benefit for non-native English speakers.

Evaluation - We believe that it is essential that the LSC-CyFair ESOL Program regularly assess the impact and outcomes of our efforts for continuous improvement.

PROGRAM DESIGN

The English for Speakers of Other Languages Program is designed for non-native English speakers who want to improve their language and culture skills. It is intended for working professionals and students preparing for college study, vocational training, or entry into the workforce. An integrated skills approach with listening, speaking, reading, writing, vocabulary, and grammar components is adopted.

The program focuses on academically bound students. It emphasizes preparation for college study while at the same time teaching students about American culture and English for everyday living and communication. Curricular activities include:

- Listening and speaking skills useful in everyday life and in college classes: formal presentations, reports, note-taking from lectures.
- Pronunciation skill development: sounds, rhythm, stress, intonation.
- Writing skills for producing academic format papers and essay exam answers: sentence structure, paragraph and essay development, summaries.
- Grammar focused on communication and content: form, meaning, and use; analyzing elements and patterns of English sentences; transforming and combining sentences; recognizing and correcting sentence-level errors.
- Reading and vocabulary development skills: main ideas, inferences; contextual clues, speed reading, note-taking, short stories.
- TOEFL preparation, test-taking, and academic study skills.
- Computer-assisted instruction: word processing for academic and business writing; interactive software for pronunciation, vocabulary, grammar, reading, writing, speaking and listening.
- Online supplemental resources.
- College-wide electives in a variety of subjects

PROGRAM OVERVIEW

LSC-CyFair offers a wide variety of ESOL programs to meet the diverse needs of the surrounding community including:

Basic ESOL – low beginning to high beginning; 4 levels

Intensive ESOL Integrated Skills (Blocks) –beginning to intermediate; 3 levels

ESOL Academic Bridge – high intermediate to advanced; 2 levels

ESOL Individual Skills –beginning to advanced; 5 levels

ESOL Work Skills and Communication– all levels

Basic ESOL courses target learners who have no or little English learning background. Courses are designed to introduce basic reading, writing, speaking, and listening skills. They offer extensive practice in oral communication in daily situations, reading comprehension of short stories and articles, sentence-level writing, and listening skills. Examples of Basic ESOL courses include Basic Communication for the Workplace, and Conversation for the Workplace. All courses offer CEUs (Continuing Education Units) upon completion. Courses are offered at various days and times. Please consult the current Continuing Education schedule.

ESOL Intensive Integrated Skills courses are designed for learners who have studied English in the past and who seek intensive and in-depth language study. Three levels of language study are offered from high beginning to high intermediate and are intended to build a solid language foundation for the ESOL learners.

The purpose of the block course design is to make the learning meaningful and useful by reinforcing knowledge and strategies within a thematic framework. Each level combines all four language skill strands: Oral Communication, Reading, Writing, and Grammar. Additionally, the block course offers communicative learning activities and projects designed to help students apply English skills in real-life situations and provide greater understanding of American culture.

For students who are in the beginning to intermediate level, it is highly recommended that they take the ESOL Integrated Skills courses. Research shows that students tend to progress faster in the integrated courses. The block courses help build a solid language foundation and emphasize meaningful language use using all language skills learned around a topic such as family, sports, or technology. Learners will have ample opportunities to demonstrate their progress and learning through well-planned projects and assignments.

Individual Skills courses are similar to ESOL Intensive Integrated Skills except they are not blocked. Students who are unable to attend the intensive schedule may choose to take individual courses which are also offered at LSC-Fairbanks.

Unlike the block courses, the individual skills courses emphasize in-depth study in one particular skill area and may or may not connect with the other skills in terms of textbook or course content.

Students who cannot commit to the intensive schedule may choose to attend the individual skills course. Depending on which and how many courses they take, students' progress in listening, speaking, grammar, writing, and reading may vary.

Academic Bridge courses are designed for learners who are in the high intermediate and advanced levels and who desire to pursue college-level work. Courses are not blocked, although students are strongly encouraged to take two or more strands of the same level concurrently in order to receive comprehensive language training and prepare for the rigor and standards of academic English at the college level.

Work Communication and **Work Skills** courses are short-term ESOL courses offered through Continuing Education. They are designed to provide language training in specific areas such as, oral communication, writing, pronunciation, or other occupation-specific language courses. They are offered at various times of the year. Some courses may have specific pre-requisites. Please consult the Continuing Education schedule for more information.

TOEFL Preparation course provides training and test information about each section of the TOEFL iBT. Review of language skills are carried out through communicative activities.

Classes are offered during the day, at night, and on weekends.

DESCRIPTION OF COURSES

Reading

ENGL 0361 ESOL Reading I

In this course beginning English-language students develop basic reading and vocabulary skills. Materials are vocabulary-controlled and based on concrete topics. Students practice reading and comprehending simple short stories and articles, writing related sentences, and developing basic library skills. Focus is on literal comprehension and developing a personally relevant vocabulary base. Students who enroll in this course should have basic literacy skills in their native language and be familiar with Roman script. This course carries institutional credit but will not transfer and may not be used to meet degree requirements.

ENGL 0362 ESOL Reading II

In this course English-language students continue to develop the reading and vocabulary skills necessary for personal, academic, and professional purposes using materials based on high interest topics. The course includes practice in reading and comprehending multi-paragraph descriptive and narrative articles, stories, reports, and dictionary entries. Focus is on literal comprehension, word analysis, vocabulary expansion, dictionary skills, and the use of library resources. Writing is required to complement varied reading activities. This course carries institutional credit but will not transfer and may not be used to meet degree requirements.

ENGL 0363 ESOL Reading III

This course continues to develop English-language students' reading and vocabulary skills for personal, academic and professional purposes using a wide variety of text types and topics. The course includes extensive practice in reading and comprehending multi-page articles, narratives, reports, editorials, opinion essays, and reference materials, and writing related responses. Focus is on interpretation of factual material, drawing inferences and conclusions, and paraphrasing and summarizing selected passages. Writing is required to complement reading activities. This course carries institutional credit but will not transfer and may not be used to meet degree requirements.

ENGL 0364 ESOL Reading IV

This course is designed to improve English-language students' reading efficiency by developing and increasing their passive and active vocabulary, literal and inferential comprehension, and reading rate. Writing is required to complement reading activities. This course carries institutional credit but will not transfer and will not be used to meet degree requirements.

ENGL 0365 ESOL Reading V

This course continues the instruction and reinforcement of English-language students' reading efficiency with a focus on higher-level skills required for college reading assignments. Writing is required to complement reading activities. This course carries institutional credit but will not transfer and will not be used to meet degree requirements.

Writing

ENGL 0371 ESOL Writing I

In this course beginning English-language students develop, practice and apply the basic structures of English to perform simple writing tasks. Students who enroll in this course should have basic literacy skills in their native language and be familiar with Roman script. This course carries institutional credit but will not transfer and may not be used to meet degree requirements.

ENGL 0372 ESOL Writing II

In this course English-language students increase proficiency in the writing skills necessary for basic personal, academic, and professional communication. Students use process writing techniques to write simple paragraphs and gain mastery in the use of the basic structures of the language. This course carries institutional credit but will not transfer and may not be used to meet degree requirements.

ENGL 0373 ESOL Writing III

This course continues to develop nonnative English student's writing skills for personal, academic and professional purposes. Students use more sophisticated grammar structures in writing well-developed paragraphs using process writing techniques. This course carries institutional credit but will not transfer and may not be used to meet degree requirements.

ENGL 0374 ESOL Writing IV

In this course students incorporate increasingly sophisticated grammar and vocabulary into longer pieces of writing using process writing techniques appropriate for personal, academic, professional written communication. This course carries institutional credit but will not transfer and may not be used to meet degree requirements.

ENGL 0375 ESOL Writing V

In this course English-language students use process writing techniques to write academic essays selecting appropriate rhetorical modes, or a combination of modes, to defend and support a theses or position. This course carries institutional credit but will not transfer and may not be used to meet degree requirements.

Oral Communication

ENGL 0381 ESOL Oral Communication I

In this course beginning English-language students learn the key vocabulary and structures necessary for adequate basic oral communication. Students refine listening and speaking skills and increase control of the English sound system to minimize miscommunication due to pronunciation. Students who enroll in this course should have basic literacy skills in their native language and be familiar with Roman script. This course carries institutional credit but will not transfer and may not be used to meet degree requirements.

ENGL 0382 ESOL Oral Communication II

In this course English-language students increase proficiency in the spoken language necessary for basic personal, academic, and professional communication. Students communicate with a growing degree of fluency, using newly acquired vocabulary with some degree of accuracy, and master basic language functions. Students acquire and practice strategies for comprehending statements and short spoken passages. This course carries institutional credit but will not transfer and may not be used to meet degree requirements.

ENGL 0383 ESOL Oral Communication III

This course continues to provide dynamic communicative practice for students whose primary language is other than English. Students increase their degree of fluency, accuracy, and comprehension in listening and speaking skills necessary for personal, academic, and professional communication. They develop skills at using functional language in a variety of relevant contexts. This course carries institutional credit but will not transfer and may not be used to meet degree requirements.

ENGL 0384 ESOL Oral Communication IV

In this course students use sophisticated grammar structures and precise vocabulary in speaking and are able to comprehend short lectures or presentations on a variety of academic, business, or social topics. This course carries institutional credit but will not transfer and may not be used to meet degree requirements.

ESOL Grammar

ENGL 0308 ESOL Grammar Workshop I

This course is designed to help students with very little English proficiency to understand and use basic English grammar correctly in both written and spoken communication. Students develop control of fundamental structures including basic tenses, parts of speech and simple sentences.

ENGL 0308 ESOL Grammar Workshop II

This course continues to develop English grammar skills by providing extensive and varied practice that encourages growth in all areas of language use. Emphasis is placed on the use of verb tenses, modal verbs, nouns, adjectives and adverbs.

ENGL 0308 ESOL Grammar Workshop III

This course continues to develop the existing knowledge of grammatical structures and helps students to acquire new ones. Emphasis is placed on the complex verb tenses, passive voice, and compound sentences. This course will help students apply grammatical accuracy to their writing and speaking.

ENGL 0308 ESOL Grammar Workshop IV

Students continue the study of grammatical structures required for quality oral and written academic communication. They develop skills in understanding form, meaning and usage of complex grammatical structures including gerunds and infinitives, conditionals and complex sentences with noun, adjective and adverb clauses.

ENGL 0308 ESOL Grammar Workshop V – Advanced Workshop for Writing

This course is designed to increase students' knowledge and usage of advanced English grammar, to improve grammatical accuracy in writing and to develop strong editing skills. Theme-based grammatical presentation, inductive exercises and common errors related to target structures are presented using authentic academic contexts.

Language Skills Workshop (Special Topics)

ENGL 0308 ESOL Language Skills Workshop

This course refines the use of communication skills necessary for personal, academic, and business communication. It incorporates negotiated student/instructor-generated content and accommodates individual goals in a workshop format. Open lab available. This course carries institutional credit but will not transfer and may not be used to meet degree requirements.

LINKED ENROLLMENT

Continuing Education works closely with the institutional semester credit hour (SCH) program to offer linked enrollment classes in which both credit and Continuing Education students are enrolled in the same section. These classes last the entire semester or any portion thereof. Students who register for these classes must meet the requirements as established by the instructor to satisfactorily complete the class. Students registered through Continuing Education will earn Continuing Education Units (CEUs); those registered through credit will earn semester credit hours (SCH). If you wish to receive a certificate awarding CEUs, you must enroll through the Continuing Education registration process rather than through credit.

PROCEDURES FOR INTERNATIONAL STUDENT ADMISSIONS

The ESOL Program is authorized to issue the I-20 form that the student needs to obtain an F-1 student visa for full-time intensive English study. Students desiring an I-20 must submit the following documents:

1. A complete **Application for Admissions** form.
2. A notarized letter indicating evidence of sufficient financial support for the academic year.
3. Most recent academic transcript.

These documents must be received no later than the following dates:

Fall Semester -- July 1 Spring Semester -- November 1
Summer Semester -- April 1

When accepted into the ESOL Program, the student will receive a letter of acceptance and a Certificate of Eligibility [Form I-20], which must be taken to a United States embassy or consulate to apply for a student visa [F-1]. In accordance with U.S. immigration law, I-20 forms can be issued to people who will be full-time students. Consequently, a student admitted on visa category F-1 must enroll and maintain a minimum of 12 credit hours each of the fall and spring semesters.

International students will be considered for admission only after the previous steps are completed. Applications will be processed when **all** of the above items have been received.

ACADEMIC CALENDAR

FALL 2011

August 29 – December 18

SPRING 2012

January 17 – May 13

SUMMER 2012

June 4 – August 19

FALL 2012

August 27 – December 16

SPRING 2013

January 14 – May 12

SUMMER 2013

June 3 – August 18

GUIDING PRINCIPLES OF THE CURRICULUM

LANGUAGE SKILLS

The ESOL Program provides an introduction to the language and culture of the English-speaking world. By the time you complete the program, you will have acquired a command of the key vocabulary and structures necessary for personal and business communication as well as an insight into American customs and values. The program features the best of what has come to be known as "communicative language teaching," including recent developments in creating interactive, learner-centered classrooms. It provides students with natural, meaningful contexts in which to practice the communicative functions of the language. The basic objectives of the program are 1) to help students with limited English proficiency become proficient in the language and 2) to present the language within the context of the contemporary English-speaking culture.

We have adopted a pragmatic approach and have purposely avoided relying on any single theory of language learning. Our guiding principle has been to present the material in a way that will elicit a high level of student participation in the learning process. To this end, we have evaluated a variety of pedagogical techniques and have selected those which have given the best results both inside and outside the formal classroom. This interweaving and integration of techniques is at the heart of the ESOL Program. Teachers can adapt the program to their own teaching styles and to the needs of their students.

An effective way of involving students in the learning of a second language is to make communication in the new language relevant to their own lives and culture. The majority of the activities in this program, therefore, have real-life themes (e.g. following directions, filling out applications and forms, reading and understanding warning signs and labels).

The program is organized around two areas:

- **competencies** - what learners need to be able to do with English in real-life situations;
- **functions** - how people use language: to ask and answer situation-specific questions, to state opinions, to agree and disagree, to make suggestions, to ask for clarification, etc.

PROFESSIONAL AND CAREER SKILLS

The Secretary's Commission on Achieving the Necessary Skills [**SCANS**] was established in February of 1990. Its mission was to define the skills and knowledge that characterize a high-performance economy. The commission was directed to advise the Secretary of Labor on the type and level of skills needed for high-skills, high-wage employment. The **SCANS** action plan begins by defining necessary "workplace know-how." This know-how consists of **Workplace Competencies** and **Foundation Skills**. The English for Speakers of Other Languages Program integrates **SCANS** into the curriculum. It offers you the opportunity to develop, practice, and apply English-language skills necessary to obtain jobs and progress in them.

WORKPLACE COMPETENCIES - Effective workers can productively use:

- **Resources** - They know how to allocate time, money, materials, space, and staff.
- **Interpersonal Skills** - They can work on teams, teach others, serve customers, lead, negotiate, and work well with people from culturally diverse backgrounds.
- **Information** - They can acquire and evaluate data, organize and maintain files, interpret and communicate, and use computers to process information.
- **Systems** - They understand social, organizational, and technological systems; they can monitor and correct performance; and they can design or improve systems.
- **Technology** - They can select equipment and tools, apply technology to specific tasks, and maintain and troubleshoot equipment.

FOUNDATION SKILLS - Competent workers in the high-performance workplace need:

- **Basic Skills** - reading, writing, arithmetic and mathematics, speaking, and listening.
- **Thinking Skills** - the ability to learn, to reason, to think creatively, to make decisions, and to solve problems.
- **Personal Qualities** - individual responsibility, self-esteem and self-management, sociability and integrity.

Source: U.S. Department of Labor, *Learning a Living: A Blueprint for High Performance (1992)*

CROSS-CULTURAL TRAINING

A determining factor in your success is the ability to adapt to a different, and sometimes hostile, environment. To help you overcome this barrier, cross-cultural training is also provided to you throughout the program as a part of language instruction. This cultural training is not only related to learning about American cultural beliefs and work practices, but is an experience in learning how to get along better with people in your own life. You develop the capacity to meet and respond to behavior of ethnically different persons in a manner that is mutually beneficial. This training also emphasizes that having the right attitude toward school and work and providing quality performance is as important as having the right skills. It helps you develop a concept of efficiency and quality standards that will enable you to adapt to the requirements and challenges of school, work, and everyday living.

Although the curriculum is designed to provide a clear and understandable entry into North American culture, it values all the cultures found in the ESOL classroom. Students have constant opportunities to become “culturally fluent” in US culture while they are learning English, but they also have the chance to think about the cultures of their classmates and even understand their home culture from different perspectives.

ONLINE LEARNING

ESOL Distance Learning classes take place in a unique, online environment called Angel. This format is very different from the traditional classroom setting that most students have experienced. Please investigate the links at <http://www.lonestar.edu/lsc-online/courses-offered.htm> to evaluate the compatibility of your needs and learning style with a distance learning course.

Distance learning is comprised of both online and hybrid classes.

Online classes allow students to obtain college credit without the need for traveling to one of the Lone Star College campuses. The content and transferability of the courses are the same as traditional on-campus courses. In a manner similar to courses offered on-campus, instructors in online courses use a variety of learning activities via distance such as discussion, class projects, exams, presentations, and written papers.

Hybrid/Flex classes are those where face-to-face instructional delivery is regularly replaced by alternative delivery methods such as the Internet. All courses are offered under the guidance of a qualified instructor and many require students to complete orientation activities at the beginning of the course. Students taking these courses have the same rights and responsibilities as they do in traditional campus-based courses.

The ESOL program offers various online and hybrid classes. Please consult the current Credit and Continuing Education schedules.

ON-CAMPUS LEARNING RESOURCES

LSC-CyFair offers a wide variety of learning resources to accelerate your acquisition of the English language. All of the facilities and resources are equipped with knowledgeable personnel and state-of-the-art technology. Below is a brief outline of each resource. Feel free to visit individual websites for more information.

LEARNING COMMONS AND LANGUAGE LABS LSC-CYFAIR

The purpose of the Learning Commons and Language Labs is to provide you with appropriate academic services and facilities to improve your current skills, learn new skills, and develop effective strategies for life-long learning. Services are designed to be flexible enough to meet the demands of a changing population, to accommodate different leaning styles, and help you persist in order to achieve your educational goals.

The English For Speakers of Other Languages Program encourages you to choose from a wide variety of materials from our Language Labs. By using the computer laboratory, you can obtain additional language study and practice. Lab coordinators are available to show you how to use the computer, video, and audio materials in the form of in-class orientation visits to the labs.

Join the technologically modern world of computer instruction by using specialized programs designed to reinforce the meaningful use of grammar, vocabulary, and word order. You are especially encouraged to use the **Tell me More Lab System**, which facilitates practice of all language skills - listening, speaking, reading, and writing - by allowing you to record and work with living sound on a computer.

The videos present slices of American life in which you can observe a more realistic view of social interaction and learn cultural concepts which facilitate your adjustment to and satisfaction with your new cultural environment. Finally, the audio reinforces pronunciation, vocabulary, grammar, listening, and speaking skills. You can choose from a wide variety of materials appropriate for your level and the individual skills you want to practice. Visit the Language Labs in LRNC-210 & LRNC-212 (2nd floor, Learning Commons) or check out the Home Page at: <http://www.lonestar.edu/13668.htm>

LANGUAGE LAB HOURS

Monday - Thursday	8:00 am – 9:00 pm
Friday	8:00 am – 4:00 pm
Saturday	11:00 am – 4:00 pm
Sunday	Closed

LEARNING COMMONS LSC-FAIRBANKS

The LSC-Fairbanks Learning Commons provides on-site use of computer and literature resources. It is located in LSC-Fairbanks Room 115 and is equipped with 28 computers. Here students can access internet, use various language software programs, reserve materials, check out video tapes and audio cassettes and use photocopiers. For more information about all the services the LSC-Fairbanks Learning Commons provides, check out the webpage <http://www.lonestar.edu/lsc-fairbanks-center-learning-commons.htm>

LEARNING COMMONS HOURS

Monday - Thursday	7:00 am – 8:00 pm
Friday	8:00 am – 2:00 pm
Saturday	9:00 am – 2:00 pm
Sunday	Closed

TUTORING PROGRAM

The Tutoring Program has free tutors to help you with reading, writing, study skills, math, and other subject areas. The writing tutors will talk to you about any stage in your writing project - invention, drafting, revision or editing. You can go alone for a private conference, or go with several classmates to discuss a common question. You can call or come in to make an appointment. Walk-in appointments are often available. Two or three students working on the same issue may sign up together for a 30-minute tutorial. Schedule changes sometimes occur. Tutors can be found on the second floor of the Learning Commons, Tel: 281.290.3279. LSC-Fairbanks tutoring takes place in Room 113, Tel. 832-782-5021.

Tutoring Hours	
Monday - Thursday	9:30 am - 7:30 pm
Friday	9:30 am - 3:30 pm
Saturday	10:30 am - 2:30 pm
Sunday	Closed

In addition, the Tutoring Program presents workshops and other learning activities. Please check the campus closed-circuit T.V., your instructor, and campus information boards for times, dates, locations. Check out the Tutoring Home Page at <http://www.lonestar.edu/tutoring-cyfair.htm>

Reading and Writing Handouts On-Line

Some of the Reading and Writing most requested handouts are available on-line at <http://www.lonestar.edu/4492.htm>

ASSESSMENT CENTER

The Assessment Center serves you by assessing your knowledge and skills. It provides a secure testing environment and is flexible to provide and accommodate your assessment needs. The Assessment Center is located in CASA 104. At the LSC-Fairbanks, it is housed in the Learning Commons in Room 115B.

The COMPASS/ESL exam is administered to place students in ESOL classes. There is no fee for COMPASS/ESL but students must get approval from an Advisor in the Learning Commons prior to testing.

The Computer-adaptive **ESOL Placement Testing Programs** are based on the concept of linking specifically developed ESOL test scores and measurements to specific skill proficiency statements describing what you can currently do in each of these areas. Armed with this information, we can then efficiently and effectively guide your placement into the appropriate ESOL courses related to your needs as indicated by the proficiencies you have demonstrated. The tests measure your ability in **Reading, Grammar Usage, Listening, and Writing**. The tests can be taken on a walk-in basis. Approximately 3 hours is needed to take these tests. Testing can not begin 60 minutes prior to closing.

In addition to the ESOL Placement tests, a wide variety of tests (such as vocational interest inventories, aptitude tests, study habits inventories and intelligence measures) are available. The Lone Star College System is an official test center for American College Testing Program - **ACT**, a college entrance exam. It is also an official test center for THEA (Texas Higher Education Assessment), a test to determine whether a student has the academic skills to succeed in college-level course. Check out the Testing Center at <http://www.lonestar.edu/testing-cyfair.htm>

Hours

	Barker Cypress	LSC-Fairbanks
Monday - Thursday	8:00 a.m. - 8:00 p.m.	7:30 a.m. - 9:00 p.m.
Friday	9:00 a.m. - 4:30 p.m.	7:30 a.m. - 5:00 p.m.
Saturday	9:00 a.m. - 2:00 p.m.	9:00 a.m. - 2:00 p.m.
Sunday	1:00 p.m. - 5:00 p.m.	Closed

LIBRARY

The Harris County Public Library – LSC-CyFair Branch is the twenty-sixth branch of a large and growing system county library system. This fully integrated library has been designed to serve the academic, professional, leisure and lifelong learning needs of the students, staff and community. The physical space includes quiet areas, group study rooms, meeting and conference rooms and an Internet Café to create a vital climate for active learning. You can even use the self-check stations near the customer service desk for self-serve library checkout!

The library provides print and non-print resources and services to meet the curricular, vocational, and recreational needs of our students. Students are afforded computer access to a variety of information in electronic form including bibliographic indexes to journals, Internet resources, and multimedia publications.

Library Cards

The Library Card is necessary for borrowing books and other materials. Card privileges are not transferable. If you have another Lone Star ID/library card already, you will still need to get a CyFair ID/library card if you are currently taking classes and/or employed at the Barker Cypress (BC) or Fairbanks (FB) campuses. Your ID can be used at the campus fitness center, computer open lab in the TECH building, as a photocopy/computer-printing card, for tutoring, and as your library card.

My Library Account

You can login to your library account by entering your library card number and PIN to:

- Review items checked out, hold requests, or overdue materials
- Request extra borrowing time for checked out items by selecting the renew option
- Cancel items on hold
- Review your personal profile include e-mail address
- Check fines or blocks

Non-print Collection

A collection of films, cassettes, video tapes, sound filmstrips, and slides are housed in the library. Nonprint is available for in-house use, with the exception of audiocassettes which may be checked out. The Library has non-print viewing and listening equipment.

Interlibrary Loan

If you cannot find articles in library databases or books and other items in the library catalog, the library staff can request items from local, state, or national libraries using interlibrary loan. Check WorldCat® (the OCLC® Online Union Catalog - includes listings from libraries worldwide) for items that may be requested.

Research Assistance

The librarians will provide research assistance at the first and second floor reference desks. The desks are staffed during the hours of library operation. Please do not hesitate to ask for help.

Study Rooms

The library offers 5 group study rooms and 2 meeting rooms for use by college and community groups. Group study rooms may be booked a week in advance for a maximum of 2 hours each day at the 2nd floor reference desk in the library or by calling 281-290-3218.

Photocopiers

Photocopiers are located on the first and second floors of the library. The machines may be operated by coin and vending card. Cards cost \$1.00. Black and white prints are \$.10 per page; color prints are \$.50 per page.

Reserve Materials

Books and other materials on reserve are at the Circulation Desk on the first floor. Reserve materials consist of class-assigned reading materials, selected textbooks, non-print, and special items. You must submit a valid library card or driver's license which will be held while reserve materials are being used within the library. Most materials must be used in the library, but some may be checked out of the library for varying periods. Failure to return reserve materials on time will result in fines and holds being placed on your record.

Download Digital Books & Music

Search the Harris County Public Library's Digital Media Catalog and download free software to listen to digital materials at home, at work, or when you travel.

Equipment for In-Library Use

The following items may be borrowed with a library card (plus additional information as listed) from the first floor customer service desk:

- headphones
- audiocassette player
- laptop computers-2 hour loan (need photo identification, and be at least 18 years old)
- TI-83 Plus Texas Instruments graphing calculators-2 hour loan

All items must be returned no later than 15 minutes before the library closes, and should not be removed from the building. A replacement fee will be charged for items not returned in addition to other charges listed on a borrower form if used.

LIBRARY HOURS

MONDAY-THURSDAY	7:00 a.m. - 10:00 p.m.
FRIDAY	9:00 a.m. - 5:00 p.m.
SATURDAY	10:00 a.m. - 6:00 p.m.
SUNDAY	1:00 a.m. - 6:00 p.m.

NON-ACADEMIC SERVICES

At LSC-CyFair we understand that in order to make the most of your studies, you might need some help or orientation in other non-academic areas. CyFair has a bilingual staff that will provide you with the non-academic support that you need. If you need a letter to your employer regarding your studies, have a technical question about your course or its content, need help in planning your academic future or need a referral for any type of problem, we will help you. All you have to do is just ask us. From the staff assistant to the dean, we are here to make sure that your studies are a success!

LSC-CyFair also provides social activities for the students. These activities vary according to your interests. From time to time, the ESOL Program takes a survey of your interests in order to plan activities where you can interact and practice your English outside of the classroom. In the past students have had Halloween parties, Christmas parties, picnics, movies, cultural events, chess tournaments, talk shows, community organization presentations, and art exhibits.

STUDENT E-MAIL ACCOUNTS

Each student in LSCS is automatically assigned a free campus email account. Students can auto-forward to their personal email account (e.g., Yahoo!, Hotmail, etc.) and can access the college email account using a mobile device such as a smart phone or Blackberry.

Access to the college's e-mail and similar electronic communication systems is a privilege, and certain responsibilities accompany that privilege. You are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

Unauthorized attempts to access another person's E-mail or similar electronic communications or other computer program or the use of another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject you to disciplinary action.

STUDENT CENTER/FOOD SERVICE

The Lakeside Café, located in the College Center, offers meal and snack options with various delectable choices including soups, sandwiches, pizza, pasta, a light entrée of the day, tacos and Mexican plates as well as burgers, chicken strips and wings and more from Bonici Bros Pizzeria, Red Peppa, Star Grille and The Works. The Java-Fair also offers Starbucks coffee and a variety of fruit smoothie choices. The Cy-ber Café, located in the LSC-CyFair Branch Library near registration in the Learning Commons, offers a relaxed place to meet with coffee house music and wireless laptop computers. Various snacks, candy, salads, sandwiches, juices, soda, deserts, and Starbuck coffee are available. In addition, a variety of vending machines is also available in the various college facilities. All LSC-CyFair buildings are smoke free.

COUNSELING AND ADVISING SERVICES

Counseling and Advising Offices provide individual attention to all students enrolled in the college. These services assist you in achieving educational and personal goals. You are encouraged to make realistic choices between curricula that are specifically designed to prepare you for an occupation upon completion of course work at LSC-CyFair and those that are designed for an extended academic education in four-year institutions. Counselors and advisors are available for day and evening appointments. We encourage you to contact a counselor or advisor when any of the following services are needed:

- **Educational-Academic Counseling** - You find help in selecting a major, resolving academic difficulties, and planning for further educational pursuits.
- **Career Exploration** - You are able to acquire information concerning your abilities, interests and personality traits which is helpful in choosing a satisfying vocation. Occupational information is available in the Counseling Office, the Career Placement Office, and the Learning Resource Center.
- **Human Enrichment Seminars** - Group counseling gives support in values clarification, goals, life adjustments and other concerns.
- **New Student Information Sessions** - Students enrolling in College for the first time will be oriented to the college experience and assisted in course selections at small-group sessions before registration.
- **Referral Service** - When requested, the Counseling Office refers you to specialized services in the geographical area.
- **Faculty Advisement** - The college is committed to providing the best information possible to the student; therefore, the faculty members work with the counseling staff in advising you in educational and vocational areas.

CAREER AND EMPLOYMENT SERVICES

Employment services are available to students for both part-time and full-time on-campus and off-campus employment. These services include:

- Current job openings (posted on the placement opportunities bulletin board);
- Referral service to employers for interviews;
- On-campus interviews with visiting employer representatives;
- Career information regarding specific careers, employment trends, pay scales and job search skills, such as resume writing and interviewing techniques.

HEALTH AND PHYSICAL EDUCATION SERVICES

LSC-CyFair athletics consists of basketball, tennis, soccer, and dance teams that compete with other colleges. Intramurals consists of individuals and teams formed by LSC-CyFair students, faculty, and staff that compete in various sports against each other and across the district. These include sand volleyball, flag football, dodgeball, kickball, soccer, softball, Survivor, Amazing Geocache Race, and tennis doubles.

Complete with a weight room, dance studio, and dressing rooms, the fitness center is accessible to all full-time and part-time students and employees. Other sports facilities include tennis courts, a basketball pavilion, a beach volleyball court, a running trail, soccer fields and baseball backstops.

STUDENT ORGANIZATIONS

While on campus, ESOL students are welcome to join various student organizations and get involved in American student life. The following is a list of some of the organizations available to you. For a complete list go to <http://www.lonestar.edu/clubs-cyfair.htm>

ORGANIZATION	MISSION	CONTACT
Global Friendship Club	The purpose of the Global Friendship Club is to allow current students taking any ESOL classes at LSC-CyFair to participate in activities that promote community involvement and enhance communication skills.	William Deese 281.290.3410 Willaim.B.Deese@lonestar.edu
Environmental Group	The Environmental Group has a mission to create and endorse activities that promote a better, healthier, environmentally-friendly campus and community.	Jessica Armenta 281.290.3409 Jessica.K.Armenta@lonestar.edu
International Heritage Society	The International Heritage Society has a purpose to promote multiculturalism while helping students to connect and become more active in the local community and the LSC-CyFair community.	Milton Kandeh 281.290.3296 Milton.M.Kandeh@lonestar.edu
National Foreign Language Honor Society, Alpha Mu Gamma, Xi Gamma Chapter	The purpose of this organization is to recognize achievement in the field of foreign languages, stimulate a desire for linguistic attainment, encourage an interest in the study of foreign languages, literatures, cultures, and civilizations, and foster sympathetic understanding of other peoples and international friendship.	Georges Detiveaux 281.290.5975 Georges.J.Detiveaux@lonestar.edu
Student Ambassadors	The CyFair Ambassador's primary responsibility is to plan, implement, and conduct student orientations at the College. They also conduct tours, participate in community events, and represent the college at special events..	Michelle Tran 281.290.5972 michelle.tran@lonestar.edu
Student Government	The Student Government Organization seeks to strengthen outreach efforts between students and LSC-CyFair by creating a vehicle for effective communication.	Sandra Harvey 281.290.3282 Sandra.D.Harvey@lonestar.edu
Video Production Club	The purpose of this organization is to encourage students to participate in the Video Production Department and use their talents and abilities to produce videos.	David Potts 281.290.32.92 David.Potts@lonestar.edu
Wildlife Society	The purpose of this organization is to involve students in wildlife conservation, management, and research initiatives.	Clay White 281.290.5925 Clay.J.White@lonestar.edu
X-Présate Hispanic Student Organization	The X-présate Hispanic Student Organization has a purpose to promote academic excellence, preserve Hispanic culture, teach the Spanish language and assist Hispanic students in adapting to American culture.	Venancio Ybarra 281-290-3922 Venancio.Ybarra@lonestar.edu

AWARENESS & CAMPUS SECURITY

The LSC-CyFair Public Safety Office is here to provide a safe environment for learning, teaching, and working. We employ both commissioned police officers, who have the same powers and abilities as any other police officer, as well as non-commissioned security guards, who are civilian employees that support the public safety office by providing extra eyes and ears, and who deal with non-police calls for service, allowing the police officers to concentrate on proactive patrol of the colleges. Police officers wear blue shirts, and have badges and shoulder emblems that say "police". Security guards wear white shirts, and do not have badges. Their shoulder emblem, and their photo ID cards say "Guard". Police officers carry department-approved handguns, whereas Security guards are unarmed.

The public safety office provides a full range of police services, including escorts, motorist assists, and safety information. If you have any questions or concerns, please approach any of our police officers or security guards that you see patrolling our campuses on foot, on bicycles, in golf carts, or in marked police cars. They will be happy to talk with you, and will either provide you the information you need, or will direct you to someone else for help in resolving your issue.

We want your experience with LSC-CyFair to be positive, pleasant, and above all, safe. Please do not hesitate to contact us if we can be of assistance.

How Do I Report A Crime Or Other Emergency?

The Cy Fair College Department of Public Safety has positioned telephones that call directly to the Campus Police Department. These telephones are located in every building on campus and facilitate the reporting of criminal or suspicious activity on our campus.

How Will The Police Officers Respond?

A college police officer responds to all calls for service and will investigate and report all incidents that occur. The nature of the incident will dictate which resources will be used to respond to that incident. If the incident involves a criminal complaint, the appropriate charges will be filed by the investigating officer.

Who Is Allowed Access To Campus Facilities?

The LSC-CyFair campus is open to enrolled students, faculty and members of the community who are participating in an organized activity or event. Police officers or college personnel may request presentation of a LSC-CyFair student ID, a state-issued identification or a Texas drivers license. The Texas Education Code allows authorized CyFair personnel to refuse campus access to individuals who are not taking part in an organized activity or other campus business. College personnel reserve the right to ask individuals to peaceably leave campus. There are CyFair police on duty 24 hours a day.

Does LSC-CyFair Sponsor Campus Safety Activities?

LSC-CyFair coordinates several safety activities during the school year. Each fall, the campus recognizes National Campus Crime Awareness Week, sponsoring a series of crime prevention programs. The college also recognizes law enforcement officers during Law Day in the spring.

Throughout the semester, the Police Department, Counseling Office, Behavioral Sciences division and the Wellness program bring in speakers on topics such as personal safety, crime prevention, domestic violence and date/acquaintance rape.

**EMERGENCY AND OTHER PHONE NUMBERS
FOR THE CY-FAIR AREA**

911 OFF campus, 5911 ON campus	POLICE--FIRE--AMBULANCE
281 290-5911 (Emergency) 281 290-3985 (Non-emergency)	LSC-CyFair Police Department
832.782.5014	LSC-Fairbanks Police Department
281.290.5960	Maintenance 7:30 am-midnight, daily After-midnight
281.550.6663	CyFair Volunteer Fire Department
281.550.6663	Emergency Medical Service (EMS), Ambulance
713.755.1000	Harris County Sheriff's Office
1.800.764.7661	Poison Control Hotline
713.228.505	Crisis Hotline
1.800.252.5400	Children's Protective Services (to report abuse)
713.528.2121	Houston Area Women's Center
281.292.4155	Montgomery County Women's Center
713.528.7273	Rape Crisis Hotline
713.686.6300	Alcoholics Anonymous
713.941.9214	Narcotics Anonymous
1.800.711.6375	24-hour Hotline
713.520.5502	Houston Council on Alcoholism & Drug Abuse

LOST AND FOUND

If you think you may have lost an item in a campus building, check with personnel there first - they may still have it. If it has been several days, check with the police.

The LSC-CyFair Public Safety Office is the central repository for items found on campus. If you have lost anything, please stop by and ask. They may have it. Each year hundreds of unclaimed items are sold at auction. Don't let this happen to your stuff. For more information you can stop by College Center – Room 113, call 281.290.3979 or email at CFPolice@lonestar.edu

At the LSC-Fairbanks, contact the Fairbanks Police Department at 832.782.5014. Items unclaimed for more than six months are discarded or sold at auction at the College's discretion. Don't delay.

INSURANCE

LSC-CyFair requires all international students registered with an F-1 Visa to purchase the student medical insurance plan offered through the college. The insurance provider is Academic Health Plans.

The international student medical insurance plan includes coverage for injury and sickness, including in-patient hospitalization, outpatient doctor's visits, x-rays, etc. Students may obtain a list of preferred providers and participating doctors in the area from Texas True Choice, which includes facilities and doctors offering their services at a reduced rate!

Students covered fully by their National Health Plan, Embassy, Employer, covered on a Lone Star College approved Exchange Program that is valid and recognized for medical benefits in the U.S. or covered on another plan in which insurance coverage is equivalent to, or better than, the district's mandatory policy may apply for an Insurance Waiver.

Obtain information on Global Assistance, learn procedures for filing a claim, review coverage for dependent enrollment or download an I.D. card from the Academic Health Plan website!
<http://www.lonestar.edu/international-student-medical-info.htm>

All students are encouraged to download/read the Medical Insurance Brochure for further insight on the medical insurance.

STUDENT RESPONSIBILITIES AND PARTICIPATION

You can maximize the classroom instruction you receive at LSC-CyFair through your cooperation and active participation in and out of class. One way of doing this is by taking advantage of the varied resources and programs offered by CyFair. CyFair has videos, books, cassettes and computer diskettes that you can use for additional practice of class material. Along with these resources, the college offers a wide variety of extra-curricular activities and services as described above.

Your class at LSC-CyFair is the first step in learning to speak, read, and write in English. Your instructor will present and explain certain grammar structures and vocabulary in class. This material is the foundation of the learning process. You should feel free to ask your instructor to clarify any material with which you are having difficulty. Your teacher will then give you further explanation and practice with this material. If the material is too difficult for you to understand, you may want to request to be re-evaluated to make sure you attend the appropriate level course. Your cooperation is needed to help make the classroom experience productive and pleasant.

Your instructor will use only English in class. Speaking your native language in class will only slow down your learning, especially at the lower levels. Remember: if you, your classmates, and your teacher work together as a team, your class time will be very productive.

ATTENDANCE POLICIES

To pass the course, students must attend class regularly and complete all assignments. Missed tests and incomplete assignments will be counted as zero unless arrangements have been made in advance. Because it is so important for you and your classmates' learning, it is essential that you come to class every day on time. If you are more than five minutes late to class, you will be marked tardy, and three tardies equal one absence. Students who miss more than the total number of days listed below because of unexplained absences will be dropped from the course by the teacher or receive a failing grade:

Classes that meet twice a week: number of absences - 4 days

Classes that meet three days a week: number of absences - 5 days

Classes that meet once a week: number of absences - 2 days

If all students are on time, learning begins, and no one's time is wasted. Students are expected to adhere to academic integrity guidelines appropriate to U.S. culture. You teacher will talk about these guidelines in class.

ACADEMIC INTEGRITY

Lone Star College System is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, you are responsible for honesty and independent effort. Failure to uphold these standards includes, but is not limited to, the following: plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course. Cheating includes looking at or copying from another student's exam, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. Plagiarism means passing off as your own the ideas or writings of another (that is, without giving proper credit by documenting sources). Plagiarism includes submitting a paper, report, or project that someone else has prepared, in whole or in part. Collusion is inappropriately collaborating on assignments designed to be completed independently.

When there is clear evidence of cheating, plagiarism, collusion, or misrepresentation, a faculty member will take disciplinary action including but not limited to: requiring you to retake or resubmit an exam or assignment, assigning a grade of zero or 'F' for an exam or assignment; or assigning a grade of 'F' for the course. Additional sanctions including being withdrawn from the course, program, or expelled from school may be imposed on a student who violates the standards of academic integrity.

GRADING STANDARDS

The academic standards of CyFair are based on a philosophy of maximizing student progress toward successful course and program completion. Recognizing that academic success in college requires maturity and dedication to regular and well-defined study habits, the academic standards criteria are designed to monitor your progress and to allow college staff to intervene and provide assistance to students who have difficulty meeting minimum requirements for successful course or program completion. Credit students are graded according to the following Grade Scale:

GRADE	INTERPRETATION
A	Excellent Performance
B	Good Performance
C	Acceptable Performance
D	Passing
F	Failing
I	Incomplete
W	Withdrawal
IP	Course in progress

Community Education students are awarded Continuing Education Units (**CEUs**) for successful completion of the courses. **CEUs** are recognized internationally as a measure of substantive professional education and training. One CEU is 10 contact hours of successful participation/completion in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. Students receive certificates upon completion of their English for Speakers of Other Languages courses. If they have satisfactorily completed the Oral Communication, Reading, Writing and Grammar courses, the certificate will award 6.4 CEUs for each course. Otherwise, a certificate of attendance is issued upon the student's request.

In addition, your instructors will give you a mid-term **Progress Report Form** detailing your academic performance in listening ,speaking, reading, writing, pronunciation, vocabulary, and grammar. You will also be graded on class participation, ability to work with a group, completion of required course work, initiative, interest, and attendance.

ACADEMIC APPEALS

An academic appeal is a formal request brought by a student to change a grade or to challenge a penalty imposed for violation of standards of academic integrity such as plagiarism or cheating. A request to change a grade or to challenge a penalty must be made within twelve months of the action. A grade may only be changed by the instructor of record (or by a full-time instructor in the absence of the instructor of record) or by the Academic Appeals Committee. An academic appeal will be considered if there is evidence that one or more of the following conditions exist:

- error in calculation of grade
- deviation from the syllabus or district policy manual
- academic disparate treatment of student that is not addressed by EEO processes
- inappropriate penalties imposed for an academic honesty violation.

An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for an academic appeal.

Appeals

- **Appeal Procedure**

Student Rights:

Students have a right to a clear explanation (from the instructor or dean, as appropriate) of actions taken by the instructor, such as how a grade was calculated or how their actions violated the academic honesty policy.

Informal Process:

Before a student may bring an academic appeal, he or she should first meet with the instructor to request that a change be made. If the student is not satisfied with the outcome or cannot consult with the instructor, he or she must meet with the appropriate Dean to determine if a resolution can be reached. If the student is not satisfied with the action taken at the informal level, the student may file a formal complaint in accordance with the following procedures:

Formal Process:

If a resolution is not reached and the student desires to pursue the appeal, the student will state specifically the basis of the appeal in writing to the Chief Academic Officer. If the Chief Academic Officer determines that the appeal does not meet the requirements of this policy, he/she shall communicate this in writing to the student. If the Chief Academic Officer determines that the appeal is appropriate under this policy, he/she will convene the Academic Appeals Committee to consider the

complaint. The Chief Academic Officer will notify the student regarding the Academic Appeals Committee meeting date, his/her rights, and next steps in the process.

Hearings

- **Hearing Procedure**

The Committee will be convened by the Chairperson in a timely manner, and will conduct its activities in private. The student and the faculty member will be permitted to present witnesses and evidence relevant to the appeal. The Committee will not be bound by rules of evidence, and will conduct its hearing in an informal manner. The student or faculty member may have a representative present but that person is not allowed to participate during the hearing. A two-thirds majority vote of the full committee shall be required to change the grade, penalty or academic action at issue. The Committee will inform the Chief Academic Officer of its decision in writing. The Chief Academic Officer will notify the student, faculty member, and dean in writing of the Committee's decision.

- **Appeal Verdict**

The decision of the Academic Appeals Committee is final

For more information, please go to <http://www.lonestar.edu/academic-appeal.htm>.

STUDENT CONDUCT AND DISCIPLINE

The general morale of the student body is dependent upon many factors; among these are the success of its graduates, the attitude of the faculty and administration, the general behavior of individual students and the reputation of the school. We believe that a primary factor in strong student morale is an overall regard for good citizenship on the part of the student body. The district assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct and that they will observe these rules as a matter of training and habit.

Regulations of the district forbid gambling, the use of controlled substances and alcoholic beverages, and the appearance of anyone under the influence of any of these on the campus or when attending or participating in activities sponsored by the college.

The possession of firearms, illegal knives and prohibited weapons on district facilities, including parking areas and publicly accessed facilities, is a violation of criminal law and board policies. Persons who violate the law and these policies will be subject to serious consequences, including referral for criminal prosecution and dismissal from school.

No person or group of people acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on any campus or property of Lone Star College; further, the administration is charged with the responsibility of keeping the college free of disruptive activities and may take whatever disciplinary action is deemed necessary in instances of disruption or threat of disruption.

You are expected to dress and groom yourself in an appropriate manner while on campus or while participating in activities sponsored by the district. Students whose conduct casts an unfavorable reflection upon the district, and thereby upon all students, are subject to disciplinary action.

DISCIPLINARY ACTION

Any alleged violation or flagrant disregard of college rules and regulations will be brought to the attention of the Vice President of Student Success, who will initiate an investigation. The Vice President will determine the course to be followed. The action taken by the Vice President or other administrator may include, but is not limited to, the following:

1. dismissal from an individual class.
2. suspension from any LSCS college for one or more semesters.
3. limited suspension from campus or college activities or services needed.

EXPULSION OF CERTAIN FOREIGN STUDENTS The Board may expel from the District any student who is a citizen of a country other than the United States attending the College under a non-immigrant visa issued by Immigration and Naturalization Service and who is finally convicted of certain offenses defined by State Law. Education Code 51.909(a)

Students have the right to appeal a decision in a discipline case to the College Discipline Committee.

For a complete description of the code of conduct, please go to
http://www.lonestar.edu/departments/advising/Code_of_Conduct.pdf.

COLLEGE DISCIPLINE COMMITTEE

The College Discipline Committee is charged with the responsibility of hearing student appeals of a disciplinary nature.

The committee is composed of faculty representatives and members of the student body. Appointed by the president upon the recommendation of the Vice President for Student Success, the chair and the members of the committee serve a one-year term. Members may be re-appointed for successive terms.

When you wish to appeal a decision made by the Vice President, a written request must be submitted to the chair of the College Discipline Committee within ten days following the date of the disciplinary action.

The committee will reach a decision based on a vote of the committee. A two-thirds majority is required in order to overrule previous action on the matter. The committee will notify the Vice President and you of its decision.

It is the responsibility of the Vice President for Student Success to carry out the action of the committee.

The decision of the committee is final.

LONE STAR COLLEGE-CYFAIR CAMPUS MAP



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|-----------------------------|--|--|-------------------------------------|--|
| 1 Center for the Arts (ART) | 3 Learning Commons/College and Harris County Public Library (LRNC) | 5 Center for Academic and Student Affairs (CASA) | 7 Health Science Center (HSC) | 10 Emergency Service Education Center (ESEC) |
| 2 Technology Center (TECH) | 4 Student Services/Admissions/Financial Aid (CASA) | 6 College Center/Food Services/Bookstore/Fitness Center (CENT) | 8 Science Laboratory Building (HSC) | 11 Athletic Area |
| | | 9 Central Plant | SP Student Parking | |