

LSC-North Harris ESOL Student Resource Guide



2014-2015

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WELCOME

CONGRATULATIONS! Soon you will be speaking English fluently and accurately. We at Lone Star College-North Harris 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 LSC-North Harris we have prepared this **Student Resource Guide**. If you have any questions regarding its use, please consult with any ESOL personnel. We are here to help you.

Learning English is a big challenge—just remember that it will:

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.

Learning English is an experience that will enrich your life through greater connections, cultural understanding, and improved opportunities for you and your family.

ESOL MISSION STATEMENT

The mission of the LSC-North Harris English for Speakers of Other Languages Program is to provide a dynamic learning community distinguished by excellence in teaching, allowing non-native English speakers to acquire English language and cultural adaptation skills that are essential for functioning and succeeding in academic, workplace, and social environments.

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

ESOL FACULTY

FULL-TIME FACULTY

Gwendolyn Charvis: Professor. Charvis began teaching English to Speakers of Other Languages in 1973 as a Peace Corps volunteer in Niger, West Africa. She holds a B.A. in French from Grinnell College in Grinnell, Iowa, and an M.A. in English from Tennessee State University in Nashville, Tennessee. She taught at the University of Houston Language and Culture Center before joining the faculty of Lone Star College-North Harris in 1993. Her interests include Christian music, traveling, jigsaw puzzles, and computer games. Gwen and her husband have two sons, a daughter, and a grandchild.

E-mail: gwedolyn.v.charvis@lonestar.edu

Office: ACAD 262 E

David Dahnke: Professor Dahnke has a B.A. in Social Work from the University of Wisconsin at Madison, an M.A. in Bicultural-Bilingual Studies from the University of Texas at San Antonio, and is ABD in Reading Education and Linguistics from Kent State University in Ohio. He has served as a Peace Corps Volunteer in Colombia, and he taught EFL in Saigon, Vietnam, while in the US Air Force. David taught ESL at Our Lady of the Lake University in San Antonio and at the University of Akron in Ohio before becoming Director of the American-Nicaraguan School in Managua, Nicaragua in 1981. In 1987 he returned to Nicaragua for 18 months as a Fulbright Scholar, teaching EFL at La Universidad Politecnica. David has taught ESL and Spanish at Lone Star College-North Harris since 1982 and served as the Department Chair of ESOL, Languages, and Interpreter Training until the Fall of 2013. David and his wife, Pilar, have 3 children: Michael, Stephanie, and Jorge and a grandchild, Alexander David. In his spare time, David enjoys reading and jogging.

E-mail: david.d.dahnke@lonestar.edu

Office: ACAD 217-B

Katie Hurter: Professor Katie Hurter became interested in teaching ESOL at 17 when she was an exchange student in Hiroshima, Japan. Receiving her M.A. in Foreign Language Education and B.A. in English from the University of Texas at Austin, she has taught in Italy, Malaysia and Japan, finally returning to her hometown, Houston, where she is living with her son. She is interested in what makes learning stick, loves to read and drink strong coffee and likes the TV off.

E-mail: katie.hurter@lonestar.edu

Office: ACAD 217-F

Erin Miller: Professor Miller began teaching English to Speakers of Other Languages in 2003 as a volunteer ESL teacher in Tulsa, Oklahoma. She holds an M.A. in TESL from Oral Roberts University in Tulsa, OK. After teaching English in Japan, she returned to the US and was an ESOL adjunct instructor for three years at LSCS-North Harris. She became a full time ESOL faculty member in 2010. Her interests include exercise, mud runs, spending time with family and friends and reading biographies. She and her husband are raising two wonderful children and one chocolate Labrador.

E-mail: erin.c.miller@lonestar.edu

Office: ACAD 270-E

Janet Muzal: Professor Muzal has been involved in the field of Teaching English to Speakers of Other Languages since 1976. She holds a B.A. from the State University of New York at Geneseo in Foreign Language Education and an M.A. in Applied Linguistics from the University of Colorado at Boulder. She has taught in New York, Florida, Virginia, Colorado, California, Texas, Norway, and The Netherlands. She began teaching part-time at Lone Star College-North Harris in 1998 and joined the full-time faculty in 2004. She serves as the LSC-North Harris liaison to the Commission on English Language Program Accreditation (CEA). She loves to read and travel and enjoys spending time with her son and daughter.

E-mail: janet.g.muzal@lonestar.edu

Office: ACAD 221-G

Alice Savage: Professor Savage has a Master of Arts in Teaching from the School for International Training in Brattleboro, Vermont. In addition to teaching English language classes, she does occasional teacher-training and has authored several textbooks for English language learners. In her spare time, she goes hiking in the Pacific Northwest with her husband and two sons.

E-mail: alice.o.savage@lonestar.edu

Office: ACAD 221-F

Colin Ward: Professor Ward has been teaching English as a Second Language since 2001. He received a B.A. from the University of Massachusetts-Boston with a minor in French and an individual major entitled "A Social Analysis of the Built Environment." He has an M.A. in TESOL from the Institute of Education, University of London. His interests include the teaching of second-language writing and the role of technology in language learning. Colin is a Fulbright scholar and an author of several ESL textbooks. He lives in Houston, TX with his wife and two daughters. Some of Colin's other interests include traveling, cooking, gardening, and biking.

Email: colin.s.ward@lonestar.edu

Office: ACAD 221-I

Phone: 281-618-5497

Patricia Winters: Professor Winters earned a B.A. in Linguistics from the University of California at Berkeley and an M.A. in Education-ESL from Stanford University. She has taught ESL to adults in Mexico, to technical students at Spartan School of Aeronautics in Tulsa, Oklahoma, and to international students at the University of Wisconsin at Milwaukee. She has been a Professor of ESOL at Lone Star College-North Harris since 1988.

E-mail: patricia.s.winters@lonestar.edu

Office: ADAD 221-E

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. Their emails and contact numbers are on their syllabi, and their mailboxes are either in Academic Building rooms 217 or 221.

WHO SHOULD I TALK TO IF...?

I want to register for classes.

Should I take Continuing Education or Credit classes?

I have a question about my schedule?

When can I take college classes

How do I get my Lonestar password?

How do I get my parking permit?

What is a GED, and how do I get one?

Can I work on campus?

How can I get financial aid for my classes?

I'm a "dreamer"/have no legal status, so how do I take credit classes?

Do I have to finish all the levels of ESOL classes before I start a workforce program?"

Can you help me with my immigration problem/visa question?

→ **ESOL CENTER AND INTERNATIONAL STUDENT SERVICES** - Student Services Building, 108

E-mail: ESOL-NH@lonestar.edu

ESOL Student Coordinator: Margaret Ghazi

Phone 281-765-7822

Academic Advisor for ESOL and International Students: Erika Acevedo or Erin DeSouza

Phone 281-765-7945

International Student Advisor: Wendy Palma

Phone: 281-618-5716

For more information about International Admissions, click here: <http://www.lonestar.edu/international-students.htm>

For more info about maintaining status as an International Student, click here:

<http://www.lonestar.edu/international-student-forms.htm>

Where is my professor's mailbox?

Where is my professor's office?

I can't find my class!

→ **SUPPORT STAFF** (secretaries) - Academic Building

Mary Perez	Academic Building Office # 221
Leslie Murphy	Academic Building Office # 217
Joann Engallina	Academic Building Office # 262
Cristina Geldens	Academic Building Office # 162

Where do I get my Student ID Card?

- Register and Pay for your classes at the Business Office and get an ID Ticket
- Register Take your ticket to the library 2nd floor with a photo ID

How do I set up myLonestar account?

1. At www.lonestar.edu website, click on MyLonestar
2. Click "reset password" to create a password.
3. Enter your student ID# and follow prompts to set your security questions and create a password.
4. Log in to MyLonestar with your username and new password.
5. See all the links available on your page.

How do I get myLonestar email?

1. Go to my.lonestar.edu
2. Open MyLonestar and log in with user name and password.
3. Scroll down to Student Email area.

How do I know my grades and
do my teacher evaluations?

→ Click here to log on to myLonestar:
<https://my.lonestar.edu/psp/porprd/EMPLOYEE/EMPL/h/?tab=LOGIN>

I have a problem with my professor.

→Talk to your professor first...then →

I have talked with my professor,
and I **STILL** have a problem.

→Talk to the ESOL Department Chair, Mr. Colin Ward.
Academic Building 221-I Phone 281-618-5497 E-mail: colin.s.ward@lonestar.edu

I **STILL HAVE A PROBLEM** with my professor
that Professor Ward cannot solve."

→Talk to the Dean of Languages and Communications, Dr. Jennie Harrison.
Academic Building 162 Phone # 282-618-5540 E-mail: jennie.w.harrison@lonestar.edu

I am having some personal problems and I want to talk with somebody.

I'm feeling a lot of stress I really miss my home culture.

I feel very depressed and tired all the time!

→**COUNSELORS/RECOURCES**

Linda Mark: 281-260-3569 or linda.f.mark@lonestar.edu

Communities in Schools Counselors located in the Admissions Office in the Student Services Building. Call 281-618-5412

[Women's Resource Center](#) located in Student Services Building, Room 204

How do I get campus information?

DON'T MISS OUT! TEXT **DAN** TO **25827**

Have campus news and exclusive offers sent right to your phone.

Text **DAN** to **25827** or visit LoneStar.edu/Dan to register.



→Click here to register: <http://www.lonestar.edu/text-dan.htm>

How can I get emergency information sent to my cell phone?

→Click here to learn how to register your cell phone: <http://lonestar.edu/LoneStarAlert.htm>

How can I get extra help with my English?

- Make an appointment with your during office hours and
- Go to the SEA Center for tutoring in ACAD 201. Click here for more information: <http://www.lonestar.edu/19080.htm>

ESOL PROGRAMS

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

ESOL Academic Preparation

The ESOL Program aims to prepare ESOL students for college-level study. Courses in grammar, reading, writing, are offered at 5 levels – high-beginning through advanced. And oral communication courses are offered at 4 levels. There are also elective courses available in pronunciation, grammar review, and integrated skills. Students will learn listening, speaking, reading, writing, vocabulary, and grammar components in all courses. Classes are offered mornings, afternoons, and evenings.

The program is designed to support students who plan to attend college. It emphasizes preparation for academic classes, exploration of American culture and development of English for everyday living and communication.

GRAMMAR	READING	WRITING	ORAL COMMUNICATION
<u>ESOL Grammar Workshop 1 ENGL 0308</u>	<u>ESOL Reading 1 ENGL 0361</u>	<u>ESOL Writing 1 ENGL 0371</u>	<u>ESOL Oral Communication 1 ENGL 0381</u>
<u>ESOL Grammar Workshop 2 ENGL 0308</u>	<u>ESOL Reading 2 ENGL 0362</u>	<u>ESOL Writing 2 ENGL 0372</u>	<u>ESOL Oral Communication 2 ENGL 0382</u>
<u>ESOL Grammar Workshop 3 ENGL 0308</u>	<u>ESOL Reading 3 ENGL 0363</u>	<u>ESOL Writing 3 ENGL 0373</u>	<u>ESOL Oral Communication 3 ENGL 0383</u>
<u>ESOL Grammar Workshop 4 ENGL 0308</u>	<u>ESOL Reading 4 ENGL 0304</u>	<u>ESOL Writing 4 ENGL 0374</u>	<u>ESOL Oral Communication 4 ENGL 0384</u>
<u>ESOL Advanced Integrated Grammar Skills Workshop ENGL 0308</u>	<u>ESOL Reading 5 ENGL 0305</u>	<u>ESOL Writing 5 ENGL 0307</u>	<u>ESOL Advanced Oral Communication Skills Workshop ENGL 0308</u>

The ESOL Program at LSC – North Harris is the first community college in the US to be accredited by the Commission on English Language Program Accreditation (CEA). The program is also a member of the American Association of Intensive English Programs (AAIEP).

Communication for the Workplace – English for Life and Work

These Continuing Education (CE) courses are designed for non-credit students who want to improve their English for professional or personal reasons without college entrance as a focus. The courses provide 4 levels of instruction from beginning to intermediate levels. Each course integrates the skills of listening, speaking, reading and writing. Students who wish to continue with their English studies may test for placement into the academic program.

GRADING

In order to pass a course, a student must achieve all student learning outcomes with a minimum of 70%. The learning outcomes can be viewed at: <http://www.lonestar.edu/our-programs.htm>

Credit Grading

A	90 – 100%	Excellent
B	80 – 89%	Good
C	70 – 79%	Satisfactory
IP	< 70 Points (In Progress) Student must repeat the class.	

Continuing Education Grading

S	Satisfactory Completion
N	Not Complete

ACADEMIC CALENDAR

FALL 2013	SPRING 2014	SUMMER 2014
August 26 – December 15	January 13 – May 11	June 2 – August 17
FALL 2014	SPRING 2015	SUMMER 2015
August 25 – December 14	January 12 – May 10	June 1 – August 16

CROSS-CULTURAL TRAINING

A determining factor in your success is the ability to adapt to a different environment. To help you overcome this barrier, cross-cultural training is provided to you throughout the ESOL 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 ability to meet and respond to behaviors of ethnically different people in a way 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.

AMERICAN CULTURE

- General information about American Culture:
http://www.internationalstudentguidetotheusa.com/articles/c_american_culture.htm
- Culture Shock (5 part YouTube video series)
 - Part 1: <http://www.youtube.com/watch?v=tPfB6GijM9Q>
 - Part 2: <http://www.youtube.com/watch?v=H82IFq0HbTQ>
 - Part 3: <http://www.youtube.com/watch?v=C7iznNFGzlg>
 - Part 4: http://www.youtube.com/watch?v=powo_XwMTZs
 - Part 5: <http://www.youtube.com/watch?v=VbTKaZLLALo>
- **Punctuality & time management.** Some instructors close the door when class begins. Other may allow for being 5 minutes tardy before they will count you tardy. Read your syllabus to understand your instructor's expectations.
- **Relationship with professors** – In the American system, professors really encourage open communication. It is OK to ask any questions, request additional help outside of class and discuss any problems students have. Your professors can show you other resources.
- **Relationships with other students** – In cross-cultural situations, respect and tolerance towards others is essential. For example:
 - Be aware of how much you are talking in discussions.
 - Take turns and give everyone an opportunity to speak.
 - Speak only English during class so everyone can understand.
 - Be aware that there are different cultural practices with showing friendship, physical touching and making jokes.
- **Personal Hygiene** – Typically, Americans have been taught that the natural smells of people's bodies and breath are unpleasant. Most Americans bathe or shower daily (and occasionally more often), use an underarm deodorant to counteract the odor of perspiration, and brush their teeth with toothpaste at least once daily and perhaps more often. In addition they may chew mints during the day to insure that their breath is free of food odors. It is very common for women to shave their legs and underarms and to use a small quantity of perfume each day; many men use scented cologne or after-shave lotion to give themselves what they believe is a pleasant smell. Most Americans will quickly back away from a person who has "body odor" or "bad breath." The topic of these odors is so sensitive that most Americans will not tell another person that he or she has bad breath or body odors.

Some international students come from places where the human body's natural odors are considered quite acceptable, and where efforts to overcome these odors, at least on the part of men, are considered unnatural. Still other students come from places where personal cleanliness is considered more important than Americas consider it to be, and they may view many Americans as "Dirty." Click here for more [tips](#).

LEARNING RESOURCES

LSC-North Harris offers a wide variety of learning resources to speed up your English language. Below is a brief outline of each resource. Feel free to visit websites for more information.

OPEN COMPUTER LAB Academic Building, Room 200

281.618.5445

The English for Speakers of Other Languages program encourages you to work independently on computer software and on-line programs available in the Learning Center. By using the computer lab, you can obtain additional language study and practice. Lab assistants are available to show you how to use the computer, video, and audio materials available in the lab.

Computer Lab Services

Computer Access
Internet Access
Email Accounts
Printing (10 cents per page)
Workshops

ESOL Software Programs

Focus on Grammar:

TUTORING PROGRAM

The SEA Center English Tutoring Program has free tutors to help you with reading, writing, study skills, 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. It's possible to come in individually or as a group for a 30 minute tutorial with an ESOL tutor. Tutoring hours vary each semester. See the schedule in front of Academic 201 for details.

TESTING CENTERS

ASSESSMENT TESTING CENTER Student Services Building, Room 105 281.618.5744

The Testing 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.

For more information, click here: <http://www.lonestar.edu/testing-nharris.htm>

INSTRUCTIONAL TESTING CENTER Academic Building, Room 102 281.618.5529

If you have to miss a test/quiz/evaluation in one of your classes, your instructor can place it in the Instructional Testing Center so that you can make-up the missed quiz, test, exam, or assignment. It is your responsibility to ask your instructor about his/her policy regarding missed evaluations. When you take a test there, you should give your instructor's name, class name and show your LSCS student ID.

For more information, click here: <http://www.lonestar.edu/nh-instructional-testing-center.htm>

LIBRARY

The library offers a variety of services, from book clubs to meeting rooms. It provides print and non-print resources and services to meet the curricular, vocational, and recreational needs of LSC-North Harris students. Students have computer access to a variety of information in electronic form including bibliographic indexes to journals, Internet resources, and multimedia publications. Professional Reference Librarians are excellent sources for research help and are happy to help.

Contact an LSCS Librarian for help

Call: 281.618.5707

Text: 281.901.0285

Email: nhref@LoneStar.edu

Live chat: <http://www.lonestar.edu/library/>

Click here to access LSCS Library resources online: <http://www.lonestar.edu/library/services-students.htm>

Student ID Cards/Library Cards

An LSCS ID Card is necessary for borrowing books and other materials. Your ID card functions as a library card and a copy/print card. It also provides free access to the Student Center, the Gym, and Student Activities. To get your Student ID card take a photo ID and proof of tuition payment (obtained at the Business Office) to the 2nd floor Circulation Desk in the Library.

Research Assistance

The librarians will provide research assistance upon request. Ask at the second floor circulation desk. The librarians are there to help you, so please do not hesitate to ask.

Study Rooms

The library offers study rooms and meeting rooms for use by college and community groups. Group study rooms may be booked at the main desk in the library.

LIBRARY HOURS

MONDAY-THURSDAY	7:30 a.m. - 9:30 p.m.
FRIDAY	7:30 a.m. - 4:30 p.m.
SATURDAY	9:00 a.m. - 5:00 p.m.
SUNDAY	1:00 p.m. - 6:00 p.m.

***Mid-term and summer hours may vary at each campus.**

WHAT'S HAPPENING ON CAMPUS? LOOK AT...

- Bulletin boards in classrooms and hallways
- Postings in public areas on campus
- Sign up through emergency alerts through cell phones
- Student Email
- TV Screens in campus hallways
- LoneStarAlert text messages (For information about how to register your phone to receive safety alerts. Click here: <http://www.lonestar.edu/LoneStarAlert.htm>)
- LSCS Twitter page: <https://twitter.com/lonestarcollge>
- LSCS Facebook page: <https://www.facebook.com/LoneStarCollege>

STUDENT LIFE

Get involved in campus activities! There's something for everyone!

Click here to assess the Student Life website: <http://www.lonestar.edu/student-activities.htm>.

STUDENT CENTER

Located on the 2nd floor above the cafeteria, the Student Center is a social hub for students at Lone Star College-North Harris. The facility features a TV lounge, comfortable seating, tables for eating and/or studying, pool and ping pong tables, air hockey, foosball, student organization offices, and student meeting rooms. Students can check out board games from the front desk of the Student Center. Students must present a Lone Star College student ID to enter the facility.

Student Center Hours: Monday-Thursday 8 a.m.-7 p.m.; Friday 8 a.m.-2 p.m.

Summer Hours: Monday-Thursday 8 a.m.-4 p.m.

FOOD ON CAMPUS

Located on the ground floor of the Student Center, the North Harris Café is a hot spot on campus. Not only is there great food, but you can also enjoy a relaxing atmosphere. Open spaces and seating areas for chatting with friends will make you forget you're on campus. Don't forget about the Coffee Shop if you just want to grab a quick bite on-the-go!

Café Hours: Monday - Thursday 9:30 a.m. - 2:30 p.m.; Friday 9:30 - 1 p.m.*

Minuti Coffee Shop: Monday - Thursday 7 a.m. - 7 p.m.; Friday 7 a.m. - 2 p.m.*

Cat 5 Coffee Shop: Monday - Thursday 7:30 a.m. - 3:30 p.m.; Friday Closed*
(Located on the first floor of the Student Services Building)

*Hours may vary according to the semester/summer term.

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. 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.

LOST AND FOUND

If you think you may have lost an item in a campus building, check with the secretaries (support staff) in the closest office first - they may still have it. If it has been several days, check with the police. The LSC-North Harris Public Safety Office is where lost items are held. If you have lost anything, please stop by and ask, or call the North Harris Police at 832-813-6800.

HEALTH AND WELLNESS

The Health and Wellness Center has exercise options for you!

Click here for more details: <http://www.lonestar.edu/facilities-schedule.htm>

Gym Hours: Monday through Thursday 7:00 a.m. - 9:00 a.m. and 2:00 p.m. - 8:00 p.m.
Friday 11:00 a.m. - 7:00 p.m.
Saturday 8:00 a.m. - 1:00 p.m.

Campus Health: <http://www.lonestar.edu/13251.htm>

CAMPUS SAFETY AND SECURITY

The LSC-North Harris Public Safety Office is here to provide a safe environment for learning, teaching, and working. LSCS Police & Security Officers are friendly and helpful. For example, they can walk you to your car at night.

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. **Click here for more information about Campus Security:** <http://www.lonestar.edu/campus-police.htm>.

How Do I Report A Crime Or Other Emergency?

- Pick up a campus phone and immediately talk to the North Harris College Department of Public Safety.
- Call on your cell phone: 281-290-5911 (emergency) or 832-813-6800 (non-emergency)

Helpful Websites:

Emergency Procedures <http://www.lonestar.edu/11953.htm>
 Student Consumer & Safety Info <http://www.lonestar.edu/consumer-safety.htm>
 Office of Emergency Management <http://www.lonestar.edu/oem.htm>
 Crime on Campus <http://www.lonestar.edu/13252.htm>
 STOPP Program <http://www.lonestar.edu/STOPP.htm>
 Domestic and Dating Violence <http://www.lonestar.edu/domestic-dating-violence.htm>
 Sexual Assault <http://www.lonestar.edu/sexual-assault.htm>
 Stalking <http://www.lonestar.edu/stalking.htm>

EMERGENCY AND OTHER PHONE NUMBERS

911 OFF campus, 5911 from an ON CAMPUS PHONE	POLICE--FIRE--AMBULANCE
281 290-5911 (Emergency) 832-813-6800 (Non-emergency)	LSCS Police Department
281.550.6663	Emergency Medical Service (EMS), Ambulance
713.755.6044	Harris County Sheriff's Office
1.800.222.1222	Poison Control Hotline
1.800.252.5400	Children's Protective Services (to report child abuse)
713.528.2121	Houston Area Women's Center (for domestic violence (counseling) or to report a sexual assault. Offers a shelter option)
281.292.4155 option 3	Montgomery County Women's Center

STUDENT ORGANIZATIONS

ESOL students are welcome **and encouraged** 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, visit LSC4ME at <https://lonestar.collegiatelink.net/organizations>.

ORGANIZATION	MISSION
Asian Student Association for Progress (ASAP)	Promoting cultural awareness of all Asian cultures through educational support, networking, creative expressions, leadership, and service opportunities
International Student Alliance (ISA)	To promote appreciation of the diversity of cultures, languages, and national origins of our students, faculty, and staff.
Latin American Student Organization (LASO)	Sharing the positive influence of Latin & Hispanic culture and promoting awareness of their importance through unity and education.
LEAD!	LEAD! is an initiative to help students explore and develop their leadership skills. In the fall semester there is a 2-day LEAD! Retreat at a camp off-site, and in the spring semester there is a 5-part series held on Fridays in the Student Center
Pre-Medical/Health Sciences Society (PMHSS)	We are committed to raising awareness of careers in science, medicine, health care, and related fields, and fostering interaction among students and their community.
STEM (Science, Technology, Engineering, and Math)	The STEM program at LSC-NH is a grant-funded program to promote "Math Success" and a support system to facilitate a smooth transition to four-year institutions for students in Science, Technology, Engineering, and Math.
Student Life (Office of Student Life)	Want to get involved? Student Life is the place to start. Contact us to find out about: •Student Organizations •Student Center •Campus Life •Leadership Development •Diversity Initiatives & Women's Resource Center •Recreational Sports
Women in Network for Growth & Support (WINGS)	Collaborating to empower young women to become leaders, visionaries, and ultimately fulfill their purpose in life.
Anime & Gaming Club (AGC)	We have a fun, safe, friendly environment were we discuss and enjoy many different anime and manga and games. Or if you just want to show just how Otaku you really are!

STUDENT RESPONSIBILITIES

1. **Good Attendance** – To pass the course, students must attend class regularly and complete all assignments. It is essential that you come to every class, on time. If you are more than five minutes late to class, you may be marked tardy, and three tardies equal one absence. Students with three unexcused absences may be dropped from the course by the teacher.
2. **Communication with your teacher:** If you are absent or have any problem in the class, email/call or talk with your teacher immediately.
3. **Do your own work (Academic Integrity):** Don't copy answers or use other people's writing as your own (plagiarism: copying someone's work without giving credit to the original author).

Your instructor will take disciplinary action including giving a failing grade for the assignment. If the problem continues, this is the ESOL program procedure:

- a) When an instructor finds a student cheating/plagiarizing, the student's name will be sent to the ESOL Department Chair.
- b) If the student cheats a second time, the Department Chair will meet with the student and send the student's name to the Vice President of Student Development, who may also meet with the student.
- c) If the student cheats a third time, his or her name will be sent to the Dean of Instruction and the Vice President of Student Development. Upon review, the student may be expelled from the ESOL program and/or the college.

Click here to read the [LSCS Student Handbook policy on academic integrity](#) (p. 28-31)

ACADEMIC APPEALS

An academic appeal means a formal request by a student to change a grade or to challenge a penalty for plagiarism or cheating. A request to change a grade must be made within twelve months of award. A grade may only be changed by an instructor or by the Academic Appeals Committee.

Procedure

Before you may bring an academic appeal, you should first meet with the instructor to request that a change be made. If you are not satisfied with the outcome or cannot make contact with the instructor, you should make an appointment with the Department Chair, Colin Ward (colin.s.ward@lonestar.edu 281-618-5497). After that, you may contact the Dean of Languages and Communication, Jennie Harrison (jennie.w.harrison@lonestar.edu).

Click below for the [Academic Appeals](#) formal policy in the LSCS Student Handbook pp. 39-41

STUDENT CODE OF CONDUCT

We have high expectations for our students and believe we have created an environment that includes superior faculty, beautiful campus grounds, unparalleled student services and excellent academic resources. However, to be successful, you have to do your part as a college student.

Faculty members have full authority to set reasonable standards of conduct that are acceptable in their classrooms. These include, but are not limited to the following: academic dishonesty, use or personal technology devices in the classroom, behavior and dress code.

Violations of this code of conduct at LSC-North Harris may result in disciplinary actions, including dismissal from the college.

Go to the following website for a full listing of LSCS student [Code of Conduct policies](#).

STUDENT COMPLAINT PROCEDURE

If you have a problem with your instructor, classmate, class, grade or support services, follow the procedure below:

Complaint Procedure

1. First try to resolve the problem informally by talking to the person.
2. If your problem is not resolved through informal discussion, complete a student complaint form at the ESOL Center.
3. Take the complaint form to the ESOL Department Chair in ACAD 221.
4. If the problem continues, talk to the Dean of Languages and Communications in ACAD 162.
5. Finally, if the problem is still not resolved, fill out the [Student Written Complaint Form](#) within **ten** days and take it to the Vice President for Instruction and/or Student Services, whose decision is final.

Campus Map

Click here for a virtual tour of North Harris campus: <http://www.lonestar.edu/maps-nharris.htm>



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|--------------------------------|-------------------------------------|----------------------------------|
| 1. Library (LIBR) | 9. College Bookstore (CBST) | • Child Development Center (CDC) |
| 2. Academic Building (ACAD) | 10. Energy Training Center (ETRC) | • SP - Student Parking |
| 3. Winship Building (WNSP) | 11. Digital Technology Center (DTC) | • FP - Faculty Parking |
| 4. Industrial Education (INED) | 12. Student Services (SSB) | • VP - Visitor Parking |
| 5. Student Center (STSC) | 13. Applied Technology Center (ATC) | • A - Athletics |
| 6. Fine Arts (ARTS) | | • P - Police |
| 7. Continuing Education (CMED) | | |
| 8. Health and Wellness (HPE) | | |

