

Section VI.A Admissions Procedures

These procedures supplement and clarify Section VI.A of the Lone Star College System District Policy Manual last revised by the Board of Trustees on **February 2, 2017**—setting out the College’s policies regarding student admissions, enrollment, and registration.

The Policy Manual controls when a conflict arises between it and the procedures below. These procedures were last updated on **April 3, 2017**. The notice and comment period was open online to the public from **April 8, 2016**, to **May 8, 2016**, from **January 26, 2017** to **February 9, 2017**, and from **February 21, 2017** to **March 7, 2017**.

The College is an open-enrollment community college system. It identifies, attracts, enrolls, and retains students reflecting the community’s diverse population. The College does not consider race, color, sex, age, sexual orientation, religion, ethnic or national origin, disability, veteran status, or any other protected status in admissions, enrollment, or registration.

1. Admission Criteria for Credit Courses. An admitted student may elect to attend any college within the College’s system once admitted. Admission to the College does not guarantee admission to a specific limited-enrollment program. Students may be admitted to take for-credit classes under any of the following criteria:

- 1) High school, secondary education, GED, or home school program graduates.
- 2) High school students enrolled in dual-credit or early-college programs.
- 3) Special admissions may be granted for (a) students aged 16 years or younger, or (b) non-high school graduates if the College finds the applicant is able to do College-level work according to the same general standards as those students who graduated from public high school.

The College may enroll students with valid immigration visas if they qualify for any of the scenarios listed above.

2. Admissions Process for Credit Courses. The admission procedure includes the following steps (see LoneStar.edu/admissions for more details):

- 1) Submit an online admissions application at LoneStar.edu/admissions or ApplyTexas.org.
- 2) Submit qualifying assessment scores, or complete Pre-Assessment Activity in order to take the Texas Success Initiative (TSI) Assessment.
- 3) Complete an assessment placement test unless TSI exempt.
- 4) Submit meningitis documentation if applicable.
- 5) Submit all official High School/General Education Development/High School Equivalency Program transcripts upon completion and College/University transcripts from institutions attended.
- 6) Attend a New Student Orientation if enrolling as a first-time student.

Returning students must update their information and complete a new residency oath if they did not enroll the preceding fall and spring semester. Students can update their address information and answer the Texas Residency Questionnaire by signing into the myLoneStar student portal.

High school graduates who are age 16 or younger should follow the Special Admissions Process to enroll in courses with LSC. See **Special Admissions Process** for details.

3. Admission Criteria for Non-Credit Courses. The College offers many possibilities for enriching careers and personal lives through non-credit course offerings. The Career & Technical Education (CTE), Corporate College Open Enrollment (CCOE), and Community Enrichment (CE) courses listed in the Career & Technical Education Non-Credit Course Catalog and Schedule (www.lonestar.edu/departments/webservices/CTESpring2016.pdf) are designed to provide students with courses and certificates that prepare them for their next career or promotion from a current position. Students may register for any non-credit course subject to limited exceptions. Programs and courses linked to College credit programs and courses might require additional prerequisites. The student should contact a CTE advisor for information on specific requirements.

4. Admissions and Registration Process for Non-Credit Courses. The registration process includes the following general steps (more detailed instructions are found in the Non-Credit Course Catalog):

- 1) To register online, visit <http://www.lonestar.edu/ce-registration>.
- 2) To register in person, use the Career and Technical Registration Form provided in the Non-Credit Course Catalog and try to contact the Career and Technical Education (CTE), Corporate College (CC), or Continuing Education (CE) offices via the contact information found in the Non-Credit Course Catalog.

5. Returning from Active Military Service. Students that left the College for active military service have certain reenrollment benefits upon their return to the College. Veterans should contact the Veterans Affairs Center at (281) 290-2922 for more details and to discuss the necessary process. Veterans and active military personnel are encouraged to inquire about a Prior Learning Assessment (PLA) that considers military MOS credentials in determining whether college credit might be applied for training and/or service in the armed services.

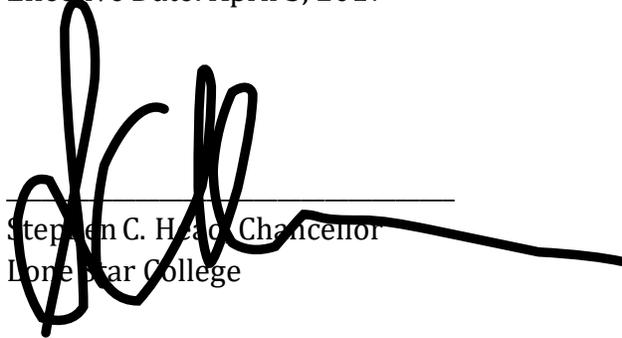
6. Admission and Registration Grievance Procedure. Enrollment and registration rejections are rare because the College is an open-admissions institution. As mandated by some accreditation bodies, however, some programs have heightened or exceptional requirements. Some students will nevertheless have admission-related grievances and this procedure sets out the process a student must follow to have the grievance heard.

First, the student should try to informally resolve the issue with the College admissions' staff

(credit courses) or the specific program's director (non-credit courses). Second, once the student unsuccessfully tries to resolve the issue with the college's admissions staff or the program director's staff, the student is encouraged to formally contact the Chief Student Services Officer of the student's designated home college campus (including online students). The student should submit all supporting documentation for the grievance along with the grievance.

The Chief Student Services Officer must schedule a conference with the student (or potential student) to be held within 10 working days of receiving the written grievance. The student or CSSO may appear by telephone or telepresence at the conference. The CSSO must issue a written decision upholding or reversing the initial admissions office determination. The CSSO's decision is final.

Effective Date: April 3, 2017



Stephen C. Head, Chancellor
Lone Star College