**[Enter Course Name] Syllabus**

# **Your Instructor’s Contact Information**

| **Instructor:** |  | **Office Phone:** |  |
| --- | --- | --- | --- |
| **Office Location:**  |  | **Student Success Hours:**(Times when professor is available to answer questions)  |  |
| **E-mail:**  |  |

# **Course Information**

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| **Course Title:** |  | **Term and Year:** |  |
| **Course Subject:** | **MATH** | **Class Days and Times:** |  |
| **Course Number and Section:** |  | **Class Room Location:** |  |
| **Credit Hours:** |  | **External Hours:** | 0 |
| **Lecture Hours:** |  | **Lab Hours:** |  |
| **MyMathLab Course ID:** |  | **Total Contact Hours:****(All hrs. x 16)** |  |

|  |  |
| --- | --- |
| **Department/Division Contact:** | Division I, CASE 215, 832-482-1053. Sam Thomas, dean, 281-290-3989, samuel.l.thomas@lonestar.edu |

*(Hours, Catalog Description, Learning Outcomes, Prerequisites, Corequisites and Required Materials for LSC-CF math classes may be copied from the department webpage. Go to* [*www.lonestar.edu/math-dept-cyfair.htm*](http://www.lonestar.edu/math-dept-cyfair.htm)*, select “Resources for Instructors” and find your class under Course Information. Please delete this comment before finalizing your syllabus.)*

**Prerequisites:**

**Co-requisites:**

**Required Book(s):** *(The author, title, edition and publisher of the textbook may be copied from the department website,* [*www.lonestar.edu/math-dept-cyfair.htm*](http://www.lonestar.edu/math-dept-cyfair.htm)*. Please delete this comment before finalizing your syllabus.)*

**Required Technology:** Students will be expected to utilize computer technology while enrolled in classes, certificate, and/or degree programs within Lone Star College. The specific requirements for this course are listed below:

*(Examples only - please delete and list your specific requirements here): Online quizzes, online assignment submissions, Microsoft Word document submissions, discussion boards,webcams, etc. NOTE: Chromebooks do not support Lockdown browsers. If you plan to use Lockdown browsers for test proctoring, please specify that Chromebooks are not allowed on tests.*

**Required MyMathLab Access:** Students must buy an access code to MyMathLab, an online course management system which includes a complete eBook; students will first need a Course ID provided by the instructor in order to register; online purchase of MyMathLab access at [www.mymathlab.com](http://www.mymathlab.com). Note: A complete eBook for the course comes with MyMathLab access. **A hardbound copy of the textbook is NOT required.**

**(**Note: For those who would prefer not to purchase MyMathLab access codes online from the publisher, hard copies may be purchased elsewhere using the ISBN: *(Please copy the ISBN number from the line “ISBN for hard copies of MyMathLab access codes” from the Course Information page on the department website. Delete this comment before finalizing your syllabus.)*

**Optional Hardbound Text:** *(Please copy the ISBN information for the optional hardbound text and the textbook + MyMathLab access package from the department website. Delete this comment before finalizing your syllabus)*

**Calculator:** *(The following statement may be ammended at will to match how you plan to teach your course. There are separate model statements that you can choose or edit depending on whether you plan to require a graphing calculator, a scientific calculator or a four function calculator. The final concluding four sentences are highly recommended. Delete this comment before finalizing your syllabus.)*

Graphing calculators may be required for some assignments/assessments at the discretion of the instructor. Only the following models are permitted:

 Any calculator in the TI 83 or TI 84 series.

 Any calculator in the Casio FX-9750GII series

Scientific calculators may be required for some assignments/assessments at the discretion of the instructor. Only the following models are permitted:

 Any calculator in the TI-30XS Multiview series

 Any calculator in the Casio fx-300ES series

Four function calculators may be required for some assignments/assessments at the discretion of the instructor. Examples of suggested calculators include but are not limited to:

 Any calculator in the TI 108 series.

 Any calculator in the Casio HS8VA series

Note: It is the students’ responsibility to learn how to use the calculators they choose. The instructor should not be expected to offer instruction in calculator functionality. Cell phones, tablets, laptops and other internet-connected devices are not allowed as calculators on tests. Calculators may be cleared before tests. Use of headphones, earbuds, and/or smart watches may be prohibited by your instructor during exams.

**Catalog Description:**

**Student Learning Outcomes:**

**Core Curriculum Statement:**

[**https://www.lonestar.edu/CoreCurriculum**](https://www.lonestar.edu/CoreCurriculum)

*(Remove this Core Curriculum Statement if this syllabus is for Math 2320, 2415 or any 0000 level course. Delete thic comment before finalizing your syllabus.)*

This is a class in the Core Curriculum as administered by the Texas Higher Education Coordinating Board.  This course is designed to provide instruction in the following Core Objective(s):

* Critical Thinking Skills (CT) – creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
* Communication Skills (COM) – effective development, interpretation and expression of ideas through written, oral and visual communication.
* Empirical & Quantitative Skills (EQS) – manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

# **Instructor Guidelines and Procedures** *Students are responsible for knowing and following the guidelines related to all of the* ***online links*** *below.*

**Attendance:** *(A guideline is required here. See the* ***Required Syllabus Content Examples*** *linked from the Instructor Resource Page under Syllabus Materials if needed. Please remember: Lone Star College-CyFair is dedicated to student success. Neither Lone Star College nor the LSC-CyFair Mathematics Department have required attendance guidelines EXCEPT for corequisite courses. In general, it is up to each instructor to develop their own guidelines for their class. Midpoint Day of Record (MDR) is designed to capture students not in attendance. An instructor may consider using this process as a way to identify students who have stopped attending instead of administratively dropping students from your class for non-attendance. If you choose this option be sure to indicate that you do NOT drop students for excessive absences. The statement below required for corequisite courses is a model. Please delete this comment before finalizing your syllabus.* ***IMPORTANT:*** *For any class taught as part of a corequisite pair, please include the following statement:)*

The instructor will NOT drop students from this course for non-attendance. It is the student’s responsibility to fill out a “schedule change form” at the registration desk to officially drop this class. Failure to do so will result in the grade of “F.” Dropping one class in a corequisite pair of classes automatically results in being dropped from both classes.

*(An option if you do choose to drop a student for non-participation might look something like the following. The number of weeks allowed to be missed could be increased but it is recommended that it not be less than 12.5% of the length of the class session. Please delete this comment before finalizing your syllabus.)*

Students will be considered non-participating for a week if they have not submitted the assignments and/or assessments due that week. You may be dropped from the class if you are non-participating for two weeks.

**Penalty for Not Enrolling in MyMathLab:** *(This section is optional. Instructors may assess a penalty on students for failing to enroll in MyMathLab or for failing to convert temporary access to permanent access. Below are possible examples of statements. Feel free to use one or the other or to craft your own statement. Delete this comment before finalizing your syllabus.)*

Option 1: Students who have not logged into MyMathLab or who fail to purchase permanent access by [insert date here] will be dropped from the class for non-participation.

Option 2: Enrolling in MyMathLab is a requirement for participation in this class. Students who have not logged into MyMathLab or who fail to purchase permanent access by [insert date here] will not be permitted to take examinations or to complete other assignments.

**Electronic devices: :** *(A guideline is required. State your policy on the use of mobile devices/computers in your class. Examples of possible statements are included in the document* ***Required Syllabus Content Examples*** *linked from the Instructor Resource Page under Syllabus Materials. Please delete this comment before finalizing your syllabus.)*

 **Assignments:**

*(Describe the types of assignments students can expect to see in your class such as pencil and paper homework, online assignments, quizzes, exams projects, discussions, etc. See “****Example Instructor Guidelines and Procedures****” document, if needed. Please delete this comment before finalizing your syllabus.)*

**Make-up Assignments:** *(State whether you permit students to make-up exams or other assignments in this class and under what circumstances. If you do not give make-up exams, please describe how the missed grade is handled in calculating the final average. Please delete this comment before finalizing your syllabus.)*

**Indicating a Preferred/Used Name:**If you would like the class roster and the LSC online system to indicate a name different from the one on your legal documentation, you may register a preferred/used name.  Follow these steps:

1. Log into [myLoneStar](http://my.lonestar.edu/) at <https://my.LoneStar.edu>
2. From the Student tab choose ‘Personal Info’
3. From drop down choose ‘Names’
4. Choose “Add a New Name”
5. Enter the name type as “Preferred” and enter the desired name
6. Save the record
7. To change a preferred/used name in the future, if necessary, choose “Edit”, change the name and save the record.

*Additional optional syllabus content can be added here, after the Tentative Instructional Outline, or at the end of the syllabus. This can be content of your own relevant to how you teach your class. There is also optional content you can choose to cut and paste from* *the document* ***Optional Syllabus Content*** *linked from the Instructor Resource Page under Syllabus Materials.)*

**Grade Determination:**

*(A description of how the grade in your class will be calculated is required but the chart below is just a sample of how that description may be presented. Feel free to change or replace it. Please delete this comment before finalizing your syllabus.)*

| **Your grade will be determined by the following** | **Details** | **Points**(if applicable) | **Percent of Final Average** |
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| Total: |  |  | 100% |

## Final Examinations

A final evaluation activity will occur ***during the published final evaluation period***. The appropriate dean must approve any variation to this schedule. <http://www.lonestar.edu/examschedule.htm>

## Letter Grade Assignment:

The chart given below explains how the final grades will be computed.

*(Please use the chart below for all 0000 level courses. Delete this comment and the chart for 1000 and 2000 level courses before finalizing your syllabus.)*

|  |  |
| --- | --- |
| **Letter Grade** | **Final Average in Percent** |
| A | 89.5 – 100 |
| B | 79.5 – 89.4 |
| C | 69.5 - 79.4 |
| IP*This grade does not impact your LSCS GPA.*  | 59.5 – 69.4 |
| F(Based on attendance, participation, etc.)  | 59.4 & below |
| IP  | Student has completed the majority of the course and is passing but will not be able to finish due to extenuating circumstances. |

*(Please use the chart below for all 1000 and 2000 level courses. Delete this comment and the chart for 0000 level courses before finalizing your syllabus.)*

|  |  |
| --- | --- |
| **Letter Grade** | **Final Average in Percent****Or****Final Total Point Count** *(select one, delete the other, adjust the information below if using points)* |
| A Excellent Performance | 90 - 100 |
| B Good Performance | 80 - 89 |
| C Acceptable Performance | 70 - 79 |
| D Probably Will Not Transfer to Other Colleges | 60 - 69 |
| F Failing | 0 - 59 |

## Evaluation of Instruction:

Lone Star College-CyFair is committed to acting intentionally about student success. As part of our institutional effectiveness efforts, our instructors are assessed in several ways. For the continuous improvement of our instruction, you are encouraged to provide input for each course you take each semester using the Course Evaluations Questionnaire, which can be accessed through your myLoneStar account. This occurs approximately half way through your course, and you will be notified when surveys are available for completion. Instructions on how to access and complete the Course Evaluations Questionnaire can be found by logging into your account at <https://my.lonestar.edu/psp/ihprd/?cmd=login> and clicking on Links on the menu on the left side of the screen and select **Course Evaluations**. The college deans review these evaluations each semester. Additionally, the deans and/or department chairs may visit each instructor’s class at some time during the semester to observe the instructional environment being provided and complete an assessment of the instructor.

# **Tentative Instructional Outline:**

**The outline below will provide a list of any *required or recommended readings* and a general description of the *subject matter of each lecture or discussion*.**

**Important Dates for** *(insert name of Semester here, example: Fall, 2023)*

*(To find dates for the table below, go to* [*www.lonestar.edu/math-dept-cyfair/htm*](http://www.lonestar.edu/math-dept-cyfair/htm)*, select “Resources for Instructors” and look for the link “Important Dates for Semester Planning” in the center column. Holidays are found in the “General Academic Calendar”. Final Exam Dates are found in “Final Exam Schedule”. Please delete this comment before finalizing your syllabus.)*

| Event  | Dates listed below are for *(insert course session, ex: 16 Week Class)* |
| --- | --- |
| Class Begins |  |
| Official Day of Record  |  |
| Midpoint Day of Record (MDR) |  |
| Withdrawal “W” Date |  |
| Final Exam Date or Final Project Date |  |
| Holidays (Campus Closed)  |  |
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**LSC Refund Information:** [Refunds | (lonestar.edu)](https://www.lonestar.edu/refunds.htm)

**Course Calendar**

**All times listed are in Central Standard Time (CST)**

Required under TAC subchapter N – Rule 4.227. Provide a general description of the **subject matter** of each lecture or discussion; and lists of any required or recommended **readings**. See “**Example Instructor Guidelines and Procedures**” document, if needed. *(A tentative calendar must be included but you do not have to use this format. Please delete this comment before finalizing your syllabus.)*

| **Week Number** | **Assignments***(details listed above in syllabus)* | Readings and Subject Matter |
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# **Lone Star College-CyFair Campus Guidelines and Procedures**

**Student Handbook**

We encourage students to read the [Student Handbook](https://www.lonestar.edu/student-handbook) [https://www.lonestar.edu/student-handbook](https://www.lonestar.edu/student-handbook%20) and

<https://www.lonestar.edu/lscs-catalog.htm> for a comprehensive list of guidelines and procedures.

**Course Communication**

Lone Star College provides email services to faculty, staff and students. All official communication from Lone Star College is sent through email including emergency information, school closure information and notifications. All communication regarding this course will be sent via your student email. To protect the privacy of your student records, no correspondence will be accepted or responded to from personal email accounts. For more information on accessing, setting up, or syncing your e-mail to a personal account visit <https://www.lonestar.edu/email.htm>

**College Gradebook**

Students are expected to monitor progress in their college course. Students may track their academic progress in the college’s learning management system, called D2L, throughout the semester. The college instructor will utilize the gradebook feature in D2L to post individual grades for each major course requirement, assignments, and examinations to calculate the final grade of the college course at the end of the semester. The final grade reports are available at my.LoneStar.edu (student portal) at the end of each semester. Students should review the transcript/grade report for accuracy. Students may learn [how to view grades in D2L](https://vlac.lonestar.edu/help/a374) through the Virtual Learning Assistance Center at <https://vlac.lonestar.edu/help>.

##

## Course Withdrawal Process

Withdrawal from the course after the official day of record and prior to the [“W” Day](http://www.lonestar.edu/academic-calendar.htm) will result in a final grade of “W” on your transcript. You are strongly encouraged to communicate with your professor prior to withdrawing from a course to consider all options. No credit will be awarded for a course earning a “W.” If you stop attending class, you must withdraw by E-mailing CyFair.Registration@LoneStar.edu or visiting the registration office in the CASA Building prior to “W” date. If you stop attending class and do not officially withdraw, you will receive whatever grade is calculated based on your completion rate, which may result in an “F” for the course. Additional information on the Course Withdrawal Process may be found in the Course Catalog for the current academic year.

## Six Drop Rule

Students who enrolled in Texas public institutions of higher education as first-time college students during the Fall 2007 term or later are subject to section 51.907 of the Texas Education Code, which states that an institution of higher education may not permit a student to drop (withdraw with a grade of “W”) from more than six courses, including courses that a transfer student has previously dropped at other Texas public institutions of higher education that have already been counted against their [**six drop limit**](https://www.lonestar.edu/drop-limit.htm) <https://www.lonestar.edu/drop-limit.htm> Students should fully understand this drop limit before they drop any course. Please contact a Counselor or Advisor in our Student Services deptarment or by E-mailing lsccfadvising@lonestar.edu for additional information and assistance. **Dropping a transitional and/or ESOL course does not count against the six drop limit.**

**Academic Appeals**

An academic appeal is a formal request by a student to change a grade or to challenge a penalty imposted. Before a student brings an academic appeal, he or she should first communicate/meet with their instructor to request that a change be made. For additional information, please read the [Academic Complaint and Appeal Process](https://www.lonestar.edu/student-complaints.htm)

<https://www.lonestar.edu/student-complaints.htm>

## Academic Integrity

Lone Star College-CyFair 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. Please read

Board Policy [V.D. Academic Integrity and Dishonesty](https://www.lonestar.edu/departments/generalcounsel/Section%20V.F%20Student%20Discipline%20for%20Academic%20Misconduct%20-%20Policy.pdf) <https://bit.ly/2QkNHCF> and the [Academic Integrity Brochure](http://www.lonestar.edu/departments/libraries/academic_integrity_brochure.pdf) <https://bit.ly/3v8l9Ll> for more information.

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. These definitions are not exhaustive. When there is clear evidence of cheating, plagiarism, collusion, or misrepresentation, disciplinary action may include but is 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 may be imposed on a student who violates the standards of academic integrity including being: withdrawn from the course, ineligible to proceed within their program of study, suspended or expelled from school. For more information please read Board Policy [Section V.F.: Student Discipline for Academic Misconduct](https://www.lonestar.edu/departments/generalcounsel/Section%20V.F%20Student%20Discipline%20for%20Academic%20Misconduct%20-%20Policy.pdf) <https://bit.ly/2QkNHCF> and [Section V.F.: Student Discipline for Academic Misconduct Procedures](https://www.lonestar.edu/departments/generalcounsel/Section%20V.F%20Student%20Discipline%20for%20Academic%20Misconduct%20-%20Procedures.pdf)  <https://bit.ly/3sIAUXM>

## Student Behavior Expectations

You are expected to conduct yourself appropriately while on College property or in an online environment. You may receive disciplinary actionup to and including suspension, if you violate College rules, disrupt classes, or interfere with the opportunity of others to obtain an education. Students who pose a threat to the safety of others will be subject to immediate withdrawal from the classroom,campus environment, and/or online environment, as well as face subsequent criminal charges, as appropriate. Please refer to the [Student Code of Conduct](http://www.lonestar.edu/student-responsibilities.htm) <https://www.lonestar.edu/student-responsibilities.htm> for additional information.

## Student Complaints

For more information regarding how to file a student compliant, please visit: <https://www.lonestar.edu/student-complaints.htm>

## Campus Safety and Security

Lone Star College is committed to maintaining the safety of the students, faculty, staff, and guests while visiting one of our campuses. To help ensure your safety during an emergency (safety, fire, severe weather, etc.), please follow the instructions of college officials.  Safety information and resources may be found on the

[Campus Police](http://www.lonestar.edu/campus-police.htm) <https://www.lonestar.edu/campus-police.htm> website and are also posted in each classroom. In the event you wish to report an emergency, please contact the police at 281.290.5911 or utilize the red handled emergency phones located in classrooms.

The Texas Legislature enacted campus carry by passing Senate Bill 11, effective at LSC on August 1, 2017. Senate Bill 11, known as the “Campus Carry” law, amends Texas law to allow license holders to carry concealed handguns on college campuses. To carry a concealed handgun on LSC campuses, an individual must have a valid License to Carry issued by the Texas Department of Public Safety. LSC has established rules and regulations regarding enforcement of Campus Carry. Lone Star College prohibits concealed carry in some areas of LSC campuses. For more information about Campus Carry, visit the LSC [Campus Carry](http://www.lonestar.edu/campuscarry) <https://www.lonestar.edu/campuscarry> website.

**REQUIRED STATEMENT FOR FACULTY WHOSE OFFICES ARE DESIGNATED AS EXCLUSION ZONES (DELETE THE STATEMENT BELOW IF IT DOES NOT APPLY TO YOU):**

As permitted by LSC regulations, I have designated my assigned faculty office in Room (number) as an exclusion zone where concealed carry is prohibited. In addition to the office hours listed elsewhere in this syllabus, I will hold office hours at (specific place) on (days) from (start time) to (end time). Students are invited to attend whichever office hour location works best for them. I may also be able to meet with students at other places and times if we can agree in advance, but I cannot guarantee that I will be able to accommodate your schedule.

**Lone Star College COVID-19 Information**

Lone Star College is dedicated to the health and safety of all employees and students with a strong commitment to student engagement and success. For more information on current guidelines or resources, please visit [Infectious Disease Reporting | (lonestar.edu)](https://www.lonestar.edu/InfectiousDiseaseReporting.htm).

## Guidelines for Children of Students on College Premises

College students’ children may not enter the classroom, even for brief visits, without the instructor’s prior express written permission. Instructors may deny permission or revoke written permission. Children cannot enter an activity or lab area where dangerous substances or equipment are stored or in use, unless the children are students enrolled in an applicable class or participating in a special College program. Students may not have their children accompany them on College field trips unless the children are also enrolled in the class. See [Board Policy Section II.D.2.04 and Section II.D.2.06](http://www.lonestar.edu/student-community-facilities.htm) <https://www.lonestar.edu/student-community-facilities.htm> for more information.

## FERPA

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, was established to protect the privacy rights of all students and applies to any educational facility receiving federal funds. For more information and the release form, please visit <https://www.lonestar.edu/Student-Information-Public.htm>

## Student Absence on Religious Holy Days

The student must notify the faculty member in writing within the first 12 days of the semester of the intent

to be absent due to a religious holy day. Under Texas Education Code 51.911, a student who is

absent from classes for the observance of a religious holy day shall be allowed to take an examination

or complete an assignment scheduled for that day within a reasonable time as established by the faculty member. See [Board Policy Section VI.D2 .](https://www.lonestar.edu/student-welfare-rights.htm) <https://www.lonestar.edu/student-welfare-rights.htm> for more information.

## Equal Opportunity Statement

Lone Star is committed to the principles of equal opportunity in education and employment. Lone Star College does not discriminate on basis of race, color, sex, age, sexual orientation, gender identity, genetic information, gender expression, religion, ethnic or national origin, disability, veteran status, or any other protected status in its programs and activities, as stated in the [LSCS Board Policy Manual](https://www.lonestar.edu/Equal-Opportunity-Information-Inquiries.htm) https://www.lonestar.edu/Equal-Opportunity-Information-Inquiries.htm

# **Student Support Services**

# **Lone Star College-CyFair is committed to your success!**

# **One of our cultural beliefs is** [**Student Focused**](http://www.lonestar.edu/LSCFocus.htm)[**https://www.lonestar.edu/LSCFocus.htm**](https://www.lonestar.edu/LSCFocus.htm)**.**

If you are experiencing challenges achieving your goals academically or personally, please contact your advisor, instructor, or another individual on campus you trust. Advisors can provide assistance with questions related to academics, while the Counseling office can assist with ADA accommodations and personal barriers. All concerns related to classroom instruction must first be addressed with the instructor. Please know that we have resources and are here to support you.

## **Academic Success Center**– FREE TUTORING

## (Barker Cypress Campus - Learning Commons - 2nd Floor)

The Academic Success Center (ASC)offers on-campus and onlinetutoringfor most disciplines and specific assistance in The Science Center (LRNC 203), Math Center (LRNC 205) and the Writing Center (LRNC 208).  All tutoring services at LSC-CyFair are absolutely FREE for students enrolled at Lone Star College! Student workshops are also offered throughout the semester.  Please visit [Academic Success Center](https://www.lonestar.edu/learning-cyfair.htm) <https://www.lonestar.edu/learning-cyfair.htm> website for more information, contact 281.290.3279, or cyfair.asc@lonestar.edu

## **Academic Success Center open labs** (TECH 104 and CASE 104)

The Academic Success Center open computer labs are located in the Technology (TECH) building and CASE building , room 104 at LSC-CyFair. The open labs is a quiet work and study area available to students with computer access. The labs contains Windows and Mac computers, specialty software, scanner, copier and printers (B/W and color). Students can access the lab with LSC ID card. For more info, please visit [ASC Open Lab](https://www.lonestar.edu/13669.htm) <https://www.lonestar.edu/13669.htm> website, contact 281.290.5980, or cfasclabs@LoneStar.edu

Americans with Disabilities Act Statement (Disability Services)
Lone Star College-CyFair is dedicated to providing the least restrictive environment for all students. We promote equity in academic access through the implementation of reasonable accommodations as required by the Rehabilitation Act of 1973, Title V, Sections 504 and 508, the Americans with Disabilities Act of 1990 (ADA), and the Americans with Disabilities Amendment Act (ADAAA). These laws enable students with disabilities to participate in and benefit from all post-secondary educational courses and activities.

A student requesting accommodations for a documented medical condition, psychological condition and/or a disability must contact the Counseling/Disability Services Office in order to **register for services**. Students can submit an application and documentation online using the **Virtual Disability Assistance Center** (VDAC). You can find the link to VDAC, as well as more information about services here: <https://www.lonestar.edu/requesting-accommodations.htm>. If possible, the student requesting services should make an initial contact with the office at least 4 weeks prior to the start of the first class.

**The Assistive Technology Lab** is available for students who benefit from its various technologies to convert text to speech, magnify items, convert text to Braille, etc. after their accommodations have been determined by the Counseling office. Any disability related documentation and requests for assistive technology should be submitted to the Disability Services Office, which is located on the LSC-CyFair campus in CASA 107. You may contact Stephanie Dillon, Disability Services Counselor, at 281.290.3533 or Stephanie.G.Dillon@lonestar.edu for additional information and/or to schedule an appointment. Additional information may be accessed online at: <https://www.lonestar.edu/accessibility-services-resources.htm>.​

## Counseling Services

Counseling services are available to students who are experiencing difficulty with academic issues, selection of college major, career planning, disability accommodations, or personal issues. You may contact [Counseling, Career, and Disability Services](http://www.lonestar.edu/counseling-services.htm) <https://www.lonestar.edu/counseling-services.htm> by leaving a voicemail at 281.290.3260, E-mailing CyFair.Counseling@LoneStar.edu or stop by CASA 109 to make an appointment to connect to available resources.

## Empowerment Center at LSC-CyFair

Do you have questions that need answers? [The Empowerment Center](https://www.lonestar.edu/cyfair-empowerment) <https://www.lonestar.edu/cyfair-empowerment> is a resource center with a food pantry, a supply closet with household and hygiene items, and a career closet with professional clothing for your job interview or class presentation. Located in CASA 121.

Off-campus resources can be found by visiting <https://www.lonestar.edu/care.htm> .

## Library

The Lone Star College-CyFair Library is located in the Learning Commons (LRNC) building and contains informational resources for both college students and community members. Not only is the library an academic library, but it is also a branch of the Harris County Public Library. Librarians are professionally trained to assist you with any aspect of research during operating hours including using the library, locating and evaluating information sources, and citing information sources. The Library contains over 125,000 books, online information databases, 185 computers, free wireless internet, and many more information/research related amenities to ensure student success.

Library building access may **not** be available at all times. Please check the [LSC-CyFair Library website](http://www.lonestar.edu/library/info.htm) <https://www.lonestar.edu/library/info.htm> for updates. [Library Guides and additional virtual Services](https://cflibguides.lonestar.edu/home) <https://cflibguides.lonestar.edu/home> are also available. .

## Library Resources

You may access virtual library services via:

* Phone: Circulation Desk 281.290.3210 and Reference Librarians 281.290.3214 or 281.290.3219
* Email: CyFairLibrary@LoneStar.edu
* Text: 832.463.0478
* Website: [LoneStar.edu/library/cyfair](https://www.lonestar.edu/library/cyfair.htm)
* Guides: [cflibguides.lonestar.edu](https://cflibguides.lonestar.edu/home)
* **On-Campus/Network Access**: Log in with your LSC Username & Password to use LSC library computers, WiFi, MyPrintCenter Note: if you are on an LSC computer and/or WIFI, you should have direct access to the databases.
* **Off-Campus/Network Access:** Log in with your LSC 14-digit Student ID/Library Card number and LSC password to view your library account, borrow electronic media, place requests/holds on physical materials, access research databases, and more.

For more information on how to borrow library materials, research a topic, discover other library services, and/or find research apps and tools, please visit, “How Do I…?” at <http://www.LoneStar.edu/library/how-to.htm>. This page provides additional information to learn how to get a library card, find and request books, videos, CDs, articles and more, check your library account, access e-books and digital downloads, search databases for articles, periodicals (magazines, newspapers, and journals), cite sources, locate research guides, and various other topics.

**Office of Technology Services (OTS)**

The office of technology services (OTS) serves the information technology needs of Lone Star College students. Visit [OTS website](https://www.lonestar.edu/OTS) [www.lonestar.edu/OTS](http://www.lonestar.edu/OTS) regarding technology services and resources available to LSC students. The OTS service desk is open 24 hours a day, 7 days a week, and 365 days a year. Get IT help by selecting “Tech Help” in the myLoneStar navigation bar to be directed to the [LSC Service Center](https://lonestar.service-now.com/sp) <https://lonestar.service-now.com/sp> where you can report an IT problem, find helpful how-to instructions, or chat with service desk agents. For immediate IT assistance, call 832.813.6600 (toll free 866.614.5014).

## Veteran Affairs Center Services

The Lone Star College Veterans Affairs Center on the LSC-CyFair campus is located in LRNC 141 and it provides services to all veteran LSC students and their family members. To contact Veteran’s Affairs, please E-mail LSC-MilitaryServices@LoneStar.edu or visit [www.lonestar.edu/veterans.htm](http://www.lonestar.edu/veterans.htm)

**Virtual Learning Assistance Center**

Online students or students with online course component can visit the [Virtual Learning Assistance Center](https://vlac.lonestar.edu/) (VLAC) <https://vlac.lonestar.edu/> for helpful collection of resources for adivisng services, library services, request accommodations, and technical support.

**Cypress Center Support Services**

For students who attend or visit cypress center at 19710 Clay Road, Katy, Texas 77499, visit [LSC-Cypess Center](https://www.lonestar.edu/cypresscenter) <https://www.lonestar.edu/cypresscenter> for support services information for that location.

## Syllabus Disclaimer

It is the instructor’s right to modify the class schedule when necessary and cover course topics as he/she feels is necessary to meet the learning outcomes, therefore this syllabus is subject to change.