Add any of the following content to your course syllabus:

 **Lone Star College’s Cultural Beliefs**

* One LSC: I develop meaningful relationships and collaborate for mutual success.
* Advance Equity: I advance diversity and inclusion to create an equitable environment.
* Choose Learning: I learn, grow, and create opportunities for others to do the same.
* Cultivate Community: I cultivate a community of trust and integrity through transparent dialogue and purposeful actions.
* Student Focused: I support and prepare each student to succeed in college and in life.
* Own It: I bring my best, rise above challenges, and own my contributions.

These are our stated cultural values and our pledge to you. If I am not or any one of our faculty or staff is not living up to these values, you have the “stop work authority” and the duty to let me know and hold us accountable to our stated goals.

Lone Star College (2015). Lone Star College Strategic Plan 2015 - 2020. Retrieved from: <http://www.LoneStar.edu/departments/chancellor/2015-2020StrategicPlan.pdf>

**Advising Services**

The Advising process is an integral part of your academic success. Academic advisors are available to assist you with a variety of academic services including referrals to campus and community resources and planning for transfer and graduation. The Advising office is located in CASA 109. For more information about a specific advising service, email lsccfadvising@LoneStar.edu.

**Early Alert System**

The Early Alert program is a faculty-initiated success and retention program. Faculty should continue to be the first contact with a student who might have an issue. However, if their attempts are not successful, faculty may report their concerns regarding a student via the Early Alert tool in iStar. The referrals are received by the Academic Success Center Advisor, who can assist and provide campus resources. For more information, contact ASC Early Alert Advisor, at 281.290.3455.

**Academic Freedom**Institutions of higher education are conducted for the common good, which depends upon a commitment to the values of free inquiry and the free expression of ideas. The College embraces these values. Academic freedom is not only a policy giving faculty latitude in addressing their academic subjects, but remains a crucial component of a larger commitment to the free search for truth. Academic freedom is accompanied by equally demanding responsibilities. Instructors, therefore, have both rights and responsibilities. For additional information, please visit <http://www.LoneStar.edu/AcademicFreedomandResponsibilities.htm>

**The Assessment Center**

The LSC-CyFair Assessment Center provides academic testing support for your class at no charge. **No appointment necessary**. If you are enrolled in a face-to-face class, you must have approval from your instructor prior to arriving for testing as we only administer make-up exams and exams requiring testing accommodations for these types of courses. If you are enrolled in an online or hybrid class, testing may be required in the Assessment Center. Your instructor will provide more information on this.

No testing will begin in the last hour prior to closing. It is your responsibility to arrive early enough to complete your test before the center closes. **Photo ID is required for all exams**.

Testing services are also available at the Cypress Center. We are open 6 days per week, including some evenings. For specific testing hours and contact information, please visit <http://www.LoneStar.edu/testing-cyfair.htm> or call 281.290.3220.

**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.

## Student ID/Library Card

**On-campus: Obtain a Student ID/Library to access Library Services in person at the LSC-CyFair campus:**

1. Bring your state/government issued ID (high school student ID is accepted) and ask for ID form at the Payment Counter in the CASA building.
2. Bring the ID form and your state/government issued ID to the Circulation Desk in the library in LRNC to have your photo taken for your student ID/library card.

**Off-campus: If you are unable to come to a campus, apply for a library card by completing the online form at** [**http://www.LoneStar.edu/library/card.htm**](http://www.LoneStar.edu/library/card.htm) **to request access for online resource materials.**

* Complete all information on the online access form and click "Send the Request" button.
* Upon request, your library card will be mailed to your mailing address on record within a few days.
* Your barcode and PIN will be emailed to your LSCS email account within 2 business days of this request. The library cannot issue barcode or PIN information over the phone, but you can make a phone request to have this information emailed to you.
* Your barcode number can be used to remotely access LSCS Libraries e-Books, articles and more from our databases.

## Computer Virus Protection

Computer viruses are inevitable. Using removable devices on more than one computer creates the possibility of infecting computers and flash drive with a computer virus. This exposes the computers of the college, your personal computer, and any others you may be using to potentially damaging viruses. The college has aggressive anti-virus procedures in place to protect its computers, but cannot guarantee that a virus might not temporarily infect one of its machines. It is your responsibility to protect all computers under your control and use and ensure that each flash drive you use, whenever or wherever you use it, has been scanned with anti-virus software. Since new viruses arise continually, your anti-virus software must be kept current. Moreover, since no anti-virus software will find every virus, keeping backup copies is extremely important.

## Internet and E-mail

Lone Star College provides computing and network resources to you. You are encouraged to use the computers, software packages, and electronic mail (e-mail) for educational or College-related activities and to facilitate the efficient exchange of useful information. Instructors will correspond through your myLoneStar e-mail (@myLoneStar.edu) or through the LSC-Online Class e-mail (d2l.LoneStar.edu) to communicate important course-related information. This account is also used by campus personnel to share details about upcoming events and other important college information (e.g., financial aid status, announcements from the college president, etc.). Stay informed by setting up yourmyLoneStar e-mail account as soon as possible and checking your e-mail often.

The equipment, software, and network capacities provided through the Lone Star College computer services are and remain the property of the College. Use of the equipment and networks is to comport with the policies and procedures of the College and access may be denied to any student who fails to comply with the College’s policies and procedures regarding its use.

Access to the College’s e-mail and similar electronic communications systems are 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. Threatening, anonymous, or forged messages will be treated as a violation of this policy. http://www.lonestar.edu/use-system-computers.htm

## Software Piracy

Law strictly prohibits unauthorized copying of software purchased by Lone Star College-CyFair for use in laboratories. Lone Star College-CyFair administration will take appropriate disciplinary action against anyone violating copyright laws.

**Tardy**

Entering the class late distracts the attention of those in the class. Please send an email in advance if you anticipate being tardy. A tardy is counted if you are 1-10 minutes late to class. If you need to be late, please enter quietly and sit in the back so as not to disturb the class.

**Email Policy:** I understand that many students approach emailing in a similar way to texting where the norms are brevity & informality. Professional emails will be essential to your future success, so when emailing me, please adhere to the guidelines below.  Emails that do not meet these guidelines may be returned for a second attempt.

* Use a clear subject line
* Use a greeting & signature
* Let me know what class you are in and what assignment you are referring to.
* Use standard proper punctuation, spelling & grammar
* Do you part in solving what you need to solve
* Remember expectations of respect