Admission Policies and Procedures

The Lone Star College System is an open admissions system. LSCS prefers that all new LSCS students fill out and submit a LSCS application form at LoneStar.edu/apply to expedite the application process. Alternately, new students may complete the Texas Common Application for Community Colleges at ApplyTexas.org understanding that use of the Apply Texas application is not a real-time submission. Those submitting applications using the Texas Common Application process will experience at least an one day delay in processing their requests for LSCS admission. Returning students must update their general information and submit a new residency oath if they have not been enrolled during the preceding fall and spring semesters.

Admissions Criteria For Credit Courses

Once admitted to LSCS, students may elect to attend any college within the system. Admission to LSCS does not guarantee admission to a specific limited-enrollment program. Students may be admitted to the system under any one of the following criteria:

1. Graduate from high school.
2. Transfer from another college or institution.
3. Obtain GED (General Educational Development) certificate by passing the test as certified by a state education agency.
4. Meet international student criteria (F-1 Visa). Additional information relating to academic background, financial support as well as a personal interview may be required for admission. See Admission Procedures for International Students section of this catalog for additional information.
5. Meet exceptional admission criteria. Exceptional admission at LSCS is designed for students whose academic needs can best be met by the inclusion of college-level instruction. Students enrolled in high school who do not have a GED certificate or a diploma from high school may qualify for exceptional admission.

6. Obtain individual approval. Students who do not meet any of the above requirements, may be admitted with special individual approval, provided sufficient evidence is presented that the student can do college-level work. Evidence may include, but is not limited to, standardized written exams, other measurement instruments, or a non-written examination for workforce course work. Approvals will be considered upon receipt of supporting documentation, as described above, and Individual Approval Form.

Admissions Process: Credit Courses

As an open admissions college system, LSCS makes it easy to get started. The steps are:
- Submit an online admissions application at LoneStar.edu/apply.
Admissions Procedures

- Apply for financial aid if needed.
- Returning students must update their information and complete a new residency oath if they have not enrolled in the preceding fall and spring semester.
- Submit qualifying assessment scores, or complete Pre-Assessment Activity and take an assessment test (see LoneStar.edu/placement-testing-info for details).
- Submit all official transcripts.
- Submit meningitis documentation if applicable.
- Attend a New Student Orientation.
- Meet with advisor/counselor to discuss academic plans.
- Apply for Academic Fresh Start if needed.

Special Admissions Requirements
Specific programs may have special admission requirements. Students should check program information in the LSCS Catalog for details. In addition, students age 16 or younger must provide proof of high school graduation. The student’s transcript(s) will be reviewed by a committee as outlined in the LSCS Policy Manual. If admitted:
- Students age 17 or younger must complete and return a Parental Consent and Waiver Form prior to enrolling at LSCS.
- Students age 16 or younger must meet with LSCS personnel prior to registering each semester.
- Students age 16 or younger must have a parent or legal guardian at the LSCS campus, center, or facility at all times to monitor the student’s activities outside of class and to be immediately available in case of an emergency. Failure to do so will cause the student to be removed from each enrolled class.

Mandatory New Student Orientation
Getting off to the best start at the beginning of the semester is important; therefore, all First Time in College students at Lone Star College are required to complete a student orientation. Beginning with the fall 2014 registration period, any new FTIC, Dual Credit, or Exceptional Admission student taking a class on a LSCS
campus will need to complete the New Student Orientation Requirement. Note that students will be unable to register for classes until this requirement is complete. Please visit LoneStar.edu/orientation for additional details.

**Exceptional Admissions:**

**Definition**

College credits earned through the exceptional admissions program will be accepted by most institutions on the same basis as other college credit. There is a possibility, however, that a specific college may add additional requirements for transfer purposes. Contact the college admissions office or a high school counselor for more information.

Participation in the exceptional admissions program may make some students ineligible for University Interscholastic League (UIL) competition in certain academic areas, depending on the courses taken. English and history courses do not affect eligibility. Students should contact their high school advisor for specific UIL requirements.

**Exceptional Admissions:**

**Process**

The following actions must be completed by all exceptional admission students prior to registering:

1. Visit LoneStar.edu/apply to complete the application.
2. Submit qualifying assessment scores, or complete the Pre-Assessment Activity and take an assessment test (high school transcript is not sufficient). See LoneStar.edu/placement-testing-info for details.
3. Submit meningitis documentation if applicable.
4. Attend a New Student Orientation if applicable.
5. Present evidence that required course prerequisites have been satisfied such as high school, home school, or college transcript, and high school graduation plan.
6. Complete the college registration form with college classes authorized by high school counselor or home school administrator.
7. Complete the exceptional admission form signed by student, parent/guardian, high school principal, or designee which lists the college classes and high school classes.
8. Present proof that the student has met TSI requirements in the areas that are applicable to the courses that the student wishes to enroll in and have the course prerequisites.
9. Students 16 years or younger must receive approval for exceptional admission.

**Dual Credit:**

**Definition**

Dual credit is part of the Lone Star College System’s exceptional admissions program. It is especially designed for junior and senior secondary education students who qualify to earn high school and college credit simultaneously while still in high school. Dual credit students receive a 100 percent discounted tuition rate. All other fees will be assessed at the stated rate.

LSCS colleges have agreements with several high school districts that permit eligible high school students to earn college credit while satisfying high school graduation requirements at the same time.
ADMISSIONS PROCEDURES

Upon approval by the high school principal or designee and college admission through the exceptional admissions program, a student may enroll in college courses taught either at the high school or at LSCS. Students may enroll in a maximum of two college-level courses per semester. Exceptions require approval by the instructional vice president or designee.

Dual Credit: Requirements
In order for students to be eligible for dual credit, all of the following must be met:

- The high school has an agreement with Lone Star College System.
- The student is currently enrolled in a public or private high school or home school.
- The student has a current LSCS application on file.
- The student meets the requirements for exceptional admission.
- The student has approval from high school designee, college designee and parent/guardian.
- The student has demonstrated TSI compliance and/or taken an approved assessment.

Significant changes at the state level were made, effective Fall 2013. Please refer to LoneStar.edu/dualcredit/eligibility for the most current information.

Dual Credit Registration Deadlines
Fall term: June 6*
Spring term: December 9*
Summer term: Follows regular college credit schedule

*Dates subject to change.

Dual Credit Class Load and Grades
State regulations allow a dual credit student to take a maximum of two college credit courses per semester. When indicators such as grade point average or assessment scores indicate a student may have the academic ability to handle more than two courses, exceptions may be granted by the college’s instructional vice president or designee. High school students must complete each college course attempted with a grade of “C” or better in order to continue in the program. For additional information about dual credit, please visit LoneStar.edu/dualcredit.

Dual Credit Students on Campus
Lone Star College System is a community college system that embraces our communities and welcomes residents of all ages. However, in order to provide for the safety of all children, students age sixteen or younger must have a parent, legal guardian or authorized responsible adult at the LSCS campus, center or facility to monitor the student’s activities outside of class and to be immediately available in case of an emergency.

Joint Admissions and Reverse Transfer
The Joint Admissions program is a partnership that allows LSCS students the opportunity to apply to and enroll in Sam Houston State University, University of Houston, University of Houston-Downtown, Our Lady of the Lake University, Prairie View A&M, University of Texas at Dallas, or Texas Southern University while still attending LSCS. This facilitates course transfer directly into a program-specific bachelor’s degree. Students in this program receive all the benefits of being a typical university student, including a simplified application process, discounted or no application fee, and access to university advisors and degree plans. Reverse Transfer establishes policies and procedures for credits earned at universities to be transferred to LSCS and applied toward associate degrees. Students can apply for LSCS graduation online. For additional information, go to our website at LoneStar.edu/joint-admissions or contact Educational Partnerships at 281.290.3634.
Admissions Procedures for International Students

LSCS is authorized under federal law to enroll non-immigrant students carrying valid visas. Currently there are about 2,100 international students from 92 different countries. LSCS adheres to U.S. Department of Homeland Security (DHS) Student and Exchange Visitor Program (SEVP) guidelines. It is the responsibility of the student to have knowledge of DHS regulations pertaining to their visa type.

Enrollment involves four processes: admission, visa approval by the U.S. government, advisement and course registration.

F-1 students with a LSCS Form I-20 are required to purchase health insurance or provide proof of adequate and acceptable health insurance by completing the waiver application before registration. The premium for the LSCS International Student Health Insurance Plan will be included with the tuition and fees at registration. International students must be enrolled in and maintain enrollment in a minimum of 12 credit hours each fall and spring semester. At least 9 of these credit hours must be in face-to-face classes each semester.

Visit LoneStar.edu/International-Students to access required forms and to learn more about the colleges in the system and the programs each college offers. Once accepted for admission into a college, the student will receive a welcome packet containing an I-20 form. All new (F-1) international students must attend a mandatory international student orientation session before the start of their first semester. Please check with the International Student Advisor/DSO at the college.

Applicants should choose the LSCS campus that they would like to attend and contact the International Student Advisor/DSO (SEVIS Designated School Official) for that location. Visit Lonestar.edu/maps for a listing of LSCS locations. All required forms are available on Lonestar.edu/international-students.

Deadlines for admission:
- July - Fall Semester
- November - Spring Semester

LSC-Jakarta

Lone Star College System and Universitas Siswa Bangsa Internasional (USBI, Jakarta, Indonesia) have established the first U.S. associate degree program offered in Indonesia. The LSCS/USBI dual enrollment International Educational Pathway Program is the only one of its kind in Indonesia. Students electing to participate in the Pathway program will receive a U.S. associate degree after completing the first two years of the Lone Star College international academic program curriculum at the USBI campus in Pancoran, South Jakarta, Indonesia.

These courses are taught in English by local faculty in Jakarta and have met the qualifications as required by the LSCS United States regional accrediting body, the Commission on Colleges of the Southern Association of Schools and Colleges (SACS) and are approved by LSCS.

All USBI courses are designed to meet industry needs through the oversight of industry advisory boards.

After completing the Lone Star College associate degree, students have a number of options for completing their bachelor’s degree in Jakarta, Indonesia or the U.S.

LSC-Jakarta students enrolled in the International Academic Pathway program are also co-enrolled in the Sampoerna School of Business and the Sampoerna School of Education.

For more information go to LoneStar.edu/Jakarta or call: +62 085857418425 (Indonesia) +1 832.217.0176 (USA)
To be considered for admission to LSCS on a F-1 student visa, the applicants must present the following items with their completed application forms:

1. Online general admission application.
2. A LSCS International Student Application (form) completed and signed by applicant.
3. Evidence of financial support, showing that adequate funding is available to pay for the applicant’s educational and living expenses as outlined at LoneStar.edu/international-tuition. All applicants must provide a completed and signed Financial Responsibility Statement (form) and additional supporting financial documents as listed on LoneStar.edu/international-students.
4. Proof of sufficient English proficiency by submitting one of the following:
   - Official transcripts from an accredited U.S. college or university showing successful completion of coursework including a college-level writing course (not ESOL).
   - Official records from a foreign high school or higher education institution where English is the primary language of instruction may indicate English proficiency.
   - Minimum scores on approved ESOL tests for admission into the Intensive English Program: TOEFL paper 347, TOEFL CBT 63, TOEFL IBT 19; TOEIC 255; or IELTS-3. Upon arrival, individuals will be assessed for placement into the Intensive English program.
   - TOEFL paper 530, TOEFL CBT 197, or TOEFL IBT 71; TOEIC 700; or IELTS 5.7 allow students to take the TSI test for admission into college-transfer courses. Scores are valid for two years. Refer to LoneStar.edu/English-Proficiency-Requirement for more information.
5. Evidence of high school graduation or college level work including complete official high school records showing completion or college/university transcripts translated into English and as outlined on LoneStar.edu/International-Students. Degree-seeking students that have college/university credits outside the U.S. and wish to transfer their credits to LSCS, must submit a course-by-course evaluation by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) International Education Services, by a service that maintains current membership in the National Association of Credential Evaluation Services, Inc. (NACES), or any evaluation service which is a member of the Association of International Credentials Evaluators (AICE).
6. To promote the F-1 student’s success, a signed and dated Maintaining F-1 Status Form agreeing to follow the Department of Homeland Security and LSCS rules that govern the F-1 student visa program if the applicant is accepted by LSCS and enrolls.
7. A copy of the applicant’s passport valid for at least six months at the time of application.

If you have additional questions, please contact the International Student Advisor/DSO at the campus you wish to attend.

Transfer Students on a F-1 Student Visa
A F-1 student transferring from another U.S. college/university must submit the following documents to LSCS:

1. Items 1-7 listed above.
2. International Student Transfer-In Information Form completed by an international student advisor from the student’s previous institution.
3. Current copies of relevant documents including passport pages, U.S. visa, Form I-94, and I-20s from all schools previously attended.