LSC-CyFair Optional Syllabus Content

Add any of the following content to your course syllabus:

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 admissions, testing, advising, registration, referral of campus and community resources, add/drop/withdrawal process, transfer planning and graduation processes. The Advising Services office is located in CASA 109. For more information about a specific advising service, email lsccadvising@lonestar.edu.

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. If you are enrolled in an online or hybrid class, testing may be required in the Assessment Center.

No testing will begin in the last hour prior to closing. It is the student’s responsibility to arrive early enough to complete their test before the center closes. **Photo ID is required for all exams.** For testing hours and contact information, please visit http://www.lonestar.edu/testing-cyfair.htm or call 281-290-3220.

Mobile Device Policy (none during class time)

Please see that all mobile devices (tablets, phones, laptops, etc.) are silenced and put away during class time. Their use is not permitted in this course.

Mobile Device Policy (only for specific times & purposes)

If you own a mobile device (such as a laptop, a tablet, or a smartphone), you may use it provided that you are accessing appropriate course content (online text, Angel, etc.) or taking notes. Please see that it is in silent mode during class time. You may expect that from time to time, your instructor will ask that they all be put away.

Mobile Device Policy (just about any time)

Please silence all mobile devices during class time. You may use them at any time during normal instruction to access course content and/or take notes (but not during tests and quizzes, for example). Please remember that your use should be limited to tasks directly related to class work (no texting, Facebooking, etc.).

Attendance (classroom)

Attendance is critical. Your success in this course will be the direct result of your attendance for each class and your participation throughout the course.

06/2013
Participation (online)

Participation is critical. Your success in this course will be the direct result of frequently accessing the online course environment and actively participating throughout the course.

EXAMPLE

Attendance

Attendance is critical. Your success in this course will be the direct result of your attendance for each class and your participation throughout the course. We will meet a total of fifteen (15) times and each student is responsible for gathering class information if missing a class. Each class will begin promptly at 6:00 p.m. on Thursday evenings.

Three tardy marks will be equivalent to one absence and student with a six total absences or more should withdraw from the class or receive a grade of F. If the student arrives more than 10 minutes late to class (both lecture and lab), they will be counted absent and the door will be locked. No students are allowed to leave the class 15 minutes before the regular schedule unless with permission from the instructor. They will be considered tardy. Entering the class late distracts the attention of both instructor and students. Notify me in advance if you anticipate an absence.

No longer attending or participating in this class does not constitute withdrawal from this course, nor does the student’s notification to the instructor that the student wishes to be dropped. It is the student’s responsibility to fill out a “schedule change form” to officially drop this class. Failure to do so may result in the grade of “F”.

Veteran Affairs Center Services

The Lone Star College System Veterans Affairs Center provides services to all veteran students and their family members from our five colleges including LSC-CyFair, LSC-Kingwood, LSC-Montgomery, LSC-North Harris, and LSC-Tomball, five centers, LSC-University Park, LSC-University Center at Montgomery, LSC-University Center at University Park, Lone Star Corporate College, and LSC-Online. Information is available at http://www.lonestar.edu/veterans-affairs.htm.