

# Lone Star College 2020 Calendar

SPRING • SUMMER • FALL

## JANUARY 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## FEBRUARY 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

## MARCH 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## APRIL 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## MAY 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## JUNE 2020

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## JULY 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## AUGUST 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## SEPTEMBER 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## OCTOBER 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## NOVEMBER 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## DECEMBER 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## JANUARY 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## FEBRUARY 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

## Important Dates

### Spring 2020

Jan. 4	Payment due
Jan. 13	Spring classes begin
Mar. 23	Online Classes Resume (that started prior to Spring Break)**
Mar. 23–Apr. 5	Additional Closure (Offices Closed)**
Apr. 6–12	Facilities Closed to Students**
Apr. 13	All Employees Return to Campus (Offices Open)**
Apr. 13	All Remaining Classes Resume**
Apr. 13	All 8-Week Classes Begin**
May 22	End of semester**

### Summer 2020

Mar. 2	Registration begins
May 1	Payment due (May mini-semester)
May 11	May mini-semester begins (online only)**
May 22	Payment due (Summer 2020)
May 31	3-week mini-semester ends
June 1	Summer I classes begin
June 7	4-week mini-semester ends
July 7	Summer I classes end
July 9	Summer II classes begin
Aug. 16	Summer II classes end

### Fall 2020

Apr. 15	Registration begins**
Aug. 15	Payment due
Aug. 24	Fall classes begin
Dec. 4	Payment due (Winter mini-semester)
Dec. 7–13	Fall 2020 Final Exams
Dec. 13	End of semester
Dec. 14	Winter mini-semester begins
Jan. 3	3-week mini-semester ends
Jan. 10	4-week mini-semester ends

## College Holidays

### 2020

Jan. 20	MLK holiday
Mar. 9–22	Spring Break**
Apr. 10–12	Spring holiday
May 23–25	Memorial Day holiday
July 2–5	Independence Day holiday
Sept. 5–7	Labor Day holiday
Nov. 25–29	Thanksgiving holiday
Dec. 25	Winter mini-semester holiday
Dec. 21–Jan. 1	Winter holiday
Jan. 1	Winter mini-semester holiday

### 2021

Jan. 18	MLK holiday
---------	-------------

## View other dates online:

Registration	LoneStar.edu/registration
Tuition Payments	LoneStar.edu/payment
SAP Submission	LoneStar.edu/sap
Refunds/Drop	LoneStar.edu/refunds
Final Exams	LoneStar.edu/examschedule

Dates subject to change. Visit the website for the most current information.

## LoneStar.edu/academic-calendar

Updated: 3.19.20

\*\* Date changed due to Coronavirus pandemic. Updated March 2020

Please note: Which classes will be moved online and which will remain face-to-face will be shared with students by April 10. All decisions will be made with each student's health and academic success in mind.

## DEFINITION OF TERMS

Inside this Lone Star Corporate College (CC) Open Enrollment and Career & Technical Education (CCE) schedule, you will find information about fast track certificates and industry certification. Lone Star College offers credit associate degrees, certificates, and fast track certificates. Go to [LoneStar.edu/Programs](http://LoneStar.edu/Programs) for more information.

### Fast Track Certificates

Fast Track, non-credit programs provide industry training which result in a workforce certificate. They are designed for quick entry into the workforce.

### Industry Certification

Select industry certifications prepare a student for state, national, or global industry recognized credentials.

### Continuing Education Units (CEUs)


One CEU is 10 contact hours of successful completion of a continuing education course. CEUs are recognized internationally as a measure of substantive professional education and training.

### Instruction Types

The instruction type for all classes is 'In Person' unless otherwise noted.

- **IN PERSON:** face-to-face instruction attended on-campus in a classroom setting.
- **ONLINE:** complete class in a virtual setting. Access your online class at [LoneStar.edu/LSC-Online](http://LoneStar.edu/LSC-Online).
- **HYBRID:** a combination of in-person instruction with computer, internet, paper, or online learning features.

### Linked Courses

Linked courses are designated by a symbol  in the class schedule. If a CE linked course was taken from 2005 to present, it can be articulated if it is linked to credit courses. These classes may last the entire semester or any portion thereof. Students who register for these classes are enrolled in the same section as credit hour (SCH) students and must meet all prerequisites and instructor requirements. Students who wish to receive credit hours must complete a Prior Learning Assessment by CE-Credit Articulation form and petition for credit. For details, go to [LoneStar.edu/PLA](http://LoneStar.edu/PLA) or see an advisor.

## POLICIES & PROCEDURES

### Student Rights and Responsibilities

Information on some student rights and responsibilities are included below. For additional information, please refer to the LSC Board Policy Manual.

If there is any conflict between the LSC Board Policy and this course schedule, the LSC Board Policy will govern.

The information set forth in this course schedule is intended to be informational and not contractual in nature. LSC reserves and retains the right to amend, alter, change, delete or modify any of the provisions of this course schedule at any time or in any manner that the administration or the LSC Board of Trustees deems to be in the best interest of LSC.

The information stated herein is for the students benefit and assistance. The administration of LSC reserves the right to act as final interpreter of this course schedule. Additionally, LSC reserves the right to change, without prior notice, tuition, fees, requirements and regulations, as obligated by district or legislative action and as allowed by law.

LSC cannot guarantee that courses listed in this course schedule will be offered in any given term or year at any college. Registration for a particular section or course will be permitted only until available classroom space or facilities have been filled. LSC reserves the right to cancel any course or section for which enrollment is insufficient.

A student who wishes to review documents regarding the accreditation of Lone Star College may do so by making an appointment with the Chief Student Services Officer (CSSO).

### Communication

All official communication from Lone Star College to its students is delivered through its web portal system, myLoneStar, and Lone Star College provided email accounts.

### Class Cancellations

Although CTE personnel will attempt to contact students in the event a class is canceled, *it is the student's responsibility to check his/her class status before attending*. Students can check their class status by calling their campus or going to [LoneStar.edu/myLoneStar](http://LoneStar.edu/myLoneStar) to open your schedule of classes.

### Computer System Availability

Lone Star College recognizes the value technology adds to teaching and learning, and built a robust and stable infrastructure to support it. Because regular maintenance of computer systems is critical to their performance and efficiency, planned downtimes are normally performed after-hours to minimize disruption to faculty, students and staff. Advanced notice of the scheduled maintenance is distributed in many ways and provides information on the services impacted with estimated start and end times. Users are encouraged to note these communications and plan accordingly. Contact the Service Desk at 832.813.6600 or [OTS@LoneStar.edu](mailto:OTS@LoneStar.edu) for updates. If you need access to computers to complete coursework, there is a campus lab free to LSC students, with a student ID card.

### Emergency Closing/Inclement Weather

In the event of inclement weather or emergency closing, the location executive officer or designee may cancel all or some of the college classes. Generally, such decisions will be made between 5:30 and 6 a.m. for day classes and by 3 p.m. for evening classes. When off-campus facilities are closed for any reason, the college classes at those sites will also be canceled. The closing announcement will be made on local radio/television stations or on our website at [LoneStar.edu](http://LoneStar.edu). If a student or employee believes that weather conditions will put them in danger or at risk, they should follow all safety precautions.

### Family Education Rights and Privacy Act

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.

The Act prevents the release of certain information held within student educational records. Information is provided on the LSC website for individuals seeking student records and for staff seeking information on FERPA regulations and how to properly manage student records. For more information, go to [LoneStar.edu/Ferpa](http://LoneStar.edu/Ferpa).

### Notice of Non-discrimination

Lone Star College System maintains a work and academic environment that is free from discriminatory actions based on race, color, sex, gender identity, age, sexual orientation, religion, ethnic or national origin, disability, veterans' status, or any other protected status, and free of sexual discrimination, which includes sexual harassment and sexual violence. Unlawful discrimination and sexual discrimination by officers, managers, faculty, supervisors, employees, students, advisors, vendors, clientele, and contractors will not be tolerated. Persons who violate the College's non-discrimination Policy are subject to disciplinary action, up to and including termination of employment, expulsion and/or termination of the contractual relationship.

The following employee has been designated to handle inquiries regarding the non-discrimination policies:

Chief Human Resources Officer, Equal Opportunity Officer, Title IX Investigator  
5000 Research Forest Drive  
The Woodlands, TX 77381  
832.813.6235.

Inquiries may also be directed to the Office of Civil Rights, U.S. Department of Education.

Policy & Procedures: [LoneStar.edu/Policy](http://LoneStar.edu/Policy)

Disability Services: [LoneStar.edu/Disability-Services](http://LoneStar.edu/Disability-Services)

CE Resources: [LoneStar.edu/Departments/CE/CC-CTE-Resources-2018](http://LoneStar.edu/Departments/CE/CC-CTE-Resources-2018)

## Age Guidelines

CTE classes are designed to serve adult learners. The College offers CTE courses for dual credit students, who are typically not adult learners. Students who are aged 15 and under must have written parental permission to attend a class. Refer to LSC Board Policy Manual (Section II.D.2.02) on age guidelines.

## Minors on College Premises

Lone Star College is a community college system that embraces our communities and welcomes residents of all ages. All minors on campus are subject to all LSC policies and procedures. In order to provide for the safety of all children, an Authorized Responsible Adult (parents, legal guardians, or an adult authorized by a parent or legal guardian) must supervise Minors (persons aged 15 and under) on College premises, unless the Minor is participating in a College class, program, or event. This means that Authorized Responsible Adults do not have to accompany Minors while they are participating in the College class, program, or event, but must be present to monitor the Minors' activities outside of a College class, program, or event. Minors participating in a College class, program, or event must have written permission from their parent or legal guardian. The Authorized Responsible Adult must be immediately available in an emergency situation. The College does not staff its campuses with nurses, infirmaries, or other medical care facilities. The Authorized Responsible Adult must bring and dispense medications, provide minor medical care, or respond to a call indicating the Minor is ill. Board Policy Section II.D.2.01. states that the Board must approve a variance to this policy. Minors not participating in a College class, program, or event are prohibited from entering or using computer labs, science labs, physical fitness facilities, storage rooms, equipment rooms, outdoor water features, or outdoor athletic facilities unless they are given express written permission from the appropriate college president or designee. For complete information, please reference College Board Policy Manual Section II.D.2. at [LoneStar.edu/Policy](http://LoneStar.edu/Policy).

LSC campuses with a Harris County Public Library (HCPL) operating on the college campus will comply with HCPL regulations regarding children in the library.

Dual-credit and other similar programs are governed by the applicable agreement between LSC and the independent school district or other secondary education institution. Students participating in a LSC approved program must abide by the requirements specified in the agreement. If the agreement does not specify supervision requirements, then the College's policy and procedures of supervision apply.

## Students' Children 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. For complete information, please reference College Board Policy Manual Section II.D.2.06 at [LoneStar.edu/Policy](http://LoneStar.edu/Policy). Additional information concerning children on campus may be found at [LoneStar.edu/Student-Community-Facilities](http://LoneStar.edu/Student-Community-Facilities).

## Health Notice and Immunization

Students in programs that require immunizations must submit proof of such immunizations.

## State Licensure Eligibility

Lone Star College offers some workforce associate degree or certificate programs in which a state license is required to obtain employment in healthcare, emergency services or business services fields. For students in these programs who may have a criminal background, please be advised that the background check results could keep you from being licensed by the State of Texas or other licensing agencies required to obtain employment. If a student has a question about his or her background and licensure, please speak with the appropriate department chair, program director, or person listed on the program website. Students also have the right to request a criminal history evaluation letter from the applicable licensing agency.

## Students with Disability Rights

LSC recognizes and supports the principles set forth in federal and state laws designed to prevent and eliminate discrimination against individuals with disabilities. LSC believes in equal access to educational opportunities for all individuals and is committed to making reasonable accommodations, including furnishing auxiliary aids and services, for individuals with disabilities as required by law. Please review LSC's Board Policy and Chancellor's Procedures on Students with Disability Rights (Section VI.D.11) to find more information, including how to request accommodation.

## Refunds

Students must officially withdraw three business days before class begins to receive a refund. Otherwise, no refund will be given. Membership fees are nonrefundable. If you receive a refund check in error, please contact your nearest CE office.

## Returned Checks

There is a \$30 charge plus applicable fees for returned checks. Checks returned unpaid must be promptly redeemed by cash or money order, or registration will be canceled and all records withheld.

## Campus Carry

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 of the Texas Government Code and Texas Penal Code 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, which are found at [LoneStar.edu/WeaponsProcedures](http://LoneStar.edu/WeaponsProcedures). Lone Star College prohibits concealed carry in some areas of LSC campuses. For more information about Campus Carry, visit the LSC Campus Carry website at [LoneStar.edu/CampusCarry](http://LoneStar.edu/CampusCarry).

## Clery Act

LSC complies with the Jeanne Clery Campus Security Policy and Crime Statistics Act, Violence Against Women Act of 2013, and the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act. Relevant information can be found in the Lone Star College Annual Security Report available online at [LoneStar.edu/Police](http://LoneStar.edu/Police).

Please review LSC's Board Policy and Chancellor's Procedures on Sexual Harassment, Assault, Violence, and Discrimination Process to find more information including how to report a violation to the Title IX Coordinator. Policy & Procedures are found at [LoneStar.edu/Policy](http://LoneStar.edu/Policy).

## College Police

The police officers of Lone Star College are commissioned peace officers with the State of Texas and have the same law enforcement authority within the College's jurisdiction as other police or sheriff's department. The officers are obligated to enforce all federal, state and local laws, in addition to College policies. The police department works with state and local police agencies as needed to ensure a safe environment for college students, staff, faculty and visitors. More detailed information is available at [LoneStar.edu/Police](http://LoneStar.edu/Police) regarding campus safety and security. Contact the LSC police at 281.290.5911 (dial 5911 from any campus telephone).

## Parking

All faculty and staff at Lone Star College who operate a vehicle on College property do not need a parking pass to park at Lone Star Campuses except for in specifically marked faculty and staff spaces. Students do not need a parking pass and are not permitted to park in faculty/ staff or reserved parking. You will be ticketed. The College reserves the right to require proof of ownership of the vehicle being registered. For more information, go to [LoneStar.edu/parking](http://LoneStar.edu/parking), call 281.765.7836 or email [Parking@LoneStar.edu](mailto:Parking@LoneStar.edu). Current permits must be properly displayed on vehicles at all times. Violators may be subject to a citation.

### Racial Profiling

The LSC Police Department prohibits racial profiling by its officers. The police department actively participates in the state's required reporting of traffic stop and detention statistics in compliance with state statutes.

### Sex Offender Policy

The Texas Code of Criminal Procedure Article 62.153 mandates each person required to register as a sex offender, and who intends to be employed, work with a contractor, or attend classes at Lone Star College, to register with the College's Police Department at least seven (7) days before reporting to any LSC campus. As part of this registration, the individual must submit information pertinent to his or her offenses, which will be forwarded to the College's Review Committee for a determination of eligibility for employment, vendor services, or enrollment. A person seeking to be enrolled as a student must first be approved before completing the registration process. Failure to register and receive necessary approval under this section may result in immediate suspension, dismissal, or termination of employment. To begin the review process, an individual must call the LSC Police Department at 281.290.5911.

### Sex Offender Data

Information concerning registered sex offenders on any Lone Star campus can be accessed from the Lone Star Police website at: [LoneStar.edu/Sex-Offenders](http://LoneStar.edu/Sex-Offenders).

## EQUAL OPPORTUNITY STATEMENT

Lone Star College is committed to the principle of equal opportunity in education and employment. Lone Star College does not discriminate on the basis of race, color, sex, gender identity, gender expression, religion, disability, age, veteran status, sexual orientation, nationality or ethnicity genetic information or any other protected status in its programs and activities.

The LSC Associate Vice Chancellor, Human Resources is designated as the LSC Equal Opportunity Officer and Title IX Coordinator for employees. The LSC Associate Vice Chancellor, Student Success, is designated as the Title IX Coordinator for students.

All employee inquiries concerning LSC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

Karen Miner  
Executive Director, Compliance Education/Training  
Title IX Coordinator  
5000 Research Forest Drive  
The Woodlands, TX 77381  
832.813.6614

[LSC-TitleIX@LoneStar.edu](mailto:LSC-TitleIX@LoneStar.edu)

The LSC Associate Vice Chancellor of Student Success, is designated as the LSC Title IX Coordinator for students. All student inquiries concerning LSC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

Karen Miner  
Executive Director, Compliance Education/Training  
Title IX Coordinator  
5000 Research Forest Drive  
The Woodlands, TX 77381  
832.813.6614

[LSC-TitleIX@LoneStar.edu](mailto:LSC-TitleIX@LoneStar.edu)

Inquiries about the laws and compliance may also be directed to the Office for Civil Rights, U.S. Department of Education. For further information, visit [ed.gov](http://ed.gov) for the address and phone number of the office that serves your area or call 1-800-421-3481.

### Qualified and Diverse Employees

Lone Star College values diversity in both its employees and students. LSC actively recruits and strives to retain highly-qualified staff, faculty and administration members who will reflect the core values and cultural beliefs of Lone Star College and meet with needs of students and the community.

## CONSEQUENCES OF CRIMINAL CONVICTION

### Notice of Potential Ineligibility for License<sup>1</sup>

If you are applying for admission to a College program or enrolling in a College program that may prepare you for an initial occupational license<sup>2</sup> issued by a licensing authority and/or if you later decide to change to a program that prepares you for an occupational license, please be advised of the following:

1. An individual who has been convicted of an offense may be ineligible for issuance of an occupational license upon completion of the educational program.

2. Licensing authorities that issue an occupational license to an individual who completes the educational program issue guidelines stating the reasons a particular crime is considered to relate to a particular occupational license and any other criterion that affects the decisions of the licensing authority.

3. A state licensing authority that issues guidelines files those guidelines with the secretary of state for publication in the Texas Register.

4. Local or county licensing authorities that issue an occupational license to an individual who completes the educational program issue guidelines related to criminal history and post the guidelines at the courthouse of the county in which the licensing authority is located or publish them in a newspaper having countrywide circulation in that county.

5. Applicants should contact their respective local or county licensing authority for more details.

6. An individual may request a criminal history evaluation letter regarding the personal eligibility for a license issued by a licensing authority as required by Texas Occupation Code § 53.102.

All applicants to and enrollees are encouraged to review all applicable eligibility requirements related to the respective occupational license. Questions related to eligibility requirements should be directed to the applicable licensing authority.

### Footnotes

<sup>1</sup> *Tex. Occ. Code Ann. § 53.152*

<sup>2</sup> *"Occupational license" means a license, certificate, registration, permit, or other form of authorization required by law or rule that must be obtained by an individual to engage in a particular business or occupation. Tex. Occ. Code Ann. § 58.001.*

<sup>3</sup> *"Licensing authority" means a state agency or political subdivision that issues an occupational license. Tex. Occ. Code Ann. § 58.001.*

Lone Star College HELPDESK is available 24/7  
**832.813.6600**

## REGISTERING FOR CLASSES

LSC offers many possibilities for enriching careers and personal lives. The Career & Technical Education (CTE) and Corporate College Open Enrollment (CC) courses listed in this schedule are designed to provide you with courses and certificates that prepare you for your next career or to advance in your current position. Community Education courses provide personal enrichment.

Our mission is to provide diverse, high quality training and educational opportunities in response to community and business needs. Our commitment is to improve skills, enrich lives and engage minds through affordable and accessible workforce and community programs.

### Meet with an Advisor

Advisors are available to help you make informed decisions about your career path. We can assist you in scheduling your courses for a specific program certificate or answer any questions you may have regarding the program schedule. Advisors are also available to assist you with registration and providing financial aid options.

### Prerequisites

Some programs and courses require documentation or coursework prior to enrollment. Advisors will assist you with that information upon registration. You can find classes by searching through this catalog or by searching online. Classes are listed by program subject, which are part of the index.

### Register for your Career

#### To Register Online

To register online, go to [LoneStar.edu/CTE](http://LoneStar.edu/CTE).

#### New User Application

New Students will need to create a temporary username, password, and provide an up-to-date email address to create an account. After completing form, Click "Create Account" for the next steps. Fill out the application form, certify, and click on "Submit," at the bottom of page. Once the validation process is complete you will receive a confirmation notice to your provided email.

Your LSC-Student ID will be issued with further login and registration instructions. Check your email for official login notice to use move forward with registration.

If you are a current Credit student, you will need to apply through the "New Student" application form at [LoneStar.edu/CTE](http://LoneStar.edu/CTE) and wait for your confirmation email.

### Career and Technical Education Application Form

**New Students**

Username \*

Password \*

Confirm Password \*

Email Address \*

Confirm Email Address \*

I'm not a robot

[Create Account](#) \* Required fields

**Returning Students**

If you are a current Lone Star College student or you have been to Lone Star College before, please use the link below to login at [my.lonestar.edu](http://my.lonestar.edu) using your mylonestar account.

You will be able to reset your password and locate username using the service at [my.lonestar.edu](http://my.lonestar.edu).

[myLoneStar Login](#)

#### Steps for Online Registration

Class enrollment is through the myLoneStar portal. Students, will be directed to the [my.LoneStar.edu](http://my.LoneStar.edu) page to login.

Once logged into your student account, please double check "Tasks." There may be Holds on your account preventing you to move forward. For assistance, please call 832.813.6600.


After you have successfully logged into your Lone Star College student account, you will see the "Student Homepage," with the "Manage Classes" portal option. Click on "Manage Classes" and choose "Class Search and Enroll".

Next, enter keyword(s) e.g. Course Title, Subject, Class Topic and hit search.

If you would like more detail on a specific class, review the panel to the left side of your screen and click on the specific details you are looking for.

Once you have decided on a class you would like to register for, click on your selection. Next, find and click on the class details for the offering that best fits your schedule.

Follow steps 1 through 3 as provided to complete enrollment. Make sure the class section fits your schedule and click "Submit".

Once submitted, it may take a few minutes. Note the icon  in the upper right corner of the page indicates that your request is processing. After that, print the Registration Confirmation page.

Follow provided directions to complete payment for your classes.

If you abandon this transaction without paying once initiated, you will be dropped from the class. You have 15 minutes to complete the transaction.

#### To Register at Campus

Use the Career and Technical Education/Corporate College Registration form provided in this course catalog and schedule. If registering at a campus, complete the registration form and take it to your nearest Lone Star College campus. Don't worry if you have blanks left on the form or have questions. Advisors are available to help you through this process.

#### Add/Drop Classes

You can add a class as long as this is done before the class is scheduled to begin. If you wish to drop a class and receive a full refund, you must drop the class three business days before the class is scheduled to begin. If a drop is not made before three business days, there will be no refund. Students cannot drop a CTE class online.

#### Tuition and Fees

An infrastructure fee of \$21 is assessed per semester. This fee does not apply to online courses. Additional fees apply to some programs and courses. Fees are subject to change and some may change after the printing of this document.

#### Course Availability

Some courses are offered only in selected semesters and are not available every semester. Please see course schedule for details, or go to [LoneStar.edu/CTE](http://LoneStar.edu/CTE).

# PAYING FOR CLASSES

## Payment Methods

Credit card or electronic check payment is required when registering online. Accepted credit cards include American Express, Discover, MasterCard or Visa. If you register in person, credit cards and cash are accepted. We also accept money orders and checks. Please make payable to Lone Star College. Payment is due at time of registration.

## Refunds

Students must officially withdraw three business days before class begins to receive a refund. Otherwise, no refund will be given. Membership fees are nonrefundable. If you receive a refund check in error, please contact your nearest CE office.

## Returned Checks

There is a \$30 charge plus applicable fees for returned checks. Checks returned unpaid must be promptly redeemed by cash or money order, or registration will be canceled and all records withheld.

## Need Financial Assistance?

### Texas Public Education Grant (TPEG)

This funding is available based on an applicant's eligibility and financial need. Many workforce certificate courses are eligible for TPEG funding until funds are depleted. Call your local Lone Star College CE office for more information. Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (school code 011145) to complete the Free Application for Federal Student Aid (FAFSA) application. A CTE Advisor on campus can get you started today.

### WIOA/Workforce Program

Some certificate programs are certified through the Workforce Innovation and Opportunity Act (WIOA). Contact Zena Williams at 281.290.3660 or [Zena.Williams@LoneStar.edu](mailto:Zena.Williams@LoneStar.edu) to determine if you qualify for paid job training. Funding opportunities include tuition, fees, books, and other required materials, if you qualify.

### Veterans Advising & Financial Services

Students using Military/Veteran Education Benefits must meet with a Campus Veteran Liaison/Advisor prior to enrolling. The Campus Liaison/Advisors will assist you with your degree plan and ensure your classes are eligible for Military/Veteran Education benefits. Visit [LoneStar.edu/veterans-services](http://LoneStar.edu/veterans-services) or call 281.290.2922.

### Other Financial Opportunities

Occasionally, other funders of financial assistance become available.

# STUDENT SERVICES

## Books

If books and supplies are required, they are not included in the cost of the course, unless indicated in the course description. Books may be purchased in the LSC bookstores.

## Book Stores

<b>LSC-Atascocita Center</b>	832.775.0856
<b>LSC-Conroe Center</b>	936.756.3947
<b>LSC-CyFair</b>	281.290.5950
<b>LSC-Cypress Center</b>	832.920.5056
<b>LSC-Houston North Fairbanks</b>	832.782.5075
<b>LSC-Houston North Victory</b>	281.810.5658
<b>LSC-Kingwood</b>	281.312.1699
<b>LSC-Montgomery</b>	936.273.7338
<b>LSC-North Harris</b>	281.618.5699
<b>LSC-Tomball</b>	281.351.3398
<b>LSC-University Park</b>	281.401.5323

## Student Talent Acquisition Services

Lone Star College has a number of ways to assist with your career search. First, our campus Career Services staff can help you determine which career is right for you, then match that with the correct degree or certificate program to prepare you with the right skills and knowledge. When you complete your certification you should contact our Student Talent Acquisition Center that offers online services and in person job fairs to connect you to Houston area employers. Please visit [LoneStar.edu/Career-Services](http://LoneStar.edu/Career-Services) or [LoneStar.edu/Career-Fairs](http://LoneStar.edu/Career-Fairs) online and select the Career Star icon, or call 281.401.5358.

## LSC Disability Services Office (DSO)

Lone Star College is dedicated to providing access and services in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Support services for students with disabilities are provided on an individual basis. Requests for services must be made through the Disability Services Office. For contact information and next steps, please visit the LSC Disability Services website at [LoneStar.edu/Disability-Services](http://LoneStar.edu/Disability-Services).

## Library Services

The mission of the LSC libraries is to support a successful educational experience, nurture the intellectual and cultural life of the community, encourage critical thought, promote information literacy, and provide innovative and high-quality services and programs. For more information, visit [LoneStar.edu/Library/About-Libraries](http://LoneStar.edu/Library/About-Libraries).

## Senior Adult – Academy For Lifelong Learning

Individuals must be age 50+ in order to participate in the classes, which are held during the spring and fall semesters. For more information, call Pat Chandler at 281.312.1749 or email [Pat.Chandler@LoneStar.edu](mailto:Pat.Chandler@LoneStar.edu).

## Youth Programs

Lone Star College offers summer camps and occasionally courses throughout the year that provide youth an opportunity to enhance existing talents or develop new ones through a variety of classes in age-appropriate groups. For more information contact the Lone Star College CTE office near you or the online catalog at [LoneStar.edu/Discovery-College](http://LoneStar.edu/Discovery-College).

## FAQs

### Who should I contact to learn more about high-demand careers?

Contact your campus CTE Advisor for your next steps. Go to [LoneStar.edu/CTE](http://LoneStar.edu/CTE) for a list of campus contact resources, or contact details are listed on the inside cover of this course catalog and schedule.

**How can I obtain professional development credits?** Contact a business consultant for the latest professional development opportunities. Visit [LoneStar.edu/CorporateCollege](http://LoneStar.edu/CorporateCollege) for more information.

**What if I move or change my phone number?** Go to [myLoneStar.edu](http://myLoneStar.edu) and select CE Student Center to update your personal information or call the campus CTE office.

**Will I be required to pay out of district fees for CTE courses?** Continuing Education courses do not require out of district fees. All fees are assessed at the time of registration.

**What is the tuition/fees refund policy?** Students must officially withdraw three business days before class begins to receive a refund. Otherwise, no refund will be given. Membership fees are nonrefundable. If you receive a refund check in error, please contact your nearest CE office.

**Do I need a High School Diploma or GED to obtain a Work Force/Fast Track Certificate?** Some Work Force/Fast Track Certificates will require a High School Diploma or GED diploma. Please check [LoneStar.edu/Programs](http://LoneStar.edu/Programs) for specifics

**Do I need a LSCS student ID card?** All CTE students are eligible for IDs. Students registered in healthcare programs must get a photo ID within the first week of class. All students who are requesting to get their ID card, will need to show proof of identification or class schedule.

**Do I need a meningitis vaccine?** Some students may require the meningitis vaccination. For more information, visit [LoneStar.edu/meningitis](http://LoneStar.edu/meningitis). Most CTE students will not require a meningitis vaccine. Specific immunization list exists for fast track healthcare programs.