Welcome back to our beautiful campus!

September 2021

We have been away from normal campus life for some time. Refresh your memory of resources for employees and students, and learn what is new at LSC-Kingwood, LSC-Atascocita Center, and LSC-Process Technology Center.

Inside...Information and links for the academic calendar, exam schedule, contacts, service tickets, referrals for students and employees, a campus tour and more!
Help to slow the spread!

COVID-19

Get Vaccinated and wear a Mask.

Lone Star College cannot require wearing masks or vaccines under Governor Abbott’s Executive Order GA-38. Lone Star College nevertheless strongly encourages you to do both.

Lonestar.edu/Coronavirus
I am excited to welcome everyone back to LSC–Kingwood. Whether teaching/working online or face-to-face, I know this term will be a mixture of joy in getting back into a “normal” routine and challenging as we navigate our roles in an ever-changing COVID-19 climate. This semester will be a new beginning for many of us, full of various opportunities, goals, and visions of what is to come.

I hope that this document will help to “refresh” us of where various programs and departments are located, along with vital resources available to all (employees), and most importantly, students. Some of those important services include academic divisions, Continuing Education, student support services, and offerings at LSC-Atascocita Center and LSC-Process Technology Center.

Despite COVID, the 2021–2022 academic year will bring exciting additions to LSC-Kingwood and its satellite facilities.

• **College by Design** (launched Aug. 30) is a pilot program (main campus and LSC–Atascocita) for students who want to earn a transfer degree in business full-time or part-time. They can choose the modality that works best for them, the college guarantees that their required classes will always be available.
  Info: LoneStar.edu/College-By-Design

• **The Health Professions Center** (scheduled completion is October 2021) will open in spring 2022 and house the health care programs: dental assisting, dental hygiene, nursing, occupational therapy, and respiratory care. Moving these programs to the HPC will relocate dental hygiene back to campus (after Hurricane Harvey). It will increase space in the Science Instructional Building to offer more science courses and labs.

• **LSC–Atascocita** will be one of the newest locations for the iSchool educational institution this fall. iSchool-Atascocita is a tuition-free, public charter school that offers personalized instruction. Students will master their coursework, prepare for college, and learn how to become upstanding citizens. Attendees can transfer seamlessly into LSC’s dual credit program. Info: ischoolhigh.com/atascocita/

Additionally, we will push several initiatives for students this fall. Those include:

• **Communities in Schools** is a drop-out prevention program that provides various services in guidance and counseling, health and human services, college readiness, career development, and more. Info: LoneStar.edu/CIS.htm

• **LSCTechConnect** encourages students to borrow a laptop or an iPad bundle (keyboard, case, and pen) loaded with software, for as long as they take college courses.
  Info: LoneStar.edu/TechConnect

• **TRIO SSS Grant** provides academic support to ensure success for students listed as first-generation in college, income-limited, or have a disability through free programming.

Please know that I am thrilled to be your new college president. I wish each of you a safe, productive, and exciting semester! I am confident that together, we will be successful.
When LSC-Kingwood opened in 1984, the entire campus consisted of three buildings, now named LIB, TIB and CLA, surrounding a courtyard where cattle occasionally roamed.

**LIB**
- (A) The Learning Commons:
  - tutoring
  - virtual and in-person assistance with coursework
  - up-to-date computers
  - laptop checkout (for campus use only)
  - printing and scanning
  - instructional labs
  - one-button recording studio
- Second floor:
  - classrooms
  - Eagle Hunters of Mongolia photo exhibit
  - (B) a small café

**TIB**
- (C) Designs in Print (free graphic design for campus programs)
- (D) College Relations, Board Room and Administration Offices
- Second floor:
  - Game, computer, and graphic design classrooms
  - Walkways to LIB and CLA

**CLA**
- (E) Elevator
- (F) Cosmetology Lab (full-service salon offering haircuts and facial services at reduced price for employees, students, and community members)
- (G) Human Resources
- (H) UH-Downtown
- (I) Office of Technology Services
- (J) Teaching Theater (CLA 112)

- Second floor:
  - Classrooms
  - Astronomy lab

A beautiful granite sculpture by late Texas artist Jesús Moroles graces the central Courtyard.
Founders’ Fountain, dedicated to LSC-Kingwood’s founding faculty and staff members.

The ceramic heads were installed and the SIB Building, honor bricks and Founder’s Fountain were dedicated at the 20th Anniversary celebration in 2004. The Free Speech Zone in the Small Quad is a legacy of speech professor Collier Patton.

The SIB Building contains:
- (E) Elevator
- Health and science programs
- Health programs dean’s office
- Campus artwork/sculptures

Second floor:
- Science classrooms
- A lovely view of the Big Quad

Most health programs will move to HPC once construction is completed.
The Lowlands Trail and boardwalk opened in 2013 through a joint partnership between our Sustainability Program and US Fish and Wildlife Service.

CLB
(A) Art and ceramics studios
(B) Creative Services
• Video/post-production and 3-D Animation,
Fire Science, engineering and ESOL programs

FTC
(C) Fitness area for employees, students and community, including a weight room, yoga and aerobics area, a cardio room with state-of-the-art equipment, and a newly renovated gymnasium and basketball court*

*Currently closed due to COVID
The MUS Building features artwork by Joe Kagle and Professor of Art Mari Omori.

The APA (Administration and Performing Arts) Building, or APA, which offers students the inspiration and education they need to refine their artistic craft. The center is home to the campus’s fine art gallery, which showcases works from both students and professional artists, as well as the Drama Department’s Black Box and Main Stage Theaters, outfitted to offer one-of-a-kind theatrical experiences to the community and abroad. The college’s public art collection is shown prominently here, with photographs, sculptures, and paintings from former faculty, alumni, and Houston locals decorating almost every wall. The building also houses the Center for Civic Engagement, which offers engaging programming from faculty and speakers regarding current events to LSC-Kingwood deans’ offices in the flex space, Art Gallery, Continuing Education, Main Stage and Black Box theatres, Honors Program, Center for Civic Engagement?

The APA map:
(A) Deans offices
(B) Main Stage theatre
(C) Black Box theatre
(D) Fine Art Gallery
(E) Elevator
(F) Meeting/Community Room
(G) Continuing Education

- Campus artwork/sculptures

Second floor:
- Vice President of Instruction

The Honeycomb Stage is our newest performance space, completed just before COVID struck in March 2020 and it has yet to host a public performance.

The MUS Building features artwork by Joe Kagle and Professor of Art Mari Omori.

MUS (I) Recital Hall (an exemplary acoustic environment for performing arts events, guest speakers and meetings)
- Rehearsal spaces and practice rooms for musicians and vocalists

The Honeycomb Stage
- Big Quad
- Pond
**Class in the Grass** The Big Quad was the setting for at least three outdoor LSC-Kingwood graduation ceremonies.

**Around the BIG QUAD**
- Harvey Memorial Obelisk, a collaboration between our art and engineering departments, a memorial to the Hurricane Harvey flooding in 2017.
- Honeycomb Stage
- Ducks on the pond
- Artist James Surls’ “Her Universe Apart,” a chiseled granite art sculpture installed as a dedication to the college’s 30th anniversary in 2014

![Map of Big Quad](image)
The Health Professions Center will be home to the dental assisting, dental hygiene, nursing, occupational therapy, and respiratory care programs after it opens in fall 2021.

SCC

- Conference space for meetings, events and other gatherings
- Student Services including Admissions, Academic Advising, Business Office, and Financial Aid
- Campus police
- Campus bookstore
- Elevator
- Abby’s Deli/Cafeteria
- TRIO

Second floor:
- Intercultural Center including Coyote Cupboard food pantry for students, employees and community members; Women’s Center, Career Services, Disability Services, Testing Center
- Men’s Center
- Student Life Center: Student Life and the Student Activities Center, offices for the Student Government Association (SGA) and Phi Theta Kappa Honor Society (PTK)
- Veterans Resource Center
**Atascocita Center**

- Full service center offering a wide variety of core classes, along with full student services – advising, registration, payment, financial aid
- Home to iSchool Atascocita (Charter School that starts fall 2021)

15903 West Lake Houston Pkwy, 77044  
LoneStar.edu/Atascocita

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**Process Technology Center**

- Process Technology and Instrumentation Technology programs
- Science labs and classrooms
- A variety of core classes, mostly in 8-week format, for Process Technology and Instrumentation students as well as general education students
- On-site workforce advisor; visit LSC-Atascocita Center for full student services

14001 Lockwood Rd, Houston  77044  
lonestar.edu/lsc-process-technology-center.htm
COVID reporting

If an employee or student tests positive for COVID-19 or receives a diagnosis of COVID-19 from a medical provider, that information should be reported by sending an email to LSC-ReportVirus@lonestar.edu or by calling 832.246.0019.

Counseling Services

https://www.lonestar.edu/CIS.htm
LSC-Kingwood: Titania Jackson at titania.jackson@lonestar.edu
LSC-Atascocita and Process Tech Centers: Victoria.Medina@LoneStar.edu

Service desk (Snow) tickets

– or – https://lonestar.service-now.com/sp

Computer issues: OTS

https://www.lonestar.edu/ots.htm
Service Now OTS tickets: https://lonestar.service-now.com/sp?id=sc_home&sc_catalog=e0d08b13c3330100c8b837659bb08fb4

Promoting your program or event (Service Now marketing tickets)

https://bit.ly/37kJeVm – or – https://lonestar.service-now.com/sp?id=sc_category&sys_id=oa38ee33938231003b4bb095e57fbb6e&sc_catalog=0ec1a7634733100158b949b6c9a7102

Facilities/Maintenance: TMA link (non-emergency services)


myLoneStar Tutorials YouTube Channel

A variety of tutorials videos on our myLoneStar Tutorials YouTube channel: https://bit.ly/2VyzLac

Organizational Development (professional development)

https://www.lonestar.edu/organizationaldevelopment.htm

Campus Events Calendar (Kingwood/Atascocita/Process Tech)

events.lonestar.edu/site/kingwood

Student Support services

Coyote Cupboard: Food pantry for students, employees and community members. Recipients must register at https://www.lonestar.edu/mobile-food-pantry-request-form.htm
Men’s Center: Engages and provides male students with services and activities for personal and academic success. Info: Alfred.Dorsey@LoneStar.edu
Women’s Center: Resources and people to help female students succeed in college and achieve their goals. Info: Alexandra.Brown@LoneStar.edu
Communities in Schools (CIS): A drop-out prevention program providing services in guidance and counseling, health and human services, college readiness, career development, and more. Info: LoneStar.edu/CIS.htm
TRIO program: Free academic support programming for first-time-in-college, disabled, income-limited students. Info: Danielle.J.Ward@LoneStar.edu
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Care for Completion: A one stop resource for support services to help meet students’ basic needs.
https://www.lonestar.edu/care?ISAdmissionsCareCompletionFac

Academic support and services: LSC-Kingwood Learning Commons

Website: https://kwlibguides.lonestar.edu/technology-in-LC
Phone 281-312-1693 – or – email Kingwood.Library@LoneStar.edu
How to Use D2L (YouTube):
https://bit.ly/2UvMQB5 – or – https://www.youtube.com/playlist?app=desktop&list=PL0cCaPD96KBXnpvXHii91kx3C7zF9V1RCf
Tutoring & Study Skills for Math, Science, and Writing
Website: www.lonestar.edu/lsc-kingwood-tutoring
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Phone 281-312-1691
Make an Appointment in WC Online! lonestar.mywconline.com/

Resources for employees, faculty and students

Student Handbook

https://www.lonestar.edu/student-handbook

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By subject: https://kwlibguides.lonestar.edu/?b=s
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### Fall 2021 Class Session List 8.2.21 LK

<table>
<thead>
<tr>
<th>CR</th>
<th>Term</th>
<th>Session</th>
<th>Wks</th>
<th>Begin Date</th>
<th>End Date</th>
<th>ODR</th>
<th>ODR Due</th>
<th>MDR</th>
<th>MDR Due</th>
<th>W Day</th>
<th>Grades Due</th>
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</thead>
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**KC-Kingwood Class Sections**

- **Payment Due:** August 21
- **Late Registration:** Due Same Day
- **All Other Campus Class Sessions**

**Important Dates:**
- **ODR:** 9/13
- **MDR:** 11/5
- **W-Day:** 11/15

**Holidays:**
- **Labor Day:** Sept. 4-6
- **Thanksgiving Holidays:** Nov. 24-28
- **Winter Holidays:** Dec. 23-Jan. 5

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(Continued on next page)
**LSC KC REFUNDS**

<table>
<thead>
<tr>
<th>SESSION</th>
<th>LAST DAY 70%</th>
<th>LAST DAY 25%</th>
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<tbody>
<tr>
<td>6W1</td>
<td>5TH Day: 9/3</td>
<td>7th Day: 9/5</td>
</tr>
<tr>
<td>8W1</td>
<td>8th Day: 9/6</td>
<td>10th Day: 9/8</td>
</tr>
<tr>
<td>12B</td>
<td>12th Day: 9/10</td>
<td>15th Day: 9/13</td>
</tr>
<tr>
<td>1 16W</td>
<td>15th Day 9/13</td>
<td>20th Day: 9/18</td>
</tr>
<tr>
<td>37A</td>
<td>15th Day: 9/13</td>
<td>20th day: 9/18</td>
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<tr>
<td>15K</td>
<td>14th Day: 9/23</td>
<td>19th Day: 9/28</td>
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<tr>
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<td>13th Day: 9/25</td>
<td>15th Day: 9/27</td>
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<tr>
<td>12A</td>
<td>12th Day: 10/8</td>
<td>15th Day: 10/11</td>
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<tr>
<td>10B</td>
<td>9th Day: 10/19</td>
<td>12th Day: 10/22</td>
</tr>
<tr>
<td>8W2</td>
<td>8th Day: 11/3</td>
<td>10th Day: 11/5</td>
</tr>
</tbody>
</table>

**Fall 2021 Class Session List**

1st WEEK OF REGISTRATION PROCESS

- Students may be added to online classes with open seats on the first day of class only.
- Registration can occur the first week of class IF the class is open and has not yet met.
- Students must receive departmental approval to be added to an “in-person” class after the class has met twice. Students should be sent with a completed Registration form.
- Students requesting admission to a full class should look for alternative options.
- If a student has been attending the course, student must receive written confirmation (email or signature) from the instructor that the student has been attending. Attach to Registration or Schedule Change form.
- After the first week, students should not be sent to departments for approval for classes that have met.
- Co-requisite courses must stay linked. Students cannot drop just one.

**CLOSED CLASS**

- Students are advised to seek open sections of courses and/or late start course options.
- Institutional Error – Closed Class

Staff will look to see if other sections are available. If student is adamant, Director will prepare request for academic Dean, indicating reason for Institutional Error and request for allowance to override into a closed class. Do not send students to the Division Office.

**Course WITHDRAWAL**

Financial Aid Students and Veterans must meet with FA or VA Advisor prior to dropping classes. There may be significant consequences if students drop a class during the semester.

**Non-PAYMENT DROP**

- Students dropped for non-payment do not have special circumstances for re-admittance into full classes.
- Students dropped for non-payment with special circumstances (meaning drop occurred due to institutional error) should be directed to designated director/dean for assistance if open classes cannot be found. Please utilize the referral form including your research to assist.
Weekday classes that meet one time each week will have their final exam on the regular class day during final exam week at the exam time listed in this schedule.

Weekend classes will have their exams on December 18–19 during regularly scheduled class periods.

No changes should be made to the final exam schedule without the approval of the instructional vice president at your college.

### Monday, Wednesday and Friday class combinations

If your class begins anytime between... The exam date will be... The exam time will be...

<table>
<thead>
<tr>
<th>Time</th>
<th>Exam Date</th>
<th>Exam Time</th>
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</thead>
<tbody>
<tr>
<td>6:00–6:59 am</td>
<td>Mon, Dec 13</td>
<td>6:00–7:50 am</td>
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<tr>
<td>7:00–7:59 am</td>
<td>Wed, Dec 15</td>
<td>7:00–8:50 am</td>
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<td>8:00–8:59 am</td>
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<td>2:00–2:59 pm</td>
<td>Mon, Dec 13</td>
<td>2:00–3:50 pm</td>
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</tr>
</tbody>
</table>

### Tuesday and Thursday class combinations

If your class begins anytime between... The exam date will be... The exam time will be...

<table>
<thead>
<tr>
<th>Time</th>
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</tr>
</thead>
<tbody>
<tr>
<td>6:00–6:59 am</td>
<td>Tue, Dec 14</td>
<td>6:00–7:50 am</td>
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<tr>
<td>7:00–7:59 am</td>
<td>Thu, Dec 16</td>
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<tr>
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### Fall Semester 2021

- Classes begin: August 30
- Friday, Saturday & Sunday classes begin: September 10, 11, 12
- Labor Day Holiday (Offices closed): September 4-6
- Registration begins for Winter Miniterm and Spring 2022: October 11
- 8 week term 1 classes: August 30-October 20
- 8 week term 2 classes: October 27-December 19
- Thanksgiving Holiday (Offices closed): November 24-28
- Final Exams: December 13-19
- Winter Holidays: December 23-January 5

### Spring Semester 2022

- Registration begins October 11, payment due January 8
- Faculty return: January 10
- MLK holiday: January 17
- Classes begin: January 18
- Friday, Saturday & Sunday classes begin: January 21, 22, 23
- Registration begins for Summer I and II: March 7
- 8 week term 1 classes: January 18-March 9
- Spring break: March 14-20
- 8 week term 2 classes: March 23-May 15
- Spring holiday: April 15
- Final exams: May 9-15

### May Minimester 2022

- Registration begins March 7, payment due May 6
- Minimester: 3-Wk: May 16-June 5; 4-Wk: May 16-June 12
- Memorial Day holiday: May 28-30

### Summer 2022

- Summer I: June 6-July 12
- Independence Day holiday: July 2-4
- Summer II: July 14-August 21

View 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