**Important Dates**

**Fall 2022**
- Aug. 20: Payment due
- Aug. 29: Fall classes begin
- Oct. 10: Registration begins
- Dec. 9: Payment due (Winter mini-mester)
- Dec. 12–18: Fall 2022 Final Exams
- Dec. 19: Winter mini-mester begins
- Jan. 8: 3-week mini-mester ends
- Jan. 15: 4-week mini-mester ends

**Spring 2023**
- Oct. 10: Registration begins
- Jan. 7: Payment due
- Jan. 17: Spring classes begin
- May 8–14: Spring 2023 Final Exams
- May 14: End of Semester

**Summer 2023**
- Mar. 6: Registration begins
- May 5: Payment due (May mini-mester)
- May 15: May mini-mester begins
- May 26: Payment due (Summer 2023)
- June 2: 3-week mini-mester ends
- June 5: Summer I classes begin
- June 11: 4-week mini-mester ends
- July 11: Summer I classes end
- July 13: Summer II classes begin
- Aug. 20: Summer II classes end

**College Holidays**

**2022**
- Sept. 3–5: Labor Day holiday
- Nov. 23–27: Thanksgiving holiday
- Dec. 22-Jan. 4: Winter holiday
- Dec. 25: Winter mini-mester holiday
- Jan. 1: MLK Day holiday
- Mar. 13–19: Spring Break
- Apr. 7–9: Spring holiday
- May 27–29: Memorial Day holiday
- June 19: Juneteenth holiday
- July 4: Independence Day holiday

**2023**
- Jan. 1: Winter mini-mester holiday
- Jan. 16: MLK Day holiday
- Mar. 13–19: Spring Break
- Apr. 7–9: Spring holiday
- May 27–29: Memorial Day holiday
- June 19: Juneteenth holiday
- July 4: Independence Day 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: 9.21.22
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 and the Chancellor’s Procedures. If there is any conflict between the LSC Board Policy Manual and this catalog, the LSC Board Policy Manual will govern. Additionally, if there is any conflict between the Chancellor’s Procedures and this catalog, the Chancellor’s Procedures will govern. The information set forth in this catalog 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 catalog 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 student’s benefit and assistance. The administration of LSC reserves the right to act as final interpreter of this catalog. Additionally, LSC reserves the right to change, without prior notice, tuition, fees, requirements and regulations, as obligated by district or legislative action or as allowed by law. LSC cannot guarantee that courses listed in this catalog will be offered in any given term or year at any college. Registration for a particular section, course or program will be permitted only until available classroom space or facilities have been filled. LSC reserves the right to cancel any course or section and to make instructor or modality changes, as needed. 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).

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 regarding campus safety and security. Contact the LSC police at 281.290.5911 (dial 5911 from any campus telephone).

Computer System Availability

Lone Star College recognizes the value that technology adds to teaching and learning and has 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 OTS Service Desk at 832.813.6600 or go to: LoneStar.Service-Now.com/sp for updates.

Communication

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

I: Incomplete

Given instructor and director approval, work must be completed according to the timelines stipulated by the instructor but no later than the end of the next semester with a similar class time and day availability. Failure to complete the work within the specified time will result in a grade of N. A student should not register again for a course in which a mark of I has been given. If the student registers for the course the I will change to a grade of N. No-shows to a course or unexcused absences are not acceptable reasons to be given a grade of I and will be issued an N.

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. If a student or employee believes that weather conditions will put them in danger or at risk, they should follow all safety precautions.

LoneStarCollegeAlert

All current LSC students and employees are automatically opted-in to LoneStar.edu/LoneStarCollegeAlert. LoneStarCollegeAlert, the LSC emergency alert system, with their LoneStar.edu email address as the primary communication source. Personal contact information must be updated in myLoneStar to receive emergency text messages or notifications to a personal email account. To receive emergency text messages to your cell phone, login to My.LoneStar.edu and update your official student or employee personal information record with your cell phone information. Go to LoneStar.edu/LoneStarCollegeAlert page for more information.

Class Cancellations

Although CE personnel will contact students at least three business days in advance, 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 CE office or going to LoneStar.edu/myLoneStar to open their schedule of classes.

Notice of Non-discrimination

Lone Star College 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.

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.
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. See also Board Policy II.I.1.01. College Courses at School System Facilities Policy & Procedures: LoneStar.edu/Policy.

Campus Disability Services Office Contact: LoneStar.edu/Contacts-Disability

Health Notice and Immunization
Students in programs that require immunizations must submit proof of such immunizations prior to class registration.

All students must submit all required documentation prior to the start of a clinical rotation (or externship). Students who are unable to complete the LSC health program clinical skills requirement will not be able to complete the program due to a lack of clinical placement. Additionally, LSC will notify students that a Social Security number may be required for a background check, and may also be required for taking the licensing examination upon completion of program requirements. Students with student visas may have to provide additional or alternate information.

Age Guidelines for Non-Credit Programs and Courses
CE classes are designed to serve adult learners. The College offers CE 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.

GED Full Review courses are designed to serve students who have recently departed high-school. Students, ages 25 and older, will be required to take a placement test to verify they are ready for the full GED review.

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.

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. Additional information concerning children on campus may be found at LoneStar.edu/Student-Community-Facilities.

Drug and Alcohol Testing for Specified Programs
Students in health occupations, emergency services, and truck driving (CDL) programs may be required to undergo drug testing, after acceptance into a program, prior to the start of a placement, externship, and/or if there is a reason to suspect a drug or alcohol impairment. See individual program student handbooks for further details. Students should be aware that LSC and agencies with which LSC contracts for health occupation clinical experiences and externships will require successful completion of drug/alcohol testing prior to commencement of the clinical/externship experience.

The costs of all testing shall be incurred by the student. Student may contact specific health occupation programs, emergency services, and truck driving (CDL) about details regarding specific clinical / externship drug and alcohol testing requirements and policy and procedures per program.

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 them 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.

Refunds
Students must officially withdraw one business day before class begins to receive a refund. Otherwise, no refund will be given. Membership fees are nonrefundable. Lab fees are nonrefundable. If a student receives a refund check in error, a student should contact their 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.
**Academic Appeals**

An academic appeal is a formal request by a student to change a grade on an approved basis. A grade appeal must be made within 12 months of the date the grade was posted by the registrar. A grade may only be changed by the instructor of record, the instructor’s department chair, the academic dean, or by the Academic Appeals Committee. Students in specialized disciplines should check their student handbook for program-specific appeal procedures.

An academic appeal will be considered if there is evidence that one or more of the following conditions exist:

1. A mathematical error in the grade’s calculation;
2. A deviation by the instructor from the course syllabus or LSC policy manual; or
3. Disparate treatment of a student that is not addressed by EEO policies.

An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor’s professional judgment of the quality of the student’s work and performance is also not an admissible basis for an academic appeal.

Before a student brings an academic appeal, he or she should first meet with the instructor to request that a change be made. If unable to informally resolve a grade dispute, a student may initiate an academic appeal only by filing a Final Grade Dispute Form with the instructor of record for that course. If the student is not satisfied with the instructor of record’s decision or cannot consult with the instructor, the Final Grade Dispute Form must be submitted to the appropriate Dean or CE Director to determine if a resolution can be reached.

If a resolution is not reached, and the student desires to pursue the appeal further, the student may appeal to the Chief Academic Officer ("CAO") by submitting the Final Grade Dispute Form to the CAO of the college employing the instructor of record. If the Chief Academic Officer determines that the appeal does not meet the requirements of this policy, he or she shall communicate this in writing to the student.

For policy information, please reference Chancellor’s Procedures V.G.5, available at LoneStar.edu/Policy.

Refer to the website for more information: LoneStar.edu/Student-Complaints

**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. License holders may carry a concealed handgun on or about their person on LSC’s premises except within exclusion zones. LSC students, employees, and visitors on LSC’s premises or at LSC-sponsored or affiliated events are prohibited from openly carrying a handgun, holstered or not, on LSC premises. For more information about Campus Carry, visit the LSC Campus Carry website at LoneStar.edu/CampusCarry.

Anyone may report a visible handgun on LSC’s premises or LSC events by contacting the Lone Star College Police Department at 281.290.5911 from any phone or 5911 from a Lone Star College phone.

**Clergy 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.

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.

**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 regarding campus safety and security. Contact the LSC police at 281.290.5911 (dial 5911 from any campus telephone).

**PARKING**

Parking in Student Lots at Lone Star College does not require a permit. Students, employees and visitors may park in the student lots freely as long as they park within stall lines and do not park in designated reserved or handicap areas without the proper permit. There is also designated employee parking. These areas are clearly marked and reserved for employees only. Parking in these areas requires that a permit be displayed. Employees may obtain an Employee Lot parking permit at no cost at LoneStar.edu/Parking. Parking regulations are enforced 24 hours a day. Violators are subject to citation. Citations can be resolved at LoneStar.edu/Parking. For questions related to parking on campus, please email Parking@LoneStar.edu.

**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.
EQUAL OPPORTUNITY INFORMATION

Equal Opportunity Statement
Lone Star is committed to the principles of equal opportunity in education and employment. Lone Star College does not discriminate on the basis of race, color, sex, age, sexual orientation, gender identity, genetic information, gender expression, religion, ethnic or national origin, disability, veteran status, or any other protected status in its programs and activities, as stated in the LSCS Board Policy Manual.

Equal Opportunity Inquiries
All 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:

Sandra Gregerson
Senior Associate Vice Chancellor
Equal Opportunity (EO) Officer
Office of Governance, Accountability, and Compliance
832.813.6835

Patricia Woods
Senior Associate Vice Chancellor
Equal Employment Opportunity (EEO) Officer
Office of Human Resources
832.813.6745

Karen Miner
Executive Director, Title IX Coordinator
Compliance Education and Training
832.813.6614
Title IX Notice of Rights to Complainants

Alicia Guevara
Director
ADA Coordinator
Accessibility Services and Resources
281.401.5366

Student Civil Rights Complaints
Campus Chief Student Services Officers
Campus Presidents
832.813.6500

Student Complaint Process and Contacts: Incident Reporting System
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 for the address and phone number of the office that serves your area or call 1.800.421.3481.
After exhausting the institution’s grievance/complaint process, current, former, and prospective students may initiate a complaint with THECB by sending the required forms either by electronic mail to StudentComplaints@thecb.state.tx.us or mail to:
Texas Higher Education Coordinating Board
Office of General Counsel
P.O. Box 12788
Austin, TX 78711-2788
Facsimile transmissions of the forms are not accepted.

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

3. 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.
   • Applicants should contact their respective local or county licensing authority for more details.

4. 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
1 Tex. Occ. Code Ann. § 53.152
2 “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.
3 “Licensing authority” means a state agency or political subdivision that issues an occupational license. Tex. Occ. Code Ann. § 58.001.
HOW TO READ THE SCHEDULE

DEFINITION OF TERMS

Inside this Lone Star College Continuing Education (CE) 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 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 Certifications
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**: Asynchronous or Synchronous (meets on specific days and times) classes in a 100% virtual setting. Access your Online class at 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 or see an advisor.

The diagrams below explains how to read the course listings in this catalog. You will need this information to register for classes, either In Person at a Lone Star College campus or Online at LoneStar.edu/CE. Courses proceeded by a link symbol are linked to a credit course (see above). If you have questions about a class, contact the Lone Star College campus where the class is offered. Course offerings are listed in alphabetical order.

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COURSE TITLE/KEYWORD

Accounting, Office I

CATALOG NUMBER

3508 ACNTC 2100106 5001
3304 ACNTC 2100106 3001
3355 ACNTC 2100106 2001

COURSE SUBJECT

ACCOUNTING

CLASS REGISTRATION #

24 Contact Hours

START DATES

1/12/2021
1/25/2021
3/22/2022

END DATES

1/28/2021
2/10/2021
4/25/2022

DAYS CLASSES ARE HELD

T, Th
M, W
M-Th

DAILY START & END TIMES

6-10 p.m.
9 a.m.-1 p.m.

LOCATIONS

LSC-Conroe Center

INSTRUCTION MODE

TBA
E 182
Online

BUILDING/ROOM#

LSC-Conroe Center
LSC-Conroe Center
LSC-Conroe Center
**REGISTRATION FOR CLASSES**

LSC offers many possibilities for enriching careers and personal lives. The Continuing Education (CE) 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.

**Apply and Register Online**

Getting Started!

1. Apply for New User Account.
2. Schedule your meeting with a CE Advisor.
3. Register for classes.

**New Student User Application Process**

New Students will need to create a temporary username and password, using their up-to-date personal email address, to submit an online application. Be sure to check the box stating "I'm not a robot" and click "Create Account" for the next steps.

**NOTE**: This username and password will be used to complete CE application only; once application is completed, submitted, and confirmed, you will receive an email with your new LSC credentials.

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**Continuing Education**

**New Students**

This username/password is temporary for application submission only. Once the application gets submitted, this account gets deleted. Please wait for Lone Star College to send you an email with your student portal login information.

Temporary Username *(Mixed case, Number, No spaces, 16 character limit)*

Password *(Mixed case, Number, No spaces, 16 character limit)*

Confirm Password *

Email Address *

Confirm Email Address *

[Create Account] * Required fields

[CAPTCHA]

**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 using your mylonestar account.

You will be able to reset your password and locate username using the service at my.lonestar.edu.

[myLoneStar Login]

Need Help Now? Call or live chat with an advisor

Phone: 832-519-2900
(8am-6pm M-F)

Live Chat
(8am-7pm M-F, 9am-2pm Saturdays)

**Returning Student**

If you have previously attended classes with Lone Star College, your LSC Student ID # remains the same. Returning Students use their my.LoneStar.edu email address as their login username.

**Credit Student**

If you are a current Credit student, you will need to apply through the “New Student” application form at LoneStar.edu/CE and wait for your email. Depending on the pre-requirements, you will get a To-Do email or a Confirmation email.
Fill out Application form:
Next, you will be directed to the Online Application form.
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.
Click icon to learn more about the Continuing Education programs offered at Lone Star College. Also, feel free to contact the Lone Star College campus to learn more about which program/plan best suits the classes/certification you are aiming to pursue.
Certify and Submit:
Complete form by checking Certification box and clicking Submit. Upon submission, an on-screen message will appear indicating the status of real-time processing of your application.

After Application Submission:
Please wait for Lone Star College to complete processing your application automatically.
- Takes approximately 10 mins
System will then generate and send you an email with next steps to follow.
- If you do not receive email in 10-20 minutes, please contact Lone Star College campus located at LoneStar.edu/CE and reference your LSC student ID number received on the screen of submission.
Admittance Email Communication:
LSC student ID # and email address will be provided. Follow email instructions to create/reset your username and password for Lone Star College student portal (iStar). Once you gain access to the LSC student portal, you will be able to view TO-DO items (if the program you applied requires additional documentation such as transcripts, Licenses etc.), register for class, pay tuition and fees, change emergency contact information etc.

Thank You Email

Dear Luis Riveria:

Thank you for submitting your application to the Continuing Education (CE) Department at Lone Star College (LSC).

Your application is being reviewed. You will receive another email shortly with admission status and instructions on how to access the LSC student portal.

In the student portal, you can perform online activities such as check your admission status, review your To-Do-List (if the program you applied requires additional documentation), register for courses, pay tuition and fees, add/update personal information, add/update emergency contact information, etc.

If you do not receive another email in next few hours, please contact an LSC campus at http://www.lonestar.edu/lsc and reference your LSC student ID number.

Your LSC Student ID is: 7857575

Congratulations on taking next step towards your future success!

Linda Neel
Senior Associate Vice Chancellor, Division of External and Employer Relations

You can also contact our central email at LSCCE@lonestar.edu or call us at 832-519-2900.

Fully Admitted Email

Dear Christine Flores,

Congratulations! You have been admitted to the Continuing Education (CE) department at Lone Star College (LSC).

Please follow the steps below to be able to perform online activities such as register classes, pay tuition and fees, and change personal information.

Your LSC Student ID is: 00084014

Next Step:
Please click here at myLonestar to establish your password and security questions for the first time. To do this, follow the link (get Email Address) on the page to retrieve your username (Email Address) and reset your password.

Check your LSC student email, the official communication method of Lone Star College at myLonestar. In the future, information regarding your classes, financial aid, orientation, and other LSC communications will be sent primarily to your LVIT@mylonestar.edu address.

Please note all Continuing Education payments must be made within 1 business day upon registration or you will be dropped from your course. Please contact a campus advisor if you need assistance or have questions about financial aid or payment plans that may be available.

Congratulations on taking this next step towards your future success!

Linda Neel
Senior Associate Vice Chancellor, Division of External and Employer Relations

You can also contact our central email at LSCCE@lonestar.edu or call us at 832-519-2900.

Requires Additional Documentation Email

Congratulations. Your LSC Student ID is: 0329562

You have submitted your application for a Career and Technical Education Program at Lone Star College! Once you are fully admitted to the Lone Star College, you can register for open enrollment CTE courses at any one of our seven state-of-the-art, comprehensive college campuses or satellite centers.

Please click here at myLonestar to establish your password and security questions for the first time. To do this, follow the 'Get Username' link to complete the form.

Sign into the secure LSC student portal, myLonestar, to review your Personalized New Student Checklist (referenced below). All steps in your checklist must be completed, delivered to a CTE Advisor, and your tuition paid, in order to finalize your seat in the Electrocardiography Technic (CTE) program.

TO-DO Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background Check</td>
<td>Initiated</td>
</tr>
<tr>
<td>CPR for Healthcare Provider</td>
<td>Initiated</td>
</tr>
<tr>
<td>High School Diploma or GED</td>
<td>Initiated</td>
</tr>
<tr>
<td>Social Security Card</td>
<td>Initiated</td>
</tr>
<tr>
<td>Driver's License or State ID</td>
<td>Initiated</td>
</tr>
<tr>
<td>Immunization Records</td>
<td>Initiated</td>
</tr>
<tr>
<td>LSC Health History Form</td>
<td>Initiated</td>
</tr>
</tbody>
</table>

Next Steps:
- Schedule your appointment with a Career and Technical Education Advisor
- Pay for your class via myLonestar or through your campus CTE office
- Register for and complete a healthcare orientation
- Go to class

Check your LSC student email, the official communication method of Lone Star College, in myLonestar. In the future, information regarding your classes, financial aid, orientation, and other LSC communications will be sent only to your myLonestar.edu email address. For your convenience, you can also forward your LSC emails to your personal account.

Congratulations on taking this next step towards your future success!

Please note: If you have questions or difficulty creating/resetting your password for Lone Star College student portal, please contact OTS service desk 832.813.6600.
Class enrollment is through the myLoneStar portal. Students will be directed to the my.LoneStar.edu page. Log into your myLoneStar student account using your Lone Star College email and password.

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.

**Steps for Online Registration**

1. Select the **Student Tile**.

2. From the **Student Homepage**, click on the **Manage Classes** tile.

3. From **Select a Value** click current enrollment **Term**.

4. From the left pane select **Class Search and Enroll**.

**Note:** If the current enrollment term (Spring, Summer, Fall) does not appear STOP here, contact a campus CE office to **activate** the term.
Continuing Education/Corporate College
Registration Process

5. In the **Class Search and Enroll** window enter **Class** number and click the **arrow** to view.

   ![Class Search and Enroll screenshot](image)

**Note:** If the right **arrow** is not active, see Step 4 and contact a campus CE office to **activate** the current term.

6. In the **Class Search Results** window you may view your selected class. Select and click the right **arrow** or **class** to view details in **Course Information**.

   ![Class Search Results screenshot](image)

7. In the **Course Information** window you can view your **Class Selection** and click the right **arrow** to **register**.

   ![Course Information screenshot](image)

8. **Step 1 of 3 Review Class Selection**

   ![Step 1 of 3 Review Class Selection screenshot](image)

9. **Step 2 of 3 Enroll or Add to Cart** Option to click **Previous** or **Next**

   ![Step 2 of 3 Enroll or Add to Cart screenshot](image)

Click **Next** top right. **Enroll** or **Add** to Shopping Cart and click Next.
10. **Step 3 of 3: Review and Submit**

To Schedule an appointment with a Continuing Education 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. Review Programs of Study webpage for course prerequisites at LoneStar.edu/Programs. Checklist completion for some programs is a three-week process.

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.

**To Register at Campus**

Use the Continuing Education/Corporate College Registration form provided at the end of this 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 one full business day before the class is scheduled to begin. If a drop is not made at least one full business day before class starts, there will be no refund. Lab fees are nonrefundable. Students cannot drop a CE class Online.

**Tuition and Fees**

Lab fee of $15 is included in the price of most classes. $50 Lab fee for Truck Driving, Phlebotomy, and Welding classes. 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/CE.

**Tips: Why do I see an error?**

- Class Cancellation - check your weekly email for the latest schedule changes.
- Class time conflicts - contact a campus CE Advisor to override and enroll you into the class.
- Students cannot register after class start date - contact the campus coordinator for registration approval.

Now that you have registered into a class click the **Student Homepage** icon at the top left side and follow the instructions in Step #3 Online Payment. A reminder to students that if you register for classes and do not complete your payment, after 72 hours the system will drop your classes automatically.
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 one business day before class begins to receive a refund. Otherwise, no refund will be given. Membership fees are nonrefundable. Lab 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 (school code 011145) to complete the Free Application for Federal Student Aid (FAFSA) application. Please allow one week for application to process. A CE advisor on campus can get you started today.

WIOA/Workforce Program
Some certificate programs are certified through the Workforce Innovation and Opportunity Act (WIOA), to provide assistance to unemployed or displaced workers. Contact a CE advisor or Lucy Solomon at 281.290.2826 or Lucy.R.Solomon@LoneStar.edu to determine if you qualify for paid job training. Funding opportunities include tuition, fees, books, and other required materials, if you qualify.

Other Financial Opportunities
Occasionally, other funders of financial assistance become available. You can find which type is right for you at LoneStar.edu/Financial-Aid-Types.

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 or call 281.290.2922.

CE STUDENT SERVICES/ADVISING
CE Offices:
LSC-CyFair 281.290.3460
LSC-Houston North 281.260.3501
LSC-Kingwood 281.312.1660
LSC-Montgomery 936.273.7446
LSC-North Harris 281.618.5602
LSC-Online 281.290.5000
LSC-Tomball 281.357.3676
LSC-University Park 281.290.2601

Go to LoneStar.edu/Continuing-Education for further information.

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. Student ID card required. For more information, visit LoneStar.edu/Library/About-Libraries.

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 or LoneStar.edu/Career-Fairs Online and select the Career Star icon, or call 281.401.5358.

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.

FAQs
How can I obtain professional development credits? Contact a Corporate College business consultant for the latest professional development opportunities. Visit LoneStar.edu/CorporateCollege for more information.

Will I be required to pay out of district fees for CE courses? Continuing Education courses do not require out of district fees, and you can live anywhere in the US or globally. All fees are assessed at the time of registration.

Do I need a High School Diploma or GED to obtain a Workforce/Fast Track Certificate? Some Workforce/Fast Track Certificates will require a High School Diploma or GED diploma. Please discuss with an advisor or check LoneStar.edu/Programs for specifics.

Do I need a meningitis vaccine? Some students may require the meningitis vaccination. For more information, visit LoneStar.edu/Meningitis. Most CE students will not require a meningitis vaccine. Specific immunization list exists for fast track healthcare programs.