



2015 – 2016 STUDENT HANDBOOK





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Enrollment Process

Lone Star College is an open-enrollment institution accepting all students whose applications have been submitted. Support is available to help students throughout the admissions and registration process. Follow these steps to enroll:

- Step 1: **Apply For Admission** - LoneStar.edu/admissions-application
- Step 2: **Complete Pre-Assessment Activity** - LoneStar.edu/test-preparation
(Attend a test preparation session or log-in to myLoneStar to complete)
- Step 3: **Complete Placement Testing** (Must be completed before attending new student orientation) - LoneStar.edu/placement-testing-info
- Step 4: **Satisfy Bacterial Meningitis Vaccination Requirement** (Must be completed before registering for classes) - LoneStar.edu/meningitis
- Step 5: **Complete New Student Orientation** (Must be completed before registering for classes) - LoneStar.edu/orientation
- Step 6: **Register & Pay for Classes** - LoneStar.edu/registration
- Step 7: **Purchase Textbooks & Supplies** - LoneStar.edu/bookstore
- Step 8: **Go to Class!** - LoneStar.edu/locations

My.LoneStar.edu

myLoneStar is your primary tool to access information through Lone Star College. It allows you to:

- Look up a course schedule
- Search for classes
- Register or add classes
- Drop classes prior to the start of classes
- View class schedule
- Get information on financial aid status
- Make payment
- Check account balances
- Get grades and GPA
- View an unofficial transcript
- Request an official transcript
- View your entire LSC record
- Review test scores
- Check your progress in an academic program
- Complete course evaluations
- Complete graduation application



Student Email Accounts

Currently enrolled credit or continuing education students will automatically receive an email account. Email addresses will follow the myLoneStar format **userid@My.LoneStar.edu**. LSC emails can be forwarded to another personal email account (Hotmail, Yahoo!, Gmail). Use of the account will not expire after completion of study at the college. All official communication from LSC will be sent to your email account. Visit **LoneStar.edu/email** for instructions.

Testing Centers

LSC Testing Centers provide secure, proctored testing for various types of assessments. Placement, correspondence, LSC-Online, make-up, and testing for students with accommodations are available in all Testing Centers. CLEP testing is offered at Lone Star College-Tomball and Lone Star College-North Harris. Pearson VUE certification exams are offered at Lone Star College-CyFair and Lone Star College-Tomball campuses.

Placement Testing

The State of Texas requires that all students who attend a public institution of higher education be assessed in the areas of reading, writing, and math (Texas Success Initiative). Students can meet this requirement by taking various assessments. All Lone Star Colleges provide placement testing for prospective LSC students. There is a \$29 fee to take these tests (or \$10 per section). Students may contact their campus Advising/Counseling Office to obtain a testing ticket and pay the fee in the Business Office prior to testing.

Advising

The advising process is an integral part of each student's academic success.

Advisors can assist with:

- Clarifying your academic/career goals
- Developing your academic degree plan
- Transfer planning
- Referral to campus resources
- Graduation process
- Guidance on college policies and procedures

Visit the advising office at your campus or visit

LoneStar.edu/advising.

Course Load

Status	Credit Hours
Full-time	12 – 18 hrs
3/4-time	9 – 11 hrs
Half-time	6 – 8 hrs

Full-time students must take 12 or more hours during both the fall and spring semesters. Enrollment in more than 18 hours requires the approval of the Vice President of Instruction or a designee. Students who wish to apply for student loans must be enrolled in a minimum of 6 hours.



Course Load vs. Work Load

LSC provides working students with a recommended balance between course hours and work hours:

School	Work
6 credit hours	40 hours
9 credit hours	30 hours
12 credit hours	20 hours
14–15 credit hours	10 hours or less

Overloading work and school hours is the top reason students do poorly in school, drop classes and lose money, or find themselves on academic probation or suspension. Plan time for each credit hour of class plus two hours of study per credit hour. For example, a course bearing 12 credits will require 24 additional hours of study, totaling 36 hours per week for schoolwork.

Financial Aid Services

The purpose of financial aid is to remove financial barriers that prevent access to educational opportunities. LSC participates in programs that provide aid through grants, a variety of scholarships, college work-study employment and federal student loans. Students choosing to apply for these programs should complete the steps outlined in the Grants/Application Processing section. Priority is given to those students who apply and complete the process prior to April 1. After the priority date, awards are made as long as funds are available. Scholarships are usually awarded for the fall and spring terms only.

Grants/Application Processing

- Step 1: Go to fafsa.gov to complete the Free Application for Federal Student Aid (FAFSA). Be sure to list the Lone Star College school code, **011145**. The FAFSA is available January 1 of each year for the upcoming academic year. File as early as possible because limitedly funded programs are awarded on a first-come, first-serve basis.
- Step 2: After submitting your FAFSA, a copy is provided electronically to the Lone Star College Financial Aid Office (FAO). If you have been selected by the Central Processing System (CPS) for a process called verification, you will be required to submit additional documentation to the FAO. The FAO will notify you via email of the documentation you are required to provide.



Step 3: Your financial aid eligibility is determined after the FAO has received your FAFSA and all required documents, provided you are:

- Admitted to LSC;
- Seeking a degree or certificate program at least one year in length;
- Meeting SAP policy requirements; and
- Meeting all other federal eligibility requirements.

Step 4: The FAO will send you an award letter detailing the awards you are eligible to receive.

Step 5: Accept or decline any financial aid offers via MyLoneStar.

Step 6: Direct Stafford Loan Borrowers

- If you are a first time Direct Stafford Loan borrower, you must complete a Direct Stafford Entrance Loan Counseling session. A link to the online session is available at StudentLoans.gov.
- First time Direct Stafford Loan borrowers must also complete a Master Promissory Note (MPN). You may complete a MPN by logging onto StudentLoans.gov.
- Parent Direct PLUS Loan Borrowers – You must complete a credit pre-approval and MPN (if you have not already completed a Direct PLUS MPN). You may access the PLUS application at StudentLoans.gov.

Satisfactory Academic Progress (SAP)

All LSC aid applicants must meet three Satisfactory Academic Progress (SAP) requirements, prescribed by federal regulation, to receive financial aid.

Those SAP requirements include maintaining at least a

1. 2.0 cumulative grade point average
2. Successfully completing 67% of cumulative credits attempted
3. Earning a degree or certificate within 150% of the published length in credit hours of the declared program of study.

To qualify for aid a financial aid recipient must maintain satisfactory academic progress, i.e., "Meets SAP." Failure to meet satisfactory academic progress will result in ineligibility for aid, i.e., "Failed SAP (Not Met)," except that there is one term of eligibility when placed on "Warning." If extenuating circumstances result in failure to meet SAP after one term of Warning, an appeal process is provided. If the appeal is approved the student will be placed on "Appeal Approved (Probation)" until an academic plan is submitted. Future terms of aid eligibility are contingent on satisfactorily performing the work required in the academic plan. During those terms, a financial aid recipient is placed on "Academic Plan" and is



aid eligible. A student can request one and only one modification of the academic plan if new extenuating circumstances exist, otherwise, if aid eligibility is suspended at any time, i.e., "Failed SAP (Not Met)," student is no longer eligible for federal or state aid at LSC. Eligibility can be reinstated by meeting all SAP requirements. Lone Star College (LSC) policy is designed to encourage students to achieve their academic goals and graduate.

LSC will evaluate satisfactory academic progress (SAP) at the end of each term, i.e., Fall, Spring, and Summer, for which a student receives financial aid. An aid recipient's cumulative record, i.e., all enrollment periods at LSC, regardless of whether or not aid was received during the periods, along with transfer credits, will be evaluated. An admitted student who files a Free Application for Federal Student Aid (FAFSA) and for which there is no SAP status on the student record will have a SAP evaluation performed based on the student's prior LSC enrollment record and any transfer credits, as applicable. A first time student with no prior college enrollment will always be assigned "Meets SAP" and is aid eligible.

When pursuing a second degree, a student who graduates from a program must declare a new academic program and begin taking courses that apply to the new academic program to qualify for financial aid. Course credits taken under the

completed academic program will count towards the maximum time frame of the new academic program.

A student that is ineligible for financial aid for failure to meet the SAP requirements may file an SAP appeal. If approved, the student will be placed on "Appeal Approved (Probation)" and is aid eligible.

SAP appeal must include all supporting documents, which must be complete and submitted in the myLoneStar portal by: October 1 (Fall semester), February 15 (Spring semester), and June 15 (Summer semester) of each academic year. Failure to submit an appeal by the deadline will result in a lost opportunity to regain eligibility for the term. Any exceptions to the deadlines must be reviewed and approved by the Executive Director of Financial Aid. Exceptions will only be made for well documented extenuating circumstances that prevented the submission of the form by the deadline.

An appeal will be reviewed within 30 days of receipt in a College's Financial Aid Department by the Financial Aid staff. The appeal will be considered if the documentation:

- Substantiates the extenuating circumstances,
- Explains both the student's prior situation and what has changed to allow the student to perform satisfactorily and indicates the student could achieve satisfactory academic progress status and complete the program of study within the maximum timeframe if the student follows the academic advising report (if applicable) and successfully completes the coursework. The student will be notified by email of LSC's decision.

Payment Plan

Lone Star College offers online installment payment plans accessible through MyLoneStar. Installment payment plans allow students to budget and pay tuition and fees. The installment payment plan is divided into three payment periods. The student is required to make a half down payment, equivalent to 50% of tuition and fees the first installment plus pay a \$20 administrative enrollment fee at that time, and the other half is split into equal payments for the next two installments. The two 25% installment payments will be automatically deducted on the payment due dates using the same payment method as the down payment. A late fee of \$25 will be automatically assessed if there are not funds available for the installment payments.

As a student adds and drops classes, the payment balance and any installments not yet due will be adjusted within 24 hours of the add/drop activity. Students may enroll in one payment plan per semester.

Note: Payment plans are not available after the payment deadline for late registration, mini-semester or summer classes.

To make use of the online payment plan, a student must:

- Be enrolled in credit academic classes
- Have a U.S. checking account, savings account, debit card or valid credit card (Visa, Master Card, American Express, Discover)
- Have an e-mail address
- Have access to Lone Star College MyLoneStar from any college web page
- Know his or her student ID number (available in MyLoneStar)
- Pay a \$20 payment plan administration fee plus 50% of total tuition and fees at the time of enrollment.

Student ID Cards

A student ID card is needed to check out library books and study materials in the Learning Centers, access the Fitness/Wellness Center, register for classes, and take advantage of student discounts. To obtain your student ID card inquire at the Student Services Office on your LSC Campus.



Veterans Affairs

LSC provides assistance for processing GI Bill educational benefits. Visit the VA Web site at gibill.va.gov. Active duty military personnel, reservists, and eligible dependents of veterans may qualify for educational benefits through the Veterans Administration. VA liaisons and GI Bill application packets are available at the Financial Aid office at your campus or online at LoneStar.edu/veterans-affairs. For further assistance, contact the System Veteran Affairs office via e-mail at gibill@LoneStar.edu.

Child Care

LSC provides affordable child care services such as traditional curriculum-based, drop-in daycare and YMCA partnerships at most campuses. All programs exceed accreditation standards with degreed and certified staff. For more information on child care facilities contact a campus designated liaison or visit LoneStar.edu/child-care.



International Student Advising

LSC hosts more than 2,300 students from nearly 100 countries in a welcoming and diverse international community. Each campus provides small classrooms with qualified faculty and staff to enhance instruction of international students.

The following documents are required for international admission:

- Online general admission application
- International Student application
- Evidence of financial support. All applicants must provide a completed and signed Financial Responsibility Statement (form) and 2 additional primary financial documents in USD (For example, recent savings and check account statements) showing adequate funds for the duration of study. The International Student Advisor/DSO at each campus can provide additional information.
- Proof of English proficiency. Individuals not proficient in English must take the COMPASS exam English as a Second Language (ESOL) and be placed in the Intensive English Program. The following may be submitted as proof of proficiency:
 - Test of English as a Foreign Language (TOEFL) – Minimum score of 530 on written version, 197 on computer version, or 71 on internet-based version. (Scores are valid for three years.)
 - Test of English for International Communication (TOEIC) – Minimum score of 7 or higher. (Scores are valid for three years.)
 - IELTS test scores are valid for two years.
 - Official transcripts from an accredited U.S. institution showing completion of college-level writing course (not ESOL).
 - Official transcripts from a foreign institution where English is primary language of instruction.
 - Completion of a Lone Star College approved intensive English language program.
 - Evidence of high school graduation or college-level work (i.e. official high school records, leaving certificates received upon completion of high school, college/university transcripts.)

Transfer students

An F-1 student transferring from another U.S. college/university must submit the following documents to LSC:

- Online general admissions application.
- Passport, VISA and I-94 card.
- I-20s from all previous schools.
- Official transcripts from any U.S. institution attended, Evidence of financial support, International Student Transfer-In Information Form Placement test scores (TASP/THEA, Compass, etc.), if applicable and Signed and dated Maintaining Your F-1 Status form.

International students must have LSC approved medical insurance and must have turned in all previous transcripts to the International Student Advisor in order to register for classes. All medical forms, insurance information and other requirements can be found at LoneStar.edu/international-student-medical-info.

Orientation Sessions

Before classes start, you must sign up for a mandatory international student orientation at the campus you will attend. These sessions occur before the semester begins. Be sure to check with the International Student Advisor on your campus and make arrangements to attend.

All international forms and campus information can be found on the forms page at LoneStar.edu/international-students.

Counseling Services, Career Services, and Disability Services

LSC counselors are master's level counseling professionals trained to assist students in meeting their academic, career, and personal goals. Change, stress, and personal growth are all elements of the college experience. Visit LoneStar.edu/counseling-services to learn about services available on your campus.

Academic Counseling

Academic counseling can help students determine what may be hindering their academic progress. Some students experience excessive anxiety, inadequately developed study skills, or unrealistic expectations about college life, which are issues that can be addressed by counselors.

Career Services

Career counselors can assist you with making informed decisions about your exploration process and career choices. Services are free to students, alumni, and the community and include:

- Exploring and planning a career path
- Choosing a college major
- Changing a career

- Writing a resumé and cover letter
- Developing a job search plan
- Practicing job interview skills

The Office of Accessibility

LSC ensures equal access to its educational programs, activities, and facilities for students with disabilities. Disability Services at each of the six campuses assists current and future students by determining and recommending appropriate academic support services. Disability Services focuses on helping students with disabilities make a successful transition to the college and acts as a referral source for aid both on campus and within the community. For more information about requesting support, visit

LoneStar.edu/disability-services.

Bookstore

Required textbooks, study aids, supplies, and LSC clothes and accessories can be found at the bookstores located at each LSC campus as well as through the online ordering system at **efollett.com**. Bring a class schedule to the bookstore (or double-check the syllabus if ordering online) to ensure that you purchase the appropriate books. Remember, different sections may use different books for the same course. Book vouchers are available to students with financial aid. Contact the Financial Aid Office for more information.



Learning Centers

Each campus provides a Learning Center to extend learning beyond the classroom. Services available at the Learning Centers include:

- Individualized tutoring in reading, writing, math, science, and languages
- Workshops on student success skills including research, computer software, and exam techniques
- Computer labs providing students with access to the Internet, e-mail, and course-related software
- Generalized and course-specific materials from the Internet, in print, and through audiovisual aids

For more information about the Learning Support Centers, visit **LoneStar.edu/learning-centers**.

Transfer Planning

Students planning to continue their education at a four-year college may choose between an associate of arts or associate of science degree. While certain courses are recommended, the requirements for an associate degree include the basic courses appropriate for the first two years of many bachelor's degree programs.



The following steps are recommended to achieve your transfer goals:

Step 1: Meet with an advisor to choose the right degree plan

Step 2: Visit LoneStar.edu/transfer-university to research colleges and universities

Step 3: Familiarize yourself with the application deadline of your transfer university

Step 4: Request transcripts from LSC to be sent to your transfer university

Step 5: Research financial aid opportunities at your transfer university

Reverse Transfer for Graduation

Students who transferred from LSC to a university without earning an associate degree can still do so. LSC provides a Reverse Transfer program with established policies and procedures for credits earned at Texas public universities to be transferred back to LSC and applied toward associate degrees. Students can apply for LSC graduation online at My.LoneStar.edu/Graduation.

Graduation

Students planning to transfer to a university may choose to satisfy the associate of arts or associate of science degree at LSC as a part of their four-year plan.

At the end of each semester, LSC awards diplomas to students who have completed their degree or certificate requirements. A commencement ceremony is held each May to recognize those students who have completed their requirements in the past academic year.

Students planning to graduate must complete a graduation application during their final visit with an advisor. The graduation application and requirements can be found at LoneStar.edu/graduation.

Graduation application deadlines are:

- October 1 for fall diploma
- February 1 for spring diploma
- April 1 for summer diploma

Transcripts

Students may request transcripts at LoneStar.edu/transfer-transcript provided that no holds exist on the account. Questions regarding transcripts and holds may be directed to the Student Services office.

CAMPUS POLICE

LSC Safety

The primary mission of the LSC Police Department is to ensure the safety and security of students, staff, and the property of the college. The Police Department is alert to criminal activity and other circumstances that might threaten the community in order to maintain an environment that is conducive to learning, teaching, and working. Services to the community include proactive patrol, investigation of offenses, crime prevention activities, escorts, and motorist assists. The Police Department patrols in marked police patrol vehicles, police bicycles, and by foot.

LoneStar.edu/campus-safety

Clery Act

LSC complies with the Jeanne Clery Campus Security Policy and Crime Statistics Act and the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act. Relevant information can be found at LoneStar.edu/crime-stats.

Registered Sex Offender Notification

The LSC Police Department provides this information to further promote safety within the district's community and in accordance with state and federal statutes. The Texas Code of Criminal Procedure 62.03 (h) requires each person who has been convicted of specific sexual offenses and who intends to attend classes at an institution of higher education to register with the campus police department within 7 days of class registration. LSC Board Policy CED establishes procedures for reviewing the petitions of individuals who are registered as sex offenders as designated by the Texas Legislature, and to make recommendations regarding the attendance options for those individuals at a LSC location or site.



Student Life

Student life includes the intellectual, social, recreational, and personal experiences students gain during their college career. These opportunities promote student growth and development outside the classroom, contributing to a well-rounded college experience. At LSC, students have the opportunity to enhance their personal and intellectual growth by participating in a variety of extracurricular activities, including:

- Student activities
- Student government
- Special interest organizations
- Student publications
- Recreational sports activities
- Cultural, social, and educational activities
- Service learning programs
- Honor societies

Student Activities

The Student Activities office offers a variety of ways to help students get involved with the campus, other students, and the community. Student activities programming opens the doors to leadership development, social opportunities, skill enhancement, volunteerism, and academic success. The ultimate goal of Student Activities Office is to enhance the student experience and promote student success. Contact the Student Activities office for more information.

Student Government Association

Student participation in LSC decision making is an important institutional value and assists the administration in making better decisions. LSC provides for student representation and involvement in decision making through the Student Government Association (SGA), clubs and organizations.

The Student Government Association is the main voice of the student body and serves as a direct link between students and administration to voice opinions and influence decisions that affect students. The SGA also acts as the governing body over all recognized campus clubs and organizations. Contact the SGA advisor on your campus for more information.

Student Organizations

Students at LSC are provided a variety of opportunities for becoming involved in the college community beyond their classroom activities. Clubs and organizations provide creative and energetic outlets for students' academic, career, cultural, and recreational interests and needs. Membership is open to all students enrolled in the college. Information about current organizations, as well as guidelines for starting a new organization, may be obtained from the Student Activities office.

Registered student organizations must comply with LSC policies and procedures. Each campus will be responsible for disseminating guidelines regarding its student organizations. The student organization's activities and programs require sponsor approval. A registered student organization may be charged with violations of the Student Code of Conduct or local, state, and federal laws. Causes for disciplinary action against an organization include use of illegal substances at an organizational event (with the knowledge of the officers) and hazing.

Recognized student organizations at LSC include all of the interest-specific clubs and organizations, honor societies associated with specific academic programs, and the Student Government Association. New clubs can be formed each semester. Examples of student clubs include:

- African American Student Association
- Ambassadors
- Anime Club
- Campus Crusade for Christ
- Chess Club
- Choir/Singers
- College Democrats
- College Republicans
- Environmental Club
- GLBTQA
- Hispanic Student Organization
- Honors Student Organization
- International Student Organization
- Math Club
- Newspaper
- Nursing Association
- Phi Theta Kappa Honor Society
- Sign Language Club
- Student Government Association
- Video Game Club

Recreation and Intramural Sports

Intramural and club sports provide athletic and recreational activities for students in a variety of on-campus and off-campus events. Most activities allow for different skill levels. LSC offers a comprehensive schedule of intramural and club sport activities. Intramural and club sports offices are located at each of the colleges.



Intramural Sports

Intramurals provide the opportunity to compete and have fun in various team and individual sports. The goal is to empower and enhance student development by providing leadership and team building skills. Tournaments, leagues, and special events are scheduled throughout the semester with individual and team competition for men, women and co-ed groups.

Club Sports

Club sports at LSC include a variety of recreational activities. Examples of student club sports include:

- Men's Baseball
- Men's and Women's Basketball
- Men's and Women's Soccer
- Men's and Women's Tennis
- Women's Volleyball

Student Travel

Student travel includes events or activities organized and sponsored by LSC as a required part of a course (credit or non-credit), a college-scheduled sports event or competition, or educational travel abroad programs offered by the college. Travel is considered to be required by a registered student organization when the travel is a part of the organization's official activities, including attendance and participation at conventions, workshops, athletic events, and non-athletic competitions.

Modes of transportation used for student travel may include, but are not limited to, commercial airlines, college-owned or leased cars or vans, or commercially owned and operated buses or vans. Travel arrangements for student groups must be made in accordance with LSC travel procedures. Before departure on a trip covered by LSC, a trip plan and appropriate emergency information must be submitted to and reviewed by college representatives.

Student Publications

Student publications are another avenue for student participation and involvement. Various publications of interest to students, faculty, and staff are distributed periodically. These publications include announcements of forthcoming events, activities, and programs to be held at each campus. Some campuses periodically publish a campus newspaper. The newspaper features contributions of articles, literary pieces, essays, and letters to the editor. Creative and literary arts publications are also produced by some of the campuses to provide students opportunities to publish poetry, photography, art, essays, and short stories. Membership in these organizations is open to all students at the college. Contact the Student Activities office for further information.

Campus Signage and Postings

LSC provides an open and free forum in accordance with the First Amendment rights of freedom of speech and press. However, obscene or libelous material may not be distributed or posted on LSC property. Distribution may only be conducted with college approval in authorized areas and must not interfere with pedestrians or vehicles or disturb any activities. Flyers and advertisements may not be placed on vehicles in LSC parking lots. Official notices and bulletins are posted at each campus. Information can be found about job opportunities, class schedules, events on the campus calendar, and student activities.

Orientation

LSC welcomes you as a new student. We believe that a comprehensive orientation to our college system sets the stage for a successful start. Our orientation program is required for all students "new" to Lone Star College. This includes FTIC, transfer students, dual credit students, and any student who has not attended a LSC campus. For more information, please visit: LoneStar.edu/orientation

Visual and Performing Arts

LSC offers a variety of fine arts programs, both academic and extracurricular, including theatre productions, music, and art. Each campus puts on monthly productions for the community to enjoy. Contact a campus Arts office for ticket purchases and play, concert, and movie schedules. The campus art galleries provide students and community members an opportunity to showcase their work. The galleries' staff take pride in providing quality and engaging shows.



Academic Guidelines

Academic Issues

Lone Star College catalog is the primary source of information for statements of academic policies and regulations that govern students' academic life at the college. It is your responsibility to know and abide by the policies and regulations of LSC. You may obtain a copy of the LSC Catalog at your campus or find it online at LoneStar.edu/lscs-catalog.

Academic Standards of Progress

Lone Star College maintains a system for monitoring academic progress among its students. The purpose of this system is to identify students experiencing academic difficulty so that the college may intervene in a student's academic life to foster and encourage academic success. Interventions may include registration holds, limitations of course selection and the number of courses for which you may register, and improvement plans. Students receiving financial aid must also meet standards of academic progress set by the government to continue receiving funds.

See LoneStar.edu/satisfactory-academic-progress for further information on academic progress and financial aid. Students whom do not maintain the minimum GPA of 2.0 will be placed into a category of Academic Progress which will require working with the college staff for support and assistance. For more information on the LSC Academic progress policy, visit: LoneStar.edu/satisfactory-academic-progress.



COURSE POLICIES

Attendance

Students are expected to abide by the faculty member's attendance policy as stated in the course syllabus. It is the student's responsibility to consult with faculty members regarding absences and the possibility of make-up work. Attendance in hybrid or other classes is not optional.

Adding, Dropping, or Withdrawing from a Course

Adding, dropping, or withdrawing from a course may affect financial aid, veterans' benefits, international student status, or academic standing. Be sure to see an advisor, counselor, or your instructor before making any schedule changes. In addition, state law requires that all colleges track the number of courses students drop throughout their college career. The State of Texas now limits students to six drops. Your advisor can help you understand the exceptions and consequences associated with the Six-Drop Rule. More information can be found at

LoneStar.edu/drop-limit.

Adding or Dropping a Course (Schedule Change)

Students may add or drop a course before the first class day, provided the course to be added is open for registration. Generally, students may not add a course after the class has met once, and never without the signature of a designated academic authority on your campus (Chair, Dean, or Vice President). Tuition refunds resulting from dropping a course diminish rapidly from the first day of class. Consult your bursar or advisor for more information.

Grading

LSC uses a grading system in which students are assigned a letter grade of A, B, C, D, or F reflecting the student's performance in a course.

HONORS COLLEGE

LSC Honors Programs

The Honors College is designed to meet the needs of high-achieving students seeking to improve their college transcripts and transferability with challenging coursework provided across a broad range of disciplines. The Honors College offers a wide range of opportunities for honors students—from incoming freshmen wanting to graduate with an Honors AA or Honors AS degree, to high-achieving students seeking to graduate with Honors distinction, to students interested in earning individual honors course credit.

Our courses will engage and challenge students inside and outside the classroom through small classes and close interaction with dedicated faculty. Opportunities to enrich the total college experience while at The Honors College include travel, off-campus educational and cultural events, service learning opportunities, conferences and special seminars.

Eligibility

Open to new or returning students with at least one of the following:

- A high school GPA of 3.5 on a 4.0 scale.
- 1150 or higher on the SAT (*combined math and critical reading sections*).
- 26 or higher composite score on the ACT.
- 3.25 GPA with 9 or more college credit hours with a minimum 3.25 GPA.

Benefits

The Honors College students have access to:

1. Scholarships
2. Early registration and Honors orientation
3. Small, interactive classes and sense of community
4. Dedicated Honors faculty and specialized advising
5. Participation in local and regional conferences
6. Integration of advanced academics with service learning, Model U.N., study abroad and more
7. Professional/industry internship opportunities
8. Honors designation on transcript
9. Opportunity to earn honors graduation distinctions
10. Articulation agreements with major transfer universities

Honors College Fellows

A limited number of incoming freshmen will be admitted in the fall as Honors College Chancellor's Fellows. Recipients of this award will receive a scholarship package to pursue a course of study culminating in an Honors AA or AS degree. The Honors College Fellows curriculum is comprised of a two-year, full-time course of study requiring a minimum of 27 honors credit hours toward completion of an Honors AA or Honors AS degree. The curriculum includes a six-hour course taken during the first two semesters, as well as additional required honors courses. Honors Fellows must meet additional eligibility requirements, which can be found at LoneStar.edu/HonorsCollegeFellows. Additional benefits of being an Honors Fellow include:

1. Honors Associate Degree (AA or AS)
2. Award Package to include tuition and fees (up to 15 credit hours of in-district tuition per semester)
3. Book allowance (up to \$600 per semester)
4. Allowance (\$600 per semester)
5. International travel opportunities

Questions? Contact the Executive Director of The Honors College or the Honors Director on your campus. For additional information and contacts, visit LoneStar.edu/HonorsCollege.

Phi Theta Kappa (PTK) Honor Society

PTK is a National Honor Society for two-year college students. Members are invited based on academic standing and GPA. Phi Theta Kappa's mission is two-fold:

- a)** recognize and encourage the academic achievement of two-year college students and
- b)** provide opportunities for individual growth and development through participation in honors, leadership, service, and fellowship programming. For more information on PTK, go to LoneStar.edu/2423.

Service Learning

Service Learning combines community service with academic instruction to create an opportunity for experiential learning. Students will find service learning opportunities offered in a



variety of courses system-wide. Students who engage in a minimum of 15 contact hours of service learning activities in a course will receive service learning designation for the course on the transcript.

Learning Communities

Learning communities offer students the opportunity to take two or more courses together with the same classmates by linking course content in two or more disciplines. Learning communities offer an opportunity to get to know your classmates better while working on projects and assignments that broaden the context of the course content by examining it from different perspectives or by applying new skills. For example, a literature course might be paired with a history course, enabling students to see the connections between historical events and literary development. Your advisor will know what learning communities are available each semester. To participate in a learning community, you must sign up for all courses in the program (usually two).

Continuing Education

LSC offers a variety of courses and programs through Continuing Education (CE). These range from leisure learning topics to short-term skills courses to certificate programs. Examples include arts, computer courses, health care programs, and many other workforce development training programs.

Generally, college credit is not awarded for these courses, but many certificates are recognized by business and industry as valid credentials for employment or advancement. Contact the Continuing Education office on your campus or consult the CE schedule for more information.





Academic Integrity & Student Success

What it Means & How You Can Make a Difference

Academic integrity can be defined as supporting and engaging in actions that promote fair and accurate evaluation of all material prepared for and related to college work while respecting and crediting the unique efforts of others. Lone Star College (LSC) requires its students to uphold and practice academic integrity even in the face of temptation to engage in dishonest acts. LSC supports the free exchange of ideas, personal growth, creativity, and innovation while preserving individual rights and responsibilities to achieve success based on each person's unique effort and initiative.

The core values of learning: honesty, respect, fairness, and accountability in learning activities form the basis of academic integrity.

To abide by academic integrity principles, LSC students are required to perform their own work on all class/lab/clinical projects, papers and tests unless a professor specifically allows collaboration with other students. If students combine their own thoughts with material written by other authors in projects, credit must be given to the creator of that outside material using a format designated by their professor. Students must show their work including but not limited to keeping notes, photocopies of source material, rough drafts, and lab results.



Lone Star College upholds the core values of learning: honesty, respect, fairness, and accountability. The system promotes the importance of personal and academic honesty. The system embraces the belief that all learners – students, faculty, staff and administrators – will act with integrity and honesty and must produce their own work and give appropriate credit to the work of others. Fabrication of sources, cheating, or unauthorized collaboration is not permitted on any work submitted within the college.

The consequences for academic dishonesty are determined by the professor, or the professor and academic dean, or the professor and chief student services officer and can include but are not limited to:

1. Having additional class requirements imposed
2. Receiving a grade of zero or “F” for an exam or assignment
3. Receiving a grade of “F” for the course
4. Being withdrawn from the course or program
5. Being expelled from the college system

Professors should clearly document how the student’s actions violated the academic integrity policy, how a grade was calculated, and the actions taken.



Student Welfare & Rights

STUDENT WELFARE

Attendance

Students are expected to abide by the faculty member's attendance policy as stated in the course syllabus. It is the student's responsibility to consult with faculty members regarding absences and the possibility of make-up work. A hybrid type section also requires attendance and is not optional.

Religious Holy Days

The student must notify the faculty member in writing within the first 12 days of the semester of the intent to be absent due to a religious holy day. Under Texas Education Code 51.911, a student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time as established by the faculty member.

Student Health Notices and Immunizations

LSC conforms to all requirements of the Communicable Disease Prevention and Control Act and the Open Records Act. With a physician's written approval, a student with a contagious or communicable disease normally will be allowed to attend class. The student's identity will be confined to those within the college with direct need to know (i.e. President, Vice President, faculty member, or counselor) and will not be revealed without the student's consent. Questions regarding the LSC policy or enrollment procedures for a student with a contagious or communicable disease can be answered at the Student Services office.

Texas law requires most incoming college students to be vaccinated against bacterial meningitis or provide an exemption request declining the vaccine. Senate Bill 1107 amends current Texas law requiring proof of bacterial meningitis vaccination at least 10 days before attending classes. For more information on how this law affects you, visit: LoneStar.edu/meningitis.

Drug and Alcohol Testing

Students and faculty in the health occupations and emergency services or child development programs may be required to undergo drug testing if there is a reason to believe they may be impaired by a chemical or alcohol.

Criminal Background Checks

Before registering in an LSC health occupations and emergency services or child development program, students are required to complete a criminal background check performed by an external consumer agency chosen by LSC. The student must sign an authorization form and pay the cost of the background check. Results of the background check, which will be confidential, will be sent to the program director and the student.



STUDENT
WELFARE

Children on Campus

Rules for children 15 years of age and younger on campus may be obtained in the General Information section of the current LSC catalog.

STUDENT RIGHTS

First Amendment Rights

Students retain their First Amendment rights at all college sponsored events, LSC locations, and off-campus registered student organization events. Student expression as protected by the First Amendment cannot be prohibited unless, in the view of the administration, the expression will interfere with the operation of the school or the rights of others. For more information visit LoneStar.edu/3576.

Student's Intellectual Property Rights

LSC defines intellectual property as any work of authorship, invention, discovery or other original creation that may be protected by copyright, patent, trademark or any other category of law. LSC recognizes the student's rights in the ownership of any intellectual property that he/she produces while a registered student of LSC without the use of LSC financial or other resources. This may be subject to variations where work produced included collaborative or externally sponsored work.

CIVIL RIGHTS: COMPLAINT & APPEAL PROCESS

LSC Nondiscrimination & Equal Opportunity Policy

LSC promotes equal opportunity in education and employment. LSC does not discriminate against individuals on the basis of race, color, gender, religion, disability, age, veteran status, nationality, sexual orientation, or ethnicity in its educational policies, admissions policies, employment policies, scholarship and loan programs, or other LSC programs and activities.

Questions regarding LSC policies, compliance applicable laws, statutes, regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to the Vice Chancellor for Human Resources, who is the LSC Equal Opportunity Officer and Title IX Coordinator. Questions about laws and compliance may also be directed to the Assistant Secretary for Civil Rights, U.S. Department of Education. LSC Board Policy AHA states that no individual can be excluded from admission to, participation in, denied the benefits of, or be subject to discrimination under any LSC program or sponsored activity on the basis of race, creed, color, national origin, gender, age, veteran status, or disability.



Prohibited discrimination includes the following:

Harassment: Any verbal or physical conduct, on- or off-campus, that unreasonably interferes with an individual or group's educational performance at LSC or that creates an intimidating, hostile, or offensive environment. Harassment on the basis of race, color, gender, religion, disability, age, veteran status, nationality, sexual orientation, or ethnicity includes harassment of an individual in terms of a stereotyped group characteristic or because of that person's identification with a particular group.

Harassment may include the following conduct:

- Assault and battery, sexual assault, or rape (*this conduct might also be a crime*)
- Overt threats, serious intimidation, stalking behavior, repeated refusal to take no for an answer, obscene messages on voicemail or computer, taking obvious advantage of someone who is intoxicated or on drugs, serious threats of retaliation and actual retaliation, or sexual bribes and blackmail
- Repeated, unwanted touching or kissing, especially if the behavior has been labeled unwelcome
- Locking up or physically restraining someone against his or her will or forcing a person into a shower

- Degrading, public tirades from a college employee or another student
- Deliberate, repeated humiliation, including deliberate humiliation on the basis of race, color, gender, religion, disability, age, veteran status, nationality, sexual orientation, or ethnicity
- Continued use of a handicap railing or a handicap ramp to lock a bicycle or other object after a warning, or other deliberate interference with the life or work of a disabled person
- Deliberate desecration of religious articles or places, repeated unwanted proselytizing or repeated interference with the pursuit of religious life
- Repeated insults about loss of personal and professional competence addressed to an older person

Disparate treatment:

Denying a student, because of his or her race, color, gender, religion, disability, age, veteran status, nationality, sexual orientation, ethnicity the opportunity to participate, compete, or be evaluated by the same standards as students who do not have the same characteristics. This can include unequal evaluation or grading standards, denial of enrollment in a program or activity, or inaccessibility of a program as a result of a student's disability.



Retaliation:

Retaliation against anyone who brings a complaint in good faith is against LSC Board Policy AHA and may be a violation of state and federal laws. Proven retaliation will be treated as a serious offense.

Complaint Process

The purpose of this procedure is to resolve student complaints of discrimination on any basis, including race, color, gender, religion, disability, age, veteran status, nationality, sexual orientation or ethnicity. An unfounded complaint made in malice, dishonesty during the investigation of a complaint, or retaliation against a person for making a complaint will be treated as serious offenses by LSC.

Informal Complaint

Complaints must be orally presented to the dean, student counselor, or Civil Rights Administrator (CRA) about the situation that caused the complaint. The dean, student counselor, or CRA will try to resolve the matter informally. The informal decision made by the dean, student counselor, or CRA will be considered accepted by the student unless the student files a formal complaint.

Formal Complaint

If the student is not satisfied with the action taken at the informal level, he or she may file a formal complaint. Within 60 days of the incident or situation that caused the complaint, he or she will file a written complaint with the college CRA. The written statement must contain:

- A detailed statement of the complaint and the evidence in its support
- The specific district policy or procedure involved in the complaint, if any
- The specific remedy sought, if any
- The signature of the student

The CRA will promptly contact the student to set up a date and time for an investigative meeting. The student may have one individual present during the meeting. The CRA will conclude any necessary investigation within 30 days after receiving the written complaint.

If the CRA concludes that the student's rights have been violated, the CRA will send a written report of his or her findings to the college President. The President will decide the appropriate penalty for the student or employee whose conduct was the subject of the complaint. The President will communicate with the student and the person whose conduct was the subject of the complaint. For more information, go to LoneStar.edu/departments/academicaffairstusuccess/Student_Written_Complaint_Form.pdf.

ACADEMIC COMPLAINT & APPEAL PROCESS

Academic Appeal

Students have a right to a clear explanation (from the instructor or dean) of actions taken by the instructor, such as how a grade was calculated or how their actions violated the academic honesty policy.

An academic appeal is a formal request made by a student to change a grade or to challenge a penalty for violation of academic standards such as plagiarism or cheating. The request must be made within 12 months of the action. A grade may only be changed by the instructor of record (or by a full-time instructor in the

absence of the instructor of record) or by the Academic Appeals Committee. An academic appeal will be considered if there is evidence that one or more of the following conditions exist:

- Error in calculation of grade
- Deviation from the syllabus or district policy manual
- Academic disparate treatment of student that is not addressed by EEO processes
- Inappropriate penalties for an academic honesty violation
- 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 student's work and performance is also not an acceptable basis for an appeal.

Informal Process

Before a student may bring an academic appeal, he or she should first meet with the instructor to request that a change be made. If the student is not satisfied with the outcome or cannot meet with the instructor, he or she must meet with the appropriate dean to see if a resolution can be reached. If the student is not satisfied with the action taken at the informal level, the student may file a formal complaint.

Formal Process

If a resolution is not reached and the student wants to pursue the appeal, he or she must state the basis of the appeal in writing to the Chief Academic Officer. If the Chief Academic Officer decides that the appeal does not meet the requirements of this policy, he or she will notify the student in writing. If the Chief Academic Officer decides that the appeal is appropriate under this policy, he or she will meet with the Academic Appeals Committee to consider the complaint. The Chief Academic Officer will notify the student of the Academic Appeals Committee meeting date, his or her rights, and the next steps in the process.

Hearing Procedure

The Academic Appeals Committee will meet in a timely manner and will conduct its activities in private. The student and the faculty member will be allowed to present witnesses and evidence relevant to the appeal. The Committee will not be bound by rules of evidence and will conduct an informal hearing. The student or faculty member may have a representative present who may not participate in the hearing. A two-thirds majority vote of the Committee is required to change the grade, penalty, or academic action in question. The Committee will inform the Chief Academic Officer of its decision in writing. The Chief Academic Officer will notify the student, faculty member, and dean of the Committee's decision in writing.

Appeal Verdict

The decision of the Academic Appeals Committee is final. For more information, go to: LoneStar.edu/departments/academicaffairsstusuccess/Student_Written_Complaint_Form.pdf.

STUDENT SERVICES COMPLAINT & APPEAL PROCESS

Student Services Appeal

It is the practice of Lone Star College to assist all students in finding fair and just solutions to complaints related to their education and services. The complaints procedure is not intended to circumvent the normal chain of communication or set aside the "open door policy" for students established by faculty and administrators. This complaint process is not intended to address complaints related to sexual harassment or discrimination prohibited by Lone Star Policy. Please refer to the previous sections in this handbook.

Informal Complaint Procedure

The student must first discuss with the person whose action has caused him/her to (consider filing) the complaint in an effort to resolve the situation informally.

Formal Complaint Procedure

If not resolved through informal discussion the student may complete a student services complaint form and provide it to the supervisor of the person whose action has caused the complaint. If the complaint is not resolved after that meeting, the student may submit the complaint to a level two supervisor. If the matter is still not resolved, the student may appeal in writing within ten (10) working days to the Vice President for Instruction and/or Student Services, whose decision is final.

Student Code of Conduct

LSC provides a comprehensive educational program designed to meet the diverse and changing educational, social, economic, and cultural needs of the community while providing a safe and healthy environment. LSC promotes ethical sensitivity and responsibility by governing student life in a way that encourages respect for the rights and viewpoints of others.

LSC has a right to enforcement against students who do not follow its standards of conduct. The effect of disciplinary action taken on any LSC campus is system-wide. LSC administration and faculty may discipline students who cause disorder or disrupt the educational environment. Any student violating the Student Code of Conduct is subject to discipline up to and including expulsion, according to Board policy and applicable law. Students who violate both the Student Code of Conduct and federal, state, local, or other applicable law may be accountable to both LSC and the civil or criminal authorities. Violators of the Student Code of Conduct have the right of due process before administrative disciplinary action. Students can also appeal the decision in a disciplinary case. For more information, go to:

LoneStar.edu/student-policies-procedures.

Alcohol and Drug Statement

As stated in the Lone Star College Board Policy: Anyone registered in, or in attendance at, one of LSC's Colleges is prohibited from the possession, use, or distribution of unauthorized drugs and alcohol. Descriptions of the applicable legal sanctions under local, state, and federal law and of the health risks associated with the use of unauthorized drugs and the abuse of alcohol will be made available to students. Any student seeking assistance and/or resources for drug and alcohol use may contact an LSC counselor. LSC counselors maintain current community resource information on area counseling, treatment, and rehabilitation programs. LSC counselors can discuss alcohol and other drug use with students and can advise student about referrals and how to help a friend who may have a problem.

Health Risks Associated with Alcohol And Drugs

There are obvious risks associated with alcohol and drug abuse, but there are a number of less obvious risks as well:

- Physical and mental dependence
- Memory loss
- Violent behavior, aggressive acts, and angry feelings
- Headaches
- Nausea and/or vomiting
- Muscle weakness
- A drug tolerance
- Liver, lung, and kidney problems
- Brain damage
- Hallucinations, tremors, and convulsions
- Hyperactivity or sluggish behavior
- Poor academic performance
- Unwanted sexual activity (i.e. date rape)
- Impact on future career prospects
- Adverse effects from withdrawal

Alcohol and other drug use may also lead to other health problems such as respiratory depression, cancer, Fetal Alcohol Syndrome, elevated blood pressure, and, in some case, death. If combined with other depressants of the central nervous system, even low doses of alcohol can have dangerous effects.

Under the Texas Controlled Substances Act, the potential penalty for possession or distribution of a controlled substance depends on which penalty group the drug is in, how much of the drug is possessed, the presence of a minor, and a number of other factors. Penalties range from fines to state jail, to state prison depending on the offense.



Campus Resources

COMPUTER SAFETY AND RULES

Computer Usage

LSC public access terminals are provided to support LSC instruction and education. It is a violation of LSC policy to prevent other users' access to the computer system, degrade system performance, or copy or destroy files. This includes:

- Intentionally disrupting the access of other students, faculty, or staff to computer resources;
- Knowingly obtaining access to a computer account, identification number, or password assigned to another student, faculty member, staff member, or college office
- Knowingly using an account, identification number, or password of another student, faculty member, staff member, or college office for something other than its intended purpose
- Misusing LSC computer equipment by falsifying or changing records or documents, damaging programs belonging to someone else, sending harassing or threatening material, or duplicating copyrighted software
- Intentionally using LSC computer resources to store, download, upload, display, print, or e-mail computer images that are "obscene materials" as defined by Section 43.21 of the Texas Penal Code and that are not directly related to, or required for, a specific educational course or research project
- Showing or sending messages, images, or cartoons that are sexually explicit or that demean a person on the basis of race, color, gender, religion, disability, age, veterans status, nationality, sexual orientation, or ethnicity
- Using LSC e-mail or other computer resources for commercial purposes or personal financial gain.



Any student who violates this policy is subject to discipline by LSC, up to and including suspension or expulsion. Members of the public who are not enrolled in academic, technical, college-level, or continuing education courses may use the facilities for research only when their use does not keep a LSC student or employee from having access. Any member of the public who does not follow this policy may be asked to stop using the computer, leave the facility, and give up their rights to future use of LSC computers. Minors who are not enrolled in academic, technical, or college-level courses may only use a computer with a filtering device. Minors who want to enroll in academic, technical, or college-level courses must have permission from a parent or guardian. The parent or guardian must acknowledge that college-level coursework might contain materials or subject matter that is adult in nature. Exceptions to this policy may apply in the libraries at LSC campuses with public library partnerships.

Prohibited Use of Computers

These violations may result in discipline including loss of computer privileges, up to and including termination for a LSC employee and dismissal for a student:

- Anonymous or forged e-mail messages
- Unauthorized attempts to access another person's e-mail or other electronic communications
- Use of someone else's name, e-mail, IP address, or workstation to send e-mail or other electronic communications
- Use of LSC e-mail or other network resources for commercial purposes or personal financial gain
- Access to a restricted computer resource without authorization or use for purposes beyond the authorization
- Sending of copyrighted materials through LSC e-mail or other network resources in violation of U.S. copyright law without the written permission of the author or creator
- Use of computer resources that disrupts the work or educational environment

- Use of computer resources to store, download, upload, display, print, or e-mail computer images that are “obscene materials” as defined by Section 43.21 of the Texas Penal Code and that are not directly related to, or required for, a specific educational course or research project directly related to an educational program
- Showing or sending messages, images, or cartoons that are sexually explicit or that demean a person on the basis of age, race, ethnicity, gender, national origin, disability, or religion
- Upload or download of unauthorized materials to any LSC server
- Sharing an account, password, or other authentication that permits access to restricted computer resources.



E-Mail, Chat, and Online Privileges

Access to LSC e-mail and other electronic communication is a privilege for current employees, students, and affiliates in good standing. Access ends with the termination of employment, failure to re-enroll in a LSC educational program, or disciplinary sanctions.

E-Mail Confidentiality

LSC cannot guarantee the privacy or confidentiality of electronic documents. Any messages that are confidential, as a matter of law, should not be communicated over e-mail. LSC has the right to access e-mail for routine computer maintenance and house-keeping, internal investigations, responses to requests for public records, or sending messages, data, or files to law enforcement authorities.

E-Mail Records

Messages sent as e-mail are subject to the same standards for distribution or display as physical documents. As with all LSC records, and to the extent required by law, files saved in the LSC information system, including e-mail, may be released with a Public Information Act request.

Loss of Computer Privileges

Use of LSC equipment and networks must follow LSC policies and procedures. Access may be denied to any student, employee, affiliate, or member of the public who does not follow these policies and procedures.

Overloading of Computer Resources

This policy does not prohibit LSC or the College System Operator from intercepting and stopping e-mail messages or other computer use that might overload computer resources. Discipline may be imposed for intentional overloading of LSC computer resource.

LSC CAMPUS CONTACT INFORMATION:

LSC CyFair

9191 Barker Cypress Road Cypress, TX 77433-1383
281-290-3200 LoneStar.edu/cyfair

LSC Kingwood

20000 Kingwood Drive Kingwood, TX 77339-3801
281-312-1600 LoneStar.edu/kingwood

LSC Montgomery

3200 College Park Drive Conroe, TX 77384-4500
936-273-7000 LoneStar.edu/montgomery

LSC North Harris

2700 W.W. Thorne Drive Houston, TX 77073-3499
281-618-5400 LoneStar.edu/northharris

LSC Tomball

30555 Tomball Parkway Tomball, TX 77385-4096
281-351-3300 LoneStar.edu/tomball

LSC University Park

20515 S.H. 249 Houston, TX 77070-2607
281-290-2600 LoneStar.edu/universitypark

DEPARTMENTS

Admissions	Lonestar.edu/admissions
Advising	Lonestar.edu/advising
Financial Aid	Lonestar.edu/financial-aid
Tuition/Payment	Lonestar.edu/payment
Transfer Information	Lonestar.edu/transfer-transcript
Testing Center	Lonestar.edu/testing-tomball
Counseling	Lonestar.edu/counseling-services
Career Services	Lonestar.edu/career-services
Disability Services	Lonestar.edu/disability-services
Veterans Affairs	Lonestar.edu/veterans-affairs

