

Registration Policies and Procedures

Types of Courses

Lone Star College System offers various course delivery methods and enrollment options. LSCS has offerings in **Continuing Education** and **College Credit**. Continuing Education courses range from workforce development to GED to leisure pursuits. College credit courses are designed for students wishing to complete an associate's degree, complete a certificate or transfer to a four-year university.

Enrollment in courses may be restricted if the pre-requisite skills or recommended prior learning are not met, as demonstrated by assessment scores and/or transcripts of previous work.

How To Enroll: Continuing Education

1. Obtain a course schedule.
2. Select classes and register online at <http://www.lonestar.edu/apply> or in person at any Lone Star College, or by mail, phone or fax.
3. Pay for courses when registering.

Steps to Enrolling: Credit Courses

As an open admissions college system, LSCS makes it easy to get started. The steps are:

- Submit an online admissions application. Forms are available at <http://www.lonestar.edu/apply> or complete the Texas Common Application for Community Colleges at www.applytexas.org.
- Returning students must update their information and complete a new residency oath if they have not enrolled in either the preceding fall or spring semester.
- Submit assessment scores or take an assessment test (ASSET, COMPASS, ACCUPLACER or THEA).
- Submit all official transcripts.
- Make arrangements in the counseling or advising office to discuss instructional plans.
- Apply for financial aid if needed.
- Apply for academic fresh start if needed.
- Register for classes.
- Pay tuition and fees.

Registration Procedures For Non-Degree Seeking Students

A student who is not seeking a degree or certificate from LSCS may enroll for a maximum of 12 semester credit hours without being assessed in reading, writ-

ing and mathematics. A student who regularly attends another college and plans to enroll only in the summer, must provide documentation of enrollment in another institution prior to enrolling at LSCS. All students must meet the required prerequisites for courses.

Registration Information

Registration for courses occurs several times throughout the year. Registration dates, procedures, and other pertinent information are printed each semester in the course schedule booklet and are available online. Additional registration, assessment testing, and advising information may also be obtained at the college where the student plans to register. New students are strongly encouraged to attend new student orientation at any of the colleges.

Auditing a Course

Approval to visit or audit a course may be granted by the instructional vice president or designee during the last week of registration for the class. The charges for auditing courses are the same as charges for credit enrollment. Credit will not be granted for an audited course unless approval to change from audit to credit is granted prior to the official day of record. Students may not change from credit to audit. Refunds for withdrawal from audit classes will be made according to the refund schedule established for credit courses during that semester or term. Students must meet the required prerequisites to audit a class.

Academic Overload (Recommended Academic Load)

An overload is defined as attempting more than 18 credit hours in the fall or spring terms. An adviser can provide specific information about overloads in summer and other non-traditional length terms. An overload during any term must be approved by the academic vice president or designee. Students may only enroll in one course during a mini-mester.

Prerequisite or Corequisite Courses

Before registering for many courses, a student must complete designated prerequisites. Such requirements are indicated as part of the course description and are subject to change. College-level reading and writing readiness are required prerequisites for most college credit courses. It is the student's responsibility to take courses in sequence and at the proper level. Failure to adhere to prerequisite/corequisite requirements may

result in administrative withdrawal from the course. The corequisite notation in a course description indicates that a student who enrolls in the course must enroll concurrently in the listed corequisite unless the course has been taken previously.

Under special circumstances, the instructional vice president or designee may allow a student to register for a course without the required prerequisites. Students are cautioned that, under such circumstances, though they may receive credit toward graduation, another college may not accept such credits in fulfillment of certain specific requirements for a degree. Normally dual credit students are permitted to enroll in only two college courses each semester.

Change of Schedule

Requests for change of schedule should be made prior to the first day of the new course. Changes are allowed only when space is available in the course(s) the student wishes to add. This change is not complete until it has been received and accepted by the admissions office.

Course Withdrawal Policy

Withdrawal from a course after the official day of record will result in a mark of "W" on the student's transcript and no credit will be awarded for the course(s). Prior to the official withdrawal date, it is the student's responsibility to initiate a request for withdrawal from any course. The withdrawal will only be processed if the student completes and submits for signature the required withdrawal form(s). The student must consult with the faculty member or a designated representative prior to submitting the request for withdrawal. Local college procedures are on file in the admissions office for the specific requirements regarding withdrawal requests.

Prior to the withdrawal date, faculty members may initiate requests for withdrawal of students for circumstances that the faculty member believes are appropriate. Any circumstances under which the student may be withdrawn by the faculty member will be included in the class syllabus. Students may not automatically be withdrawn for non-attendance in a class. If a student registers and pays for a course(s), it is the student's responsibility to drop/withdraw before the "W" date.

Satisfactory academic progress is required for continuing eligibility for financial aid. Consult the college's financial aid office regarding the course completion requirements prior to withdrawing from any courses.

Under Section 51.907 of the Texas Education Code, "An institution of higher education may not permit a student to drop more than **SIX (6)** courses, including any course a transfer student has dropped at another Texas public institution of higher education." This statute was enacted by the State of Texas in Spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in the Fall 2007 semester or later. Students enrolled prior to Fall 2007 are not affected. Any course that a student drops is counted toward the six-course limit unless the student is completely withdrawing from the institution or meets one of the eligible criteria for a waiver. A "drop" in this instance is considered when a student is dropped or withdrawn from a course after official day resulting in a grade of "W." Eligible criteria for a waiver include a) change of work schedule prohibiting attendance, b) active military, c) severe illness or debilitating condition, d) death of a family member, e) class cancellation, and f) complete withdrawal.

Academic Fresh Start Program

Under the provisions of the Texas Education Code, Section 51.931, a Texas resident is entitled to apply for admission/readmission to a LSCS college or to any specialized admission program at LSCS and elect to have all academic course work earned 10 or more years prior to the requested enrollment date ignored for enrollment purposes. If the applicant completes the right to an academic fresh start agreement with the college admissions office prior to registration confirming the decision to enroll under the academic fresh start statute, this institution will not consider academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who decides to apply under this statute may not receive any course credit for courses taken at any college or university 10 or more years prior to enrollment.

An applicant who chooses to exercise the provisions of the Academic Fresh Start Program must meet all LSCS admission/readmission requirements and must submit official transcripts from all colleges or universities attended. The courses excluded under this provision may not be counted toward a degree, may not be counted in the GPA calculations or academic standing and may not be used to meet prerequisite requirements.

The Academic Fresh Start Program does not apply to the Standards of Academic Progress for financial aid applicants. Therefore, the student may not qualify for financial aid based on prior academic performance.

REGISTRATION POLICIES AND PROCEDURES

Texas Success Initiative (TSI)

As of September 1, 2003, Senate Bill 286, section 37 replaced the TASP statute with the Texas Success Initiative (TSI). Under the Texas Success Initiative, students will be assessed, receive the help they need to become college-ready, and be evaluated to determine when they are ready to enroll in college-level work.

All students, unless exempt (see Chart A), *must* take the ASSET, ACCUPLACER, COMPASS or THEA prior to enrolling in college-level courses.

Students who do not meet minimum level scores in any section of a state-approved assessment test will need to participate in appropriate developmental coursework. Students are considered “TSI Complete” if they have met minimum scores for each section of the test or completed the highest developmental course in reading, writing, or Mathematics 0308 or TECM 1303 with a grade of “C” or better. (see Chart A)

Please Note: Most “TSI Complete/Exempt” scores do *not* equate to college-level. If needed, please see your academic adviser for additional explanation.

CHART A
TSI Complete/Exempt
Minimum Score and Course Requirements

Test	MATH	READING	WRITING
THEA/Quick THEA	230	230	220
ASSET	EA 38 or IA 36	41	40 and 5 essay or 6 essay only*
COMPASS	A 39	81	59 and 5 essay or 6 essay only*
ACCUPLACER	EA 63	78	80 and 5 essay or 6 essay only*
Courses	MATH 0308 $\geq$ C TECM 1303 $\geq$ C	ENGL 0305 $\geq$ C	ENGL 0307 $\geq$ C
TSI Exemptions:	Subject Score	Subject Score	Subject Score
** ACT 23 composite in English & Math + subject score (Valid for 5 years)	19	19	19
** SAT 1070 composite in critical reading/verbal & Math + subject score (Valid for 5 years)	500	500 (verbal/critical reading)	500 (verbal/critical reading)
*** TAKS (Valid for 3 years)	2200 (student must still be assessed for placement)	2200 w/ 3 on essay	2200 w/ 3 on essay

* The writing essay and objective components of the COMPASS, ASSET, MAPS, and ACCUPLACER test instruments are *to be taken at the same time* for TSI purposes only.

** Students may be exempt from an individual section if they have the composite score *and* the required subject score.

*** Students may be exempt from individual sections based on these scores; Students *must* still be assessed in math for placement purposes.

Students will also be considered TSI Complete if:

- He or she transfers in courses from a private, independent or an accredited out-of-state institution of higher education and has satisfactorily completed college level coursework as determined by the receiving institution. Transfer courses that qualify a student as TSI Complete are listed at <http://www.lonestar.edu/13673>.
- A student who has previously attended any Texas state college or university and has been determined to be TSI Complete by that institution.
- A student who has graduated with an associate or baccalaureate degree from an institution of higher education. However, students must still meet prerequisites for all classes.

- A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent). However, students must still meet prerequisites for all classes.
- A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment. Also, a student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States. However, students must still meet prerequisites for all classes.

Student Success Initiative (SSI)

The Lone Star College System SSI plan implements appropriate prerequisites for all courses. All college-level courses, with few exceptions, have college-level reading and writing prerequisites. These prerequisites will assure that students have the ability to succeed in courses at the collegiate level. All associate degrees require completion of Math 0308 or higher based on degree requirements.

A student enrolling in any college-level academic course must complete all appropriate developmental coursework or retake the section of ASSET, ACCUPLACER, COMPASS, or THEA and score high enough to place into the college-level course (see Chart B).

Please Note: Most “TSI Complete/Exempt” scores do *not* equate to college-level. If needed, please see your academic adviser for additional explanation.

CHART B
Course Placement Scores

Course	ACCUPLACER	ACT	ASSET	COMPASS	MAPS	SAT	TAKS (exit level)	THEA	TOEFL
Math									
Take ASSET, COMPASS, or THEA	EA 0-40								
0306	EA 41-59		NS 23-42 or EA 23-34	A 0-27 or PA 0-54	601-604			0-224	
0308	EA 60-71		NS 43+ or EA 35-42	A 28-43 or PA 55-100	605-612			225-243	
0310	EA 72-86		EA 43+ or IA 36-44	A 44-59	613+			244-269	
1314	EA 87+	21	IA 45+ or CA 23+	A 60+ or 0-50 (CA)		520		270+	
Writing									
0306	0-50		23-34 and 6 or lower on essay	1-35 and 6 or lower on essay	301-303			0-179	
0307	51-79		35-44 and 6 or lower on essay; 45 and 5 or lower on essay	36-84 and 6 or lower on essay; 85 and 5 or lower on essay	304-309			180-219	
1301	80+ and 6 essay or 7 essay only	19+	45+ and 6 essay or 7 essay only	85+ and 6 essay or 7 es- say only	310+	500+	2200+ with 3+ writing essay	220+	530 Paper 197 Computer 71 Internet
Reading									
0304	0-56		0-32	0-65	101-108			0-199	
0305	57-77		33-40	66-80	109 - 113			200-229	
1301	78+	19+	41+	81+	114+	500+	2200+ with 3+ writing essay	230+	530 paper 197 computer 71 Internet

NS – Numerical Skills
A – Algebra

IA – Intermediate Algebra
EA – Elementary Algebra

PA – Pre Algebra
CA – College Algebra

REGISTRATION POLICIES AND PROCEDURES

Intensive English Program

The Intensive English Program is designed for non-native English speakers who want to improve their language and culture skills. Students enroll in either credit or continuing education courses depending upon the student's goal. The program has been accredited by the Commission on English Language Program Accreditation and is a member of the American Association of Intensive English Programs.

Credit ESL focuses on academically bound students and emphasizes preparation for college study. Students can earn institutional credit qualifying them for full-time student status, financial aid, and insurance needs. Students are awarded institutional semester credit hours.

Continuing education ESL is designed for professionals, participants preparing to enter careers requiring English proficiency, and those seeking general broad-based English development. Students are awarded continuing education units for each level.

Admission to the program requires prior admission to the college. International students seeking a student visa should refer to the section on "Admission Procedures for International Students." Upon completing the application process, students will be directed to take an English placement test before registering for classes.

Assessment

ENGLISH AS A SECOND LANGUAGE PLACEMENT SCORES

LISTENING/SPEAKING			
LEVEL	Compass ESL	CELT	CREDIT
1	Listen 10-41	LA: 5-15	ENGL 0331 Listening and Speaking I
2	Listen 42-66	LA: 16-24	ENGL 0332 Listening and Speaking II
3	Listen 67-81	LA: 25-32	ENGL 0333 Listening and Speaking III
4	Listen 82-87	LA: 33-41	ENGL 0334 Listening and Speaking IV
5	Listen 88-93	LA: 42-49	ENGL 0335 Listening and Speaking V
6	Listen >93	LA: >50	Recommend regular college-level co-requisite
			courses: ARTS 1316, DANC 1241, KINE 1306, ITSC 1401, MUEN 1151, etc.
GRAMMAR/Writing			
LEVEL	Compass ESL	CELT	CREDIT
1	Grammar 15-40	SA: 10-25	ENGL 0321 Grammar and Writing I
2	Grammar 41-60	SA: 26-35	ENGL 0322 Grammar and Writing II
3	Grammar 61-75	SA: 36-50	ENGL 0323 Grammar and Writing III
4*	Grammar 76-89	SA: 51-60	ENGL 0324 Grammar and Writing IV
5*	Grammar 90-98	SA: 61-64	ENGL 0325 Grammar and Writing V
6*	Grammar 99	SA: >65	ENGL 0326 ESL Pre-Composition and Rhetoric
READING/VOCABULARY			
LEVEL	Compass ESL	CELT	CREDIT
1	Read 20-45 Listen 10-41	VA: 5-15 LA: 5-15	ENGL 0311 Reading and Vocabulary I
2	Read 46-65 Listen 42-66	VA: 16-29 LA: 16-24	ENGL 0312 Reading and Vocabulary II
3	Read 66-85 Listen 67-81	LA: 25-32 VA: 30-42	ENGL 0313 Reading and Vocabulary III
4	Read 86-96 Grammar 76-89	VA: 43-55 SA: 51-60	ENGL 0314 Reading and Vocabulary IV
5	Read 97-99 Grammar 90-98	VA: 56-68 SA: 61-64	ENGL 0315 Reading and Vocabulary V
6	Read >99 Grammar 99	VA: >69 SA: >65	ENGL 0316 Reading and Vocabulary VI

* Writing sample required

Articulation

Articulation provides a seamless transition to students moving from one level of education to another by matching curriculum to reduce duplication of course content. Articulation agreements exist between LSCS and various universities, independent school districts, private secondary schools, community education courses, and other training and certification entities. The agreements allow students to earn college credit for competencies outside of the traditional community college classroom.

University Articulation

University articulation for transfer can be for single courses, a group of courses (as listed on transfer planning guides) or entire degree programs (as listed in university articulation agreements). Transfer planning guides or equivalency charts are course specific and are updated annually. University articulation agreements are major or program specific. This type of articulation provides students with the assurance that the course work at LSCS will transfer and satisfy degree requests at a specific university.

High School Articulation

Course articulation agreements match high school courses with college workforce courses and are included in Tech Prep associate of applied science degree programs.

Students must fulfill the following requirements to receive articulated credit:

- Submit a transcript documenting a grade of at least 80 percent in the articulating course.
- Submit an application for Prior Learning Assessment by High School Articulation within 15 months of high school graduation.
- Earn an additional six semester credit hours at LSCS within one year of application for articulated credit.
- Complete at least one articulating high school course as a junior or senior.

LSCS participates in the Advanced Technical Credit (ATC) program, formerly known as statewide articulation. A student may receive credit for an ATC designated course at any participating community college in the state of Texas. Local articulation agreements offer additional course options and are designed for credit through LSCS colleges only.

For more information on how to apply for articulated credit, contact the counseling or advising office at any college campus or the curriculum and instruction department located in the System Office. The Web site for Tech Prep and articulated credit is www.lonestar.edu/techprep or visit www.techpreptexas.org for statewide information.

Advanced Technical Credit Course Crosswalk

This section contains high school to college ATC (formerly statewide articulation) course crosswalk. It does not include courses articulated by local agreements. Go to the Web site at www.lonestar.edu/techprep for updates and current local articulation crosswalks.

High School

Accounting I
Administrative Procedures Career Preparation
Animation I
Architectural Graphics
Automotive Technology II (NATEF)
AND ASE Certification in Steering & Suspension
Automotive Technician II (NATEF)
AND ASE Certification in Brakes
Business Computer Information System I
Business Management
AND Business Ownership

College

ACNT 1303
POFT 1309
ARTV 1303
DFTG 1309 or DFTG 1317
AUMT 1416

AUMT 1410

ITSC 1401
BMGT 1303 or BMGT 1301

REGISTRATION POLICIES AND PROCEDURES

High School

Child Development

AND Prep for Parenting

Computer Maintenance Technician I

Computer Cabling and Design

Computer Multimedia/Animation Technology

Computer Applications

Early Childhood Professions I

Early Childhood Professions II

Electricity/Electronics Technology

OR PLTW: Digital Electronics

Engineering Computer-Aided Drafting I

Engineering Computer-Aided Drafting II

Engineering Graphics

OR PLTW: Introduction to Engineering Design

Entrepreneurship

Heating, Ventilation, Air-Conditioning and Refrigeration II

Health Science Technology II

OR Health Science Technology Career Preparation II

AND Health Science Technology III Vocational Nursing

OR Vocational Nursing Career Preparation III

Health Science Technology III Pharmacy Aide

OR Pharmacy Aide Lab Career Preparation III

Housing AND Interior Design

International Business

Internetworking Technologies I (Non-Cisco Curriculum)

Introduction to Computer Maintenance

Machine Shop I

Media Technology I

Medical Terminology

AND Introduction to Health Science Technology **OR**

any Statewide-Articulated Health Science Technology Course

Networking Essentials (Non-Cisco curriculum)

PL/Child Care Guidance, Management & Services I

Principles of Marketing

OR Marketing Management Career Preparation

OR Marketing Dynamics Career Preparation

Ready, Set, Teach! I

Technical Introduction to Computer-Aided Drafting

Telecommunications and Networking

Welding II

Word Processing Applications

College

CDEC 1419

ITSC 1425

EECT 1440

IMED 1301 or ARTV 1303

ITSC 1401

CDEC 1419

CDEC 1413

INTC 1307 OR CETT 1402

DFTG 1309

DFTG 2319

DFTG 1305 or DFTG 1309

BUSG 2309

HART 1401 and HART 1407

VNSG 1323

PHRA 1309

INDS 1311

IBUS 1305

ITNW 1425

CPMT 1403 or ITSC 1405

MCHN 1338

ARTV 1351

HITT 1305 or MDCA 1213

ITNW 1425

CDEC 1419 or CDEC 1413

MRKG 1311

CDEC 1413

DFTG 1305

ITNW 1425

WLDG 1421 or WLDG 1428

ITSW 1301

Tech Prep

Tech Prep is an education initiative that links high school career and technical courses to college workforce courses on a 2-year associate of applied science degree (AAS) through course articulation. Articulation is a process of matching high school course curriculum and teacher credentials to college workforce course curriculum and faculty credentials. Collaboration between secondary, post-secondary, and business/industry result in a 6-year plan consisting of four years of high school plus two years of college preparation for the workforce. Students may begin coursework toward the degree while in high school and upon satisfactory completion of these courses, they may apply for articulated college credit toward the linked technical degree.

For more information about Tech Prep programs or articulated credit at LSCS, visit the web site or contact the counseling/advising office at any LSCS college. Students planning to transfer to another college or university should check with that institution's articulated credit transfer policies. Go to www.lonestar.edu/techprep for a list of transfer opportunities.

Continuing Education and Credit Linked Courses

Continuing education (CE) students registered for a CE course linked to a credit course must meet the same requirements and prerequisites as credit students. Students registered through CE earn continuing education units (CEUs). CE students who wish to receive semester credit hours must complete a Prior Learning Assessment by CE-Credit Articulation form and petition for credit. For more details, visit www.lonestar.edu/PLA or see a student adviser.