



# Student Development Policies and Procedures

A wide range of student development programs are provided by Lone Star College. These services are designed to complement the instructional programs and to provide individual attention to the needs of students.

## COUNSELING AND ADVISING SERVICES

Counseling and advising offices provide individual attention to all students enrolled in the college. These services assist students in achieving educational and personal goals. Students are encouraged to make realistic choices between curricula that are specifically designed to prepare them for an occupation upon completion of course work at LSCS and those that are designed for an extended academic education in four-year institutions.

Counselors and advisers are available for day and evening appointments. The following services are available to students:

Educational Academic Counseling/Advising - for help in selecting a major, resolving academic difficulties and planning for further educational pursuits.

Career Exploration - for information concerning abilities, interests and personality traits, essential knowledge in making an informed and intelligent career choice. Occupational information is available in the counseling/advising office, the career services office, the library, and online.

Human Enrichment Seminars and Group Counseling - for support in values clarification, goals, life adjustments, study skills, and other concerns.

Referral Services - for specialized services in the geographical area such as disability assessment, depression, substance abuse, etc.

Transfer Planning - for assistance in selecting course work to transfer to a four-year college or university.

Faculty Advisement - for course selection and career decision-making.

Disability Services - for students with special needs. Requests for these services should be made through the counseling/advising office at any LSCS college.

A variety of tests such as career interest inventories, aptitude tests, study habits, inventories and intelligence measures are available. LSCS is an official test center for the American College Testing (ACT) program, the Texas Higher Education Assessment (THEA), and the College Level Exam Placement (CLEP). See below for college exam codes.

### ACT THEA CLEP

|                                |      |     |      |
|--------------------------------|------|-----|------|
| Lone Star College-CyFair       | 4786 | 144 | n/a  |
| Lone Star College-Kingwood     | 4260 | 219 | n/a  |
| Lone Star College-Montgomery   | n/a  | 226 | n/a  |
| Lone Star College-North Harris | 4139 | 221 | n/a  |
| Lone Star College-Tomball      | 4261 | 222 | 8720 |

## CAREER SERVICES

Career Services offers a variety of resources to assist students and graduates in developing career strategies. Services include:

- Career Counseling: Assistance with making a career decision; choosing a major; career planning; job search coaching; interview preparation; resumé preparation; personality and interest assessments; and career exploration assessments.
- Career Resource Library: Career fields and majors; agencies and organizations; career planning information; resume and cover letter guides; and resources for special populations.
- Employment Resources: Job fairs; on-campus recruiting; resume and interviewing seminars; resume critiques; job search coaching; and job postings on system databases.

Visit [www.lonestar.edu/cc](http://www.lonestar.edu/cc) for more information.

## STUDENT DEVELOPMENT POLICIES AND PROCEDURES

### FINANCIAL ASSISTANCE

The purpose of financial aid is to remove financial barriers that prevent access to educational opportunities. LSCS participates in programs that provide aid through grants, a variety of scholarships, part-time employment and loans. Students choosing to apply for these programs should contact the financial aid office well in advance of registration. 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. Most grants are available for the fall, spring, and summer.

### ENDOWED SCHOLARSHIPS AVAILABLE

Each spring, the Foundation of our system announces available scholarships. Application and specific details related to each scholarship are available only through the financial aid offices of each college campus.

#### SYSTEM-WIDE

**Dr. Joe A. Airola Scholarship** - awarded to a student, who has a minimum 2.5 GPA and enrolls at least part-time.

**Carol Bary Scholarship** - awarded to a student enrolled in the VN program.

**Elmer L. & Dorothy M. Beckendorf Scholarship** - awarded to a student, who has at least a 2.5 GPA and enrolls full-time in a health-related program.

**James Buchinger, Lindsey Lamkin and G.T. Thompson Memorial Scholarship** - awarded to a full-time student, who has a minimum 2.0 GPA. Preference will be given to a student, graduated from the Hauke Alternative School.

**Estelle R. Cameron Memorial Scholarship** - awarded to students enrolled in the Interpreter Training Technology Program.

**Canyon Gate Scholarship** - awarded to a student, who resides in the Canyon Gate or Canyon Lakes Village community.

**Copperfield Baptist Church Scholarship** - awarded to a full-time student.

**CSCI Scholarship** - awarded to a student, who has a minimum 2.5 GPA and enrolls in a Computer Science or Computer Information program.

**Jack and Lynn Fields Scholarship** - awarded to a student, with priority given to a single mother.

**Pearl Fincher Scholarship** - awarded to students, who have a minimum 2.5 GPA.

**Patricia Harless Scholarship** - awarded to a student, who has demonstrated financial need.

**Hauke Scholarship** - awarded to a student, who graduated from Hauke Alternative School, and enrolls in academic or workforce development programs.

**Brian Heisler Scholarship** - awarded to a student, who has a minimum 2.5 GPA and enrolls at least part-time.

**Houston Northwest Medical Center Scholarship** - awarded to a student, who has a minimum 2.5 GPA and enrolls at least part-time.

**Humble Police Association Scholarship** - awarded to students, who have graduated from Humble High School and have a minimum 2.0 GPA.

**Leo Medley Memorial Scholarship** - awarded to a student, who has a minimum 2.0 GPA and graduates from Humble High School.

**Nursing Program Scholarship** - awarded to a student, with a minimum 2.5 GPA and enrolls in a nursing program.

**Pepsi Cola Scholarship** - awarded to a student, who has a minimum 2.5 GPA.

**Stone Gate Scholarship** - awarded to a student, who has a minimum 2.0 GPA and resides in the Stone Gate or Canyon Lake community.

**William J. & Olive H. Upton Scholarship** - awarded to a student, who has a minimum 2.0 GPA and enrolls in a Law Enforcement, EMS, or Fire Fighting program.

**Dr. Nockie Zizelmann Scholarship** - awarded to students enrolled in the ADN program, selected by the Directors of Nursing. Scholarship is given to the same student for two years.

## STUDENT DEVELOPMENT POLICIES AND PROCEDURES

### **LONE STAR COLLEGE-CYFAIR**

**Robert J. Adam Family Scholarship** - awarded to a full-time student, who has demonstrated financial need.

**Alvis Scholarship** - awarded to a single student, without children, enrolled in the ADN program, who has a minimum 3.0 GPA and receives no other form of financial aid.

**Jerry Albrecht Scholarship** - awarded to a student, with a minimum 2.5 GPA, a documented learning disability and enrolls in at least 6 hours.

**Caldwell Watson Real Estate Group Scholarship** - awarded to a student, who has a minimum 2.5 GPA and enrolls at least part-time.

**Cypress Fairbanks Medical Center/Tenet Foundation Scholarship** - awarded to students, who have a minimum 2.5 GPA.

**CyFair Houston Chamber of Commerce Scholarship** - awarded to a student, who has a minimum 2.5 GPA and has demonstrated financial need.

**CyFair Federal Credit Union Scholarship** - awarded to a student, who enrolls in the alternative teacher certification program.

**Lone Star College-CyFair President's Scholarship** - awarded to a student, who has a minimum 2.5 GPA and enrolls part-time.

**Cypress Fairbanks Rotary Club Scholarship** - awarded to a full-time student, who has a minimum 2.5 GPA.

**First Community Credit Union Scholarship** - awarded to a student enrolled in a financial program and maintains a minimum 3.0 GPA.

**Gilbane Building Company Scholarship** - awarded to a Lone Star College-CyFair student.

**Klein Bank and Trust Scholarship** - awarded to a student, who has an income, which is less than 80 percent of the area adjusted median income.

**Qwock Lem and Kim Yoke Lau Memorial Scholarship** - awarded to a student, who maintains a minimum 3.3 GPA and has demonstrated financial need.

**Beryl A. MacLean Scholarship** - awarded to a student enrolled at Lone Star College-CyFair.

**Methodist Willowbrook Hospital Scholarship** - awarded to a student, enrolled in a nursing, radiology or sonography program. Preference includes an employee of the hospital. If the recipient is not an employee, the student must volunteer at least 10 hours per semester at the hospital.

**Mingoia Family Scholarship** - awarded to a student, with a minimum 2.5 GPA and has demonstrated financial need.

**NCI Building Systems Scholarship** - awarded to a student enrolled at Lone Star College-CyFair.

**NewQuest Scholarship** - awarded to a student, who is single without children, maintains a minimum 3.0 GPA, seeks a bachelors degree in business and receives no other form of financial aid.

**Bill and Connie Yancey Scholarship** - awarded to a full-time student, who maintains a minimum 2.5 GPA and has demonstrated financial need.

### **LONE STAR COLLEGE-KINGWOOD**

**David & Pamela Dickson Scholarship** - awarded to first year students, who are single parents or from abusive families.

**Entergy Scholarship** - awarded to a student attending: 1) either Lone Star College-Kingwood or Montgomery, 2) who has a minimum 2.5 GPA and, 3) is enrolled at least part-time.

**Friend of Lone Star College-Kingwood Scholarship** - awarded to a student, who has demonstrated financial need.

**Lone Star College-Kingwood Dental Hygiene Scholarship** - awarded to a second year dental hygiene student, with a minimum of 49 accumulated hours.

**Lone Star College-Kingwood Golf Tournament Scholarship** - awarded to a student, who has a minimum 2.5 GPA and enrolls at least part-time.

**Lone Star College-Kingwood 20<sup>th</sup> Anniversary Scholarship** - awarded to a student, who has demonstrated financial need.



**STUDENT DEVELOPMENT POLICIES AND PROCEDURES**

**Lone Star College-Kingwood President's Scholarship** - awarded to students, who have a minimum 2.5 GPA and enrolls at least part-time.

**Kingwood Employee and Community Scholarship** - awarded to a full-time student, with a minimum 3.0 GPA and has demonstrated financial need.

**Selma Lilley Memorial Scholarship** - awarded to a student, enrolled in the VN program.

**Humble Intercontinental Rotary Club Scholarship** - awarded to a student, who has a minimum 2.5 GPA.

**R. M. Machell Family Scholarship** - awarded to a student enrolled in the ADN program, who has a minimum 3.4 GPA.

**Marjorie H. Shifferd Scholarship** - awarded to a student, who has a minimum 3.0 GPA, enrolls in at least 9 semester credit hours, has at least an 80% completion rate for the past (3) semesters and must be a student worker in the Financial Aid Office.

**LONE STAR COLLEGE-MONTGOMERY**

**Conroe New Car and Truck Dealers Scholarship** - awarded to a student, who has a minimum 2.5 GPA, enrolls in at least 12 semester credit hours and is a resident of Montgomery County.

**Conroe Regional Medical Center & Auxiliary Scholarship** - awarded to a students, who reside in Montgomery County, have a minimum 2.5 GPA and enrolls in either the ADN or VN program.

**Entergy Scholarship** - awarded to a student, attending either Lone Star College-Montgomery or Kingwood and maintains a minimum 2.5 GPA.

**Ann Friend Memorial Scholarship** - awarded to a Montgomery County resident. Student must demonstrate financial need.

**Houston Golf Association Scholarship** - awarded to a student, who has a minimum 2.5 GPA and enrolls at least part-time.

**Gwen Hruska Memorial Scholarship** - awarded to a student, who is a current or former recipient of services from Montgomery County Youth Services.

**Dr. Bill Law Jr. Scholarship** - awarded to a student with a minimum 2.5 GPA.

**William D. Law Sr. Memorial Scholarship** - awarded to a male student, employed, with a dependent, and enrolled in at least 6 semester credit hours, with a minimum 2.5 GPA.

**Lone Star College-Montgomery President's Scholarship** - awarded to a student, who has a minimum 2.5 GPA.

**Lone Star College-Montgomery 10<sup>th</sup> Anniversary Legacy Scholarship** - awarded to a student at Lone Star College-Montgomery.

**Donna McVeigh Memorial Scholarship** - awarded to a student, who has a minimum 2.5 GPA and enrolls at least part-time.

**Research Forest Science and Engineering Library Scholarship** - awarded to a single parent minority student enrolled in an AAS degree program.

**Rotary Club of Conroe Scholarship** - awarded to a student, who is a single parent.

**Rotary Club of The Woodlands Scholarship** - awarded to full-time students, who reside in Montgomery County.

**Mark and Christine Scully Scholarship** - awarded to a student at Lone Star College-Montgomery.

**South Montgomery County Lions Club Scholarship** - awarded to a student, who is a resident of Montgomery County and maintains a minimum 2.5 GPA.

**Splitrock Scholarship** - awarded to a female student, who is a single mother, Splitrock employee or family member and maintains a minimum 2.0 GPA.

**Melissa Trotter Memorial Scholarship** - awarded to a student at Lone Star College-Montgomery.

**Wells Fargo Scholarship** - awarded to a student, who has demonstrated financial need.

**John Wiesner Scholarship** - awarded to a full-time student, who has a minimum 3.0 GPA, and has demonstrated financial need.

**The Woodlands Development Company Scholarship** - awarded to a student at Lone Star College-Montgomery.

## STUDENT DEVELOPMENT POLICIES AND PROCEDURES

**The Woodlands Living Arts Council Scholarship** - awarded to a student, who registers for at least 9 semester credit hours, majors in fine arts and has a minimum 3.0 GPA.

**The Woodlands Waterway Marriott Hotel Scholarship** - awarded to a student at Lone Star College-Montgomery.

### LONE STAR COLLEGE-NORTH HARRIS

**Barbara Benzel Memorial Scholarship** - awarded to a female student, who is at least thirty years old, has a minimum 3.0 GPA, and majors in English.

**Elizabeth “Beth” Boyd Memorial Nursing Scholarship** - awarded to a first year ADN student.

**Dr. Cher Brock Scholarship** - awarded to a full-time student, who has at least a 2.5 GPA. Preference toward a student attending Carver Center.

**Cook Covington Memorial Scholarship** - awarded to a first year African-American student, who has a minimum 2.0 GPA.

**Cypress Woodlands Junior Forum Scholarship** - awarded to a student, who has a minimum 2.5 GPA.

**Fred Fincher Sr. Memorial Scholarship** - awarded to students enrolled in the Automotive Technology program.

**Hulon & Marion Madeley Scholarship** - awarded to a full-time Lone Star College-Tomball or North Harris student, who has a minimum 3.0 GPA and majors in the life or earth sciences.

**Brian Ray Olson Memorial Scholarship** - awarded to a student, who has a minimum 2.5 GPA and enrolls in the Paramedic program.

**Lone Star College-North Harris President’s Scholarship** - awarded to students, who have a minimum 2.5 GPA, and enroll at least part-time.

**North Harris County Junior League Scholarship** - awarded to a student, who has a minimum 2.5 GPA and participates in the WINGS program.

**Thelma Jones Scholarship** - awarded to students, who are enrolled in workforce or technical programs. The award will be based on both need and merit.

**Dr. Sandy Shugart Scholarship** - awarded to a full-time student, who has a minimum 2.5 GPA.

**Tiffani Stanley Memorial Scholarship** - awarded to a student, who has a minimum 2.5 GPA, enrolls in the EMS program and receives a letter of reference from the EMS faculty.

**Judy Taylor Scholarship** - awarded to a full-time student, who has a minimum 3.0 GPA, enrolls in the Math and Science Instructional Division and either: 1) the student or a family member must currently suffer from medical hardship, or 2) has recently overcome a devastating medical hardship.

**J. Anthony Walter, M.D. Scholarship** - awarded to full-time students, one enrolled in Engineering Technology at Lone Star College-Tomball and one enrolled in Computer Technology at Lone Star College-North Harris.

### LONE STAR COLLEGE-TOMBALL

**Kathleen Graham Semmler Scholarship** - awarded to a student enrolled in the ADN program.

**Houston Livestock & Rodeo Scholarship** - awarded to students enrolled in the Veterinarian program and resides in Texas and holds U.S. citizenship.

**Hulon & Marion Madeley Scholarship** - awarded to a full-time Lone Star College-Tomball or North Harris student, who has a minimum 3.0 GPA and majors in the life or earth sciences.

**Ann Glazier McStravick Nursing Scholarship** - awarded to a student, enrolled in the ADN program.

**Tomball Faculty Mathematics and Excellence Scholarship** - awarded to a student, who has a minimum 3.0 GPA and majors in Mathematics Education or Engineering.

**Lone Star College-Tomball President’s Scholarship** - awarded to a student, who has a minimum 2.5 GPA and enrolls at least part-time.

**Tomball Rotary Club Scholarship** - awarded to students, who have a minimum 2.5 GPA and enrolls at least part-time.

## STUDENT DEVELOPMENT POLICIES AND PROCEDURES

**Bill Stafford Memorial Scholarship** - awarded to a full-time student, who has a minimum 3.0 GPA, active in a career change and enrolls in a program leading to employment in social work, counseling or teaching.

**J. Anthony Walter, M.D. Scholarship** - awarded to full-time students; one enrolled in Engineering Technology at Lone Star College-Tomball and one enrolled in Computer Technology at Lone Star College-North Harris.

## GRANTS/APPLICATION PROCESSING

1. Apply for aid as soon as possible after January 1 each year for the following fall term.
2. Complete and mail the Free Application for Federal Student Aid (FAFSA) or apply through the Web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Complete your FAFSA application according to your previous year tax return. If you need assistance in completing the form, contact a financial aid adviser at the college you plan to attend. Complete the required LSCS financial aid worksheet available at any of the system's financial aid offices and Web site.
3. Allow four to six weeks after submitting the FAFSA application to the federal processing center to receive a response. If you complete the FAFSA via the Web, this process could take as little as four days. You will receive a Student Aid Report (SAR) and any institution you list on the FAFSA will receive an Institutional Student Information Record (ISIR).
4. Complete the additional LSCS forms and submit them to the college financial aid office along with your student aid report. Once the LSCS application for financial assistance and your SAR report are received by the financial aid office, the verification of your paperwork can begin.
5. The financial aid office at the college you plan to attend will review your application and provide you with needed additional forms and help you resolve any problems that may exist in your file. It is recommended that you respond promptly to any request made by the financial aid office.
6. In order to receive financial aid at any college in the system, a student must have been admitted as a regular student, must have officially declared

a degree or certificate major and must make satisfactory academic progress in accordance with system policy. For a copy of this policy, contact the financial aid office at the college you plan to attend.

## NEED-BASED (TITLE IV) PROGRAMS

**NOTE:** Most need-based grants (with the exception of a Federal Pell Grant) are awarded on a first-come, first-served basis. Students who wish to be considered for these awards should have their file completed PRIOR to April 1st for the following fall and spring enrollment periods.

**Federal Pell Grant (PELL)** - A federal grant designed to help students with financial need obtain their first undergraduate degree. The maximum annual grant for the 2008-09 year is \$4,731. Eligible students may still be considered after April 1 for the Pell Grant.

**Federal Supplemental Educational Opportunity Grant (FSEOG)** - A federal and institution-matched need-based grant. Priority is given to those students who demonstrate a significant need and qualify for a Federal Pell Grant. Most awards at LSCS range from \$500 to \$4,000 per year.

**Leveraging Educational Assistance Partnership (LEAP) and Special Educational Assistance Partnership (SLEAP)** - A federal and state-matched need-based grant designed to assist students who have a high financial need.

**Federal Work Study Program (FWS)** - A federal and college-matched work program which provides jobs for students who have a financial need. Students apply for these jobs through the employment/financial aid office at the college they plan to attend during the school year. Students normally work 15 to 19 hours per week and begin at minimum wage. Awards at LSCS range from \$2,000 to \$6,000 per year. Diverse positions are available at the campuses.

**Texas College Work Study Program (TCWS)** A state and institutionally-matched work study program similar to the federal work study program. Awards at LSCS range from \$2,000 to \$3,200 per year. Program participation is limited to fall and spring terms only.

**STUDENT DEVELOPMENT POLICIES AND PROCEDURES**

Texas Educational Opportunity Grant (TEOG)-A state grant made available to students who demonstrate high financial need and who are enrolled in at least six hours. The student may not qualify for TEXAS Grant in order to qualify for TEOG. The maximum award is \$1,730 per year for fall and spring only.

Texas Public Education Grant (TPEG) - A grant fund made available from tuition revenues to assist LSCS students in financial need. Awards generally range from \$100 to \$2,000 per year.

Towards Excellence and Success Grant (TEXAS)- A state grant made available to students who graduate from high school with a "Recommended Advanced High School, Advanced High School Honor, or Distinguished High School" seal on their high school transcript. A high school transcript with this seal must be on file at the college the student will be attending. Students must enroll in at least nine hours. Enrollment has to be within 16 months after the month of high school graduation. The maximum award is \$1,730 per year for fall and spring only.

Students may contact the financial aid office at the college they plan to attend or may visit our Web site at [www.lonestar.edu](http://www.lonestar.edu) for a copy of the LSCS award guidelines.

## **REFUND POLICY FOR STUDENTS RECEIVING FINANCIAL AID**

Any student attending LSCS and receiving Title IV (PELL, FSEOG, FFE loans) assistance is treated differently for refund purposes effective Oct. 7, 2000. This procedure applies only to Title IV recipients who totally withdraw prior to the 60 percent date in the enrollment term.

1. The percent of the term that the student completes will be the percent of the amount of Title IV assistance that the student will be permitted to keep.
2. The percent will be calculated and the remaining amount that the student received will have to be returned to the Title IV funds in the order that the law prescribes.
3. The student must also repay the portion of unearned institution charges which are returned to the Department of Education on their behalf.

4. The student will be notified by the financial aid office of the amount owed to the Department of Education (ED). The student will be allowed 45 days to pay in full to LSCS the debt they owe to ED. After the 45 days, the debt will be referred to the Department of Education for collection.
5. The student must either pay the debt in full to LSCS or make payment arrangements with ED in order to maintain eligibility for Title IV funds.
6. All students who receive Title IV assistance will need to consider very carefully the ramifications of completely withdrawing from all of their classes. Examples and information are available in the financial aid offices.
7. Once refund amounts have been determined for any Title IV recipient, they will be refunded to the Title IV programs in the following order:

Unsubsidized Stafford Student Loans

Subsidized Stafford Student Loans

Plus Loan program

Pell Grant program

SEOG Grant program

Robert C. Byrd Honor Scholarship

## **OTHER FINANCIAL INFORMATION**

On-Campus Employment - A limited number of jobs are available at each college to employ students part time at minimum wage. These jobs are primarily clerical and aim to assist the student with the cost of education. Students interested in applying for these positions should obtain an application for employment or visit the financial aid office at the college where they desire to work.

Federal Stafford (subsidized & non-subsidized)  
- Students must complete the grants application process on page 60 and attend an entrance counseling session in order to be processed for a loan. Dependent students who qualify for the Stafford subsidized or non-subsidized may borrow up to \$3,500 for their first year of a two-year program of education and up to \$4,500 for their second year of a two-year program of education. All federal student loans are disbursed no earlier than 30 days after classes begin.



**STUDENT DEVELOPMENT POLICIES AND PROCEDURES**

Federal Parent Loan for the Undergraduate Student (PLUS) - Dependent students whose parents request a PLUS loan are eligible to borrow up to the cost of attendance minus any other financial aid received. This loan is a credit-based loan. Students who are not making satisfactory academic progress as defined by the college may have a restriction imposed on their application for these loans. Additional information and applications are available in the financial aid offices.

Deferred Payment Plan - Students desiring to use this plan must pay the down payment and a \$20 application fee that is required before the first day of the semester. Payment dates and late fees of \$25 are established for each semester and spelled out in a promissory note signed by the student. Specific information and contracts can be obtained at the business office of each college. This option is not available for summer classes.

LSCS Short-Term Loans - Funds may be available to students with special financial needs to defer the initial cost of registration. The loan is to be repaid according to a schedule that is given to the student when the loan is approved.

The Hazlewood Act for Texas Veterans - The State of Texas provides a tuition and fee exemption for any student who:

1. was a U.S. citizen and a resident of the state of Texas at the time of entry into active duty, and
2. was honorably discharged from the military (this does not include general or dishonorable discharges), and
3. has exhausted or is not entitled to any VA educational benefits, and
4. is classified as a Texas resident for tuition purposes, and
5. not in default on a loan made or guaranteed by the Federal Government or the state of Texas, and
6. has attempted fewer than 15 credit hours using the Hazelwood Act exemption beginning with fall 2005.

Students who wish to use this program for this academic year must have the following:

- Completed Hazlewood application
- VA form DD214 indicating "Honorable Discharge," a non-entitlement letter from the VA
- Proof of current status regarding eligibility
- Documentation of Texas residency at the time of veteran service
- Benefits letter from Muskogee, Oklahoma.

Scholarships - Various individuals, local businesses, civic groups and organizations contribute to the LSCS scholarship programs. Requirements and award amounts vary. General scholarship applications are available at each of the financial aid offices. College scholarship committees evaluate scholarship applications. For a comprehensive list of opportunities and application deadlines, check with each college's financial aid office. The LSCS application deadline is April 1 for fall and Oct. 1 for spring.

The Hope Scholarship Tax Credit - The Hope Scholarship is actually a tax credit, not a scholarship. A family must file a tax return and owe taxes to take advantage of it. The Hope credit is not refundable for families who do not pay taxes, who owe less in taxes than the maximum amount of the Hope tax credit for which the family is eligible or who receive financial assistance that pays tuition and fees. Generally, the Hope Tax Credit is available for freshman and sophomore students only.

A family may claim a tax credit of up to \$1,500 per tax year for each eligible dependent. This can be done for up to two tax years. A family may claim up to 100 percent of the first \$1,000 of eligible expenses and 50 percent of the next \$1,000 for a maximum credit of \$1,500.

The actual amount of the credit depends on the family's income, the amount of qualified tuition and fees paid, and the amount of certain scholarships, grants and exemptions subtracted from tuition. The total maximum credit also is based on the number of eligible dependents.

Students must keep a copy of the payments made to LSCS for tuition and fees or ask the business office at the college they are attending for this amount. The form 1098T will be mailed to the IRS and to the students reporting enrollment for the previous fiscal year by January 31.

### **Tuition Exemptions for Fire Science & Emergency Medical Services**

Eligibility for tuition exemptions under Texas Education Code 54.208:

- A student must be employed as a firefighter in Texas and have documentation from the Fire Chief of their paid status.
- Tuition exemptions will be granted for all FIRS, FIRT and EMSP courses and will be granted for both credit and non-credit courses.
- Laboratory, equipment rental and other fees will not be exempted.
- Students enrolled in an Associate Degree or Certificate Program in Fire Science of Emergency Medical Services may request an exemption for all courses including general education courses required for the degree program. General Education courses not required for degree/certificate completion or applied toward that degree or certificate completion will not be exempted.

### **VETERANS BENEFITS**

Students requesting the Montgomery GI Bill or VA Vocational Rehabilitation educational benefits must complete an application and provide additional forms to the LSCS veterans affairs office. Students should contact the LSCS veterans affairs office at **832.813.6651 or 832.813.6574 or e-mail at [gi-bill@lonestar.edu](mailto:gi-bill@lonestar.edu)**. Applications and information are also available online at [www.lonestar.edu/veterans](http://www.lonestar.edu/veterans) or at each college financial aid office. All costs for attending LSCS are the student's responsibility. Benefits are paid directly to the student after the VA has approved educational benefits and the student has attended at least the first month of classes.

### **Certification Requirements:**

- Students must follow an LSCS degree plan. Only courses that apply to the specific degree plan will be approved for benefits.
- Students must provide an official transcript from all previously attended post secondary schools by the end of the first semester. This includes non-accredited institutions.
- Students must notify the LSCS VA office upon registration in order to request certification for each semester.

*Note:* Please refer to the LSCS VA Web site for additional requirements, updates, and information.

### **Standards of Progress:**

VA regulations require that a student receiving VA educational benefits make satisfactory progress according to the "academic policies" section in the LSCS catalog. If a student is placed on suspension, the VA may suspend the student's VA benefits for the following semester. Please refer to the VA GI Bill Web site at, **[www.gibill.va.gov](http://www.gibill.va.gov)** for policies pertaining to suspension.

### **Tutorial assistance:**

The VA provides additional financial assistance for students who need tutorial help. There are certain restrictions and requirements in order to obtain this assistance. Please contact the LSCS VA office to apply for this assistance.

### **STUDENT ORGANIZATIONS**

Lone Star College recognizes that student organizations provide a framework for students to develop their own special talents and interests. Objectives of organizations include assisting students in developing leadership qualities and providing beneficial use of leisure time. Information about current organizations and guidelines for starting a new organization may be obtained from the student services office.

### **Examples of organizations**

*(may not be available at each college):*

African American Cultural Association  
African American Student Association

## STUDENT DEVELOPMENT POLICIES AND PROCEDURES

Ambassadors  
American Society of Interior Designers, Lone  
Star College-Kingwood Student Chapter  
Animation Club  
Art Club  
Art League  
Baptist Student Ministry  
Baptist Student Union  
Black Student Alliance  
Camarata Music Club  
Chess Club  
Christian Student Alliance  
College Baseball Club  
College Democrats  
College Republican Club  
Collegiate Secretaries International  
Cultural Awareness Club  
Computer Club  
CREED  
Criminal Justice Club  
Democrat Club  
DisAbility Awareness  
Drama Club  
Early Childhood Professionals Association  
Earth Alliance  
Economic College Organization  
Forensics Club  
Gay, Lesbian and Other Students in  
Support  
Hispanic Student Forum  
Honors Club  
Honors Program  
Human Services Organization  
Intercultural Student Organization  
International Student Organization  
Intramural Sports  
Lone Star College-Kingwood Rough Riders  
Dancers  
Latter Day Saints Club  
LASO (Latin American Student  
Organization)

Legal Assistants Association  
Martial Arts  
National Kitchen & Bath Association  
Newman Club (Catholic Student Club)  
NHC Student Affiliate of Institute of  
Management Accountants  
Lone Star College-North Harris News Club  
PC Users  
Phi Theta Kappa (National Junior College Honor  
Society)  
Photography Club  
Psychology Club/PSI Beta National Honor  
Society  
Republican Club  
SCI-PHILES  
Sign Language Club  
Soccer Club  
Society for Mathematics & Engineering  
Show of Hands  
Student Ambassadors  
Student American Dental Hygienist's Club  
Student Government  
Student Nurses Association  
Students of Diverse Abilities  
Tennis Club  
The Times Newspaper  
Una Voz  
Veterinary Technicians' Student  
Organization  
Video Game Club  
Vietnamese Student Association  
Visual Communication Club  
Volunteer Action League  
The Writer's Club

## STUDENT ACTIVITIES

Student activities are coordinated through the college student services office. Suggestions for activities and programs may be submitted to this office by students and faculty.

## STUDENT PUBLICATIONS

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 college. A student newspaper is published periodically by journalism students; contributions of articles, literary pieces, essays and letters to the editor are encouraged.

Creative and literary arts publications are produced by some of the colleges to provide students opportunities to publish poetry, photography, art, essays and short stories. Contact the student services office for further information.

## INTRAMURAL AND CLUB SPORTS

Intramural and club sports provide athletic and recreational activities for students at most colleges in a variety of on-campus events. Most activities allow for different skill levels. Tournaments, leagues, and special events are scheduled throughout the semester with individual and team competition for men, women and co-ed groups. Athletic activities include flag football, basketball, soccer, tennis, frisbee, golf, softball, baseball, fun-runs, racquetball and more. Recreational activities include backgammon, chess, eight-ball, canoe trips, open recreation in the gym, etc. Intramural and club sports offices are located at each college.

## BULLETINS AND POSTERS

Official notices and bulletins are posted on bulletin boards throughout each college. Information can be found about job opportunities, class schedules, events on the school calendar and student activities. Any written material to be posted or distributed must be approved by the college student services office. Any notices or bulletins should be posted in designated areas in such a manner as not to detract from or deface the building. Specific guidelines are available from each college's student services office.

## STUDENT CONDUCT

Lone Star College is dedicated to providing a quality comprehensive educational program designed to meet and balance the diverse and changing educa-

tional, social, economic, and cultural needs of the community, consistent with a safe and healthful environment. The system is committed not only to learning and to the advancement of knowledge, but also to the education of ethically sensitive and responsible persons. It seeks to achieve these goals through a solid educational program and through regulations and policies governing student life that encourages responsibility and respect for the rights and viewpoints of others.

The general morale of the student body is dependent upon many factors; among these are the success of its graduates, the attitude of the faculty and administration, the general behavior of individual students and the reputation of the school. We believe that a primary factor in strong student morale is an overall regard for good citizenship on the part of the student body. The system assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct and that they will observe these rules as a matter of training and habit.

Regulations of the system forbid gambling, the use of controlled substances and alcoholic beverages, and the appearance of anyone under the influence of any of these on the campus or when attending or participating in activities sponsored by the college. All LSCS buildings are tobacco free.

The possession of firearms, illegal knives and prohibited weapons on system facilities, including parking areas and publicly accessed facilities, is a violation of criminal law and board policies. Persons who violate the law and these policies will be subject to serious consequences, including referral for criminal prosecution and dismissal from school.

No person or group of people acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on any campus or property of LSCS; further, the administration is charged with the responsibility of keeping the system free of disruptive activities and may take whatever disciplinary action is deemed necessary in instances of disruption or threat of disruption.

Students are expected to dress and groom themselves in an appropriate manner while on campus or while participating in activities sponsored by the system. Students whose conduct casts an un-



## STUDENT DEVELOPMENT POLICIES AND PROCEDURES

favorable reflection upon the system, and thereby upon all students, are subject to disciplinary action. Refer to [www.lonestar.edu/studenthandbook](http://www.lonestar.edu/studenthandbook) for more information.

Lone Star College seeks to provide an environment where discussion and expression of all views relevant to the subject matter of the class are recognized as essential to the teaching and learning process. However, students do not have the right to interfere with the freedom of faculty to teach or the rights of other students to learn. Faculty members set the standards of conduct that are acceptable.

## STUDENT DISCIPLINE PROCEDURES

Any alleged violation or flagrant disregard of LSCS rules and regulations shall be brought to the attention of the chief student services officer, who will initiate an investigation of the situation. After a complete and thorough investigation, the chief student services officer will determine the course of action. Discipline may result in expulsion. The decision of this administrator may be appealed to the college discipline committee. The complete discipline policy may be found on-line at [www.lonestar.edu](http://www.lonestar.edu) or in the student handbook.

## EMERGENCY PROCEDURES

In the event an emergency due to illness or accident occurs on campus, students should contact the college switchboard operator (dial O) or the administrator on duty as soon as possible.

Lone Star College System does not provide insurance coverage for its students. Section 101.051 of Texas Civil Practice and Remedies Code expressly exempts community college systems from liability for any personal or property damage that occurs on campus. The student, therefore, should make arrangements for adequate personal insurance coverage while attending LSCS. F1 international students are required to purchase health insurance or provide proof of adequate and acceptable health insurance by completing the waiver application before registration. The premium for the LSCS international student health insurance plan will be included with the tuition and fees at registration. Information regarding personal insurance for students is available from the office of student services.

## CONTAGIOUS/COMMUNICABLE DISEASES

LSCS conforms to all requirements of the Communicable Disease Prevention and Control Act and the Open Records Act. With a physician's written approval, students with a contagious/communicable disease normally will be allowed to attend class. The identity of such students is confined to those persons within the college with a direct need to know (i.e., president, vice president, faculty member or counselor) and will not be revealed without the student's consent. Questions concerning the system's policy and enrollment procedures of a student with a contagious/communicable disease should be referred to the student services office.

Bacterial meningitis is a serious, potentially deadly disease that can progress extremely fast. It is an inflammation of the membranes that surround the brain and spinal cord. More information concerning this disease and its treatment can be found online at [www.lonestar.edu/meningitis](http://www.lonestar.edu/meningitis) or in the student services office at each campus.

## COLLEGE POLICE

The police officers of the Lone Star College System are commissioned peace officers with the State of Texas and are granted the same law enforcement authority as any 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 and comfortable environment for students, staff, faculty and visitors to the college. More detailed information is available at [www.lonestar.edu/police](http://www.lonestar.edu/police) regarding campus safety and security.

## LOST AND FOUND

Each college maintains a "Lost and Found" for students, faculty and staff. Unclaimed items are kept only through the end of each semester.

## PARKING

Parking is provided free to LSCS students and visitors. Parking and traffic regulations are outlined in the student information brochure available at registration or from the student services office. Students and staff are requested to adhere to good manners and consideration of others when parking on campus. Students should follow the directions given on the traffic signs and park in designated areas only. Violators may be subject to a citation.

Parking permits are required only for faculty and staff and for handicapped parking spaces.

When a parked vehicle obstructs traffic or flagrantly disregards good parking practices, the college administrative personnel reserves the right to call a towing service and have the vehicle removed from the campus at the owner's expense.

## STUDENT CENTER/FOOD SERVICE

A cafeteria/snack bar/lounge area is provided at each college. Hot meals and snacks are available for students and college personnel. A variety of vending machines are also available at each college.

Students are asked to refrain from consuming food or drinks in any of the classrooms and laboratory areas. All LSCS buildings and facilities are smoke-free.

## STUDENT HOUSING

Lone Star College System serves only commuting students. There are no dormitories available.

## COLLEGE BOOKSTORE

A bookstore is located at each college. A list of required textbooks, study aids and supplies for all subjects is available. Bookstore hours are announced each semester. Information concerning book refunds and used book purchases is available from the bookstore.