

Year: 20 _____
Term: ☐ Fall
☐ Spring
☐ Summer



Dual Credit / Exceptional Admission Course Approval Form

Check the Appropriate Program(s) _____ Dual Credit _____ College Credit Only

Please Type or Print	Name of Student: _____ LSC ID# _____ DOB: ____/____/____
	Current School: _____ Current Grade Level: _____ HS Graduation Date (MM/YYYY): ____/____/____
	I understand that if I am admitted under this program, I will abide by the rules and regulations of LSC, including official registration and withdrawal procedures. I also understand that academic information such as test scores and college transcripts will be provided by LSC upon request to my corresponding high school.
	_____ Student Signature
	(_____) _____ Daytime Phone Number

To be Completed by Parent or Legal Guardian

I agree to these provisions of admission and enrollments hereby listed for consideration of the student's acceptance and understand he/she must abide by the rules and regulations of LSC. I understand the student will be responsible for any charges remaining on his/her account not covered by any applicable waivers and is subject to LSC's Student Financial Responsibility Agreement.

http://www.lonestar.edu/departments/financetreasury/LSCS_Financial_Responsibility_Agreement.pdf

I understand the student may be exposed to adult material in the classroom and open laboratories, including libraries, learning centers and computer labs.

I understand that once the student is registered in a college course he/she is under the rules of the Family Educational Rights and Privacy Act (FERPA), and I may not have access to my student's records without his/her written permission or proof that I claimed the student as a dependent on my most recent income tax return.

I understand that students who receive a D or F in a dual credit course are not permitted to continue in the dual credit program.

☐ My child is aged 15 years and under, and by checking this box, I will assure that I (parent, legal guardian, or authorized responsible adult) will be available on the college campus (but not in the student's classroom) to monitor his/her activities outside of class, in the library, and in open labs in case of emergency.

My signature below acknowledges that I have read and understand the policies above.

Parent / Guardian Signature

Date

To be Completed by High School Principal or Designee

Class #	Subject	Catalog #	Section #	High School Course	Dual Credit	College Credit
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

☐ Official Test scores are required for Dual Credit registration at Lone Star College and have been attached to this form.

High School Principal or Designee Signature

Date

For Office Use Only

Total Hrs. Enrolled: _____ Hrs. Eligible for Waiver: _____
Initial: _____ Date: _____



PARENTAL CONSENT AND WAIVER FORM FOR
MINOR STUDENTS

As a condition to be enrolled as a student within Lone Star College ("LSC"), I, _____, ("Student") understand that it is my responsibility to complete this form truthfully and accurately to the best of my ability. I further agree to notify immediately and in writing the LSC Admissions and Financial Aid Offices of any circumstances that may change.

I understand that a college level standard of conduct is required, and it is my responsibility to comply with the admission policies, student code of conduct, policies, academic standards of LSC, and standards set forth in the course syllabus. I understand that college level grading requirements will be used. I also understand that enrolling in certain courses could negatively affect financial aid, scholarships, future enrollment, tuition costs, etc.

Signature of Student

Date

Student ID

To be completed by Parent/Guardian:

I, _____, hereby certify that I am the parent or legal guardian of the above named Student and I have read and understand the above statements and agree to the terms and stipulations. I hereby grant my consent for the above named Student to enroll in classes at LSC.

Either I or a designated responsible adult will be available at LSC to monitor Participant's activities outside of class while at LSC owned locations and will be immediately available in case of an emergency. I understand that although LSC will act reasonably, LSC does not take guarantee to provide additional or extraordinary safety measures for any group or individual on campus.

All students age fifteen (15) years or younger must have a parent, legal guardian, or authorized responsible adult while at a LSC college, center, or facility at all times to monitor the student's activities outside of class and to be immediately available in case of an emergency. Failure to have a parent or legal guardian at the LSC college, center, or facility will cause the student to be removed from each enrolled class.

In consideration of Student being permitted to participate in courses at LSC and use the LSC facilities ("facilities"), I, on behalf of Student, hereby assume all risks of injury, illness, death or other loss arising from or in any way relating to Student's participation in courses or use of the facilities. I acknowledge that Student's use of the facilities may expose Student to hazards or risks that may result in Student's illness, personal injury, or death, and I understand and appreciate the nature of such hazards and risks.

On behalf of myself, Student, family, heirs, and personal representative(s), I hereby release LSC, its governing board, officers, employees, and representatives (collectively the "Releasees") from any and all liability to me, Student, personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to Student's property and for any and all illness or injury to student, including death, that may result from or occur during participation or use of the facilities, whether caused by negligence of the Releasees, or otherwise. I further agree to indemnify and hold harmless Releasees from liability for the injury or death of any person(s) and damage to property that may result from Student's negligent or intentional act or omission while participating or using the facilities. I understand and agree that Releasees may not have medical personnel available.

I further agree that this Release shall be construed in accordance with the laws of the State of Texas. If any term or provision of this Release shall be held illegal, unenforceable, or in conflict with any law governing this Release the validity of the remaining portions shall not be affected thereby.

Signature of Parent/Guardian

Date

Note: Signed original to be retained as a Student record.

Name of Parent/Guardian

Note: Modification of this Form requires approval of OGC

Lone Star College-CyFair
Lamar CISD
Dual Credit Student Checklist
Fall 2019

Step 1: Admissions & Pre-Advising

- Complete the LSC application (lonestar.edu/admissions).
- Visit with your HS Dual Credit Counselor to determine course(s) selection, pre-requisites and eligibility.
- ❖ **Note:** Bacterial Meningitis Vaccination is **not** required for Dual Credit unless you intend to take a course held on a LSC campus (lonestar.edu/meningitis). *New Student Orientation & Student Success Course* holds do not apply while students are enrolled in dual credit.

Step 2: Testing/Placement

- Visit with your HS Dual Credit Counselor to request your testing referral (unless indicated). You must complete testing by your High School campus' predetermined deadline date to be able to register for dual credit courses.
- Complete the pre-assessment activity via myLoneStar if testing is required.
- The initial placement test is free of charge. Re-tests will have a fee associated.
- Complete your placement testing at one of the 3 Assessment Centers: CyFair Campus in the CASA Student Services building, Fairbanks Center in room 115, or Cypress Center in room 114. Check with your Dual Credit counselor for optional testing sites. **A photo ID is required at ALL testing sites.**

Step 3: Registering & Dropping classes

- **Registration:** Bring your Dual credit course approval form to your Dual Credit Counselor completed, including signatures from parent/legal guardian and student prior to your High School campus' predetermined deadline date. Students must complete each college course attempted with a grade of "C" or better in order to continue in the program.
 - The HS Dual Credit counselor will review the course approval form and if approved, they will sign and send the form directly to LSC-CyFair for processing.
 - LSC-CyFair will process your registration, if you meet the LSC requirements for enrollment and/or courses.
- **Dropping:** You must have approval from your HS Dual Credit Counselor. All drop forms must be submitted through your HS Dual Credit Counselor, who will send the form directly to LSC-CyFair for processing.
 - Drops after the LSC official day of record will receive a "W" (withdraw) on your college transcript.
 - Full refunds will only be issued to drops made prior to the first day of class. All drops made during the first 15 calendar days of the semester will be 70% refund. Drops made the 16-20th calendar days will be at 25% refund.
No refunds after the 20th calendar day.

Step 4: Pay your tuition

- Go online to: lonestar.edu and click on MyLoneStar and login using your User ID and password.
- View your Fee/Schedule to ensure that you have been registered for the desired courses.
- Select the online payment options in your MyLoneStar account or visit the payment/business counter at LSC-CyFair, LSC-Cypress Center, or LSC-Fairbanks Center. Payment plans are available to dual credit students, but you must enroll online and pay a \$20 administrative fee. * *Refer to payment calendar for deadlines.**

Step 5: Purchase your books

- Visit the LSC Campus Book Store to purchase/rent all required textbooks. Take your class schedule for assistance.

Important Dates

- ❖ **Fall Registration** - - All course approval forms must be submitted by: May 1, 2019
 - Registration deadline may differ from LSC System deadline and depending on high school campus.
- ❖ **Preferred payment due date:** August 1, 2019
 - On average, a student will pay \$72 for fees (3 CR class) as tuition is waived. Prices are subject to change.

Helpful Hints through your Dual Credit process

Your student checklist will never be 100% as a Dual Credit student

Holds that do not affect your Dual Credit Registration:

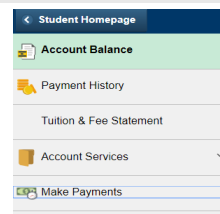
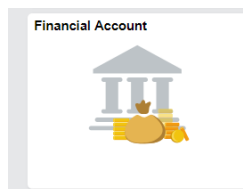
- ❖ Student Success Course Hold
- ❖ Test Preparation (If you have already provided test scores)
- ❖ New Student Orientation
- ❖ Bacterial Meningitis (If you are not taking courses on a LSC campus)
- ❖ As a Dual Credit student you will not be able to add or drop classes

Holds 6 rows

Hold	Department
Bact Meningitis Proof Required	Student Services
New Student Orientation Reqrd	Student Services
Parental Consent & Waiver Form	Student Services
Student Success Crse Required	Student Services
Test Preparation Session Reqd	Student Services

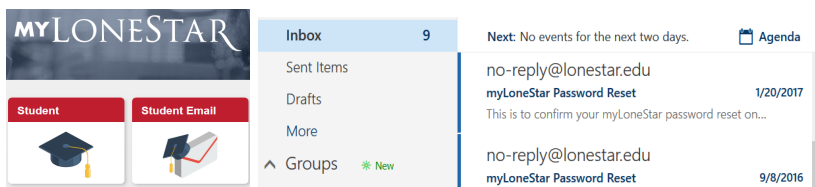
When trying to make a payment

- ❖ Click on the "Financial Account" icon
- ❖ Click "Make Payments"
- ❖ Select "Student Account"



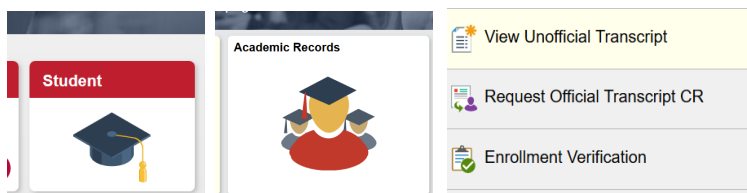
To Check your myLoneStar email

- ❖ Sign into your myLoneStar account
- ❖ Select the "Student Email" icon, this will open a new window to access your student email.



To transfer your credits to another institution:

- ❖ Sign into your myLoneStar account
- ❖ Click on the "Student" icon
- ❖ Click on the "Academic Records" icon
- ❖ Click on "Request my Transcript"



Transcripts currently cost \$9.00 (Subject to change)

Authorization to Release information:

The Family Education rights and privacy act (FERPA) was established to protect the privacy of student's educational records. Even as a minor, a student's information cannot be released unless they have signed an authorization to release form and submitted this document themselves to the Admissions & Records office.

2019 Fall Dual Credit Student Registration Timeline

Lamar Consolidated ISD and Lone Star College-CyFair

February 26 – May 1, 2019

Student Dual Credit Registration at High School Campus

Check with your campus College & Career Facilitator or Dual Credit Counselor for details.



May 1, 2019

Student Registration Paperwork Due to High School Campus

This is an internal date for the ISD registration process. A different date is noted on the college's website and it applies to home school and private school students.



July 19, 2019

Student Account Ready Credit Payment to Lone Star College

Dual Credit Tuition Waivers Completed.



August 1, 2019

PREFERRED Deadline for Dual Credit Payment to Lone Star College

Payment deadline to avoid classes being dropped.



August 17, 2019

FINAL Deadline for Dual Credit Payment to Lone Star College

Students will be dropped for nonpayment after this date.

ApplyTexas Application Instructions

- ❖ **Sign up at ApplyTexas (ApplyTexas.org)**
 - Select **Create your Account Now** to the left of the login boxes.
 - **Completed the Required fields for:**
 - Full Legal Name
 - Date of Birth
 - Place of Birth
 - Current Grade Level
 - U.S. Citizenship (If not a U.S. Citizen, full visa information is needed)
 - Personal Email Address
 - Permanent Address (Physical Address is only required if it is different than your permanent)
 - Phone Number
 - Emergency Contact
 - Password Information (CFISD login recommended)
 - Select **Save Profile** when finished.
- ❖ **New Application**
- ❖ Select the **My Applications** tab and select **Create a new application now**
- ❖ Select **Start a New Blank Application**
- ❖ Select **Create a new 2 year college admissions application**
After each page, select the Continue/Save/Next Question
- ❖ **Target College:** Select **Lone Star College System** under **Gulf Coast Region**
 - Select **Yes for Dual Credit Classes**
- ❖ **Semester of Entry:** Select **Summer 2019** or **Fall (Aug-Dec) 2019**
- ❖ **First Choice of School:** Select **Engineering, Mathematics & Sciences**
- ❖ **Major:** **Associate of Science**
- ❖ **Educational Information:**
 - **Family Educational Background**
 - **Ethnicity and Race**
 - **Gender**
- ❖ **Campus Selection**
 - **Lone Star College – CyFair**
- ❖ **Biographical Information:** Check the two boxes confirming your information
- ❖ **Educational Background:**
 - **Search for Your High School**
 - Select **Find Your High School**
 - **Expected Graduation Date**
 - **Are you home-schooled? Select No**
 - **Select Not Applicable**
- Skip #3 for College Attended**
- ❖ **Educational Information:**
 1. **No**
 2. **Admission Basis:** **Dual Credit (receiving both high school and college credit)**
 3. **Reason Attending:** **Earn credits for transfer**

ApplyTexas Application Instructions

- Select **Yes**
 - State: **Texas**
 - Select **Yes** for living in Texas for 36 months
 - Select **Yes** for living in Texas for 12 months
- ❖ **Review Answers**
 - **Save Page and Continue With Application**
- ❖ **Residency Information**
 - **Basis of Claim to Residency**
 - Select **No** if your legal guardian files taxes claiming you
 - Select **Yes** for dependent
 - 1. Does your legal guardian claim U.S. Citizenship: Select **Yes** if true
 - 2. Does your legal guardian currently live in Texas?: Select **Yes** if true
 - 3. How long: **enter years and then months**
 - Skip to #6**
 - Is your legal guardian gainfully employed? (Do they work in the state of Texas?)
 - Does your family receive assistance from the government?
 - **#7**
 - Are your parents married to someone who receives assistance from the government?
- ❖ **Custom Questions**
 - **Residency**
 - Select: **Cypress-Fairbanks (CYPFB)**
 - **Save, acknowledge question(s) for the next 4 questions and skip to Online Only Courses**
 - **Online Only Courses**
 - Select: **No**
 - **Text From LSC**
 - Select: **Yes**
 - **Calls from LSC**
 - Select: **Yes**
 - **Financial Responsibility**
 - Select: **I Agree**
- ❖ **Certification and Payment Information**
 - **Check all 3 boxes**
- ❖ **Save and Proceed to Application Submission**
- ❖ **Select last box and then **Submit Application Now****

Course Placement Scores: Dual Credit

A high school student in grades 9-12 is eligible to enroll in dual credit courses if the student meets the prerequisites requirements relevant to the courses attempted for both high school and college credit. For specific enrollment requirements and prerequisites for high school credit, please meet with your high school counselor. All Dual Credit courses require approval from the high school counselor to ensure high school graduation requirements are met. For specific enrollment requirements and prerequisites for college credit, please refer to the Lone Star College System catalog for Description of Courses to determine required TSI subject area compliance. Eligibility for enrollment in a dual credit course requires the high school student to meet all of the College's regular prerequisite requirements for that course, such as a minimum score on a specified placement test and/or minimum grade in a specified previous course.

A high school student is eligible to enroll in dual credit courses if the student demonstrates that he or she is exempt under the provisions of the Texas Success Initiative.

TSI Exemptions for Academic and Workforce Education Courses STAAR EOC, ACT, and SAT are valid for 5 years from the date of testing.				
	STAAR EOC	ACT	SAT (Before 3/5/16)	SAT (After 3/5/16)
Reading and Writing	English III Reading Level II 2000* and English III Writing Level II 2000*	English 19+ and Composite 23+*	Critical Reading 500+ and Combined score of 1070+* <i>(The combined score must equal sum of 1070 or higher by adding the Critical Reading and Math scores together.)</i>	EBRW: 480+* (No combined score required)
TSI Status	*Student will be exempt from the Reading and Writing sections of the TSI Assessment. *Student will be TSI complete in the subject areas of Reading and Writing.			
Math	Algebra II Level II 4000**	Math 19+ and Composite 23+**	Math 500+ and Combined 1070+** <i>(The combined score must equal sum of 1070 or higher by adding the Critical Reading and Math scores together.)</i>	Mathematics: 530 – 569** (No combined score required)
TSI Status	**Student will be exempt from the Math section of the TSI Assessment. **Student will be TSI complete in the subject area of Math.			

Level-One Certificate Courses

A high school student is eligible to enroll in workforce education dual credit courses contained in a Level 1 certificate program, or a program leading to a credential of less than a Level 1 certificate and will not be required to provide any additional demonstration of college readiness.

Note: Student will be required to meet any specified course prerequisites.

A high school student is eligible to enroll in dual credit courses if the student demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative by taking the TSIA.

Texas Success Initiative Assessment (TSIA) for Academic and Workforce Education Courses TSIA are valid for 5 years from the date of testing.		
	TSIA Reading	TSIA Writing
Reading and Writing	351 – 390*	1. 340+ on the writing multiple choice and 4+ on the Essay** or 2. Less than 340 on the writing multiple choice & 4+ on ABE Diagnostic & 5+ on the Essay**
TSI Status	*Student will be TSI complete in the subject area of Reading.	**Student will be TSI complete in the subject area of Writing.
	TSIA Mathematics	
Math	350 – 390***	
TSI Status	*** Student will be TSI complete in the subject area of Math.	

Additional Dual Credit Eligibility Options

A high school student is eligible to enroll in dual credit courses if the student demonstrates that he or she is eligible under these approved provisions by the Texas Higher Education Coordinating Board.

Academic and Level 2 Workforce Education Courses				
	STAAR EOC	PSAT/NMSQT (Before 10/15/2015)	PSAT/NMSQT (After 10/15/2015)	ACT Aspire
Reading and Writing	English II 4000*	Reading: 50+ and Combined Score: 107* <i>(The combined score must equal sum of 107 or higher by adding the Reading and Math scores together.)</i>	EBRW: 460+* (No combined score required)	English: 435*
TSI Notice	*Student will be waived from the Reading and Writing sections of the TSI Assessment and qualify for dual credit enrollment. Earning a grade of C or better in ENGL 1301 will satisfy TSI requirements for reading and writing.			
Math	Algebra I 4000 and passing grade in the Algebra II course**	Mathematics: 50+ and Combined Score: 107** <i>(The combined score must equal sum of 107 or higher by adding the Reading and Math scores together.)</i>	Mathematics: 510+** (No combined score required)	Math: 431**
TSI Notice	**Student will be waived from the Math section of the TSI Assessment and qualify for dual credit enrollment. Earning a grade of C or better in a college-level Math course will satisfy TSI requirements for Math.			
Note	An institution to determine eligibility for enrolling in workforce education dual credit courses may otherwise evaluate a student who is exempt from taking STAAR EOC assessments.			

Course Placement Scores: Additional Math placement

A high school student is eligible to enroll in Math courses higher than the entry-level freshman Math courses providing he/she has met the college readiness standard in Math as defined by the Texas Success Initiative and/or Dual Credit Eligibility and meet one of the following requirements below.

Course	ACT	SAT (Before 3/5/16)	SAT (After 3/5/16)	Next Generation Accuplacer
Math				
1316, 1325, 1350, 1351	23-24	550-599	570-619	250
2412	25-26 and B or better in HS Pre-Cal or Trig	600-649 and B or better in HS Pre-Cal or Trig	620 – 669 and B or better in HS Pre-Cal or Trig	263 and B or better in HS Pre-Cal or Trig
2413	27 and B or better in HS Pre-Cal or Trig	650+ and B or better in HS Pre-Cal or Trig	670 + and B or better in HS PreCal or Trig	276 and B or better in HS Pre-Cal or Trig

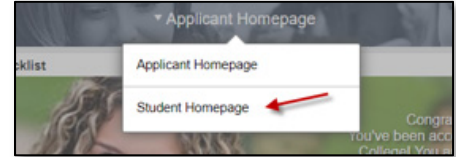
MAKING ONLINE PAYMENTS

Navigation

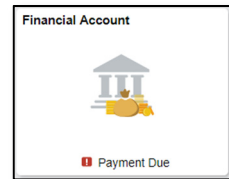
Log into your myLoneStar account at www.my.lonestar.edu.

Procedure

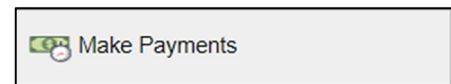
1. At the top of the page, click the Homepage drop-down menu.



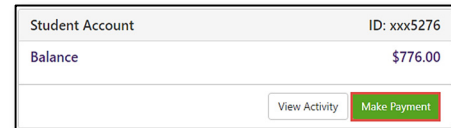
2. **Title**
Click the **Financial Account** Tile.



3. **Side-Navigation Menu**
Click the **Make Payments** button.



4. **Student Account section**
Click the **Make Payment** button.



5. **Account Payment Amount page**
 - Click in the **Payment Date** field.
 - Enter your desired effective date (MM/DD/YY).
 - Click to select the checkbox for the term you need to pay.
 - Click in the **Memo** field and enter any desired information.
 - Click in the Payment Amount field. The default for this field is to display the full amount due. To make a partial payment, enter the amount you need to pay in this field.
 - Click the **Continue** button.

Account Payment

\$ Amount
Method
Confirmation
Receipt

Payment Date: 11/14/18

Pay by term: ☒ 2018 Fall

Memo:

Payment Total: \$480.00

Continue

6. **Account Payment Method page**
- Click on the **Method** drop-down field.
 - Click on your chosen method of payment.
 - Click the **Continue** button.

Account Payment

\$ Amount
 Method
Confirmation
Receipt

Amount \$480.00
 Method

Select Method
 Select Method
 Electronic Check (checking/savings)
 Credit or Debit Card

Back Cancel Continue

Electronic Check - Payments can be made from a personal checking or savings account.
Debit and Credit Card - We accept the following credit and debit cards.

7. **Account Payment Confirmation page**
- Review the details of your payment and ensure that all of the information displayed is accurate.
 - Click the **Back** button to change any payment details.
 - Click the **Submit Payment** button.

Account Payment

\$ Amount
 Method
Confirmation
Receipt

Please review the transaction details, then submit your payment.

Payment Information
 2018 Spring \$480.00
Payment Amount \$480.00
 Change Amount
Payment Date 11/14/18

Business Correspondence Address
 LONE STAR COLLEGE
 5000 RESEARCH FOREST DRIVE
 THE WOODLANDS, TX 77381
 UNITED STATES

Selected Payment Method
 VISA
 Account xxxxxxxxxxxxxx1111 Exp 11 / 19
 Billing Address John Doe
 1799 Main
 Houston, TX 77007
 Change Payment Method

Confirmation Email
 Primary testers@lonestar.edu

Back Cancel Submit Payment

8. **Account Payment Receipt page**
- Click the **Print** button to print the payment information.

Account Payment

\$ Amount
 Method
Confirmation
Receipt

Thank you for your payment. We will send you a confirmation e-mail with payment details. For a record of all your payments, please see the Payment History.

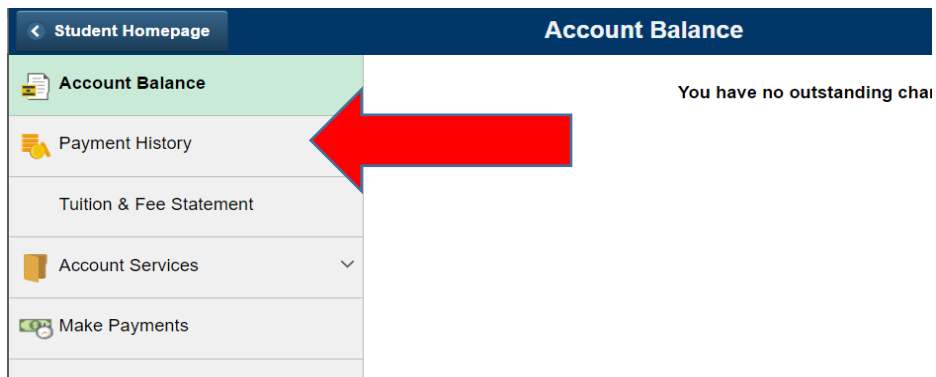
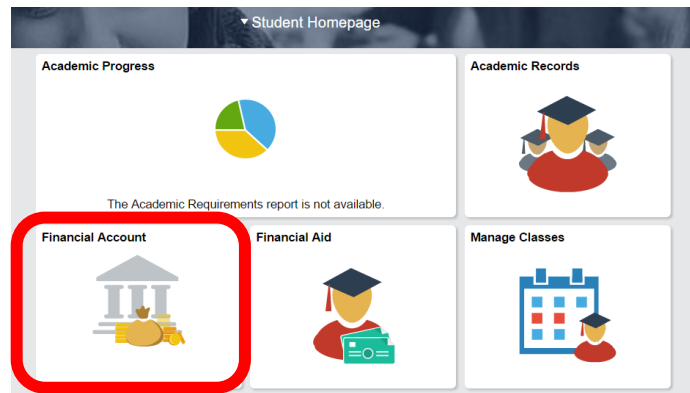
Payment Receipt

Your payment in the amount of \$480.00 was successful. A confirmation email was sent to testers@lonestar.edu. Please print this page for your records.

Payment date:	11/14/18
Amount paid:	\$480.00
Transaction type:	Purchase
Student name:	John Doe
Paid to:	Lone Star College System UNITED STATES
Web address:	
Account number:	xxxxxxxxxxxx1111
Card type:	VISA
Name on card:	John Doe
Card not present for this transaction.	

Print

How to Check for the Dual Credit Waiver



Student Homepage

Payment History

Account Balance

Payment History

Tuition & Fee Statement

Account Services

Make Payments

Payment Details

3 rows

Date Posted	Description	Business Unit	Amount
08/19/2017	Self Service Visa	Lone Star College System	73.00
07/26/2017	Dual Credit Waiver	Lone Star College System	27.00
07/26/2017	Dual Credit Waiver	Lone Star College System	132.00