

Start Here!

1 Admissions & Pre-Advising

- Complete the LSC application through ApplyTexas ([please click here for instructions](#))
- Visit with your HS Dual Credit Counselor to determine course(s) selection, pre-requisites, and eligibility.
- Bacterial Meningitis vaccination is not required for Dual Credit unless you intend to take an in person course held on a LSC campus (lonestar.edu/meningitis).
- New Student Orientation & Student Success Course holds do not apply to students while enrolled in dual credit.

2 Disability Services Requests

- Students are encouraged to begin the process as soon as registration opens and at least 4 weeks before classes begin to ensure timely receipt of accommodations.
- Disability Services accepts requests on a rolling basis throughout each semester.
 - Late requests, incomplete documentation, or failure to complete both parts of the procedure may result in accommodation request denial or delays in implementation of accommodations. Lone Star College does not retroactively provide accommodations.
 - If a dual credit student's accommodations are requested in the summer (June/July) and his/her schedule is changed in early August during the dual credit drop/swap process after the student requested his/her accommodations, then the student will need to request accommodations for the "new" class through VDAC. The student will receive a system notification sent to his/her LSC email informing him/her that the class has been cancelled in VDAC. The message includes, "Please verify the class information below and if you have any questions, or notice any error, please contact your DS provider as soon as possible."
- Please contact Stephanie Dillon at Stephanie.G.Dillon@LoneStar.edu for more information.

3 Testing/Placement

- Visit with your HS Dual Credit Counselor to request your testing referral (unless otherwise indicated). You must complete testing by your high school campus' predetermined deadline date to be able to register for courses.
- If accommodations for testing are needed, please contact Disability Services prior to your test date.
- 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.
 - Schedule your placement testing by contacting your Dual Credit Counselor and being added to the testing list.
- A photo ID is required at ALL testing sites.

4 Registering & Dropping Classes

- Registering: Bring your completed Dual Credit course approval form to your Dual Credit Counselor prior to your high school campus' predetermined deadline.
 - 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 course(s).
- Dropping:
 - Fall/Spring Sessions: You must have approval from your HS Dual Credit Counselor to drop a class. Drop forms must be submitted through your HS Dual Credit Counselor who will send the form directly to LSC-CyFair for processing.
 - Summer Session: After your high school's preset deadline, Summer drops must be requested in person at LSC-CyFair or through LSC-CyFair's predesignated drop process.
 - 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 classes beginning. 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.

5 Pay Your Tuition

- Some students may qualify for financial assistance. Please reach out to your DC Campus Team to find out if payment is needed.
- Visit my.LoneStar.edu and log in using your email address and password.
 - If you do not know either of these, use the "Get Email Address" or "Reset Password" links to help access your account
 - You may also contact IT Help as 832-318-HELP for assistance
- Click on the "Student" tile, then the "Financial Account" tile to make payment
 - Ensure your fees are correct prior to payment. Each dual credit hour is \$40
 - A 3 credit course should be \$120 and a 4 credit course should be \$160
 - If the total does not seem correct, please call the dual credit department at 281-290-3426
- Payment plans are available to dual credit students. You must enroll online and pay a \$15 administrative fee.

Helpful Hints Through Your Dual Credit Process

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

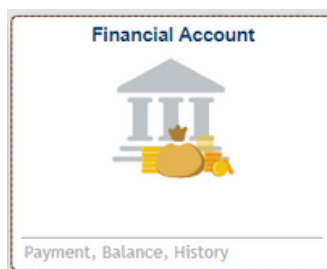
Holds that do not affect your Dual Credit Registration:

- Exceptional Admit - This tells LSC you are a DC student
- TSI Exam or Exemption Required
 - May still remain after test scores are submitted as testing requirements are different for DC students
- New Student Orientation
- Bacterial Meningitis
 - ONLY needed if you are taking an in person course at an LSC campus
- As a Dual Credit student you will never be able to add or drop classes on your own during the fall/spring sessions.
 - Everything must go through your HS counselor

Exceptional Admit	Dual Credit - High School
Student Success Crse Required	Student Success Crse Required
Bact Meningitis Proof Required	Bact Meningitis Proof Required
TSI Exam or Exemption Required	TSI Exam or Exemption Required
New Student Orientation Reqr	New Student Orientation Reqr

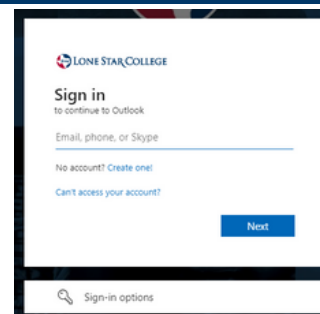
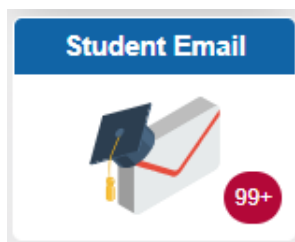
When Trying To Make a Payment:

- Select the "Student" tile
- Select the "Financial Account" tile
- Select "Make a Payment" in the top right corner
 - Ensure all pop up blockers have been turned off



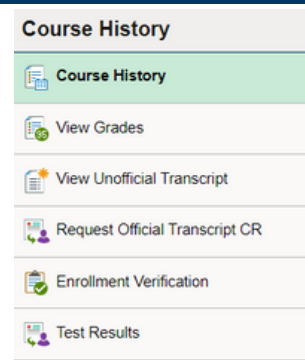
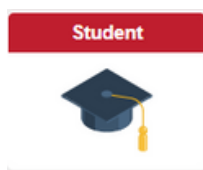
To Check your myLoneStar email:

- Sign into your myLoneStar account
- Select the "Student Email" tile
- Log in with the same email and password used to sign in to my.LoneStar.edu



To Transfer Your Credits to Another Institution:

- Sign into your myLoneStar account
- Select the "Student" tile
- Select the "Academic Records" tile
- Select "Request Official 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. The form may be found [here](#).

© This document is proprietary and confidential information of LSC-CyFair Dual Credit Program and is not to be copied, reproduced, lent, displayed or distributed, nor used for any purpose other than that for which it is specifically provided without the express written permission of LSC-CyFair.