

### Step 1: Admissions & Pre Advising

- Complete the LSC application ([lonestar.edu/admissions](http://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](http://lonestar.edu/meningitis)). *New Student Orientation & Student Success Course* holds do not apply to students while 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 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 course(s).
  - ❖ Complete and submit Parental Consent and Waiver form.
- 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 classes beginning. All drops made during the first 15 calendar days of the semester will be 70% refund. Drops made the 16-20<sup>th</sup> calendar days will be at 25% refund. No refunds after the 20<sup>th</sup> calendar day.

### Step 4: Pay your tuition

- Go online to: [lonestar.edu](http://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.

### Important Dates

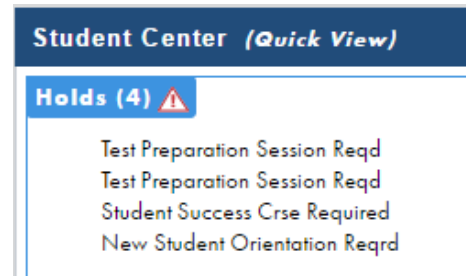
- ❖ **Fall Registration** - - All course approval forms must be submitted by: May 18, 2018
  - ❖ Registration deadline may differ from LSC System deadline and depending on high school campus.
- ❖ **Preferred payment due date:** August 1, 2018
  - ❖ On average, a student will pay \$72 for fees (3 CR class) 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

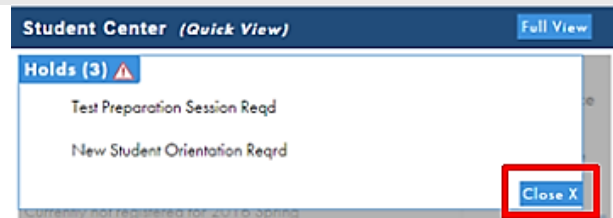
#### Holds that do not affect your Dual Credit Registration:

- ❖ 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



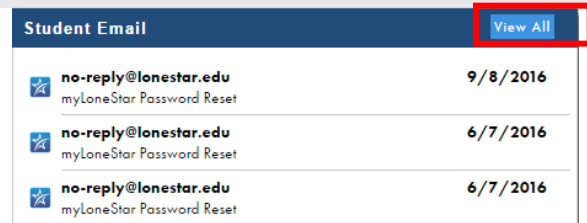
#### When trying to make a payment

- ❖ Close the grey hold box blocking the Quick View box
- ❖ Select "Pay Now"



#### To Check your myLoneStar email

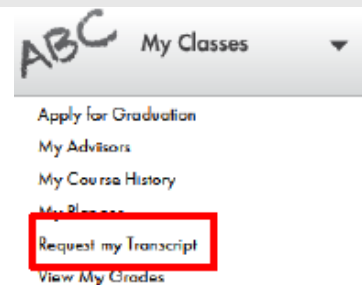
- ❖ Sign into your MyLoneStar account
- ❖ Select the "Student tab"
- ❖ Click on "View All" next to the "Student Email box"



#### To transfer your credits to another institution:

- ❖ Sign into your MyLoneStar account
- ❖ Select the "Student" tab
- ❖ Select the "my classes" tab
- ❖ 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.