

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

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.
- 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.

3

Registering & Dropping Classes

- Registering: Bring your Dual Credit course approval form to your Dual Credit Counselor completed, with signatures from a 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-Cypress Center for processing.
 - LSC-Cypress Center will process your registration if you meet the LSC requirements for enrollment and/or course(s).

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- 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-Cypress Center for processing.
 - Summer Session: After your high school counselors have left for summer break, Summer drops must be requested in person at LSC-Cypress Center or through LSC-Cypress Center'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.

4 Pay Your Tuition

- 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 OTS as 832-813-6600 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 \$26.
 - A 3 credit course should be \$78 and a 4 credit course should be \$104
 - 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 \$20 administrative fee.

5 Important Dates

- Fall 2023 Registration opens 04/06/2023 - All course approval forms must be submitted to high school counselor by 05/04/2023.
 - Deadlines may differ by school
- Spring 2024 Registration opens TBD - All course approval forms must be submitted by: TBD
- Preferred payment due date for Fall 2022: 08/01/2023
- Preferred payment due date for Spring 2024: TBD

Helpful Hints Through Your Dual Credit Process

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

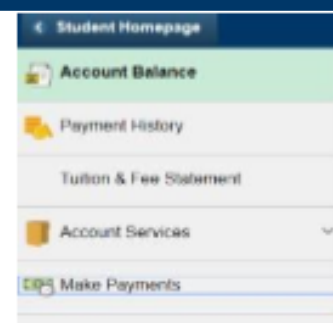
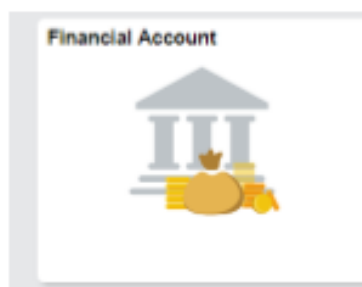
Holds that do not affect your Dual Credit Registration:

- 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	LSC01	0000
Student Success Crse Required	Student Success Crse Required	LSC01	1221
Bact Meningitis Proof Required	Bact Meningitis Proof Required	LSC01	0000
TSI Exam or Exemption Required	TSI Exam or Exemption Required	LSC01	0000
New Student Orientation Reqr	New Student Orientation Reqr	LSC01	0000
RegSrvy-Prog/Plan Incorrect	RegSrvy-Prog/Plan Incorrect	LSC01	1228

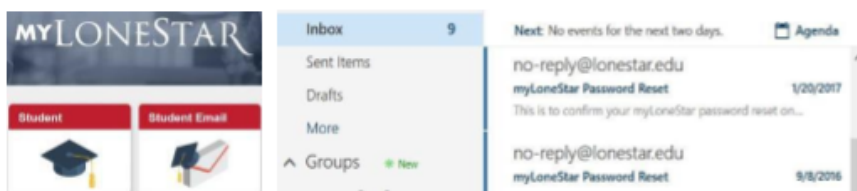
When Trying To Make a Payment:

- Click on the "Financial Account" icon
- Click "Make Payments"



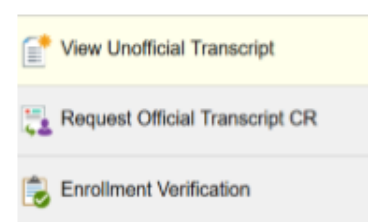
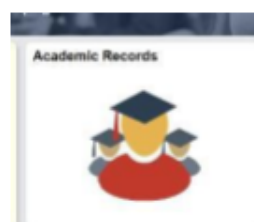
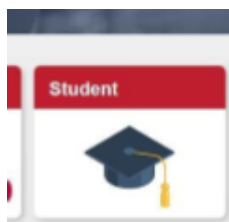
To Check your myLoneStar email:

- Sign into your myLoneStar account
- Select the "Student Email" tile



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](#).

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