Lone Star College–CyFair
Programs and Services

If you are experiencing challenges achieving your academic goals, please contact your instructor or an advisor. We can provide assistance with academic needs, ADA accommodations, classroom difficulties, financial concerns, and other issues.

Academic Success Center

(Barker Cypress Campus — Learning Commons — 2nd Floor)
The Academic Success Center offers: Tutoring: For all disciplines http://www.lonestar.edu/tutoring-cyfair.htm or 281.290.3279, The Science Center (LRNC 203), Math Center (LRNC 205) and the Writing Center (LRNC 206). Student success seminars are also offered throughout the semester.

Academic Success Center Open Labs

(TECH 104 & CASA 223)
The Academic Success Center Open Labs are quiet work and study areas available to all students. Students access the labs with their LSCS ID card. The ASC Open Labs are available during extended hours during all semesters. Basic software assistance, access to Mac and PC computers loaded with courseware, printing, copying, and scanning are available in TECH 104 and CASA 223. For more information, please visit http://www.lonestar.edu/13669.htm or contact 281.290.5980 or cfasclabs@lonestar.edu.

Counseling Services

Counseling services are available to students who are experiencing difficulty with academic issues, selection of college major, career planning, disability accommodations, or personal issues. Students may contact Counseling, Career, and Disability Services at 281.290.3260, cyfair.counseling@lonestar.edu, or CASA 109. Students may contact counseling services at the Fairbanks Center at 832.782.5110, Fairbanks.counselor@lonestar.edu, or FBC120.

The Assistive Technology Lab

The Assistive Technology Lab is available for students who benefit from its various technologies to convert text to speech, magnify items, convert text to Braille, etc. To contact the Assistive Technology Lab directly, please call 281.290.3207 or e-mail the lab at cfassistivetechlab@lonestar.edu. The AT Lab is located on the 1st floor of the CASA building. Students may contact the IT department at the Fairbanks Center at 832.782.5072 or FBC 210 for assistance.

Library

The Lone Star College–CyFair Library is located in the Learning Commons building and contains information resources for both college students and community members. Librarians are available to assist with research. The Library contains over 125,000 books, online information databases, 185 computers, free wireless internet, and many more information/research related amenities to ensure student success. For Library hours and contact information, please visit http://www.lonestar.edu/library or call 281.290.3214.

Lone Star College–CyFair
Campus and System Policies

Absence on Religious Holy Days

The student must notify the faculty member in writing within the first 12 days of the semester of the intent to be absent due to a religious holy day. Under Texas Education Code §51.911, a student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time as established by the faculty member.

Academic Integrity

Lone Star College–CyFair is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, students are responsible for honesty and independent effort. Failure to uphold these standards includes, but is not limited to, the following: plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course. Cheating includes looking at or copying from another student's exam, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. Plagiarism means passing off as his/her own the ideas or writings of another (that is, without giving proper credit by documenting sources). Plagiarism includes submitting a paper, report, or project that someone else has prepared, in whole or in part. Collusion is inappropriately collaborating on assignments designed to be completed independently. These definitions are not exhaustive. When there is clear evidence of cheating, plagiarism, collusion, or misrepresentation, disciplinary action may include but is not limited to requiring you to retake or resubmit an exam or assignment, assigning a grade of zero or "F" for an exam or assignment; or assigning a grade of "F" for the course. Additional sanctions including being withdrawn from the course, program or expelled from school may be imposed on a students who violate the standards of academic integrity.

Americans with Disabilities Act Statement

Lone Star College–CyFair is dedicated to providing the least restrictive environment for all students. We promote equity in academic access through the implementation of reasonable accommodations as required by the Vocational Rehabilitation Act of 1973, Title V, §504 and §508, the Americans with Disabilities Act of 1990 (ADA), and the Americans with Disabilities Amendment Act (ADAAA) which will enable students with disabilities to participate in and benefit from all post-secondary educational activities.

A student requesting accommodations for a disability is required to provide documentation of the disability to the College's designated office for disability services. The documentation is required for the following three purposes:

a. to establish that someone is a person with a disability and, thus, is a member of the protected class;

b. to establish the need for accommodations in order to have equal access;

c. and to be prescriptive in assigning reasonable accommodations.

In order for a student with a disability to receive accommodations, that student is required to register for services through the College's designated office for disability services. If possible, the student requesting services should make an initial contact with the College's designated office the semester prior to enrollment — at least 4 weeks prior to the first class. Disability Services is located on the LSC CyFair Barker Cypress campus in the CASA 109. You may contact Disability Services at the following number: 281.290.3260. Additional information may be accessed online at the following URL address: http://www.lonestar.edu/disability-services.htm

Behavior Expectations

Students are expected to conduct themselves appropriately while on College property or in an online environment. Students may receive disciplinary action up to and including suspension, if they violate System or College rules, disrupt classes, or interfere with the opportunity of others to obtain an education. Students who pose a threat to the safety of others will be subject to immediate withdrawal from the classroom, campus environment, and/or online environment, as well as face subsequent criminal charges, as appropriate. Please refer to the Student Code of Conduct located online at http://www.lonestar.edu/student-responsibilities.htm for additional information.

Campus Safety and Security

Lone Star College System is committed to maintaining the safety of the students, faculty, staff, and guests while visiting one of our campuses. To help ensure your safety during an emergency (safety, fire, severe weather, etc.), please follow the instructions of college officials. Safety information and resources may be found at http://www.lonestar.edu/oem.htm and are also posted on signage in each of the classroom. In the event you wish to report an emergency, please contact the police at 5911 or use the "Safe Watch" link on the Lone Star CyFair College home page.

Computer Virus Protection

Computer viruses are, unfortunately, a fact of life. Using removable devices on more than one computer creates the possibility of infecting computers and diskettes with a computer virus. This exposes the computers of the college, your personal computer, and any others you may be using to potentially damaging viruses. The college has aggressive anti-virus procedures in place to protect its computers, but cannot guarantee that a virus might not temporarily infect one of its machines. It is your responsibility to protect all computers under your control and use and ensure that each diskette you use, whenever or wherever you use it, has been scanned with anti-virus software. Since new viruses arise continually, your anti-virus software must be kept current. Moreover, since no anti-virus software will find every virus, keeping backup copies is extremely important.

Equal Opportunity Statement

It is the policy of the Lone Star College System to provide equal employment, admission and educational opportunities without regard to race, color, creed, national origin, gender, age, veteran's status, sexual orientation, or disability. Lone Star Colleges strive to provide an excellent learning environment free from harassment or intimidation directed at any person's race, color, creed, national origin, gender, age, veteran's status, sexual orientation, or disability. Any form of harassment will not be tolerated.

Evaluation of Instruction

Lone Star College–CyFair is committed to student success. As part of its' institutional effectiveness efforts, our instructors are assessed in several ways. For the continuous improvement of our instruction, all students are required to provide input for each course they take each semester using the Course Evaluations Questionnaire, which can be accessed through your my-Lonestar account. This occurs approximately half way through your course, and you will be notified when surveys are available for completion. Instructions on how to access and complete the Course Evaluations Questionnaire are located in the Student Help Center in myLonestar. Once you evaluate your course(s), print and maintain a copy of the receipt for your records. The college deans review these evaluations each semester. Additionally, the deans and/or department chairs may visit each instructor's class at some time during the semester to observe the instructional environment being provided and complete an assessment of the instructor.

FERPA

The academic, financial, and non-directory information on your student account is confidential and protected by the Family Educational Rights & Privacy Act (FERPA). We cannot release certain information to another person without your written authorization. The Authorization to Release Student Information Form can be found at http://www.lonestar.edu/departments/generalcounsel/OGC-S-2009-03_-_Authorization_To_Release_Educational_Records.pdf

Final Examinations

A final evaluation activity will occur during the published final evaluation period. The appropriate dean must approve any variation to this schedule.

Internet and E-mail

The System provides computing and network resources to students. You are encouraged to use the computers, software packages, and electronic mail (e-mail) for educational or System-related activities and to facilitate the efficient exchange of useful information. Instructors often use System e-mail to communicate important course-related information. This account is also used by campus personnel to share details about upcoming events and other important college information (e.g., financial aid status, announcements from the college president, etc.). Stay informed by setting up your System email account as soon as possible and checking your e-mail often.

The equipment, software, and network capacities provided through the district computer services are and remain the property of the System. Use of the equipment and networks is to

comport with the policies and procedures of the System and access may be denied to any student who fails to comply with the System's policies and procedures regarding its use. Access to the System's e-mail and similar electronic communications systems are a privilege and certain responsibilities accompany that privilege. All users are expected to demonstrate the same level of ethical and professional manner, as is required in face-to-face or written communications. Threatening, anonymous, or forged messages will be treated as a violation of this policy.

Six Drop Rule

Students who enrolled in Texas public institutions of higher education as *first-time college students during the Fall 2007 term or later* are subject to §51.907 of the Texas Education Code, which states that an institution of higher education may not permit a student to drop (withdraw with a grade of "W") from more than six courses, including courses that a transfer student has previously dropped at other Texas public institutions of higher education that have already been counted against their six drop limit. Each student should fully understand this drop limit before you drop any course. Please see a Counselor or Advisor in our Student Services area for additional information and assistance. This policy does not affect transitional or ESOL students.

Software Piracy

Law strictly prohibits unauthorized copying of software purchased by Lone Star College–CyFair for use in laboratories. Lone Star College–CyFair administration will take appropriate disciplinary action against anyone violating copyright laws.

Withdrawal Policy

Withdrawal from the course after the official day of record and prior to "W" Day, (see current catalog for this date) will result in a final grade of "W" on your transcript. Instructor approval is necessary if you want to withdraw after official day. No credit will be awarded for a course earning a "W." If you stop attending class, you must withdraw at the registration office prior to "W" day. If you stop attending class and do not officially withdraw, you will receive an "F" for the course.