



Faculty Handbook 2011 - 2012



Sam Houston State University



Texas A&M University



Texas Southern University

Table of Contents

Sending Assignments and Tests to LSC-University Center	1
Book Adoption Process	2
Sample e-adoption form	3
Faculty Handbook	4
• ADA Compliance	4
• Bookstore	4
• Book Order Process	4
• Building Hours	5
• Classrooms	5
• Classroom and Lab Technology	5
• Getting Technical Help	6
• Course Support	7
• Emergency Closing Procedures	7
• Equipment Operating Instructions	7
• Faculty Area – Room 315	7
• Faculty Office Hours	8
• Food and Drinks	8
• Library Support	8-10
• Lockers	10
• Mailboxes	10
• Copying and Printing	10-11
• Room Access	11
• Repair Needed Notice	11
• Security	11
• Smoking	11
• Student Services	11
• Surveys/Data Collection	12
• Telephones	12
• Vending Machines	12
• Voice Mail	12
LSC-University Center and LSC-Montgomery Emergency Procedures	13-22
LSC-University Center Phone List	23
LSC-University Center Fact Sheet	24, 25, 26
Frequently Asked Question about LSC-University Center	27, 28
Important Dates	29
Emergency Maps	30,31

Sending Class Assignments and Tests to LSC-University Center at Montgomery

Class Assignments

1. Class Assignments must always be sent via e-mail to UC@LoneStar.edu. **Faxed information cannot be accepted.**
2. Class Assignments must be received a minimum of **3** business days in advance.
3. Each Class Assignment should include the following: the day, time, and title of your course; the date and time for the assignment to be given out; the number of students in the course; and any special instructions.
4. LSC-University Center at Montgomery hours may vary in the summer. Please call 936-273-7510 to verify hours of operation.

Test Proctors

If a test proctor is needed for your ITV class at LSC-University Center at Montgomery, please use this process:

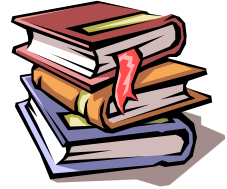
1. E-mail LSC-University Center at Montgomery at UC@LoneStar.edu as soon as you have set the date for your test. A Proctor Request must be made a minimum of **5** business days before the test.
2. As soon as we arrange for a proctor, you will receive e-mail verification that your request was received and scheduled.
3. Your test must be e-mailed **3** business days in advance. Please make certain to include all important information: course number, special instructions, number of students in course, date and time of exam, time restrictions, special accommodations, and instructions on how to return the test.
4. Upon receiving your e-mailed test, we will print and copy the number of tests you request and hold them in our locked file cabinet. You will receive e-mail verification that we have the test and, if applicable, proctor request.
5. As soon as your test is completed, we will make copies of every test. The **instructor** is responsible for the directions on how he/she wants the tests returned to the home university. All assignments and tests will be returned within 2 business days. LSC-University Center at Montgomery keeps a photocopy of every test taken at LSC-University Center at Montgomery for one semester.

Important Points to Remember:

- Always submit your exam via e-mail not faxed to UC@LoneStar.edu
- Proctor Request must be sent **5** business days in advance.
- Class assignments and tests *must be e-mailed* **3** days in advance to UC@LoneStar.edu.
- Class assignments and tests will be put in a envelope for you.
- There must be a definite start time for the exam and the students must begin the exam at this time.
- During the summer, LSC-University Center at Montgomery operation hours may vary. Please check with Student Services staff for proctoring hours at 936-273-7510

Receiving Class Assignments

Student Services can not accept work from students or professors of face-to-face classes.



Book Adoption Process

LSC-University Center at Montgomery

The following list of steps describes the book adoption process:

1. Complete the attached e-adoption textbook order form for each class being taught at LSC-University Center at Montgomery. Be sure to include any required study guides and/or software. If there is a *required copied course pack* for distribution, this information will need to be made available to the LSC-Montgomery Bookstore.

In filling out the book order form, please complete all blanks - including the estimate of enrollment. Remember that this estimated number should be the number of students expected to be enrolled in the **LSC-University Center at Montgomery section only**, not the total number expected for all sections wherever offered.

2. E-mail the completed e-adoption to the contact person at your university for transmittal to LSC-University Center at Montgomery. Do not send book orders directly to the LSC-Montgomery Bookstore. Your university contact person will transmit the book orders directly to LSC-University Center at Montgomery. Actual course enrollments will be due each semester.

University Contact Person

SHSU	Dr. Dina Flores-Mejorado	adm_def@shsu.edu
TAMU	Dr. John Vitek	jvitek@tamu.edu
TSU	Dr. Poats	poats_lb@tsu.edu

3. Please act quickly. Book adoption forms must be received at LSC-University Center at Montgomery by the deadline to guarantee availability for the semester.

Book Adoption Deadlines

Fall 2011	May 1, 2011
Spring 2012	October 1, 2011
Summer 2012	March 1, 2012

The student services office is coordinating the distribution and collection of book orders at LSC-University Center at Montgomery. E-mail the completed e-adoption to uc@LoneStar.edu. For additional information, they can be reached at 936.273.7516 or 281.618.7140.

Thank you for your assistance. Your cooperation and support makes it possible for us to better serve your students!



LSC-University Center at Montgomery

School	Term	CRN Number	Course Name	Course Number	ISBN # <small>Must have 10 Numbers</small>	Book Title(s)	Publisher	Author	Edition	Req	Opt	Prof	Date BA rec'd	Est. Enrol.	QTC	Enroll. Update as of 10/2/11	

SAMPLE

FACULTY HANDBOOK

2011-2012

ADA Compliance - Responsibilities

The partner universities of LSC-University Center at Montgomery are equal opportunity educational institutions. Accommodations on the basis of disability are available from the Centers for Students with Disabilities at each student's "home" university. Please inquire in the Student Services Office at LSC-University Center at Montgomery for assistance with processing these requests through the "home" universities. Students with disabilities should request academic adjustments and auxiliary aids through the appropriate office utilizing procedures established at the "home" university. Although the "home" university must supply special equipment if needed, LSC-University Center at Montgomery assists in accommodation of requests provided by the university. For example, if a student's disability accommodations require additional testing time, the professor must schedule a proctor for the student. Proctors need to be scheduled 5 business days in advance. (Refer to page 1.)

Sam Houston State University	936.294.1720
Texas A&M University	979.845.1637
Texas Southern University	713.313.4210

Bookstore (Textbooks/course materials):

The bookstore at LSC-Montgomery (in Building A), has textbooks and related materials including scantron forms, blue books, computer disks, etc. for the courses offered at LSC-University Center at Montgomery. Check the LSC-University Center at Montgomery website for more information.

Students may purchase books through the LSC-Montgomery bookstore in a variety of ways:

- At the LSC-Montgomery bookstore Monday through Thursday from 7:45 am to 6:00 pm and on Friday from 7:45 am to 1:30 pm.
- By phone for delivery to home or office by calling 936.273.7338.
- By Internet through LSC- University Center at Montgomery:
www.lonestar.edu/UC-Montgomery/ then click "**Bookstore.**"

Book order process:

- E-Adoption forms with instructions are sent by LSC-University Center at Montgomery to a contact at each partner university to distribute to faculty teaching courses at LSC-University Center at Montgomery.
- Forms are returned to LSC-University Center at Montgomery either through your partner university representative or directly to LSC-University Center at Montgomery. Check with your university for specific procedures.

- Forms are due in October for the spring semesters; May for fall semesters; summer varies.
- These forms are separate and in addition to any forms and procedures for ordering books for classes on your university campus.
- Please contact the Student Services Office at LSC-University Center at Montgomery at 936.273.7510 for any questions with regard to textbook orders.

NOTE: If a course is being taught at LSC-University Center at Montgomery only and not on the home campus, the books may only be available at the LSC-Montgomery bookstore.

Building Hours

During the fall and spring semesters, LSC-University Center at Montgomery is open Monday-Thursday from 8:00 a.m. to 9:00 p.m., Friday and Saturday 8:00 a.m. to 5:00 p.m. LSC-University Center at Montgomery is closed Sunday. Police officers will close down the building and enable the security alarm system at 10:00 p.m. weekdays and 6:00 p.m. on Saturdays. During the summer, LSC-University Center at Montgomery is open Monday-Thursday from 8:00 a.m. to 9:00 p.m. and Friday from 8:00 a.m. to 5:00 p.m.

Classrooms

Each classroom is equipped with a computer, an overhead projector, a VCR, and a LCD projector. Classrooms range in seating size from 22 to 50. If enrollment exceeds the maximum capacity of the assigned room, contact Elaine Kirten via e-mail at elaine.kirten@LoneStar.edu.

Each classroom is also equipped with dry-marker boards with a tack strip across the top. Because all walls in the building are covered with wallpaper, we do not allow any items to be taped or posted in any manner to the wall surfaces. Also, to avoid damage to ceiling grids and tiles, please do not suspend anything from the ceiling. All classrooms are shared classrooms. If during your class, you rearrange the tables and chairs, please return them to their original location at the close of class so that the room will be ready for the next class.

Classroom and Lab Technology

LSC-University Center at Montgomery is a total PC environment. The operating system currently is Windows XP and Microsoft Office XP is on all computers. **Under the partnership agreement, the universities are responsible for providing any special software to support their courses and programs.**

1. **All classrooms** are equipped with an instructor/podium, computer, and a LCD projector. Instructional booklets prepared by IT staff are available in each classroom.
 - **Please do not move instructor's desk without assistance from a technology technician. Movement of the desk will damage wiring on the floor. Call extension 273-7385 for assistance.**
 - The classroom computer has Microsoft Office 2007 installed on the hard drive and is networked for Internet and telnet access.

- As a tool for use in teaching, the instructor computer screen can be projected to the LCD Projector at the front of the classroom.
2. **ITV Classrooms** provide equipment for remote transmission and reception of distance learning classes offered by the partner universities.
 - Standard classroom equipment includes the instructor computer, a document camera, and a VCR. A phone is included for emergency contact of on-duty technicians at both local and remote sites.
 3. **Computer Lab - Room 301** is equipped with approximately 30 computers for use by students.
 - Students have access to the Internet using a browser of their choice. Internet Explorer and Firefox browsers are both provided.
 - Microsoft Office 2007 is available on all computers.
 - Computer Lab 301 can be reserved for special situations.
 - **Computer Lab Hours**
 - 8:00 a.m. to 9:00 p.m. Monday - Thursday
 - 8:00 a.m. to 4:00 p.m. Friday & Saturday
 4. **Special equipment and services**
Items and assistance may be requested by faculty:
 - Portable Video Camera
 - DVD drive/player for movies and any case studies.
 - CDR drives (CD burners) on computers
 - LCD Projectors
 - SmartBoard
 - Scanner
 5. During the semester you may have special software you would like your students to be able to access. We will be happy to evaluate it for installation. After receiving approval from your University, please contact us at least one week prior to the time you need it and provide us with a copy of the license. We will test the software in our test network lab prior to installation. After installation, we will notify you and provide you with the password for access.

Getting Technical help

Our technical support staff is available from **8 a.m. to 9 p.m. Monday thru Thursday, from 8 a.m. to 4 p.m. on Friday and Saturday**. Prior to the start of the semester or anytime within the semester, technicians will be glad to review the operation of all classroom equipment with you including Interactive Television (ITV) equipment you may be using.

To obtain technical assistance with any classroom equipment:

Call the technicians at extension 273-7385. If busy or unavailable, dial the Student Services Office extension 273-7510 and they will help you find a technician.

If you are in a room without a phone, there are phones located at the front desk of the first floor lobby, on the second floor behind the elevators, and on the third floor in both the library and the faculty workroom.

Please expect at least 5 - 10 minutes response time for the technicians.

Our technical staff wants your experience at LSC-University Center at Montgomery to be stress free and enjoyable. Please call the staff at any time should you have questions. The technicians can be reached at the Office of Technology Service Desk 936.273.7385.

Course Support

The Southern Association of Colleges and Schools guidelines require that we maintain a file of course syllabi for all courses offered each semester. These are maintained in the Students Services Office in Room 102. Please give a copy of your syllabus to the staff in Student Services.

For course security reasons, for on-site, traditional, face-to-face classes we do not accept student's work for any professors. Please advise your students on your procedures to be followed if they will not be able to turn in assignments directly to you during class, examples we suggest include: e-mail, U.S. Mail, Fed-Ex to home campus, etc. Again, please do not tell your students to turn in assignments to our office.

Emergency Closing Procedures

Lone Star College System utilizes the NewsRouter.com information service to notify faculty, students and staff in case of emergency or other important announcements. To access this service, you can go to LSC-University Center at Montgomery homepage at www.lonestar.edu/universitycenter. Near the bottom of the page, you will see a link called Emergency Information, click on it and it will take you to the Lone Star College System NewsRouter.com web site. Please include this information in your syllabus.

If LSC-Montgomery cancels classes and closes due to weather or other emergency, then LSC-University Center at Montgomery may also be closed.

If your university campus is closed due to a weather or other emergency which does not affect LSC-University Center at Montgomery location then we will be open and you may hold class if you desire. *However*, we will assume that class is cancelled and will so advise students unless you notify us that you are holding class. As soon as you know that your main campus is closed but that you will hold class at LSC-University Center, at Montgomery please call: 936.273.7510 or 936.273.7516. Please review your plans/procedures with your students.

Equipment Operating Instructions (Same as Getting Tech Help above)

In each classroom, a booklet with instructions for operating the equipment is located on the instructor's desk. If you still have problems after following the instructions, please contact a technician at extension 273-7385.

Faculty Area - Room 315

LSC-University Center at Montgomery faculty area is equipped with a telephone, computer, printer, a fax machine, and a Scantron reader. The kitchen is equipped with a coffee maker, refrigerator and microwave oven for your convenience. Lockers and file cabinets are available for storage. (See section on "Lockers" for assignment

information.) Faculty mailboxes are re-labeled each semester. (See Mailboxes for more information.)

The faculty area computer programs include:

- MS Office 2007 (Word, Excel, Access, PowerPoint, Publisher)
- Internet Explorer and Firefox browsers
- A black & white laser printer is located in the kitchen area

Faculty Office Hours

Faculty is encouraged to schedule regular office hours at LSC-University Center at Montgomery to provide students with faculty access. If your university office phone is a long distance call from this area, LSC-University Center at Montgomery can provide you with a local voice-mail box where students can leave you messages. (See Voice Mail in this document.)

Food and Drinks

No food is allowed in the classrooms, the Library, room 200, or the computer lab. Drinks are allowed in the classrooms. Encourage your students to have lids on their cups or to get bottled drinks that they keep the cap on when not drinking. No drinks are allowed in the Library, the computer lab, or the computer classrooms.

In the event of a spill, please ask the student to immediately go to the nearest restroom, get a stack of paper towels, and soak up as much of the spill as is possible. Then please leave a voice mail for Elaine Kirten (7513) with the room number and approximate location of the spill. We really need your cooperation on this point if our carpet is to remain clean.

No alcoholic beverages are allowed anywhere on LSC-University Center at Montgomery property or any other Lone Star College System property.

Library Support

Library Hours – Room 300

8:00 a.m. to 9:00 p.m. Monday - Thursday

8:00 a.m. to 4:00 p.m. Friday & Saturday

Reference librarian On-Duty

10:00 a.m. – 7:00 p.m. Monday – Thursday

8:00 a.m. – 5:00 p.m. Friday and by appointment evenings.

The Lone Star College-University Center at Montgomery Library provides students attending classes with the same access to library resources and support as is available at the library at their home campus.

Scott Gilbert, our Reference Librarian (Scott.A.Gilbert@lonestar.edu, 936-273-7562), is on the LSC-University Center at Montgomery campus every week day. He is available to help with individual research projects, library orientations, and in-class research instruction sessions for your students (please call ahead to set appointments). The Lone Star College-University Center at Montgomery Library website provides links to all partner libraries' on-line research tools, as well as peer-reviewed subject-specific

resource websites, ready reference, and tutorials at <http://www.lonestar.edu/universitycenter/lrc>.

Library Facilities

- 24 computer workstations
- Wireless internet
- Windows XP operating system throughout
- Microsoft Office 2007
- Firefox & Internet Explorer browsers
- Copier
- Laser printers
- Scanners
- CD-R disc burner/recorders
- Pleasant, comfortable study setting

Your research tools

- Databases: research your topic for authoritative, dependable references from thousands of reputable sources on every subject using the databases belonging to your home institution or the Lone Star College System Libraries.
- Magazines: full text versions of thousands of scholarly journals, popular magazines, trade journals, financial reports, company reports, and more are available immediately on-line.
- Newspapers: full text versions of most major newspapers (such as The Wall Street Journal) and in most cases a 25 year back catalog are available immediately on-line.
- Government publications can be searched and accessed at the LSC-UC library.
- Citation Help: print and on-line assistance are available for the major scholarly-writing style guides (APA, MLA, Chicago, Turabian, etc.)
- Reference tools: print and on-line dictionaries, thesauri, style manuals, and more are available at the LSC-University Center at Montgomery Library.

Course Reserve materials and ITV Class Videos

- **Course materials may be placed on reserve in the LSC-University Center at Montgomery Library**

Please supply the course number, university name, instructor's name, and a contact phone number or email address when dropping off reserve materials for processing (in the Library office or the Student Services office). Students may check out the material for an interval set by their instructor (usually 2 hours), and will need to leave a state-issued ID card with the library staff while the item is checked out.

- Videotapes of ITV Classes that were interrupted, not transmitted, or not received for technical reasons are available for check out from the Library.

Books, Videos, & More

LSC-University Center students may borrow material directly from our next-door neighbor, the LSC-Montgomery College Library.

You and your students may also order books from other LSC campus libraries, or Harris & Montgomery County Public Library branches to be delivered to LSC-Montgomery College Library by using:

- Your Montgomery County Public Library card
- Your Harris County Public Library card
- A Community Borrower card easily obtained from the LSC-Montgomery College Library Circulation Desk (state-issued photo ID is required).

Interlibrary loan and delivery

- LSC-University Center at Montgomery students may request material from any library in the United States via their home university library's inter-library loan service.
- These items will be delivered to the LSC-University Center at Montgomery library.
- See the LSC-University Center at Montgomery Librarian for assistance with these requests, or visit your home university library's website.
- Over 45,000 full-text electronic books are available immediately both on & off campus through our net Library collection. Ask the librarian for details.

TexShare Cards

TexShare library card applications can be submitted online and by telephone to all home campus libraries. The TexShare card will allow the student or faculty member to borrow books from both local and statewide university and public libraries (depending on the policies of those libraries).

Lockers

Faculty lockers are assigned on a first come, first serve basis and must be emptied at the end of each semester. Returning faculty may request to retain the same locker for the following semester. To receive a locker assignment, contact Scott Gilbert, LSC-UC Librarian at 936-273-7562 or Maria Valenzuela at 936-273-7514 or come by Room 102L.

Mailboxes

The faculty mailboxes are located in the Faculty Area, Room 315, on the third floor behind the elevators. They are labeled with the names of individual faculty at the beginning of each semester using information provided by our partner universities. These can be used for any information that does not require a secure or confidential environment.

Copying and Printing

Each University has been assigned a copy code for faculty use. Please contact University Center Staff, 936.273.7510, for your copy code. Copy costs are charged back quarterly to the individual universities.

Two copy machines are located on the third floor. A copy/print card is needed for making photocopies or computer printouts and each page will cost \$.10.

SHSU, TSU, or Texas A&M students currently attending classes at The Lone Star College-University Center at Montgomery are eligible to receive a copy card pre-charged with 80 copies. One card will be issued per student per semester. To obtain a card please see the Librarian (Room 300a) or a Computer Lab Assistant (Room 301).

For all other students and community members: cards are obtained from the vending machine in the hallway before the Computer Lab (room 301) entrance. Cards cost a minimum of \$1.00 (\$.50 card fee plus \$.50 worth of copies/prints). Value may be added to the card at any time.

The copy/print card vending machine **does not make change and only accepts bills**. Any money put into the machine will be added to the card value and is non-refundable.

Room Access

LSC-University Center at Montgomery classroom and faculty work-area doors are on an automatic door lock system. Classrooms with multiple computer workstations, called computer classrooms, will remain locked until faculty arrives on campus and LSC-University Center at Montgomery staff has been alerted to unlock the door. The faculty work-area is open from 8:00 a.m. to 9:00 p.m. Monday through Thursday, 8:00 a.m. to 5 p.m. Friday and Saturday. The building has several areas where students can gather, including the commons area and atrium lobby.

Security

Campus security is provided by the police department of Lone Star College System. A police officer is on duty at all times that classes are being held. The officer will provide escort to the parking lot on request. Emergency numbers are 281.290.5911 and for non-emergencies call 832-813-6800. In the event of a fire or medical emergency please dial 911. Classroom telephones automatically dial campus security when picked up. The emergency numbers are posted throughout the building.

Smoking

LSC-University Center at Montgomery prohibits smoking and other use of tobacco products on the campus proper. Smoking is restricted to the student parking lots.

Student Services

Staff in the Student Services Office at LSC-University Center at Montgomery assists students in determining which program of study to pursue. Support services include:

- providing information about the variety of programs available
- application assistance
- admissions support
- assistance with financial aid
- general advising for programs offered through LSC-University Center at Montgomery
- degree planning
- class transfer information
- serving as liaison between the student and university program representatives

Surveys/Data Collection

At the beginning of each semester, you will be asked to have students fill out a Student Information Request form. You will also be asked to distribute the Student Handbook. Please return the Student Information Request form to the Student Services office located in Room 102. If it is after hours, please deposit the form in the after-hours lock box located in the lobby.

Telephones

There is a telephone in the faculty lounge 936.273.7563. Each University has a long distance dialing code. You may obtain the code for your University by contacting Student Services, 936.273.7510 or Maria Valenzuela, 936.273.7514. A pay phone is located in the Commons. There is a phone equipped with a volume control handset for the hearing impaired.

Vending Machines

Vending machines are located on the first and second floors of LSC-University Center at Montgomery near the elevators. The largest variety of drinks and snacks are located on the first floor. The Commons area, behind the first floor vending area, is equipped with a microwave oven and a television. The second floor vending includes snacks and drinks.

Voice Mail

A voice mailbox is available to all faculty members teaching at LSC-University Center at Montgomery. This service is very helpful for students because it provides a local number (no long distance fees) to use in contacting faculty. Upon request, faculty will receive a voice mail number for students and associates to leave messages. Each voice mailbox may be reached via a local line and a Houston metro line. To receive a voice mailbox, contact Bryan Dolan, 936.273.7570, at the beginning of the semester.

LSC-University Center at Montgomery
Emergency – X5911 or 281.290.5911
Non Emergency 832.813.6800

Emergency Procedures

Quick Index

Medical Emergencies	Power Outage
Fire	Hazardous Materials/ Gas Leak
Emergency Evacuation Procedures	Threatening/Violent Behavior/Disturbance
Severe Weather	Bomb Threat
Criminal Activity	

Introduction

The information contained in this document, is to assist faculty and staff in responding to different emergencies which may be encountered on campus. Being physically and psychologically prepared to handle unexpected emergencies is an individual as well as an organizational responsibility.

Please familiarize yourself with these emergency procedures and keep these procedures in your office for immediate reference. Knowledge of correct emergency procedures and the ability to act swiftly can mean the difference between life and death. The LSC Police Department is available to respond to any emergency, which may develop.

LSC-UNIVERSITY CENTER at Montgomery

Medical Emergencies

1. Report injuries to the LSCS Police Department by:
 - a. Picking up any emergency phone
 - b. Calling X6911 from any campus phone, or
 - c. Calling 281-290-5911
2. If the person is seriously injured, do not move them unless there is a life threatening danger (falling debris, fire, explosion, etc.).
3. Dial 9-1-1 then LSCS Police at X5911 (281-290-5911) for injuries requiring immediate medical attention:
 - a) State the problem.
 - b) State where the emergency exists and address.
 - c) State the phone number you are calling from and if possible, have someone stay close to the phone until aid arrives.
 - d) Send a runner to meet and guide the emergency crew to the injured party.
4. Return to the victim. Administer first aid; keep the victim as calm and comfortable as possible.
5. Remain with the victim until the Campus Police or the Emergency crew arrives.

LONE STAR COLLEGE-UNIVERSITY CENTER at Montgomery

Evacuation Procedures

The University Center at Montgomery staffing varies according to day and time. There may be as many as seven staff members and as few as one. It is also possible at times that there are no staff present.

For building staff:

When the alarms sounds:

1. If smoke or any other sign of a fire is present, ALWAYS exit the building through the nearest exit.
 - a) UC staff, as long as it is safe to do so, may remain near the exit to assist/encourage others to evacuate the building.
 - b) Move as far away from the building as possible (far side of the parking lot).
 - c) Persons who are mobility impaired may be assisted to the safest area possible such as the elevator landing. Staff are to advise the Emergency personnel of their location. These people will be transported down stairs by emergency personnel.
 - d) Do not use the elevators when an alarm is activated.
2. If there is no smoke or other sign of a fire, UC staff may consult the alarm panel in the 102 hallway to identify the location of the alarm. UC staff will notify emergency personnel.
3. The alarm will not be silenced until the emergency personnel arrive and confirm that there is no fire or that it has been fully extinguished.
4. Occupants may not re-enter the building until the "ALL CLEAR" has been given by authorized emergency personnel.

Faculty and program coordinators:

1. Evacuation procedures are posted on the bulletin board in every classroom and meeting space. If they are not present, ask staff in the office to have them replaced.
2. Evacuation procedures should be discussed with students, seminar attendees, and program participants during the first class or session.

The alarm panel will automatically alert emergency responders when an alarm is activated. Use of fire extinguishers is restricted to personnel trained in its use; and only if the fire is small, and the user can safely evacuate the area if unable to extinguish it. All occupants must evacuate the building whenever the alarm has been activated and may not return until the "ALL CLEAR" has been given by authorized emergency personnel.

LONE STAR COLLEGE-UNIVERSITY CENTER at Montgomery

Severe Weather

Severe weather conditions can occur suddenly or be predicted ahead of time. Severe weather likely to occur in this area includes: icy roads, heavy rains, dense fog, high winds, tornado and hurricane.

UC Campus Closure

The decision to close the UC campus or discontinue normal campus operations is made by the Chancellor, President, or the Senior Vice Chancellor. Instructions will be provided on what action to take. The LSCS website, email, and local media are provided updates on campus status and reopening.

Shelter in Place

If a tornado warning is sounded, all occupants of the building should seek shelter in an interior hallway away from the windows, in restrooms or under a table. It is the responsibility of the instructor to clear the classroom and send the students to a safe area and assist people who have special needs.

If caught outside and there is no time to find suitable shelter, lie flat in the nearest depression such as a ditch.

LONE STAR COLLEGE-UNIVERSITY CENTER at Montgomery

Criminal Activity

1. In the event that you observe a crime in progress, believe a crime may be in progress, or are the victim of a crime; contact the LSCS Police by:
 - a. Picking up any emergency phone
 - b. Calling X5911 from any campus phone, or
 - c. Calling 281.**290-5911**
2. All calls are confidential. Give your name, location and department. Advise them of the situation and remain where you are until contacted by an officer. LSCS Police Officers are trained to handle all situation and persons in a diplomatic and sensitive manner. When in doubt – report it.
3. Do not attempt to apprehend or interfere with the criminal except in cases of self-protection.
4. If safe to do so, take time to record a mental description of the suspect. Note height, weight, sex, hair color, approximate age, clothing, method and direction of travel, and the person's name, if known. All this takes only a few seconds and is of significant help to investigating officers. If the suspect is entering a vehicle, note the license number, make and model, color and outstanding characteristics.
5. Call the Police Communication Center at 281.**290-5911**. Give your name, location and department. Advise them of the situation and remain where you are until contacted by an officer.
6. Protect the crime scene; items which may have been handled by the perpetrator may bear fingerprints and should not be touched. Do not clean or disturb the area. In case of a serious crime, the room or area where the crime occurred should be sealed off immediately. Do not allow anyone to enter the area until the police have secured and examined the area.
7. In the event of a civil disturbance, continue with your normal routine, if possible. If the disturbance is outside, stay away from doors and windows.
8. Do not interfere with those persons creating the disturbance, or with law enforcement authorities on the scene.
9. A Campus Police Officer will respond to evaluate the situation.

LONE STAR COLLEGE-UNIVERSITY CENTER at Montgomery

Power Outage

In the event of a power outage during normal hours of operation:

- Contact LSC-Montgomery Facilities at 936.**273-7311**. They will call the light company to determine the length of time the outage is estimated to last.
- Facilities/Security will immediately check the elevators that may have stopped during the outage. Facilities will also check for emergency lights that may not be working. If the outage is not campus-wide, facilities will investigate the problem.
- Emergency lights have been installed in most interior spaces and classrooms. The emergency generator will automatically turn the emergency lights on.
- In the event the outage will last for an extended period of time, the campus police, under the direction of the responsible administrator, will advise on any class cancellation.

In the event of a power outage after normal hours of operation:

- Contact the LSCS Police at X5911 or 281.**290-5911**.
- The campus police will call the light company and facilities contact person at home.
- Wait for campus police assistance before leaving the classroom. It is best if persons remain in classrooms during an outage, particularly at night. Moving around the building and grounds with restricted light could be dangerous.
- The campus police will advise the administrator on duty of the expected length of time the outage is estimated to last.

If people are trapped in an elevator:

- Tell the passenger to stay calm and that you are getting help. Instruct the passenger to pick up the emergency phone in the elevator so they can provide direct information to the emergency responders.
- Call the LSCS Police at X5911 or 281.**290-5911**.
- Stay near passengers until police or other assistance arrives, provided it is safe to stay in the building.

LONE STAR COLLEGE-UNIVERSITY CENTER at Montgomery

Hazardous Materials

1. If a gas cylinder or other chemical should begin leaking and if in the judgment of the person responsible for such materials, presents any danger to themselves or the other building occupants, the following steps should be taken:
 - a. Confine the fumes or fire by shutting the room door(s).
 - b. Sound the building fire alarm so evacuation can begin.
 - c. Dial **X5911** or 281.**290-5911**, let them know that you activated the building alarm, so they can advise arriving fire crew the nature of the emergency.
 - d. Evacuate to safe area at least 300 yards away from the building. (**Refer to Emergency Evacuation Procedures**) Do not return to the building until you are instructed that it is safe to do so.
 - e. Suspected gas leaks or suspicious odors should also be reported to the LSCS Police at X5911 or 281.**290-5911**.

Gas Leak

Gas has a very distinctive odor. In the event gas is detected, it should be reported at once.

During normal hours of operation:

- To avoid creating sparks, do not touch light switches, electrical outlets, etc.
- Evacuate students from the area, (at least 300 yards). **Refer to Emergency Evacuation Procedures.**
- Contact LSCS Police at X5911 or 281.**290.5911**.
- Persons should stay out of the building until the ALL CLEAR has been given by facilities.

After normal hours of operation:

- Evacuate students from the area, (at least 300 yards). **Refer to Emergency Evacuation Procedures.**
- Contact LSCS Police at X5911 or 281.**290.5911**
- Campus Police will call the gas company and facilities personnel on call.
- Persons should stay out of the building until the ALL CLEAR has been given; indicating conditions are safe to return.

LONE STAR COLLEGE-UNIVERSITY CENTER at Montgomery

Threatening, Violent Behavior and Disturbance

Threats may be statements of intention or expressions of strong emotion. They can be direct or indirect, verbal or nonverbal. Shaking a fist or pounding the desk, throwing things and showing a weapon are all examples of nonverbal threats. Verbal threats may be indirect expressions of frustration or anger directed toward a person or officer or they may be direct statements of the intention to harm. These situations are complex and it is not expected that individuals will be able to assess whether the treat is serious and might actually lead to harm; Employees should consider any threat or display of hate as potentially serious.

Most people who commit violent acts exhibit warning signs. Take seriously any behavior or words that imply threat, consult appropriate people to assess the risk.

Steps to Follow

If the treat is immediate, leave the situation, if possible, and call the LSCS Police at X5911 or 281.**290-5911**. If threats or bizarre behavior indicate possible danger, personal safety is the top priority.

For an angry or hostile customer, student or co-worker:

- Stay calm.
- Listen attentively.
- Maintain eye contact.
- Be courteous, patient, and respectful.

If shouting, swearing and threatening continues:

- Signal a co-worker or supervisor that you need help (have a pre-arranged code example {"Give Sally the red Folder for Me Please"}).
- Have someone call the LSCS Police: **do not make any calls yourself.**

If someone is threatening you with a weapon:

- Stay calm quietly signal for help using a code system.
- Maintain eye contact.
- Stall for time.
- Keep talking but follow instructions from the person who has the weapon.
- Don't risk harm to yourself or others; **never try to grab the weapon.**
- Watch for a possible chance to escape.

If someone is causing a disturbance on campus:

- Call LSCS Police at X5911 or 281.**290-5911**.
- Give a brief description of the person(s), the nature of the disturbance and whether or not the person(s) may have a weapon.
- Wait for the police and be prepared to provide them with a statement.

LONE STAR COLLEGE-UNIVERSITY CENTER at Montgomery

Bomb Threat

1. Bomb threats usually occur by telephone.
2. If you have a display phone, look for originating number.
3. The person receiving a bomb threat call should remain calm and attempt to obtain as much information as possible from the caller. Listen for unusual noise or voice characteristics.
4. Call the LSCS Police at X5911 or 281.**290-5911**, inform them of the situation, including any information you may have as to the location of the bomb, time it is set to explode, time you received the call and any distinguishing information about the caller, (see attached checklist).
5. Inform your supervisor or department head.
6. Campus Authorities will be responsible for building evacuation if needed.
7. If you should spot a suspicious object, package, etc., report it to authorities, but under no circumstances should you touch it, or move it in any way. Only take what you brought in and leave doors open.
8. If the threat is by mail, secure the letter and envelope. Handle as little as possible and do not let anyone else touch them. Preserve for fingerprints.
9. Do not use a cellular phone, two-way radio or any wireless communication device, as it can trigger the bomb.
10. If instructed to evacuate, move a safe distance away from the building (a minimum of 300 yards). Do not return until instructed that it is safe to return. (**Refer to Emergency Evacuation Procedures**).

LONE STAR COLLEGE-UNIVERSITY CENTER at Montgomery

BOMB THREAT CHECKLIST

<u>Ask</u>	<u>Caller's Voice</u>
When is the bomb going to explode?	<input type="checkbox"/> Calm <input type="checkbox"/> Normal <input type="checkbox"/> Ragged
Where is it right now?	<input type="checkbox"/> Angry <input type="checkbox"/> Distinct <input type="checkbox"/> Clearing throat
What does it look like?	<input type="checkbox"/> Excited <input type="checkbox"/> Slurred <input type="checkbox"/> Deep breathing
What kind of bomb is it?	<input type="checkbox"/> Slow <input type="checkbox"/> Nasal <input type="checkbox"/> Cracked voice
What will cause it to explode?	<input type="checkbox"/> Soft <input type="checkbox"/> Stutter <input type="checkbox"/> Disguised
Did you place the bomb? Why?	<input type="checkbox"/> Loud <input type="checkbox"/> Lisp <input type="checkbox"/> Accent
What is your name?	<input type="checkbox"/> Laughter <input type="checkbox"/> Raspy <input type="checkbox"/> Familiar
What is your address?	<input type="checkbox"/> Crying <input type="checkbox"/> Deep
<hr/>	
Exact wording of threat:	
<hr/>	
<hr/>	
<hr/>	

	<u>Background Sounds</u>
Name of caller (if known)	<input type="checkbox"/> Street noises <input type="checkbox"/> Office Machinery
Number from which call originated	<input type="checkbox"/> Animal noises <input type="checkbox"/> Factory Machinery
Male or female	<input type="checkbox"/> Clear <input type="checkbox"/> Voices
Race:	<input type="checkbox"/> Static <input type="checkbox"/> PA System
Age:	<input type="checkbox"/> Music <input type="checkbox"/> Local
Name of recipient of call:	<input type="checkbox"/> House noises <input type="checkbox"/> Long Distance
Number at which call was received:	<input type="checkbox"/> Motor <input type="checkbox"/> Booth
Time: _____	
Date: _____	

	<u>Threat Language</u>
Additional comments:	<input type="checkbox"/> Well <input type="checkbox"/> Coherent
_____	<input type="checkbox"/> Spoken <input type="checkbox"/> Taped
_____	<input type="checkbox"/> Foul <input type="checkbox"/> Message read by the threat maker
_____	<input type="checkbox"/> Irrational



General Information and all Extensions.....936-273-7510 or 281-618-7140

LSC-University Center Security

Officer LaSheria Nance, 6:00 am – 2:00 pm
 Officer Christina Lovelace, 2:30 pm – 10:30 pm

Non-Emergency: 832.813.6800

Emergency: 281.290.5911

Administration Toll Free # 281-618-7140
 Dr. Kurt Czupryn 936-273-7505
 Executive Director, LSC-University Center
 Maria Valenzuela 936-273-7514
 Administrative Assistant FAX 936-273-7557
 Elaine Kirten 936-273-7513
 Coordinator of Support Services FAX 936-273-7524

Maintenance Call on 2-way radio or
 Rufus Jett 936-273-7560
 Kenny Haines 936-273-7698

CREATE FAX 936-273-7592
 Dr. Mona Wineburg 936-273-7575
 Executive Director
 Paula Hart 936-273-7661
 Sherril Lowery 936-273-7664
 Jeanette Narvaez 936-273-7663
 Nancy Olson 936-273-7663
 Dr. Bill Reaves, Part Time 936-273-7663

Academic Student Services Toll Free # 281-618-7140
 Dr. Debra Britton 936-273-7515
 Director of Academic Student Services
 Student Support Services, 936-273-7510
 936-273-7516
 FAX 936-273-7530
 Reception Area 936-273-7571

University Representatives

SHSU, Dr. Dina Flores-Mejorado 936-273-7518
 Advising Assistant 936-273-7520

Technology EXT. 273-7385
 Michele Hendricks, AV/ITV Support 936-273-7517
 Jason Drude, OTS Coordinator 936-273-7570
 Part-time IT Technician 936-273-7569
 Computer Lab, Room 301 936-273-7569

Library
 Scott Gilbert, Reference Librarian 936-273-7562
 Faculty Lounge 936-273-7563
 FAX 936-273-7616

Bookstore
 LSC-Montgomery 936-273-7338

Conference Room
 Room 105 936-273-7605





FACT SHEET

PURPOSE

Lone Star College System-University Center at Montgomery is a partnership of universities and the colleges of the Lone Star College System to provide unduplicated bachelor's degrees, master's degrees, doctorate degrees, and continuing professional studies to the college service area. Partnerships, seamless articulated programs, collaborative governance, shared facilities, interactive telecommunications, and "one stop" student services provide the basis for the LSC-University Center at Montgomery to serve as the critical link for community development and individual opportunity to over one and one-half million citizens of North Houston, North Harris County and Montgomery County.

PUBLIC PRIVATE PARTNERSHIPS

Three universities and the community college system, including five colleges, have joined together to offer unduplicated bachelor's (20) degrees, master's (24) degrees, and three special programs for a total of 47 programs.

Lone Star College System:

- LSC-North Harris
- LSC-Kingwood
- LSC-Tomball
- LSC-Montgomery
- LSC-Cy-Fair

Partner Universities:

- Sam Houston State University
- Texas A&M University
- Texas Southern University

LSCS local taxpayers and private sector partners built the facility and telecommunications infrastructure at no cost to the state. Universities are responsible for their degrees and support the instructional, facilities utilized, and shared support services costs. The College System is responsible for the instruction and student services at the freshman and sophomore levels.

OVERVIEW

LSC-University Center at Montgomery is the centerpiece for multi-level instruction of universities and the LSCS. LSC-University Center at Montgomery includes a dedicated classroom/laboratory facility of approximately 78,000 sq. ft. as well as an interactive, video conferencing system that connects the colleges of LSCS and the partner universities. The Universities began offering classes in September 1997. In recognition of his commitment to making higher education available to the community, the building was named in honor of George P. Mitchell, CEO of Mitchell Energy and founder of The Woodlands. LSC-University Center at Montgomery received full approval by The Texas Higher Education Coordinating Board in April 1996. Groundbreaking occurred in June 1996 using the theme "*common ground for the common good.*" Facilities opened in January 1998.

CONCEPT

- LSC-University Center at Montgomery is degree program driven.
- Partner universities offer courses necessary for a student to complete baccalaureate and master's degree programs at LSC-University Center at Montgomery.
- Operational costs of instruction, facilities, and services provided are shared pro-rata by the universities based on enrollment.
- Technology and telecommunications are used to interconnect and deliver student support and learning services.
- LSCS colleges offer the freshman and sophomore course work utilizing seamless, articulated AA, AS, and AAS degrees.
- The standards for the quality of the degrees offered and awarded matches standards at the home campus.
- One-stop student support services.
- Diverse multi-level higher education institutions work together and make a difference for students, businesses, and communities.

THE FACILITY AND TECHNOLOGY

Lone Star College System was responsible for the funding, construction, and equipping of a permanent facility to house LSC-University Center at Montgomery. LSC-University Center at Montgomery is located in The Woodlands, a planned residential and business community in the northern part of metropolitan Houston. The construction was financed with approximately \$9.5 million of tax funds and a gift of \$2 million and ten acres of land from The Woodlands Corporation and Mr. George P. Mitchell. In 1995, voters of the District approved the \$77.87 million bond issue by a three-to-one margin. The \$9.5 million for LSC-University Center at Montgomery was one of the listed projects. Construction of the facility was completed in late 1997. LSCS, as the owner/operator/landlord of the facility, is responsible for providing the basic support services such as custodial, utilities, security, maintenance, duplication, telephone, and the interactive video conferencing system to support distance learning and other instructional and support needs. The equipment includes the telecommunications system to support two-way interactive video, voice, and data for distance education as well as the computers, software, and networking systems necessary to support the on-site instructional program. LSC-University Center at Montgomery university partners are responsible for the operating budget that is divided among them based on pro-rata share of annual semester credit hour generation at the LSC-University Center at Montgomery.

The facility and technology consists of a 78,000 sq. ft. 3-story structure housing:

- 10 2-way voice/video conference classrooms and seminar rooms
- 23 classrooms with ceiling-mounted LCD projectors and instructor workstation
- 5 seminar rooms
- 4 computer classrooms with 20 to 40 computers per room
- an 84-seat tiered "smart" lecture hall with data, internet, and power at each seat
- 50 workstation open computer lab
- 24 workstation library connecting to all partner libraries via internet
- all rooms connected by broadband cable
- entire building fiber optic cabled
- all classrooms pre-wired to convert to two-way interactive voice, video, and data use
- 1 Accord MGC 100 MCU (Multipoint Control Unit) providing connectivity for video conferencing throughout the system, with the universities, and through the public IP network
- shared Student Services area to support advising, admissions, financial aid, and other student services
- shared faculty support area with access to computers and other technical equipment to support course development and delivery

CATEGORIES OF STUDENTS ENTERING LSC-UC

- Transfer from LSCS with AA, AS, or AAS
- Transfer without full 60+ hours from LSCS
- Transfer from other community colleges/universities
- "Shoebbox of Transcripts" from a variety of universities/colleges
- Transfer from one LSC-University Center university to another LSC-University Center university
- Transfer from "home base" university to LSC-University Center at Montgomery
- Military experience and licensure
- Career changing professionals with one degree desiring to complete another specialty or a new degree
- Individuals with bachelor's degrees pursuing a master's degree
- International students with some prior college coursework or degrees
- "Fresh Start" - based on Texas Law
- Veterans
- Non-Degree Seeking Status (Bachelors; Masters)

ARTICULATED PROGRAMS, AIRWAVES AND SERVICES

- 18 Bachelor's Degrees are seamlessly articulated vertically with the LSCS programs and laterally among the universities for course equivalencies to expedite the students' achievement of their degree. All of these plans are in compliance with the home university for the degree and their related academic policies.
- 26 Master's Degrees are cooperatively offered
- 1 Doctoral program in Educational Leadership
- 1 Doctoral program in Philosophy in Counselor Education
- 1 Post-baccalaureate teacher certification programs
- Faculty, department heads, deans, and administrators are continuously involved in the initial development and continuing review of these agreements, shared services, and compatible systems. Each program has been approved by Texas Higher Education Coordinating Board and accrediting agencies.

MANAGEMENT

LSC-University Center at Montgomery Council (10 members, including two appointed by each partner) provides guidance for planning and delivery of programs. The Council is assisted by subcommittees: finance, academic programs, and technology. LSCS is responsible for day-to-day management of the LSC-University Center at Montgomery and its facility. The administrative staff consists of twenty-one full-time personnel.

FINANCIALS AND FEES

- The day-to-day operating budget for the LSC-University Center at Montgomery is paid by the participating universities; LSCS is responsible for the debt service on the building. Related shared costs for participation at the LSC-University Center at Montgomery have been made based on semester credit hours (SCH) of courses offered to achieve the degrees. The shared cost includes facilities utilization, shared support services, and shared laboratories.
- Annual review of budget, financials, costs, and revenues is made by the Finance Committee.
- A Financial Aid Consortium has been established among the three universities and the community colleges to allow for students to fully utilize their financial assistance for degree completion when courses are taken at more than one school. The "home" university offering the degree is responsible for the financial aid package.

SHARED STUDENT SUPPORT SERVICES -- COMMON AND CUSTOMIZED

- The LSC-University Center at Montgomery universities and colleges are committed to providing (as much as possible) a "one-stop" seamless approach to the applications, registration, fee collections, calendar, financial assistance, transcript analysis, advising, student information, and student learning support. Common electronic data transmission standards and information technology are used to complete these processes.
- Common application data elements are utilized for the first stop that the student makes. LSC-University Center at Montgomery facilitates transfer of data to partner institutions when a student cross-enrolls in classes with more than one partner using the SPEEDE system based on EDI standards.
- LSC-University Center at Montgomery Student Services staff provides gateway/intake advising to prospective students, reviewing transcripts, and assisting them in determining the program which best meets their needs. The staff then assists the students in getting admitted and beginning the registration process.
- Additional overview and advising sessions are offered with the universities providing intake sessions for orientation, transcript analysis, and degree planning. These are offered at LSC-University Center at Montgomery. Additionally, university program advisors come to LSC-University Center at Montgomery on a regularly scheduled basis to advise currently enrolled students.
- Library Services are provided utilizing internet technology to provide links to each partner university library. TexShare and the University partners provide access to commonly used databases and TExpress provides overnight delivery of books and articles from partners to the LSC-UC. Library services are managed by a full time librarian on-site at LSC-University Center at Montgomery.
- All computer workstations in the library and computer lab provide students with access to Microsoft Office software, including Word, Excel, PowerPoint, and Access. Partner universities provide additional software to support unique program needs.
- Faculty orientation is provided for all faculty teaching at LSC-University Center at Montgomery to familiarize them with the equipment in each classroom, the procedures and policies, and the services available for the students.

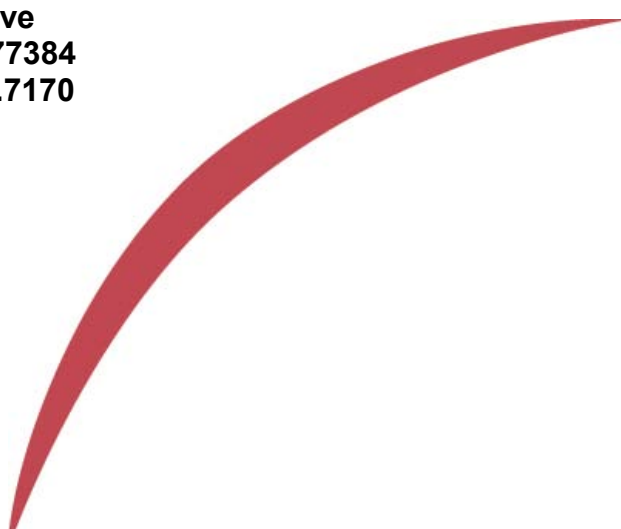
EARLY STARTUP AND ENROLLMENTS

- Sam Houston State University and the University of Houston offered the first courses following Texas Higher Education Coordinating Board approval.
- Prairie View A&M University followed with the Bachelor of Nursing Degree program providing new opportunities for ADN/RN nurses to continue with their careers. First graduates were in December 1997.
- In Fall 1997 there were 65 classes, 855 enrollments, and 374 actual students.

CURRENT STATUS

- In Spring 2011, there were 164 classes with 3,500 enrollments and 2,111 actual student headcount.
- Since the LSC-UC was opened in Fall 1997, total student enrollment is 105,787 and total actual student headcount is 69,270.

**LSC-University Center at Montgomery
3232 College Park Drive
The Woodlands, Texas 77384
936.273.7510 or 281.618.7170
Fax 936.273.7530**





Frequently Asked Questions about LSC-University Center at Montgomery

Q: What is the LSC-University Center at Montgomery?

A: LSC-University Center at Montgomery is a partnership of three universities, the Lone Star College System and the private sector. The partner universities are Sam Houston State University, Texas A&M University, and Texas Southern University. Courses leading to bachelor's, master's, and doctoral degrees are offered by the partner universities at LSC-University Center at Montgomery, located in The Woodlands. LSC-University Center at Montgomery serves the entire college system area.

Q: What programs and degrees are offered at LSC-University Center at Montgomery?

A: A complete description of programs currently offered is included in each semester's schedule for LSC-University Center at Montgomery. Programs offered by the partner universities are non-duplicated. Go to LSC-University Center at Montgomery website: LoneStar.edu/UC-Montgomery/ to find a listing of degree programs.

Q: How do I get started?

A: To enroll in graduate or undergraduate courses at LSC-University Center at Montgomery, a student must be admitted to one of the three partner universities offering degrees at LSC-University Center at Montgomery. The university to which you apply and are admitted is designated as your "home" university. Your application for admission to the home university must include official copies of your transcripts. Official transcripts carry the registrar's signature and the university seal and are mailed directly from the university. Certain universities may allow you to submit your transcripts in sealed envelopes and signed by the university. Students should make every effort to apply by university deadlines. Many schools or degree programs have additional admissions requirements or deadlines beyond the university requirements. The catalog of your home university and the current admissions application contain detailed information.

Q: How do I find out the specific requirements for my degree program?

A: Student Services Specialists are available at LSC-University Center at Montgomery to help with transfer requirements. Program brochures are available in the Student Services Office that will list the requirements for undergraduate degrees. Since master's and doctoral degree programs can be very specialized, it is usually best to understand as much as possible from the university catalog and speak directly with an advisor at the home university to discuss your unique educational background and goals.

Q: How do I know which courses will transfer?

A: Transfer information can be found on LSC-University Center at Montgomery's website: LoneStar.edu/UC-Montgomery/. In general, up to 66 college-level credit hours from community colleges can transfer to your home university. Once you have applied for admission to the home university as a transfer student, an advisor will review your official transcripts and you will receive an official evaluation. You should then work with your home university advisor to align your evaluated coursework into a degree plan. The number of hours of transferable college-level credit is very limited for master's degree programs. Staff members in the Student Services Office at LSC-University Center at Montgomery can meet with you to discuss your academic needs.

Q: Where are LSC-University Center at Montgomery classes held?

A: Classes meet in the George P. Mitchell Building at LSC-University Center at Montgomery, 3232 College Park Drive, in The Woodlands. LSC-University Center at Montgomery is located one-half mile west of I-45 at the College Park Drive/Hwy. 242 exit.

Q: How do I get a catalog from the university I would like to attend?

A: Most university catalogs are available on individual university web sites. The catalogs and handbooks of the partner universities are the official publications describing all pertinent policies governing student enrollment in the universities. They contain valuable information intended to assist in planning academic endeavors. Students are responsible for reading these publications and should become thoroughly familiar with all current information.

Q: How do I register for classes?

A: Once you are admitted to your home university, you may register for classes by attending the on-site registration at LSC-University Center at Montgomery, held before the start of each semester, or by following the home university's procedure for earlier registration. As a component of the lateral partnerships, students are able to register for support courses from the other universities or the community college system. Contact the Student Services Office for assistance with this process.

Q: What tuition and fees do I pay?

A: The amount of tuition and fees owed by a student registering for courses through LSC-University Center at Montgomery is determined by the home university. Depending on when the student registers, the fee statement may be mailed by the university. However, it is the student's duty to know the university procedures and arrange to pay the amount due by the deadline. Residency, for the partner university tuition purposes, is determined by in-state or out-of-state status. Each partner university verifies a student's residency status.

Q: How do I apply for financial aid?

A: Students interested in financial aid should apply through the Office of Financial Aid and Scholarships of their home university. This process begins by filing the Free Application for Federal Student Aid (FAFSA), available in the Student Services Office or at www.fafsa.ed.gov. It is also important to contact your financial aid office as soon as possible for deadline dates. Phone numbers of the financial aid office for each partner university are listed in the current class schedule.

Q: How do I get my textbooks?

A: There are several options available in order to purchase textbooks. Textbooks can be ordered by phone for delivery to your home or office. Textbooks for the courses offered at LSC-University Center at Montgomery are available for RENT at the LSC- Montgomery Bookstore. You can also go to the web at www.efollett.com and order textbooks. For phone order and any additional information, call the bookstore's toll-free number, 1-888-677-1005.

Some university information and deadlines may be different for international students.

Each student will have specific questions unique to his or her educational background. Please do not hesitate to speak with a staff member in the Student Services Office at LSC-University Center at Montgomery. We will be pleased to assist you and guide you in pursuing your academic objectives. Visit us in Room 102 at the George P. Mitchell Building of LSC-University Center at Montgomery located at 3232 College Park Drive, in The Woodlands, or call us at (936) 273-7510 or (281) 618-7140.

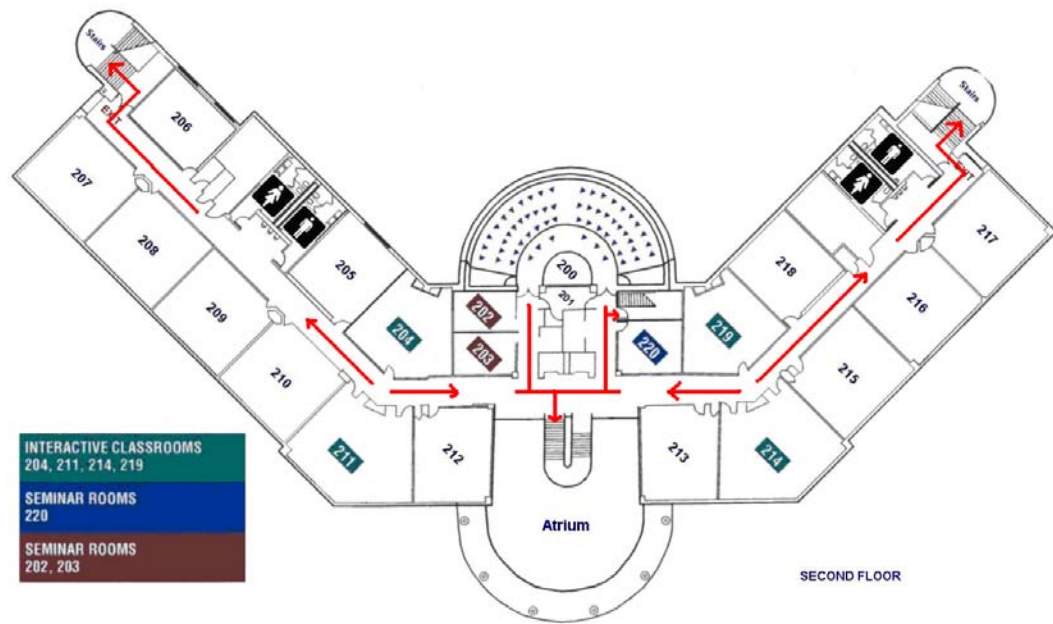
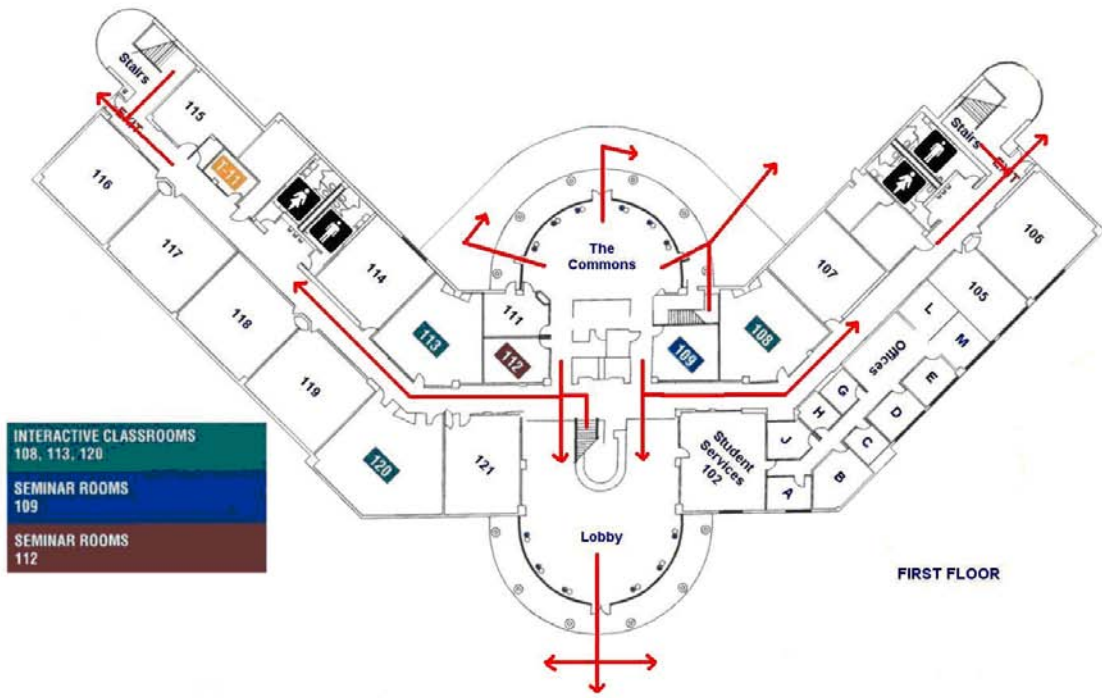


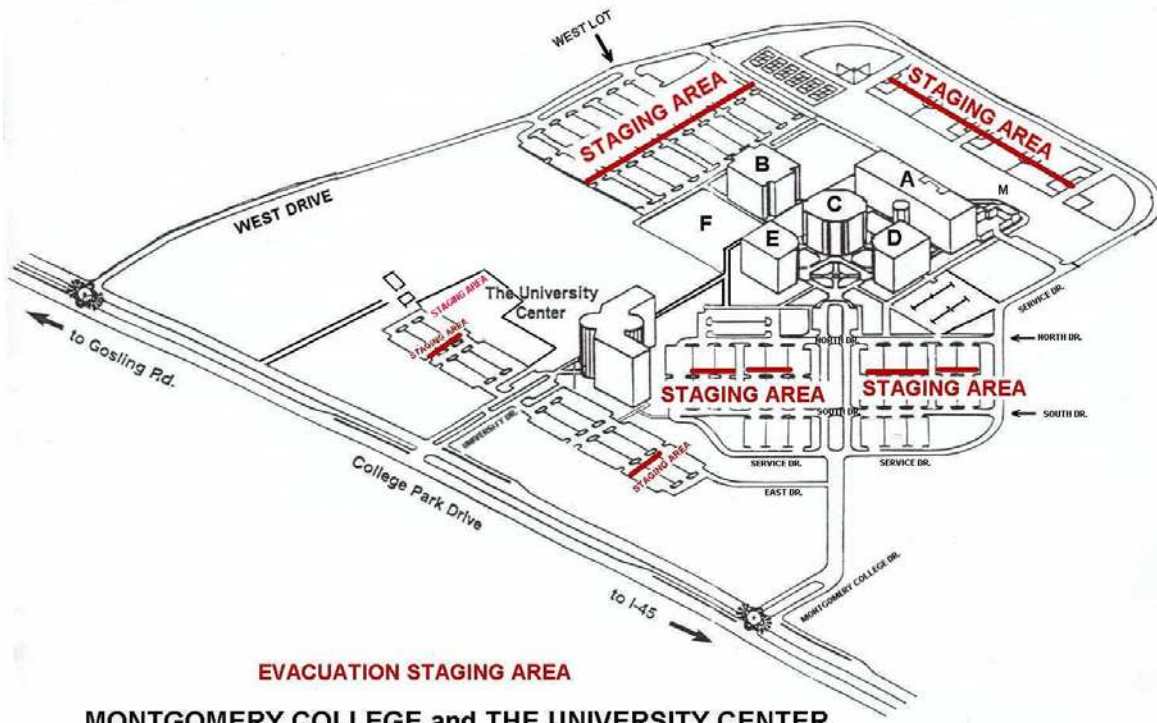
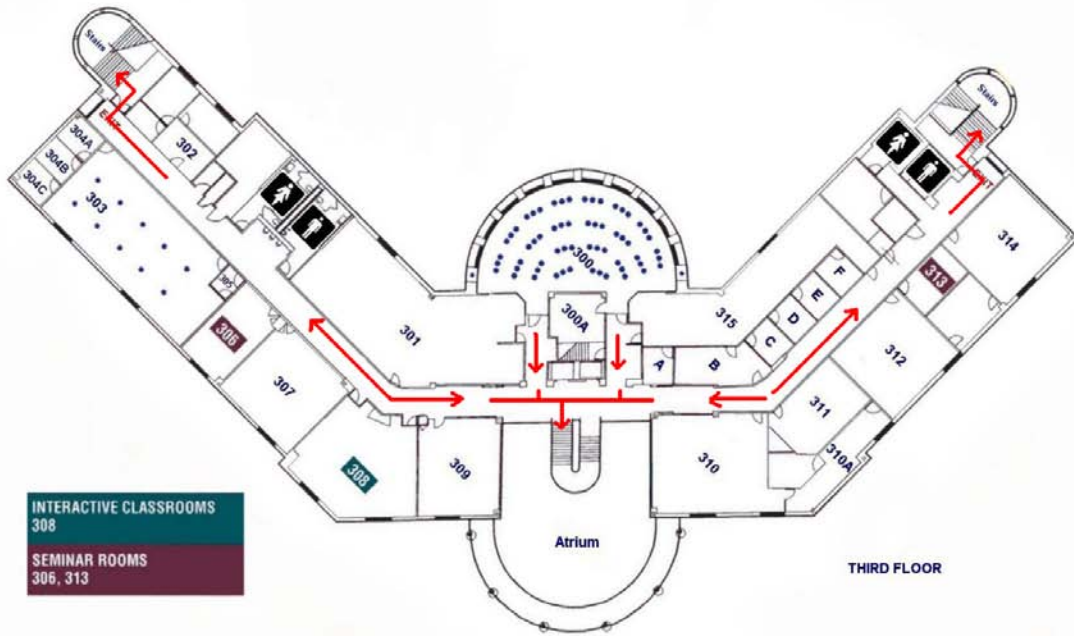
University Center

Important Dates 2011-2012

LSC-University Center observes the dates and deadlines of each Partner University.

Last day to Register	August 19(TSU) August 26(TAMU) August 31(SHSU)
Fall 2011 Classes	August 22(TSU) August 29(TAMU) August 24(SHSU)
Thanksgiving Holidays	November 23-26(SHSU) November 24-26(TAMU, TSU)
Information Fair for Spring 2012 with University Advisors	December 1, 2011 4:00-7:00pm
Fall 2011 Finals	December 3-9(TSU) December 19, 12-14(TAMU) December 12-15(SHSU)
Fall 2011 Commencement	December 10(TSU) December 16-17(SHSU, TAMU)
Winter Holidays	December 20-January 3(SHSU) December 23-January 3(TSU) December 24-January 3(TAMU)
Advising & Registration for Spring 2012 with University Advisors	TBA
Spring 2012 Classes Begin	January 17(TAMU, TSU) January 18(SHSU)
Spring Break	March 12-16(SHSU, TAMU, TSU)
Information Fair for Summer 2012 with University Advisors	April 21, 2012 4:00-7:00pm
Spring 2012 Final Exams	May 7-13(TSU) May 7-10(SHSU) May 4 7-9(TAMU)
Spring 2011 Commencement	May 11-12(SHSU, TAMU) May 14(TSU)
KEY: SHSU = Sam Houston State University TAMU = Texas A&M University TSU = Texas Southern University	
Affirmative Action/ EEO College System	<u>All dates are subject to change</u>
	E-mail: uc@lonestar.edu
	Phone : 936-273-7510 Fax: 936-273-7530





EVACUATION STAGING AREA
MONTGOMERY COLLEGE and THE UNIVERSITY CENTER