



Prairie View A&M University • Sam Houston State University •
Texas A&M University
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UH-Downtown

Student Handbook—2009

The University Center Staff

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Welcome!

Welcome to the next step
in your educational
journey at LSC-
University Center! We are
glad that you are here.

The information in this
handbook will assist you.
LSC-University Center is
a unique place, so you
may have some unique
questions. Please do not
hesitate to contact us.



Student Services

In the Student Services Office, staff members provide support for both prospective and current students including assistance with application, admission, advising, financial aid, degree planning and class transfer. In the Student Services Office, we serve as your liaison to partner universities.

Current hours for the Student Services Office are: Monday - Thursday from 8:00 a.m. to 9:00 p.m. and Friday from 8:00 a.m. to 5:00 p.m.

The Student Services Office at LSC-University Center is in **Room 102**

adjoining the lobby. The staff in the Student Services Office can meet with you on a walk-in basis during office hours or by appointment. We can also assist you as needed in contacting your academic advisor, financial aid advisor, registrar's office, etc. Partner university advisors plan visits to LSC-University Center through the Student Services Office to meet with students. Our goal is to assist you in contacting your home university without your traveling to that campus.

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

Finding Your Way Around the Campus



The **Lobby** on the first floor is designed to be student-friendly! An afternoon/evening advisor will greet you, leisure-reading materials are

provided, and a “cyber café” with computers has been created. **Vending machines** can be found on the first and second floors: on the first floor between the elevator and the Commons, and on the second floor in the hallway behind the elevators. **The Commons area** is for your use as a place to eat, meet with other students, or just sit before and after class. It is located on the first floor behind the elevators. A **pay phone** is also located in this area.

A **suggestion box** is available to you at the main reception desk in the lobby. We welcome your comments as well as your concerns and needs. Students are welcome to use the quiet study room on the first floor, the library, or the computer lab in room 301. Please do not use empty classrooms.

LSC-University Center and LSC-Montgomery have joined other Texans and adopted a “**Smoke-Free Policy.**” Smoking and other tobacco products are prohibited on the campus proper. Smoking is restricted to the parking lots. Police officers have authority to enforce this new policy. **Join us in a healthy, smoke-free environment.**

Third Floor

The **computer lab** (936.273.7385) is located at LSC-University Center in **Room 301** (behind the elevators). This facility is equipped with PCs for your use installed with current Microsoft Office applications including Word, Excel, PowerPoint, and Access. The Internet is also available. Students may be able to connect to home university student applications and web-based e-mail accounts. Students at LSC-University Center are eligible for e-mail accounts through the Lone Star College System (LSCS). Please see a technology staff member to complete the application process for an e-mail address through LSCS.



Library and academic support services at LSC-University Center include a full-time librarian, a reserve desk, and a library located in **Room 300** (behind the elevators). This library has computer access to partner university electronic library catalogs and services, many databases, inter-library loan, and use of all college libraries in LSCS. The phone number for the library at LSC-University Center is 936.273.7562.

A copy machine is located on the third floor in the hallway behind the elevators. A “**copy card**” dispensing machine is located next to the copier. Please carefully read the instructions on both machines. The vendor charges \$1.00 to purchase a card with 50 cents value. Each copy is 10 cents. Value may be added to the card anytime.

<http://www.lonestar.edu/universitycenter>

The **LSC-University Center Web site** is continuously being updated to provide you with the information you need including links to other helpful services and partner university Web sites.

Check it out now and often at <http://www.lonestar.edu/universitycenter>



Emergency and current messages, such as building closings due to weather, are available on LSC-University Center web site or at <http://www.lonestar.edu/universitycenter>.

You can also register for email updates concerning school closings.

Locating Textbooks

Your university has made available **textbooks, scantrons, and related course materials** for purchase through the bookstore at LSC-Montgomery (in Building A), next door to LSC-University Center. There are usually extended hours at the beginning of each semester before the start of each class.

You can also call the bookstore at



936.273.7338 to confirm their current hours of operation. Textbooks can also be ordered on the Internet through www.efollett.com or by phone for delivery to your home or office. For telephone orders, call their toll-free number, 1.800.381.5151.

Building Information / Child Care / Security

There is an **officer on duty** at LSC-University Center who may assist you with emergencies or serve as an escort to your vehicle. This officer moves throughout the building and parking lot or can be located near our LSC-University Center reception desk in the lobby.

LSC-University Center students have access to the **LSC-Montgomery Child Care Center** on a first come, first served basis. The **LSC-Montgomery Child Care Center** is located across the parking lot from LSC-University Center. The facility is licensed by the State of Texas to care for children 18 months through 12 years. For more information, please call 936.273.7237 or visit <http://www.lonestar.edu/child-care-montgomery.htm>.

Children may not be left alone on campus.

We are very proud of our **clean building**. This is your facility as well as ours. We hope that you treat it as your own by taking action to maintain its cleanliness. Please take care of this building and equipment by limiting food and drinks to appropriate areas.

For emergency assistance dial 5911 on any campus phone or call the **POLICE** at:

936.537.9127 cell

281.387.6714 cell



Administrative Office Phones:

936.273.7514 or 281.618.7170 then option 6 on the phone menu

Student Services Office Phones:

936.273.7510 or 281.618.7140 then option 2, 2 on the phone menu

Office of Technology Services Phones:

936.273.7385 (lab) or 936.273.7570

LSC-University Center and Lone Star College System are committed to the principle of equal opportunity in education and employment. The center and System Offices do not discriminate against individuals on the basis of race, color, sex, religion, disability, age, veteran status, nationality or ethnicity in the administration of its educational policies, admissions policies, scholarship and loan programs, and other college administered programs and activities.

Imagine a place where...

Universities grow far beyond their campuses to convene and collaborate in order to provide students with unduplicated bachelor's and master's degrees, continuous learning opportunities and coordinated student services. Welcome to Lone Star College-University Center!

Technology

As you can imagine, we are very proud of all of the aspects of technology available on LSC-University Center campus. Certain items are available in all classrooms, such as the video cassette recorders/players and DVD players, computers programmed for presentations, and overhead monitors designed to display videos, PowerPoint presentations, etc. This equipment is not only for the use of your instructor but to assist you in your projects or presentations during class time when your instructor is present. LSC-University Center Technology staff has posted instructions for use of this equipment in each room. Please "handle with care."

You may also be participating in courses in the **interactive classrooms (ITV)** or seminar rooms. There are items that you are encouraged to experiment with as part of your learning experience but many are not available for student use. Please ask for assistance from LSC-University Center technology staff before

operating any equipment in these rooms. Staff members can be reached at **936.273.7385**. If you are in the building, simply dial ext.7385. The tech staff will conduct a brief orientation with each Interactive Television (ITV) class.

