

LSUE Spring Intersession 2023 Registration Guide

I. INTRODUCTION

This Registration Guide is neither a contract nor an offer to contract. LSU Eunice reserves all rights to make adjustments and changes as it deems necessary without prior notice. The University reserves the right to cancel any courses in which there is not sufficient enrollment. Should a class be canceled after you enroll, you may add another course during the late registration/schedule adjustment period at the beginning of the term without penalty. If you have no alternate course preferences, you will receive a full tuition refund. Allow six to eight weeks to receive the refund.

REGISTRATION GUIDE PROVIDES VITAL INFORMATION

Other than the Academic Catalog, your Registration Guide may be the single greatest piece of resource material available to you. While the Catalog tells you everything in general about LSU Eunice, the Registration Guide tells you “everything you need to know but are afraid to ask” about the fall semester. Look over the Registration Guide carefully, print out a copy, and be sure to bring it with you for advising and registration. **In order to be considered a registered student, all persons must 1) meet with an advisor, 2) schedule classes, and 3) clear fees. Until all three steps are successfully completed, persons are not considered registered for classes.**

MEET WITH YOUR ADVISOR BEFORE REGISTRATION

All students are strongly encouraged to meet with an academic advisor before registration begins. Academic advising is more than just a time to schedule next semester’s classes; it is a decision- making process in which you not only receive clearance for registration, but also obtain advice on your long-term plans for the future.

If you are a new, re-entry, or transfer student and need to attend orientation, you will meet with an advisor during orientation. If you are unable to meet with an advisor during orientation, you will need to schedule an appointment with an advisor prior to registering.

II. ADMISSION TO LSU EUNICE

To apply online for admission to LSU Eunice, visit the web site at <https://www.lsu.edu/apply>. Once the application is complete online, applicants will pay a \$25 application fee or have the fee charged when he/she schedules classes for the semester. The fee can be paid online using a credit card, or by check or money order mailed to: LSU Eunice • Office of Business Affairs • P.O. Box 1129 • Eunice, LA 70535.

III. ORIENTATION/REGISTRATION

Orientation/Registration offers incoming students a chance to learn about the University and meet with staff from key campus departments. It helps ease the transition into college life by providing vital information and opportunities for interaction with students, faculty, and staff.

Orientation is mandatory for all students who have earned fewer than 12 non-dual enrollment semester hours. Students re-applying to LSUE may be required to attend orientation even if they have more than 12 semester hours if they have a signed Pathways to Success Contract on file in the Student Success Center. Upon admittance to LSU Eunice, students may [register online for Orientation/Registration](#). There is a \$30 orientation fee. Check-in on orientation day will be at the Acadian Center. For more information, please call (888) 367-5783 ext. 208, or locally (337) 550-1208.

Orientation Schedule for Spring Intersession 2023 on the LSU Eunice campus: Geaux Center located inside the Mumphrey Center.

- To be determined

Immunization Policy

In compliance with state law, LSU Eunice has adopted an immunization policy to protect students, faculty, and staff from outbreaks of measles, mumps, rubella, tetanus, and diphtheria for all students born after 1956 as well as meningitis and COVID-19 for all first time freshmen and those students living on campus.

Students will not be allowed to complete registration or to attend scheduled classes unless they have furnished proof that they have satisfied this additional immunization requirement. That requirement can be met either by furnishing proof of immunity or by signing a waiver claiming exemption from the immunization policy. These options are described below.

Proof of Immunization: The state of Louisiana requires all students born after 1956 and attending state colleges and universities to furnish proof of the following immunizations: 2 doses of measles vaccine, at least 1 dose of each rubella (German Measles) and

mumps vaccine, a tetanus-diphtheria booster and COVID-19 vaccine.

Measles Requirement: 2 doses of live vaccine given at any age, except that the vaccine must have been given on or after the first birthday in 1968 or later, and without immune Globulin. A 2nd dose of measles vaccine must meet this same requirement, but should not have been given within 30 days of the first dose. A history of physician diagnosed measles is acceptable for establishing immunity, but must be documented by the diagnosing physician. Note: Blood titer tests which confirm positive antibody levels to both types of measles are also acceptable evidence of immunity. Practically speaking, immunization is preferable to blood testing because of the relative cost and time.

Tetanus-Diphtheria Requirement: A booster dose of vaccine given within the past 10 years. Students can be considered to have completed a primary series earlier in life, unless they state otherwise.

Your proof of immunization must be a signed record (see the reverse side) from a physician, public health clinic, or other health care provider giving the dates of immunization or occurrence of disease or the results of a **serologic** test proving immunity. A copy of a “shot” record provided by a clinic or health care provider is satisfactory. The required proof must be submitted to the LSU Eunice, Admissions, P.O. Box 1129, Eunice, LA 70535.

Waiver from Immunization Requirement. You may claim exemption for medical, personal, or religious reasons or a shortage of vaccine for meningitis and COVID-19. If you have a medical reason for not being immunized, you may submit evidence from your physician and the requirement will be waived. You may also claim exemption from the immunization requirement for personal or religious reasons. If you are not 18 years of age, a request for exemption must be signed by a parent or legal guardian. Persons who sign a waiver will be permitted to complete the registration process [Proof/Waiver of Immunization Form](#) . **However, if you claim exemption from the immunization requirement, the university will require you to leave the campus and will exclude you from class in the event of an outbreak of measles, mumps, rubella, tetanus, diphtheria, meningitis, or COVID-19. You will not be permitted back on campus until the outbreak is over or until you submit proof of adequate immunization. In addition, we warn you that as a result of your refusal to receive immunization for meningitis or COVID-19, if you contract one of these diseases, you may experience severe consequences which include death or permanent disabilities such as limb amputation, severe scarring, brain damage, and hearing loss.**

REQUIRED MENINGITIS IMMUNIZATION

Louisiana law requires all students entering any university for the first time, all students living on campus, and all transfer students to be immunized against meningitis unless a waiver is signed. Meningitis is a potentially fatal infection. When it strikes, its flu-like symptoms make diagnosis difficult. To learn more about meningitis, its symptoms, and its effects, read the information found [here](#).

First-time students, transfer students, or a student living on campus, should (1) submit proof of inoculation for meningitis or (2) provide a signed waiver. For students under the age of 18, a parent or guardian must also sign the waiver. This process must be completed before you are eligible to register for classes. Please send the appropriate

documents as soon as possible to the following address so you may enroll in classes:
LSU Eunice • Geaux Center (Room 117 in Acadian Center) •
P.O. Box 1129 • Eunice, LA 70535.

TUBERCULOSIS TESTING

Tuberculin skin testing is required for all students who may be at risk for TB infection or disease, as defined by the American College Health Association guidelines. Categories of high risk students are listed on the LSU Eunice immunization form, and include students who have lived or traveled to certain countries/areas of the world (see Proof of Immunization Compliance form), students who have been in close contact with someone with TB, students with a history of alcoholism or IV drug use, students taking immunosuppressive medications, and those who have resided, worked, or volunteered in a prison, homeless shelter, hospital, nursing home, or other long-term treatment facility.

OFFICE OF DISABILITY SERVICES

LSUE remains strongly committed to providing appropriate accommodations for students with disabilities. The Office of Disability Services (ODS) works to offer individualized services to ensure that all students have equal access to learn and succeed at LSUE. To receive accommodations, students must have their physicians or qualified professionals complete forms regarding their disabilities. ODS encourages students to complete the accommodations registration process at least one month before classes begin to ensure that services are in place in a timely fashion. Forms and information are located on the LSUE website at www.lsue.edu/ods. For assistance, contact the office at ods@lsue.edu or 337-550-1206.

ACADEMIC POLICIES

For information concerning resigning from the University, requesting an “I” (grade of Incomplete), repeating a course, academic bankruptcy, or other academic policies, please consult the appropriate section of [Academic Catalog](#).

TRANSFER COURSE AGREEMENTS

LSU Eunice has written transfer agreements with the University of Louisiana at Lafayette and McNeese State University specifying which LSU Eunice courses are equivalent to courses at those institutions. Check with an advisor for details. Most LSU Eunice course numbers parallel the course numbers in the catalog of LSU A&M.

For additional information on transfer credit, check the [Louisiana Board of Regents Data & Publications' Master Course Articulation Matrix](#) (transfer guide). This matrix indicates transfer equivalencies of courses among Louisiana's public colleges and universities. The listing of courses in the matrices is not all-inclusive. There are courses that articulate between campuses that are not listed in the matrices. Students who want more information about the transferability of courses for academic credit in general or credit

toward a specific degree program should contact the appropriate member of the statewide articulation council or the Registrar's Office.

IV. SPRING INTERSESSION 2023 DATES, CLASS SELECTION INSTRUCTIONS, AND PAYMENT INSTRUCTIONS

Spring Intersession 2023	
March 27	Regular registration begins.
May 12	Deadline to apply for an Academic Appeal.
May 16	Regular registration ends at 12:00 noon. Tuition and fee payment for regular registration due by 12:00 noon. Students who have not paid tuition and fees will be dropped from the rolls.
May 17	Late registration begins.
May 18	Classes begin. Final date to add courses/change sections by 4:00 PM. Tuition and fee payment for late registration due by 4:00 PM. Deadline to apply for academic bankruptcy for students entering LSUE in Spring Intersession 2023 by 4:00 PM. Students who have not paid tuition and fees will be dropped from the rolls. Final date for resigning/dropping courses without a "W" by 11:59 PM.
May 26	Final date for resigning/dropping courses with a "W" by 11:59 PM.
May 31	Last day of classes.
June 1	Final exams.
June 2	Final grades due by 9:00 AM.

CLASS SELECTION INSTRUCTIONS

1. **New, re-entry, and transfer students:**
 1. Prior to registering, you may need to go to the Geaux Center, Room 117 in the Acadian Center if there is a problem with your immunization records. Students with outstanding debts will have to settle their accounts with the Office of Business Affairs (Science Building Room 115) prior to registration.
 2. The time at which you can begin accessing the registration system is listed as N/T/R students.
2. **Continuing Students:** Complete a [Trial Schedule Worksheet](#) and take it to your faculty advisor during the advising period. All students must meet with an advisor prior to registering. Make an appointment to see your advisor as soon as possible to review your schedule and obtain clearance to register.
3. The time at which you can begin accessing the registration system is based on the total number of credit hours you have already earned, plus the credit hours in which you are currently enrolled. Your number of earned credit hours is listed in the table at the bottom of your transcript available on your myLSUE page.
4. To use the myLSUE system for registration, you must have your user name and password. Current students should already have a copy of their user name and password. If you did not receive or misplaced this information, you can contact the Office of Information Technology.
(Community Education Building Room 204) at 337-550-1307. Some form of photo identification (such as a student ID card or driver's license) is required.
5. After selecting your classes in myLSUE, print out your "Course and Fee Statement" found in myLSUE. No fee statements will be mailed to students. Students are advised to recheck their class schedule on myLSUE prior to the start of classes for cancellations, room changes, or time changes.
6. Verify your Course and Fee Statement carefully for accuracy prior to paying your fees.

REGISTRATION FEE PAYMENT PROCEDURE

After you have selected your classes for the term, you must clear your fees with the Office of Business Affairs.

"Clearing your fees" means that you have paid enough of your fees (including tuition) to allow you to attend class either for the whole semester or until the next payment deadline. Please clear your fees according to the dates and times listed above. **You are not considered registered until your fees have been cleared. Students not clearing their fees by the published deadline will have their schedules canceled** and must complete the late registration process if they wish to be registered. Fees may be cleared in one or more of the following ways:

1. Log in to your myLSUE account, click on the Pay Fees tab, and apply any financial aid you have been awarded.
2. Log in to your myLSUE account, click on the Pay Fees tab, and pay your tuition and fees online. You may pay with checking account information. Although

payments will be routed through CASHNet, **you do not need to have a CASHNet account to pay tuition and fees.** You may sign up for the Nelnet monthly payment plan. On the myLSUE tab, at the bottom of the page, click on the Connect to Payment Portal.

3. Go to the Office of Business Affairs (Science Building Room 115) and complete fee payment with cash, check, money order or by applying financial aid, or a fee exemption.
4. Sign up for a payment plan option under your myLSUE account.
5. You may mail your payment in the form of a check or a money order to the following address: LSUE • Office of Business Affairs • P.O. Box 1129 • Eunice, LA 70535. Please include your student ID number. **Do not mail cash!**

A WORD ABOUT FEE PAYMENT

LSU Eunice does not offer financial aid or a payment plan for the intersession. Students must pay the tuition and fees either with a credit card online. Cash, check, or money orders are accepted by the Business Office FEE SCHEDULE

RESIDENT FEES

Fees for Louisiana residents are \$197.10 for each semester hour. During the spring intersession semester, students are not allowed to schedule more than 6 semester hours.

Sem. Hours	Tuition
1.....	\$197.10
2.....	394.20
3.....	591.30
4.....	788.40
5.....	985.50
6.....	1,182.60

NON-RESIDENT FEES

Out-of-state residents (including international students) will be charged an additional \$223.50 per credit hour, up to a maximum of \$1,341.00 in additional fees for nonresident students enrolled in ten credit hours.

Tuition is subject to change without prior notice until the first day of classes.

SPECIAL FEES

1. Fees for auditing courses are in accordance with the above schedules. Fees for students enrolling for combined credit and audit work will be assessed in accordance with total hours scheduled.
2. Application Fee, \$25 (non-refundable)

3. Prior Learning or Credit by Examination, \$30 per course or \$30 per credit hour, depending on the source of credit.
4. Transcript Fee, \$6 (per transcript)
5. Online Course and Telecourse, \$50 (non-refundable)
6. Vehicle Registration Fee, \$30 (for the academic year)
7. Associate Degree Diploma Fee, \$45; Certificate Fee, \$20.00
8. A per-credit-hour utility surcharge may be assessed in addition to the fees listed in the fee schedule.
9. Modular Math Fee: \$50 per course
10. A student who pays by credit card will be assessed a transaction fee on the amount charged.
11. Lab Fees:
 1. Science Lab Fee, \$20
 2. Health/Education Lab Fee, \$15
 3. Nursing/Allied Health Lab Fee, \$40 and Standardized Testing Fee \$292 to \$467.
 4. Fire/Forensic Science Lab Fee, \$15
 5. Art Lab Fee, \$20

Special Fees are subject to change without prior notice until the first day of classes.

ADDITIONAL FEE AND REGISTRATION INFORMATION

Louisiana State University at Eunice reserves the right to withhold future services (registration, transcript, diploma, etc.) to persons who have any outstanding financial obligation with the University.

FEE REFUND SCHEDULE

A student who drops one or more classes after having paid fees and whose course load now qualifies for a lower tuition rate will receive refunds according to the following schedule (refund schedule subject to change):

A Term (May 18 – June 1)

100% by 11:59 p.m. May 18, 2023

50% by 11:59 p.m. May 19, 2023

25% by 11:59 p.m. May 22, 2023

0% after 12.00 a.m. May 23, 2023

V. REGISTRATION SCHEDULE

Registration begins March 27, 2023, using the schedule below based on the credit hours a student has earned PLUS the hours in which he or she is currently enrolled. Students can use myLSUE to check their transcripts to see how many credit hours they have

earned. Students will not be permitted to register before their allotted time.

Monday – March 27

- 12:00 a.m. Honors, Veterans, Athletes, Pathways to Success, LSU Online, CALL

Monday – April 3

- 12:00 a.m. 60+ hours

Tuesday – April 4

- 12:00 a.m. 45-59 hours

Wednesday – April 5

- 12:00 a.m. 30-44 hours

Thursday – April 6

- 12:00 a.m. 15-29 hours

Friday – April 7

- 12:00 a.m. 0-14 hours and Transfers

VI. FAQ

1. **Who can take part in online class registration?**

Current students and New/Transferring/Reentry (N/T/R) students who have completed the application process will be able to register online using myLSUE. Before students can register, they must first meet with a faculty advisor to discuss scheduling and to receive registration clearance. Students use their Username and Password to login on to myLSUE. If you need assistance, please contact the Office of Information Technology (Community Education Building Room 204 or 337-550-1307).

2. **Will all New/Transfer/Reentry students be able to register online?**

To be able to register online, N/T/R students must have a current application on file and comply with immunization requirements.

3. **When can students register by computer?**

Students whose admission files are provisional or complete can take part in early registration. Current students can register beginning **March 27, 2023**, based on the number of earned college credit hours plus the hours for which the student is currently registered this spring. Students can find out their number of earned credit

hours using myLSUE to view their college transcript. The number of earned credit hours is included in a table at the bottom of the transcript. If you try to access the system prior to the time listed in the schedule, the system will not allow you to register.

4. If my admission file is incomplete or I owe LSU Eunice money from a previous semester, will my registration be blocked?

In most cases, the computer registration system will allow you to register if you are an applicant whose admission file is not yet complete. If you currently owe money to LSU Eunice, the computer registration system will not allow you to register. The system will tell you the type of hold placed on your registration. Contact LSU Eunice to clear up the problem with the appropriate office.

5. Once classes start, can I add or drop classes using the myLSUE registration system?

Yes, you can use myLSUE to add or drop classes. The system will follow the deadlines published in this Registration Guide and in the [LSU Eunice Catalog](#). After the published deadlines, you will not be able to add classes. You will still be able to use the system to drop classes. **Before adding or dropping, you should consult with an academic advisor.** Ultimately, it is your responsibility to make sure that your course schedule meets your needs. Your schedule should fit the requirements of your curriculum, whether you are enrolled in an LSU Eunice program or you are taking courses that you will transfer to another college. When you drop classes, you should be aware of financial aid requirements for satisfactory academic progress (SAP). You may fail to meet those requirements if you do not complete a sufficient number of the courses in which you initially enrolled.

6. Can I resign from all of my classes using the myLSUE computer system?

If it is prior to the first day of classes, yes. Otherwise, you will need to report to or contact the Office of the Registrar at (337) 550-1302.

VII. VETERANS AFFAIRS

Veterans and their dependents filing for educational assistance with the VA may do so through the Office of the Registrar (Acadian Center Room 117). Additional information may be accessed at www.lsue.edu/veteransaffairs/index.php, by calling (337) 550-1216, or www.gibill.va.gov. Programs of Study approved by the VA State Approving Agency (this amended approval is provided under Title 38 USC 3675) effective June 26, 2016.

For a complete list of VA-approved programs of student at LSU Eunice, please visit <https://www.lsue.edu/veteransaffairs/documents/VAProg09-23.pdf>.

2/4/2023