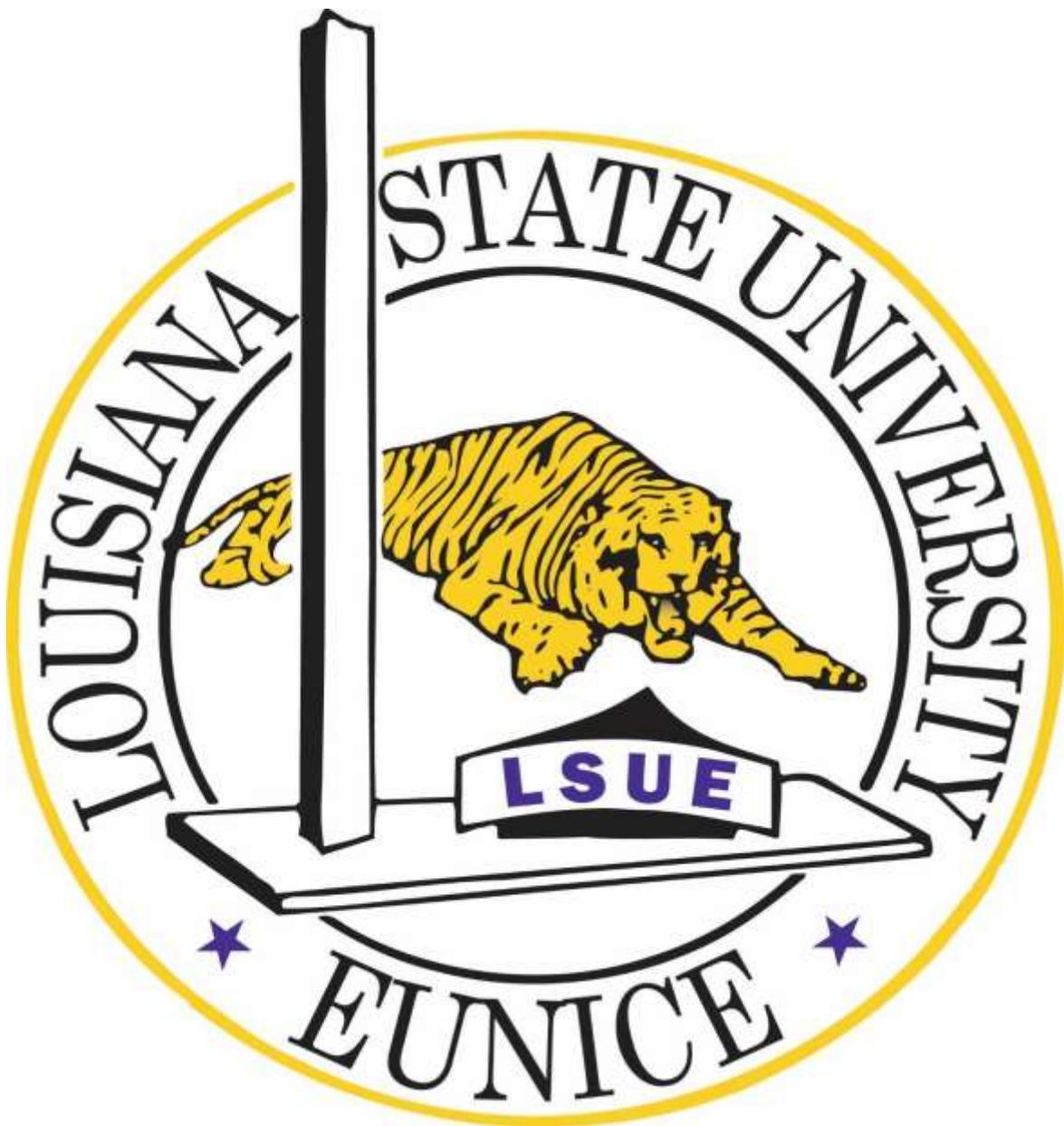


# Fall Intersession 2018 Registration Guide



## 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 Academic 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 applicable 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 <http://apply.LSUE.edu>. Once the application is completed online, applicants must pay a \$25 application fee before the Office of Admissions can process the application. 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 campus departments. It helps ease the transition into college life by providing vital information and opportunities for interaction with students, faculty, and staff. Students can also have their ID cards created, visit with an academic advisor, and register for classes.

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 Contract for Success on file in the Developmental Education Office.** Upon being admitted 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 2019 – Eunice campus. Check in: Geaux Center located inside the Acadiana Center [http://web.lsu.edu/docs/campus\\_map.pdf](http://web.lsu.edu/docs/campus_map.pdf).**

November 13, 2019 8:30 AM\* / 9:30 AM

January 4, 2019 8:30 AM\* / 9:30 AM

\*Earlier check-in times are for those who wish to take the math placement test.

**Orientation Schedule for Spring 2019 LSU Eunice classes taken on the LSU Alexandria campus. Check in: Brumfield Caffey Annex Ballroom.**

January 3, 2018 10:30 AM

### **PROOF OF IMMUNIZATION**

Louisiana law requires that all first-time LSUE students who were born after 1957 provide proof of immunization against measles, mumps, rubella, and tetanus-diphtheria prior to registration for the initial term of enrollment. New students who have not provided this proof are given a [Proof/Waiver of Immunization Form](#) at the time of orientation. The form should be completed and returned to the Office of Enrollment Management (Acadian Center, Room 117).

### **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](#).

If you are a first-time student, a transfer student, or a student living on campus, please (1) submit proof of inoculation for meningitis or (2) provide a signed waiver. If you are under the age of 18, your parent or guardian **must** sign the waiver also. 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 • Office of Enrollment Management • Acadian Center Room 117 • P.O. Box 1129 • Eunice, LA 70535.

### **REGISTRATION ASSISTANCE FOR STUDENTS WITH DISABILITIES**

If a student's disability creates challenges for the enrollment process, they should contact the Office of Disability Services in order to discuss their needs for registration assistance. Requests for registration assistance should be made at least three business days before the student registers for classes. For more information, contact the Office of Disability Services at 337-550-1204 or [ods@lsue.edu](mailto:ods@lsue.edu). The Office of Disability Services is located in the Science Building, Room S-145.

## **IV. 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.

### **AMERICAN COLLEGE TEST (ACT)**

The American College Test is administered annually. ACT scores are used in placing students in English, mathematics, and other classes as listed in the LSU Eunice Catalog. LSU Eunice is a national test site. The regular registration deadline is usually at least five weeks prior to the test, with a late registration deadline at least three weeks prior to the test. To register for the exam, visit [ACT's web site](#). Students should note that ACT scores older than five years will not be used for placement. For additional information, contact the Office of Enrollment Management at (337) 550-1208.

In addition to the national tests, LSU Eunice administers a residual ACT test prior to the start of each school session. Scores on this test are intended only for students planning to begin their university studies at LSU Eunice. Prospective students who wish to take a residual ACT test should contact the LSUE Geaux Center (337-550-1208) for test dates and times. Residual test-takers will pay a \$50 fee at the Business Office, located in the Science Building adjacent to Room 115, immediately prior to the test. A picture ID, such as a driver's license, is required. Test-takers may use a calculator on the mathematics portion of the test.

For additional information concerning the ACT test, contact the LSUE Geaux Center at 337-550-1208 or visit the Geaux Center, located on the North side of the Acadian Center [http://web.lsue.edu/docs/campus\\_map.pdf](http://web.lsue.edu/docs/campus_map.pdf).

### **PATHWAYS TO SUCCESS PROGRAM**

“[Pathways to Success](#)” is a program designed to enhance students’ freshmen-year experience. Students participate in a one-year program of study focusing on college success skills, mathematics, and English. Students are notified by letter through the Office of Admissions and registered for classes by the Student Success Center. The Coordinator of Pathways to Success, along with faculty advisors, will be available during orientation. Orientation to LSU Eunice and to the program is mandatory. Students wishing to place out of the Pathways to Success program must take the ACT exam and obtain a composite score of 16 or higher prior to their first semester of attendance.

### **ACADEMIC BANKRUPTCY**

Under specified conditions, undergraduate students who have interrupted their college careers for a period of at least three consecutive calendar years may declare academic bankruptcy. Under this policy, college-level work done at an earlier date is eliminated from computation of the grade-point average and cannot be applied toward a degree at LSU Eunice. Such work, however, will not be removed from students’ scholastic records and transcripts. Students qualifying for academic bankruptcy are admitted on scholastic probation. Academic bankruptcy declared at any other institution will be evaluated on an individual basis upon the student’s admission to LSU Eunice. Students may obtain details on this policy from the Dean of their academic department.

Transfer students meeting for the first time with an advisor should tell the advisor about their previous college record and ask if academic bankruptcy is a viable option.

## **V. FINANCIAL AID INFORMATION**

LSU Eunice administers a broad program of financial aid including grants, loans, and employment to help deserving students who need financial assistance to attend the University. In order to apply for financial aid, you must complete the Free Application for Federal Student Aid (FAFSA). The application can be found at <http://www.fafsa.gov>. Students attending the **Fall 2018 Intersession semester** session will need to complete the 2018-2019 FAFSA. The priority deadline for fall is June 1, 2018. All supporting documents should be submitted well in advance of the priority deadline date to ensure a response to your application request and availability of funds at registration. Failure to do so may result in your having to pay all or most of your college expenses out of pocket. You can monitor your financial aid file progress and accept your award online through your myLSUE account.

Students who fail to begin attendance in all their courses by the 14th day for the fall session (or 7th day for the B and C Terms) may have their financial aid reduced or cancelled. **If you transfer from one school to another, your financial aid does not transfer with you.** To receive aid at LSU Eunice, check with the Financial Aid Office as soon as possible at (337) 550-1282 or Room 110 in the Acadiana Center.

If for any reason financial aid for which you have applied is reduced or cancelled, you become responsible for covering the cost of the fees that the financial aid had previously covered. You will at no time be withdrawn from your classes automatically. If you fail to begin attending classes, **you will still owe all tuition and fees to the University, AND you will receive Fs for the courses you have signed up for, putting your ability to receive future financial aid awards in jeopardy.**

### **HARDSHIP WAIVERS**

LSU Eunice, along with other state colleges and universities, was authorized by the Louisiana Legislature to raise tuition. LSU Eunice will consider appeals for waivers of payment of fee increases for a student who meets the following criteria:

1. Is a Louisiana resident
2. Is a full-time student (6 or more hours for summer)
3. Has applied for, and been deemed eligible to receive, federal financial aid (i.e. grants, loans, etc.)
4. Total cost of tuition, fees, books, and supplies exceeds the total amount received in grants, student loans, scholarships and other types of financial assistance (i.e. VA, Acadiana Works, etc.)
5. The waiver cannot be used in connection with other scholarships that exempt the same fees
6. Students must also maintain satisfactory academic progress based on LSU Eunice scholastic regulations

You may apply for the waiver if you meet all of the above criteria and have special circumstances. Special circumstances are defined as extreme condition(s) that may warrant re-evaluation of a student's financial aid file. The circumstances must be different from what has already been reported on the Free Application for Federal Student Aid (FAFSA).

Applications for hardship waiver are available in the LSU Eunice Financial Aid Office. Please complete the hardship waiver application and submit with supporting documentation to the Office of Financial Aid by **December 10, 2018**. **No application will be accepted after the deadline.**

## **VI. FALL INTERSESSION 2018 DATES, CLASS SELECTION INSTRUCTIONS, AND PAYMENT INSTRUCTIONS**

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### **Fall Intersession Semester, 2018**

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October 22	Regular registration begins.
November 30	Deadline to apply for Academic Appeal.
December 6	Regular registration ends. Tuition and fee due by 4:00pm. Students who have not paid tuition and fees will be dropped from the rolls.
December 7	Late Registration opens after Academic Affairs finalizes class schedule for the term (usually after 4pm); Late Registration fee applies.
December 10	Classes begin. Final date to add courses/change sections. Deadline to apply for academic bankruptcy for students entering LSUE in Fall Intersession 2018 by 4:30pm.
December 11	Final date for resigning/dropping courses w/o 'W' by 4:30pm.
December 18	Final date for resigning/dropping courses with a 'W' by 4:30pm.
December 20	Last Day of Classes.
December 21	Final Exams.
January 3	Final grades due by 9am.

### **CLASS SELECTION INSTRUCTIONS**

**1. New, re-entry, and transfer students:**

- a. Prior to registering, you may need to go to the Office of Enrollment Management (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.
- b. 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. Inform your advisor when you plan to graduate. Students must complete an “Application for Degree” (<http://web.lsue.edu/docs/studentrecords/app-deg.pdf>) and pay appropriate diploma fees by **February 15, 2019**, for the **Spring 2019 semester**.
4. 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.
5. To use the myLSUE system for registration, you must have your LSUE 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 or [it@lsue.edu](mailto:it@lsue.edu).
6. 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.
7. 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 pay your tuition and fees online. You may pay with checking account information. Although payments will be routed through PayPal, you do **not** need to have a PayPal account to pay tuition and fees.
2. 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, a fee exemption, or a Business Office deferment.
3. Sign up for a payment plan option under your myLSUE account.
4. 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. **Do not mail cash!**

#### **A WORD ABOUT FINANCIAL AID AND FEE PAYMENT**

A student who has a fee statement with financial aid and/or scholarships listed may use the fee statement to financially clear their account up to the amount of aid listed. The aid must be awarded **and** applied on the fee statement. Students can go online to their myLSUE account under the Pay Fees tab and click on the apply aid button. Otherwise, students must present the signed permission statement to the Office of Business Affairs during the fee payment period. If the aid listed does not cover the entire charges, the student must submit the difference to the Office of Business Affairs for full financial clearance. ONLY an original fee statement and student’s signature are accepted (no copies or faxes). Hours of operation are 8:00 AM – 4:30 PM each day.

If for any reason the financial aid that you have applied is reduced or cancelled, you become responsible for covering the cost of the fees that the financial aid had previously covered. You will not be withdrawn from your classes automatically. **If you fail to begin attending classes and you owe a balance, you will still owe all tuition and fees to the University. You will receive “W”s on your transcript if you resign, putting your ability to receive future financial aid awards in peril if you resign. If you fail to begin attending classes and you do NOT owe a balance, you will NOT be withdrawn from your classes and you will receive Fs in your registered classes, again putting your ability to receive future financial aid awards in jeopardy.**

**\*Please note that in most cases, Financial Aid does not apply to intersession semesters.**

## 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 <http://www.lsue.edu/veteransaffairs/index.php>, by calling (337) 550-1216, or [www.gibill.va.gov](http://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 <http://web.lsue.edu/docs/VeteransAffairs/VAProg.pdf>

## VIII. FEE SCHEDULE

### RESIDENT FEES\*

Fees for Louisiana residents are \$197.10 for each semester hour of enrollment up to a maximum of \$2,432.20 for 21 semester hours. During the fall and spring semesters, students are not allowed to schedule more than 19 semester hours without the approval of the Vice Chancellor for Academic Affairs.

Sem. Hours	Fee	Sem. Hours	Fee	Sem. Hours	Fee
1.....	\$197.10	8.....	1,576.80	15.....	2,389.20
2.....	394.20	9.....	1,773.90	16.....	2,397.20
3.....	591.30	10.....	1,971.00	17.....	2,405.20
4.....	788.40	11.....	2,168.10	18.....	2,413.20
5.....	985.50	12.....	2,365.20	19.....	2,421.20
6.....	1,182.60	13.....	2,373.20	20.....	2,429.20
7.....	1,379.70	14.....	2,381.20	21.....	2,432.20

Out-of-state residents (includes international students) will be charged an additional \$223.50 per credit hour up to a maximum of \$2,682.00 in additional fees for nonresident students enrolled in 12 or more credit hours.

**Tuition & fees are 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, \$5 (per transcript)
5. Online Course and Telecourse, \$50
6. Online course testing fees with Proctor U range from \$15.00 to \$23.75 per a one- hour test paid for by the student for selected online courses. Faculty disclose the number of tests that will be given in each online course syllabus made available to students on the first day of class.
7. Vehicle Registration Fee, \$30 (for the academic year)
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. Lab Fees:
  - Science Lab Fee, \$20
  - Health/Education Lab Fee, \$15
  - Nursing/Allied Health Lab Fee, \$40
  - Fire/Forensic Science Lab Fee, \$15
  - Art Lab Fee, \$20

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

## 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):

### Fall 2018 Intersession (Dec 10 – Dec 21)

100% by 11:59 PM December 9, 2018  
90% by 11:59 PM December 10, 2018  
75% by 11:59 PM December 11, 2018  
50% by 11:59 PM December 12, 2018  
0% after 12:00 AM December 13, 2018

## IX. REGISTRATION PRIORITY SCHEDULE

Registration begins October 22, 2018, 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 –October 22

8:00 AM 90+ hours  
10:00 AM 75-89 hours  
1:00 PM 64-74 hours

### Tuesday – October 23

8:00 AM 55-63 hours  
10:00 AM 50-54 hours  
1:00 PM 45-49 hours

### Wednesday – October 24

8:00 AM 38-44 hours  
10:00 AM 32-37 hours  
1:00 PM 27-31 hours

### Thursday – October 25

8:00 AM 24-26 hours  
10:00 AM 16-23 hours  
1:00 PM 13-15 hours

### Friday – October 26

8:00 AM 12 hours  
10:00 AM 6-11 hours  
12:00 PM 0-5 hours, as well as N/T/R students

## X. FAQ

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

Current students and 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 N/T/R 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 **October 22, 2018**, based on the number of earned college credit hours plus the hours for which the student is currently registered in. 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.