

Spring 2019 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.” 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, Room 115 • 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. Students can also have their student 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 ([click here to access our campus map](#)).

November 13, 2018	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 ([click here to access LSUA’s campus map](#)).

January 3, 2019	10:30 AM
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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 Director of Disability Services, Dr. Althea Jackson, at 337-550-1204 or ajackson@lsue.edu. The Office of Disability Services is located in the Science Building, Room S-147.

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 on five national testing dates. 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 Office of Enrollment Management (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 Office of Enrollment Management at 337-550-1208 or visit the Geaux Center, located on the North side of the Acadian Center ([click here to access our campus map](#)).

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.

ACCUPLACER PLACEMENT ASSESSMENT for LSU Eunice Students

LSU Eunice uses the College Board’s ACCUPLACER Classic Assessment System to place students for ACT Scores older than five years, for students not having ACT Scores, or if a student has scored a 17 or less in English and/or 18 or less in mathematics. Mathematics testing for LSU Eunice students will be conducted at orientation and will be free the first time with a \$15 retest fee through January 4, 2019. Effective January 5, 2019, the LSU Eunice Testing Center in the Library, Room 100-C, will conduct all testing for students using appointments and walk-ins. ACCUPLACER assessments will continue to be free the first time with a \$15 retest fee through January 11, 2019. Effective January 12, 2019, the LSU Eunice Testing Center will charge for all ACCUPLACER assessments. Walk-ins or testing within 24 hours will be charged a convenience fee plus the testing fee. Students are encouraged to contact the Testing Center by phone at (337)-457-6116, by email at lsuetesting@lsue.edu or in person in the LeDoux Library, Room 100-C, for fees associated with testing and available times. ([click here to access our campus map](#))

Students with transfer credit may be exempt from the assessment and should contact their academic advisor.

MATHEMATICS ASSESSMENT

Any LSU Eunice student with an ACT mathematics score of 18 or lower is encouraged to take the ACCUPLACER Elementary Algebra assessment prior to the first semester of attendance. The purpose of the assessment is to validate the student’s placement in MATH 0001, or MATH 0015/MATH 0021. Students who score an 18 or less on the mathematics portion of the ACT and wish to remain in MATH 0001 need not take the test.

Please note the following:

- Students may not bring a cellphone into the Testing Center.
- Calculators are provided on the computer for selected mathematics problems during the assessment.
- Students may not bring their own calculator for the assessment.
- The assessment results have the ability to place students into developmental mathematics (MATH 0001, MATH 0015, or MATH 0021) or general education mathematics (MATH 1015, MATH 1020 or MATH 1021).
- Students must present their LSU Eunice student ID or an orientation gold sheet and a picture identification such as a drivers’ license as identification to take the assessment.
- Continuing students who have enrolled in a mathematics course in a prior semester and received a grade or withdrew from the course are not eligible for this assessment.
- The ACCUPLACER Elementary Algebra assessment is not timed.

ENGLISH ASSESSMENT

Any LSU Eunice student with an ACT English score of 17 or lower is encouraged to take the ACCUPLACER Sentence Skills assessment prior to the first semester of attendance. The purpose of the assessment is to validate the student’s placement in ENGL 0001 or ENGL 1001. Students who score a 17 or less on the English portion of the ACT and wish to remain in ENGL 0001 need not take the test.

Please note the following:

- The assessment results have the ability to place students into developmental English (ENGL 0001) or general education English (ENGL 1001).
- Students must present their LSU Eunice student ID or an orientation gold sheet and a picture

- identification such as a drivers' license as identification to take the assessment.
- Continuing students who have enrolled in an English course in a prior semester and have received a grade or withdrew from the course are not eligible for this assessment.
- The ACCUPLACER Sentence Skills assessment is not timed.

GENERAL INFORMATION

Students should

- Know their LSU Eunice ID number (an LSU Eunice identification card or an orientation gold sheet is needed for verification).
- Arrive at least 15 minutes prior to the beginning of the test.
- Leave cell phones or calculators outside the assessment room.
- Take assessment early; availability of English or mathematics sections might be limited during the week prior to classes beginning.
- Understand that ACCUPLACER scores are valid for five years from the date of the assessment.
- Understand that 24 hours is required prior to a retest being taken in any subject.
- Understand that students will receive their ACCUPLACER scores through paper or electronic form.
- Review English or mathematics subject matter by using the [ACCUPLACER Student Information Web Page](#) or the [ACCUPLACER Student Preparation Page](#). Both pages contain information for obtaining study problems and the official ACCUPLACER Web-Based Study App for the [classic version of the assessment](#).

ACCUPLACER PLACEMENT ASSESSMENT for NON-LSU Eunice Students

ACCUPLACER testing is conducted for non-LSUE students following the Testing Center Policies and fees. Non-LSU Eunice students are encouraged to contact the Testing Center by phone at (337)-457-6116 or in person in the LeDoux Library, Room 100-C, for available assessments, fees associated with testing, and available times.

Current cut scores for each subject area are located [here](#). Assessment scores are valid for five years from the date of assessment. Students should contact the Office of Developmental Education at (337) 550-1433 if they have any questions.

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 Spring 2019 session will need to complete the 2018-2019 FAFSA. The priority deadline for spring is October 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 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 8 week sessions) 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 to find out what programs are available.

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:

- Is a Louisiana resident
- Is a full-time student (6 or more hours for summer)
- Has applied for, and deemed eligible to receive, federal financial aid (i.e. grants, loans, etc.)
- 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.)
- The waiver cannot be used in connection with other scholarships that exempt the same fees
- 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 **January 12, 2019**. **No application will be accepted after the deadline.**

VI. SPRING 2019 DATES, CLASS SELECTION INSTRUCTIONS, AND PAYMENT INSTRUCTIONS

Spring 2019 A Term	
October 22	Early Registration opens for the Spring Semester 2019
December 13	Early registration for Spring 2019 ends. Payment of tuition and fees due by 12:00 noon. Students who have not paid tuition and fees will be dropped from the rolls.
January 2	First day that financial aid can be used to charge books.
January 3	Deadline to apply for Academic Appeal
January 7	Regular registration for Spring 2019 ends. Payment of tuition and fees due by 12:00 noon. Students who have not paid tuition and fees

	will be dropped from the rolls.
January 8	Late registration opens.
January 9	Classes begin.
January 11	Late registration ends. Payment of tuition and fees is due by 4:00 pm. Students who have not paid tuition and fees will be dropped from the rolls. Final date to add courses/change sections. Deadline to complete "I" grade work from previous semester.
January 21	Martin Luther King holiday. Campus closed.
January 15	Last day that financial aid can be used to charge books.
January 29	Final date for resigning/dropping courses without a "W" by 4:30 pm. Deadline to apply for spring graduation.
February 15	Deadline to apply for graduation in Spring 2019
March 4 – 5	Mardi Gras holiday (Campus closed on March 5)
March 11 – 15	Mid-semester exams.
March 19	Mid-semester grades due, 9:00 AM.
April 1	Early Registration for Spring Intersession, Summer, and Fall 2019
April 12	Final date for resigning from the university and/or dropping courses with a "W" by 4:30 PM.
April 15 - 19	Spring break (Campus closed on April 19)
April 26	Last day of classes.
April 29 – May 3	Final exams.
May 6	Final grades due for degree candidates, 9:00 AM.
May 7	Final grades due for non-degree candidates, 9:00 AM.
May 10	Commencement for spring graduates, 10:00 AM.
Spring 2019 B Term	
January 2	First day that financial aid can be used to charge books.
January 9	Classes begin.
January 10	Final date to add courses/change sections.
January 11	Payment of tuition and fees due by 4:00 PM. Students who have not paid tuition and fees will be dropped from the rolls.
January 15	Last day that financial aid can be used to charge books.

January 17	Final date for resigning/dropping courses without a "W" by 4:30 PM.
January 21	Martin Luther King Jr. Holiday. Campus Closed
February 5	Mid-semester exams.
February 7	Mid-semester grades due, 9:00 AM.
February 18	Final date for resigning from university and/or dropping courses with a "W" by 4:30 pm.
February 26	Last day of classes.
February 27	Final exams.
February 28	Final grades due for degree and non-degree candidates 9:00 AM.
May 10	Commencement for spring graduates, 10:00 AM.
Spring 2019 C Term	
January 2	First day that financial aid can be used to charge books.
January 15	Last day that financial aid can be used to charge books.
March 1	Classes begin.
March 4	Final date to add courses/change sections. Payment of tuition and fees due at 4:00 PM. Students who have not paid tuition and fees will be dropped from the rolls.
March 13	Final date for resigning/dropping courses without a "W" by 4:30 PM.
March 28	Mid-semester exams.
April 1	Mid-semester grades due, 9:00 AM.
April 12	Final date for resigning from the university and/or dropping courses with a "W" by 4:30 PM.
April 15 - 19	Spring break. (Campus closed on April 19)
April 26	Last day of classes.
April 29	Final exams.
May 6	Final grades due for degree candidates, 9:00 AM.
May 7	Final grades due for non-degree candidates, 9:00 AM.
May 10	Commencement for spring graduates, 10:00 AM.

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. Tell your advisor if you plan to graduate at the end of the semester. Students planning to graduate at the end of a term must complete an [Application for Degree](#) and pay appropriate diploma fees by **February 15, 2019**.
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 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. Photo identification (such as a student ID card or driver's license) is required.
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 on the [Academic Calendar](#). **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:

Log in to your myLSUE account, click on the Pay Fees tab, accept and apply any financial aid you have been awarded.

- Log in to your myLSUE account, click on the Pay Fees tab, and pay your tuition and fees online. You may pay with your checking account information. Although payments will be routed through PayPal, you do **not** need to have a PayPal account to pay tuition and fees.
- 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.
- Sign up for a payment plan option under your myLSUE account.
- 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 tab. 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). The Office of Business Affairs is located in the Science Building, Room 115. Hours of operation are 8:00 AM – 4:30 PM each day. ([click here to access our campus map](#))

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 “F”s in your registered classes, putting your ability to receive future financial aid awards in jeopardy.**

VII. 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):

Spring Term A (Jan 9 –May 3)	Spring Term B (Jan 9 –Feb 27)	Spring Term C (March 1– April 29)
100% by 11:59 PM Jan. 8, 2019	100% by 11:59 PM Jan. 8, 2019	100% by 11:59 PM Feb. 28, 2019
90% by 11:59 PM Jan. 10, 2019	90% by 11:59 PM Jan. 9, 2019	90% by 11:59 PM Mar. 1, 2019
75% by 11:59 PM Jan. 16, 2019	75% by 11:59 PM Jan.11, 2019	75% by 11:59 PM Mar. 3, 2019
50% by 11:59 PM Jan. 29, 2019	50% by 11:59 PM Jan. 17, 2019	50% by 11:59 PM Mar. 13, 2019
0% after 12:00 AM Jan. 30, 2019	0% after 12:00 AM Jan. 18, 2019	0% after 12.00AM Mar. 14, 2019

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

I. 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 by visiting the [Veterans Affairs webpage](#), by calling (337) 550-1216, and by visiting 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 our [programs of study listings](#).

II. 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 be advised by an academic advisor to discuss scheduling and to receive registration clearance.

2. Who do I contact if I forget my LSUE Username and Password?

Please contact the Office of Information Technology (Community Education Building, Room 204 or 337-550-1307).

3. I need to contact my academic advisor to schedule classes.

By logging on to your [myLSUE account](#), you will receive access to your academic advisor's contact information, e-mail address, and phone number. Please attempt to contact your academic advisor prior to registration. If, after

several attempts to contact your advisor by both e-mail and phone calls, you still have not received a response, please contact the divisional office for further assistance. For a complete listing of offices, [click here](#).

4. When can students register?

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 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.

5. 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 the [appropriate office](#) to resolve the issues(s).

6. 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 [Academic Calendar](#). 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 degree 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.

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

If it is prior to the first day of classes, yes. After the first day of classes, you will may withdraw from all of your classes except for your final course. Students wishing to withdraw from all courses after the Universities official start date, must complete a [Resignation Form](#) and submit to the Registrar's Office. Students may complete the form and e-mail to registrar@lsue.edu, or drop off at the Office of Enrollment Management located in the Geaux Center, Room 117 in the Acadian Center. Students wishing to submit their completed form via e-mail must submit through their LSUE e-mail account. Submissions from personal e-mail accounts will not be acted on.

8. Did you know?

LSUE strives to offer its students first-class customer service. Please assist us in communicating via your official LSUE e-mail account. Correspondence submitted to University offices from personal e-mails will delay our response and reduce our ability to best service your request. As a best practice, send all e-mail communication from your official LSUE e-mail address.