

**Aug2012 SUMMER & FALL ACADEMIC BULLETIN****Class offerings:** <http://www.lsue.edu/schedule>[Academic Bankruptcy](#)[Academic Calendars](#)[Spring intersession](#)[Summer](#)[Fall](#)[Accreditation](#)[ACT](#)[Application for Admissions](#)[Assistance for Students with Disabilities](#)[Auditors](#)[Bookstore Policies](#)[Buy Back Policy](#)[Defective Books](#)[Refund on Other Items](#)[Textbook Refund Policy](#)[Computer Registration Q & A](#)[Course Substitutions](#)[Credit Card Payment](#)[Developmental Education Assessment Day](#)[Drug-Free Campus Policy](#)[Equal Opportunity Policy](#)**[Fall Semester](#)**[Early Registration](#)[Regular Registration](#)[Late Registration](#)[Fee Payment Deadlines – Early](#)[Fee Payment Deadlines – Regular](#)[Refund Schedule](#)[Course Schedule](#)[Final Exam Schedule](#)[Bookstore Hours](#)[Semester Calendar](#)[Fee Schedule](#)[Summer](#)[Fall](#)[Special Fees](#)[Credit Cards](#)[Financial Aid Information](#)[Grade Policies](#)[Auditors](#)[“I” Grades](#)[Repeated Courses](#)[Withdrawal Grades](#)[Hardship Waivers](#)[ID Cards](#)[Immunization Compliance](#)[Required Meningitis Immunization](#)[Library Hours](#)[Map](#)[Math Placement Assessment](#)[myLSUE](#)[Orientation](#)[LSU Eunice Campus Dates](#)[LSUA Dates](#)[LCRP Dates](#)[Pathways to Success](#)[Peer Sexual Harassment Policy](#)**[Spring Intersession](#)**[Student Support Services](#)**[Summer Semester](#)**[Early Registration](#)[Regular Registration](#)[Late Registration](#)[Fee Payment Deadlines – Early](#)[Fee Payment Deadlines – Regular](#)[Refund Schedule](#)[Course Schedule](#)[Final Exam Schedule](#)[Bookstore Hours](#)[Semester Calendar](#)[Transfer Course Agreements](#)[Vehicle Registration](#)[Veterans' Affairs](#)

This Bulletin is neither a contract nor an offer to contract. [Louisiana State University Eunice](http://www.lsue.edu) reserves all its right 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 late registration/schedule adjustment period at the beginning of each semester. If you have no alternate course preferences, we will give you a full tuition refund. Allow six to eight weeks to receive the refund.

### **BULLETIN PROVIDES VITAL INFORMATION**

Next to the Catalog, your LSU Eunice Course Schedule & Registration Bulletin may be the single greatest piece of resource material available to you. While the Catalog may tell you everything in general about LSU Eunice, the Bulletin tells you everything you need to know about the summer and fall semesters. Look over the Bulletin carefully, print out a copy, and be sure to bring it with you when you come for advising and registration.

If you are currently enrolled at LSU Eunice, please take advantage of early registration to reserve your seat in a full array of classes. Before early registration begins, you should make an appointment with your advisor to discuss your academic goals. Please check myLSUE to view your advisor's information.

### **MEET WITH YOUR ADVISOR BEFORE REGISTRATION**

All students are strongly encouraged to meet with their academic advisors before Early Registration. Academic advising is more than just a time to schedule next semester's classes; it is a decision-making process in which you get advice on your long-term plans for your future. Your advisor will also clear you for registration. You will not be able to use the myLSUE computer web-based registration system until your advisor has cleared you to register. You can meet with your faculty advisor during your advisor's posted office hours. If you are a new, re-entry, or transfer student and need to attend orientation you will meet with an advisor at that time; otherwise, you need to schedule an appointment with your advisor prior to registering.

### **ACCREDITATION**

Louisiana State University Eunice is accredited by the [Commission on Colleges of the Southern Association of Colleges and Schools](http://www.southern.edu) to award Associate Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Louisiana State University Eunice.

### **APPLICATION FOR ADMISSION**

To apply online, visit the web site at <http://apply.LSUE.edu>. Once the application is completed online, applicants must submit a \$25 fee before the Office of Admissions can process their applications. The fee can be paid either online or by phone using a credit card, (337) 550-1262, or by mail to LSU Eunice Business Office, P. O. Box 1129, Eunice, LA 70535.

When you complete an application online, you will be able to:

- [Apply for admission](#)
- Waive the requirement to submit immunization information
- Pay your application fee

An applicant must have a valid email address to apply online.

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

Students with disabilities who need help with registration may request assistance from the Office of Academic Assistance (Student Support Services), provided the following conditions are met:

- Student Support Services must be provided with documentation of a disability warranting accommodation and a completed Student Support Services application at least three University business days before the student reports to register for classes. In cases where evidence of disability is readily visible to staff members, written documentation is preferred but not essential.
- The student must notify Student Support Services of the need for registration accommodations and must discuss the exact nature and degree of accommodation with the Coordinator of Student Support Services no less than three University business days before reporting to register for classes (except in the case of a genuinely unexpected emergency).
- During the discussion of accommodation with the Coordinator, the student must establish a time for registration and must arrive promptly to register at the specified time.

### **PROOF OF IMMUNIZATION**

Louisiana law requires that all first-time LSU Eunice 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 are provided a [PROOF OF IMMUNIZATION COMPLIANCE FORM](#) at the time of admission. The form should be completed and returned to the Office of Student Affairs and Enrollment Services located in Acadian Center Room 112.

### **REQUIRED MENINGITIS IMMUNIZATION**

At this time Louisiana law requires all students entering any university for the first time, any students living on campus, and any transfer students to be immunized against meningitis unless a waiver is signed. Meningitis is a fatal bacterial infection. When it strikes, its flu-like symptoms make diagnosis difficult. If not treated early, it can lead to swelling of the fluid surrounding the brain and spinal column as well as severe and permanent disabilities, such as hearing loss, brain damage, seizures, limb amputation, and even death. Symptoms may include headache, fever, stiff neck, extreme tiredness, vomiting, sensitivity to light, and rash of small purplish black-red dots. Contact your doctor immediately if you have these symptoms.

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 Office of Student Affairs (Room 112, Acadian Center), LSU Eunice, P.O. Box 1129, Eunice, LA 70535 so that you enroll for classes this semester.

### **GENERAL 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 Summer 2012 term will need to complete the 2011-2012 FAFSA. The priority deadline for summer is **April 15, 2012**. Students attending the Fall 2012 semester will need to complete the 2012-2013 FAFSA. The priority deadline for fall is **June 1, 2012**. All supporting documents should be submitted well in advance of the priority deadline dates 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 will be able to monitor your financial aid file progress and to accept your award on-line through your myLSUE account. This has eliminated the need for mailing requested documents and the mailing of paper award letters. This will allow you to print requested documents at home and to accept, decline, reduce, and print your financial aid award on-line.

Students who fail to begin attendance in all their courses by the 14th day of class for a regular semester or the 7th day for an accelerated semester 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 and what steps you must take. When you transfer, your eligibility for aid must be recalculated and reprocessed by the LSU Eunice Financial Aid Office.

### **FEE PAYMENT FOR STUDENTS WITH FINANCIAL AID OR SCHOLARSHIPS**

Once a student has completed the registration process, if you have a Fee Bill with financial aid/or scholarships listed, you may use the applied amount of the Fee Bill to financially clear your account if the amount of aid listed is greater than the tuition. You must electronically clear your fees on-line through your myLSUE account during the fee payment periods.

The Business Office will accept a signed fee bill from the student. You must sign the permission statement and return it to the Business Office during the fee payment periods. The Business Office will accept only the original fee bill. Students must meet the fee payment deadlines established by the Business Office. Any scholarship, TOPS, and/or federal aid funds that remain after payment of required fees will be mailed to the student in approximately 4 to 6 weeks into the semester/session.

**BOOKSTORE - TEXTBOOK REFUND POLICY**

Students must present a picture ID and a current semester cash register receipt to return items.

1. Book refunds are given the first five class days for the fall semester and the first four days for the summer session.
2. Books must be returned within the refund dates in the condition in which they were purchased to receive a 100 % refund—free from writing, stains, markings, or damage. Any over-wrap present on the book when originally purchased must be intact, and all contents must be returned.
3. If a book is not in an absolutely new condition, it may only be refunded at a lower rate and only if it is a book the Bookstore needs for a future semester.
4. After the refund period, all book returns come under the provisions of the Buy-Back Policy.

**BOOKSTORE - BUY BACK POLICY**

The Bookstore reserves the right to determine quantities and titles of books purchased. Books containing disks, CD's, password cards, loose-leaf pages, perforated pages, or exercises that have been worked may not be purchased.

1. Students resigning after the last day for refunds can sell their books to the Bookstore for up to 50% of retail price, providing the book is a book the Bookstore needs for a future semester. Students must present a current semester cash register receipt, a picture ID, and a completed resignation form no later than five days after their resignation.
2. All other purchases will be made at the end of the semester. Used books (needed by the Bookstore) will be bought for up to 50% of the retail price. After the Bookstore has purchased the quantities needed for a future semester, books may be sold to the Bookstore at wholesale prices to be forwarded to a used book company. Textbooks will be purchased during the final exam period.

**BOOKSTORE - DEFECTIVE BOOKS**

Please check books immediately for defects! Books must be returned to the Bookstore as soon as the defect is discovered. Students must present a current semester cash register receipt.

**BOOKSTORE - REFUND OF OTHER ITEMS**

Refunds on supplies or clothing will be made only if the item is returned unused within one week of purchase. The item must be unopened and in the original packaging.

**ID PHOTOS**

Student ID photos will be taken by the Office of Information Technology (Manuel Hall Room 105) at posted times. In order to obtain an ID card, present a photo ID (for example, a driver's license), and present an LSU Eunice document indicating their LSU Eunice student ID number. The first ID card is free. Replacement ID cards are \$5. The student photo ID card is required to conduct business in several campus offices, including the LeDoux Library, the Business Office, the Bookstore, and the Office of Information Technology. Students must also present their ID card to gain admission into campus activities, including events sponsored by the Office of Student Activities, athletic events, and the Recreation Center. ID cards are required for printing in all labs.

**LIBRARY HOURS**

The Arnold LeDoux Library is open **Monday–Friday 8:00 am–4:30 pm**. Check with the Library for holiday hours and notices about extended hours. You can call 550-1384 or check <http://www.lsue.edu/library>. After normal operating hours, on holidays and weekends, the library's electronic information and "e-content" resources are always available. Instructions on accessing these resources, utilizing the LSU Eunice ID card, as well as other information about the library and resources, can be located at <http://www.lsue.edu/library>. The LSU Eunice ID card is essential for remotely logging onto these electronic library resources.

**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 ID cards created, visit with an academic advisor, and register for classes.

Orientation is MANDATORY for all students **who have earned less than 24 semester hours**. Upon being admitted to LSU Eunice, students can register for Orientation/Registration online at <http://www.lsue.edu/orientation>. There is a \$15 Orientation fee.

### Parent and Spouse Orientation – LSU Eunice Campus Only

Parents and spouses of Orientation students may attend Orientation at no additional charge. They will have the opportunity to attend a separate program to learn about the University. Representatives from various university departments will meet with parents and spouses at a special information session designed just for them.

### ORIENTATION SCHEDULE FOR SUMMER/FALL 2012

#### LSU Eunice Campus

March 30, 2012 ..... 10:30 a.m.  
 April 3, 2012 ..... 10:30 a.m.  
 May 3, 2012 ..... 10:30 a.m.  
 May 30, 2012 ..... 8:30 a.m.  
 June 26, 2012 ..... 8:30 a.m.  
 July 12, 2012 ..... 8:30 a.m.  
 August 2, 2012 ..... 8:30 a.m.  
 August 14, 2012 ..... 8:30 a.m.  
 Check in: Acadian Center

#### LSU Alexandria Orientations Site

July 24, 2012 ..... 11:00 a.m.  
 August 7, 2012 ..... 11:00 a.m.  
 August 15, 2012 ..... 11:00 a.m.  
 Check in: Chambers Hall 129.

For more information, phone (888) 367-5783, ext. 218, or locally 550-1218 or the Office of Developmental Education at (337) 550-1433 for additional information.

### STUDENT SUPPORT SERVICES

Students who want to sign up for tutoring, supplemental instruction, accommodated assistance for students with disabilities, financial aid assistance and free stipends, personal and academic counseling, two-year/four-year transfer assistance, and other support services need to fill out applications during early registration. Applications are available from the Academic Support Center, Room 145 of the Science Building.

During all orientations, interested students should stop by the Student Support Services' table in the Acadian Center to complete the application after they have met with their faculty advisor.

### COURSE SUBSTITUTIONS

A waiver of no more than two course requirements (six semester hours) may be made in a LSU Eunice associate degree curriculum. No substitutions may be made for the English and mathematics requirements specified in the general degree requirements listed in the current [LSU Eunice catalog](#). When the courses in question are from the humanities, social sciences, or natural sciences, another course from the same general areas must be substituted. A classification of academic disciplines is provided below.

- **Humanities:** Communication Studies, English, Foreign Language, History, Mass Communication, Philosophy
- **Fine Arts:** Art, Music, Theatre
- **Social Sciences:** Anthropology, Political Science, Sociology, Psychology, Economics
- **Natural Sciences:** Biology, Botany, Zoology, Chemistry, Physical Science, Physics, Mathematics, Microbiology

### WITHDRAWAL GRADES

A grade of "W" will be entered on the student's record for any course dropped within the dates specified in the [academic calendar](#) for that semester. After that time, students may not drop courses unless authorized to do so by the Vice Chancellor for Academic Affairs. This regulation applies to all courses dropped when a student resigns from the University.

### **“I” GRADES**

Work which is of passing quality but which, because of circumstances beyond the student's control, is not complete may be marked “I” (incomplete). An “I” grade is given only upon receipt by the instructor of appropriate authorization from the Office of Academic Affairs. If authorization is not received, the instructor is to consider that the delinquent work is of failing quality and an “I” grade is not to be given. It is the responsibility of the student to initiate the request for an “I” grade.

A grade of “I” will be converted to “F” unless it is removed prior to the deadline for adding courses for credit in the next regular semester as published in the [University Calendar](#). In extraordinary cases, the Vice Chancellor for Academic Affairs may authorize an extension of time for removing the grade or the Chancellor may authorize that the “I” grade become permanent.

### **CREDIT FOR REPEATED COURSES**

When a student, having taken a course in the LSU System, is permitted to repeat the course in the LSU System for credit, the latter of the two grades earned shall be the one which determines acceptability of the course for degree credit. All instances of repeated courses are included in grade-point average calculations; however, credit will be awarded only for the last repetition. A student may not repeat a course in which a grade of “C” or better has been earned unless the catalog description indicates that the course may be repeated for credit or the Vice Chancellor for Academic Affairs approves the repetition for some special reason. If a student registers for a course in violation of the above policy, the student may be denied degree credit for the course. A student may not repeat a course for which the LSU Eunice grade of record is an “I.”

Students who receive a grade of “F” in a course must repeat the course in the LSU System in order to receive credit for it. With the concurrence of the head of the department in which the course is given, the Vice Chancellor for Academic Affairs may make exceptions in individual cases.

### **AUDITORS**

A student may be admitted to classes as an auditor by obtaining written permission of the Vice Chancellor for Academic Affairs. Auditors will not receive University credit, nor will they be permitted to take an advanced-standing examination on work audited. Courses taken for audit may not be used to fulfill degree requirements or to maintain financial aid eligibility. However, courses previously audited may be later taken for credit. Changes from “credit-to-audit” or “audit-to-credit” must be made by the deadline for adding courses or making section changes.

### **ACADEMIC BANKRUPTCY**

Under specified conditions, undergraduate students who have interrupted their college careers for a period of at least five consecutive calendar years may, at the time of application for admission to the University, declare academic bankruptcy. Under this policy, all previous college-level work 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 student's scholastic records and transcripts. Students qualifying for academic bankruptcy are admitted on scholastic probation. Students may obtain details on this policy from their academic division head or the Admissions Office. The summer semester deadline to apply for academic bankruptcy is **June 8, 2012** and the deadline for the fall is **August 31, 2012**.

### **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, [www.act.org](http://www.act.org). Students should note that ACT scores older than five years will not be used for placement. For additional information contact the Office of Student Affairs and Enrollment Services at (337) 550-1218.

In addition to the national test, LSU Eunice administers a local residual test prior to the start of each school session intended only for students planning to attend LSU Eunice. The test for students enrolling in the summer 2012 semester will be given at 8 a.m. **May 22, 2012** in the Acadian Center and **August 7, 2012** for those enrolling in the fall. Test-takers will pay a \$35 fee at the Business Office window 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.

### 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 your advisor for details. LSU Eunice course numbers parallel the course numbers in the catalog of LSU A&M in Baton Rouge.

For additional information on transfer credit, check the Louisiana Board of Regents data & publication's master course articulation matrix (transfer guide). These matrices indicate transfer equivalencies of courses among Louisiana's public colleges and universities and may be accessed through the [Board of Regents' matrix web page](#). 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 as listed on the [Board of Regents website](#) or the Registrar's Office.

### 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 and registered for classes through the Office of Developmental Education. Developmental studies 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.**

### MATHEMATICS 0001/0002 PLACEMENT ASSESSMENT

Mathematics assessment tests are scheduled for each of the scheduled orientation dates. Reserving a seat for orientation automatically reserves a seat for the mathematics assessment test, if applicable.

Any student with an ACT mathematics score of 18 or lower is permitted to take a one-half hour assessment prior to the first semester of attendance. The purpose of the assessment is to validate the student's placement in MATH0001 or MATH0002. 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. However, students who wish to enroll in MATH0002 must take the assessment and achieve a score of 41 or above prior to classes beginning. Math assessment is not offered once classes begin. Students wishing to enroll after the last published assessment date will be placed into MATH0001.

Please note the following:

- The assessment test may be taken only once
- Calculators are not permitted
- The assessment result will not affect the placement of students in any other mathematics classes or those students who scored at least a 19 on the mathematics portion of the ACT
- Students must present their LSU Eunice student ID or a pictured ID and present an LSU Eunice student ID number as identification to take the assessment
- Students who have enrolled in MATH0001 are not eligible for this mathematics assessment

Taking the assessment is a prerequisite for students to be enrolled in MATH0002, but not MATH0001. Students with transfer credit may be exempt from the assessment. Students need to:

- Bring a pencil
- Know their LSU Eunice ID number
- Arrive to orientation/assessment site at least 15 minutes prior to the beginning of the test
- Not bring cell phones or calculators into the assessment room
- Take the assessment early since the availability of math sections might be limited during week prior to classes beginning

Students may contact the Division of Sciences and Mathematics at (337) 550-1233 or the Office of Developmental Education at (337) 550-1433 for additional information.

**DEVELOPMENTAL EDUCATION ASSESSMENT DAY****Summer 2012 – May 31, 2012****Fall 2012 – August 9, 2012**

Students who scored a 17 or below on the English section and/or an 18 or below on the mathematics section of the ACT may participate in assessment testing to attempt to test out of their developmental education coursework. This service is provided to students free of cost and is offered once prior to each semester. Please note that this assessment applies to initial placement only. Continuing students who have taken a math or English course may not use this assessment to test out of courses.

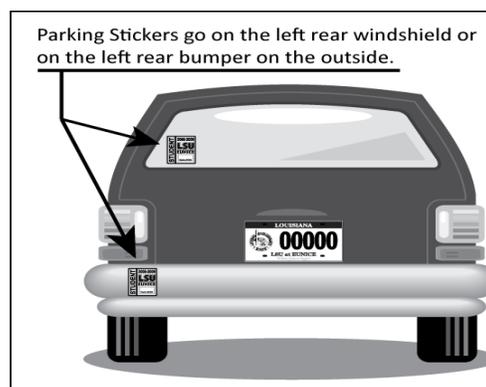
Students are required to have a valid LSU Eunice ID number in order to take the test. As a result, students should have applied with the Admissions Office (337) 550-1305 and paid their application fee at least five business days prior to testing. Students will also be asked to present a photo ID in addition to their student ID number. Students need not pre-register for this test; instead, they should report to Manuel Hall (Room 207) according to the schedule below. Students may only take the test once. Students should note that calculators may not be used on the numerical skills test; however, calculators may be used on the elementary algebra test.

Testing out of:	Testing into:	ASSET Test	Students should report to M-207 at:	Testing begins
ENGL0001	ENGL1001	Writing Skills	8:45 a.m.	9 a.m.
MATH0001	MATH0002	Numerical Skills	9:45 a.m.	10 a.m.
MATH0002	MATH1021	Elementary Algebra	10:45 a.m.	11 a.m.
UNIV0008	Social Science	Reading Skills	11:45 a.m.	Noon

Students who have taken the COMPASS assessment need not participate since both exams assess the same skills. Students should contact the Office of Developmental Education at (337) 550-1433 if they have any questions. A student study guide is available at <http://web.lsu.edu/docs/DevelopmentalEd/StudentGuide.pdf>.

**REGISTRATION OF MOTOR VEHICLES ON CAMPUS**

All motor vehicles operating on the LSU Eunice campus must display a registration decal. Vehicles must be registered by the end of the first week of classes. Anyone who wants to bring a vehicle on campus temporarily other than the one registered to that individual should obtain a temporary permit from the Business Office. Decals, registration forms, and copies of the parking regulations are available at the Business Office window in the Science Building adjacent to Room 115. Office hours are 8 a.m.-4:30 p.m. on weekdays. The registration fee for one vehicle is \$20.



## FEE SCHEDULES

### SPRING INTERSESSION/SUMMER 2012

#### Resident Fees

Fees for Louisiana residents are \$115.00 per credit hour. During the summer session, students may enroll in a maximum of 10 semester hours.

Sem. Hours	Fee	Sem. Hours	Fee	Sem. Hours	Fee
1.....	\$115.00	5.....	575.00	9.....	1,035.00
2.....	230.00	6.....	690.00	10.....	1,150.00
3.....	345.00	7.....	805.00		
4.....	460.00	8.....	920.00		

#### Nonresident Fees

Out-of-state residents (includes international students) will be charged an additional \$186.00 per credit hour up to a maximum of \$1,860.00.00 in additional fees for nonresident students enrolled in ten credit hours.

### FALL 2012

#### Resident Fees

Fees for Louisiana residents are \$115.00 per credit hour. Each additional hour from the thirteenth hour to the twenty-first hour is \$3.00 per credit hour more. During the fall semester, students are not allowed to schedule more than 19 hours without approval of the Vice Chancellor for Academic Affairs.

Sem. Hours	Fee	Sem. Hours	Fee	Sem. Hours	Fee
1.....	\$115.00	8.....	920.00	15.....	1,389.00
2.....	230.00	9.....	1,035.00	16.....	1,392.00
3.....	345.00	10.....	1,150.00	17.....	1,395.00
4.....	460.00	11.....	1,265.00	18.....	1,398.00
5.....	575.00	12.....	1,380.00	19.....	1,401.00
6.....	690.00	13.....	1,383.00	20.....	1,404.00
7.....	805.00	14.....	1,386.00	21.....	1,407.00

#### Nonresident Fees

Out-of-state residents (includes international students) will be charged an additional \$186.00 per credit hour up to a maximum of \$2,232.00 in additional fees for nonresident students enrolled in 12 or more credit hours.

### SPECIAL FEES (subject to change without notice up to the first day of classes)

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, \$10 per credit hour.
4. Online Course and Telecourse, \$50.
5. Associate Degree Diploma Fee, \$20.
6. Registration for "Degree Only," \$5.
7. Vehicle Registration Fee, \$20.
8. A per credit hour utility surcharge may be assessed in addition to the fees listed in the fee schedule.
9. Labs Fee:
  - Science Lab Fee, \$20
  - Nursing/Allied Health Lab Fee, \$40
  - Art Lab Fee, \$20
  - Health/Education Lab Fee, \$25
  - Fire/Forensic Science Lab Fee, \$15

## CREDIT CARDS

You now have the ability to pay your fees online. Internet Explorer must be used as the web browser. When you logon to your myLSUE account and access your fee statement, you can use Visa, Mastercard, Discover, or American Express to pay your fees and become financially clear. You can pay your fees on campus using your MasterCard or Visa. If you are paying fees by mail, supply the credit card information on the [fee stub](#). There is a transaction fee charge assessed when using a credit card for payment. You may also phone in your fee payment during the early registration, regular registration, or late registration periods by calling (337) 550-1262, (337) 550-1230, (337) 550-1229, or (337) 550-1228.



Cards Accepted for Online Payment



Cards Accepted for On Campus Payment

## HARDSHIP WAIVERS

LSU Eunice, along with other state colleges and universities, was authorized by the Louisiana Legislature to raise tuition to offset the rising costs of post-secondary education. As directed by the Legislature, LSU Eunice will consider appeals for waiver of payment of the fee increase for students who meet the following criteria:

1. Louisiana resident
2. Full-time student (12 or more hours)
3. Must have applied for, and be 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 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) which exist 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 waiver of tuition increase are available in the LSU Eunice Financial Aid Office. Please complete the fee waiver application and submit with supporting documentation to the Office of Financial Aid by **June 5, 2012** for the summer semester and **August 22, 2012** for the fall semester. No application can be accepted after the deadline. You are expected to make arrangements to pay your fees until your appeal can be considered. If the appeal is approved, your fee increase payment will be returned to you or your account will be credited.

## DRUG-FREE CAMPUS POLICY

The following is written in accordance with the U.S. Department of Education and State of Louisiana Employee Substance Abuse and Drug-Free Workplace Policies.

It shall be the policy of Louisiana State University Eunice to maintain a drug-free campus environment. Both the workforce and students shall remain drug-free and free of other substance abuse. Thus:

A. Employees (administrators, faculty, staff, and student employees) are prohibited from reporting to work or performing work for the State while under the influence of or impaired by illegal drugs or alcohol.

B. The illegal use, possession, dispensation, distribution, manufacture, or sale of controlled substances and alcohol by employees while at the work site, and while engaged in official business, on duty, or on call for duty is prohibited.

C. The illegal use, possession, dispensation, manufacture, or sale of controlled substances and alcohol abuse by students while on campus is prohibited.

D. Employees who exhibit such conduct as described in A and B, and students who exhibit such conduct as described in C, and who are convicted of violating the University's Substance and Drug Abuse Policy will be subject to the following within thirty days after conviction:

(1) employees - appropriate personnel disciplinary action up to and including termination of employment or mandatory participation in a rehabilitation program approved for such purposes by a federal, state, or local health or law enforcement agency or other appropriate agency.

(2) students - disciplinary action including suspension or expulsion from the University as specified by the LSU Eunice Code of Student Conduct.

(3) employees and students - referral to civil authorities as appropriate for violation of local, state, or federal regulations.

E. All employees and students will be given a copy of the University's Substance Abuse and Drug-Free Campus Policy. As a condition of employment for administrators, faculty, staff, and student employees, and as a condition of enrollment for all students, the attached document must be signed which attests that they will:

(1) abide by the terms of the University's Substance Abuse and Drug-Free Campus Policy.

(2) notify the Office of the Chancellor (employees) or Office of Student Affairs (students) in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

Signed employee certification sheets will be filed in the Office of Personnel Records. Student certification sheets will be filed in the Office of Student Affairs.

F. The University will report any such criminal drug statute convictions of employees, including student employees, where employment is funded through a federal grant or contract to the agency or agencies from which that grant or contract is received within ten (10) days after receiving notice from the employee or student or otherwise receiving actual notice of such conviction.

G. The University will assist those employees and students seeking rehabilitation by providing names, addresses, and telephone numbers of substance abuse facilities.

H. The University will present an alcohol and drug awareness program(s) to inform employees and students of the following:

(1) the dangers of substance and alcohol abuse in the work place;

(2) the University's policy of maintaining a drug-free workplace;

(3) any available drug and alcohol abuse counseling, rehabilitation, and employee assistance programs;

(4) the penalties that may be imposed upon employees for drug or alcohol abuse violations occurring in the workplace; and

(5) the penalties that may be imposed upon students receiving financial assistance for drug or alcohol abuse occurring within the classroom or elsewhere on the campus.

The Office of Student Affairs will coordinate implementation of this policy.

### **EQUAL OPPORTUNITY POLICY**

LSU Eunice adheres to the equal opportunity provisions of the federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, national origin (Title VI of the Civil Rights Act of 1964), sex (Title IX of the Education Amendments of 1972), disability (Section 504 of the Rehabilitation Act of 1973), or age (Age Discrimination Act of 1975) in attaining educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding this policy may contact the Office of the Chancellor at (337) 550-1203, Room 105, Science Building, LSU Eunice, P. O. Box 1129, Eunice, Louisiana 70535.

### **PEER SEXUAL HARASSMENT POLICY**

Peer sexual harassment is a form of prohibited sex discrimination where the harassing conduct creates a hostile environment. Thus, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment. Anyone with questions regarding this policy may contact the Office of the Chancellor at (337) 550-1203, Room 105, Science Building, LSU Eunice, P. O. Box 1129, Eunice, Louisiana 70535.

### **CAREER SERVICES**

Career Services offers various programs and services for students interested in preparing for employment. Career Services has developed partnerships with various businesses to provide programs such as internships, co-operative education programs, on-campus interviews, and career fairs. These programs allow students to explore career pathways and gain hands-on experience while attending

school, as well as an opportunity to seek full-time or part-time employment. Career Services also provides assistance in writing resumes, preparing cover letters, and interviewing for jobs.

Students that are undecided about a career or major can take a career assessment to find which career or major is right for them. Continuing and graduating students are encouraged to register online at [www.lsue.edu/career](http://www.lsue.edu/career) to take career assessments and enroll in the employment referral program. For more information, visit the Office of Career Services in the Acadian Center, Room 102 or contact Atina Wright, Career Services Coordinator, at (337) 550-1430.

### VETERANS' AFFAIRS

Veterans and their dependents filing for educational assistance with the Veterans Administration may do so through the Office of Students Affairs and Enrollment Services located in the Acadian Center, Room 112, or phone (337) 550-1217. Additional information may be accessed at [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 August 26, 2010

- **Associate of General Studies**
- **Associate of Science in Radiologic Technology**
- **Associate of Science in the Care and Development of Young Children**
- **Associate of Science in Criminal Justice**
- **Associate of Science in Nursing**
- **Associate of Science in Respiratory Care**
- **Associate of Arts Louisiana Transfer**
- **Associate of Science Louisiana Transfer**  
*Pre-Cardiopulmonary Science*  
*Pre-Dentistry*  
*Pre-Law*  
*Pre-Medical Technology*  
*Pre-Medicine*  
*Pre-Pharmacy*  
*Pre-Physical Therapy*  
*Pre-Veterinary Medicine*

- **Associate of Applied Science in Fire and Emergency Services**  
*Certificate in Applied Science in Arson Investigation*  
*Certificate of Technology Studies in Environmental and Safety Technology*  
*Certificate of Technical Studies in Evidence Recovery Technology*  
*Certificate in Applied Science in Fire Science Technology*
- **Associate of Applied Science in Management**
- **Associate of Applied Science in Computer Information Technology**  
*Certificate of Technology Studies in Medical Records and Health Information*  
*Certificate in Applied Science in Office Practices and Procedure*

## MYLSUE

### INSTRUCTIONS TO USE THE MYLSUE COMPUTER REGISTRATION SYSTEM

To use the myLSUE system for registration, you must have your user name and password. If you did not receive or misplaced this information, you can check in the Office of Information Technology in Room 105 of Manual Hall. Some form of picture identification, such as a student ID card or driver's license, is required. 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.

### Registration System Stays On

The registration system will remain on continuously (except when final grades are being posted at the end of the school session). This means that you will continue to be able to access the system to make schedule changes according to the academic calendar. Students who did not enroll during the early registration period can still enroll during the regular registration period. Students not enrolled in the current semester will need to complete a new application and get clearance from their faculty advisor.

### COMPUTER REGISTRATION: A QUESTION & ANSWER GUIDE

#### Who can take part in computer registration using the myLSUE system on the Internet?

Current students and new, re-entry, or transfer students (with the exception of Pathways to Success program students) who have completed the application process will all be able to register over the internet using myLSUE. Before they can register, students must first meet with their faculty advisor to discuss scheduling and to receive clearance to register. Students use their student ID number to login on the myLSUE system on the Internet and they use their password that was sent to them by the Admissions

Office. If you do not remember your ID or password, contact the Office of Information Technology (Manuel Hall Room 105).

### **Will all new, re-entry, and transfer students be able to register by computer?**

To be able to register by computer, new, re-entry, and transfer students (with the exception of Pathways to Success program students) must have completed the entire application process. This includes supplying transcripts from high schools and other colleges and complying with immunization requirements. ACT scores must also be on file before students can enroll in freshman English or mathematics courses. If any admissions materials are missing from a student's file, the registration system will not permit the student to register.

### **When can students register by computer?**

Current students and new, re-entry, or transfer students whose admission files are complete can take part in early registration. Current students can register beginning **March 26, 2012** 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 statistical table at the bottom of the transcript.

Starting with the scheduled time at which you can register, you will be able to access the computer registration system, 24 hours a day, throughout the early registration period, and you will be able to continue to access the system up until you pay your fees. If you try to access the system prior to the time listed in the schedule, you will not be permitted to register.

In addition, because the registration system will remain on after **March 26, 2012**, all students can continue to register (after obtaining clearance from their advisor) or make schedule changes according to the academic calendar. Please note that a student can log into myLSUE beginning the evening his or her application was entered by the Admissions Office. Students who need to register the same day that they apply for admission need to meet with their faculty advisor.

Students who have registered early but who have not completed fee payment by 4:00 p.m. **May 11, 2012** for the summer session and **August 1, 2012** for the fall session will lose their schedule and will have to register for classes during regular registration. Students who did not take part in early registration can use the myLSUE computer registration system on the Internet during regular and late registration based on the schedules as set forth in the academic calendar. The computer registration system will also be open during the late registration period for students who are enrolling after the start of classes or for students who want to add or drop classes.

### **Can I register by computer if I take classes only at an off-campus location?**

Yes, if you obtain a password and student ID number so that you can access the myLSUE system. Off-campus students are invited to visit LSU Eunice during early registration to meet with their advisors. LSU Eunice representatives will be at off-campus locations during the late registration period at the times listed elsewhere in this Bulletin, so you will still have an opportunity to register in the traditional way instead of using computer registration.

### **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.

### **Once classes start, can I add or drop classes using the myLSUE registration system?**

Yes. You can use the computer registration system to add or drop classes. The system will follow the deadlines published in this Bulletin 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 your faculty advisor. Ultimately, it is your responsibility to make sure that your 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

progress: you may fail to meet those requirements if you do not complete a sufficient number of the courses in which you initially enrolled.

**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 Registrar's Office at (337) 550-1304.

**When I register for the next semester, can I use the same password that I have now?**

Yes. Please retain your password. In order to activate the registration process, you will still need to meet with your advisor before you register by computer.

**SPRING INTERSESSION**

- March 26 ..... Regular registration begins
- May 11..... Regular registration ends; fees must be paid by 4:00 P.M. or classes will be dropped
- May 14 ..... Classes begin; Late registration begins; \$2.00 per credit hour late registration fee will apply
- May 14 ..... Final day to add courses or change sections; fees must be paid by 4:00 P.M. or classes will be dropped
- May 15 ..... Final date to drop courses or resign from the University without a grade of a "W"
- May 22..... Final date to drop courses or resign from the University with a grade of a "W"
- May 25..... Last day of classes
- May 29..... Final exam period
- May 30..... Final grades due in Registrar's Office 9:00 a.m.

**FEE PAYMENT AND ADJUSTMENT**

- May 11.....**Deadline to receive fee payment** in the Business Office for **Regular Registration for Spring Intersession classes**. Students who registered and who are not financially clear with the Business Office will have their classes canceled at 4:00 p.m.
- May 14 .....**LATE REGISTRATION / SCHEDULE ADJUSTMENT**. For Spring Intersession Classes, the late fee of \$2 per credit hour in addition to tuition is in effect (max \$24). Payment is due by the end of the business day Monday, May 14, 2012 or schedules will be cancelled for non-payment

**REFUND SCHEDULE**

Students who need to resign from the university should consult the refund schedules. There are different schedules for students receiving Title IV financial aid (all federal aid programs) and those who are not receiving any Title IV aid.

**REFUND OF FEES FOR SCHEDULE**

**Adjustments (Drops) for All Students and Resignation for Non-Title IV Students**

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):

The refund schedule for the 2011 Spring Intersession is as follows:

- 100% refund by 11:59 p.m. May 13, 2012
- 90% refund by 11:59 p.m. May 14, 2012
- 75% refund by 11:59 p.m. May 15, 2012
- 50% refund by 11:59 p.m. May 16, 2012
- 0% refunded after 12:00 a.m. May 16, 2012

## SUMMER SESSIONS

### SUMMER SESSION A (EIGHT WEEKS)

March 26 ..... Early Registration begins  
 May 11..... End of Early Summer Registration; Fees due by 4:00 p.m.  
 May 12 ..... Regular Summer Registration begins  
 May 31 ..... Summer Regular Registration ends; Fees due by 4:00 p.m.  
 June 4 ..... Classes begin; Late Summer Registration begins  
 June 6 ..... Late Summer Registration ends; Deadline to file an application for associate degree/certificate; Last date to add courses, change sections, or change from audit to credit or credit to audit; Deadline to complete "I" grade work from previous semester  
 June 8 ..... Deadline to declare academic bankruptcy  
 June 12 ..... Final date to drop courses or resign from the University without a grade of "W"  
 June 25-27..... Mid-term exam period  
 June 29 ..... Mid-term grades due in Registrar's Office, 9:00 a.m.  
 July 4 ..... Independence Day holiday (campus closed)  
 July 10 ..... Final date to drop courses or resign from the University with a grade of "W"  
 July 24 ..... Last day of classes  
 July 25-27..... Final exam period  
 July 30 ..... Final grades due for all students in Registrar's Office by 9:00 a.m.  
 August 6 ..... Academic Appeal Deadline for Fall semester

### SUMMER MIN-SESSION B (FOUR WEEKS)

March 26 ..... Early Registration begins  
 May 11..... End of Early Summer Registration; Fees due by 4:00 p.m.  
 May 12 ..... Regular Summer Registration begins  
 May 31 ..... Summer Regular Registration ends. Fees due by 4:00 p.m.  
 June 4 ..... Classes begin; Late Summer Registration begins  
 June 5 ..... Late Summer Registration ends; Deadline to file an application for associate degree/certificate; Last date to add courses, change sections, or change from audit to credit or credit to audit; Deadline to complete "I" grade work from previous semester; Deadline to declare academic bankruptcy  
 June 7 ..... Final date to drop courses or resign from the University without a grade of "W"  
 June 15 ..... Mid-term exams  
 June 18 ..... Mid-term grades due in Registrar's Office, 9:00 a.m.  
 June 19 ..... Final date to drop courses or resign from the University with a grade of a "W"  
 June 29 ..... Last day of class  
 July 2 ..... Final exams  
 July 3 ..... Final grades due in Registrar's Office by 9:00 a.m.  
 August 6 ..... Academic Appeal Deadline for Fall semester

### SUMMER MINI-SESSION C (FOUR WEEKS)

March 26 ..... Early Registration begins.  
 May 11..... End of Early Summer Registration; fees due by 4:00 p.m.  
 May 14 ..... Regular Summer Registration begins  
 July 2 ..... Regular Summer Registration ends; fees due by 4:00 p.m.  
 July 3 ..... Classes begin; late registration begins  
 July 4 ..... Independence Day holiday (campus closed)  
 July 5 ..... Late Summer Registration ends; Deadline to file an application for associate degree/certificate; Last date to add courses, change sections, or change from audit to credit or credit to audit; Deadline to complete "I" grade work from previous semester; Deadline to declare academic bankruptcy  
 July 9 ..... Final date to drop courses or resign from the University without a grade of "W"  
 July 18 ..... Mid-term exams  
 July 19 ..... Mid-term grades due to Registrar's Office, 9:00 a.m.

July 20..... Final date to drop courses or resign from the University with a grade of a “W”  
 July 31..... Last day of class  
 August 1..... Final exams  
 August 2 ..... Final grades due in Registrar’s Office by 9:00 a.m.  
 August 6 ..... Academic Appeal Deadline for Fall semester

### FEE PAYMENT AND ADJUSTMENT

March 26 - June 7..... Business Office deferments are available for the summer session from March 26 - June 8. The Business Office deferment requires the student to pay half of the tuition at the time of the deferment. Students who want to be considered for a 100% deferment must first report to the Financial Aid Office beginning **May 28-31, 2012**, to request a “Financial Aid Estimate Form” and then report to the Business Office. The remaining amount is due **July 2, 2012**. The deferment must be done in person at the Business Office. The last day to charge at the bookstore is **June 8, 2012**.

May 11..... **Deadline to receive fee payment** in the Business Office for **Early Registration for Summer** session. Students who early registered and who are not financially clear with the Business Office or purge protected by Financial Aid will have their classes canceled at 4:00 p.m.

May 31 ..... **Deadline to receive fee payment** in the Business Office for **Regular Registration for Summer** session. Students who register during regular registration and who are not financially clear with the Business Office will have their classes canceled at 4:00 p.m.

June 4-5/4-6 ..... **LATE REGISTRATION / SCHEDULE ADJUSTMENT**. For Sessions A (4-6) and B (4-5), the late fee of \$2 per credit hour in addition to tuition is in effect (max \$24). Payment is due by the end of each business day.

July 3-5..... **LATE REGISTRATION / SCHEDULE ADJUSTMENT**. For Session C, the late fee of \$2 per credit hour in addition to tuition is in effect (max \$24). Payment is due by the end of each business day.

### REFUND SCHEDULE

Students who need to resign from the university should consult the refund schedules. There are different schedules for students receiving Title IV financial aid (all federal aid programs) and those who are not receiving any Title IV aid.

### SUMMER SESSIONS REGISTRATION

Registration at LSU Eunice is divided into three parts for the Summer Sessions:

1. Early Registration starts on **March 26, 2012** and ends **May 11, 2012**
2. Regular Registration starts **May 12, 2012** and ends **May 31, 2012**
3. Late Registration starts the first day of classes for each summer session (Session A, B, and C)

Dates of Late Registration for the Summer sessions are as follows:

- a. Summer Session A, **June 4, 2012 – June 6, 2012**
- b. Summer Session B, **June 4, 2012 – June 5, 2012**
- c. Summer Session C, **July 3, 2012 – July 5, 2012**

### EARLY REGISTRATION PRIORITY SCHEDULE

**EARLY REGISTRATION** will begin **March 26, 2012**, 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 not able to register at their scheduled time may register after that time but not before. Prior to registering for classes via the myLSUE system, students must meet with their academic advisors to receive clearance to register. Passwords and user IDs are required to access the registration system.

**Monday – March 26**

8:00 a.m. 90+ hours  
 10:00 a.m. 75-89 hours  
 1:00 p.m. 64-74 hours

**Tuesday – March 27**

8:00 a.m. 55-63 hours  
 10:00 a.m. 50-54 hours  
 1:00 p.m. 45-49 hours

**Wednesday – March 28**

8:00 a.m. 38-44 hours  
 10:00 a.m. 32-37 hours  
 1:00 p.m. 27-31 hours

**Thursday – March 29**

8:00 a.m. 24-26 hours  
 10:00 a.m. 16-23 hours  
 1:00 p.m. 13-15 hours

**Friday – March 30**

8:00 a.m. 12 hours  
 10:00 a.m. 6-11 hours  
 1:00 p.m. 0-5 hours, as well as new,  
 transfer, and re-entry students

**EARLY REGISTRATION INSTRUCTIONS**

1. Complete a [Trial Schedule Worksheet](#) and take it to your faculty advisor during the advising period.
2. Tell your advisor if you plan to graduate at the end of the semester. Advisors must enter this information into the computer. Students planning to graduate at the end of the summer term must complete an “Application for Degree” (<http://web.lsue.edu/docs/studentrecords/app-deg.pdf>) and pay appropriate diploma fees for sessions A & B by **June 6, 2012** and session C by **July 5, 2012**.
3. Note to “new,” “re-entry,” and “transfer” students: prior to registering, you may need to go to the Office of Student Affairs (A112) if there is a problem with your immunization records. Students with outstanding debts will have to settle their accounts with the Business Office (S115) prior to registration.
4. After you select your classes via myLSUE, print out your “Course and Fee Statement” (fee statement) through 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 any room or time changes.
5. Verify your “Course and Fee Statement” (fee statement) carefully for accuracy of information prior to paying your tuition fees.
6. If you need to request a fee deferment, go to the Business Office (S115).
7. Process your fee statement according to the dates and times listed in the [fee payment deadline section](#). **You are not registered until your fee statement has been processed. Students not processing their fees by the published deadline will have their schedules canceled and must complete the late registration process if they wish to be registered.**

**EARLY REGISTRATION FEE PAYMENT PROCEDURES FOR SUMMER**

Students selecting classes during EARLY Registration (**March 26, 2012 – May 11, 2012**) should clear their fees with the Business Office by going to their myLSUE account and pay their fees online or apply their financial aid. The student may choose to go to the Business Office located in the Science Building room 115 to complete fee payment by either cash (do not mail), check, money order, credit card, financial assistance, deferment, or fee exemption.

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 Business Office during the early fee payment period. If the aid listed does not cover the entire charges, the student must submit the difference to the Business Office for full financial clearance. ONLY an original fee statement and student’s signature are accepted (no copies or faxes). Credit card payments can be made online at my.lsue.edu or by telephone, (337) 550-1262, (337) 550-1230, (337) 550-1228, or (337) 550-1229. Hours of operation are 8:00 a.m. – 4:30 p.m. each day.

A student who is mailing a check, money order, or credit card information to pay for fees is asked to complete the [Fee Payment Stub](#). Upon enclosing the fee stub and form of payment, the student needs to mail the payment to LSU Eunice, Office of Business Affairs, P.O. Box 1129, Eunice, LA 70535.

Students in need of a 50% deferment or who have unpaid debts to the University must first go to the Business Affairs Office. If the student completes the deferment, there will be a \$25 processing fee. The deferment balance must be paid by **July 2, 2012** or a \$50 late charge will be assessed. ONLY the student

can complete the deferment and it must be done in person. Students who have fee exemptions must pick up a fee exemption form at the Registrar's Office and present it for fee payment.

### **EARLY REGISTRATION FEE PAYMENT DEADLINE is at 4:00 p.m. Friday, May 11, 2012.**

You are not registered until your fee statement has been processed. Students who do not process their fees or who are not purge protected by financial aid will have their schedules cancelled and must complete the regular registration process starting **May 12, 2012**.

### **EARLY REGISTRATION SCHEDULE ADJUSTMENT OPTIONS**

Students registering during EARLY REGISTRATION may adjust their schedule at any time after they register in their advisor's office or via myLSUE.

### **REGULAR REGISTRATION INSTRUCTIONS**

**REGULAR REGISTRATION** is designed for all students who did not take advantage of, or were not eligible for, early registration and for those students who previously registered but did not pay fees by the deadline and had their classes cancelled and must re-register.

1. Complete a [Trial Schedule Worksheet](#) and take it to your faculty advisor during the advising period. Your advisor's information can be obtained by logging into myLSUE.
2. Tell your advisor if you plan to graduate at the end of the semester. Advisors must enter this information into the computer. Students planning to graduate at the end of the summer term must complete an "Application for Degree" (<http://web.lsue.edu/docs/studentrecords/app-deg.pdf>) and pay appropriate diploma fees for sessions A & B by **June 6, 2012** and session C by **July 5, 2012**.
3. Note to "new," "re-entry," and "transfer" students: Prior to registering, you may need to go to the Office of Student Affairs (A112) if there is a problem with your immunization records. Students with outstanding debts will have to settle their accounts with the Business Office (S115) prior to registration.
4. After you select your classes via myLSUE, print out your "Course and Fee Statement" through 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 any room or time changes.
5. Verify your "Course and Fee Statement" carefully for accuracy of information prior to paying your tuition fees.
6. If you need to request a fee deferment, go to the Business Office (S115).
7. Process your fee statement according to the dates and times listed in the [fee payment deadline section](#). **You are not registered until your fee statement has been processed. Students not processing their fees by the published deadline will have their schedules canceled** and must complete the late registration process if they wish to be registered.

### **REGULAR REGISTRATION SCHEDULE**

**REGULAR REGISTRATION** will be conducted **May 12, 2012 – May 31, 2012**. PRIOR to registering for classes, students must meet with their academic advisors to discuss their schedules. In order to register, you will need your password as well as a user ID for myLSUE. Passwords and user IDs can be obtained from the Office of Information Technology, Room 105A in Manuel Hall if you do not already have these. You must show some form of picture ID to receive a password.

### **REGULAR REGISTRATION FEE PAYMENT PROCEDURES**

Students selecting classes during REGULAR Registration (**May 12, 2012 – May 31, 2012**) should clear their fees with the Business Office by going to their myLSUE account and pay their fees online or apply their financial aid. The student may choose to go to the Business Office located in the Science Building room 115 to complete fee payment by either cash (do not mail), check, money order, credit card, financial assistance, deferment, or fee exemption.

Students who have a fee statement with financial aid and/or scholarships listed may use the fee statement to financially clear their accounts 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, he/she must sign the permission statement and return it to the Business Office during the regular early fee payment period. If the aid listed does not cover the entire charges, the student must submit the difference to the Business Office for full financial clearance. ONLY an original fee statement and student's signature are accepted (no copies or faxes).

Credit card payments can be made online on my.lsue.edu or by telephone, (337) 550-1262, (337) 550-1230, (337) 550-1228, or (337) 550-1229. Hours of operation are 8:00 a.m. – 4:30 p.m. each day. A student who is mailing a check, money order, or credit card information to pay for fees is asked to complete the [Fee Payment Stub](#). Upon enclosing the fee stub and form of payment, the student needs to mail the payment to LSU Eunice, Office of Business Affairs, P.O. Box 1129, Eunice, LA 70535.

Students in need of a 50% deferment or who have unpaid debts to the University must first go to the Business Affairs Office. If the student completes the deferment, there will be a \$25 processing fee. The deferment balance must be paid by **July 2, 2012** or a \$50 late charge will be assessed. ONLY the student can complete the deferment and it must be done in person. Students who have fee exemptions must pick up a fee exemption form at the Registrar's Office and present it for fee payment.

**REGULAR REGISTRATION FEE PAYMENT DEADLINE is at 4:00 p.m.** Thursday, **May 31, 2012**. You are not registered until your fee statement has been processed. Students who do not process their fees or who are not purge protected by financial aid will have their schedules canceled and must complete the late registration process starting **June 4, 2012**. A LATE REGISTRATION FEE OF \$2.00 PER CREDIT HOUR (MAX \$24.00) IS IN EFFECT FOR ALL STUDENTS REGISTERING FROM THIS DATE UNTIL THE END OF LATE REGISTRATION JUNE 6, 2012.

#### LATE REGISTRATION INSTRUCTIONS

LATE REGISTRATION/SCHEDULE ADJUSTMENT is the final opportunity for students to register for the semester. A late fee of \$2.00 per credit hour (max. \$24.00) is in effect for all students registering during this period, regardless of the registration site or mode of registration.

1. Complete a [Trial Schedule Worksheet](#).
2. Initiate class selection via myLSUE.
3. Complete fee payment.

#### LATE REGISTRATION FEE PAYMENT

You are not registered until your fees have been processed. During late registration/schedule adjustment for session A, students not processing fees by the fee payment deadline 4:00 p.m. **June 6, 2012**, will have their schedules canceled. During the late registration/schedule adjustment for session B, students not processing fees by the payment deadline 4:00 p.m. **June 5, 2012** will have their schedules canceled. During the late registration/schedule adjustment for session C, students not processing fees by the payment deadline 4:00 p.m. **July 5, 2012** will have their schedules canceled.

#### REFUND OF FEES FOR SCHEDULE

##### Adjustments (Drops) for All Students and Resignation for Non-Title IV Students

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):

The refund schedule for the Summer Session A (**June 4, 2012** – **July 27, 2012**) is as follows:

- 100% refund by 11:59 p.m. June 3, 2012
- 90% refund by 11:59 p.m. June 4, 2012
- 75% refund by 11:59 p.m. June 6, 2012
- 50% refund by 11:59 p.m. June 7, 2012
- 0% refunded after 12:00 a.m. June 8, 2012

The refund schedule for the Summer Session B (**June 4, 2012** – **July 2, 2012**) is as follows:

- 100% refund by 11:59 p.m. June 3, 2012
- 90% refund by 11:59 p.m. June 4, 2012
- 75% refund by 11:59 p.m. June 5, 2012

50% refund by 11:59 p.m. June 6, 2012  
 0% refunded after 12:00 a.m. June 7, 2012

The refund schedule for the Summer Session C (July 3, 2012 – August 1, 2012) is as follows:

100% refund by 11:59 p.m. July 2, 2012  
 90% refund by 11:59 p.m. July 3, 2012  
 75% refund by 11:59 p.m. July 5, 2012  
 50% refund by 11:59 p.m. July 6, 2012  
 0% refunded after 12:00 a.m. July 9, 2012

All classes canceled by the University will be refunded at 100%. Students not receiving Title IV financial aid (any federal aid program) will also be subject to the above schedule in determining the amount of refund if they resign from school.

### REFUND OF FEES WHEN A TITLE IV STUDENT RESIGNS

If a student who is receiving Title IV financial aid (any federal financial aid) officially resigns or stops attending without officially resigning or is dismissed prior to completing 60% of the semester, the student and/or the school may be required to return any calculated refund back to Title IV Programs. Refunds for tuition and University charges will be calculated through 60% of the semester by taking the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks for five consecutive days or more are excluded. If a cash payment has been released to the student, the student may be required to repay some of the federal grant if the student withdraws. Also, any money refunded by LSU Eunice to the Title IV programs in excess of the institutional tuition refund policy may be subject to repayment by the student.

**Students must report to the Registrar's Office to initiate the resignation process.** Failure to resign properly could cause the student to receive a letter grade of F in all courses and the student would still be held to the return of funds policy once an official withdrawal date can be established.

### BOOKSTORE HOURS FOR SUMMER

During the summer term, the LSU Eunice Bookstore will be open at **7:45 a.m. to 4:30 p.m.** weekdays. Students can charge books and supplies against their financial aid from 7:45 a.m., **May 21, 2012** through 4:30 p.m. **June 8, 2012**. A picture ID is required. The last day to return or exchange books is **June 8, 2012**. Book buyback is **July 25, 2012 – July 30, 2012**. See [textbook refund and buy-back policy](#). Books may be purchased on-line using MasterCard, Visa, or Discover through the bookstore's website, [www.lsue.bkstr.com](http://www.lsue.bkstr.com), or through the [efollett.com](http://efollett.com). Pell eligible only students with a processed award may be reimbursed for course materials purchased from alternative sources (on-line or off-campus).

### Textbooks for Off-campus Classes

Students registering for off-campus classes may purchase textbooks in any of the following ways:

- LSU Eunice Bookstore on campus in the Acadian Center, open 7:45 a.m. – 4:30 p.m. Mon–Fri.
- Online (<http://www.lsue.bkstr.com>).
- By phone (337.550.1281, or toll-free in Louisiana 1-888-FOR LSUE, ext. 281).

Online and telephone orders must be charged to Visa, MasterCard, or Discover and require two business days to process. Shipping and sales tax will be added to the charges. Bookstore purchases charged to financial aid can only be done in person on campus in the Bookstore. Online and telephone orders cannot be charged to financial aid.

## FALL SEMESTER

March 26 ..... Early Registration begins  
 August 1 ..... Early Registration Fall 2012 Semester ends. Fees must be paid by 4:00 p.m.  
 August 2 ..... Regular Registration begins  
 August 6 ..... Academic Appeals deadline  
 August 16 ..... Regular Registration ends at 4:00 p.m.  
 August 20 ..... Weekday classes begin; Late Registration begins

- August 22 ..... Late Registration ends; Deadline to file an Application for associate degree/certificate; Final date to add courses, change sections, or change from audit to credit or from credit to audit; Deadline to complete "I" grade work from previous semester  
NOTE: Late Registration for night classes will be held the first day of classes only
- August 24 ..... Admissions application deadline for the Fall Semester
- August 31 ..... Last date to declare academic bankruptcy.
- September 3 ..... Labor Day holiday
- September 7 ..... Final date to drop courses or resign from the University without a grade of "W"
- October 8-12 ..... Mid-semester examination period
- October 16 ..... Mid-semester grades due in Registrar's Office, 9:00 a.m.
- October 18-19 ..... Fall Holiday
- October 22 ..... Early Registration period for the 2013 Spring Semester begins
- November 2 ..... Final date to drop classes or resign from the University with a "W" (Drops must be completed via myLSUE, and resignations must be completed in the Registrar's Office by this date)
- November 22-23 ..... Thanksgiving Day holiday
- November 30 ..... Last day of classes
- December 3-7 ..... Final examination period
- December 10 ..... Final grades due in Registrar's Office, 9:00 a.m. for degree candidates
- December 11 ..... Final grades due in Registrar's Office, 9:00 a.m. for non-degree candidates
- December 14 ..... Fall Commencement, 3:00 p.m.

#### **CALL SESSION A FOR FALL 2012**

- March 26 ..... Early Registration begins
- August 1 ..... Early Registration Fall CALL A 2012 semester ends. Fees must be paid by 4:00 p.m.
- August 2 ..... Regular Registration begins
- August 16 ..... Regular Registration ends; Fees must be paid by 4:00 p.m.
- August 20 ..... First day of class; Late Registration begins
- August 21 ..... Late Registration/Schedule Adjustment; Final opportunity to add courses, change sections, or change from audit to credit
- August 27 ..... Final date to drop courses or resign from University without receiving a grade of "W"
- September 14 ..... Mid-semester examinations
- September 17 ..... Mid-semester exam grades due in Registrar's Office by 9:00 a.m.
- September 18 ..... Final date to drop classes or resign from the University with a grade of "W" (Drops must be completed via myLSUE, and resignations must be completed in the Registrar's Office by this date)
- October 12 ..... Last day of class
- October 15 ..... Final exams
- October 16 ..... Final grades due in Registrar's Office, 9:00 a.m. for degree candidates
- October 17 ..... Final grades due in Registrar's Office, 9:00 a.m. for non-degree candidates

#### **CALL SESSION B FOR FALL 2012**

- March 26 ..... Early Registration begins
- August 1 ..... Early Registration Fall 2012 semester ends; Fees must be paid by 4:00 p.m.
- August 2 ..... Regular Registration begins
- August 16 ..... Regular Registration ends; Fees must be paid by 4:00 p.m.
- October 16 ..... First Day of class; Late Registration begins
- October 17 ..... Late Registration/Schedule Adjustment; Final opportunity to add courses, change sections, or change from audit to credit.
- October 23 ..... Final date to drop courses or resign from University without receiving a grade of "W"
- November 9 ..... Mid-semester examinations
- November 12 ..... Mid-semester exam grades due in Registrar's Office by 9:00 a.m.
- November 13 ..... Final date to drop classes or resign from the University with a "W" (Drops must be completed via myLSUE, and resignations must be completed in the Registrar's Office by this date)
- December 6 ..... Last day of class

December 7 ..... Final exams  
 December 10 ..... Final grades due in Registrar's Office, 9:00 a.m. for degree candidates  
 December 11 ..... Final grades due in Registrar's Office, 9:00 a.m. for non-degree candidates

### FEE PAYMENT AND ADJUSTMENT CALENDAR

March 26–August 24. Business Office deferments are available for the fall session from **March 26, 2012 – August 24, 2012**. The Business Office deferment requires the student to pay half of the tuition at the time of the deferment. Students who want to be considered for a 100% deferment must first report to the Financial Aid Office beginning **August 6, 2012 – August 16, 2012**, to request a “Financial Aid Estimate Form” and then report to the Business Office. The remaining amount is due **October 2, 2012**. The deferment must be done in person at the Business Office. The last day to charge at the bookstore is August 24, 2012.

August 1 ..... Deadline to receive fee payment in the Business Office for Early Registration for Fall session. Students who early registered and who are not financially clear with the Business Office or purge protected by Financial Aid will have their classes canceled at 4:00 p.m.

August 16 ..... Deadline to receive fee payment in the Business Office for Regular Registration for Fall session. Students who early registered and who are not financially clear with the Business Office will have their classes canceled at 4:00 p.m.

August 20-22 ..... LATE REGISTRATION / SCHEDULE ADJUSTMENT. Late fee of \$2 per credit hour in addition to tuition is in effect (max \$24). Payment is due by the end of each business day.

### REFUND SCHEDULE

Students who need to resign from the university should consult the refund schedules. There are different schedules for students receiving Title IV financial aid (all federal aid programs) and those who are not receiving any Title IV aid.

### FALL REGISTRATION

Registration at LSU Eunice is divided into three parts:

1. Early Registration starts on **March 26, 2012**, and ends on **August 1, 2012**.
2. Regular Registration for the fall semester starts **August 2, 2012**, and runs until **August 16, 2012**.
3. Late Registration starts the day classes begin for the semester on **August 20, 2012** and ends **August 22, 2012**.
4. Late Registration for night classes is on the first night the class meets.

### EARLY REGISTRATION PRIORITY SCHEDULE

**EARLY REGISTRATION** will begin **March 26, 2012** 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 not able to register at their scheduled time may register after that time but not before. Prior to registering for classes via the myLSUE system, students must meet with their academic advisors to receive clearance to register.

Early Registration for Students

#### Monday – March 26

8:00 a.m. 90+ hours  
 10:00 a.m. 75-89 hours  
 1:00 p.m. 64-74 hours

#### Tuesday – March 27

8:00 a.m. 55-63 hours  
 10:00 a.m. 50-54 hours  
 1:00 p.m. 45-49 hours

#### Wednesday – March 28

8:00 a.m. 38-44 hours  
 10:00 a.m. 32-37 hours

1:00 p.m. 27-31 hours

#### Thursday – March 29

8:00 a.m. 24-26 hours  
 10:00 a.m. 16-23 hours  
 1:00 p.m. 13-15 hours

#### Friday – March 30

8:00 a.m. 12 hours  
 10:00 a.m. 6-11 hours  
 1:00 p.m. 0-5 hours, as well as new, transfer, and re-entry students

### EARLY REGISTRATION INSTRUCTIONS

1. Complete a [Trial Schedule Worksheet](#) and take it to your faculty advisor during the advising period.
2. Tell your advisor if you plan to graduate at the end of the semester. Advisors must enter this information into the computer. Students planning to graduate at the end of the fall term must complete an “Application for Degree” (<http://web.lsu.edu/docs/studentrecords/app-deg.pdf>) and pay appropriate diploma fees during fee payment, but in no case later than **August 22, 2012**, for the fall semester.
3. Note to “new,” “re-entry,” and “transfer” students: prior to registering, you may need to go to the Office of Student Affairs (A112) if there is a problem with your immunization records. Students with outstanding debts will have to settle their accounts with the Business Office (S115) prior to registration.
4. After you select your classes via the myLSUE computer system, print out your “Course and Fee Statement” (fee statement) through myLSUE. You may also print a copy using myLSUE from any computer with Internet connections and a printer. 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 any room or time changes.
5. Verify your “Course and Fee Statement” (fee statement) carefully for accuracy of information prior to paying your tuition fees.
6. If you need to request a fee deferment, go to the Business Office (S115).
7. Process your fee statement according to the dates and times listed in the [fee payment deadline section](#). **You are not registered until your fee statement has been processed. Students not processing their fees by the published deadline will have their schedules canceled** and must complete the late registration process if they wish to be registered.

### EARLY REGISTRATION FEE PAYMENT PROCEDURES

Students selecting classes during EARLY Registration (**March 26 – August 1, 2012**) should clear their fees with the Business Office by going to their myLSUE account and pay their fees online or apply their financial aid. The student may choose to go to the Business Office located in the Science Building room 115 to complete fee payment by either cash (do not mail), check, money order, credit card, financial assistance, deferment, or fee exemption.

Students who have 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 sign the permission statement and return it to the Business Office during the early fee payment period. If the aid listed does not cover the entire charges, the student must submit the difference to the Business Office for full financial clearance. ONLY an original fee statement and student’s signature are accepted (no copies or faxes).

Credit card payments can be made online on my.LSUE.edu or by telephone, (337) 550-1262, (337) 550-1230, (337) 550-1228, or (337) 550-1229. Hours of operation are 8:00 a.m. – 4:30 p.m. each day.

A student who is mailing a check, money order, or credit card information to pay for fees is asked to complete the [Fee Payment Stub](#). Upon enclosing the fee stub and form of payment, the student needs to mail the payment to LSU Eunice, Office of Business Affairs, P.O. Box 1129, Eunice, LA 70535.

Students in need of a 50% deferment or who have unpaid debts to the University must first go to the Business Affairs Office. If the student completes the deferment, there will be a \$25 processing fee. The deferment balance must be paid by **October 2, 2012** or a \$50 late charge will be assessed. ONLY the student can complete the deferment and it must be done in person.

Students who have fee exemptions must pick up a fee exemption form at the Registrar’s Office and present it for fee payment.

**EARLY REGISTRATION FEE PAYMENT DEADLINE is at 4:00 p.m. Wednesday, August 1, 2012.** You are not registered until your fee statement has been processed. Students who do not process their fees or who are not purge protected by financial aid will have their schedules canceled and must complete the regular registration process starting **August 2, 2012**.

## REGULAR REGISTRATION INSTRUCTIONS FOR CONTINUING STUDENTS

REGULAR REGISTRATION is designed for all students who did not take advantage of, or were not eligible for, early registration and for those students who previously registered but did not pay fees by the deadline and had their classes canceled and must re-register.

1. Complete a [Trial Schedule Worksheet](#) and take it to your faculty advisor during the advising period. Your advisor's information can be obtained by logging into myLSUE.
2. Tell your advisor if you plan to graduate at the end of the semester. Advisors must enter this information into the computer. Students planning to graduate at the end of the summer term must complete an "Application for Degree" (<http://web.lsue.edu/docs/studentrecords/app-deg.pdf>) and pay appropriate diploma fees during fee payment, but in no case later than **August 22, 2012**, for the fall semester.
3. Note to "new," "re-entry," and "transfer" students: Prior to registering, you may need to go to the Office of Student Affairs (A112) if there is a problem with your immunization records or to the Office of Admissions (M102) if you need to sign a provisional admission form. Students with outstanding debts will have to settle their accounts with the Business Office (S115) prior to registration.
4. After you select your classes via the myLSUE computer system, print out your "Course and Fee Statement" (fee statement) through 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 any room or time changes.
5. Verify your "Course and Fee Statement" (fee statement) carefully for accuracy of information prior to paying your tuition fees.
6. If you need to request a fee deferment, go to the Business Office (S115).
7. Process your fee statement according to the dates and times listed in the [fee payment deadline section](#). **You are not registered until your fee statement has been processed. Students not processing their fees by the published deadline will have their schedules canceled** and must complete the late registration process if they wish to be registered.

## REGULAR REGISTRATION SCHEDULE

REGULAR REGISTRATION will be conducted **August 2, 2012–August 16, 2012**. PRIOR to registering for classes, students must meet with their academic advisors to discuss their schedules. In order to register, you will need your password as well as a user ID for myLSUE. Passwords and user IDs can be obtained from the Office of Information Technology, Room 105A in Manuel Hall if you do not already have these. You must show some form of picture ID to receive a password.

## REGULAR REGISTRATION FEE PAYMENT PROCEDURES

Students selecting classes during REGULAR Registration (**August 2, 2012–August 16, 2012**) should clear their fees with the Business Office by going to their myLSUE account and pay their fees online or apply their financial aid. The student may choose to go to the Business Office in the Science Building room 115 to complete fee payment by either cash (do not mail), check, money order, credit card, financial assistance, deferment, or fee exemption.

Students who have 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. Otherwise, students must present the signed permission statement to the Business Office during the early fee payment period. If the aid listed does not cover the entire charges, the student must submit the difference to the Business Office for full financial clearance. ONLY an original fee statement and student's signature are accepted (no copies or faxes).

Credit card payments can be made online on myLSUE or by telephone, (337) 550-1262, (337) 550-1230, (337) 550-1228, or (337) 550-1229. Hours of operation are 8:00 a.m. – 4:30 p.m. each day. A student who is mailing a check, money order, or credit card information to pay for fees is asked to complete the [Fee Payment Stub](#). Upon enclosing the fee stub and form of payment, the student needs to mail the payment to LSU Eunice, Office of Business Affairs, P.O. Box 1129, Eunice, LA 70535.

Students in need of a 50% deferment or who have unpaid debts to the University must first go to the Business Affairs Office. If the student completes the deferment, there will be a \$25 processing fee. The deferment balance must be paid by **October 2, 2012** or a \$50 late charge will be assessed. ONLY the

student can complete the deferment and it must be done in person. Students who have fee exemptions must pick up a fee exemption form at the Registrar's Office and present it for fee payment.

**REGULAR REGISTRATION FEE PAYMENT DEADLINE is at 4:00 p.m. August 16, 2012.**

You are not registered until your fee statement has been processed. Students who have not processed their fees or who have not been purged protected by financial aid will have their schedules cancelled and must complete the late registration process starting **August 20, 2012**. A LATE REGISTRATION FEE OF \$2.00 PER CREDIT HOUR (MAX \$24.00) IS IN EFFECT FOR ALL STUDENTS REGISTERING AFTER THIS DATE.

**LATE REGISTRATION INSTRUCTIONS**

LATE REGISTRATION/SCHEDULE ADJUSTMENT is the final opportunity for students to register for the semester. A late fee of \$2.00 per credit hour (max. \$24.00) is in effect for all students registering during this period, regardless of the registration site or mode of registration.

1. Complete a [Trial Schedule Worksheet](#)
2. Initiate class selection via myLSUE
3. Complete fee payment

**LATE REGISTRATION FEE PAYMENT**

You are not registered until your fees have been processed. During late registration/schedule adjustment, students not processing fees by the fee payment deadline 4:00 p.m. **August 22, 2012**, will have their schedules canceled.

**LATE REGISTRATION SCHEDULE ADJUSTMENT OPTIONS**

During the late registration and schedule adjustment period (**August 20, 2012 – August 22, 2012**), students will have a final opportunity to adjust their schedules. **August 22, 2012** (4:00 p.m.), is the deadline for adding or changing sections.

Students will not be allowed to drop their last class but must resign. **Resignations can only be initiated in the Registrar's Office.**

**REFUND OF FEES WHEN A TITLE IV STUDENT RESIGNS**

If a student who is receiving Title IV financial aid (any federal financial aid) officially resigns or stops attending without officially resigning or is dismissed prior to completing 60% of the semester, the student and/or the school may be required to return any calculated refund back to Title IV Programs. Refunds for tuition and University charges will be calculated through 60% of the semester, by taking the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks for five consecutive days or more are excluded. If a cash payment has been released to the student, then the student may be required to repay some of the federal grant if the student withdraws. Also, any money refunded by LSU Eunice to the Title IV programs in excess of the institutional tuition refund policy may be subject to repayment by the student.

**Students must report to the Registrar's Office to initiate the resignation process.** Failure to resign properly could cause the student to receive a letter grade of F in all courses, and the student would still be held to the return of funds policy once an official withdrawal date can be established.

**REFUND ADJUSTMENT 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):

The refund schedule for the **Fall Regular Session** (**August 20, 2012 – December 7, 2012**) is as follows:

- 100% refund by 11:59 p.m. August 19, 2012
- 90% refund by 11:59 p.m. August 21, 2012
- 75% refund by 11:59 p.m. August 24, 2012
- 50% refund by 11:59 p.m. September 7, 2012
- 0% refund after 12:00 a.m. September 8, 2012

The refund scheduled for the **Fall Session A (August 20, 2012- October 15, 2012)** is as follows:

- 100% refund by 11:59 p.m. August 19, 2012
- 90% refund by 11:59 p.m. August 20, 2012
- 75% refund by 11:59 p.m. August 22, 2012
- 50% refund by 11:59 p.m. August 24, 2012
- 0% refund after 12:00 a.m. August 25, 2012

The refund schedule for the **Fall Session B (October 16, 2012- December 7, 2012)** is as follows:

- 100% refund by 11:59 p.m. October 15, 2012
- 90% refund by 11:59 p.m. October 16, 2012
- 75% refund by 11:59 p.m. October 18, 2012
- 50% refund by 11:59 p.m. October 22, 2012
- 0% refund after 12:00 a.m. October 23, 2012

All classes canceled by the University will be refunded at 100%. Students not receiving Title IV financial aid (any federal aid program) will also be subject to the above schedule in determining the amount of refund if they resign from school.

### **BOOKSTORE HOURS FOR FALL**

#### **REGULAR BUSINESS HOURS**

**Monday–Friday ..... 7:45 am.–4:30 p.m.**

#### **DURING LATE REGISTRATION**

**Monday–Thursday ..... 7:45 a.m.–6:00 p.m.**

Students can charge books and supplies against their financial aid which includes 3rd Party charges such as Acadiana Works, Vocational rehab, etc. from 7:45 a.m., **August 6, 2012**, through 4:30 p.m. **August 24, 2012**. A picture ID is required. The last day to return/exchange books: **August 24, 2012**. Book buyback: **December 3-10, 2012**.

Books may be purchased on-line using Visa, MasterCard, or Discover through the bookstore's website, [www.lsue.bkstr.com](http://www.lsue.bkstr.com) or through efollett.com hyperlink available on this site. Pell eligible only students with a processed award may be reimbursed for course materials purchased from alternative sources (on-line or off-campus).

### **Textbooks for Off-campus Classes**

Students registering for off-campus classes may purchase textbooks in any of the following ways:

- At the LSU Eunice Bookstore on campus in the Acadian Center
- Online (<http://www.lsue.bkstr.com>)
- By phone (337.550.1281, or toll-free in Louisiana 1-888-FOR LSU Eunice, ext. 281)

Online and telephone orders must be charged to Visa, MasterCard, or Discover and require two business days to process. Shipping and sales tax will be added to the charges. Bookstore purchases charged to financial aid can only be done in person on campus in the Bookstore.