

**Spring Intercession 2015
Registration Guide**



I. INTRODUCTION

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

REGISTRATION GUIDE PROVIDES VITAL INFORMATION

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

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 not only receive clearance for registration, but also get advice on your long-term plans for the future. 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 academic 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 during orientation; if you are unable to meet with your advisor during orientation, you will need to schedule an appointment with your advisor prior to registering.

II. ADMISSIONS

To apply online for admission to LSU Eunice, visit the web site at <http://apply.LSUE.edu>. Once the application is completed online, applicants must pay a \$25 application fee before the Office of Admissions can process the applications. The fee can be paid online using a credit card, or by check or money order mailed to LSU Eunice • Office of Business Affairs • P.O. Box 1129 • Eunice, LA 70535. After you complete an application online, you will be able to pay the application fee and waive the requirement to submit immunization information.

III. ORIENTATION/REGISTRATION

Orientation/Registration offers incoming students a chance to learn about the University and meet with staff from key campus departments. It helps ease the transition into college life by providing vital information and opportunities for interaction with students, faculty, and staff. Students can also have their ID cards created, visit with an academic advisor, and register for classes.

Orientation is mandatory for all students who have earned fewer than 12 non-dual enrollment semester hours. Students re-applying to LSUE may be required to attend orientation even if they have more than 12 semester hours if they have a signed Contract for Success on file in the Developmental Education Office. **This policy becomes effective 3/9/2015.** Upon being admitted to LSU Eunice, students may [register online for Orientation/Registration](#). There is a \$15 Orientation fee. Check in for orientation on orientation day will be at the Acadian Center. For more information, please call (888) 367-5783 ext. 218, or locally (337) 550-1218.

Orientation Schedule for Spring Intersession 2015

March 31, 2015.....	10:30 AM* / 11:30 AM
April 7, 2015.....	10:30 AM* / 11:30 AM
April 21, 2015.....	10:30 AM* / 11:30 AM

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

PROOF OF IMMUNIZATION

Louisiana law requires that all first-time LSUE students who were born after 1957 provide proof of immunization against measles, mumps, rubella, and tetanus-diphtheria prior to registration for the initial term of enrollment. New students are provided a [Proof/Waiver of Immunization Form](#) at the time of admission. The form should be completed and returned to the Office of Student Affairs and Enrollment Services (Acadian Center Room 112).

REQUIRED MENINGITIS IMMUNIZATION

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

If you are a first-time student, a transfer student, or a student living on campus, please (1) submit proof of inoculation for meningitis or (2) provide a signed waiver. If you are under the age of 18, your parent or guardian **must** sign the waiver also. This process must be completed before you are eligible to register for classes. Please send the appropriate documents as soon as possible to the following address: LSU Eunice • Office of Student Affairs and Enrollment Services • Acadian Center Room 112 • P.O. Box 1129 • Eunice, LA 70535 so you may enroll in classes.

STUDENT SUPPORT SERVICES

Students who want to sign up for free tutoring, supplemental instruction, support services for students with disabilities, help with applying for financial aid and financial aid literacy, personal and academic counseling, two-year/four-year transfer assistance, and other academic support services are encouraged to fill out an application as soon as possible to avoid delay in services. However, a student may apply at any time. During all orientations, interested students should stop by the Student Support Services table in the Acadian Center to complete the application. There is a one-time application process, and qualifying students can receive services until they graduate or transfer. Free applications are available from Student Support Services (Acadian Center Room 112).

REGISTRATION ASSISTANCE FOR STUDENTS WITH DISABILITIES

Students with disabilities who need help with registration may request assistance from Student Support Services, provided the following conditions have been met:

- Student Support Services has been provided with documentation of a disability warranting accommodation and a completed Student Support Services application at least three 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 has notified Student Support Services of the need for registration accommodations and has discussed the exact nature and degree of accommodation with the Students with Disabilities Coordinator/Counselor no fewer than three business days before reporting to register for classes (except in the case of a unexpected emergency).
- During the discussion of accommodation with the Coordinator/Counselor, the student has established a time for registration and must arrive promptly to register at the specified time.

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. Most LSU Eunice course numbers parallel the course numbers in the catalog of LSU A&M.

For additional information on transfer credit, check the [Louisiana Board of Regents Data & Publications' Master Course Articulation Matrix AY2014-2015](#) (transfer guide). This matrix indicate transfer equivalencies of courses among Louisiana's public colleges and universities. The listing of courses in the matrices is not all-inclusive. There are courses that articulate between campuses that are not listed in the matrices. Students who want more information about the transferability of courses for academic credit in general or credit toward a specific degree program should contact the appropriate member of the statewide articulation council or the Registrar's Office.

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

March 23	Registration begins.
May 7	Registration ends. Fee payment deadline is 12:00 noon. Students who have not cleared tuition and fees will have their classes dropped and will have to re-register for classes.
May 8	Late Registration opens after Academic Affairs finalizes class schedule for the term (usually after 12:00 noon). \$2.00 per credit hour late registration fee will apply.
May 11	Classes begin. Final day to add courses or change sections. Fee payment deadline is 4:00 PM. Students who have not cleared tuition and fees will have their classes dropped.
May 12	Final date to drop courses or resign from the University by 4:30 PM without a grade of "W."
May 19	Final date to drop courses or resign from the University by 4:30 PM with a grade of "W."
May 22	Last day of classes.
May 26	Final exam period.
May 27	Final grades due in the Registrar's Office by 9:00 AM.

CLASS SELECTION INSTRUCTIONS

- New, re-entry, and transfer students:**
 - Prior to registering, you may need to go to the Office of Student Affairs and Enrollment Services (Acadian Center Room 112) if there is a problem with your immunization records. Students with outstanding debts will have to settle their accounts with the Office of Business Affairs (Science Building Room 115) prior to registration.
 - The time at which you can begin accessing the registration system is listed as N/T/R students.
- Continuing Students:** Complete a [Trial Schedule Worksheet](#) and take it to your faculty advisor during the advising period.
- The time at which you can begin accessing the registration system is based on the total number of credit hours you have already earned, plus the credit hours in which you are currently enrolled. Your number of earned credit hours is listed in the statistical table at the bottom of your transcript available on your myLSUE page.
- To use the myLSUE system for registration, you must have your user name and password. Current students should already have a copy of their user name and password. If you did not receive or misplaced this information, you can contact the Office of Information Technology (Community Education Building Room 204). Some form of photo 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.
- After selecting your classes in myLSUE, print out your "Course and Fee Statement" found in myLSUE. No fee statements will be mailed to students. Students are advised to recheck their class schedule on myLSUE prior to the start of classes for cancellations, room changes, or time changes.
- Verify your "Course and Fee Statement" carefully for accuracy prior to paying your fees.

REGISTRATION FEE PAYMENT PROCEDURE

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

- Log in to your myLSUE account, click on the Pay Fees tab, and apply any financial aid you have been awarded.
- Log in to your myLSUE account, click on the Pay Fees tab, and pay your tuition and fees online. You may pay with Visa, MasterCard, Discover, American Express, or with checking account information. Although payments will be routed through PayPal, you do **not** need to have a PayPal account to pay tuition and fees.
- Go to the Office of Business Affairs (Science Building Room 115) and complete fee payment with cash, check, money order, credit card (Visa or MasterCard), or by applying financial aid, a fee exemption, or a Business Office deferment.

4. There will be a transaction fee assessed for all credit card payments.
5. You may mail your payment in the form of a check or a money order to the following address: LSUE • Office of Business Affairs • P.O. Box 1129 • Eunice, LA 70535. **Do not mail cash!**

A WORD ABOUT FINANCIAL AID

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

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

V. FEE SCHEDULE

RESIDENT FEES

Fees for Louisiana residents are \$146.75 per semester hour. During the spring intersession, students may enroll in a maximum of 6 semester hours.

Sem. Hours	Fee	Sem. Hours	Fee	Sem. Hours	Fee
1.....	\$146.75	3.....	440.25	5.....	733.75
2.....	293.50	4.....	587.00	6.....	880.50

NON-RESIDENT FEES

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

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

SPECIAL FEES

1. Fees for auditing courses are in accordance with the above schedules. Fees for students enrolling for combined credit and audit work will be assessed in accordance with total hours scheduled.
2. Application Fee, \$25 (non-refundable)
3. Prior Learning or Credit by Examination, \$10 per credit hour.
4. Transcript Fee, \$5 (per transcript)
5. Online Course and Telecourse, \$50
6. Vehicle Registration Fee, \$30 (for the academic year)
7. A per credit hour utility surcharge may be assessed in addition to the fees listed in the fee schedule.
8. Modular Math Fee: \$50 per course
9. Labs Fee:
 - Science Lab Fee, \$20
 - Health/Education Lab Fee, \$15
 - Nursing/Allied Health Lab Fee, \$40
 - Fire/Forensic Science Lab Fee, \$15
 - Art Lab Fee, \$20

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

FEE REFUND SCHEDULE

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

- 100% refund by 11:59 PM May 10, 2014
- 90% refund by 11:59 PM May 11, 2014
- 75% refund by 11:59 PM May 12, 2014
- 50% refund by 11:59 PM May 13, 2014
- 0% refunded after 12:00 AM May 14, 2014

VI. REGISTRATION PRIORITY SCHEDULE

Registration begins March 23, 2015 using the schedule below based on the credit hours a student has earned PLUS the hours in which he or she is currently enrolled. Students can use myLSUE to check their transcripts to see how many credit hours they have earned. Students will not be permitted to register before their allotted time.

Monday – March 23

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

Tuesday – March 24

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

Wednesday – March 25

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

Thursday – March 26

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

Friday – March 27

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

VII. FAQ

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

Current students and N/T/R students who have completed the application process will all be able to register over the internet using myLSUE. Before students can register, they must first meet with their faculty advisor to discuss scheduling and to receive clearance to register. Students use their student ID 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 need these numbers, please contact the Office of Information Technology (Community Education Building Room 204).

2. Will all N/T/R students be able to register by computer?

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

3. When can students register by computer?

Students whose admission files are provisional or complete can take part in early registration. Current students can register beginning **March 23, 2015** 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. If you try to access the system prior to the time listed in the schedule, the system will not allow you to register.

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

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

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

Yes. You can use myLSUE to add or drop classes. The system will follow the deadlines published in this Registration Guide and in the [LSU Eunice Catalog](#). After the published deadlines, you will not be able to add classes. You will still be able to use the system to drop classes. **Before adding or dropping, you should consult with your 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.

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

If it is prior to the first day of classes, yes. Otherwise, you will need to report to or contact the Office of Records at (337) 550-1304.

VIII. VETERANS' AFFAIRS

Veterans and their dependents filing for educational assistance with the VA may do so through the Office of Students Affairs and Enrollment Services (Acadian Center Room 112). Additional information may be accessed at www.lsue.edu/va, by calling (337) 550-1217, or www.gibill.va.gov. Programs of Study approved by the VA State Approving Agency (this amended approval is provided under Title 38 USC 3675) effective September 20, 2013.

For a complete list of VA-approved programs of student at LSU Eunice, please visit <http://www.lsue.edu/va>.

IX. ACADEMIC POLICIES

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