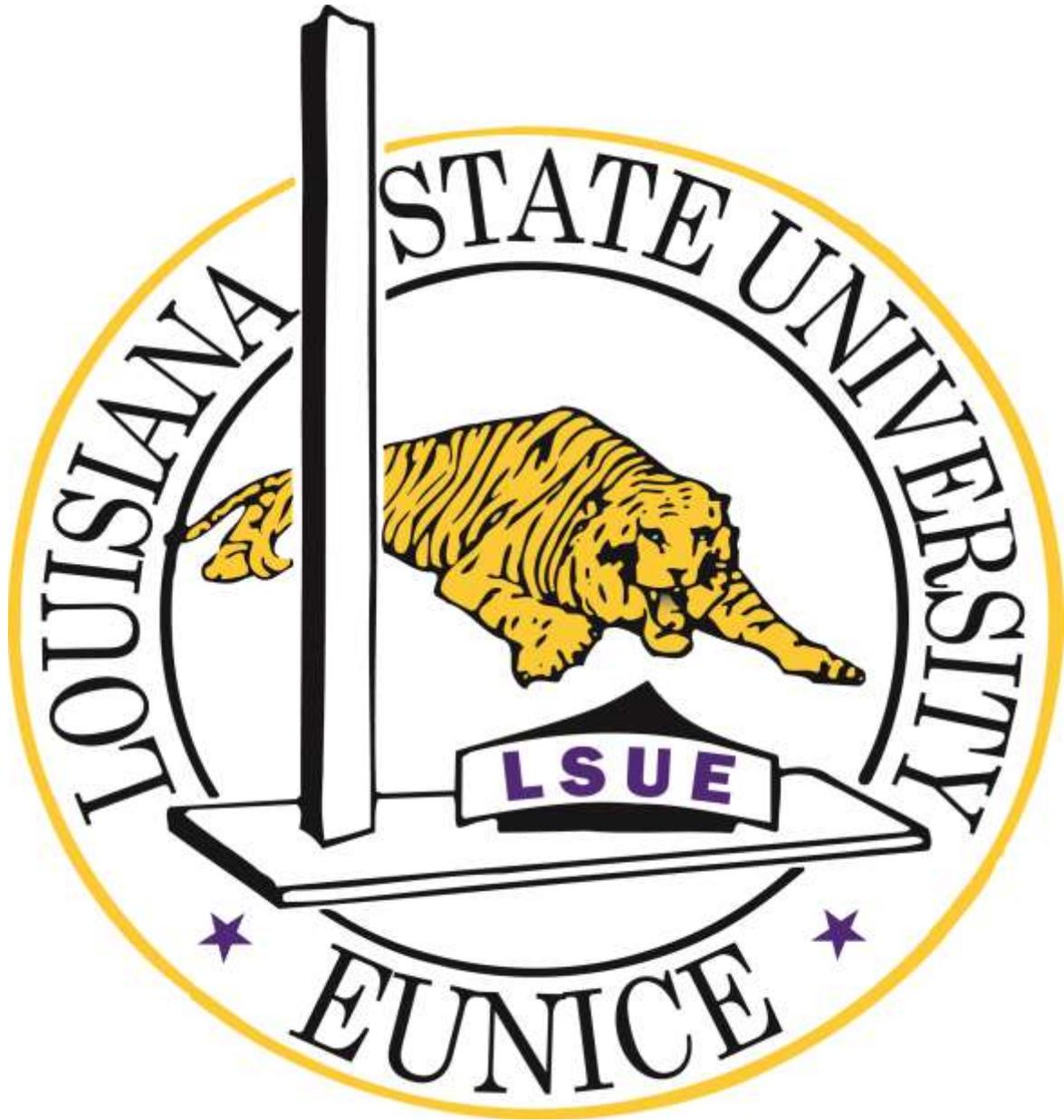


**Spring 2016
Registration Guide**



I. INTRODUCTION

DISCLAIMER

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 semester. Look over the Registration Guide carefully, print out a copy, and be sure to bring it with you for advising and registration. **In order to be considered a registered student, all persons must 1) meet with an advisor, 2) schedule classes, and 3) clear fees. Until all three steps are successfully completed, persons are not considered registered for 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 application. The fee can be paid online using a credit card or by check or money order mailed to LSU Eunice • Office of Business Affairs • P.O. Box 1129 • Eunice, LA 70535.

III. ORIENTATION/REGISTRATION

Orientation/Registration offers incoming students a chance to learn about the University and meet with staff from 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. Pathways students re-applying to LSUE may be required to attend orientation even if they have more than 12 semester hours depending on their contract status. 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 classes taken on the Eunice campus and in Chambers Hall for LSUE classes taken on the Alexandria campus. For more information, please call (888) 367-5783 ext. 218, or locally (337) 550-1218.

Orientation Schedule for Spring 2016 – Eunice campus. Check in: Acadian Center.

November 17.....10:30* / 11:30 AM

January 12.....8:30* / 9:30

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

Orientation Schedule for Spring 2016 – Alexandria campus. Check-in: Chambers Hall Room 140.

January 7.....10:30 AM

PROOF OF IMMUNIZATION

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

DISABILITY SERVICES

Disability Services assists students in identifying and developing accommodations and services to help overcome barriers to the achievement of personal and academic goals. Services are provided for students with temporary or permanent disabilities. Accommodations and services are based on the individual student's disability-based need. Students must provide current documentation of their disabilities. Students should contact the office early so that necessary accommodations can be arranged. Please contact LSU Eunice Office of Disability Services, Science Building Room 147.

REGISTRATION ASSISTANCE FOR STUDENTS WITH DISABILITIES

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

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

IV. 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](#).

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 AY2015-2016](#) (transfer guide). This matrix indicates transfer equivalencies of courses among Louisiana's public colleges and universities. The listing of courses in the matrices is not all-inclusive. There are courses that articulate between campuses that are not listed in the matrices. Students who want more information about the transferability of courses for academic credit in general or credit toward a specific degree program should contact the appropriate member of the statewide articulation council as listed at this [link](#) or the Registrar's Office.

AMERICAN COLLEGE TEST (ACT)

The American College Test is administered annually on five national testing dates. ACT scores are used in placing students in English, mathematics, and other classes as listed in the LSU Eunice Catalog. LSU Eunice is a national test site. The regular registration deadline is usually at least five weeks prior to the test, with a late registration deadline at least three weeks prior to the test. To register for the exam, visit [ACT's web site](#). Students should note that ACT scores older than five years will not be used for placement. For additional information contact the Office of Student Affairs and Enrollment Services at (337) 550-1218.

In addition to the national tests administered on October 24 and December 12, 2015, 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 will be given at 8:00 AM, Tuesday, January 5, in the Acadian Center. Residual test-takers will pay a \$40 fee at the Office of Business Affairs 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.

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 0001/0002/1015/1021 PLACEMENT ASSESSMENT

Mathematics assessments take place at each of the scheduled orientation dates. Students selecting to take the math assessment during registration for orientation have automatically reserved a seat. Walk-in students and students that did not select to take the math assessment during registration for orientation must arrive at the check-in time posted for math testing if they wish to be accommodated on a first-come first-served basis.

Any student with an ACT mathematics score of 18 or lower is encouraged 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 44 or higher on the Pre-Algebra assessment prior to classes beginning. Please note the following:

- Calculators are provided on the computer during the assessment
- The assessment results have the ability to place students into MATH0001, MATH0002, MATH1015, and MATH1021
- 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
- Continuing students who have enrolled in a mathematics course in a prior semester 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 (LSU Eunice identification card is needed for verification)
- Arrive at least 15 minutes prior to the beginning of the test
- Not bring cell phones into the assessment room
- Take assessment early; availability of math sections might be limited during week prior to classes beginning.

COMPASS scores are valid for five years from the date of assessment. New students may take the mathematics assessment free of charge the first time; however, there is a \$10 charge PER ASSESSMENT for students who wish

to retest within the five year period. Students should pay the \$10 at the Business Office and then bring the receipt with them to the testing room.

Upon the conclusion of the assessment, students are given a paper copy of their scores. LSU Eunice does not transfer COMPASS scores to other institutions of higher education. As a result, students are encouraged to keep their scores in a safe place.

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. Sample questions may be found in the Developmental Education Assessment Section below. Students may review [MATH0001](#) and [MATH0002](#) material by using the final exam review.

DEVELOPMENTAL EDUCATION ASSESSMENT DAY January 8, 2016

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 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 an English or math course.

Students are required to have a valid LSU Eunice User Name (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 LSU Eunice identification to verify 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 take each assessment the first time at no cost. COMPASS scores are valid for five years from the date of assessment. Students wishing to retest within the five year period will be charged \$10 per assessment. The \$10 should be paid to the Business Office prior to the assessment being taken. A receipt will be used as proof of payment in the testing center.

Upon the conclusion of the assessment, students are given a paper copy of their scores. LSU Eunice does not transfer COMPASS scores to other institutions of higher education. As a result, students are encouraged to keep their scores in a safe place.

Students should contact the Office of Developmental Education at (337) 550-1433 if they have any questions. Current cut scores are located [here](#). ACT calculator guidelines for the Algebra, College Algebra, Geometry, and Trigonometry sections of the mathematics assessment are available [here](#).

Testing out of:	Testing into:	COMPASS Assessment	Sample Questions	Students should report to M-207 at:	Testing begins
ENGL 0001	ENGL 1001	Writing Skills	Sample	8:45 AM	9:00 AM
MATH 0001	MATH 0002	Pre-algebra	Sample	8:45 AM	9:00 AM
MATH 0002	MATH 1015 or MATH 1021	Algebra College Algebra	Sample Sample	8:45 AM	9:00 AM
UNIV 0008	Social Science	Reading	Sample	8:45 AM	9:00 AM

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

LATE CHALLENGE ASSESSMENT

New students or continuing students who have not begun their course sequence in mathematics or English composition have the opportunity to challenge their placement in

- ENGL 0001
- MATH 0001 or MATH 0002

by taking a COMPASS Challenge Assessment. Challenge Assessments are given at 2:00 PM on the first two days of the regular fall and spring semesters. Students wishing to challenge their placement in developmental English (ENGL 0001) or developmental mathematics (MATH 0001 or MATH 0002) should report to Manuel Hall Room 207 at 1:45 PM for a prompt start time of 2:00 PM. New students or continuing students (who have not taken a course in English composition or mathematics within the last 10 years) may participate in this assessment. Continuing students that have, within the last 10 years, attempted an English composition or mathematics course that appears on their transcripts are not eligible for Challenge Assessment and will be placed in the appropriate courses based on previous course success. Students who are retesting will be charged a \$10 fee per assessment. For example, a new student who took the mathematics assessment at orientation and then wishes to challenge their placement on the first day of classes will be charged the \$10 fee for mathematics, but not for the English assessment since they had not previously taken the English assessment.

Upon the conclusion of the assessment, students are given a paper copy of their scores. LSU Eunice does not transfer COMPASS scores to other institutions of higher education. As a result, students are encouraged to keep their scores in a safe place.

Students may contact the Office of Developmental Education at 337-550-1433 for further information.

ACADEMIC BANKRUPTCY

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

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

V. FINANCIAL AID INFORMATION

LSU Eunice administers a broad program of financial aid including grants, loans, and employment to help eligible students who need financial assistance to attend the University. In order to apply for financial aid, you must complete the Free Application for Federal Student Aid (FAFSA). The application can be found at <http://www.fafsa.gov>. Students attending the Spring 2016 semester will need to complete the **2015-2016 FAFSA**. The priority deadline for spring is **October 1, 2015**. All supporting documents should be submitted well in advance of the priority deadline date to ensure a response to your application request and availability of funds at registration. Failure to do so may result in your having to pay all or most of your college expenses out of pocket. You can monitor your financial aid file progress and accept your award on-line through your myLSUE account. This allows 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 for the full length semester and the 7th day for the accelerated terms may have their financial aid reduced or cancelled. **If you transfer from one school to another, your financial aid does not transfer with you.** To receive aid at LSU Eunice, check with the Financial Aid Office as soon as possible to find out what programs are available and what steps you must take.

If for any 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.**

HARDSHIP WAIVERS

LSU Eunice, along with other state colleges and universities, was authorized by the Louisiana Legislature to raise tuition. LSU Eunice will consider appeals for waiver of payment of the fee increase for students who meet the following criteria:

1. Is a Louisiana resident
2. Is a full-time student (6 or more hours for summer)
3. Has applied for, and 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 hardship waiver are available in the LSU Eunice Financial Aid Office. Please complete the hardship waiver application and submit with supporting documentation to the Office of Financial Aid by **January 21**. **No application will be accepted after the deadline.**

VI. SPRING 2016 DATES, CLASS SELECTION INSTRUCTIONS, AND PAYMENT INSTRUCTIONS

Spring Semester, 2016 (January 19-May 6. Final exams: May 9-13)

October 19	Early registration opens
December 21	Tuition and fees due for registered students. If tuition and fees are not paid by 12:00 noon, your courses will be dropped.
January 4	Bookstore financial aid charging begins
January 5	Deadline to apply for Academic Appeal
January 8	Early registration closes.
January 11	Deadline to apply for academic bankruptcy for students who began attending LSUE in Spring 2015.
January 14	Regular registration ends. Regular registration fee payment deadline 12:00 noon.
January 15	Late Registration opens after Academic Affairs finalizes class schedule for the term (usually after 2:00 PM).
January 18	Martin Luther King Holiday (campus closed)
January 19	Classes Begin, 8:00 AM
January 21	Late registration ends. Deadline for late registration fee payment is 4:00 PM. Final date to add courses or change sections. Deadline to apply for graduation.
January 25	Deadline to complete "I" grade work from previous semester. Bookstore financial aid charging ends
February 5	Final Date for Resigning/Dropping Courses without a "W"

February 8-9	Mardi Gras Holiday (campus closed on February 9)
March 7-11	Mid-semester Exams
March 15	Mid-semester Grades Due, 9:00 AM
March 21-25	Spring Break (campus closed on March 25)
March 31	Regular Registration opens for Spring Intersession 2016 Early Registration opens for Summer and Fall 2016 semesters
April 15	Final Date for Resigning from University and/or Dropping Courses with a "W" Final date to declare Academic Bankruptcy for students entering LSUE Spring 2016.
May 6	Last Day of Classes
May 9-13	Final Exams
May 16	Final Grades Due for Degree Candidates, 9:00 AM
May 17	Final Grades Due for Non-Degree Candidates, 9:00 AM
May 20	Commencement for Spring Graduates, 10:00 AM

Spring CALL A (January 19-March 10. Final exams: March 11)

October 19	Early registration opens
January 5	Deadline to apply for Academic Appeal
January 8	Early registration closes.
January 11	Deadline to apply for academic bankruptcy for students who began attending LSUE in Spring 2015.
January 14	Regular registration ends. Regular registration fee payment deadline 12:00 noon.
January 15	Late Registration opens after Academic Affairs finalizes class schedule for the term (usually after 2:00 PM).
January 18	Martin Luther King Holiday (campus closed)
January 19	Classes Begin
January 20	Late registration ends. Deadline for late registration fee payment is 4:00 PM. Final date to add courses or change sections.
January 21	Deadline to apply for graduation. Deadline to complete "I" grade work from previous semester.
January 27	Final Date for Resigning/Dropping Courses without a "W"
February 8-9	Mardi Gras Holiday (campus closed on February 9)
February 12	Mid-semester Exams
February 16	Mid-semester Grades Due, 9:00 AM
February 29	Final Date for Resigning from University and/or Dropping Courses with a "W"
March 10	Last Day of Classes
March 11	Final Exams
March 14	Final grades due for degree candidates and non-degree candidates at 9:00 AM

Spring CALL B (March 16-May 12. Final exams: May 13)

October 19	Early registration opens
January 5	Deadline to apply for Academic Appeal
January 8	Early registration closes.
January 11	Deadline to apply for academic bankruptcy for students who began attending LSUE in Spring 2015.
January 14	Regular registration ends. Regular registration fee payment deadline 12:00 noon.
January 15	Late Registration opens after Academic Affairs finalizes class schedule for the term (usually after 2:00 PM).
January 21	Deadline to apply for graduation. Deadline to complete "I" grade work from previous semester.
March 16	Classes Begin
March 17	Late registration ends. Deadline for late registration fee payment is 4:00 PM. Final date to add courses or change sections.
March 21-25	Spring Break (campus closed on March 25)
March 31	Final Date for Resigning/Dropping Courses without a "W" Regular Registration opens for Spring Intersession 2016 Early Registration opens for Summer and Fall 2016 semesters
April 15	Mid-semester Exams
April 19	Mid-semester Grades Due, 9:00 AM
April 29	Final Date for Resigning from University and/or Dropping Courses with a "W"
May 12	Last Day of Classes
May 13	Final Exams
May 16	Final Grades Due for Degree Candidates, 9:00 AM
May 17	Final Grades Due for Non-Degree Candidates, 9:00 AM

CLASS SELECTION INSTRUCTIONS

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

- a. Prior to registering, you may need to go to the Office of 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.
- b. The time at which you can begin accessing the registration system is listed as N/T/R students.

2. **Continuing Students:** Complete a [Trial Schedule Worksheet](#) and take it to your faculty advisor during the advising period. All students must meet with an advisor prior to registering. Make an appointment to see your advisor as soon as possible to review your schedule and obtain clearance to register.
3. Tell your advisor if you plan to graduate at the end of the semester. Advisors must enter this information into the computer. Students planning to graduate at the end of the **spring semester** must complete an "Application for Degree" (<http://web.lsue.edu/docs/studentrecords/app-deg.pdf>) and pay appropriate diploma fees by **January 21, 2016**.
4. The time at which you can begin accessing the registration system is based on the total number of credit hours you have already earned, plus the credit hours in which you are currently enrolled. Your number of earned credit hours is listed in the statistical table at the bottom of your transcript available on your myLSUE page.
5. To use the myLSUE system for registration, you must have your user name and password. Current students should already have a copy of their user name and password. If you did not receive or misplaced this

information, you can contact the Office of Information Technology (Community Education Building Room 204). Some form of photo identification (such as a student ID card or driver's license) is required.

6. After selecting your classes in myLSUE, print out your "Course and Fee Statement" found in myLSUE. No fee statements will be mailed to students. Students are advised to recheck their class schedule on myLSUE prior to the start of classes for cancellations, room changes, or time changes.
7. Verify your "Course and Fee Statement" carefully for accuracy prior to paying your fees.

REGISTRATION FEE PAYMENT PROCEDURE

After you have selected your classes for the term, you must clear your fees with the Office of Business Affairs. "Clearing your fees" means that you have paid enough of your fees (including tuition) to allow you to attend class either for the whole semester or until the next payment deadline. Please clear your fees according to the dates and times listed 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:

1. Log in to your myLSUE account, click on the Pay Fees tab, and apply any financial aid you have been awarded.
2. Log in to your myLSUE account, click on the Pay Fees tab, and pay your tuition and fees online. You may pay with 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.
3. 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 credit card payments.
5. If you need to request a deferment, go to the Office of Business Affairs (Science Room 115). Bring with you a current copy of your "Course and Fee Statement." If you complete the deferment, there will be a \$25 processing fee. The deferment balance must be paid by **March 4, 2016** 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. **The last day to do a deferment will be the 5th calendar day of classes during a regular session.**
6. You may mail your payment in the form of a check or a money order to the following address: LSUE • Office of Business Affairs • P.O. Box 1129 • Eunice, LA 70535. **Do not mail cash!**

A WORD ABOUT FINANCIAL AID AND FEE PAYMENT

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

If for any reason 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.**

VII. FEE SCHEDULE

RESIDENT FEES

Fees for Louisiana residents are \$161.30 for each semester hour of enrollment up to a maximum of \$2,002.60 for 21 semester hours. During the fall and spring semesters, students are not allowed to schedule more than 19 semester hours without the approval of the Vice Chancellor for Academic Affairs.

Sem. Hours	Fee*	Sem. Hours	Fee	Sem. Hours	Fee
1.....	\$161.30	8.....	1,290.40	15.....	1,959.60
2.....	322.60	9.....	1,451.70	16.....	1,967.60
3.....	483.90	10.....	1,613.00	17.....	1,975.60
4.....	645.20	11.....	1,774.30	18.....	1,983.60
5.....	806.50	12.....	1,935.60	19.....	1,991.60
6.....	967.80	13.....	1,943.60	20.....	1,999.60
7.....	1,129.10	14.....	1,951.60	21.....	2,002.60

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

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

SPECIAL FEES

1. Fees for auditing courses are in accordance with the above schedules. Fees for students enrolling for combined credit and audit work will be assessed in accordance with total hours scheduled.
2. Application Fee, \$25 (non-refundable)
3. Prior Learning or Credit by Examination, \$30 per course or \$30 per credit hour, depending on the credits to be transcribed.
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):

Spring 2016

(Jan 19 –May 13)

- 100% by 11:59 PM Jan. 18, 2016
- 90% by 11:59 PM Jan. 20, 2016
- 75% by 11:59 PM Jan. 25, 2016
- 50% by 11:59 PM Feb. 5, 2016**
- 0% after 12:00 AM Feb. 6, 2016

Spring CALL A

(Jan 19 –March 11)

- 100% by 11:59 PM Jan. 18, 2016
- 90% by 11:59 PM Jan. 19, 2016
- 75% by 11:59 PM Jan. 21, 2016
- 50% by 11:59 PM Jan. 27, 2016**
- 0% after 12:00 AM Jan. 28, 2016

Spring CALL B

(March 16 – May 13)

- 100% by 11:59 PM March 15, 2016
- 90% by 11:59 PM March 16, 2016
- 75% by 11:59 PM March 18, 2016
- 50% by 11:59 PM March 31, 2016**
- 0% after 12:00AM April 1, 2015

VIII. REGISTRATION PRIORITY SCHEDULE

Registration begins **October 19, 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 – October 19

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

Tuesday – October 20

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

Wednesday – October 21

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

Thursday – October 22

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

Friday – October 23

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

IX. 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 **October 19**, 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.

X. VETERANS' AFFAIRS

Veterans and their dependents filing for educational assistance with the VA may do so through the Office of Student Affairs and Enrollment Services (Acadian Center Room 112). You may contact the office by phone at 337-550-1217 or email at va@lsue.edu.

Additional information regarding VA education benefits as well as a complete list of LSUE's VA-approved programs may be accessed at www.lsue.edu/va.