

**Spring Intercession 2017
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 the late registration/schedule adjustment period at the beginning of the term without penalty. If you have no alternate course preferences, you will receive a full tuition refund. Allow six to eight weeks to receive the refund.

REGISTRATION GUIDE PROVIDES VITAL INFORMATION

Other than the Academic Catalog, your Registration Guide may be the single greatest piece of resource material available to you. While the Catalog tells you everything in general about LSU Eunice, the Registration Guide tells you “everything you need to know but are afraid to ask” 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 classes.**

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 an advisor during orientation, you will need to schedule an appointment with your advisor prior to registering.

II. ADMISSION TO LSU EUNICE

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

III. ORIENTATION/REGISTRATION

Orientation/Registration offers incoming students a chance to learn about the University and meet with staff from 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.** Upon being admitted to LSU Eunice, students may [register online for Orientation/Registration](#). There is a \$15 orientation fee. Check-in 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 2017

April 4, 2017..... 8:30 AM* / 9:30 AM
April 18, 2017..... 8:30 AM* / 9:30 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 who have not provided this proof are given a [Proof/Waiver of Immunization Form](#) at the time of orientation. The form should be completed and returned to the Office of Enrollment Management (Acadian Center Room 117).

REQUIRED MENINGITIS IMMUNIZATION

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

If you are a first-time student, a transfer student, or a student living on campus, please (1) submit proof of inoculation for meningitis or (2) provide a signed waiver. If you are under the age of 18, your parent or guardian **must** sign the waiver also. This process must be completed before you are eligible to register for classes. Please send the appropriate documents as soon as possible to the following address: LSU Eunice • Office of Enrollment Management • Acadian Center Room 117 • P.O. Box 1129 • Eunice, LA 70535 so you may enroll in classes.

REGISTRATION ASSISTANCE FOR STUDENTS WITH DISABILITIES

If a student's disability creates challenges for the enrollment process, they should contact the Office of Disability Services in order to discuss their needs for registration assistance. Requests for registration assistance should be made at least three business days before the student reports to register for classes. For more information, contact the Director of Disability Services, Ms. Shelly Haley at 337-550-1204 or shaley@lsue.edu. The Office of Disability Services is located in the Science Building, Room S-147.

IV. ACADEMIC POLICIES

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

TRANSFER COURSE AGREEMENTS

LSU Eunice has written transfer agreements with the University of Louisiana at Lafayette and McNeese State University specifying which LSU Eunice courses are equivalent to courses at those institutions. Check with 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](#) (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 or the Registrar's Office.

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

March 27	Regular registration opens.
May 11	Regular registration for Spring Intersession 2017 ends. Payment of tuition and fees due by 12:00 noon. Students who have not paid tuition and fees will be dropped from the rolls.

May 12	Late registration begins, usually around 2:00 PM.
May 15	Classes begin, 8:00 AM. Final date to add courses/change sections. Payment of tuition and fees due by 4:00 PM. Students who have not paid tuition and fees will be dropped from the rolls.
May 16	Final date for resigning/dropping courses without a “W” by 4:30 PM
May 23	Final date for resigning/dropping courses with a “W” by 4:30 PM. Deadline to apply for academic bankruptcy for students entering LSUE in Spring Intersession 2017 by 4:30 PM.
May 26	Last day of classes
May 29	Final exams
May 31	Final grades due 9:00 AM

CLASS SELECTION INSTRUCTIONS

- New, re-entry, and transfer students:**
 - Prior to registering, you may need to go to the Office of Enrollment Management (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. 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.
- The time at which you can begin accessing the registration system is based on the total number of credit hours you have already earned, plus the credit hours in which you are currently enrolled. Your number of earned credit hours is listed in the table at the bottom of your transcript available on your myLSUE page.
- To use the myLSUE system for registration, you must have your user name and password. Current students should already have a copy of their user name and password. If you did not receive or misplaced this information, you can contact the Office of Information Technology (Community Education Building Room 204) at 337-550-1307 or it@lsue.edu. Some form of photo identification (such as a student ID card or driver’s license) is required.
- 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:

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 all credit card payments. Online credit card payments will be assessed 2.3% of the payment plus 30 cents per transaction. Credit card payments made in person at the Office of Business Affairs will be assessed 2.75% of the payment.
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 AND FEE PAYMENT

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

If for any reason the financial aid that you have applied is reduced or cancelled, you become responsible for covering the cost of the fees that the financial aid had previously covered. You will at no time be withdrawn from your classes automatically. **If you fail to begin attending classes, and you owe a balance, you will still owe all tuition and fees to the University, AND you will be terminated from the University on the last day to withdraw or resign with a W. You will receive Ws on your transcript, putting in peril future financial aid awards. If fail to begin attending classes and you do NOT owe a balance, you will NOT be withdrawn from your classes, and you will receive Fs in your registered classes, again putting future financial aid awards in jeopardy.**

VI. FEE SCHEDULE

RESIDENT FEES

Fees for Louisiana residents are \$177.40 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.....	\$177.40	3.....	532.20	5.....	887.00
2.....	354.80	4.....	709.60	6.....	1,064.40

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

SPECIAL FEES

1. Fees for auditing courses are in accordance with the above schedules. Fees for students enrolling for combined credit and audit work will be assessed in accordance with total hours scheduled.
2. Application Fee, \$25 (non-refundable)
3. Prior Learning or Credit by Examination, \$30 per course or \$30 per credit hour, depending on the source of credit.
4. Transcript Fee, \$5 (per transcript)

5. Online Course and Telecourse, \$50
6. Online course testing fees with Proctor U range from \$15.00 to \$23.75 per a one hour test paid for by the student for selected online courses. Faculty further disclose the number of tests that will be given in each online course syllabus made available to students on the first day of class.
7. Vehicle Registration Fee, \$30 (for the academic year)
8. A per credit hour utility surcharge may be assessed in addition to the fees listed in the fee schedule.
9. Modular Math Fee: \$50 per course
10. Lab Fees:
 - Science Lab Fee, \$20
 - Health/Education Lab Fee, \$15
 - Nursing/Allied Health Lab Fee, \$40
 - Fire/Forensic Science Lab Fee, \$15
 - Art Lab Fee, \$20

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

FEE REFUND SCHEDULE

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

100% refund by 11:59 PM May 14, 2017

50% refund by 11:59 PM May 17, 2017

90% refund by 11:59 PM May 15, 2017

0% refunded after 12:00 AM May 18, 2017

75% refund by 11:59 PM May 16, 2017

VII. REGISTRATION PRIORITY SCHEDULE

Registration begins March 27, 2017 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 27

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

Tuesday – March 28

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

Wednesday – March 29

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

Thursday – March 30

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

Friday – March 31

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

VIII. 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 27, 2017** based on the number of earned college credit hours plus the hours for which the student is currently registered this spring. Students can find out their number of earned credit hours using myLSUE to view their college transcript. The number of earned credit hours is included in a table at the bottom of the transcript. If you try to access the system prior to the time listed in the schedule, the system will not allow you to register.

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 the Registrar at (337) 550-1302.

IX. VETERANS AFFAIRS

Veterans and their dependents filing for educational assistance with the VA may do so through the Office of the Registrar (Acadian Center Room 117). Additional information may be accessed at <http://www.lsu.edu/veteransaffairs/index.php>, by calling (337) 550-1216, 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 June 26, 2016.

For a complete list of VA-approved programs of student at LSU Eunice, please visit <http://web.lsu.edu/docs/VeteransAffairs/VAProg.pdf>.