

# Fall Intersession 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 fall 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 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. **Do not mail cash!**

## 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 the LSUA Student Center Ballroom 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 Fall Intersession 2016. Check in: Acadian Center.

November 15.....10:30\* / 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 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 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 Enrollment Management • Acadian Center Room 112 • P.O. Box 1129 • Eunice, LA 70535 so you may enroll in classes.

**ACCOMMODATED SERVICES**

Accommodated 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 Accommodated Services, Acadian Center Room 112, (337) 550-1218.

**REGISTRATION ASSISTANCE FOR STUDENTS WITH DISABILITIES**

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

- The Coordinator of Accommodated Services has been provided with documentation of a disability warranting accommodation. 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 Accommodated Services of the need for registration accommodations and has discussed the exact nature and degree of accommodation with the Coordinator of Accommodated Services..

**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 AY2016-2017](#) (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 articulation officer](#) 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 Enrollment Management at (337) 550-1218.

**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.**

**Please note that students placed into the Pathways to Success program may not take intersession classes. Students desiring to enter LSUE in the fall intersession will instead begin coursework in the spring semester.**

**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.

**STUDENTS ON SUSPENSION**

Please note that students who are on academic suspension from LSUE may not take intersession classes. Nor may students readmitted to LSUE after being on suspension take intersession classes as the first classes they take upon their readmission.

**V. FALL INTERSESSION 2016 DATES, CLASS SELECTION INSTRUCTIONS, AND PAYMENT INSTRUCTIONS**

October 24	Regular registration begins
December 8	Regular registration ends. Regular registration fee payment deadline 4:00 PM. Students who have not paid tuition and fees will have their classes dropped.
December 9	Late registration opens after Academic Affairs finalizes class schedule for the term (usually after 12 PM); \$2.00 per credit hour late registration fee applies.
December 12	Classes begin, 8:00 AM. Final date to add courses/change sections.
December 13	Final date for resigning/dropping courses without a “W” by 4:30 PM.

December 20	Final date for resigning/dropping courses with a “W” by 4:30 PM. Deadline to apply for academic bankruptcy for students entering LSUE in Fall Intersession 2016 by 4:30 PM.
December 23-January 2	Holiday break
January 3	Last day of classes
January 4	Final exams
January 6	Final grades due 9:00 AM

### CLASS SELECTION INSTRUCTIONS

- New, transfer, and re-entry (N/T/R) 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.
- Students taking the final course before graduation in the **fall intersession** cannot graduate until the end of the spring semester. These students must register for a Degree Only class or register for an additional course in the spring semester in order to graduate. Tell your advisor if you plan to graduate at the end of the spring semester. Advisors will 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 13, 2017**.
- 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 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.
- 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 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.

2. 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.
3. There will be a transaction fee assessed for credit card payments.
4. 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!**

## VI. TUITION AND FEES

Information on resident and non-resident, fees, as well as special fees, can be found here:  
[http://catalog.lsu.edu/content.php?catoid=8&navoid=697#Fee\\_Schedule](http://catalog.lsu.edu/content.php?catoid=8&navoid=697#Fee_Schedule).

**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):

### Fall Intersession

**(Dec 12 – Jan 4)**

100% by 11:59 PM Dec. 11, 2016

90% by 11:59 PM Dec. 12, 2016

75% by 11:59 PM Dec. 13, 2016

**50% by 11:59 PM Dec. 14, 2016**

0% after 12:00 AM Dec. 15, 2016

## VII. REGISTRATION PRIORITY SCHEDULE

Registration begins **October 24, 2016** 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 24

8:00 AM 90+ hours

10:00 AM 75-89 hours

1:00 PM 64-74 hours

### Tuesday – October 25

8:00 AM 55-63 hours

10:00 AM 50-54 hours

1:00 PM 45-49 hours

### Wednesday – October 26

8:00 AM 38-44 hours

10:00 AM 32-37 hours

1:00 PM 27-31 hours

### Thursday – October 27

8:00 AM 24-26 hours

10:00 AM 16-23 hours

1:00 PM 13-15 hours

### Friday – October 28

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 new, transfer, and re-entry 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 in the Community Education Building Room 204 at (337) 550-1307.

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

To be able to register by computer, new, transfer, and re-entry 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 24**, based on the number of earned college credit hours plus the hours for which the student is currently registered this fall. Students can find out their number of earned credit hours using myLSUE to view their academic transcript. The number of earned credit hours is included 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. There may be times, however, that the registration system will not allow you to register if there are “holds” on your student account – that is, if there are problems with your LSUE account that must first be resolved before you can register. The system will tell you the type of hold placed on your registration. Contact the appropriate office at LSU Eunice to clear up the problem. You may also contact your advisor for referral to 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 contact the Office of Records at (337) 550-1304. The Office is Records is located in Manuel Hall Room 102.

**IX. VETERANS' AFFAIRS**

Veterans and their dependents filing for educational assistance with the VA may do so through the Office of Veteran's Affairs located in the Office of the Registrar (Manuel Hall Room 102). Additional information may be accessed at <http://www.lsue.edu/veteransaffairs/index.php>, by calling (337) 550-1216, or [www.gibill.va.gov](http://www.gibill.va.gov).

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