

LSUE

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Student

Handbook

LSUE Orientation Handout for Dual Enrollment Students

Updated June 2018

The LSU Eunice student webpage is at www.lsu.edu/current-students

ACADEMIC RESOURCES

1. **Academic Calendar** - Important dates such as withdrawal deadlines and fee payment deadlines. www.lsu.edu/calendar
2. **Academic Catalog** - Contains the academic calendar, rules, regulations, and courses needed to complete a degree, certificate, or technical diploma offered by the university. You will use the catalog that is in effect for the year that you enroll. The rules and procedures in place at the time of your enrollment will be the ones you follow until you complete your degree requirements. Available at <http://www.lsu.edu/catalog>.
3. **The Registration Guide** - find information for each semester including the semester calendar, deadlines, fee payment, refund schedule, and other important information about the numerous services available to students. Available at www.lsu.edu/registration.
4. **The Library** - research tools, online access information, and helpful information links to help students unable to visit the library in person. Available at www.lsu.edu/library.

CAMPUS RESOURCES

1. **Academic Permission Form** (auditing, receiving a pass/fail in a course, waiving prerequisites, or substitute courses) is available at www.lsu.edu/registrar/forms/academic-permission.html.
2. **Exception to Registration Form** (adding a class after the deadline to add, change a section after the schedule change period, drop a class after the final date to drop, or resign after the final date to resign) is available at www.lsu.edu/registrar/forms/exception-registration.html.
3. **Transcript Request Form** is available at www.lsu.edu/transcript.

NETWORK AND COMPUTER SUPPORT

1. **Information Technology** - www.lsu.edu/informationtech.
2. **Information on Google Apps for Education** (including email) is available at www.lsu.edu/informationtech/googleapps.php.
3. **myLSUE** - transcript information and support information. Available at my.lsu.edu.
4. **myCourses** - required browser settings, available online tutoring through Smarthinking, and support information. Available at mycourses.lsu.edu.

STUDENT AFFAIRS (www.lsu.edu/studentaffairs)

1. **Student Handbook** is available at www.lsu.edu/student-handbook.
2. **Student Code of Conduct** is available at www.lsu.edu/student-code-of-conduct.
3. **LSUE Police** including information on Safety Videos, Emergency Preparedness Guides, and Cleary Act is available at <http://www.lsu.edu/police/>.

TITLE IX, ETHICS, AND PRIVACY

1. **Title IX Sexual Misconduct**. Reporting and related information, accountability process, bystander intervention, definitions, and training. Reporting is available at www.lsu.edu/titleix/repviolation.php.
2. **LSU Ethics and Integrity Hotline** is available at www.lsu.ethicspoint.com or 855-561-4099.
3. **Student Privacy Rights** through FERPA are available at www.lsu.edu/registrar/ferpa.php.

ACCOMMODATED SERVICES

LSUE students at dual credit sites needing more information regarding **Accommodated Services** should contact LSUE's Office of Student Affairs (www.lsu.edu/studentaffairs) at 337-550-1218 or via email at AccommodatedServices@lsu.edu.

Department	Location	Telephone
Academic Affairs	Manuel Hall Room 102	(337) 550-1301
Admissions	The Geaux Center in Acadiana Center	(337) 550-1305
Accommodated Services	Science Building Room 147	(337) 550-1204
Bookstore	Acadian Center Room 123	(337) 550-1281
Business Office	Science Building Room 115	(337) 550-1262
Career Services	Science Building Room 128	(337) 550-1430
Continuing Education	Community Education Building Room 101	(337) 550-1390
Dual Enrollment	Community Education Building Room 101	(337) 550-1390
Library	Arnold LeDoux Library	(337) 550-1380
Registrar	The Geaux Center in Acadiana Center	(337) 550-1302
Student Affairs	Acadian Center Room 112	(337) 550-1218
Tutoring Services	Science Building Room 145	(337) 550-1204

LSUE

LSUE DUAL ENROLLMENT STUDENTS

All students have been sent a letter from Admissions with **your username and password**. Please do not lose this very important information. If you should lose your username and password, please contact the Office of Information Technology at 337-550-1307.

The first time you, as the student logs in, **NO CLASSES** will be shown. You will see **“Currently, you are not enrolled in any courses”**. As per OIT, to help clear up some confusion regarding course schedules in myLSUE and myCourses, please be aware that these two systems do not synchronize in real time. Every day a script runs on the myCourses server that will sync the course schedules for every student between the two. What this means is that if a student were to add/drop a course today, this change will not be reflected in myCourses until the next scheduled time the script runs. **Currently the myCourses sync script runs at 7AM, 2PM and 7PM every day.**

How to Access myLSUE:

- Go www.lsue.edu.
- Click on myLSUE in the top right corner.
- Login with LSUE username and password.

How to Access LSUE email:

- Go to www.gmail.com
- Login with your LSUE username and password.
- Example: 12345@mail.lsue.edu
Password

How to Access myCourses:

- Go to www.lsue.edu
- Click on myCourses in the top right corner.
- Login with LSUE username and password.

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.

Who can receive disability accommodations?

Any LSUE student with a documented disability that substantially limits and/or significantly impacts his or her academic pursuits may be eligible for reasonable accommodations. The Office of Disability Services is located within the Student Success Center and provides both student and academic advising to determine, facilitate, and implement reasonable accommodations on an individual basis.

What are reasonable accommodations?

Reasonable accommodations are modifications or adjustments to the tasks, environment, or the way things are usually done that provide individuals with disabilities to have an equal opportunity to succeed. Reasonable accommodations provide opportunity for equity, not leverage. How do I receive accommodations? The student must voluntarily self-identify and provide appropriate documentation to support the functional limitations of the disability in an academic or residential environment.

How do I self-identify my disability and provide my documentation so that I can receive accommodations?

Go to the Disability Services website, which hosts the forms that must be submitted to the Office of Disability Services and describes what documentation is needed to process your request.

What if my disability is temporary and/or does not fit into one of the categories listed on the Disability Services website?

Contact the Office of Disability Services and/or the Student Success Center to inquire with the Coordinator for Disability Services and/or the Director of Student Success about what accommodations could be made for you. Pregnancy, automobile accidents, injuries, and other such occurrences might qualify you for temporary accommodations so that you can continue your academic pursuits without being hindered by your circumstances. These accommodations are discussed and agreed upon on a case-by-case and individual basis.

When are accommodations in effect? Accommodations are effective after the student receives an Accommodations Letter from the Office of Disability Services. The student must give the letters instructor(s) or the individual(s) who will be facilitating the accommodations. Accommodations are not retroactive (must be arranged prior to the advance of the test, class, event, etc.).

Do I have to re-apply for accommodations every semester?

Yes. You must provide updated documentation and submit a new form prior to being approved to receive accommodations each new semester.

Disability Services

Science Building, Room 147

Phone: 337-550-1204

Email: ods@lsue.edu

website: www.lsue.edu/studentaffairs/disability_services.php

Sexual Misconduct and Title IX

Title IX of the Education Amendments of 1972 is a comprehensive federal law that prohibits discrimination based on the gender of students and employees of educational institutions that receive federal financial assistance.

In accordance with Title IX and other applicable laws, LSUE is committed to providing a learning, working, and living environment that promotes integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex and sexual misconduct which includes sex discrimination, sexual harassment, dating violence, domestic violence, sexual assault, stalking and retaliation. LSUE prohibits sex discrimination and sexual misconduct. This policy applies to all persons without regard to sexual orientation, gender identity and/or gender expression.

Sex discrimination and sexual misconduct violate an individual's fundamental rights and personal dignity. LSUE considers sex discrimination and sexual misconduct in all of its forms to be serious offenses. This policy has been developed to reaffirm these principles and to provide recourse for individuals whose rights have been violated. To view LSUE's full Sexual Misconduct/Title IX policy, visit the Title IX website. This policy defines sexual misconduct and also establishes a mechanism for determining when rights have been violated in employment, student life, campus support services, LSUE programs and/or an academic environment.

Title IX Coordinator

P.O. Box 1129
Science Building, Room 122
Eunice, LA 70535
Phone: 337-550-1214
Emergencies: Dial 911
Email: titleixcoordinator@lsue.edu
Website: www.lsue.edu/titleix/

Mental Health Counseling Services

The Office of Student Affairs provides counseling referral services to students experiencing depression, anxiety, substance abuse, domestic abuse, eating disorders, poor self-esteem, problems adjusting to college life, and more. Please contact the Office of Student Affairs to schedule your appointment with a licensed mental health counselor.

Student Affairs

Acadian Center, Room 112
Phone: 337-550-1218
Email: studentaffairs@lsue.edu
Website: www.lsue.edu/studentaffairs/

Business Office

The Business Office is chiefly responsible for ensuring that students make arrangements to either (a) clear their fees with financial aid money or (b) pay their fees by the deadlines established in the Academic Calendar and the Registration Guide. Students who have questions about charges to their student accounts or questions about fee payment should contact the Business Office.

Important Terms and Definitions

Course and Fee Statement – A document that contains a class schedule, tuition charges, and financial aid award information. Students should receive a hard copy of this document after meeting with an Academic Advisor who helps to schedule your classes. A copy of this document can be found on each student's myLSUE account.

Financially Cleared (or Clearing of Fees) – Refers to the financial status of a student who must have a zero balance or a credit balance on his/her myLSUE account before the payment deadline through either a financial aid award or payment out-of-pocket made in full.

Payment Plan – A Nelnet payment plan is offered to students who do not have sufficient financial aid to cover the cost of the charges to their account and/or personal funding to pay the balance of the account. Students have the option to sign up for the payment plan before the start of the semester and through the late registration period. The payment plan allows students to pay monthly amounts toward the balance owed to the University.

Charge Period (Bookstore) – From two weeks before classes start through the first week of classes, students who financially cleared their fees and have a credit balance on their account or who have documentation with a specified book allowance are allowed to charge their books and supplies at the bookstore up to their credit limit.

Purge – The process by which students that have not financially cleared their tuition/ fees by the payment deadline will result in the student being dropped from the class rolls.

Refund Table – When a student drops a class on or after the first day of classes and before the end of the third day of classes for summer or the 14th day of classes for fall or spring, the student will be refunded a percentage of the tuition paid depending upon when the student dropped the class. See the Registration Guide for more information.

Business Office

P.O. Box 1129
Science Building, Room 101
Eunice, LA 70535
Phone: 337-550-1282

Parking

Registering Your Vehicle

To park and operate a motor vehicle on campus, students must register their vehicles on their myLSUE accounts. Students are held responsible for knowing and obeying campus traffic regulations, which are outlined below.

Steps for registering your vehicle on myLSUE:

1. Log into your myLSUE account;
2. Select "Student Services" tab; then
3. Enter your vehicle information.

Receiving your Parking Permit

After you have registered your vehicle online, you may pick up your permit/decals in the LSUE Police and Security Office during the hours of 8:00am – 4:30pm, Monday through Friday. The office is located in the MX2 modular building behind Manuel Hall. Make sure to put the decal on the bottom **left-hand** corner of your **rear windshield** immediately to avoid receiving a parking citation.

Paying for your Parking Permit

Immediately after receiving your parking permit, you must make a payment of \$30 online on your myLSUE account or in person at the Business Office.

Traffic and Parking Regulations

Parking decals must be placed on the left of the rear windshield affixed on the outside of the glass. Pedestrians always have the right of way on campus streets and parking areas. Unless a different limit is posted, the speed limit is 15 mph on all campus streets and 10 mph in parking areas. Vehicles must be centered in marked parking spaces and **must not be backed into parking spaces**. Backing into a space or pulling across to an opposite space leaves the parked vehicle illegally facing against the flow of traffic and prevents Police and Security Officers from being able to easily read decals. Vehicles must be registered by the end of the first full week of classes with decals that are valid from the date the car is registered until the following August 15. Vehicles must follow established traffic routes, stop at all stop signs, and obey all other traffic regulations. Vehicles must be parked in spaces designated specifically for the associated parking permit. Vehicles improperly parked in faculty/staff spaces, designated handicapped spaces, loading zones, fire lanes, or other improper spaces will be ticketed and/or towed at the owner's expense. Parking and traffic tickets may be appealed in the Office of Student Affairs.

Tutoring Services

The Student Success Center offers free peer-to-peer tutoring services to all LSUE students in the Tutorial Center. This includes assistance with homework assignments, academic support, supplemental instruction, and more. For more information about online or face-to-face tutoring services, contact the Student Success Center.

Face-to-Face Tutoring

Common subjects for which students seek tutoring include, but are not limited to, the following:

- θ English/writing assistance
- θ Math
- θ Biology
- θ Chemistry
- θ Psychology

Tutorial Center Walk-in Hours: 8:30 AM - 4:00 PM Monday to Friday
Closed Saturday and Sunday

Online Tutoring

Smarthinking is an Internet based tutoring service available to students at LSU Eunice free of charge. Smarthinking connects students to highly qualified tutors in a variety of subjects. Smarthinking will provide you with the tutoring, writing services, and homework help that you need to succeed. To access this service, login to myCourses and click the "Smarthinking Tutoring" link found on the top menu bar.

Tutorial Center

Science Building, Room 145

Phone: 337-550-1254

Email: studentsuccess@lsue.edu

www.lsu.edu/studentaffairs/tutoringservices.php

Online Learning

About LSUE Online Learning

LSUE is committed to providing the same quality of education and support to online courses and online degree programs as is provided to the face-to-face courses and programs. This includes the same quality of course content, faculty instruction, and access to resources, including IT support, library resources/databases, financial aid, tutoring, disability accommodations, academic advising, and more.

View the “Academic Programs of Study” section of this handbook to see which programs are offered 100% online to learn how you can earn a degree or certificate without having to step onto the Eunice campus.

myCourses

MyCourses (also called “Moodle”) is the online platform that hosts all of the courses that you will take as an online student, including syllabi, assignments, grades, instructor contact information, forums, and more. To access myCourses, go to www.lsue.edu/ and click on “myCourses” on the top left. Then, enter your myLSUE login credentials, and click “Log in.” You can also access myCourses through your myLSUE account.

About ProctorU

Identity verification services and exam proctoring for online courses are provided by ProctorU. Students should expect to pay individual fees per exam. Exact charges will vary depending on the length and number of proctored exams per course. Specifics on the number and length of proctored exams in a course will be available in the course syllabus.

Online Conduct

All students are expected to read the Code of Student Conduct. However, students enrolled in online classes should become very familiar with the academic misconduct section of the Code of Student Conduct section, particularly the violations that frequently occur online, such as theft, disrespect, and dishonesty. In short, do not cheat; make sure your work is your own; and be respectful and courteous when communicating with your online classmates and your instructor. Reference the Code of Student Conduct for more information on prohibited conduct and possible sanctions that could result if found responsible.

Transfer Course Agreements

LSUE has written transfer agreements with Northwestern State University, the University of Louisiana at Lafayette, and McNeese State University specifying which LSUE courses are equivalent to courses at those institutions. Check with your advisor for details. Most LSUE 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.

Office of Information Technology

- **Connecting to the LSU Eunice Wireless Network**

Windows 10 -

<https://www.lsu.edu/informationtech/docs/Windows10Wireless.pdf>

Windows 8 –

<https://www.lsu.edu/informationtech/docs/Windows8Wireless.pdf>

Mac -

<https://www.lsu.edu/informationtech/docs/MacWireless.pdf>

- **Email – Connect iPhone to Student email**

iPhone – <https://www.lsu.edu/informationtech/docs/iPhone%20Student%20Email.pdf>

- **Free Microsoft Office 365**

<https://www.lsu.edu/informationtech/services/office365/office365.php>

Office of Information Technology



337-550-1307



337-550-1396



it@lsu.edu



Community Education Building Room 204

Website - <https://www.lsu.edu/informationtech/index.php>

Bengal-ID: Your Passport to Campus Services

What is a Bengal-ID?

Bengal-ID was created to provide students, faculty, and staff with a fast, safe and convenient way to access campus services. While serving as the official university ID card, it is also a debit card for campus purchases as well as an electronic key for secure access to selected campus facilities.

What is Bengal Bux?

Bengal Bux is a debit card system using your Bengal-ID Campus Card to provide a fast, safe and convenient way to make purchases at various locations throughout the campus. As long as you have money in your Bengal Bux account, you'll enjoy convenient purchasing power without the hassle of carrying cash. Value may be added to your Bengal-ID at any time through the use of Value Transfer Stations conveniently located in both the Acadian Center and the Library. Known as Bengal Bux, card value can be used throughout the campus for a variety of uses such as cafeteria purchases, selected vending machines, and making copies and printing in campus computing labs once your initial free print allowance has been used.

Getting Your Bengal-ID Card

All LSU Eunice faculty, staff and students are required to have a BENGAL-ID campus card. As the official ID card of the campus, your BENGAL-ID card should be carried at all times. Campus offices may require that you show your card before receiving services.

The Bengal-ID Office is a unit within the Office of Information Technology located in room 204 of the Community Education Building. Regular office hours are between 8:00 a.m. and 4:30 p.m.

There is no charge to receive your first card. Card holders will be charged \$5 to replace lost or misplaced cards. Card privileges for students will not become active until your tuition and fees for the semester are paid.

Why Do You Need It?

As the official id card of LSU Eunice, it provides you with admission to campus events such as athletics and fine arts presentations.

- It's required to make copies on campus.
- You must have your BENGAL-ID to use the printers in campus computer labs. Student printing accounts are credited with \$4.50 each semester. This is equivalent to 150 black and white printed pages. Color pages will reduce your allotment by .25/page or the equivalent of 8 1/2 black and white pages. After using your free prints, subsequent pages will be deducted from your Bengal Bux account. (3 cents for black and white, 25 cents for color)
- It's required to use campus recreational facilities including the gym, weight room, and pool.
- Many area merchants provide discounts to LSU Eunice students and employees. You must present your BENGAL-ID to take advantage of these services.
- Use the BENGAL-ID in the cafeteria and at other campus locations instead of carrying cash!