

LSUE

DE

Parent

Handbook

# LSUE Dual Enrollment Program

## **Three Categories of Dual Enrollment:**

1. LSUE Early College Initiative
2. LSUE Academy
3. High School Dual Enrollment

Students taking dual enrollment courses on the LSUE campus will be part of the **LSUE Early College Initiative**. The LSUE Academy is part of the LSUE Early College Initiative.

## **To be eligible for the LSUE Early College Initiative:**

1. Students must meet current Board of Regents Dual Enrollment eligibility requirements.
2. Students must take at least 1 course on the LSUE campus or online.
3. Students must be pursuing a pre-professional degree.
4. Students can take DE courses on both the LSUE and the high school campuses.

## **To be eligible for the LSUE Academy (a subset of the LSUE Early College Initiative):**

1. Be classified as a junior from one of the following approved school districts: St. Landry, Acadia, Evangeline, or Jeff Davis
2. Be pursuing a degree in sciences, medicine, nursing, or other allied health related field
3. Complete the FAFSA
4. Can take DE courses on both the LSUE and the high school campuses

## **To be eligible for High School Dual Enrollment:**

1. Students must meet current Board of Regents Dual Enrollment eligibility requirements.
2. Student must only be enrolled in Dual Enrollment courses on their high school campus.

## **Other guidelines:**

1. Students who meet the eligibility requirements for the LSUE Academy but are not determined eligible for a Pell Grant will be able to remain in the LSUE Academy.
2. The Early College Initiative students will have the same amenities as the LSUE Academy students:
  - Same advisor
  - UNIV1000 course
  - On-campus orientations
  - Participation in supplemental planned activities

## Tuition

### Cost of Courses

Beginning with the Fall 2019 semester, all Dual Enrollment tuition will be **\$50 a course credit** regardless of whether the course is taken on the high school campus the LSUE campus, or online (**the online fee still applies to online courses**).

### Refund of Fees

1. Refund of university and nonresident fees of non-title IV students (not receiving federal financial aid) will be made on the following basis upon official termination (drops all classes and officially resigns) of the student's registration (including withdrawal by student cancellation of provisional admission, or dismissal of student by the University):
  - a. Before classes begin: 100% refund
  - b. Through the first two days of classes (one day in summer session): 90%
  - c. From the third through the fifth day of classes (second through the third day in regular summer session): 75%
  - d. From the sixth through the fourteenth day of classes (fourth through the fifth day in regular summer session): 50%
2. Reductions of fees resulting from all student schedule changes will be refunded in accordance with the above schedule.
3. A student who is receiving Title IV financial aid (any federal financial aid) and who resigns from the University (drops all classes, and officially or unofficially resigns) prior to completing 60 percent of the semester may be required to return any calculated refund back to Title IV Programs. Refunds for tuition and University charges will be calculated through 60 percent of the semester by taking the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Schedules breaks for five consecutive days or more are excluded. If a cash payment has been released to the student, then the student may be required to repay some of the federal grants if the student withdraws. Also, any money refunded by LSUE Eunice to the Title IV Programs in excess of the institutional tuition refund policy may be subject to repayment by the student.
4. All full-time students who become part-time students after the last day to receive refunds will continue to be eligible for all student activity privileges.

### 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**

Science Building, Room 101

Phone: 337-550-1282

## **FINANCIAL AID**

### **Pell Grant**

A federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded only to students who have not earned a bachelor's degree. Pell Grant eligibility is determined by the results of the Free Application for Federal Student Aid (FAFSA), or Expected Family Contribution (EFC). The amount awarded will depend on your enrollment status as a full-time or part-time student.

### **LSUE Academy and Pell Grants**

Participants in the Dual Credit Pell Grant Experiment and the LSUE Academy must:

1. Be classified as a junior from one of the following approved school districts: St. Landry, Acadia, Evangeline, or Jeff Davis
2. Have declared a major of sciences, medicine, nursing, or other allied health related field
3. Complete a current FAFSA.

Approved Associate Degree Programs:

- Associate of Applied Science, Diagnostic Medical Sonography
- Associate of Applied Science, Nursing
- Associate of Applied Science, Radiologic Technology
- Associate of Applied Science, Respiratory Care
- Associate of Applied Science, Surgical Technology
- Associate of Science, Louisiana Transfer – Natural Sciences, Physical Sciences
- Associate of Science, Louisiana Transfer - Natural Sciences, Biological Sciences
- Associate of Applied Science, Management – Health Care Management

### **Standards of Academic Progress**

To be eligible to participate in the Federal Student Aid Programs, a student must meet all the following minimum Standards of Academic Progress (SAP). The policy below applies to ALL students applying for financial aid. SAP will be reviewed at the end of each academic year (for SAP purposes an academic year begins with the summer session and ends with the following spring semester).

## **STANDARDS**

### ➤ **70% Rule**

- Students must earn a minimum of 70% of cumulative attempted hours (i.e., all attempted hours on the transcript regardless of grade received).
- Attempted hours are defined as the hours for which a student is enrolled as of the last day to drop classes without a “W”.

### ➤ **Earned hours are defined as the sum of hours for which a student has earned a **minimum 2.0 overall Grade Point Average (GPA)****

- Students who have enrolled for 4 semesters regardless if consecutive or nonconsecutive, must have an overall 2.0 GPA.

### ➤ **Minimum Attempted Credit Hours**

- Students pursuing a certificate may be considered for financial aid for a maximum of 54 attempted hours.\*
- Students pursuing an associate degree other than in Nursing, Respiratory Care, and Radiologic Technology may receive financial aid for a maximum of 90 attempted hours.\*
- Students pursuing an associate degree other than in Diagnostic Medical Sonography may receive financial aid for a maximum of 105 attempted hours.\*
- Students pursuing an associate degree in Nursing, Respiratory Care, and Radiologic Technology may receive financial aid for a maximum of 123 attempted hours.\*

\*All courses on the transcript, regardless of grades received, count toward the total attempted hours.

## **APPEAL PROCESS**

A student who becomes ineligible for aid because they have failed to meet the standards will continue to be ineligible until they reestablish eligibility.

To reestablish eligibility, the student may do one of the following:

- Submit a written appeal to the Office of Student Affairs and Enrollment Services explaining the extenuating circumstances (such as illness, death in family, etc.) that may have affected the student’s academic performance.
- Enroll as a self-pay student each semester until they have meet the Standards of Academic Progress as outlined above.

### **How to Clear Your Fees in MyLSUE**

If you are **AWARDED** Financial Aid, you must clear your fees with the Business Office. To clear your fees, log onto your myLSUE and select the “Pay Fees” tab. If your financial aid is greater than your tuition, you can apply your aid and clear your fees. All other financial obligations owed to the university (housing, books, fines, etc.) will be deducted from your award before any refund check is issued to you. If your financial aid award is less than your tuition, you will be charged the difference which can be paid using one of the payment methods listed below.

### **Financial Aid Office**

Acadian Center, Room 110

Phone: 337-550-1282

**Speak only to Mrs. Jackie Lachapelle and identify yourself as an Academy student.**

## Tuition Fee Payment

Payment of tuition & fees can be made by one of the following methods:

1. **myLSUE** - Log into myLSUE and click on the "Pay Fees" tab. Pay in a lump sum online via PayPal with one of the following: VISA, MasterCard, Discover, American Express, or echeck
2. **Nelnet** - Enroll in the Nelnet payment program. This plan allows you to have your balance owed to the University put into monthly payments based upon your time of enrollment in the program. Any financial aid and/or scholarships awarded and applied to your account is calculated in the balance owed to the University. The cost for this service is \$45 for the application. To enroll with Nelnet, log into your myLSUE account and click on the "Pay Fees" tab. Next, click on the Nelnet Payment Plan at the very bottom of the page.
3. **Check or money order** - Mail your check or money order to the Business Office or pay in person. Payment must be received before fee payment deadline.

## Textbook Purchasing and Rental

The Bookstore recommends that you attend your first day of class BEFORE purchasing your books. You can purchase books in person, by telephone, or online. Some books are able to be rented from the Bookstore.

- **How to Buy Books In Person:** Monday through Friday 7:45 am to 4:30 pm Closed Saturday and Sunday . Financial Aid that has been awarded and applied may be used for purchases in the Bookstore.
- **By Telephone:** Call 1-888-For-LSUE, ext. 281 to place orders using your VISA, MasterCard, Discover Card or Check. Orders will NOT be shipped until the check is received by the Bookstore. Your LSU Student ID number is required with payment.
- **Online:**
  - Go to the website: [www.lsu.edu](http://www.lsu.edu). Under the "Students" tab, select "Bookstore."
  - On the Bookstore website, click the "Textbook Lookup" tab on the top menu.
  - You will be asked to select the correct term, department, and course to find the correct book for each course.
  - The Bookstore accepts VISA, MasterCard, and Discover for online orders. Your LSUE Student ID number is required to complete the order
- **Rental:** This service is available on some books. Contact the Bookstore for more information and to inquire if the book(s) you are searching for are able to be rented.
- **Textbook Returns & Refunds** IMPORTANT! No refunds or exchanges are allowed without a "current semester" cash register receipt. You should check all books upon purchase for defects.
  - **Book Return Policy**
    - Do not write your name in the book, damage, or deface the book until you are certain you will remain in the class.
    - All returned books must be in absolutely new condition or you will only receive a 50% refund. Any overwrap on the book when originally purchased must be intact.
    - Books must be returned within the "advertised refund dates." the refund period, all returns come under the provisions of the Bookstore Buy-Back Policy. Book Buy-Back Policy Book buy-back is always conducted during the week of final exams each semester.
    - Textbooks will be purchased during the Final Exam period.

### **Bookstore**

Acadian Center, Room 123

Phone: 337-550-1281

Email: [rzorn@lsue.edu](mailto:rzorn@lsue.edu)

Website: [bookstore.lsu.edu/](http://bookstore.lsu.edu/)

## **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 does your child self-identify their disability and provide documentation so that they 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 the 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 your child. Pregnancy, automobile accidents, injuries, and other such occurrences might qualify a student for temporary accommodations so that they can continue their academic pursuits without being hindered by the 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.).

### **Does my child have to re-apply for accommodations every semester?**

Yes. They 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

Email: [ods@lsue.edu](mailto:ods@lsue.edu)

Phone: 337-550-1204

website: [www.lsue.edu/studentaffairs/disabilityservices.php](http://www.lsue.edu/studentaffairs/disabilityservices.php)

## 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**

**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](mailto:studentsuccess@lsue.edu) Website: [www.lsue.edu/studentaffairs/tutoringservices.php](http://www.lsue.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/](http://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 AY2019-2020 (transfer guide). <https://regents.la.gov/master-course-articulation/>

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.

## Grade Appeal Procedure

If you believe you received a different grade than the grade you earned as outlined by the grading system in the course syllabus and the established grading system, you can file an appeal of that final grade. Grade appeals must be initiated by the student within 30 days after the beginning of the next regular semester. For support and guidance on how to file a grade appeal, contact the Office of Student Affairs.

## Ranking in High School

Each district has its own policies on ranking so please check with your district.

## Sports and Dual Enrollment

- LHSAA Regulations on Required Class Hours - <http://lhsaa.org/schools/students-and-parents/basic-eligibility-guidelines>
- **Scholastic Requirements** – To be eligible under the scholastic rule, students, other than special education students who are not pursuing a diploma, enrolled in high school subjects (grades 9-12) shall meet all scholastic requirements. Individual schools or school systems may set higher, but not lower, scholastic requirements for interscholastic athletic participation. All subjects/units passed shall carry Carnegie units which shall be recorded on the student's transcript and include all credits/grades earned in any method of remediation and/or distance learning courses approved in Bulletin 741 of the LDE.
- The LHSAA will only recognize multi-Carnegie credit for a single course title when a multi-credit course has a dedicated course code assigned by the Louisiana Department of Education, is recorded on the student transcript, and instructional minute requirements for awarding the Carnegie credit(s) have been met pursuant to the Board of Elementary and Secondary Education's Bulletin 741.
- Dual enrollment courses must be posted on a student's high school transcript if the course(s) are to be used in determining scholastic eligibility.
- **First Semester Eligibility:** To be eligible for the first semester of the school year, a student shall have earned at least six (6) Carnegie credits from the previous academic year (fall, spring and summer), which shall be listed on the student's transcript and shall have earned at least a "C" average as determined by the Local Education Authority within their Pupil Progression Plan when considering all "graded" subjects.
- **Second Semester Eligibility:** To be eligible for the second semester of the school year, a student must enroll in and successfully pass the number of courses which will allow him/her to earn a minimum of 3 Carnegie credits for the first semester. Note: This can be accomplished by earning any combination of Carnegie units. Six (6) one-half (.5) Carnegie credits will meet this requirement.

- All subjects passed must be recorded on the student's transcript and Carnegie units must be shown on the transcript. The student's transcript shall include all credits/grades earned and attempted in traditional, credit recovery, distance learning courses and/or summer school classes delivered in accordance with Bulletin 741 of the LDE. Point of emphasis: the LHSAA will only recognize one Carnegie unit for each course taken when determining eligibility.
- Students who take dual enrollment courses must have those courses posted on their high school transcripts in order to be used to determine athletic eligibility.
- **Seniors:**
  - Seniors who have accumulated 20 or more units must take the number of courses which will allow them to earn 2 Carnegie units per semester. None of the courses taken shall be subjects/units that the student had previously taken and passed. These courses may include dual enrollment college courses that have been recognized by the LDE and/or the Louisiana Board of Regents. Under the 4x4 block system a senior must be enrolled in a minimum of courses which will earn him/her 2 Carnegie units per semester in order to be eligible to compete.
  - A senior who has earned 20 units must earn a minimum of 4 half Carnegie credits or a total of 2 Carnegie credits at the end of the first semester. Seniors will not be penalized for taking more than the minimum number of courses that they need to meet this requirement. In order to maintain eligibility in the second semester, senior must be enrolled in enough courses which will earn them at least 4 half Carnegie credits or a total of 2 Carnegie credits.

## **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**

Science Building, Room 122

Phone: 337-550-1214

Email: [titleixcoordinator@lsue.edu](mailto:titleixcoordinator@lsue.edu)

Website: [www.lsue.edu/titleix/](http://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](mailto:studentaffairs@lsue.edu)

Website: [www.lsue.edu/studentaffairs/](http://www.lsue.edu/studentaffairs/)

## 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/decal 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.

## Scheduling of Courses

### **LSUE Academy and Early College Initiative**

- Schedule appointment each semester with the Director of Academy and Dual Enrollment to schedule courses.
- Complete Course Registration form
- Form is signed by parent and counselor
- Return by email or mail to Director of Academy and DE

### **High School Dual Enrollment**

- Schedule appointment with your counselor or DE instructor to schedule courses each semester.
- Complete DE Student Course Scheduling Form
- Form is signed by student and counselor
- Counselor emails form to Director of Academy and DE

## Bengal-ID: A Student's 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.

### **Why Does a Student 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 in the cafeteria and at other campus locations instead of carrying cash!**

# 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 365for students**

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

## Office of Information Technology



337-550-1307



337-550-1396



[it@lsu.edu](mailto:it@lsu.edu)



Community Education Building    Room 204

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