LSUE

Student

DE

Handbook
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LSUE Dual Enrollment Vision

The LSUE Dual Enrollment exists to provide high school students with an early start in their post-secondary education.

LSUE Dual Enrollment Mission

The LSUE Dual Enrollment exists to partner with local high schools to provide high school students opportunity to earn an Associate’s Degree before high school graduation that embeds career development activities and enhances students’ career readiness skills.
Important Contact Information

Director of Academy (Manuel Hall S102F)
Office # - 337-457-6130
Fax # - 337-550-1306
Email – scormier@lsue.edu

Financial Aid Office (Acadian Center)
Office # - 337-550-1215
Speak to Jackie Lachapelle or Shelly Papilion

Tutoring Services (Library)
Office # - 337-550-1206
**** Tutoring is available free of charge to all students.

Disability Services (Library)
Office # - Office # - 337-550-1206

Admissions (Geaux Center)
Office # - 337-550-1305

Bookstore (Geaux Center)
Office # - 337-550-1281

Registrar Geaux Center)
Office # - 337-550-1302

Business Office (Science Building)
Office # - 337-550-1262

Student Affairs (Acadian Center)
Office # - 337-550-1218

Library (Arnold Ledoux Library)
Office # - 337-550-1380
Important Webpages at LSUE

**LSUE Resources:**

Final Exam Schedule - [www.lsue.edu/exams](http://www.lsue.edu/exams)

Academic Calendar – [www.lsue.edu/calendar](http://www.lsue.edu/calendar)

Transcript request – [www.lsue.edu/transcript](http://www.lsue.edu/transcript)

**Course Resources:**

Mylsue – [http://my.lsue.edu](http://my.lsue.edu)


**Tutoring Resources:**

Smarthinking – [https://services.smarthinking.com/login/login.php](https://services.smarthinking.com/login/login.php)

Khan Academy - [https://www.khanacademy.org/](https://www.khanacademy.org/)

**LSUE Enrollment After Graduation**

LSUE Tour – [https://lsue.edu/tours](https://lsue.edu/tours)


LSUE Scholarships - [https://www.lsue.edu/financialaid/scholarships.php](https://www.lsue.edu/financialaid/scholarships.php)

Email admissions – [admissions@lsue.edu](mailto:admissions@lsue.edu)
Instructions for scheduling an Accuplacer Test in the LSUE Testing Center for students applying for Dual Enrollment:

Go to the LSUE Website [http://www.lsue.edu](http://www.lsue.edu)

Under “Academics,” click on “Testing Center”

Under “TESTING” choose “SCHEDULE AN EXAM”

This will bring you to the RegisterBlast Website where you will choose:

1. Choose a Group: LSUE Student
2. Choose a Group: Next-Generation ACCUPLACER LSUE Students
3. Choose an Exam: Select from 7 options (Math, Reading, English, or a combination of these)
4. Date (only available days will be displayed)
5. Time (only available times will be displayed)
6. Name, Email
7. Agree to the Exam Guideline Acknowledgement
8. Phone Number, LSUE Student ID (Dxxxx for dual enrollment students where the xxxx is the last four of your social security number.)

ADD TO CART

You will now have the option to Check Out or Schedule another exam.

Pricing for LSUE Student Accuplacer testing is as follows: (pricing subject to change)

1 test $20
2 test $30
3 tests $35

If you do not register 24 hours in advance, you may do a Walk in Registration, but seating is not guaranteed and there is an additional $10 charge.
How to Access Guide

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:

1. Navigate to: https://www.lsue.edu/ and click the myLSUE account at the top
2. Enter your Username/ID from your LSUE Admissions Decision Letter
3. Enter the password from your LSUE Admissions Decision Letter and click Log In

How to Access LSUE email:

1. Navigate to: https://www.lsue.edu and click the myLSUE account at the top
2. Login with the myLSUE credentials utilized in Step 1 above
3. Click the “Reset Password” link underneath the Gmail icon to set your initial student e-mail password value

How to Access myCourses:

1. From your Internet browser, go to the new student activation page located here: Activate my LSUE Bengal Account
2. Enter your LSUE Email address from your LSUE Admissions Decision Letter and click Next
3. Enter the password from your LSUE Admissions Decision Letter and click Sign In
4. You will then be prompted to provide more information to register for the “self-service password reset” feature, which will allow you to manage your LSUE Bengal Account credentials. Once you provide this information, you can close out the session.
Scheduling Dual Enrollment Courses

1. After being admitted, LSUE DE will email you a Course Registration form for scheduling.
2. Dual Enrollment and online only students will meet with a counselor to schedule their DE courses. Academy students will schedule advising meetings with the Director of Academy & Dual Enrollment and bring Course Registration forms to counselors for approval.
3. Your counselor should use the LSUE DE advising guide to assist with advising students for courses. (Click here for Advising Guides)
4. Below is a chart of common DE courses by semester.
5. Students may take any LSUE course – See Academics - Schedule of Classes for courses and times
6. Once your classes are scheduled, you will then complete LSUE DE online orientation (link is on your myLSUE homepage).
7. You should then pay your tuition if your district does not cover this expense.
8. Prior to the start of the semester, AFTER reading your syllabus, you may contact the bookstore about the purchase of your textbook.
9. All high school students are able to take summer semester DE courses at the Dual Enrollment tuition rate. The Dual Enrollment office will schedule all students for summer session.

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<td>MATH1022</td>
</tr>
<tr>
<td>ENGL1001</td>
<td>ENGL1002</td>
</tr>
<tr>
<td>ENGL1002</td>
<td>HIST1003</td>
</tr>
<tr>
<td>HIST1001</td>
<td>HIST2057</td>
</tr>
<tr>
<td>HIST2055</td>
<td>ART 1441</td>
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<tr>
<td>ART 1440</td>
<td>ENGL LITERATURE (VARIES)</td>
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Transferability of LSUE Courses

LSUE Course Transfer Guide – LSUE Transfer Evaluation System

Louisiana Board of Regents Course Transfer Guide – See Louisiana Articulation Matrix
Some districts cover the cost of tuition and may cover the cost of textbooks. You DO NOT have to pay any tuition to LSUE. You may have to pay for your Bengal Access textbooks.

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 under Pay Fees then print Fee Statement.

**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 payment out-of-pocket made in full or LSUE DE students whose districts pay for tuition.

**Payment Plan** – A payment plan is offered to students 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. The payment plan allows students to pay monthly amounts toward the balance owed to the University.

**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 Affairs**

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

There is a direct correlation between student attendance in college courses and student success in these courses. LSUE Dual Enrollment strives to improve our efforts in ensuring all of our students receive the best support and education possible from LSUE.

In an effort to better monitor high school student attendance in their LSUE campus classes, Academy students are required to sign in daily at LSUE. All LSUE Academy students taking classes on the LSUE campus will be required to be on campus on the days they are scheduled for classes at LSUE. Academy students will be required to sign in daily using the IClicker or Reef app on their phone or laptop. The app is location sensitive and will require students to have their location services on and be within 500 feet of the LSUE clock in the center of the campus in order to check-in for attendance.

Failure to activate an account by the start of the semester will result in referral to your school administration for consideration for removal from the LSUE Academy.

Please follow the instructions you receive in an email to set up your Iclicker account. You can also download the Reef app to your smart phone once you have your account set up. You must turn on your location services on your phone for this app. You can check in from the library, Science building, Manuel Hall, by Starbucks, at the end of Community Education closest to the statue by the quad, or anywhere within the quad. Instructions are included in the email on how to check in daily. Search for Sondra Cormier or LSUE Academy.

Any time you will not be in attendance for your classes at LSUE or an instructor cancels class, you are required to email me. Once a student reaches 5 unexcused absences for the semester, the high school will be notified of the student’s absences and the student will not be allowed to return to the LSUE Academy the following semester. Attendance begins the first day of the semester.

Students should choose the appropriate section based on the days they have classes scheduled on the LSUE campus:

LSUE Academy every day
LSUE Academy MWF
LSUE Academy T TH
LSUE Academy M W F Tues. Lab
LSUE Academy M W F Thurs. Lab
**Bookstore and Textbook Purchases**

**Bookstore Hours**
Monday – Friday
7:45 am – 4:30 pm
Phone: 337-550-1281

Students need to read the course syllabus to determine required textbooks for each course.

**Purchasing Textbooks**

If your district covers the cost of textbooks, you must purchase the textbook in the LSUE Bookstore and use Bengal Access when available.

**Bengal Access Program**

**What is Bengal Access?**

Bengal Access is a program that provides students with required textbooks and other course materials in a digital format at a reduced cost, that is available to them on the first day of class through MyCourse.

**How do I access these digital course materials?**
The course materials will appear as a link in your My Courses. You click on the class that you want to access the materials. There will be a tab in Mycourses that says “Redshelf External Tool.” You must click on this tab, and the next tab will say access my course materials. Click on this, and you will either be provided with a link to an e-text, or an access code that will be used for a courseware product (ie, MyMath Lab, Mastering Biology or Chemistry, etc.) If you do not see the redshelf external tool, please contact your instructor asap or contact us at the bookstore.

**How do I use the Access code for my class?**

If you are taking a math class, or any science class that requires you to have access to Mastering, or Connect, please first follow the link provided by your instructor for the class. This will send you to the courseware website. If you have not already, set up an account (if you clicked on the link provided by the instructor, it will automatically have the course key embedded, so you will not have to enter it. After you complete your registration, you will be asked to either enter a code, or purchase a code. Please refer to the Redshelf External tool. The code you receive when you click on access course materials is the access code you need to complete your registration.

Make sure your Pop up Blocker is disabled.

**When and how will I be billed for these course materials?**

Students will not be billed until after the 14th class day. You will receive an email from the bookstore stating what you were charged for once these charges post. Please watch your email box.

**Issues with Redshelf**

For tech support or issues with codes, or with digital text, please go to [https://solve.redshelf.com/hc/en-us](https://solve.redshelf.com/hc/en-us). If there is not a solution to your issues, you can fill out a trouble ticket and get it resolved.
LSUE DE Orientation

All first-time dual enrollment students are required to complete an online DE orientation and complete the final page of the orientation as evidence of completion.

The LSUE DE orientation link can be found on the students myLSUE homepage under Admission Information. The link will redirect the student to the LSUE DE online orientation on the student’s myCourses page.

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.
Earning Course Credit from CLEP Exam, AP Exam, or ACT Test

Instructions for receiving course credit from Standardized Exams:

1. Complete a Course Credit form (download the form online from the DE website and email the form to the correct Dean at LSUE as indicated on the form and email a copy to the Director of Dual Enrollment at LSUE.
2. The Dean’s office and/or the Director of Dual Enrollment will acquire the necessary signatures on the form.
3. The Dean will forward the form to the Business Office who will contact the student through the student’s LSUE email requesting payment for the credit.
4. Once the student pays for the course credit, the Business Office will send the form to Admissions requesting that the Registrar’s Office place the credit on student’s transcript.

• Click here for link to online Credit Form (https://www.lsue.edu/registrar/documents/Credit%20Form.pdf)

• Link to list of CLEP Exams/AP Exams and LSUE Course credit earned (Academic Catalog – Campus Regulations – Advanced Standing Program) (http://lsue.catalog.acalog.com/content.php?catoid=14&navoid=818#Advanced-Standing_Program)
Withdrawing from LSUE DE Courses

1. Prior to the 1st day of classes, a counselor or student may drop a course by emailing the Director of Dual Enrollment. Emails must come from a counselor’s school email address or from a student’s LSUE email address.

2. After the first day of class until the final date to add courses and/or change sections (see Academic Calendar), a student may withdraw from a course using a DE Course Withdrawal or Resignation Request form (See Dual Enrollment Course Withdrawal or Resignation Request form).

3. After the final date to add courses and/or change sections until the last day to withdraw without a “W” (see Academic Calendar), a student can withdraw from a course by submitting a DE Course Withdrawal or Resignation Request form and an Exception to University Policy form (completed online using the instructions below):

Instructions for completing Exception to University Policy Form (see form link below):

Request for: (semester enrolled)

Division: Undecided

I request to: Drop a class after the last day to withdraw.

In the first box:

Drop (List all course names wanting to drop), Credits 3, Section # (this can be found on their fee statement if they do not know it or their myLSUE).

In the student narrative box: State reason why they are dropping classes after the deadline to drop or add.

Also write in the narrative box: Request to backdate withdrawal to before the start of the semester due to being a Dual Enrollment student.

4. After the last day to withdraw without a “W” (see Academic Calendar), a student can withdraw from a course by submitting a DE Course Withdrawal or Resignation Request form.

5. Students may not withdraw from a course after the last day to withdraw without a “W” (See Academic Calendar).

Use this link for the Exception to University Policy form - https://www.lsue.edu/Registrar/documents/exception-reg.pdf

Click here for Academic Calendar - https://www.lsue.edu/calendar/index.php
Dropping a Course Can Have Long Term Impacts for DE students

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.

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”.

*All courses on the transcript count toward the total attempted hours.

Ex. 1 - If they take 1 DE course and drop 1 course, they are at 0% completion.

Ex. 2 - If they take 2 DE courses, and drop 1 DE course, they are at 50% completion

****Dropping a DE course counts against the 70% rule and, if they go below 70%, a student is placed on Academic Probation with financial aid at whichever college they apply to after high school and WILL NOT be eligible for any financial aid (grants, loans, etc).

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.

Students below 70% completion should be advised to submit an financial aid appeal with financial aid at the University they apply to after graduation.
Resignation: Students who wish to drop all classes (or the only class they’re enrolled in if they only take one dual credit class) must resign from the university. In either event, the student must complete and submit the form below, complete with signatures.

Student’s Name_______________________________________________________________

Student High School _________________________________________________________

LSUE ID ______________________________________

Request:  I wish withdraw from the following LSUE Dual Enrollment coursework:

<table>
<thead>
<tr>
<th>Course Title and Number</th>
<th>Section Number</th>
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Reason for withdrawal: ____________________________________________________________________________________

Approval by Signature

Signature(s) below indicate approval of the requested action of withdrawal or resignation.

__________________________________________
Student Signature       Date

__________________________________________
Parent Signature       Date

__________________________________________
School Counselor Signature      Date

__________________________________________
LSUE DE & Academy Director Signature    Date

Requests should be emailed to scormier@lsue.edu or delivered (M102F) to Mrs. Sondra Cormier at LSUE Dual Enrollment and Academy. A follow up email to Mrs. Cormier at scormier@lsue.edu is recommended to confirm receipt of form.

Students: Keep a copy of this request. A few days after sending this form, log on to my.lsue to verify that the requested withdrawal or resignation was executed. The grade for the course in my.lsue will appear as “W” if resigning after the last date with drop without a “W”. If the grade continues to show “IP” (in progress), the course has not yet been dropped and a follow-up phone call is advisable to make sure the action is completed before the deadline for dropping courses.

For questions about the instructions, email Mrs. Cormier, at scormier@lsue.edu or (337) 457-6130.
Dual Enrollment Midterm Grades – Academy Academic Intervention and Academic Probation

**Midterm Academic Intervention**

1. Any academy student with a D or F in a course at midterm will be placed on academic intervention.

2. A form will be sent home to parents advising them of the unsatisfactory midterm grade.

3. The student will be required to attend weekly tutoring, complete a Tutoring Log Sheet and submit the sheet to the Director of Academy weekly.

**Midterm Academic Probation**

1. Any academy student with a D or F in a course at midterm will be placed on academic probation in the Spring if the student was previously on academic intervention for the Fall semester.

2. A form will be sent home to parents advising them of the unsatisfactory midterm grade.

3. The student will be required to attend weekly tutoring, complete a Tutoring Log Sheet and submit the sheet to the Director of Academy weekly.

4. Students will be required to submit a weekly grade log to the Director.
Dual Enrollment Final Grades

Final Grade Report

1. Final grades for all courses taken by students will be reported within one week of the last final exam being administered to the student’s high school counselor.

2. Grades will be reported as A, B, C, D, or F.

3. Counselors will record the students’ final grades in the district grading system for all DE courses according to district policy.

4. Students can print unofficial transcripts to be placed in the high school cumulative folder through their myLSUE Account (transcript tab).

5. Official transcripts can be requested through the Registrar’s office for a fee.

Requirements for Continuing in the LSUE Dual Enrollment Program

In order to remain in LSUE DE the following semester, students must meet the following requirements:

1. Student must have maintained a 2.5 High School GPA and a 2.0 LSUE GPA.

2. Students must have cleared all financial fees.
**Requesting an Official College Transcript**

If your need an official LSUE transcript, please follow the link from the LSUE Registrar’s page.

Click here to request an official LSUE transcript – [LSUE Registrar’s Page](https://www.lsue.edu/registrar/requesttranscript.php)

*https://www.lsue.edu/registrar/requesttranscript.php*

Note: You will have to log in to request a transcript. If you are a returning user, select Existing User Account. If this is your first time logging in, you will have to create an account. If you are a student, select the option for New Learner Account, if you are a third party requesting a transcript for someone else, select the option for New Third Party Account.

The LSUE Dual Enrollment Office **CANNOT** send an official transcript to a college or to a high school for students. The student or high school must request official transcripts from the LSUE Office of the Registrar.

Students can print an **unofficial transcript** from their myLSUE to bring to a counselor or to send to a college for advising purposes.
List of LSUE DE Associate degrees 100% online

LSUE offers DE students the following Associates degrees 100% online:

Associates of General Studies
Associates of Arts, LT – Humanities
Associates of Arts, LT – Social Sciences
Associates of Arts, LT – Criminal Justice

LSUE Requirements for Associate’s Degree

To be eligible for an Associate’s degree with LSUE, students must complete at least 20% of a degree with LSUE (15 credit hours). 45 articulated credit hours within the degree plan can be transferred to LSUE from other approved universities.
LSUE Reverse Transfer

Reverse transfer is the awarding of degrees to former students who complete the rest of the courses for their associates degrees at 4-year institutions.  

Many students choose to transfer to a 4-year university before they fully complete their associates degrees.  However, many of these students are only missing a course or two, and they usually take these courses in their sophomore or junior years.  

Here's how to request a reverse transfer degree:

**STEP 1:** Send your unofficial transcript from your 4-year institution to registrar@lsue.edu and indicate that you want to see if you qualify for a reverse transfer degree.  The Registrar will send your unofficial transcript to the Academic Dean of your division, and the Registrar will contact you to let you know if you qualify.  If you do not qualify, the Registrar will inform you of what classes you are missing.

**STEP 2:** Once confirmed that you qualify, send your official transcript from your 4-year institution to registrar@lsue.edu.

**STEP 3:** Complete the Application for Degree/Certificate and submit it to the Registrar.  NOTE: The form says to send it to the Business Office, but because the diploma fee is waived, submit directly to the Registrar.

That's it!  You will be invited to attend graduation, but you are not required to attend. You will be informed of the date/time for you to pick up your associates degree.  You can also request that it be mailed to you at no additional expense.

Why should I get an associates degree when I am pursuing my bachelor's degree?

For a lot of reasons!

Getting an associates degree gives you something to fall back on if life happens and you don't finish college.

It's another feather in your cap.  When you're building your resume, you want to show your future employer that you have accomplished your goals.  A college degree of any kind shows employers that you can persevere and overcome challenges.

Also, most jobs require a college degree nowadays, and having that degree can help you become more marketable in the workforce.  This would make you qualified for a job that requires a college degree even while you're enrolled at your 4-year institution.

You will be invited to walk across the stage at our next graduation ceremony.  This may give you the motivation that pushes you through those final years of your bachelor's degree.

Lastly, because you earned it!

How much does a reverse transfer cost?

At LSUE, it's FREE.  We've waived the $45 graduation fees for reverse transfer students.  The only expense would be the fee to send a transcript from your 4-year university, which is sometimes free or comes with a small fee of $5.00 or so.  It is a small fee to pay for an associate's degree that you earned!
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: Disability Services (lsue.edu)
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/
Parking and Driving on the LSUE Campus

Parking Permit

All students taking courses on the LSUE Campus must register their vehicle with LSUE and purchase a parking decal.

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 Business Affairs Office during the hours of 8:00am – 4:30pm, Monday through Friday. The office is located in the Science building. 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 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 Tutoring 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:

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

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.

Tutoring Center

Ledoux Library, Room 102
Phone: 337-550-1206
Email: tutoring@lsue.edu
https://www.lsue.edu/studentsuccess/tutoring.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!
The LSU Eunice student webpage is at www.lsue.edu/current-students

ACADEMIC RESOURCES

1. **Academic Calendar** - Important dates such as withdrawal deadlines and fee payment deadlines. [www.lsue.edu/calendar](http://www.lsue.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.lsue.edu/catalog](http://www.lsue.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.lsue.edu/registration](http://www.lsue.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.lsue.edu/library](http://www.lsue.edu/library).

CAMPUS RESOURCES

1. **Academic Permission Form** (auditing, receiving a pass/fail in a course, waiving prerequisites, or substitute courses) is available at Special Permission.pdf (lsue.edu).

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 exception-reg.pdf (lsue.edu).

3. **Transcript Request Form** is available at [www.lsue.edu/transcript](http://www.lsue.edu/transcript).

4. **Change Majors Form** is available at [Registrar - Change of Major (lsue.edu)](http://lsue.edu/registrar/change-major).

5. **Course Credit Request Form (CLEP, AP, ACT)** is available at Credit Form.pdf (lsue.edu)

NETWORK AND COMPUTER SUPPORT

1. **Information Technology** - [www.lsue.edu/informationtech](http://www.lsue.edu/informationtech).

2. **Information on Google Apps for Education** (including email) is available at [www.lsue.edu/informationtech/googleapps.php](http://www.lsue.edu/informationtech/googleapps.php).


4. **myLSUE** - transcript information and support information. Available at [my.lsue.edu](http://my.lsue.edu).

5. **myCourses** - required browser settings, available online tutoring through Smarthinking, and support information. Available at [mycourses.lsue.edu](http://mycourses.lsue.edu).

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

1. **Student Handbook** is available at [www.lsue.edu/student-handbook](http://www.lsue.edu/student-handbook).

2. **Student Code of Conduct** is available at [www.lsue.edu/student-code-of-conduct](http://www.lsue.edu/student-code-of-conduct).


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.lsue.edu/titleix/repviolation.php](http://www.lsue.edu/titleix/repviolation.php).

2. **LSU Ethics and Integrity Hotline** is available at [www.lsu.ethicspoint.com](http://www.lsu.ethicspoint.com) or 855-561-4099.

3. **Student Privacy Rights** through FERPA are available at [www.lsue.edu/registrar/ferpa.php](http://www.lsue.edu/registrar/ferpa.php).

DISABILITY ACCOMMODATIONS

LSUE students at dual credit sites needing more information regarding **Disability accommodations** should contact LSUE’s Office of Disability Services at 337-550-1204 or via email at ods@lsue.edu.