



**Student and Parent  
Guide to  
LSUE Dual Enrollment  
and the Academy**





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## **LSUE Academy and Dual Enrollment Vision**

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

## **LSUE Academy and Dual Enrollment Mission**

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

## **DUAL ENROLLMENT**

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Dual Enrollment allows high school students to take college courses and receive college credit at while in a high school through a variety of methods:

- With a qualified high school teacher on their school campus
- Through LSUE by enrolling in an online course that is facilitated on the high school campus
- In a face-to-face setting on the LSUE campus

The college credits can be used simultaneously for a high school diploma and a college degree.

## **LSUE ACADEMY**

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The LSUE Academy is an innovative approach to secondary education that enables high school students to potentially earn an associate degree while earning their high school diploma by taking dual enrollment courses. Academy students will take dual enrollment courses that will simultaneously earn them credit towards their high school diploma and fulfill course requirements for a chosen degree path. To be a part of the Academy students should:

- Begin coursework as a high school junior
- Be considered a fulltime student based on credit hours they are carrying for a minimum of four semesters.
- Declare a major and follow that degree plan

## **BENEFITS OF DUAL ENROLLMENT AND THE ACADEMY**

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- Saves families money. – LSUE offers DE courses at a lower rate per credit hour than regular admission students pay.
- Earn college credit that is transferrable to all Louisiana public colleges and universities, and most other private and out of state colleges and universities.
- Explore potential college majors and learn more about the college experience
- Grades earned become a permanent part of the student's high school and college transcript.
- Enriches college and scholarship applications
- Students gain confidence in their ability to succeed in college

## Important Contact Information

### **Director of Academy**

Office # - 337-457-6130

Email – [afonten1@lsue.edu](mailto:afonten1@lsue.edu)

### **Financial Aid Office**

Office # - 337-550-1215

Speak to Jackie Lachapelle or Shelly Papillion

### **Tutoring Services**

Office # - 337-550-1254

\*\*\*\* Tutoring is available free of charge to all students.

### **Disability Services**

Office # - 337-550-1204

### **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>

Mycourses – <http://mycourses.lsue.edu/>

### **Tutoring Resources:**

Smartthinking – <https://services.smarthinking.com/login/login.php>

Khan Academy - <https://www.khanacademy.org/>

### **LSUE Enrollment After High School Graduation**

LSUE Tour – <https://lsue.edu/tours>

LSUE Admissions – <https://www.lsue.edu/admissions/index.php>

LSUE Scholarships - <https://www.lsue.edu/financialaid/scholarships.php>

Email admissions – [admissions@lsue.edu](mailto:admissions@lsue.edu)



## Applying for LSUE Academy or Dual Enrollment

1. Students should meet with their high school counselor and express interest in Dual Enrollment.
  - a. Counselor should determine if student meets eligibility requirements for Dual Enrollment (**see eligibility requirements section**) and discuss with student options for qualifying for Dual Enrollment (upcoming LEAP2025 exams, Scheduling Accuplacer Exam or ACT).
  - b. Counselors will provide you with a copy of test scores and high school transcript to upload to your [Application Self-Service Center](#) account (online application portal).
2. If eligible, student should decide where they would like to take their DE courses:
  - a. High school
  - b. Online only
  - c. LSUE Campus
3. New DE/Academy students should complete LSUE online DE application ([www.lsue.edu/de](http://www.lsue.edu/de)) following the instructions included online and in this manual. Returning students will complete a DE Renewal form in Spring. **If a student was enrolled with LSUE as a DE student when they were a high school junior, they will need to reapply to LSUE for their senior year of high school – this ONLY applies to those registered with LSUE as a DE student their junior year, Academy students DO NOT need to reapply their junior year.**
4. Provide your students with a copy of test scores and high school transcript to upload to their [Application Self-Service Center](#) account (online application portal).
5. Once admitted, students will receive an Admission notification on their [Application Self-Service Center](#) account that will include their LSUE Username and Password.
6. A Course Registration form will be emailed to DE students for scheduling.

7. Dual Enrollment students should meet with their school counselor to schedule DE courses. Academy students will schedule advising meetings with the Director of LSUE Academy and then will bring Course Registration forms to their school counselor for approval.

## **DE and Academy Application Checklist**

### **Prior to Applying**

- Meet with your school counselor to determine eligibility and best option (Academy or DE)

### **Applying for Admission**

- Complete the online application for Dual Enrollment or the Academy based on counselor recommendation.
- Receive application submission confirmation email from LSUE Admissions
- Request your current high school transcript from your counselor
- Request your current high school schedule from your counselor
- Request your high school test scores from your counselor, including any ACT, AP, and CLEP scores if available.

### **After Admission to DE/Academy**

- Receive acceptance letter from LSUE Admissions (this will have your LSUE ID and password on it – don't lose this!)
- Receive Next Steps email from the Director of DE and Academy
- Upload your documents (transcript, test scores, etc.)
- Setup your LSUE accounts (LSUE email, myCourses, myLSUE)
- Complete online LSUE DE Orientation (Academy and DE students)
- Take LSUE ID picture – required for on campus students – DE students are encouraged to get an ID
- Buy a parking tag – required for on campus driving students only

### **Registering for Courses**

- Meet with your counselor if DE or the Academy Director if you are an Academy student to complete a course registration form
- Pay tuition (if applicable, check with your counselor)
- Review each course syllabi on myCourses
- Purchase/Rent required textbooks
- Check your LSUE email DAILY!

## **LSUE Interim DE and Academy Eligibility Guidelines:**

**2022 - 2023**

### **Eligibility based on Standardized Tests Scores:**

1. Engl II LEAP 2025 – Mastery or Advanced – May enroll in English, History, sociology, psychology , and Art courses
2. Geometry LEAP 2025 – Mastery or Advanced and Alg II C or better – May enroll in Math or Science courses
3. Both Engl II and Geometry LEAP 2025 – Mastery or Advanced on both exams and Alg II C or better – all DE course, except where otherwise noted
4. ACT Math score of 19 and ENGL II LEAP 2025 Mastery or advanced – any DE course, except where otherwise noted
5. ACT English score of 18 and Geometry LEAP 2025 -Mastery or Advanced on LEAP 2025 Geometry and Alg II C or better – any DE course, except where otherwise noted
6. ACT Math 19 and English 18 – Any DE course, except where otherwise noted

### **To be eligible to qualify for all DE courses students may take Accuplacer Exam (except where otherwise noted):**

1. ACT Math 19 or Geometry LEAP 2025 Advanced or Mastery but no English qualifying score – take Accuplacer English (Writing exam only) - score 250 or higher.
2. ACT English 18 or English II LEAP 2025 Mastery or Advanced but no qualifying Math score – take Accuplacer Math exam (QRAS exam only) – score 250 or higher.
3. Counselor Recommendation – Counselor must complete LSUE Counselor Recommendation form and must justify recommendation based on previous performance in equal academic courses as requesting for DE.

## Instructions for DE and Academy students to schedule an Accuplacer Test in the LSUE Testing Center:

Go to the LSUE Testing Center Website <http://www.lsue.edu/testing-center/> at least 24 hours in advance to schedule.

**Note: Your FIRST attempt on the ACCUPLACER Assessment is free, but you must pay for additional attempts.**

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: ACCUPLACER
3. Choose a Group: FIRST Attempt or Additional Attempts
4. Choose an Exam: Select from 7 options (Math, Reading, English, or a combination of these)
5. Date (only available days will be displayed)
6. Time (only available times will be displayed)
7. Name, Email
8. Agree to the Exam Guideline Acknowledgement
9. Phone Number, LSUE Student ID

**Note: If you do not have an LSUE Student ID yet, please use a capital “D” followed by the last 4 digits of your social security number for your student id number.**

ADD TO CART

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

Pricing for LSUE Student for **Additional ACCUPLACER attempts** is as follows:  
(pricing subject to change)

1 test \$20

2 test \$30

3 tests \$35

Next-Generation sample questions in Quantitative Reasoning, Algebra, and Statistics (Math), Reading, and Writing (English) can be found at:

<https://accuplacer.collegeboard.org/student/practice>

In addition, the College Board has developed the Web-Based Study App. It's available for free at <https://accuplacerpractice.collegeboard.org>

Be sure to use the “**Next-Generation Questions**” and not the Classic.

# Steps for Completing Online Application for LSUE Dual Enrollment

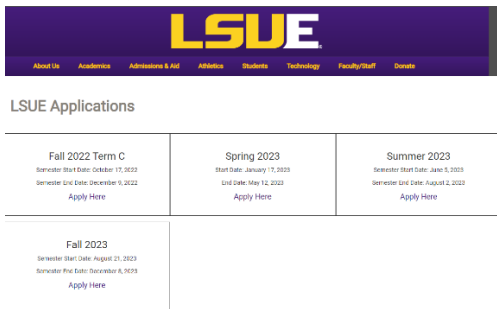
1. Go to [www.lsue.edu](http://www.lsue.edu)



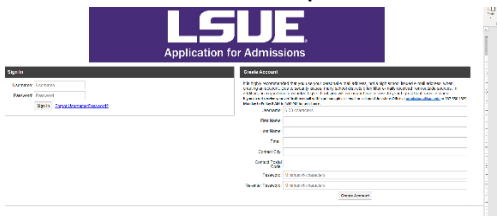
2. On the top of the home page, click **Apply**.
3. Click **Campus (even if you only take online courses)**.



4. Click **Dual Enrollment/Academy**.
5. Click **Apply Here** to select the semester you are applying for: Summer or Fall or Spring

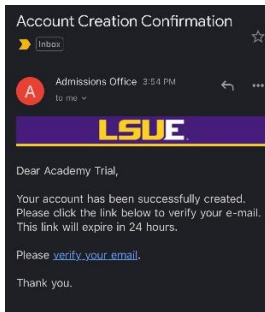


6. Create an Account. (Write down your username and password and save it.)

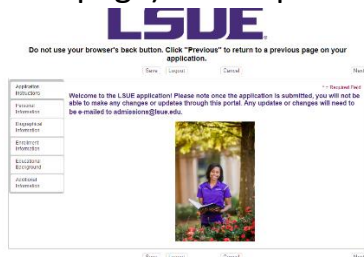


- a. Choose a Username.
- b. Type your First Name
- c. Type your Last Name

- d. Type your Personal Email (**DO NOT USE YOUR HIGH SCHOOL EMAIL ADDRESS!!!!**)
  - e. Type your City
  - f. Type your Zip code
  - g. Create a Password
  - h. Retype your Password
7. Verify your email address using the email sent to your personal email address.



8. Log onto the Application Self-Service Center (click Apply on the LSUE homepage) to complete your LSUE DE application. (Bookmark this page)



9. Click on **Personal Information** and complete all information. (Click SAVE after)

10. Click on **Biographical Information** and complete all information. (Click SAVE after)



11. Click on **Enrollment Information** and complete all information. (Click **SAVE** after)

- a. Application Type – **Regular**
- b. Campus applying:
  - i. Dual Enrollment – **High School Dual Enrollment**
  - ii. LSUE Academy – **High School Dual Enrollment**
- c. Major
  - i. Dual Enrollment – **High School Dual Enrolled**
  - ii. LSUE Academy – **Choose your major**
- d. Student Type
  - i. **High School Dual Enrollment** (only taking classes on high school campus or online DE only) (LAVCA and U View students select LSUE Academy not DE)
  - ii. **LSUE Academy** (take classes on the LSUE Campus only or with online courses)
- e. Certification
  - i. Click the box for Student approval
  - ii. Type Parent full name and Last 4 of social security number.
  - iii. Click the box for Parent approval

12. Click on **Educational Background** (Click **SAVE** after)

Application Instructions: High School History. Begin typing the name of your school and choose potential matches. If your school is not listed select "Unlisted School".

Personal Information: Last School Name, Type to search.

Biographical Information: If you earned a GED or HSED, please type GED or HSED as the school name. If your high school is not listed, type in "Unlisted" then enter your high school's information in the form below.

Enrollment Information: Diploma Type.

Educational Background: Only select "Did Not Graduate" if you do not plan on earning a high school diploma or GED. Graduation Date (mm/dd/yyyy).

Additional Information: If you have not yet graduated, please put expected graduation date. Unlisted High School Name. School City, School State.

Higher Education: Have you attended or received college credits? Did you take college courses while in high school (dual enrollment) or after graduating high school other than from LSUE?

- a. High School – type the name of your school to search then click the school name.
- b. Diploma Type – **High School Diploma**
- c. Graduation Date – **6/1/year of graduation** (please use this format)
- d. Higher Education – Have you taken DE courses previously? **Click No.**

13. Click on **Additional Information** and complete information. (Click **SAVE** after)

Application Instructions: Placement Testing. Have you taken the ACT or SAT within the last 5 years? In order to be considered for placement, your scores must have been taken within the last 5 years.

Other Information: Disciplinary Action, Have you ever been suspended or dismissed for disciplinary reasons from a college or university? Convicted of sex crime. Have you ever been convicted (past guilty) or are you presently charged by indictment or information with any of the following crimes: stalking, child abuse, rape or sexual battery, Military Veteran Status, Parent Educational History.

Immunization: All students born after 1956 must provide proof of immunization for mumps, measles, rubella, and tetanus/diphtheria. OIE they must agree to the waiver claiming exemption from the immunization requirements. In compliance with Act No. 295 of the 2005 Regular Session of the Louisiana Legislature, LSUE France also requires that all students provide satisfactory evidence of current immunization against meningococcal disease. Applicants may click here for essential information regarding meningitis. Students will not be allowed to complete registration unless they have furnished proof of immunization for all diseases listed here or agree to this waiver. I agree to this waiver claiming exemption from the immunization requirement. Understand that by claiming exemption for medical, personal, or religious reasons, or lack of availability that I may be excluded from campus and from classes in the event of an outbreak of measles, mumps, rubella, tetanus, diphtheria, or meningitis until the outbreak is over or until I submit proof of immunization. Immunization Waiver: Yes. You can submit your immunization record to admissions@lsue.edu.

14. Click **Submit** after completing the entire application.



Home | Applications | Academy Trial

**Welcome**

Access to your application hub. You will be able to monitor your application status by logging into the site using an "Application". Once a decision has been made, your decision letter will be posted here as well. Please note that any changes you need to make to your application will need to be done by a mailing address@lsue.edu. Changes to the application cannot be made once you have submitted the application.

Your account letter will include your username and password for you to access myLSUE, your student portal. It is important to note this is NOT the same login information that you have used to check on your application status.

15. Check your personal email for a confirmation email from LSUE Admissions.



## Next Steps after Applying to LSUE DE DE/Academy

- Log onto your [Application Self-Service Center Account](#) using the username and password you created (this is **NOT** the username and password that LSUE sent you upon admission).
- Click **Applications**.
- Upload ACT scores (if applicable)
- Upload any applicable Additional Documents:
  - Accuplacer Test scores
  - LEAP2025 scores
  - PreACT scores
  - High school transcript
  - Parent Certification
- Check your **email used for registration** 1-2 days after applying for decision letter from admissions
  - Your **LSUE Username and Password** for your myLSUE will be provided on your decision letter.
- Once you receive your LSUE Username and Password:
  - Set up your myLSUE
  - Set up your myCourses
  - Set up your LSUE email account
- Schedule your classes
  - **Dual Enrollment** – see your high school counselor for a LSUE DE Course Registration Form
  - **LSUE Academy** – See LSUE email from Director of Dual Enrollment for instructions on scheduling an advising appointment
- Complete LSUE DE **Online Orientation** – link found on your myLSUE and an email will be sent from Director of Dual Enrollment (must be completed prior to beginning of semester)
- Pay your **tuition** (if applicable) in full or set up a payment plan
- LSUE Academy – Get your parking tag and LSUE ID

## Scheduling Dual Enrollment Courses

1. Dual Enrollment students will meet with their school counselor to schedule their DE courses. Academy students will schedule advising meetings with the Director of Dual Enrollment and bring Course Registration forms to school counselors for approval.
2. Below is a chart of common DE courses by semester.
3. Students may take any LSUE course – See [Academics - Schedule of Classes](#) for courses and times.
4. All high school students can take summer semester DE courses at the Dual Enrollment tuition rate. The Dual Enrollment office will schedule all students for summer session.

<b>Fall</b>	<b>Spring</b>
MATH 1021	MATH1022
ENGL1001	ENGL1002
ENGL1002	HIST1003
HIST1001	HIST2057
HIST2055	ART 1441
ART 1440	ENGL LITERATURE (VARIES)

## **Transferability of LSUE Courses**

LSUE Course Transfer Guide – [LSUE Transfer Evaluation System](#)

[Louisiana Board of Regents Course Transfer Guide](#) – See Louisiana Articulation Matrix

## 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 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/docs/Credit%20Form.pdf)**  
(<https://www.lsue.edu/registrar/docs/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))**  
([http://lsue.catalog.acalog.com/content.php?catoid=14&navoid=818#Advanced-Standing\\_Program](http://lsue.catalog.acalog.com/content.php?catoid=14&navoid=818#Advanced-Standing_Program))

## 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.



## HOW TO APPLY FOR DISABILITY ACCOMODATIONS

**\*\*\* Note – High School 504 plans and IEP accommodations do not follow a DE student to college and do not automatically apply to a Dual Enrollment course. A student must submit an application for Disability Accommodations to the Office of Disability Services.**

1. Go to [www.lsue.edu](http://www.lsue.edu). Select **Students** and then select **Disability Accommodations**.
2. Select the form required for your disability (ADHD, Learning Disability, Physical and Systemic Disability, Psychological Disability).
3. Print the form.
4. Complete, sign, and date the **Request for Accommodations** section of the form.
5. Submit the completed **Request for Accommodations** form to the Office of Disability Services
6. Complete the top half of the **Documentation Request** form for the qualified professional who is treating your disability.
7. Provide the qualified professional with the remaining pages of the downloaded disability paperwork. The qualified professional must complete and submit this paperwork **directly** to Disability Services, along with any supporting documentation.
8. Disability Services will email you to set up a meeting once they receive and review all documentation. Check your myLSUE email often.
9. If approved, you will receive an accommodation letter for your professors.
10. You must provide a copy of this letter to each of your professors. (Disability Services will not alert your professors of your accommodations for you.)
11. Note – You must submit a copy of the **Request for Accommodations** each semester in order to continue receiving your accommodations. Submit pg. 3 only of the form **Request for Accommodations** to the Office of Disability Services each semester for renewal.

## 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 \$50 per course online fee still applies to online courses).

### Tuition Fee Payment

**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**

Payment of tuition and 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. **Payment Plan** – Enroll in the payment program. This plan allows you to have your balance owed to the University put into monthly payment 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. There is a cost for this service. To enroll in the payment plan, log into your myLSUE account and click on the “Pay Fees” tab. Next, click on the Payment Plan option
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.

**Bengal Access textbook charges will appear on the fee statement by midterm. If districts do not pay for textbooks students must pay the textbook charges using one of the methods above.**

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 our students receive the best support and education possible from LSUE.

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 **I Clicker 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 **I Clicker 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 MyCourses.

#### **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 (i.e., 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 14<sup>th</sup> 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>. If there is not a solution to your issues, you can fill out a trouble ticket and get it resolved.

## 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.

### Paying for and Receiving your Parking Permit

After you have registered your vehicle online you must make a payment of \$30 in person at the Business Office. The Business Affairs Office is open 8:00am – 4:30pm, Monday through Friday and is located in the Science building.

Once you have registered and paid you will be given your permit/decal. Make sure to put the decal on the bottom **left-hand** corner of your **rear windshield** immediately to avoid receiving a parking citation.

### 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.

## 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.

Through the online orientation process, students will learn very important topics such as:

- How to log onto your myLSUE
- Set up your LSUE email
- How to navigate your learning platform (MyCourses) – especially useful for online courses
- Tutoring
- Library services
- Plagiarism and student conduct
- Advising and registering for courses
- How to pay tuition
- Adding and dropping courses
- LSUE academic calendar

## **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.lsu.edu/](http://www.lsu.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.

## 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

Tutoring Center Walk-in Hours: 8:30-4:00 Monday to Friday

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

### 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](mailto: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 using 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 in the cafeteria and at other campus locations instead of carrying cash!

## **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 course 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.

## **Grade Appeal Procedure**

If you believe you received a different grade than the grade 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 Regulation on Required Class Hours – <http://lhsaa.org/schools/students-and-parent/basic-eligibility-guidelines>

Students should check each semester with the coach to ensure full eligibility requirements are being met.



## Withdrawing from LSUE DE Courses

1. Prior to the 1<sup>st</sup> 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):
  - a. Instructions for completing Exception to University Policy Form (see form link below):
    - i. Request for: **(semester enrolled)**
    - ii. Division: **Undecided**
    - iii. I request to: **Drop a class after the last day to withdraw.**  
In the first box:
    - iv. 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).
    - v. In the student narrative box: **State reason why they are dropping classes after the deadline to drop or add.**
    - vi. 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 a **financial aid appeal** with financial aid at the University they apply to after graduation.

## **Dual Enrollment Midterm Grades**

### **Midterm Progress Report – DE and Academy**

1. Midterm grades for all courses taken by students will be reported to their school counselor within one week of the final midterm being administered.
2. Grades will be reported as A, B, C, D, or F.
3. Midterm grades are in progress grades and should not be used as 9-weeks grades.

### **Midterm Academic Intervention - Academy**

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 to parents and counselors 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 - Academy**

1. Any Academy student with a D or F in a course at midterm of the Spring semester 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 to parents and counselors 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 also 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 at your school will be reported within one week of the last final exam being administered.
2. Grades will be reported as A, B, C, D, or F.
3. Counselors must 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 their cumulative folders.
5. Official transcripts can be requested through the Registrar's office for a fee.

### **Requirements for Continuing in the LSUE Dual Enrollment**

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 college GPA.
2. Students must have cleared all financial fees.
3. Students must meet all district DE guidelines for continuing.

## WHAT IF I HAVE EXTENUATING CIRCUMSTANCES AND CAN NOT COMPLETE THE SEMESTER BUT I AM PASSING A COURSE?

1. Log onto [www.lisue.edu](http://www.lisue.edu). Select **Academics** and then select **Registrar**.
2. Select the **I Grade Request** form.
3. Complete the form.
4. Submit the form and all supporting documentation (medical records, accident reports, legal documents, receipts) to the Vice Chancellor of Academic Affairs – M102D.
5. The Vice Chancellor of Academic Affairs will review the documentation and make a determination.
6. You will receive a letter stating the decision and your professors will receive a letter if it was determined that you will receive an “I” grade.

### **Important Information:**

- You must have completed 75% of the course material in the course at the time of the request.
- Request must be made prior to the final examination date for the course(s) you are requesting an “I” grade.
- If approved, you must complete all missed work in the course before the last day to add classes the following semester. Failure to do so will result in an “F” in the course(s).

### **Link to I Grade request form -**

<https://www.lisue.edu/registrar/documents/I%20Grade%20Request%20Form.pdf>

## Requesting an Official College Transcript

If you need an official LSUE transcript, please go to the following 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>

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 Arts, LT – Humanities

Associates of Arts, LT – Social Sciences

Associates of Arts, LT – Criminal Justice

Associate of General Studies

Associate of Applied Science – Fire and Emergency Services

## **LSUE Requirements for Associate Degree**

To be eligible for an Associate 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](mailto: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](mailto: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 associate degree when I am pursuing my bachelors degree?

For a lot of reasons!

Getting an associate 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 degree that *you earned!*

## HOW TO APPLY FOR LSUE GRADUATION

1. Meet with your advisor or division head the semester before graduation to complete a degree audit to ensure you are on track to complete your degree the next semester.
2. By the third week of your final semester, complete the following steps:
  - a. Print and fill out the Application for Degree/Certification found at <https://www.lsue.edu/registrar/documents/Graduation%20Application.pdf>
  - b. Check with your advisor to ensure the correct associate degree is selected on the degree application.
  - c. Bring the completed form and the graduation payment fee to the Business Office by the deadline listed in the most recent Registration Guide -<http://www.lsue.edu/academics/registrationguide.php>
3. Important commencement information will be emailed to your LSUE Student email. (Be sure to monitor your email daily.)
4. Remember to order your cap and gown if you want to participate in the graduation ceremony.

## **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](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/)

# LSUE Orientation Handout for Dual Enrollment Students

Updated April 2022

The LSU Eunice student webpage is at [www.lsue.edu/current-students](http://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>.
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 \(lsue.edu\)](http://www.lsue.edu/SpecialPermission.pdf).
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 \(lsue.edu\)](http://www.lsue.edu/exception-reg.pdf)
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://www.lsue.edu/Registrar-Change-of-Major)
5. **Course Credit Request Form (CLEP, AP, ACT)** is available at [Credit Form.pdf \(lsue.edu\)](http://www.lsue.edu/CreditForm.pdf)

## 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).
3. **Free Microsoft Office 365** is available at available at [OIT Office 365 Install on Windows \(lsue.edu\)](#)
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).
3. **LSUE Police** including information on Safety Videos, Emergency Preparedness Guides, and Cleary Act is available at <http://www.lsue.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.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 ACCOMODATIONS

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](mailto:ods@lsue.edu) .

