

## 2012 Fall Intersession and 2013 Spring Semester Academic Bulletin

REVISED 11/05/12 - added class dates for Fall Intersession on pg 14

REVISED 11/02/12 - made changes to refund schedules on pages 19-20

REVISED 1/10/13 – changed last date to withdraw with “W” for CALL A session on pg 15

**Class offerings:** <http://www.lsue.edu/schedule>

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This Bulletin is neither a contract nor an offer to contract. Louisiana State University Eunice reserves all its rights to make adjustments and changes as it deems necessary without prior notice. The University reserves the right to cancel any courses in which there is not sufficient enrollment. Should a class be canceled after you enroll, you may add another course during late registration/schedule adjustment period at the beginning of each semester. If you have no alternate course preferences, we will give you a full tuition refund. Allow six to eight weeks to receive the refund.

### **BULLETIN PROVIDES VITAL INFORMATION**

Next to the Catalog, your LSU Eunice Course Schedule & Registration Bulletin may be the single greatest piece of resource material available to you! While the Catalog may tell you everything in general about LSU Eunice, the Bulletin tells you “everything you need to know but are afraid to ask” about the spring semester. Look over the Bulletin carefully, print out a copy, and be sure to bring it with you when you come for advising and registration.

If you are currently enrolled at LSU Eunice, please take advantage of early registration to reserve your seat in a full array of classes. Before early registration begins, you should make an appointment with your advisor to discuss your academic goals. Please check myLSUE to view your advisor’s information.

### **MEET WITH YOUR ADVISOR BEFORE REGISTRATION**

All students are strongly encouraged to meet with their academic advisors before Early Registration. Academic advising is more than just a time to schedule next semester’s classes; it is a decision-making process in which you get advice on your long-term plans for your future. Your advisor will also clear you for registration. You will not be able to use the myLSUE computer web-based registration system until your advisor has cleared you to register. You can meet with your faculty advisor during your advisor’s posted office hours. If you are a new, re-entry, or transfer student and need to attend orientation you will meet with an advisor at that time; otherwise, you need to schedule an appointment with your advisor prior to registering.

### **ACCREDITATION**

Louisiana State University Eunice is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Louisiana State University Eunice.

### **APPLICATION FOR ADMISSION**

To apply, visit the web site at <http://apply.LSUE.edu>. Once the application is completed online, applicants must submit a \$25 fee before the Office of Admissions can process their applications. The fee can be paid either in person, online, by phone using a credit card (337-550-1262), or by mail to LSU Eunice Business Office, P. O. Box 1129, Eunice, LA 70535.

When you complete an application online, you will be able to:

- Apply for admission
- Waive the requirement to submit immunization information
- Pay your application fee.

An applicant must have a valid email address to apply online.

### **REGISTRATION ASSISTANCE FOR STUDENTS WITH DISABILITIES**

Students with disabilities who need help with registration may request assistance from the Office of Academic Assistance (Student Support Services), provided the following conditions are met:

- Student Support Services must be provided with documentation of a disability warranting accommodation and a completed Student Support Services application at least three University business days before the student reports to register for classes. In cases where evidence of disability is readily visible to staff members, written documentation is preferred but not essential.
- The student must notify Student Support Services of the need for registration accommodations and must discuss the exact nature and degree of accommodation with the Students with Disabilities Coordinator no less than three University business days before reporting to register for classes (except in the case of a genuinely unexpected emergency).

- During the discussion of accommodation with the Coordinator, the student must establish a time for registration and must arrive promptly to register at the specified time.

### **PROOF OF IMMUNIZATION**

Louisiana Law requires that all first-time LSU Eunice students who were born after 1957 provide proof of immunization against measles, mumps, rubella, and tetanus-diphtheria prior to registration for the initial term of enrollment. New students are provided a PROOF OF IMMUNIZATION COMPLIANCE FORM at the time of admission. The form should be completed and returned to the Office of Student Affairs and Enrollment Services located in Acadian Center Room 112.

### **REQUIRED MENINGITIS IMMUNIZATION**

At this time Louisiana law requires all students entering any university for the first time, any students living on campus, and any transfer students to be immunized against meningitis unless a waiver is signed. Meningitis is a potentially fatal infection. When it strikes, its flu-like symptoms make diagnosis difficult. To learn more about meningitis, its symptoms, and its effects, read the information found at <http://children.webmd.com/vaccines/tc/meningitis-topic-overview>.

If you are a first time student, a transfer student, or a student living on campus, please (1) submit proof of inoculation for meningitis or (2) provide a signed waiver. If you are under the age of 18, your parent or guardian must sign the waiver also. This process must be completed before you are eligible to register for classes. Please send the appropriate documents as soon as possible to the Office of Student Affairs and Enrollment Services (Room 112, Acadian Center), LSU Eunice, P.O. Box 1129, Eunice, LA 70535 so that you enroll for classes.

### **GENERAL FINANCIAL AID INFORMATION**

LSU Eunice administers a broad program of financial aid including grants, loans, and employment to help deserving students who need financial assistance to attend the University. In order to apply for financial aid, you must complete the Free Application for Federal Student Aid (FAFSA). The application can be found at <http://www.fafsa.ed.gov>. Students attending the Spring 2013 semester will need to complete the 2012-2013 FAFSA. The priority deadline for spring is **October 1, 2012**. All supporting documents should be submitted well in advance of the priority deadline date to ensure a response to your application request and availability of funds at registration. Failure to do so can result in having to pay all or most college expenses out of pocket.

You will be able to monitor your financial aid file progress and to accept your award online through your myLSUE account. This has eliminated the need for mailing requested documents and the mailing of paper award letters. This will allow you to print requested documents at home and to accept, decline, reduce and print your financial aid award on-line.

Students who fail to begin attendance in all their courses by the 14th day of class for a regular course or the 7th day of class for an accelerated course may have their financial aid reduced or cancelled. **If you transfer from one school to another, your financial aid does not transfer with you.** To receive aid at LSU Eunice, check with the Financial Aid Office as soon as possible to find out what programs are available and what steps you must take. When you transfer, your eligibility for aid must be recalculated and reprocessed by the LSU Eunice Financial Aid Office.

### **FEE PAYMENT FOR STUDENTS WITH FINANCIAL AID OR SCHOLARSHIPS**

Once a student has completed the registration process, if you have a Fee Bill with financial aid/or scholarships listed, you may use the applied amount of the Fee Bill to financially clear your account if the amount of aid listed is greater than the tuition. You must electronically clear your fees online through your myLSUE account during the fee payment periods. The Business Office will accept a signed fee bill from the student. You must sign the permission statement and return it to the Business Office during the fee payment periods. The Business Office will accept only the original fee bill. Students must meet the fee payment deadlines established by the Business Office.

Any scholarships, TOPS, and/or federal aid funds that remain after payment of required fees will be mailed to the student in approximately 6 weeks after the semester/session begins.

### **BOOKSTORE - TEXTBOOK REFUND POLICY**

Students must present a picture ID and a current semester cash register receipt to return items.

1. Book refunds are given the first five class days for the spring semester.
2. Books must be returned within the refund dates in the condition in which they were purchased to receive a 100 % refund—free from writing, stains, markings, or damage. Any over-wrap present on the book when originally purchased must be intact, and all contents must be returned.
3. If a book is not in an absolutely new condition, it may only be refunded at a lower rate and only if it is a book the Bookstore needs for a future semester.
4. After the refund period, all book returns come under the provisions of the Buy-Back Policy.

### **BOOKSTORE - BUY BACK POLICY**

The Bookstore reserves the right to determine quantities and titles of books purchased. Books containing disks, CDs, password cards, loose-leaf pages, perforated pages, or exercises that have been worked may not be purchased.

1. Students resigning after the last day for refunds can sell their books to the Bookstore for up to 50% of retail price, providing the book is a book the Bookstore needs for a future semester. Students must present a current semester cash register receipt, a picture ID, and a completed resignation form no later than five days after their resignation.
2. All other purchases will be made at the end of the semester. Used books (needed by the Bookstore) will be bought for up to 50% of the retail price. After the Bookstore has purchased the quantities needed for a future semester, books may be sold to the Bookstore at wholesale prices to be forwarded to a used book company. Textbooks will be purchased during the final exam period.

### **BOOKSTORE - DEFECTIVE BOOKS**

Please check books immediately for defects. Books must be returned to the Bookstore as soon as the defect is discovered. Students must present a current semester cash register receipt.

### **BOOKSTORE - REFUND OF OTHER ITEMS**

Refunds on supplies or clothing will be made only if the item is returned unused within one week of purchase. The item must be unopened and in the original packaging.

### **ID PHOTOS**

Student ID photos will be taken by the Office of Information Technology (Community Education Building Room 204) at posted times. In order to obtain an ID card, students must have paid their fees, present a photo ID (for example, a driver's license), and present an LSU Eunice document indicating their LSU Eunice student ID number. The first ID card is free. Replacement ID cards are \$5. The student photo ID card is required to conduct business in several campus offices, including the LeDoux Library, the Business Office, the Bookstore, and the Office of Information Technology. Students must also present their ID card to gain admission into campus activities, including events sponsored by the Office of Student Activities, athletic events, and the Recreation Center. ID cards are required for printing in all labs.

### **LIBRARY HOURS**

The Arnold LeDoux Library will be open the following hours: **Monday–Friday 8:00 am–4:30 pm**. Check with the Library for holiday hours and notices about extended hours. You can call 550-1384 or check <http://www.lsue.edu/library>. After normal operating hours, on holidays and weekends, the library's electronic information and "e-content" resources are always available. Instructions on accessing these resources, utilizing the LSU Eunice ID card, as well as other information about the library and resources, can be located at the following web address <http://www.lsue.edu/library>

NOTE: The LSU Eunice ID card is essential for remotely logging onto these electronic library resources anytime and from any place.

### **ORIENTATION/REGISTRATION**

Orientation/Registration offers incoming students a chance to learn about the university and meet with staff from key campus departments. It helps ease the transition into college life by providing vital information and opportunities for interaction with students, faculty, and staff. Students can also have their ID cards created, visit with an academic advisor, and register for classes.

Orientation is MANDATORY for the following: first-time freshmen and re-entry or transfer students who have earned less than 24 semester hours. Upon being admitted to LSU Eunice, students can register for Orientation/Registration online at <http://www.lsu.edu/orientation>. There is a \$15 Orientation fee.

### **Parent and Spouse Orientation – LSU Eunice Campus Only**

Parents and spouses of Orientation students may attend Orientation at no additional charge. They will have the opportunity to attend a separate program to learn about the university. Representatives from various university departments will meet with parents and spouses at a special information session designed just for them.

## **ORIENTATION SCHEDULE FOR SPRING 2013**

### **LSU Eunice Campus**

October 30, 2012..... Check in begins at 10.30am  
November 13, 2012 ..... Check in begins at 10.30am  
December 13, 2011 ..... Check in begins at 10.30am  
January 8, 2013..... Check in begins at 8.30am  
Check in: Acadian Center

### **LSU Alexandria Orientation Site**

January 9, 2013..... Check in begins at 10.30am  
Check in: LSU Alexandria Chambers Hall Room #140

## **STUDENT SUPPORT SERVICES**

Students who want to sign up for tutoring, supplemental instruction, accommodated assistance for students with disabilities, financial aid assistance and fee stipends, personal and academic counseling, two-year/four-year transfer assistance, and other support services need to fill out applications during early registration. Applications are available in Rooms 150 or 152 of the Science Building or from the Academic Support Center, Room 145 of the Science Building.

During all orientations, interested students should stop by the Student Support Services' table in the Acadian Center to complete the application after they have met with their faculty advisor.

## **COURSE SUBSTITUTIONS**

A waiver of no more than two course requirements (six semester hours) may be made in a LSU Eunice associate degree curriculum. No substitutions may be made for the English and mathematics requirements specified in the general degree requirements listed in the current [LSU Eunice catalog](#). When the courses in question are from the humanities, social sciences, or natural sciences, another course from the same general areas must be substituted. A classification of academic disciplines is provided below.

- **Humanities:** Communication Studies, English, Foreign Language, History, Mass Communication, Philosophy
- **Fine Arts:** Art, Music, Theatre
- **Social Sciences:** Anthropology, Political Science, Sociology, Psychology, Economics
- **Natural Sciences:** Biology, Botany, Zoology, Chemistry, Physical Science, Physics, Mathematics, Microbiology

## **WITHDRAWAL GRADES**

A grade of "W" will be entered on the student's record for any course dropped within the dates specified in the [academic calendar](#) for that semester. After that time, students may not drop courses unless authorized to do so by the Vice Chancellor for Academic Affairs. This regulation applies to all courses dropped when a student resigns from the University.

## **"I" GRADES**

Work which is of passing quality but which, because of circumstances beyond the student's control, is not complete may be marked "I" (incomplete). An "I" grade is given only upon receipt by the instructor of appropriate authorization from the Office of Academic Affairs. If authorization is not received, the instructor is to consider that the delinquent work is of failing quality and an "I" grade is not to be given. It is the responsibility of the student to initiate the request for an "I" grade.

A grade of “I” will be converted to “F” unless it is removed prior to the deadline for adding courses for credit in the next regular semester as published in the [University Calendar](#). In extraordinary cases, the Vice Chancellor for Academic Affairs may authorize an extension of time for removing the grade or the Chancellor may authorize that the “I” grade become permanent.

### **CREDIT FOR REPEATED COURSES**

When a student, having taken a course in the LSU System, is permitted to repeat the course in the LSU System for credit, the latter of the two grades earned shall be the one which determines acceptability of the course for degree credit. All instances of repeated courses are included in grade-point average calculations; however, credit will be awarded only for the last repetition. A student may not repeat a course in which a grade of “C” or better has been earned unless the catalog description indicates that the course may be repeated for credit or the Vice Chancellor for Academic Affairs approves the repetition for some special reason. If a student registers for a course in violation of the above policy, the student may be denied degree credit for the course. A student may not repeat a course for which the LSU Eunice grade of record is an “I.”

Students who receive a grade of “F” in a course must repeat the course in the LSU System in order to receive credit for it. With the concurrence of the head of the department in which the course is given, the Vice Chancellor for Academic Affairs may make exceptions in individual cases.

### **AUDITORS**

A student may be admitted to classes as an auditor by obtaining written permission from the Vice Chancellor for Academic Affairs. Auditors will not receive University credit, nor will they be permitted to take an advanced-standing examination on work audited. Courses taken for audit may not be used to fulfill degree requirements or to maintain financial aid eligibility. However, courses previously audited may be later taken for credit. Changes from “credit-to-audit” or “audit-to-credit” must be made prior to the deadline for adding courses or making section changes.

### **ACADEMIC BANKRUPTCY**

Under specified conditions, undergraduate students who have interrupted their college careers for a period of at least five consecutive calendar years may, at the time of application for admission to the University, declare academic bankruptcy. Under this policy, all previous college-level work is eliminated from computation of the grade-point average and cannot be applied toward a degree at LSU Eunice. Such work, however, will not be removed from student’s scholastic records and transcripts. Students qualifying for academic bankruptcy are admitted on scholastic probation. Students may obtain details on this policy from their academic division head or the Admissions Office. The spring semester deadline to apply for academic bankruptcy is **January 25, 2013**.

### **AMERICAN COLLEGE TEST (ACT)**

The American College Test is administered annually on five national testing dates. ACT scores are used in placing students in English, mathematics, and other classes as listed in the LSU Eunice Catalog. LSU Eunice is a national test site. The regular registration deadline is usually at least five weeks prior to the test, with a late registration deadline at least three weeks prior to the test. To register for the exam, visit ACT’s web site, [www.act.org](http://www.act.org). For additional information contact the LSU Eunice Office of Student Affairs and Enrollment Services at (337) 550-1218.

In addition to the national test, LSU Eunice administers a local residual test prior to the start of each school session intended only for students planning to attend LSU Eunice. The test for students enrolling in the 2013 Spring semester will be given at 8 a.m. January 3, 2013 in the Science Building (Room 112) for those enrolling in the spring. Test-takers will pay a \$35 fee at the Business Office Window in the Science Building adjacent to Room 115 immediately prior to the test. A picture ID such as a driver’s license is required. Test-takers may use a calculator on the mathematics portion of the test.

### **TRANSFER COURSE AGREEMENTS**

LSU Eunice has written transfer agreements with the University of Louisiana at Lafayette and McNeese State University specifying which LSU Eunice courses are equivalent to courses at those institutions. Check with your advisor for details. Most LSU Eunice course numbers parallel the course numbers in the catalog of LSU A&M in Baton Rouge.

For additional information on transfer credit, check the Louisiana Board of Regents data & publication's master course articulation matrix (transfer guide). These matrices indicate transfer equivalencies of courses among Louisiana's public colleges and universities and may be accessed through the following [link](#). The listing of courses in the matrices is not all-inclusive. There are courses that articulate between campuses that are not listed in the matrices. Students who want more information about the transferability of courses for academic credit in general or credit toward a specific degree program should contact the appropriate member of the statewide articulation council as listed at this [link](#) or the Registrar's Office.

### **PATHWAYS TO SUCCESS PROGRAM**

"Pathways to Success" is a program designed to enhance students' freshmen-year experience. Students participate in a one-year program of study focusing on college success skills, mathematics, and English. Students are notified by letter and registered for classes through the Office of Developmental Education. Developmental studies advisors will be available during new student orientation. Orientation to LSU Eunice and to the program is mandatory; please call (337) 550-1433 for dates and times. **Students wishing to place out of the Pathways to Success program must take the ACT exam and obtain a composite score of 16 or higher prior to their first semester of attendance.**

### **MATHEMATICS 0001/0002 PLACEMENT ASSESSMENT**

Mathematics assessments are scheduled just prior to each of the scheduled orientation dates. Electronically reserving a seat for orientation automatically reserves a seat for the mathematics assessment, if applicable.

Any student with an ACT mathematics score of 18 or lower is permitted to take a one-half hour assessment prior to the first semester of attendance. The purpose of the assessment is to validate the student's placement in MATH0001 or MATH0002. Students who score an 18 or less on the mathematics portion of the ACT and wish to remain in MATH0001 need not take the test. However, students who wish to enroll in MATH0002 must take the assessment and achieve a score of 41 or above prior to classes beginning. Math assessment is not offered once classes begin. Students wishing to enroll after the last published assessment date will be placed into MATH0001.

Please note the following:

- The assessment test may be taken only once
- Calculators are not permitted
- The assessment result will not affect the placement of students in any other mathematics classes or those students who scored at least a 19 on the mathematics portion of the ACT
- Mathematics assessments will not be given once classes begin
- Students must present their LSU Eunice student ID or a pictured ID and present an LSU Eunice student ID number as identification to take the assessment
- Students who have enrolled in MATH0001 are not eligible for this mathematics assessment

Taking the assessment is mandatory and is a prerequisite for students to be enrolled in MATH 0002, but not MATH 0001. Students with transfer credit may be exempt from the assessment. Students need to:

- Bring a pencil,
- Know their LSU Eunice ID number
- Arrive to orientation/assessment site at least 15 minutes prior to the beginning of the test
- Not bring cell phones or calculators into the assessment room
- Take the assessment early since the availability of math sections might be limited during week prior to classes beginning

Students may contact the Division of Sciences Office at (337) 550-1233 or Office of Developmental Education at (337) 550-1433 for additional information.

### **DEVELOPMENTAL EDUCATION ASSESSMENT DAY**

**Friday January 4, 2013**

Students who scored a 17 or below on the English section and/or an 18 or below on the mathematics section of the ACT may participate in assessment testing to attempt to test out of their developmental education coursework. This service is provided to students free of cost and is offered once prior to each

semester. Please note that this assessment applies to initial placement only. Continuing students who have taken a math or English course may not use this assessment to test out of an English or math course.

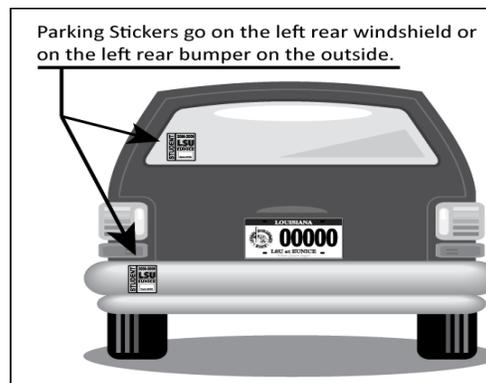
Students are required to have a valid LSU Eunice User Name (ID number) in order to take the test. As a result, students should have applied with the Admissions Office (337) 550-1305 and paid their application fee at least five business days prior to testing. Students will also be asked to present a photo ID in addition to their student ID number. Students need not pre-register for this test; instead, they should report to Manuel Hall (Room 207) according to the schedule below. Students may only take the test once as further attempts will not be recorded. Students should note that calculators may not be used on the numerical skills test; however, calculators may be used on the elementary algebra test.

Testing out of:	Testing into:	ASSET Test	Students should report to M-207 at:	Testing begins
ENGL 0001	ENGL 1001	Writing Skills	8:45 a.m.	9 a.m.
MATH 0001	MATH 0002	Numerical Skills	9:45 a.m.	10 a.m.
MATH 0002	MATH 1021	Elementary Algebra	10:45 a.m.	11 a.m.
UNIV 0008	Social Science	Reading Skills	11:45 a.m.	Noon

Students who have taken the COMPASS assessment need not participate since both exams assess the same skills. Students should contact the Office of Developmental Education at (337) 550-1433 if they have any questions. A student study guide is available at <http://web.lsu.edu/docs/DevelopmentalEd/StudentGuide.pdf>.

### REGISTRATION OF MOTOR VEHICLES ON CAMPUS

All motor vehicles operating on the LSU Eunice campus must display a registration decal. Vehicles must be registered by the end of the first week of classes. Anyone who wants to bring a vehicle on campus temporarily other than the one registered to that individual should obtain a temporary permit from the Business Office. Decals, registration forms, and copies of the parking regulations are available at the Business Office Window in the Science Building adjacent to Room 115. Office hours are 8 a.m.-4:30 p.m. on weekdays. The registration fee for one vehicle is \$20. Students who park on campus after 4.30 p.m. are exempt from needing a parking decal.



## FEE SCHEDULES

### SPRING 2013

#### Resident Fees

Fees for Louisiana residents are \$117.50 per credit hour. Each additional hour from the thirteenth hour to the twenty-first hour is \$2.25 per credit hour more. Students are not allowed to schedule more than nineteen hours without approval of the Vice Chancellor for Academic Affairs.

Sem. Hours	Fee	Sem. Hours	Fee	Sem. Hours	Fee
1.....	\$117.50	8.....	940.00	15.....	1,417.50
2.....	235.00	9.....	1,057.50	16.....	1,420.00
3.....	352.50	10.....	1,175.00	17.....	1,422.50
4.....	470.00	11.....	1,292.50	18.....	1,425.00
5.....	587.50	12.....	1,410.00	19.....	1,427.50
6.....	705.00	13.....	1,412.50	20.....	1,430.00
7.....	822.50	14.....	1,415.00	21.....	1,432.50

#### Nonresident Fees

Out-of-state residents (includes international students) will be charged an additional \$215.50 per credit hour up to a maximum of \$2,586.00 in additional fees for nonresident students enrolled in twelve or more credit hours.

#### SPECIAL FEES (subject to change without notice up to the first day of classes)

1. Fees for auditing courses are in accordance with the above schedules. Fees for students enrolling for combined credit and audit work will be assessed in accordance with total hours scheduled.
2. Application Fee, \$25 (non-refundable)
3. Prior Learning or Credit by Examination, \$10 per credit hour.
4. Online Course and Telecourse, \$50.
5. Associate Degree Diploma Fee, \$20.
6. Registration for "Degree Only," \$5.
7. Vehicle Registration Fee, \$20.
8. A per credit hour utility surcharge may be assessed in addition to the fees listed in the fee schedule.
9. Labs Fee:
  - Science Lab Fee, \$20
  - Nursing/Allied Health Lab Fee, \$40
  - Art Lab Fee, \$25
  - Health/Education Lab Fee, \$15
  - Fire/Forensic Science Lab Fee, \$15

#### CREDIT CARDS

You now have the ability to pay for your fees online. When you logon to your account and access your fee statement, you can use Visa, MasterCard, Discover, or American Express to pay your fees and become financially clear. There is a transaction fee charge assessed when using a credit card for payment.

You can pay your fees on campus using your MasterCard or Visa. If you are paying fees by mail, supply the credit card information on the [fee stub](#). You may also phone in your fee payment during the registration periods by calling (337) 550-1262, (337) 550-1230, (337) 550-1229, or (337) 550-1228. There is a transaction fee charge assessed when using a credit card for payment.



Cards Accepted for Online Payment



Cards Accepted for On Campus Payment

#### HARDSHIP WAIVERS

LSU Eunice, along with other state colleges and universities, was authorized by the Louisiana Legislature to raise tuition to offset the rising costs of post-secondary education. As directed by the

Legislature, LSU Eunice will consider appeals for waiver of payment of the fee increase for students who meet the following criteria:

1. Louisiana resident
2. Full-time student (12 or more hours)
3. Must have applied for, and be deemed eligible to receive federal financial aid (i.e. grants, loans, etc)
4. Total cost of tuition, fees, books, and supplies exceeds the total amount received in grants, student loans, scholarships and other types of financial assistance (i.e. VA, Acadiana Works, etc).
5. The waiver cannot be used in connection with other scholarships that exempt the same fees
6. Students must also maintain satisfactory progress based on LSU Eunice scholastic regulations.

You may apply for the waiver if you meet all of the above criteria and have special circumstances. Special circumstances are defined as extreme condition(s) which exist that may warrant re-evaluation of a student's financial aid file. The circumstances must be different from what has already been reported on the Free Application for Federal Student Aid (FAFSA).

Applications for waiver of tuition increase are available in the LSU Eunice Financial Aid Office. Please complete the fee waiver application and submit with supporting documentation to the Office of Financial Aid by **January 16, 2013** for the spring semester. No application can be accepted after the deadline. You are expected to make arrangements to pay your fees until your appeal can be considered. If the appeal is approved, your fee increase payment will be returned to you or your account will be credited.

### **DRUG-FREE CAMPUS POLICY**

The following is written in accordance with the U.S. Department of Education and State of Louisiana Employee Substance Abuse and Drug-Free Workplace Policies.

It shall be the policy of Louisiana State University Eunice to maintain a drug-free campus environment. Both the workforce and students shall remain drug-free and free of other substance abuse. Thus:

A. Employees (administrators, faculty, staff, and student employees) are prohibited from reporting to work or performing work for the State while under the influence of or while impaired by illegal drugs or alcohol.

B. The illegal use, possession, dispensation, distribution, manufacture, or sale of controlled substances and alcohol by employees while at the work site, and while engaged in official business, on duty, or on call for duty is prohibited.

C. The illegal use, possession, dispensation, manufacture, or sale of controlled substances and alcohol abuse by students while on campus is prohibited.

D. Employees who exhibit such conduct as described in A and B, and students who exhibit such conduct as described in C, and who are convicted of violating the University's Substance and Drug Abuse Policy will be subject to the following within thirty (30) days after conviction:

(1) employees - appropriate personnel disciplinary action up to and including termination of employment or mandatory participation in a rehabilitation program approved for such purposes by a federal, state, or local health or law enforcement agency or other appropriate agency.

(2) students - disciplinary action including suspension or expulsion from the University as specified by the LSU Eunice Code of Student Conduct.

(3) employees and students - referral to civil authorities as appropriate for violation of local, state, or federal regulations.

E. All employees and students will be given a copy of the University's Substance Abuse and Drug-Free Campus Policy. As a condition of employment for administrators, faculty, staff, and student employees, and as a condition of enrollment for all students, the attached document must be signed which attests that they will:

(1) abide by the terms of the University's Substance Abuse and Drug-Free Campus Policy.

(2) notify the Office of the Chancellor (employees) or Office of Student Affairs (students) in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

Signed employee certification sheets will be filed in the Office of Personnel Records. Student certification sheets will be filed in the Office of Student Affairs.

F. The University will report any such criminal drug statute convictions of employees, including student employees, where employment is funded through a federal grant or contract to the agency or

agencies from which that grant or contract is received within ten (10) days after receiving notice from the employee or student or otherwise receiving actual notice of such conviction.

G. The University will assist those employees and students seeking rehabilitation by providing names, addresses, and telephone numbers of substance abuse facilities.

H. The University will present an alcohol and drug awareness program(s) to inform employees and students of the following:

(1) the dangers of substance and alcohol abuse in the work place;  
 (2) the University's policy of maintaining a drug-free workplace;  
 (3) any available drug and alcohol abuse counseling, rehabilitation, and employee assistance programs;

(4) the penalties that may be imposed upon employees for drug or alcohol abuse violations occurring in the workplace; and

(5) the penalties that may be imposed upon students receiving financial assistance for drug or alcohol abuse occurring within the classroom or elsewhere on the campus.

The Office of Student Affairs will coordinate implementation of this policy.

### VETERANS' AFFAIRS

Veterans and their dependents filing for educational assistance with the Veterans Administration may do so through the Office of Students Affairs and Enrollment Services located in the Acadian Center, Room 112, or phone (337) 550-1217. Additional information may be accessed at [www.gibill.va.gov](http://www.gibill.va.gov).

**Programs of Study approved by the VA State Approving Agency** (This amended approval is provided under Title 38 USC 3675) Effective August 26, 2010

- **Associate of General Studies**
- **Associate of Science in Radiologic Technology**
- **Associate of Science in the Care and Development of Young Children**
- **Associate of Science in Criminal Justice**
- **Associate of Science in Nursing**
- **Associate of Science in Respiratory Care**
- **Associate of Arts Louisiana Transfer**
- **Associate of Science Louisiana Transfer**

*Pre-Cardiopulmonary Science*

*Pre-Dentistry*

*Pre-Law*

*Pre-Medical Technology*

*Pre-Medicine*

*Pre-Pharmacy*

*Pre-Physical Therapy*

*Pre-Veterinary Medicine*

- **Associate of Applied Science in Fire and Emergency Services**

*Certificate in Applied Science in Arson Investigation*

*Certificate of Technology Studies in Environmental and Safety Technology*

*Certificate of Technical Studies in Evidence Recovery Technology*

*Certificate in Applied Science in Fire Science Technology*

- **Associate of Applied Science in Management**

- **Associate of Applied Science in Computer Information Technology**

*Certificate of Technology Studies in Medical Records and Health Information*

*Certificate in Applied Science in Office Practices and Procedures*

### EQUAL OPPORTUNITY POLICY

LSU Eunice adheres to the equal opportunity provisions of the federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); disability (Section 504 of the Rehabilitation Act of 1973); or age (Age Discrimination Act of 1975) in attaining educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding this policy may contact the Special Assistant to the Chancellor for Affirmative Action/Equal Opportunity at (337) 550-1430, Room 102, Acadian Center, LSU Eunice, P. O. Box 1129, Eunice, Louisiana 70535.

### PEER SEXUAL HARASSMENT POLICY

Peer sexual harassment is a form of prohibited sex discrimination where the harassing conduct creates a hostile environment. Thus, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment. Anyone with questions

regarding this policy may contact the AA/EO Officer, Room 105, Science Building, LSU Eunice, P.O. Box 1129, Eunice, Louisiana 70535; phone (337) 550-1201.

### **CAREER SERVICES**

Career Services offers various programs and services for students interested in preparing for employment. Career Services has developed partnerships with various businesses to provide programs such as internships, co-operative education programs, on-campus interviews, and career fairs. These programs allow students to explore career pathways and gain hands-on experience while attending school, as well as an opportunity to seek full-time or part-time employment. Career Services also provides assistance in writing resumes, preparing cover letters, and interviewing for jobs.

Students that are undecided about a career or major can take a career assessment to find which career or major is right for them. Continuing and graduating students are encouraged to register online at [www.lsu.edu/career](http://www.lsu.edu/career) to take career assessments and enroll in the employment referral program. For more information, visit the Office of Career Services in the Acadian Center, Room 102 or contact Atina Wright, Career Services Coordinator, at (337) 550-1430.

## **MYLSUE**

### **INSTRUCTIONS TO USE THE MYLSUE COMPUTER REGISTRATION SYSTEM**

To use the myLSUE system for registration, you must have your user name and password. Current students should already have a copy of their user name and password. If you did not receive or misplaced this information, you can contact the Office of Information Technology (Community Education Building Room 204). Some form of photo identification (such as a student ID card or driver's license) is required.

All students must meet with an advisor prior to registering. Make an appointment to see your advisor as soon as possible to review your schedule and obtain clearance to register.

Applicants (New, Re-entry, Transfer): The time at which you can begin accessing the registration system is listed as NTR students.

Continuing Students The time at which you can begin accessing the registration system is based on the total number of credit hours you have already earned, plus the credit hours in which you are currently enrolled. For example, if you already completed 30 credits and are enrolled in 12 credits this spring, your total credits for the purpose of determining when you can begin registering would be 42 credits. Your number of earned credit hours is listed in the statistical table at the bottom of your transcript available on your myLSUE page.

### **Registration System Stays On**

With two exceptions, the registration system will remain on continuously. This means that you will continue to be able to access the system to make schedule changes according to the academic calendar. Students who did not enroll during the early registration period can still enroll before the regular registration period. Students not enrolled in the current semester will need to complete the application process and get clearance from their faculty advisor. The two times registration will be unavailable will be at the end of the fall semester (for the posting of grades) and on January 11, 2013.

### **COMPUTER REGISTRATION: A QUESTION & ANSWER GUIDE**

#### **Who can take part in computer registration using the myLSUE system on the Internet?**

Current students and new, re-entry, or transfer students (with the exception of Pathways to Success program students) who have completed the application process will all be able to register over the internet using myLSUE. Before they can register, students must first meet with their faculty advisor to discuss scheduling and to receive clearance to register. Students use their student ID number (User Name) to login on the myLSUE system on the Internet, and they use their password that was sent to them by the Admissions Office. If you need these numbers, please contact the Office of Information Technology (Community Education Building Room 204).

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

To be able to register by computer, new, re-entry, and transfer students (with the exception of Pathways to Success program students) must have a current application on file and have complied with

immunization requirements. ACT scores must also be on file before students can enroll in freshman English or mathematics courses.

### **When can students register by computer?**

Current, new, re-entry, or transfer students whose admission files are complete can take part in early registration. Current students can register beginning **October 22, 2012** based on the number of earned college credit hours plus the hours for which the student is currently registered this Fall. Students can find out their number of earned credit hours using myLSUE to view their college transcript. The number of earned credit hours is included in a statistical table at the bottom of the transcript.

Starting with the scheduled time at which you can register, you will be able to access the computer registration system, 24 hours a day, throughout the early registration period, and you will be able to continue to access the system up until you pay your fees. If you try to access the system prior to the time listed in the schedule, the system will not allow you to register.

In addition, because the registration system will remain on after **October 22, 2012**, all students can continue to register (after obtaining clearance from their advisor) or make schedule changes according to the academic calendar. Please note that a student can log into myLSUE beginning the evening his or her application was entered by the Admissions Office. Students who need to register the same day that they apply for admission need to meet with their faculty advisor.

Students who have registered early (**starting October 22, 2012**) but who have not completed fee payment by 4:00 p.m. **December 12, 2012** for the spring semester, will lose their schedule and will have to register for classes during regular registration. Students who did not take part in early registration can use the myLSUE computer registration system on the Internet during regular and late registration based on the schedules as set forth in the academic calendar. The computer registration system will also be open during the late registration period for students who are enrolling after the start of classes or for students who want to add or drop classes.

### **Can I register by computer if I take classes only at an off-campus location?**

Yes, if you obtain a password and student ID number (User Name) so that you can access the myLSUE system. Off-campus students are invited to visit LSU Eunice during early registration to meet with their advisors. LSU Eunice representatives will be at off-campus locations at the times listed elsewhere in this Bulletin.

### **If my admission file is incomplete or I owe LSU Eunice money from a previous semester, will my registration be blocked?**

In most cases, the computer registration system will allow you to register if you are an applicant whose admission file is incomplete. If you currently owe money to LSU Eunice for parking fines or for any other unpaid fee from a previous semester, the computer registration system will not allow you to register. The system will tell you the type of "hold" placed on your registration. Contact the LSU Eunice campus to clear up the problem with the appropriate office.

### **Once classes start, can I add or drop classes using the myLSUE registration system?**

Yes. You can use the computer registration system to add or drop classes. The system will follow the deadlines published in this Bulletin and in the [LSU Eunice Catalog](#). After the published deadlines, you will not be able to add classes. You will still be able to use the system to drop classes. Before adding or dropping, you should consult with your faculty advisor. Ultimately, it is your responsibility to make sure that your schedule meets your needs. Your schedule should fit the requirements of your curriculum, whether you are enrolled in an LSU Eunice program or you are taking courses that you will transfer to another college. When you drop classes, you should be aware of financial aid requirements for satisfactory progress: you may fail to meet those requirements if you do not complete a sufficient number of the courses in which you initially enrolled.

### **Can I resign from all of my classes using the myLSUE computer system?**

If it is prior to the first day of classes, yes; otherwise, you will need to report to or contact the Registrar's Office at (337) 550-1304.

**When I register for the next semester, can I use the same password that I have now?**

Yes. Please retain your password. In order to activate the registration process, you will still need to meet with your advisor before you register by computer.

**FALL INTERSESSION**

On-campus courses offered during the Fall Intersession will meet Dec 17-21, Jan 2-8.  
Online courses will be available from Dec 17-Jan 8.

- Oct 22 ..... Regular registration begins
- Dec 13 ..... Regular registration ends; fees must be paid by 4:00 P.M. or classes will be dropped
- Dec 17 ..... Classes begin; Late registration begins; \$2.00 per credit hour late registration fee will apply
- Dec 17 ..... Final day to add courses or change sections; fees must be paid by 4:00 P.M. or classes will be dropped
- Dec 18 ..... Final date to drop courses or resign from the University without a grade of a “W”
- Jan 03 ..... Final date to drop courses or resign from the University with a grade of a “W”
- Jan 07 ..... Last day of classes
- Jan 08 ..... Final exam period
- Jan 09 ..... Final grades due in Registrar’s Office 9:00 a.m.

**FEE PAYMENT AND ADJUSTMENT**

- Dec 13 ..... **Deadline to receive fee payment** in the Business Office for **Regular Registration for Fall Intersession classes**. Students who registered and who are not financially clear with the Business Office will have their classes canceled at 4:00 p.m.
- Dec 17 ..... **LATE REGISTRATION / SCHEDULE ADJUSTMENT**. For Spring Intersession Classes, the late fee of \$2 per credit hour in addition to tuition is in effect (max \$24). Payment is due by the end of the business day Monday, May 14, 2012 or schedules will be cancelled for non-payment

**REFUND SCHEDULE**

Students who need to resign from the university should consult the refund schedules. There are different schedules for students receiving Title IV financial aid (all federal aid programs) and those who are not receiving any Title IV aid.

**REFUND OF FEES FOR SCHEDULE**

**Adjustments (Drops) for All Students and Resignation for Non-Title IV Students**

A student who drops one or more classes after having paid fees and whose course load now qualifies for a lower tuition rate will receive refunds according to the following schedule (refund schedule subject to change):

The refund schedule for the 2012 Fall Intersession is as follows:

- 100% refund before 11:59 p.m. Dec 16, 2012
- 90% refund before 11:59 p.m. Dec 17, 2012
- 75% refund before 11:59 p.m. Dec 18, 2012
- 50% refund before 11:59 p.m. Dec 19, 2012
- 0% refunded after 12:00 a.m. Dec 19, 2012

**SPRING SEMESTER**

- October 22 ..... Early Registration begins
- December 12 ..... Early Registration ends at 4:00 p.m. and fee payments are due
- December 13 ..... Regular Registration begins
- January 04 ..... Academic Appeals deadline**
- January 10 ..... Regular Registration Ends at 4:00 p.m. and fee payments are due
- January 14 ..... Weekday classes begin; late registration begins

- January 15..... **Admissions application deadline for the Spring semester**  
 January 16..... Late Registration/Schedule Adjustment ends. Final opportunity to add courses, change sections, or change from audit to credit. NOTE: Late Registration for night classes will be held the first day of classes only.  
 Deadline to file "Application for Degree" and pay graduation fees  
 Deadline for students who received an "I" grade (incomplete) in a previous semester to complete the course work, otherwise, "I" grade will be converted to a grade of "F."  
 January 21..... Martin Luther King Holiday (Campus closed)  
**January 25..... Last date to declare academic bankruptcy**  
 February 01..... Final date to drop courses or resign from the University without receiving grade of "W"  
 February 11-12..... Mardi Gras Holiday (Campus closed on February 12)  
 March 04-08..... Mid-semester examination period  
 March 12..... Mid-semester grades due in Registrar's Office, 9:00 a.m.  
 March 18..... Early Registration period for the Summer and Fall semesters begins  
 Mar 29-Apr 05 .... Spring vacation  
 April 8..... Final date to drop classes or resign from the university with a "W" (drops must be completed via myLSUE and resignations must be completed in the Registrar's Office)  
 May 03..... Last day of classes  
 May 06-10..... Final examination period  
 May 13..... Final grades due in Registrar's Office, 9:00 a.m. for degree candidates  
 May 14..... Final grades due in Registrar's Office, 9:00 a.m. for non-degree candidates  
 May 18..... Commencement

**CALL SESSION A FOR SPRING 2013**

- October 22..... Early Registration begins.  
 December 12..... Early Registration ends at 4:00 p.m. and fee payments are due  
 December 13..... Regular Registration begins  
 January 10..... Regular Registration ends at 4:00 p.m. and fee payments are due  
 January 14..... First day of class; late registration begins  
 January 15..... Late Registration/Schedule Adjustment. Final opportunity to add courses, change sections, or change from audit to credit  
 January 16..... Admissions application deadline for the Spring semester  
 January 22..... Final date to drop courses or resign from the University without receiving grade of "W"  
 February 08..... Mid-semester examinations  
 February 11..... Mid-semester exam grades due in Registrar's Office by 9:00 a.m.  
 February 13..... Final date to drop classes or resign from the University with a "W"  
 March 11..... Last day of class  
 March 12..... Final exams  
 March 13..... Final exam grades due in Registrar's Office by 9:00 a.m.

**CALL SESSION B FOR SPRING 2013**

- October 22..... Early Registration begins.  
 December 12..... Early Registration ends at 4:00 p.m. and fee payments are due  
 December 13..... Regular Registration begins  
 January 10..... Regular Registration ends at 4:00 p.m. and fee payments are due  
 March 18..... First day of class  
 March 19..... Final opportunity to add courses, change sections, or change from audit to credit  
 March 25..... Final date to drop courses or resign from the University without receiving grade of "W"  
 April 12..... Mid-semester examinations  
 April 15..... Mid-semester exam grades due in Registrar's Office by 9:00 A.M.  
 April 16..... Final date to drop classes or resign from the University with a "W"  
 May 09..... Last day of class  
 May 10..... Final exams  
 May 13..... Final grades due in Registrar's Office, 9:00 a.m. for degree candidates  
 May 14..... Final grades due in Registrar's Office, 9:00 a.m. for non-degree candidates

### FEE PAYMENT AND ADJUSTMENT CALENDAR

- Oct 22–Jan 18..... Business Office deferments are available for the spring session from **October 22, 2012 – January 18, 2013**. The Business Office deferment requires the student to pay half of the tuition at the time of the deferment. Students who want to be considered for a 100% deferment must first report to the Financial Aid Office from **January 04, 2013 – January 10, 2013** to request a “Financial Aid Estimate Form” and then report to the Business Office. The remaining amount is due **February 25, 2013**. The deferment must be done in person at the Business Office. The last day to charge at the bookstore is **January 18, 2013**.
- December 12..... Deadline to receive fee payment in the Business Office for Early Registration for Spring session. Students who early registered and who are not financially clear with the Business Office will have their classes canceled at 4:00 p.m.
- January 10..... Deadline to receive fee payment in the Business Office for Regular Registration for Spring session. Students who early registered and who are not financially clear with the Business Office will have their classes canceled at 4:00 p.m.
- January 14-16..... LATE REGISTRATION/SCHEDULE ADJUSTMENT. Late fee of \$2 per credit hour in addition to tuition (max \$24). Payment is due by the end of each business day.

### REFUND SCHEDULE

Students who need to resign from the university should consult the refund schedules. There are different schedules for students receiving Title IV financial aid (all federal aid programs) and those who are not receiving any Title IV aid.

### SPRING REGISTRATION

Registration at LSU Eunice is divided into three stages:

1. Early Registration starts on **October 22, 2012** and ends on **December 12, 2012**.
2. Regular Registration for the spring semester starts **December 13, 2012**, and runs until **January 10, 2013**.
3. Late Registration starts the day classes begin for the semester on **January 14, 2013** and ends **January 16, 2013**. Late Registration for night classes is on the first night the class meets.

### EARLY REGISTRATION PRIORITY SCHEDULE

Early registration (web registration through myLSUE) will begin **October 22, 2012**, using the schedule below based on the credit hours a student has earned PLUS the hours in which he or she is currently enrolled. Students can use myLSUE to check their transcripts to see how many credit hours they have earned. New students with no previous college credits will have zero credit hours. Students not able to register at their scheduled time may register after that time but not before.

Early Registration for Continuing Students:

<b>Monday – October 22</b>	1:00 p.m.	27-31 hours
8:00 a.m.	90+ hours	
<b>Thursday – October 25</b>	8:00 a.m.	24-26 hours
10:00 a.m.	75-89 hours	
1:00 p.m.	64-74 hours	
<b>Friday – October 26</b>	10:00 a.m.	16-23 hours
<b>Tuesday – October 23</b>	1:00 p.m.	13-15 hours
8:00 a.m.	55-63 hours	
<b>Wednesday – October 24</b>	8:00 a.m.	12 hours
10:00 a.m.	50-54 hours	
1:00 p.m.	45-49 hours	
8:00 a.m.	38-44 hours	
10:00 a.m.	32-37 hours	
	10:00 a.m.	6-11 hours
	1:00 p.m.	0-5 hours, as well as new, transfer, and re-entry students

**Students in the LSU Eunice CALL Program and Honors Program will have access to early enrollment starting on **October 17, 2012**.**

Prior to registering for classes via the myLSUE system, students must meet with their academic advisors to receive clearance to register. Passwords and user IDs are required to access the registration system.

### EARLY REGISTRATION INSTRUCTIONS

1. Complete a [Trial Schedule Worksheet](#) and take it to your faculty advisor during the advising period. Your advisor's information can be obtained by logging into myLSUE.
2. Tell your advisor if you plan to graduate at the end of the semester. Advisors must enter this information into the computer. Students planning to graduate at the end of the term must complete an "Application for Degree" (<http://web.lsu.edu/docs/studentrecords/app-deg.pdf>) and pay appropriate diploma fees during fee payment, but in no case later than **January 16, 2013**, for the spring semester.
3. Note to "new," "re-entry," and "transfer" students: Prior to registering, you may need to go to the Office of Student Affairs (A112) if there is a problem with your immunization. Students with outstanding debts will have to settle their accounts with the Business Office (S115) prior to registration.
4. After you select your classes via the myLSUE computer system, print out your "Course and Fee Statement" (fee statement) through myLSUE. You may also print a copy using myLSUE from any computer with Internet connections and a printer. No fee statements will be mailed to students. Students are advised to recheck their class schedule on myLSUE prior to the start of classes for any room or time changes.
5. Verify your "Course and Fee Statement" (fee statement) carefully for accuracy of information prior to paying your tuition fees.
6. If you need to request a fee deferment, go to the Business Office (S115).
7. Process your fee statement according to the dates and times listed in the [fee payment deadline section](#). **You are not registered until your fee statement has been processed. Students not processing their fees by the published deadline will have their schedules canceled** and must complete the late registration process if they wish to be registered.

### EARLY REGISTRATION FEE PAYMENT PROCEDURES

Students selecting classes during Early and Regular Registration (**October 22, 2012-December 12, 2012**) should clear their fees with the Business Office by going to their myLSUE account and pay their fees online or apply their financial aid. The student may choose to go to the Business Office (S115) to complete fee payment by either cash (do not mail), check, money order, credit card, financial assistance, deferment, or fee exemption.

Students who have a fee statement with financial aid and/or scholarships listed may use the fee statement to financially clear their account up to the amount of aid listed. The aid must be awarded and applied on the fee statement. Students can go online to their myLSUE account under the pay fees tab and click on the apply aid button. Otherwise, students must sign the permission statement and return it to the Business Office during the early fee payment period. If the aid listed does not cover the entire charges, the student must submit the difference to the Business Office for full financial clearance. ONLY an original fee statement and student's signature are accepted (no copies or faxes).

Credit card payments can be made online on myLSU Eunice.edu or by telephone, (337) 550-1262, (337) 550-1230, (337) 550-1228, or (337) 550-1229. Hours of operation are 8:00 a.m. – 4:30 p.m. each day. A student who is mailing a check, money order, or credit card information to pay for fees is asked to complete the [Fee Payment Stub](#). Upon enclosing the fee stub and form of payment, the student needs to mail the payment to LSU Eunice, Office of Business Affairs, P.O. Box 1129, Eunice, LA 70535.

Students in need of a 50% deferment or who have unpaid debts to the University must first go to the Business Affairs Office. If the student completes the deferment, there will be a \$25 processing fee. The deferment balance must be paid by **February 25, 2013** or a \$50 late charge will be assessed. ONLY the student can complete the deferment and it must be done in person. Students who have fee exemptions must pick up a fee exemption form at the Registrar's Office and present it for fee payment.

**EARLY REGISTRATION FEE PAYMENT DEADLINE is 4:00 p.m. December 12, 2012.** You are not registered until your fee statement has been processed. Students who do not process their fees

will have their schedules cancelled and must complete the regular registration process starting **December 13, 2012**.

### REGULAR REGISTRATION INSTRUCTIONS FOR CONTINUING STUDENTS

Regular registration is designed for all students who did not take advantage of, or were not eligible for, early registration and for those students who previously registered but did not pay fees by the deadline and had their classes cancelled and must re-register.

1. Complete a [Trial Schedule Worksheet](#) and take it to your faculty advisor during the advising period. Your advisor's information can be obtained by logging into myLSUE.
2. Tell your advisor if you plan to graduate at the end of the semester. Advisors must enter this information into the computer. Students planning to graduate at the end of the term must complete an "Application for Degree" (<http://web.lsue.edu/docs/studentrecords/app-deg.pdf>) and pay appropriate diploma fees during fee payment, but in no case later than **January 16, 2013**, for the semester.
3. Note to "new," "re-entry," and "transfer" students: Prior to registering, you may need to go to the Office of Student Affairs (A112) if there is a problem with your immunization records. Students with outstanding debts will have to settle their accounts with the Business Office (S115) prior to registration.
4. After you select your classes via the myLSUE computer system, print out your "Course and Fee Statement" (fee statement) through myLSUE. You may also print a copy using myLSUE from any computer with Internet connections and a printer. No fee statements will be mailed to students. Students are advised to recheck their class schedule on myLSUE prior to the start of classes for any room or time changes.
5. Verify your "Course and Fee Statement" (fee statement) carefully for accuracy of information prior to paying your tuition fees.
6. If you need to request a fee deferment, go to the Business Office (S115).
7. Process your fee statement according to the dates and times listed in the [fee payment deadline section](#). **You are not registered until your fee statement has been processed. Students not processing their fees by the published deadline will have their schedules canceled** and must complete the late registration process if they wish to be registered.

### REGULAR REGISTRATION SCHEDULE

REGULAR REGISTRATION (web registration through myLSUE) will be conducted **December 13, 2012-January 10, 2013**.

PRIOR to registering for classes, students must meet with their academic advisors to discuss their schedules. In order to register, you will need your password as well as a user ID for myLSUE. Passwords and user IDs can be obtained from the Office of Information Technology (Community Education Building Room 204) if you do not already have these. You must show some form of picture ID to receive a password.

### REGULAR REGISTRATION FEE PAYMENT PROCEDURES

Students selecting classes during REGULAR Registration (**December 13, 2012-January 10, 2013**) should clear their fees with the Business Office by going to their myLSUE account and pay their fees online or apply their financial aid. The student may choose to go to the Business Office (S115) to complete fee payment by either cash (do not mail), check, money order, credit card, financial assistance, deferment, or fee exemption.

Students who have a fee statement with financial aid and/or scholarships listed may use the fee statement to financially clear their account up to the amount of aid listed. The aid must be awarded and applied on the fee statement. Otherwise, Students must present the signed permission statement to the Business Office during the early fee payment period. If the aid listed does not cover the entire charges, the student must submit the difference to the Business Office for full financial clearance. ONLY an original fee statement and student's signature are accepted (no copies or faxes).

Credit card payments can be made online on myLSUE or by telephone, (337) 550-1262, (337) 550-1230, (337) 550-1228, or (337) 550-1229. Hours of operation are 8:00 a.m. – 4:30 p.m. each day. A

student who is mailing a check, money order, or credit card information to pay for fees is asked to complete the [Fee Payment Stub](#). Upon enclosing the fee stub and form of payment, the student needs to mail the payment to LSU Eunice, Office of Business Affairs, P.O. Box 1129, Eunice, LA 70535.

Students in need of a 50% deferment or who have unpaid debts to the University must first go to the Business Affairs Office. If the student completes the deferment, there will be a \$25 processing fee. The deferment balance must be paid by **February 25, 2013** or a \$50 late charge will be assessed. ONLY the student can complete the deferment and it must be done in person. Students who have fee exemptions must pick up a fee exemption form at the Registrar's Office and present it for fee payment.

**REGULAR REGISTRATION FEE PAYMENT DEADLINE is 4:00 p.m. January 10, 2013.** You are not registered until your fee statement has been processed. Students who have not processed their fees will have their schedules cancelled and must complete the late registration process starting **January 14, 2013**. A LATE REGISTRATION FEE OF \$2.00 PER CREDIT HOUR (MAX \$24.00) IS IN EFFECT FOR ALL STUDENTS REGISTERING AFTER THIS DATE.

### LATE REGISTRATION INSTRUCTIONS

LATE REGISTRATION/SCHEDULE ADJUSTMENT is the final opportunity for students to register for the semester. A late fee of \$2.00 per credit hour (max. \$24.00) is in effect for all students registering during this period, regardless of the registration site or mode of registration.

1. Complete a [Trial Schedule Worksheet](#).
2. Initiate class selection via myLSUE.
3. Complete fee payment.

### LATE REGISTRATION FEE PAYMENT

You are not registered until your fees have been processed. During late registration/schedule adjustment, students not processing fees by the fee payment deadline 4:00 p.m. **January 16, 2013**, will have their schedules canceled.

### LATE REGISTRATION SCHEDULE ADJUSTMENT OPTIONS

During the late registration and schedule adjustment period (**January 14, 2013-January 16, 2013**), students will have a final opportunity to adjust their schedules. **January 16, 2013** (4:00 p.m.) is the deadline for adding or changing sections.

### RESIGNATION

Students will not be allowed to drop their last class but must resign. To resign from the university students will need to obtain and complete a resignation form. Registration forms are available in the Office of the Registrar (M102). Students have the option of mailing or faxing (337-550-1306) a letter of resignation to Office of the Registrar. The date of receipt is the effective date of resignation.

### REFUND OF FEES WHEN A TITLE IV STUDENT RESIGNS

If a student who is receiving Title IV financial aid (any federal financial aid) officially resigns or stops attending without officially resigning or is dismissed prior to completing 60% of the semester, the student and/or the school may be required to return any calculated refund back to Title IV Programs. Refunds for tuition and University charges will be calculated through 60% of the semester, by taking the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks for five consecutive days or more are excluded. If a cash payment has been released to the student, then the student may be required to repay some of the federal grant if the student withdraws. Also, any money refunded by LSU Eunice to the Title IV programs in excess of the institutional tuition refund policy may be subject to repayment by the student.

Students must report to the Registrar's Office to initiate the resignation process. Failure to resign properly could cause the student to receive a letter grade of F in all courses, and the student would still be held to the return of funds policy once an official withdrawal date can be established.

### REFUND ADJUSTMENT SCHEDULE

A student who drops one or more classes after having paid fees and whose course load now qualifies for a lower tuition rate will receive refunds according to the following schedule (refund schedule subject to change):

The refund schedule for the **2013 Spring Semester** is as follows:

100% refund before 12:00 a.m. January 14, 2013  
90% refund before 12:00 a.m. January 16, 2013  
75% refund before 12:00 a.m. January 19, 2013  
50% refund before 12:00 a.m. February 2, 2013  
0% refunded on or after 12:00 a.m. February 2, 2013

The refund schedule for the **2013 Spring accelerated courses** is as follows:

**Session A**

100% refund before 12:00 a.m. January 14, 2013  
90% refund before 12:00 a.m. January 15, 2013  
75% refund before 12:00 a.m. January 17, 2013  
50% refund before 12:00 a.m. January 23, 2013  
0% refunded on or after 12:00 a.m. January 23, 2013

**Session B**

100% refund before 12:00 a.m. March 18, 2013  
90% refund before 12:00 a.m. March 19, 2013  
75% refund before 12:00 a.m. March 21, 2013  
50% refund before 12:00 a.m. March 26, 2013  
0% refunded on or after 12:00 a.m. March 26, 2013

All classes canceled by the University will be refunded at 100%. Students not receiving Title IV financial aid (any federal aid program) will also be subject to the above schedule in determining the amount of refund if they resign from school.

**BOOKSTORE HOURS FOR SPRING**

**REGULAR BUSINESS HOURS**

Monday – Friday.....7:45 a.m. – 4:30 p.m.

**DURING LATE REGISTRATION**

Tuesday – Thursday .....7:45 a.m. – 6:00 p.m.

Students can charge books and supplies against their financial aid which includes 3rd party charges such as Acadiana Works, Vocational rehab, etc. from 7:45 a.m., **January 02, 2013**, through 4:30 p.m. **January 18, 2013**. A picture ID is required. Book buyback will be from **May 06 – 13, 2013**.

Books may be purchased on-line using Visa, MasterCard, or Discover through the bookstore's website, [www.lsue.bkstr.com](http://www.lsue.bkstr.com) or through efollett.com hyperlink available on this site. Pell eligible only students with a processed award may be reimbursed for course materials purchased from alternative sources (on-line or off-campus).

**Textbooks for Off-campus Classes**

Students registering for off-campus classes may purchase textbooks in any of the following ways:

- At the LSU Eunice Bookstore on campus in the Acadian Center, open 7:45 a.m. – 4:30 p.m. Monday – Friday.
- Online (<http://www.lsue.bkstr.com>).
- By phone (337.550.1281, or toll-free in Louisiana 1-888-FOR LSU Eunice, ext. 281).

Online and telephone orders must be charged to Visa, MasterCard, or Discover and require two business days to process. Shipping and sales tax will be added to the charges. Bookstore purchases charged to financial aid can only be done in person on campus in the Bookstore. Online and telephone orders cannot be charged to financial aid.