



LSUE

STUDENT HANDBOOK 2022-2023

Updated 09-06-2022



WELCOME!

It is my pleasure to welcome you as you embark upon the next journey of your life on the beautiful campus of Louisiana State University at Eunice. With enrollment continuing to grow, the continued success of our athletics programs, the establishment of new academic and athletics programs, and with the demonstrated success we've shown to offer a top-quality education, now is the most exciting time to be a student at LSUE.

In addition to all the exciting changes, LSUE remains at its core the same affordable, community-oriented two-year community college that it has been for the past half-century. Because the faculty and staff at LSUE care about your success both inside and outside of the classroom, we will work hard this year to make sure you are achieving your personal, professional, and academic goals, making sure you leave LSUE prepared to continue your education or to enter the workforce.

There are many opportunities for you to attend campus events, get involved on campus, and to get connected to the LSUE community. Your involvement is the key to your success and will only enhance your experience at LSUE. Please connect with us on social media to make sure you know what's happening on campus.

This handbook presents important information you need to know about University services, policies, and procedures that you will need to know to be successful at LSUE. Familiarize yourself with the information in this handbook and contact the Office of Student Affairs with any questions that you might have about being a student at LSUE.

Geaux Bengals!

A handwritten signature in black ink that reads "Kyle Smith".

Dr. Kyle Smith
Dean of Student Affairs

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Admissions and Orientation

Academic Advising

All students must speak with an Academic Advisor each semester before they can be cleared to register for classes. The purpose of these advising visits is to make sure students are taking the courses that apply towards their degree programs and to give students an opportunity to ask any questions about their academic progress or personal life circumstances. Academic Advisors are here to make sure you are on the path to success.

Meeting with an Academic Advisor

Your myLSUE account shows your assigned Academic Advisor as well as his/her contact information. At orientation, it is likely that you will meet with a different advisor. If you need to contact your assigned Advisor, it is best to schedule an appointment by reaching out to him/her via phone or email. If you cannot reach your assigned Advisor, first-year Academic Advisors are available in the Student Success Center to advise students upon request.

Your First Academic Advising Appointment

At or before orientation, you will communicate with an Academic Advisor to discuss your major, your educational goals, and your course schedule for the upcoming semester. You should share any information with the Advisor that may affect your ability to select courses (work schedule, family obligations, completed dual enrollment or transfer courses, etc.). If you have questions about your major or class schedule, ask the Advisor to explain before you leave the office. You need to make sure you understand your degree program requirements and the courses that you are registered for, so don't be afraid to ask questions if you do not understand something.

After your courses are registered, you have access to your "Course & Fee Statement" under the Pay Fees tab on myLSUE, which includes your class schedule and tuition/fees owed. You may go to a computer lab that has printing capability or you can request a printed copy from the Geaux Center, located within the Mumphrey Center near the bookstore.

Admissions Checklist

Below is a checklist of everything that you need to do from the time AFTER you are accepted into the University and BEFORE the first day of classes:

- Complete the FAFSA (www.fafsa.gov)
- Login to myLSUE
- Set up your Email via the "Email" tab on myLSUE
- Meet with an Advisor to get Registered for Classes
- Register for Orientation
- Attend Orientation*
- Become Financially Cleared via the "Pay Fees" tab
- Get your Bengal ID Card & Parking Pass

*All new students attending class on campus, via dual enrollment, and at LSUA are required to complete orientation. Online students will be provided with virtual materials with all of the relevant information that is covered in the on campus orientation.

Admissions Documents to Turn In:

- ◆ Turn in your immunization records (or waive this requirement)
- ◆ ACT scores, Accuplacer scores, or other test scores
- ◆ Any transcripts from other colleges/universities (including dual enrollment courses)
- ◆ High school transcript or GED transcript

There is information on how to complete each of the above steps contained within this handbook. If you are wondering if any of the above checklist items apply to you, contact the Office of Admissions.

Maintaining an Updated Mailing Address

If a student changes home or local address after registration, he or she is expected to notify the Registrar's Office (registrar@lsue.edu) in writing as soon as possible. The student will be held responsible for a communication from any LSUE office sent to the address last given and may not claim indulgence on the plea of having moved lodgings and, therefore, of not having received the communication.

Selective Service Registration

Under the provisions of Act No. 185 of the 1985 Louisiana Legislature and in accordance with a resolution adopted by the Board of Supervisors of Louisiana State University: "No person who is required to register for the federal draft under the provisions of the Federal Military Selective Service Act shall be eligible to enroll in a post-secondary school until such person has registered for the draft." Students are responsible for complying with this Act prior to registering for classes at LSU Eunice. Proof of registration for the Selective Service must be provided if applicable before a student is eligible to be admitted to LSU Eunice.

Course Registration

The Registration Guide

The Registration Guide can be accessed at: www.lsue.edu/academics/registrationguide.php.

The Registration Guide changes every semester. In it you will find information for each semester including the semester calendar, registration schedule, deadlines, fee payment, orientation dates, and other important information about the numerous services available to students. This guide will also give you information pertaining to the tuition refund schedule. The refund schedule will be used for a student who drops one or more classes after having paid fees and whose course load now qualifies for a lower tuition rate.

Course Registration

After meeting or communicating with an academic advisor, the Academic Advisor clears you, allowing you to register for classes. Some Advisors will add those classes for you, while some others will simply instruct you which courses you need to take next and clear you to allow you to add the courses on your own via your myLSUE account. Click on the "Registration" tab of your myLSUE account to add and drop courses. You should always speak with an Academic Advisor prior to adding or dropping courses. Students may attend class only after completing registration, which includes payment or clearance of fees as explained in the "Fee Payment" section of this handbook. The Registrar's Office will provide

evidence of proper registration to instructors. Students whose names are not on the official roster cannot attend class unless they provide evidence that they have registered for the class.

Course Offerings

The Course Offerings can be accessed at: www.lsu.edu/academics/classschedule.php

The schedule of classes site contains information that allows students to search specific course offerings by semester, days, times, locations, instructors, online, etc. Students are able to see which course sections are open and which are closed.

Schedule Changes

Up through the last day to add classes or change sections for a given semester, students who want to change their class schedule should first consult with an Academic Advisor before making a schedule change using the online myLSUE registration system. After the last day to add classes and up through the final date to drop or resign, schedule changes will be completed online using the myLSUE registration system that can be accessed by students online. The effective date of the schedule change is the date that the change is made by the student or the Advisor. This date will be used to determine whether or not the student has met the various deadlines specified in the current academic calendar. The online registration

process used at LSUE will allow students to drop all of their courses with the exception of the last course. Students withdrawing from all courses in which they are registered must complete a Resignation Form in the Registrar's Office. Dropping classes may affect your financial aid.

PATHWAYS TO SUCCESS DISCLAIMER: Students in the Pathways to Success program are not able to add or drop classes on their own and should contact their Academic Advisor to make schedule adjustments.

myLSUE

Your myLSUE account is where you will conduct most of your business as a student at LSUE, so you need to become very familiar with how to navigate it. To log on for the first time, enter in your six-digit student ID number (e.g. 102345) and password, which is included in your admissions letter. After your first time logging in, you can change your password. Make sure you write it down and remember it for future use.

Your myLSUE account allows you to do the following and more:

- ◆ **Financial Aid Tab:** View the status of your financial aid.
- ◆ **Registration Tab:** Add and drop courses.
- ◆ **Pay Fees:** View your Course and Fee Statement, submit payment online, clear your fees, and/or sign up for the payment plan.
- ◆ **Email:** Access your LSUE email account. Click the "Reset Password" button to set your password to access your email for the first time.
- ◆ **Student Services:** Register your vehicle to allow you to obtain a parking permit.
- ◆ **Emergency Alert:** Make sure you have your cell phone number entered here to receive Emergency Alert text messages, which may be sent in the event of an immediate threat of danger, weather alerts, campus closure alerts, or other important notifications.

Orientation

Orientation offers incoming students a chance to:

- ◆ Learn about University departments, resources, services, policies, and campus life;
- ◆ Get connected to other LSUE students and organizations; and
- ◆ Tour campus to learn the location of academic buildings & student services

Orientation is mandatory for all students who have earned fewer than 12 non-dual enrollment semester hours attending classes on campus.

After being accepted to the University, students schedule an appointment with an Academic Advisor to be advised and registered for classes, and they register to attend orientation via myLSUE. There is a non-refundable \$30 orientation fee that must be paid online when registering for an orientation session. A full agenda for the day of orientation will be emailed to registered students at least one day prior to orientation.

Financial Aid & Business Affairs

Business Office

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

Important Terms and Definitions

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

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 the Pay Fees tab.

Financially Cleared (or Clearing of Fees) – Refers to the financial status of a student who must have a zero balance or a credit balance on his/her myLSUE account before the payment deadline through either a financial aid award or payment out-of-pocket made in full. Signing up for the payment plan also automatically financially clears a student (see Fee Payment section on next page).

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

Purge – Also referred to “drop for non-payment,” this is 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.

Family Educational Rights and Privacy Act (FERPA)

LSUE complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), which was enacted to protect the privacy of education records, to permit students to inspect their education records, and to provide guidelines for the correction of education records where appropriate. The complete policy can be found in the Academic Catalog. Contact the Registrar's Office (registrar@lsue.edu) to inquire about FERPA waivers

Fee Payment

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

1. **Pay in full.** Log into myLSUE and click on the “Pay Fees” tab. Pay in full online via PayPal with one of the following: VISA, MasterCard, Discover, American Express, or e- check. You can also pay in person at the Business Office or mail a check or money order to the Business Office.
2. **Sign up for a payment plan.** This plan allows you to have your balance owed to the University put into monthly payments based upon your time of enrollment in the program. Any financial aid and/or scholarships awarded and applied to your account is calculated in the balance owed to the University. The cost for this service is a \$35 for the application. To enroll with Cashnet, log into your myLSUE account and click on the “Pay Fees” tab. Next, click on the CashNet Payment Plan at the very bottom of the page.
3. **Apply Financial Aid.** See “How to Apply Financial Aid” section below.

How to Apply Financial Aid to Your Tuition/Fees in MyLSUE

If you are AWARDED Financial Aid, you must click “Apply Aid” on the Pay Fees tab to before your aid can be used towards your tuition and fees. To do this, log onto your myLSUE and select the “Pay Fees” tab and click “Apply Aid.” If your financial aid is greater than your tuition, you will be financially cleared. If your financial aid is not enough to cover all of your tuition and fees, you will have to pay out of pocket or sign up for the payment plan to be financially cleared.

Tuition and Fee Payment Deadlines

See the Registration Guide and/or the Academic Calendar for fee payment deadlines or you may contact the Business Office for more information and assistance.

Financial Aid

More than ever, if you want to attend college, you can find financial assistance to make your dream a reality. You may be eligible to receive federal aid, qualify for a tax credit, or earn a scholarship. LSU Eunice representatives will be happy to answer your questions and assist you in the application process.

Debt & Repayment Online Course Requirement

Starting with the Spring 2022 semester, all loan borrowers will be required to complete the Debt & Repayment course, offered by Inceptia, an external partner with LSUE. This course is designed to ensure that students are fully informed about interest rates, repayment requirements, and other important information related to student loans. Students' disbursements will be held until the course is completed. Make sure to check your LSUE email for a link and access code to complete this helpful course.

Other Helpful Financial Courses Available to All Students

All students have access to the 10 helpful financial literacy courses offered through Financial Avenue online platform, including Psychology of Money, Foundations of Money, College and Money, FAFSA, Loan Guidance, Earning Money, Credit & Protecting Your Money, Spending & Borrowing, Debt & Repayment, and Future of your Money. To access these courses, go to fa.financialavenue.org > Login > Sign Up Now, and enter Access Code lsuefinance.

Important Terms and Definitions

Award – The TOTAL amount of financial aid offered to a student by an institution.

Borrower – The person responsible for repaying a loan who has signed and agreed to the terms in the promissory note.

Complete File (Application) – A processed FAFSA application that includes all requested supporting documents.

Course Load (Credit Hours) – The total number of class hours a student has scheduled. One regular class is usually 3 credit hours. The average full-time course load is 12 hours (four 3-hour classes) during the fall and spring semesters. Less than 12 hours is considered part-time. During the summer semester, six hours is considered full time.

Default – Failure to repay a loan in accordance with the terms of the promissory note.

Disbursement – When funds are paid by the institution to the student or parent. All financial obligations owed to the university (housing, books, fines, etc.) will be deducted from your award before any refund check is issued to you.

Estimate – An approximate amount of financial aid that a student may receive. It is issued only when the student's file is complete and must be brought to the Business Office for fee payment consideration BEFORE the fee payment deadline.

Expected Family Contribution (EFC) – The amount that a family can be expected to contribute toward the cost of college for the student.

Loan – Money borrowed that must be repaid.

Promissory Note – A legally binding contract between a lender and borrower. The promissory note contains terms and conditions of the loan, including how and when the loan is to be repaid. The note must be signed before any funds are issued.

Scholarships

If you have a high ACT composite score and excellent high school grades, you may qualify for an LSUE scholarship. Apply for scholarships online at: www.lsue.edu/financialaid/scholarships.php/.

Textbook Purchasing and Rental

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

How to Buy Books

In Person: Monday through Friday
Closed Saturday and Sunday

By Telephone: Call 1-888-For-LSUE, ext. 281 to place orders using your VISA, MasterCard, Discover Card or Check. Orders will NOT be shipped until the check is received by the Bookstore. Your LSU Student ID number is required with payment.

Online:

- ◆ Go to the website: www.lsue.edu. Under the “Students” tab, select “Bookstore.”
- ◆ On the Bookstore website, click the “Textbook Lookup” tab on the top menu.
- ◆ You will be asked to select the correct term, department, and course to find the correct book for each course.

The Bookstore accepts VISA, MasterCard, and Discover for all orders. Your LSUE Student ID number is required to complete the order. Financial Aid that has been awarded and applied may be used for purchases in the Bookstore.

Rental: This service is available on some books. Contact the Bookstore for more information and to inquire if the book(s) you are searching for are able to be rented.

Textbook Returns & Refunds

IMPORTANT! No refunds or exchanges are allowed without a “current semester” cash register receipt. You should check all books upon purchase for defects.

Book Return Policy

Do not write your name in the book, damage, or deface the book until you are certain you will remain in the class. All returned books must be in absolutely new condition or you will only receive a 50% refund. Any over-wrap on the book when originally purchased must be intact. After Students must present a photo I.D. and current semester cash register receipt. Books must be returned within the “advertised refund dates.” the refund period, all returns come under the provisions of the Bookstore Buy-Back Policy.

Book Buy-Back Policy

Book buy-back is always conducted during the week of final exams each semester. Books containing disks, DVD’s, password cards, loose-leaf pages, or exercises may or may not be purchased. Students resigning after the last day for refunds can sell their books at up to 50% off of the retail price, providing the book will be part of the Bookstore’s future inventory. Books must be returned within 5 days of the

resignation. All other buy back purchases will be made at the end of the semester. Used books needed by the Bookstore will be bought at up to 50% of the retail price. After the Bookstore has purchased the quantities needed for a future semester, books may be sold at wholesale prices. Textbooks will be purchased during the Final Exam period.

TOPS

Assistance from the Louisiana Office of Student Financial Assistance (LOSFA) is available using any of the following resources:

Phone: (800) 259-5626, Ext. 1012

Web Address: www.osfa.state.la.gov

Mail: P.O. Box 91202 - Baton Rouge, LA 70821-9202

Email: custserv@la.gov

To view your current TOPS eligibility status, register online on the LOSFA StudentHub at: www.osfa.la.gov/studenthub/. For questions about the processing of your TOPS award on the LSUE campus contact the Financial Aid Office.

TOPS Tech Award Eligibility

If you are eligible to receive the TOPS Tech Award, that award can be used towards the pursuit of only certain workforce/technical programs. To view a list of programs of study that you can utilize this award towards, view the "Academic Programs of Study" section on the next page.

Academic Affairs

Academic Programs of Study

The below degree and certificate programs are offered at LSUE within the three academic divisions. For more information about each program, including program requirements, navigate to the Academic Catalog by clicking “Academic Catalog” under the “Academics” tab from the main LSUE website.

Division of Health Sciences and Business Technology

Associate of Applied Science (AAS):

- ◆ Computer Information Technology^{1,2}
- ◆ Management¹
- ◆ Diagnostic Medical Sonography^{1,2}
- ◆ Surgical Technology^{1,2}

Associate of Science (AS):

- ◆ Nursing^{1,2}
- ◆ Radiologic Technology^{1,2}
- ◆ Respiratory Care^{1,2}
- ◆ Health Sciences^{1,2}

Certificate of Technical Studies (CTS):

- ◆ Accounting Technology: Account Clerk^{1,2}
- ◆ Administrative Technology Specialist^{1,2}
- ◆ Human Resources Management^{1,2}
- ◆ Medical Coding and Billing^{1,2,3}

Division of Arts & Sciences

Associate of Applied Science (AAS):

- ◆ Fire and Emergency Services^{1,3}

Associate of Arts Louisiana Transfer (AA/LT):

- ◆ Business¹
- ◆ Criminal Justice^{1,2}
- ◆ Fine Arts¹ Humanities^{1,3}
- ◆ Mass Communication¹ Social Sciences^{1,3}

Associate of General Studies:

- ◆ General Studies^{1,3}

Associate of Science Louisiana Transfer (AS/LT):

- ◆ Natural Sciences (Biological Sciences)¹
- ◆ Natural Sciences (Physical Sciences)¹

Associate of Science (AS):

- ◆ Agriculture¹
- ◆ Care and Development of Young Children¹
- ◆ Criminal Justice^{1,2,3}

Certificate of Technical Studies (CTS):

- ◆ Chemical Technician^{1,2}
- ◆ Fire Service Technology^{1,2}

1 These programs of study are approved by the VA State Approving Agency to be eligible for students to receive VA funding at LSUE. This amended approval is provided under Title 38 USC 3675.

2 These programs of study are approved to be eligible for students to apply the TOPS Tech Award.

3 These programs of study can be completed 100% online. Go to www.lsue.edu/online/ for more information.

Academic Calendar

The Academic Calendar can be accessed directly at: www.lsue.edu/calendar.

The Academic Calendar contains very important dates and deadlines that you need to be familiar with, such as the following:

- ◆ Tuition and fee payment deadlines
- ◆ First date of classes
- ◆ Last day to drop a class without a “W” and with a “W”
- ◆ Scheduled University closures (e.g. Mardi Gras holiday, Fall/Spring breaks, etc.)

Academic Catalog

The Academic Catalog can be accessed directly at www.lsue.edu/catalog.

The catalog contains the academic calendar, rules, regulations, and courses needed to complete all degrees and certificates offered by the university. You will use the catalog that is in effect for the year that you enroll, so the rules and procedures in place at the time of your enrollment will be the ones you follow until you complete your degree requirements.

You are personally responsible for completing all requirements established for your degree by the University. It is your responsibility to inform yourself about these requirements. Making yourself aware of the deadlines, rules, regulations and academic requirements in the catalog will make planning for completion of your degree go much more smoothly.

In addition to studying the Catalog, be sure also to work closely with your Academic Advisor. Provisions, offerings, and requirements stated in the Catalog may be changed at any time to carry out the purposes and objectives of the University. Your Advisor should be familiar with such changes. Advisors cannot authorize any exceptions to existing regulations. Any substitution, waiver, or exemption from any established requirement or academic standard may be accomplished only with the approval of the Vice Chancellor for Academic Affairs.

Class Attendance Requirements

To derive maximum benefit from a course, you should attend class regularly and punctually. Absence from class for any reason, avoidable or unavoidable, results in a loss to the student. Absences, if excessive, may be a direct cause of low achievement or even failure. Regular class attendance is a vital part of academic success; therefore, the following attendance regulations shall be observed:

- ◆ The student is responsible for attendance and expected to attend all classes regularly and punctually.
- ◆ The student is expected to resolve his or her absence and class tardiness with the instructor.
- ◆ When in the judgment of the instructor a student for any reason has missed a class often enough to jeopardized his or her position in the class course, the instructor can refer the student to the Office of Student Affairs.
- ◆ A student who fails to attend class will have any financial aid award removed and will be financially responsible for the balance owed to the University.

Classifications and Enrollment Statuses

A student's classification identifies the student by total number of completed credit hours. There are three classifications at LSUE:

- ◆ Freshman: 0 to 29 credit hours
- ◆ Sophomore: 30 to 59 credit hours
- ◆ Unclassified: 60+ credit hours

Students are considered full-time or part time based on how many hours they are enrolled in for the following semesters:

Fall and Spring semesters:

- ◆ Full time: 12+ credit hours
- ◆ Part time: Less than 12 hours
- ◆ $\frac{3}{4}$ time: 9 to 11 hours
- ◆ Half time: 6 to 8 hours

Summer semesters:

- ◆ Full time: 6+ credit hours
- ◆ Part time: Less than 6 credit hours
- ◆ Half time: 3 credit hours

Grade Appeal Procedure

If you believe you received a different grade than the grade you earned as outlined by the grading system in the course syllabus and the established grading system, you can file an appeal of that final grade. Grade appeals must be initiated by the student within 30 days after the beginning of the next regular semester. View the full grade appeal policy, reference Policy Statement 8. For support and guidance on how to file a grade appeal, contact the Office of Student Affairs stuaff@lsue.edu.

Library

The Arnold LeDoux Library provides a variety of informational resources for use by students, faculty, and the community. Those resources include a book collection of more than 100,000 volumes, periodicals, state and federal documents, and audio-visual materials varied in coverage and format. As college students, you will use the library for academic research, studying, reading, writing papers, going online, or just to take a break. Your student Bengal ID card also serves as your library card, so make sure you have it when you need to check out material, print, or make copies. If you have a unique research question, desire a personal tour of the library, or need a one-on-one session with a librarian, the library staff is here to help. Remember, the library staff is here to support you through your academic journey.

Online Access

To access library resources online, go to the Library website to access the online catalog, LeDoux Discovery, research guides, and databases. Our online resources are available from any location, with your LSUE Student ID number and myLSUE password through the library's website.

Computer Lab

The library features a computer lab on the 2nd floor with staff to help you out if you need assistance using the computers or any of the software available to you. The library also has many stations for you to plug in and work from your own laptop or device wirelessly.

Study Rooms

A limited number of study rooms are available for students on a first-come, first-serve basis. If there are no study rooms open, we have a large number of private study carrels throughout the library for you to use.

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 learning 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. Face-to-face classes often utilize myCourses to host course content as well, so make sure you log on frequently, no matter the mode of course delivery. To access myCourses, go to www.lsue.edu/ and click on "myCourses" on the top left. Then, enter your Bengal Account login credentials, and click "Log in."

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. Students enrolled in online classes should become very familiar with the academic misconduct section of the Code of Student Conduct, 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.

Resignation

The policy regarding grades for students who resign is included in the Academic Catalog. A student who resigns from the University or who is dropped from the University for any reason may be ineligible to re-enroll for a semester or longer, depending upon the student's academic standing at the conclusion of the semester during which he or she resigns or is dropped.

To resign officially, a student must contact the Registrar's Office (registrar@lsue.edu) from their University email account or complete the Resignation Form, which is located on the Registrar's Office website (www.lsue.edu/registrar) and at the Geaux Center in the Mumphrey Center. The date of the email or the date on which the completed Resignation Form is received by the Registrar's Office is the effective date of the resignation. This date will be used to determine whether or not the various deadlines specified in the current academic calendar have been met.

Students who absent themselves from LSUE without leave and without official resignation will, at the end of the semester, receive grades of "F" in courses for which they are registered. In addition, students receiving Title IV financial aid who leave the University without officially resigning will be held to the return of funds policy as designated by the Department of Education once an official withdrawal date has been established.

Transfer Agreements

LSUE has written transfer agreements with Northwestern State University, the University of Louisiana at Lafayette, and McNeese State University specifying which LSUE courses are equivalent to courses at those institutions. Check with your advisor for details. Most LSUE course numbers parallel the course numbers in the catalog of LSU A&M. For additional information on transfer credit, check the Louisiana Board of Regents Data & Publications' Master Course Articulation Matrix AY2015-2016 (transfer guide). This matrix indicates transfer equivalencies of courses among Louisiana's public colleges and universities. The listing of courses in the matrices is not all-inclusive. There are courses that articulate between campuses that are not listed in the matrices. Students who want more information about the transferability of courses for academic credit in general or credit toward a specific degree program should contact the appropriate member of the statewide articulation council as listed at this link or the Registrar's Office.

Student Affairs

Association, Assembly, and Freedom of Speech

Student organizations may peacefully assemble and may express opinions publicly and privately. Students have the right to organize and join organizations to promote their common interests. These organizations are obligated to receive official recognition and follow the guidelines set within the Student Organizations Handbook, which can be found on the LSUE Student Organizations website (www.lsue.edu/organizations/). Only active registered student organizations may enjoy the rights and privileges accorded by the University, including the right to invite speakers to campus to address the group or the student body. The University administration may cancel a speaker's reservation when there is a clear and present danger that the appearance would threaten the orderly operation of the University. Freedom of expression may be subject to reasonable time, place, and manner regulations that are content-neutral, serve a significant University interest, and leave open ample alternative channels for communication of the information. The designated free speech area of campus is the clock tower location in the quad, which is located in the center of campus.

Bengal ID Card

Students should receive their Bengal ID cards prior to or during the first week of classes from the Office of Information & Technology (OIT), which is located in the Community Education Building in Room 204. All students, faculty, and staff are required to keep their Bengal ID cards with them at all times while on campus and must produce it when requested by a University official. Failure to produce an ID card upon request is a violation of the Code of Student Conduct. You can go to the IT Office to replace a lost or stolen ID card for a fee. Your Bengal ID card will be used for the following:

- ◆ Identification on campus
- ◆ Business and financial transactions on campus
- ◆ Dining services
- ◆ Library services
- ◆ Computing and printing services
- ◆ Free access to all student activities (athletics, social, recreational and other events on campus)

Career Planning and Counseling

The Student Success Center assists students with choosing careers, developing job search skills, and securing employment. Career decision-making provides assistance in self-assessment for the purpose of planning a career.

Kuder Journey Career Assessment

The career planning process begins with learning about yourself, and the Kuder Journey Career Assessment uses research-based surveys to assess your interests, skills and work values to kick-start career exploration and help you make critical decisions about your future. Go to the Career Services website (www.lsue.edu/careerservices/) to register and receive an activation code to complete the Kuder Journey Assessments.

Exploring Occupations

Results from Kuder Journey Assessments will allow you to search and narrow a list of occupations that are right for you. The Kuder Journey also provides a list of majors based on your occupation of choice and gives you the option of exploring the benefits of pursuing an advanced or professional degree. The Kuder Journey system can align the career possibilities that are a best fit for you with related educational requirements, helping you to choose your future path.

Career Counseling

Contact the Student Success Center to schedule an appointment or phone call to speak to an Academic Advisor who can help you to interpret your Kuder results and review LSUE academic programs that will lead to careers that you might be interested in pursuing.

Children on Campus

Whether or not children are allowed in a class is the prerogative of the individual instructor. Students must obtain the instructor's permission before bringing a child to class. Even if permission has been granted, an instructor may ask the parent and children to leave if the child is being disruptive to the class. Under no circumstances, should children be allowed in laboratory or activities classes where a child could be injured or there is the possibility of a child breaking university equipment. All children, whether in classrooms or elsewhere on campus, must be supervised by an adult. Unsupervised children observed on campus should be reported to LSU Eunice Police and Campus Security, who will attempt to locate their parents.

Code of Student Conduct

LSUE students are expected to obey all lawful regulations, to show respect for the rights of others, and to conduct themselves in a way that contributes to an environment that promotes learning, personal and interpersonal growth, and free inquiry. The Code of Student Conduct is a guide that outlines how LSUE students are expected to conduct themselves both academically and behaviorally both on- and off-campus. All students are expected to read and understand the Code of Student Conduct, which can be found on the Student Affairs website, www.lsue.edu/studentaffairs.

Student Rights

Specifically, students have the right to participate in all aspects of campus life free from illegal discrimination based on race, color, religion, sex, national origin, age, disability, marital status, or veteran status. They also have the right to be informed of LSUE's regulations, rules, and policies. In addition, they have the right to file grievances if they feel that a University action has adversely and unfairly affected them. In such an instance, students are assured of a fair hearing through an established appeals procedure. Those accused of violating the Code of Student Conduct have the right to substantive and procedural due process. All students have the right to use reasonable and lawful means to advocate changes in University regulations, rules, and policies. Using established procedures, they have the right to form organizations and to take part in the activities of recognized student organizations. Students have the right to know the grading system used in each class, and, at the student's request, faculty members should provide them with a review of all graded material, including final examinations, which contribute to the course grade, as well as a review of the method by which the grade was determined. Under FERPA, students have the right of privacy in all official records except for directory information, which can be kept in confidence if a student so requests.

Student Responsibilities

In addition to obeying federal, state, and local laws and observing the rules stated in the LSUE Code of Student Conduct, students have the responsibility of respecting the rights and freedoms of others in order to ensure an environment that furthers the educational purpose of an institution of higher learning. Participants in student organizations are responsible for extending equal opportunities to all students in membership and organizational activities and must abide by all policies established for the governance of such organizations. Students are responsible for obeying all University regulations and policies governing the use of property and facilities so as to preserve and protect LSU Eunice's physical resources. Finally, students are responsible for taking full advantage of the opportunities for learning available to them at LSU Eunice by attending class and participating in other aspects of campus life.

The University reserves the right to establish limits on the time, place, and circumstances in which constitutional and university guaranteed freedoms and rights may be exercised by students and their guests in the University setting.

Complaints and Appeals

Written Student Complaints

A written student complaint is any report submission by a prospective, current, or former student through the University's official web-based system using the **Student Grievance Form**, hosted on the LSU Eunice CARES webpage www.lsu.edu/care. All submitted written student complaints will be kept on file electronically in the Office of Student Affairs.

LSU Eunice defines a "grievance" as a request by a student for reconsideration of an action or decision by a University employee, office, panel, or committee. This includes:

- ◆ An action or decision on the part of an employee, faculty member, program director, or other administrator that a student perceives to be unfair or unreasonable, or
- ◆ Application of standards different from those that were applied to other students under similar circumstances.

Submitted written student complaints that meet the definition a grievance should be adjudicated and resolved through Policy Statement 8 (www.lsu.edu/policy-statements/documents/NO08.pdf) or the appropriate specific procedures. Written student complaint submissions should clearly state the action or decision being grieved and what relief or corrective action is being requested. Submissions that do not include this information will be kept on file in the Office of Student Affairs but may not require formal adjudication and resolution.

SGA Bill of Rights

Student Government Association has established a Student Bill of Rights on the SGA webpage (www.lsu.edu/sga). If you believe one of your rights has been violated, and you have already attempted to resolve your complaint directly but were unsuccessful, contact the SGA President (sga@lsu.edu) and/or submit a written student complaint via the LSUE Cares webpage.

Dining on Campus

The Cafeteria is open from 7:30 am to 7:30 pm on weekdays and 10:00 am to 6:00 pm on the weekends during the Spring and Fall semesters. Summer hours vary and will be announced at the end of the

Spring semester. For lunch, students can choose among daily specials, short order items, and a salad bar. All students taking 6 hours or more on main campus are charged a dining fee of \$186 per semester that is able to be used at the Cafeteria and at Starbucks, which are both located in the Mumphrey Center. Starbucks is open from 8:00 am to 6:00 pm on weekdays and from 10:00 am to 6:00 pm on the weekends during the Spring and Fall semesters. Summer hours may vary.

Disability Services

Disability Services assists students in identifying and developing accommodations and services to help overcome barriers to the achievement of personal and academic goals. Services are provided for students with temporary or permanent disabilities.

Accommodations and services are based on the individual student's disability-based need. Students must provide current documentation of their disabilities. Students should contact the office early so that necessary accommodations can be arranged.

Who can receive disability accommodations?

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

What are reasonable accommodations?

Reasonable accommodations are modifications or adjustments to the tasks, environment, or the way things are usually done that provide individuals with disabilities to have an equal opportunity to succeed. Reasonable accommodations provide opportunity for equity, not leverage.

How do I receive accommodations?

The student must voluntarily self-identify and provide appropriate documentation to support the functional limitations of the disability in an academic or residential environment.

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

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

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

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

When are accommodations in effect?

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

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

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

Drug-Free and Tobacco-Free Campus Policy

It is the policy of LSU Eunice to maintain a drug-free and tobacco-free campus environment. Faculty, staff, and students shall remain drug-free both on- and off-campus and will not use tobacco while on the LSU Eunice Campus. LSU Eunice Campus is all land, property, buildings, and other facilities owned, leased, or otherwise controlled by LSU Eunice. This includes any land, property, buildings, and other facilities that may be leased by LSU Eunice to private third parties, such as Bengal Village, affiliated foundations, or others.

LSU Eunice policy defines smoking as inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco, and any other lighted combustible plant material; it also means the use of electronic cigarettes and any other product that is used to deliver nicotine by means of smoke or vapor.

LSU Eunice policy defines tobacco products as any and all forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, smokeless tobacco, snuff, and chewing tobacco, as well as electronic cigarettes and any other product which is used to deliver nicotine by means of smoke or vapor. This does not include any FDA-approved product or device intended to assist the user to stop smoking or using tobacco products. The illegal use, possession, dispensation, manufacture, or sale of controlled substances and alcohol abuse by students while on campus is prohibited. Students who are convicted of violating the policy will be subject to student conduct action, which could include suspension or expulsion from the campus. Anyone found to have violated the policy is also subject to referral to civil authorities.

Events Calendar

For the benefit of students, faculty, and organizations, in planning events for each University session, a calendar of events is maintained on the LSUE website. Go to www.lsue.edu/ and click on the "Calendar of Events" to find out what's happening on campus and virtually!

Housing & Residence Life

Built in 2002, Bengal Village is a 216-bed university-owned and operated apartment complex on the beautiful LSUE campus. The live-in professional and student staff work to provide an environment that is conducive to academic success, promotes student involvement, and is responsive to their needs. At Bengal Village, students find all of the amenities they enjoy within their homes while enjoying the convenience and the holistic student experience of living on a college campus. For more information about on-campus housing, including the Living on Campus Handbook and information on how to apply,

go to the Housing website.

IT Help Desk & Technology Resources

Help Desk Support

The Office of Information & Technology staffs the Help Desk, which exists to provide technical support for all students. If you are having trouble accessing myLSUE, myCourses, or have any other technical question or problem, contact the IT Help Desk for assistance. Phone: 337-550-1307 or Email: helpdesk@lsue.edu.

Gear 2 Geaux

The Library works in collaboration with OIT to operate the Gear 2 Geaux program, which provides mobile computing devices for students to temporarily check out with their LSUE Student ID. This includes Dell laptops, mobile hotspots (internet included), microphones, webcams, and calculators. Students at all sites with a valid student ID are able to come to the Library on campus to utilize this resource.

Free Microsoft Office 365

Microsoft Office 365 is a line of subscription services offered by Microsoft, as part of the Microsoft Office product line. This includes Word, PowerPoint, Excel, Publisher, and more. LSUE licensing allows installation on up to 5 different devices per user for all students, faculty, and staff. The account is tied to the user, not to any one device, so it allows seamless interaction between working on home devices and on mobile devices. LSUE's 365 environment is accessible through <https://www.lsue.edu/office>.

Mental Health Counseling Services

The Office of Student Affairs has partnered with Compass Health to provide free mental health counseling services to students experiencing depression, anxiety, substance abuse, domestic abuse, eating disorders, poor self-esteem, problems adjusting to college life, and more. To schedule an appointment with a licensed counselor, contact Compass directly at 337-534-0490, and make sure to state that you are an LSUE student. The discussions in these counseling sessions are confidential unless the counselor believes that you may be a risk of harm to yourself or others, in which case the Dean of Students and/or police/EMS will be contacted.

Parking

Registering Your Vehicle

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

Steps for registering your vehicle on myLSUE:

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

Receiving your Parking Permit

After you have registered your vehicle online, you may pick up your permit/decal at the Business Office during the hours of 8:00am – 4:30pm, Monday through Friday. The office is located in the Science Building on the first floor.

Make sure to put the decal on the bottom left-hand corner of your rear windshield immediately to avoid receiving a parking citation.

Paying for your Parking Permit

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

Traffic and Parking Regulations

Parking decals must be placed on the left of the rear windshield affixed on the outside of the glass. Pedestrians have the right of way when within marked crosswalks. 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 LSU Eunice 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 person in the Office of Student Affairs, Room 112 of the Mumphrey Center. Additional information on parking and traffic regulations for LSU Eunice is available at the LSU Police and Campus Security webpage under Parking and Traffic Regulations at www.lsu.edu/police.

Pathways to Success

Using the best practice in the field, the Pathways to Success program exists to provide a holistic approach to developmental education so that LSUE may better assist underprepared students in the achievement of their educational, personal, and career goals.

The Pathways to Success program functions as a division of the Student Success Center. Students who attend classes on campus with no ACT score on file or with an ACT composite score of 15 or below are required to complete the Pathways to Success program.

Curriculum

This mandatory one-year program consists of writing skills (ENGL 0001), quantitative skills (MATH0001/0015/0021), an orientation to

university studies (UNIV1005), college reading (UNIV0008), and approved electives in

several different academic disciplines. Students who are placed into Pathways to Success automatically upon admission will follow a prearranged set of classes (as indicated here) and are permitted to enroll in a maximum of 12 credit hours per semester. These courses must be taken face-to-face as Pathways to Success students are not permitted to enroll in online courses while in the program.

Requirements

Meeting with an academic advisor at least one time per semester is required of all Pathways students. Attendance is critical for your success in college, which is why attendance is mandatory for all classes as a part of the Pathways to Success program. Students who miss more than three (3) classes in a regular semester for a course that meets three times a week or more than two (2) classes in a regular semester for a class that meets two times a week will automatically fail the course, regardless of whether or not the absences were excused, unless an appeal is filed and approved. Students who receive a grade below 70% (or C-) on a major assignment in either English or mathematics will be required to participate in tutoring. For more information on Pathways to Success, go to the Pathways to Success website (www.lsue.edu/deved).

Police and Security

LSUE is dedicated to preserving a peaceful and safe campus environment. Students, faculty, staff, and visitors are to report all crimes or suspicious activity to the LSUE Police/Campus Security Office, or any other administrative office.

Police

The LSUE Police Department was established in 2016 and is staffed by two licensed police officers who are certified and commissioned with statewide arrest authority per Louisiana Revised Statute 17:1805 and oversee all law enforcement related functions on a daily basis.

Officers also work collaboratively with local law enforcement agencies and LSU Police to enhance the safety and security of the campus. All officers receive training that exceeds state standards and maintaining open communication with our community while continuously striving to promote safety and crime prevention.

Security

An essential component to the LSUE Police Department are the Campus Security Officers who work under the supervision of the Director of Police. Campus Security provides a range of services to the campus community, including dissemination of public safety information, emergency response, crime prevention services, traffic control, and enforcement of parking regulations.

Posting Materials on Campus Policy

Registered student organizations and campus offices do not need prior written approval to post and distribute promotional or informational material around campus. Individuals and groups not affiliated with a registered student organization or campus office must request and receive written approval from the Office of Student Affairs (stuaff@lsue.edu) to be approved to post and distribute materials around campus. If approved, materials will be indicated as such by the Office of Student Affairs prior to posting. All requests to post content to digital signage are requested and approved by the Office of Information & Technology (oit@lsue.edu).

Recreational Facilities

The Recreation Center is located in the Health and Physical Education Building. Facilities are available for students to become and stay physically fit. Indoor facilities include a heated pool, gymnasium, and

weight room. Outdoors facilities include tennis courts and a sand volleyball court. Fitness classes are also offered through the Office of Continuing Education. For hours and information regarding the Recreation Center, contact the Athletics Department.

Sexual Misconduct and Title IX

Title Louisiana State University at Eunice (LSUE) is committed to providing places of work and learning free of discrimination. Likewise, LSUE's policy regarding sexual discrimination and harassment represents our commitment to providing equal educational opportunity to all students.

See Also: LSU Permanent Memorandum 73-Title IX Policy Prohibiting Sexual Misconduct
<https://www.lsu.edu/administration/policies/pmfiles/pm-73.pdf>

In compliance with federal law, Title IX of the Education Amendments Act of 1972, it is LSUE's policy that no person shall on the basis of sex be excluded from participation in, denied the benefits of, or be subject to discrimination under any education program or activity. Sex LSUE.

Sex discrimination includes sexual harassment and sexual violence. Examples of such prohibited conduct include, but are not limited to the following:

- ◆ Rape, sexual assault, sexual battery, sexual coercion;
- ◆ Sexually explicit or gender related statements, jokes, comments, questions, innuendos, anecdotes,
- ◆ or gestures;
- ◆ Uninvited touching, patting, hugging, or purposeful brushing against another person's body;
- ◆ Remarks of a sexual nature about another person, body or clothing;
- ◆ Use of electronic mail or computer dissemination of a sexual oriented or sex-based communications;
- ◆ Sexual advances be it physical or not; request for sexual favors in exchange promised job or education benefits;
- ◆ Displaying sexually suggestive objects, pictures, magazines, cartoons, or screensavers;
- ◆ Or inquiries, remarks, or discussions about an individual's sexual experiences or activities and other written or oral references to sexual conduct.
- ◆ Hazing, coercion, or force

If you believe you have been the victim of sexual harassment, sexual discrimination or sexual violence you are encouraged to contact the Title IX Coordinator, Ms. Jacqueline Lachapelle or the Title IX Deputy, Courtney Fruge at titleixcoordinator@lsue.edu.

Allegations of sexual discrimination and sexual harassment are taken seriously and will be dealt with promptly, thoroughly, impartially, and equitably in accordance with the LSUE Policy against Discrimination and Sexual Harassment Complaint Procedure (noted above). Where sexual discrimination or harassment is found to have occurred, LSUE will act to stop the discrimination or sexual harassment, to prevent its reoccurrence, and to remedy its effects.

Confidentiality cannot be guaranteed when filing a complaint of sexual discrimination or harassment; however, an individual's privacy will be protected to the extent reasonably possible.

Student Organizations and Activities

The principal aims of student organizations are to further the development of its members through wholesome activities and to promote campus engagement and leadership development. All registered student organizations must follow the policies and procedures outlined within the Student Organization Handbook, which can be found online on the Student Organizations website.

Getting Involved

A list of active student organizations and their meeting dates and times are found on the Student Organizations website. Registered student organizations enjoy many benefits, including having access to Student Government funding and the ability to reserve on-campus facilities for organization events and activities.

Forming a New Student Organization

New student organizations may be formed at any time. Those interested in doing so should submit the online registration form found on the Student Organizations website. The following materials and information are needed to complete the online registration to be recognized as an active student organization:

- ◆ At least two (2) student officers
- ◆ At least four (4) other active student members (6 total)
- ◆ An LSUE faculty or staff advisor
- ◆ Constitution

For guidance on starting a new student organization, or for information on how to get connected to and involved with active student organizations, visit the Student Organizations website (www.lsue.edu/organizations) or contact the Office of Student Affairs (stuaff@lsue.edu).

Testing Center

The Testing Center, located on the first floor of the Arnold LeDoux Library, provides proctored testing services for both prospective students and current students. Students at all sites can use the Exam Registration Form on the Testing Center website to schedule in advance to take any of the following exams at the Testing Center: ACCUPLACER, Peregrine General Education Exam, Test of Essential Academic Skills (TEAS) for Nursing & Allied Health, and others.

Students who are required to take developmental coursework are highly encouraged to take ACCUPLACER, and their first attempt per exam is free at the Testing Center. These students are able to test out of that coursework if they meet the minimum cut score(s) for the respective course.

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, math problem solving assistance, and more. For more information about online or face-to-face tutoring services, contact the Tutoring Center.

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

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

Tutoring Center Hours: 8:30 AM - 4:00 PM Monday to Friday / Closed Saturday and Sunday

In-Person Appointments & Walk-Ins: Both peer & faculty tutors are available in the Tutoring Center for any student who wants to schedule a tutoring appointment in advance via the Tutoring Center webpage. Walk-ins without appointments are accepted pending peer tutor availability.

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.

Veterans' Affairs

The Office of Veterans' Affairs provides advising and information for veterans attending LSU Eunice.

Enrollment certifications to the Veterans Administration are handled through this office. All veterans and eligible dependents of deceased or disabled veterans are urged to establish contact with the LSUE Office of Veterans Affairs for information concerning benefits pertaining to enrollment. For detailed information visit the Veterans Affairs website.

Not all academic programs of study are eligible for students to receive VA funding to pursue. To view which programs are eligible, see the "Academic Programs of Study" section of this handbook.

Campus Directory

DEPARTMENT	EMAIL	TELEPHONE
Academic Affairs	dreaux@lsue.edu	(337) 550-1301
ACT Testing	cjones@lsue.edu	(337) 550-1208
Admissions	admissions@lsue.edu	(337) 550-1329
Athletics Department	afonteno@lsue.edu	(337) 550-1417
Bengal Village	housing@lsue.edu	(337) 550-1410
Bookstore	rzorn@lsue.edu	(337) 550-1281
Business Office	businessaffairs@lsue.edu	(337) 550-1262
Business & Technology	thuval@lsue.edu	(337) 550-1313
Cafeteria	jjoubert@lsue.edu	(337) 550-1221
Campus Security	jlalonde@lsue.edu	(337) 550-1225
Career Services	studentsuccess@lsue.edu	(337) 550-1218
Chancellor's Office	sorenson@lsue.edu	(337) 550-1201
Continuing Education	continuinged@lsue.edu	(337) 550-1390
Disability Services	ods@lsue.edu	(337) 550-1204
Enrollment Management	toubre@lsue.edu	(337) 550-1208
Financial Aid & TOPS	finaid@lsue.edu	(337) 550-1282
Information Technology	it@lsue.edu	(337) 550-1307
Immunization Records	admissions@lsue.edu	(337) 550-1305
Liberal Arts Division	dseiha@lsue.edu	(337) 550-1308
Library	library@lsue.edu	(337) 550-1380
Nursing & Allied Health	dmcDONAL@lsue.edu	(337) 550-1311
Pathways to Success	studentsuccess@lsue.edu	(337) 550-1212
Registrar	registrar@lsue.edu	(337) 550-1302
Scholarships	cjones@lsue.edu	(337) 550-1208
Sciences & Mathematics	jhamlin@lsue.edu	(337) 550-1233
Student Affairs	stuaff@lsue.edu	(337) 550-1218
Student Success Center	studentsuccess@lsue.edu	(337) 550-1206
Tutoring Services	tutoring@lsue.edu	(337) 550-1254
Veterans Affairs	va@lsue.edu	(337) 550-1218