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 many construction and renovation projects starting on campus, now is the most exciting time to be a student at LSUE – more than ever before.

In addition to all of 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!

Dr. Kyle Smith
Dean of Student Affairs
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Admissions and Orientation

Academic Advising

All students must visit 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 meet one-on-one 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 should receive a copy of your “Course & Fee Statement,” which includes your class schedule and tuition/fees owed. If your advisor cannot provide you with your printed schedule, 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 Acadian 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:

- Register for Orientation
- Apply for Financial Aid
- Login to your myLSUE account
- Turn in your meningitis and other immunization records (required)
- Turn in the following optional materials:
  - ACT scores
  - Any transcripts from other colleges/universities
  - High school transcript or GED
- Participate in Orientation*
- Meet with an Academic Advisor*
- Register for classes*
- Get your Bengal ID Card*
- Pay fees or clear your fees in myLSUE (prior to deadlines posted in the Academic Calendar)

*All of these checklist items are completed at orientation.

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.

Course Registration

The Registration Guide

The Registration Guide can be accessed at: [www.lsue.edu/academics/registrationguide.php](http://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, deadlines, fee payment, 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 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 meet 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 **Class Schedule** can be accessed at: [www.lsue.edu/academics/classschedule.php](http://www.lsue.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.

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 your eight digit DOB (e.g. for March 11, 2001, enter 03112001). After your first time logging in, you will have to create a 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.
- **Student Services**: Register your vehicle to allow you to obtain a parking permit.
Orientation

Orientation offers incoming students a chance to:

θ Participate in math placement testing to test out of developmental math courses;
θ Learn about University departments, resources, services, policies, and campus life;
θ Receive Bengal ID cards and LSUE t-shirts;
θ Get connected to other LSUE students and organizations; and
θ Meet with an academic advisor who will help with class registration.

Orientation is mandatory for all students who have earned fewer than 12 non-dual enrollment semester hours. Pathways to Success students re-applying to LSUE may be required to attend orientation or a special academic advising session with the Coordinator for Pathways to Success.

After being accepted to the University, students register online for orientation on the orientation website (orientation.lsue.edu). There is a $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. For more information and to view dates for upcoming orientations, contact the Office of Admissions or visit the orientation website.

Important Documents Needed to Complete Orientation

Please try to have the following documents submitted prior to the date of your orientation session:

□ High school transcript
□ Transcripts from other colleges/universities (if applicable)
□ ACT scores (if applicable) GED if applicable
□ Meningitis & immunization verification document (or a signed ‘Waiver’)
□ Any Financial Aid documents requested. (Remember! The FAFSA application process is a separate process that is not completed at LSUE. You should contact the Financial Aid office for information and assistance as needed to make sure you have all documents submitted.)

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 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.
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

Course and Fee Statement – A document that contains a class schedule, tuition charges, and financial aid award information. Students should receive a hard copy of this document after meeting with an Academic Advisor who helps to schedule your classes. A copy of this document can be found on each student’s myLSUE account.

Financially Cleared (or Clearing of Fees) – Refers to the financial status of a student who must have a zero balance or a credit balance on his/her myLSUE account before the payment deadline through either a financial aid award or payment out-of-pocket made in full.

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

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

Purge – The process by which students that have not financially cleared their tuition/fees by the payment deadline will result in the student being dropped from the class rolls.

Refund Table – When a student drops a class on or after the first day of classes and before the end of the third day of classes for summer or the 14th day of classes for fall or spring, the student will be refunded a percentage of the tuition paid depending upon when the student dropped the class. See the Registration Guide for more information.

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 to inquire about FERPA waivers.
Fee Payment

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

1. Log into myLSUE and click on the “Pay Fees” tab. Pay in a lump sum online via PayPal with one of the following: VISA, MasterCard, Discover, American Express, or e-check

2. Enroll in the Nelnet payment program. This plan allows you to have your balance owed to the University put into monthly payments based upon your time of enrollment in the program. Any financial aid and/or scholarships awarded and applied to your account is calculated in the balance owed to the University. The cost for this service is $45 for the application. To enroll with Nelnet, log into your myLSUE account and click on the “Pay Fees” tab. Next, click on the Nelnet Payment Plan at the very bottom of the page.

3. Mail your check or money order to the Business Office or pay in person. Payment must be received before fee payment deadline

How to Clear Your Fees in MyLSUE

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

Tuition and Fee Payment Deadlines

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

Financial Aid Overview

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.

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.

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: https://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 7:45 am to 4:30 pm 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 online 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 within this handbook.
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 Science (AS):**
- Nursing\(^1\,2\)
- Radiologic Technology\(^1\,2\)
- Respiratory Care\(^1\,2\)

**Associate of Applied Science (AAS):**
- Computer Information Technology\(^1\,2\)
- Management\(^1\)
- Diagnostic Medical Sonography\(^1\,2\)
- Surgical Technology\(^1\,2\)

**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 Sciences and Mathematics

**Associate of Science Louisiana Transfer (AS/LT):**
- Natural Sciences (Biological Sciences)\(^1\)

Division of Liberal Arts

**Associate of Arts Louisiana Transfer (AA/LT):**
- Business\(^1\)
- Criminal Justice\(^1\,2\,3\)
- Fine Arts\(^1\)
- Humanities\(^1\,3\)
- Mass Communication\(^1\)
- Social Sciences\(^1\,3\)

**Associate of General Studies:**
- General Studies\(^1\,3\)

**Associate of Science (AS):**
- Care and Development of Young Children\(^1\)
- Criminal Justice\(^1\,2\)

**Associate of Applied Science (AAS):**
- Fire and Emergency Services\(^1\,3\)

**Certificate of Technical Studies (CTS):**
- 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 are offered both face-to-face and online. Go to www.lsue.edu/online/ for more information.

Academic Calendar: Important Dates & Deadlines

The **Academic Calendar** can be accessed directly at: [www.lsue.edu/calendar](http://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”
- Last day to drop a class 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: catalog.lsue.edu

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 will refer the student to the Office of Student Affairs.
- A student dropped from the rolls for non-attendance of classes will not be eligible to reenter the University until after the following semester.

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
    - ¾ 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. For support and guidance on how to file a grade appeal, contact the Office of Student Affairs.

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 platform that hosts all of the courses that you will take as an online student, including syllabi, assignments, grades, instructor contact information, forums, and more. To access myCourses, go to www.lsue.edu/ and click on “myCourses” on the top left. Then, enter your myLSUE login credentials, and click “Log in.” You can also access myCourses through your myLSUE account.

About ProctorU

Identity verification services and exam proctoring for online courses are provided by ProctorU. Students should expect to pay individual fees per exam. Exact charges will vary depending on the length and number of proctored exams per course. Specifics on the number and length of proctored exams in a course will be available in the course syllabus.

Online Conduct

All students are expected to read the Code of Student Conduct. However, students enrolled in online classes should become very familiar with the academic misconduct section of the Code of Student Conduct section, particularly the violations that frequently occur online, such as theft, disrespect, and dishonesty. In short, do not cheat; make sure your work is your own; and be respectful and courteous when communicating with your online classmates and your instructor. Reference the Code of Student Conduct for more information on prohibited conduct and possible sanctions that could result if found responsible.

Resignation

The policy regarding grades for students who resign is included in the Academic Catalog section above. 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 fill out a Resignation Form online or in the Registrar’s Office, which is located in the Geaux Center in the Acadian Center. The date on which the completed Resignation Form is signed by the student in 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 Course Agreements

LSUE has written transfer agreements with Northwestern State University, the University of Louisiana at Lafayette, and McNeese State University specifying which LSUE courses are equivalent to courses at those institutions. Check with your advisor for details. Most LSUE course numbers parallel the course numbers in the catalog of LSU A&M. For additional information on transfer credit, check the Louisiana Board of Regents Data & Publications’ Master Course Articulation Matrix 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. 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

You take your photo for your Bengal ID card during orientation. 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 Office of Information Technology (OIT) 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 is 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.

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.

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.
Dining on Campus

The Cafeteria is open from 7:30 am to 7:30 pm on weekdays and 10am-6pm 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 are charged a dining fee of $175 per semester that is able to be used at the Cafeteria and at Starbucks, which are both located in the Acadian 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 vary and are announced at the end of the Spring semester.

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 LSUE 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 physical grounds of the campus. 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!
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.

Mental Health Counseling Services

The Office of Student Affairs provides counseling referral services to students experiencing depression, anxiety, substance abuse, domestic abuse, eating disorders, poor self-esteem, problems adjusting to college life, and more. Please contact the Office of Student Affairs to schedule your appointment with a licensed mental health counselor.

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 in the LSUE Police and Security Office during the hours of 8:00am – 4:30pm, Monday through Friday. The office is located in the MX2 modular building behind Manuel Hall.

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

Paying for your Parking Permit

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

Traffic and Parking Regulations

Parking decals must be placed on the left of the rear windshield affixed on the outside of the glass. Pedestrians always have the right of way on campus streets and parking areas. Unless a different limit is posted, the speed limit is 15 mph on all campus streets and 10 mph in parking areas. Vehicles must be centered in marked parking spaces and must not be backed into parking spaces. Backing into a space or pulling across to an opposite space leaves the parked vehicle illegally facing against the flow of traffic and prevents Police and Security Officers from being able to easily read decals. Vehicles must be registered by the end of the first full week of classes with decals that are valid from the date the car is registered until the following August 15. Vehicles must follow established traffic routes, stop at all stop signs, and obey all other traffic regulations. Vehicles must be parked in spaces designated specifically for the associated parking permit. Vehicles improperly parked in faculty/staff spaces, designated handicapped spaces, loading zones, fire lanes, or other improper spaces will be ticketed and/or towed at the owner’s expense. Parking and traffic tickets may be appealed in the Office of Student Affairs.

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 enroll 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 (Math 0015 and 0021), an orientation to university studies (University Studies 1005), critical reading (College Reading 0008), 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 three (3) times per semester is required of all Pathways students. Attendance is critical for your success in college, which is why it 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 will automatically fail the course, regardless of whether or not the absences were excused. 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 the Pathways to Success program, go to the Pathways to Success website.

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

With the assistance and guidance of LSU Police Department in Baton Rouge, LA, the LSUE Police Department has been established effective January 1, 2016. Currently, the LSUE Police Department is staffed by two licensed police officers (Captain and Sergeant). However, the University looks to expand the number of police personnel in the near future to more fully serve the LSUE community. LSUE PD officers are Louisiana POST (Peace Officer Standards and Training) certified and commissioned with statewide arrest authority per Louisiana Revised Statute 17:1805 and oversee all law enforcement related functions on a daily basis.

The LSUE Director of Police reports to the LSUPD (Baton Rouge) Chief of Police and the Dean of Student Affairs. 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 LSUE 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.

Recreational Facilities

The Recreation Center is located in the Health and Physical Education Building. Facilities and activities 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. For information regarding the Recreation Center, contact the Athletics Department.

**Sexual Misconduct and Title IX**

Title IX of the Education Amendments of 1972 is a comprehensive federal law that prohibits discrimination based on the gender of students and employees of educational institutions that receive federal financial assistance.

In accordance with Title IX and other applicable laws, LSUE is committed to providing a learning, working, and living environment that promotes integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex and sexual misconduct which includes sex discrimination, sexual harassment, dating violence, domestic violence, sexual assault, stalking and retaliation. LSUE prohibits sex discrimination and sexual misconduct. This policy applies to all persons without regard to sexual orientation, gender identity and/or gender expression.

Sex discrimination and sexual misconduct violate an individual’s fundamental rights and personal dignity. LSUE considers sex discrimination and sexual misconduct in all of its forms to be serious offenses. This policy has been developed to reaffirm these principles and to provide recourse for individuals whose rights have been violated. To view LSUE’s full Sexual Misconduct/Title IX policy, visit the Title IX website. This policy defines sexual misconduct and also establishes a mechanism for determining when rights have been violated in employment, student life, campus support services, LSUE programs and/or an academic environment.

**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 or contact the Office of Student Affairs.

Tutoring Services

The Student Success Center offers free peer-to-peer tutoring services to all LSUE students in the Tutorial Center. This includes assistance with homework assignments, academic support, supplemental instruction, and more. For more information about online or face-to-face tutoring services, contact the Student Success Center.

Face-to-Face Tutoring

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

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

Tutorial Center Walk-in Hours: 8:30 AM - 4:00 PM Monday to Friday
Closed Saturday and Sunday

Online Tutoring

Smarthinking is an Internet based tutoring service available to students at LSU Eunice free of charge. Smarthinking connects students to highly qualified tutors in a variety of subjects. Smarthinking will provide you with the tutoring, writing services, and homework help that you need to succeed. To access this service, login to myCourses and click the "Smarthinking Tutoring" link found on the top menu bar.
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.

The Student Veterans Organization (SVO) is an active student organization that seeks to engage and connect veteran students to one another. Contact Veterans Affairs for more information on how to get involved with SVO.
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<td>Academic Affairs</td>
<td>Manuel Hall 102</td>
<td>(337) 550-1301</td>
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<td>ACT Testing</td>
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<td>Admissions</td>
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<td>(337) 550-1329</td>
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<td>Athletics Department</td>
<td>Health &amp; P.E. Bldg. 106</td>
<td>(337) 550-1417</td>
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<td>Bengal Village</td>
<td>225 LSUE Campus Dr.</td>
<td>(337) 550-1410</td>
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<td>Bookstore</td>
<td>Acadian Center 123</td>
<td>(337) 550-1281</td>
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<td>Business Office</td>
<td>Science Bldg. 115</td>
<td>(337) 550-1262</td>
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<td>Business &amp; Technology</td>
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<td>Acadian Center 110</td>
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<td>Science Bldg. 146</td>
<td>(337) 550-1212</td>
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