

**Spring Intercession 2013
Registration Guide**



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

REGISTRATION GUIDE PROVIDES VITAL INFORMATION

Next to the Catalog, your Registration Guide may be the single greatest piece of resource material available to you. While the Catalog may tell you everything in general about LSU Eunice, the Registration Guide tells you “everything you need to know but are afraid to ask” about the spring intersession. Look over the Registration Guide carefully, print out a copy, and be sure to bring it with you when you come for advising and registration. In order to be considered a registered student, all persons must: 1) Meet with Advisor; 2) Schedule Classes; and 3) Clear Fees. Until all three steps are successfully accomplished, persons are not considered registered for the semester.

MEET WITH YOUR ADVISOR BEFORE REGISTRATION

All students are strongly encouraged to meet with their academic advisors before Early Registration. **Academic advising is more than just a time to schedule next semester’s classes. It is a decision-making process in which you get advice on your long-term plans for your future and will clear you for registration.** You will not be able to use the myLSUE computer web-based registration system until your advisor has cleared you to register. You can meet with your faculty advisor during your advisor’s posted office hours.

If you are a new, re-entry, or transfer student and need to attend orientation, you will meet with an advisor at that time; otherwise, you need to schedule an appointment with your advisor prior to registering.

I. ADMISSIONS and ORIENTATION

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

ORIENTATION/REGISTRATION

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

Orientation is mandatory for all students who have earned less than 24 semester hours. Upon being admitted to LSU Eunice, students can register for Orientation/Registration online at <http://www.lsu.edu/orientation>. There is a \$15 Orientation fee. Check in at the Acadian Center. For more information, please call (888) 367-5783, ext. 218, or locally 550-1218.

Orientation Schedule for Spring Intersession 2013

April 9, 2013.....	10.30am	April 30, 2013.....	10.30am
April 12, 2013.....	10.30am		

Parent and Spouse Orientation

Parents and spouses of Orientation students may attend Orientation at no additional charge. They will have the opportunity to attend a separate program to learn about the university. Representatives from various university departments will meet with parents and spouses at a special information session designed just for them. Family wishing to eat lunch will be required to pay \$3 per person.

PROOF OF IMMUNIZATION

Louisiana law requires that all first-time LSUE students who were born after 1957 provide proof of immunization against measles, mumps, rubella, and tetanus-diphtheria prior to registration for the initial term of enrollment. New students are provided a [Proof/Waiver of Immunization Form](#) at the time of admission. The form should be completed and returned to the Office of Student Affairs and Enrollment Services (Acadian Center Room 112).

REQUIRED MENINGITIS IMMUNIZATION

At this time Louisiana law requires all students entering any university for the first time, any students living on

campus, and any transfer students to be immunized against meningitis unless a waiver is signed. Meningitis is a potentially fatal infection. When it strikes, its flu-like symptoms make diagnosis difficult. To learn more about meningitis, its symptoms, and its effects, read the information found at <http://children.webmd.com/vaccines/tc/meningitis-topic-overview>. If you are a first time student, a transfer student, or a student living on campus, please (1) submit proof of inoculation for meningitis or (2) provide a signed waiver. If you are under the age of 18, your parent or guardian **must** sign the waiver also. This process must be completed before you are eligible to register for classes. Please send the appropriate documents as soon as possible to the Office of Student Affairs and Enrollment Services (Acadian Center Room 112), LSU Eunice, P. O. Box 1129, Eunice, LA 70535 so you may enroll in classes.

II. STUDENT SUPPORT SERVICES

Students who want to sign up for free tutoring, supplemental instruction, support services for students with disabilities, financial aid/literacy, personal and academic counseling, two-year/four-year transfer assistance, and other academic support services are encouraged to fill out an application during early registration to avoid delay in services. However, a student may apply at any time. During all orientations, interested students should stop by the Student Support Services' table in the Acadian Center to complete the application after they have met with their faculty advisor. There is a one-time application process and qualifying students can receive services until they graduate or transfer. Free applications are available from Student Support Services (Science Building Room 146).

REGISTRATION ASSISTANCE FOR STUDENTS WITH DISABILITIES

Students with disabilities who need help with registration may request assistance from Student Support Services, provided the following conditions are met:

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

III. ACADEMIC POLICIES

For information concerning [resigning from the university](#), [requesting an "I," repeating a course](#), [academic bankruptcy](#), or other [academic policies](#), please consult the appropriate section of Academic Catalog.

TRANSFER COURSE AGREEMENTS

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

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

IV. SPRING INTERSESSION DATES and REGISTRATION INSTRUCTIONS

March 18	Registration begins
May 09	Registration ends; Fees must be paid by 4pm or classes will be dropped
May 10	Late Registration opens after Academic Affairs finalizes class schedule for the term (usually after 4pm, but might be as early as 2pm); \$2.00 per credit hour late registration fee will apply
May 13	Classes begin; Final day to add courses or change sections; Fees must be paid by 4pm or classes will be dropped
May 14	Final date to drop courses or resign from the University by 4.30pm without a grade of a "W"

May 21	Final date to drop courses or resign from the University by 4.30pm with a grade of a “W”
May 24	Last day of classes
May 27	Final exam period
May 28	Final grades due in Registrar’s Office 9:00 a.m.

REGISTRATION INSTRUCTIONS

1. Complete a [Trial Schedule Worksheet](#) and take it to your faculty advisor during the advising period.
2. Note to “new,” “re-entry,” and “transfer” students: prior to registering, you may need to go to the Office of Student Affairs and Enrollment Services (Acadian Center Room 112) if there is a problem with your immunization records. Students with outstanding debts will have to settle their accounts with the Business Office (Science Building Room 115) prior to registration.
4. After you select your classes via myLSUE, print out your “Course and Fee Statement” (fee statement) through myLSUE. No fee statements will be mailed to students. Students are advised to recheck their class schedule on myLSUE prior to the start of classes for any room or time changes.
5. Verify your “Course and Fee Statement” carefully for accuracy of information prior to paying your tuition fees.
6. If you need to request a fee deferment, go to the Business Office (Science Building Room 115).
7. Process your fee statement according to the dates and times listed above. **You are not registered until your fee statement has been processed. Students not processing their fees by the published deadline will have their schedules canceled** and must complete the late registration process if they wish to be registered.

REGISTRATION FEE PAYMENT PROCEDURE

Students selecting classes during should clear their fees with the Business Office by going to their myLSUE account and pay their fees online or apply their financial aid. The student may choose to go to the Business Office (Science Building Room 115) to complete fee payment by either cash (do not mail), check, money order, credit card, financial assistance, deferment, or fee exemption.

A student who has a fee statement with financial aid and/or scholarships listed may use the fee statement to financially clear their account up to the amount of aid listed. The aid must be awarded and applied on the fee statement. Students can go online to their myLSUE account under the pay fees tab and click on the apply aid button. Otherwise, students must present the signed permission statement to the Business Office during the fee payment period. If the aid listed does not cover the entire charges, the student must submit the difference to the Business Office for full financial clearance. ONLY an original fee statement and student’s signature are accepted (no copies or faxes). Credit card payments can be made online at my.lsue.edu or by telephone (337) 550-1262. Hours of operation are 8am– 4:30pm each day.

V. FEE SCHEDULE

RESIDENT FEES

Fees for Louisiana residents are \$117.50 per credit hour. During the spring intersession, students may enroll in a maximum of 6 semester hours.

Sem. Hours	Fee	Sem. Hours	Fee	Sem. Hours	Fee
1.....	\$117.50	3.....	352.50	5.....	587.50
2.....	235.00	4.....	470.00	6.....	705.00

NON-RESIDENT FEES

Out-of-state residents (including international students) will be charged an additional \$215.50 per credit hour up to a maximum of \$1,293.00 in additional fees for nonresident students enrolled in six credit hours.

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

1. Fees for auditing courses are in accordance with the above schedules. Fees for students enrolling for combined credit and audit work will be assessed in accordance with total hours scheduled.
2. Application Fee, \$25 (non-refundable)
3. Prior Learning or Credit by Examination, \$10 per credit hour.
4. Transcript Fee, \$5 (per transcript)
5. Online Course and Telecourse, \$50
6. Vehicle Registration Fee, \$20 (for the academic year)
7. A per credit hour utility surcharge may be assessed in addition to the fees listed in the fee schedule.

8. Labs Fee:

- Science Lab Fee, \$20
- Nursing/Allied Health Lab Fee, \$40
- Art Lab Fee, \$20
- Health/Education Lab Fee, \$15
- Fire/Forensic Science Lab Fee, \$15

CREDIT CARDS

You have the ability to pay for your fees with a credit card, though there is a transaction fee charge assessed when using a credit card for payment. When paying online, login to your myLSUE account, access your fee statement, and use Visa, MasterCard, Discover, or American Express to pay fees and become financially clear.

You can pay your fees on campus using Visa or MasterCard. You may also phone in your fee payment during the registration periods by calling (337) 550-1262.

REFUND OF FEES FOR SCHEDULE

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

100% refund by 11:59 p.m. May 12, 2013	50% refund by 11:59 p.m. May 15, 2013
90% refund by 11:59 p.m. May 13, 2013	0% refunded after 12:00 a.m. May 16, 2013
75% refund by 11:59 p.m. May 14, 2013	

VI. myLSUE ONLINE REGISTRATION

To use the myLSUE system for registration, you must have your user name and password. Current students should already have a copy of their user name and password. If you did not receive or misplaced this information, you can contact the Office of Information Technology (Community Education Building Room 204). Some form of photo identification (such as a student ID card or driver's license) is required. **All students must meet with an advisor prior to registering. Make an appointment to see your advisor as soon as possible to review your schedule and obtain clearance to register.**

Continuing Students: The time at which you can begin accessing the registration system is based on the total number of credit hours you have already earned, plus the credit hours in which you are currently enrolled. Your number of earned credit hours is listed in the statistical table at the bottom of your transcript available on your myLSUE page.

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

REGISTRATION PRIORITY SCHEDULE

Registration begins March 18, 2013 using the schedule below based on the credit hours a student has earned PLUS the hours in which he or she is currently enrolled. Students can use myLSUE to check their transcripts to see how many credit hours they have earned. Students will not be permitted to register before their allotted time.

Monday – March 18	Wednesday – March 20	Friday – March 22
8:00 a.m. 90+ hours	8:00 a.m. 38-44 hours	8:00 a.m. 12 hours
10:00 a.m. 75-89 hours	10:00 a.m. 32-37 hours	10:00 a.m. 6-11 hours
1:00 p.m. 64-74 hours	1:00 p.m. 27-31 hours	12:00 p.m. 0-5 hours, as well as
Tuesday – March 19	Thursday – March 21	N/T/R students
8:00 a.m. 55-63 hours	8:00 a.m. 24-26 hours	
10:00 a.m. 50-54 hours	10:00 a.m. 16-23 hours	
1:00 p.m. 45-49 hours	1:00 p.m. 13-15 hours	

FAQ**1. Who can take part in computer registration using the myLSUE system on the Internet?**

Current students and N/T/R students who have completed the application process will all be able to register over the internet using myLSUE. **Before they can register, students must first meet with their faculty advisor to discuss scheduling and to receive clearance to register.** Students use their student ID to login on the myLSUE system on the Internet, and they use their password that was sent to them by the Admissions Office. If you need these numbers, please contact the Office of Information Technology (Community Education Building Room 204).

2. Will all N/T/R students be able to register by computer?

To be able to register by computer, N/T/R students must have a current application on file and have complied with immunization requirements.

3. When can students register by computer?

Students whose admission files are provisional or complete can take part in early registration. Current students can register beginning **March 18, 2013** based on the number of earned college credit hours plus the hours for which the student is currently registered this Spring. Students can find out their number of earned credit hours using myLSUE to view their college transcript. The number of earned credit hours is included in a statistical table at the bottom of the transcript. If you try to access the system prior to the time listed in the schedule, the system will not allow you to register.

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

In most cases, the computer registration system will allow you to register if you are an applicant whose admission file is not yet complete. If you currently owe money to LSU Eunice, the computer registration system will not allow you to register. The system will tell you the type of hold placed on your registration. Contact LSU Eunice to clear up the problem with the appropriate office.

5. Once classes start, can I add or drop classes using the myLSUE registration system?

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

6. Can I resign from all of my classes using the myLSUE computer system?

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

VII. VETERANS' AFFAIRS

Veterans and their dependents filing for educational assistance with the VA may do so through the Office of Students Affairs and Enrollment Services (Acadian Center Room 112). Additional information may be accessed at www.gibill.va.gov. **Programs of Study approved by the VA State Approving Agency** (This amended approval is provided under Title 38 USC 3675) Effective August 26, 2010.

- Associate of General Studies
- Associate of Science in Radiologic Technology
- Associate of Science in the Care and Development of Young Children
- Associate of Science in Criminal Justice
- Associate of Science in Nursing
- Associate of Science in Respiratory Care
- Certificate of Diagnostic Medical Sonography
- Associate of Arts Louisiana Transfer
- Associate of Science Louisiana Transfer
- Pre-Cardiopulmonary Science
- Pre-Dentistry
- Pre-Law
- Pre-Medical Technology
- Pre-Medicine
- Pre-Pharmacy

- Pre-Physical Therapy
- Pre-Veterinary Medicine
- Associate of Applied Science in Fire and Emergency Services
- Certificate in Applied Science in Arson Investigation
- Certificate of Technology Studies in Environmental and Safety Technology
- Certificate of Technical Studies in Evidence Recovery Technology
- Certificate in Applied Science in Fire Science Technology
- Associate of Applied Science in Management
- Associate of Applied Science in Computer Information Technology
- Certificate of Technology Studies in Medical Records and Health Information
- Certificate in Applied Science in Office Practices and Procedure