2010 SPRING ACADEMIC BULLETIN:

Class offerings: [http://schedule.lsue.edu](http://schedule.lsue.edu)

Academic Bankruptcy
Academic Calendar
Accelerated Online Course Calendar
Accreditation
ACT
Application for Admissions
Transfer and Re-entry Student Transcript Deadline
Assistance for Students with Disabilities
Auditors
Bookstore Policies
Buy Back Policy
Defective Books
Refund on Other Items
Textbook Refund Policy
Computer Registration Q & A
Course Substitutions
Credit Card Payment
Drug-Free Campus Policy
Equal Opportunity Policy
Fee Schedule
Special Fees
Credit Cards
Final Exam Schedule
Financial Aid Information
Grade Policies
Auditors
“I” Grades
Repeated Courses
Withdrawal Grades
Hardship Waivers

ID Cards
Immunization Compliance
Required Meningitis Immunization
Map
myLSUE
Orientation
LSUE Campus Dates
LSUA Campus Dates
LCRP Dates
Office of Developmental Education
Testing Day
Pathways to Success
Peer Sexual Harassment Policy
Spring Registration Schedule
Student Support Services
Early Registration
Regular Registration
Late Registration
Fee Payment Deadlines – Early
Fee Payment Deadlines – Regular
Refund Schedule
Course Schedule
Final Exam Schedule
Bookstore Hours
Library Hours
Math Placement Assessment
Transfer Course Agreements
Vehicle Registration
Veterans’ Affairs

**Information in this Bulletin is current as of December 10, 2009**

This Bulletin is not a contract or an offer to contract. [Louisiana State University Eunice](http://lsue.edu) reserves all its right 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 the first five days of classes. If you have no alternate course preferences, we will give you a full tuition refund. Allow six to eight weeks to receive the refund.

**BULLETIN PROVIDES VITAL INFORMATION**

Next to the Catalog, your LSU Eunice Course Schedule & Registration Bulletin may be the single greatest piece of resource material available to you! While the Catalog may tell you everything in general about LSU Eunice, the Bulletin tells you “everything you need to know but are afraid to ask” about the summer and fall semesters.
If you are currently enrolled at LSU Eunice, please take advantage of early registration to reserve your seat in a full array of classes. Before early registration begins, you should make an appointment with your advisor to discuss your academic goals. If you are not certain who your advisor is, stop by the Registrar’s Office located in Manuel Hall, Room 102.

MEET WITH YOUR ADVISOR BEFORE REGISTRATION

All students are strongly encouraged to meet with their academic advisors before Early Registration. Academic advising is more than just a time to schedule next semester’s classes; it is a decision-making process in which you get advice on your long-term plans for your future.

Your advisor will also clear you for registration. You will not be able to use the myLSUE computer web-based registration system until your advisor has cleared you to register.

You can meet with your faculty advisor during your advisor’s posted office hours. If you are a new, re-entry, or transfer student, before you meet with your advisor, your admission to LSU Eunice must be confirmed in writing and you must have been assigned an advisor. Call your advisor to schedule an appointment.

ACCREDITATION

The Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-4501) accredits LSU Eunice to award associate degrees. Appropriate professional accrediting associations also accredit degree programs in nursing and allied health.

APPLICATION FOR ADMISSION

To apply online, visit the web site at http://apply.lsue.edu. Once the application is completed online, applicants must submit a $25 fee before the Office of Admissions can process their applications. The fee can be paid either 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.

When you complete an application online, you will be able to:
• Apply for admission
• Waive the requirement to submit immunization information
• Sign a provisional admittance form
• Pay your application fee.

An applicant must have a valid email address to apply online. LSUE will be using the email address used to submit the application for transmitting important information to the students. Be sure to use an E-mail that will remain valid during your tenure at LSU Eunice. Additionally, LSU Eunice will issue every student a LSUE E-mail address which can be used to contact students.

Applicants who want to complete a traditional paper application may obtain one from the Admissions Office, 337-550-1305.

Transfer and Re-entry Students Transcript Submission Deadline:

Transfer students and re-entry students (those students having attended other universities since last attending LSU Eunice) must have their Official Transcripts of all college work submitted to the Office of Admissions on or before 4:30 p.m. January 11, 2010. If official transcripts of all previous college work are not received by this date, a student will be allowed to register only in developmental education courses or courses without prerequisites.

Additionally, if a student’s complete set of official transcripts have not been received by 4:30 p.m. February 5, 2010, then the student will be dropped from the rolls of the University.

REGISTRATION ASSISTANCE FOR STUDENTS WITH DISABILITIES

Students with disabilities who need help with registration may request assistance from the Office of Academic Assistance (Student Support Services), provided the following conditions are met:
• Student Support Services must be provided with documentation of a disability warranting accommodation and a completed Student Support Services application at least three University business days before the student reports to register for classes. (In cases where evidence of disability is readily visible to staff members, written documentation is preferred but not essential.)
• The student must notify Student Support Services of the need for registration accommodations and must discuss the exact nature and degree of accommodation with the Coordinator of Student Support Services no less than three University business days before reporting to register for classes (except in the case of a genuinely unexpected emergency).
• During the discussion of accommodation with the Coordinator, the student must establish a time for registration and must arrive promptly to register at the specified time.

To contact the Student Support Office for more information call 337-550-1206.

PROOF OF IMMUNIZATION
Louisiana Law requires that all first-time LSU Eunice students who were born after 1957 provide proof of immunization against measles, mumps, rubella and tetanus-diphtheria prior to registration for the initial term of enrollment. New students are provided a PROOF OF IMMUNIZATION COMPLIANCE FORM at the time of admission. The form should be completed and returned to: The Office of Student Affairs and Enrollment Services, Acadian Center 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 fatal bacterial infection. When it strikes, its flu-like symptoms make diagnosis difficult. If not treated early, it can lead to swelling of the fluid surrounding the brain and spinal column as well as severe and permanent disabilities, such as hearing loss, brain damage, seizures, limb amputation, and even death. Symptoms may include headache, fever, stiff neck, extreme tiredness, vomiting, sensitivity to light, and rash of small purplish black-red dots.

Contact your doctor immediately if you have these symptoms. 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 (Room 112, Acadian Center), LSU Eunice, P.O. Box 1129, Eunice, LA 70535 so that you enroll for classes this semester.

GENERAL FINANCIAL AID INFORMATION
LSU Eunice administers a broad program of financial aid including grants, loans and employment to help deserving students who need financial assistance to attend the University. In order to apply for financial aid, you must complete the Free Application for Federal Student Aid (FAFSA). The application can be found at http://www.fafsa.ed.gov. Students attending the Spring 2010 semester will need to complete the 2009-2010 FAFSA. The priority deadline is October 1, 2009. All supporting documents should be submitted well in advance of the priority deadline date to insure a response to your application request and availability of funds at registration. Failure to do so can result in your having to pay all or most of your college expenses out of pocket.

Beginning with the 2009-2010 award year, you will be able to monitor you financial aid file progress and to accept your award on-line through your myLSUE account. This has eliminated the need for mailing requested documents and the mailing of paper award letters. This will allow you to print requested documents at home and to accept, decline, reduce and print your financial aid award on-line.

If you transfer from one school to another, your financial aid does not transfer with you. To receive aid at LSUE, check with the Financial Aid Office as soon as possible to find out what programs are available and what steps you must take. When you transfer, your eligibility for aid must be recalculated and reprocessed by the LSU Eunice Financial Aid Office.
FEE PAYMENT FOR STUDENTS WITH FINANCIAL AID OR SCHOLARSHIPS

Once they have completed the registration process, if you have a Fee Bill with financial aid and/or scholarships listed, you may use the applied amount of the Fee Bill to financially clear your account if the amount of aid listed is greater than the tuition. You must electronically clear your fees on-line through your myLSUE account during the early fee payment period. Students must meet the fee payment deadlines established by the Business Office.

Students who fail to begin attendance in all their courses by the 14th day of class for a regular course or the 7th day of class for an accelerated course may have their financial aid reduced or canceled. Any scholarships, TOPS, and/or federal aid funds that remain after payment of required fees will be mailed to the student in approximately 4 to 6 weeks into the semester/session.

BOOKSTORE - TEXTBOOK REFUND POLICY

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

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

BOOKSTORE - BUY BACK POLICY

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

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

BOOKSTORE - DEFECTIVE BOOKS

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

BOOKSTORE - REFUND OF OTHER ITEMS

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

ID PHOTOS

Student ID photos will be taken by the Office of Information Technology in Room 105 of Manuel Hall at posted times. In order to obtain an ID card, students must have paid their fees, present a photo ID (for example, a driver’s license), and present an LSU Eunice document indicating their LSUE student ID number. The first ID card is free. Replacement ID cards are $5. The student photo ID card is required to conduct business in several campus offices, including the LeDoux Library, the Business Office, the Bookstore, and the Office of Information Technology. Students must also present their ID card to gain admission into campus activities, including events sponsored by the Office of Student Activities, athletic events, and the Recreation Center. ID cards are required for printing in all labs.
ORIENTATION/REGISTRATION

Orientation/Registration offers incoming students a chance to learn about the university, meet new people and have some fun. It helps ease the transition into college life by providing vital information and opportunities for interaction with other students. Additionally, the EZ-REG component of the experience provides an opportunity for incoming students to meet with staff from the admissions, financial aid, and academic assistance offices. Students can also have their ID cards created; visit with an advisor and register.

Orientation is MANDATORY for the following: first-time freshman; reentry and transfer students who have earned less than 13 semester hours; and reentry and transfer students who have been out of college for two years, regardless of semester hours earned.

Upon being admitted to LSU Eunice, students can register for Orientation/Registration online at www.lsue.edu/orientation. There is a $15 Orientation fee.

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.

ORIENTATION SCHEDULE FOR Spring 2010

LSU Eunice Campus

November 10, 2009 10:30 a.m. – 4:30 p.m.
December 3, 2009 10:30 a.m. – 4:30 p.m.
January 7, 2010 8:30 a.m. – 4:30 p.m.
**Acadian Center Check-in**

LSU Alexandria Orientations Site

December 10, 2009 11:00 a.m. – 4:30 p.m.
January 13, 2010 11:00 a.m. – 4:30 p.m.
**LSU Alexandria Conference Center Check-in**

LCRP Orientation Site

December 1, 2009 10:30 a.m. – 5 p.m.
January 11, 2010 2:30 a.m. – 5 p.m.
**LCRP Upstairs Lobby Check-in**

For more information, phone 1-888-367-5783, ext. 218, or locally 550-1218 or Office of Developmental Education at 337-550-1433 for additional information.

STUDENT SUPPORT SERVICES

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

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

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

- Fine Arts: Art, Music, Theatre.
- Social Sciences: Anthropology, Political Science, Sociology, Psychology, Economics.
- Natural Sciences: Biology, Botany, Zoology, Chemistry, Physical Science, Physics, Mathematics, Microbiology.

GRADE POLICIES:

WITHDRAWAL GRADES

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

“I” GRADES

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

A grade of “I” will be converted to “F” unless it is removed prior to the deadline for adding courses for credit in the next regular semester as published in the academic calendar.

In extraordinary cases, the Vice Chancellor for Academic Affairs may authorize an extension of time for removing the grade or the Chancellor may authorize that the “I” grade become permanent.

CREDIT FOR REPEATED COURSES

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

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

AUDITORS

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

Under specified conditions, undergraduate students who have interrupted their college careers for a period of at least five consecutive calendar years may, at the time of application for admission to the University, declare academic bankruptcy. Under this policy, college-level work done at an earlier date is eliminated from computation of the grade-point average and cannot be applied toward a degree at LSU Eunice. Such work, however, will not be removed from students’ scholastic records and transcripts. Students qualifying for academic bankruptcy are admitted on scholastic probation. Students may obtain details on this policy from their academic division head or the Admissions Office. The Spring 10 semester deadline to apply for academic bankruptcy is January 25, 2010.

AMERICAN COLLEGE TEST (ACT):

The American College Test is administered annually on five national testing dates. ACT scores are used in placing students in English, mathematics, and other classes as listed in the LSU Eunice Catalog. LSU Eunice is a national test site. The regular registration deadline is usually at least five weeks prior to the test, with a late registration deadline at least three weeks prior to the test. Registration packets are available from the LSU Eunice Office of Student Affairs, (337) 550-1218 or from area high schools. Visit ACT’s web site, www.act.org, for more information.

In addition to the national test, LSU Eunice administers a local residual test prior to the start of each school session intended only for students planning to attend LSU Eunice. The test for students enrolling in the spring 2010 semester will be given at 8 a.m. January 5, 2010 in the Acadian Center. Test-takers will pay a $30 fee at the Business Office Window in the Science Building adjacent to Room 115 immediately prior to the test. A picture ID such as a driver’s license is required. Test-takers may use a calculator on the mathematics portion of the test.

TRANSFER COURSE AGREEMENTS

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

For additional information on transfer credit, check the Board of Regents Louisiana Postsecondary Education Statewide Transfer Guide and Articulation System for the appropriate transfer matrix. These matrices indicate transfer equivalencies of courses among Louisiana’s public colleges and universities and may be accessed through the Board of Regents’ web page at www.regents.state.la.us. 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 on the Board of Regents website or the Registrar’s Office.

DEVELOPMENTAL EDUCATION

Developmental Education Assessment Day - January 8, 2010 on the LSU Eunice Campus

Students who scored:

- a 17 or below on the English section of the ACT and/or
- an 18 or below on the mathematics section of the ACT;

may participate in assessment testing to attempt to test out of their developmental education coursework. This service is provided to students free of cost and is offered once prior to each semester beginning.

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

**January 8, 2010 on the LSU Eunice Campus**

<table>
<thead>
<tr>
<th>Testing out:</th>
<th>Testing into:</th>
<th>ASSET Test</th>
<th>Students should report to M-207 at:</th>
<th>Testing begins</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 0001</td>
<td>ENGL 1001</td>
<td>Writing Skills</td>
<td>8:45 am</td>
<td>9 am</td>
</tr>
<tr>
<td>MATH 0001</td>
<td>MATH 0002</td>
<td>Numerical Skills</td>
<td>9:45 am</td>
<td>10 am</td>
</tr>
<tr>
<td>MATH 0002</td>
<td>MATH 1014</td>
<td>Elementary Algebra</td>
<td>10:45 am</td>
<td>11 am</td>
</tr>
</tbody>
</table>

Students who have taken the COMPASS assessment need not participate since both exams assess the same skills.

Students should contact the Office of Developmental Education at 337-550-1433 if they have any questions. A student study guide is available at [http://web.lsue.edu/docs/DevelopmentalEd/StudentGuide.pdf](http://web.lsue.edu/docs/DevelopmentalEd/StudentGuide.pdf)

**PATHWAYS TO SUCCESS**

Louisiana State University Eunice offers the Pathways to Success program to help students with an ACT composite score of 15 or below (or those with no ACT scores) prepare for their general education coursework. This mandatory one-year program consists of writing skills (English 0001), quantitative skills (Mathematics 0001 and 0002), learning strategies (University Studies 1005), critical reading, (University Studies 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. Other program components include mandatory orientation to the university and program, class attendance, tutoring, and academic advising.

Students may contact Dr. Paul Fowler at 337-550-1433 for more information.

**REGISTRATION OF MOTOR VEHICLES ON CAMPUS**

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

Resident Fees

Fees for Louisiana residents are $94.75 per credit hour. During the Spring 2010 semester, students may enroll in a maximum of 21 semester hours.

<table>
<thead>
<tr>
<th>Sem. Hours</th>
<th>Fee</th>
<th>Sem. Hours</th>
<th>Fee</th>
<th>Sem. Hours</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$94.75</td>
<td>8</td>
<td>$758.00</td>
<td>15</td>
<td>1,137.75</td>
</tr>
<tr>
<td>2</td>
<td>189.50</td>
<td>9</td>
<td>852.75</td>
<td>16</td>
<td>1,138.75</td>
</tr>
<tr>
<td>3</td>
<td>284.25</td>
<td>10</td>
<td>947.50</td>
<td>17</td>
<td>1,139.75</td>
</tr>
<tr>
<td>4</td>
<td>379.00</td>
<td>11</td>
<td>1,042.25</td>
<td>18</td>
<td>1,140.75</td>
</tr>
<tr>
<td>5</td>
<td>473.75</td>
<td>12</td>
<td>1,134.75</td>
<td>19</td>
<td>1,141.75</td>
</tr>
<tr>
<td>6</td>
<td>568.50</td>
<td>13</td>
<td>1,135.75</td>
<td>20</td>
<td>1,142.75</td>
</tr>
<tr>
<td>7</td>
<td>663.25</td>
<td>14</td>
<td>1,136.75</td>
<td>21</td>
<td>1,143.75</td>
</tr>
</tbody>
</table>

Nonresident Fees

Out of state residents (includes international students) will be charged an additional $132.50 per credit hour.

SPECIAL FEES

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. Associate Degree Diploma Fee, $20.
5. Registration for “Degree Only,” $5.
7. A per credit hour utility surcharge may be assessed in addition to the fees listed in the fee schedule.
8. A student who pays by credit card will be assessed a transaction fee on the amount charged.
9. Students enrolled in telecourse/web classes will be assessed an additional $50 per course.
10. Labs Fee:
    - Science Lab Fee, $20
    - Nursing/Allied Health Lab Fee, $40
    - Art Lab Fee, $25
    - Health/Education Lab Fee, $15
    - Fire/Forensic Science Lab Fee, $15

FEES SUBJECT TO CHANGE

Fees are subject to change without notice up to the first day of classes.

CREDIT CARDS

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

You can pay your fees on campus using your MasterCard or Visa. If you are paying fees by mail, supply the credit card information on the fee stub. You may also phone in your fee payment during the early registration, regular registration, or late registration periods by calling (337) 550-1262, (337) 550-1230, (337) 550-1229, or (337) 550-1228.

There is a transaction fee charge assessed when using a credit card for payment.
HARDSHIP WAIVERS

LSU Eunice, along with other state colleges and universities, was authorized by the Louisiana Legislature to raise tuition to offset the rising costs of post-secondary education. As directed by the Legislature, LSU Eunice will consider appeals for waiver of payment of the fee increase for students who meet the following criteria:

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

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

Applications for waiver of tuition increase are available in the LSU Eunice Financial Aid Office. Please complete the fee waiver application and submit with supporting documentation to the Office of Financial Aid by January 25, 2010. No application can be accepted after the deadline. You are expected to make arrangements to pay your fees until your appeal can be considered. If the appeal is approved, your fee increase payment will be returned to you or your account will be credited.

DRUG-FREE CAMPUS POLICY

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

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

A. Employees (administrators, faculty, staff, and student employees) are prohibited from reporting to work or performing work for the State while under the influence of or while impaired by illegal drugs or alcohol.
B. The illegal use, possession, dispensation, distribution, manufacture, or sale of controlled substances and alcohol by employees while at the work site, and while engaged in official business, on duty, or on call for duty is prohibited.
C. The illegal use, possession, dispensation, manufacture or sale of controlled substances and alcohol abuse by students while on campus is prohibited.
D. Employees who exhibit such conduct as described in A and B, and students who exhibit such conduct as described in C, and who are convicted of violating the University’s Substance and Drug Abuse Policy will be subject to the following within thirty (30) days after conviction:
   a. employees - appropriate personnel disciplinary action up to and including termination of employment or mandatory participation in a rehabilitation program approved for such purposes by a Federal, State, or local health or law enforcement agency or other appropriate agency.
b. students - disciplinary action including suspension or expulsion from the University as specified by the LSU Eunice Code of Student Conduct.

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

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

a. abide by the terms of the University’s Substance Abuse and Drug-Free Campus Policy.

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

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

F. The University will report any such criminal drug statute convictions of employees, including student employees, where employment is funded through a federal grant or contract to the agency or agencies from which that grant or contract is received within ten (10) days after receiving notice from the employee or student or otherwise receiving actual notice of such conviction.

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

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

a. the dangers of substance and alcohol abuse in the workplace;

b. the University’s policy of maintaining a drug-free workplace;

c. any available drug and alcohol abuse counseling, rehabilitation, and employee assistance programs;

d. the penalties that may be imposed upon employees for drug or alcohol abuse violations occurring in the workplace; and

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

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

EQUAL OPPORTUNITY POLICY

LSU Eunice adheres to the equal opportunity provisions of the federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, national origin (Title VI of the Civil Rights Act of 1964); Sex (Title IX of the Education Amendments of 1972); disability (Section 504 of the Rehabilitation Act of 1973); or age (Age Discrimination Act of 1975) in attaining educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding this policy may contact the Special Assistant to the Chancellor for Affirmative Action/Equal Opportunity at (337) 550-1203, Room 105, Science Building, LSU Eunice, P. O. Box 1129, Eunice, Louisiana 70535.

PEER SEXUAL HARASSMENT POLICY

Peer sexual harassment is a form of prohibited sex discrimination where the harassing conduct creates a hostile environment. Thus, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit a student’s ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment. Anyone with questions regarding this policy may contact the Special Assistant to the Chancellor for Affirmative Action/Equal Opportunity at (337) 550-1203, Room 105, Science Building, LSU Eunice, PO Box 1129, Eunice, Louisiana 70535.
VETERANS’ AFFAIRS
Veterans and their dependents filing for educational assistance with the Veterans Administration may do so through the Office of Students Affairs and Enrollment Services located in the Acadian Center, Room 112, or phone (337) 550-1217. Additional information may be accessed at www.gibill.va.gov.

MyLSUE

INSTRUCTION TO USE THE MYLSUE COMPUTER REGISTRATION SYSTEM
To use the myLSUE system for registration, you must have your user name and password. Current students should already have a copy of their user name and password. If you did not receive or misplaced this information, you can check in the Office of Information Technology in Room 105 of Manual Hall. Some form of picture 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: When You Register Is Based on Total Credit Hours Earned Plus the Credit Hours in Which You Are Now Enrolled
The time at which you can begin accessing the registration system is based on the total number of credit hours you have already earned, plus the credit hours in which you are currently enrolled. For example, if you already completed 30 credits and are enrolled in 12 credits this fall, your total credits for the purpose of determining when you can begin registering would be 42 credits.

Your number of earned credit hours is listed in the statistical table at the bottom of your transcript available on your myLSUE page.

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

Registration System Stays On
The registration system will remain on continuously (except when final grades are being posted at the end of the school session). This means that you will continue to be able to access the system to make schedule changes according to the academic calendar. Students who did not enroll during the early registration period can still enroll before the regular registration period. Students not enrolled in the current semester will need to complete the application process and get clearance from their faculty advisor.

COMPUTER REGISTRATION: A QUESTION & ANSWER GUIDE
Who can take part in computer registration using the myLSUE system on the Internet?
Current students and new, re-entry, or transfer students, with the exception of Pathways to Success program students, who have completed the application process will all be able to register over the computer Internet’s World Wide Web using myLSUE. Before they can register, students must first meet with their faculty advisor to discuss scheduling and to receive clearance to register. Students use their student ID number (User Name) to login on the myLSUE system on the Internet, and they use their password that was sent to them by the Admissions Office. You should have received your password and student ID (User Name) (If you need these numbers, go to the Office of Information Technology, Room 105 of Manuel Hall).

Will all new, re-entry, and transfer students be able to register by computer?
To be able to register by computer, new, re-entry, and transfer students, with the exception of Pathways to Success program students, must have completed the entire application process. This includes supplying transcripts from...
high schools and other colleges (or signing a provisional admission form if transcripts have not yet arrived) and complying with immunization requirements. ACT scores must also be on file before students can enroll in freshman English or mathematics courses. If any admissions materials are missing from a student’s file, the registration system will not permit the student to register.

**When can students register by computer?**

Current students and new, re-entry, or transfer students whose admission files are complete can take part in early registration. Current students can register beginning **November 2, 2009** 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.

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

In addition, because the registration system will remain on after **November 2, 2009**, all students can continue to register (after obtaining clearance from their advisor) or make schedule changes according to the academic calendar. Please note that a student can log into myLSUE beginning the evening his or her application was entered by the Admissions Office. Students who need to register the same day that they apply for admission need to meet with their faculty advisor.

Any student who registered early but who does not complete fee payment by **4:30 p.m. December 14, 2009**, will lose his or her class schedule and will have to register for classes during regular registration.

Students who did not take part in early registration can use the myLSUE computer registration system on the Internet during regular and late registration based on the schedules as set forth in the academic calendar.

The computer registration system will also be open during the late registration period for students who are enrolling after the start of classes or for students who want to add or drop classes.

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

Yes, if you obtain a password and student ID number (User Name) so that you can access the myLSUE system. Off-campus students are invited to visit LSU Eunice during early registration to meet with their advisors. LSUE representatives will be at off-campus locations during the late registration period at the times listed elsewhere in this Bulletin, so you will still have an opportunity to register in the traditional way instead of using computer registration.

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

Yes. The computer registration system will not allow you to register if you are an applicant whose admission file is incomplete or if you are a current student who owes money to LSU Eunice for parking fines or for any other unpaid fee from a previous semester. The system will tell you the type of “hold” placed on your registration. You will need to visit the LSU Eunice campus to clear up the problem with the appropriate office.

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

Yes. You can use the computer registration system to add or drop classes. The system will follow the deadlines published in this Bulletin and in the LSU Eunice Catalog. After the deadlines, you will not be able to add classes. You will still be able to use the system to drop classes. Before adding or dropping, you should consult with your faculty advisor. Ultimately, it is your responsibility to make sure that your schedule meets your needs. Your schedule should fit the requirements of your curriculum, whether you are enrolled in an LSU Eunice program or you are taking courses that you will transfer to another college. When you drop classes, you should be aware of financial aid requirements for satisfactory progress: you may fail to meet those requirements if you do not complete a sufficient number of the courses in which you initially enrolled.
Can I resign from all of my classes using the myLSUE computer system?
   If it is prior to the first day of classes, yes; otherwise, you will need to report to or contact the Registrar’s Office at (337) 550-1304.

When I register for the next semester, can I use the same password that I have now?
   Yes. Please retain your password. In order to activate the registration process, you will still need to meet with your advisor before you register by computer.

=======================================================================================

FEE PAYMENT AND ADJUSTMENT Spring 2010
November 2, 2009 .......... Fee payment for Spring 2010 Semester Starts
December 14, 2009 ......... Deadline to receive fee payment in the Business Office for Early Registration for SPRING 2010. Students who early registered and who are not financially clear with the Business Office or purge protected by Financial Aid will have their classes canceled at 4:30 P.M.
January 14, 2010 .......... Deadline to receive fee payment in the Business Office for Regular Registration for SPRING 2010 session. Students who early registered and who are not financially clear with the Business Office will have their classes canceled at 4:30 p.m.
January 19-25 ............. LATE REGISTRATION / SCHEDULE ADJUSTMENT. Late fee of $2 per credit hour in addition to tuition is in effect (max $24). Payment is due by the end of each business day. Schedules are canceled each day for non-payment.

NOTE: Business Office deferments are available for the Spring 2010 Semester from November 2, 2009 - January 27, 2010. The Business Office deferment requires the student to pay half of the tuition at the time of the deferment. Students who want to be considered for a 100% deferment must first report to the Financial Aid Office beginning January 4, 2010 through January 14, 2010, to request a “Financial Aid Estimate Form” and then report to the Business Office.

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

SPRING SEMESTER REGISTRATION
   Registration at LSUE is divided into three stages:
   1. Early Registration starts on November 2, 2009 and ends December 14, 2009.
   3. Late Registration starts the first day of classes for each Semester.

Dates of Late Registration for the Spring 2010 Semester are as follows: January 19 - January 25, 2010

MATHEMATICS 0001/0002 PLACEMENT ASSESSMENT – SPRING 2010
   Mathematics assessment tests are scheduled just prior to each of the scheduled orientation dates. Electronically reserving a seat for orientation automatically reserves a seat for the mathematics assessment test, if applicable.
   Any student with an ACT mathematics score of 18 or lower is required to take a one-half hour assessment prior to the first semester of attendance. The purpose of the assessment is to validate the student’s placement in MATH 0001 or MATH 0002. Students who score a 18 or less on the mathematics portion of the ACT and wish to remain in MATH
0001 need not take the test. However, students who wish to enroll in MATH 0002 must take the assessment and achieve a score of 41 or above prior to classes beginning. Math assessment is not offered once classes begin. Students wishing to enroll after the last published assessment date will be placed into MATH 0001.

Please note the following:

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

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

Students need to:

- bring a pencil,
- know their LSUE ID number,
- arrive to orientation/assessment site at least 15 minutes prior to the beginning of the test,
- not bring cell phones or calculators into the assessment room, and
- take the assessment early since the availability of math sections might be limited during week prior to classes beginning.

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

**EARLY REGISTRATION PRIORITY SCHEDULE**

**EARLY REGISTRATION** (web registration through myLSUE) will begin **November 2, 2009**, using the schedule below based on the credit hours a student has earned PLUS the hours in which he or she is currently enrolled. Students can use myLSUE to check their transcripts to see how many credit hours they have earned. New students, who have no previous college credits, will have zero credit hours. Students not able to register at their scheduled time may register after that time but not before.

**Students in the LSU Eunice Honors Program will have access to early enrollment starting at 8:00 a.m. November 2, 2009**, regardless of credit hours.

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

**Early Registration for Continuing Students**

**Monday – November 2**

- 8:00 a.m. 90+ hours
- 10:00 a.m. 75-89 hours
- 1:00 p.m. 64-74 hours

**Tuesday – November 3**

- 8:00 a.m. 55-63 hours
- 10:00 a.m. 50-54 hours
- 1:00 p.m. 45-49 hours

**Wednesday – November 4**

- 8:00 a.m. 38-44 hours
- 10:00 a.m. 32-37 hours
- 1:00 p.m. 27-31 hours
FOR THE MOST CURRENT CLASS OFFERINGS, PLEASE SEE http://schedule.lsue.edu

Thursday – November 5
8:00 a.m. 24-26 hours
10:00 a.m. 16-23 hours
1:00 p.m. 13-15 hours

Friday – November 6
8:00 a.m. 12 hours
10:00 a.m. 6-11 hours
1:00 p.m. 0-5 hours

Monday – November 9
8:00 a.m. All other students including new, transfer, and reentry.

EARLY REGISTRATION INSTRUCTIONS
1. Complete a Trial Schedule Worksheet and take it to your faculty advisor during the advising period. (A listing of all students’ names with their assigned advisors will be located on an information table outside the Admissions Office in Manuel Hall.)

2. Tell your advisor if you plan to graduate at the end of the semester. Advisors must enter this information into the computer. Students planning to graduate at the end of the summer term must complete an “Application for Degree” (available in Division offices) and pay appropriate diploma fees during fee payment, but in no case later than January 25, 2010.

3. Note to “new,” “re-entry,” and “transfer” students: Prior to registering, you may need to go to the Office of Student Affairs (A112) if there is a problem with your immunization records or to the Office of Admissions (M102) if you need to sign a provisional admission form. Students with outstanding debts will have to settle their accounts with the Business Office (S115) prior to registration.

4. After you select your classes via the myLSUE computer system, print out your “Course and Fee Statement” (fee statement) through myLSUE using printers located in campus computer laboratories. You may also print a copy using myLSUE from any other computer with Internet connections and a printer. No fee statements will be mailed to students.

5. Verify your “Course and Fee Statement” (fee statement) carefully for accuracy of information prior to paying your tuition fees.

6. If you need to request a fee deferment, go to the Business Office (S115).

7. Process your fee statement according to the dates and times listed above. You are not registered until your fee statement has been processed. Students not processing their fees by this deadline will have their schedules canceled and must complete the regular registration or late registration process if they wish to be registered.

EARLY REGISTRATION FEE PAYMENT PROCEDURES FOR SPRING
Students selecting classes during Early Registration (November 2, 2009-December 14, 2009) should go to the Business Office in the Science Building 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. He/she must sign the permission statement and return it to the Business Office during the early fee payment period. If the aid listed does not cover the entire charges, the student must submit the difference to the Business Office for full financial clearance. Only an original fee statement and student’s signature are accepted (no copies or faxes).

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

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

________________________________________________________________________________________________
Students in need of a 50% deferment or who have unpaid debts to the University must first go to the Business Affairs Office. If the student completes the deferment, there will be a $15 processing fee. The deferment balance must be paid by March 2, 2010 or a $25 late charge will be assessed. Only the student can complete the deferment and it must be done in person.

Students who have fee exemptions must pick up a fee exemption form at the Registrar’s Office and present it for fee payment.

**EARLY REGISTRATION FEE PAYMENT DEADLINE is at 4:30 p.m. Monday December 14, 2009.** You are not registered until your fee statement has been processed. Students who do not process their fees or who are not purge protected by financial aid will have their schedules canceled and must complete regular registration starting December 15, 2009.

**EARLY REGISTRATION SCHEDULE ADJUSTMENT OPTIONS**

Students registering during Early Registration may adjust their schedule at any time after they register in their advisor’s office or via myLSUE.

=======================================================================================

**REGULAR REGISTRATION INSTRUCTIONS**

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

1. Complete a [Trial Schedule Worksheet](#) and take it to your faculty advisor during the advising period. (A listing of all students’ names with their assigned advisors will be located outside the Admissions Office in Manuel Hall.)
2. **Tell your advisor if you plan to graduate at the end of the semester.** Advisors must enter this information into the computer. Students planning to graduate at the end of the summer term must complete an “Application for Degree” (available in Division offices) and pay appropriate diploma fees during fee payment, but in no case later than January 25, 2010.
   
   Note to “new,” “re-entry,” and “transfer” students: Prior to registering, you may need to go to the Office of Student Affairs (A112) if there is a problem with your immunization records or to the Office of Admissions (M102) if you need to sign a provisional admission form. Students with outstanding debts will have to settle their accounts with the Business Office (S115) prior to registration.
3. After you select your classes via the myLSUE computer system, print out your “Course and Fee Statement” (fee statement) through myLSUE using printers located in campus computer laboratories. You may also print a copy using myLSUE from any other computer with Internet connections and a printer. No fee statements will be mailed to students.
4. Verify your “Course and Fee Statement” (fee statement) carefully for accuracy of information prior to paying your tuition and fees.
5. Students with fee exemptions must pick up a fee exemption form from the Registrar’s Office or the Office of Student Affairs and present it to the Business Affairs Office (S115) for fee exemption.
6. If you need to request a fee deferment, go to the Business Affairs Office (S115).
7. Process your fee statement according to the dates and times listed in the [fee payment deadline section](#). You are not registered until your fee statement has been processed. Students not processing their fees by the published deadline will have their schedules canceled and must complete the late registration process if they wish to be registered.

=======================================================================================

---

FOR THE MOST CURRENT CLASS OFFERINGS, PLEASE SEE [http://schedule.lsue.edu](http://schedule.lsue.edu)
REGULAR REGISTRATION SCHEDULE

REGULAR REGISTRATION will be conducted December 15, 2009-January 14, 2010.

Prior to registering for classes, students must meet with their academic advisors to discuss their schedules. In order to register, you will need your password as well as a user ID for myLSUE. Passwords and user IDs can be obtained from the Office of Information Technology, Room 105A in Manuel Hall if you do not already have these. You must show some form of picture ID to receive a password.

REGULAR REGISTRATION FEE PAYMENT PROCEDURES

Students selecting classes during Regular Registration December 15, 2009-January 14, 2010, should go to the Business Office in the Science Building 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 accounts up to the amount of aid listed. The aid must be awarded and applied on the fee statement. He/she must sign the permission statement and return it to the Business Office during the early fee payment period. If the aid listed does not cover the entire charges, the student must submit the difference to the Business Office for full financial clearance. ONLY an original fee statement and student’s signature are accepted (no copies or faxes).

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

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

Students in need of a 50% deferment or who have unpaid debts to the University must first go to the Business Affairs Office. If the student completes the deferment, there will be a $15 processing fee. The deferment balance must be paid by March 2, 2010 or a $25 late charge will be assessed. Only the student can complete the deferment and it must be done in person.

Students who have fee exemptions must pick up a fee exemption form at the Registrar’s Office and present it for fee payment.

REGULAR REGISTRATION FEE PAYMENT DEADLINE is at 4:30 p.m. Thursday, January 14, 2010. You are not registered until your fee statement has been processed. Students who do not process their fees or who are not purge protected by financial aid will have their schedules canceled and must complete the late registration process starting January 19, 2010. A LATE REGISTRATION FEE OF $2.00 PER CREDIT HOUR (MAX $24.00) IS IN EFFECT FOR ALL STUDENTS REGISTERING AFTER THIS DATE.

LATE REGISTRATION FEE PAYMENT

You are not registered until your fees have been processed. During late registration/schedule adjustment, students not processing fees by the fee payment deadline 4:30 p.m. January 25, 2010, will have their schedules canceled.

REFUND OF FEES FOR SCHEDULE Adjustments (Drops) for All Students and Resignation for Non-Title IV Students

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

The refund schedule for the 2010 Regular Spring Semester is as follows:

100% refund before classes begin on January 19, 2010
90% refund before 4:30 p.m. of the 2nd day of classes
75% refund before 4:30 p.m. of the 5th day of classes
50% refund before 4:30 p.m. of the 14th day of classes
0% refunded after 4:30 p.m. of the 14th day of classes
The refund schedule for the Spring 2010 semester for the accelerated courses is as follows:

- 100% refund before classes begin for the course
- 90% refund before 4:30 p.m. of the 1st day of classes
- 75% refund before 4:30 p.m. of the 3rd day of classes
- 50% refund before 4:30 p.m. of the 5th day of classes
- 0% refunded after 4:30 p.m. of the 5th day of classes

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

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

BOOKSTORE HOURS FOR SPRING
During the spring term, the LSU Eunice Bookstore will be open at **7:45 a.m. to 4:30 p.m.** weekdays. During Late Registration, the bookstore will be open between 7:45 a.m. to 6 p.m.

Students can charge books and supplies against their financial aid from **7:45 a.m., January 4, 2010 through 4:30 p.m. January 27, 2010.** A picture ID is required. **Last day to return or exchange books is January 27, 2010.** Book buyback is May 10-17, 2010. [See textbook refund and buy-back policy](#).

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

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

- At the LSUE Bookstore on campus in the Acadian Center, open 8 a.m. – 4:30 p.m. Monday – Friday.
- Online ([http://www.lsue.bkstr.com](http://www.lsue.bkstr.com)).
- By phone (337.550.1281, or toll-free in Louisiana 1-888-FOR LSUE, ext. 281).

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

LIBRARY HOURS
During the Spring Semester, the Arnold LeDoux Library will be open the following hours:

**Monday – Friday • 8:00 a.m. – 4:30 p.m.**

Check with the Library for holiday hours and notices about extended hours. You can call 337-550-1384 or check [http://library.lsue.edu](http://library.lsue.edu).
After normal operating hours, on holidays and weekends, the library’s electronic information and “e-content” resources are always available. Instructions on accessing these resources, utilizing the LSU Eunice ID card, as well as other information about the library and resources, can be found on the library’s website.

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

Other information about the library and available resources can be found on the library web page at http://library.lsue.edu including citation guides, helpful tutorials, and a list of frequently asked questions.

SPRING SEMESTER ACADEMIC CALENDAR

November 2 ...............Early Registration begins.
December 14 ..........Early Registration Spring 2010 Semester ends. Fees must be paid by 4:30 p.m.
December 15 ..........REGULAR REGISTRATION BEGINS.
January 8 ...............Admissions application deadline for the Spring Semester.
January 8 ...............Deadline to submit an Academic Appeal to Registrar’s Office.
January 8 ...............Testing Day on the LSU Eunice Campus – Department of Developmental Education (Testing Information)
January 11 ..........Transfer and Re-entry Students Transcript Submission Deadline:
January 14 ..........REGULAR REGISTRATION ENDS. Fees must be paid by 4:30 p.m.
January 16 ..........Saturday Classes Begin
January 18 ..........Martin Luther King holiday.
January 19 ..........Weekday classes begin.
January 19 ..........LATE REGISTRATION/SCHEDULE ADJUSTMENT BEGINS.
January 25 ..........Deadline to file “Application for Degree” and pay graduation fees. Last day to add courses, change sections or change from audit to credit or from credit to audit. Last date to declare academic bankruptcy. Deadline for students who received an “I” grade (incomplete) in a previous semester to complete the course work, otherwise, “I” grade will be converted to a grade of “F.”
January 25 ..........LATE REGISTRATION ENDS. Fees must be paid by 4:30 p.m.
February 5 .............Final date to drop courses or resign from the university without receiving a grade of “W”.
February 15-16 ..........Mardi Gras holiday
February 17 ..........Classes Resume
March 6-12 ..........Mid-semester examination period.
March 15 .............Mid-semester grades due in Registrar’s Office, 9:00 a.m.
March 29 ..........EARLY REGISTRATION periods for the 2010 Summer/Fall Semesters begins.
April 1 .............Final date to drop courses or resign from the University. (Drops must be completed via myLSUE, and resignations must be completed in the Registrar’s Office by this date.)
April 2-9 ..........Spring Vacation.
April 10 ..........Classes Resume
May 7 .............Last day of classes.
May 8-15 ..........Final examination period.
May 17 ..........Graduating students’ final grades due in Registrar’s Office, 9:00 a.m.
May 18 ..........All students’ final grades due in Registrar’s Office, 9:00 a.m.
May 22 ..........Commencement
May 27 ..........End of Early Registration for Summer Sessions; Fee Payment Deadline 4:30 p.m.
May 28 .................................. Start of Regular Registration for Summer 2010

SPRING SEMESTER ACADEMIC CALENDAR FOR EIGHT WEEK ONLINE COURSES

Session A
November 2 ........................ Early Registration begins
December 14 ......................... Early Registration ends
December 15 ......................... Regular Registration begins
January 14 .......................... Regular Registration ends
January 19 .......................... First day of class, Late Registration begins
January 21 .......................... Late Registration ends, Final day to add classes.
January 27 .......................... Final date to drop courses without receiving a grade of “W”
February 11-12 ...................... Mid-semester examination period
February 17 .......................... Mid-semester grades due in Registrar’s Office by 12 p.m.
February 25 .......................... Final date for resigning from the University and/or dropping courses with a grade of “W”
March 16-17 .......................... Final Examination Period
March 18 ............................. Final grades due in Registrar’s Office by 12 p.m.

Session B
November 2 ........................ Early Registration begins
December 14 ......................... Early Registration ends
December 15 ......................... Regular Registration begins
January 14 .......................... Regular Registration ends
March 18 ............................. First day of class, Late Registration begins
March 20 ............................. End of Late Registration, Last day to add
March 26 ............................. Final date to drop courses without receiving a grade of “W”
April 14-15 .......................... Mid-semester examination period
April 16 .............................. Mid-semester grades due in Registrar’s Office by 12 p.m.
April 24 .............................. Final date for resigning from the University and/or dropping courses with a grade of “W”
May 12-13 .......................... Final Examination Period
May 17 .............................. Final grades due in the Registrar’s Office for degree candidates by 9:00 a.m.
May 18 .............................. Final grades due in Registrar’s Office for non-degree candidates by 9:00 pm.
May 22 .............................. Commencement for Spring graduates
### SPRING 2010 SEMESTER FINAL EXAM SCHEDULE

**Monday, May 10 - Friday, May 14**

<table>
<thead>
<tr>
<th>I. GROUP EXAMS:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CLASS</strong></td>
<td><strong>EXAM DAY</strong></td>
</tr>
<tr>
<td>English 0001, 1001, 1002, 1003</td>
<td>Monday, May 10</td>
</tr>
<tr>
<td>Math 0001, 0002, 1021</td>
<td>Tuesday, May 11</td>
</tr>
<tr>
<td>Math 1014, 1022</td>
<td>Tuesday, May 11</td>
</tr>
<tr>
<td><em>Web-based courses (16 week non-accelerated format)</em></td>
<td>Monday, May 10</td>
</tr>
</tbody>
</table>

| II. CLASSES MEETING MWF, WF, MW, MTWR, MTWThF: |
| --- | --- |
| **TIME CLASS STARTS** | **EXAM DAY** | **EXAM TIME** |
| 8:00 | Friday, May 14 | 7:30 A.M. – 9:30 A.M. |
| 9:00 or 9:30 | Wednesday, May 12 | 7:30 A.M. – 9:30 A.M. |
| 10:00 | Wednesday, May 12 | 9:45 A.M. – 11:45 A.M. |
| 11:00 | Wednesday, May 12 | 12:00 P.M. – 2:00 P.M. |
| 12:00, 12:20 or 12:30 | Wednesday, May 12 | 2:15 P.M. – 4:15 P.M. |
| 1:00 or 1:30 | Wednesday, May 12 | 4:30 P.M. – 6:30 P.M. |
| 2:00 or 2:30 | Monday, May 10 | 4:30 P.M. – 6:30 P.M. |

| III. CLASSES MEETING MONDAY ONLY: |
| --- | --- |
| 9:00 | Monday, May 10 | 9:45 A.M. – 11:45 A.M. |
| 1:00 | Monday, May 10 | 12:00 P.M. – 2:00 P.M. |
| 2:00 | Monday, May 10 | 2:15 P.M. – 4:15 P.M. |

| IV. CLASSES MEETING T, TR, T/TR, (M/T/TR/F) and Sections 71, 72 & 73: |
| --- | --- |
| 8:00 or 9:00 | Thursday, May 13 | 7:30 A.M. – 9:30 A.M. |
| 9:30 or 10:00 | Thursday, May 13 | 9:45 A.M. – 11:45 A.M. |
| 11:00 | Tuesday, May 11 | 12:00 P.M. – 2:00 P.M. |
| 12:30 or 1:00 | Tuesday, May 11 | 2:15 P.M. – 4:15 P.M. |
| 2:00 | Tuesday, May 11 | 4:30 P.M. – 6:15 P.M. |
| 3:30 | Thursday, May 13 | 12:00 P.M. – 2:00 P.M. |
| 4:00 (Track 71, 72, and 73) | Thursday, May 13 | 5:00 P.M. – 7:00 P.M. |

| V. CLASSES MEETING FRIDAY ONLY (77 & 78): |
| --- | --- |
| 8:00 | Friday, May 14 | 9:45 A.M. – 11:45 A.M. |
| 9:00 or 12:00 (Track 77 & 78) | Friday, May 14 | 12:00 P.M. – 2:00 P.M. |
| 2:00 | Friday, May 14 | 2:15 P.M. – 4:15 P.M. |

| VI. EVENING CLASSES (AFTER 5:00 P.M): |
| --- | --- |
| Monday | Monday, May 10 | 6:45 P.M. – 8:45 P.M. |
| Tuesday | Tuesday, May 11 | 6:45 P.M. – 8:45 P.M. |
| Wednesday | Wednesday, May 12 | 6:45 P.M. – 8:45 P.M. |
| Thursday | Thursday, May 13 | 5:00 P.M. – 7:00 P.M. |
WEB COURSES
Students enrolled in online courses will be given the final exam schedule by their instructors.
All online finals must be given by Friday the 14th of May 2010.

ROOM ASSIGNMENTS: Final examinations will be administered in the rooms in which classes normally meet. The instructor will announce room assignments for group examinations.

GROUP EXAMINATIONS: Take precedence over regular examinations. If a student is registered for a course in which a group examination is being given, he/she must take the exam at the time of the group examination, regardless of the regular meeting time of that course.

LABORATORIES: Final examinations for laboratory sections will be administered by the instructor during the last meeting time of that course.

EVENING CLASSES: Final examinations for off-campus and on-campus evening classes are scheduled for 6:45 P.M. to 8:45 P.M. Classes meeting multiple nights of the week will take the final exam on the first meeting night of that class. (e.g., Tuesday-Thursday classes will take the final on Tuesday night).

NOTE: Every effort has been made to establish a final examination schedule that prevents students from having more than one final exam at the same time. It is possible, however, that a few students will have more than one final scheduled at the same time of day. In that instance, they may petition their Division Head to have one of their final exams rescheduled. However, all final exams must be completed by Friday the 14th, unless an “I” grade has been: (i) requested by the student; (ii) authorized by the VCAA; and (iii) given by the instructor.

LCRP CLASSES: For Spring 2010, final exam dates and times will be posted after the start of classes in January 2010.

LSU EUNICE AT LSU ALEXANDRIA CLASSES: Final exams will follow the times and dates listed above.