

**Fall 2014  
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 summer term. 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 as well as clearance 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](#). 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 Fall 2014 – Eunice campus Check in: Acadian Center

April 1, 2014.....	10.30am	June 26, 2014.....	8.30am
April 8, 2014.....	10.30am	July 17, 2014 .....	8.30am
April 29, 2014.....	10.30am	August 5, 2014.....	8.30am
May 27, 2014.....	8.30am	August 20, 2014.....	8.30am

#### Orientation Schedule for Fall 2014 – Alexandria campus Check in: Chambers Hall 140

May 29, 2014.....	11.00am	August 18, 2014.....	11.00am
July 31, 2014 .....	11.00am		

### 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.

### 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/Waiver of Immunization Form](#) at the time of admission. The form should be 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 [here](#). 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 registering 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. 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.gov>. Students attending the Fall 2014 will need to complete the 2014-2015 FAFSA. The priority deadline for summer is **June 1, 2014**. All supporting documents should be submitted well in advance of the priority deadline date to ensure a response to your application request and availability of funds at registration. Failure to do so may result in your having to pay all or most of your college expenses out of pocket. You will be able to monitor your financial aid file progress and to accept your award on-line through your myLSUE account. This allows you to print requested documents at home and to accept, decline, reduce, and print your financial aid award on-line.

Students who fail to begin attendance in all their courses by the 7th day for the summer term may have their financial aid reduced or cancelled. **If you transfer from one school to another, your financial aid does not transfer with you.** To receive aid at LSU Eunice, check with the Financial Aid Office as soon as possible to find out what programs are available and what steps you must take.

### **HARDSHIP WAIVERS**

LSU Eunice, along with other state colleges and universities, was authorized by the Louisiana Legislature to raise tuition. 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

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

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

Applications for hardship waiver are available in the LSU Eunice Financial Aid Office. Please complete the hardship waiver application and submit with supporting documentation to the Office of Financial Aid by **August 27, 2014**. No application will be accepted after the deadline.

#### **IV. ACADEMIC POLICIES and PROGRAMS**

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**

For information on transfer credit, check the Louisiana Board of Regents Academic Affairs' [Master Course Articulation Matrix](#). This matrix indicates transfer equivalencies of courses among Louisiana's public colleges and universities. The listing of courses in the matrices is not all-inclusive. There are courses that articulate between campuses that are not listed on the matrix. 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](#).

In addition to those courses listed on the Board of Regents transfer guide, 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.

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

The American College Test is administered annually on five national testing dates. ACT scores are used in placing students in English, mathematics, and other classes as listed in the LSU Eunice Catalog. LSU Eunice is a national test site. The regular registration deadline is usually at least five weeks prior to the test, with a late registration deadline at least three weeks prior to the test. To register for the exam, visit [ACT's web site](#). Students should note that ACT scores older than five years will not be used for placement. For additional information contact the Office of Student Affairs and Enrollment Services at (337) 550-1218.

In addition to the national tests, 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 will be given at 8 a.m. May 20, 2014 and August 12, 2014 in the Acadian Center. Test-takers will pay a \$35 fee at the Business Office window in the Science Building adjacent to Room 115 immediately prior to the test. A picture ID such as a driver's license is required. Test-takers may use a calculator on the mathematics portion of the test.

##### **PATHWAYS TO SUCCESS PROGRAM**

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

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

Mathematics assessment tests are scheduled for each of the scheduled orientation dates. 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 permitted to take a one-half hour assessment prior to the first semester of attendance. The purpose of the assessment is to validate the student's placement in MATH0001 or MATH0002. Students who score an 18 or less on the mathematics portion of the ACT and wish to remain in MATH 0001 need not take the test. However, students who wish to enroll in MATH0002 must take the assessment and achieve a Pre-

algebra score of 44 or above prior to classes beginning. Math assessment is not offered once classes begin. Students wishing to enroll after the last published assessment date will be placed into MATH0001. Please note the following:

- The assessment test may be taken only once
- Calculators are provided on the computer during the assessment
- The assessment results have the ability to place students into MATH0001, MATH0002, MATH1015, and MATH1021
- Students must present their LSU Eunice student ID or a pictured ID and present an LSU Eunice student ID number as identification to take the assessment
- Students who have enrolled in MATH0001 are not eligible for this mathematics assessment

Taking the assessment is a prerequisite for students to be enrolled in MATH0002, but not MATH0001. Students with transfer credit may be exempt from the assessment. Students need to:

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

Students may contact the Division of Sciences and Mathematics at (337) 550-1233 or the Office of Developmental Education at (337) 550-1433 for more information. Sample questions may be found in the Developmental Education Assessment Section below. Students may review [MATH0001](#) and [MATH0002](#) material using the final exam review.

### DEVELOPMENTAL EDUCATION ASSESSMENT DAY

**May 22, 2013 and August 15, 2014**

Students who scored a 17 or below on the English section and/or an 18 or below on the mathematics section of the ACT may participate in assessment testing to attempt to test out of their developmental education coursework. This service is provided to students free of cost and is offered once prior to each semester. Please note that this assessment applies to initial placement only. Continuing students who have taken a math or English course **may not** use this assessment to test out of an English or math course.

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

Students should contact the Office of Developmental Education at (337) 550-1433 if they have any questions. ACT calculator guidelines for the Algebra, College Algebra, Geometry, and Trigonometry sections of the mathematics assessment are available [here](#).

Testing out of:	Testing into:	COMPASS Assessment	Sample Questions	Students should report to M-207 at:	Testing begins
ENGL 0001	ENGL 1001	Writing Skills	<a href="#">Sample</a>	8:45am	9am
MATH 0001	MATH 0002	Pre-algebra or Algebra	<a href="#">Sample</a>	8:45am	9am
MATH 0002	MATH 1015 or MATH 1021	Algebra College Algebra	<a href="#">Sample</a> <a href="#">Sample</a>	8:45am	9am
UNIV 0008	Social Science	Reading	<a href="#">Sample</a>	8:45am	9am

Placement scores are valid for five years. Students should contact the Office of Developmental Education at (337) 550-1433 if they have any questions.



## V. FALL DATES and REGISTRATION INSTRUCTIONS

### FALL 2013 (SIXTEEN WEEKS)

March 24	Early Registration begins
July 30	Early Registration ends; <b>Fees must be paid by 4pm or classes will be dropped</b> ; Regular Registration opens after purge (usually after 5pm)
August 11	Academic Appeals deadline
August 21	Regular Registration ends; <b>Fees due by 4pm or classes will be dropped</b>
August 22	Late Registration opens after Academic Affairs finalizes class schedule for the term (usually after 4pm, but may be as early as 2pm); \$2.00 per credit hour late registration fee applies
August 25	Classes begin
August 27	Late Registration ends; Deadline to file an Application for associate degree/certificate; Final date to add courses, change sections, or change from audit to credit or from credit to audit; Deadline to complete "I" grade work from previous semester <u>NOTE: Late Registration for night classes will be held the first day of classes only</u>
September 1	Labor Day holiday (campus closed)
September 12	Final date to drop courses or resign from the University <b>by 4.30pm</b> w/o "W" (Drops must be completed via myLSUE; resignations must be completed in the Registrar's Office)
October 13-17	Mid-semester Exams
October 20	Early Registration period for the 2015 Spring Semester begins
October 21	Mid-semester grades due in Registrar's Office, 9am
October 23-24	Fall Holiday
November 7	Final date to drop classes or resign from the University <b>by 4.30pm</b> with a "W" (Drops must be completed via myLSUE; resignations must be completed in the Registrar's Office)
Nov. 27-28	Thanksgiving Day holiday (campus closed)
December 5	Last day of classes
December 8-12	Final examination period
December 15	Final grades due in Registrar's Office, 9am for degree candidates
December 16	Final grades due in Registrar's Office, 9am for non-degree candidates
December 19	Fall Commencement for Summer and Fall graduates, 3pm

### CALL A (EIGHT WEEKS)

March 24	Early Registration begins
July 30	Early Registration ends; <b>Fees must be paid by 4pm or classes will be dropped</b> ; Regular Registration opens after purge (usually after 5pm)
August 21	Regular Registration ends; <b>Fees due by 4pm or classes will be dropped</b>
August 22	Late Registration opens after Academic Affairs finalizes class schedule for the term (usually after 4pm, but may be as early as 2pm); \$2.00 per credit hour late registration fee applies
August 25	Classes begin
August 26	Final opportunity to add classes, change sections, or change from audit to credit
September 2	Final date to drop classes or resign from University <b>by 4.30pm</b> w/o "W" (Drops must be completed via myLSUE; resignations must be completed in the Registrar's Office)
September 19	Mid-semester examinations
September 22	Mid-semester exam grades due in Registrar's Office by 9am
October 4	Final date to drop classes or resign from the University <b>by 4.30pm</b> with "W" (Drops must be completed via myLSUE; resignations must be completed in the Registrar's Office)
October 16	Last day of class
October 17	Final exams
October 20	Final grades due in Registrar's Office, 9am

**CALL B (EIGHT WEEKS)**

March 24	Early Registration begins
July 30	Early Registration ends; <b>Fees must be paid by 4pm or classes will be dropped</b> ; Regular Registration opens after purge (usually after 5pm)
August 21	Regular Registration ends; <b>Fees due by 4pm or classes will be dropped</b>
October 21	Class begins; Late Registration begins
October 22	Final opportunity to add courses, change sections, or change from audit to credit.
October 28	Final date to drop courses or resign from University <b>by 4.30pm</b> w/o "W" (Drops must be completed via myLSUE; resignations must be completed in the Registrar's Office)
November 17	Mid-semester examinations
November 18	Mid-semester exam grades due in Registrar's Office by 9am
November 26	Final date to drop classes or resign from the University <b>by 4.30pm</b> with a "W" (Drops must be completed via myLSUE; resignations must be completed in the Registrar's Office)
December 11	Last day of class
December 12	Final exams
December 15	Final grades due in Registrar's Office, 9am for degree candidates
December 16	Final grades due in Registrar's Office, 9am for non-degree candidates

**REGISTRATION INSTRUCTIONS**

1. Complete a [Trial Schedule Worksheet](#) and take it to your faculty advisor during the advising period.
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" (<http://web.lsue.edu/docs/studentrecords/app-deg.pdf>) and pay appropriate diploma fees by **August 28, 2013**.
3. 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 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 located in the 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.

Students in need of a 50% deferment or who have unpaid debts to the University must first go to the Business Affairs Office. If the student completes the deferment, there will be a \$25 processing fee. The deferment balance must be paid by **October 7, 2013** or a \$50 late charge will be assessed. ONLY the student can complete the deferment and it must be done in person. Students who have fee exemptions must pick up a fee exemption form at the Registrar's Office and present it for fee payment.

## VI. FEE SCHEDULE

Fees for Louisiana residents are \$146.75 per credit hour. During the fall term, students are not allowed to schedule more than 19 semester hours without the approval of the Vice Chancellor for Academic Affairs.

Sem. Hours	Fee	Sem. Hours	Fee	Sem. Hours	Fee
1.....	\$146.75	8.....	1,174.00	15.....	1,784.25
2.....	293.50	9.....	1,320.75	16.....	1,792.00
3.....	440.25	10.....	1,467.50	17.....	1,799.75
4.....	587.00	11.....	1,614.25	18.....	1,807.50
5.....	733.75	12.....	1,761.00	19.....	1,815.25
6.....	880.50	13.....	1,768.75	20.....	1,823.00
7.....	1,027.25	14.....	1,776.50	21.....	1,825.75

Out-of-state residents (includes international students) will be charged an additional \$223.50 per credit hour up to a maximum of \$2,682.00 in additional fees for nonresident students enrolled in 12 or more credit hours.

**Tuition is subject to change without prior notice until the first day of classes.**

**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, \$30 (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. Modular Math Fee, \$50 per course
9. CAAP fee, \$15 for students registered for ENGL1002, MATH1015, and MATH1021
10. 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 FALL COURSES

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):

Fall 2014 (Aug-Dec)	CALL A (Aug-Oct)	CALL B (Oct- Dec)
100% by 11.59pm August 24, 2014	100% by 11.59pm August 24, 2014	100% by 11.59pm October 20, 2014
90% by 11.59pm August 26, 2014	90% by 11.59pm August 25, 2014	90% by 11.59pm October 21, 2014
75% by 11.59pm August 29, 2014	75% by 11.59pm August 27, 2014	75% by 11.59pm October 23, 2014
50% by 11.59pm Sept. 12, 2014	50% by 11.59pm Sept. 2, 2014	50% by 11.59 pm October 29, 2014
0% after 12am Sept 13, 2014	0% after 12am Sept. 3, 2014	0% after 12am October 30, 2014

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

## VII. 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 24

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

#### Tuesday – March 25

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

#### Wednesday – March 26

8:00 a.m. 38-44 hours  
10:00 a.m. 32-37 hours  
1:00 p.m. 27-31 hours

#### Thursday – March 27

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

#### Friday – March 28

8:00 a.m. 12 hours  
10:00 a.m. 6-11 hours  
12:00 p.m. 0-5 hours, as well as  
N/T/R students

### 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 number 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 24, 2014 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 table at the bottom of the transcript. If you try to register prior to the time listed in the schedule, you are unable 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. If classes have already started, you will need to report to the Registrar's Office to fill out a resignation form or fax a statement of resignation (with signature) to (337) 550-1306.

## 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.lsue.edu/va](http://www.lsue.edu/va), by calling (337) 550-1217, or [www.gibill.va.gov](http://www.gibill.va.gov). Programs of Study approved by the VA State Approving Agency (this amended approval is provided under Title 38 USC 3675) effective September 20, 2013.

### Division of Business Technology and Allied Health

- Associate of Applied Science in Computer Information
- Associate of Applied Science in Fire and Emergency Services
- Associate of Applied Science in Management
- Associate of Science in Nursing
- Associate of Science in Radiologic Technology
- Associate of Science in Respiratory Care
- Certificate of Applied Science in Diagnostic Medical Sonography
- Certificate of Technology Studies in Accounting and Financial Management
- Certificate of Technology Studies in Environmental Health and Safety Technology
- Certificate of Technical Studies in Evidence Recovery Technology
- Certificate of Technology Studies in Environmental Health and Safety Technology
- Certificate of Technical Studies in Homeland Security and Emergency Management
- Certificate of Technology Studies in Hospitality and Tourism Management
- Certificate of Technology Studies in Human Resources Management
- Certificate of Technology Studies in Total Quality Management
- Technical Diploma in Crime Scene Management
- Technical Diploma in Medical and Health Services Leadership
- Technical Diploma in Quality Environmental Health and Safety Leadership

### Division of Liberal Arts

- Associate of Arts Louisiana Transfer
- Associate of General Studies
- Associate of Science in the Care and Development of Young Children
- Associate of Science in Criminal Justice

### Division of Sciences and Mathematics

- Associate of Science Louisiana Transfer

### Pre-Professional Programs

- Pre-Cardiopulmonary Science*
- Pre-Dentistry*
- Pre-Law*
- Pre-Medical Technology*
- Pre-Medicine*
- Pre-Pharmacy*
- Pre-Physical Therapy*
- Pre-Veterinary Medicine*

## VIII. LSUE Bookstore

Students qualifying for financial aid may purchase books by charging against their aid from August 11-29. The Bookstore will normally close at 4.30 during the fall semester, but will remain open until 5pm August 25-28.