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SPRING 2013
CRITICAL REGISTRATION DATES

October 21, 2012  Course scheduling begins at 5 p.m.

November 13, 2012  Continuing students must schedule fall semester courses by 7 p.m. Continuing students who schedule after this date will be assessed the $75 late registration service charge.

November 26, 2012  FEE BILLS WILL BE AVAILABLE ONLY ON-LINE.

Fee bills will not be mailed. You may view your fee bill by accessing the fee bill link under “Registration Services” on your myLSU desktop. You may pay your fees via myLSU using an on-line check/bankdraft, or a credit card, or in person at the Office of Bursar Operations using cash, check or money order. A printable version of the fee bill, including a remittance form, is also available on your myLSU desktop. You may mail the remittance form, with any payment due, to the Office of Bursar Operations.

ZERO BALANCE FEE BILLS. If your fee bill balance is zero, you are still required to complete registration by selecting the “Complete Registration” button from the “Fee Bill” application on your myLSU account.

November 26, 2012  Course scheduling for all students continues at 7 a.m.

December 6, 2012  PAYMENT DUE DATE. Payment via myLSU must be completed or fee bill remittance forms and payments must be received by this date.

January 5, 2013  First no-pay purge of courses will be run.

January 12, 2013  Second no-pay purge of courses will be run.

January 14 - January 24, 2013  If you build your initial schedule, or rebuild your schedule after it is purged, view your fee bill on-line. You must pay fees via myLSU using on-line checking or a credit card or check, cash or money order at the Office of Bursar Operations, Thomas Boyd Hall.

January 22, 2013  Last day to receive a 90 percent refund.

January 23, 2013  Last day to drop courses without receiving a “W” grade.

January 24, 2013  Last day to add courses.
WHAT’S NEW FOR SPRING SEMESTER 2013

The Spring 2013 Schedule of Classes Booklet has been streamlined to better provide students and staff with pertinent and accurate information. The booklet now contains many links to outside websites for information regarding deadlines and fees. This has been done in a concerted effort to reduce confusion and to ensure accuracy across units on campus.

Transfer and re-entry students will no longer be placed by default in the bottom tier of the priority scheduling hierarchy. These students will now be slotted in to the priority group that corresponds to the hours they have transferred to the University (plus the hours they are currently carrying at their institution). Only credit that has been accepted and loaded by the Office of Undergraduate Admissions and Student Aid can be used for the purpose of identifying one’s scheduling tier.

CATS – Comprehensive Academic Tracking System

The Comprehensive Academic Tracking System (CATS) is designed to help you reach academic success at LSU and make sure that you are progressing toward graduation each semester. Each major has a RECOMMENDED PATH that is the optimal path for graduation in four years. CATS checks your progress each semester by tracking you on the CRITICAL REQUIREMENTS needed and gives you feedback when you are not meeting these requirements.

Your journey with CATS begins by reviewing the RECOMMENDED PATH for your chosen major. You can view your RECOMMENDED PATH at any time by visiting http://cats.lsu.edu/degreepath.

SPECIAL NOTES FOR ALL STUDENTS

VIEWING FEE BILLS ON LINE AND PAYING FEES VIA AN ON-LINE CHECK/BANKDRAFT AND CREDIT CARD

Up-to-the minute fee bill information is available through myLSU. Students will find the fee bill link under “Registration Services” on their myLSU Desktop. This application also provides students with the ability to pay their fees using an on-line check/bank draft or a credit card. In addition, the University now accepts payment via American Express.

STUDENTS MUST COMPLETE REGISTRATION

All students must complete registration, even when their balances due are zero because their fees are paid by scholarships, sponsors, fellowships, student aid, payroll deduction, employee exemption, etc. You have four options to complete registration.

- Use myLSU to pay the amount due using an on-line check/bankdraft.
- Use myLSU to pay the amount due using a credit card.
- Use myLSU to indicate you are registering if you have a zero balance.
- Submit your remittance form to the Office of Bursar Operations by mail or in person.
SPRING SEMESTER 2013 ACADEMIC CALENDAR

(Italics indicate dates pertaining exclusively to graduate students.)

January
7 International Student Orientation
8-10 Freshman & Transfer Orientation
14 Classes begin
21 Martin Luther King Day holiday
23 Final date for dropping courses without receiving a grade of "W", midnight
24 Final date for adding courses for credit and making section changes, 4:30 p.m.
24 Final date for adding thesis, dissertation research and registering for "degree only"
25 Final date for submitting to Graduate School applications for master’s and doctoral degrees to be awarded at spring commencement
25 Final date for departments to recommend to Graduate School appointment of examining committees (requests for final examinations) for degrees to be awarded at spring commencement
25 Final date for submitting to Graduate School general examination reports for the doctorate to be awarded at summer commencement

February
10-12 Mardi Gras holiday
13 Classes resume, 12:30 p.m.

March
4-9 Midsemester examination period
12 Midsemester grades must be submitted electronically via myLSU, 9:00 a.m.
28 Final date for resigning from the University and/or dropping courses, midnight
28 Final date for submitting to Graduate School the "Program of Study" for the current semester to be counted toward the doctoral residence requirement
29- April 7 Spring Break

April
7 Course scheduling for spring semester begins, Sunday 5:00 p.m.
8 Classes resume, 7:30 a.m.
15 Final date for submitting to Graduate School committee examination reports and approved theses and dissertations, including Graduate School corrections (noon deadline)

May
1 Concentrated study period begins – no meetings, social activities, athletic events, or other extracurricular activities requiring student participation will be scheduled; no major examinations will be given in academic courses, other than labs
4 Classes end
5 Concentrated study period ends
6-11 Final examination period
14 Final Grades (degree candidates) due, 9:00 a.m.
15 Final Grades (non-degree candidates) due, 9:00 a.m.
15 Final date for receipt of graduate admission applications for summer term or fall semester without paying $25 late fee
15 Final date to apply online to the Graduate School for spring semester
16-17 Commencement Days
SPRING 2013 REGISTRATION CALENDAR

(NOTE: The registration system is not available from 5:00 p.m., Saturday until noon, Sunday)

Oct 21 Sun

- Advance scheduling of courses begins at 5:00 p.m.
  See page 15 for explanation of priorities.
- PH1A Priority is for Graduate students, graduating seniors and other selected students.

Oct 23 Tue

- PH1B priority begins at 5:00 p.m., for students with 123 hours.

Oct 24 Wed

- PH1C priority begins at 5:00 p.m., for students with 105 hours.

Oct 25 Thu

- PH1D priority begins at 5:00 p.m., for students with 95 hours.

Oct 26 Fri

- PH1E priority begins at 5:00 p.m., for students with 86 hours.

Oct 28 Sun

- PH1F priority begins at 5:00 p.m., for students with 79 hours.

Oct 29 Mon

- PH1G priority begins at 5:00 p.m., for students with 72 hours.

Oct 30 Tue

- PH1H priority begins at 5:00 p.m., for students with 63 hours.

Oct 31 Wed

- PH1I priority begins at 5:00 p.m., for students with 54 hours.

Nov 1 Thu

- PH1J priority begins at 5:00 p.m., for students with 47 hours.

Nov 2 Fri

- PH1K priority begins at 5:00 p.m., for students with 42 hours.

Nov 4 Sun

- PH1M priority begins at 5:00 p.m., for students with 29 hours.

Nov 5 Mon

- PH1N priority begins at 5:00 p.m., for students with 20 hours.

Nov 6 Tue

- PH1O priority begins at 5:00 p.m., for students with 16 hours.

Nov 7 Wed

- PH1P priority begins at 5:00 p.m., for students with 15 hours.

Nov 8 Thu

- PH1Q priority begins at 5:00 p.m., for students with fewer than 15 hours.

Nov 9 Fri

- PH1R priority begins at 5:00 p.m., for current semester undergraduate degree candidates.

Nov 10 Sat

- myLSU is closed at 5:00 p.m.
  Students credit hour maxima are reset to 19 hours unless the students are on probation or their deans' offices have manually reset the credit hour maxima.

Nov 11 Sun

- myLSU is open to all students at 5:00 p.m.

Nov 13 Tue

- Initial Registration Deadline
  myLSU is closed at 7:00 p.m. Continuing students must schedule classes by this date or they will need to register late and will be assessed the $75 late registration service charge.
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 26</td>
<td>Mon</td>
<td>• On-line fee bills are available via myLSU.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Billed students may <strong>drop</strong> and <strong>add</strong> courses via myLSU once payment is received but must contact the appropriate office(s) to change additional services.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• myLSU is open to all students at 7:00 a.m.</td>
</tr>
<tr>
<td>Dec 6</td>
<td>Thu</td>
<td>• <strong>PAYMENT DEADLINE.</strong> Mailed payments must be <strong>RECEIVED</strong> (not postmarked) by this date.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Payment via myLSU using an on-line check/bankdraft or a credit card must be completed by 4:30 p.m.</td>
</tr>
<tr>
<td>Jan 4</td>
<td>Fri</td>
<td>• myLSU is closed at 4:30 p.m.</td>
</tr>
<tr>
<td>Jan 5</td>
<td>Sat</td>
<td>• The <strong>first</strong> no-pay purge of courses is run.</td>
</tr>
<tr>
<td>Jan 7-10</td>
<td>Mon-Thu</td>
<td>• myLSU is open <strong>only</strong> to non-registered students until 5:00 p.m., Thursday, January 13th.</td>
</tr>
<tr>
<td>Jan 10</td>
<td>Thu</td>
<td>• myLSU is open to all students at 5:00 p.m.</td>
</tr>
<tr>
<td>Jan 11</td>
<td>Fri</td>
<td>• myLSU is closed to all students at 4:30 p.m. for system work.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• This marks the final date to receive a 100% refund of University fees.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Last day for students who receive letter in lieu of bill to pay fees.</td>
</tr>
<tr>
<td>Jan 12</td>
<td>Sat</td>
<td>• The <strong>second</strong> no-pay purge of courses is run.</td>
</tr>
<tr>
<td>Jan 14</td>
<td>Mon</td>
<td>• Classes begin</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• The <strong>add period begins.</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• myLSU is open to all students at 7:00 a.m.</td>
</tr>
<tr>
<td>Jan 22</td>
<td>Tue</td>
<td>• This marks the last day students will be moved off of waitlists and into courses.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• This marks the final date to receive a 90% refund of University fees.</td>
</tr>
<tr>
<td>Jan 23</td>
<td>Wed</td>
<td>• The <strong>deadline for dropping courses without receiving a grade of “W”</strong> is midnight.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• This marks the final date for changing from credit to audit.</td>
</tr>
<tr>
<td>Jan 24</td>
<td>Thu</td>
<td>• The <strong>add period ends at 4:30 p.m.</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• myLSU is closed to all students at 4:30 p.m. for system work.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• This marks the final date for changes from regular to pass/fail grading.</td>
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<tr>
<td></td>
<td></td>
<td>• This marks the final date to transfer from CFY to a senior college or from one senior college to another.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• The <strong>third</strong> no-pay purge of courses is run.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Last day to change from credit to audit.</td>
</tr>
<tr>
<td>Jan 25</td>
<td>Fri</td>
<td>• myLSU is open at 10:00 a.m. only for dropping courses.</td>
</tr>
<tr>
<td>Feb 20</td>
<td>Wed</td>
<td>• This marks the final date to receive a 50% refund of University fees.</td>
</tr>
<tr>
<td>Mar 28</td>
<td>Thu</td>
<td>• myLSU is closed at midnight for dropping fall courses.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• This is the final date for students to resolve final exam schedule problems.</td>
</tr>
<tr>
<td>Apr 26</td>
<td>Fri</td>
<td>• Diploma fee refund deadline (12:30 p.m.)</td>
</tr>
</tbody>
</table>
# FINAL EXAMINATION SCHEDULE
## 2013 SPRING SEMESTER

<table>
<thead>
<tr>
<th>REGULAR CLASSES</th>
<th>GROUP EXAMINATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SCHEDULED CLASS PERIOD</strong></td>
<td><strong>COURSE</strong></td>
</tr>
<tr>
<td>7:30 - 8:30 M W F</td>
<td>COMPUTER SCIENCE</td>
</tr>
<tr>
<td>7:30 - 9:00 T TH T</td>
<td>1253</td>
</tr>
<tr>
<td>8:30 - 9:30 M W F W</td>
<td>1254</td>
</tr>
<tr>
<td>9:00 - 10:30 T TH W</td>
<td>1350</td>
</tr>
<tr>
<td>9:30 - 10:30 M W F F</td>
<td>2000</td>
</tr>
<tr>
<td>10:30 - 11:30 M W F S</td>
<td>2010</td>
</tr>
<tr>
<td>10:30 - 12:00 T TH</td>
<td>2030</td>
</tr>
<tr>
<td>11:30 - 12:30 M W F T</td>
<td>2035</td>
</tr>
<tr>
<td>12:00 - 1:30 T TH M</td>
<td>ENGLISH</td>
</tr>
<tr>
<td></td>
<td>1004</td>
</tr>
<tr>
<td>12:30 - 1:30 M W F M</td>
<td>4105</td>
</tr>
<tr>
<td>1:30 - 2:30 M W F T</td>
<td>4160</td>
</tr>
<tr>
<td>1:30 - 3:00 T TH F</td>
<td>1201</td>
</tr>
<tr>
<td>2:30 - 3:30 M W F M</td>
<td>1202</td>
</tr>
<tr>
<td>3:00 - 4:30 T TH S</td>
<td>4101</td>
</tr>
<tr>
<td>3:30 - 4:30 M W F F</td>
<td>2101</td>
</tr>
<tr>
<td>3:00 - 4:30 M W F F</td>
<td>2102</td>
</tr>
<tr>
<td>4:30 - 5:30 M W F W</td>
<td>4102</td>
</tr>
<tr>
<td>4:30 - 6:00 M W W</td>
<td>1002</td>
</tr>
<tr>
<td>4:30 - 6:00 T TH</td>
<td>LATIN</td>
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<td></td>
<td>2051</td>
</tr>
<tr>
<td>1002</td>
<td>PHYSICS</td>
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<td>2001</td>
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<tr>
<td>1101</td>
<td>1102</td>
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<tr>
<td>1202</td>
<td>SPANISH</td>
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<td>1102</td>
</tr>
</tbody>
</table>
# FINAL EXAMINATION SCHEDULE

### 2013 SPRING SEMESTER

## EVENING CLASSES

<table>
<thead>
<tr>
<th>SCHEDULED CLASS PERIOD</th>
<th>EXAM DATE</th>
<th>EXAM TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:30 - 7:30 M</td>
<td>M</td>
<td>May 6</td>
</tr>
<tr>
<td>6:00 - 9:00 M</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>6:30 - 9:30 M</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:30 - 8:00 M W</td>
<td>T</td>
<td>May 7</td>
</tr>
<tr>
<td>7:00 - 8:30 M W</td>
<td>T Th</td>
<td></td>
</tr>
<tr>
<td>7:00 - 10:00 M W</td>
<td>T Th</td>
<td></td>
</tr>
<tr>
<td>4:30 - 7:30 T</td>
<td>W</td>
<td>May 8</td>
</tr>
<tr>
<td>5:00 - 6:30 M W</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00 - 7:30 M W</td>
<td></td>
<td></td>
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<tr>
<td>6:00 - 9:00 W</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:30 - 9:30 W</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00 - 10:00 W</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:30 - 7:30 Th</td>
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<td>5:00 - 6:30 T Th</td>
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<td>6:00 - 9:00 Th</td>
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<td>6:30 - 9:30 Th</td>
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<tr>
<td>7:00 - 10:00 Th</td>
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</table>

## SPECIAL INSTRUCTIONS FOR FINAL EXAMINATIONS AND REPORTING OF GRADES

All regular classes will be discontinued after 10:00 p.m., Saturday, May 4. University regulations require that final examinations be held. Where final examinations are inappropriate because of the nature of the course, exceptions to this requirement may be made upon approval of the appropriate department head, dean, or director, and the Office of Academic Affairs. Final examinations must be given during the published dates for the final examination period. NO MEMBER OF THE FACULTY IS AUTHORIZED TO WAIVE FINAL EXAMINATIONS EXCEPT WITH APPROVAL AS PRESCRIBED. Classes not included in this schedule are considered irregular and the dates of their examination shall be fixed by the instructor concerned, subject to the provision that they be held no earlier than 7:30 a.m., Monday, May 6 and that they not conflict with this schedule. Except for night classes, classes which meet for two or more hours on the same day shall be examined at the time assigned for the first hour at which they meet. A laboratory class is to be examined on laboratory material at its last regularly scheduled period. Final examinations for Saturday classes will be given at their regularly scheduled class times on the Saturday of exam week. Classroom availability for Saturday exams must be cleared through the Office of the University Registrar. Final examinations in courses offered at night are to be given at the times shown for evening classes, regardless of any group exam times listed. However, if an evening class time is not listed on this exam schedule, instructors should clear classroom availability through the Office of the University Registrar.

Students having three or more final examinations in a 24 hour period may request permission to take no more than two examinations on the day concerned. Requests for special arrangements will be considered only when the three or more examinations cover more than seven (7) hours of credit work. These requests should be made to the dean or director at the college or school in which the student is registered. The dean or director is authorized to determine which of the examinations is to be taken at a time other than originally scheduled; that decision is final. A student scheduled for examination in two subjects at the same group examination period shall report for examination in the class listed first in the above schedule; the instructor of the other class shall arrange a special examination for the student. In case of a conflict between a group examination and an examination in a class for which a group examination is not scheduled, the instructor of the class having the group examination shall arrange a special examination. So that instructors concerned may have adequate notice for rescheduling examinations, students with schedule problems must have all arrangements completed by 4:30 on Friday, April 5. Instructors will make no changes in the examination schedule without the permission of the department head and the dean of the college.

### DEGREE CANDIDATES

Grades for degree candidates must be filed in the Office of the University Registrar no later than 9:00 a.m., Tuesday, May 14. GRADES FOR ALL NON-GRADUATING STUDENTS ARE TO BE FILED AS SOON AS AVAILABLE BUT NOT LATER THAN 9:00 A.M. WEDNESDAY MAY 15. It is the responsibility of the department head to ensure the proper filing of grades. The final grades listed on the permanent academic record will be those filed with the Office of the Registrar.

### REVIEW SESSIONS MAY NOT BE HELD DURING THE PERIOD OF FINAL EXAMINATION BECAUSE OF THE CONFLICTS WITH SCHEDULED EXAMINATIONS.

Workshops, seminars, and conferences cannot be scheduled in classrooms controlled by the Office of the University Registrar during the final examination period. The auditoriums and large classrooms are all assigned for examinations and are not available for other outside activities.

Contact the Facility Service Customer Service Desk - 578-3186 - IF BUILDING/ROOMS ARE NOT OPEN WHEN REQUIRED.
**ADDITIONAL SERVICE SELECTIONS**

You will be able to select or change additional service selections via myLSU until your bill is generated on-line. After your bill is published on-line, you must contact the individual office(s) providing the service(s) you have selected to change or delete charges on your account.

< ADDITIONAL SERVICES >

< LSU DINING >

LSU Dining is committed to offering students convenient services at an affordable price. Each dining facility offers a variety of quality selections.

First year LSU students living on campus are required to have a Meal Plan (excluding Tiger Commuter and Magnolia Room Meal Plans) for fall and spring semesters. Paw Points can be used at all dining locations. If no selection is made, students will be assigned to the Tiger Plus Meal Plan. Changes/cancellations in the selection of the Meal Plan are permitted through the 14th class day.

For a complete listing of LSU Dining Meal Plans, contract terms and conditions, and days of service, visit our website at www.lsu.dining.com. Additionally, you may contact the Tiger Card Office, 109 LSU Student Union (225/578-4300), for more information.

**Student Athletes**

For information on dining services, all student athletes must contact the Athletic Compliance Office (225/578-3891).

< PARKING >

If you park a vehicle on campus, you must display a valid parking permit (vehicle hang tag or motorcycle sticker). When you request and/or receive a parking permit, you agree to abide by the LSU Parking and Traffic Regulations. Those completing registration prior to the payment deadline will have their permits mailed to their billing address. It is the responsibility of faculty, staff and students to maintain a current mailing address with the Office of Parking, Traffic & Transportation at all times. Lost or misdirected mail is not the responsibility of the Office of Parking Traffic & Transportation.

If you have not already selected a parking plan for the permit year, the first time you access myLSU, you will be asked if you will park a vehicle on campus. If you indicate that you will, you will automatically be assessed for a one-year automobile parking plan. If you want to change this selection, you will need to access the additional services fee selection menu on myLSU. Students who do not complete registration (i.e. schedule courses and pay fees) prior to the payment deadline must obtain their permits at the Office of Parking Traffic and Transportation.

If you have a vehicle that cannot be secured, you may exchange your hangtag at no charge for a special windshield decal at the Office of Parking, Traffic & Transportation. Visit the office in the Public Safety Building or call (225) 578-5000 for additional information concerning parking on campus.

For a complete listing of Parking Zones and fees associated with parking on campus, please visit the Office of Parking, Traffic and Transportation’s website at www.lsu.edu/parking. Select “Permits” and click to learn more about the process of purchasing a permit.
All full-time and part-time students who pay the Student Health Center fee are eligible to use the services of the Student Health Center. However, a reasonable level of supplemental health insurance (particularly coverage for hospital care) is strongly recommended for all students.

Information about each of the plan’s benefits and enrollment deadlines can be obtained via the Student Health Center website at http://www.shc.lsu.edu/index.php?page=student_health_insurance_LSU#enroll. Additionally, students with questions or who wish to obtain a copy of the insurance plan booklets, may visit the Student Health Center (corner of West Chimes and Infirmary Road).

**International Student Mandatory Health Insurance**

It is mandatory that all non-immigrant international students, who hold F and J visa statuses, have health insurance which is acceptable to the University. Those international students registered for the fall, spring and/or summer semesters (excluding ‘Degree Only’ registered students, and F-1 students on OPT or J-1 students on AT who are not registered for the current semester) will be automatically charged on their fee bill each semester for LSU health insurance, including a repatriation/medical evacuation fee. **International students enrolled in intersession(s) will be monitored for appropriate health insurance coverage for those periods.** ALL international students on F and J visa statuses should read all of the information regarding the LSU health insurance plan and the procedure for requesting a waiver of the LSU health insurance charge with private insurance policies which meet **ALL University requirements** at http://www.oip.lsu.edu/iso/insurance%20info.htm.

**STUDENT HEALTH CENTER**

*(Part-Time Students)*

The Student Health Center provides quality, affordable and convenient health care to LSU students in a large outpatient facility. Full-time students are automatically assessed a fee which entitles them to unlimited visits to the medical clinicians, mental health clinicians and the registered dietitian at no additional cost. Part-time students may utilize the center by electing to pay the student health fee. Ancillary charges such as laboratory, pharmacy and diagnostic imaging are the same for part- and full-time students.

Visit the Student Health Center (corner of West Chimes and Infirmary Road), the website at www.lsu.edu/shc, or call 225/578-6271 for additional information regarding the services provided by the Center. You can also obtain additional information by visiting www.lsu.edu/shc.

**UNIVERSITY RECREATION**

*(Part-Time Students)*

The LSU Department of University Recreation provides students and the University community with the full gamut of recreational services, programs, facilities and equipment for weekday and weekend use year round.

Part-time Students may use these facilities and services by selecting to be assessed the University Recreation fee. You may add the fee using PAWS or by purchasing your membership through the SRC main office.

Visit the Department of University Recreation, Student Recreational Complex, or call 225/578-8601 for additional information. Additional information, including details regarding part-time student fees, can be obtained via the University Recreation website at http://www.lsu.edu/urec/html/join.html.
**LSU MUSEUMS**

The LSU Museum of Art, Shaw Center for the Arts and LSU Rural Life Museum offer a student membership. Membership benefits include:

- free admission for one year
- invitations to members-only events
- discounts at both museum stores
- discounts at Tsunami, Capital City Grill, CC’s Coffee, and P.J.’s Coffee

For more information on the museums visit the websites: [www.lsu.edu/lsumoa](http://www.lsu.edu/lsumoa) and [http://rurallife.lsu.edu](http://rurallife.lsu.edu).

**TigerCASH**

TigerCASH, a *free* debit card service to students, provides a safe, fast, and convenient way to make purchases at various locations on and off campus. TigerCASH is accepted at all dining facilities as well as several merchants off campus. TigerCASH is the only way to copy and print documents on campus. It is accepted at vending machines and all laundry facilities across campus.

To make a deposit to your TigerCASH account, you can go to our website, the Tiger Card Office, or your PAWS account during registration. With TigerCASH, there is no minimum deposit or semester fee. Cash withdrawals cannot be made from the accounts.

For a complete listing of all TigerCASH locations and to obtain additional information, visit the Tiger Card Office, 109 LSU Student Union or [www.tigercard.lsu.edu](http://www.tigercard.lsu.edu). You may also call 578-4300 or email the office at tigercard@lsu.edu.
### ADDITIONAL SERVICE SELECTION CODES

<table>
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<th>LSU DINING</th>
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<td>12 Tiger Meal</td>
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<tr>
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### PARKING

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### STUDENT HEALTH INSURANCE

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<tbody>
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<tr>
<td>Enhanced Plan</td>
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<td>Vision Plan</td>
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<td>Dental Plan</td>
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### STUDENT HEALTH CENTER

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<tbody>
<tr>
<td>Student Health Center (part-time students)</td>
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</table>

### LSU MUSEUMS

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<tbody>
<tr>
<td>LSU Museums (student membership)</td>
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### UNIVERSITY RECREATION

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<tbody>
<tr>
<td>University Recreation (part-time students)</td>
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### TigerCASH

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<tbody>
<tr>
<td>TigerCASH Debit Card</td>
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</tr>
</tbody>
</table>
UNIVERSITY SPRING SEMESTER FEES

For current University spring fees, please consult the Office of Budget and Planning website at www.bgtplan.lsu.edu.

Please note: The LSU Board of Supervisors may modify fees, board, and/or housing rates at any time without advance notice.

<table>
<thead>
<tr>
<th>University Fee Refund Schedule</th>
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</thead>
<tbody>
<tr>
<td>For Schedule Changes/Cancellations and Resignations</td>
</tr>
<tr>
<td>100% ● November 26, 2012 – January 11, 2013*</td>
</tr>
<tr>
<td>90% ● January 14 – January 22, 2013</td>
</tr>
<tr>
<td>50% ● January 23 – February 20, 2013</td>
</tr>
</tbody>
</table>

*myLSU will not be available for continuing registered students from 4:30 p.m., Friday, January 11, until 7:00 a.m., Monday, January 14.

A special refund schedule for federal financial aid recipients is available upon request in the Office of Student Aid and Scholarships or the Office of the University Registrar.

DIPLOMA FEES

If you are an undergraduate and indicate via myLSU or in your dean’s office that you plan to graduate at the end of the upcoming semester or term, you will automatically be assessed the $25 diploma fee. If you pay the diploma fee and decide not to graduate, you will receive a full credit for the fee provided you indicate by the diploma fee refund deadline (in your dean's office) that you are not graduating.

If you do not inform the university by this deadline that you are not graduating, you will have the difference between the diploma fee and duplicate diploma fee ($10) credited to your account. The next time you indicate that you are going to graduate, you will be assessed the full diploma fee.
You are urged to consult your faculty adviser to plan your schedule.

**Advising is required for:**
- Freshmen and transfer students during the first two semesters enrolled in the College of Agriculture
- Second Year Dietetics Students
- Undergraduate students enrolled in the College of Engineering
- Undergraduate students enrolled in the College of Music and Dramatic Arts
- Undergraduate students majoring in Architecture who earn less than satisfactory grades in ARCH 3001, 3002, 4001, 4002 or 5001
- Undergraduate students majoring in French Studies
- Undergraduate students majoring in Geology
- Undergraduate students majoring in Mathematics
- Undergraduate students majoring in Philosophy
- Undergraduate students majoring in Spanish
- Undergraduate students on probation
- Undergraduate students on "scholastic warning"
- Undergraduate students without a declared major
- New and re-entry students
- Participating athletes
- Other students whom the colleges designate

If you are required to obtain advising and have not done so, you will be unable to schedule courses using PAWS. Advisers are available during their regular office hours throughout the semester. Consult the appropriate department in the following "Advising Locations" section to determine when your adviser will be available.

You should schedule a conference with your adviser at least one week before your course scheduling priority period begins.

**ADVISING LOCATIONS**

Academic advisers for all students are available during their regular office hours throughout the semester. You should consult the appropriate college or department for your major to determine when your adviser will be available.

**University College**

Center for the Freshman Year
Center for Advising and Counseling

If you are a Center for Freshman Year student or a student enrolled in University College's Center for Advising and Counseling, you should consult the listing below to find the appropriate major in the senior college you plan to enter. See that department for course advising.

If you are a "PMED," "PDEN" or an "undeclared" student (curriculum code UNDEC) in the Center for the Freshman Year, please consult your assigned Freshman Year counselor, 150 Allen Hall, for course advising. Advising will be available on a walk-in basis.
With the exception of graduate students, professional students and graduating seniors (as defined below), student priorities are determined by adding the semester hours earned to the hours currently carried. **Currently enrolled LSU students must schedule courses by 7:00 p.m., Tuesday, November 13.** Currently enrolled students who do not schedule courses by this date will be assessed the $75 late registration service charge. Undergraduate transfer students and re-entry students will be placed in to a priority group based on credit that has been awarded by the Office of Undergraduate Admissions & Student Aid and any courses that are currently in progress.

If myLSU states that you are ineligible to select courses, contact the office specified by the message you receive in reply. If you are not referred to a specific administrative office, you should contact your college office.

<table>
<thead>
<tr>
<th>GROUP</th>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>CRITERIA</th>
</tr>
</thead>
</table>
| PH1A  | Sun | Oct 21 | 5:00 p.m. | • Graduate and professional students.  
• Graduating seniors (earned 100 hours at the conclusion of the current semester and have indicated on PAWS or in their senior colleges that they plan to graduate in May 2013).  
• Students with special scheduling priorities approved by their deans. |
| PH1B  | Tue | Oct 23 | 5:00 p.m. | Semester hours earned + hours currently carried > 122                   |
| PH1C  | Wed | Oct 24 | 5:00 p.m. | Semester hours earned + hours currently carried = 105-122               |
| PH1D  | Thu | Oct 25 | 5:00 p.m. | Semester hours earned + hours currently carried = 95-104                |
| PH1E  | Fri | Oct 26 | 5:00 p.m. | Semester hours earned + hours currently carried = 8694                  |
| PH1F  | Sun | Oct 28 | 5:00 p.m. | Semester hours earned + hours currently carried = 79-85                 |
| PH1G  | Mon | Oct 29 | 5:00 p.m. | Semester hours earned + hours currently carried = 72-78                 |
| PH1H  | Tue | Oct 30 | 5:00 p.m. | Semester hours earned + hours currently carried = 63-71                 |
| PH1I  | Wed | Oct 31 | 5:00 p.m. | Semester hours earned + hours currently carried = 54-62                 |
| PH1J  | Thu | Nov 1  | 5:00 p.m. | Semester hours earned + hours currently carried = 47-53                 |
| PH1K  | Fri | Nov 2  | 5:00 p.m. | Semester hours earned + hours currently carried = 42-46                 |
| PH1M  | Sun | Nov 4  | 5:00 p.m. | Semester hours earned + hours currently carried = 29-41                 |
| PH1N  | Mon | Nov 5  | 5:00 p.m. | Semester hours earned + hours currently carried = 20-28                 |
| PH1O  | Tue | Nov 6  | 5:00 p.m. | Semester hours earned + hours currently carried = 16-19                 |
| PH1P  | Wed | Nov 7  | 5:00 p.m. | Semester hours earned + hours currently carried = 15                   |
| PH1Q  | Thu | Nov 8  | 5:00 p.m. | Semester hours earned + hours currently carried < 15                    |
| PH1R  | Fri | Nov 9  | 5:00 p.m. | Current semester undergraduate degree candidates.                        |

**PLEASE NOTE: LSU logs all myLSU transactions to trace activity and to obtain information that will be used to improve the registration system.**
\textbf{SPECIAL REGISTRATIONS}\textbf{▶}

\textbf{Academic Programs Abroad}

If you wish to participate in an LSU sponsored international exchange program or the National Student Exchange, contact Academic Programs Abroad, 106 Hatcher Hall, 225/578-6801 or write to studyabroad@lsu.edu. LSU students participating in an academic year or semester exchange program cannot register for host university classes using myLSU. Instead, students must register for classes directly with the host university. \textit{Class registration for APA all summer and intersession study abroad programs is done through Academic Programs Abroad.} All students participating in academic year, semester exchange programs, or summer abroad programs will receive complete class registration instructions from Academic Programs Abroad. A complete discussion of LSU programs abroad can be found at \url{http://ocs-web2.ocs.lsu.edu/apa/about.asp}.

\textbf{Audit Only Registration}

You may not schedule courses for "audit only" using myLSU. If you wish to "audit only," you may obtain a special enrollment form from the Office of the University Registrar, 112 Thomas Boyd Hall. You may not register for "audit only" before classes begin.

\textbf{Degree Only Registration}

You must contact your dean's office to receive instructions about how to register only to receive your degree. You cannot register for degree only through myLSU.

\textbf{Experiential Education Program}

If students receive a co-op or internship position and need to register through Career Services Experiential Education Program, they need to contact Career Services at \url{career@lsu.edu} or call 225/578-2162.

\textbf{ADDITIONAL INFORMATION}\textbf{▶}

\textbf{Adjustment to Course Offerings}

The University reserves the right to adjust course offerings by adding or dropping sections. \textbf{You should access myLSU before classes begin to ascertain whether adds and drops have affected your schedule. If they have, you may make appropriate changes then.}

\textbf{Cancellation of Registration}

If you complete registration by the initial payment deadline, and decide not to attend LSU, you may cancel your registration using myLSU or by calling your dean's office or the Office of the University Registrar.

If you do so before the first class day, your registration will be canceled and no entry regarding the semester will appear on your record or transcript. \textbf{If you are an undergraduate and decide to return to LSU the following semester or term, you will have to apply to reenter the university.}

If you cancel your registration, you will receive a 100% refund, minus the $10 registration fee.

\textbf{Changing Senior Colleges}

Senior College students may change colleges from the time grades for the current semester or term are posted to the database until the last day to add courses the next semester or term they are registered.

\textbf{Classroom Assignments}

Tentative classroom assignments are included in this booklet. Changes in classroom locations for the courses you have scheduled will be included on your fee bill.
Communication-Intensive (C-I) Courses

“Communication-Intensive” (C-I) courses are offered for students who want to enhance their written, oral, visual, and technological communication skills. These courses can be identified on the Communication across the Curriculum (CxC) website at http://cxc.lsu.edu or in the course offerings. These courses are identified in the special enrollment column with an entry that begins with “CI” followed by a short description of the communication emphasis. For example, a C-I course with an emphasis in written communication, will be identified as “CI-Written.” All C-I courses will be identified on your transcript.

Credit Hour Maximum

Initially, undergraduate students’ credit hour maxima are set to 17 hours, unless they are on probation. The credit hour maximum of students on probation is 16 hours. After students with PH1R priority have had an opportunity to schedule classes, we will raise the credit hour maxima of students not on probation to 19 hours, unless their colleges have reset their maxima. See the Registration Calendar for additional information. Approval of your college is required to exceed the credit hour maximum.

Dropping Courses Via myLSU after the Last Day to Add Courses

You may drop courses via myLSU until midnight on the final date to drop courses or resign unless you are a student in one of the groups noted below. Beginning the first class day, you cannot drop all of your courses using PAWS. This is, in effect, resigning from the University. If you want to resign you must begin the resignation process in your dean's office. The following students are not permitted to drop courses via myLSU after the last day to add each semester or term. They must report to their deans' offices to complete a drop form to drop a course.

- All Center for Freshman Year students
- College of Agriculture students who have not earned 24 hours
- Student athletes
- Candidates to receive degrees at the conclusion of the current term or semester
- Students whose dean’s office has placed a hold on their registration

In addition, graduate/teaching assistants and international students with an immigration status of "0" or "2" will not be able to drop below full-time status using myLSU.

First Class Meeting

If you fail to attend the first class meeting without prior arrangement with the department, you may be required to drop the course to make space available for other students. You have the responsibility to assure that you have been dropped from the course; otherwise, you may receive a grade of "F" in the course.

Graduate Students on Probation

If you are on academic or admission probation, register for the summer term, and pay by the initial payment deadline, you will not be able to drop or add courses to your schedule until it is determined at the conclusion of the summer term that you are eligible to continue at LSU for the fall semester. If you are not eligible to continue at the university, your registration will be canceled, and you will receive a 100% refund, minus the $10 registration fee.

Graduate Students Registering Only for Thesis/Dissertation Research Courses

Graduate students engaged in writing theses or dissertations are expected to register for research hours commensurate with the amount of University resources to be utilized that semester. There is a continuous registration requirement for doctoral students who have passed the general examination.

Regardless of where they are conducting their research/writing, these students must adhere to the regular deadlines published in this booklet for scheduling research courses and paying fees, or they will be assessed the $75 late registration service charge.
Linked Sections
Departments can link two sections of different courses. If you add a linked section to your schedule, the second section is automatically added to your schedule. If you drop a linked section, both sections are automatically dropped from your schedule. Departments identify linked sections with section remarks.

Majors Only Courses
You may not use myLSU to schedule courses listed with the "Special Enrollment" note of "MAJORS ONLY" unless you are enrolled in an appropriate curriculum. Permission of the department is required for exceptions.

Pass-Fail Option
You may not designate the "pass/fail" option using myLSU. To schedule a course for pass/fail grading, refer to the LSU General Catalog for information about required approvals.

Permission of Department Courses
You may not schedule a permission of department ("PERMIS OF DEPT") course using myLSU. Contact the department that offers the course for information. If your enrollment is approved, the department will add the course to your schedule.

Permission of Instructor Courses
You can use myLSU to add courses listed in this booklet with a "Special Enrollment" note of "PERMIS OF INST." Your enrollment in the class will be "pending" until the instructor reviews and approves your request. If no instructor is listed, consult the departmental office. It is your responsibility to contact the department to obtain the necessary permission to enroll.

Prerequisites/Corequisites
Students are expected to consult the LSU General Catalog to ensure that they meet all prerequisites or corequisites before they schedule courses. myLSU interactively checks the prerequisites for a number of courses. Please be aware that you are responsible for meeting prerequisites whether or not they are interactively checked. If you schedule a course and do not meet all prerequisites or corequisites, your enrollment in that course may be canceled.

Required Academic Performance
Your registration for the fall semester depends on your successful academic performance during the current semester; your schedule is subject to cancellation if you do not meet the required standards.

Resignation
If you complete registration and decide by the last day to drop or resign not to attend LSU, you must report to your dean's office to initiate the procedure to resign from the university. Resignations are part of your permanent record and appear on your transcript.

Service-Learning Courses
Many departments include hands-on service-learning components in some course sections. In these classes, students accomplish course learning goals while meeting community needs. Sections with required service learning placements are listed in this booklet with a “Special Enrollment” note of “SVC LEARNING.” Sections with a service option rather than requirement are listed on the Service-Learning website at www.ccell.lsu.edu. After accessing the website, select “courses.” You may register for these courses using myLSU.

For more information about service-learning classes, contact Jan Shoemaker, director, at 578-9264 or jshoema@lsu.edu.

Time Conflicts
You may not schedule time conflicts by using myLSU. You should contact your college office to obtain approval for intentional time conflicts; only your college can grant permission and schedule the courses by terminal.

Undergraduates on Probation
If you are on academic probation, and pay by the initial payment deadline, you will not be able to drop or add courses to your schedule until it is determined at the conclusion of the spring semester that you are eligible to continue at LSU for the fall semester. If you are not eligible to continue at the university, your registration will be canceled, and you will receive a 100% refund, minus the $10 registration fee.
Waitlisting
On-line waitlists are a way for students to get open seats in full sections without having to spend all day, and night, trying to add. When students drop out of a full section, or its department opens seats, students are automatically moved off the section’s waitlist to fill the class. *Being on a waitlist does not guarantee that you will get the class*, but once a waitlist is turned on it is about the only way you can grab an open seat. It is critical that you regularly monitor your position on a waitlist to determine if you need to add an alternative course.

Please read the following for detailed information regarding waitlisting.

- You may join only one waitlist per course and a maximum of three waitlists at one time.
- You may indicate that you want the system to automatically drop a class that would cause a time conflict if we attempt to add a waitlisted course to your schedule.
- **You will automatically receive an e-mail when we move you off a waitlist and into a class.**
- We do not use waitlisted courses in determining if you have reached your credit hour max.
- You may check your placement on a waitlist using the Schedule Request Link on your myLSU desktop.
- You cannot join waitlists that create time conflicts with other waitlisted sections.
- You may join a waitlist if you have not scheduled any classes.
- You cannot waitlist a held section.
- We will not use waitlisted courses to determine full-time status or assess fees.
- We will move students off of waitlists and into classes through the day before the last day to drop classes without receiving W grades.

**Web-based Courses**
Departments identify courses that involve Web-based instruction with “Special Enrollment” notes. The notes indicate the levels of Web-based instruction and are as follows.

- 100% Web based
- 50-99% Web based
- 1-49% Web based

If you need additional information regarding a course that involves Web-based instruction, please contact the instructor.
**LSU-BATON ROUGE COMMUNITY COLLEGE**
**CROSS-ENROLLMENT PROGRAM**

**Procedures for Cross-Enrollment**
- Obtain the “Cross-Enrollment Form” from your dean’s office and get your dean’s approval for the course to be taken at BRCC.
- Submit your “Cross-Enrollment Form” to the Office of the University Registrar as early as possible, but no later than the last day to add courses (at LSU).
- The Office of the University Registrar will submit the forms to BRCC for scheduling of courses.
- The Office of the University Registrar will notify each student who submitted a “Cross-Enrollment Form” whether BRCC was able to schedule the students in the courses selected.

**Parking at Baton Rouge Community College**
BRCC will honor LSU parking hang tags. There is no shuttle bus service to the community college.

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**LSU-SOUTHERN UNIVERSITY CROSS-REGISTRATION PROGRAM**

**Procedures for Cross-Registration**
- Obtain the "Cross-Registration Form" from your dean's office and get your dean's approval for the course to be taken at SU.
- Students must submit cross-registration forms to the Office of the University Registrar as early as possible, but no later than the last day to add courses (at LSU).
- The Office of the University Registrar will submit the forms to SU for scheduling of courses.
- The Office of the University Registrar will notify each student who submitted a "Cross-Registration Form" whether SU was able to schedule the students in the courses selected.
Fees, Finances and Financial Aid

*** Please refer to the registration calendar in the front of this booklet for deadlines and other critical dates ***

< Completion of registration >

Account Balance, Receipts and Confirmation of Registration
You will be able to obtain your balance due, via myLSU. To obtain your balance via myLSU, select “Fee Bill” under the Registration Services heading on your myLSU Desktop.

Once payments are received (receipts are not mailed), you are strongly encouraged to use myLSU to confirm that your payment was received and you are registered. To do so, select “Billing Statement” under the Financial Services heading on your myLSU Desktop. You have completed registration only when you have paid fees via myLSU or your remittance form and any payment due have been received and posted to the Advance Billing System.

After the last date to add each semester or term, the Office of Bursar Operations mails each registered student who has an account balance a statement that lists all registration charges and payments as of the date the statement is printed.

Auditing Fee Assessments & Payments
All fee assessments and payments will be audited. Additional charges or refunds will be processed through the Office of Bursar Operations.

The Fee Bill
Do not confuse your fee bill with the Bursar’s Office monthly statements.

Your fee bill will include the following information:

- Course schedule
- Statement of all charges with phone numbers of offices to contact if you have questions regarding the charges
- Statement of all anticipated credits including awarded and accepted student aid
- Amount due
- Date payment is due
- Remittance form

Fee Payment, Registration Holds and Letters in Lieu of Bills

*Continuing Students*

You have three options to pay your fees. First, you can pay via myLSU using an on-line check/bankdraft or a credit card. Second, you can pay at the Office of Bursar Operations in the lobby of Thomas Boyd Hall using, cash, check or a money order. Third, you can mail your remittance form, with any payment due (check or money order) to the Office of Bursar Operations.

Your remittance form and any payment due must be received on or before the payment deadline. You are strongly encouraged to mail your remittance form and payment due no later than ten calendar days prior to the payment deadline.

If you do not complete registration by paying fees via myLSU or mail by the deadline, your schedule will be purged and you will be assessed the $75 late registration service charge should you register at a later date.
Continuing Students Who are Mailed

Letters in Lieu of Fee Bills

If you schedule courses and have a hold on your registration, a letter in lieu of a fee bill will be mailed to your home address. Carefully follow the directions in the letter that explain who to contact to remove the hold and complete registration.

If you receive a letter in lieu of a fee bill, you will not be mailed a fee bill when you remove the hold. You must view your on-line fee bill via myLSU. You may pay fees via myLSU using an on-line check/bankdraft or a credit card or in the lobby of Thomas Boyd Hall, using cash, check or money order.

If you do not complete registration by that deadline, your course schedule will be purged, and you will be assessed the $75 late registration service charge should you register at a later date.

New, Re-entry and Transfer Students

You have two options to pay your fees. First, you can pay via myLSU using an on-line check/bankdraft or a credit card. Second, you can mail your remittance form, with any payment due (check or money order), to the Office of Bursar Operations. Your remittance form and any payment due must be received on or before the payment deadline. You are strongly encouraged to mail your remittance form and payment due no later than ten calendar days prior to the payment deadline.

If you do not complete registration via myLSU or mail by the deadline, your schedule will be purged.

New, Re-entry and Transfer Students

Who are Mailed Letters in Lieu of Fee Bills

If you are a new, re-entry or transfer student and have a hold placed on your registration after you schedule courses, you will receive a letter in lieu of a fee bill. You should contact the office specified in the letter to remove the hold. You must remove the hold and pay fees by the deadline indicated for students receiving letters in lieu of bills, or your course schedule will be purged and you will be assessed the $75 late registration service charge should you choose register at a later date. You may pay fees via myLSU using an on-line check/bankdraft or a credit card or in the lobby of Thomas Boyd Hall, using cash, check or money order.

Late Registration

If you do not register (pay fees) via myLSU or by mail, you will complete registration at the Office of Bursar Operations, Room 125, Thomas Boyd Hall. You must schedule courses and additional services before reporting to the Office of Bursar Operations.

Late Registration Service Charge

If you are a continuing student, and do not complete registration by paying your fees via myLSU using an on-line check/bankdraft or a credit card, or return the remittance form and any fees due by the initial payment deadline, your courses will be purged, and you will be assessed the $75 late registration service charge.

If you have applied for financial aid, and the aid has not been awarded and accepted at the time payment is due, you must pay your fees by the due date or you will be assessed the service charge. Continuing graduate assistants who have not been appointed at the time payment is due must pay their fees by the due date or they will be assessed the service charge.

Overpayments

Refunds of overpayments will automatically be mailed to the student's billing address prior to mid-semester, if the overpayment exceeds $100. Overpayments of less than $100 will be retained in the account and applied against future charges unless a refund is specifically requested by the student.

You must be paid in full to be considered registered. If you make a partial payment, the funds received will be deposited to your account, but you will not be considered registered. If the remainder of the total amount due is not received by the payment deadline, your courses will be purged.

If you choose to complete registration, you will pay fees via myLSU using an on-line check/bankdraft or a credit card or in the lobby of Thomas Boyd Hall using cash, check or money order. You will be required to pay the $75 late registration service charge.
Paying Fees By On-line Check/Bankdraft
You may pay your fees via myLSU with an on-line check/bankdraft. You will find the check link under “Registration Services” on your myLSU Desktop. Please note that a $25 service charge will be assessed on all payments returned NSF.

Paying Fees By Credit Card
You may pay your fees via myLSU by using a Master Card, Visa, or American Express credit card. You will find the fee bill link under “Registration Services” on your myLSU Desktop. Please note that you will be charged a 2.5% processing fee if you pay by credit card.

Zero Balance Fee Bills
If your on-line fee bill reflects a zero balance due, you are still required to complete registration as follows.

- Indicate, via myLSU, by the payment deadline that you are completing registration. You will find the fee bill link under Registration Services” on your myLSU Desktop.

<SPECIAL PAYMENT OPTIONS ►
Deferred Payment Plan
The University offers a deferred payment plan as a payment option. Eligible students are allowed to defer up to one-half (1/2) of their current semester charges. Payment of one-half (1/2) of current semester charges plus any account balance and the remittance form must be received by the due date.

Eligibility
All students are eligible for their initial deferred payment plan. Any future deferred payments are granted based on the individual credit history established with the University. Students who default on a deferred payment plan are ineligible to receive a deferment for one calendar year.

Terms
- A $15 service charge will be assessed on all deferments.
- If payments are not received by the Office of Bursar Operations on or before the tenth (10th) calendar day following the scheduled due date, a five percent (5%) late fee will be assessed.
- If the amount due plus the 5% late fee is not received within fourteen calendar days after notification of delinquency, the University will withhold grades for the current semester, withhold transcripts and prevent completion of registration for a future semester until the amount due plus a $75 financial reinstatement fee is paid.
- In the event of withdrawal from the University before complete payment has been made, any credit or refunds due the student as provided for in accordance with current University regulations will be applied to the student’s account. The balance must be paid.
- All LOANS and GRANTS made through or in conjunction with the University will be applied to the student’s account.
- If necessary for LSU to commence legal action against the student to enforce the terms of this agreement, and the student’s account is turned over by the University to an attorney-at-law for collection, by suit or otherwise, the student will be obligated to pay all court costs and legal interest from the date the debts are due (pursuant to LSA-CC article 2000) and $100 or a sum equal to thirty-three and one third percent (33 1/3%) additional of the total amount due and owing as attorney fees, whichever is higher.
Deferred Due Dates
Spring Semester due dates are as follows:

<table>
<thead>
<tr>
<th>DATE DUE</th>
<th>AMOUNT DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1</td>
<td>1/3 of total deferred</td>
</tr>
<tr>
<td>April 1</td>
<td>1/3 of total deferred</td>
</tr>
<tr>
<td>May 1</td>
<td>1/3 of total deferred</td>
</tr>
</tbody>
</table>

Selecting this Payment Option via myLSU
To defer one-half of your current semester charges, follow the instructions on the myLSU Registration Worksheet and select the Deferred Payment Plan payment option. You must make this selection each semester.

LSU Employee Payroll Deduction
Full-time, regular employees may elect to pay their fees through payroll deduction. To pay fees through payroll deduction students must follow the procedure listed below.

- Using myLSU, select payroll deduction as a payment option. This must be done each semester.
- Have a current, pending or approved payroll appointment.

NOTE: Student employees (paid on student wage) are not eligible for payroll deduction.
Graduate Assistants and employees who make this selection must indicate via myLSU, by the due date, that they are completing registration, even if the balance is zero.

Once fee bills are available, students may not delete payroll deductions via myLSU. Third party payroll deductions cannot be selected via myLSU. The payroll deduction option may be selected until students complete registration.

LSU Employee Tuition Exemption
Full-time, (100% effort) non-faculty employees with at least one year of service may apply through their departments to receive the employee tuition exemption (see LSU Policy Statement 12 for qualification/application information). Certain fees may not be covered by this tuition waiver (e.g., excellence fees, utility fees and technology fees). If employees have approved LSU Employee Exemption forms on file in the Office of Human Resource Management (HRM) by the initial registration deadline, the exemption will be reflected on their fee bill.

If approved forms are not on file at that time, employees will be responsible for payment of all fees that appear on the fee bill. The University must receive your payment by the payment deadline to complete registration. If you fail to complete registration by that date, your courses will be purged, and you will be required to pay the $75 late registration charge. Call HRM at 225/578-8200 if you are late in requesting the exemption or have any questions.

Over 65 Fee Exemption
If you are age 65 or older, before the first day of classes, you are eligible for a fee exemption. This exemption covers only instructional costs. To qualify for the exemption, continuing and admitted students who have not previously validated that they are age 65 or older must complete the following steps:

- By the initial registration deadline, provide the Office the University Registrar with proof of age (e.g., driver’s license, birth certificate, etc.).
- Complete registration by the payment deadline.
- Report to class the first class day.
Sponsors

Sponsors are trusts, government agencies, or other organizations who are willing to pay all or a portion of a student's educational expenses. When prior written notice of a sponsor's intent to support a student has been received, the University will bill the sponsor for approved charges rather than require payment from the student.

Transfer of your charges to a sponsor's account will be permitted only when specifically authorized in writing by the sponsor. Charges rejected or unpaid by the sponsors for any reason are the responsibility of the student along with possible late payment charges. Questions regarding sponsor billing should be directed to the Office of Bursar Operations.
This information is provided pursuant to the Student-Right-To-Know Act also known as the Jeanne Clery Act. For more information on the LSU Police Department, or to check the daily blotter visit our website at www.lsu.edu/police.

LSU’s crime statistics are published in accordance with the 1998 provisions of the Student Right-To-Know and Campus Security Act (Jeanne Clery Act) and can be found on the LSU Police Website (www.lsu.edu/police - select Crime Info, then Crime Statistics). The information can also be found at the U.S. Department of Education, Office of Post secondary Education Website (http://ope.ed.gov/security).

This site will allow you to search and compare statistics with other institutions. You may also contact the LSU Police Department (225/578-3231) for a printed copy of the information.

A copy of LSU’s Clery Report is available at www.lsu.edu/publicsafety-select Cleary Act info or from LSU Police Website (www.lsu.edu/police).

EMERGENCY NUMBERS

LSU POLICE .................................................................911 or 578-3231
CRIMESTOPPERS ........................................................................................................389-3361
BATON ROUGE CITY POLICE .................................................................................(911)
EBR PARISH SHERIFF ..............................................................................................(911)
BATON ROUGE FIRE DEPARTMENT .......................................................................(911)

LSU is committed to maintaining an environment which supports the research, teaching, and service mission of the University. The illegal or abusive use of drugs or alcohol by any member of the University community interferes with the accomplishment of this mission. Louisiana law prohibits the consumption, possession, distribution, possession with intent to distribute, or manufacture of drugs described as controlled dangerous substances in the Louisiana Revised Statutes 40:964 and the illegal possession and/or consumption of alcohol. A copy of LSU’s Substance Abuse/Drug Abuse Policy is available at www.lsu.edu/publicsafety - select Drug and Alcohol Awareness.