

2016
Wintersession
Schedule
Booklet

CONTENTS

Academic Action	5
Advising	6
Audit Approval	6
Audit Only Registration	6
Calendar, Academic and Registration	2
Corequisites	7
Course Scheduling Priority	3
Credit Hour Maximum	6
Explanation of Schedule	2
Fee Payment	5
Fee Schedule	4
FERPA Annual Notification	8
General Policies	6
Majors Only Courses	6
Parking	6
Pass-Fail Option	6
Permission of Department Courses	7
Permission of Instructor Courses	7
Prerequisites	7
Refund Schedule, Fee	5
Registration Information	5
Resignation	7
Scholarships	7
Student Eligibility	4
Waitlisting	7

◀ ACADEMIC AND REGISTRATION ▶
CALENDAR
WINTERSESSION 2016

MAR 27	Sun	<ul style="list-style-type: none"> • Advance course scheduling begins for Wintersession. (See page 3 for course priority scheduling.)
NOV 6	Sun	<ul style="list-style-type: none"> • myLSU is closed at 7:00 p.m. • Continuing students must schedule by this date.
11 Fri		<ul style="list-style-type: none"> • Fee Bills are available on-line. • myLSU re-opens to non-registered continuing students at 7:00 a.m. • Billed students may drop and add courses via myLSU.
28	Mon	<ul style="list-style-type: none"> • This marks the payment deadline. • Payment must be made via myLSU (using an on-line check/bankdraft or a credit card), by mail, or in person at the Office of Bursar Operations by 4:30 p.m.
DEC 12	Mon	<ul style="list-style-type: none"> • Classes begin. • Final date for dropping courses without receiving a grade of "W." • Final date for changing courses from credit to audit.
13	Tue	<ul style="list-style-type: none"> • This is the final date for adding courses for credit and for making section changes. • This is the final date to invoke the Grade Exclusion Policy for Wintersession courses, 4:30 p.m. • myLSU will close for system work at 4:30 p.m.
20	Tue	<ul style="list-style-type: none"> • Final date for resigning from the University and/or dropping courses. • (myLSU will close at midnight.)
23	Fri	<ul style="list-style-type: none"> • Winter Holiday begins, 7:30 a.m.
JAN, 2017 3	Tue	<ul style="list-style-type: none"> • Classes resume, 7:30 a.m.
3	Tue	<ul style="list-style-type: none"> • Classes end, 10:00 p.m.
4	Wed	<ul style="list-style-type: none"> • Final examinations

◀ EXPLANATION OF SCHEDULE ▶

Wintersession classes meet at the beginning time shown on the schedule.

Three credit-hour classes meet for 3.5 hours daily, including Saturdays.

Courses carrying other credit will be assigned an appropriate schedule.

COURSE SCHEDULING AND REGISTRATION WINTERSESSION 2016

◀ COURSE SCHEDULING PRIORITY ▶

With the exception of graduate students, professional students and graduating seniors (as defined below), students 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., Monday, November 6, 2016.** 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.

GROUP	DAY	DATE	TIME	CRITERIA
PH1A	Sun	Mar 27	5:00 p.m.	<ul style="list-style-type: none"> ● 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 2017).
PH1B	Mon	Mar 28	5:00 p.m.	<ul style="list-style-type: none"> ● Honors College students ● Athletes ● Disabled Students ● Spring Invitational program participants ● Military/Veteran students
PH1C	Tue	Mar 29	5:00 p.m.	<ul style="list-style-type: none"> ● Master's students
PH1D	Wed	Mar 30	5:00 p.m.	<ul style="list-style-type: none"> ● Doctoral students and VETM students

GROUP	DAY	DATE	TIME	CRITERIA
PH1E	Thu	Mar 31	5:00 p.m.	Semester hours earned + hours currently carried > 130
PH1F	Fri	Apr 1	5:00 p.m.	Semester hours earned + hours currently carried = 115-129
PH1G	Sun	Apr 3	5:00 p.m.	Semester hours earned + hours currently carried = 105-114
PH1H	Mon	Apr 4	5:00 p.m.	Semester hours earned + hours currently carried = 96-104
PH1I	Tue	Apr 5	5:00 p.m.	Semester hours earned + hours currently carried = 88-95
PH1J	Wed	Apr 6	5:00 p.m.	Semester hours earned + hours currently carried = 79-87
PH1K	Thu	Apr 7	5:00 p.m.	Semester hours earned + hours currently carried = 69-78
PH1M	Fri	Apr 8	5:00 p.m.	Semester hours earned + hours currently carried = 61-68
PH1N	Sun	Apr 10	5:00 p.m.	Semester hours earned + hours currently carried = 53-60
PH1O	Mon	Apr 11	5:00 p.m.	Semester hours earned + hours currently carried = 42-52
PH1P	Tue	Apr 12	5:00 p.m.	Semester hours earned + hours currently carried = 34-41
PH1Q	Wed	Apr 13	5:00 p.m.	Semester hours earned + hours currently carried = 29-33
PH1R	Thu	Apr 14	5:00 p.m.	Semester hours earned + hours currently carried = 19-28
PH1S	Fri	Apr 15	5:00 p.m.	Semester hours earned + hours currently carried = < 19

WINTERSESSION 2016

◀ ELIGIBILITY ▶

Student eligibility for Wintersession

Wintersession is open to the following students:

- Regularly admitted continuing LSU students in good standing.
- Non-continuing, re-entry students approved by their college dean.

New graduate students should contact the Office of Graduate Admissions for further information about admission to the Graduate School. Graduate students must have the approval of the department in which they are pursuing graduate study and the Graduate School to count Wintersession courses for graduate credit. Approval must be obtained prior to registering for the courses.

Students are not eligible to enroll if they:

- are academically ineligible at the end of the 2016 fall semester. (Students ineligible at the end of the fall semester will be dropped from Wintersession.)
- have been dropped from the University and enrolled in an unfinished Independent Study correspondence course (even if eligibility could be affected by course completion).
- were dropped in a previous semester and are not eligible for readmission until the 2017 spring semester or thereafter.

◀ FEE SCHEDULE ▶

For current University Wintersession 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.**

No fee waivers, student aid, scholarships, or deferred payment plans are available for Wintersession. Fees must be paid in full via myLSU using an on-line check/bankdraft or a credit card, by mail, or in person at the Office of Bursar Operations, using cash, check or money order. Fees may be changed at any time without advance notice. All money owed the University must be paid at the time payment for Wintersession is made.

Refund Schedule for Schedule Changes/Resignations

100%	Before Dec. 12 (minus \$10 registration fee)
90%	Dec. 12
50%	Dec. 13-15

No refunds will be made after December 17. A full refund will be paid upon class cancellation because of low enrollment. No refunds will be made to anyone who owes the University. Student-initiated resignations will not be completed until all money owed the University is paid. A waiting period of three weeks is required for checks to clear before refunds will be available.

◀ FEE PAYMENT ▶

WINTERSESSION FEE BILLS WILL BE AVAILABLE ON-LINE ON NOVEMBER 11, 2016.

● **You must pay your Wintersession fees using one of the following methods by 4:30 p.m., November 28.**

- Via myLSU using an on-line check/bankdraft or a credit card
- By mail to the Office of Bursar Operations
Return the remittance stub and payment to:

LSU Office of Bursar Operations
125 Thomas Boyd Hall
Baton Rouge, LA 70803
- In person at the Office of Bursar Operations

If you are unable to view your Wintersession Fee Bill on-line:

E-mail the Office of Bursar Operations (bursar@lsu.edu), or call (225/578-3357).

◀ REGISTRATION INFORMATION ▶

All course scheduling must be completed by 7:00 p.m., Sunday, November 6, 2016.

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

The University reserves the right to adjust course offerings by adding or dropping sections. If a course is canceled, a notice will appear on your on-line fee bill. You will have an opportunity to substitute an alternative class.

Refer to the *LSU General Catalog* for additional regulations which govern your enrollment.

Academic Action

Academic action will be applied to students enrolled in Wintersession. A student may be placed on warning status, and continued on or removed from probation or warning status based on Wintersession performance.

Advising

You are urged to contact your adviser to plan your schedule. Contact your department or college to determine where and when advisers are available.

Audit Approval

If you wish to audit a course, you must obtain written consent from the instructor of the course and the dean of the college offering the course. You may use myLSU to schedule the course; then submit the required approvals to your college office to have your enrollment changed from credit to audit. A request for a change from credit to audit must be submitted no later than December 13, 2016.

Audit Only Registration

You may not schedule courses for “audit only” using myLSU. If you wish to “audit only,” you may obtain special enrollment forms from the Office of the University Registrar, 112 Thomas Boyd Hall.

Credit Hour Maximum/Course Load

Special approval is required to exceed the four credit hour maximum. With the dean’s office approval students may schedule up to six hours in Wintersession. In no case may students schedule more than six hours in any Wintersession.

General Policies

All Wintersession students are subject to the rules and regulations of LSU, including the provisions of the *LSU General Catalog*. LSU reserves the right to cancel or make changes in courses. If a course is canceled, the entire fee is refunded.

LSU assures equal opportunity for all qualified persons without regard to race, color, religion, sex, national origin, age, handicap, marital status, or veteran status in the admission to, participation in, and treatment or employment in the programs and activities which the University operates.

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.

Parking

Students must register their vehicles to park on campus during all Wintersession terms.

If you purchased a full-year permit, your vehicle is registered for all Wintersession terms. If you have not purchased either full-year permits or a permit for the semester or summer term immediately preceding Wintersession you will need to purchase a one-month permit. Questions about parking during Wintersession terms should be directed to the Office of Parking, Traffic and Transportation.

For additional information visit the Office of Parking, Traffic, & Transportation in the Public Safety Building, or call 225/578-5000.

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. You may use the telephone to schedule the course for regular

grading and report to your college office during registration to request that your enrollment be changed from regular grading to pass/fail grading. No change in the grading option may be made after December 13, 2016.

Permission of Department Courses

You may not register for 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 the Wintersession course offerings 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. If you schedule a course and do not meet all prerequisites or corequisites, your enrollment in that course may be canceled. You can use myLSU to add courses listed in this booklet with a “Special Enrollment” note of “PREREQ CHECKED.” Your enrollment in the class will be “pending” until the department determines whether you have satisfied the prerequisites for the course. If you have, the department will approve your registration for the course. Check your status periodically, via myLSU, to learn whether they have approved or rejected your registration.

Waitlisting

Students may join waitlists in order to wait for seats to open in a full section of a class. This function of registration **does not guarantee** students a seat in the class, but it does let students hold a spot in line should a seat become available. By joining a waitlist, students will be reserving their place in line. Students will use the Schedule Request link in their myLSU desktop to join waitlists and will be automatically moved off of the lists and into courses as spaces become available. *It is important to note that the waitlist function is only available on sections of courses that are full. In order to be presented with the option to join a list, students must first attempt to add the desired course to their schedule.*

For important dates regarding waitlisting, please visit the registration calendar in the front of this booklet. More information can also be obtained by visiting the [Office of the University Registrar website](#).

Resignation

If you schedule courses using myLSU but then decide that you will not complete registration for Wintersession, please remember to drop your courses to make them available to other students. If you have paid fees, but then wish to resign from the University, you must initiate that action in your college office.

Scholarships

Normally, scholarships do not cover Wintersession fees.

Privacy and Release of Student Education Records

The Family Educational Rights and Privacy Act of 1974 (sometimes referred to herein as “the Act”), as amended, sets forth requirements designed to protect the privacy of student education records. The Act gives parents certain rights with respect to their children’s education records. These rights generally transfer to the student when he or she reaches the age of 18 or attends post-secondary (beyond 12th grade) school. The law governs access to records maintained by educational institutions and the release or disclosure of certain information from those records. This notice is published in each “Registration Schedule of Classes” to explain the rights of students with respect to records maintained by Louisiana State University and A&M College (“LSU” or “University”). It also outlines LSU’s procedures to comply with the requirements of the Act. Copies of the Act, the Federal Regulations adopted pursuant to it, and this notice are available for viewing on LSU’s website (www.lsu.edu/registrar), and in the Office of the University Registrar, Room 112, Thomas Boyd Hall, Baton Rouge, LA 70803.

Definitions

I Education Records

- A. The meaning of "education records" is, with certain exemptions as listed below, those records, files, documents, and other materials which contain information directly related to a student, and are maintained by any employee or agent of the University. The following categories of information are exempted and are **not** considered to be "education records":
1. Records made by University personnel which are in the sole possession of the maker and are not accessible or revealed to any other person except a temporary substitute of the maker.
 2. Records maintained by the LSU Police Department for law enforcement purposes.
 3. Medical and counseling records used solely for treatment. (Medical records may be personally reviewed by a physician of the student's choice.)
 4. Records of student workers related exclusively to the student’s employment with the University.
 5. Records only related to a former student (alumni records) that are not directly related to the student’s attendance as a student. Records of that individual while a student continue to be considered education records.
- B. All records pertaining to students which are maintained by University offices are official University records, and as such, remain the property of the University.
- C. Each University unit has an obligation to keep a record of requests for access to, and disclosures of, personally identifiable information in student records information except when the request is from the student, a University official with a legitimate educational interest, someone requesting directory information, or related to a request with written consent from the student. Students have the right to review this record of requests and disclosures of student record information.

II Personally Identifiable Information

Data or information which includes, but is not limited to the following:

- A. The student’s name.

- B. The name of the student's parent or other family members.
- C. The address of the student or the student's family.
- D. A personal identifier such as the student's Social Security Number, LSUID, or biometric record.
- E. Other indirect identifiers, such as the student's date of birth, place of birth, mother's maiden name.
- F. Other information that alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
- G. Information requested by a person whom the University reasonably believes knows the identity of the student to whom the education record relates.

III Student

Any individual who is or has been in attendance at LSU and regarding whom LSU maintains education records.

Policy Detail

I Right to Inspect and Review

Students are granted the right to inspect and review all of their education records, except the following:

- A. Financial records of parents.
- B. Confidential letters and statements of recommendation placed in education records prior to January 1, 1975.
- C. Confidential letters and statements of recommendations for admission, employment, or honorary recognition placed in education records after January 1, 1975, for which students have waived their right of access.

II Waiver of Rights of Access

Students may waive their right of access to confidential letters and statements of recommendation. Even if the student signs a waiver, upon request, the names of all persons making confidential recommendations will be made available. Employees or agents of the University may not require a student to waive his or her right of access for receipt of University benefits or services.

III Procedures for Inspection and Review

- A. Students have the right to inspect and review education records within 45 days after receipt of the request for access. Requests to review records must be made separately, in writing, to each office maintaining records. That office will make arrangements to comply with the request as expeditiously as possible not later than 45 days after receipt of the request. If the records are not maintained by the office to which the request was submitted, that office shall so advise the student, and the student shall address his or her request to the appropriate office.

- B. Information contained in education records will be fully explained and interpreted for students by University personnel assigned to, and designated by, the appropriate office.
- C. Students have the right to review only their own records. When a record contains information about more than one student, disclosure cannot include information regarding the other student(s).
- D. The University reserves the right to deny copies of records, including transcripts, not required to be made available by the Act if the student has an unpaid financial obligation to the University.

IV Right to Challenge Information in Records

- A. Students have a right to challenge the content of their education records if they consider the information contained therein to be inaccurate, misleading, or in violation of the students' privacy rights.
- B. This process includes an opportunity for amendment of the records or insertion of written explanations by the student into such records.
- C. Students challenging information in their records must submit, in writing, a request for amendment of the records to the appropriate office maintaining the record, listing the specific information in question and the reasons for the challenge.
- D. Within 45 days of receipt of the written request, the University shall inform the student as to whether the record will be amended. If the decision is negative, the University shall so notify the student and inform him or her of her right to a hearing regarding the request for amendment.
- E. The right to challenge grades does not apply under the Act unless the grade assigned was inaccurately recorded, under which condition the record will be corrected.

V Procedures for Hearing to Challenge Records

- A. Students challenging information in their records must submit, in writing, a request for a hearing to the appropriate office maintaining the record, listing the specific information in question and the reasons for the challenge.
- B. Within 45 days of receipt of the written request for hearing, the University will inform the student of the date, place, and time of the hearing and the identity of the official in charge of the hearing. The notice will be mailed to the student at least two weeks in advance of the hearing.
- C. Hearings will be conducted by a University official who does not have a direct interest in the outcome of the hearing.
- D. Students shall be afforded a full and fair opportunity to present evidence relevant to the reasons for the challenge, as referenced in item IV. The student may be assisted by individuals or an attorney at his or her expense.
- E. The hearing officer will render a decision, in writing, noting the reason and summarizing all evidence presented within 30 days of the hearing. The decision will be based solely on the evidence presented and will include a summary of the evidence and the reason(s) for the decision.
- F. Should the hearing be in favor of the student, the record shall be amended accordingly and the University shall notify the student of the amendment in writing. Should the request be denied, the student may choose to place a statement with the record commenting on the accuracy of the information in the record and/or setting forth any basis for inaccuracy. When disclosed to an

authorized party, the record will always include the student's statement and the hearing officer's decision, as long as the student's record is maintained by the University.

- G. If students have questions regarding the procedure for challenging records, they should contact the Office of the University Registrar at registrar@lsu.edu or 225-578-1690.

VI Consent for Release Required

Written, dated, and signed consent must generally be obtained from students for the release of information from education records, specifying what is to be released, the reasons for release, and name of the party or class of parties to whom the record are to be released, with a copy of the record sent to the student if he or she desires.

VII Release Without Consent

A. The requirement for consent does not apply to the following:

1. Requests from school officials who have a legitimate education interest on a "need to know" basis. School officials are members of the faculty and staff of LSU, including student employees or agents of the University, as necessary or appropriate, to conduct official business, as authorized by the University. Legitimate educational interest includes performing a task related to the regular duties of the employee or agent, the student's education, the discipline of a student, a service or benefit for the student, or maintaining safety and security of the campus.
2. Requests from a person employed by or under contract with the University to perform a special task.
3. To public officials as specified in the Act.
4. To agencies or institutions that have requested records in which a student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.
5. To organizations for use in studies designed to develop, validate, or administer predictive tests, administering student aid programs, and improving instruction. Such agencies must agree not to divulge personally identifiable records to third parties and must agree to ultimately destroy these records.
6. Requests in compliance with a judicial order or lawfully issued subpoena, provided the University makes a reasonable attempt to notify the student in advance of compliance (except in certain cases involving grand jury subpoenas and subpoenas issued for law enforcement purposes and the court has ordered that the existence of the subpoena not be disclosed); or, when the University is involved in a legal action with a parent or student, where disclosure to the court, without a court order or subpoena, of records that are relevant for the University to proceed as plaintiff or to defend itself is permissible.
7. To comply with a court order obtained under the USA PATRIOT Act of 2001 for education records considered relevant to a terrorism investigation or prosecution, without advance notice to the student.
8. Requests in connection with a student's application for or receipt of financial aid.
9. Requests by state authorities and agencies specifically exempted from the prior consent requirements by the Act for disclosure of records to organizations conducting studies on behalf of the University, if such studies do not permit the personal identification of students to any persons other than to representatives of such organizations and if the personal identification data is destroyed when no longer needed.

10. Information submitted to accrediting organizations.
11. Requests by parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1986.
12. To parents or legal guardians of a student regarding the student's violation of any Federal, State or local law, or of any rule or policy of the University governing the use or possession of alcohol or a controlled substance.
13. To any person, including a parent, whose knowledge of the situation is necessary to protect the health or safety of the student or any other individuals when, considering the totality of the circumstances, the University has determined that there is an articulable and significant threat to the health or safety of a student or any individual.
14. To authorized federal officials who have need to audit and evaluate federally-supported programs.
15. To the U.S. Citizenship and Immigration Services (USCIS) / Department of Homeland Security (DHS) concerning an F, J, or M nonimmigrant alien, only to the extent necessary for the University to comply with Student and Exchange Visitor Program (SEVP) reporting requirements, as mandated by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, the USA PATRIOT Act, the Enhanced Border Security and Visa Entry Reform Act of 2002, and the regulation at 8 CFR 214.1(h). Consent is not necessary for the University to disclose required information to USCIS or DHS in compliance with SEVP reporting obligations.
16. As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which education records and personally identifiable information (PII) contained in such records — including the Social Security Number, grades, or other private information — may be accessed without the student's consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to the records and PII without the student's consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to education records and PII without the student's consent to researchers performing certain types of studies, in certain cases even when the University objects to or does not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive the PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without the student's consent PII from education records, and they may track a student's participation in education and other programs by linking such PII to other personal information about the student that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.
17. The results of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

18. To the victim of an alleged perpetrator of a crime of violence or non-forcible sex offense.
19. To disclose information provided to the University under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 14071) concerning registered sex offenders who are required to register under that section.
20. Requests for "directory information" (see item VIII).

B. The University reserves the right to verify the accuracy of any information contained in what purports to be an official University document (e.g., a transcript or diploma) or is provided to a third party. In addition, degrees (any honors, majors, minors and specializations) are considered public information since they are conferred in a public ceremony.

VIII Directory Information

- A. LSU, in accordance with the Act, has designated the following information about students as public (directory) information:
1. Name
 2. Address (local, home, and e-mail)
 3. Telephone (local and home)
 4. Major field of study/classification
 5. Dates of attendance
 6. Degrees, awards, and honors received
 7. Most recent educational agency or institution attended
 8. Participation in officially recognized activities and sports
 9. Weight and height of members of intercollegiate athletic teams
- B. Students have the right to have this directory information withheld from the public if they so desire. Each student who wants all directory information to be withheld needs to complete a form available in the Office of the University Registrar. The hold will remain in effect until the student requests that it be lifted. Only currently enrolled students may place a hold on the release of directory information.
- C. The University receives many inquiries for "directory information" from a variety of sources, including friends, parents, relatives, prospective employers, other institutions of higher education, honor societies, licensing agencies, government agencies, and the news media. Each student is advised to carefully consider the consequences of a decision to withhold "directory information." The University, in good faith, will not release directory information requested to be withheld, and any requests from persons or organizations outside the University will be refused unless the student provides written consent for the release.
- D. Given the ability of students to stay connected with family and friends via the Internet, etc., the University **strongly recommends** that personnel with access to directory information not release any addresses, phone numbers, or e-mail addresses to third parties. Requestors are to be directed to the Office of the University Registrar.

- E. The University publishes student address information on the MyLSU Directory, but not on the public directory. If students want to withhold their address information from the MyLSU Directory, they may do so using the MyLSU Directory Information application.

IX Complaints, Concerns, or Suggestions

Final responsibility for the interpretation of the provisions of this policy rests with the University Registrar. Any student who has reason to believe that the University is not complying with the Act or this policy should inform the University Registrar in writing. The University Registrar shall promptly review all such allegations. Students also have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the Act.

RESOURCES

I Type, Location, and Custodian of Student Records

LSU does not maintain education records in one central office. Education records are maintained in the respective colleges and schools, the Graduate School, and the Office of the University Registrar. Other education records are maintained in the Office of Academic Affairs, Student Life and Enrollment Management, undergraduate admission, financial aid information, and student employment), Student Advocacy and Accountability (disciplinary records), Athletic Department, International Services Office, and other offices. Questions regarding individual student records should be directed to the appropriate location. See complete list under Responsibilities.

II Responsibilities

Position or Office	Location	Custodian
Academic Affairs, Office of	Room 146, Thomas Boyd Hall	Dr. Stuart Bell
Academic Success, Center for	Room B-31 Coates Hall	Ms. Melissa Brocato
Admissions, Graduate	Room 114, David Boyd Hall	Dr. Renee Renegar
Admissions, Undergraduate	Room 1146, Pleasant Hall	Ms. Lupe Lamadrid
Advising & Counseling, Center for	Room 150, Himes Hall	Mr. Paul Ivey
Agriculture, College of	Room 138, Woodin Hall	Dr. William Richardson
Art & Design, College of	Room 213, Design Building	Dr. Alkis Tsolakis
Athletics	6 th Floor Athletic Administration Building	Mr. Joe Alleva
Bursar Operations, Office of	Room 125, Thomas Boyd Hall	Mr. Laurence Butcher
Business, E. J. Ourso, College of	Room 1053, Business Education Complex	Dr. Richard White
Career Services	Room B-4, Coates Hall	Dr. Mary Feduccia
Coast & Environment, School of	Room 1002U, Coast and Environment Building	Dr. Chris D'Elia
Continuing Education, Division of	Room 1225, Pleasant Hall	Mr. Doug Weimer
Disability Services	Room 115, Johnston Hall	Mr. Benjamin Cornwell
Engineering, College of	Room 3139, Taylor Hall	Dr. Richard Koubek

Enrollment Management	Room 1146, Pleasant Hall	Dr. David Kurpius
Financial Aid, Office of	Room 1146, Pleasant Hall	Ms. Amy Marix
Freshman Year, Center for	Room 150, Allen Hall	Mr. Paul Ivey
Graduate School	Room 114, David Boyd Hall	Dr. Gary Byerly
Human Sciences & Education, College of	Room 236, Peabody Hall	Dr. Damon PS Andrew
Humanities and Social Sciences, College of	Room 119, Hodges Hall	Dr. Stacia Haynie
Honors College	Room 205, French House	Dr. Jonathan Earle
Mass Communication, Manship School of	Room 213, Journalism Building	Dr. Jerry Ceppos
Music & Dramatic Arts, College of	Room 102, School of Music Building	Dr. Todd Queen
Residential Life	Room 99, Grace King Hall	Mr. Steve Waller
Science, College of	Room 124, Hatcher Hall	Dr. Cynthia Peterson
Student Advocacy & Accountability	Room 340, LSU Student Union	Dr. Matt Gregory
Student Life & Enrollment	Room 240, Thomas Boyd Hall	Dr. Kurt Keppler
University Registrar, Office of the	Room 112, Thomas Boyd Hall	Mr. Robert Doolos
Veterinary Medicine, School of	Room 1102, Veterinary Medicine Building	Dr. Joel Baines

III LSU Office of the Dean of Students

Student Advocacy & Accountability, 225-578-4307

LSU Code of Student Conduct. <http://saa.lsu.edu/code>

IV U. S. Department of Education

U.S. Department of Education, 1-800-872-5327. <http://www2.ed.gov/policy/gen/guid/fpc/index.html>

V Contacts

Subject	Office	Telephone	E-mail/URL
Interpretation of the policy or referral to area of responsibility for maintaining record(s)	Office of the University Registrar	225-578-1686	registrar@lsu.edu http://sites01.lsu.edu/wp/registraroffice/privacy-guidelines/