

2018 Fall Schedule Booklet

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FALL 2018
CRITICAL REGISTRATION DATES

April 1, 2018	Course scheduling begins at 5 p.m.
July 11, 2018	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.
July 18, 2018	<u>FEE BILLS WILL BE AVAILABLE ONLY ON-LINE.</u> 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. <u>ZERO BALANCE FEE BILLS.</u> 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.
July 18, 2018	Course scheduling for all students continues.
August 2, 2018	<u>PAYMENT DUE DATE.</u> Payment via myLSU must be completed or fee bill remittance forms and payments must be <u>received</u> by this date.
August 10, 2018	myLSU is closed at 4:30 p.m. to begin first no-pay purge process.
August 17, 2018	Second no-pay purge of courses will be run.
August 20-29, 2018	If you build your initial schedule, or rebuild your schedule after it is purged, view your fee bill on-line. You must pay the Fee Bill via bank draft or credit card through myLSU or in person at Bursar Operations, 125 Thomas Boyd Hall, with a check, cash or money order.
August 27, 2018	Last day to receive a 90 percent refund.
August 28, 2018	Last day to drop courses without receiving a W grade.
August 29, 2018	Last day to add courses.

WHAT'S NEW FOR FALL SEMESTER 2018

FERPA Annual Notification

LSU is committed to adhering to FERPA and ensuring the confidentiality of student education records. Any disclosure of education records will be made only in compliance with FERPA. Additional information, including LSU's Annual FERPA Notification, can be found in this booklet on page 28.

Grade Exclusion Policy

Effective with the 2013 fall semester, the university implemented the Grade Exclusion Policy. Under this policy, students may improve the undergraduate LSU and cumulative GPAs by repeating a maximum of three courses (up to 12 hours) in which a grade of "D" or "F" was received and requesting that the repeat grade be the only one that is used in the calculation. For the full list of rules and restrictions regarding this policy, please visit <https://sites01.lsu.edu/wp/registraroffice/academics/grade-exclusion/>.

PLUS (+) / MINUS (-) GRADING

Beginning with the 2015 fall semester, the university will implement plus/minus grading. Plus/Minus Grading will be required for all undergraduate, graduate, and professional courses using the A through F letter grading system. The letter grades A, B, C, and D will have the suffix plus (+) or minus (-) included to distinguish higher and lower performances within each of these letter grades. The letter grade F does not include the plus/minus distinction. For more information regarding the new grading system please visit the University Registrar's website at <https://sites01.lsu.edu/wp/registraroffice/academics/plusminus-grades-guidelines/>.

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.

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.

FALL SEMESTER 2018 ACADEMIC CALENDAR

August

9-10 International Student Orientation

13-16 Freshman & Transfer Orientation

20 Classes begin

28 Final date for dropping courses without receiving a grade of "W", 4:30 p.m.

29 Final date for adding courses for credit and making section changes, 4:30 p.m.

29 Final date to invoke the Grade Exclusion Policy for Fall courses, 4:30 p.m.

September

3 Labor Day holiday

4 Classes resume, 7:30 a.m.

October

4-5 Fall Holiday

8 Classes resume, 7:30 a.m.

16 Midsemester grades must be submitted electronically via myLSU, 9:00 a.m.

21 Course scheduling for spring semester begins, Sunday 5:00 p.m.

November

2 Final date for resigning from the University and/or dropping courses, 4:30 p.m.

21-23 Thanksgiving holiday (begins on Wednesday at 12:30 p.m.)

26 Classes resume, 7:30 a.m.

28- Dec. 2 Concentrated study period – 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

December

1 Classes end, 10:00 p.m.

3-8 Final examination period

11 Final Grades (degree candidates) due, 9:00 a.m.

12 Final Grades (non-degree candidates) due, 9:00 a.m.

14 Commencement Day

FALL 2018 REGISTRATION CALENDAR

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

Apr 1	Sun	Advance scheduling of courses begins at 5:00 p.m. See page 15 for explanation of priorities. PH1A Priority is for graduating seniors.
Apr 2	Mon	PH1B priority begins at 5:00 p.m., for Honors College students, athletes, disabled students and spring invitational program participants.
Apr 3	Tue	PH1C priority begins at 5:00 p.m., for Master's students.
Apr 4	Wed	PH1D priority begins at 5:00 p.m., for Doctoral students and VETM students.
Apr 5	Thu	PH1E priority begins at 5:00 p.m., for students with 130 hours.
Apr 6	Fri	PH1F priority begins at 5:00 p.m., for students with 115 hours.
Apr 8	Sun	PH1G priority begins at 5:00 p.m., for students with 105 hours.
Apr 9	Mon	PH1H priority begins at 5:00 p.m., for students with 96 hours.
Apr 10	Tue	PH1I priority begins at 5:00 p.m., for students with 88 hours.
Apr 11	Wed	PH1J priority begins at 5:00 p.m., for students with 79 hours.
Apr 12	Thu	PH1K priority begins at 5:00 p.m., for students with 69 hours.
Apr 13	Fri	PH1M priority begins at 5:00 p.m., for students with 61 hours.
Apr 15	Sun	PH1N priority begins at 5:00 p.m., for students with 53 hours.
Apr 16	Mon	PH1O priority begins at 5:00 p.m., for students with 42 hours.
Apr 17	Tue	PH1P priority begins at 5:00 p.m., for students with 34 hours.
Apr 18	Wed	PH1Q priority begins at 5:00 p.m., for students with 29 hours.
Apr 19	Thu	PH1R priority begins at 5:00 p.m., for students with 19 hours.
Apr 20	Fri	PH1S priority begins at 5:00 p.m., for students with fewer than 19 hours.
Apr 23	Mon	myLSU is closed at 7:00 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.
Apr 24	Tue	myLSU is open to all students at 5:00 p.m.
Jul 11	Wed	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 <u>and</u> will be assessed the \$75 late registration service charge.

FALL 2018 REGISTRATION CALENDAR (continued)

Jul 18	Wed	On-line fee bills are available via myLSU. Billed students may drop and add courses via myLSU once payment is received but must contact the appropriate office(s) to change additional services. myLSU is open to all students, 7:00 a.m.
Aug 2	Thu	PAYMENT DEADLINE. Mailed payments must be <u>RECEIVED</u> (not postmarked) by this date. Payment via myLSU using an on-line check/bankdraft or a credit card must be completed by 4:30 p.m.
Aug 10	Fri	myLSU is closed at 4:30 p.m. to begin first no-pay purge process.
Aug 13-16	Mon-Thu	myLSU is open <u>only</u> to non-registered students until 5:00 p.m., Thursday, August 16.
Aug 16	Thu	myLSU is open to all students at 5:00 p.m.
Aug 17	Fri	myLSU is closed to all students at 4:30 p.m. for system work. The second no-pay purge of courses is run. Last day for students who receive letter in lieu of bill to pay fees.
Aug 19	Sun	This marks the final date to receive a 100% refund of University fees.
Aug 20	Mon	The add period begins. myLSU is open to all students at 7:00 a.m.
Aug 27	Mon	This marks the final date to receive a 90% refund of University fees.
Aug 28	Tue	The deadline for dropping courses without receiving a grade of AW@ is 4:30 p.m.. This marks the final date for changing from credit to audit.
Aug 29	Wed	The add period ends at 4:30 p.m. Deadline to invoke Grade Exclusion policy for Fall courses, 4:30 p.m. myLSU is closed to all students at 4:30 p.m. for system work. This marks the final date for changes from regular to pass/fail grading. This marks the final date to transfer from CFY to a senior college or from one senior college to another. The third no-pay purge of courses is run. Last day to change from credit to audit.
Aug 30	Fri	myLSU is open at 10:00 a.m. only for dropping courses.
Sept 21	Fri	This marks the final date to receive a 50% refund of University fees.
Nov 2	Fri	myLSU is closed at 4:30 p.m. for dropping fall courses.
Nov 2	Fri	This is the final date for students to resolve final exam schedule problems.
Nov 16	Fri	Diploma fee refund deadline (12:30 p.m.)

FINAL EXAMINATION SCHEDULE
2008 Fall Semester

<u>REGULAR CLASSES</u>				<u>GROUP EXAMINATIONS</u>							
SCHEDULED CLASS PERIOD			EXAM DATE		EXAM TIME		COURSE	COURSE NUMBER	EXAM DATE	EXAM TIME	
7:30 - 8:30	M W F	Sat	Dec 13	7:30 - 9:30 AM			CHEMISTRY	1201	Sat Dec 13	3:00 - 5:00 PM	
7:30 - 9:00	T TH	T	Dec 9	7:30 - 9:30 AM				1202 2261	T Dec 9	3:00 - 5:00 PM	
8:30 - 9:30	M W F	F	Dec 12	12:30 - 2:30 PM							
9:00 - 10:30	T TH	W	Dec 10	12:30 - 2:30 PM			CIVIL ENGR	2450 3400	M Dec 8	10:00 - NOON	
9:30 - 10:30	M W F	Th	Dec 11	7:30 - 9:30 AM			COMPUTER SCIENCE	1200 1240	W Dec 10	7:30 - 9:30 AM	
10:30 - 11:30	M W F	T	Dec 9	5:30 - 7:30 PM				2533			
10:30 - 12:00	T TH	T	Dec 9	12:30 - 2:30 PM			ECONOMICS	2000	Sat Dec 13	10:00 - NOON	
11:30 - 12:30	M W F	Th	Dec 11	10:00 - NOON				2010	F Dec 12	10:00 - NOON	
12:00 - 1:30	T TH	Sat	Dec 13	12:30 - 2:30 PM				2030	M Dec 8	5:30 - 7:30 PM	
12:30 - 1:30	M W F	W	Dec 10	5:30 - 7:30 PM				2035	W Dec 10	7:30 - 9:30 AM	
1:30 - 2:30	M W F	W	Dec 10	10:00 - NOON			ENGLISH	004 1002	M Dec 8	12:30 - 2:30 PM	
1:30 - 3:00	T TH	M	Dec 8	3:00 - 5:00 PM				1004 1005 2000			
2:30 - 3:30	M W F	F	Dec 12	5:30 - 7:30 PM			FRENCH	1001 1002 2101	Sat Dec 13	10:00 - NOON	
3:00 - 4:30	T TH	F	Dec 12	7:30 - 9:30 AM			GERMAN	1101 1102	M Dec 8	5:30 - 7:30 PM	
3:30 - 4:30	M W F	Th	Dec 11	3:00 - 5:00 PM			ITALIAN	1001 1002	Th Dec 11	12:30 - 2:30 PM	
4:30 - 5:30	M W F	W	Dec 10	3:00 - 5:00 PM				2101 2102			
4:30 - 6:00	T TH	Th	Dec 11	5:30 - 7:30 PM			LATIN	1001 2051	T Dec 9	3:00 - 5:00 PM	
<u>GROUP EXAMINATIONS</u>								MATHEMATICS	1201 1202 2203	Th Dec 11	12:30 - 2:30 PM
COURSE	COURSE NUMBER		EXAM DATE		EXAM TIME						
BIOLOGY	1001	1201	M	Dec 8	7:30 - 9:30 AM						
	1002	1202	F	Dec 12	3:00 - 5:00 PM						
BLAW	3201		M	Dec 8	10:00 - NOON						
								MANAGEMENT	3830	M Dec 8	12:30 - 2:30 PM
								SPANISH	1101 1102 1152	T Dec 9	10:00 - NOON
									2101 2102		

Page to Final Exam Schedule

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. To select any additional services, visit your myLSU desktop and click the Registration Services tab. The additional services link will appear and provide you with services available for each semester term.**

◀ 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 and second year* LSU students living on campus are required to have a resident meal plan 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 **12 Tiger 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.lsudining.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 "Parking and Permits" and click to learn more about the process of purchasing a permit.

◀ STUDENT HEALTH INSURANCE ▶

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/insurance_filing_a_claim.html. 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 myLSU 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 www.lsu.edu/urec.

◀ 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: <http://www.lsu.edu/rurallife/>

◀ 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 myLSU 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. You may also call 578-4300 or email the office at tigercard@lsu.edu.

ADDITIONAL SERVICE SELECTION CODES

For updated information, visit your myLSU page.

◀ UNIVERSITY FALL SEMESTER FEES ▶

For current University fall 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.

**University Fee Refund Schedule
For Schedule Changes/Cancellations
and Resignations**

- 100% • July 18 – August 19, 2018*
- 90% • August 20 – August 27, 2018
- 50% • August 28 – September 21, 2018

****myLSU will not be available for continuing registered students from 4:30 p.m., Friday, August 17, until 7:00 a.m., Monday, August 20.***

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.

ADVISING

You are urged to consult your faculty adviser to plan your schedule.

Advising is required for:

- Undergraduate students enrolled in the College of Engineering
- Year Class 1 Undergraduate students enrolled in the College of Music and Dramatic Arts
- 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 Renewable Natural Resources
- 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 myLSU. 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 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 undecided student (curriculum code UN**) 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.

COURSE SCHEDULING AND REGISTRATION

FALL 2018

◀ COURSE SCHEDULING PRIORITY ▶

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., Wednesday, July 11, 2018.** 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	Apr 1	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 December 2017).
PH1B	Mon	Apr 2	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	Apr 3	5:00 p.m.	<ul style="list-style-type: none"> • Master's students
PH1D	Wed	Apr 4	5:00 p.m.	<ul style="list-style-type: none"> • Doctoral students and VETM students
GROUP	DAY	DATE	TIME	CRITERIA
PH1E	Thu	Apr 5	5:00 p.m.	Semester hours earned + hours currently carried > 130
PH1F	Fri	Apr 6	5:00 p.m.	Semester hours earned + hours currently carried = 115-129
PH1G	Sun	Apr 8	5:00 p.m.	Semester hours earned + hours currently carried = 105-114
PH1H	Mon	Apr 9	5:00 p.m.	Semester hours earned + hours currently carried = 96-104
PH1I	Tue	Apr 10	5:00 p.m.	Semester hours earned + hours currently carried = 88-95
PH1J	Wed	Apr 11	5:00 p.m.	Semester hours earned + hours currently carried = 79-87
PH1K	Thu	Apr 12	5:00 p.m.	Semester hours earned + hours currently carried = 69-78
PH1M	Fri	Apr 13	5:00 p.m.	Semester hours earned + hours currently carried = 61-68
PH1N	Sun	Apr 15	5:00 p.m.	Semester hours earned + hours currently carried = 53-60
PH1O	Mon	Apr 16	5:00 p.m.	Semester hours earned + hours currently carried = 42-52
PH1P	Tue	Apr 17	5:00 p.m.	Semester hours earned + hours currently carried = 34-41
PH1Q	Wed	Apr 18	5:00 p.m.	Semester hours earned + hours currently carried = 29-33
PH1R	Thu	Apr 19	5:00 p.m.	Semester hours earned + hours currently carried = 19-28
PH1S	Fri	Apr 20	5:00 p.m.	Semester hours earned + hours currently carried = < 19

PLEASE NOTE: LSU logs all myLSU transactions to trace activity and to obtain information that will be used to improve the registration system.

◀ SPECIAL REGISTRATIONS ▶

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. *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 <http://www.lsu.edu/studyabroad>.

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.

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.

Experiential Education Program

If students receive a co-op or internship position and need to register through the LSU Olinde Career Center Experiential Education Program, they need to contact the LSU Olinde Career Center at career@lsu.edu or call 225-578-2162.

Independent & Distance Learning Courses

With the approval of their college dean, students can earn LSU credit through IDL distance learning courses. Students can enroll at any time. Students do not attend class. The maximum time for course completion is 9 months, but some courses can be completed in as little as 9 weeks. For complete fee, enrollment and course information, call IDL's Learner Services at 225-578-2500 or 800-234-5046; go to 1225 Pleasant Hall; or visit our website at www.outreach.lsu.edu/idl. Contact IDL for information regarding deferment of fees.

◀ ADDITIONAL INFORMATION ▶

Adjustment to Course Offerings

The University reserves the right to adjust course offerings by adding or dropping sections. **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.**

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. ***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.

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.

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.

For more information about C-I Courses or the High-Level Communicator certification program, contact CxC, at 225-578-7795 or cxc@lsu.edu.

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 4:30 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 myLSU. 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 CCELL at 578-9264 or ccell@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.

MESSAGE DISPLAYED	DEFINITION
100% WEB BASED	100% of the instruction is delivered via the web
75% WEB BASED	75-99% of the instruction is delivered via the web
50% WEB BASED	50-74% of the instruction is delivered via the web
25% WEB BASED	1-49% of the instruction is delivered via the web

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.

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

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 billing 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 billing 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 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 pay at the Office of Bursar Operations in the lobby of Thomas Boyd Hall using, cash, check or a money order.

Your remittance form and any payment due must be received on or before 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.

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

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.

Late Registration

If you do not register (pay fees) via myLSU, 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 pay to complete registration 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.

VIEWING AND PAYING FEE BILLS

Fee bills are available each semester online via myLSU > Registration Services > Fee Bill. Bursar Operations notifies students by email and postcard when fee bills are available. The payment due date is noted on the fee bill document as well as in this Registrar's Schedule Booklet.

Payment Options

- **Online bank draft** - Pay your fee bill with an online bank draft via myLSU from the Fee Bill. A \$25 service charge will be assessed on all payments returned due to insufficient funds.
- **Credit card** - Pay your fee bill with a MasterCard, Visa, American Express, or Discover credit card via myLSU from the Fee Bill. A 2.5% processing fee is added to credit card payments.
- **In Person** - Pay by cash, check or money order in Bursar Operations, 125 Thomas Boyd Hall.

STUDENTS MUST COMPLETE REGISTRATION

All students must complete registration, even if scholarships, sponsors, fellowships, student aid, payroll deduction, employee exemption, etc., result in a zero fee bill balance due. If the balance due is zero, click the Complete Registration button in order to secure and complete registration for the term. If a balance is due, complete registration by making payment using one of the payment options listed above.

◀ 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 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.

- All **LOANS and GRANTS** made through or in conjunction with the University will be applied to the student's account.

Deferred Due Dates

Fall Semester due dates are as follows:

DATE DUE	AMOUNT DUE
October 1	1/3 of total deferred
November 1	1/3 of total deferred
December 1	1/3 of total deferred

Selecting this Payment Option via myLSU

To defer one-half of your current semester charges, go to myLSU> Registration Services> Defer Pymt/Payr Deduct and follow the system prompts for selecting Deferred Payment.

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. To pay fees through payroll deduction, Graduate Assistants should go to myLSU> Registration Services> Defer Pymt/payr Deduct and follow the system prompts for selecting Payroll Deduction. This option must be selected each semester and will only apply to the Fee Bill if the Graduate Assistant’s employment appointment is fully approved and current in Workday.

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.

FINANCIAL RESPONSIBILITY

Please be advised students are fully responsible for payment of all tuition and fees, housing and meals, additional service charges, miscellaneous charges and/or fines that appear on the fee bill or that accrue to the billing statement once registration is complete.

Students are responsible for reviewing the fee bill (myLSU > Registration Services > Fee Bill) and billing statement (myLSU > Financial Services > Billing Statement) and reporting any discrepancies to Bursar Operations (bursar@lsu.edu).

Students are responsible for updating address and contact information on myLSU > Personal Preferences > Directory Information or in Workday (if a record is established in this system). Although billing statements are available online, a bill is mailed to a student's home address when a balance is owed to the university once registration has been completed. Students remain responsible for billing information not received if they fail to maintain an accurate address or review the billing statement in myLSU.

Students are responsible for cancelling registration by dropping all courses before the first day of class. In the event registration is canceled, students are still responsible for payment of the \$10 nonrefundable registration fee and any other miscellaneous fees or charges remaining due.

On or after the university's first day of class, if a student drops a class or resigns by dropping all classes through the academic college, the billing statement will be credited only the tuition and fees as prescribed in the university refund schedule (found in the Refund Schedule section of this Schedule Booklet). Students are still responsible for payment of any remaining balance due after appropriate credits have applied.

If classes are not dropped by the prescribed date in the University refund schedule (as found in this Schedule Booklet), students are obligated to pay tuition and fees for the registered classes regardless of attendance.

Students are responsible for the full balance of outstanding charges in the event financial aid is reduced or canceled, or in the event specified requirements are not met for receiving such aid.

Students who leave Louisiana State University prior to the 60% point in the semester, officially or unofficially, have an obligation to return federal aid received for that term proportionate to attendance. LSU will return aid to the US Department of Education and the balance due will be charged to the student billing statement.

If a student pays the University with a check or electronic bank draft and either is returned by the bank, a \$25 charge will be assessed for each check. The check and charge must be repaid promptly. If a pattern of returned checks is noted, the LSU Police department will be notified and authorized to take appropriate action.

All debt owed to the University due to non-payment of incurred charges will result in a violation of the terms and conditions outlined above. Failure to respond to demands for payment made by Louisiana State University may result in such debt being transferred to the Louisiana Department of Justice, Attorney General's Office for collection. Once accounts are assigned for collection, the student/debtor is responsible for the University debt owed as well as all collection costs including, but not limited to, attorney's fees and court costs.

CAMPUS INFORMATION

◀ CAMPUS CRIME PREVENTION ▶ GUIDE

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 <http://sites01.lsu.edu/wp/lspud/>.

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 (<http://sites01.lsu.edu/wp/lspud/> - select Jeanne Clery Act/Crime Information, 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 <http://sites01.lsu.edu/wp/lspud/>, select Jean Clery Act.

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 SUBSTANCE ABUSE/ DRUG ▶ ABUSE POLICY

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 <http://sites01.lsu.edu/wp/lspud/> - select Drug and Alcohol Awareness.

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. Richard Koubek
Academic Success, Center for	Room B-31 Coates Hall	Ms. Melissa Brocato
Admissions, Graduate	Room 114, David Boyd Hall	Dr. Michelle Masse
Admissions, Undergraduate	Room 1146, Pleasant Hall	Mr. Danny Barrow
Advising & Counseling, Center for	Room 150, Himes Hall	Mrs. Andrea Jones
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	Ms. Beth Nettles Ms. Monica Esnault
Business, E. J. Ourso, College of	Room 1053, Business Education Complex	Dr. Richard White
LSU Olinde Career Services	158 LSU Student Union	Ms. Jessie Downs
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. Julia Wornat
Enrollment Management	Room 1146, Pleasant Hall	Mr. Danny Barrow
Financial Aid, Office of	Room 1146, Pleasant Hall	Ms. Amy Marix
Freshman Year, Center for	Room 150, Allen Hall	Mrs. Andrea Jones
Graduate School	Room 114, David Boyd Hall	Dr. Michelle Masse
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,	Room 213, Journalism Building	Dr. Jerry Ceppos

Manship School of		
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	Mr. Jonathan Sanders
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/fpcg/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/