

# Course Scheduling and Registration Guidebook

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## COURSE SCHEDULING

### ADVISING

All students are urged to consult an academic advisor to plan their schedule.

#### Advising is required for:

- Undergraduate students on probation
- Undergraduate students on "scholastic warning"
- Undergraduate students without a declared major
- New and re-entry students
- Participating athletes
- Some colleges and/or departments require advising based on major. Please confirm with college prior to scheduling.

Students who are required to obtain advising are not able to schedule courses via myLSU until they do so. Students should schedule a conference with an advisor at least one week before their course scheduling priority period begins.

Academic advisors for all students are available during regular office hours throughout the semester. Students should consult their appropriate senior college to determine a time to meet with an advisor.

#### University College – Center for the Freshman Year – Center for Advising and Counseling

Center for Freshman Year students or students enrolled in University College's Center for Advising and Counseling should find the appropriate major in the senior college they plan to enter and see that department for course advising.

"PMED," "PDEN" or undecided students (curriculum code UN\*\*) in the Center for the Freshman Year, must consult their assigned Freshman Year counselor, 150 Allen Hall, for course advising. Advising will be available by appointment.

### SCHEDULING INFORMATION

#### Scheduling Priority

Except for graduate students, professional students and graduating seniors (as defined in the scheduling priorities calendar), student priorities are determined by adding the semester hours earned to the hours currently carried. Undergraduate transfer students and re-entry students will be placed in a priority group based on credit that has been awarded by Undergraduate Admissions and any courses that are currently in progress. Please see the scheduling priorities calendar to determine your scheduling priority. Semester specific registration information can be found on the [Office of the University Registrar webpage](https://lsu.edu/registrar/academics/schedule-booklet.php) (lsu.edu/registrar/academics/schedule-booklet.php).

If myLSU states that a student is ineligible to select courses, they must contact the office specified by the message received in reply. If a specific administrative office is not referred to, students should contact their college dean's office.

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

### Adjustment to Course Offerings

The University reserves the right to adjust course offerings by adding or cancelling sections. Students should access myLSU before classes begin to ascertain whether their schedule has been affected by any changes made to the course offerings.

### Credit Hour Maximum

Initially, undergraduate students' credit hour maxima are set to 17 hours, unless they are on probation. The credit hour maximum for students on probation is 16 hours. After students with PH1R priority have had an opportunity to schedule classes, the credit hour maxima of students not on probation will be raised to 19 hours, unless their colleges have reset their maxima. College approval is required to exceed the credit hour maximum.

### Classroom Assignments

Tentative classroom assignments are included in the course offerings. Changes in classroom locations for the courses you have scheduled will be included on your fee bill.

### Time Conflicts

Students may not schedule time conflicts by using myLSU. Students should contact their college office to obtain approval for intentional time conflicts; only the college can grant permission and schedule the courses.

### Waitlisting

Online waitlists are a way for students to get open seats in full sections. 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 a student will get into the class*, but once a waitlist is turned on it is the best way for a student to get an open seat in a full class. It is critical to regularly monitor positions on a waitlist to determine if an alternative course needs to be added.

Please read the following for detailed information regarding waitlisting:

- Students may join only one waitlist per course and a maximum of three waitlists at one time.
- Students may choose that the system automatically drop a class that would cause a time conflict if we attempt to add a waitlisted course to their schedule.
- Students will automatically receive an e-mail when moved from a waitlist and into a class.
- Waitlisted courses are not used to determine if a student has reached their credit hour maximum.
- Students may check their placement on a waitlist using the Schedule Request Link on their myLSU desktop.
- Students cannot join waitlists that create time conflicts with other waitlisted sections.
- Students may join a waitlist if they have not scheduled any classes.
- Students cannot waitlist a held section.
- Waitlisted courses will not be used to determine full-time status or to assess fees.

- Students will be moved from waitlists and into classes through the day before the last day to drop classes without receiving W grades.

### Dropping Courses via myLSU after the Last Day to Add Courses

Students may drop courses via myLSU until 4:30 on the final date to drop courses or resign unless they are a student in one of the groups noted below. These students must report to their college dean's office 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.

*Beginning the first class day, students are not able to drop all courses using myLSU and must instead resign for the semester. To resign, students must contact their college dean's office.*

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. Students are still responsible for payment of any remaining balance due after appropriate credits have applied.

## SPECIAL COURSE TYPES

### Majors Only Courses

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

### Permission of Department Courses

Students may not schedule a permission of department ("PERMIS OF DEPT") course using myLSU. Contact the department that offers the course for information. If enrollment is approved, the department will add the course to the student's schedule.

### Permission of Instructor Courses

Students can use myLSU to add courses listed with a "Special Enrollment" note of "PERMIS OF INST." Enrollment in the class will be "pending" until the instructor reviews and approves the request. If no instructor is listed, consult the departmental office. It is the student's 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 several courses. Please be aware that students are responsible for meeting prerequisites whether

they are interactively checked. If a student schedules a course and does not meet all prerequisites or corequisites, enrollment in that course may be canceled.

### 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. See the table below for a breakdown of web-based course instructional levels.

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 that instruction is delivered via the web.

Web-based courses that specify a start and end time will be delivered synchronously, meaning they will be held at the time indicated. Web-based courses that list **TBA** in lieu of a specific time slot will be delivered asynchronously, meaning they will not be held at any specific time.

If additional information is needed regarding a course that involves Web-based instruction, please contact the instructor.

### 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](http://cxc.lsu.edu) (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 a student’s 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](mailto:cxc@lsu.edu).

### 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 the course offering with a special enrollment note of “SVC LEARNING.” Sections with a service **option** rather than requirement are listed on the [Center for Community Engagement, Learning & Leadership website](http://lsu.edu/academicaffairs/ccell/index.php) (lsu.edu/academicaffairs/ccell/index.php). After accessing the website, select “courses.” Students may register for these courses using myLSU.

For more information about service-learning classes, contact the Center for Community Engagement, Learning & Leadership (CELL) at 225-578-4245 or [ccell@lsu.edu](mailto:ccell@lsu.edu).

## Open Educational Resources (OER) and Affordable Education Resources (AER) Courses

**OER** indicates a resource that is in the public domain or has been released under an intellectual property license that permits the free use, adaptation, and redistribution of the resource by any person.

This means that all required curricular resources, including textbooks and other instructional material such as workbooks, lab manuals, and online homework platforms must be openly licensed. Students will have zero costs for course materials on courses tagged by the department to display the OER special enrollment code in the course offerings.

**AER** indicates a single or collection of required resources offered at no or low cost to students at a pre-sales tax cost not to exceed an amount equal for four times the federal minimum wage. The total cost of all required textbooks and other required instructional materials will remain affordable. Library ebooks that are free to students but not open access are included in this designation.

To review e-textbooks that have been identified for courses and for more details, students should check out [the LSU Libraries E-Textbooks for Students webpage](https://lib.lsu.edu/ebooks) (https://lib.lsu.edu/ebooks).

The LSU Libraries has about 400,000 e-books from major publishers available for faculty to review for course adoption that can support these initiatives which can be found at [the LSU Libraries E-Textbooks for Faculty webpage](https://lib.lsu.edu/ebooks/faculty) (https://lib.lsu.edu/ebooks/faculty). For additional information about these initiatives, faculty can visit [the LSU Libraries Online OER/AER Guide](https://guides.lib.lsu.edu/c.php?g=1081524&p=7882252) (https://guides.lib.lsu.edu/c.php?g=1081524&p=7882252)

Please note that the inventory of available books changes periodically, and LSU Libraries provides e-textbooks for some courses that do not have OER/AER designation. Therefore, students are encouraged to always check the LSU Libraries website for available books regardless of whether the class section is designated as OER/AER by the department.

## Linked Sections

Departments can link two sections of different courses. If a linked section is added to a student's schedule, the second section is automatically added to the schedule as well. If a linked section is dropped, both sections will be removed from the schedule. Departments identify linked sections with section remarks.

## SPECIAL REGISTRATIONS/ENROLLMENT

### Academic Programs Abroad

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 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. More information about LSU programs abroad can be found by visiting the [LSU Study Abroad website](http://lsu.edu/intlpro/apa/) (lsu.edu/intlpro/apa/). Students who wish to participate in an LSU sponsored international exchange program or the National Student Exchange can contact Academic Programs Abroad, 103 Hatcher Hall, 225-578-6801 or write to [studyabroad@lsu.edu](mailto:studyabroad@lsu.edu).

### Audit Only Registration

Students may not schedule courses for "audit only" using myLSU. If a student wishes to "audit only," a special enrollment form must be obtained from the Office of the University Registrar, 112 Thomas Boyd Hall. Students may not register as "audit only" before classes begin.

### Degree Only Registration

Students must contact their dean's office to receive instructions about how to register to only receive their degree. You cannot register as "degree only" through myLSU.

### Experiential Education Program

Students who receive a co-op or internship position and need to register through the LSU Olinde Career Center Experiential Education Program can contact the LSU Olinde Career Center at [career@lsu.edu](mailto:career@lsu.edu) or call 225-578-2162.

### 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 each semester for scheduling research courses and paying fees, or they will be assessed the \$75 late registration service charge

### Online Distance Learning Courses

With the approval of their college dean, students can earn LSU credit through online distance learning courses. Students can enroll at any time and do not attend class. For complete fee, enrollment and course information, call ODL's Learner Services at 225-578-2500 or 800-234-5046; go to 1225 Pleasant Hall; or visit the [Online Distance Learning website](http://outreach.lsu.edu/Distance-Learning/Online-Distance-Learning) (outreach.lsu.edu/Distance-Learning/Online-Distance-Learning).

### LSU – Baton Rouge Community College/Southern University Cross-Enrollment Program

#### Procedures for Cross-Enrollment

- Obtain the Cross-Enrollment Form from college dean's office and get dean's approval for the course to be taken at BRCC or SU.
- Submit the 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/SU for scheduling of courses.
- The Office of the University Registrar will notify each student who submitted a Cross-Enrollment Form whether BRCC/SU was able to schedule the students in the courses selected.

BRCC and SU will honor LSU parking hang tags. There is no shuttle bus service to either BRCC or SU.



## LEGEND OF SPECIAL ENROLLMENT CODES

Please note that some sections may have multiple special enrollment codes.

**AER** – Affordable Educational Resources

**AR** – Audition Required

**CIS** – Communication Intensive – Spoken\*

**CIT** – Communication Intensive – Tech\*

**CIV** – Communication Intensive – Visual\*

**CIW** – Communication Intensive – Written\*

**CST** – Communication Intensive – Spoken & Tech\*

**CSV** – Communication Intensive – Spoken & Visual\*

**CVT** – Communication Intensive – Visual & Tech\*

**CWS** – Communication Intensive – Written & Spoken\*

**CWT** – Communication Intensive – Written & Tech\*

**CWV** – Communication Intensive – Written & Visual\*

**GLB** – Reserved for LSU Global Students

**HN** – Honors

**IO** – International Students Only

**MJ** – Majors Only

**NM** – Non-Majors Only

**OER** – Open Educational Resources

**PD** – Permission of Department

**PI** – Permission of Instructor

**PNS** – Pre-Nursing Students Only

**RAG** – Residential College – Agriculture\*\*

**RAR** – Residential College – Visual & Performing Arts\*\*

**RBN** – Residential College – Business\*\*

**RBS** – Residential College – Science\*\*

**REN** – Residential College – Engineering\*\*

**RMC** – Residential College – Mass Communication\*\*

**RSE** – Residential College – Human Sciences and Education\*\*

**SF** – Special Fee Required

**SIA** – Supplemental Instruction Available

**SL** – Service Learning

**W1** – 100% Web Based\*\*\*

**W2** – 75-99% Web Based\*\*\*

**W3** – 50-74% Web Based\*\*\*

**W4** – 1-49% Web Based\*\*\*

\* Communication Intensive Courses are part of LSU's Communication Across the Curriculum Initiative

\*\* Residential College Sections may be limited based on Housing Assignment

\*\*\* Web-based courses that specify a start and end time will be delivered synchronously, meaning they will be held at the time indicated. Web-based courses that list **TBA** in lieu of a specific time slot will be delivered asynchronously, meaning they will not be held at any specific time.

## ADDITIONAL SERVICE SELECTIONS

The following additional services can be selected or changed via myLSU through the 14<sup>th</sup> class day. Students can select additional services via myLSU by clicking the Registration Services tab. The additional services link will appear and provide services available for each term.

### LSU DINING

LSU Dining offers various meal plans for both resident and commuter students. First and second year LSU students living on campus are required to have a resident meal plan for fall and spring semesters. If no selection is made, students will be assigned to the Tiger 12 Meal Plan. Changes or 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, please visit the [LSU Dining website](http://lsudining.com) (lsudining.com). Additionally, you may contact the Tiger Card Office, 109 LSU Student Union at 225-578-4300 or [tigercard@lsu.edu](mailto:tigercard@lsu.edu) for more information.

All student athletes must contact the Athletic Compliance Office (225-578-3891) for additional dining services information.

### 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, contact the specific museums.

### STUDENT HEALTH CENTER

Full time student fees already cover use of the Student Health Center. Only part-time students need to add Student Health Center as an additional service if they wish.

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 [Student Health Center website](http://lsu.edu/shc) (lsu.edu/shc), or call 225-578-6271 for additional information regarding the services provided by the Center.

## 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 insurance website](http://lsu.edu/shc/insurance/plans.php) (lsu.edu/shc/insurance/plans.php).

## 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 the [International Services website](http://lsu.edu/intlpro/is/insurance.php) (lsu.edu/intlpro/is/insurance.php).

## 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, visit the [Tiger Card Office website](#) or 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 [Tiger Card Office website](http://tigercard.lsu.edu) (tigercard.lsu.edu). You may also call 225-578-4300 or email the office at [tigercard@lsu.edu](mailto:tigercard@lsu.edu).

## UNIVERSITY RECREATION

Full time student fees already cover use of the University Recreation Center. Only part-time students need to add this additional service if they wish to have access to the UREC.

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.

Additional information, including details regarding part-time student fees, can be obtained by

visiting the Department of University Recreation, Student Recreational Complex, calling 225-578-8371, or visiting the [University Recreation website](http://lsu.edu/urec) (lsu.edu/urec).

## PAYING FEES AND COMPLETING REGISTRATION

### UNDERSTANDING THE FEE BILL

#### Financial Responsibility

Please be advised that 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 updating addresses and contact information via myLSU > Personal Preferences > Directory Information and 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.

For current University fees, please consult the [Office of Budget and Planning website](http://bgtplan.lsu.edu) (bgtplan.lsu.edu).

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

#### The Fee Bill

Fee bills will include the following information:

- Course schedule
- Statement of all charges
- Statement of all anticipated credits including awarded and accepted financial aid
- Amount due
- Date payment is due

### VIEWING AND PAYING FEE BILLS

Fee bills are available each semester online via myLSU > Registration Services > Fee Bill. Bursar Operations will send an email and postcard to students who schedule courses prior to the initial Fee Bill publish date. The payment due date is noted on the online Fee Bill found at myLSU > Registration Services > Fee Bill as well as in the registration calendar.

#### 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.

#### Letters in Lieu of Bills

If a student schedules courses and has a hold on their registration, a letter in lieu of a fee bill will

be mailed to the student's home address. Carefully follow the directions in the letter that explain who to contact to remove the hold and complete registration.

If a student receives a letter in lieu of a fee bill, a fee bill will not be mailed when a hold is removed. Students must view the on-line fee bill via myLSU.

If registration is not complete by the deadline, the student's course schedule will be purged, and they will be assessed the \$75 late registration service charge should they register at a later date.

## SPECIAL PAYMENT OPTIONS

### Deferred Payment Plan

The University offers a deferred payment plan as a payment option. Eligible students can defer a percentage of their current semester charges. Payment of a percentage of current semester charges plus any account balance must be received by the due date in order to complete registration. The initial payment is reduced by anticipated financial assistance.

The deferred payment plan options are:

1. 50% down, remaining 50% spread over the rest of the semester
2. 25% down, remaining 75% spread over the rest of the semester
3. 10% down, remaining 90% spread over the rest of the semester

Please refer to the below section for selecting this payment option for specific due dates.

### 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 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.

### Selecting this Payment Option via myLSU

To defer a percentage of the current semester charges, go to myLSU > Registration Services > Defer Pymt/Payr Deduct and follow the system prompts for selecting Deferred Payment. After the plan is selected, go to myLSU > Registration Services > Fee Bill in order to complete registration.

Once registration has been completed, the deferred balance is divided into equal installments which are due as follows:

- Fall semester deferment – October 1<sup>st</sup>, November 1<sup>st</sup>, and December 1<sup>st</sup>
- Spring semester deferment – March 1<sup>st</sup>, April 1<sup>st</sup>, and May 1<sup>st</sup>
- Summer semester deferment – July 1<sup>st</sup> and August 1<sup>st</sup>

## 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.

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 Bursar Operations.

## LSU Employee Payroll Deduction

Full-time, faculty and staff as well as Graduate Assistants may elect to pay their Fee Bills through payroll deduction. To pay fees via payroll deduction, students 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 a Fee Bill if employee appointment is fully approved and current in Workday. After selecting payroll deduction, students must access the Fee Bill link at myLSU > Registration Services > Fee Bill in order to complete registration for the semester.

NOTE: Student workers (paid on student wage) are not eligible for payroll deduction.

## 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, operational 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 payment by the payment deadline to complete registration. Students who fail to complete registration by that date will risk their courses being purged and will be required to pay the \$75 late registration charge. Students who are late in requesting the exemption or have any questions should call HRM at 225-578-8200.

## Over 65 Fee Exemption

Students who are age 65 or older before the first day of classes 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:

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

## COMPLETION OF REGISTRATION

### 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 on your Fee Bill 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.

### Receipts and Confirmation of Registration

Receipts are not mailed for payments sent to Bursar Operations via the US postal service or overnight delivery services such as FedEx. Students are strongly encouraged to use myLSU to confirm that payment was received, and registration is complete. To do so, select myLSU > Registration Services > Fee Bill.

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](mailto:bursar@lsu.edu)).

Do not confuse the fee bill with the Bursar's Office monthly billing statements.

### Late Registration Service Charge

Registration must be completed by the published due date or the date that is listed on the on-line Fee Bill. Students who do not complete registration by the deadline date will be subject to cancellation of their course schedule and assessment of the \$75 Late Registration Service Charge.

Students who have applied for financial aid must pay fees by the due date or will be assessed the service charge even if the aid has not been awarded and accepted at the time payment is due.

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.

## CANCELLATION AND RESIGNATION

### Cancellation of Registration

If a student completes registration by the initial payment deadline, and decides not to attend LSU, they may cancel their registration using myLSU to drop their classes or by contacting their dean's office.

A cancellation must be done before the first class day. If a cancellation is done, there will be no entry regarding the cancelled semester on the student's transcript. Undergraduate students who decide to return to LSU for the following term must apply to re-enter the university.

If registration is cancelled, a 100% refund will be issued, minus the \$10 registration fee.

### Resignation

If a student completes registration and decides by the last day to drop or resign not to attend LSU, they must report to their dean's office to initiate the procedure to resign from the university. Resignations are part of the student record and appear on transcripts.



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 (dates found in the semester calendar). 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 (as found in the calendar), 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.

### Leave of Absence

Due to circumstances beyond their control, some students may be forced to interrupt their continuous enrollment. This interruption is formally recognized as a Leave of Absence (LOA). Reasons for approval of a LOA might include health related needs, change of family circumstance, financial hardship and/or work changes, or other significant events that would negatively impact the student's progress towards degree. The Dean of the student's college will approve the LOA on a student by student basis considering all relevant information as well as the student's academic performance to date. It is the University's expectation that students will not exceed one year of leave over the course of their time as an undergraduate student. When taking a leave of no longer than one year, students are not required to reapply to the university.

Students can obtain details regarding the LOA procedure by contacting their senior college.

## ADDITIONAL FEE/REGISTRATION INFORMATION

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/bank draft returned. The check and charge must be paid 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.

Louisiana State University reserves the right to withhold future services (registration, transcript, diploma, etc.) to persons who have any outstanding financial obligation with the University.

## AUDITING FEE ASSESSMENTS AND PAYMENTS

All fee assessments and payments will be audited. Additional charges or refunds will be processed through Bursar Operations.

## DIRECT DEPOSIT

Direct deposit is the preferred method for students to receive refunds because it is fast and secure. Students can sign up for direct deposit by entering a routing number and account number at myLSU > Financial Services > Direct Deposit of Refunds.

## UNDERGRADUATES ON PROBATION

Undergraduate students who are on academic probation and pay by the initial payment deadline will not be able to drop or add courses until it is determined at the conclusion of the current semester that they are eligible to continue at LSU for the following semester. If a student is not eligible to continue at the university, registration will be canceled, and the student will receive a 100% refund, minus the \$10 registration fee.

## GRADUATE STUDENTS ON PROBATION

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

## DIPLOMA FEES

Undergraduate students that indicate via myLSU or in their dean's office that they plan to graduate at the end of the upcoming semester or term will automatically be assessed the \$25 diploma fee. If the diploma fee is paid and the student decides not to graduate, a full credit of the fee will be issued provided the student indicates by the diploma fee deadline (in their dean's office) that they are not graduating.

If the University is not informed that a student is not graduating by this deadline, the student will have the difference between the diploma fee and duplicate diploma fee (\$10) credited to their account. The next time the student indicates that they are going to graduate, the full diploma fee will be assessed.

## REQUIRED ACADEMIC PERFORMANCE

Registration for the fall semester depends on successful academic performance during the current semester; schedules are subject to cancellation if required standards are not met.

## PARKING

Vehicles parked on campus must display a valid parking permit (vehicle hang tag or motorcycle sticker). Requesting and/or receiving a parking permit constitutes agreement to abide by the LSU Parking and Traffic Regulations.

To learn more about the process of purchasing a permit and fees associated with parking on campus, please visit the [Office of Parking, Traffic and & Transportation's website](http://lsu.edu/parking) (lsu.edu/parking), call 225-578-5000, or email [parking@lsu.edu](mailto:parking@lsu.edu).

## FINAL EXAMINATIONS

The fall and spring semester final examination period will be comprised of six days (Monday through Saturday). Final examinations are required in all courses. When a final examination is inappropriate because of the nature of the course, exceptions to this requirement may be made upon approval of the appropriate department chair, dean/director, as well as the Office of Academic Affairs.

## PROCTORING FEES

Some courses may require that students completing assignments and/or assessments remotely utilize University approved proctoring services. Fees associated with these services vary and are paid by the student directly to the vendor.

## INTERSESSION INFORMATION

Spring Intersession, Summer Intersession, and 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 intersession courses for graduate credit. Approval must be obtained prior to registering for the courses.

## ELIGIBILITY

Students are not eligible to enroll in an intersession if they:

- Are academically ineligible at the end of the semester preceding the intersession. (For example, 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 next regular semester or thereafter.

## ACADEMIC ACTION

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

## SCHOLARSHIPS

Normally, scholarships do not cover intersession fees.