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# WHAT'S NEW FOR SPRING SEMESTER 2002

## ***SCHEDULING SPRING COURSES BEGINS OCTOBER 28***

Originally, scheduling of courses for the spring semester was to begin Sunday, November 4. The date scheduling will begin has changed. **SPRING SEMESTER SCHEDULING WILL BEGIN SUNDAY, OCTOBER 28.** See page 16 for the dates the students in the six priority periods will begin scheduling classes.

## ***SPRING SEMESTER LATE REGISTRATION SERVICE CENTER WILL NOT BE HELD IN THE MADDOX FIELDHOUSE***

The Office of Bursar Operations **will not** operate a Late Registration Service Center in the Maddox Fieldhouse. Students will pay fees via mail, via PAWS using a credit card or in the lobby of Thomas Boyd Hall.

## ***SELECTIVE SERVICE***

Louisiana Law requires that the University ensure that all male students ages 18 through 25 register with the Selective Service System. Male students in this age group who have not registered with Selective Service cannot schedule courses for the spring semester or obtain a transcript. Students who need to register with the Selective Service System can do so using the Internet at <http://www.sss.gov>. For additional information, contact the Office of the University Registrar at [registrar@lsu.edu](mailto:registrar@lsu.edu) or call 225/ 578-3977.

# SPECIAL NOTES FOR ALL STUDENTS

## ***FEE BILLS ARE MAILED AT ONE TIME ONLY***

LSU mails fee bills at one time only each semester. Fee bills will be mailed on November 30 to all students who have scheduled courses by November 20. **Fee bills are not mailed at any other time.** Students who schedule courses after November 20 must pay fees via PAWS using a credit card or in the lobby of Thomas Boyd Hall.

## ***VIEWING FEE BILLS ON LINE AND PAYING FEES VIA CREDIT CARD***

Up-to-the minute fee bill information is available through PAWS. Students will find the fee bill link under "Registration Services" on their PAWS Desktop. This application also provides students with the ability to pay their fees using a credit card.

## ***STUDENTS MUST PROCESS A FEE BILL TO BE REGISTERED***

**All students** must process a fee bill to be registered. Even when students' balances due are zero because their fees are paid by scholarships, sponsors, fellowships, student aid, payroll deduction, employee exemption, etc., they must process a fee bill. You have three options to complete registration.

- ! Use PAWS to pay the amount due using a credit card.
- ! Submit your remittance stub to the Office of Bursar Operations by mail or in person.
- ! Use PAWS to indicate you are registering if you have a zero balance.

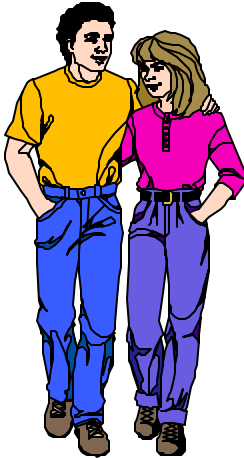
## ***THE REGISTRATION SCHEDULE OF CLASSES BOOKLET IS ON THE INTERNET***

The complete schedule booklet can be found through the University Registrar's Homepage on the INTERNET. It can be located by accessing the LSU Homepage at [WWW.LSU.EDU](http://WWW.LSU.EDU) and making the following selections.

- ' Students
- ' University Registrar (under the "Administrative" heading)
- ' LSU Schedule of Classes

The course offering section of the booklet is available through a link on the University Registrar's Homepage or through your PAWS account. The list of classes offered is updated nightly. The number of available spaces and full, held and canceled sections are noted in the list. For information to obtain a PAWS account call 225/334-2775.

# ***SPECIAL NOTES FOR CONTINUING LSU STUDENTS***



**! Schedule courses by 7:00 p.m., November 20.**

**! Fee bills will be mailed on, or about, November 30.**

**! If you do not receive a fee bill by December 7, it is your responsibility to take one of the following actions.**

S Obtain your fee bill information via PAWS (the fee bill link is under "Registration Services" on your PAWS Desktop).

S E-mail the Office of Bursar Operations ([bursar@lsu.edu](mailto:bursar@lsu.edu)) to request a fee bill.

S Call the Office of Bursar Operations (225/578-3357).

**! Payments must be RECEIVED by December 18.**

S If you pay fees via PAWS using a credit card, do so by December 18.

S If you reply by mail, mail your remittance stub and any payment due at least ten days prior to December 18.

**! If your balance due is zero, you must either return your remittance stub or indicate via PAWS that you are completing your registration.**

**! If you have not completed registration via PAWS or your remittance stub and any amount due is not RECEIVED by December 18, the following actions will be taken.**

S Your courses will be purged.

S You will be assessed the **\$75** late registration service charge to register at a later date.

## SPRING 2002 REGISTRATION CALENDAR

Oct 28	Sun	<p>! Advance scheduling of courses begins at 2:00 p.m.  <b>See page 15 for explanation of priorities.</b></p> <p>! PH1A Priority is for Graduate students, graduating seniors and other selected students.</p>
Oct 31	Wed	! PH1B Priority begins at 8:30 p.m. for students with 92 hours.
Nov 4	Sun	! PH1C Priority begins at 2:00 p.m. for students with 60 hours.
Nov 7	Wed	! PH1D Priority begins at 8:30 p.m. for students with 30 hours.
Nov 11	Sun	! PH1E Priority begins at 2:00 p.m. for students with 15 hours.
Nov 14	Wed	! PH1F Priority begins at 8:30 p.m. for students with fewer than 15 hours.
Nov 20	Tue	<p>! PAWS and REGGIE are closed at 7:00 p.m.  <b>Continuing students must schedule classes by this date</b> or they will need to register late <u>and</u> will be assessed the <b>\$75</b> late registration service charge.</p>
Nov 27	Tue	! Bills are printed.
Nov 30	Fri	<p>! Bills are mailed.</p> <p>! Billed students may drop <b>and</b> add once payment is received.</p>
Dec 3	Mon	<p>! Billed students may drop courses via PAWS and REGGIE but must contact the appropriate office(s) to change additional services.</p> <p>! PAWS and REGGIE are open to all students.</p>
Dec 18	Tue	<p>! <b>Payment deadline. Mailed payments must be <u>RECEIVED</u> (not postmarked) by this date.</b></p> <p>! <b>Payment via PAWS using a credit card must be completed by 4:30 p.m.</b></p>
Jan 5	Sat	! The <b>first</b> no-pay purge of courses is run.
Jan 17-18	Thu-Fri	! PAWS and REGGIE are open <u>only</u> to non-registered students, 7:30 a.m. - 5:00 p.m.
Jan 18	Fri	<p>! PAWS and REGGIE are closed to all students at 5:00 p.m. for system work.</p> <p>! This marks the final date to receive a 100% refund of University fees.</p>
Jan 19	Sat	! The <b>second</b> no-pay purge of courses is run.
Jan 22	Tue	<p>! The add period begins.</p> <p>! PAWS and REGGIE are open to all students at 7:00 a.m.</p>
Jan 29	Tue	<p>! This marks the final date to receive a 90% refund of University fees.</p> <p>! Final date for dropping courses without receiving a grade of "W."</p> <p>! This marks the final date for changing from credit to audit.</p>
Jan 31	Thu	<p>! The add period ends.</p> <p>! PAWS and REGGIE are closed to all students at 5:00 p.m. for system work.</p> <p>! This marks the final date for changes from regular to pass/fail grading.</p> <p>! This marks the final date to transfer from CFY to a senior college or from one senior college to another.</p> <p>! The <b>third</b> no-pay purge of courses is run.</p>
Feb 1	Fri	! PAWS and REGGIE open at 10:00 a.m. only for dropping courses.
Feb 26	Tue	! This marks the final date to receive a 50% refund of University fees.
Apr 15	Mon	! PAWS and REGGIE are closed at midnight for dropping spring courses.
Apr 25	Thu	! This is the final date for students to resolve final exam schedule problems.

## SPRING SEMESTER 2002 ACADEMIC CALENDAR

*(Italics indicate dates pertaining exclusively to graduate students.)*

### January

- 15-16 Orientation for new freshmen and transfer students**
- 21 Martin Luther King Day holiday**
- 22 Classes begin**
- 29 Final date for dropping courses without receiving a grade of "W"**
- 31 Final date for adding courses for credit and making section changes**
- 31 Final date for adding thesis, dissertation research and registering for "degree only"**

### February

- 1** *Final date for submitting to Graduate School applications for master's and doctoral degrees to be awarded at spring commencement*
- 8** *Final date for submitting to Graduate School the "Program of Study" for the current semester to be counted toward the doctoral residence requirement*
- 8** *Final date for submitting to Graduate School general examination reports for the doctorate to be awarded at the end of the summer term*
- 8** *Final date for departments to recommend to Graduate School appointment of examining committees (requests for final examinations) for degrees to be awarded at spring commencement*
- 11 Mardi Gras holiday begins**
- 13 Classes resume, 12:30 p.m.**

### March

- 11-16 Midsemester examination period**
- 19 Midsemester grades due in Office of the University Registrar**
- 29 Good Friday holiday**

### April

- 1- 7 Spring Break**
- 7 Course scheduling for intersession, summer term and fall semester begins, 2:00 p.m.**
- 8 Classes resume, 7:30 a.m.**
- 14** *Final date for receipt of departmental nominations for Graduate School Tuition Awards for fall semester*
- 15 Final date for resigning from the University and/or dropping courses**
- 19** *Final date for submitting to Graduate School committee examination reports and approved theses and dissertations, including Graduate School corrections (noon deadline)*

### May

- 8-12 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.**
- 11 Classes end**
- 13-18 Final examination period**
- 15** *Final date for receipt of graduate admission applications for summer term or fall semester without paying \$25 late fee*
- 24 Commencement Day**

# FINAL EXAMINATION SCHEDULE

## 2002 Spring Semester

<b>REGULAR CLASSES</b>			
SCHEDULED CLASS PERIOD	EXAM DATE	EXAM TIME	
7:30 - 8:30 M W F	W May 15	7:30 - 9:30 AM	
7:30 - 9:00 T TH	F May 17	12:30 - 2:30 PM	
8:30 - 9:30 M W F	Sat May 18	10:00 - NOON	
9:00 - 10:30 T TH	F May 17	5:30 - 7:30 PM	
9:30 - 10:30 M W F	M May 13	7:30 - 9:30 AM	
10:30 - 11:30 M W F	T May 14	3:00 - 5:00 PM	
10:30 - 12:00 T TH	W May 15	3:00 - 5:00 PM	
11:30 - 12:30 M W F	W May 15	5:30 - 7:30 PM	
12:00 - 1:30 T TH	T May 14	12:30 - 2:30 PM	
12:30 - 1:30 M W F	Th May 16	12:30 - 2:30 PM	
1:30 - 2:30 M W F	Sat May 18	12:30 - 2:30 PM	
1:30 - 3:00 T TH	Th May 16	5:30 - 7:30 PM	
2:30 - 3:30 M W F	M May 13	10:00 - NOON	
3:00 - 4:30 T TH	Sat May 18	7:30 - 9:30 AM	
3:30 - 4:30 M W F	T May 14	5:30 - 7:30 PM	
4:30 - 5:30 M W F	W May 15	8:00 - 10:00 PM	

<b>GROUP EXAMINATIONS</b>			
COURSE	COURSE NUMBER	EXAM DATE	EXAM TIME
CHEMISTRY	1201	Sat May 18	3:00 - 5:00 PM
	1202	F May 17	7:30 - 9:30 AM
	2261	T May 14	10:00 - NOON
	2262	T May 14	7:30 - 9:30 AM
ECONOMICS	2010	W May 15	10:00 - NOON
	2020	Th May 16	10:00 - NOON
	2030	F May 17	3:00 - 5:00 PM
	2035	W May 15	12:30 - 2:30 PM
ENGLISH	0004 1000 1001 1002 1004 1005	M May 13	12:30 - 2:30 PM
FRENCH	1001 1002 1050 2101	W May 15	12:30 - 2:30 PM
GERMAN	1101 1102	Th May 16	7:30 - 9:30 AM
SDS	1100	M May 13	5:30 - 7:30 PM
	2000	F May 17	10:00 - NOON
	2001	T May 14	7:30 - 9:30 AM
ITALIAN	1001 1002 2101	Th May 16	3:00 - 5:00 PM
LATIN	1001 2051	M May 13	3:00 - 5:00 PM
MATHEMATICS	1021	T May 14	10:00 - NOON
	1022	Th May 16	3:00 - 5:00 PM
	1201 1202	Sat May 18	5:30 - 7:30 PM
MANAGEMENT	3830	M May 13	12:30 - 2:30 PM
PHYSICS	2001 2002 2101 2102	F May 17	10:00 - NOON
SPANISH	1101 1102 2101 2102	Th May 16	7:30 - 9:30 AM

<b>GROUP EXAMINATIONS</b>			
COURSE	COURSE NUMBER	EXAM DATE	EXAM TIME
ACCOUNTING	2001	M May 13	3:00 - 5:00 PM
	2021	F May 17	7:30 - 9:30 AM
	2101	Sat May 18	5:30 - 7:30 PM
BIOLOGY	1001	W May 15	10:00 - NOON
	1002	Th May 16	10:00 - NOON
	1201	M May 13	5:30 - 7:30 PM
	1202	F May 17	3:00 - 5:00 PM

# FINAL EXAMINATION SCHEDULE

## 2002 Spring Semester

### SPECIAL INSTRUCTIONS FOR FINAL EXAMINATIONS AND REPORTING OF GRADES

EVENING		
SCHEDULED CLASS PERIOD	EXAM DATE	EXAM TIME
4:30 - 7:30 M	M MAY 13	8:00 - 10:00 PM
6:00 - 9:00 M		
6:30 - 9:30 M		
6:30 - 8:00 M W		
7:00 - 8:30 M W		
7:00 - 10:00 M		
4:30 - 7:30 T	T MAY 14	8:00 - 10:00 PM
6:00 - 9:00 T		
6:30 - 9:30 T		
6:30 - 8:00 T Th		
7:00 - 8:30 T Th		
7:00 - 10:00 T		
4:30 - 7:30 W	W MAY 15	8:00 - 10:00 PM
5:00 - 6:30 M W		
6:00 - 7:30 M W		
6:00 - 9:00 W		
6:30 - 9:30 W		
7:00 - 10:00 W		
4:30 - 6:00 T Th	Th MAY 16	8:00 - 10:00 PM
4:30 - 7:30 Th		
5:00 - 6:30 T Th		
6:00 - 9:00 Th		
6:30 - 9:30 Th		
7:00 - 10:00 Th		

All regular classes will be discontinued after 10:00 p.m., Saturday, May 11. University regulations require that final examinations be held. Where final examinations are inappropriate because of the nature of the course, exception to this requirement may be made upon approval of the appropriate department head, dean, or director, and the Office of Academic Affairs. **NO MEMBER OF THE FACULTY IS AUTHORIZED TO WAIVE FINAL EXAMINATIONS EXCEPT WITH APPROVAL AS PRESCRIBED.** Classes not included in the above schedule are considered irregular and the dates of their examination shall be fixed by the instructor concerned, subject to the proviso that they be held no earlier than 7:30 a.m., Monday, May 13 and that they not conflict with the above schedule. Except for night classes, classes which meet for two or more hours on the same day shall be examined at the time assigned for the first hour at which they meet. A laboratory class is to be examined on laboratory material at its last regularly scheduled period. Final examinations for Saturday classes will be given at their regularly scheduled class times on the Saturday of exam week. Classroom availability for Saturday exams must be cleared through the Office of the University Registrar. Final examinations in courses offered at night through the Evening School are to be given at the times shown for evening classes, regardless of any group exam times listed. However, if your Evening School class time is not listed on this exam schedule, instructors should clear classroom availability through the Office of the University Registrar.

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

#### DEGREE CANDIDATES

Grades for degree candidates must be filed in the Office of the University Registrar no later than 9:00 a.m., Tuesday, May 21.

GRADES FOR ALL NON-GRADUATING STUDENTS ARE TO BE FILED AS SOON AS AVAILABLE, BUT NOT LATER THAN 9:00 A.M., WEDNESDAY, MAY 22. It is the responsibility of the department head to see that instructors meet the deadline for submitting grades.

The five-day period (Wednesday-Sunday) immediately preceding the week of final examinations will be set aside as a concentrated study period. During this time, no extracurricular student activities, such as social or athletic events, will be held on or off campus, and there shall be no required major examinations in academic courses. An exception to this policy is that laboratory courses may be examined on laboratory material.

- L Review sessions may not be held during the period of the final examination because of the conflicts with scheduled examinations .
- L WORKSHOPS, SEMINARS, AND CONFERENCES CANNOT BE SCHEDULED IN CLASSROOMS CONTROLLED BY THE OFFICE OF THE UNIVERSITY REGISTRAR DURING FINAL EXAMINATION PERIOD. THE AUDITORIUMS AND LARGE CLASSROOMS ARE ALL ASSIGNED FOR EXAMINATIONS AND ARE NOT AVAILABLE FOR OTHER OUTSIDE ACTIVITIES.
- L Contact the Facility Service Customer Service Desk - 578-3186 - if building/rooms are not open when required.



## ADDITIONAL SERVICE SELECTIONS

<b>CAMPUS DINING SERVICES</b>		<b>Spring &amp; Summer</b>	<b>Code</b>	<b>Spring only</b>	<b>Code</b>
Resident Tiger Meal Plan	(see page 29 for details)	n/a	n/a	\$948	01001
Tiger Ultra Meal Plan	(see page 29 for details)	n/a	n/a	\$946	01002
Tiger Plus Meal Plan	(see page 29 for details)	n/a	n/a	\$915	01003
Tiger Lite Meal Plan	(see page 29 for details)	n/a	n/a	\$823	01004
Tiger Luncheon Club Meal Plan	(see page 29 for details)	n/a	n/a	\$413	01005
Traditional Tiger Meal Plan	(see page 29 for details)	n/a	n/a	\$910	01007

### **PARKING**

Commuter/Resident - Zone 1	(see page 30 for details)	\$39	02001	\$20	02005
Resident (2 permits) - Zone 1	(see page 30 for details)	\$49	02004	\$30	02006
Greek - Zone 2	(see page 31 for details)	\$39	02001	\$20	02005
East - Zone 3	(see page 31 for details)	\$39	02001	\$20	02005
Law - Zone 4	(see page 31 for details)	\$39	02001	\$20	02005
West - Zone 5	(see page 31 for details)	\$39	02001	\$20	02005
Motorcycle	(see page 31 for details)	\$9	02002	\$9	02002
Medical - Zone M	(see page 31 for details)	\$39	02001	\$20	02005

### **STUDENT HEALTH INSURANCE**

Basic Medical	(see page 31 for details)	\$247	05001	n/a	n/a
Basic Plus Major Medical	(see page 31 for details)	\$273	05002	n/a	n/a

### **STUDENT HEALTH CENTER**

Student Health Center (part-time students)	(see page 32 for details)	n/a	n/a	\$70	06001
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### **STUDENT RECREATIONAL SPORTS COMPLEX**

Student Rec Sports Complex (part-time students)	(see page 32 for details)	n/a	n/a	\$30	04001
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### **TIGERCALL**

TigerCall Long Distance Service	(see page 32 for details)	n/a	n/a	n/a	07001
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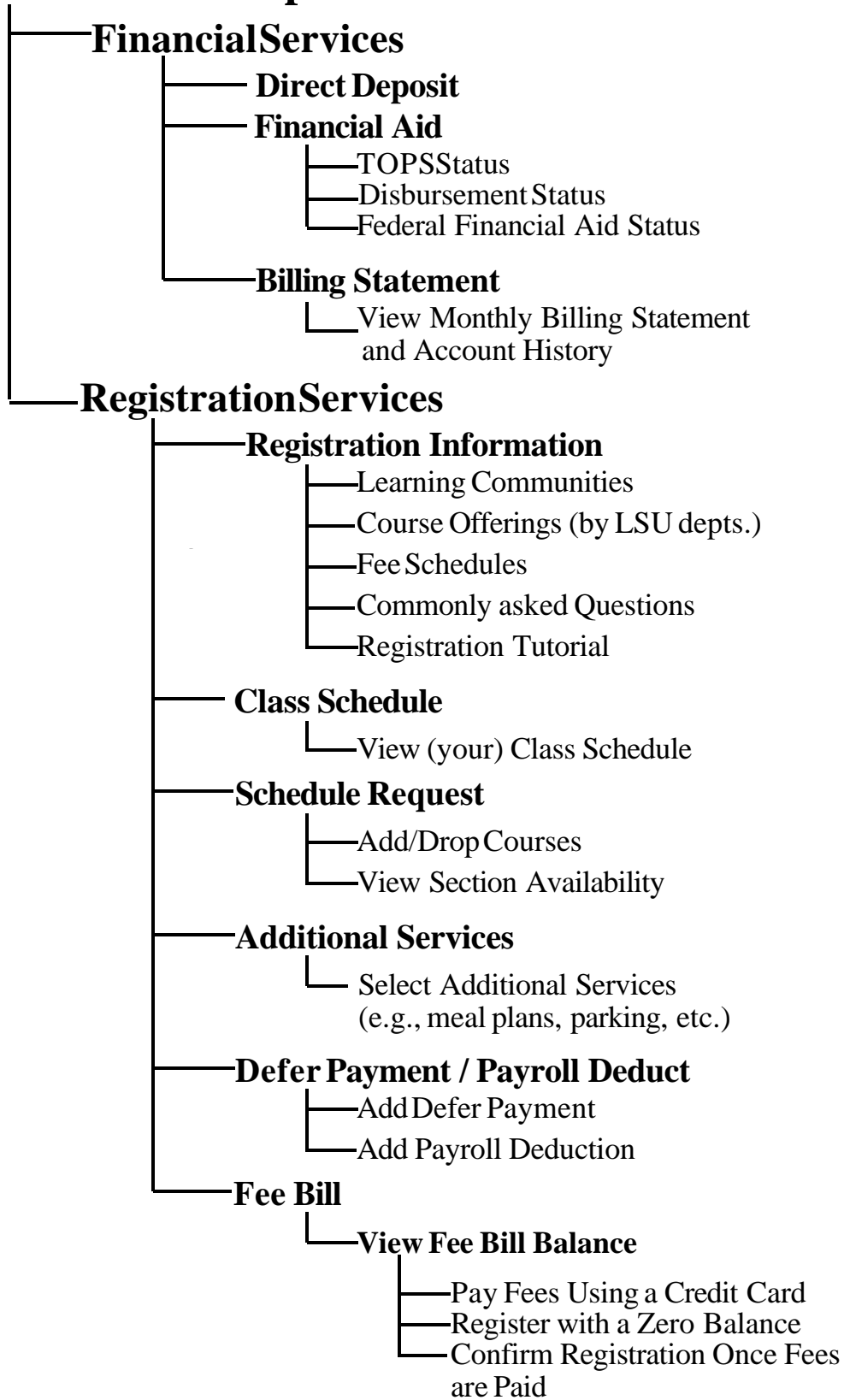
### **TIGER EXPRESS**

Tiger Express Debit Card	(see page 33 for details)	n/a	n/a	\$5000(max)	03001
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# PAWS Registration Worksheet

If one of the links listed below do not appear on your PAWS Desktop, call the Application Service Center at 225/334-APPL (2775).

## PAWS Desktop





# Telephone Scheduling Worksheet

- Call the LSU Touchtone Information System (REGGIE) at the number listed below. A voice response system will guide you through the telephone registration process. If the system does not answer, REGGIE is not available. If you get a busy signal, all lines are in use.

Off campus, dial 578-4437. 5 7 T I G E R

On campus, dial 8-4437. T I G E R

2. Enter your ID number:

3. Enter your personal access code:

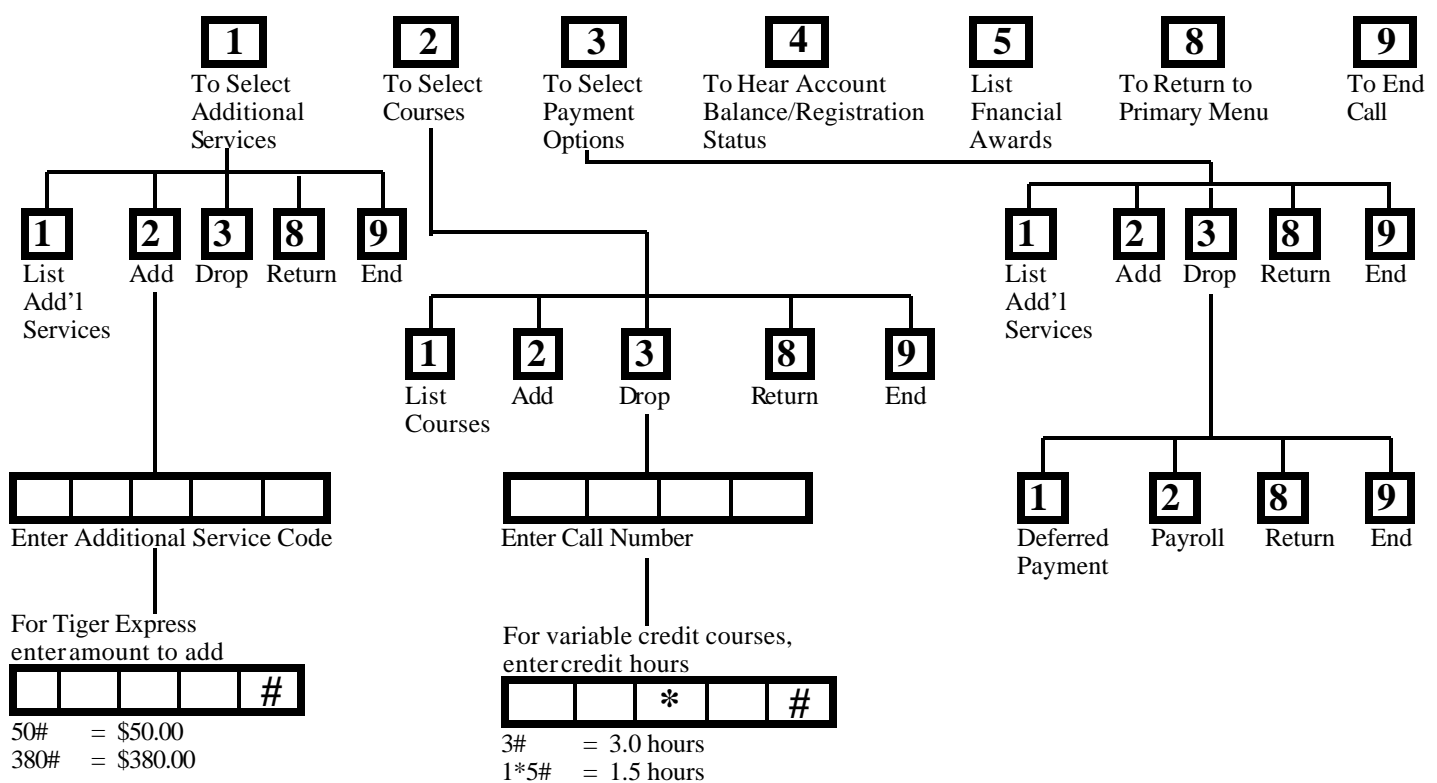
*(This is your birthday, unless you have changed your PAC)*

4. Select from the Primary Selection Menu: 1 Registration 4 List Address 5 Verify Graduation Date 6 Change PAC

5. Enter your campus code: 0 1

6. Enter 1 for fall, 2 for spring, 3 for summer, 4 for intersession,

7. Enter options (   ) as indicated below to complete the process.



- ! If you are an undergraduate, you may update your **anticipated date of graduation** at any time by selecting **option 5** from the LSU Touchtone information System primary selection menu.
- ! You may **verify your address** information at any time by selecting **option 4** from the LSU Touchtone Information System primary selection menu.
- ! **YOUR COURSE SCHEDULE AND SELECTION OF FEES ARE SUBJECT TO REVIEW.**

# WHAT DO I DO IF...

(The most commonly asked questions)

## ***I do not receive or lose my fee bill or letter in lieu of a bill?***

View your fee bill via PAWS, e-mail (bursar@lsu.edu), call the Office of Bursar Operations (225/578-3357) immediately, or come to the Office of Bursar Operations, 125 Thomas Boyd Hall to have a new one printed.

## ***My fee bill does not include my student aid or scholarship?***

Contact the Office of Student Aid and Scholarships (225/578-3103) immediately. If your aid/scholarship has not been awarded and accepted by the time bills are due, you must return your remittance stub and the amount due as printed on the bill. Even if your aid/scholarship may be forthcoming, you need to pay what is owed by the due date, or your classes will be purged and you will be assessed the \$75 service charge to register later.

## ***My fee bill indicates that I am a part-time student and I must be full time to receive my student aid or scholarship?***

Contact your dean's office. Personnel in your dean's office can, on an exception basis, add courses to schedules before students return their remittance stubs. If courses are added to your schedule, use PAWS or call REGGIE, obtain your new account balance, and return that amount with your original remittance stub.

## ***I am a graduate assistant, and the non-resident fee appears on my fee bill?***

Contact your department and make sure that you have been appointed for the upcoming semester/term. If you have been appointed, contact the Graduate School (225/578-1676) and make sure staff in that office have flagged you as a resident in the Advance Billing System.

## ***I receive my fee bill and decide that I want to defer paying part of my fees?***

Even though your fee bill has been prepared, you can still defer half of the current charges for the upcoming semester/term (not prior semester's balance). Call REGGIE and use the payment option function to defer half of your current charges. Obtain your new account balance, and mail that amount with your original remittance stub.

## ***I resolve the problem with my fee bill, and now I owe less than was printed on the bill or have a zero balance?***

You do not have to have a new bill printed! Use PAWS or call REGGIE and obtain your new account balance. You may use PAWS to complete your registration. If you do not use

PAWS, return your original remittance stub EVEN IF YOU OWE NOTHING or with the current amount due.

## ***My fee bill indicates that I owe a prior semester's balance?***

A prior semester balance is debt from a previous semester/term. You must pay the balance to be considered registered for the upcoming semester/term, even if it is the only thing you owe! If you want to know what the balance is for, view your billing statement under "Financial Services" on your PAWS Desktop. You may also contact the Office of Bursar Operations (e-mail bursar@lsu.edu), or call (225/578-3357).

## ***I receive my fee bill and want to change a fee for an additional service?***

Once your fee bill is printed, you can no longer use PAWS or call REGGIE to change additional service fees. You must contact the office providing the service to make the change.

## ***I receive a letter in lieu of a bill?***

Carefully follow the directions on the letter and CONTACT THE OFFICE THAT PLACED THE HOLD ON YOUR REGISTRATION. You should not contact the Office of the University Registrar. This office cannot remove the hold. Remember, when the hold is removed, YOU WILL NOT BE MAILED A FEE BILL. You will pay fees via PAWS using a credit card or in the lobby of Thomas Boyd Hall. Your payment of fees by January 18 will ensure that your courses will not be purged and you will not be assessed the \$75 late registration service charge.

## ***My courses are purged?***

The first no-pay purge is run following the date payments are due by mail. If your courses are purged, check the registration calendar for the date PAWS and REGGIE re-open. When they re-open, schedule your courses and pay your fees via PAWS using a credit card or complete registration in the lobby of Thomas Boyd Hall. ***You will not be mailed another fee bill.*** To avoid courses being purged again, you will need to pay fees via PAWS or process a fee bill at the service center.

## ***I want to confirm that my remittance stub and any payment submitted has been received and I am registered?***

You can check your payment status using PAWS. You can also call REGGIE and select the account balance/registration status function. Do not just list your courses. Having courses scheduled is not proof of registration.

# REGISTRATION USING REGGIE OR PAWS

Telephone registration (REGGIE) and PAWS let you arrange your schedule of courses and select additional services for the 2002 spring semester.

Every effort will be made to keep the registration system available 24 hours each day, except after 10 p.m. on weekends. Work on LSU's computer system may require that PAWS and REGGIE be unavailable at other times. Refer to the Registration Calendar for specific instructions about when PAWS and REGGIE will be available.

When you are connected with PAWS or REGGIE, you will receive immediate information on the current availability of each class you request.

### This booklet provides information concerning:

- ! How to schedule classes, select additional service fees, and register
- ! How to handle exceptions
- ! University policies that may affect your registration
- ! Who to contact for assistance
- ! How to complete your registration

### If you have questions concerning:

- ! Course offerings and enrollment restrictions -  
Contact the appropriate departmental office
- ! Your own academic schedule -  
Contact your college office
- ! Course scheduling and registration procedures -  
Contact the Office of the University Registrar,  
112 Thomas Boyd Hall, 225/578-9457
- ! Your fee bill -  
Call the phone number that corresponds to the  
charge on your fee bill

## = STUDENTS WITH DISABILITIES <

If you are a student with a disability who, because of disability-based reasons, cannot access the telephone registration system, contact the Office of Disability Services, 112 Johnston Hall, 578-5919 (phone) or 578-4560 (fax) or 578-2600 (TDD) for assistance.

## = TELEPHONE NUMBERS <

Staff members in the offices listed below will be able to assist you during normal working hours--8 a.m. to noon and 12:30 p.m. to 4:30 p.m., Monday through Friday--with questions or problems you may have as you select classes.

Evening School hours are 8 a.m. to 7 p.m., Monday through Thursday and 8 a.m. to 4:30 p.m., Friday.

REGGIE .....	578-4437
<b>REGGIE Help Line (off campus) .....</b>	<b>578-9457</b>
<b>REGGIE Help Line (on campus) .....</b>	<b>8-9457</b>
Office of the University Registrar .....	578-1686
Office of Undergraduate Admissions .....	578-1175
Office of Graduate Admissions .....	578-2311
Office of Academic Programs Abroad .....	578-6801
Office of Bursar Operations .....	578-3357
College of Agriculture .....	578-2065
College of Art & Design .....	578-5400
College of Arts & Sciences .....	578-3141
College of Basic Sciences .....	578-4200
College of Business Administration .....	578-3211
College of Education .....	578-2331
College of Engineering .....	578-5731
College of Music & Dramatic Arts .....	578-3261
Continuing Ed Extension Courses .....	578-3162
Evening School .....	578-5213
Graduate School .....	578-2311
Honors College .....	578-8831
School of Library & Information Sciences .....	578-3158
Manship School of Mass Communication .....	578-2336
School of Social Work .....	578-5875
School of Veterinary Medicine .....	578-9900
University College	
Center for Advising and Counseling .....	578-8281
Center for the Freshman Year .....	578-6822
Career Services	
Planning .....	578-1548
Placement .....	578-2162
Co-op Education Office .....	578-1548
International Services Office .....	578-3191
Orientation Office (undergraduate) .....	578-2634
Parking, Traffic, & Transportation .....	578-5000
Residence Food Services .....	578-8505, 578-3663
Residential Life	
Residence Halls .....	578-8663
East Campus Apartments .....	334-4248
West Campus Apartments .....	334-5198
LSU Cable TV .....	578-0532

Student Health Center ..... 578-6271  
 Student Recreational Sports Complex ..... 578-8601  
 Tiger Express ..... 578-4300

- ! 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

## ORIENTATION

### = FRESHMAN ORIENTATION <

The Freshman Orientation Program is designed to give students an overview of the University and help them schedule classes for the spring semester. All freshmen students admitted to LSU for the 2002 Spring Semester **must** attend the Freshman Orientation Program prior to scheduling classes. The orientation program is scheduled for **January 15 and 16, 2002**. A complete packet of information will be mailed in early December to new freshmen students. For additional information or questions, please call the Orientation Office at 225/578-2634.

### = TRANSFER STUDENT ORIENTATION <

LSU is committed to helping transfer students make a smooth transition at the University. Therefore, there will be a one-day orientation program designed especially for transfer students. The Transfer Student Orientation Program is scheduled for **Thursday, January 17, 2002**. A complete agenda of the scheduled activities and instructions will be mailed in early December. For further information or questions, please call the Orientation Office at 225/578-2634.

### = INTERNATIONAL STUDENT ORIENTATION <

All international students **must** attend a mandatory orientation program which is scheduled for **January 14, 2002**. For more information contact the International Service Office at 225/578-3191.

## 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
- ! Undergraduate students enrolled in the College of Music and Dramatic Arts

If you are required to obtain advising and have not done so, you will be unable to schedule courses using PAWS or REGGIE. 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 as follows.

##### October 22-26

- ! Graduate/professional students, graduating seniors, other students approved by their deans
- ! Students who have 92 hours

##### October 29 - November 2

- ! Students who have 60 hours
- ! Students who have 30 hours

##### November 5-9

- ! Students who have 15 hours
- ! Students who have fewer than 15 hours

### = 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.

#### Center for the Freshman Year

If you are a Center for Freshman Year student with a declared major, you should consult the listing below to find the appropriate major in the senior college you plan to enter. See that department for course advising.

If you are a "PMED," "PDEN" or an "undeclared" student (curriculum code UNDEC) in the Center for the Freshman Year, please consult your assigned Freshman Year counselor, 150 Allen Hall, for course advising. Advising will be available on a walk-in basis.

#### College of Agriculture

<u>Department/Subject Area</u>	<u>Room &amp; Building</u>
Agriculture - Undecided	134 Agri. Admin. Bldg.
Agribusiness	230 Agri. Admin. Bldg.
Animal, Dairy & Poultry Science	
Animal	105 Francioni Hall
Dairy	202 Dairy Sci. Bldg.
Poultry	102 Ingram Hall
Environmental Mgmt Systems	110 Sturgis Hall
Nutrition, Food & Culinary Sci.	111 Food Sci. Bldg.
Forestry, Wildlife &	
Fisheries	210 For.-Wild.-Fish. Bldg.
Human Ecology (all)	Lobby, Human Ecology Bldg.

Plant & Soil Systems	
Agri Pest Mgmt	201 Wilson Bldg.
Agronomy	114 Sturgis Hall
Horticulture	135 J. C. Miller Hall
Urban Entomology	402 Life Sciences
Preveterinary Medicine	136 Dalrymple Bldg.
Vocational Education (all)	142 Old Forestry Bldg.

### College of Art & Design\*

<u>Department/Subject Area</u>	<u>Room &amp; Building</u>
CFY Students (Pre-Design Majors)	102 Design Bldg.
Architecture	136 Atkinson Hall
Art (all curricula)	123 Art Bldg.
Interior Design	402 Design Bldg.
Landscape Architecture	302 Design Bldg.

*\*Entrance into the professional programs in architecture, graphic design, interior design, and landscape architecture is gained only through a selective admission process. For information, contact the appropriate school or department. Please note that the professional B.F.A. degree is offered only through the College of Design.*

### College of Arts & Sciences

<u>Department/Subject Area</u>	<u>Room &amp; Building</u>
Arts & Sciences - Undecided	260 Allen Hall
Aerospace Studies	318 Military Sci. Bldg.
Communication Sci. & Disorder	163 M&DA Bldg.
Economics	2107 CEBA
English	213 Allen Hall
Foreign Languages & Literatures	
German	222 Prescott Hall
Latin	222 Prescott Hall
Spanish	222 Prescott Hall
French Studies	205 Prescott Hall
General Studies	260 Allen Hall
Geography	231 Howe-Russell Geo. Complex
Anthropology	231 Howe-Russell Geo. Complex
History	224 Himes Hall
International Studies	357 Hatcher Hall
Liberal Arts	
Art History	260 Allen Hall
Studio Art	260 Allen Hall
Women & Gender Studies	238 Himes Hall
Mathematics	304 Lockett Hall
Military Science	106 Military Science Bldg.
Philosophy	106 Coates Hall
Political Science	240 Stubbs Hall
Psychology	236 Audubon Hall
Religious Studies	106 Coates Hall
Russian Area Studies	222 Prescott Hall
Sociology	126 Stubbs Hall
Speech Communication	136 Coates Hall

### College of Basic Sciences

<u>Department/Subject Area</u>	<u>Room &amp; Building</u>
Basic Sciences - Undecided	338 Choppin Hall

Biological Sciences	
Biochemistry*	101 Life Sciences Bldg.
Biological Sciences*	101 Life Sciences Bldg.
Chemistry*	109 Choppin Hall
Computer Science	298 Coates Hall
Geology & Geophysics	E235 Howe Geo. Complex
Physics & Astronomy	202 Nicholson Hall

*\*Pre-med majors in biochemistry, biological sciences or chemistry should confer with the appropriate area listed above.*

### College of Business Administration

<u>Department/Subject Area</u>	<u>Room &amp; Building</u>
Business Admin. - Undecided	3304 CEBA
General Business	3304 CEBA
Accounting	3304 CEBA
Economics	3304 CEBA
Finance	3304 CEBA
Information Systems and Decision Sci.	3304 CEBA
Management	3304 CEBA
Marketing	3304 CEBA
Public Administration	3200 CEBA

*24 hr. Electronic Advising - advisor@lsu.edu*

### College of Education

<u>Department/Subject Area</u>	<u>Room &amp; Building</u>
Education (all students)	236 Peabody Hall

### College of Engineering

<u>Department/Subject Area</u>	<u>Room &amp; Building</u>
Engineering - Undecided	3304 CEBA
Biological Engineering	149 Doran Bldg.
Chemical Engineering	110 Chem. Engr. Bldg.
Civil Engineering	3418 CEBA
Construction Management	2519 CEBA
Elect. & Computer Engr.	102 Elect. Engr. Bldg.
Environmental Engr.	3418 CEBA
Industrial & Mfg. Systems Engr.	3128 CEBA
Mechanical Engineering	2508 CEBA
Petroleum Engineering	3516 CEBA

### Evening School

<u>Department/Subject Area</u>	<u>Room &amp; Building</u>
LSU 25 Plus Students	388 Pleasant Hall

### University College

#### Center for Advising and Counseling

<u>Department/Subject Area</u>	<u>Room &amp; Building</u>
Pre-degree	150 Himes Hall

Pre-allied health programs	150 Himes Hall
Pre-nursing	150 Himes Hall
Nonmatriculated	150 Himes Hall

### Manship School of Mass Communication

<u>Department/Subject Area</u>	<u>Room &amp; Building</u>
Mass Communication	221 Journalism Bldg.

### College of Music & Dramatic Arts

<u>Department/Subject Area</u>	<u>Room &amp; Building</u>
Theatre	217 M&DA Bldg.
Music - Undecided	102 School of Music Bldg.
Undergraduates	108 & 113 School of Music Bldg.
Graduates	102 School of Music Bldg.
Applied Music*	102 School of Music Bldg.
Instrumental Music Educ	102 School of Music Bldg.
Vocal Music Education	102 School of Music Bldg.
Liberal Arts - Music	102 School of Music Bldg.

\*Admission to the applied music curriculum is gained only by audition before the faculty of the area desired.

information.

### PH1C--Sunday, November 4, 2001\*

(beginning 2 p.m.) You may begin scheduling if you are a student who has 60 semester hours (hours earned + hours currently carried = 60). See the Registration Calendar for additional scheduling information.

### PH1D--Wednesday, November 7, 2001\*

(beginning 8:30 p.m.) You may begin scheduling if you are a student who has 30 semester hours (hours earned + hours currently carried = 30). See the Registration Calendar for additional scheduling information.

### PH1E--Sunday, November 11, 2001\*

(beginning 2 p.m.) You may begin scheduling if you are a student who has 15 semester hours (hours earned + hours currently carried = 15). See the Registration Calendar for additional scheduling information.

### PH1F--Wednesday, November 14, 2001\*

(beginning 8:30 p.m.) You may begin scheduling if you are a student with fewer than 15 semester hours (hours earned + hours currently carried < 15). See the Registration Calendar for additional scheduling information.

\*Currently enrolled LSU students must schedule courses by 7:00 p.m., Tuesday, November 20, 2001. Currently enrolled students who do not schedule courses by this date will not be mailed fee bills. They will be able to schedule courses beginning at 7:00 a.m., December 3, 2001. They will register (pay fees) via PAWS using a credit card, or in the lobby of Thomas Boyd Hall by January 18, and will be assessed the \$75 late registration service charge.

## COURSE SCHEDULING AND REGISTRATION

### = COURSE SCHEDULING PRIORITY <

If PAWS or REGGIE state 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.

### Currently Enrolled Students

#### PH1A--Sunday, October 28, 2001\*

(beginning 2 p.m.) You may begin scheduling if you are a continuing graduate or professional student, a graduating senior (who has earned 100 hours at the conclusion of the current semester and has indicated on REGGIE or in your senior college that you plan to graduate in May or August 2002), a student who has received priority from the Office of Services for Students with Disabilities, or if you have any other special scheduling priority approved by your dean. See the Registration Calendar for additional scheduling information.

#### PH1B--Wednesday, October 31, 2001\*

(beginning 8:30 p.m.) You may begin scheduling if you are a student who has 92 semester hours (hours earned + hours currently carried = 92). See the Registration Calendar for additional scheduling information.

### New Freshmen

All freshmen students admitted to LSU for the 2002 spring semester will schedule classes during the Orientation Program to be held on January 15-16, 2002.

### Re-entry and Transfer Students

Re-entry and transfer **graduate students** will receive **PH1A** priority. Re-entry and transfer **undergraduate students** will receive **PH1E** priority.

### = PERSONAL ACCESS CODE <

Initially, we assign students their birth dates as Personal Access Codes. The first time you call REGGIE, you will be prompted to change your Personal Access Code. You will need to change your code before you can complete any transactions with REGGIE. You can change your Personal Access Code anytime using REGGIE.

If you forget your Personal Access Code, you will need to complete a personal access code change form at the Office of the University Registrar. You will be required to present a picture ID card with the change form.

## = COURSE SCHEDULING < AND ADDITIONAL SERVICE SELECTION PROCEDURES

To schedule courses, you will need: *Spring 2002 Schedule of Classes, LSU General Catalog, "Fee Selection and Scheduling Worksheet," "Telephone Course Scheduling Worksheet,"* pen or pencil, and paper.

! Being in debt to the University does not block you from scheduling courses.

! Consult the *General Catalog* and *Schedule of Classes* to familiarize yourself with course requirements, prerequisites, corequisites, and University regulations.

! Organize your registration materials and plan your class schedule using the "Fee Selection and Scheduling Worksheet" in this booklet.

! If you are unsure whether you must obtain advising before you can schedule courses, access PAWS or call REGGIE. If advising is required, see your adviser.

! Determine your preferred courses.

! Schedule only courses for which you meet all course requirements. If you schedule a course for which you are not eligible, your enrollment may be canceled at any time.

! Schedule only courses that apply to your degree or are desirable for other reasons. If you are unable to create a complete schedule of appropriate courses, consult your adviser or departmental office to investigate valid alternatives.

! List your courses in priority order.

! List alternative classes, since some courses or sections may be closed or canceled.

! Determine additional service selections.

! If you call REGGIE, use only a touch-tone telephone to make all entries.

! The REGGIE number is 57T-IGER (578-4437). If you are calling from a campus telephone, simply dial T-IGER (8-4437). If the line is busy, call back a little later. If the line rings but is not answered, the system is

temporarily unavailable. Try again later. Be persistent.

! Listen carefully to the instructions and information provided. The computer voice will guide you after each entry and prompt you for your next response.

! There are time limits for responding to prompts from REGGIE and time limits on the length of a call. If you exceed either of these limits, the system will disconnect the line automatically. All previous updates completed successfully will be saved.

! If you make an error while keying an entry, you can cancel the transaction by pressing the star (\*) key, then the pound (#) key.

! If the voice response lists a course other than the one you thought you had added, drop the course. Check your "Fee Selection and Scheduling Worksheet" and re-enter your request. If REGGIE still lists an incorrect course or section, you may have entered the wrong call number. Check the *Schedule of Classes* again for the correct call number. Be certain you are using the call number, not the course number. If the response is still wrong, call the Office of the University Registrar, 225/578-9457.

! If you add a variable credit course, REGGIE will prompt you to key the number of hours for which you wish to enroll. For fractional hours, use the star (\*) key as the decimal. For example, when REGGIE requests variable credit hours for a course that can be taken for 1 1/2 or 2 hours, if you wish to register for 1 1/2 hours, key 1\*5#.

! To change sections in a course, simply add the new section. If space is available, REGGIE will add the new section and automatically drop the other section.

**PLEASE NOTE: LSU logs all PAWS and REGGIE 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 the Office of Academic Programs Abroad, Hatcher Hall, 225/578-6801 or write to [studyabroad@lsu.edu](mailto:studyabroad@lsu.edu). LSU students participating in an academic year exchange program *should not* register for host university classes using REGGIE or PAWS. Registration for these classes is accomplished through the host university class registration system. *Class registration for APA summer study abroad programs is*

done through the Office of Academic Programs Abroad. All students participating in academic year exchange programs or summer abroad programs will receive complete class registration instructions from the Office of Academic Programs Abroad. A complete discussion of LSU programs abroad can be found at [www.lsu.edu/studyabroad](http://www.lsu.edu/studyabroad).

### **Audit Only Registration**

You may not schedule courses for "audit only" using REGGIE. If you wish to "audit only," you may obtain special enrollment forms from the Office of the University Registrar, 112 Thomas Boyd Hall. You may not register for "audit only" prior to January 17, 2002.

### **Cooperative Education (Co-op) Program**

If students intend to register through the Co-op Program for a work semester, they should consult the Cooperative Education staff in B-1 Coates Hall, as they cannot schedule Industrial Co-op (ICO) through PAWS or REGGIE. Upon verification of a Co-op job assignment, students must contact the Co-op Office **as soon as possible** for registration through that office.

Students should schedule regular courses for the upcoming term if they have applied for a Co-op position with an employer, but have not received an official notice of acceptance. If notice is not received by the date PAWS and REGGIE close to print and mail fee bills, students should pay fees via PAWS using a credit card or by returning their fee bill remittance stub and any payment due. If notice of acceptance is received after regular fees are paid, students must notify the Co-op office immediately. **Do not just drop your courses and cancel your registration.** The Co-op Office will drop the students' courses and, if appropriate, schedule the students in Industrial Co-op. The Office of Bursar Operations will issue refunds (as appropriate) to students who paid regular fees.

Students need to schedule classes or have the Cooperative Education staff enter Industrial Co-op by 7:00 p.m., Tuesday, November 20, or they will need to register late and will be assessed the **\$75** late registration service charge.

For additional information, contact the Co-op Office or call 225/578-1548.

### **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 PAWS or REGGIE.

### **Delinquent Registration**

Registration after January 31, 2002, requires the approval of your dean.

## **= ADDITIONAL INFORMATION <**

### **Add/Drop Fee Adjustments**

Students should be aware that adding a course which raises their enrollment to full time will generate full-time fee assessment even if they remain at full-time status only one day. Students not intending to be full time should ensure that each drop/add action reflects their desired credit load. Charges and credits created by adding and/or dropping courses via PAWS or REGGIE after you pay fees will be posted to your account daily.

### **Adding and Dropping Courses**

You may add and drop courses from the beginning of the advance course scheduling period through the last day to add courses for the spring semester, with one exception. Between the time fee bills are printed and you have paid your fees, you can **drop**, but not **add** courses. After you have paid, and your payment has been processed, you can **add** and **drop** courses again.

### **Additional Enrollment Regulations**

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

### **Adjustment to Course Offerings**

The University reserves the right to adjust course

offerings by adding or dropping sections. **You should access PAWS or call REGGIE before classes begin to ascertain whether adds and drops have affected your schedule. If they have, you may make appropriate changes then.**

## Anticipated Date of Graduation

### Undergraduates

You will be able to indicate via REGGIE when you plan to graduate. You can call REGGIE to update your anticipated date of graduation up to and including the final day to add courses in the semester or term you plan to graduate.

### Graduate Students

Graduate students must apply for their degrees, in person, at the Graduate School. You may, however, use REGGIE to determine whether the Graduate School has entered your anticipated date of graduation on the database. Graduate students cannot use REGGIE to enter or update their anticipated dates of graduation. Refer to the Academic Calendar in this booklet for specific dates regarding application to receive graduate degrees.

### School of Veterinary Medicine Students

The anticipated date of graduation is automatically set for Veterinary Medicine students who are beginning their final year of study. You cannot update this date via REGGIE. For additional information contact the Office of the Dean, LSU School of Veterinary Medicine.

## Application for Degree & Payment of Diploma Fee

**Payment of the diploma fee does not constitute application to receive a degree.** If you are an undergraduate, you should apply for your degree when you check out for graduation in your dean's office the semester before you intend to graduate. If you are a graduate student, you should apply for your degree at the Graduate School the semester you intend to graduate. The deadline for graduate students to apply for master's and doctoral degrees for the Spring 2002 Commencement is February 1, 2002.

## Audit Approval

If you wish to audit a course, you must obtain written consent from the instructor of the course and the dean of the college offering the course. You may use PAWS or REGGIE to schedule the course; then submit the required approvals to your college office to have your enrollment changed from credit to audit. A request for a change from credit to audit must be submitted no later than January 29, 2002.

## Cancellation of Registration

If you complete registration (return the remittance stub

and pay any fees due or pay fees via PAWS using a credit card) by the initial payment deadline, and decide not to attend LSU, you may cancel your registration using PAWS or REGGIE or by calling your dean's office or the Office of the University Registrar. If you do so before 7:30 a.m., January 18, 2002, 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.

If you cancel your registration for the spring semester, and later decide to enroll for the semester, you must register at the Office of Bursar Operations, Room 125, Thomas Boyd Hall, even though you have already paid fees.

## 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.

## Closed Sections

If all spaces are filled for a section you request, but spaces are available in other sections, REGGIE will provide the call numbers and times for a maximum of three sections in which spaces are available.

## Course Schedule

You may use PAWS to view your schedule of classes. You may also call REGGIE to list your schedule of classes. Your fee bill, which will contain your course schedule, will be mailed to you on November 30. **When you return to campus for the spring semester, bring your schedule with you. Schedules will not be reprinted.**

## Credit Hour Maximum

Approval of your college is required to exceed the credit hour maximum. Call your dean's office.

## Degree Requirements

You are personally responsible for completing all requirements for your degree. Read the *LSU General Catalog* carefully for course information, prerequisites, corequisites, and University restrictions.

## Dropping Courses

## Via PAWS and REGGIE after the Last Day to Add Courses

You may drop courses via PAWS and REGGIE until 5:00 p.m. on the final date to drop courses or resign unless you are a student in one of the groups noted below. Beginning the first class day, you cannot drop all of your courses using PAWS or REGGIE. 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 PAWS or REGGIE 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 the 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 PAWS or REGGIE.

## Evening School Courses

You may schedule Evening School courses, which are listed in this *Schedule of Classes*, using PAWS or REGGIE. For information about Evening School, contact the Evening School Office, 388 Pleasant Hall, or call 225/578-5213.

## Excused Absences for Holy Days

As a matter of policy and commitment, Louisiana State University welcomes people of all religions. Members of the university community who wish to fulfill religious obligations not reflected in the academic calendar shall be excused from routine activity, such as employment, class assignments or examinations, by notifying the appropriate authorities (e.g., supervisor, administrator, professor). It is the responsibility of students seeking such excuse to ensure that work coverage, make-up assignments or examinations do not create unreasonable burden for the university. They are expected to anticipate conflicts well in advance and provide essential information or assistance to assure the success of regularly scheduled activity.

## 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, 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 fall semester that you are eligible to continue at LSU for the 2002 spring 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.

## Majors Only Courses

You may not use PAWS or REGGIE 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 PAWS or REGGIE. To schedule a course for pass/fail grading, refer to the *LSU General Catalog* for information about required approvals. You may use the telephone to schedule the course for regular grading and report to your college office as soon as you have registered (**submitted the remittance stub and pay any fees due**) to request that your enrollment be changed from regular grading to pass/fail grading. No change in the grading option may be made after the last day for adding courses for credit, January 31, 2002.

## Permission of Department Courses

You may not schedule a permission of department ("PERMIS OF DEPT") course using PAWS or REGGIE. 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 PAWS or REGGIE 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.**

## Post Billing Schedule Adjustments

From the billing date (November 30, 2001) until payment is received, billed students may only drop courses. Once payment is received and processed, paid students may drop and add courses.

## Prerequisites/Corequisites

Students are expected to consult the *LSU General Catalog* to ensure that they meet all prerequisites or corequisites before they schedule courses. If you schedule a course and do not meet all prerequisites or corequisites, your enrollment in that course may be canceled.

You can use PAWS or REGGIE to add courses listed in this booklet with a "Special Enrollment" note of "PREREQ CHECKED." Your enrollment in the class will be "pending" until the department determines whether you have satisfied the prerequisites for the course. If you have, the department will approve your registration for the course. Check your status periodically, via PAWS or REGGIE, to learn whether they have approved or rejected your registration.

## Required Academic Performance

Your registration for the 2002 spring 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 on the first class day or thereafter 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

Some departments include service learning components in specified sections of courses. Service Learning sections are listed in this booklet with a "Special Enrollment" note of "SVC LEARNING." You may register for these sections using PAWS or REGGIE. Contact the department offering the section for additional information regarding the service learning requirement.

## Time Conflicts

You may not schedule time conflicts by using PAWS or REGGIE. 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.

## Transferring from the Center for the Freshman Year to Senior Colleges

Center for Freshman Year students who meet the following criteria will be automatically transferred to their senior college at the end of the semester.

- ! Officially declared a major
- ! Attempted 30 semester hours
- ! Satisfy the admission requirements for the intended college and curriculum

If students do not meet the requirements above, they will be automatically transferred to the Center for Advising and Counseling.

Undecided students who have attempted 45 semester hours will be automatically transferred to the Center for Advising and Counseling at the end of the semester.

## 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 fall semester that you are eligible to continue at LSU for the 2002 spring 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.

# LSU-BATON ROUGE COMMUNITY COLLEGE CROSS-ENROLLMENT PROGRAM

The LSU-Baton Rouge Community College Cross-Enrollment Program enables students at either institution to take courses at the other institution. **To be considered registered at LSU, you must be enrolled in at least one LSU course.** Except for special course fees, if you participate in this program, you will pay fees at LSU for the total number of hours you schedule. You will pay special course fees directly to Baton Rouge Community College (BRCC). Copies of the BRCC schedule of classes will be available on the community college's Web site ([www.brcc.cc.la.us](http://www.brcc.cc.la.us)).

You may take no more than one course per semester at the freshman or sophomore level under the cross-enrollment program, provided you take at least one course at LSU. Exceptions may be made in extenuating circumstances with the approval of the dean of your college and LSU's Provost.

You may not enroll in BRCC mini-session or Intersession courses as part of this program. Also, you may not enroll in courses at BRCC that we offer at LSU. Exceptions to this policy require the permission of the dean of your college.

Work taken at BRCC is recorded as transfer work in the same manner as work taken at any other recognized institution.

As an LSU student, you may make schedule changes in BRCC courses through regular LSU procedures. The request to drop a community college course is initiated in the office of your dean. The Office of the University Registrar notifies the community college of the drop. LSU students taking BRCC courses will follow the LSU academic calendar when they schedule courses and make schedule changes.

### Procedures for Cross-Enrollment

! Beginning October 28, 2001, 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 January 31, 2002.

! 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

The LSU-Southern University cross-registration program enables students at either institution to take courses at the other institution. **To be considered registered at LSU, you must be enrolled in at least one LSU course.** If you participate in this program, you will pay fees at LSU for the total number of hours you schedule. No additional fees are charged. This fee assessment, however, does not apply to courses taught by correspondence.

Copies of the Southern University (SU) *Schedule of Classes* will be available in the offices of the academic deans and the Office of the University Registrar.

You may not enroll in SU mini-session or Intersession courses as part of this program. Also, you may take no more than one course per semester or summer term under the cross-registration program, provided you take at least one course at LSU. The dean of your college may make an exception to this rule if you are enrolled in a formal cooperative degree program between LSU and SU or in Navy ROTC. Exceptions may also be made in extenuating circumstances, with approval of the dean of your college and LSU Provost's Office.

Work taken at SU is recorded as transfer work in the same manner as work taken at any other recognized institution.

As an LSU student, you may make changes in SU courses through regular LSU procedures. The request to drop an SU course is initiated in the office of your dean. The Office of the University Registrar notifies SU of the drop.

### Procedures for Cross-Registration

! Beginning October 28, 2001, obtain the "Cross-Registration Form" **from your dean's office and get your dean's approval** for the course to be taken at SU.

! If SU courses are to appear on students' fee bills, students must submit cross-registration forms to the Office of the University Registrar by November 20, 2001. The forms will be accepted through January 31.

! 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.

### Shuttle Bus Service

In the fall and spring semesters, LSU and SU provide a shuttle bus service to assist in transportation of students enrolled in the cross-registration program. The shuttle bus schedule is shown below.

LSU DEPARTURE		SOUTHERN DEPARTURE	
Union	CEBA	Stewart Hall	Union
7:30a.m.	7:35a.m.	7:55a.m.	8:00a.m.
8:30a.m.	8:35a.m.	8:55a.m.	9:00a.m.
9:30a.m.	9:35a.m.	9:55a.m.	10:00a.m.
10:30a.m.	10:35a.m.	10:55a.m.	11:00a.m.
11:30a.m.	11:35a.m.	11:55a.m.	12:00p.m.
12:30p.m.	12:35p.m.	12:55p.m.	1:00p.m.
1:30p.m.	1:35p.m.	1:55p.m.	2:00p.m.
2:30p.m.	2:35p.m.	2:55p.m.	3:00p.m.
3:30p.m.	3:35p.m.	3:55p.m.	4:00p.m.
4:30p.m.	4:35p.m.	4:55p.m.	5:00p.m.
5:30p.m.	5:35p.m.	5:55p.m.	6:00p.m.

ID card stickers are available in the Office of the University Registrar, 112 Thomas Boyd Hall, for students who are going to use the bus service.

# FEES, FINANCES AND FINANCIAL AID

= COMPLETION OF REGISTRATION <

## Account Balance, Receipts and Confirmation of Registration

You will be able to obtain your balance due, via PAWS or REGGIE, after fee bills are printed on November 27, 2001. To obtain your balance via PAWS, select "Fee Bill" under the Registration Services heading on your PAWS Desktop.

Once payments are received, receipts are not mailed. You are strongly encouraged to use PAWS to ensure that your payment was received, and you are registered. To do so, select "Billing Statement" under the Financial Services heading on your PAWS Desktop.

You can also call REGGIE and select the account balance function to ensure payment has been received and you are considered registered. To check your registration status, please do not simply list your courses using REGGIE, as this listing is not an indication that you are registered. You have completed registration only when you have paid fees via PAWS or your stub 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 a statement of account 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

**If you schedule courses by 7:00 p.m., November 20, your fee bill will be mailed to your home address** (local mailing or local residence if there is no home address on file). **The top two-thirds of your fee bill is shaded purple.** Do not confuse your fee bill with the Bursar's Office monthly statements, which are not shaded. 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 credits including awarded and accepted student aid

- ! Amount due
- ! Date payment is due
- ! Remittance stub
- ! Self-addressed envelope in which the remittance stub is to be returned

**NOTE:** *Spring semester fee bills are mailed only to students who schedule courses by November 20. Fee bills for spring are not mailed at any other time.*

### **Billing Address**

During the advance scheduling of courses period, each time that you call the system, your address will be spoken. The address you will hear will be the first one found on the database in the following priority order: Home, Local Mailing, or Local Residence. **THIS IS THE ADDRESS TO WHICH YOUR FEE BILL WILL BE MAILED. IT IS YOUR RESPONSIBILITY TO KEEP YOUR BILLING ADDRESS UP TO DATE.** If the address you hear is not correct, you may change it using PAWS, in your dean's office or the Office of the University Registrar.

**NOTE:** It is your responsibility to pay even if you do not receive a fee bill. You may view your fee bill information by accessing the fee bill link under "Registration Services" on your PAWS Desktop. You may also contact the Office of Bursar Operations if you do not receive your fee bill by December 7, 2001.

### **Fee Payment, Registration Holds and Letters in Lieu of Bills**

#### Continuing Students Who are Mailed Fee Bills

If you schedule by 7:00 p.m., November 20 and do not have a hold on your registration, a fee bill will be mailed to your home address on November 30. You have two options to pay your fees. First, you can pay via PAWS using a credit card. Second, you can mail your remittance stub (bottom portion of the fee bill), with any payment due (check or money order), in the pre-addressed envelope included with your bill. **Your remittance stub and any payment due must be received on or before December 18, 2001.** You are strongly encouraged to mail your remittance stub and payment due no later than ten calendar prior to December 18, 2001.

If you do not pay fees via PAWS or mail by December 18, 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 prior to November 20 and have a hold on your registration, a letter in lieu of a fee bill will be mailed to your home address on November 30. 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. If you receive a letter in lieu of a fee bill, you have until 4:30 p.m., Friday, January 18 to remove the hold and pay fees. You may pay fees via PAWS using a credit card or in the lobby of Thomas Boyd Hall.

If you do not pay fees 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 Fee Bills

If you are a new, re-entry or transfer student who schedules courses by 7:00 p.m., November 20, you will be mailed a fee bill unless there is a hold on your registration. You have two options to pay your fees. First, you can pay via PAWS using a credit card. Second, you can mail your remittance stub (bottom portion of the fee bill), with any payment due (check or money order), in the pre-addressed envelope included with your bill. **Your remittance stub and any payment due must be received on or before December 18, 2001.** You are strongly encouraged to mail your remittance stub and payment due no later than ten calendar prior to December 18, 2001.

If you do not pay fees via PAWS or mail by December 18, your schedule will be purged. If you rebuild your schedule and complete registration (via PAWS or in the lobby of Thomas Boyd Hall) by 4:30 p.m., Friday, January 18, you will not be assessed the **\$75** late registration service charge.

#### 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 4:30 p.m., Friday, January 18, or your course schedule will be purged and you will be assessed the **\$75** late registration service charge should you register at a later date. You may pay fees via PAWS using a credit card or in the lobby of Thomas Boyd Hall.

### **Late Registration**

If you do not register (**return the remittance form and pay any fees due**) by mail, or pay fees via PAWS using a credit card, 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.

If you are a continuing LSU student, and do not complete registration by December 18, you will be assessed the **\$75** late registration service charge.

## Late Registration Service Charge

If you are a continuing student, and do not pay your fees via PAWS using a credit card, or return the remittance stub and any fees due by the initial payment deadline, December 18, 2001, 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.

## Mail Payment at Least Ten Days Before the Due Date

Remittance stubs and any payments due must be **RECEIVED (NOT POSTMARKED) BY THE DUE DATE.** You are **strongly encouraged** to mail your payment with your remittance stub ten calendar days prior to the payment deadline date. Therefore, if you have a balance due, are anticipating that your balance will change to zero, and the balance has not changed by ten days prior to the payment deadline date, you should mail your remittance stub and the payment due. You must not return the fee bill without the amount due.

## No-Pay Purges

The university will purge students' classes from their schedules if they do not complete registration (their remittance forms and any fees due must be received) within the time lines outlined below.

- ! If they schedule classes between October 28 and November 20, they must complete registration by December 18.
- ! If they schedule classes between December 3 and January 18, they must complete registration by January 18.
- ! If they schedule classes the first eight class days of the fall semester, they must complete registration by January 31.

## Overpayments

Refunds of overpayments will automatically be mailed to the student's billing address at the time statements are prepared, if the overpayment exceeds \$10. Overpayments of less than \$10 will be retained in the account and applied against future charges unless a refund is specifically requested by the student.

## Partial Payments

Unless you have selected to defer part of your fees, partial payments are not permitted. You are **strongly** encouraged to access PAWS and check your "fee bill status" or call REGGIE after paying your fees to ensure that you are registered. You must be paid in full to be considered registered.

If you make a partial payment using a credit card, or return your remittance stub with less than the amount due, 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 December 18, 2001, your courses will be purged. If you choose to complete registration, you will pay fees via PAWS using a credit card or in the lobby of Thomas Boyd Hall and will be required to pay the \$75 late registration service charge.

## Paying Fees By Credit Card

You may pay your fees via PAWS by using a Master Card or Visa credit card. You will find the fee bill link under "Registration Services" on your PAWS Desktop. Please be aware that you will be charged a 2.5% processing fee if you pay by credit card.

## Zero Balance Fee Bills

If you receive your fee bill and the balance is zero, you are still required to complete registration. You have two options to do so.

- ! You may indicate, via PAWS, by December 18 that you are completing registration. You will find the fee bill link under "Registration Services" on your PAWS Desktop.
- ! You may return the fee bill remittance stub so that it is **RECEIVED** by December 18.

= 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 with the exception of football tickets. Payment of one-half (1/2) of current semester charges plus any account balance and the remittance stub must be received by the due date.

### Eligibility

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

### Terms

- ! A \$15 service charge will be assessed on all deferments.
- ! If payments are not received by the Office of Bursar Operations on or before the tenth (10th) calendar day following the scheduled due date, a five percent (5%) late fee will be assessed.

! If the amount due plus the 5% late fee is not received within fourteen calendar days after notification of delinquency, the University will withhold grades for the current semester, withhold transcripts and prevent completion of registration for a future semester until the amount due plus a **\$75** financial reinstatement fee is paid.

! In the event of withdrawal from the University before complete payment has been made, any credit or refunds due the student as provided for in accordance with current University regulations will be applied to the student's account. The balance must be paid.

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

! If necessary for LSU to commence legal action against the student to enforce the terms of this agreement, and the student's account is turned over by the University to an attorney-at-law for collection, by suit or otherwise, the student will be obligated to pay all court costs and legal interest from the date the debts are due (pursuant to LSA-CC article 2000) and \$100 or a sum equal to thirty-three and one third percent (33 1/3%) additional of the total amount due and owing as attorney fees, whichever is higher.

Deferred Due Dates

Spring Semester 2002 due dates are as follows:

DATE DUE	AMOUNT DUE
March 1, 2002	1/3 of total deferred
April 1, 2002	1/3 of total deferred
May 1, 2002	1/3 of total deferred

Payments

Payments are to be paid at  
Office of Bursar Operations  
125 Thomas Boyd Hall  
or  
mailed to  
LSU - Bursar Operations  
P.O. Box 61828  
New Orleans, LA 70161-1828

Selecting this Payment Option  
via PAWS or REGGIE

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

**LSU Employee Payroll Deduction**

Full-time, non-faculty employees with at least one year of service may elect to pay their fees (with the exception of charges for football tickets) through payroll deduction. To pay fees through payroll deduction students must follow the procedure listed below.

! Using PAWS or REGGIE, select payroll deduction as a payment option. **This must be done each semester.**

! Have a payroll deduction authorization form on file in the Office of Bursar Operations (Room 125, Thomas Boyd Hall).

! Have a current, pending or approved payroll appointment.

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

Graduate Assistants and employees who make this selection must return their remittance stubs even if they have a zero balance due at the time of billing. Once fee bills are printed, students may not delete payroll deductions via REGGIE. Third party payroll deductions cannot be selected via REGGIE. The payroll deduction option may be selected until remittance stubs are returned.

**LSU Employee Tuition Exemption**

Full-time, 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). If employees have approved LSU Employee Exemption forms on file in the Office of Human Resource Management (HRM) by November 14, 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 fee bill stub and payment, or you must pay via PAWS using a credit card by December 18 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 225/578-8404 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 all registration fees. 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 November 20, provide the Office the University Registrar with proof of age (e.g., driver's license, birth certificate, etc.).

! Return the remittance stub received with your fee bill, by December 18.

! Report to class the first class day.

If you do not provide proof of age by November 20, you will be responsible for payment of all fees that appear on your fee bill. Your remittance stub must be received by December 18, or your course(s) will be purged and you will be required to pay the \$75 late registration service charge if you register after that date. Please call the Office of the University Registrar at 225/578-1696 for additional information.

### 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.

**= UNIVERSITY <  
SPRING SEMESTER FEES**

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

The fees listed below include the Academic Excellence Fee and the Technology Fee. For detailed fee information, please consult the Office of Budget and Planning web site at [www.bgtplan.lsu.edu](http://www.bgtplan.lsu.edu).

<b><u>UNDERGRADUATE / RESIDENTS Tuition &amp; Fees</u></b>			
<b><u>Full-Time University Fees</u></b>			
12 hrs	\$1,729	14 hrs	\$1,739
13 hrs	\$1,734	15 hrs+	\$1,744
<b><u>Part-Time University Fees</u></b>			
1 hr	\$313	6 hrs	\$669
2 hrs	\$343	7 hrs	\$877
3 hrs	\$371	8 hrs	\$905
4 hrs	\$611	9 hrs	\$935
5 hrs	\$639	10 hrs	\$1,148
		11 hrs	\$1,178
<b><u>UNDERGRADUATE / NONRESIDENTS Tuition &amp; Fees</u></b>			
<b><u>Full-Time University Fees</u></b>			
12 hrs	\$4,379	14 hrs	\$4,389
13 hrs	\$4,384	15 hrs+	\$4,394

<b><u>Part-Time University Fees</u></b>			
1 hr	\$553	6 hrs	\$1,794
2 hrs	\$583	7 hrs	\$2,492
3 hrs	\$611	8 hrs	\$2,520
4 hrs	\$1,736	9 hrs	\$2,550
5 hrs	\$1,764	10 hrs	\$3,323
		11 hrs	\$3,353
<b><u>GRADUATE / RESIDENTS Tuition &amp; Fees</u></b>			
<b><u>Full-Time University Fees</u></b>			
9 hrs	\$1,708	12 hrs	\$1,723
10 hrs	\$1,713	13 hrs	\$1,728
11 hrs	\$1,718	14 hrs	\$1,733
		15 hrs+	\$1,738
<b><u>Part-Time University Fees</u></b>			
1 hr	\$321	5 hrs	\$673
2 hrs	\$357	6 hrs	\$709
3 hrs	\$393	7 hrs	\$1,110
4 hrs	\$639	8 hrs	\$1,146
<b><u>GRADUATE / NONRESIDENTS Tuition &amp; Fees</u></b>			
<b><u>Full-Time University Fees</u></b>			
9 hrs	\$4,358	12 hrs	\$4,373
10 hrs	\$4,363	13 hrs	\$4,378
11 hrs	\$4,368	14 hrs	\$4,383
		15 hrs+	\$4,388
<b><u>GRADUATE / NONRESIDENTS Tuition &amp; Fees</u></b>			
<b><u>Part-Time University Fees</u></b>			
1 hr	\$561	5 hrs	\$1,798
2 hrs	\$597	6 hrs	\$1,834
3 hrs	\$633	7 hrs	\$2,725
4 hrs	\$1,764	8 hrs	\$2,761
<b><u>VETERINARY MEDICINE / RESIDENTS</u></b>			
<b><u>Full-Time University Fees</u></b>			
10 hrs	\$3,384	13 hrs	\$3,399
11 hrs	\$3,389	14 hrs	\$3,404
12 hrs	\$3,394	15 hrs	\$3,409
<b><u>VETERINARY MEDICINE / NONRESIDENTS</u></b>			
<b><u>Full-Time University Fees</u></b>			
10 hrs	\$9,759	13 hrs	\$9,774
11 hrs	\$9,764	14 hrs	\$9,779
12 hrs	\$9,769	15 hrs	\$9,784

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

100% ! November 27, 2001 - January 18, 2002\*

90% ! January 22 - 29, 2002

50% ! January 30 - February 26, 2002

*\*PAWS and REGGIE will not be available for continuing registered students from 7:30 a.m., Friday, January 18, until 7:00 a.m., Tuesday, January 22.*

= FINANCIAL AID <  
AND SCHOLARSHIPS

### Special Notice to Financial Aid Recipients

It is most important for you to complete the financial aid application process early enough each year so that the amount of aid you have accepted will appear on your fee bill as an anticipated financial credit. Otherwise, you will be responsible for the payment of your fees when you receive your bill. If payment is not received by the deadline indicated on your bill, your courses will be purged and you will be required to pay the **\$75** late registration service charge.

All Federal Pell, SEOG and Perkins Loan funds will be applied directly to your student account on or about the first day of class (if all eligibility requirements are met). Adjustments to credited amounts will be made based on your enrollment status after the last day to add courses.

Students should be aware that most major lenders transmit Federal Stafford, Unsubsidized Stafford and PLUS loan funds electronically to the University to be credited directly to your student account. This process is known as **ELECTRONIC FUNDS TRANSFER (EFT)**. Not all lenders use this process, however, but rather issue individual loan checks which must be signed by the student (or parent in the case of a PLUS loan) before applying the funds to your account. Your financial aid award letter will provide you with detailed information regarding the process your particular lender utilizes in the delivery of these loan funds. Please be aware that the University will inform you via e-mail when we post financial aid to your account.

### Disbursement of Financial Aid Balance

If the amount of your financial aid is greater than the amount owed to the University, you can have the funds directly deposited to your bank account (see Direct Deposit section below). If you do not use direct deposit, you will be issued a check for the balance. Financial aid balance checks will be mailed beginning the first week of class and continue as credit balances occur on the your

account. You may cancel all or part of student loan funds by returning the check to the Office of Student Aid & Scholarships within 30 days of the first class day.

Your check will be mailed to the first address found on the LSU Directory database in the following priority order-- local mailing, home. (**Note:** mail is not delivered to on-campus residential housing; however, you may rent a P.O. Box at the U.S. Post Office located in the LSU Union).

### Direct Deposit

You may participate in the direct deposit of payroll, student financial aid, credit balance refunds and other non-payroll University reimbursements. For additional information, select "Financial Services" from your PAWS desktop.

Direct deposit files are updated at 4:00 p.m., daily. Funds received by the Office of Bursar Operations should be deposited into your account within two business days after they are received.

### Financial Aid, Resignations and Unofficial Withdrawals

Students resigning from the University without completing 60% of the enrollment period will be required to return part or all of the federal financial aid they received. This provision also applies to students who "unofficially withdraw" or stop attending classes. Students for whom proof of attendance cannot be established for at least 60% of the enrollment period will have charges placed on their student accounts for the appropriate amounts. The 60% completion point is calculated by applying that percentage to the number of days in the enrollment period (excluding scheduled breaks of five or more days).

Federal financial aid recipients officially resigning from the University may be entitled to a partial refund of tuition and certain fees based on the date of resignation. A complete refund schedule for federal financial aid recipients is available in the Office of Student Aid and Scholarships and the Office of the University Registrar.

### Special Notice to LSU Scholarship Recipients

LSU scholarships and fee exemptions will be applied directly to your student account provided you meet the specific program requirements. These programs will appear on your fee bill each semester as a credit provided you have scheduled the number of hours required.

Please contact the Office of Student Aid & Scholarships, 208 Coates Hall, 225/578-3087, for additional information regarding fee bill procedures for the specific scholarship you hold.

## Special Notice to TOPS Recipients

Students receiving scholarships through the Louisiana Tuition Opportunity Program (TOPS) will have appropriate anticipated credits posted to the fee bill provided they have scheduled at least 12 hours. The amount of tuition and fee charges currently covered by the TOPS program is \$1,479.

LSU will bill the state for those funds after the fourteenth class day, provided the student is appropriately enrolled fulltime and meets all eligibility requirements.

### Disbursement of Other Checks

Loan checks issued by lenders not participating in the Electronic Funds Transfer (EFT) process will be available in the Office of Bursar Operations, 125 Thomas Boyd Hall, beginning January 22. Checks for other programs such as National Merit/ Achievement Scholarships, etc. will be available upon their receipt.

## = DIPLOMA FEES <

### Undergraduates

If you are an undergraduate and indicate via REGGIE 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 \$30 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 April 19 (in your dean's office) that you are not graduating.

If you do not inform the university by April 19 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.

### Graduate Students

If you have informed the Graduate School that you intend to graduate at the end of the upcoming semester or term, prior to the date fee bills are mailed, your diploma and (if applicable) processing fee will be assessed and printed on your fee bill. If you apply for your degree by the application deadline, but after fee bills are mailed, you will be billed at a later date. Refer to the Academic Calendar in this booklet for specific dates regarding application to receive graduate degrees.

### Refunds

If you pay the diploma and processing fee and decide not to graduate, you will receive a full credit for both fees provided that you notify the Graduate School by April 19. If you notify the Graduate School after that date, you will receive a full credit for the processing fee. You will have the difference between the diploma fee and duplicate diploma fee credited to your account. The next time that you indicate you plan to graduate, you will be assessed the full diploma and processing fee.

## = ADDITIONAL SERVICES <

You may use PAWS and the telephone registration system (REGGIE) to be assessed additional services fees on your fee bill. For the 2002 spring semester all students may select the following types of additional services: **Dining Plans, Parking, Tiger Express, and Health Insurance.** In addition, part-time students may also elect to be assessed the **Student Health Center and/or the Student Recreational Sports Complex fees.** To select an additional service, follow the instructions on the Telephone Registration Worksheet and use the Additional Service Fee Codes listed. You will be able to select or change additional service selections via PAWS and REGGIE until your bill is printed. **After your bill is printed, you must contact the individual office(s) providing the service(s) you have selected to change or delete charges on your account.**

### Changing Additional Services

Changing additional services is done in the same way as changing sections. For example, if you have selected dining plan 01002, and would like to change to dining plan 01003, simply add 01003. The add will be completed, and plan 01002 will be dropped. For Tiger Express, the new amount will be used and the old amount will be dropped.

## = LSU DINING <

When you choose an LSU Dining meal plan, you make an important decision that will save you time and money. LSU Dining offers several locations across campus. Each facility offers a variety of selections which provide convenience, quality and value. We are committed to offering you the services that you desire at an affordable price. We have added Paw Points to our resident dining block and Traditional Tiger meal plans, providing you with a balance between resident and retail options. Paw Points can be used in the following food service locations on campus\*: LSU Union, Mini Mart, Foster Café, Veterinary Medicine Center, Law Center, Laville Food Emporium, and Pierre's Landing. One-semester contracts (**Resident Tiger, Tiger Ultra, Tiger Plus, Tiger Lite and Traditional Tiger**) are effective from orientation through the end of the final examination period.

All newly enrolled freshmen who live in University residence halls are required to participate in an LSU Dining meal plan during their first semester. Tiger Express and Tiger Luncheon Club do not satisfy this requirement. First-semester freshmen in University residence halls who fail to designate a dining plan will be assigned a **Tiger Ultra Meal Plan.** Use PAWS or REGGIE to choose a different dining plan.

For exceptions, see the *LSU General Catalog*. All students, part time or full time, may purchase an LSU Dining meal plan, even if they live off campus. For these students, we offer the flexibility, affordability and convenience of campus dining without the high cost and time of purchasing and preparing their own meals.

Students **contract** with LSU Dining on a semester basis when they select the **Resident Tiger, Tiger Ultra, Tiger Plus, Tiger Lite, Traditional Tiger or Tiger Luncheon Club** meal plans. The contract is effective as of the date the student pays fees, defers payment of fees, or begins using the dining plan, whichever occurs first. **The Resident Tiger, Tiger Ultra, Tiger Plus, Tiger Lite, Traditional Tiger or Tiger Luncheon Club dining plans do not carry over to the next semester.**

### Meal Plan Descriptions and Fees

(Prices are subject to change without notice)

#### **RESIDENT TIGER** (one semester contract)

**ADD'L SVC FEE CODE 01001**

- ! Choose any 225 meals each semester, even brunch and dinner on weekends, beginning the first day of orientation and continuing through final examinations
- ! \$948 per semester

#### **TIGER ULTRA** (one semester contract)

**ADD'L SVC FEE CODE 01002**

- ! Choose any 175 meals each semester
- ! Includes \$100 bonus **Paw Points** to be used at specified\* food service outlets on campus
- ! \$946 per semester

#### **TIGER PLUS** (one semester contract)

**ADD'L SVC FEE CODE 01003**

- ! Choose any 125 meals each semester
- ! Includes \$200 bonus **Paw Points** to be used at specified\* food service outlets on campus
- ! \$915 per semester

#### **TIGER LITE** (one semester contract)

**ADD'L SVC FEE CODE 01004**

- ! Choose any 75 meals each semester
- ! Includes \$315 bonus **Paw Points** to be used at specified\* food service outlets on campus
- ! \$823 per semester

#### **TIGER LUNCHEON CLUB** (one semester contract)

**ADD'L SVC FEE CODE 01005**

- ! LUNCH ONLY, PRE-PAID PER SEMESTER
- ! 75 LUNCH meals each semester
- ! Excludes weekend service
- ! \$413 per semester

#### **TRADITIONAL TIGER** (one semester contract)

**ADD'L SVC FEE CODE 01007**

- ! 10 meals per week
- ! Includes \$150 bonus **Paw Points** to be used at specified\* food service outlets on campus
- ! \$910 per semester

\* **McDonald's, Domino's Pizza, eCommons, PJ's and Café Vieux Carré will accept only cash or Tiger Express.**

### Meal Plan Change Request Procedures

Requests for changes to the meal plan selection should follow procedures outlined below.

**Prior to paying fees**, meal plans can be changed or canceled, except for first-semester freshmen living on campus, by calling Contracted Auxiliary Services at 225/578-8505. First-semester freshmen living on campus must purchase one of the following meal plans: Resident Tiger, Tiger Ultra, Tiger Plus, Tiger Lite or Traditional Tiger. These freshmen may change their choice of meal plan prior to paying fees, but may not cancel their meal plan.

**After fees have been paid and before dining services begin**, meal plans may be changed either to a higher or lower plan by submitting a request in writing to: Ms. Judy Walker, Business Manager, Contracted Auxiliary Services, Louisiana State University, P. O. Box 25056, Baton Rouge, LA 70894.

**After dining service begins, until the 20th day of class**, requests for **changes** to meal plans should be submitted in writing to: Ms. Judy Walker, Business Manager, Contracted Auxiliary Services, Louisiana State University, P. O. Box 25056, Baton Rouge, LA 70894. Students who officially withdraw from the University during the first 20 class days will receive a refund equal to the remaining value of the meal plan, including the unexpended bonus Paw Points, less a \$30 processing fee. The processing fee may be waived for Greek transfers.

**After the 20th day of class, until the mid-term examination period**, changes to or cancellations of meal plans will be granted only upon official resignation from the University or for extenuating circumstances.

These requests should be put in writing to: Mr. Mark Kraner, Director, Contracted Auxiliary Services, Louisiana State University, P. O. Box 25056, Baton Rouge, LA 70894. For approved cancellations or withdrawal from the University, students will be refunded 75% of the remaining value of the meal plan including the unexpended bonus Paw Points.

**After the mid-term examination period**, refunds of dining contracts will be processed only for official resignation from the University. These refunds are subject to an assessment of 50% of the remaining value of the meal plan including the unexpended Paw Points. **No changes in meal plans will be processed after mid-semester for students enrolled at LSU.**

### Greek Dining System

Students are permitted to transfer to the Greek Dining System when authorization is requested by the Greek Organization and approved by the Office of Greek Affairs. The processing fee may be waived for these transfers.

### Student Athletes

All student athletes must contact the Athletic Compliance Office (225/578-3891) for information on dining services. In order to ensure that the charges are assessed on the student's fee bill, arrangements must be made by November 20, 2001.

For additional information concerning dining service options, contact:

Contracted Auxiliary Services  
P.O. Box 25056  
Louisiana State University  
Baton Rouge, LA 70894  
(225) 578-8505

**= HOUSING & CABLE TV <**  
**(not on REGGIE)**

You cannot select to be assessed for housing or LSU Cable TV via REGGIE. Please contact the Department of Residential Life in Grace King Hall at 225/578-8663 for further information on how to make arrangements for housing and register for Cable TV.

**= PARKING <**

If you park a vehicle on campus, you must purchase a parking permit (vehicle hang tag or motorcycle sticker). If you did not pay for a year's parking permit in the fall, the first time you call REGGIE, 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 spring and summer automobile parking plan. If you want to change this selection, you will need to access the additional service fee menu on REGGIE.

Student vehicles without hangtags or stickers will not be ticketed prior to January 25 for being unregistered as long as they are parked in student parking zones. Vehicle hangtags and motorcycle stickers must be displayed beginning January 25, 2002.

*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 and Transportation. Visit the office in the Public Safety Building or call 225/578-5000 for additional information concerning parking on campus.*

### Hang Tag Distribution

Vehicle hang tags and motorcycle stickers will be distributed in the Office of Parking, Traffic and Transportation beginning January 17.

### Cost

The cost for a parking permit for the spring semester and summer term is \$39. If your situation warrants, you may want to choose the \$20, one-semester permit. This permit is valid, however, for **one semester only**, and no credit will be carried over to future purchases. If you change parking plans via PAWS or REGGIE, you must use the correct **additional service fee code**.

### Parking Zones

The following list explains the various campus parking zones and options. For descriptions of the parking zones, refer to the campus parking map available from the Office of Parking, Traffic, & Transportation, in the Public Safety Building.

### Parking Plan Descriptions and Fees

<b>Commuter/Resident Parking - Zone 1</b>	
<b>Cost</b> (sprg and sumr) \$39	Add'l Svc Code- <b>02001</b>
<b>Cost</b> (spring only) \$20	Add'l Svc Code- <b>02005</b>
<i>(Dark blue on the parking map)</i> This zone, open to all students, includes parking lots in the vicinity of Kirby-Smith Hall, Tiger Stadium, CEBA, and Parker Coliseum. If you live off campus, in Kirby-Smith Hall, or the West Nicholson and Edward Gay Apartments, you should choose this zone.	
.....	
<b>Resident Parking - Zone 1</b>	
<b>Cost</b> (sprg and sumr)	
\$49 (2 permits)	Add'l Svc Code - <b>02004</b>
<b>Cost</b> (spring only)	
\$30 (2 permits)	Add'l Svc Code - <b>02006</b>
<i>(Dark blue on the parking map)</i> Married students who have two vehicles and who live in West Nicholson or Edward Gay Apartments may select this option to obtain permits for both vehicles.	

**= STUDENT HEALTH INSURANCE <**

INSURANCE PLAN	ADD'L SVC FEE CODE
Basic Medical	
Spring (cost \$247)	05001
Basic Plus Major Medical	
Spring (cost \$273)	05002

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. Insurance selected via PAWS or REGGIE for the 2002 spring semester provides coverage from January 6, 2002, through August 13, 2002. For the dates to enroll for insurance using PAWS or REGGIE as well as other methods to enroll, visit the web site [www.lsu.edu/shc](http://www.lsu.edu/shc) or see the STUDENT INSURANCE advertisement in this booklet.

The University sponsors two optional Student Accident and Sickness Insurance Plans that provide coverage for students and their dependents. The plans are Basic Medical with a \$25,000 Maximum Policy Benefit per accident or illness and the Basic Plus Major Medical with a \$50,000 Maximum Policy Benefit per accident or illness.

Visit the Student Health Center, corner of West Chimes and Infirmary Road, the web site at [www.lsu.edu/shc](http://www.lsu.edu/shc), or call 225/578-6271 for insurance brochure and application. Benefit questions should be directed to 1-800-285-8133.

Students may have the "Student Only" premium assessed on their fee bills using PAWS or REGGIE. To add the fee for one of the plans on REGGIE, follow the Telephone Registration Worksheet and use the appropriate additional service fee code.

Dependent coverage cannot be selected using PAWS or REGGIE. It is available by completing the application in the insurance brochure. Mail the payment and application directly to the address on the application.

**International Student Insurance Compliance**

It is mandatory that all nonimmigrant international students have health insurance which is acceptable to the university. Non-immigrant international students enrolling in courses for the 2002 spring semester will be automatically assessed on their fee bills for health insurance plus a \$5 repatriation fee unless one of the following situations applies:

**Greek Parking - Zone 2**

Cost (sprg and sumr) \$39                      Add'l Svc Code - **02001**  
 Cost (spring only) \$20                         Add'l Svc Code - **02005**

*(Magenta on the parking map)* This zone is open only to those residents of fraternity and sorority houses who are on a list submitted by the individual fraternity or sorority and approved by the Office of Greek Affairs. If you are eligible for Zone 2, you should select the commuter zone.

**East Parking - Zone 3**

Cost (sprg and sumr) \$39                      Add'l Svc Code - **02001**  
 Cost (spring only) \$20                         Add'l Svc Code - **02005**

*(Green on the parking map)* This zone is open to students who live in residence halls east of Highland Road-Acadian, Annie Boyd, Blake, East Campus Apartments, East Lavoie, Evangeline, Grace King, Herget, Highland, Louise Garig, McVoy, Miller, and West Lavoie Halls.

**Law Parking - Zone 4**

Cost (sprg and sumr) \$39                      Add'l Svc Code - **02001**  
 Cost (spring only) \$20                         Add'l Svc Code - **02005**

*(Purple on the parking map)* This zone is open to those students registered in the Law Center.

**West Parking - Zone 5**

Cost (sprg and sumr) \$39                      Add'l Svc Code - **02001**  
 Cost (spring only) \$20                         Add'l Svc Code - **02005**

*(Lavender on the parking map)* This zone is open to students who live in residence halls on the west side of campus: Pentagon (Jackson, Beauregard, LeJeune, Taylor) and Graham Hall.

**Motorcycle**

Cost \$9    Add'l Svc Code - **02002**

This option is open to all students who park only a motorcycle on campus. **Please note** there is no charge for a motorcycle permit if you also have a vehicle permit. The motorcycle permit must be picked up from the Office of Parking, Traffic and Transportation in the Public Safety Building beginning January 17.

**Medical Parking - Zone M**

Cost (sprg and sumr) \$39                      Add'l Svc Code - **02001**  
 Cost (spring only) \$20                         Add'l Svc Code - **02005**

Those students who have a medical or physical condition that requires special parking should initially select the **commuter zone**. To obtain a medical parking permit, present verification of need from the Student Health Center, beginning the first day of class, to the Office of Parking, Traffic and Transportation in the Public Safety Building.

! They are currently enrolled in any approved insurance plan or the 2001-2002 LSU Student Accident & Sickness Insurance Plan (SASIP) effective and paid until August 13, 2002.

! Proof of private insurance is received and approved in the International Services Office by November 9, 2001, to avoid automatic insurance assessments on the spring 2002 semester fee bill.

Under the LSU SASIP, students holding **F-1** visas will be assessed **\$252** (basic medical plan and the repatriation fee). Those holding **J-1** visas will be assessed **\$278** (basic **plus major medical** and the repatriation fee). This assessment provides coverage through August 14, 2002.

The following students must contact the International Services Office (ISO) by November 9: (a) eligible continuing students holding F-1 visas who want to purchase the basic plus major medical insurance including the repatriation fee, (b) students who want to add dependents' insurance charges to the fee bill. International students needing further information may visit the ISO, Room 101 Hatcher Hall or call 225/578-3191.

**= STUDENT HEALTH CENTER <  
(Part-Time Students)**

**Additional Service Fee Code - 06001**

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 primary care physicians. Part-time students may utilize the center in one of two ways. They may elect to pay the same fee as full-time students (\$70) and be entitled to the same services as full-time students. You may add the Student Health Center fee using PAWS or REGGIE. If you use REGGIE, follow the instructions on the Telephone Registration Worksheet and use the Additional Service Fee Code 06001. Part-time students may also elect to pay a \$25 per visit fee. This fee is paid at the time of each visit. Ancillary charges such as laboratory, pharmacy and x-ray are the same for part- and full-time students.

Visit the Student Health Center, corner of West Chimes and Infirmary Road, the web site at [www.lsu.edu/shc](http://www.lsu.edu/shc), or call 225/578-6271 for additional information regarding the services provided by the center.

**= STUDENT RECREATIONAL <  
SPORTS COMPLEX  
(Part-Time Students)**

**Additional Service Fee Code - 04001**

The comprehensive recreational sports program offered by the Department of Recreational Sports provides a variety of opportunities for physical fitness, competition and recreation. Recreational Sports can accommodate the most serious as well as least skilled participant. Available for student use is the Student Recreational Sports Complex, a state-of-the-art sports complex. Intramural Sports, sport club programs, fitness programs, and instructional classes are offered in a variety of activities. Full-time students are automatically assessed a fee to use Recreational Sports facilities.

**Part-time students** may use these facilities and services by selecting to be assessed the Student Recreational Sports Complex fee of \$30. You may add the fee using PAWS or REGGIE. If you use REGGIE, follow the instructions on the Telephone Registration Worksheet and use the Additional Service Fee Code 04001. Visit the Department of Recreational Sports, 102 Student Recreational Sports Complex, or call 225/578-8601 for additional information.

**= TIGERCALL <  
LONG DISTANCE SERVICE**

**To have registration information sent to you, select additional service fee code 07001.\***

If you reside in an LSU residence hall, you may apply for the TigerCall long distance service, which provides both national and international long distance access through university-provided long distance facilities. To use TigerCall, you must be issued a unique long-distance authorization code. To apply for this code, you may call the TigerCall office at 225/578-5294 or come by the office in Room 200, Computing Services Center, on regular business days from 8:30 a.m. to 4:00 p.m.

Using TigerCall requires no sign up fees, monthly fees, or minimum usage requirements. You are responsible, however, for all calls and charges incurred with the use of your authorization code. You will be billed monthly for TigerCall calls through your account in the Office of Bursar Operations. You may contact the TigerCall office any time you have questions regarding your TigerCall account.

**\*NOTE:** This code is for information only. Entering the additional service fee code does not register you for TigerCall. The completed registration form must be submitted to the TigerCall Office, Room 200, Computing Services Center, in order to obtain an authorization code.

## = TIGER EXPRESS <

### Additional Service Fee Code - 03001

Tiger Express is a debit card system using the LSU ID to provide a fast, safe, and convenient way to make purchases all over campus. It is safer than cash and more convenient than checks or credit cards. Using your photo ID reduces the risk of theft. If your card is lost or stolen, a call to the Tiger Express Center will stop access to your account until you replace your card.

With Tiger Express there is no minimum deposit or semester fee. Accounts may be closed at any time by spending the balance down to zero; otherwise, accounts roll over from semester to semester until the student graduates or resigns. **Cash withdrawals cannot be made from the accounts.**

After funds are deposited into your Tiger Express account, purchases made with your ID card are deducted from your balance. As long as you have money in your Tiger Express account, you will enjoy convenient purchasing power at over 250 locations on campus. When you make purchases, your remaining balance will be electronically displayed so you will always know how much money is in your account.

You can use PAWS or REGGIE to add Tiger Express. To add Tiger Express on REGGIE, follow the instructions on the Telephone Registration Worksheet and use the Additional Service Fee Code 03001. By using the touch-tone telephone keypad, you may indicate the amount of money you wish to be assessed for Tiger Express. You must enter an even dollar amount with the maximum being \$5000.

You can obtain additional information from the Campus Card Operations Office in the following ways.

- ! Visit the office Monday through Friday, 7:15 a.m.-6:00 p.m., Room 221, LSU Union. The phone number is 225/578-4300.
- ! Visit our satellite location inside the Pentagon Cyber Café, which is open most days, including weekends, until 9:00 p.m. The satellite location phone number is 225/578-7008.
- ! Visit our website at <http://fas.lsu.edu/ccop>.
- ! Contact us in writing at P.O. Box 25052, Baton Rouge, LA 70894.

## CAMPUS INFORMATION

### = CAREER SERVICES <

Career Services assists students in making career choices, developing career plans, exploring career opportunities, sharpening job search skills and finding jobs through workshops, individual appointments, written and audio visual materials. Career assessment instruments and career days are provided to help students make career decisions. Students are further assisted in gaining job-related work experience through programs such as co-operative education, internships, summer and part-time jobs. This office also disseminates information concerning job vacancies and handles arrangements with employers for job referrals and on-campus interviews through MonsterTRAK a Web-based system. The Career Services homepage address is <http://lsu.edu/career>, and the e-mail address is [career@lsu.edu](mailto:career@lsu.edu).

### = DIRECTORY INFORMATION <

The *Family Educational Rights and Privacy Act of 1974*, as Amended, includes various provisions for protection and privacy of students and parents. Among these provisions is the requirement that educational institutions permit currently enrolled students to restrict the release of those items designated as "directory information." LSU defines as directory information the following facts about a student.

- ! Name, local address, and telephone number
- ! Home address
- ! E-Mail address
- ! Date and place of birth
- ! Major field of study and classification
- ! Participation in officially recognized activities and sports; weight and height of members of athletic teams
- ! Dates of attendance
- ! Degrees, awards, and honors received
- ! Previous educational institution most recently attended

**PLEASE BE AWARE THAT STUDENTS' NAMES, ADDRESSES AND MAJOR FIELDS OF STUDY ARE LISTED ON THE INTERNET BY LSU.** If you wish to request that this information **not be released**, listed on the INTERNET or in the LSU Directory, you need to submit a "Request to Prevent Disclosure of Information Form" to the Office of the University Registrar. This form **must be submitted** by the tenth day of the semester. Once requested, this restriction will remain in effect until you request that it be removed. Only currently enrolled students may place a hold on the release of directory information.

When you have requested that directory information be restricted, it will be available only to University faculty and staff who have legitimate educational interests, appropriate persons in the case of health or safety emergencies, or at the direction of a court as prescribed in LSU's *Policy Statement 30*. The information **will not** be provided to a person who claims to be a relative or friend, to a fellow student, or to a prospective employer who might wish to contact you or verify your status at the University. **In addition, your name will not appear in the commencement program.**

## = IDENTIFICATION CARDS <

LSU identification cards are produced by Campus Card Operations. The LSU ID is a multipurpose card used to procure services, activities, and privileges available to students. The ID card is used to gain access to many events on campus, to check out library materials, for Tiger Express and meal plans, and for access into certain facilities on campus.

New students are issued their first photo ID card at no cost. The ID card is the property of the University and must be retained for each subsequent term of enrollment. The card should be carried by the student at all times and must be presented upon request of any University official. The card is nontransferable. Students who alter or intentionally deface a University card, who use the card of another, or who allow others to use their ID cards may be subject to University discipline and confiscation of the card.

### Production of ID Cards

ID cards are made in Room 221 of the LSU Union, Monday through Friday, 7:15 a.m.- 6:00 p.m., and at the satellite location in the Pentagon Cyber Café, mid-afternoon until 9:00 p.m., most days. Exceptions to this schedule occur during the Spring Testing Program, and Freshman Advising Program. During those times pictures for ID cards may be made at special advertised locations.

### New Freshmen

Incoming freshmen may mail in a recent photo to be used on their ID card. The picture must be a color head-and-shoulders photograph facing the camera with a plain background (no sunglasses, hats, funny faces, etc.). A wallet-size (2.5" by 3.5") or larger portrait photo is usually acceptable. The student's name and social security number should be printed lightly on the back of the photo. Photos must be received before posted deadlines. The ID card will be processed prior to the student's arrival on campus. Upon arrival, the student should bring a driver's license or passport to Campus Card Operations to receive the ID card.

## Lost or Stolen Cards

Lost or stolen cards must be reported to Campus Card Operations in Room 221 of the LSU Union or the satellite location as soon as the loss or theft is discovered. Students who do not report lost or stolen cards in a timely manner may be held responsible for any charges incurred on the cards. A charge is assessed to replace a lost, stolen, or defaced ID card, even if the student is re-enrolling after an interruption of study. If a replacement card is issued, the original card is no longer valid and cannot be made valid.

## Additional Information

For additional information, contact Campus Card Operations at 225/578-4300 or 225/578-7008; P.O. Box 25052, Baton Rouge, LA 70894; or visit our website at <http://students.lsu.edu/ccop>.

## = IMMUNIZATION POLICY <

The State of Louisiana **requires** all students born after 1956 and attending state colleges and universities to furnish proof of the following immunizations: two (2) doses of measles vaccine, at least one (1) dose each of rubella (German Measles) and mumps vaccine, and a tetanus-diphtheria booster.

Students are ineligible to pay university fees and attend classes until they comply with this requirement. A student's classes may be purged because of non-compliance with deadlines established by the Office of the University Registrar.

**Measles Requirement:** Two (2) doses of live vaccine given at any age, except that the vaccine must have been given on or after the first birthday, in 1968 or later, and without Immune Globulin. A second dose of measles vaccine must meet this same requirement, but should not have been given within 30 days of the first dose. A history of physician-diagnosed measles is acceptable for establishing immunity, but must be documented by the diagnosing physician.

**Tetanus-Diphtheria Requirement:** A booster dose of vaccine given within the past ten (10) years. Students can be considered to have completed a primary series earlier in life, unless they state otherwise.

**NOTE:** Blood titer tests which confirm positive antibody levels to both types of measles are also acceptable evidence of immunity. Practically speaking, immunization is preferable to blood testing because of the relative cost and time.

Please visit the Student Health Center, corner of West Chimes and Infirmary Road, the web site at [www.lsu.edu/shc](http://www.lsu.edu/shc), or call 225/578-6271, if additional information is needed.

## = CAMPUS CRIME PREVENTION < GUIDE

***This information is provided pursuant to the Student-Right-To-Know Act also known as the Jeanne Clery Act.***

Louisiana State University's (LSU) annual security report includes statistics for the previous three years concerning reported crime that occurred on campus; in certain off-campus buildings owned or controlled by LSU; and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. You can obtain a copy of this report by contacting the LSU Police Department or by accessing the following web site:

<http://appl002.lsu.edu/pubsafe/psafety.nsf/homepage>.

***Long before crime became the national issue it is today, LSU was taking steps to ensure the safety of its campus community.***

LSU did not start taking steps to make the campus safe just because someone started passing laws. The University has been taking these steps for more than 20 years.

Although LSU does not experience serious crimes often, it is a large, urban university campus on which serious crimes do occur. In any given semester, LSU has some 31,000 students and 4,400 full and part-time employees on campus - more than the size of most small cities. In addition, LSU is surrounded on three sides by the city of Baton Rouge- the capital of Louisiana and a leading petrochemical, financial and industrial city with a metropolitan area population of more than 500,000.

### ***Safety Policies***

The University makes every effort to ensure that the campus facilities, buildings and grounds are designed and maintained in such a way as to promote safety and reduce criminal opportunity. Particular attention is paid to the design of landscaping and exterior lighting.

### ***Use of University Facilities***

With the exception of events that are open to the general public and advertised as such, the University's facilities and programs are generally reserved for accomplishing the objectives and programs of the University. Visitors and non-University affiliated groups seeking to utilize University facilities are expected to make prior arrangements with the appropriate University office. Authorization to use the LSU facilities is determined by University regulations then in effect. Visitors and guests to LSU residence halls must be registered by their hosts while in residence halls.

### ***Residence Halls***

Procedures to ensure safety within residence halls include 24-hour-a-day manned desks in each building or complex. Women's residence halls have limited access through main doors only. Procedures for guest visitation are established by the residents of each building in accordance with rules printed in Living in LSU Residence Halls, available at hall desks. Residence halls are equipped with fire safety equipment that includes smoke detectors and/or heat sensors, that activate the central fire alarm system. In the residence halls, emergency exits are equipped with alarms that sound whenever opened. Residence hall staff are trained to maintain security and to summon police, fire, medical and maintenance assistance when needed. Criminal activity observed within or in the vicinity of buildings is reported to the LSU Police Department. Firearms, explosives, fireworks, or other hazardous materials are not permitted in or around residence halls or University apartments.

### ***Academic and Administrative Buildings***

Academic and administrative buildings are secured by Facility Services personnel. Hours of security may vary from building to building, depending on use. Like the residence halls, these buildings are equipped with fire safety equipment that includes smoke detectors and/or heat sensors that activate the central fire alarm system. Weekend and after-hours use of academic and administrative buildings may be scheduled through the Office of the University Registrar.

### ***Weapons Policy***

The use of weapons by University police personnel is governed by state law and departmental regulation. The use or possession of firearms or other weapons by students, employees or visitors while on campus is prohibited.

### ***Sales or Use of Illegal Drugs***

LSU complies with all federal and state laws which regulate the sale and use of alcohol. The University neither condones nor shields from prosecution any individual found in violation of the Louisiana Alcoholic Beverage Control laws. The University does authorize alcoholic beverages on campus for sanctioned events complying with state law. Possession or consumption of alcoholic beverages by those under 21 years of age is prohibited by law.

### ***Sexual Assault Policy***

On college campuses, acquaintance and date rape are more apt to occur than rape by strangers. Research on college women indicates as many as 20 percent of the female population may at some time be sexually coerced by acquaintances. While some students may not think of forced sexual relations as rape, such action constitutes a serious crime and is felony under Section 14:42 of the Louisiana Revised Statutes.

***If You Are the Victim of Sexual Assault***

Contact a friend to help you collect your thoughts and focus on your needs. If the assault occurred on campus, call the LSU Police Department (911). If the assault occurred off campus, call the Baton Rouge Police Department or the East Baton Rouge Sheriff's Office (911) or the Stop Rape Crisis Center at 383-7273.

***Obtain Medical Care***

Quickly obtain medical care from the LSU Health Center or from a hospital emergency room. Do not bathe, shower, douche, or change clothes before seeking medical attention. The treatment for rape may require an examination at a designated hospital, testing for sexually transmitted diseases, medication to prevent pregnancy and documenting evidence so you can decide whether to pursue prosecution.

***Assist in the Investigation***

It is a personal decision whether to report a rape or sexual assault to police, but you are strongly encouraged to do so. The primary concern of the police is your safety and well-being; their second and third concerns are apprehending the assailant and preserving the evidence of the crime.

If you decide not to report an assault, you are encouraged to call or to have a friend call the police, the Stop Rape Crisis Center or the office of the Dean of Students to report the crime anonymously. The information provided will be helpful in tracking the number and nature of assaults on campus, but it is not helpful in furthering an investigation or apprehension.

***Seek Counseling***

Whether or not you report the assault or pursue prosecution, you should consult a trained counselor for help in dealing with the emotional aftermath of a rape. Trained counselors are available at the Student Health Center and the Stop Rape Crisis Center. Talking with a counselor or psychologist in no way compels a victim to take further action.

***Important Options/Student Health Services***

The Student Health Center is available to victims of a sexual assault. Legal evidence may be collected by the Health Center medical staff and counseling is available. A victim may be examined by a physician for injuries, tested and treated for sexually transmitted diseases and tested for pregnancy.

The Student Health Center is open Monday through Friday from 8 a.m. until 5 p.m. and on Saturdays from 8 a.m. until 11:30 a.m. All services are confidential. Call (225) 578-6271.

***Campus Judicial System***

A victim may choose to pursue action through the campus judicial system if the assault was committed by another student. The Dean of Students' office (225) 578-4307, is available to advise victims of their rights under the Code of Student Conduct. Even if you choose not to pursue disciplinary action, you are encouraged to report your experience to the Dean of Students' office.

In any campus disciplinary action, the accuser and the accused are entitled to the same opportunities to have others present during the proceedings. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding alleging a sexual assault.

***Office of Student Services***

Through various programs in the Division of Student Life and Academic Services, students are provided educational and support programs in the area of sexual assault, as well as counseling, mental health and support services for the victims of sexual assault or rape. Educational, counseling and support programs are available through the Student Health Center, the Department of Residential Life and the Office of Greek Affairs. Through the Dean of Students and Residential Life, assistance is available to students offering options for or assistance in changing academic and living situations because of the threat of, or having been a victim, of sexual assault. Personnel in the Dean of Students' office, Student Health Center and Residential Life are available to help victims identify their options following an assault and to notify the proper law enforcement authorities, including University police. In all situations involving sexual assault or rape, victims are encouraged to report the incident and seek further assistance.

***For More Information Or Assistance, Please Contact:***

LSU Police Department	578-3231
Office of the Dean of Students	578-4307
Student Health Center	578-6271
Medical Appointments	578-6716
Mental Health Services	578-8774
Wellness Education Program	578-5718
Stop Rape Crisis Center	383-7273
The Phone (24-hour crisis line)	924-5781

***Safety Programs  
Campus Transit***

To help protect students who need to reach a particular destination on campus after dark, LSU Student Government established the Campus Transit Service, which is run and staffed by the Office of Parking, Traffic and Transportation. Carefully selected staff members offer free rides, on campus only, from 6 p.m. until 1:00 a.m., Sundays through Thursdays, when school is in session. Call (225) 578-5555.

***Lighting***

The University has allotted an average of \$45,000 per year for lighting improvements and enhancements. A group of administrators and students examine the campus several times a year and determines which areas require lighting repairs and which areas need additional illumination.

***Hall Watch***

Similar to the Neighborhood Watch programs in residential communities, Hall Watch programs rely upon networks of students reporting suspicious activities within their residence halls. LSU instituted the program in fall 1989.

**Campus Call Boxes**

LSU has a system of 16 cellular phones placed in major pedestrian walkways. These phones are designed to be used for emergency purposes only. The emergency phone will only ring the LSU Police Department, which mans the system around the clock. All you have to do to operate one of the phones is open the call box and press the button for instant contact with a member of the LSU Police. In addition to the cellular emergency phones there are also tamper resistant phones near the entrances to most dorms and many other campus buildings which allow you to make an on campus call or contact the LSU Police by dialing 911.

**CrimeStoppers**

Patterned after Baton Rouge Crime Stoppers and similar nationwide programs, LSU CrimeStoppers serves the community as an informant interaction system whereby the public is invited and encouraged to provide valuable information that might lead to the arrest and possible conviction of criminals. Participants who call the LSU CrimeStoppers hotline at 578-CRIME (2746) remain anonymous.

**REPORTING CRIME OR EMERGENCIES**

If you are involved in an emergency situation, are the victim of a crime, or witness any criminal activity, you are urged to notify the LSU Police Department as soon as possible by dialing 911 or 578-3231 or using one of the campus call boxes. Off-campus crimes may be reported to the Baton Rouge Police Department or the East Baton Rouge Parish Sheriff's office. Both of these law enforcement agencies can be reached by dialing 911. You can also fill out an [online crime report](#).

The LSU Police Department is located in the University Public Safety Building on South Stadium Road. The department operates 24 hours a day and employs 70 commissioned police officers along with three non-sworn support staff. Police officers must successfully complete 280 hours of basic training at an approved police academy. The training curriculum is as mandated by the Louisiana Police Officer Standards and Training Commission and includes such topics as criminal law and procedures, patrol and investigation practices and techniques, firearms, first aid and physical training. An array of in-service training programs is presents to update and enhance the professional skills of the officers.

University police officers are vested with all of the powers, authority and responsibilities of any police officer of the state on property owned by the University, including adjacent public streets. Police authority is derived from Section 17:1805 of the Louisiana Revised Statutes. The police Department cooperates fully with federal, state

and local law enforcement agencies in cases which involve both on-campus and off-campus jurisdiction or when the resources of another agency can be used to facilitate the resolution of an investigation.

The Office of Public Safety and Risk Management is charged with the responsibility for security, safety, law enforcement and emergency services and is composed of the LSU Police Department, Office of Occupational and Environmental Safety, Office of Risk Management and the Office of Parking, Traffic, and Transportation.

**Crime Statistics**

Continual efforts are made to inform the LSU community of matters that affect their personal safety and well-being. Regular reports regarding current problems and reported crimes are published in the student newspaper, The Reveille, and in weekly faculty-staff newspaper, LSU Today. The LSU Police Department, in conjunction with the Department of Residential Life and the Division of Student Life and Academic Services, offers programs on personal safety, security of property, crisis intervention and crime prevention. Students and parents are also provided with public safety information during orientation programs.

The LSU Police Department has reported crime statistics to the Federal Bureau of Investigation, National Crime Information Center since 1977. This report is publicized annually in the Reveille and by the local media.

University police blotters and arrest reports are available to the media daily and formal press releases are issued to address serious or unique problems which may arise on campus. The University believes that an informed public is a safer public. For more information on the LSU Police Department, or to check the daily blotter visit our web site at [www.lsu.edu/police](http://www.lsu.edu/police). The following LSU statistics, in compliance with the 1998 provisions of the Student Right-To-Know and Campus Security Act (Jeanne Clery Act), are provided for your information. You can also view a copy of LSU's Clery Report at <http://appl002.lsu.edu/pubsafe/psafety.nsf/homepage>.

CRIME	1999*				1998	1997
	TOT	ON	RES	NON		
Murder/Non-Negligent Homicide	0	0	0	0	0	0
Forcible Rape/Sexual Assault	1	1	0	0	0	0
Robbery	5	5	0	0	4	19
Aggravated Assault	42	29	13	0	34	40
Burglary	139	94	45	0	121	108
Motor Vehicle Theft	20	20	0	0	29	18

Larceny Theft	602	531	71	0	686	638
Arson	0	0	0	0	1	0
Hate Crimes	0	0	0	0	0	0
Total	809	680	129	0	875	823
Liquor Law Arrests**	465	461	4	0	662	3
Drug Law Arrests ***	34	14	20	0	6	8
Weapons Law Arrests	1	1	0	0	0	2

\*1999 statistics are subdivided as On Campus (ON), in Residential Facilities (RES), Non-Campus (NON) and Public Property in compliance with the 1998 provisions of the Student Right-To-Know and Campus Security Act. LSU's Public Property areas more accurately meet the On Campus definition. Therefore, all statistics are reported in one of the three other categories. 1999 Totals are shown as (TOT)

\*\* Liquor Law arrests for 1998 include 129 Disciplinary Referrals by the LSU Police Department and 526 Citations issued by East Baton Rouge Alcohol Beverage Control Agents and Louisiana State Alcohol and Tobacco Control Agents on home football dates in compliance with recently release definitions under the Student Right to Know Law. Liquor Law arrests for 1999 include 89 Disciplinary Referrals by LSU Police and 354 Citations issued by, EBR ABC and LA State ATC on campus. Statistics for previous years are not available.

\*\*\* 1999 Drug Law arrests include 20 Criminal Arrests and 14 Disciplinary Referrals for various drug law violations. Disciplinary statistics for previous years are not available.

**EMERGENCY NUMBERS**

- LSU POLICE ..... 911 or 578-3231
- LSU CRIMESTOPPERS ..... 578-CRIME , 578-2746
- 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.

**Student Education, Prevention, Counseling, and**

**Rehabilitation**

Alcohol and drug abuse result in undesirable physical and psychological consequences which are described in the following table. LSU provides prevention education about alcohol and other drugs to members of the student body through the following units:

- ! educational programs of the Student Health Center on substance abuse, chemical dependency, dysfunctional families, co-dependency, and sources of help at the University and in the community.
- ! a resource library maintained at the Student Health Center.
- ! a peer education program available through the Student Health Center.
- ! academic courses offered through the Department of Kinesiology, the School of Social Work, and the Division of Continuing Education.

Additionally, special campus-wide educational events--including "Substance Abuse Awareness Week," the "Great American Smokeout," and others--are offered throughout the academic year. Counseling and support services are available at the LSU Student Health Center for all full-time and part-time students and non-student spouses of students who are experiencing alcohol and other drug problems. Individual and group therapy is provided for adult children of dysfunctional families, and "Twelve Step" support groups are offered for students recovering from alcohol and drug abuse. Students who have substance abuse problems which require in-patient or specialized out-patient drug treatment are referred by the Student Health Center counselors to agencies outside the University. Consideration is given to the financial ability of a student when a referral is made.

**Employee Education, Prevention, and Counseling**

Through its Employee Assistance Program, in conjunction with CPC Meadow Wood, LSU refers employees with behavioral problems, including substance abuse, to an off-campus facility. Self-referral is available to employees on a confidential basis by telephoning CPC Meadow Wood at 766-5883. Initial diagnosis and screening is free. Subsequent sessions are the financial obligation of the employee and are covered by the State Employees Group Benefits Program and most HMOs for those who are members. "Twelve Step" groups for employees recovering from substance abuse problems are available on campus and in the community.

**Conduct Prohibited by the University**

Students and employees are responsible for knowing and abiding by the provisions of Louisiana law and federal law that make it a crime to possess, consume, possess with intent to distribute, dispense, or manufacture drugs, including alcohol, except as provided for by law. Any member of the University

community who violates state or federal law, either on property owned or controlled by the University, or at such other locations in the community which affect the University's interest as an academic institution, shall be considered in violation of University policy. The University will take disciplinary action against any student, faculty member, unclassified staff, classified staff, or other University employee whose alleged criminal conduct is deemed by responsible authority at the University to affect the University's interests as an academic community.

### **Criminal Penalties**

Employees and students are responsible under both University policy and state law for their conduct. It is the policy of the University to arrest and refer for prosecution any student or employee who violates state or federal law concerning controlled dangerous substances. It is unlawful in Louisiana to produce, manufacture, distribute, dispense, or possess with intent to produce, manufacture, distribute, or dispense a controlled dangerous substance unless such substance was obtained directly or pursuant to a valid prescription or order from a licensed physician or veterinarian or as a provider in R.S. 40:978, while acting in the course of his or her professional practice, or except as otherwise authorized by law.

Penalties for violation of laws regulating controlled dangerous substances are as follows:

**Schedule I (R.S. 40:966--includes various opiates, hallucinogens, depressants, and stimulants) !** The maximum penalty provided by law for possession of Schedule I drugs, upon conviction, is imprisonment at hard labor for not less than four years nor more than 10 years without benefit of probation or suspension of sentence. In addition, a fine of up to \$5,000 may be imposed.

**Schedule II (R.S. 40:967--includes other opiates and depressants) !** The maximum penalty for violating Louisiana law concerning controlled, dangerous substances under Schedule II, upon conviction, is imprisonment at hard labor for not less than five years nor more than 30 years. In addition, a fine of not more than \$15,000 may be imposed.

**Schedules III and IV (R.S. 40:968 and R.S. 40:969--includes stimulants, depressants, and other narcotics) !** The maximum penalty for violating Louisiana law concerning controlled, dangerous substances under Schedules III and IV, upon conviction, shall be a maximum term of imprisonment at hard labor for not more than 10 years. In addition, a fine of not more than \$15,000 may be imposed.

**Schedule V (R.S. 40:970) !** The maximum penalty for violating Louisiana law concerning controlled, dangerous substances under Schedule V, upon conviction, is imprisonment for five years. In addition, a fine of not more than \$5,000 may be imposed.

The *Revised Louisiana Criminal Code* carries specific

penalties for possession of marijuana. For a first conviction, the offender shall be fined not more than \$500, imprisoned in the parish jail for not more than six months, or both. For a second conviction of possession of marijuana, the offender shall be fined not more than \$2,000 and imprisoned with or without hard labor for not more than five years, or both. For a third conviction of possession of marijuana, the offender shall be sentenced to imprisonment with or without hard labor for not more than 20 years. More severe penalties exist for possession of marijuana with the intent to distribute and for distribution of marijuana.

The *Louisiana Criminal Code* (R.S. 14:91.5) defines the unlawful purchase, consumption, and public possession of alcoholic beverages by any person between the ages of 18 and 21 years. A \$50 fine is assessed for violation of this statute.

It is unlawful for any person 17 years of age or younger to purchase or possess any alcoholic beverage. Depending on their ages, offenders may be fined from \$50 to \$300 and imprisoned for not more than 10 days. For the unlawful purchase of alcoholic beverages by adults on behalf of minors (R.S. 14:91.3), the penalty is a fine of not more than \$300 or imprisonment for not more than 30 days.

For operating a vehicle while intoxicated (R.S. 14:98), the penalty for a first conviction is a fine of not less than \$125 nor more than \$500 and imprisonment for not less than 10 days nor more than six months, which may be modified by imposition of a court-approved substance abuse program and driver improvement program. For second and third convictions, more serious penalties are imposed.

In addition to constituting crimes under state law, federal statutes also govern the illegal use of alcohol and drugs.

### **University Discipline**

Any employee who is found to possess, consume, distribute, or manufacture illegal drugs on or about the property of the University, or in other circumstances where the University has an interest, is subject to termination of employment or such lesser penalty as may be imposed by competent authority.

Any student who is found to possess, consume, distribute, or manufacture illegal drugs on or about the property of the University, or in other such circumstances where the University has an interest, is subject to permanent expulsion from the University or any such lesser penalty as prescribed under the *LSU Code of Student Conduct*.

### **Reporting**