2016 Spring Course Registration Instructions and Calendar

Spring 2016
CRITICAL REGISTRATION DATES

October 19, 2015	Spring 2016 Registration begins for rising 3L's (7 pm)
October 20, 2015	Spring 2016 Registration begins for rising 2L's (7 pm)
November 20, 2015	FEE BILLS WILL BE AVAILABLE ON-LINE ONLY - Fee Bills will not be mailed. You may view your fee bill by accessing the fee bill link under Registration Services on your myLSU desktop. You may pay your fees via myLSU using an online check/bankdraft, or a credit card, or in person at the Office of Bursar Operations using cash, check or money order. A printable version of the fee bill, including a remittance form is also available on your myLSU desktop. You may mail the remittance form, with any payment due to the Office of Bursar Operations. **→ ZERO BALANCE FEE BILLS – If your fee bill balance is zero you are still required to complete registration by selecting the Complete Registration button from the Fee Bill application on your myLSU account.**
January 6, 2016	**PAYMENT DUE DATE** – Payment via myLSU must be completed or fee bill remittance forms and payments must be <u>received</u> by this date.
January 8, 2016	No pay purge of courses will be run. If you build your initial schedule, or rebuild your schedule after it is purged, view your fee bill on-line. You must pay fees via myLSU using on-line checking or a credit card or check, cash or money order at the Office of Bursar Operations, Thomas Boyd Hall.
January 10, 2016	Last day to receive 100% refund.
January 19, 2016	Last day to receive a 90% refund.
January 19, 2016	Last day to drop courses without receiving a "W" grade.
January 19, 2016	Last day to add courses.
March 15, 2016	Last day to submit an Exam Deferral Form
April 1, 2016	Last day to drop a course or resign from the Law Center ("W" grades will be assigned)

SPECIAL NOTICE TO ALL STUDENTS

FERPA ANNUAL NOTIFICATION

LSU Law Center is committed to adhering to FERPA and ensuring the confidentiality of student education records. Any disclosure of education records will be made only in compliance with FERPA. Additional information, including LSU's Annual FERPA Notification, can be found in this booklet on page 22.

VIEWING FEE BILLS ONLINE AND PAYING FEES VIA AN ONLINE CHECK/BANK DRAFT AND CREDIT CARD

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

STUDENTS MUST COMPLETE REGISTRATION

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

1. Use myLSU to pay the amount due using an online check/bank draft.
2. Use myLSU to pay the amount due using a credit card.
3. Use myLSU to indicate you are registering if you have a zero balance.
4. Submit your remittance for to the Office of Bursar Operations by mail or in person.

Academic Calendar 2015-2016

Fall Semester 2015

Trial Advocacy Program	August 10, 11, 12 (M, T, W)
Entering Class Orientation	August 13, 14 (Th, F)
Classes Begin	August 17 (M)
Final Day for Adding Classes	August 24 (M)
Last Day to Drop a Class without receiving a Grade of 'W'	August 24 (M)
Labor Day Holiday	September 7 (M)
Reading Days	October 8, 9 (Th, F)
Last Day to submit an Exam Deferral Form for Fall	October 15(Th)
Final Day for Dropping Classes (will receive grades of 'W')	October 30(F)
Classes End	November 25(W)
Thanksgiving Holidays	November 26, 27 (Th, F)
Examinations Begin	November 30 (M)
Examinations End	December 12 (S)
End of Semester	December 18 (F)
Winter Holiday Begins	December 24 (F)
Law Center Offices re-open	January 4, 2016 (M)
Grade Deadline for All Fall 2015 Grades	January 5, 2016 10am (T)

Spring Semester 2016

Apprenticeship Week	January 4 – 8 (M -F)
Classes Begin	January 11 (M)
Martin Luther King Day (Law Center closed)	January 18 (M)
Final Day for Adding Classes	January 19 (T)
Last Day to Drop a Class without receiving a Grade of 'W'	January 19 (T)
Mardi Gras Holidays (Law Center Offices closed only February 9)	February 8, 9 (M, T)
Last Day to submit an Exam Deferral Form for Spring	March 15 (T)
Spring Holiday (Law Center Offices closed only March 25)	March 25, 28 (F, M)
Final Day for Dropping Classes (will receive grades of 'W')	April 1 (F)
Classes End	April 22 (F)
Examinations Begin	April 25(M)
Examinations End	May 7(S)
Grade Deadline for Graduating Senior and Upper-class Grades	May 20 10am (F)
Grade Deadline for First Year Grades	May 24 10am (T)
End of Semester	May 25 (W)

Summer Semester 2016

Classes Begin	May 31 (T)
Final Day for Adding Classes	June 3 (F)
Last Day to Drop a Course without receiving a Grade of 'W'	June 3(F)
Final Day to Dropping Classes (will receive grades of 'W')	June 24 (F)
Fourth of July Holiday	July 4 (M)
Classes End	July 15 (F)
Examinations Begin	July 18(M)
Examinations End	July 22 (F)
Grade Deadline for all Summer Grades	August 8, 10am (M)

Registration Regulations and Advanced Billing System Spring 2016

Instructions on how to select your courses and additional service fees through myLSU-- are contained in this booklet entitled ***Registration Regulations and Advance Billing System***. *Please read this material carefully.*

For your convenience, the class schedule is prepared in two versions, alphabetical and by time slots. Any discrepancy between the two is unintended. In case of such a discrepancy, the time-slot schedule prevails.

Students are reminded that *it is their obligation to read and to comply with the academic regulations of the Law Center*. These regulations are contained in the *LSU Paul M. Hebert Law Center Catalog (2015-2016)* and at our website www.law.lsu.edu.

Bar courses - See *Catalog* p. 31.

Class Size, Course Conflicts, Course Prerequisites, etc. - Reference the *Catalog* pp. 19-22. All classes taught by full-time faculty are limited to 75 or fewer students. All classes taught by adjunct faculty are limited to 40 or fewer students

Courses Required for Graduation - See degree and "basket" requirements *Catalog* pp. 27-29. A PDF of the degree charts are located on the web.

Degree Audit Reports - You should generate and review your degree audit report via your myLSU account. If you have any questions concerning your report, personnel in the Registrar's office are happy to assist you.

Exam Deferrals - See *Catalog* p. 24. Exam Deferral Request Forms can be found on the law school web site.

Independent Research (Law 5901) - See *Catalog* p. 22.

Individual Supervised Externship - See *Catalog* p. 22.

Overlapping Courses - See *Catalog* p. 21.

Prerequisites - See *Catalog* p. 21.

Clinical and Externship Courses - Students must submit an application for consideration for clinics and externships. Please view the web site for details.

Priority for Scheduling a Seminar - In order to enable senior students to meet the upper-class legal writing requirement, seniors will have preference in scheduling seminars. After the first day of classes, Monday, January 11, 2016, a student may not withdraw from a seminar without the permission of the Associate Dean for Academic Affairs and the professor. Permission will not be granted except in cases of extraordinary hardship.

Externships/Skills/Clinic Courses - A student may take more than one skills/clinic course. All skills/clinic courses are graded on a Pass/Fail basis unless otherwise noted. See Grading of Skills and Clinic Courses, *Catalog* p. 25. Students whose average in the previous semester was below 2.0 and students on academic probation may not take a Skills-Pass/Fail course. After the first day of classes, Monday, January 11, 2016, a student may not withdraw from a skills/clinic course without the permission of the Associate Dean for Academic Affairs and the instructor. Permission will not be granted except in cases of extraordinary hardship.

Upper-class Legal Writing Requirement - Every student must complete at least one additional rigorous writing experience after the first year. See *Catalog* p. 28. To satisfy this requirement, the student must meet individually with the instructor regarding the topic and scope of the paper and the student must complete at least one revision of the paper after the instructor has critiqued a draft. A student may satisfy this requirement by preparing the paper in a seminar or as an independent research project. Successful completion of this requirement requires that the student earn a grade of 2.0 or higher on the paper.

◄Spring 2016 Course Scheduling Calendar►

*** Course Scheduling Priority***

Student priorities are determined by adding the semester hours to the hours currently carried. If the myLSU registration system states that you are ineligible to select courses, contact the office specified in the message you receive. If you are not referred to a specific administrative office, you should contact the Student Records staff in the Office of Admissions and Student Records during office hours.

3L

PH1L – Semester hours earned + hours currently enrolled ≥ 59

Monday, October 19, 2015 - 7:00 p.m.

2L

PHL2 – Semester hours earned + hours currently enrolled ≥ 32

Tuesday, October 20, 2015 - 7:00 p.m.

1L

Your spring 2016 courses will be scheduled for you. If you need additional services (parking, insurance, etc.), you may start adding these on October 21, 2015. Please make all additions by November 12, 2015 by 5:00 pm. Fee bills will be available on-line November 20, 2015.

Request for 16 hours

If you need to carry 16 hours as an upper-class student, make your request to Dean Joseph via email prior to registration. His email address is: cheney.joseph@law.lsu.edu.

Full Classes

On-line waitlisting is a registration feature that allows students to wait for seats to open in a full section of a class. Please refer to the "On-line Course Waitlisting" instructions on the web.

Degree Audit Reports

A degree audit report is available via your myLSU account. To view the meaning of the symbols used on the report "A Guide to Using the Degree Audit Report is Available" (at the top of the Degree Audit Page on your myLSU account). Should you have any questions about your degree audit report please contact Ms. Jennifer Harland, Assistant Registrar, in Room 202.

Fee Bills

Additional Services for spring (if needed) should be added via myLSU by November 12, 2015

Fall fee bills available on-line November 20, 2015

Payment due date for spring is January 6, 2016.

Registration Regulations and Advance Billing System

Spring 2016 Office of Admissions and Student Records

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Spring 2016 Calendar

October 19-20	Mon - Tues	●	Advanced Scheduling Period
Nov 12	Thurs	●	Choose Additional Service Fees no later than 5:00 p.m.
		●	myLSU is closed at 5:00pm for assessment (will not reopen until July 22 at 7am)
Nov 20	Fri	●	Fee Bills will be available only on-line
		•	myLSU is available to students at 7:00am
January 6	Wed	●	Payment Deadline. Payments must be received by this date (not postmarked)
		●	Payment via myLSU using an on-line check/bank draft or a credit card must be completed by 5:00p.m.
		●	ZERO BALANCE FEE BILLS. If your fee bill is zero, you are still required to complete registration by selecting the "Complete Registration" button from the "Fee Bill" application on your myLSU account.
January 8	Fri	●	myLSU is closed at 4:30pm (will not reopen until January 11 at 7am)
January 11	Mon	●	Classes Begin myLSU is open at 7:00am
January 18	Mon	●	Martin Luther King, Jr. Holiday (Law Center closed)
January 19	Tues	●	Final day for Adding Classes
		●	Final day for dropping a class without receiving a "W" grade
		●	Final day for registering for a course as "Audit"
February 5	Fri	●	Application for Degree Deadline (May 2016 graduates only)
Feb 8-9	Mon-Tues	●	Mardi Gras Holiday (Law Center closed on Feb 9)
March 15	Tues	●	Last Day to submit an Exam Deferral
March 25,28	Mon, Fri	●	Spring Holiday (Law Center closed on March 25)
April 1	Fri	●	Final Day for Dropping Classes and receive "W" grades
		●	Final Day for Resigning from the Law Center (receive "W" grades)
April 22	Fri	●	Classes End
April 25	Mon	●	Examinations Begin
May 7	Sat	●	Examinations End
May 20	Fri	●	Grade Deadline for graduating seniors & upper class grades– 10a.m.
May 24	Tues	●	Grade Deadline for 1st year grades– 10a.m.

◄ Billing and Payment Information ►

The Payment Due Date is Wednesday, January 6, 2016

Fee bills will be available on-line. The University no longer mails semester fee bills to students who have a myLSU account. If you have not activated your myLSU account a bill will be mailed to your home address for this first semester. The Office of Bursar operations will notify students, via email, when the on-line fee bills are available.

Please note that you may view your fee bill by accessing the fee bill link under "Registration Services" on your myLSU desktop. You may pay your fees via myLSU using an on-line check/bank draft, a credit card, or in person at the Office of Bursar Operations using cash, check, or money order. A printable version of the fee bill, including a remittance form, is available on your myLSU desktop. You may mail the remittance form, with any payment due, to the Office of Bursar Operations.

Please note that your registration must be completed by the published payment due date or the date that is listed on the on-line fee bill remittance stub. It is your responsibility to phone the Law Center, Office of Admissions and Student Records at 225/578-8646 if you fail to receive a fee bill or receive a letter in lieu of a bill.

Your myLSU Account

LSU's internet service, your TigerMail account, is available to you now. There is no charge for this internet service, and it will be of benefit to you as our student. Electronic messages will be sent to your LSU TigerMail email address. Note: If you have another internet account that you use on a daily basis you may have your TigerMail mail routed to that account. For information about myLSU or TigerMail please call 225-578-3375 or see https://grok.lsu.edu/Article.aspx?articleid=15291.

Another service available through myLSU pertains to the addresses on file for you at the University. Under your personal desktop, click on "Personal Preferences," then click on "Directory Information" to verify and/or update the addresses we have for you.

How to Complete Registration:

Please note that your registration must be completed by the published payment due date or the date that is listed on the on-line fee bill remittance stub.

Zero Balance Fee Bills: If your fee bill balance is $0, you are still required to complete registration by selecting the Complete Registration button from the "Fee Bill" application via myLSU, or returning the on-line fee bill remittance stub to the Bursar's Office by the payment due date. **Completing registration will prevent you from being purged from courses.**

Payment Options:

1) On-line check/bank draft: Pay your fee bill with an on-line check/bank draft via myLSU from the "Fee Bill" application. The charge will post to your designated bank account within two business days. An approved payment in process will protect your schedule from being purged. Please note that a $25 service charge will be assessed on all payments returned NSF.

2) Credit card: Pay your fee bill with a Master Card or Visa credit card via myLSU from the "Fee Bill" application. Please note that there will be a 2.5% processing fee added to credit card payments. Allow two business days for the payment to credit your Bursar account. An approved payment in process will protect your schedule from being purged.

3) Mail: Return the on-line remittance stub and payment to the address listed on the remittance stub.

4) In person: Pay by cash, check or money order in 125 Thomas Boyd Hall.

Payment Plans:

Payroll Deduction (if eligible), and the Deferred Payment Plan can be selected on myLSU.

Student Aid and Scholarships: If you anticipate some form of aid (scholarship, grant, loan, or exemption), please observe the following:

- All anticipated aid, scholarships and exemptions indicated are contingent upon the specified requirements for receiving such aid. If for any reason you do not receive an anticipated award, you will be responsible for the full balance of your account.
- Anticipated financial aid stated on the fee bill reflects only the amount of aid needed to apply to fees as of the date of this notice.
- If your financial aid is greater than the amount that you owe the University, you will be issued the remaining balance which will be processed the first week of class and be deposited into your designated bank account via direct deposit or sent as a paper check to the local mailing address. Aid balances that occur after the first day of classes will be issued as received.
- The anticipated aid will be applied to all current debt and to new semester charges.
- Students awarded federal student/parent loan funds have the right to cancel all or part of their loans through the Office of Undergraduate Admissions and Student Aid within 30 days of the first class day. If you do cancel, you become responsible for the LSU account balance.

Direct Deposit: Payroll, student financial aid, credit balance refunds, travel reimbursements, and other non-payroll university reimbursements may be deposited directly to your designated bank account. Refer to the "Direct Deposit" application under "Financial Services" from your myLSU account.

Late Registration Service Charge: Students who do not complete registration by the published deadline date will be subject to cancellation of their course schedule and assessment of the late registration service charge of $75 when they complete registration.

NOTE: You have completed registration only when 1) you have paid fees via myLSU or 2) your remittance stub and any payment due have been received and posted to the Advance Billing System and you complete registration via myLSU. Receipts are not mailed upon completion of payment. You are strongly encouraged to check your payment status on myLSU. Having courses scheduled is not proof of registration, so do not just view your schedule.

◄ LSU LAW CENTER REGISTRATION SYSTEM ►

Students may schedule courses via myLSU. You may arrange your class schedule and/or select additional services using the Internet from any PC, from any location, day or night.

Every effort will be made to keep the registration system available during the posted hours for Phases I & II, and 24 hours each day after that, except after 10:00 p.m. on weekends. Work on LSU's computer system may require that myLSU be unavailable at other times. Please review the Spring 2016 Calendar on page 9 of this booklet for dates and times.

When you are connected with myLSU, you will receive information on the current availability of each class you request.

This booklet provides information concerning:

How to schedule classes, register and select additional services
How to handle exceptions
University policies that may affect your registration
Whom to contact for assistance
How to complete your registration

Questions concerning course scheduling, registration procedures, enrollment, and/or your fee bill should be directed to: Office of Admissions and Student Records, Room 202 Law Center, or call 578-8646. Office hours are 8 a.m. - 4:30 p.m.

◄ HELPFUL TELEPHONE NUMBERS ►

ITS Help Desk (myLSU) 578-0100

Staff members in the Baton Rouge campus offices listed below will be able to assist you with questions or problems you may have during the hours of 8:00 a.m. to noon and 12:30 p.m. to 4:30 p.m., Monday through Friday. The campus area code is 225.

International Services Office 578-3191
Office of Bursar Operations 578-3357
Parking, Traffic, & Transportation 578-5000
Residence Food Service 578-8505
Residential Life 578-8663
Student Aid and Scholarships 578-3103
Student Health Center 578-6271
Student Recreational Sports Complex 578-8601
Tiger Cash 578-4300

◄ COURSE SCHEDULING VIA myLSU ►

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

The myLSU system provides course scheduling via computer.

Words of Warning

- It is suggested that you familiarize yourself with myLSU prior to scheduling. If you have questions, you may call the ITS Help Desk at 578-0100.
- Be Prepared – fill out the course scheduling work sheet (found at the back of this booklet) prior to logging onto the computer.
- It also helps to use a PC with fast response time because your time on the system is limited and you may exceed your limit while in the middle of a transaction.
- If using a public computer, it is very important to close (exit) the Internet browser when you are finished. If you leave it open, someone else might be able to access your myLSU account.

To Schedule Classes via myLSU

Access myLSU through the LSU Law Center home page (www.law.lsu.edu). Click on myLSU, and then click on Sign In. **NOTE**: For security reasons the system will ask you to log on several times while in myLSU.

Law Course offerings are under "Registration Services" on your Personalized Desktop. You can view the schedule here and then proceed to Schedule Request under Registration Services to add/drop. Select campus (LSU Law Center) and then choose the semester you intend to register for. Supply the course information (see below), and click on "Add." NOTE: "Drop" and "View Section Availability" are also functions on this screen that you may need to use.

When adding course information via myLSU the:

1) department is **LAW**,
2) course number is used,
3) section number must be entered: 1, 2, 3, 4, etc.
   If there is only one section of a course then enter 1.
4) credit will default to the correct number hours. There is no need to enter any number in this space.

Your schedule will appear at the bottom of the screen, or you can click on "Personal Schedule" to view the latest version of

your schedule as changes are initiated.

Another service available through myLSU pertains to the addresses on file for you at the University. Under your personal desktop, click on "Personal Preferences," then click on "Directory Information" to verify and/or update the addresses we have for you.

NOTE: Additional services may be selected via myLSU. All selections (courses and additional services) should be made at least ten (10) days prior to the availability of fee bills for each semester or term.

◄ SPECIAL REGISTRATION ►

Audit Only Registration

To be considered for admission as an "Audit Only" student, a person must complete an application for admission and submit it with the application fee and a letter to the Vice Chancellor for Academic Affairs requesting permission to audit a specific course or specific courses. These documents should be submitted to the Office of Admissions and Student Records, 202 Law Center for processing. Upon approval, the course will be added to your schedule by personnel in the Office of Admissions and Student Records, and a fee bill will be mailed to you. One may not register as an "audit only" student using myLSU.

Degree Only Registration

To be registered as "Degree Only," one must contact the Office of Admissions and Student Records for particular registration procedures. One may not register for "Degree Only" through myLSU.

◄ ADDITIONAL REGISTRATION INFORMATION ►

Add/Drop Fee Adjustments

Be aware that adding a course which raises enrollment to full-time will generate full-time fee assessment even if you 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 myLSU 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 registration through the end of the add period, with one exception. Between the time fee bills are available through myLSU 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 both add and drop courses.

Anticipated Date of Graduation

SENIORS ONLY

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

Application for Degree & Payment of Diploma Fee

Payment of the diploma fee does not constitute application to receive a degree. You must apply for your degree the semester you intend to graduate. Forms are available on the web site. This form should be returned by February 5, 2016. All degree candidates are responsible for completing the form by the stated deadline.

Request to Audit Courses

If you are a continuing student and wish to audit a course, you must complete the Audit Only Form available on the web and get the signatures of the faculty member and the Associate Dean for Academic Affairs. Upon approval, the course and/or audit designation will be added to your schedule by personnel in Office of Admissions and Student Records. The form is available on the web. Deadline for Spring 2016 is January 19, 2016.

Cancellation of Registration

If you complete registration (return the remittance stub and pay any fees due or pay fees via myLSU using a credit card) by the payment due date, and decide not to attend LSU, do not just drop all of your classes using myLSU. You must notify the Office of Admissions and Student Records that you are *cancelling* your registration. If you cancel your registration before the first class day, you will receive a 100% refund (minus the $10 registration fee), and no entry regarding the term will appear on your record or transcript.

Closed Sections

If all spaces are filled for a section you request, but spaces are available in other sections, myLSU will provide the times of sections in which spaces are available.

Course Schedule

You may view myLSU as many times as you wish to obtain your schedule and print your schedule of classes. Your fee bill will also have your schedule listed on it. When you return to campus for the term, bring a copy of your schedule with you.

Degree Audit Report

You should view and print your Degree Audit Report via your myLSU account. If you have any questions about your Degree Audit Report you may come see us in Room 202. We will be glad to assist you!

Degree Requirements

You are personally responsible for completing all requirements for your degree. Read the *Law Center Catalog* carefully for course information, prerequisites, co-requisites, and all Law Center regulations.

Prerequisites

If you register for a course and do not meet all prerequisites, your enrollment in that course may be cancelled.

Registration Holds & Letters in Lieu of Bills

If you have a hold on your registration, myLSU may not accept your course or fee requests until the hold is removed. myLSU will indicate the office(s) you should contact to remove the hold(s). If you schedule courses, and, subsequently, a hold is placed on your registration, you will receive a letter in lieu of a bill. Carefully follow the instructions of the letter to complete your registration. NOTE: The payment deadline remains the same, and if not met you will be assessed the $75.00 late registration service charge.

Required Academic Performance

Your registration depends on your successful academic performance during the current semester. Your schedule is subject to cancellation if you do not meet the required standards, and you will be issued a refund of 100%.

Resignation

If you complete registration, and decide on the first class day or thereafter not to attend LSU, you must report to the Office of Admissions and Student Records, 202 Law Center, to initiate the procedure to resign from the university. Resignations are part of your permanent record and appear on your transcript.

◄ COMPLETION OF REGISTRATION ►

Receipts are not mailed following payment. You are strongly encouraged to use myLSU to check your payment status. Having courses scheduled is not proof of registration.

You have completed registration only when you have paid fees and completed registration via myLSU.

◄ FEE BILL and PAYMENT OF FEES ►

If you schedule courses and/or choose additional services prior to November 12, 2015, tuition and fees will be assessed and

posted to your myLSU account. LSU students are responsible for full payment of fees and all other debts to the university by Payment Due Date, or your schedule will be purged *NOTE: It is your responsibility to pay even if you do not receive a bill*. Contact the Office of Admissions and Student Records if you have any questions regarding your fee bill. If you receive a letter in lieu of a bill, because a hold has been placed on your registration, ensure you carefully follow the directions in the letter that explains who to contact to remove the hold. Once the hold is removed please contact the Office of Admissions and Student Records for further instructions as to how you should complete your registration

The Fee Bill

Your fee bill will be available on-line via your myLSU account and will include the following:

*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
*Payment due date

Up-to-the minute fee bill information is available via myLSU. The fee bill link is under "Registration Services" on your myLSU Desktop.

Billing Address

It is your responsibility to keep your home address current. You may change it through myLSU or by completing a form in the Office of Admissions and Student Records.

Payment of Fees

NOTE: It is your responsibility to pay by the payment due date 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 myLSU Desktop.

You have these payment options:
1) Pay by bank draft – See myLSU for details
2) Use myLSU to pay the amount due by credit card
NOTE: Your credit card company will charge you a 2.5% service charge if you pay by credit card.
3) Mail: Return the on-line remittance stub and payment to the address listed on the remittance stub.
4) In person: Pay by cash, check or money order in 125 Thomas Boyd Hall.

Zero Balance Fee Bills

If you have a zero balance you must complete registration via myLSU. The fee bill link is under "Registration Services" on your myLSU desktop. If you do not complete registration, your courses will be purged.

No-Pay Purges

The university will purge students' classes from their schedules if tuition and fees are not paid within the deadlines set forth.

Account Balance & Confirmation of Registration

You will be able to obtain your balance due via myLSU after fee bills are available through myLSU. To obtain your balance via myLSU, select "Fee Bill" under the Registration Services heading on your MYLSU desktop.

You are <u>strongly</u> encouraged to check on myLSU to ensure that your payment was received, and you are considered registered. To do so, select "Billing Statement" under the Financial Services heading on your myLSU Desktop.

Late Registration

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

Late Registration Service Charge

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

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

Auditing Fee Assessments and Payments

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

Deferred Payment Plan

The University offers a deferred payment plan as a payment option. Eligible students are allowed to defer up to one-half (½) of their current semester charges. Payment of ½ of the current semester charges plus any account balance, the remittance stub, and a $15 service charge is due by the Payment Due Date. The remainder of tuition will be due according to the schedule which follows.

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 calendar day following the scheduled due date, a 5 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.

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

In the event of withdrawal from the Law Center 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.

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 debts 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 Payment Due Dates

Spring 2016 due dates are as follows:

DATE DUE	AMOUNT DUE
March , 2016	1/3 of the total deferred
April 1, 2016	1/3 of the total deferred
May 1, 2016	1/3 of the total deferred

Sponsors

Sponsors are individuals, trusts, government agencies, or other organizations that 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.

Partial Payments

Unless you have selected to defer part of your fees, partial payments are not permitted. You are *strongly* encouraged to access myLSU and check your "fee bill status" 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 the payment due date, your courses will be purged. If you choose to complete registration, you will pay fees via myLSU using a credit card and will be assessed the $75 late registration service charge.

Paying Fees by Bank Draft

See myLSU for the latest information regarding this method of payment.

Paying Fees by Credit Card

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

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.

Late Registration Service Charge

If you do not pay your fees via myLSU using a credit card, or return the remittance stub and any fees due by the payment due date, your courses will be purged, and you will be assessed, and pay, the $75 late registration service charge.

NOTE: 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 or defer your fees to prevent your classes from being purged for non-payment.

◄ FINANCIAL AID / SCHOLARSHIPS ►

Special Notice to Financial Aid Recipients

It is important for you to complete the financial aid application process early enough each year so that the amount of aid you have been awarded 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.

Most major lenders transmit Federal Stafford, Unsubsidized Stafford 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 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.

Additionally, Perkins Loan funds will also be applied directly to your student account on or about the first day of class (if all eligibility requirements are met). For all financial aid programs, however, you must have accepted the award(s) and you must enroll for at least the number of hours upon which your financial aid was based. Adjustments to credited amounts will be made based on your enrollment status after the last day to add courses.

Special Notice to LSU Scholarship Recipients

LSU Board of Supervisor's Scholarships, Tuition Waivers and Fee Exemptions will be applied directly to your student account provided you meet the specific program requirements. Once awarded, these will appear on your fee bill each semester or term as a credit provided you have scheduled the number of hours required by the scholarship. Scholarship programs which include cash awards will be disbursed after classes begin.

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.

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, financial aid will be issued a check for the balance. Financial aid balances will be mailed the first week of class and continue as credit balances occur on your account. You may cancel all or part of student loan funds by returning the check to the Office of Undergraduate Admissions and Student Aid 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 in the LSU Union.

Students depending on their financial aid award to cover book costs may contact the Office of Undergraduate Admissions and Student Aid for an Emergency Loan if you have not received your financial aid balance check.

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 myLSU desktop.

Direct deposit files are updated at 4 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.

Disbursement of Other Checks

Loan checks issued by lenders not participating in the Electronic Funds Transfer (EFT) process will be available at the Office of Bursar Operations beginning the first week of class. Checks for other programs will be available at the Office of Bursar Operations upon their receipt.

Financial Aid and Resignations

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 the 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.

For additional information, please visit the Office of Undergraduate Admissions and Student Aid in Pleasant Hall, or call that office at 578-3103.

◄ UNIVERSITY FEE INFORMATION ►

The Law Center tuition and fee schedule(s) are located on the website. **Mandatory fees are not covered by financial aid awards.**

All fee assessments and payments will be audited. Additional charges or refunds will be processed through the Office of Bursar Operations. Information regarding partial refunds of the University fee, nonresident fee, and student health service fee, can be obtained from the Law Center Office of Admissions and Student Records.

Refund Schedules
For Schedule Changes/Cancellations/Resignations

100% through January 10, 2016
90% January 11 – 19, 2016
50% January 20 – February 16, 2016

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

DIPLOMA FEE

If you are a graduating senior, and indicate via myLSU or the Office of Admissions and Student Records that you plan to graduate at the end of the upcoming term, you will automatically be assessed the $40 diploma fee. If you pay the diploma fee, and decide not to graduate, you will receive a full credit for the fee provided you notify the Office of Admissions and Student Records of this change by the final date to receive full credit for your diploma order. See the semester calendar for this date.

If you do not inform the university by the (February 5, 2016) deadline that you are not graduating, the difference between the diploma fee and duplicate diploma fee ($20) will be credited to your account. The next time you indicate that you are going to graduate, you will be assessed the full diploma fee.

ADDITIONAL SERVICES FEES

Additional services fees are not covered by financial aid awards. You may use myLSU to have additional services fees assessed on your fee bill.

All students may select the following types of service fees: Dining Plans, Parking, Tiger Cash, 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 fee, follow the instructions on myLSU and use the Additional Service Fee Codes listed.

To change a service fee, follow this example: If you have selected dining plan 01002, and would like to change to dining plan 01003, simply add 01003. The addition will be completed, and plan 01002 will be dropped. For Tiger Cash, the new amount will be used and the old amount will be dropped.

You will be able to select or change additional services selections until your bill is available through myLSU. After your bill is available through myLSU, you may no longer use myLSU to change additional service fees. You must contact the individual office(s) providing the service(s) you have selected to change or delete charges on your account.

◄ DINING SERVICES ►

For a complete list of meal plans, contact terms and conditions and additional services code, please visit our website www.lsu.edu/dining .

For additional information concerning dining service options, contact:

Tiger Card Office
Louisiana State University
207 LSU Union
Baton Rouge, LA 70803
(225) 578-3663

To make changes in meal plans call the Tiger Card Office (225/578-3663) or visit the office in Room 207, LSU Union. For policies concerning changes and cancellation please see our website at www.tigercard.lsu.edu .

◄ MOTOR VEHICLE REGISTRATION ►

If you park a vehicle on campus, you must purchase a parking permit (a vehicle hang tag or motorcycle sticker). If you did not pay for a year's parking permit in the fall, the first time you access myLSU, you will be asked if you will park a vehicle on campus. If you indicate that you will, you will automatically be assessed for a fall and spring automobile parking plan. If you want to change this selection, you will need to access the additional services fee menu on myLSU. Those completing registration prior to the payment deadline will have their permits mailed to their billing address. It is the responsibility of all to maintain a current mailing address with the Office of Parking, Traffic and Transportation at all times. If you do not complete registration (i.e. schedule courses and pay fees) prior to the payment deadline you must obtain your parking permit at the Office of Parking Traffic and Transportation. Lost or misdirected mail is not the responsibility of the Office of Parking Traffic and Transportation.

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

If you are registered for on-campus housing, you should visit the Parking Office so they can issue you an additional permit for the Law Center.

If your situation warrants, you may want to choose the one-semester permit. However, this permit is valid for that semester only, and no credit will be carried over to future purchases. If you change parking plans via myLSU, you must use the correct additional services fee code.

For a complete listing of Parking Zones and fees associated with parking on campus, please visit the Office of Parking, Traffic and Transportation's website at https://sites01.lsu.edu/wp/parking/. Select "Permits" and click to learn more about the process of purchasing a permit.

◄ STUDENT HEALTH INSURANCE ►

All full-time and part-time students who pay the Student Health Center fee are eligible to use the services of the Student Health center. However a reasonable level of supplemental health insurance (particularly coverage for hospital care) is strongly recommended for all students.

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

International Student Mandatory Health Insurance

It is *mandatory* that all non-immigrant international students, who hold F and J visa statuses, have health insurance which is acceptable to the university. Those international students enrolled in courses for fall, spring and/or summer semesters (excluding 'Degree Only' registered students, and F-1 students on OPT or J-1 students on AT who are not registered for the current semester) will be automatically charged on their fee bill each semester for LSU health insurance, including a repatriation/medical evacuation fee.

Student Health Center
(Part-Time Students)

The Student Health Center provides quality, affordable and convenience health care to LSU students in a large outpatient facility. Full-time students are automatically assessed a fee which entails them to unlimited visits to primary care physicians. Part-time students may utilize the center in one of two ways: 1) Part-time students may elect to pay the same fee as full-time students, and thus be entitled to the same services as a full-time student. You may add the Student Health

Center fee by selecting the appropriate services code using myLSU. 2) Part-time students may also elect to pay a 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 www.lsu.edu/sch, or call 225/578-6271 for additional information regarding the services provided by the Center. You can also obtain information on specific fees by visiting http://www.shc.lsu.edu/index.php?page=about_shc_fees.

◄ University Recreation ►

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

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

Visit the Department of University Recreation, Student Recreational Complex, or call 225/578-86012 for additional information. Additional information, including details regarding part-time student fees, can be obtained via the University Recreation website at http://www.lsu.edu/urec/html/join.html.

◄ LSU MUSEUMS►

The LSU Museum of Art, Shaw Center for the Arts and LSU Rural Life Museum offers a student membership. Membership benefits include: free admission for one year, invitations to members-only events, discounts at both museum stores, and discounts at Tsunami, Capital City Grill, CC's Coffee and P.J's Coffee. For more information on the museums visit the websites: http://www.lsumoa.com/ and http://appl027.lsu.edu/rlm/rurallifeweb.nsf/index.

◄ TIGER CARDS ►

Tiger Cards are produced by the Tiger Card Office. The Tiger Card 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 Cash and meal plans, and for access into certain campus facilities.

New students are issued their first Tiger Card at no cost. The Tiger 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 present 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 Tiger Card may be subject to University discipline and confiscation of the card.

Production of ID Cards

Tiger cards are produced in the LSU Union, Monday through Friday, 7:15 a.m. - 9:00 p.m. and Saturday and Sunday from 12 noon - 6 p.m. Exceptions occur during special periods such as Late Registration, Spring Testing, and Freshman Advising. During those times pictures for Tiger Cards are made at special locations.

Lost or Stolen Cards

Lost or stolen cards must be reported to the Tiger Card Office, LSU Union, 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 Tiger 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.

For additional information call 578-4300 or visit www.TigerCard.lsu.edu.

◄ TIGER CASH ►

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

To make a deposit to your TigerCASH account, you may go to the Tiger Card Office or your myLSU account. For a complete listing of all Tiger CASH locations and to obtain additional information, visit the Tiger Card Office, LSU Student Union or www.tigercard.lsu.edu. You may also call 225/578-4300 or email the office at tigercard.lsu.edu.

◄ FERPA ►

Privacy and Release of Student Education Records

The Family Educational Rights and Privacy Act of 1974 (sometimes referred to herein as "the Act"), as amended, sets forth requirements designed to protect the privacy of student education records. The Act gives parents certain rights with respect to their children's education records. These rights generally transfer to the student when he or she reaches the age of 18 or attends post-secondary (beyond 12th grade) school. The law governs access to records maintained by educational institutions and the release or disclosure of certain information from those records. This notice is published in each registration booklet to explain the rights of students with respect to records maintained by the Paul M. Hebert Law. It also outlines the law center's procedures to comply with the requirements of the Act. Copies of the Act, the Federal Regulations adopted pursuant to it, and this notice are available for viewing in the Office of the Student Records, Room 202.

Definitions

I. EDUCATION RECORDS

1. The meaning of "education records" is, with certain exemptions as listed below, those records, files, documents, and other materials which contain information directly related to a student, and are maintained by any employee or agent of the university. The following categories of information are exempted and are not considered to be "education records":
   - Records made by university personnel which are in the sole possession of the maker and are not accessible or revealed to any other person except a temporary substitute of the maker.
   - Records maintained by the LSU Police Department for law enforcement purposes.
   - Medical and counseling records used solely for treatment. (Medical records may be personally reviewed by a physician of the student's choice.)
   - Records of student workers related exclusively to the student's employment with the university.
   - Records only related to a former student (alumni records) that are not directly related to the student's attendance as a student. Records of that individual while a student continue to be considered education records.

2. All records pertaining to students which are maintained by university offices are official university records, and as such, remain the property of the university.

3. Each university unit has an obligation to keep a record of requests for access to, and disclosures of, personally identifiable information in student records information except when the request is from the student, a university official with a legitimate educational interest, someone requesting directory information, or related to a request with written consent from the student. Students have the right to review this record of requests and disclosures of student record information.

II. PERSONALLY IDENTIFIABLE INFORMATION - Data or information which includes, but is not limited to the following:

- The student's name.
- The name of the student's parents or other family members.
- The address of the student or the student's family.
- A personal identifier such as the student's Social Security Number, LSUID, or biometric record.
- Other indirect identifiers, such as the student's date of birth, place of birth, mother's maiden name.

- Other information that alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
- Information requested by a person whom the university reasonably believes knows the identity of the student whom the education record relates.

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

Policy Detail

I. RIGHT TO INSPECT AND REVIEW

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

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

II. WAIVER OF RIGHTS OF ACCESS

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

III. PROCEDURES FOR INSPECTION AND REVIEW

1. Students have the right to inspect and review education records within 45 days after receipt of the request for access. Requests to review records must be made separately, in writing, to each office maintaining records. That office will make arrangements to comply with the request as expeditiously as possible not later than 45 days after receipt of the request. If the records are not maintained by the office to which the request was submitted, that office shall so advise the student, and the student shall address his or her request to the appropriate office.
2. Information contained in education records will be fully explained and interpreted for students by university personnel assigned to, and designated by, the appropriate office.
3. Students have the right to review only their own records. When a record contains information about more than one student, disclosure cannot include information regarding the other student(s).
4. The university reserves the right to deny copies of records, including transcripts, not required to be made available by the Act if the student has an unpaid financial obligation to the university.

IV. RIGHT TO CHALLENGE INFORMATION IN RECORDS

1. Students have a right to challenge the content of their education records if they consider the information contained therein to be inaccurate, misleading, or in violation of the student's privacy rights.
2. This process includes an opportunity for amendment of the records or insertion of written explanations by the student into such records.
3. Students challenging information in their records must submit, in writing, a request for a hearing to the appropriate office maintaining the record, listing the specific information in question and the reasons for the challenge.
4. Within 45 days of receipt of the written request for hearing, the university will inform the student of the date, place, and time of the hearing and the identity of the official in charge of the hearing. The notice will be mailed to the student at least two weeks in advance of the hearing.
5. The right to challenge grades does not apply under the Act unless the grade assigned was inaccurately recorded, under which condition the record will be corrected.

V. PROCEDURES FOR HEARING TO CHALLENGE RECORDS

1. Students challenging information in their records must submit, in writing, a request for a hearing to the appropriate office maintaining the record, listing the specific information in question and the reasons for the challenge.
2. Within 45 days of receipt of the written request for hearing, the university will inform the student of the date,

place, and time of the hearing and the identity of the official in charge of the hearing. The notice will be mailed to the student at least two weeks in advance of the hearing.

3. Hearings will be conducted by a university official who does not have a direct interest in the outcome of the hearing.
4. Students shall be afforded a full and fair opportunity to present evidence relevant to the reasons for the challenge, as referenced in item IV. The student may be assisted by individuals or an attorney at his or her expense.
5. The hearing officer will render a decision, in writing, noting the reason and summarizing all evidence presented within 30 days of the hearing. The decision will be based solely on the evidence presented and will include a summary of the evidence and the reason(s) for the decision.
6. Should the hearing be in favor of the student, the record shall be amended accordingly and the university shall notify the student of the amendment in writing. Should the request be denied, the student may choose to place a statement with the record commenting on the accuracy of the information in the record and/or setting forth any basis for inaccuracy. When disclosed to an authorized party, the record will always include the student's statement and the hearing officer's decision, as long as the student's record is maintained by the university.
7. If students have questions regarding the procedure for challenging records, they should contact the Office of the Student Records registrar@law.lsu.edu or 225-578-8646

VI. CONSENT FOR RELEASE REQUIRED

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

VII. RELEASE WITHOUT CONSENT

1. The requirement for consent does not apply to the following:
   - Requests from school officials who have a legitimate education interest on a "need to know" basis. School officials are members of the faculty and staff of LSU, including student employees or agents of the university, as necessary or appropriate, to conduct official business, as authorized by the university. Legitimate educational interest includes performing a task related to the regular duties of the employee or agent, the student's education, the discipline of a student, a service or benefit for the student, or maintaining safety and security of the campus.
   - Requests from a person employed by or under contract with the university to perform a special task.
   - To public officials as specified in the Act.
   - To agencies or institutions that have requested records in which a student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.
   - To organizations for use in studies designed to develop, validate, or administer predictive tests, administering student aid programs, and improving instruction. Such agencies must agree not to divulge personally identifiable records to third parties and must agree to ultimately destroy these records.
   - Requests in compliance with a judicial order or lawfully issued subpoena, provided the university makes a reasonable attempt to notify the student in advance of compliance (except in certain cases involving grand jury subpoenas and subpoenas issued for law enforcement purposes and the court has ordered that the existence of the subpoena not be disclosed); or, when the university is involved in a legal action with a parent or student, where disclosure to the court, without a court order or subpoena, of records that are relevant for the university to proceed as plaintiff or to defend itself is permissible.
   - To comply with a court order obtained under the USA PATRIOT Act of 2001 for education records considered relevant to a terrorism investigation or prosecution, without advance notice to the student.
   - Requests in connection with a student's application for or receipt of financial aid.
   - Requests by state authorities and agencies specifically exempted from the prior consent requirements by the Act for disclosure of records to organizations conducting studies on behalf of the university, if such studies do not permit the personal identification of students to any persons other than to representatives of such organizations and if the personal identification data is destroyed when no longer needed.
   - Information submitted to accrediting organizations.
   - Requests by parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1986.
   - To parents or legal guardians of a student regarding the student's violation of any federal, state or local law, or of any rule or policy of the university governing the use or possession of alcohol or a controlled substance.
   - To any person, including a parent, whose knowledge of the situation is necessary to protect the health or safety

of the student or any other individuals when, considering the totality of the circumstances, the university has determined that there is an articulable and significant threat to the health or safety of a student or any individual.

- To authorized federal officials who have need to audit and evaluate federally-supported programs.
- To the U.S. Citizenship and Immigration Services (USCIS)/Department of Homeland Security (DHS) concerning an F, J, or M nonimmigrant alien, only to the extent necessary for the university to comply with Student and Exchange Visitor Program (SEVP) reporting requirements, as mandated by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, the USA PATRIOT Act, the Enhanced Border Security and Visa Entry Reform Act of 2002, and the regulation at 8 CFR 214.1(h). Consent is not necessary for the university to disclose required information to USCIS or DHS in compliance with SEVP reporting obligations.
- As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which education records and personally identifiable information (PII) contained in such records—including the Social Security Number, grades, or other private information—may be accessed without the student's consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to the records and PII without the student's consent to any third party designated by a Federal or State Authority to evaluate a federal-or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to education records and PII without the student's consent to researchers performing certain types of studies, in certain cases even when the university objects to or does not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive the PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without the student's consent PII from education records, and they may track a student's participation in education and other programs by linking such PII to other personal information about the student that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.
- The results of any disciplinary proceeding conducted by the university against an alleged perpetrator of a crime of violence to the alleged victim of that crime.
- To the victim of an alleged perpetrator of a crime of violence or non-forcible sex offense.
- To disclose information provided to the university under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 14071) concerning registered sex offenders who are required to register under that section.
- Requests for "directory information" (see item VIII).

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

◄ DIRECTORY INFORMATION ►

The Family Educational Rights and Privacy Act (FERPA) 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 Law Center 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 student 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 should complete and submit a "Request to Prevent Disclosure of Information Form" to the Office of Admissions and Student Records within the first 10 days of the semester. This form is available in Room 202. Once requested, this restriction will remain in effect until you request that it be removed.

When you have requested that directory information be restricted, it will be available only to University faculty and staff who have legitimate educational interests or, in the case of an emergency, at the direction of a court or in other limited situations, as described in LSU Law Center's *Policy Statement 30LC.* 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 Law Center.

◄ IMMUNIZATION POLICY ►

The State of Louisiana requires proof of dates of immunization against measles, mumps, rubella, and tetanus-diphtheria for all first-time LSU students born on or after January 1, 1957, and for reentering students (born on or after January 1, 1957) who have been out of school for one semester or longer. The following guidelines are presented for the purpose of meeting the established recommendations for control of vaccine-preventable diseases, as recommended by the American Academy of Pediatrics (AAP), the Advisory Committee on Immunization Practices to the United States Public Health Service (ACIP), and the American College Health Association (ACHA). In addition, current Louisiana legislation now mandates meningitis vaccination for persons being admitted to a postsecondary education institution for the fall semester 2006 and thereafter.

Students are ineligible to pay University fees and attend classes until compliance is met. A student's classes may be purged because of the noncompliance with deadlines established by the University.

REQUIREMENT: Two (2) doses of measles vaccine, at least one (1) dose each of rubella and mumps vaccine, and a tetanus-diphtheria booster.

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 if properly documented.

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.

Meningococcal Requirement: Beginning Fall 2006, it is mandatory for students enrolling at LSU to be vaccinated against meningococcal disease. A dose of Menactra at any time or a dose of Menomune within the last year will serve as satisfactory evidence of current immunization against meningococcal disease.

NOTE: In most cases, student compliance will require a second dose of measles vaccine (preferably as MMR) and a dose of tetanus-diphtheria (Td, Adult Type). In cases where no records can be located, or especially when immunization in the past is doubtful, two doses of MMR separated by a minimum of 30 days may be indicated.

Tuberculosis Questionnaire: Beginning fall 2005, it is mandatory for all entering students to complete the Tuberculosis Questionnaire on the Proof of Immunization Compliance form.

Exemption Requirement: If a student requests an immunization exemption for medical or personal reasons, the Immunization Exemption section on the second page of the Proof of Immunization Compliance form must be completed and signed. An exempted student may be excluded from campus and from classes in the event of an outbreak of measles, mumps, or rubella until the outbreak is over or until the student submits proof of immunization.

For Further Information about immunizations, please call the Student Health Center Immunization Desk at 225/578-0593

◄ Campus Crime Prevention Guide ►

This information is provided pursuant to the Student-Right-To-Know Act, also known as the Jeanne Clery Act.
For more information on the LSU Police Department or to check the daily blotter visit our website at www.lsu.edu/police.

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

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

A copy of LSU's Clery Report is available at 222.lsu.edu/police, select Jean Cleary Act.

Emergency Numbers

LSU Police……911 or 578-3231
Crimestoppers……389-3361
Baton Rouge City Police……911
EBR Parish Sheriff……911
Baton Rouge Fire Department……911

LSU Law Center Substance Abuse/Drug Abuse Policy

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

Additional Services and Course Scheduling Worksheet

Additional Services: **Amount If Required**

_____ $□□□□

_____ $□□□□

_____ $□□□□

_____ $□□□□

_____ $□□□□

Course Scheduling:

With myLSU use LAW as the Department and the Course Number.

Preferred Courses

Number Section

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Alternate Courses

Number Section

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Proposed Schedule

Time	MON	TUE	WED	THU	FRI
8:00					
9:10					
10:20					
11:30					
12:40					
1:50					
3:00					
4:00					
5:00					

6:00					