Registration Regulations and Advanced Billing System

Spring 2010

Instructions on how to select your courses and additional service fees through PAWS – Personal Access Web Services 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 (2009-2010) and at our website www.law.lsu.edu.

Bar courses. See Catalog p. 32.

Class Size, Course Sequencing, Senior and Junior Preferences. See Catalog pp. 22-24. 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. 30-31. A PDF of the JD/DCL chart is located on the web.

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

Exams Conflicts. Students may not register for courses that have finals on the same day.

Independent Research. See Catalog p. 25.

Individual Supervised Externship. See Catalog p. 25.


Prerequisites. See Catalog p. 24.

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, 2010, a student may not withdraw from a seminar without the permission of the Vice Chancellor for Academic Affairs and the professor. Permission will not be granted except in cases of extraordinary hardship.

Skills Courses. A student may take more than one skills course. All skills courses are graded on a Pass/Fail basis. See Grading of Skills Courses, Catalog p. 28. 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, 2010 a student may not withdraw from a skills course without the permission of the Vice Chancellor 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. 31. 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 2010 Course Scheduling Calendar

**Seniors**

*Phase I* will begin at 8:00 p.m. on Monday, October 19th and end at 7:30 a.m. on Tuesday, October 20th. You may register for fifteen (15) hours of senior-only (+) and senior-preference (^) courses during this phase unless you have obtained prior permission from the Vice Chancellor to register for sixteen (16) hours.

**Juniors**

*Phase II* will begin at 8:00 p.m. on Tuesday, October 20th and end at 7:30 a.m. on Wednesday, October 21st. You may register for fifteen (15) hours of junior-preference (#) courses during this phase unless you have obtained prior permission from the Vice Chancellor to register for sixteen (16) hours. Courses that are not designated junior-preference will be purged from your schedule.

***Seniors and Juniors***

*Phase III (Final Phase)* will begin at 8:00 p.m. on Wednesday, October 21st. All courses with available slots will be open on a first-come, first-served basis, with the exception of senior-only courses, which are not available to juniors at any time.

Enrollment figures can be obtained via PAWS. Please check for exam conflicts, prerequisites, senior-only designations, and overlapping courses prior to scheduling.

**First-Year Students**

Your spring 2010 courses will be scheduled for you, but if you need additional services (parking, insurance, etc.) please add these via PAWS by November 9, 2009. Fee bills will be available on-line November 30, 2009.

Request for 16 hours

If you need to carry 16 hours as an upper-class student, make your request to Vice Chancellor 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.

**JDDCL Degree Audit Reports**

A degree audit report is available via your PAWS account. To view the meaning of the symbols used on the report, click on “A Guide to Using the Degree Audit Report is Available” (at the top). Should you have any questions about your degree audit report please see Ms. Michele Forbes or Ms. Emily Saleh in Room 202.

**Fee Bills**

Additional Services for spring (if needed) should be added via PAWS by Monday, November 19, 2009

Spring fee bills available on-line **Monday, November 30, 2009**.

**Payment due date for spring is Tuesday, January 5, 2010.**
Registration Regulations
and
Advance Billing System

Spring 2010
Office of Admissions and
Student Records
Spring 2010 Calendar

Oct 19-20 Mon - Tues ● Advanced Scheduling Period

Nov 9 Mon ● Choose Additional Service Fees no later than 5:00p.m.

Nov 30 Mon ● Fee Bills will be available only on-line

Jan 5 Tues ● Payment Deadline. Payments must be received by this date (not postmarked)
  ● Payment via PAWS 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 PAWS account.

Jan 11 Mon ● Classes Begin

Jan 18 Mon ● Martin Luther King Day

Jan 19 Tues ● Final day for Adding Classes
  ● Final day for dropping a class without receiving a “W” grade

Feb 5 Fri ● Last Day for Graduating Seniors to apply for degree

Feb 15-16 Mon-Tues ● Mardi Gras Holidays

April 1 Thurs ● Final Day for Dropping Classes

April 2, 5 Fri, Mon ● Easter Holidays

April 23 Fri ● Classes End

April 26 Mon ● Examinations Begin

May 8 Sat ● Examinations End

May 28 Fri ● Commencement (10:30am)
Billing and Payment Information

The Payment Due Date is Tuesday, January 5, 2010

Fee bills will be available on-line. The University no longer mails semester fee bills to students who have a PAWS account. If you have not activated your PAWS 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 PAWS desktop. You may pay your fees via PAWS 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 PAWS 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.

Personal Access Web Service (PAWS)

LSU’s internet service, Personal Access Web Service (PAWS), 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 PAWS email address. Note: If you have another internet account that you use on a daily basis you may have your PAWS mail routed to that account. For information about PAWS please call 225/578-0100 or see http://paws.lsu.edu and click on “About PAWS”.

Another service available through PAWS 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 PAWS, 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 PAWS 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 PAWS 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 PAWS.

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 printed 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 PAWS 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 PAWS or 2) your remittance stub and any payment due have been received and posted to the Advance Billing System. Once payments are received, receipts are not mailed. You are strongly encouraged to check your payment status on PAWS. 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 PAWS. You may arrange your class schedule and/or select additional services using any Internet 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 beginning with the Final Phase, except after 10:00 p.m. on weekends. Work on LSU's computer system may require that PAWS be unavailable at other times.

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

This booklet provides information concerning:
- How to schedule classes and select additional services, and register
- 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 (PAWS).................................................................................................................................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 PAWS

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

Scheduling classes via a computer is available using your Personal Access Web Services (PAWS) account

Words of Warning

• It is suggested that you familiarize yourself with PAWS prior to scheduling. If you have questions, you may call the ITS Help Desk at 578-0100.
• Be Prepared – fill out the course scheduling worksheet (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.
• 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 PAWS account.

To Schedule Classes via PAWS

Access PAWS through the LSU Law Center home page (www.law.lsu.edu). Click on PAWS, then click on LOGON.

NOTE: For security reasons the system will ask you to log on several times while in PAWS.

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 PAWS 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 PAWS 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 PAWS. All selections (courses and additional services) should be made at least ten (10) days prior to printing of fee bills for each semester or term.

\section*{SPECIAL REGISTRATION}

\subsection*{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 PAWS.

\subsection*{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 PAWS.

\section*{ADDITIONAL REGISTRATION INFORMATION}

\subsection*{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 PAWS after you pay fees will be posted to your account daily.

\subsection*{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 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 both add and drop courses.

\subsection*{Anticipated Date of Graduation}
\textbf{SENIORS ONLY}
You will be able to indicate, via PAWS, when you plan to graduate. You can log on to PAWS 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.

\subsection*{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 will be distributed by the Office of Admissions and Student Records within the first two weeks of class. This form should be returned by February 5, 2010.

\subsection*{Request to Audit Courses}
If you are a continuing student and wish to audit a course, you must submit a petition for consideration of the Vice Chancellor 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.

\subsection*{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 payment due date, and decide not to attend LSU, do not just drop all of your classes using PAWS. You must notify the Office of Admissions and Student Records that you are \textit{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, PAWS will provide the times of sections in which spaces are available.

**Course Schedule**
You may view PAWS 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 PAWS 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, PAWS may not accept your course or fee requests until the hold is removed. PAWS 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**

Once payments are received, receipts are not mailed. You are strongly encouraged to use PAWS 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 PAWS.**

● **FEE BILL and PAYMENT OF FEES**

If you schedule courses and/or choose additional services prior to November 19, 2009, tuition and fees will be assessed and posted to your PAWS 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 PAWS 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 PAWS. The fee bill link is under “Registration Services” on your PAWS Desktop.*

Billing Address
It is your responsibility to keep your home address current. You may change it through PAWS 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 PAWS Desktop.

You have these payment options:
1) Pay by bank draft – See PAWS for details
2) Use PAWS 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 PAWS. The fee bill link is under “Registration Services” on your PAWS 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 PAWS after fee bills are printed. To obtain your balance via PAWS, select “Fee Bill” under the Registration Services heading on your PAWS desktop.

You are strongly encouraged to check on PAWS 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 PAWS Desktop.

Late Registration
If you do not register (return the remittance stub and pay any fees due) by mail, or pay fees via PAWS using a credit card by the payment due date, you will need to complete registration during Late Registration. You must schedule courses and select additional services fees before reporting to the Office of Admissions and Student Records, 202 Law Center to have your fee bill printed and pay fees at the Office of Bursar Operations. If you are a continuing LSU student you will be assessed the $75 late registration 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
11
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 2010 due dates are as follows:

<table>
<thead>
<tr>
<th>DATE DUE</th>
<th>AMOUNT DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1, 2010</td>
<td>1/3 of the total deferred</td>
</tr>
<tr>
<td>April 1, 2010</td>
<td>1/3 of the total deferred</td>
</tr>
<tr>
<td>May 1, 2010</td>
<td>1/3 of the total deferred</td>
</tr>
</tbody>
</table>

## Sponsors

Sponsors are individuals, 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.

## 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” 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 PAWS using a credit card and will be assessed the $75 late registration service charge.

**Paying Fees by Bank Draft**
See PAWS for the latest information regarding this method of payment.

**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.

**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 PAWS 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 PAWS 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

14
100% through January 9
90% January 10– January 19
50% January 20 – February 20

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 PAWS 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, 2010) 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 PAWS 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 PAWS 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 add 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 printed. After your bill is printed, you may no longer use PAWS 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 PAWS, 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 PAWS.

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

### Parking Option Description

**Law Parking** - Zone 4 is purple on the parking map. This zone is open to registered law students.

<table>
<thead>
<tr>
<th>Parking Option</th>
<th>Description</th>
<th>Code 1</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Semester Only</td>
<td>(Cost $44)</td>
<td>02006</td>
<td></td>
</tr>
<tr>
<td>Yearly Parking</td>
<td>(Cost $87)</td>
<td>02001</td>
<td></td>
</tr>
</tbody>
</table>

Medical Parking—Students who have a medical or physical condition that requires special parking should initially select the Law Center zone. To obtain a medical permit; present verification of need from the Student Health Center, beginning the first day of class, to the Office of Parking, Traffic and Transportation.

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, & Transportation, Public Safety Bldg.

Permits will be mailed to you this year. Please check that the home address on the system is correct and up-to-date. **Also note:** If you are registered for on-campus housing, you should visit the Parking Office so they can issue you an addition permit for the Law Center.

**STUDENT HEALTH CENTER**

(> Part-time Students)<br>

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 ($132) and be entitled to the same services as full-time students. You may add the Student Health Center fee using PAWS. 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-time and full-time students.

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

**STUDENT HEALTH INSURANCE**

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

Insurance selected via PAWS can be either for the current semester only or annual coverage (when selected in the fall). For the dates to enroll for insurance using PAWS as well as other methods to enroll visit the web site at [www.lsu.edu/shc](http://www.lsu.edu/shc).

The University sponsors three levels of optional Student Health Insurance that provide coverage for students and their dependents. The three plans are: the Basic Plan ($50,000 maximum benefit per accident/illness); the Standard Plan ($100,000 aggregate maximum benefit per policy period); and the Enhanced Plan ($250,000 aggregate maximum benefit per policy period). Dependent coverage cannot be selected using PAWS. It is available by completing the enrollment form in the insurance brochure. Mail the payment and enrollment form directly to the address on the application.

Visit the Student Health Center, corner of West Chimes and Infirmary Road, their web site at [www.lsu.edu/shc](http://www.lsu.edu/shc), or call 578-
Insurance Plan – these fees may change from the date of this brochure printing.

### Spring 2010 Fee Code
- Basic Plan ($454) 05001
- Standard Plan ($502) 05002
- Enhanced Plan ($556) 05003

### Annual Fee Code
- Basic Plan ($889) 05004
- Standard Plan ($981) 05005
- Enhanced Plan ($1,088) 05006

#### International Student Insurance Compliance
It is mandatory that all non-immigrant international students have health insurance which is acceptable to the university. Non-immigrant international students enrolled in courses for the spring semester will be automatically assessed on their fee bills for health insurance plus a $7 repatriation fee unless one of the following situations applies:

- They are currently enrolled in any approved insurance plan or the LSU Student Accident & Sickness Insurance Plan is effective and paid until the end of that semester.
- Proof of private insurance is received and approved in the International Services Office to avoid automatic insurance assessment on the fee bill.
- Under the LSU plan, students for spring holding F or J visa should contact ISO for further information or visit their web site at www.lsu.edu/iso.
- Students who want to add their dependents insurance charges to the fee bill should also contact the ISO. International students needing further information may visit the ISO 101 Hatcher Hall or call 578-3191.

#### STUDENT RECREATIONAL SPORTS COMPLEX
The comprehensive recreational sports program offered by the Division of Recreational Sports offers a variety of opportunities for physical fitness and can accommodate the most serious as well as least skilled participant.

The Student Recreational Sports Complex is a state-of-the-art facility. Intramural Sports and instructional classes are offered in a variety of sports. Full-time students are automatically assessed a fee for the use of the Recreational Sports facilities. Part-time students may take advantage of these facilities and services by selecting this option using PAWS. To add the Student Rec. fee on PAWS, follow the instructions and use the Additional Services Fee Code 04001. Visit the Division of Recreational Sports, 202 Student Recreational Sports Complex, or call 578-5601 with any additional questions.

#### 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 Room 221 of the LSU Union, Monday through Friday, 7:15 a.m. to 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, Room 221 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 578-7008 or contact: Tiger Card Office, PO Box 25052, Baton Rouge, LA 70894; or visit www.TigerCard.lsu.edu.

**TIGER CASH**

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

With Tiger Cash 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 Cash account, purchases made with your Tiger Card are deducted from your balance. Your remaining balance will be electronically displayed when you make a purchase so you will always know how much money remains in your account.

You can use PAWS to add Tiger Cash.

For additional information call 578-4300 or 578-7008 or contact: Tiger Card Office, Room 221 LSU Union (7:15 a.m. - 9 p.m. Monday - Friday and 12 noon - 6 p.m. Saturday and Sunday), or PO Box 25052, Baton Rouge, LA 70894; or visit www.TigerCard.lsu.edu.

**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 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 anytime 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 ★

The following 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 website: [http://appl002.lsu.edu/pubsafe/psafety.nsf/homepage](http://appl002.lsu.edu/pubsafe/psafety.nsf/homepage)

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 is 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 prohibit the use, possession and sale of illegal drugs. The University is a drug-free zone under Louisiana law and will not shield any student, employee or visitor from action by civil authorities.

Sales or Use of Alcoholic Beverages
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.

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

- **LSU Police Department** 578-3231
- **Mental Health Services** 578-8774
- **Office of the Dean of Students** 578-4307
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 10 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.

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) or 334-CRIME (2746) remain anonymous. The value of rewards range from $25 to $1000 depending on the crime. The LSU CrimeStoppers program is the only such program on any such state university campus to be self-managed and autonomous from local law enforcement agencies.

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 presented 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.

Wellness Education Program 578-5718
Student Health Center 578-6271
Stop Rape Crisis Center 383-7273
Medical Appointments 578-6716
The Phone (24-hour crisis line) 924-5781
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.

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, follow the Crime Info to the Crime Statistics link; or at the U.S. Department of Education, Office of Postsecondary Education web site: http://ope.ed.gov/security, which will allow you to search and compare statistics with other institutions; or you may contact the LSU Police Department directly at 225-578-3231, for a printed copy.

You can also view a copy of LSU’s Clery Report at http://appl1002.lsuedu/pubsafe/psafey.nsf/hompage, or from the LSU Police web site www.lsu.edu/police and click on the Clery Info link.

**EMERGENCY NUMBERS**

<table>
<thead>
<tr>
<th>Emergency</th>
<th>911</th>
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<tr>
<td>LSU Police Department</td>
<td>578-3231</td>
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<tr>
<td>LSU CrimeStoppers Hot Line</td>
<td>578-2746</td>
</tr>
<tr>
<td>Baton Rouge City Police</td>
<td>911</td>
</tr>
<tr>
<td>East Baton Rouge Parish Sheriff</td>
<td>911</td>
</tr>
<tr>
<td>Baton Rouge Fire Department</td>
<td>911</td>
</tr>
<tr>
<td>From most cell phones to LSU police</td>
<td>578 or LSU</td>
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</tbody>
</table>
Additional Services and Course Scheduling Worksheet

Additional Services:

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__________________  

__________________  

Course Scheduling:

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

Preferred Courses

Number  Section

____   ______

____   ______

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Alternate Courses

Number  Section

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Proposed Schedule

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