

Registration Regulations and Advanced Billing System  
Spring 2013

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 (2012-2013) 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 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.

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

Exam Deferrals. See Catalog p. 27. Exam Deferral Request Forms can be found on the law school web site.

Independent Research. 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 14, 2013, 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.

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. See Grading of Skills and Clinic 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 14, 2013, a student may not withdraw from a skills/clinic 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.
*** 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.

**Seniors**
PH1L – Semester hours earned + hours currently enrolled ≥ 62
Monday, October 15, 2012 7:00 p.m.

**Juniors**
PHL2 – Semester hours earned + hours currently enrolled ≥ 32
Tuesday, October 16, 2012 7:00 p.m.

**First- Year Students**
Your spring 2013 courses will be scheduled for you. If you need additional services (parking, insurance, etc.), you may start adding these via myLSU beginning Wednesday, October 17, 2012. Please make all additions by Monday, November 14, 2012. Fee bills will be available on-line November 26, 2012.

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.

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 see Ms. Michele Forbes or Ms. Tao Dumas in Room 202.

Fee Bills
Additional Services for spring (if needed) should be added via myLSU by Monday, November 26, 2012.

Spring fee bills available on-line Monday, November 26, 2012.

Payment due date for spring is Wednesday, January 9, 2013.
Registration Regulations and Advance Billing System

Spring 2013 Office of Admissions and Student Records
CONTENTS

Academic Performance, Required........................................10
Account Balance..............................................................11
Add/Drop Fee Adjustments...................................................9
Adding and Dropping Courses..............................................9
Add’t Services and Course Scheduling Worksheet.................21
Additional Services Fees, Selection......................................15
Advance Billing System....................................................3
Application for Degree & Payment of Diploma Fee.................9
Audit, Request to............................................................9
Audit Only Registration....................................................9
Auditing Fee Assessments & Payments.................................11
Bank Drafts....................................................................13
Calendar, Spring 2012........................................................5
Campus Crime Prevention Guide..........................................19
Cancellation of Registration.................................................9
Closed Sections...............................................................10
Course Schedule.............................................................10
Course Scheduling via myLSU.............................................8
Deferred Payment Due Dates............................................12
Deferred Payment Plan....................................................11
Degree Audit Report.......................................................10
Degree Only Registration...................................................9
Degree Requirements......................................................10
Dining Services..............................................................15
Diploma Fee.................................................................15
Directory Information.......................................................18
Fee Bill........................................................................11
Financial Aid / Scholarships.............................................13
Direct Deposit................................................................14
Disbursement of Balance..................................................13
Disbursement of Other Checks............................................14
Financial Aid and Resignations.........................................14
Special Notice to Financial Aid Recipients.........................13
Special Notice to LSU Scholarship Recipients.................13
Graduation, Anticipated Date of........................................9
Immunization Policy........................................................18
International Student Insurance Compliance.....................16
Late Registration.............................................................11
Late Registration Service Charge.......................................13
Letters in Lieu of Bills.....................................................10
Motor Vehicle Registration...............................................15
No-Pay Purges................................................................11
Overpayments................................................................13
Partial Payments............................................................12
myLSU Registration Worksheet...........................................21
Payment Due Date............................................................6
Payment of Fees.............................................................6, 10
Personal Access Code.....................................................6
Prerequisites................................................................10
Refund Schedule - Spring 2012.........................................14
Registration, Completion of............................................10
Registration Holds and Letters in Lieu of Bill.....................10
Resignation...................................................................12
Sponsors.....................................................................16
Student Health Center.......................................................16
Student Health Insurance..................................................17
Student Recreational Sports Complex...............................17
Telephone Numbers........................................................8
Tiger Card.....................................................................17
Tiger Cash.....................................................................17
University Fee Information.............................................14
Zero Balance Fee Bills....................................................11
Spring 2013 Calendar

Oct 15-16 Mon - Tues ● Advanced Scheduling Period

Nov 14 Mon ● Choose Additional Service Fees no later than 5:00p.m.

Nov 21 Mon ● myLSU is closed at 5:00pm for assessment

Nov 26 Mon ● Fee Bills will be available only on-line
               myLSU is available to students at 7:00am

Jan 9 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.

Jan 11 Fri ● myLSU is closed at 4:30pm

Jan 14 Mon ● Classes Begin
               myLSU is open at 7:00am

Jan 21 Mon ● Martin Luther King Day

Jan 22 Tues ● Final day for Adding Classes
               ● Final day for dropping a class without receiving a “W” grade

Feb 8 Fri ● Last Day for Graduating Seniors to apply for degree

Feb 11-12 Mon-Tues ● Mardi Gras Holidays

Mar 22 Fri ● Final Day for Dropping Classes

Mar 29-4/1 Fri/Mon ● Easter Holidays

April 26 Fri ● Classes End

April 29 Mon ● Examinations Begin

May 11 Sat ● Examinations End

May 24 Fri ● Upper Class Grades Due – 10a.m.

May 28 Tues ● First Year Grades Due – 10a.m.

May 31 Fri ● Commencement (10:30am)
Billing and Payment Information

The Payment Due Date is Wednesday, January 9, 2013

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 2013 Calendar on page 5 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 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 8, 2013.

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.

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 14, 2012, 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 strongly 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 2012 due dates are as follows:

<table>
<thead>
<tr>
<th>DATE DUE</th>
<th>AMOUNT DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1, 2012</td>
<td>1/3 of the total deferred</td>
</tr>
<tr>
<td>April 1, 2012</td>
<td>1/3 of the total deferred</td>
</tr>
<tr>
<td>May 1, 2012</td>
<td>1/3 of the total deferred</td>
</tr>
</tbody>
</table>

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.

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**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 13, 2013
- 90% January 14–January 22, 2013
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 8, 2013) 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.sch.lsu.edu/index.php?page=about_sch_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 purchases 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.

**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 30*. The information will not be provided to a person who claims to be a relative or friend, to a fellow student, or to a prospective employer who might wish to contact you or verify your status at the 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).


Emergency Numbers

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<tr>
<td>LSU Police</td>
<td>911 or 578-3231</td>
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<td>Crimestoppers</td>
<td>389-3361</td>
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<td>Baton Rouge City Police</td>
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<td>EBR Parish Sheriff</td>
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<td>Baton Rouge Fire Department</td>
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REPORTING CRIME OR EMERGENCIES

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

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

University police officers are vested with all of the powers, authority and responsibilities of any police officer of the state on
property owned by the University, including adjacent public streets. Police authority is derived from Section 17:1805 of the Louisiana Revised Statutes. The police Department cooperates fully with federal, state and local law enforcement agencies in cases which involve both on-campus and off-campus jurisdiction or when the resources of another agency can be used to facilitate the resolution of an investigation.

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

**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 Law Center. 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/consumption of alcohol. A copy of the Law Center’s Substance Abuse/Drug Policy is available at [http://www.law.lsu.edu/globals/sitelibraries/administration/humanresources/PS67LCIllegalUseOfDrugsAndAlcoholMisuse.pdf](http://www.law.lsu.edu/globals/sitelibraries/administration/humanresources/PS67LCIllegalUseOfDrugsAndAlcoholMisuse.pdf)
# Additional Services and Course Scheduling Worksheet

## Additional Services:

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## Course Scheduling:

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

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## Proposed Schedule

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