# COURSE SCHEDULING AND REGISTRATION INSTRUCTIONS
## SUMMER 2013

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LSU IS AN EQUAL OPPORTUNITY/ACCESS UNIVERSITY
### SUMMER IN FRANCE 2013 ACADEMIC CALENDAR

<table>
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<tr>
<th>Session I</th>
<th></th>
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<tbody>
<tr>
<td><strong>Classes Begin</strong></td>
<td>June 17</td>
</tr>
<tr>
<td><strong>Final Date for Adding classes in Session I</strong></td>
<td>June 18</td>
</tr>
<tr>
<td><strong>Final Date for Dropping a course in Session I without receiving a grade of “W”</strong></td>
<td>June 18</td>
</tr>
<tr>
<td><strong>Final Date for Dropping or a course or Resigning in Session I</strong></td>
<td>June 27</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Session II</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classes Begin</strong></td>
<td>July 8</td>
</tr>
<tr>
<td><strong>Final Date for Adding a courses in Session II</strong></td>
<td>July 9</td>
</tr>
<tr>
<td><strong>Final Date for Dropping a course in Session II without receiving a grade of “W”</strong></td>
<td>July 9</td>
</tr>
<tr>
<td><strong>Final Date for Dropping a course or Resigning in Session II</strong></td>
<td>July 19</td>
</tr>
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### Summer in France 2013 Refund Schedule

(The Refund Schedule is based on the course and number of class meetings)

**Three hour courses:** June 17 – July 26, 2013

- 100% through June 16, 2013 (before first day of class)
- 90% June 17 - 18, 2013 (first - second day of class)
- 50% June 19 - 26, 2013 (from day 4 through day 12 of class)
- 0% Refund after June 26, 2013

**One hour courses taught in the first session:** June 17 - July 5, 2013

- 100% through June 16, 2013 (before first day of class)
- 90% June 17 - 18, 2013 (first - second day of class)
- 50% June 19 - 26, 2013 (from day 4 through day 12 of class)
- 0% Refund after June 26, 2013

**One hour courses taught in the second session:** July 8 - July 26, 2013

- 100% through July 7, 2013 (before first day of class)
- 90% July 8 – 9, 2013 (first - second day of class)
- 50% July 10 – 17, 2013 (from day 4 through day 12 of class)
- 0% Refund after July 17, 2013

**NOTE:** The minimum fee assessed is for four (4) hours credit and the maximum fee assessed is for seven (7) hours credit. Classes meet Monday - Thursday.
SUMMER TERM SCHEDULE - BATON ROUGE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>May 8</td>
<td>Fee bills available on myLSU</td>
</tr>
<tr>
<td>May 29</td>
<td>Payment due date (payment must be RECEIVED – NOT POSTMARKED)</td>
</tr>
<tr>
<td></td>
<td>myLSU is closed at 5:00pm</td>
</tr>
<tr>
<td>June 3</td>
<td>This marks the final date to receive a 100% refund of University fees</td>
</tr>
<tr>
<td>June 4</td>
<td>Classes begin</td>
</tr>
<tr>
<td></td>
<td>myLSU is open to all students at 7:30 a.m.</td>
</tr>
<tr>
<td>June 6</td>
<td>This marks the final date to receive 90% refund of University fees.</td>
</tr>
<tr>
<td>June 7</td>
<td>The third no-pay purge of courses is run.</td>
</tr>
<tr>
<td></td>
<td>The deadline for dropping courses without receiving a grade of “W”</td>
</tr>
<tr>
<td></td>
<td>Final day for adding courses</td>
</tr>
<tr>
<td>June 19</td>
<td>This marks the final date to receive a 50% refund of University fees</td>
</tr>
<tr>
<td>June 28</td>
<td>This is the final date to drop courses or resign from the Law Center</td>
</tr>
<tr>
<td>July 19</td>
<td>Final exams begin</td>
</tr>
<tr>
<td>July 22</td>
<td>Final exams end</td>
</tr>
<tr>
<td>Aug. 12</td>
<td>Summer Grades Due 10:00 a.m.</td>
</tr>
<tr>
<td>Aug. 13</td>
<td>Summer Commencement – no formal ceremony</td>
</tr>
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REGISTRATION CALENDAR

(NOTE: The registration system may not be available from 5:00 p.m., Saturday until noon, Sunday)

Mar. 18  Mon  ●  Scheduling for courses begins at 7:00 p.m.
         ●  3L’s will have preference over 2L’s in all summer courses

Mar. 19  Tues  ●  myLSU will be closed from 7:30am to 7:00pm

May 8  Wed  ●  Fee bills available on myLSU

May 29  Wed  ●  Payment due date (payment must be RECEIVED – NOT POSTMARKED)
         ●  myLSU is closed at 5:00pm

June 3  Mon  ●  This marks the final date to receive a 100% refund of University fees

June 4  Tues  ●  Classes begin
         ●  myLSU is open to all students at 7:30 a.m.

June 6  Thur  ●  This marks the final date to receive 90% refund of University fees.

June 7  Fri  ●  The third no-pay purge of courses is run.
         ●  The deadline for dropping courses without receiving a grade of “W”
         ●  Final day for adding courses

June 19  Wed  ●  This marks the final date to receive a 50% refund of University fees

June 28  Fri  ●  This is the final date to drop courses or resign from the Law Center

July 19  Mon  ●  Final exams begin

July 22  Fri  ●  Final exams end

Aug. 12  Wed  ●  Summer Grades Due 10:00 a.m.

Aug. 13  Thur  ●  Summer Commencement – no formal ceremony
WHAT TO DO IF…
(The most commonly asked questions)

My on-line fee bill is not available or I lost my letter in lieu of a bill? E-mail (bursar@lsu.edu), call the Office of Bursar Operations (225/578-3357) immediately, or come to the Office of Bursar Operations, 125 Thomas Boyd Hall.

My fee bill does not include my student aid or scholarship? Contact the Office of Admissions and speak to an admissions officer (225/578-8646) immediately. If your aid/scholarship has not been awarded and accepted by the time bills are due, you must pay the amount due as shown on the bill. Even if your aid/scholarship may be forthcoming, you need to pay what is owed by the due date or your classes will be purged and you will be assessed the $75 service charge to register later.

After my fee bill is available, I decide that I want to defer paying part of my fees? Even though your fee bill has been published on-line, you can still defer half of the current charges for the upcoming semester/term, even if it is the only thing you owe! If you want to know what the balance is for, view your billing statement under “Financial Services” on your myLSU Desktop. You may also contact the Office of Bursar Operations by e-mail (bursar@lsu.edu), or call (225/578-3357).

I view my fee bill and want to change a fee for an additional service? Once your fee bill is available on-line, you can no longer use myLSU to change additional service fees. You must contact the office providing the service to make the change.

I receive a letter in lieu of a bill? Carefully follow the directions on the letter. Once the hold is removed, you will pay fees via myLSU using an on-line check/bank draft or a credit card in the lobby of Thomas Boyd Hall. Your payment of fees will ensure that your courses will not be purged and you will not be assessed the $75 late registration service charge.

My courses are purged? The first no-pay purge is run following the payment due date. If your courses are purged, check the registration calendar for the date myLSU re-opens. When myLSU re-opens, schedule your courses and pay your fees via myLSU using an on-line check/bank draft or a credit card or complete registration in the lobby of Thomas Boyd Hall. To avoid courses being purged again, you must complete registration.

I want to confirm that my remittance form and any payment have been received and I am registered? You can check your payment status using myLSU. Having courses scheduled is not proof of registration.
REGISTRATION USING myLSU

myLSU registration lets you arrange your schedule of courses and select additional services for the 2013 summer term.

Every effort will be made to keep the registration system available 24 hours each day, except from 5:00 p.m., Saturday, to noon Sunday. Work on LSU’s computer system may require that myLSU be unavailable at other times. Refer to the Registration Calendar for specific instructions about when myLSU will be available.

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

This booklet provides information concerning:

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

If you have questions concerning:

• Course offering and enrollment restrictions – Contact the Registrar/Associate Registrar  225/578-8646
• Course scheduling and registration procedures – Contact the Registrar/Associate Registrar 225/578-8646
• Your fee bill – call the phone number that corresponds to the charge on your fee fill

LSU’S REGISTRATION SYSTEM

Internet registration (via myLSU) allows you to arrange your class schedule and/or select additional services using any Internet PC, from any location, day or night. Work on LSU’s computer system may require that myLSU be unavailable at other times.

When you are connected with my LSU, you will receive information on the current availability of each class you request. This booklet provides information concerning:

• How to schedule classes, 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 fees should be directed to: Office of Admissions and Student Records, Room 202 Law Center, or call (225) 578-8646. Office hours are 8 a.m. to 4:30 p.m.

HELPFUL TELEPHONE NUMBERS

ITS Help Desk ........................................................................................................................................578-3375

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.................................................................578-6642
Residential Life..................................................................................578-8663
Office of Student Aid.................................................................578-3103
Student Health Center........................................................................578-6271
Student Recreational Sports Complex............................................578-8601
Tiger Card Office..............................................................................578-4300
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 578-3375.
- Be Prepared – fill out the course scheduling work sheet (at the end of this booklet) prior to logging onto your 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 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 myLSU account.

To Schedule Classes via myLSU

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

Look under your Personalized Desktop and click on “Registration Services”, then on “Schedule Request”. Select campus (LSU Law Center) and then choose the semester you intend to work with. 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 (not the call 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 of 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 fee assessment for each semester or term.

COURSE SCHEDULING AND REGISTRATION
SUMMER 2013

◄COURSE SCHEDULING PRIORITY►

Scheduling of summer classes for all students begins at 7:00 p.m., Monday, March 18. The system will remain open until 7:00 a.m. on Tuesday, March 19.

To avoid purges, please check for prerequisites, senior-only designations, overlapping courses prior to scheduling. The course offerings list on myLSU indicates the number of slots available for each course/section.

The server will once again be open for all summer courses from 7:00 p.m. Tuesday, March 19 and will remain open until fee assessment begins. We ask that you finalize your summer schedule as soon as possible. myLSU will be unavailable during fee assessment.

Reminder: The maximum number of hours for which you may register in the summer is nine (9) and seven (7) in the Summer in France Program. The total number of summer school credits that can be applied to the Juris Doctor/Graduate Diploma in Comparative degrees is sixteen (16).

To schedule courses, you will need: the Summer 2013 Schedule of Classes -both Baton Rouge and Summer in France (available on the web), LSU Law Catalog (available on the web), pen or pencil, and paper.

- Being in debt to the University does not block you from scheduling courses.
• Consult the LSU Law Catalog and Schedule of Classes to familiarize yourself with course requirements, prerequisites, co-requisites, and University regulations.

• Organize your registration materials and plan your class schedule prior to logging on to myLSU. This means:
  
  o Determining your preferred courses.
  
  o Ensuring that you are scheduling only courses for which you meet all course requirements. If you schedule a course for which you are not eligible, your enrollment may be canceled at any time.
  
  o Listing your courses in priority order.
  
  o Listing alternative classes, since some courses of sections may be closed or canceled.
  
  o Determining additional service selections.

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

◄SPECIAL REGISTRATIONS►

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 generated for 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.

Delinquent Registration
Registration after June 7 requires approval of the Vice Chancellor of Academic and Student Affairs.

◄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 intended 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 fees are assessed 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.

Adjustment to Course Offerings
The LSU Law Center reserves the right to adjust course offerings by adding or dropping sections. You should access myLSU before classes to ascertain whether adds/drops have affected your schedule. If they have, you may make appropriate changes then.

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.
Auditing Courses
If you are a continuing student and wish to audit a course, you must complete the Audit Only form. Forms are available on the web and in Room 202. Upon approval, the course and/or audit designation will be added to your schedule by personnel in the 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 requested, but spaces are available in other sections, myLSU will provide the call numbers and times of sections in which spaces are available.

Course Schedule
You may check on MYLSU to view and print your course schedule. When you return to campus for the term, bring a copy of your schedule with you.

Credit Hour Maximum
The maximum loads for summer term are nine (9). The total number of summer school credits that can be applied to the Juris Doctor and Graduate Diploma in Comparative Law degrees is sixteen (16).

Dropping Courses via MYLSU after the last day to Add Courses
You may drop courses via MYLSU until midnight through the respective final date to drop courses or resign. Beginning the first class day, you cannot drop all of your courses using MYLSU. This is, in effect, resigning from the University. If you want to resign you must begin the resignation process in the Law Center Registrar’s office, room 202.

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
Prerequisite courses are listed as suggested background courses for particular courses. If you do not have the course(s) listed as a prerequisite you should seek approval of the faculty member teaching the course.

Registration Holds & Letters in Lieu of Bills
If you schedule courses and have a hold on your registration, a letter will be mailed to your home address. Carefully follow the directions in the letter that explain who to contact to remove the hold and complete registration. If you receive a letter in lieu of a fee bill, you will not be mailed a fee bill when you remove the hold. You must view your on-line fee bill via MYLSU. If you do not complete registration by the payment due date, your course schedule will be purged, and you will be assessed the $75 late registration service charge should you register at a later date. The payment deadline remains the same.

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.

LSU-SOUTHERN UNIVERSITY CROSS-REGISTRATION PROGRAM
Law students who wish to cross-enroll at Southern University Law Center should see the Registrar in room 202 for instructions.

PAYMENT OF FEES
LSU students are responsible for full payment of fees and all other debts to the university by the payment due date, or your schedule will be purged. NOTE: It is your responsibility to pay any balance due. 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. **Up-to-the minute fee information is available via MYLSU. The fee bill link is under “Registration Services” on your MYLSU Desktop.**

**NOTE:** It is your responsibility to pay the amount due. You may view your fee information by accessing the fee bill link under Registration Services on your MYLSU Desktop. Your payment due must be received (not postmarked) by the due date to complete registration.

You have these payment options once your fees are assessed and your bill is posted:
1. Use MYLSU to pay by BANKDRAFT
2. Use MYLSU to pay the amount due by credit card. NOTE: You will be charged a 2.5% charge if you pay by credit card.
3. Use MYLSU to indicate you are registering if you have a zero balance.
4. Submit your remittance form to the Office of Bursar Operations by mail or in person.

**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.

### 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 (1/2) 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. You must select this option through MYLSU each semester prior for fee assessment.

### Deferred Payment Due Dates

On each date 1/2 of the total deferred is due. Payments are to be paid at the Office of Bursar Operations, 125 Thomas Boyd Hall.

**Eligibility**

All students are eligible for the 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 it becomes 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 are due (pursuant to LSA-CC article 2000) and $100 or a sum equal to thirty-three and one third (33 1/3%) additional of the total amount due and owing as attorney fees, whichever is higher.

### Late Registration

If you do not register by mail, or pay fees via MYLSU using a bank draft or credit card by the payment due date your courses will be purged. You must schedule courses and select additional services fees before reporting to the Office of Admissions and Student Records, 202 Law Center for fee assessment. If you are a continuing LSU student you will be assessed, and pay, the $75 late registration service charge.
Late Registration Service Charge
If you do not pay your fees via MYLSU using a bank draft or credit card, or pay 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.

No-Pay Purges
The university will purge students’ classes from their schedules if tuition and fees are not paid within the deadlines set forth.

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

Partial Payments
Unless you have selected to defer part of your fees, partial payments are not permitted. You are strongly encouraged to access 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 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.

Paying Fees by Mail
Remittance forms and any payments due must be RECEIVED (NOT POSTMARKED) BY THE PAYMENT DUE DATE. You are strongly encouraged to mail your payment with your remittance form ten calendar days prior to the payment deadline date. Therefore, if you have a balance due, are anticipating that your balance will change to zero, and the balance has not changed by ten days prior to the payment deadline, you should mail your remittance form and the payment due.

Paying Fees by On-line Check/Bank draft
You may pay your fees via myLSU with an on-line check/bank draft. You will find the link under “Registration Services” on your myLSU Desktop. Please note that a $25 service charge will be assessed on all payments returned NSF.

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.

Zero Balance Fee Bills
If your on-line fee bill reflects a zero balance due, you are still required to complete registration by indicating, via myLSU, that you are completing registration. You will find the fee bill link under “Registration Services” on your myLSU Desktop.

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

- Use myLSU to pay the amount due using an on-line check/bank draft.
- Use myLSU to pay the amount due using a credit card.
- Use myLSU to indicate you are registering if you have a zero balance.
- Submit your remittance form to the Office of Bursar Operations by mail or in person.
Students will find the fee bill link under “Registration Services” on their MYLSU Desktop for up-to-the-minute fee bill information and balance due. This application also provides students with the ability to pay their fees using an on-line check/bank draft or credit card.

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.

To check your registration status, please do not simply list your courses, as this listing is not an indication that you are registered. You have completed registration only when you have paid fees via MYLSU or any payment due has been received and posted to the Advance Billing System.

**FINANCIAL AID / SCHOLARSHIPS**

**Special Notice to Financial Aid Recipients**
It is most important for you to complete the financial aid application process early enough each year so that the amount of aid you have been awarded will appear on your university account as an anticipated financial credit. Otherwise, you will be responsible for the payment of your fees. If payment is not received by the payment due date, your courses will be purged and you will be required to pay the $75 late registration service charge.

All award notices will be e-mailed to your MYLSU account. Most major lenders will transmit Federal Stafford, Unsubsidized Stafford funds electronically once you have accepted your loan. These funds will be credited directly to your student account through Electronic Funds Transfer (EFT). Any lender that does not participate in the EFT process will issue individual loan checks which must be signed by the student before the funds will be applied to your account. The Office of Bursar Operations will inform you, via e-mail, when the funds have been posted 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 university account 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 home 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, you will be issued a check for the balance. Financial aid balances will be either mailed or direct deposited the first week of class and continue as credit balances on your account. You may cancel all or part of student loan funds by returning the check to the Office of Student Aid and Scholarships within 30 days of the first class day.

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

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

**Direct Deposit**
You should 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.

**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 for five or more days).

Federal financial aid recipients officially resigning from the University may be entitled to a partial refund of tuition and certain fees based on the date of resignation. A complete refund schedule for federal financial aid recipients is available in the Office of Admissions and Student Records, Room 202.

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 LSU tuition and fee schedule(s) are located on the LSU Law Center 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*

**Baton Rouge Session:**

- 100% refund before June 3
- 90% refund June 4 – June 6
- 50% refund June 7 – June 19

**Summer in France Session- Three Hour Courses**

- 100% refund before June 16
- 90% refund June 17 - 18
- 50% refund June 19 - 26

**Summer in France Session- One Hour Courses Taught in the First Session**

- 100% refund before June 16
- 90% refund June 17 - 18
- 50% refund June 19 - 26

**Summer in France Session- One Hour Courses Taught in the Second Session**

- 100% refund before July 7
- 90% refund July 8 - 9
- 50% refund July 10 - 17

**DIPLOMA FEE**

If you are a graduating senior, and indicate to 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 deadline that you are not graduating, you will have the difference between the diploma fee and the duplicate diploma fee ($20) 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 with your tuition and fees.

All students may select the following types of service fees: Dining Plans, Parking, Tiger Express, and Health Insurance. In addition, part-time students may also elect to be assessed the Student Health Center and/or the Student Recreational Sports Complex fees.

To 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 adding of 01003 will be completed, and plan 01002 will be dropped. For Tiger Express, the new amount will be used and the old amount will be dropped.

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

DINNING SERVICES
For a complete list of meal plans, contract terms and conditions and additional services codes, please visit the website www.lsu.edu/dining.

For additional information concerning dining service options, contact:

Tiger Card Office
Louisiana State University
109 LSU Student Union
Baton Rouge, LA  70803
(225) 578-4300

To make changes in meal plans call the Tiger Card Office (225/578-4300) or visit the office in Room 109, LSU Student 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, 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. Permits are planned to be mailed to you this year. Please check that the address on the system is correct and up-to-date.

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.

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>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester Only (Cost $63)</td>
<td>02005</td>
</tr>
<tr>
<td>Yearly Parking (Cost $125)</td>
<td>02001</td>
</tr>
<tr>
<td>Motorcycle (Cost $18)</td>
<td>02002</td>
</tr>
</tbody>
</table>

*These fees may change from the date of this brochure publication

Note also: there is no charge for a motorcycle permit if you have a vehicle permit. The motorcycle permit must be picked up from the Office of Parking, Traffic & Transportation and Public Safety Bldg.
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.

◄STUDENT HEALTH CENTER►  (Part-time Students)
Additional Service Fee Code – 06001
The Student Health Center provides quality, affordable, and convenient health care to LSU students in a large outpatient facility. Full-time students are automatically assessed a fee which entitles them to unlimited visits to primary care physicians. Part-time students may utilize the center in one of two ways. They may elect to pay the same fee as full-time students ($132) and be entitled to the same services as full-time students. You may add the Student Health Center fee using myLSU. 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. For additional information regarding the services provided by the center, visit the Student Health Center, corner of West Chimes and Infirmary Road, use the web site at www.lsu.edu/shc or call 578-6271.

◄STUDENT HEALTH INSURANCE►  Contact the Student Health Center for Correct Fees.
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 myLSU can be either for the current semester only or annual coverage (when selected in the fall). For the dates to enroll for insurance using myLSU as well as other methods to enroll visit the web site at www.lsu.edu/shc.

The University sponsors two levels of optional Student Health Insurance that provide coverage for students and their dependents. The two plans are: the Basic Plan ($50,000 maximum benefit per accident/illness); and the Enhanced Plan ($250,000 aggregate maximum benefit per policy period).

Students may have the “Student Only” premium assessed using myLSU

Dependent coverage cannot be selected using MYLSU. 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, or call 578-6271 for an insurance brochure and enrollment form.

Insurance Plan

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 summer and/or fall 2011 semester(s) will be automatically assessed for health insurance plus a repatriation fee.

Under LSU Student Accident & Sickness Insurance Plan (SASIP), students with F and J visa status will automatically be charged for the first level plan, Basic Plan. This is the only option for J visa status holders based on US Department of State federal regulations. F visa status holders may choose to select from the higher level plans, Standard Plan or Enhanced Plan.

- Students not registered and on OPT/Academic Training or is registered as “Degree Only” for the summer semester must enroll directly with LSU SASIP if they want to be covered by the LSU plan.

◄STUDENT RECREATIONAL SPORTS COMPLEX►  - fees may change from the date of this brochure printing.
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 ($65 for each fall and/or spring semester, $25 for summer) for the use of the Recreational Sports facilities. Part-time students may take advantage of these facilities and services by selecting this option using MYLSU. Visit the Division of Recreational Sports, 102 Student Recreational Sports Complex, or call 578-5601 for more information and costs.
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 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 facilities on campus.

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 Tiger Cards
Tiger Cards are produced in Room 109 of the LSU Student Union, Monday through Friday, 7:30 a.m. – 5:00 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 advertised locations.

Lost or Stolen Cards
Lost or Stolen Cards must be reported to Tiger Card Office, Room 207 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 card. A charge is assessed to replace a lost, stolen, or defaced Tiger Card, even if the student is re-enrolled 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 contact: Tiger Card Office, P.O. Box 25052, Baton Rouge, LA 70894; or visit [www.TigerCard.lsu.edu](http://www.TigerCard.lsu.edu).

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 Cash reduces the risk of theft. 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 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 myLSU to add Tiger Cash. You must enter an even dollar amount up to $5,000.

For additional information call 578-4300 or contact: Tiger Cash Office, Room 207, LSU Union (7:30 a.m. – 5:00 p.m. Monday through Friday), or P.O. Box 25052, Baton Rouge, LA 70894; or [www.TigerCard.lsu.edu](http://www.TigerCard.lsu.edu).

The Family Educational Rights and Privacy Act (FERPA) of 1974, as Amended, includes various provisions for the 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 of 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 or 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, appropriate persons in the case of health or safety emergencies, or at the direction of a court as prescribed in Law Center’s Policy Statement 30L. The information will not be provided to a person who claims to be a relative or friend, to a fellow student, or to a prospective employer who might wish to contact you or verify your status at the University. In addition, your name will not appear in the commencement program.

As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

**myLSU & Public Web Directories**

LSU maintains two directories that are available via the Web. The myLSU Directory is available only to LSU students, former students, faculty and staff (i.e., persons with a relationship with the University). Students’ address information is displayed on the myLSU Directory. Students have the option of suppressing some or all of their address information via their myLSU desktops.

The Public Directory is available to the general public via the LSU Home page. **NO student address information is presented on the Public Directory, unless students choose to have the information displayed.** Students may opt to show information on the directory via their myLSU desktops.

**IMMUNIZATION POLICY**

The Law and Medical Recommendations: Louisiana law (R.S. 17:170 - Schools of Higher Learning) 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.

**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 Meningitis at anytime or a dose of Meningococcal 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 INFORMATION**

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

For more information on the LSU Police Department, or to check the Daily Crime Log, visit our website at [www.lsu.edu/police](http://www.lsu.edu/police).

LSU’s crime statistics are published in accordance with the 1998 provisions of the Student-Right-To-Know on Campus Security Act (Jeanne Clery Act) and can be found on the LSU Police website ([www.lsu.edu/police](http://www.lsu.edu/police) - select Jeanne Clery Act/Crime Information; then Annual Report). The Information can also be found at the U.S. Department of Education, Office of Post-Secondary Education website ([http://ope.ed.gov/security](http://ope.ed.gov/security)).

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

**EMERGENCY NUMBERS**

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
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<tbody>
<tr>
<td>LSU POLICE</td>
<td>911 or 578-3231</td>
</tr>
<tr>
<td>BATON ROUGE CITY POLICE</td>
<td>(911)</td>
</tr>
<tr>
<td>EBR PARISH SHERIFF</td>
<td>(911)</td>
</tr>
<tr>
<td>BATON ROUGE FIRE DEPARTMENT</td>
<td>(911)</td>
</tr>
</tbody>
</table>

**GUIDE**

**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. Campus Transit provides free door-to-door rides on campus between 5:30 p.m. and 3 a.m. Sunday through Friday. The vehicles are radio dispatched from the LSU Public Safety Building, and anyone on campus can call 225-578-5555 to be picked up within a few minutes. Drivers are carefully selected for this job.

**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.

**Campus Call Boxes**

LSU has tamper resistant phones near the entrances to most dorms and many other buildings which allow you to make an on-campus call or contact the police by dialing 911.

**Crime Stoppers**

Crime Stoppers is a community involvement program designed to help stop crime in its tracks. Crime Stoppers’ reason for existing is to gather clues that law enforcement agencies need to solve major crimes by offering cash rewards and providing a single number to call with information relating to any crime or criminal activity. If you have information regarding a crime, call 334-CRIME (2746).

The LSU Law Center’s Illegal Use of Drugs and Alcohol Misuse Policy (PS-67LC)
The LSU Law Center is committed to maintaining an environment which supports the research, teaching, and service mission of the University. The illegal or abusive use of drugs or alcohol by any member of the University community interferes with the accomplishment of this mission. Louisiana Law prohibits the consumption, distribution, or manufacture of drugs described as controlled dangerous substances in the Louisiana Revised Statutes 40:964 and the illegal possession and/or consumption of alcohol. A copy of the LSU Law Center’s Illegal Use of Drugs and Alcohol Misuse Policy (PS-67LC) may be found at www.law.lsu.edu/HumanResources.

Additional Services and Course Scheduling Worksheet

<table>
<thead>
<tr>
<th>Additional Services:</th>
<th>Service Fee Code</th>
<th>Amount If Required</th>
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<th>Course Scheduling:</th>
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<th>Alternate Courses</th>
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<td>Course or Call Number</td>
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With myLSU use LAW as the Department and the Course Number not the Call Number.

Proposed Schedule

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<th>Time</th>
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<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
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