Entering Class Registration
And
Advanced Billing System
 Procedures
Fall 2014
Office of Admissions and Student Records
June 2014

Welcome to the Law Center!

This letter introduces you to a few items covered in the booklet, and lets you know that the staff members in our office provide the services that your college dean’s office and registrar’s office formerly performed for you at the undergraduate and/or graduate level. This booklet is provided to you at this time as a guide to the tuition and fee payment process as well as the selection of any additional services you may need during your first semester with us at the Law Center.

Most of you will need to register a vehicle in order to park on campus. This and any other additional services should be chosen in the next two weeks. To select your services, your Personal Access Web Services (myLSU) provides computer access to the system.

Electronic messages from the Law Center are sent via your TigerMail email address. Your TigerMail email address is currently activated and ready for use. Note: If you have any other internet account which you use on a daily basis you can have your TigerMail routed to that account. For information about myLSU please call the help desk at 225-578-3375 or see https://grok.lsu.edu/Article.aspx?articleid=15291.

If you have any questions concerning the information in this booklet, contact our office or the campus office noted in that particular section of the booklet. Please let us know how we can be of service to you.

Sincerely,

Michele Forbes
Registrar
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Entering Class Fall 2014 Calendar

July 16, 2014 (TH)  •  Choose Additional Services Fees no later than 5:00 p.m.

July 23, 2014 (W)  •  FEE BILLS WILL BE AVAILABLE ONLY ONLINE. You may view your fee bill by accessing the fee bill link under “Registration Services” on your myLSU desktop.

Aug. 13, 2014 (W)  •  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 5:00 p.m.
  •  ZERO BALANCE FEE BILLS. If your fee bill balance is zero, you are still required to complete registration by selecting the “Completing Registration” Button from the “Fee Bill” application on your myLSU account.

Aug. 14-15 2014 (Th-F)  •  Mandatory Entering Class Orientation

Aug. 18, 2014 (M)  •  Classes begin

Aug. 25, 2014 (M)  •  Final day for adding classes, final day for dropping without a “w” grade, final day for enrolling in a course as “audit only”

Oct. 9-10, 2014 (Th-F)  •  Reading Days

Oct. 31, 2014 (F)  •  Final Day for Dropping Classes

Nov. 26, 2014 (W)  •  Classes End

Nov. 27-28, 2014 (Th-F)  •  Thanksgiving Holidays

Dec. 2, 2014 (T)  •  First-year Examinations Begin

Dec. 12, 2014 (F)  •  First-year Examinations End

Billing and Payment Information

The Payment Due Date is Wednesday, August 13, 2014

Fee bills will be available on-line. The University no longer mails semester fee bills to students. 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. Do not miss this due date if you intend to enroll this fall. It is your responsibility to phone the Law Center, Office of Admissions and Student Records at 225/578-8646 if you fail to receive an on-line fee bill or receive a letter in lieu of a bill.
myLSU System
LSU’s internet service, Personal Access Web Service (myLSU), 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 myLSU email address. Note: If you have another internet account that you use on a daily basis you may have your myLSU mail routed to that account. Please 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 on-line fee bill reflects a zero balance, you are still required to complete registration as follows:

- Indicate, via myLSU, by the payment deadline that you are completing registration. You will find the fee bill link under “Registration Services” on your myLSU desktop.

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, Visa or American Express 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 payment to credit your Bursar account. An approved payment in process will protect your schedule from being purged.
3) In person: Pay by cash, check or money order in 125 Thomas Boyd Hall.

Payment Plans:
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 printed on the fee bill reflects only the amount of aid needed to apply to fees as of the date of this notice.
- If your financial aid is greater than the amount that you owe the University, you will be issued the remaining balance which will be processed the first week of class and be deposited into your designated bank account via direct deposit or sent as a paper check to the local mailing address. Aid balances that occur after the first day of classes will be issued as received.
- The anticipated aid will be applied to all current debt and to new semester charges.
- Students awarded federal student/parent loan funds have the right to cancel all or part of their loans through the Office of Student Aid and Scholarships within 30 day 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. Once payments are received, receipts are not mailed. 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’S REGISTRATION SYSTEM**

The courses for your first two semesters in law school are scheduled for you by the Law Center, Office of Admissions and Student Records. Internet registration (via myLSU) allows you to view your class schedule and/or select additional services using any Internet PC, from any location, day or night. Every effort will be made to keep the registration system available 24 hours each day, except after 10:00 p.m. on weekends. Work on LSU’s computer system may require that myLSU be unavailable at other times.

This booklet provides information concerning:

- How to select additional services fees
- 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 personnel in the Law Center Office of Admissions and Student Records, or call 578-8646. Office hours are 8 a.m. – 4:30 p.m. Monday – Friday.

**HELPFUL TELEPHONE NUMBERS**

myLSU Application Service Center.................................................................................. 225-578-3375

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.................................................................................. 225-578-3191
Office of Bursar Operations.................................................................................. 225-578-3357
Parking, Traffic & Transportation.......................................................................... 225-578-5000
Residence Food Service.................................................................................. 225-578-8505
Residential Life.................................................................................. 225-578-8663
Office of Undergraduate Admissions and Student Aid........................................... 225-578-3103
Student Health Center.................................................................................. 225-578-6271
Student Recreational Sports Complex.................................................................. 225-578-8601
Tiger Cash.................................................................................. 225-578-4300

**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, you must notify the Law Center, 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.

**Course Schedule**

The entire first-year class is divided into three sections, and then one or more sections of each course are divided in half creating two “small sections”. The Legal Research and Writing small sections are further divided. You may view your course schedule on myLSU and the following information will help you determine which section you are in.

From myLSU you may: 1) print your fee bill or 2) make a screen print of your Schedule Request screen. Please note that you can only print your bill if it is not paid. The section numbers are located to the right of the course number. The numbers 001, 002 or 003 indicate you are in a full section of that course. The numbers 004, 005 or 006, etc., indicate you are in a small section of that particular course. The printed, alphabetical schedule of all first-year courses will indicate you are in a small section of that particular course. The printed, alphabetical schedule of all first-year courses will indicate course sections as 1,
2, 3 or 1X, 1Y, 1Z, etc. as well as the SR sections (1,2,3,4,5,6, etc.). Note: The SR sections are used by the Office of Admissions and Student Records for record keeping purposes.

Degree Requirements
You are personally responsible for completing all requirements for your degree. Read the Law Center Catalog carefully for all Law Center regulations.

Registration Holds & Letters in Lieu of Bills
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 and pay the $75.00 late registration service charge.

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

◄ FEE BILL AND PAYMENT OF FEES ►
If choose additional services prior to July, tuition and fees will be assessed and posted to your MyLSU account. You will be notified by email when this occurs. LSU students are responsible for full payment of fees and all other debts to the university by the Payment Due Date or your classes will be purged. NOTE: It is your responsibility to pay even if you do not receive a bill. Contact the Law Center, Office of Admissions and Student Records if you have 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 Law Center, Office of Admissions and Student Records for further instructions as to how you should complete your registration.

The Fee Bill
Your fee bill will include the following:
- Course schedule
- Statement of all charges with office phone numbers if you have questions regarding the changes
- Statement of all credits including awarded and accepted student aid
- Amount due
- Payment due date
- Remittance stub (bottom portion of the bill)

Note: It is your responsibility to pay by the payment due date even if you do not receive a fee bill. Up-to-the minuet fee bill information is available via myLSU. The fee bill link is under “Registration Services” on your myLSU Desktop.

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 posted. 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.

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 your stub and any payment due have been received and posted to the Advance Billing System.

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 prior to fee bill print date, see the Deferred Payment Plan Option on the Telephone Registration Worksheet. You must make this selection each semester.

**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 date, a 5 percent (5%) late fee will be accessed.
- 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.

Payments may be in person or mailed to the LSU Office of Bursar Operations, 125 Thomas Boyd Hall, Baton Rouge, LA 70803.

**Deferred Payment Due Dates**

Fall 2014 dates are as follows: October 1, 2014, November 1, 2014 and December 1, 2014. On each date 1/3 of the total deferred is due. Payments are to be paid via myLSU or at the Office of Bursar Operations, 125 Thomas Boyd Hall.

**Overpayments**

If the overpayment exceeds $10, refunds will be automatically deposited to students’ accounts at the time statements are prepared. If you have not chosen the direct deposit option for refunds, overpayment refunds will be mailed to the student’s billing address. Over payments of less than $10 will be retained in the account and applied against future charges unless a refund is specifically requested by the student.

**You must be paid in full to be considered registered.** If you make a partial payment, 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 deadline, your courses will be purged.

If you choose to complete registration, you will pay fees via myLSU using an on-line check/bankdraft or credit card or in the lobby of Thomas Boyd Hall using cash, check or money order. You will be required to pay the $75 late registration service charge.

**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 check link under “Registration Services” on your myLSU Desktop. Please note that a $25 service charge will be assessed on all payments returned NSF.
Paying Fees by Credit Card
You may pay your fees via myLSU by using a Master Card, Visa, or American Express credit card. You will find the fee bill link under “Registration Services” on your myLSU Desktop. Please be aware that you will be charged 2.5% processing fee if you pay by credit card.

Sponsors
Sponsors are 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 required 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.

NOTE: If you have applied for financial aid, and the aid has not been awarded and accepted at the time payment is due, you must pay or defer your fees to prevent your classes from being purged for non payment.

►FINANCIAL AID AND SCHOLARSHIPS►
Special Notice to Financial Aid Recipients
It is most important for you to complete the financial aid application process early enough each year so that the amount of aid you have 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 service charge.

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.

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, you 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 Student Aid and Scholarships 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.
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 who 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. 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 Paul M. Hebert 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, non resident fee, and student health service fee, can be obtained from the Law Center Office of Admissions and Student Records.

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

Refund Schedules
For Schedule Changes/Cancellations/Resignations
100% ● through August 17, 2014 (before first day of class)
90% ●August 18 - August 25, 2014 (day 1 through day 6 of classes)
50% ● August 26 - September 19, 2014 (day 7 through day 24 of classes)

ATHLETIC TICKETS
The Law Center Student Bar Association (SBA) receives an allotment of football tickets from the LSU Athletic Department each fall. The SBA will explain the ticket distribution process at orientation for incoming students. The lottery is conducted by the SBA for distribution of the student tickets.

Law Center students may purchase other athletic event tickets at a student discounted rate from the LSU Athletic Ticket Office. Those sports include basketball, baseball, softball, track, gymnastics, etc. Your LSU ID is required to purchase student tickets. A valid, full-time ID card will admit students to some other athletic events on campus. In all cases, the use of another student’s ID card is a violation of the Honor Code by both the user and the owner. For further information contact the LSU Athletic Ticket Office which is open 8 a.m. – 5 p.m., Monday – Friday.

ADDITIONAL SERVICE FEES
Additional services fees are not covered by financial aid awards. Additional services may be selected via myLSU. All selections should be made at least ten (10) days prior to printing fee bills for each semester.

Students may select the following types of service fees: Dining Plans, Parking, and Tiger Cash.

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

You will be able to select or change additional services selections until your bill is printed. After your bill is printed, you may no longer use myLSU to change additional services fees. You must contact the individual office(s) providing the service(s) you have selected to change on your account.
For a complete list of meal plans, contact terms and conditions and additional services codes, please visit the following website: [www.lsu.edu/dining](http://www.lsu.edu/dining).

For additional information concerning dining services 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 cancellations please see our website at [www.tigercard.lsu.edu](http://www.tigercard.lsu.edu).

If you park a vehicle on campus, you must purchase a parking permit (a vehicle hang tag or motorcycle sticker).

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 on credit will be carried over to future purchases. If you change parking plans via myLSU, you must use the correct additional services fee code.

**Parking Option Description**

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

<table>
<thead>
<tr>
<th>Fall Parking Only</th>
<th>$80</th>
<th>02005</th>
<th>Motorcycle</th>
<th>$40</th>
<th>02002</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year Parking</td>
<td>$165</td>
<td>02001</td>
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NOTE ALSO: There is no charge for a motorcycle permit if you also have a vehicle permit. The motorcycle permit must be picked up from the Office of Parking, Traffic & Transportation, Public Safety Bldg.

**Medical Parking**—those 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, & Transportation.

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](http://www.lsu.edu/shc) or call 578-6271.

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](http://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/she, 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**

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

The Student Recreational Sports Complex is a state-of-the-art facility. Intramural Sports and instructional classes are offered in a variety of sports. *Full-time students are automatically assessed a fee for the use of the Recreational Sports facilities.* Part-time students may take advantage of these facilities and services by selecting this option via myLSU using Additional Services Fee Code 04001. Visit the Division of Recreational Sports, 102 Student Recreational Sports Complex, or call 578-5601.

**TIGER CARDS (Identification 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 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 by 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 thru Friday, 7:30 a.m. – 5:00 p.m. Exceptions occur during special periods such as Late Registration, Spring Testing, and Freshmen 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 109 LSU Student Union, as soon as the loss or the 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 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 Card reduces the risk of theft. If your card is lost or stolen, a call to the Tiger Card Office will stop access to your account until you find or replace your card.

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

After funds are deposited into your Tiger Cash account, purchases made with 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. By using the touch-tone telephone keypad, you may indicate the amount of money you wish to be assessed for Tiger Cash. You must enter an even dollar amount up to $5,000.

For additional information call 578-4300 or contact: Tiger Card Office, Room 109 LSU Student Union, P.O. Box 25052, Baton Rouge, LA 70894 (7:30 a.m. – 5:00 p.m. Monday – Friday); or visit www.TigerCard.lsu.edu.

Privacy and Release of Student Education Records

The Family Educational Rights and Privacy Act (FERPA) of 1974, as Amended, include 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 and Public Web Directories**
LSU maintains two directories that are available via the Web. The myLSU Directory is available to only 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 desktop.

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.

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**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 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.**

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**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 blotter 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.

A copy of LSU’s Clery Report is available at http://sites01.lsu.edu/wp/lupd/, select Jean Clery Act.

EMERGENCY NUMBERS

LSU POLICE...............................................................911 or 578-3231
BATON ROUGE CITY POLICE........................................... (911)
EBR PARISH SHERIFF...................................................... (911)
BATON ROUGE FIRE DEPARTMENT..................................... (911)

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.

CrimeStoppers
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 http://www.law.lsu.edu/globals/sitelibraries/administration/humanresources/PS67LCIllegalUseOfDrugsAndAlcoholMisuse.pdf.