Table of Contents

Important Dates................................................................................................................................................................. 1
Admission Standards and Criteria.................................................................................................................................................. 2-3
Admission Policies and Procedures.............................................................................................................................................. 4
Freshman Admission Checklist .................................................................................................................................................. 5
Transfer Admission Checklist ...................................................................................................................................................... 6
Graduate Admission Checklist .................................................................................................................................................... 7
Entering Freshmen Orientation .................................................................................................................................................... 8
Transfer Student Orientation and Registration (VTO) .................................................................................................................. 8
Admissions and Records Online Services .................................................................................................................................. 9
Hope Scholarship/Life Long Learning Credits .......................................................................................................................... 10
Directory Information ............................................................................................................................................................ 10
Services for Students with Disabilities ....................................................................................................................................... 10
Equal Access Policy .............................................................................................................................................................. 10
Identification Cards ............................................................................................................................................................. 10
Tuition and/or Fee Exemptions .................................................................................................................................................. 10
Registration Procedures ........................................................................................................................................................ 11
Web Registration Instructions .................................................................................................................................................... 12
Applying Financial Aid and Payment of Tuition and Fees ......................................................................................................... 13
Refund Policies for Tuition and Fees ........................................................................................................................................ 14
Financial Aid Information ........................................................................................................................................................ 15-16
Spring 2012 Tuition and Fees Table ......................................................................................................................................... 17
Spring 2012 Course Offerings .................................................................................................................................................. 18
Spring 2012 Final Exam Schedule ......................................................................................................................................... 19
Access to & Release of Student Information ............................................................................................................................ 20
Appeals Processes ............................................................................................................................................................. 21
Student Resources .............................................................................................................................................................. 21
Campus Map and Legends of Schedule Abbreviations ............................................................................................................. 22
University Office Hours and Contact Information ........................................................................................................................ 22

The information in this document is subject to change. The LSU Shreveport website has the latest version.
# Important Dates

## November 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon. 7</td>
<td>Registration begins for currently enrolled Graduate students and Seniors for the spring semester. Last day for final submission of thesis for the fall semester.</td>
</tr>
<tr>
<td>Tues. 8</td>
<td>Registration begins for currently enrolled Juniors for the spring semester.</td>
</tr>
<tr>
<td>Wed. 9</td>
<td>Registration begins for currently enrolled Sophomores for the spring semester.</td>
</tr>
<tr>
<td>Thurs. 10</td>
<td>Registration begins for currently enrolled Freshmen for the spring semester.</td>
</tr>
<tr>
<td>Fri. 11</td>
<td>Registration begins for admitted Re-entry students for the spring semester.</td>
</tr>
<tr>
<td>Mon. 21</td>
<td>Registration begins for the spring semester for admitted Transfer students who have completed Virtual Transfer Orientation (VTO).</td>
</tr>
<tr>
<td>Thurs.-Sat. 24-26</td>
<td>Thanksgiving Break - University offices closed</td>
</tr>
<tr>
<td>Wed. 30</td>
<td>Last day to apply to graduate school for the spring semester</td>
</tr>
</tbody>
</table>

## December 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thurs. 1</td>
<td>Priority deadline to apply for undergraduate admission for the spring semester</td>
</tr>
<tr>
<td>Sat. 3</td>
<td>Fall semester classes end.</td>
</tr>
<tr>
<td>Mon.-Sat. 5-10</td>
<td>Final Exams</td>
</tr>
<tr>
<td>Mon. 12</td>
<td>Fall grades due from faculty to Registrar’s Office at 10 a.m. Last day for degree check-out for May graduation</td>
</tr>
<tr>
<td>Sat. 17</td>
<td>Fall final grades available on myLSUS.</td>
</tr>
<tr>
<td>Sun. 18</td>
<td>Fall commencement at 2 p.m. Fall semester ends.</td>
</tr>
<tr>
<td>Fri.-Mon. 23-Jan. 2</td>
<td>University offices closed for the holiday season</td>
</tr>
</tbody>
</table>

## January 2012

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thurs. 5</td>
<td>Residual ACT (RSVP required: 797-5365)</td>
</tr>
<tr>
<td>Wed. 11</td>
<td>Tuition and fee payment deadline for the spring semester at 6 p.m. Spring semester begins.</td>
</tr>
<tr>
<td>Thurs. 12</td>
<td>No registration activity Registration reopens Friday, Jan. 13, at 8 a.m.</td>
</tr>
<tr>
<td>Fri. 13</td>
<td>Open registration begins for the spring semester.</td>
</tr>
<tr>
<td>Mon. 16</td>
<td>Martin Luther King, Jr. holiday - University offices closed</td>
</tr>
<tr>
<td>Tues. 17</td>
<td>Classes begin for the spring semester. $50 late registration fee begins for the spring semester.</td>
</tr>
<tr>
<td>Mon. 23</td>
<td>Last day to add or change to credit for the spring semester. Last day for 100% refund for the spring semester.</td>
</tr>
<tr>
<td>Mon. 30</td>
<td>Last day for 60% refund for the spring semester.</td>
</tr>
<tr>
<td>Tues. 31</td>
<td>Scholarship Application Priority Deadline - Admission application and ACT scores must be on file by this date to be considered for a scholarship for Fall 2012.</td>
</tr>
</tbody>
</table>

## February 2012

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri. 3</td>
<td>Census date for the spring semester Last day to drop or resign without a “W” for the spring semester.</td>
</tr>
<tr>
<td>Thurs. 9</td>
<td>Last day for 40% refund for the spring semester.</td>
</tr>
<tr>
<td>Mon.-Tues. 20-21</td>
<td>Mardi Gras holiday - University offices open</td>
</tr>
</tbody>
</table>

## March 2012

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thurs. 1</td>
<td>Priority deadline to apply for financial aid for the summer semester.</td>
</tr>
<tr>
<td>Fri. 2</td>
<td>Last day to change from credit to audit for the spring semester.</td>
</tr>
<tr>
<td>Thurs.-Wed. 15-21</td>
<td>Mid terms for the spring semester</td>
</tr>
<tr>
<td>Mon. 26</td>
<td>Last day for degree check-out for August graduation Registration begins for currently enrolled Graduate students and Seniors for the summer and fall semesters.</td>
</tr>
<tr>
<td>Fri. 30</td>
<td>Last day to drop or resign with a “W” for the spring semester.</td>
</tr>
</tbody>
</table>

## April 2012

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon.-Sat. 2-7</td>
<td>Spring break - University offices open Mon. 2nd - Thurs. 5th</td>
</tr>
<tr>
<td>Fri. 6</td>
<td>Good Friday — University offices closed</td>
</tr>
<tr>
<td>Mon. 9</td>
<td>Last day for final submission of thesis for the spring semester Entering Freshman Orientation and Registration for the fall semester</td>
</tr>
<tr>
<td>Fri. 13</td>
<td>Last day for degree check-out for August graduation Registration begins for currently enrolled Juniors for the summer and fall semesters.</td>
</tr>
</tbody>
</table>

## May 2012

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues. 1</td>
<td>Priority deadline to apply for undergraduate admission for the summer semester Spring semester classes end.</td>
</tr>
<tr>
<td>Sat. 5</td>
<td>Spring semester classes end.</td>
</tr>
<tr>
<td>Mon.-Sat. 7-12</td>
<td>Final exams</td>
</tr>
<tr>
<td>Mon. 14</td>
<td>Spring grades due from faculty to Registrar’s Office at 10 a.m. Residual ACT (RSVP required: 797-5365)</td>
</tr>
<tr>
<td>Thurs. 17</td>
<td>Spring final grades available on myLSUS Spring commencement at 2 p.m.</td>
</tr>
<tr>
<td>Sat. 19</td>
<td>Spring semester ends.</td>
</tr>
<tr>
<td>Sun. 20</td>
<td>Memorial Day holiday — University offices closed</td>
</tr>
</tbody>
</table>

## June 2012

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri. 1</td>
<td>Priority deadline to apply for undergraduate admission for the fall semester Priority deadline to apply for financial aid for the fall semester</td>
</tr>
<tr>
<td>Sat. 30</td>
<td>Last day to apply to graduate school for the fall semester.</td>
</tr>
</tbody>
</table>
Admission Standards and Criteria

LSU Shreveport has a selective admissions policy for the first-time student that is correlated to the age of the student: recent graduates of high school (less than 21 years of age), young adults (21 to 24 years of age), and other students (25 years of age and older).

First-Time Freshmen – Less than 21 years of age
Admissibility is based on high school curriculum, high school GPA, high school class rank, ACT scores, and the need, if any, for developmental coursework.

Admission from Louisiana Secondary Schools
To be admitted, a first-time freshman who is less than 21 years of age and who has graduated from a Louisiana high school must meet the following criteria:

1. Completion of the Board of Regents' high school core curriculum (currently TOPS core curriculum) of 17.5 course units:
   - English I, II, III, and IV
   - Mathematics: 3 units to include Algebra I (one unit) or Applied Algebra 1A and 1B (two units); Algebra II; Geometry, Trigonometry, Calculus, or an approved math substitute
   - Sciences: 3 units to include Biology; Chemistry; Earth Science, Environmental Science, Physical Science, Biology II, Chemistry II, Physics I, Physics II, or Physics for Technology (one unit)
   - Social Sciences: 3 units to include Civics (one unit) or Civics and Free Enterprise (one unit combined); American History; World History, Western Civilization, or World Geography
   - Humanities: 3 units to include 2 units in the same foreign language and one unit in fine arts survey
   - Computer Science: ½ unit in Computer Science or Computer Literacy or Business Computer Applications
   - Advanced Math or Science: 1 unit

2. And one of the following:
   - High school GPA of 2.0 or greater
   - High school graduation rank in top 50% of class
   - ACT composite score of 20 or greater

3. And need no more than one developmental course by having one of the following:
   - An ACT English score of 18 or greater or equivalent SAT
   - An ACT Mathematics score of 19 or greater or equivalent SAT score

Admission from Out-of-State High Schools or Home-School Programs
First-time freshmen who are less than 21 years of age and who have graduated from out-of-state high schools or were home-schooled must meet one of the following minimum admissions criteria:

- All criteria for students who graduated from Louisiana secondary schools which are presented in 1, 2, and 3 of First-Time Freshmen - Less than 21 years of age; OR
- Have a high school GPA of 2.0 or greater and have a 20 or greater ACT composite or equivalent SAT score and need no more than one developmental course; OR
- Have a 23 or greater ACT composite or equivalent SAT score and need no more than one developmental course.

First-Time Freshmen: 21-24 years of age
Adult students who are at least 21 years of age but not older than 24 years of age may be admitted to LSU Shreveport under one of the following options:

Option #1
Meet the minimum admissions requirements listed above for freshmen that apply based on whether the student graduated in-state or out-of-state or was home-schooled.

Option #2
Enroll as a non-matriculating (not eligible for federal financial aid) student until achieving a GPA of 2.0 on 12 or more term hours of non-developmental course work.

Option #3
Enroll as a part-time student taking 6 hours or less in fall/spring term or 3 hours or less in the summer until achieving a GPA of 2.0 on 12 or more term hours of non-developmental course work.

First-Time Freshmen: 25 years of age or older
A first-time freshman who is 25 years of age or older is not required to meet the Board of Regents minimum admissions criteria for first-time freshmen. The student may take the university’s placement tests in Mathematics and English and must have high school transcripts sent to the Admissions and Records Office.
Admission by Transfer
Regardless of age, students who have earned at least 12 term hours of college credit in non-developmental coursework may transfer to LSU Shreveport if they meet all transfer requirements. To be admitted from another regionally accredited college or university, a transfer student must meet the following criteria:

- Be eligible to return to the institution from which he or she is transferring;
- Have earned at least a 2.0 GPA on all non-developmental college work attempted; and
- Have need for no more than one developmental course; Students in need of more than one developmental course will not be eligible for admission to LSU Shreveport.

Transfer students who have not accumulated at least 12 term hours of college credit in non-developmental coursework may transfer to LSU Shreveport provided they meet all freshman requirements for first-time freshmen that is correlated to the age of the student (page 2); have earned at least a 2.0 GPA on all non-developmental college work attempted; and require no more than one developmental course.

Transfer applicants who have been suspended from another college or university within the previous twelve months are not eligible for admission to the university until the suspension has expired.

Credits earned in colleges and universities accredited by regional accrediting associations are accepted by the university. Credits earned in some non-accredited institutions are accepted on a limited basis. The dean of the college offering the degree determines the extent to which accepted credits are applied toward a degree. Evaluations of courses will not be made in advance of receipt of the completed application and official transcripts from each college and university attended. Not more than one-half the credits required for a degree may be accepted from a two-year college (except one within the LSU System) unless specifically authorized by the student's dean. Courses taken at the freshman and sophomore levels at two-year colleges (courses at the 100 and 200 level) may not be counted for transfer credit in upper-level courses (any course numbered 300 or above).

Information regarding articulation agreements between LSU Shreveport and area colleges is available in the Master Course Articulation Matrix under Data & Publications on the Board of Regents website: www.regents.state.la.us/.

Alternate Admission
Applicants who do not meet these requirements may do one of the following:

- Retake the ACT and submit a new set of scores.
- Enroll in a community college or other preparatory program in order to transfer later to LSU Shreveport.

(Information regarding articulation agreements between LSU Shreveport and area community colleges is available on the Board of Regents website: www.regents.state.la.us under Louisiana Postsecondary Education Statewide Student Transfer Guide and Articulation System.)

Admission Exceptions
Students who do not meet the admissions criteria listed above may be considered for a limited number of admission exceptions. The Admissions and Records Office will notify students who qualify for these exceptions.

Non-developmental Courses
Developmental courses are courses that are remedial, such as ENGLISH 005 or MATH 007. These courses help prepare students for college level work, but do not count toward credits needed to earn a degree. Non-developmental courses are college level courses that count toward the completion of degree requirements.
Admission to LSU Shreveport

An undergraduate or graduate application for admission to the university should be filed with the Admissions and Records Office by the deadline set by the university for the semester for which admission is desired. A $10 application fee ($20 for international students) is required for all students who have never attended LSU Shreveport. To receive an application for admission or more information concerning the admission process, please call (318) 797-5061 or toll free 1-800-229-5957. You may also visit the Admissions and Records Office in the Administration Building, room 168 or online at www.lsus.edu/admissions-and-financial-aid.

The FRESHMAN APPLICANT must:
• submit official ACT/SAT or Compass scores prior to orientation and registration. LSU Shreveport Continuing Education offers Compass testing for placement of students in entry level college courses. Call (318) 798-4177 to make an appointment. Residual testing will be offered on the dates listed on page 1 from 8 a.m. to noon for students who have not taken the ACT. To register for the test, send a check or money order for $32 to the LSU Shreveport Student Development and Counseling Center, AD 220, One University Place, Shreveport, LA 71115, along with your name, address, and telephone number.
• ensure that the Admissions and Records Office has your official high school transcript. If you are a beginning freshman or transfer student with fewer than 12 non-developmental college hours earned who graduated from a Louisiana high school in 2004 or later, we will request your transcript from the Louisiana Department of Education’s Student Transcript System, so it will not be necessary for you to have a high school transcript sent to LSU Shreveport. If you are a beginning freshman or transfer student with fewer than 12 non-developmental college hours earned who graduated from a Louisiana high school before 2004 or from a high school in another state, you will need to request that your high school send an official transcript reflecting all work completed and certifying high school graduation or submit home school transcript or submit GED scores to LSUS.
• provide immunization records.*

The TRANSFER APPLICANT must:
• request an official transcript to be sent directly to the LSU Shreveport Admissions and Records Office from each college or university previously attended. Students expecting to receive federal financial aid should be aware that transcripts from all previously attended colleges and universities must be evaluated before aid can be awarded. A student who is currently enrolled at another college or university when he or she applies for admission should submit a current official transcript and then submit a final official transcript at the conclusion of the term. Full admission will not be granted until the final transcript has been received and evaluated. Failure to submit transcripts by the end of the first semester enrolled will prevent registration for future semesters.
• request an official high school transcript if transferring fewer than 12 non-developmental college credit hours. See instructions for the Freshman Applicant.
• submit official ACT/SAT or Compass scores if he/she has not completed freshman English or College Algebra (REQUIRED).
• provide immunization records.*

The RE-ENTRY APPLICANT must submit an application for admission, but an application fee will not be charged. A student who has registered at another college or university since enrollment at LSU Shreveport must request that the institution submit official transcripts directly to the LSU Shreveport Admissions and Records Office, regardless of whether credit was earned. Failure to submit transcripts by the end of the first semester enrolled will prevent registration for future semesters.

The GRADUATE APPLICANT must:
• request an official transcript to be sent directly to the LSU Shreveport Admissions and Records Office from each college or university attended.
• submit applicable test scores to appropriate program coordinator.
• provide immunization records.*
• submit all required documentation prior to priority deadline set by Graduate Studies: Fall Semester - June 30; Spring Semester - November 30; Summer Semester - April 30

The INTERNATIONAL APPLICANT must:
• contact the Admissions and Records Office for specific admission requirements.
• submit all required information 90 days prior to registration.

Educational Enrichment Program (EEP)
EEP, an undergraduate non-degree program, admits students without requiring records of their previous academic work provided that the student is at least 25 years of age and that at least three years have lapsed since their last enrollment in either a high school, college, or university. The student is limited to 9 hours during a fall or spring semester and 6 hours during a summer term. A student enrolling under EEP is not eligible for financial aid.

Selective Service
All male students entering LSU Shreveport who are between the ages of 18 and 26 must be able to show proof of registration for Selective Service prior to registering. Proof of registration for financial aid recipients is met through completion of the FAFSA form and confirmation of registration.

*Immunizations: Louisiana law requires that all students born after 1956 and entering or re-entering a university must provide proof of initial and booster measles, mumps, rubella (MMR), and tetanus/diphtheria immunizations, or a medical/personal exemption before being allowed to register for classes. The tetanus/diphtheria immunization must be within the last 10 years. A meningitis shot is required for all first-time freshmen.
Freshman Admission Checklist

A student will be admitted under the freshman entrance requirements if he or she earned fewer than 12 college-level hours.

☐ Complete and submit an Application for Undergraduate Admission with application fee ($10).

☐ Ensure that the Admissions and Records Office has your official high school transcript.
  • If you graduated from a Louisiana High School in 2004 or later, we will request your transcript from the Student Transcript System.
  • If you graduated from a Louisiana High School before 2004 or from a high school in another state, you need to request that your high school send an official transcript to LSU Shreveport (Admissions and Records, One University Place, Shreveport, LA 71115).

☐ If appropriate, submit your General Education Diploma (GED) or Home School transcript.

☐ Request that an official transcript from each college previously attended be mailed directly to LSU Shreveport. If you are currently enrolled at another college or university when you apply for admission, submit a current official transcript and then submit a final official transcript at the conclusion of the term. Transcripts must be either directly mailed from the university or if hand-carried, sealed and unopened.

☐ Request that American College Test (ACT) or Scholastic Aptitude Test (SAT) scores be mailed by the testing agency to LSU Shreveport. To request your scores be sent to LSU Shreveport, visit www.actstudent.org to request ACT scores or www.collegeboard.com for SAT scores. LSU Shreveport's ACT school code is 1593. LSU Shreveport's SAT school code is 6355. Students who have been out of high school 5 years may arrange to take a placement test with the English (318-797-5369) or Math (318-797-5377) department prior to admission to LSU Shreveport. The Compass test scores may be used for placement purposes.

☐ Provide proof of immunization as defined in the Immunization Policy (see page 4) or sign a waiver.

☐ If you are an active member of the armed forces or a dependent, submit a copy of your military orders and a Military Residency form which is available in the Admissions and Records Office or online at www.lsus.edu/documents/admissions/militaryresidency_1.pdf.

☐ Check admission status via myLSUS (See page 9).

☐ If admission is granted, register for Freshmen Orientation using the LSUS Admissions Portal.

☐ Understand your residency status. Out-of-state residents are required to pay non-resident fees upon enrollment.

☐ Complete the FAFSA (http://www.fafsa.ed.gov) and other financial aid documents by these deadlines: March 1 for summer, June 1 for fall, and October 1 for spring. Students in no preference, non-matriculating, pre-professional programs, or other preparatory studies will not be eligible to receive financial aid.

☐ Pay tuition and fees by the fee payment deadline. You may pay via myLSUS using a credit card or financial aid. You may pay in person at Accounting Services (Administration 129) using cash, a check, a money order, or credit card. You may mail a check or money order, made payable to LSU Shreveport, with the "Fee Payment by Mail" page from myLSUS, to LSU Shreveport Accounting Services, AD 129.

☐ Visit www.lsus.edu/student-life/housing for information concerning LSU Shreveport housing. Applications are available via the website. Housing is granted on a first come, first-served basis.

All requested documentation must be mailed directly to:
LSU Shreveport Admissions and Records Office
One University Place
Shreveport, LA 71115
Transfer Admission Checklist

A transfer student has earned at least 12 college-level hours with a 2.0 GPA on all non-developmental coursework and requires no more than one developmental course, including first English and Math classes.

☐ Complete and submit an Application for Undergraduate Admission with application fee ($10).

☐ Request that an official transcript from each college previously attended be mailed directly to LSU Shreveport. If you are currently enrolled at another college or university when you apply for admission, submit a current official transcript and then submit a final official transcript at the conclusion of the term. **Transcripts must be either directly mailed from the university or if hand-carried, sealed and unopened.**

☐ Provide proof of immunization as defined in the Immunization Policy (see page 4) or sign a waiver.

☐ If you are an active member of the armed forces or a dependent, submit a copy of your military orders and a Military Residency form which is available in the Admissions and Records Office or online at [www.lsus.edu/documents/admissions/militaryresidency_1.pdf](http://www.lsus.edu/documents/admissions/militaryresidency_1.pdf).

☐ Complete Virtual Transfer Orientation (VTO) online at www.lsus.edu/vto. See page 8 for instructions.

☐ Check admission status via myLSUS (See page 9).

☐ If admission is granted, contact your academic advisor. Transfer students who have completed VTO may register 2 weeks after currently enrolled LSU Shreveport students register.

☐ Register for classes via myLSUS (see page12).

☐ Understand your residency status. Out-of-state residents are required to pay non-resident fees upon enrollment.

☐ Complete the FAFSA ([http://www.fafsa.ed.gov](http://www.fafsa.ed.gov)) and other financial aid documents by these deadlines: **March 1 for summer, June 1 for fall and October 1 for spring.** Students in no preference, non-matriculating, pre-professional programs, or other preparatory studies will not be eligible to receive financial aid.

☐ Pay tuition and fees by the fee payment deadline. You may pay via myLSUS using a credit card or financial aid. You may pay in person at Accounting Services (Administration 129) using cash, a check, a money order, or credit card. You may mail a check or money order, made payable to LSU Shreveport, with the “Fee Payment by Mail” page from myLSUS, to LSU Shreveport Accounting Services, AD 129.

☐ Visit [www.lsus.edu/student-life/housing](http://www.lsus.edu/student-life/housing) for information concerning LSU Shreveport housing. Applications are available via the website. Housing is granted based on a first-come, first-served basis.

All requested documentation must be mailed directly to:
LSU Shreveport Admissions and Records Office
One University Place
Shreveport, LA 71115
A student will be admitted under the graduate entrance requirements if he or she has earned a Bachelor's degree.

- Complete an LSU Shreveport Application for Graduate Admission with application fee ($10 prior to the deadline set by Graduate Studies: **Fall Semester - June 30, Spring Semester - November 30, or Summer Semester - April 30**. Students who miss the deadline may apply as non-matriculating and re-apply for admission to a graduate program at the end of the term.

- Request that an official transcript from each college previously attended be mailed directly to LSU Shreveport. If you are currently enrolled at another college or university when you apply for admission, submit a current official transcript and then submit a final official transcript at the conclusion of the term. **Transcripts must be either directly mailed from the university or if hand-carried, sealed and unopened.**

- Provide proof of immunization as defined in the Immunization Policy (see page 4) or sign a waiver.

- If you are an active member of the armed forces or a dependent, submit a copy of your military orders and a Military Residency form which is available in the Admissions and Records Office or online at [www.lsus.edu/documents/admissions/militaryresidency_1.pdf](http://www.lsus.edu/documents/admissions/militaryresidency_1.pdf).

- If appropriate, have examination scores mailed by testing agency to the LSU Shreveport Graduate Studies Office.

- Admission to Graduate Studies does not automatically admit an applicant to a degree program. Admission requirements for specific degree programs vary.

- Contact your Program Director for additional program information (see page 11).

- Information concerning admission status, orientation, and registration will be mailed from the Graduate Studies Office.

- Complete the FAFSA ([http://www.fafsa.gov](http://www.fafsa.gov)) and other financial aid documents by these deadlines: **March 1 for summer, June 1 for fall, and October 1 for spring**. Students in non-degree, no preference, non-matriculating, and cooperative programs of study will not be eligible to receive financial aid.

- Understand your residency status. Out-of-state residents are required to pay non-resident fees upon enrollment.

- Pay tuition and fees by the fee payment deadline. You may pay via myLSUS using a credit card or financial aid. You may pay in person at Accounting Services (Administration 129) using cash, a check, a money order, or credit card. You may mail a check or money order, made payable to LSU Shreveport, with the “Fee Payment by Mail” page from myLSUS to LSU Shreveport Accounting Services.

- Visit [www.lsus.edu/student-life/housing](http://www.lsus.edu/student-life/housing) for information concerning LSU Shreveport housing. Applications are available via the website. Housing is granted on a first-come, first-served basis.

All requested documentation must be mailed directly to:

**LSU Shreveport Admissions and Records Office**

One University Place

Shreveport, LA 71115
Entering Freshman Orientation

All freshmen are expected to register for classes during an orientation session. Freshmen who do not attend the orientation session will not be allowed to register until open registration, which is the Friday prior to the beginning of classes, thus limiting your selection of required classes.

Prior to attending any orientation and registration program, entering freshmen must have been cleared for admission to the university by the Admissions and Records Office. To ensure that their admission status is complete, students MUST HAVE submitted the documents listed on page 5. To check admissions status, follow the instructions under Admissions and Records Online Services on page 9.

ACT scores can be ordered by contacting ACT or www.ACTstudent.org. Entering freshmen who have not taken the ACT may take a residual ACT at LSU Shreveport. The Residual ACT test will be given on the dates listed on page 1 from 8 a.m. until noon. To register for the test, send a check or money order for $32 to the LSU Shreveport Student Development and Counseling Center, AD 220, One University Place, Shreveport, LA 71115, along with your name, address and telephone number. A confirmation letter with test location and instructions will be mailed. For more information, call (318) 797-5365.

Once a student has been admitted into LSUS they will register for Freshman orientation online by logging onto their LSUS Admissions ePortal account at https://lsus.admissionsportal.org and clicking the “Your Events” tab. Timely submission of all necessary documents is required.

All freshman orientation sessions are held in the University Center. During this full-day program, students will tour the campus, learn about university policies and procedures, and student life at LSU Shreveport, and be advised and register for classes. For date and time information, go to www.lsus.edu/freshmanorientation.

Tuition and fees are due by the Fee Payment Deadline (see Important Dates on page 1). Students who are awarded financial aid may use their financial aid to pay their tuition and fees (see Applying Financial Aid and Paying Tuition and Fees on page 13). Financial aid will not be processed until official transcripts from all high schools and colleges attended have been received and evaluated by the Admissions and Records Office.

Transfer Student Orientation and Registration (VTO)

All transfer students must complete Virtual Transfer Orientation (VTO), an online orientation program specifically designed for transfer students, prior to being advised and registering for classes. To begin VTO, go to www.lsus.edu/vto.

After successful completion of VTO, advising instructions will be provided. Admitted transfer students who have completed VTO will be allowed to begin registering two weeks after currently enrolled LSU Shreveport students register. Students who do not complete VTO will not be allowed to register.

Prior to registration, transfer students must be cleared for admission to the university by the Admissions and Records Office. To ensure that their admission status is complete, students must have submitted the documents listed on page 6. To check your admission status, follow the instructions under Admissions and Records Online Services on page 9.

Students registering during the early registration period are required to pay tuition and fees by the fee payment deadline listed on page 1. Approved financial aid can be applied to tuition and fees. Financial aid will not be processed until official transcripts from all colleges attended have been received and evaluated by the Admissions and Records Office.
Admissions and Records Online Services

To allow access to Admissions and Records information, the Admissions and Records Office offers a variety of services online at the following three websites.

**www.lsus.edu/myLSUS**
- If you want to know if LSU Shreveport has received your application, transcripts, ACT scores, etc. or to determine if your admission status is clear, follow these instructions:
  A. Go to the LSU Shreveport homepage at www.lsus.edu. Click "myLSUS" under the heading "Quick Links."
  B. Proceed to myLSUS.
  C. Enter your Student ID and PIN. Click "logon."
  D. Click Admissions and Registration Status under "Quick Links."

Check your status daily. Mail is processed as it is received.

Common admission status messages and how to resolve them include:

- **Advisement: Student has no advisement** - Contact your advisor or dean's office. See the last page for deans' and departments' contact information.
- **Bad Permanent Address** - Update your address online at www.lsus.edu/myLSUS.
- **Finance Hold**—Contact the Department of Accounting Services at (318) 797-5074 to pay amount due.
- **Needs Proof of High School Graduation** - Contact high school to send official transcript to LSU Shreveport.
- **No Test Scores Math** - Submit ACT scores to the Admissions and Records Office or arrange for placement test at (318) 797-5377.
- **No Test Scores: English** - Submit ACT scores to the Admissions and Records Office or arrange for placement test at (318) 797-5369.
- **Transcript Not Received** - Contact school(s) to send official transcript(s) to LSU Shreveport.
- **Transcript Not Evaluated** - Admissions and Records' staff evaluate transcripts daily.
- **Military Residency Form** - Forms should be completed and returned to the Admissions and Records Office.

- View open class list and search by time, course ID, instructor, class title and/or department.
- Register for classes. Online assistance available.
- Track Financial Aid status and view and apply awards to tuition.
- Pay tuition and fees using credit cards and financial aid. Online assistance available.
- Print unofficial transcripts and view grades.
- Request official transcripts and check status of previous requests.
- Update personal information.
- Verify current and past enrollment for employers, apartment complexes, or health insurance.

**www.lsus.edu/admissions**
- Review the admission process.
- Review LSU Shreveport admission standards.
- Request additional admission information for freshmen, transfer students, international students, and graduate students.
- Download admission applications and forms.
- Learn about upcoming events.
- View important deadlines and dates.
- Link to potential majors.

**www.lsus.edu/registrar**
- Link to LSU Shreveport academic policies and procedures.
- Link to university forms available on the web.

**www.degreeverify.org**
- Verify degree completion for a nominal fee.
Hope Scholarship/Life Long Learning Credits
Name and address changes must be made on myLSUS or received by the Admissions and Records Office, Administration 168, by December 1 of each calendar year to ensure that tax credit forms are sent to the correct address. Forms will be mailed no later than January 31 of the following year. A fee may be charged for replacement forms.

Directory Information
In accordance with the Family Education Rights and Privacy Act of 1974, as amended, LSU Shreveport may provide certain information concerning the student, designated as directory information, unless the student has informed the university that such information should not be released. The student must complete a request form not to release directory information in the Admissions and Records Office before the 14th class day during the fall and spring semesters or the 7th class day during a summer term. A new form must be completed each term.

Services for Students with Disabilities
The university assures all students, with or without disabilities, an equal opportunity to achieve. No qualified student with a disability shall be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity. Any student who identifies him/herself as a student with a disability and presents appropriate documentation of a substantial limitation related to the disability will be eligible for services. In cases where a student chooses not to self-identify and/or request accommodation, the university does not assume responsibility for any disability-related problems which may arise. Any student with a disability who needs assistance related to disability status should contact the Assistant Director of Student Development and Counseling who coordinates services for students with disabilities at AD 220 or 797-5365. Any student who wishes to file a grievance related to disability status should contact the Dean of Students in AD 208 or at 797-5116.

Equal Access
LSU Shreveport assures equal opportunity for all qualified persons without regard to race, color, religion, gender, national origin, age, sexual orientation, disability, marital status, pregnancy, sickle cell trait, or veteran’s status in the admission to, participation in, or employment in its programs and activities. A student who has a concern or grievance related to any status listed above should contact the Dean of Students in AD 208 or at 797-5116.

Identification Cards
Students must present valid LSU Shreveport ID cards in order to utilize the library and HPE Building and also to attend many university sponsored events. New students may obtain ID cards at no charge. Charges will apply for a replacement ID. The ID is the property of LSU Shreveport and must be returned when a student graduates, resigns or does not re-enroll. A card cannot be loaned to another person for any reason. Fraudulent use of an ID card results in disciplinary action. All questions regarding student IDs may be directed to the University Center Office in UC 232 or at 797-5393.

Tuition and/or Fee Exemptions
The following exemptions are available at LSU Shreveport. If you think you may qualify for one of these, please contact the appropriate office.

<table>
<thead>
<tr>
<th>Aid/Exemption Type</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>CODOFIL/ CORDELL-HULL</td>
<td>Admissions &amp; Records ADM 168</td>
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<tr>
<td>Employer provided vouchers</td>
<td>Accounting Services ADM 127</td>
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<tr>
<td>Graduate Assistantships</td>
<td>College Dean’s Office</td>
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<td>LA-VA</td>
<td>Admissions &amp; Records ADM 168</td>
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<td>LACTEP/VACTEP</td>
<td>Dean of Education BE 117D</td>
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<td>LSU System Employee</td>
<td>Accounting Services ADM 127</td>
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<tr>
<td>LSUHSC Employee</td>
<td>Accounting Services ADM 127</td>
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<tr>
<td>LSU Shreveport Employee</td>
<td>Accounting Services ADM 127</td>
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<tr>
<td>LSU Shreveport Non-resident Alumni Dependent</td>
<td>Admissions &amp; Records ADM 168</td>
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<tr>
<td>National Guard</td>
<td>Admissions &amp; Records ADM 168</td>
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<tr>
<td>Non-resident</td>
<td>Admissions &amp; Records ADM 168</td>
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<td>Over 65</td>
<td>Admissions &amp; Records ADM 168</td>
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<tr>
<td>Dependent of Police/Fire Officer killed in line of duty</td>
<td>Admissions &amp; Records ADM 168</td>
</tr>
<tr>
<td>Scholarships, Pell Grants, student loans, TOPS, etc.</td>
<td>Financial Aid ADM 202</td>
</tr>
<tr>
<td>Southern University Cooperative Agreement</td>
<td>Admissions &amp; Records ADM 168</td>
</tr>
<tr>
<td>Teachers’ Tuition Exemption</td>
<td>Accounting Services ADM 127</td>
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Registration Procedures

- Every LSU Shreveport student will use myLSUS to register for classes regardless of when he or she registers.
- Students register at assigned times according to their classification which is based on the number of hours completed at the time of registration:
  - Freshman: 29 or fewer semester hours
  - Sophomore: 30-59 semester hours
  - Junior: 60-89 semester hours
  - Senior: 90 or more semester hours
  - Graduate: Admitted for Graduate status
- Every student must meet with an academic advisor prior to registration. To determine your academic advisor, please contact your department office:
  - Accounting/Business Law, BE 339B, 797-5241
  - Biological Sciences, SC 224, 797-5244
  - Chemistry/Physics, SC 112, 797-5246
  - Communications, BH 330, 797-5375
  - Computer Science, TC 206, 797-5093
  - Economics & Finance, BE 339C, 797-5241
  - Education, BE 384, 797-5032
  - English, BH 258, 797-5369
  - Fine Arts/Languages/Humanities, BH 140, 797-5198
  - General Studies, BH 230, 797-5256
  - History/Social Sciences, BH 439, 797-5337
  - Kinesiology and Health Science, HPE 207, 797-5264
  - Management and Marketing, BE 301, 797-5017
  - M.A. in Liberal Arts, BH 218, 797-5211
  - Master of Business Administration, BE 329, 797-5213
  - Master of Public Health, HPE 218, 797-5218
  - M.Ed. in School Counseling, BE 384, 797-5032
  - M.Ed. in Curriculum and Instruction, BE 384, 797-5032
  - M.Ed. in Educational Leadership, BE 384, 797-5032
  - M.S. in Computer Systems Technology, TC 206, 797-5093
  - M.S. in Counseling Psychology, BE 350, 797-5199
  - M.S. in Health Administration, online, 797-2441
  - M.S. in Business Law, BH 115, 797-5333
  - M.S. in Kinesiology and Wellness, HPE 207, 797-5264
  - Mathematics, BH 430, 797-5377
  - Military Science, HPE 207, 797-5264
  - Psychology, BE 348, 797-5044
  - Specialist in School Psychology, BE 353, 797-5050
- Students should ensure that the prerequisite courses have been completed for each class. Corequisite courses, most often found in foreign language and science courses, should be checked.
- Audit and special permission courses require approval of the chair of the department in which the course is offered or the approval of the appropriate dean.
- Currently Enrolled and Re-entry Students will register using myLSUS during the dates printed on page 1.
- Entering Freshmen will register during the freshman orientation session on one of the dates scheduled. Students who are not able to attend one of these sessions may register during open registration, which is the Friday prior to the beginning of classes, thus limiting your selection of required classes.
- Entering Transfer Students will be directed to academic advising resources upon completion of Virtual Transfer Orientation (VTO). Students must be advised prior to registering via myLSUS.

Auditing Classes

- Students who do not wish to enroll in courses for credit may audit the courses.
- Audited courses are assigned a grade of X or W and appear on student transcripts.
- Students who choose to audit classes are required to pay full tuition and resident fees and are responsible for confirming their audit status with the Admissions and Records Office.
- Auditing a course does not prevent students from later taking it for credit; however, they may not take departmental credit examinations in courses previously audited.
- Students may audit courses by contacting their academic college.
- Students who wish to switch from credit to audit (or from audit to credit) must contact their academic college. Deadlines for both processes are posted on p.1.
- See page 39 of the 2011-12 catalog for additional information regarding audit courses.

Helpful Hints

- A financial aid recipient who wants to drop below the minimum credit hours required for the type of aid received should contact the Financial Aid Office, AD 202, prior to dropping the course.
- A student who has paid tuition and fees and is attempting to drop his or her last class must resign from the university. Students can resign by dropping all classes on the web and completing the web resignation survey.
- Since January 2006, you are no longer able to use your social security number to log into myLSUS. The university will assign a student ID number to you for these purposes. You will be responsible for memorizing your student ID number, as it will be the number requested by Accounting Services, Admissions and Records, and other offices when seeking information or assistance.
Web Registration Instructions

Every student will use myLSUS to register for classes regardless of when he or she registers. myLSUS allows you to see your record as you input classes and to print a copy of your schedule. You may access myLSUS from any computer with Internet access. Currently enrolled students can use any LSU Shreveport computer lab. Re-entry students can use the computers in the Noel Memorial Library, the University Center, and the Admissions and Records Office (AD 168).

Searching for Open Classes

1. Go to the LSU Shreveport homepage at www.lsus.edu. Click myLSUS under the heading “Quick Links.”
2. Select “Click Here to Proceed to myLSUS.”
3. Click “Course Schedules” under Public Access.
4. Select term from drop down menu.
5. You may search by course ID (Math 121), course prefix (Accounting), instruction method, day, instructor, time and/or course title.
6. Click “Search Now.”
7. Record the reference numbers in order to enroll in the desired classes.
8. Follow the instructions on “Registering for Classes” located on this page.

Important Note

A student who does not follow the recommendations of his/her faculty academic advisors bears full responsibility for any errors in class selection.

Registering for Classes

1. Make an appointment to see your academic advisor. Your advisor will create an advising record for you in the student information system so that you can register on the dates listed on page 1.
2. Go to the LSU Shreveport homepage at www.lsus.edu. Click myLSUS under the heading “Quick Links.”
3. Select “Click Here to Proceed to myLSUS.”
4. Enter your Student ID and PIN. Click “logon.”
5. Click “Add/Drop Classes” under “Quick Links.”
6. Click “Select term.” If you are not able to register due to an error, follow the instructions on page 9 to view the error and determine how to resolve the issue(s).
7. Enter one course reference number from the class schedule into each box; then click “Add.” A red ‘A’ will appear until the courses are added.
8. Click “Save Cart.” The red ‘A’ should disappear.
9. If you wish to drop any courses, click the class title, after the red ‘D’ appears, click “Save Cart.” In order for your registration to be official, your schedule must be accepted by the system without error. For example, if you enter 3 classes and the next class you enter is full, you will not be registered for any classes. You should check your schedule to make sure all changes are saved. If your desired classes were not saved, re-enter them.
10. View your schedule for accuracy when finished. Make any necessary changes.
11. Print a copy of your class schedule.
12. Pay your tuition and fees by the deadline listed on page 1 (See page 13.).
13. When finished, click “Logoff.” To sign off completely close the browser.

Viewing Grades

Grades are not mailed to students. Students must view and print grades online. Grades will be available via the web on the Saturday after grades are due.

1. Go to the LSU Shreveport homepage at www.lsus.edu. Click myLSUS under the heading “Quick Links.”
2. Select “Click Here to Proceed to myLSUS.”
3. Enter your Student ID and PIN. Click “logon.”
4. Place curser over “Records.”
5. Select “Display Grades.”
6. Select term from drop down menu; then click “Select term.” Grades will appear.
7. When finished, click “Logoff.”
8. Sign off completely by closing the browser.
Payment of Tuition and Fees

- Class schedules will be canceled for students who have NOT authorized payment (credit card or financial aid) via the web or submitted a check or money order to the Department of Accounting Services by the deadline listed on page 1. Students can utilize the following options to make payment for tuition and fees:

If receiving financial aid, accept and apply financial aid on the web. Some fees are not covered by aid; therefore, any fees not paid will be charged to the student (See “Paying Tuition and Fees and Applying Financial Aid” below.).

If paying by credit card (Visa, MasterCard, American Express and Discover), a payment can be processed via the web or at the Department of Accounting Services’ cashier’s office.

If paying by check or money order, make payable to LSU Shreveport, mail with the “Fee Payment by Mail” page from www.lsus.edu/myLSUS to LSU Shreveport Accounting Services. Please include your student ID number on the check. A $25 service charge will be assessed on all returned checks. Checks will not be accepted from anyone who has previously paid LSU Shreveport with a bad check. Stopping payment on a check or allowing a check to be returned unpaid by the bank for any reason is not an official resignation. Giving a check to LSU Shreveport from a closed account is considered theft and will result in a warrant for your arrest being requested from the DA’s office.

If paying by cash, pay at the Department of Accounting Services’ cashier’s office, Administration 129.

- Once a payment for tuition has been accepted by the university, a student is considered officially enrolled unless the student is otherwise restricted from enrolling. Failure to follow procedures for resigning from the university may result in financial and academic penalties and delays with future enrollment in the university.

- Students may defer up to one-half of their fees during spring and fall terms. One-half of the student's fees plus a $20 non-refundable, non-deferrable fee is due at registration. The balance of the fees will be due on October 15 for fall and March 1 for spring. A late fee of $25 will be assessed for late payment. Deferred payment is not available for summer terms. Call the Department of Accounting Services at 797-5074 for more information.

Apply Financial Aid

1. Go to the LSU Shreveport homepage at www.lsus.edu. Click myLSUS under the heading “Quick Links.”
2. Click myLSUS Login.
3. Enter your Student ID and PIN. Click “logon.”
4. Place cursor over “Financial Aid.”
5. Click “Financial Aid Approval.”
6. Change “No” to “Yes” for the semester you are accepting.
7. Click “Save Changes.”
8. Place cursor over “Registration.”
9. Click “My Schedule.”
10. Select correct term.
11. Scroll down to view tuition and fees and amount of Financial Aid applied and if you have an outstanding balance.
12. If you have a balance, please follow the Paying Tuition and Fees steps.

Paying Tuition and Fees

Students may pay tuition and fees on the web with a credit card; by mail with a check or money order; or in person with a check, money order, cash, or credit card at the cashier’s office in the Department of Accounting Services.

1. Go to the LSU Shreveport homepage at www.lsus.edu. Click myLSUS under the heading “Quick Links.”
2. Click myLSUS Login.
3. Enter your Student ID and PIN. Click “logon.”
4. Place cursor over “Payment.”
5. Select the payment method you will be using.
6. Follow the instructions for the payment method you have selected.
7. Print a receipt.
Refund Policy For All Students Who Drop Courses

A refund of tuition and fees is based upon the total tuition amount billed, not portions of deferred fees paid.

In order to receive a refund, the student must officially resign during the refund period; the student’s classes must be canceled by the university; or the student must reduce the number of hours carried.

Refunds are made based on the following schedule:

- **100%** of refundable fees before classes begin and during the first 5 official class days of the fall/spring terms; on the 1st official class day of the 4 week summer session; and during the first 3 official class days of the 8 week summer session

- **60%** of refundable fees during the 6th through 10th official class days of the fall/spring terms; on the 2nd official class day of the 4 week summer session; and during the 4th through 6th official class days of the 8 week summer session

- **40%** of refundable fees during the 11th through 18th official class days of the fall/spring terms; during the 3rd and 4th official class days of the 4 week summer session; and during the 7th through 9th official class days of the 8 week summer session

NO refunds will be made until the refund period has expired. Refunds will be issued 45 days after the first day of classes in fall/spring terms.

NO refund is made to a student who owes the university money.

Refund Policy For Students With Title IV Student Financial Aid Who Resign From The University

Students receiving federal grants or loan funds who withdraw from LSU Shreveport before 60% of the semester has lapsed are fully responsible for repaying those funds to the United States Department of Education (DOE) and/or LSU Shreveport.

LSU Shreveport’s refund policy is used to calculate the refund of institutional charges; however, the federal “Return of Title IV Funds” formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the student and the university if the student resigns.


For determining the percentage of Title IV aid to be returned to the DOE, the number of calendar days remaining in the semester is divided by the number of calendar days in the semester. Scheduled class breaks of five consecutive days are excluded.

If funds remain after Title IV funds have been repaid, they will be used proportionally to repay LSU Shreveport scholarships and grants, other private scholarships and the student.

If a student receives grant or loan funds in excess of tuition and fees and he or she resigns before 60% of the semester has lapsed, the student is responsible for paying DOE the unearned portion of the grant or loan.

LSU Shreveport is responsible for paying DOE the unearned portion that was applied toward tuition and fees.

Worksheets used to determine the amount of the refund of Title IV aid are available upon request from the Financial Aid Office.

If a student earns all “F” or “NC” grades at the end of a semester and the student’s teachers report that the student did not attend class past 60% of the semester, that student has “unofficially” withdrawn from the university and is subjected to a Title IV refund. 50% is used in calculating the “unearned” portion of the financial aid that the student has received.
Applying for Financial Aid: (Financial Aid includes grants, work study and student loans.)

- Apply for a personal identification number (PIN) at www.pin.ed.gov. If you are a dependent student, you will need to obtain a PIN for your parent(s) as well. The PIN will be used to sign your FAFSA electronically.
- Complete the FAFSA on the web at http://www.fafsa.gov. LSU Shreveport's school code is 002013.
- After the FAFSA has been processed by the Department of Education, you will receive a Student Aid Report (SAR). Your SAR will be emailed to you, if you provided an email address. If you did not provide an email address, you must check the FAFSA website to obtain your SAR. Your SAR is used to determine your eligibility for financial aid.
- If your SAR is selected for verification, additional documents will be required. These documents must be submitted to the LSU Shreveport Financial Aid Office before you can be awarded financial aid. Documents for verification can include signed copies of tax returns for both parent(s) and student, verification worksheets, 1098, 1099SA and any other documents containing untaxed income records.
- If you are applying for a student loan for the first time at LSU Shreveport, you will be required to complete a master promissory note. Promissory notes can be completed online at www.studentloans.gov or are available in the Financial Aid Office. If you are borrowing student loan funds at LSU Shreveport for the first time, you will need to complete entrance counseling. Entrance counseling can be done on-line at www.studentloans.gov.

Financial Aid Requirements

- The process of filing for financial aid can take several weeks after your SAR is received.
- Applicants must be seeking a degree or teacher certification.
- Loan applicants must be enrolled in at least six credit hours at LSU Shreveport each semester. Graduate students must be enrolled in six graduate level credit hours at LSU Shreveport each semester to receive loans at graduate levels.
- Students cannot receive federal financial aid for correspondence courses.
- Students must be fully accepted for admission to the university. All academic transcripts must be on file and evaluated in the Office of Admissions and Records before you can be awarded. Provisionally admitted or visiting students cannot receive financial aid.

Processing Deadlines

Student must have a complete file in the Financial Aid Office by:
- March 1, 2012 for Summer 2012
- June 1, 2012 for Fall 2012
- October 1, 2012 for Spring 2013

A complete file contains:
- Student Aid Report (results of the Free Application for Federal Student Aid)
- Student Data Form/Summer Data Form
- Loan Application (if applicable)
- Loan Counseling (if applicable)
- Verification documents
- Unconditional acceptance for admission to the University

Please remember:
- Summer 2012 financial aid awards are based on the 2011-2012 FAFSA and Fall 2012/Spring 2013/Summer 2013 financial aid awards are based on the 2012-2013 FAFSA.
- You will receive an award letter stating the types of financial aid offered. On one copy of the award letter accept or decline each type of financial aid offered then sign, date and return. The second copy is for your records.
- You can view your awards on myLSUS (www.lsus.edu/myLSUS).
- Apply early. Financial Aid applications are processed in the order in which they are received. The awarding process is lengthy, and limited funds are awarded to early applicants.
- Read your entire Student Aid Report (SAR). If you have been selected for verification your SAR will tell you.
- Check the website frequently, because instructions and announcements are posted periodically.
- Read and do research. Publications prepared by various agencies will provide you with additional information on state and federal financial aid programs.
- Be proactive. The Financial Aid Office will send you a letter about what documents or actions are required on your part to complete your file, but the ultimate responsibility is yours. Call or come by the office if you have any questions or concerns.
- Financial Aid is an annual process.
Applying Financial Aid to your tuition and fees:

Your aid is posted to myLSUS as soon as it is awarded. You must follow the directions on myLSUS to electronically approve the use of your financial aid to pay your tuition and fees. To electronically approve on myLSUS, use the following steps:

1. Go to the LSU Shreveport homepage at [www.lsus.edu](http://www.lsus.edu). Click “myLSUS” under the heading “Quick Links.”
2. Click myLSUS Login and enter login details.
3. Click “Financial Aid Approval.”
4. Change “No” to “Yes” for the semester you are accepting.
5. Click “Save Changes.”
6. Place cursor over “Registration.”
7. Click “My Schedule.”
8. Select correct semester.
9. Scroll down to view tuition and fees and amount of Financial Aid applied and if you have an outstanding balance.
10. If you have a balance, please follow the Paying Tuition and Fees steps on page 13.

Failure to give your approval to apply your financial aid to your tuition and fees by the fee payment deadline will result in your classes being cancelled. The approval system cannot be accessed until three weeks before the fee payment deadline for each semester. If you owe a balance after your financial aid has been applied to your tuition and fees, you will be issued a refund check by Accounting Services. If you register for classes after the fee payment deadline, you must go on myLSUS and give your approval as outlined above. Please contact Accounting Services to find out when credit balance checks are to be released.

Types of financial aid awards:

**Scholarships** — These are awards which are given to students in recognition of academic achievement. These awards do not have to be repaid and selection and retention criteria vary.

**Federal Pell Grant** — This award does not have to be repaid. Eligibility for this award is determined by the U.S. Department of Education. The Pell Grant can only be awarded to undergraduate students who have not earned a bachelor’s degree.

**TEACH** — A Teacher Education Assistance for College and Higher Education Grant is available to students willing to make a commitment to teach in certain subject areas and in schools serving low-income students. The student must agree to teach four years within eight years of graduation. This award is available to both undergraduate and graduate students with a 3.25 grade point average. Juniors and seniors must be accepted into the Teacher Education and Retention Program; graduate students must possess teaching credentials. Students enrolled in Teach LSU are not eligible. Failure to complete the service obligation will result in the grant converting to a loan that must be paid back with accrued interest.

**Student Loans** — A Federal Direct Subsidized Stafford Loan is awarded on the basis of financial need. The federal government pays interest on the loan until you begin repayment. A Federal Direct Unsubsidized Stafford loan is not awarded on the basis of financial need. You are charged interest from the time the loan is disbursed until it is paid in full. You can (if you are eligible) receive both loans for the same enrollment period.

**FSEOG** — A Federal Supplemental Educational Opportunity Grant is offered to undergraduates with exceptional financial need. Priority is given to independent students with dependents who receive the maximum Federal Pell Grant.

**Work Study** — The Federal Work Study Program provides jobs for students who have unmet financial need.

**TOPS** — Louisiana’s Tuition Opportunity Program Students (TOPS) is a comprehensive program of state merit scholarships. The TOPS award has three award components with different selection and retention requirements: TOPS Opportunity Award, TOPS Performance Award and TOPS Honors Award. These awards are for fall and spring only. Students who are receiving a TOPS award are notified by the Louisiana Office of Student Financial Assistance (LOSFA). It is not necessary to contact the Financial Aid Office about a TOPS award because LSU Shreveport downloads a listing of recipients directly from LOSFA before the beginning of the fall semester and gives students advanced credit for these scholarships. Your awards are posted to myLSUS about three weeks before the beginning of the fall semester. You must give your approval on myLSUS to apply a TOPS award to tuition and fees as outlined above. Be aware that TOPS awards do not cover all of the tuition and fees at LSU Shreveport.

**State of Louisiana Go Grants** — Offered to students who receive a Pell Grant and graduated from high school after January 2007 or are age 25 or older and did not attend college the previous academic year. Award amounts vary from $500 to $2000. Awards are available for less than full-time attendance.
### Spring 2012 Tuition and Fees Table

#### Undergraduate Tuition & Fees

<table>
<thead>
<tr>
<th>Category</th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Tuition</td>
<td>$1,316.50</td>
<td>$2,920.00</td>
</tr>
<tr>
<td>Tuition</td>
<td>$1,025.60</td>
<td>$2,305.00</td>
</tr>
<tr>
<td>Fees</td>
<td>$1,000.00</td>
<td>$2,050.00</td>
</tr>
<tr>
<td>Total Undergraduate</td>
<td>$2,316.50</td>
<td>$4,920.00</td>
</tr>
</tbody>
</table>

#### Graduate Tuition & Fees

<table>
<thead>
<tr>
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<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Tuition</td>
<td>$2,050.00</td>
<td>$4,500.00</td>
</tr>
<tr>
<td>Fees</td>
<td>$1,000.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Total Graduate</td>
<td>$3,050.00</td>
<td>$6,500.00</td>
</tr>
</tbody>
</table>

#### Special Fees

- **HPE Fee**: $10.00 per course
- **Online Fee**: $50.00 per course
- **Executive MBA Fee**: $250.00 per module
- **Computer Science Fee**: $250.00 per course
- **AVE Fee**: $25.00 per course
- **Lab Fee**: $25.00 per course
- **MPH Program**: $97.14 (Assessed based on LSU/LSUHSC graduate tuition rates)
- **Late Fee**: $50.00
- **Over 12 Hr. surcharge**: $75.00 (Applies only for the 15th credit hour)
The Spring 2012 class schedule is available online at www.lsus.edu/myLSUS.

The courses to be offered during the Spring 2012 semester are not distributed in print. The courses are published on the web to ensure accuracy. The online schedule is updated as course changes are made.

The online schedule is searchable. It provides the ability to view only open classes and lists the number of seats available in each section. The online schedule allows students to search for classes by time, day, course ID, department, and format (online, telecourse, blackboard, etc.). The online schedule is ‘live’, so if a change is made in the schedule, the change will be reflected immediately in the online schedule.

The final authority for course listings rests with the departments concerned. All questions should be directed to the department in which the course is offered.

Please DO NOT PRINT the entire class schedule from the website. The schedule is constantly changing as classes fill and departments make alterations. Take advantage of the built in search capabilities and the live nature of myLSUS to find open classes when you need them.
**Spring 2012 Final Exam Schedule**

<table>
<thead>
<tr>
<th>Regular Class</th>
<th>Starting Time</th>
<th>Final Exam Day and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWF</td>
<td>7:00 AM</td>
<td>M May 7 8:00 AM</td>
</tr>
<tr>
<td>MWF</td>
<td>8:00 AM</td>
<td>F May 11 8:00 AM</td>
</tr>
<tr>
<td>MWF</td>
<td>9:00 AM</td>
<td>W May 9 8:00 AM</td>
</tr>
<tr>
<td>MWF</td>
<td>10:00 AM</td>
<td>M May 7 10:30 AM</td>
</tr>
<tr>
<td>MWF</td>
<td>12:00 PM</td>
<td>W May 9 10:30 AM</td>
</tr>
<tr>
<td>TR</td>
<td>8:00 AM</td>
<td>T May 8 8:00 AM</td>
</tr>
<tr>
<td>TR</td>
<td>9:30 AM</td>
<td>R May 10 8:00 AM</td>
</tr>
<tr>
<td>TR</td>
<td>11:00 AM</td>
<td>T May 8 10:30 AM</td>
</tr>
<tr>
<td>TR</td>
<td>12:30 PM</td>
<td>R May 10 10:30 AM</td>
</tr>
<tr>
<td>TR</td>
<td>2:00 PM</td>
<td>R May 10 3:00 PM</td>
</tr>
<tr>
<td>TR</td>
<td>3:30 PM</td>
<td>T May 8 3:00 PM</td>
</tr>
<tr>
<td>M</td>
<td>4:30/5:00/5:30</td>
<td>M May 7 5:00 PM</td>
</tr>
<tr>
<td>T or TR</td>
<td>4:30/5:00/5:30</td>
<td>T May 8 5:00 PM</td>
</tr>
<tr>
<td>W</td>
<td>4:30/5:00/5:30</td>
<td>W May 9 5:00 PM</td>
</tr>
<tr>
<td>MW</td>
<td>4:30/5:00/5:30</td>
<td>W May 9 5:00 PM</td>
</tr>
<tr>
<td>R</td>
<td>4:30/5:00/5:30</td>
<td>R May 10 5:00 PM</td>
</tr>
<tr>
<td>MW</td>
<td>6:00 PM</td>
<td>M May 7 7:00 PM</td>
</tr>
<tr>
<td>T or TR</td>
<td>6:00 PM</td>
<td>T May 8 7:00 PM</td>
</tr>
<tr>
<td>W</td>
<td>6:00 PM</td>
<td>W May 9 7:00 PM</td>
</tr>
<tr>
<td>MW</td>
<td>7:30 PM</td>
<td>R May 10 7:00 PM</td>
</tr>
</tbody>
</table>

1. Saturday classes will have final exams on Saturday, May 12, at the regular class time.
2. Any class time not listed would have the exam time of the closest hour.
3. Each exam is scheduled for a two-hour period.
4. Exams in science labs and HPE courses will be given at the last class meeting.
5. A student with 3 or more exams in one day may petition through his/her academic dean to take only 2 exams on the same day.
Access to & Release of Student Information

Policies and procedures relating to student information ensure each student access to his or her educational records maintained by the university and prohibits the release of personally identifiable information from these records without the student's permission except as specified by law. The information in the educational record may be challenged by the student as inaccurate, misleading or in violation of privacy, and a written explanation by the student of the contents may be provided for insertion in the record. The officials responsible for student records are as follows:

- Dean of Students ---Disciplinary Records
- Dean of Enrollment Services and Registrar---Scholastic Records
- Director of Financial Aid---Financial Aid Records

A student who has been enrolled on more than one campus of the LSU System must request records from the appropriate office on each campus. If copies of records are desired, the student is required to pay the cost for these copies. The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

- The right to inspect and review education records within 45 days of the day the university receives a request for access. To examine records, the student should submit to the Dean of Enrollment Services and Registrar (AD 168) a written request that identifies the record(s) he/she wishes to inspect. The Dean of Enrollment Services and Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Dean of Enrollment Services and Registrar, he/she will advise the student of the correct person to whom the request should be addressed.

- The right to request the amendment of the education records that are believed to be inaccurate or misleading. A student may ask the university to amend a record that is believed to be inaccurate or misleading. The student should write the Dean of Enrollment Services and Registrar, clearly identifying the part of the record he/she wants changed, and specifying why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.

- The right to request the amendment of the education records that are believed to be inaccurate or misleading. A student may ask the university to amend a record that is believed to be inaccurate or misleading. The student should write the Dean of Enrollment Services and Registrar, clearly identifying the part of the record he/she wants changed, and specifying why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university/LSU System in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and counseling staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Supervisors; or a student serving on an official committee, such as a disciplinary or grievance committee, graduate students serving as instructors and students who are assisting a school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university discloses education records without consent to officials of another school in which students seek or intend to enroll; public officials as specified by law; agencies and offices administering financial aid for records required in connection with a student's application for or receipt of financial aid; organizations for use in developing, validating, or administering student aid programs and improving instruction; accrediting agencies; and appropriate persons in the case of health and safety emergencies. The university may release education records without consent to courts of law in response to court orders or subpoenas. When responding to a court order or subpoena, a reasonable effort in advance of compliance will be made to notify the student of all such orders or subpoenas.

To allow any person, other than those specified, access to a student's educational records, the student must submit a written, dated and signed waiver to the official responsible for the records. The waiver must specify the records to be released, the reasons for such release and the names of the persons to whom records should be released.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605.

- At its discretion, the university may provide directory information to the public in accordance with the provision of the Family Educational Rights and Privacy Act of 1974, as amended, to include: the student's name, mailing and e-mail address, telephone listing, date and place of birth, photographs, dates of enrollment, enrollment status (e.g., full-time or part-time), major field of study, classification, major degree(s) earned, awards and honors, participation in officially recognized activities and sports, weight and height of members of athletic teams and the most recent previous educational agency or institution attended by the student.

- The student may have any or all of the directory information withheld by completing the directory exclusion form in the Admissions and Records Office at the time of registration for each semester or term.
APPEALS FOR ADMISSION, READMISSION, REEVALUATION OF TRANSFER CREDITS, AND DEGREE REQUIREMENTS

University regulations and usual operating procedures determine such things as a student's admissibility to the university, readmission after scholastic suspension, probation or warning status, evaluation of credits earned in other institutions, and completion of degree requirements. It is the function of the academic department to determine whether a given course at another institution is comparable to a course at LSU Shreveport; it is the function of the dean of the college in which the student is enrolled to determine how credits accepted at LSU Shreveport from another institution are to be applied towards graduation; and it is the function of the proper administrators, by interpreting established policies, to determine in a given instance whether a student is admissible or re-admissible to the university. Only when a student believes that he or she has not been properly or fairly treated in one of these matters or that an error of interpretation has been made, should a student initiate an appeal on one of these matters.

- Admission, Readmission, and Transfer Credits:
  Each appeal must be made in writing to the student's academic dean. The appeal should contain new information or explanations of previous information which could result in a new decision. Upon receiving a written appeal, the dean will meet with the student in an effort to explain university regulations. If the student then accepts the interpretation, the matter goes no further. If the student wishes to appeal the matter further, the dean sends a copy of the student's appeal and the report of the meeting with the student, an analysis of the circumstances, and a recommendation to the Admissions and Standards Committee. In executive session, the committee will reach a decision on a recommendation and will send that recommendation to the dean for final action, subject to the right of the Chancellor to review the case.

- Credits and Degree Requirements:
  If the matter involves credit or other matters necessary for graduation, the case must be appealed to the student's academic dean no later than the term prior to the term at the end of which the student desires to graduate. The student cannot be assured that cases arising during the term of the student's intended commencement will be resolved in time to allow the student to participate in the commencement at the end of the term. Upon receiving a written appeal, the dean will meet with the student in an effort to explain relevant university regulations. If the student then accepts the interpretation, the matter goes no further. If the student wishes to appeal the matter further, the dean sends a copy of the student's appeal (and the report of the meeting with the student), an analysis of the circumstances and a recommendation to the Admissions and Standards Committee which will meet with the student if the student so desires. In executive session, the committee will reach a decision on a recommendation and will send that recommendation to the Vice Chancellor for Academic Affairs for final action, subject to the right of the Chancellor to review the case.

APPEALS OF FINAL GRADES ASSIGNED IN COURSES

The grade appeal process and other policies involving scholastic regulations can be found online at http://www.lsus.edu/offices-and-services/policies-and-manuals/student-handbook.

STUDENT HANDBOOK
The LSU Shreveport Student Handbook can be found online at http://www.lsus.edu/offices-and-services/policies-and-manuals/student-handbook.

STUDENT CONDUCT CODE
The Student Conduct Code can be found online at http://www.lsus.edu/offices-and-services/policies-and-manuals/student-handbook.

UNIVERSITY CATALOG
The LSU Shreveport catalog can be found online at http://www.lsus.edu/catalogs.

UNIVERSITY WEBSITE
The LSU Shreveport website provides updated information at www.lsus.edu.
Campus Map and Legends

Legend of Building & Location Abbreviations
1. Administration Building
2. Science Building
3. Technology Center and Bookstore
4. Power and Physical Plant
5. Noel Memorial Library
6. Red River Radio (KDAQ)
7. Bronson Hall
8. Intercollegiate Soccer Field
9. University Center
10. Tennis Courts
11. Business, Education and Human Development Building
12. Health and Physical Education Building
13. Power and Physical Plant
14. University Court (Student housing)
15. Baptist Collegiate Ministry
16. Future home of Red River Radio
17. Main entrance to LSUS campus
18. Pioneer Heritage Center

Legend of Class Days

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>Monday</td>
</tr>
<tr>
<td>T</td>
<td>Tuesday</td>
</tr>
<tr>
<td>W</td>
<td>Wednesday</td>
</tr>
<tr>
<td>R</td>
<td>Thursday</td>
</tr>
<tr>
<td>F</td>
<td>Friday</td>
</tr>
<tr>
<td>MT</td>
<td>Monday &amp; Tuesday</td>
</tr>
<tr>
<td>MTW</td>
<td>Monday, Tuesday &amp; Wednesday</td>
</tr>
<tr>
<td>MTR</td>
<td>Monday, Tuesday &amp; Thursday</td>
</tr>
<tr>
<td>MW</td>
<td>Monday &amp; Wednesday</td>
</tr>
<tr>
<td>MWF</td>
<td>Monday, Wednesday &amp; Friday</td>
</tr>
<tr>
<td>M-R</td>
<td>Monday through Thursday</td>
</tr>
<tr>
<td>M-F</td>
<td>Monday through Friday</td>
</tr>
<tr>
<td>MR</td>
<td>Monday &amp; Thursday</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Abbreviation</th>
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</thead>
<tbody>
<tr>
<td>TR</td>
<td>Tuesday &amp; Thursday</td>
</tr>
<tr>
<td>TF</td>
<td>Tuesday &amp; Friday</td>
</tr>
<tr>
<td>TWR</td>
<td>Tuesday, Wednesday &amp; Thursday</td>
</tr>
<tr>
<td>WR</td>
<td>Wednesday &amp; Thursday</td>
</tr>
<tr>
<td>WF</td>
<td>Wednesday &amp; Friday</td>
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<tr>
<td>S</td>
<td>Saturday</td>
</tr>
<tr>
<td>TBA</td>
<td>To Be Announced</td>
</tr>
</tbody>
</table>
Office Hours

All campus offices are open from 8 a.m. to 4:30 p.m. Monday through Friday with these exceptions:

Admissions and Records Office**
Administration Building, room 168
Monday through Friday—8 a.m. until 4:30 pm

Financial Aid Office**
Administration Building, room 202
Monday through Friday—8 a.m. until 4:30 p.m.
After hours by appointment

Bookstore*
Technology Center
Monday—7:30 a.m. until 6 p.m.
Tuesday through Friday—7:30 a.m. until 4 p.m.

Noel Memorial Library**

Campus-Wide Computer Lab**
University Center, room 109
Monday through Thursday—7:30 a.m. until midnight
Friday—7:30 a.m. until 4:30 p.m.
Saturday—1 p.m. until 5 p.m.
Sunday—1 p.m. until 9 p.m.

Summer Hours
Monday through Thursday—7:30 a.m. until 9 p.m.
Friday—7:30 a.m. until 4:30 p.m.
Saturday—Closed
Sunday—1 p.m. until 9 p.m.

*Hours may be subject to change. Please check with bookstore for extended hours.
**Hours posted are for regular semester; check with office for hours during intersession, breaks, and holidays.

Who Do You Call?

College of Business, Education and Human Development, Dean’s Office BE 117………….795-4279
Education, BE 384………………………………………………... 797-5032
Kinesiology and Health Science, HPE 207………………………… 797-5264
Military Science……………………………………………………797-5264
Psychology, BE 348……………………………………………… 797-5044
Master of Education……………………………………………. 797-5032
M.Ed. in Curriculum and Instruction……………… 797-5032
M.Ed. in Educational Leadership………………….. 797-5044
Master of Public Health……………………………………… 797-5218
M.S. in Counseling Psychology, BE 350…………….. 797-5199
M.S. in Kinesiology and Wellness………………………… 797-5264
Specialist in School Psychology (SSP), BE 353………… 797-5050

Assoc. Dean’s Office, BE 101……………………..797-5383
Accounting, BE 339C…………………………………………... 797-5241
Economics & Finance, BE 339C………………………... 797-5241
Management & Marketing, BE 301………………. 797-5017
Master of Business Administration (MBA), BE 329………… 797-5052
Master in Health Administration……………………. 212-0240

College of Arts and Sciences
Dean’s Office BH 226………………………………………797-5371
Communications, BH 330………………………………… 797-5375
English, BH 258…………………………………………….. 797-5369
Fine Arts/Humanities/Foreign Language, BH 140…………… 797-5198
General Studies, BH 230…………………………………. 797-5256
History/Social Science, BH 439…………………………… 797-5337
M.A. in Liberal Arts (MLA), BH 218……………………… 797-5211
M.S. in Human Services Administration, BH 115………….. 797-5333

Assoc. Dean’s Office, SC 104………………..797-5231
Biological Sciences, SC 224…………………………… 797-5231
Chemistry/Physics, SC 112…………………………… 797-5246
Computer Science, TC 206………………………… 797-5093
Mathematics, BH 430………………………………… 797-5377
M.S. in Computer Systems Technology, TC 206…….. 797-5093

Office Directory
Academic Excellence………………………………………………… 797-5374
Accounting Services………………………………………………… 797-5074
Admissions and Records……………………………………… 797-5061
Bookstore………………………………………………………………. 797-5212
Campus Information………………………………………………… 797-5000
Campus Police…………………………………………………………. 797-5082
Financial Aid Office………………………………………………… 797-5363
After Hours……………………………………………………………… 455-5497
Career Center………………………………………………………………… 797-5062
Continuing Education and Public Service………………… 798-4177
Graduate Studies…………………………………………………………… 797-5363
Honors Program…………………………………………………………… 797-5247
Library (Circulation)………………………………………………….. 797-5374
Student Development and Counseling………………… 797-5365
Transcripts…………………………………………………………………….. 797-5061
Veteran’s Certification…………………………………………………. 798-4130

Spring 2012