

UNDERGRADUATE ADMISSION INFORMATION

STEPS TO APPLYING AS AN UNDERGRADUATE STUDENT

1. Submit a completed LSUS Application for Undergraduate Admission to the LSUS Admissions and Records Office.
2. Unless you graduated from a Louisiana High School in 2004 or later, request that an official transcript from your high school be mailed directly to the LSUS Admissions and Records Office.
3. Request that an official transcript from each college/university attended be sent directly to the Admissions and Records Office.
4. If you are a first-time freshman, have American College Test (ACT) or Scholastic Aptitude Test (SAT) scores submitted by the testing agency directly to the LSUS Admissions and Records Office (ACT Code 015930; SAT code 6355).
5. Provide proof of immunization as defined by the immunization policy.

FRESHMEN STUDENTS

Applicants for admission should submit an Application for Undergraduate Admission and ACT or SAT scores as early as possible. Unless he/she graduated from a Louisiana high school in 2004 or later, an entering first-time freshman student must have his/her high school mail an official transcript showing high school graduation. Faxed copies of transcripts are not accepted.

TRANSFER STUDENTS

Applicants must inform LSUS of all colleges and universities previously attended whether or not credit was earned. A transfer student must arrange for an official transcript from each college previously attended to be mailed directly to the LSUS Admissions and Records Office. A student who has earned fewer than 12 semester hours of non-developmental college credit must submit a high school transcript certifying graduation (see #2 above) and ACT scores. Faxed copies of transcripts are not accepted.

FORMER LSUS STUDENTS

A former LSUS student must complete an Application for Undergraduate Admission and request that an official transcript from **each** college attended since last attending LSUS be mailed directly to the Admissions and Records Office.

VISITING STUDENTS – ONE TERM ONLY

An applicant who is enrolled in another post-secondary institution for the previous term must request that the home institution mail an official transcript to the LSUS Admissions and Records Office.

INTERNATIONAL STUDENTS

1. International applicants with superior scholastic records, acceptable English proficiency and evidence of adequate financial support will be considered for admission. An International Student Admission Checklist can be requested from the LSUS Admissions and Records Office (admissions@lsus.edu).
2. An admission application and all required documents must be on file at least 90 days prior to registration.
3. The student must be a graduate of a recognized secondary school comparable to a United States high school. Admission consideration for international transfer students will be based on secondary school records as well as records of post-secondary study (university, institute or technical school).
4. If the applicant's native language is not English, evidence of satisfactory completion of the Test of English as a Foreign Language (TOEFL) is required. For more information, see TOEFL's website: www.toefl.org (LSUS code 6355)

REQUIRED TESTS

1. All first-time freshmen are required to take the ACT or SAT and have their scores submitted directly to LSUS by the testing agency (ACT college code 015930; SAT college code 6355).
2. Transfer applicants who have completed 12 semester hours of non-developmental credit and who do not have credit for freshmen composition and college algebra are required to either take the ACT or SAT and have their scores submitted directly to LSUS (ACT college code 015930; SAT college code 6355), or take an LSUS departmental exam.
3. All questions concerning the ACT or SAT should be addressed to the LSUS Student Development and Counseling Center, 230 Administration Building, Shreveport, LA 71115, (318) 797-5365.

APPLICATION FEES

1. A non-refundable application fee of \$10 is required of all students who have not previously attended LSUS.
2. International students are required to pay a non-refundable \$20 application fee.
3. PAYMENT SHOULD BE MADE BY CHECK OR MONEY ORDER DRAWN ON A U.S. BANK. DO NOT SEND CASH.

UNDERGRADUATE ACADEMIC PROGRAMS

College of Business Administration

Dean's Office (318) 797-5383 www.lsus.edu/ba

Academic Programs:

- Accounting (S1010)
- Finance (must select concentration)
 - concentration in Financial Services (S1040)
 - concentration in Financial Analysis (S1041)
- General Business Administration (S1020)
 - concentration in International Business (S1022)
 - concentration in Land and Energy Management (S1024)
- Management and Administration (S1070)
 - concentration in Human Resource Management (S1071)
 - concentration in International Business (S1073)
- Marketing (S1080)
 - concentration in International Business (S1082)

College of Education & Human Development

Dean's Office (318) 795-4279 www.lsus.edu/ehd

Academic Programs:

- Alternative Certification (32010) *Non-degree program*
- Community Health (must select concentration)
 - concentration in American Humanics (S2021)
 - concentration in Health Behavior (S2022)
 - concentration in Physical Activity (S2023)
 - concentration in Pre-PT or Pre-OT (S2024)
- Early Childhood Education (Grades Pre-K – 3) – (S2165)
- Elementary Education (Grades 1 – 5) – (S2030)
- Elementary and Secondary Education
 - Fine Arts (R2010)
 - Health and Physical Education (S2050)
- Psychology (S2080)
- Secondary Education
 - English (R2060)
 - Mathematics (S2060)
 - Social Studies (R2110)
- Secondary Science Education
 - Biology (S2010)
 - Chemistry (S2040)
 - Physics (S2070)
- Undecided (32993) *Non-degree program*

College of Liberal Arts

Dean's Office (318) 797-5371 www.lsus.edu/la

Academic Programs:

- Criminal Justice (J3010)
- English (R3070)
- Fine Arts (R3080)
- French (R3090)
- General Studies (G3010)
- Geography (R3100)
- History (R3110)
- Mass Communication (must select concentration)
 - concentration in Journalism (R3120)
 - concentration in Electronic Media Journalism (R3034)
 - concentration in Public Relations (R3130)
 - concentration in Broadcast Journalism (R3032)
- Political Science (R3150)
- Sociology (R3160)
- Spanish (R3170)
- Speech (R3050)
 - concentration in Theatre (R3052)
- Undecided (33993) *Non-degree program*

College of Sciences

Dean's Office (318) 797-5231 www.lsus.edu/sc

Academic Programs:

- Biochemical Science (S4010)
 - concentration in Pre-Pharmacy (S4015)
- Biological Sciences (must select concentration)
 - concentration in Molecular & Cellular (S4021)
 - concentration in Field & Organismal Biology (S4022)
 - concentration in Environmental Science (S4023)
- Chemistry (S4030)
- Computer Information Systems (S4100)
- Computer Science (S4040)
 - concentration in Animation & Visual Effects (S4045)
- Mathematics (S4070)
- Physics (must select concentration)
 - concentration in Applied Physics (S4082)
 - concentration in Pre-Engineering (S4084)
 - concentration in Theoretical Physics (S4086)
- Undecided (34993) *Non-degree program*

SPECIAL CLASSIFICATIONS

Dual Enrollment & Academic Excellence Program	Auditing (39991)	Educational Enrichment Program (39992)	Visiting	Non-Matriculating
Available to high school students only. Do not complete this form. Academic Excellence students must request a special application from the College of Liberal Arts (318) 797-5371. Dual Enrollment students must contact their high school guidance counselor.	Person who is enrolled in coursework but not pursuing a grade.	Person who is at least 25 years of age; has not been enrolled in a high school, college or university for at least three years; and is pursuing a grade but is not seeking a degree. Students may enroll in this program for a maximum of 24 hours of credit.	Person who enrolls for one term at LSUS; was enrolled elsewhere for the preceding term; and plans to return to the home institution for the next term.	Person with a degree who wants to take a course for personal interest.

APPLICATION FOR UNDERGRADUATE ADMISSION

PRINT IN INK AND COMPLETE ALL ITEMS. INCOMPLETE APPLICATIONS WILL DELAY ACCEPTANCE. RECORDS SUBMITTED DURING THE ADMISSIONS PROCESS BECOME PART OF THE STUDENT'S OFFICIAL FILE AND ARE NOT RETURNED TO THE STUDENT OR RELEASED TO A THIRD PARTY.

ENROLLMENT DATA

Have you ever filed an application for admission with LSUS? Yes No If yes, when? _____
Term for which you are applying: Fall 20_____ Spring 20_____ Summer 20_____
Check all that apply: Former LSUS Student First-Time LSUS Student
 Entering Freshman Transfer F1 (International) Student
 Second Undergraduate Audit Non-Degree Visiting – one term only

PERSONAL DATA

Social Security Number: _____

Name: _____
Last First Middle Former name(s) under which you registered at any college

Local Address: _____
Number Street Apt.

City State Zip Code Parish/County

Permanent Address: _____
(If Different From Local) Street/Apt. # City State Zip Code

Email: _____ Home Phone: () Work Phone: () Cell Phone: ()

Date of Birth: _____ Place of Birth: _____ Female Male
MM/DD/YYYY

Country of Citizenship: _____ If not U.S. Citizen, type of non-immigrant visa: _____
or Alien Resident Number and date issued: _____

Race/Ethnicity: This information is voluntary and will be used in a non-discriminatory manner consistent with applicable civil rights laws.
The information will be used for federal and state reporting purposes.

Are you of Hispanic/Latino Origin? Yes No

In addition, select **one or more** of the following racial/ethnic categories to describe yourself:

American Indian or Alaska Native Black or African American Asian Native Hawaiian or other Pacific Islander Hispanic White

EMERGENCY CONTACT DATA

Name: _____ Relationship: _____
(Last) (First) (MI)

Address (Street, Apt. #) _____ Day Phone: () _____

City: _____ State: _____ Zip: _____ Night Phone: () _____

RESIDENCY DATA

When did you move to your present address? _____ (MO/YR)

List your past address(es) if you have been living at present address for less than two years.

Number, Street, Apt #, City, State Since: (MO/YR) _____

Number, Street, Apt #, City, State Since: (MO/YR) _____

Are you claimed as a dependent on your parents' tax return? Yes No

If yes, does parent(s) presently reside in Louisiana? Yes No

Are you or have you ever been a member of the armed forces? Yes No

Date Entered State Date Released State

Are you currently a dependent of an active duty member of the armed forces? Yes No

For Office Use Only

Application:
Date received: _____
Received by: _____
Processed by: _____
Date Processed: _____
Application Fee:
Fee receipt #: _____
Amount: _____
Received by: _____

EDUCATIONAL DATA

Indicate your college preference (check one): Business, Education and Human Development Arts and Sciences

Will you be seeking a degree at LSUS? Yes No

If yes, what will be your major? _____ (*Place 5 digit code from degree listing here.*)

If no, what are your plans? _____

High School: _____

Name of School City State Parish/County Graduation Date (MMDDYYYY)

Official transcripts must be mailed directly from the institution to the LSUS Admissions and Records Office **except for schools reporting high school transcripts through the Louisiana Department of Education's Student Transcript System (STS).**

Are you currently attending a college or university? Yes No If yes, institution name: _____

Have you participated in a dual enrollment or LA early start program? Yes No If yes, institution name: _____

Are you eligible to return to the last college or university you attended? Yes No

Last semester/term grade point average: _____ Cumulative grade point average: _____

Have you ever been suspended, dismissed or placed on probation at any college or university for scholastic or disciplinary reasons?

Yes No If yes, give name of institution, date and reason for this action _____

List every college or university attended, **including prior enrollment at LSUS.** (Attach separate sheet if needed.) All institutions must be listed regardless of whether credit was earned or desired or whether work is shown on another transcript. **Official transcripts for all previous college work (except LSUS) must be mailed directly from the institution to LSUS Admissions and Records. FAX or hand-carried transcripts are not accepted.**

COLLEGE/UNIVERSITY (city, state)	FROM: Mo/Yr	TO: Mo/Yr	DEGREE

INVOLVEMENT WITH CRIMINAL JUSTICE SYSTEM

Yes No Have you ever been convicted, pleaded guilty or are you presently charged with a crime (felony) which might be punishable by imprisonment in a penitentiary?

Yes No Have you ever been committed to a correctional or training institution?

If the answer to either question is "Yes", please request a Disciplinary Status sheet which outlines required additional information.

SELECTIVE SERVICE (for male U.S. citizens between the ages of 18 and 26)

I hereby swear or affirm under the penalty of perjury, in accordance with the requirements of the military selective service act and the requirements of state law R.S. 17: 3151, the following:

_____ I have registered with Selective Service

_____ I am not required to register with the Selective Service for the following reason _____

TUITION AND FEES WAIVERS

Select the programs in which you are eligible to participate. Original or certified proof of status must be provided.

- Student over 65 Dependent of deceased Louisiana fire fighter or police officer killed in line of duty
 Dependent of disabled Louisiana veteran

Non Louisiana residents:

LSUS has a limited number of non-resident tuition exemptions available – Check if you would like to apply for an exemption

CERTIFICATION

I CERTIFY ALL INFORMATION ON THIS APPLICATION IS CORRECT. I UNDERSTAND THAT FALSE OR INCOMPLETE INFORMATION MAY MAKE ME INELIGIBLE FOR ADMISSION TO, OR CONTINUATION IN, LOUISIANA STATE UNIVERSITY IN SHREVEPORT. I DO HEREBY AUTHORIZE LOUISIANA POST-SECONDARY EDUCATION TO ACCESS MY ACADEMIC RECORDS. I AM AWARE OF THE APPLICATION DEADLINE INFORMATION IN THE UNDERGRADUATE ADMISSION INFORMATION SECTION OF THIS APPLICATION.

Signature _____ Date _____

PROOF OF IMMUNIZATION COMPLIANCE

(Applicable only to students born on or after January 1, 1957)

PRINT IN INK AND COMPLETE ALL ITEMS

PERSONAL DATA

Social Security Number: _____

Name: _____
Last First Middle

Date of Birth: _____

PHYSICIAN OR OTHER HEALTH CARE PROVIDER VERIFICATION (SEE OTHER SIDE)

Measles (Rubeola)

1st Immunization: _____
(Date)

and

2nd Immunization: _____
(Date)

or

Date of Disease: _____
(Date)

or

Serologic Test _____
(Date)

and

Result: _____

Rubella

Immunization: _____
(Date)

or

Serologic Test: _____
(Date)

and

Result: _____

Mumps

Immunization: _____
(Date)

or

Date of Disease: _____
(Date)

or

Serologic Test: _____
(Date)

and

Result: _____

Tetanus-Diphtheria

Immunization: _____
(Date within 10 years)

Meningitis (Required for first-time freshmen only)

Immunization: _____
(Date)

Signature of Physician or Other Health Care Provider

Date

Please Place Address or Stamp Above

REQUEST FOR EXEMPTION

If you request an exemption, please check the appropriate blank and provide the information requested.

Medical reasons: (Physician's Statement - use space below)

Personal reasons: (State reason in space below)

I understand that if I claim an exemption for personal or medical reasons, I may be excluded from campus and from classes in the event of an outbreak of measles, mumps, rubella or meningitis until the outbreak is over or until I submit proof of immunization. If I am not 18 years of age, my parent or legal guardian must sign below.

Applicant's Signature

Date

Parent or Guardian, if required

Date

SUBMIT FORM TO:

Admissions and Records Office
Louisiana State University in Shreveport
One University Place
Shreveport, LA 71115
FAX (318) 797-5286

VACCINE REQUIREMENTS

(Applicable only to students born on or after January 1, 1957)

SOURCE: Louisiana RS 17:170 Schools of Higher Education

<http://www.909shot.com/state-site/Louisiana%20.htm>

TO THE NEW STUDENT

Your immunization record may be found in your family records or in a booklet that may have been written in by your doctor or public health clinic each time you received a vaccination. Please keep in mind that immunization records are maintained for a variable number of years and then usually only by the medical provider who administered the vaccines. As a last resort, and if you are a graduating senior, school personnel may be able to locate immunization records in your cumulative or health folder before you graduate. After you graduate, records are sent to storage and may not be accessible. Shot records or reasonably authentic copies of records (a baby book or school health record) which indicate specific information such as your name, date of birth and the dates of the immunizations should be acceptable documentation of the immunizations you received. These records should be taken to your doctor or local public health clinic for a possible update of your immunization status. A visit to your doctor or public health clinic will be needed to have your Proof of Compliance form signed and/or to interpret our old records in view of the changes in health care standards.

(Please do not sign this compliance form unless the student has proper vaccines or immune tests.)

TO THE PHYSICIAN OR OTHER MEDICAL PROVIDER

The following guidance is presented for the purpose of implementing the requirements of Louisiana R.S. 17:170 and 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).

REQUIREMENTS

Two doses of measles vaccine, at least one dose each of rubella and mumps vaccine and one tetanus diphtheria booster.

MEASLES REQUIREMENT

Two doses of live vaccine given on or after 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 30days of the first dose. A history of physician diagnosed measles is acceptable or establishing immunity but should be accepted with caution unless you were the diagnosing physician.

TETANUS-DIPHTHERIA REQUIREMENT

A booster dose of vaccine given within the past ten years. Students can be considered to have completed a primary series earlier in life unless stated otherwise.

IMPORTANT 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 30days may be indicated. Evidence of vaccination or immunity against measles, rubella, mumps, and tetanus and diphtheria can be established by either reviewing a previous written record of vaccination or administering vaccine now. Serologic testing is acceptable evidence of immunity but should not be routinely performed unless specifically requested by the patient and if testing is appropriate or available. Immunization is preferable to serologic testing because of the relative costs and time. In all instances when vaccine administration is considered, M-M-R (measles, mumps and rubella vaccine, live) and tetanus-diphtheria toxoid (TD, Adult Type) are the products of choice for use in adults unless a specific contraindication is present.

ADDITIONAL INFORMATION FOR UNDERGRADUATES

FINANCIAL AID

Financial Aid Office (318) 797-5363

FAFSA LSUS code 002013

www.lsus.edu/finaid

Federal financial aid must be applied for each school year. You should start the process 90 days before the beginning of the semester for which you are applying for aid.

Application Process:

Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov or request a form from the Financial Aid Office and return it directly to the U.S. Department of Education Central Processing Service (CPS).

Before you can be awarded any federal financial aid, you must be unconditionally accepted for admission to LSUS, and all required academic transcripts must be received by the Admissions and Records Office.

After your FAFSA has been processed by the CPS, you will receive a Student Aid Report (SAR). You should review your SAR carefully to ensure that it is accurate. If it requires correction, take the appropriate action. The Financial Aid Office must receive your electronic SAR by **March 1** for summer school, **June 1** for the fall or **October 1** for the spring for priority consideration.

When all required materials have been received by the LSUS Financial Aid Office, your file will be reviewed and your aid will be awarded if you meet all eligibility standards. You will receive an award letter describing the financial aid awards that LSUS is offering. The financial aid process is not complete until the Financial Aid Office receives a copy of the award letter signed by you with a notation indicating whether you are accepting or declining each form of financial aid.

If your financial aid file is not complete on or before the priority deadlines listed above, you should plan to have money from other sources available to pay tuition and fees by the payment deadline because the University cannot guarantee that your aid will be ready at the beginning of the semester. Applications are processed in the order in which they are received.

FRESHMEN STUDENT ORIENTATION AND REGISTRATION (SOAR)

Student Development and Counseling Center (318) 797-5365

www.lsus.edu/sdc

All first-time freshmen are expected to register at an orientation session called SOAR. First-time freshmen who do not attend a SOAR session will not be allowed to register until the day before classes begin.

During this full-day program, students will take a tour of the campus, learn about the University policies/procedures, be exposed to the social opportunities at LSUS, and register for classes.

Prior to attending any orientation and registration program, entering freshmen must have completed the admission process and been officially admitted into the University. First-time freshmen must pre-register for the SOAR session via the Web.

Entering freshmen must submit official ACT scores before they can attend orientation and register. Entering freshmen who have not taken the ACT may take the residual ACT at LSUS. To register, contact the LSUS Student Development and Counseling Center.

Students entering in fall or spring are required to pay tuition and fees by the fee payment deadlines set by the University. Approved financial aid can be applied to tuition and fees. Financial aid will not be processed until official transcripts have been received and evaluated. Students entering in the summer term must pay tuition and fees during orientation and registration.

TRANSFER STUDENT ORIENTATION AND REGISTRATION (TSOAR)

Student Development and Counseling Center (318) 797-5365

www.lsus.edu/sdc

All transfer students are required to complete Virtual Transfer Orientation (VTO) via the Internet. VTO is offered specifically for transfer students to familiarize them with important information to ease their transition into LSUS. Once VTO is completed, students will be given direction for academic advising which is required for all incoming students.

The VTO website is <http://www.lsus.edu/admissions/transfer/orientation.asp>. Your Social Security number will be your Student ID.

If you are attending LSUS for one term only, you are not required to complete VTO. You may contact the Dean's office associated with your major to be advised.

Students registering for fall or spring terms are required to pay tuition and fees by the payment deadlines set by the University. Approved financial aid can be applied to tuition and fees. Financial aid will not be processed until official transcripts have been received and evaluated. Students entering in the summer term must pay tuition and fees during orientation and registration.

Transfer students must request official transcripts from every college attended. **Transcripts must be received in the Admissions and Records Office before a student will be admitted. Students who are still attending classes at another campus should send a preliminary transcript from that school now and request that a final official transcript be mailed at the end of the term.**

STUDENT HOUSING

LSUS University Court Apartments (318) 797-8858

www.campushousing.com/lsus

Students who wish to live on campus can apply online by accessing the website listed above. LSUS provides apartment-style housing in four-bedroom and one-bedroom units which have a full-size living room and kitchen and one full bathroom for every two residents. The housing complex has on-site laundry facilities, a pool, a hot tub, and a clubhouse with a pavilion. The housing staff provides a full range of educational and recreational programming and live on-site to provide support for residents. The LSUS housing complex, University Court Apartments, combines the best of apartment style living with on-campus involvement to make this a unique student residential community. Complete the application online at the website above.

STUDENT EMPLOYMENT

Career Center (318) 797-5062

www.lsus.edu/career

Financial Aid Office (318) 797-5363

www.lsus.edu/finaid

Campus employment is available to qualified students. Generally, only full-time students are eligible for student employment, and students are advised to work less than 20 hours per week.

Budget jobs are funded by various university departments and may be secured by contacting the department head. Some budget jobs are listed on the LSUS Career Center's website.

Off-campus employment opportunities are listed on the Career Center's website. Employers contact LSUS to hire students for full-time, part-time, occasional and/or temporary jobs. These positions are updated daily.

The Federal Work-Study Program is a joint effort by the federal government and the University to provide jobs for students who need financial assistance to attend college. Students must state on their FAFSA that they desire a Work-Study position and have financial need. The student is notified on the award letter if Work-Study funds have been awarded. Students new to the program should contact the Financial Aid Office during the first week of classes to obtain a list of open positions. The student then contacts the Supervisor for an interview. Funding for Work-Study positions is limited and awarded to students who apply early and show financial need.

GENERAL INFORMATION

The University operates on a two-term (semester) plan with additional summer sessions. A qualified applicant may register at the beginning of any term. Complete admission records must be received in the Admissions and Records Office at least 30 days before registration.

Louisiana State University in 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 veterans' status in the admission into, participation in or employment in its programs and activities.

IMPORTANT PHONE NUMBERS

University Offices

Academic Excellence	797-5371
Accounting Services	797-5392
Admissions & Records	797-5061
Bookstore	797-5302
Campus Police	797-5392
Career Center	797-5062
Computing Services	797-5221
Continuing Education & Public Service	797-5311
Student Development & Counseling	797-5365
Student Housing	797-8588
Financial Aid	797-5363
Graduate Studies	797-5247
Honors Program	797-5377
Library (Circulation)	797-5225
Student Activities	797-5393
Switchboard	797-5000
Transcripts	797-5204
Veteran's Affairs	798-4130

College of Business Administration

797-5383

Accounting	797-5241
Economics & Finance	797-5241
Management & Marketing	797-5017

College of Education & Human Development **797-4279**

Education	797-5032
Kinesiology & Health Science	797-5264
Military Science	797-5264
Psychology	797-5044

College of Liberal Arts

797-5371

Communications	797-5375
English	797-5369
Fine Arts/Humanities/Foreign Language	797-5198
History/Social Science	797-5337

College of Sciences

797-5231

Biological Sciences	797-5244
Chemistry/Physics	797-5246
Computer Science	795-5093