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**Important Dates**

### November 2014

- **Mon 10** Registration begins for currently enrolled Graduate students and Seniors for spring semester.
  - Last day for final submission of thesis for fall semester
- **Tues 11** Registration begins for currently enrolled Juniors for spring semester.
- **Wed 12** Registration begins for currently enrolled Sophomores for spring semester.
- **Thurs 13** Registration begins for currently enrolled Freshmen for spring semester.
- **Fri 14** Registration begins for admitted Re-entry students for spring semester.
- **Mon 24** Registration begins for spring semester for admitted Transfer students.
- **Thurs-Sat 27-29** Thanksgiving holidays—University Offices closed
- **Sun 30** Last day to apply for the following graduate school programs for spring semester: MS in Biological Sciences, MS in Computer Science Technology, MLA, MS in Non-Profit Administration, MHA, MPH, MEd in Curriculum and Instruction (only Secondary Content & Library Science), MEd in Educational Leadership

### December 2014

- **Sat 6** Fall semester classes end.
- **Mon-Sat 8-13** Final exams
- **Mon 15** Fall semester grades due from faculty to the Registrar at 10 a.m.
  - Last day for degree checkout for May graduation
- **Sat 20** Fall final grades available on myLSUS
- **Sun 21** Fall commencement at 2 p.m.; Fall semester ends.
- **Wed-Wed 24-31** University offices closed for the holiday season

### January 2015

- **Thurs 1** University offices closed for the holiday season
- **Wed 7** Spring semester begins.
  - Tuition and fee payment deadline for spring semester at 6 p.m.
- **Fri 9** Open registration begins for spring semester.
- **Mon 12** Classes begin for spring semester.
  - $50 late registration fee begins for spring semester.
- **Fri 16** Last day to add or change to credit for spring semester
  - Last day for 100% refund for spring semester
- **Mon 19** Martin Luther King, Jr. holiday—University offices closed
- **Mon 26** Last day for 60% refund for spring semester
  - Last day to drop or resign without a “W” from spring semester
- **Fri 30** Last day for 40% refund for spring semester
  - Census date for spring semester

### February 2015

- **Mon-Tues 16-17** Mardi Gras holiday - University offices open
- **Wed 25** Last day to change from credit to audit for spring semester

### March 2015

- **Sun 1** Priority deadline to apply for financial aid for summer semester
- **Thurs-Wed 5-11** Mid term exams for spring semester
- **Mon 16** Mid term grades due from faculty to the Registrar at 10 a.m.
- **Fri 27** Last day to drop or resign with a “W” from spring semester
- **Mon 30** Last day to apply for the following graduate school programs for summer semester: MS in Counseling Psychology, SSP and EdD
  - Mon-Tues 30-31 Spring break - University offices open

### April 2015

- **Wed-Sat 1-4** Spring break - University offices open
  - Wed 1st - Thurs 2nd
- **Fri 3** Good Friday—University offices closed
- **Mon 13** Registration begins for currently enrolled Graduate students and Seniors for summer and fall semesters.
  - Last day for final submission of thesis for spring semester
- **Tues 14** Registration begins for currently enrolled Juniors for summer and fall semesters.
- **Wed 15** Registration begins for currently enrolled Sophomores for summer and fall semesters.
- **Thurs 16** Registration begins for currently enrolled Freshmen for summer and fall semesters.
- **Fri 17** Registration begins for currently admitted Re-entry students for summer and fall semesters.
- **Mon 27** Registration begins for the summer and fall semesters for admitted Transfer students.
- **Thurs 30** Last day to apply for the following graduate school programs for summer semester: MS in Biological Sciences, MS in Computer Science Technology, MLA, MS in Non-Profit Administration, MHA, MPH, MEd in Curriculum and Instruction (only Secondary Content & Library Science), MEd in Educational Leadership

### May 2015

- **Sat 2** Spring semester classes end.
- **Mon-Sat 4-9** Final exams
- **Mon 11** Spring final grades due from faculty to the Registrar at 10 a.m.
  - Last day for degree check-out for August graduation
- **Sat 16** Spring final grades available on myLSUS
- **Sun 17** Spring commencement at 2 p.m.
  - Spring semester ends.
- **Mon 25** Memorial Day holiday—University offices closed
- **Sat 30** Last day to apply for the following graduate school programs for fall semester: MS in Counseling Psychology, SSP and EdD

### June 2015

- **Mon 1** Priority deadline to apply for financial aid for fall semester
- **Tues 30** Last day to apply for the following graduate school programs for fall semester: MS in Biological Sciences, MS in Computer Science Technology, MLA, MS in Non-Profit Administration, MHA, MPH, MEd in Curriculum and Instruction (only Secondary Content & Library Science), MEd in Educational Leadership

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*myLSUS transactions must be finalized prior to 4:30 p.m. on all Census dates.*

Please refer to the next page for Spring 1A, 1B, AP1/1C & AP2/1D semester schedules.
## Spring 2015

### Spring 1A

<table>
<thead>
<tr>
<th>January 2015</th>
<th>March 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wed 7</strong></td>
<td>Tuition and fee payment deadline for spring semester 1A at 6 p.m.</td>
</tr>
<tr>
<td><strong>Fri 9</strong></td>
<td>Open registration begins for spring semester 1A.</td>
</tr>
<tr>
<td><strong>Mon 12</strong></td>
<td>Classes begin for spring semester 1A.</td>
</tr>
<tr>
<td><strong>Wed 14</strong></td>
<td>Last day to add or change to credit for spring semester 1A.</td>
</tr>
<tr>
<td><strong>Fri 16</strong></td>
<td>Last day for 100% refund for spring semester 1A.</td>
</tr>
<tr>
<td><strong>Mon 19</strong></td>
<td>Martin Luther King, Jr. holiday—University offices closed</td>
</tr>
<tr>
<td><strong>Wed 21</strong></td>
<td>Last day to drop or resign without a “W” from spring semester 1A.</td>
</tr>
<tr>
<td><strong>Feb 2</strong></td>
<td>Last day to change from credit to audit for spring semester 1A.</td>
</tr>
<tr>
<td><strong>Jul 13</strong></td>
<td>Last day to drop or resign with a “W” from spring semester 1A.</td>
</tr>
<tr>
<td><strong>Mon-Tues 16-17</strong></td>
<td>Mardi Gras holiday—University offices open</td>
</tr>
<tr>
<td><strong>Sat 28</strong></td>
<td>Classes end for spring semester 1A.</td>
</tr>
<tr>
<td><strong>March 2015</strong></td>
<td>Spring break - University offices open</td>
</tr>
<tr>
<td><strong>Mon-Tues 2-3</strong></td>
<td>Final exams for spring semester 1A.</td>
</tr>
<tr>
<td><strong>Thurs 5</strong></td>
<td>Spring semester 1A grades due from faculty to the Registrar at 10 a.m.</td>
</tr>
</tbody>
</table>

### Spring 1B

<table>
<thead>
<tr>
<th>January 2015</th>
<th>March 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wed 4</strong></td>
<td>Tuition and fee payment deadline for spring semester 1B at 4:30 p.m.</td>
</tr>
<tr>
<td><strong>Fri 6</strong></td>
<td>Open registration begins for spring semester 1B.</td>
</tr>
<tr>
<td><strong>Mon 9</strong></td>
<td>Classes begin for spring semester 1B.</td>
</tr>
<tr>
<td><strong>Wed 11</strong></td>
<td>Last day to add or change to credit for spring semester 1B.</td>
</tr>
<tr>
<td><strong>Fri 13</strong></td>
<td>Last day for 60% refund for spring semester 1B.</td>
</tr>
<tr>
<td><strong>Tues 17</strong></td>
<td>Last day to drop or resign without a “W” from spring semester 1B.</td>
</tr>
<tr>
<td><strong>Fri 27</strong></td>
<td>Last day to change from credit to audit for spring semester 1B.</td>
</tr>
<tr>
<td><strong>April 2015</strong></td>
<td>Spring break - University offices open</td>
</tr>
<tr>
<td><strong>Wed-Sat 1-4</strong></td>
<td>Spring break - University offices open Wed. 1st - Thurs. 2nd</td>
</tr>
<tr>
<td><strong>Fri 3</strong></td>
<td>Good Friday - University offices closed</td>
</tr>
<tr>
<td><strong>Fri 17</strong></td>
<td>Last day to drop or resign with a “W” from spring semester 1B.</td>
</tr>
<tr>
<td><strong>May 2015</strong></td>
<td>Spring break - University offices open</td>
</tr>
<tr>
<td><strong>Sat 2</strong></td>
<td>Classes end for spring semester 1B.</td>
</tr>
<tr>
<td><strong>Mon-Tues 4-5</strong></td>
<td>Final exams for spring semester 1B.</td>
</tr>
<tr>
<td><strong>Mon 11</strong></td>
<td>Spring semester 1B grades due from faculty to the Registrar at 10 a.m.</td>
</tr>
</tbody>
</table>

### Accelerated ONLINE Courses Only

<table>
<thead>
<tr>
<th>Spring AP1/1C</th>
<th>Spring AP2/1D</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>December 2014</strong></td>
<td><strong>February 2015</strong></td>
</tr>
<tr>
<td><strong>Tues 23</strong></td>
<td>Last day to apply for spring semester AP2/1D.</td>
</tr>
<tr>
<td><strong>January 2015</strong></td>
<td><strong>Wed 25</strong></td>
</tr>
<tr>
<td><strong>Mon 5</strong></td>
<td>Last day to add courses for spring semester AP2/1D.</td>
</tr>
<tr>
<td><strong>Wed 7</strong></td>
<td>Tuition and fee payment deadline for spring semester AP2/1D at 4:30 p.m.</td>
</tr>
<tr>
<td><strong>Thurs 8</strong></td>
<td>$50 late registration fee begins for spring semester AP2/1D.</td>
</tr>
<tr>
<td><strong>Mon 12</strong></td>
<td>Classes begin for spring semester AP2/1D.</td>
</tr>
<tr>
<td><strong>Thurs 15</strong></td>
<td>Last day to change from audit to credit for spring semester AP2/1D.</td>
</tr>
<tr>
<td><strong>Sun 18</strong></td>
<td>Last day for 60% refund for spring semester AP2/1D.</td>
</tr>
<tr>
<td><strong>Wed 21</strong></td>
<td>Last day to drop or resign without a “W” from spring semester AP2/1D.</td>
</tr>
<tr>
<td><strong>Feb 17</strong></td>
<td>Census date for spring semester AP2/1D.</td>
</tr>
<tr>
<td><strong>February 2015</strong></td>
<td><strong>March 2015</strong></td>
</tr>
<tr>
<td><strong>Sun 29</strong></td>
<td>Last day to change from credit to audit for spring semester AP2/1D.</td>
</tr>
<tr>
<td><strong>April 2015</strong></td>
<td><strong>Fri 10</strong></td>
</tr>
<tr>
<td><strong>Fri 13</strong></td>
<td>Classes end for spring semester AP2/1D.</td>
</tr>
<tr>
<td><strong>Mon-Tues 16-17</strong></td>
<td>Final exams for spring semester AP2/1D.</td>
</tr>
<tr>
<td><strong>Sat 28</strong></td>
<td>Spring semester AP2/1D grades due from faculty to the Registrar at 10 a.m.</td>
</tr>
</tbody>
</table>

*myLSUS transactions must be finalized prior to 4:30 p.m. on all Census dates.*

If you have any questions regarding which calendar applies to your coursework, please call the Admissions and Records Office at (318) 797-5061.
Admission Standards and Criteria

First-Time Freshmen - Up to 25 Years of Age

Admission from Louisiana Secondary Schools

Fall 2014

1. Have completed or be on track to complete the Board of Regents High School Core Curriculum
2. Have a cumulative High School GPA of at least 2.0/4.0.
3. Meet both of the following ACT/SAT sub-score requirements:
   - ACT English sub-score greater than or equal to an 18 (SAT Critical Reading 450)
   - ACT Math sub-score greater than or equal to a 19 (SAT Math 460)

If one above mentioned ACT/SAT sub-score is met, and the other sub-score is within two points of the needed sub-score, example: If the Math ACT is 19 or above and the English score is 17 or 16, and all other requirements are met, the student could be admissible to LSU Shreveport.

4. Meet one of the following requirements:
   - Cumulative CORE curriculum GPA of at least a 2.0/4.0
   - An ACT composite score of at least 20 (SAT combined Critical Reading and Math score of 940)

Admission from Out-of-State High Schools or Home-School Programs

Fall 2014

Applicants should meet one of the following:
1. Meet the in-state student requirements listed above for appropriate entry term OR
2. Have at least 17 of the 19 units of the Louisiana Board of Regents High School Core Curriculum, have a minimum cumulative and core GPA of 2.0/4.0, have an ACT composite score of at least 20 (SAT combined Critical Reading and Math score of 940), and have at least an 18 English ACT sub-score and a 19 Math ACT sub-score (or SAT equivalents) OR
3. Have at least a 23 Composite on the ACT (SAT combined Critical Reading and Math score of 1050) and need no remedial courses

If one above mentioned ACT/SAT sub-score is met, and the other sub-score is within two points of the needed sub-score, example: If the Math ACT is 19 or above and the English score is 17 or 16, and all other requirements are met, the student could be admissible to LSU Shreveport.

First-Time Freshmen Age 25 and Older

A first-time freshman who is 25 years of age or older is not required to meet the Board of Regents’ minimum admission criteria for first-time freshmen. However, he or she must have a need for no remedial courses (effective Fall 2014). This is determined by ACT, SAT, COMPASS or placement tests. Students must have high school transcripts or proof of high school graduation sent to the Admissions and Records Office.

Admission by Transfer

Regardless of age, students who have earned at least 18 term hours of college credit in non-developmental coursework may transfer to LSU Shreveport if they meet all transfer requirements.

Students wishing to transfer to LSUS must meet the following admission requirements:
- Have earned at least 18 college-level academic hours;
- Be eligible to return to the institution from which they transfer;
- Have earned at least a 2.0 GPA on all college-level work attempted; and
- Have completed a college-level English and a college-level Math course designed to fulfill general education requirements.

Students who have earned less than 18 college-level academic hours must meet the following admission requirements:
- Have earned at least a 2.0 GPA on all college-level work attempted;
- Meet freshman admission standards
- Be eligible to return to the institution from which they transfer

Transfer applicants who have been suspended from another college or university are not eligible for admission to LSUS 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 authorized by the student's dean. Courses taken at the freshman and sophomore levels at two-year colleges (100 and 200 level courses) may not be counted for transfer credit in upper-level courses (courses numbered 300 or above).

Information regarding articulation agreements between LSUS 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/
Additional Admission Information

An undergraduate or graduate application for admission to the university should be filed with the Admissions and Records Office for the semester for which admission is desired. A $20 application fee ($30 for international students) is required for all students who have never attended LSU Shreveport. Apply online at www.lsus.edu. For more information about the admission process, please call (318) 797-5061, or visit the Admissions and Records Office in the Administration Building, room 168, or online at www.lsus.edu/admissions.

Re-Entry Admission
- Re-entry students must submit an application for admission; an application fee will not be charged.
- A student who has registered at another college or university since enrollment at LSUS must request that the institution submit official transcripts directly to the LSUS 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.

Provisional Admission
- Upon approval of the Admissions Office, an applicant who does not have complete admission documents on file at the time of registration may be granted provisional admission pending receipt of complete and satisfactory records.
- Upon the receipt of all the required records of a provisionally admitted student, the admissibility of the student will be determined, and the registration of a student who does not meet the admission requirements will be cancelled. A student admitted provisionally whose required records are not received within the first semester will be unable to register for future semesters.
- A student without complete records is not eligible for financial aid or veteran's benefits. No official or unofficial records of a student's enrollment while at LSUS will be released until all records are received.

International Admission
- International students should contact the Admissions and Records Office for specific admission requirements.
- Students must submit all required information 90 days prior to registration.
- For evaluation of records, one of the following approved providers must be used:
  - World Education Services (www.wes.org)
  - AACRAO (http://ies.aacrao.org/)
  - Educational Credential Evaluators (www.ece.org)
  - Global Credential Evaluators (http://gceus.com)

Admission Exceptions
Students who do not meet the admissions criteria listed on p.5 may be considered for a limited number of admission exceptions. The Admissions Office will notify students who qualify for these exceptions.

Educational Enrichment Program (EEP)
EEP, an undergraduate non-degree program, admits students without requiring records of their previous academic work provided the student is at least 25 years of age and 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 LSUS who are between the ages of 18 and 26 must be able to show proof of registration for Selective Service prior to registering for classes. Proof of registration for financial aid recipients is met through completion of the FAFSA form and confirmation of registration.

Immunization Policy
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

☐ Complete and submit an Application for Undergraduate Admission with application fee ($20).

☐ 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 LSUS. 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 e-scripted or 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 LSUS. To request your scores be sent to LSUS, visit www.actstudent.org to request ACT scores or www.collegeboard.org for SAT scores. LSUS’ ACT school code is 1593. LSUS’ SAT school code is 6355.

Entering students who have not taken a nationally administered ACT can arrange to take a Residual ACT at LSUS by contacting the Student Development Office at (318) 797-5365.

First time freshmen who are 25 years old or older may arrange to take a placement test with the English (318) 797-5369 or Math (318) 797-5377 department prior to admission to LSUS. Official ACT or SAT scores are also accepted for placement. COMPASS test scores may also be used for placement purposes. Contact Continuing Education at (318) 798-4177 to make an appointment to take the COMPASS exam.

☐ Provide proof of immunization as defined in the Immunization Policy (see page 5) 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 11).

☐ If admission is granted, register for New Student Orientation online by going to www.lsus.edu/newstudentorientation.

☐ Understand your residency status. Out-of-state residents are required to pay non-resident fees upon enrollment (see pp.17-19).

☐ 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, or 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 LSUS, with the “Fee Payment by Mail” page from myLSUS, to LSUS Accounting Services, AD 129.

☐ Visit www.lsus.edu/student-life/housing for information concerning LSUS 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

☐ Complete and submit an Application for Undergraduate Admission with application fee ($20).

☐ 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. Unofficial transcripts may be used for provisional admission. 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. Transcripts must be e-scripted or directly mailed from the university, or if hand-carried, sealed and unopened.

☐ Provide proof of immunization as defined in the Immunization Policy (see page 5) 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 11).

☐ If admission is granted, contact your academic advisor. Transfer students who are admitted and advised may register two weeks after currently enrolled LSUS students register.

☐ Register for classes via myLSUS (see page 14).

☐ 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. 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.

☐ 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, check, money order, or credit card. You may mail a check or money order, made payable to LSUS, with the “Fee Payment by Mail” page from myLSUS, to LSUS Accounting Services, AD 129.

☐ Visit www.lsus.edu/student-life/housing for information concerning LSUS 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
Graduate Admission Checklist

For questions about admissions criteria, please see the LSUS Catalog or contact Admissions.

- Complete an LSU Shreveport online application (paper applications no longer accepted) for Graduate Admission with application fee ($20 prior to the deadline set by Graduate Studies): fall - June 30, spring - November 30, or summer - April 30. Early application deadlines for the Specialist in School Psychology, Master of Science in Counseling Psychology, and Doctor of Education in Leadership Studies are: fall—May 30, spring—October 30, or summer - March 30. Please note that some programs only admit for fall and spring. Check with the program director or check out the website, http://www.lsus.edu/academics/graduate-studies/graduate-programs for program details. Online degree programs may admit up to six times each year.

- Request that an official transcript from each college previously attended be mailed directly to LSUS Admissions and Records Office. Electronic transcripts should be e-mailed to admissions@lsus.edu. 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 e-scripted or directly mailed from the university, or if hand-carried, sealed and unopened.

- Provide proof of immunizations as defined in the Immunization Policy (see page 5) or sign a waiver. Proof of immunizations is not required for 100% online degree programs.

- 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.

- If appropriate, have examination scores mailed by testing agency to the LSUS Academic Affairs, AD 244.

- 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 13).

- Information concerning admission status, orientation, and registration will be mailed from the Admissions & Records Office.

- Complete the FAFSA (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 may be required to pay non-resident fees upon enrollment. International students seeking graduate admission should contact the Registrar at (318) 797-5237 for details on required documentation and visas.

- 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, check, money order, or credit card. You may mail a check or money order, made payable to LSUS, with the “Fee Payment by Mail” page from myLSUS to LSUS Accounting Services, AD 129.

- Visit www.lsus.edu/student-life/housing for information concerning LSUS 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
International Admission Checklist

Requirements for All Students:

☐ Complete and submit an Application for Admission with application fee ($30).

☐ Provide proof of immunization as defined in the Immunization Policy (see page 5) or sign a waiver.

☐ Send official TOEFL scores directly to Louisiana State University Shreveport (Code Number 6355) from the Educational Testing Service (ETS).

☐ If applying for undergraduate study, request that American College Test (ACT) or Scholastic Aptitude Test (SAT) scores be mailed by the testing agency to LSUS. To request your scores be sent to LSUS, visit www.actstudent.org to request ACT scores or www.collegeboard.com for SAT scores. LSUS’ ACT school code is 1593. LSUS’ SAT school code is 6355.


   a. Complete the Financial Declaration Affidavit Form.
   b. Provide an official bank certification showing amount of money available in U.S. dollars.
   c. Complete the Declaration by Financial Sponsor Form.

☐ Check admission status via myLSUS (see page 11).

☐ Understand your residency status. International students are required to pay non-resident fees upon enrollment.

☐ If admission is granted, provide verification of an adequate health insurance plan to hospital, medical, surgical, and major medical, and repatriation expense protection, or its equivalent.

☐ 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 LSUS, with the “Fee Payment by Mail” page from myLSUS, to LSU Accounting Services, AD 129.

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

Additional Requirements for First-Time Freshmen:

☐ If graduating from a U.S. high school, submit official high school transcripts. If graduating from a non-U.S. high school, submit an English translated document-by-document evaluation from one of the four approved evaluation service providers (see page 5).

Additional Requirements for Transfer Students:

☐ If attending a U.S. post-secondary institution, submit official transcripts from each institution. If attending a non-U.S. post-secondary institution, submit an English translated course-by-course evaluation from one of the four approved evaluation service providers (see page 5).

Additional Requirements for Graduate Students:

☐ Complete requirements listed above for all students as well as additional requirements listed on the Graduate Admission Checklist (see page 8) as appropriate.

All requested documentation must be mailed directly to:

LSU Shreveport
Admissions and Records Office
One University Place
Shreveport, LA 71115
New Student Orientation

All freshmen are expected to register for classes during an orientation session. Freshmen who do not attend an orientation session will not be allowed to register until open registration, which is the Friday prior to the beginning of classes, thus limiting the availability 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 their admission status is complete, students MUST HAVE submitted the documents listed on page 6. To check admissions status, follow the instructions under Admissions and Records Online Services on page 11.

Once a student has been admitted to LSU Shreveport they will register for New Student Orientation online by going to www.lsus.edu/newstudentorientation. For questions, please call (318) 797-5061, or visit the Admissions and Records Office in the Administration Building, room 168.

Entering freshmen who have not taken the ACT may arrange to take a residual ACT at LSUS by contacting the Student Development Office at (318) 797-5365.

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

Tuition and fees are due by the Fee Payment Deadline (see Important Dates on pages 1-3). 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 15). 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 Students

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 11.

Admitted transfer students who have been advised will be allowed to begin registering two weeks after currently enrolled LSU Shreveport students register.

Students registering during the early registration period are required to pay tuition and fees by the fee payment deadlines listed on pages 1-3. 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.
To allow access to Admissions and Records information, the Admissions and Records Office offers a variety of services online at the following websites:

- **www.lsus.edu/myLSUS**
  
  - If you want to know if LSU Shreveport has received your application, transcripts, ACT scores, etc., or to see if you’ve been admitted to the university, follow these instructions:
    - Go to the LSUS homepage at www.lsus.edu. Click “myLSUS” under the heading “Quick Links.”
    - Proceed to myLSUS.
    - Enter your Student ID and PIN. Click “logon.”
    - Click “View Your Status, Orientation and Testing” under “Quick Links.”

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

- **www.lsus.edu/admissions**
  
  - Review the admission process.
  - Review LSUS 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 LSUS academic policies and procedures.
  - Link to university forms available on the web.

- **www.degreeverify.org**
  
  - Verify degree completion for a nominal fee.


**No Test Scores Math** - Submit official ACT scores to the Admissions and Records Office. Contact the Admissions & Records Office with questions or concerns.

**No Test Scores: English** - Submit official ACT scores to the Admissions and Records Office. Call the Admissions & Records Office with questions or concerns.

**Transcript Not Received** - Contact school(s) to send official transcript(s) to LSUS.

**Transcript Not Evaluated** - Admissions and Records’ staff evaluate transcripts daily.

- 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.

Common admission status messages and how to resolve them include:

- **Advisement: Student has no advisement** - Contact your advisor or dean’s office. See p. 25 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.

- **Military Residency Form** - Forms should be completed and returned to the Admissions and Records Office.

- **Needs Proof of High School Graduation** - Contact high school to send official transcript to LSUS. If you graduated from a Louisiana High School in 2004 or later, we will request your transcript from the Student Transcript System.
Things You Need To Know

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 of Confidentiality form not to release directory information in the Admissions and Records Office before the 14th class day during the fall and spring 15-week terms or the 7th class day during fall and spring 8-week terms and the 8-week 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 Director of Student Development who coordinates services for students with disabilities at AD 220 or (318) 797-5365. Any student who wishes to file a grievance related to disability status should contact the Vice Chancellor of Student Affairs in AD 208 or at (318) 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 veterans’ 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 Director of Judicial Affairs in AD 208 or at (318) 797-5116.

Identification Cards
Students must present valid LSUS 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 LSUS 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 (318) 797-5393.

Tuition and/or Fee Exemptions
The following exemptions are available at LSUS. 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>
</tr>
</thead>
<tbody>
<tr>
<td>CODOFIL/ CORDELL-HULL</td>
<td>Admissions &amp; Records ADM 168</td>
</tr>
<tr>
<td>Employer provided vouchers</td>
<td>Accounting Services ADM 127</td>
</tr>
<tr>
<td>Graduate Assistantships</td>
<td>College Dean’s Office</td>
</tr>
<tr>
<td>LA-VA</td>
<td>Admissions &amp; Records ADM 168</td>
</tr>
<tr>
<td>LSU System Employee</td>
<td>Accounting Services ADM 127</td>
</tr>
<tr>
<td>LSUHSC Employee</td>
<td>Accounting Services ADM 127</td>
</tr>
<tr>
<td>LSU Shreveport Employee</td>
<td>Accounting Services ADM 127</td>
</tr>
<tr>
<td>LSU Shreveport Non-resident Alumni Dependent</td>
<td>Admissions &amp; Records ADM 168</td>
</tr>
<tr>
<td>National Guard</td>
<td>Admissions &amp; Records ADM 168</td>
</tr>
<tr>
<td>Non-resident</td>
<td>Admissions &amp; Records ADM 168</td>
</tr>
<tr>
<td>Over 65</td>
<td>Admissions &amp; Records ADM 168</td>
</tr>
<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>DOD Tuition Assistance</td>
<td>Accounting Services ADM 127</td>
</tr>
</tbody>
</table>
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

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 224A, 797-5231
- **Chemistry/Physics**: SC 112, 797-5246
- **Computer Science**: TC 206, 797-5093
- **Economics & Finance**: BE 339B/334, 797-5241
- **Ed.D. in Leadership Studies**: BE 384, 797-5032
- **Education**: BE 361, 797-5032
- **English and Foreign Languages**: BH 258, 797-5369
- **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 and Sciences**: BH 218, 797-5211
- **Mass Communications**: BH 330, 797-5375
- **Master of Business Administration**: BE 329, 797-5052
- **Mathematics**: BH 430, 797-5377
- **M.Ed. in Curriculum and Instruction**: BE 369, 797-5037
- **M.Ed. in Educational Leadership**: BE 369, 797-5037
- **M.S. in Biological Sciences**: SC 224A, 797-5231
- **M.S. in Computer Systems Technology**: TC 206, 797-4283
- **M.S. in Counseling Psychology**: BE 350, 797-5199
- **M.S. in Health Administration**: online, 212-0240
- **M.S. in Non-Profit Administration**: online, 797-5333
- **M.S. in Kinesiology and Wellness**: HPE 211, 797-5101
- **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. Students who plan to attend another college or university while registered at LSUS must have prior written approval from their dean.

Currently Enrolled and Re-entry Students will register using myLSUS during the dates printed on pages 1-3.

Entering Freshmen will register during the new student 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 their selection of required classes.

Entering Transfer Students will be directed to academic advising resources once admitted. 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 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 pages 1-3.

See page 37 of the 2014-15 catalog for additional information regarding auditing 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.
- The university will assign a student ID number to you. 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.
Searching for Open Classes

1. Go to the LSUS homepage at www.lsus.edu. Click Class Schedule under the heading "Quick Links."
2. Select term from drop down menu.
3. You may search by course ID (Math 121), course prefix (ACCT), instruction method, day, instructor, time and/or course title.
4. Click “Search Now.”
5. Record the reference numbers in order to enroll in the desired classes.
6. 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 pages 1-3.
2. Go to the LSUS 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 11 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 pages 1-3. (See page 15 for instructions.)
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 LSUS 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 cursor 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 deadlines listed on pages 1-3. 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 “Applying Financial Aid and Paying Tuition and Fees” 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, Administration 129.
  - **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 LSUS 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 LSUS 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 LSUS 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.
  - 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.
  - **The Nelnet Tuition Payment Plan** allows students the option of dividing current and prior semester charges into as many as 5 monthly payments for the fall and spring semesters, and up to 3 payments for the summer semester.
    - The plan requires a $45 non-refundable, non-deferrable fee that is due at the time of enrollment into the plan. The monthly payment dates occur on the 20th day of each month and will be automatically deducted from the student’s choice of a credit card, debit card, or checking account.
    - Students may enroll in the plan prior to the beginning of each semester by going to www.lsus.edu, logging into myLSUS, and selecting pay now and the tuition payment plan option.
    - At the completion of each semester, the university will assign all unpaid tuition payment plan accounts to a collection agency. Students are liable for all associated attorney, collections, and insufficient funds costs.
    - In addition to the university’s collection efforts regarding unpaid tuition payment plan accounts, students with financial obligations (tuition payment plans, NSF checks, library fines, parking fines, etc.) owed to the university will not be able to obtain grades, transcripts, diplomas, etc., during the current or any future semesters until the obligation has been paid in full. A student will be permitted to register for a future semester; however, payment of all prior debts is expected in full at registration.

Applying Financial Aid and Paying Tuition and Fees

**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 LSUS 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 “My Financials.”
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 Policies for Tuition and Fees

**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:

<table>
<thead>
<tr>
<th></th>
<th>100% Refund</th>
<th>60% Refund</th>
<th>40% Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall/Spring 16-week semester</td>
<td>Before classes begin &amp; during the 1st - 5th official class days</td>
<td>During the 6th - 10th official class days</td>
<td>During the 11th - 14th official class days</td>
</tr>
<tr>
<td>Fall/Summer/ Spring 8-week semester</td>
<td>Before classes begin &amp; during the 1st - 3rd official class days</td>
<td>During the 4th - 5th official class days</td>
<td>During the 6th - 7th official class days</td>
</tr>
<tr>
<td>Summer 4-week semester</td>
<td>Before classes begin &amp; on the 1st –2nd official class days</td>
<td>On the 3rd official class day</td>
<td>On the 4th official class day</td>
</tr>
<tr>
<td>Accelerated Online semester</td>
<td>Before classes begin &amp; on the 1st –4th official class days</td>
<td>On the 5th - 7th official class days</td>
<td>On the 8th - 10th official class days</td>
</tr>
</tbody>
</table>

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 LSUS.

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 LSUS scholarships and grants, other private scholarships, and the student.

LSU Shreveport is responsible for paying the 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.
Applying for Federal 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 Free Application for Federal Student Aid (FAFSA) electronically.

- Complete the FAFSA on the web at http://www.fafsa.gov. LSU Shreveport’s school code is 002013.

- The FAFSA is a free application and will not require payment.

- After the FAFSA has been processed by the United States Department of Education (DOE), 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 review 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. To obtain a tax transcript from the Internal Revenue Service, visit www.irs.gov or call 1-800-829-1040. Documents for verification can include signed copies of tax transcripts for both parent(s) and student, verification worksheets, 1098, 1099SA and any other documents containing untaxed income records to compare the information on the FAFSA with that of the documents. Verification must be completed before you can be awarded financial aid.

- If you are applying for a student loan for the first time at LSUS, you will be required to complete a Master Promissory Note and Entrance Counseling. These documents can be completed online at www.studentloans.gov and are available in the Financial Aid Office.

Financial Aid Requirements

- Students must be a U.S. citizen or an eligible noncitizen.

- 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 aid can be awarded. Provisionally admitted or visiting students cannot receive financial aid.

- Applicants must be seeking a degree or teacher certification.

- Loan applicants must be enrolled in at least six credit hours at LSUS each semester. Graduate students must be enrolled in at least six graduate level credit hours at LSUS each semester to receive loans at graduate levels. Graduate students in a 100% online accelerated program must be enrolled in at least three graduate level credit hours per seven week session.

- Students cannot receive federal financial aid for correspondence courses.


Processing Deadlines

Student must have a complete file in the Financial Aid Office by:

- March 1, 2014 for summer 2014
- June 1, 2015 for fall 2015
- October 1, 2015 for spring 2016

A complete file contains:

- SAR
- Student Data Form/Summer Data Form
- Verification documents if required
- Unconditional acceptance for admission to the university

Please remember:

- Summer 2015 financial aid awards are based on the 2014-2015 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 SAR. If you have been selected for verification your SAR will tell you, or you may contact the Financial Aid Office.
- Check the LSUS financial aid website frequently at www.lsus.edu/admissions-and-financial-aid, as 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. You may submit a new FAFSA application after January 1 each year.
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. Please use the following steps:

If you have registered for your classes, go to http://lsus.edu/mylsus. Enter your student identification number and personal identification number (PIN).

- Click on “FINANCIAL AID.”
- Click on “FINANCIAL AID APPROVAL.”
- Select the appropriate semester.
- Under “ACCEPTED” change the “NO” to “YES.”
- Click on “SAVE CHANGES.”

EACH SEMESTER “FINANCIAL AID APPROVAL” is available three weeks before the semester’s fee payment deadline.

- Click on “REGISTRATION.”
- Click on “MY SCHEDULE.”
- Pull the scroll bar down on the left-hand side of the screen.

If there is a balance in the “STUDENT TO PAY AMOUNT” it is your responsibility to pay the remaining balance by 6 p.m. on the fee payment deadline date. Please follow the Paying Tuition and Fees steps on page 15. If your financial aid is more than your tuition and fees, you will be issued a refund by Accounting Services.

Failure to complete these steps by the fee payment deadline will result in your classes being cancelled. You will be required to re-register but the selection of classes may be limited. NOTE: If you are required to re-register, you must contact the Financial Aid Office.

If you register for classes after the fee payment deadline, you must go on myLSUS and give your approval as outlined above.

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 DOE. The Pell Grant can only be awarded to undergraduate students who have not earned a bachelor’s degree. Federal Pell Grant can be received for no more than 12 semesters or the equivalent (roughly six years). You’ll receive a notice from the DOE if you’re getting close to your limit.

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 Teacher Education Program: Admission and Retention; graduate students must possess teaching credentials. Students enrolled in Teach LSUS 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 — Direct Subsidized Loans are awarded on the basis of financial need. The federal government pays interest on the loan while you are enrolled at least half-time. Direct Unsubsidized Loans are 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 — Federal Work Study provides a limited number of jobs for students who have unmet financial need.

TOPS — Louisiana’s Taylor Opportunity Program for 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. Students who are receiving a TOPS award are notified by the Louisiana Office of Student Financial Assistance (LOSFA). LSUS downloads a listing of recipients directly from LOSFA about three weeks before the beginning of the fall semester and awards are posted to myLSUS. You must give your approval on myLSUS to apply a TOPS award to tuition and fees as outlined above. Please contact the Financial Aid Office if you received an approval letter from LOSFA but do not have a TOPS award on myLSUS three weeks prior to the start of the semester. Additionally, if you are transferring to LSUS for spring, you will need to notify the Financial Aid Office. Be aware that TOPS awards do not cover fees at LSUS.

State of Louisiana Go Grants — Offered to students who receive a Federal Pell Grant. Award amounts vary from $500 to $3000 annually. Students enrolled in six to eleven hours are eligible for awards at a reduced amount.
# Spring 2015 Tuition and Fees Table

## UNDERGRADUATE

<table>
<thead>
<tr>
<th>Hours</th>
<th>Louisiana Resident</th>
<th>Nonresident</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tuition</td>
<td>Fees*</td>
</tr>
<tr>
<td>1</td>
<td>$200.57</td>
<td>$5.13</td>
</tr>
<tr>
<td>3</td>
<td>601.71</td>
<td>15.39</td>
</tr>
<tr>
<td>4</td>
<td>802.28</td>
<td>20.52</td>
</tr>
<tr>
<td>5</td>
<td>1,002.85</td>
<td>25.65</td>
</tr>
<tr>
<td>6</td>
<td>1,203.42</td>
<td>30.78</td>
</tr>
<tr>
<td>7</td>
<td>1,403.99</td>
<td>35.91</td>
</tr>
<tr>
<td>8</td>
<td>1,604.56</td>
<td>41.04</td>
</tr>
<tr>
<td>9</td>
<td>1,805.13</td>
<td>46.17</td>
</tr>
<tr>
<td>10</td>
<td>2,005.70</td>
<td>51.30</td>
</tr>
<tr>
<td>11</td>
<td>2,206.27</td>
<td>56.43</td>
</tr>
<tr>
<td>12</td>
<td>2,406.84</td>
<td>61.56</td>
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<tr>
<td>13</td>
<td>2,406.84</td>
<td>61.56</td>
</tr>
<tr>
<td>14</td>
<td>2,406.84</td>
<td>61.56</td>
</tr>
<tr>
<td>15+</td>
<td>2,406.84</td>
<td>61.56</td>
</tr>
</tbody>
</table>

### Details of fees for undergraduates

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount per Hour</th>
<th>Maximum Hours</th>
<th>Maximum Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operational Fee</td>
<td>4.00</td>
<td>12</td>
<td>48.00</td>
</tr>
<tr>
<td>Athletic Fee</td>
<td>14.00</td>
<td>12</td>
<td>168.00</td>
</tr>
<tr>
<td>Academic Excellence Fee</td>
<td>10.00</td>
<td>12</td>
<td>120.00</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>6.00</td>
<td>12</td>
<td>72.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>5.00</td>
<td>12</td>
<td>75.00</td>
</tr>
<tr>
<td>University Center Fee</td>
<td>3.00</td>
<td>12</td>
<td>36.00</td>
</tr>
<tr>
<td>Utility Surcharge</td>
<td>2.00</td>
<td>no maximum</td>
<td>30.00 @ 15 hrs.</td>
</tr>
<tr>
<td>Building Use Fee</td>
<td>4.00</td>
<td>12</td>
<td>48.00</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>1.20</td>
<td>12</td>
<td>14.40</td>
</tr>
<tr>
<td>Safety/Parking Fee</td>
<td>2.08</td>
<td>12</td>
<td>24.96</td>
</tr>
</tbody>
</table>

**Total Fees:** 51.28

### Other fees

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount per Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPE Fee</td>
<td>10.00</td>
</tr>
<tr>
<td>Online Fee</td>
<td>50.00</td>
</tr>
<tr>
<td>Computer Science Fee</td>
<td>25.00</td>
</tr>
<tr>
<td>AVE Fee</td>
<td>25.00</td>
</tr>
<tr>
<td>Lab Fee</td>
<td>25.00</td>
</tr>
<tr>
<td>Graphic Design Fee</td>
<td>25.00</td>
</tr>
<tr>
<td>Late Fee</td>
<td>50.00</td>
</tr>
<tr>
<td>Over 12 Hr. surcharge (occurs only at the 15th undergraduate hour)</td>
<td>75.00</td>
</tr>
</tbody>
</table>
## Spring 2015 Tuition and Fees Table

### GRADUATE

| Hours | Louisiana Resident | | Nonresident | | Non-Resident Fee | | Total |
|-------|--------------------|------|-------------|------|-----------------|------|
|       | Tuition            | Fees* | Total      | Tuition | Fees*           | Total |
| 1     | $290.80            | $52.28 | $343.08    | 1     | $250.80         | $52.28 | $303.08        | $586.81 | $931.89 |
| 2     | 581.60             | 104.56 | 686.16     | 2     | 581.60          | 104.56 | 686.16         | 1,177.62 | 1,863.78 |
| 3     | 872.40             | 156.84 | 1,029.24   | 3     | 872.40          | 156.84 | 1,029.24       | 1,766.43 | 2,795.67 |
| 4     | 1,163.20           | 209.12 | 1,372.32   | 4     | 1,163.20        | 209.12 | 1,372.32       | 2,355.24 | 3,727.56 |
| 5     | 1,454.00           | 261.40 | 1,715.40   | 5     | 1,454.00        | 261.40 | 1,715.40       | 2,944.00 | 4,659.45 |
| 6     | 1,744.80           | 313.68 | 2,058.48   | 6     | 1,744.80        | 313.68 | 2,058.48       | 3,532.86 | 5,591.34 |
| 7     | 2,035.60           | 365.96 | 2,401.56   | 7     | 2,035.60        | 365.96 | 2,401.56       | 4,121.56 | 6,523.23 |
| 8     | 2,326.40           | 418.24 | 2,744.64   | 8     | 2,326.40        | 418.24 | 2,744.64       | 4,710.64 | 7,455.12 |
| 9     | 2,617.20           | 470.52 | 3,087.72   | 9     | 2,617.20        | 470.52 | 3,087.72       | 5,299.29 | 8,387.01 |
| 10    | 2,617.20           | 481.52 | 3,098.72   | 10    | 2,617.20        | 481.52 | 3,098.72       | 5,299.29 | 8,398.01 |
| 11    | 2,617.20           | 492.52 | 3,109.72   | 11    | 2,617.20        | 492.52 | 3,109.72       | 5,299.29 | 8,409.01 |
| 12    | 2,617.20           | 503.52 | 3,120.72   | 12    | 2,617.20        | 503.52 | 3,120.72       | 5,299.29 | 8,420.01 |

### Details of fees for graduates

<table>
<thead>
<tr>
<th>Fees:</th>
<th>Amount per Hour</th>
<th>Maximum hours</th>
<th>Maximum amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operational Fee</td>
<td>5.00</td>
<td>9</td>
<td>45.00</td>
</tr>
<tr>
<td>Athletic Fee</td>
<td>14.00</td>
<td>9</td>
<td>126.00</td>
</tr>
<tr>
<td>Academic Excellence Fee</td>
<td>10.00</td>
<td>9</td>
<td>90.00</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>6.00</td>
<td>9</td>
<td>54.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>5.00</td>
<td>15</td>
<td>75.00</td>
</tr>
<tr>
<td>University Center Fee</td>
<td>3.00</td>
<td>9</td>
<td>27.00</td>
</tr>
<tr>
<td>Utility Surcharge</td>
<td>2.00</td>
<td>no maximum</td>
<td>24.00 @ 12 hrs.</td>
</tr>
<tr>
<td>Building Use Fee</td>
<td>4.00</td>
<td>12</td>
<td>48.00</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>1.20</td>
<td>9</td>
<td>10.80</td>
</tr>
<tr>
<td>Safety/Parking Fee</td>
<td>2.08</td>
<td>9</td>
<td>18.72</td>
</tr>
</tbody>
</table>

**Total Fee** 52.28

### Other fees

<table>
<thead>
<tr>
<th>Fees:</th>
<th>Amount per Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPE Fee</td>
<td>10.00</td>
</tr>
<tr>
<td>Online Fee</td>
<td>50.00</td>
</tr>
<tr>
<td>Computer Science Fee</td>
<td>25.00</td>
</tr>
<tr>
<td>AVE Fee</td>
<td>25.00</td>
</tr>
<tr>
<td>Lab Fee</td>
<td>25.00</td>
</tr>
<tr>
<td>graphic Design Fee</td>
<td>25.00</td>
</tr>
<tr>
<td>MPH Program</td>
<td>112.84</td>
</tr>
<tr>
<td>Late Fee</td>
<td>50.00</td>
</tr>
</tbody>
</table>
## Spring 2015 Tuition and Fees Table

### GRADUATE - 100% ONLINE PROGRAMS

<table>
<thead>
<tr>
<th>Hours</th>
<th>Tuition</th>
<th>Fees*</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$290.80</td>
<td>$37.87</td>
<td>$328.87</td>
</tr>
<tr>
<td>2</td>
<td>$581.60</td>
<td>75.74</td>
<td>657.34</td>
</tr>
<tr>
<td>3</td>
<td>$872.40</td>
<td>113.61</td>
<td>986.01</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hours</th>
<th>Tuition</th>
<th>Fees*</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$313.57</td>
<td>$37.87</td>
<td>$351.44</td>
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<tr>
<td>2</td>
<td>$627.14</td>
<td>75.74</td>
<td>702.88</td>
</tr>
<tr>
<td>3</td>
<td>$940.71</td>
<td>113.61</td>
<td>1,054.32</td>
</tr>
</tbody>
</table>

Details of fees for 100% online graduates programs

*Fees:

- Operational Fee: 5.00
- Online Fee: 16.67
- Academic Excellence Fee: 10.00
- Technology Fee: 5.00
- Registration Fee: 1.20

Total Fees: 37.87

Category 1 fee schedule applies to the Masters of Non-Profit Administration and to the Masters of Education - C&I (offered through Academic Partnership)

Category 2 fee schedule applies to the Masters of Health Administration and to the Masters of Business Administration - MBA (offered through Academic Partnership)
The Spring 2015 class schedules are available online at www.lsus.edu/myLSUS.

The courses to be offered during the Spring 2015 semesters 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, moodle, 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 2015 Final Exam Schedule

<table>
<thead>
<tr>
<th>If your class starts at:</th>
<th>Your exam is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes meeting on M W F</td>
<td>M – May 04 – 8:00am</td>
</tr>
<tr>
<td>7:00am</td>
<td></td>
</tr>
<tr>
<td>8:00am</td>
<td>F – May 08 – 8:00am</td>
</tr>
<tr>
<td>9:00am</td>
<td>W – May 06 – 8:00am</td>
</tr>
<tr>
<td>10:00am</td>
<td>M – May 04 – 10:30am</td>
</tr>
<tr>
<td>12:00pm</td>
<td>W – May 06 – 10:30am</td>
</tr>
<tr>
<td>1:00pm</td>
<td>M – May 04 – 1:00pm</td>
</tr>
<tr>
<td>2:00pm</td>
<td>W – May 06 – 1:00pm</td>
</tr>
<tr>
<td>3:30pm</td>
<td>W – May 06 – 3:00pm</td>
</tr>
<tr>
<td>M – 4:30pm / 5:00pm / 5:30pm</td>
<td>M – May 04 – 5:00pm</td>
</tr>
<tr>
<td>MW or W – 4:30pm / 5:00pm / 5:30pm</td>
<td>W – May 06 – 5:00pm</td>
</tr>
<tr>
<td>MW or M – 6:00pm / 6:30pm</td>
<td>M – May 04 – 7:00pm</td>
</tr>
<tr>
<td>MW or W – 6:00pm / 6:30pm / 7:30pm</td>
<td>W – May 06 – 7:00pm</td>
</tr>
<tr>
<td>Classes meeting on T R</td>
<td></td>
</tr>
<tr>
<td>8:00am</td>
<td>T – May 05 – 8:00am</td>
</tr>
<tr>
<td>9:30am</td>
<td>R – May 07 – 8:00am</td>
</tr>
<tr>
<td>11:00am</td>
<td>T – May 05 – 10:30am</td>
</tr>
<tr>
<td>12:30pm</td>
<td>R – May 07 – 10:30am</td>
</tr>
<tr>
<td>2:00pm</td>
<td>R – May 07 – 3:00pm</td>
</tr>
<tr>
<td>3:30pm</td>
<td>T – May 05 – 3:00pm</td>
</tr>
<tr>
<td>TR or T – 4:30pm / 5:00pm / 5:30pm</td>
<td>T – May 05 – 5:00pm</td>
</tr>
<tr>
<td>R – 4:30pm / 5:00pm / 5:30pm</td>
<td>R – May 07 – 5:00pm</td>
</tr>
<tr>
<td>TR or T – 6:00pm / 6:30pm</td>
<td>T – May 05 – 7:00pm</td>
</tr>
<tr>
<td>R – 6:00pm / 6:30pm / 7:30pm</td>
<td>R – May 07 – 7:00pm</td>
</tr>
</tbody>
</table>

- Saturday classes will have final exams on Saturday, December 13, at the regular class time.
- Any class time not listed would have the exam time of the closest hour.
- Each exam is scheduled for a two-hour period.
- Exams in science labs and HPE courses will be given at the last class meeting.
- 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.

## SPRING 2015 – 8 Week Term Final Exam Schedule

For the 8 week terms, all exams are conducted at the same time as the regular class schedule.

**Term 1A**
- M W F classes on March 02
- T R classes on March 03

**Term 1B**
- M W F classes on May 04*
- T R classes on May 05*

*In the event of a conflict between exam times on May 04 or 05, please reschedule with professor.

**Term 1C**
- 100% online final exams
- M – March 02 and T – March 03

**Term 1D**
- 100% online final exams
- T – April 28
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:

- Director of Judicial Affairs ---Disciplinary Records
- Registrar---Academic 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) affords 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 Registrar (AD 168) a written request that identifies the record(s) he/she wishes to inspect. The 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 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 Registrar, clearly identifying the part of the record he/she wants changed, and specify 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 FERPA, 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 Request for Confidentiality form in the Admissions and Records Office at the time of registration for each semester or term.
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 LSUS 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 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.

• 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.
Office Hours

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

- **Bookstore***
  Technology Center
  When Classes Are In Session:
  Monday—7:30 a.m. until 6 p.m.
  Tuesday through Thursday—7:30 a.m. until 5 p.m.
  Friday—7:30 a.m. until 4 p.m.
  When Classes Are Not In Session:
  Monday through Friday—7:30 a.m. until 4 p.m.
  During The First Week of Class:
  Monday through Thursday—7:30 a.m. until 6 p.m.
  Friday—7:30 a.m. until 4 p.m.

- **Campus-Wide Computer Lab**
  University Center, room 109
  Monday through Thursday—7:30 a.m. until 10 p.m.
  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.

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

- **Noel Memorial Library**
  When Classes Are In Session:
  Monday through Thursday—7:30 a.m. until 7 p.m.
  Friday—7:30 a.m. until 4:30 p.m.
  Saturday—Closed
  Sunday—1 p.m. until 5 p.m.
  Fall /Spring 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.
**Hours posted are for regular semester; check with office for hours during intersession, summer, breaks, and holidays.

Who Do You Call?

### College of Business, Education and Human Development, Dean’s Office BE 117............. 795-4279
- Education, BE 361
- Kinesiology and Health Science, HPE 207
- Military Science
- Psychology, BE 348
- Master of Education, BE 353
- M.Ed. in Curriculum and Instruction
- Accelerated Online Program (Reading, General, ESL)

### Assoc. Dean’s Office, BE 100.............. 797-5383
- Accounting, BE 339B
- Economics & Finance, BE 339B
- Management & Marketing, BE 301
- Master of Business Administration, BE 329
- Master in Health Administration

### College of Arts and Sciences

#### Dean’s Office BH 226...................... 797-5371
- English and Foreign Languages, BH 258
- General Studies, BH 230
- History/Social Science, BH 439
- Arts and Media, BH 330
- M.A. in Liberal Arts (MLA)
- M.S. in Non-Profit Administration

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

### Office Directory
- Accounting Services
- Admissions and Records
- Bookstore
- Campus Information
- Continuing Education and Public Service
- Financial Aid
- Graduate Studies
- Honors Program
- Library
- Student Development
- Transcripts
- University Center
- University Court Apartments
- University Police
- Veteran’s Certification

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