

# Course Scheduling and Registration Guidebook

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## COURSE SCHEDULING

### ADVISING

All students are urged to consult an academic advisor to plan their schedule.

Advising is required for select populations. Students are encouraged to visit their Academics Hub in Workday to view any active holds and the steps to resolve the hold PRIOR to the start of their registration appointment.

### Adjustment to Course Offerings

The University reserves the right to adjust course offerings by adding or cancelling sections. Students should access their Academics Hub before classes begin to ascertain whether their schedule has been affected by any changes made to the course offerings.

### Classroom Assignments

Tentative classroom assignments are included in the Find Course Sections – LSUAM report in Workday.

### Time Conflicts

Students may not schedule time conflicts by using Workday. Students should contact their college office to obtain approval for intentional time conflicts; only the college can grant permission and assist with scheduling the courses.

### Waitlisting

Online waitlists are a way for students to get open seats in full sections. When students drop out of a full section, or its department opens seats, students are automatically notified. *Being on a waitlist does not guarantee that a student will get into the class*, but once a waitlist is turned on it is the best way for a student to get an open seat in a full class. It is critical to regularly monitor positions and Workday notifications to accept an open seat. Students have 48 hours to respond before the vacant seat goes to the next eligible student on the waitlist.

Please read the following for detailed information regarding waitlisting:

- Students will automatically receive a notification when a seat is made available for them to move into the class. Students wishing to add the class MUST accept the seat within 48 hours to be moved into the class.
- Waitlisted courses are not used to determine if a student has reached their credit hour maximum.
- Students may check their placement on a waitlist by viewing their current schedule.
- Students may join a waitlist if they have not scheduled any classes.
- Waitlisted courses will not be used to determine full-time status or to assess fees.

## SPECIAL COURSE TYPES

### Majors Only Courses

Students may not schedule "MAJORS ONLY" courses unless enrolled in an appropriate curriculum. Permission of the department is required for exceptions.

### Department Permission Courses

Students may not self-schedule courses requiring permission of the department. Students should contact the department that offers the course for additional information and assistance. If enrollment is approved, the student will be administratively registered in the course.

### Prerequisites/Corequisites (Eligibility Rules)

Students are expected to consult the *LSU General Catalog* to ensure that they meet all prerequisites or corequisites before they schedule courses. Workday interactively checks the prerequisites for most courses; however, students are responsible for meeting prerequisites whether they are checked by the system or not. If a student schedules a course and does not meet all prerequisites or corequisites, enrollment in that course may be canceled.

### Web-based Courses

Departments identify courses that involve Web-based instruction with course section tags. The tags indicate the levels of Web-based instruction and are as follows. See the table below for a breakdown of web-based course instructional levels.

MESSAGE DISPLAYED	DEFINITION
100% WEB BASED	100% of the instruction is delivered via the web.
75% WEB BASED	75-99% of the instruction is delivered via the web.
50% WEB BASED	50-74% of the instruction is delivered via the web.
25% WEB BASED	1-49% of that instruction is delivered via the web.

Courses listed as TBA will be taught asynchronously.

If additional information is needed regarding a course that involves Web-based instruction, please contact the instructor.

### Communication-Intensive (C-I) Courses

"Communication-Intensive" (C-I) courses are available to students who want to enhance their written, oral, visual, and technological communication skills while learning key course content. These courses are offered across a range of disciplines and can be located on the [Communication across the Curriculum \(CxX\) website](http://cxc.lsu.edu) (cxc.lsu.edu) or via the Find Course Sections – LSUAM report in Workday. C-I courses are identified by course section tags. All C-I courses will be identified on a student's transcript.

For more information about C-I Courses or student recognition programs (such as the LSU Communicator Certificate and the LSU Distinguished Communicator Medal), contact CxX at 225-578-7795 or [cxc@lsu.edu](mailto:cxc@lsu.edu).

## Service-Learning Courses

Many departments include hands-on service-learning components in some course sections. In these classes, students accomplish course learning goals while meeting community needs. Sections with **required** service-learning placements are listed in the course section report with a course section tag. Sections with a service **option** rather than requirement are listed on the [Center for Community Engagement, Learning & Leadership website](https://lsu.edu/academicaffairs/ccell/index.php) (lsu.edu/academicaffairs/ccell/index.php). After accessing the website, select “courses.” Students may register for these courses using Workday.

For more information about service-learning classes, contact the Center for Community Engagement, Learning & Leadership (CCELL) at 225-578-4245 or [ccell@lsu.edu](mailto:ccell@lsu.edu).

## Open Educational Resources (OER) and Affordable Education Resources (AER) Courses

**OER** indicates a resource that is in the public domain or has been released under an intellectual property license that permits the free use, adaptation, and redistribution of the resource by any person.

This means that all required curricular resources, including textbooks and other instructional material such as workbooks, lab manuals, and online homework platforms must be openly licensed. Students will have zero costs for course materials on courses tagged by the department to display the OER course tag in Workday.

**AER** indicates a single or collection of required resources offered at no or low cost to students at a pre-sales tax cost not to exceed an amount equal for four times the federal minimum wage. The total cost of all required textbooks and other required instructional materials will remain affordable. Library eBooks that are free to students but not open access are included in this designation.

To review e-textbooks that have been identified for courses and for more details, students should check out the [LSU Libraries E-Textbooks webpage](https://lib.lsu.edu/ebooks) (lib.lsu.edu/ebooks).

The LSU Libraries has about 400,000 eBooks from major publishers available for faculty to review for course adoption that can support these initiatives which can be found at the [LSU Libraries E-Textbooks webpage](https://lib.lsu.edu/ebooks) (lib.lsu.edu/ebooks). For additional information about these initiatives, faculty can visit [the LSU Libraries Online OER/AER Guide](https://guides.lib.lsu.edu/c.php?g=1081524&p=7882252) (guides.lib.lsu.edu/c.php?g=1081524&p=7882252)

Please note that the inventory of available books changes periodically, and LSU Libraries provides e-textbooks for some courses that do not have OER/AER designation. Therefore, students are encouraged to always check the LSU Libraries website for available books regardless of whether the class section is designated as OER/AER by the department.

## Clustered Course Sections

Departments can cluster sections of the same or different courses. If a clustered section is selected by a student, they will be required to select an eligible section to complete the cluster. Both sections will then be added to the student’s schedule. If a clustered course section is dropped, both sections will be removed from the schedule.

## SPECIAL REGISTRATIONS/ENROLLMENT

### Academic Programs Abroad

LSU students participating in an academic year or semester exchange program *cannot* register for host university classes using Workday. Instead, students must register for classes directly with the host university. Class registration for all summer and intersession study abroad programs is done through Academic Programs Abroad. All students participating in academic year, semester exchange programs, or summer abroad programs will receive complete class registration instructions from Academic Programs Abroad. More information about LSU programs abroad can be found by visiting the [LSU Study Abroad website](http://lsu.edu/intlpro/apa/) (lsu.edu/intlpro/apa/). Students who wish to participate in an LSU sponsored international exchange program or the National Student Exchange can contact Academic Programs Abroad, 103 Hatcher Hall, 225-578-6801 or write to [studyabroad@lsu.edu](mailto:studyabroad@lsu.edu).

### Audit Only Registration

Students may not schedule courses for "audit only" using Workday. If a student wishes to "audit only," a special enrollment form must be obtained from the Office of the University Registrar, 112 Thomas Boyd Hall. Students may not register as "audit only" before classes begin.

### Experiential Education Program

Students who receive a co-op or internship position and need to register through the LSU Olinde Career Center Experiential Education Program can contact the LSU Olinde Career Center at [career@lsu.edu](mailto:career@lsu.edu) or call 225-578-2162.

### Graduate Students Registering Only for Thesis/Dissertation Research Courses

Graduate students engaged in writing theses or dissertations are expected to register for research hours commensurate with the amount of University resources to be utilized that semester. There is a continuous registration requirement for doctoral students who have passed the general examination.

Regardless of where they are conducting their research/writing, these students must adhere to the regular deadlines published each semester for scheduling research courses and paying fees.

### Online Distance Learning Courses

With the approval of their college dean, students can earn credit through online distance learning courses. Students can enroll at any time and do not attend class. For complete fee, enrollment and course information, call ODL's Learner Services at 833-280-5634 or visit the [Online Distance Learning website](http://outreach.lsu.edu/Distance-Learning/Online-Distance-Learning) (outreach.lsu.edu/Distance-Learning/Online-Distance-Learning).

NOTE: Distance Learning Courses are considered transfer coursework and do not apply to institutional totals (LSU GPA). They are included in cumulative totals and can be utilized to meet degree requirements when approval is granted by the student's college.

### LSU – Baton Rouge Community College/Southern University Cross-Enrollment Program

#### Procedures for Cross-Enrollment

- Obtain the Cross-Enrollment Form from college dean's office and get dean's approval for the course to be taken at BRCC or SU.
- Submit the Cross-Enrollment Form to the Office of the University Registrar as early as possible,

but no later than the last day to add courses at LSU.

- The Office of the University Registrar will submit the forms to BRCC/SU for scheduling of courses.
- The Office of the University Registrar will notify each student who submitted a Cross-Enrollment Form whether BRCC/SU was able to schedule the students in the courses selected.

BRCC and SU will honor LSU parking hang tags. There is no shuttle bus service to either BRCC or SU.

## ADDITIONAL SERVICES

The following additional services can be added through the 14<sup>th</sup> class day. Students can add these optional part time fees through their Transact Campus account, accessed from their Workday account by clicking “Make a Payment”, and selecting the fee through the “Additional Items” menu. All Additional Items must be paid in full at the time of purchase through Transact Campus.

### LSU MUSEUMS

Full time student fees already cover museum membership to the LSU Museum of Art, Shaw Center for the Arts and LSU Rural Life Museum. Part time students must add membership through the Transact Additional Items menu. Payment is due immediately. Membership benefits include:

- free admission for one year
- invitations to members-only events
- discounts at both museum stores
- discounts at Tsunami, Capital City Grill, CC’s Coffee, and P.J.’s Coffee

For more information, contact the specific museums.

### UNIVERSITY RECREATION

Full time student fees already cover use of the University Recreation Center. Only part-time students need to add this additional service if they wish to have access to the UREC.

The LSU Department of University Recreation provides students and the University community with the full gamut of recreational services, programs, facilities and equipment for weekday and weekend use year-round. Part-time Students may use these facilities and services by selecting to be assessed the University Recreation fee.

Additional information, including details regarding part-time student fees, can be obtained by visiting the Department of University Recreation, Student Recreational Complex, calling 225-578-8371, or visiting the [University Recreation website](http://lsu.edu/urec) (lsu.edu/urec).

### STUDENT HEALTH CENTER

Full time student fees already cover use of the Student Health Center. Only part-time students need to add Student Health Center through Transact Additional Items menu. Payment is due immediately.

The Student Health Center provides quality, affordable and convenient health care to LSU students in a large outpatient facility. Full-time students are automatically assessed a fee which entitles them to unlimited visits to the medical clinicians, mental health clinicians and the registered dietitian at no additional cost. Part-time students may utilize the center by electing to pay the student health fee. Ancillary charges such as laboratory, pharmacy and diagnostic imaging are the same for part- and full-time students.

Visit the Student Health Center (corner of West Chimes and Infirmary Road), the [Student Health Center website](http://lsu.edu/shc) (lsu.edu/shc), call 225-578-6271, or email [studenthealth@lsu.edu](mailto:studenthealth@lsu.edu) for additional information regarding the services provided by the Center.



## FURTHER ADDITIONAL SERVICES

### STUDENT HEALTH INSURANCE

All full-time and part-time students who pay the Student Health Center fee are eligible to use the services of the Student Health Center. However, a reasonable level of supplemental health insurance (particularly coverage for hospital care) is strongly recommended for all students. Information about each of the plan's benefits and enrollment deadlines can be obtained via the [Student Health Center insurance website](http://go.gallagherstudent.com/Universities/Louisiana%20State%20University%20Baton%20Rouge/Home) (go.gallagherstudent.com/Universities/Louisiana%20State%20University%20Baton%20Rouge/Home)

### INTERNATIONAL STUDENT MANDATORY HEALTH INSURANCE

It is mandatory that all non-immigrant international students, who hold F and J visa statuses, have health insurance which is acceptable to the University. Those international students registered for the fall, spring and/or summer semesters (excluding 'Degree Only' registered students, and F-1 students on OPT or J-1 students on AT who are not registered for the current semester) will be automatically charged on their fee bill each semester for LSU health insurance, including a repatriation/medical evacuation fee. International students enrolled in intersession(s) will be monitored for appropriate health insurance coverage for those periods. ALL international students on F and J visa statuses should read all of the information regarding the LSU health insurance plan and the procedure for requesting a waiver of the LSU health insurance charge with private insurance policies which meet ALL University requirements at the [International Services website](http://lsu.edu/intlpro/is/insurance.php) (lsu.edu/intlpro/is/insurance.php).

### TigerCASH

TigerCASH, a free debit card service to students, provides a safe, fast, and convenient way to make purchases at various locations on and off campus. TigerCASH is accepted at all dining facilities as well as several merchants off campus. TigerCASH is the only way to copy and print documents on campus. It is accepted at vending machines and all laundry facilities across campus. To make a deposit to your TigerCASH account, visit the [Tiger Card Office website](#). With TigerCASH, there is no minimum deposit or semester fee. Cash withdrawals cannot be made from the accounts.

For a complete listing of all TigerCASH locations and to obtain additional information, visit the Tiger Card Office, 109 LSU Student Union or [Tiger Card Office website](https://www.lsu.edu/auxiliary-services/services/tiger-card/index.php) (https://www.lsu.edu/auxiliary-services/services/tiger-card/index.php). You may also call 225-578-4300 or email [tigercard@lsu.edu](mailto:tigercard@lsu.edu).

### LSU DINING

LSU Dining offers various meal plans for both resident and commuter students. First and second year LSU students living on campus are required to have a resident meal plan for fall and spring semesters. Meal plan selections can be made through StarRez. If no selection is made, students will be assigned to the Tiger 12 Meal Plan. Changes or cancellations in the selection of the meal plan are permitted through the 14<sup>th</sup> class day.

For a complete listing of LSU Dining Meal Plans, contract terms and conditions, and days of service, please visit the [LSU Dining website](http://lsudining.com) (lsudining.com). Additionally, you may contact the Tiger Card Office, 109 LSU Student Union at 225-578-4300 or [tigercard@lsu.edu](mailto:tigercard@lsu.edu) for more information. All student athletes must contact the Athletic Compliance Office (225-578-3891) for additional dining services information.

## PAYING FEES AND COMPLETING REGISTRATION

### UNDERSTANDING STUDENT FEES AND BILLING

#### Financial Responsibility

Please be advised that students are fully responsible for payment of all tuition and fees, housing and meals, additional service charges, miscellaneous charges and/or fines that appear on their Workday Student Account. The student must acknowledge the Financial Responsibility Policy prior to their registration being marked complete. Students will be able to view assessed Tuition and Fees on their Student profile in the Student Financials Tab or through the LSUAM Student Financials Hub.

Students are responsible for updating addresses and contact information via Workday > Personal Information > Change Contact Information. Billing statements from Transact Campus are available online through the student's Transact Campus account and emailed to the student's LSU email address. The LSUAM Financials Hub and Student Financials tab on the student's Workday account will also have details of current amounts due. The Student Statement will have details of charges assessed for an academic period.

For current University fees, please consult the [Office of Budget and Planning website](http://bgtplan.lsu.edu) (bgtplan.lsu.edu).

*Please note: The LSU Board of Supervisors may modify fees, board, and/or housing rates at any time without advance notice.*

#### The Student Statement

Student Statements will include the following information:

- Course schedule
- Statement of all charges
- Statement of all anticipated payments (awards, aid, sponsors, and payment plans)
- Amount due
- Date payment is due

### VIEWING AND PAYING ASSESSED FEES

Fees are assessed by Academic Period and viewable online via the Student's Workday account. Bursar Operations will send notifications to students who schedule courses prior to the initial fee assessment date. The payment due date is noted on the student account, via notifications, and on the registration calendar.

#### Payment Options

All online payments will be made through the Student's Transact Campus account. A student can access their Transact Campus account using the "Make a Payment" button or running the "Make a Payment" task in Workday. Those friends & family account holders with the appropriate permissions will be able to use the "Make a Payment as a Third-Party" task to access Transact Campus.

- Online Bank Draft – Pay your bill with an online bank draft via Transact Campus. A \$25 service charge will be assessed on all returned payments.
- Payment Card - Pay your fee bill with a MasterCard, Visa, American Express, or Discover card via

- Transact. A non-refundable service fee is added to all payment card transactions.
- In Person - Pay by cash, check, or money order in Bursar Operations, 125 Thomas Boyd Hall.

### Immunization Hold

If a student has an immunization hold, they will be able to view and pay their semester bill. However, until the hold is lifted, registration cannot be completed, and the student's course schedule will be purged after the registration deadline.

More information regarding immunization requirements can be found on the [Student Health Center website](http://lsu.edu/shc/medical-services/immunizations.php) (lsu.edu/shc/medical-services/immunizations.php), by calling 225-578-6271, or emailing [studenthealth@lsu.edu](mailto:studenthealth@lsu.edu).

## SPECIAL PAYMENT OPTIONS

### Installment Payment Plan

The University offers an installment payment plan as a payment option. Eligible students can pay their assessed tuition and fees in installments over the course of the semester. The first installment will be due at the time of enrollment and subsequent installments will be due on set due dates.

Every installment plan will use total assessed tuition and fees minus any anticipated payments (awards, grants, loans or sponsors) as the plan budget and split the plan budget into equal installments.

Fall/spring installment plans will have 5 installments, with the first installment due at enrollment in the plan.

Summer installment plans will have 3 installments, with the first installment due at enrollment in the plan.

Please refer to the below section for selecting this payment option for specific due dates

### *Eligibility*

All students are eligible for their initial installment payment plan. Any future installment plans are granted based on the individual credit history established with the University. Students who default on their installment plan will be unable to enroll in a future plan. Any prior balance with the university must be paid in full before enrolling in an installment plan and any previous plan must be paid in full prior to enrolling in an upcoming plan.

### *Terms*

- A \$60 service fee, paid at enrollment in the plan, will be assessed on all installment plans.
- If payments are not received by Bursar Operations on or before the tenth (10th) calendar day following the scheduled due date for fall/spring/summer semester plans, a \$50 late fee will be assessed.
- All LOANS and GRANTS made through or in conjunction with the University will be applied to the student's account.

### *Selecting this Payment Option via Transact Campus*

To enroll in an installment plan, students must visit their Transact Campus account, select the available plan for the academic period, and agree to the terms and conditions of the payment plan. The first installment will be due at the time of enrollment and any subsequent installments that have reached their billing period will also be due. Once enrolled in a payment plan, the remaining plan balance will appear in the student's anticipated payments on their Workday account. Payments made for installments will lower the amount of anticipated payments. If a student's payment plan budget is reduced due to a tuition and fee refund or additional aid or awards, then their subsequent installments will be reduced. If their plan balance is increased, the student must agree to consolidate the additional balance with their previous plan balance or pay the additional balance in full.

The installment plan schedules are as follows:

- Fall semester installment plan – August 1<sup>st</sup>\*, September 1<sup>st</sup>, October 1<sup>st</sup>, November 1<sup>st</sup>, and December 1<sup>st</sup>
- Spring semester installment plan – January 1<sup>st</sup>\*, February 1<sup>st</sup>, March 1<sup>st</sup>, April 1<sup>st</sup>, and May 1<sup>st</sup>
- Summer semester installment plan – May 15<sup>th</sup>\*, June 15<sup>th</sup>, and July 15<sup>th</sup>

\*Due at enrollment

### **Sponsors**

Sponsors are trusts, government agencies, or other organizations who are willing to pay all or a portion of a student's educational expenses. When prior written notice of a sponsor's intent to support a student has been received, the University will bill the sponsor for approved charges rather than require payment from the student.

Charges rejected or unpaid by the sponsors for any reason are the responsibility of the student along with possible late payment charges. Questions regarding sponsor billing should be directed to Bursar Operations.

### **LSU Employee Tuition Exemption**

Full-time (100% effort), non-faculty employees with at least one year of service may apply through their departments to receive the employee tuition exemption (see LSU Policy Statement 12 for qualification/application information). Certain fees may not be covered by this tuition waiver (e.g., excellence fees, operational fees, and technology fees). If employees have approved LSU Employee Exemption forms on file in the Office of Human Resource Management (HRM) by the initial registration deadline, the exemption will be reflected on their fee bill.

If approved forms are not on file at that time, employees will be responsible for payment of all fees that appear on the fee bill. The University must receive payment by the payment deadline to complete registration. Students who fail to complete registration by that date will risk their courses being purged. Students who are late in requesting the exemption or have any questions should call HRM at 225-578-8200.

### **Over 65 Fee Exemption**

Students who are age 65 or older before the first day of classes are eligible for a fee exemption. This exemption covers only instructional costs. To qualify for the exemption, continuing and admitted students who have not previously validated that they are age 65 or older must complete the following

steps:

1. By the initial registration deadline, provide the Office of the University Registrar with proof of age (e.g., driver's license, birth certificate, etc.).
2. Complete registration by the payment deadline.
3. Report to class the first class day.

## COMPLETION OF REGISTRATION

### Students Must Complete Registration

All students must complete registration. If all tuition and fees are to be paid completely by anticipated payments, registration will be marked complete when a student has agreed to the Financial Responsibility Agreement and acknowledged to the Financial Aid & Scholarships office that they are in attendance. If anticipated payments will not pay the academic period balance in full, registration will be marked complete when a student has agreed to the Financial Responsibility Agreement and pays their academic period balance in full or enrolls in an installment plan for the period.

### Receipts and Confirmation of Registration

Receipts will be emailed to a student's LSU email address for mailed or in person payments. Transaction information will be available in the student's Workday account and in their Transact Campus account.

Students are responsible for reviewing their Workday and Transact Campus accounts and reporting any discrepancies to Bursar Operations ([bursar@lsu.edu](mailto:bursar@lsu.edu)).

## CANCELLATION AND LEAVE OF ABSENCE (RESIGNATION)

### Cancellation of Registration

If a student completes registration by the initial payment deadline, and decides not to attend LSU, they may cancel their registration by contacting their dean's office to perform an institutional withdrawal.

An institutional withdrawal must be done before the first class day. If completed, there will be no entry regarding the cancelled semester on the student's transcript. Undergraduate students who decide to return to LSU for the following term must apply to re-enter the university.

If registration is cancelled, a 100% refund will be issued, minus the \$10 registration fee.

### Leave of Absence (LOA)

If a student completes registration and decides by the last day to drop or resign not to attend LSU, they must report to their dean's office to initiate the procedure to take a leave of absence (resign) from the university. An LOA term is part of the student record and will appear on transcripts.

On or after the university's first day of class, if a student is granted an LOA, the billing statement will be credited only the tuition and fees as prescribed in the university refund schedule (dates found in the semester calendar). Students are still responsible for payment of any remaining balance due after appropriate credits have applied.

If classes are not dropped by the prescribed date (as found in the calendar), students are obligated to pay tuition and fees for the registered classes regardless of attendance.

Students are responsible for the full balance of outstanding charges in the event financial aid is reduced or canceled, or in the event specified requirements are not met for receiving such aid.

Students who leave Louisiana State University prior to the 60% point in the semester, officially or unofficially, have an obligation to return federal aid received for that term proportionate to attendance. LSU will return aid to the US Department of Education, and the balance due will be charged to the student billing statement.

An LOA can also be taken pre-emptively, if the student knows of an event that will interrupt their continuous enrollment. Reasons for approval of a LOA might include health related needs, change of family circumstance, financial hardship and/or work changes, or other significant events that would negatively impact the student's progress towards degree. The dean of the student's college will approve the pre-emptive LOA on a student-by-student basis considering all relevant information as well as the student's academic performance to date. It is the University's expectation that students will not exceed one year of leave over the course of their time as an undergraduate student. When taking a leave of no longer than one year, students are not required to reapply to the university.

## ADDITIONAL FEE/REGISTRATION INFORMATION

If a student pays the University with a check or electronic bank draft and either is returned by the bank, a \$25 charge will be assessed for each check/bank draft returned. The check and charge must be paid promptly with guaranteed funds (cash, money order, cashier's check, or debit/credit card.) If a pattern of returned checks is noted, the LSU Police department will be notified and authorized to take appropriate action.

All debt owed to the University due to non-payment of incurred charges will result in a violation of the terms and conditions outlined above. Failure to respond to demands for payment made by Louisiana State University may result in such debt being transferred to the Louisiana Department of Justice Attorney General's Office for collection. Once accounts are assigned for collection, the student/debtor is responsible for the University debt owed as well as all collection costs including, but not limited to, attorney's fees and court costs.

Louisiana State University reserves the right to withhold future services (registration, diploma, etc.) to persons who have any outstanding financial obligation with the University.

## AUDITING FEE ASSESSMENTS AND PAYMENTS

All fee assessments and payments will be audited. Additional charges or refunds will be processed through Bursar Operations.

## DIRECT DEPOSIT

Direct Deposit is the preferred method for students to receive refunds because it is fast and secure. Students can sign up for direct deposit by entering a routing number and account number through their Workday account during onboarding or by editing their payment elections.

## UNDERGRADUATES ON PROBATION

Undergraduate students who are on academic probation and pay by the initial payment deadline will not be able to drop or add courses until it is determined at the conclusion of the current semester that they are eligible to continue at LSU for the following semester. If a student is not eligible to continue at the university, registration will be canceled, and the student will receive a 100% refund minus the \$10 registration fee.

## GRADUATE STUDENTS ON PROBATION

Graduate students who are on academic or admission probation, register for the summer term, and pay by the initial payment deadline, will not be able to drop or add courses until it is determined at the conclusion of the summer term that they are eligible to continue at LSU for the fall semester. If a student is not eligible to continue at the university, registration will be canceled, and the student will receive a 100% refund minus the \$10 registration fee.

## DIPLOMA FEES

Undergraduate students that indicate via Workday or in their dean's office that they plan to graduate at the end of the upcoming semester or term will automatically be assessed the diploma fee. If the diploma fee is paid and the student decides not to graduate, a full credit of the fee will be issued provided the student indicates by the diploma fee deadline (in their dean's office) that they are not

graduating.

If the University is not informed that a student is not graduating by this deadline, the student will not have the diploma fee credited to their account. The next time the student indicates that they are going to graduate, the full diploma fee will be assessed.

## REQUIRED ACADEMIC PERFORMANCE

Registration for the fall semester depends on successful academic performance during the current semester; schedules are subject to cancellation if required standards are not met.

## PARKING

Vehicles parked on campus must display a valid parking permit (vehicle hang tag or motorcycle sticker). Requesting and/or receiving a parking permit constitutes agreement to abide by the LSU Parking and Traffic Regulations.

To learn more about the process of purchasing a permit and fees associated with parking on campus, please visit the [Office of Parking, Traffic and & Transportation's website](http://lsu.edu/parking) (lsu.edu/parking), call 225-578-5000, or email [parking@lsu.edu](mailto:parking@lsu.edu).

## FINAL EXAMINATIONS

The fall and spring semester final examination period will be comprised of six days (Monday through Saturday). Final examinations are required in all courses. When a final examination is inappropriate because of the nature of the course, exceptions to this requirement may be made upon approval of the appropriate department chair, dean/director, as well as the Office of Academic Affairs.

## PROCTORING FEES

Some courses may require that students completing assignments and/or assessments remotely utilize University approved proctoring services. Fees associated with these services vary and are paid by the student directly to the vendor.



## INTERSESSION INFORMATION

Spring Intersession and Wintersession are open to the following students:

- Regularly admitted continuing LSU students in good standing.
- Non-continuing, re-entry students approved by their college dean.

New graduate students should contact the Office of Graduate Admissions for further information about admission to the Graduate School. Graduate students must have the approval of the department in which they are pursuing graduate study and the Graduate School to count intersession courses for graduate credit. Approval must be obtained prior to registering for the courses.

## ELIGIBILITY

Students are not eligible to enroll in an intersession if they:

- Are academically ineligible at the end of the semester preceding the intersession. (For example, students ineligible at the end of the fall semester will be dropped from Wintersession.)
- Have been dropped from the University and enrolled in an unfinished Independent Study correspondence course (even if eligibility could be affected by course completion).
- Were dropped in a previous semester and are not eligible for readmission until the next regular semester or thereafter.

## ACADEMIC ACTION

Academic action will be applied to students enrolled in intersessions. A student may be placed on warning status and continued on or removed from probation or warning status based on intersession performance.

## SCHOLARSHIPS

Normally, scholarships do not cover intersession fees.