

COURSE SCHEDULING 3

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SPECIAL REGISTRATIONS/ENROLLMENT

ADVISING

All students are urged to consult an academic advisor to plan their schedule. to50 Tc tuI r-0.luIDD8he2r:7 0 Td()

PLEASE NOTE: LSU logs all myLSU transactions to trace activity and to obtain information that will be used to improve the registration system.

Adjustment to Course Offerings

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

Credit Hour Maximum

Initially, undergraduate students' credit hour maxima are set to 17 hours, unless they are on probation. The credit hour maximum for students on probation is 16 hours. After students with PH1R priority have had an opportunity to schedule classes, the credit hour maxima of students not on probation will be raised to 19 hours, unless their colleges have reset their maxima. College approval is required to exceed the credit hour maximum.

Classroom Assignments

Tentative classroom assignments are included in the course offerings.

Time Conflicts

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

Waitlisting

Online waitlists are a way for students to gpu;yyiA'-1b fe4i06WzEnRb-06p-ek-SC@04E-66" B3 dr6 < b2 56015.

drop classes without receiving W grades.

Dropping Courses via myLSU after the Last Day to Add Courses

Students may drop courses via myLSU until 4:30 on the final date to drop courses or resign unless they are a student in one of the groups noted below. These students must report to their college dean's office to complete a drop form to drop a course.

- x All Center for Freshman Year students
- x College of Agriculture students who have not earned 24 hours
- x Student athletes
- x Candidates to receive degrees at the conclusion of the current term or semester
- x Students whose dean's office has placed a hold on their registration

In addition, graduate/teaching assistants, and international students with an immigration status of "0" or "2" will not be able to drop below full-time status using myLSU.

Beginning the first class day, students are not able to drop all courses using myLSU and must instead resign for the semester. To resign, students must contact their college dean's office.

On or after the university's first day of class, if a student drops a class or resigns by dropping all classes through the academic college, the billing statement will be credited only the tuition and fees as prescribed in the university refund schedule. Students are still responsible for payment of any remaining

corequisites, enrollment in that course may be canceled.

Web-based Courses

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

Audit Only Registration

Students may not schedule courses for "audit only" using myLSU. 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.

Degree Only Registration

Students must contact their dean's office

LEGEND OF SPECIAL ENROLLMENT CODES

Please note that some sections may have multiple special enrollment codes.

AER– Affordable Educational Resources

AR– Audition Required

CIS– Communication Intensive – Spoken*

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

UNDERSTANDING THE FEE BILL

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 the fee bill or that accrue to the billing statement once registration is complete. The student must acknowledge the Financial Responsibility Policy each semester before they are able to view the Fee Bill.

Students are responsible for updating addresses and contact information via myLSU > Personal Preferences > Directory Information and in Workday > Personal Information > Change Contact Information (if a record is established in this system). Although billing statements are available online, a bill is mailed to a student's home address when a balance is owed to the university once registration has been completed. Students remain responsible for billing information not received if they fail to maintain an accurate address or review the billing statement in myLSU.

For current University fees, please consult the [Office of Budget and Planning website](#)

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Letters in Lieu of Bills

If a student schedules courses and has a hold on their registration, a letter in lieu of a fee bill will be mailed to the student's home address. Carefully follow the directions in the letter that explain who to contact to remove the h

student's account.

Selecting this Payment Option via myLSU

To defer a percentage of the current semester charges, go to myLSU> Registration Services> Deferred Payment/Payroll Deduction and follow the system prompts for selecting Deferred Payment. After the plan is selected, go to myLSU > Registration Services > Fee Bill in order to complete registration.

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 account (G)10.cral)10.Anteue fot65 (e)7.9 (rs)-1.3 (it)-302p/1937.18

not graduating.

If the University is not informed that a student is not graduating by this deadline, the student will 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

