

Registration Instructions for Summer 2009, Fall 2009, & Spring 2010

Continuing Students:

1. Students who attended LSUA in the preceding semester are considered “continuing students.”
2. Contact your advisor, before the end of the previous semester, to schedule an appointment to be advised. Your advisor will authorize you to register online at the conclusion of your advising appointment. **Students cannot register online until they have been authorized by their advisor!**
3. Go to the LSUA website at www.lsua.edu to register online. View dates for online registration periods in this publication.
4. Submit payment for tuition and fees as outlined in this publication.
5. Obtain or validate ID and auto decal as outlined in this publication.

New, Re-entry, and Transfer Students:

1. Apply for admission by the application deadlines listed in this publication.
2. Students who have received a letter of provisional or full admission will be allowed to participate in fall advising. This letter will also indicate which department the student must report to for advising. The location will generally be either the student’s academic department office or the Advising Center. Departmental phone numbers may be found in the Campus Directory listed in this publication.
3. Contact your advisor to schedule an appointment to be advised. Your advisor will authorize you to register online at the conclusion of your advising appointment. **Students cannot register online until they have been authorized by their advisor!** Please call your department if you do not know who your advisor is.
4. Attend Orientation. **New and transfer students will register online during orientation and must be authorized to register**
5. Go to the LSUA website at www.lsua.edu to register online. View dates for online registration periods in this publication.
6. Submit payment for tuition and fees as outlined in this publication.
7. Obtain or validate ID and auto decal as outlined in this publication.

When you register, you assume responsibility for paying all tuition and fees associated with your registration. You must pay even if you did not attend a single class unless you have dropped or resigned your courses according to the refund deadlines.

Schedule Changes

Schedule changes may be made online through June 3, 2009 for Summer 2009, August 28, 2009 for Fall 2009, January 15, 2010 for Spring 2010, (A-term courses may not be added after June 2, 2009 for Summer 2009, August 26, 2009 for Fall 2009; January 13, 2010 for Spring 2010.) Students who need to make a schedule change after the above dates, should report directly to their academic department to complete a schedule change form.

Courses may be added or dropped only in accordance with the dates indicated in the Academic Calendar. A student who drops to zero hours must complete a resignation form. The deadlines for dropping a course or resigning from the University are listed in the Academic Calendar in this publication. Students who drop or add courses after paying their fees will

receive either a refund notification (if courses were dropped within the refund period) or an invoice requesting payment from Accounting.

Financial aid recipients, veterans, social security recipients, vocational rehabilitation students, those with personal health insurance policies and others may be required to take a specific number of hours to receive full benefits. Students are advised to check with the appropriate agency to determine the hours they need to pursue since benefits may be reduced if hours drop below the agency's required minimum.

Fee Payment Locations

Fee payment during early online registration will be accepted online (Internet) and in Accounting Services in Abrams Hall up to May 26, 2009 for Summer 2009; August 18, 2009 for Fall 2009; and January 5, 2010 for Spring 2010. Regular registration during Summer 2009 will be May 27-28; Fall 2009 will be August 19-20; and Spring 2010 will be January 6-7. Payment during 'regular registration' will be accepted online via the internet and in Accounting Services in Abrams Hall. Late registration fee payment may be made in Accounting Services in Abrams Hall.

Registration for Students with Special Needs

Student Services - Student Center Room 206 Telephone: (318) 473-6545
LSU Alexandria seeks to follow guidelines set forth in Section 504 of the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*. Section 504 and the Americans with Disabilities Act help to guarantee non-discriminatory practices for those individuals who qualify as having special needs. Those who anticipate difficulty with the registration process outlined in this bulletin should seek assistance through Student Services.

Students with qualified special needs who will be requesting accommodations during the academic term should communicate requests to Student Services. Two months prior to their entering semester, students who are Louisiana residents may also contact the Louisiana Office of Vocational Rehabilitation to inquire about benefits offered by the State.

Course Cancellations/Closures

The University reserves the right to cancel a course due to insufficient enrollment or close a course if enrollment reduces class/faculty effectiveness. The student will receive a full refund of fees paid if the class is cancelled.

Maximum Course Load

Fall or Spring Semester: 21 semester hours (may be earned in any combination of full semester and A- or B- Term courses).

Summer Session: 10 semester hours for a full summer session, 6 semester hours for either A or B session, 12 semester hours maximum may be earned in any combination of sessions.

Full or Part-time Status

<u>STATUS</u>	<u>REGULAR SEMESTER</u>	<u>SUMMER SEMESTER</u>
Full Time	12 or more hours	6 or more hours
Half Time	6 - 11 hours	3 - 5 hours
< Half-Time	1 - 5 hours	1 - 2 hours

Permission of Instructor Courses

You can use IQ Web to add courses listed with pre-requisite of 'Permission of Instructor.' Your enrollment in the class will be "pending" until the instructor reviews and approves your request. If no instructor is listed, consult the departmental office. **It is your responsibility to contact the department to obtain the necessary permission to enroll.** Check your status periodically, via IQ Web, to learn whether they have approved or rejected your registration.

Prerequisites/Corequisites

Students are expected to consult the *LSUA General Catalog* to ensure that they meet all pre-requisites or co-requisites before they schedule courses. IQ Web checks the prerequisites for courses. If you schedule a course and do not meet all pre-requisites or co-requisites, your enrollment in that course may be canceled.

Waitlisting

Students may join waitlists in order to wait for seats to open in a full section of a class. This function of registration **does not guarantee** students a seat in the class, but it does let students hold a spot in line should a seat become available. By joining a waitlist, students will be reserving their place in line. *It is important to note that the waitlist function is only available on sections of courses that are full. In order to be presented with the option to join a list, students must first attempt to add the desired course to their schedule.* For important dates regarding waitlisting, please visit the registration calendar in the front of this booklet. Students must check their LSUA email account daily for the alert to add the course and approve the course at once.

Time Conflicts

You may not schedule time conflicts by using IQ Web. You should contact your department office to obtain approval for intentional time conflicts; only your department can grant permission and schedule the courses by terminal.

Resigning from the University

A student may resign from the University until the "final date for resigning" shown in the Academic Calendar. Resignation forms are obtained in the student's academic department office and then processed through Admissions, Enrollment Management, and Accounting. **Students unable to visit the campus must provide to their Department Chair a signed and dated request to resign. Resignations sent through the mail will be accepted.** The student should follow up by checking with the appropriate departmental office to confirm receipt of the resignation letter. Consult the catalog for further information on resignations. View the last date to withdraw from A-term, B-term and full semester courses in the Academic Calendar provided in this publication.

NOTE: Students must officially drop a course or withdraw from the University in order to receive "W" grades. **Cessation of attendance does not constitute withdrawal and may result in the student receiving a failing grade in the course.**

<p>If you register for classes and do not attend, you MUST resign from the university and/or formally drop the classes not attended in accordance with established deadlines, or you will be held responsible for the tuition and fees owed and any unearned financial aid awards received.</p>
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