

Louisiana Tech University

General Information & Schedule of Classes

Spring Quarter 2012

The University reserves the right to withdraw any class for which there is insufficient registration; restrict the registration in any class; reschedule any class; change instructors and section classes; and provide additional instructors for any class that is overcrowded. Published quarterly by Louisiana Tech University Registrar's Office, Keeny Circle, Ruston, Louisiana. Academic Calendars are available online at URL <http://www.latech.edu/registrar/calendar.shtml>

LOUISIANA TECH UNIVERSITY PRACTICES A POLICY OF EQUAL OPPORTUNITY

SPRING QUARTER 2012 (TERM 113)

SPRING QUARTER 2012 (TERM 123)

Dec	1	R	International Admissions: applications and transcripts due for all new International Students
Feb	1	W	Graduate Admissions: applications and transcripts due in Graduate School for all graduate program applicants
	1	W	Undergraduate Admissions: applications for admission or readmission due in Admissions Office
	29	W	1st Schedule Purge for students who have not confirmed or paid: 5:00 p.m.
Mar	5	M	New students (freshmen & transfer) that have been admitted & advised may register & pay tuition/fees. This includes readmitted students.
	5	M	Residence Halls open: 9:00 a.m.
	5	M	Food Service opens, night meal
	5	M	International Student Orientation: 8:30 a.m., Tolliver Hall 229
	6	T	SPRING QUARTER 2012 BEGINS
	6	T	General Registration/Fee Payment (for all new/readmitted students & those continuing students who did not complete early registration & fee payment): 8:15 am –6:00 pm (KH 207 & KH 103)
	6	T	Math Placement Exam: 1:00 p.m., GTM 311
	6	T	Foreign Language Placement Exam: GTM 227
	6	T	2nd Schedule Purge for students who have not confirmed or paid 6:00 p.m.
	7	W	CLASSES BEGIN
	7	W	Late Registration and Drop/Add begins
	9	F	Late Registration ends: last day for Drop/Add and "no grades" drops
	12	M	Textbook Adoption Forms for Summer Qtr 2012 due to Barnes & Noble (M, Wk 2)
	23	F	Last day to register for Spring graduation (F, Wk 3)
	30	F	Deadline for completing "T" grade work from Winter (F, Wk 4)
Apr	2	M	Textbook Adoption Forms for Fall Qtr 2012 due to Barnes & Noble (M, Wk 5)
	5	R	Deadline for faculty submission of "T" grade changes from Winter (F, Wk 5)
	5	R	EASTER HOLIDAY BEGINS @ end of classes: University Closes
	9	M	EASTER HOLIDAY ENDS. Classes resume @ 5:00 p.m.
	27	F	Last day to drop courses or resign with "W" grades. ("F" grades after this date) (F, Wk 8)
Apr-May	30-18	M-F	<u>Advising, Early Web Registration, Early Schedule Adjustment (Drop/Add), Early Web Fee Payment for Summer & Fall Quarter 2012:</u> Honors Program Students: M, Apr 30 thru F, May 18 Grad Students: M, Apr 30 thru F, May 18 Seniors: T, May 1 thru F, May 18 Juniors: R, May 3 thru F, May 18 Sophomores: M, May 7 thru F, May 18 Freshmen: W, May 9 thru F, May 18 <u>Web Registration Hours:</u> M-F: 7:45 am to 12:00 pm/12:30 pm to 6:00 pm/approx. 9:00 pm to 7:00 am S-U: 9:00 pm Friday to 7:00 am Monday morning. <u>BOSS Self-Help Registration Center (KH 207) Hours:</u> M-F: 8:15 am to 12:00 pm/12:30 pm to 4:45 pm <u>1st Purge for Summer:</u> M, May 21, 5:00 p.m. <u>1st Purge for Fall:</u> M, August 27, 5:00 p.m.
	15	T	Degree candidate grades due on Faculty BOSS
	18	F	LAST DAY OF CLASSES

18	F	Food Service closes after night meal.
19	S	Residence Halls close 12:00 noon
19	S	Spring Commencement Exercises , Thomas Assembly Center: 2:00 p.m.
19	S	SPRING QUARTER 2012 ENDS
22	T	All other grades due on Faculty BOSS
23	W	Grades "live" on Student BOSS

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PART I ADMISSION REQUIREMENTS

ADMISSION PROCEDURES

Undergraduate students **NOT** enrolled at Louisiana Tech for the Winter 2012 Quarter and who have filed applications with the Admissions Office, HALE 101, by February 1, 2012 will be eligible to **register for classes during General Registration on Tuesday, March 6, 2012.**

New undergraduate students must have all transcripts on file in the Office of Undergraduate Admissions by February 1, 2012.

New international students who applied and submitted all necessary transcripts and documents by November 1, 2012 will be eligible to **register for classes during General Registration on Tuesday, March 9, 2012.**

New graduate students who wish to enroll for the Spring Quarter 2012, must have applications and all transcripts on file in the Graduate School Office by February 1, 2012. They can **register for classes during General Registration on Tuesday, March 6, 2012.**

Louisiana Tech Winter degree candidates who wish to enroll in another baccalaureate program or for the Graduate School for Spring may apply any time during the Winter Quarter.

PLACEMENT & TESTING REQUIREMENTS: BEGINNING FRESHMEN

Placement in entry-level college courses is based on Enhanced ACT/SAT test scores. If scores are not on file in the Office of Undergraduate Admissions or the Office of the Registrar, the score will be considered to be zero in all areas at the time of admission and registration. Registration information for taking the ACT exam can be obtained through Student Services, Keeny Hall 310.

All new freshmen entering Louisiana Tech are required to meet the guidelines that are detailed below:

Subject	Test Scores	Placement
English	English ACT less than or equal to 17, or Verbal SAT less than or equal to 430	Placement in ENGL 099
	English ACT greater than or equal to 18, or Verbal SAT greater than or equal to 450, or successful completion of ENGL 099	Placement in ENGL 101
	English ACT greater than or equal to 30, or Verbal SAT greater than or equal to 680	ENGL 101 credit granted if English ACT/Verbal SAT score earned within the previous 5 years.
Math	Math ACT less than or equal to 18, or Math SAT less than or equal to 450	Placement in MATH 099.
	Math ACT 19-21 inclusive, or Math SAT 460-510	Placement in MATH 100*. No credit exam is available for bypassing MATH 100.

	inclusive	
	Math ACT 22-23 inclusive, or Math SAT 520-550 inclusive.	Placement in MATH 101. Not eligible for Math Credit Exam.
	Math ACT 24-25 inclusive, or Math SAT 560-580 inclusive	Placement in MATH 101 or take and pass Credit Exam to earn credit for MATH 101. Advance preparation is necessary for the exam.**
	Math ACT greater than or equal to 26, or Math SAT greater than or equal to 590	Credit for MATH 101 is granted if MATH ACT/SAT score was earned within the previous five years. Eligible to enroll in MATH 101 or MATH or STAT course that has MATH 101 as the only MATH prerequisite. Eligible for MATH Credit Exam to earn credit for MATH 112 (Trigonometry). Refer to the curriculum requirements in the Louisiana Tech University Catalog to determine need for MATH 112 credit in a specific major. Advance preparation is necessary for the exam.**

* MATH 100B-C serves as a replacement for MATH 101 for students required to enroll in MATH 100.

** Advance preparation for all of these exams is necessary. Various review materials are available free of charge by accessing the web site at www.rehanna.pageout.net. Select the desired course, then "Syllabus", then select "Instructions for Accessing Review Materials". Print the instruction sheet and follow the stated instructions.

NOTE: Permission to take a placement/credit exam in a given course will be denied those students who have previously attempted the course and/or the placement/credit exam. Refer to the Louisiana Tech Credit Examinations sections of the Louisiana Tech University Catalog for additional information. The Catalog may be accessed on the University website at www.latech.edu.

All Math Placement Exams will be given Tuesday, March 6, 2012 at 1:00 p.m. in GTM 311. Registration for the exams must be completed by Monday, February 27, 2012. To register for the exam, return the form received from the Admissions Office, or contact the Mathematics Office in GTM 330, telephone 318-257-2538.

Subject	Test Scores	Placement
University Seminar	Reading ACT less than or equal to 17, or Verbal + Math SAT less than or equal to 850	Placement in University Seminar 101 (3 credit hours)
	Reading ACT greater than or equal to 18, or Verbal + Math SAT greater than or equal to 860	Placement in University Seminar 100 (1 credit hour)

PLACEMENT & TESTING REQUIREMENTS: TRANSFER STUDENTS

Placement in entry-level college courses is based on Enhanced ACT/SAT test scores. If scores are not on file in the Office of Admissions or the Office of the Registrar, the score will be considered to be zero in all areas at the time of admission and registration. Registration information for taking the ACT exam can be obtained through Testing Center Student Services, Wylly Tower, Room 318.

All new transfer students entering Louisiana Tech should follow the Math and English placement guidelines detailed above for beginning freshmen. The following additional guidelines apply to transfer students:

University Seminar – Transfer Student Placement

Subject	Test Scores	Placement
University Seminar	Reading ACT 0-17, or Verbal + Math SAT 0-850, <u>and</u> transferring in fewer than 18 semester hours	Option to enroll in UNIV 101 (3 credits)
	Reading ACT 18 or higher, or Verbal + Math SAT 860 or higher <u>and</u> transferring in fewer than 18 semester hours	Option to enroll in UNIV 100 (1 credit)
	Students transferring to Louisiana Tech with more than 24 semester hours	Option to enroll in UNIV 100 (1 credit)

INTERNATIONAL STUDENTS

International student applications must be **complete** and in the Louisiana Tech International Student Office **two months prior** to the student's first quarter. Those students arriving after that time will be processed for the next quarter.

International Student Orientation is held prior to General Registration each quarter, and each new international student is required to attend. See the Director of International Students, Tolliver Hall 229. **Bring your Passport and I-20.**

PART II ACADEMIC INFORMATION

CLASSIFICATION OF STUDENTS

- **Undergraduate** students are classified as freshmen, sophomores, juniors, and seniors. For the purpose of determining eligibility for upperclassman privileges and other reasons, officially enrolled students are classified as follows:
 - **Preparatory** – student concurrently enrolled in high school and college
 - **Freshman** - has earned fewer than 30 semester hours
 - **Sophomore** - has earned a minimum of 30 semester hours
 - **Junior** - has earned a minimum of 60 semester hours
 - **Senior** - has earned a minimum of 90 semester hours
- **Post-Baccalaureate** - holds a bachelor's degree or higher but is enrolled in undergraduate classes and has not been admitted to the Graduate School

- **Graduate** - holds a bachelor's degree or higher and has been admitted (unconditionally or conditionally) to the Graduate School

FULL-TIME STATUS

To be classified as a **full-time undergraduate** or **full-time post-baccalaureate student**, you must be registered for at least **8 semester hours**, excluding credit examinations and classes for audit.

To be classified as a **full-time graduate student**, you must be registered for at least **6 graduate semester hours**, excluding classes for audit.

TUITION, FEES, & EXPENSES

Information concerning TUITION, FEES, ROOM and BOARD, and general regulations regarding expenses are contained on the Expense Sheet available online at <http://www.ltadm.latech.edu/vpadmaff/FEEScurrent.HTM> or from the Comptroller's Office (KH 103), or the University Registrar's Office (KH 207).

IDENTIFICATION CARDS

Every student is required to have a valid Louisiana Tech Identification Card. These cards are used by campus departments for student identification and admission to activities and events. New students **must** have an ID card made during registration to avoid a \$10.00 late fee. A continuing student's card will be validated each quarter by computer. The cost for replacing a lost or damaged card is \$10.00. ID cards are obtained through the TECH Express Office (Student Ctr, Rm. 155).

CREDIT EXAMINATION REGULATIONS

Louisiana Tech administers Credit Examinations in several subjects offered on campus. Credit Exam sections are identified by the section number "E01." The procedure for obtaining credit by examination is as follows:

1. When the student registers for credit by exam, the advisor will enter an "E01" section of the class on the advising form. The advising form must then be signed by the department/unit head offering the exam. No exam can be taken for credit unless a student has properly registered for the exam and paid the appropriate tuition/fee.
2. Exams will be given and grades reported to the students during the period prior to the final "drop/add" day.
3. Successful completion of a credit exam will be recorded on the permanent academic record as "Credit Exam" with a grade of **S** (Satisfactory). Grades of **S** are not used to compute GPA. The grade of **NC** (No Credit) is loaded if the student does not take or does not pass the credit examination. The **NC** denotes no credit earned and is not used in the GPA calculation.
4. If a student does not take a credit examination for which he/she registered or fails to pass the exam, he/she cannot drop the exam and receive a tuition/fee refund after the examination has been administered.

CHANGING MAJORS

To change an academic major, the student should follow this procedure:

1. **ON THE INTERNET:** Go to the TECH website (www.latech.edu), click on "**Current Students**" then "**Records/Registrar**" and then click on "**Academic Major Changes**". Print out the form and follow the instructions provided. Once you have obtained the signatures, return the form to the Registrar's Office (KH 207). Student Information System changes will be completed by the Registrar's staff.
2. **IN PERSON:** Come to the Registrar's Office (KH 207), and pick up an Academic Major Change form. You will obtain the signatures required and then return the form to the Registrar's Office. Student Information System changes will be completed by the Registrar's staff.

RESTRICTED CLASSES

Restricted classes are those classes that have enrollment limited to a particular group of students, as determined by the responsible department/unit. Class restrictions are noted in the catalog course description and in each class offering displayed in BOSS "Available Course Sections" for the quarter. Restrictions listed may include one or more of the following:

1. **Student's Classification** – Student must have earned a specific classification (e.g., Senior standing). **All Freshmen and Sophomores attempting to register for a 400- (Senior) level course will require the written approval of the academic Dean (or the Dean's designated representative) of the college responsible for that subject and course.**
2. **Student's College/Degree/Major** - Student must be enrolled in a given college and/or have a certain major (e.g., Chemical Engineering majors).
3. **Student's Grade Point Average** - Student must have a minimum overall grade point average (e.g., limited to students with at least a 3.0 GPA or an Honors section).
4. **Instructor or Department Head Signature Required** - Student must have the specified signature to register for the class.
5. **Course Prerequisites** – Student must have successfully completed a defined course or set of courses with acceptable or minimum grades.

If a class is restricted and you meet the conditions of the restriction, BOSS will allow you to register for the class. However, if you do not meet the conditions of the restriction but believe you have a special case, see the department/unit head of the area teaching the class. If the department/unit head approves a waiver for you to enroll in the restricted class, he/she will indicate approval on the Advising Form under the heading "Special Permission Signatures."

For all authorizations and permit signatures, the student must bring the Advising Form or Drop/Add Form, properly signed, to the Registrar's Office (Keeny Hall 207) to have the permit loaded for a "signature required" class.

REGISTRATION ASSISTANCE FOR STUDENTS WITH DISABILITIES

Students who are disabled and need assistance to follow the registration procedure outlined may obtain information on available registration assistance by contacting the **Office of Services for Students with Disabilities**, WYLT 318, phone 257-4221.

GRAMBLING STATE - LOUISIANA TECH INTER-INSTITUTIONAL COOPERATIVE PROGRAM (ICP)

Louisiana Tech University and Grambling State University, in order to facilitate free exchange of students, operate an Interinstitutional Cooperative Program (ICP). This program makes it possible for undergraduate and graduate students to enroll for classes at both schools concurrently. Faculty exchange between the two institutions is also a part of the program. **Louisiana Tech Barksdale classes, extension classes, and credit examinations are not included in the ICP program.**

Application for classes to be taken on the cooperating campuses must be made at the institution where admission requirements have been met and degree programs are being pursued. Credits gained as a "visiting" student may apply toward a degree at the home or matriculation school. The student's department/unit head and advisor must approve the class or classes selected and the course load. A copy of the student's transcript bearing the official seal will be furnished to the home institution at reporting time by the other institution.

An ICP student will be charged "full tuition & fees" at the home institution, regardless of course load. This stipulation will not require additional fees from the other institution.

A Louisiana Tech student wishing to take a class at Grambling should see the ICP Coordinator, Ms. Rhonda Curry, in the Louisiana Tech Registrar's Office (KH 207) to pick up forms and to receive instructions.

The ICP student's Advising Form is processed by the home school, but it is the responsibility of the student to take action at the host school to withdraw from an individual class or resign from all classes for which he/she registered, whichever is appropriate, observing the deadlines for such action published in the class schedule of the host school. Availability of all classes CANNOT be guaranteed for the visiting student. Credit earned at GSU in the ICP program will be posted on the Tech transcript as transfer credit.

ARMY RESERVE OFFICER TRAINING CORPS (ROTC)

The Department of Military Science Instruction at Grambling State University emphasizes leadership and management. Army ROTC is divided into two phases: Basic Course and Advanced Course. The Basic Course is usually taken in the freshman and sophomore years, and the Advanced Course is taken in the junior and senior years. Enrollment in the Basic Course of Army ROTC occurs without a military obligation. Any student may enroll in all or part of the Basic Course. Veterans, National Guardsmen, and or Reservists in good standing, and with 30 or more semester hours are eligible to contract into the Advanced Course and participate as an SMP cadet in the National Guard and or Reserve. By contracting as a sophomore, they become non-deployable until they graduate, attain their commission as an officer, and attend and complete their Officer Basic Course. Those students that have completed 4 years of high school Junior ROTC, and are considered a sophomore by their university, can also contract into the Advanced Course. Other highly qualified Basic Course graduates and upperclassmen with four semesters or six quarters remaining in their program of study may be selected to participate in the Advanced Course and earn a commission as an Army Officer.

Students are required to complete the prescribed courses successfully in their academic disciplines. Upon earning a baccalaureate or master's degree, the student is commissioned as an officer in the U.S. Army. Army ROTC also offers scholarships and stipends to contracted cadets. Army scholarships for two and three years are awarded to outstanding students.

For more information on the program, available scholarships, and current stipend amounts, contact the Grambling State University Army ROTC office at 318-274-3324 or 2490, email: arotc@gram.edu, or online at URL <http://www.gram.edu/army/default.asp>.

AUDITING CLASSES

A student may register for "Audit" rather than credit by notifying the Registrar of their intent to audit the class. A change from credit to audit or vice versa cannot be made after the last day to add a class (third class day). Tuition and fees for an audited class is the same as a class taken for credit. NOTE: Physical activity classes cannot be audited without the written permission of the Head, Department of Kinesiology, MG 205A. Classes taken for an "AU" grade do not count toward full-time undergraduate or graduate status.

GRADES

Students view final grades on the Internet using their BOSS account at the end of each quarter after all grades are posted and calculations are completed. Grades for the **Winter Quarter 2012** will be available beginning **Friday, March 2, 2012 @ 8:00 a.m.** Grades for the **Spring Quarter 2012** will be available beginning **Wednesday, May 23, 2012.**

"BOSS" GRADES:

- Log on to the Louisiana Tech home page at: www.latech.edu
- Click on "BOSS" in the red banner top/center of web page
- Click on "Student BOSS Login"
- Enter Student ID (CWID) and BOSS PIN number
- Under "Student Records" select "Grades" and submit term.

TRANSCRIPTS

For ordering information and a request form, visit the Registrar's web page at <http://www.latech.edu/registrar/transcripts.shtml>. Louisiana Tech University is a member of the eSCRIP-SAFE® Secure Electronic Transcript Network. We have the ability to send and receive secure electronic transcripts to/from member institutions throughout the world.

Transcripts can be ordered in the Registrar's Office, by mail, by FAX or by your BOSS account. We issue two types of transcripts: unofficial and official. Unofficial transcripts are usually issued directly to the student for his/her personal use and may be issued with a picture I.D., even when the

student has an unpaid student account balance. Official transcripts are normally mailed directly to the receiving institution and are available only for students whose accounts are paid in full. There is no charge for this service, but there is an ordering limit of five transcripts per day. Transcripts may be ordered in advance of the end of the quarter, and marked "hold for final grades." Degree-posted transcripts for degree candidates are available the day after Commencement. Transcripts are produced and mailed within one working day of receipt of a signed, valid request.

PART III REGISTRATION PROCESS

EARLY REGISTRATION: FEB 6 – FEB 29 FOR STUDENTS ENROLLED IN THE WINTER QUARTER 2012

If you are enrolled in the Winter Quarter, you will register and complete tuition/fee payment (or schedule confirmation) for Spring Quarter classes on assigned days during the period from February 6 – 29, 2012. Your exact registration eligibility dates are listed in the **Critical Registration Dates** chart found on the front cover of this publication, and also found on the www.latech.edu BOSS web site. Priority for registration is based on a continuing student's classification, with honors and graduate students receiving first priority. **You will complete tuition/fee payment (or schedule confirmation by Wednesday, February 29, 2012 (PURGE #1).**

GENERAL REGISTRATION: MAR 1 – MAR 6 FOR STUDENTS NOT ENROLLED IN THE WINTER QUARTER 2012, or STUDENTS PURGED FOR NOT CONFIRMING THEIR SCHEDULE or FOR NONPAYMENT.

Beginning freshman, transfer, visiting, and former Louisiana Tech students who submitted an application to the Admissions Office by February 1, 2012, have been fully admitted/readmitted, advised, and cleared of any holds, will be eligible to register during this period. All new or returning students must obtain a BOSS PIN to complete registration and tuition/fee payment. Do this at the Registrar's Office (KH 207) or follow instructions found at URL http://www.latech.edu/registrar/BOSS_PIN_Request.shtml. **You will complete tuition/fee payment (or schedule confirmation by Tuesday, March 6, 2012 (PURGE #2).**

LATE REGISTRATION: MAR 7 – MAR 9

The following registrations are considered **LATE** and will be assessed the late registration penalty of \$50:

- Any student who initiates registration and fee payment during the March 7 – 9, 2012 period. NO registrations will be processed after March 9, 2012 without written approval of the appropriate Academic Dean or Vice President for Academic Affairs.
- Any student who completed Early Registration (and failed to pay fees by February 29, 2012) or completed General Registration (and failed to pay fees by March 6, 2012), resulting in PURGED (cancelled) schedules, and **continues to pursue enrollment**.

STEP 1 OBTAIN ADVISING FORM. Use the sample Advising Form found online (www.latech.edu; scroll down and click on "A-Z"; click on "A"; click on "Advising Form"), obtain a copy from your advisor/department, or use the one found in this publication.

STEP 2 OBTAIN CAMPUS WIDE ID (CWID) & BOSS PIN NUMBER. If you are a new or returning student, you will need to obtain your BOSS PIN number from the Registrar's Office (KH 207) – bring a picture I.D – or logon to www.latech.edu; scroll down and click on "A-Z"; click on "BOSS PIN Request"; read and follow directions to obtain BOSS PIN and CWID.

STEP 3 CHECK & CLEAR ALL HOLDS. Log on to www.latech.edu; click on "BOSS" in the red banner top/center of web page; click on "Student BOSS Login"; enter Student ID (CWID) and BOSS PIN number. Then under the "Student Records" menu selection, click on "HOLDS". All registration holds and official transcript holds will display on this screen, to include the offices you will need to contact to clear these holds **before** you can login to register online.

STEP 4 COMPLETE YOUR ACADEMIC ADVISING. Make an appointment to see your **academic advisor**, and complete your Advising Form. If you don't know who your advisor is, check your BOSS account to see if an advisor has been assigned. If not, use the chart below and contact the Department Head or Dean's office for assistance.

COLLEGE OF APPLIED & NATURAL SCIENCES

Assoc. Dean for Undergraduate Studies	PML 913
Agricultural Sciences	RH 101
Biological Sciences	CTH 213
(includes Medical Technology and Pre-Prof. Programs)	
Environmental Sciences	PML 913
Forestry	RH 101
(includes Geographic Information Science)	
Health Informatics & Information Mgmt.	WT 1129
Human Ecology	CTH 251
Nursing	GTM 139
Graduate Students-Biology	PML 913
Graduate Students-Human Ecology	CTH 251

COLLEGE OF BUSINESS

Assoc. Dean, Graduate Studies	BUS 105
Asst. Dean for Undergraduate Student Services	BUS 106

COLLEGE OF EDUCATION

Assoc. Dean for Undergraduate Studies	WH 111
Assoc. Dean for Graduate Studies	WH 103
Behavioral Sciences	WH 118
Kinesiology	MG 205
Curriculum, Instruction, & Leadership	WH 203
Vocational Agriculture Education	RH 124
Louisiana Education Consortium (LEC)	

Contact Kathy Duke in the Registrar's Office at 257-2176 to register.

COLLEGE OF ENGINEERING & SCIENCE

Assoc. Dean for Undergraduate Studies BH 217
Assoc. Dean for Graduate Studies BH 309

COLLEGE OF LIBERAL ARTS

Architecture HALE 131
Art VAC 113
English GTM 236
Foreign Languages GTM 221

General Studies GTM 278
History GTM 114
Journalism KH 102
Performing Arts HC 203
Professional Aviation PAVB 320
Social Sciences GTM 137
Speech ROBH 306

DIVISION OF BASIC & CAREER STUDIES
Bulldog Achievement Resource Center (BARC) WT 205

STEP 5 ENSURE THE ACADEMIC ADVISOR OR A DEPARTMENT OR DEAN'S REPRESENTATIVE UPDATES YOUR REGISTRATION ACCESS CODE. Without an updated Registration Access Code, you will be unable to load your schedule on BOSS and we will be unable to load it for you at the Registrar's Office. **NOTE: If any of your classes require a special permission signature, or a seat added, or a prerequisite waived, you will need to get a DROP/ADD slip, correctly annotated, signed, and then take it to the Registrar's Office (Keeny Hall 207) for the permit to be loaded, or have the Department coordinate it with the Registrar's Office. Once the permit is loaded, it is the student's responsibility to add the course on BOSS.**

STEP 6 LOAD YOUR SCHEDULE ON BOSS. You will load your schedule on BOSS from any computer with internet access using your BOSS account. Permits must be loaded in the Registrar's Office (KH 207). Students needing assistance can obtain this assistance in the BOSS Self Help Center located in the Registrar's Office (KH 207).

BOSS Procedures:

a. **GET PREPARED:** Use "Available Course Sections" on BOSS to find your subjects and sections, and **WRITE DOWN THE CALL NUMBER(S)**. Pay attention to the prerequisites...if you don't meet them, you won't be able to register for the course without a permit. Also, **write down several alternate selections** (sections and courses) as this will save time if you have problems or time conflicts.

b. **Beginning on your designated registration day/time:** Log on to www.latech.edu; click on "BOSS" in the red banner top/center of web page; click on "Student BOSS Login"; enter Student ID (CWID) and BOSS PIN number. Go to the "Registration" menu and select the "Drop and Add Classes" menu option. Follow the screen instructions, load a set of call numbers in each cell, and then click on "Submit". Remember, if you need permit(s), these must be loaded in the Registrar's Office (KH 207) before you can register for the permitted class(es). **If you have Registration Holds, you will have to clear those before you can access the Drop and Add Classes menu option to load your schedule.**

STEP 7 COMPLETE THE FEE PAYMENT/REGISTRATION CONFIRMATION PROCESS AS SOON AS POSSIBLE. After you've loaded your schedule, check menu option "Account Summary/Payment" immediately and be sure to **complete tuition/fee payment (or confirm registration)** using the instructions found in PART IV below.

STEP 8 GET YOUR TECH STUDENT ID – NEW OR RETURNING STUDENTS. Go to the TECH Express Office located in the Student Center (enter from the Centennial Plaza side) and obtain your TECH ID. You must have a registered and paid schedule to obtain an ID. If you are a returning TECH student, you will need to have your ID reactivated.

STEP 9 GET YOUR TECH USERID & PASSWORD – NEW OR RETURNING STUDENTS. Be sure to go by the University Computing Center (Basement, Wylly Tower) and activate your TECH USERID and Password for your TECH e-mail account. **All official e-mail correspondence from the University is sent to student and faculty TECH e-mail accounts only. You'll also need this information for your Moodle accounts for your courses.**

STEP 10 CRITICAL – UPDATE YOUR EMERGENCY NOTIFICATION SYSTEM CONTACT INFORMATION ON BOSS.

**PART IV
TUITION/FEE PAYMENT**

NOTES ABOUT TUITION/FEE PAYMENT

All students must pay or confirm their registrations to complete the registration process.

Students must pay the full amount due as shown on the "Class Schedule and Fee Charges" form received in the Cashier's Office or on the on-line "Account Summary" accessed through BOSS. **Students who have zero or credit balances (minus sign or "CR" indicates a credit balance) because their fees are paid by TOPS, scholarships, federal financial aid, fee waivers, or other credits are required to confirm their registration (apply the aid to the expenses).**

Students may pay or confirm their registrations using the following options:

1. **On-line.** Credit card and e-check payments or registration confirmation (zero or credit balance, indicated by a minus sign or “CR”) on-line using BOSS. Go to www.latech.edu; click on “BOSS” in the red banner top/center of web page; click on “Student BOSS Login”; enter **Student ID (CWID)** and **BOSS PIN** number and then select “Account Summary”. You may pay, confirm registration, and/or view your account through “Account Summary.”
2. **In Person.** Cash, check, and credit card payments or registration confirmation (zero or credit balance, indicated by a minus sign or “CR”) in person in the Cashiers Office (Keeny Hall 103).
3. **By Mail.** Check and credit card payments or registration confirmation (zero or credit balance, indicated by a minus sign or “CR”) by mail to Louisiana Tech University, ATTN: CASHIERS, Office of the Comptroller, P. O. Box 7924, Ruston, LA 71272. Credit card payments must include credit card number and expiration date.
4. **By Telephone.** Credit card payments or registration confirmation (zero or credit balance, indicated by a minus sign or “CR”) by calling (318) 257-4325 and asking for the Cashiers.
5. **By Fax.** Registration confirmation (zero or credit balance, indicated by a minus sign or “CR”) by faxing (318) 257-2234.

NOTE: A State Service Charge for credit card payments has been provided for by Act 148 of the Louisiana Legislature. The University considers that the credit card payment option is an important benefit to our students. **A 2% State Service Charge is assessed on credit card payments.** The State Service Charge has been designed to cover costs and the University earns no profit from this fee.

All Payments and Registration Confirmations Must be Received Prior to Purge Deadlines

All payments and registration confirmations must be received prior to the published purge deadlines. **Failure to complete payment or confirmation by these deadlines will result in the purge (cancellation) of your classes.** Payment deadlines are published each quarter in the printed “Racing Form” and on the web in BOSS.

PURGE DEADLINES

If you register:	Tuition/fees are due:
Feb. 6 – Feb. 29	Wed., Feb. 29 by 5:00 p.m.
Mar. 1 – Mar. 6	Tues., Mar. 6 by 6:00 p.m.
Mar. 7 - 9: tuition/fees are due the day you register.	
A \$50 late penalty applies	

Definitions of “Payment-in-Full” and “Registration Confirmation”

Payment-in-Full: All students are required to pay the full amount due the University at the time of payment. The full amount due is shown on the on-line “Account Summary” accessed through BOSS.

Registration Confirmation: All students who have zero or credit balances because their fees are paid by scholarships, federal financial aid, fee waivers, or other credits are required to confirm their registration to complete the registration process. If a student’s ending balance on the on-line “Account Summary” accessed through BOSS is zero or a credit balance (minus sign or “CR” indicates a credit balance), then the student is eligible to confirm registration. If the ending balance indicates an amount due to the University, the student will be required to complete payment in full.

If additional charges are incurred after a student has paid the full amount due or confirmed registration, these charges must be paid before the payment deadline to avoid the purge (cancellation) of classes. Additional charges are incurred when a student adds courses and adds or changes a dorm selection, meal plan, or Tech Express plan. The student’s schedule will not be purged if minor charges totaling \$250 or less are incurred after the payment in full of the original balance due or registration confirmation.

Definition of “Purge”

All students are required to pay in full (see definition above) or confirm registration by the purge deadlines. Failure to complete payment or confirmation by the published deadlines will result in the purging (cancellation) of the student’s class schedule. Once a schedule has been purged, the student will be required to register again, selecting from the classes available at that time. **After the second purge date a \$50 late payment penalty will apply.**

Students are responsible for making timely payments for all tuition, fees, and charges due the University.

Instructions for Tuition/Fee Payment. If you have registered on-line using BOSS or in person in the Registrar’s Office you are eligible for web payment. Web payment may be used for **credit card and e-check payments and registration confirmations (zero or credit balances).**

IMPORTANT NOTES:

- **If you registered prior to February 29, 2012, and did not pay in full or confirm registration by February 29, 2012 at 5:00 p.m., your schedule has been purged (cancelled) and you will be required to complete registration again before March 6, 2012.**

- If you registered between March 1 and March 6, 2012, and did not pay in full or confirm registration by March 6, 2012 at 6:00 p.m., your schedule has been purged (cancelled) and you will be required to complete the late registration process before March 9, 2012, and complete tuition/fee payment immediately.
- If you registered during the Late Registration period or you previously registered and your classes were purged (cancelled) for failure to complete payment or confirm your registration, you will be assessed a \$50 late payment penalty. Deadline for late payment is Friday, March 9, 2012 at 5:00 p.m. Failure to complete payment in full or confirm your registration at that time may result in the final purge (cancellation) of your class schedule.
- There is no penalty assessed for “no grade” schedule changes made during the Drop/Add period (March 7 – 9, 2012).

INSTRUCTIONS FOR WEB PAYMENT

STEP 1 Go to www.latech.edu; click on “BOSS” in the red banner top/center of web page; click on “Student BOSS Login”; enter Student ID (CWID) and BOSS PIN number: Select menu option “Account Summary” and then select the term (quarter).

STEP 2 Review your **Account Summary Information**. If it is correct and you are ready to pay by credit card or e-check, click on the “Pay by Credit Card” or “Pay by e-check” button. If it is not correct, exit the **Account Summary** screen and contact the appropriate department (below) to make the necessary changes.

To inquire about your financial aid or scholarships, contact the Financial Aid Office. To inquire about Admissions awarded scholarships, contact the Admissions Office. To change your dorm selection, contact the Housing Office. To change your meal plan or Tech Express plan, contact the Tech Express Office. After the changes have been made, you can then re-access your Account Summary and complete payment.

STEP 3 After you select the appropriate payment button, enter the required information to complete payment.

STEP 4 After your payment transaction is complete, **print the receipt for your records.**

Important Notes:

A State Service Charge for credit card payments has been provided for by Act 148 of the Louisiana Legislature. The University considers that the credit card payment option is an important benefit to our students. **A 2% State Service Charge is assessed on credit card payments.** The State Service Charge has been designed to cover costs and the University earns no profit from this fee.

You may make partial payments. **However, payment of the full amount due is required by the payment deadline. FAILURE TO COMPLETE PAYMENT OF THE FULL AMOUNT DUE WILL RESULT IN THE PURGE (CANCELLATION) OF YOUR CLASSES.** The receipt will indicate whether your transaction pays or does not pay the full amount due.

If you incur additional charges after you have paid the full amount due, you may pay the additional charges by web payment or by the other payment options. Your schedule will not be purged (cancelled) if you have incurred minor charges totaling \$250 or less after you have paid the original balance or confirmed your registration.

If you are paying on March 6, 2012 and need to make adjustments, you must pay in person at the Cashiers window (Keeny Hall 103).

INSTRUCTIONS FOR REGISTRATION CONFIRMATION

Registration Confirmation may be used by students with zero or credit ending balances (minus sign or “CR” indicates a credit balance). To determine if you are eligible for registration confirmation, refer to the “Ending Balance” as shown on the on-line “Account Summary” screen in BOSS.

STEP 1 Go to www.latech.edu; click on “BOSS” in the red banner top/center of web page; click on “Student BOSS Login”; enter Student ID (CWID) and BOSS PIN number: Select menu option “Account Summary” and then select the term (quarter).

STEP 2 Review your **Account Summary Information**. If you are eligible to confirm registration, a **“CONFIRM REGISTRATION” BUTTON WILL APPEAR ON THE SCREEN**. If you are not eligible, you must pay the balance due by following the payment instructions in the previous section. If you are eligible to confirm registration, but you wish to make a payment because you are anticipating a change in your tuition, fees, or credits, click on the appropriate payment button and follow the payment instructions in the previous section.

To inquire about your financial aid or scholarships, contact the Financial Aid Office. To inquire about Admissions awarded scholarships, contact the Admissions Office. To change your dorm selection, contact the Housing Office. To change your meal plan or Tech Express plan, contact the Tech Express Office. After the changes have been made, you can then re-access your Account Summary and complete payment.

STEP 3 After you select the “Confirm Registration” button, you will be notified that your registration has been confirmed. A receipt will appear on the screen. **Print the receipt for your records.**

Important Notes:

All students who have zero or credit balances (indicated by a minus sign or “CR”) because their fees are paid by TOPS, scholarships, federal financial aid, fee waivers, or other credits are required to confirm their registration.

If you incur additional charges after you have confirmed your registration, you may pay the additional charges by web payment or by the other payment options. Your schedule will not be purged (cancelled) if you have incurred minor charges totaling \$250 or less after you have paid the original balance or confirmed your registration.

If you are confirming your registration on March 6, 2012 and need to make adjustments, you must confirm in person at the Cashiers window (Keeny Hall 103).

INSTRUCTIONS FOR PAYMENT IN PERSON, BY MAIL, TELEPHONE, OR FAX

If you have registered on-line using BOSS or in person in the Registrar's Office and elect not to pay on-line, you may pay in person, by mail, telephone, or fax.

To Pay or Confirm in Person:

Bring the printed copy of your on-line "**Account Summary**" to the Cashiers Office, Keeny Hall Room 103. You may pay by cash, check, or credit card, or confirm your registration (if you have a zero or credit balance, indicated by a minus sign or "CR"). You will receive a receipt for your records.

If your tuition, fees, charges, or credits are not correct, contact the appropriate department before proceeding to the Cashiers Office. To inquire about your financial aid or scholarships, contact the Financial Aid Office. To inquire about Admissions awarded scholarships, contact the Admissions Office. To change your dorm selection, contact the Housing Office. To change your meal plan or Tech Express plan, contact the Tech Express Office.

STEP 1 After you have completed registration, proceed immediately to the Cashiers window (Keeny Hall 103) for your expense slip.

STEP 2 If you have federal financial aid or scholarships that do not appear on your expense slip and you owe a balance, take your expense slip to the Financial Aid Office (Keeny Hall 240) for adjustment.

STEP 3 If you have Louisiana Vocational Rehabilitation benefits, the cashiers will be able to assist you with the needed adjustment to your expense slip.

STEP 4 If your expense slip does not reflect your correct status for Housing, take your expense slip to the Division of Student Affairs (Keeny Hall 305) for the needed adjustments.

STEP 5 If you are purchasing a meal plan for the first time or you need to change your existing meal plan, the cashiers will be able to make the adjustment to your expense slip.

STEP 6 If you have Louisiana National Guard benefits, the cashiers will be able to assist you with the needed adjustment to your expense slip.

STEP 7 If you had to take your expense slip to another office for adjustment, you must return to the cashiers window to pay your fees and receive a copy of your paid expense slip. **If your expense slip shows a zero or credit balance (indicated by a minus sign or "CR"), you must still confirm your registration in order to complete the registration process.**

STEP 8 If changes were made to your meal plan or Tech Express plan, or if you need an ID, you must take your paid expense slip to the Tech Express Office in the Student Center.

To Pay or Confirm by Mail:

Mail your payment to Louisiana Tech University, Attn: CASHIERS, Office of the Comptroller, P. O. Box 7924, Ruston, LA 71272. You may pay by check or credit card or confirm your registration (if you have a zero or credit balance, indicated by a minus sign or "CR"). Credit card payments must include credit card number and expiration date. Include a copy of your on-line "**Account Summary.**" **All mailed payments and confirmations must be received by Tuesday, March 6, 2012.**

To Pay or Confirm by Telephone:

Call (318) 257-4325 and ask for the Cashiers. You may pay by credit card or confirm your registration (if you have a zero or credit balance, indicated by a minus sign or "CR"). **No telephone payments/confirmations will be accepted on Tuesday, March 6, 2012.**

To Confirm by Fax:

Fax a copy of your on-line "**Account Summary**" to (318) 257-2234 to confirm your registration (if you have zero or credit balance, indicated by a minus sign or "CR"). **No FAXed confirmations will be accepted on Tuesday, March 6, 2012.**

Important Notes:

Payment of the full amount due is required by the payment deadline. Failure to complete payment of the full amount due **will result in the purge (cancellation) of your classes.**

All students who have zero or credit balances (minus sign or “CR” indicates a credit balance) because their fees are paid by scholarships, federal financial aid, fee waivers, or other credits are required to confirm their registration.

If you incur additional charges after you have paid the full amount due or confirmed your registration, you may pay the additional charges by web payment or by the other payment options. Your schedule will not be purged (cancelled) if you have incurred minor charges totaling \$250 or less after you have paid the original balance or confirmed your registration.

PART V SCHEDULE ADJUSTMENT, DROP/ADD, RESIGNATION

With the exception of permits or authorizations that must be processed using a properly signed Drop/Add form in the Registrar’s Office (Keeny Hall 207), all regular Drop/Add actions can be accomplished on **BOSS** from the first day of their eligibility to register until **Friday, March 9, 2012**, which is the last day for students to add classes, change sections, receive “no grade” drops, or late register for classes on BOSS.

Spring Quarter 2012 BOSS Web Registration (menu option “Drop/Add Classes”) remains “live” for eligible students through the end of the Late Registration period. It will be turned off at 5:00 pm on Friday, March 9, 2012.

Students attempting to drop all of their classes (resign) must do so through the Registrar’s Office – this cannot be accomplished on BOSS.

IMPORTANT NOTES REGARDING DROPS:

- All students should consider the effect of a drop on their full-time student status and the impact on **financial aid eligibility** and **insurability** prior to processing the drop.
- Withdrawal (drop) from a **developmental class (MATH 099 or ENGL 099)** will **NOT** be permitted unless there are extenuating circumstances. Mrs. Cristy Martin, BARC Developmental Program Coordinator, WYLT 205, must approve all developmental course schedule changes.
- You must obtain Dr. Charles Patterson’s signature in addition to your advisor’s signature, to drop **MATH 100B/C**. Dr. Patterson is located in GTM 306.
- **Louisiana Tech-certified NCAA student-athletes will NOT drop courses without the written approval of their academic advisor and the written approval of the Assistant Athletics Director for Academics (Mrs. Lisa Merritt, TAC 102).**
- Students receiving **Veteran’s Administration (VA) benefits** must report schedule changes to the VA Liaison Coordinator, Mrs. Sheila Sanchez, KH 207.

REFUND CALENDAR

On-Campus and Off-Campus Offerings: (Excluding Barksdale)

STUDENTS WHO RESIGN FROM ALL THEIR CLASSES PRIOR TO CLOSE OF OFFICES ON:

Refund %	Date
90%	Friday, March 9, 2012
70%	Friday, March 16, 2012
40%	Friday, March 23, 2012
NO REFUND AFTER	Friday, March 23, 2012

STUDENTS WHO DROP INDIVIDUAL COURSES PRIOR TO CLOSE OF OFFICES ON:

Refund %	Date
100%	Friday, March 9, 2012
NO REFUND AFTER	Friday, March 9, 2012

Registration Fees are defined as including all tuition, university fees, and self-assessments. No refund is given for student insurance. Students who resign from the University through the 9th class day (Monday, March 19, 2012) may receive a 75% refund of room rent and the unused portion of meals. After the 9th class day, no refunds are given on room and meals. Processing of resignation refunds will begin 20 days after the start of classes for the quarter.

LOUISIANA TECH UNIVERSITY RETURN OF TITLE IV (STUDENT FINANCIAL AID) FEDERAL FUNDS

The Louisiana Tech University Financial Aid Office is required to administer a return of federal student aid funds policy that complies with the Higher Education Reauthorization Act of 1998. Federal financial aid includes the Federal Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Academic Competitiveness Grant (ACG), National SMART Grant, Perkins loan, Stafford loans, and PLUS loans. The policy that follows complies with the federal requirements.

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

The Financial Aid Office recalculates federal aid eligibility for students who fail to attend, drop out, resign (officially or unofficially), or are dismissed prior to completing greater than 60% of the enrollment period. The enrollment period is computed from the "classes begin" date to the "last day of classes" date. Recalculation is based on the percent of aid earned using the following formula:

$$\frac{\text{Number of days completed}}{\text{Total days in the Enrollment Period}} = \text{percent earned}$$

The date used in the calculation is defined as the date of last attendance. The University must return any unearned aid that was applied to institutional charges. The student then owes the University the amounts returned to the federal aid programs. The student may also be required to return/repay some portion of the federal aid received as a refund by the student. For example, if a student was enrolled for 30% of the quarter, then the student is entitled to only 30% of the aid received; thus 70% of the aid must be returned.

Students who stop attending after greater than 60% of the enrollment period has passed do not owe immediate paybacks at all!! Please be aware that students must have attended at least one class after the 60% point of the enrollment period. If this date occurs after the completion of more than 60% of the enrollment period, the student is considered to have earned 100% of the Title IV aid received. The dates are published at the following location: http://www.latech.edu/financial_aid/leavingscheduleofatt.shtml.

Other rules govern Pell Grant eligibility. Pell recipients must attend each class at least once to qualify for the full Pell award. Pell awards will be corrected for non-attendance.

While this Return of Title IV Funds policy applies solely to students who receive federal financial aid, it must be understood that the Louisiana Tech University refund policy is also applied to all students whether or not they receive federal financial assistance. The student may owe a refund to the University on the basis of their refund rules. Details of the University refund policy are located in the "Racing Form" and quarterly "Expense Sheet".

PELL GRANT ADJUSTMENTS

Students receiving Pell Grants who drop classes during Drop/Add may have their Pell Grant reduced. Your attendance will be reviewed on the 9th class day. If you have not attended classes for which you registered, your Pell Grant amount will be reduced and your student account charged.

PART VI GENERAL INFORMATION

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974 (as amended) is a federal law that provides guidelines for educational institutions regarding protection and release of student education record information. FERPA provides Louisiana Tech students with the following rights with respect to their education records:

1. The right to inspect and review the student's education records within 45 days of the day Louisiana Tech University receives a written request for access.

Students are required to submit a signed request identifying the education records they wish to inspect to the Registrar. The Registrar will make arrangements for access and notify the student of the time and place where the student may review his/her education records.

2. The right to request Louisiana Tech University to amend that part of the student's education records that the student believes is inaccurate or misleading.

Students may ask Louisiana Tech University to amend a record that they believe is inaccurate or misleading. The student will provide the Registrar with a written statement clearly identifying the part of the record he/she wants changed and why it is inaccurate or misleading. Procedures to be used for review and appeal are on file in the Registrar's Office.

3. 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 disclosures without consent, is disclosure to school officials with legitimate educational interests. 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.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Louisiana Tech to comply with the requirements of FERPA. The 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.

Directory Information is that personally identifiable student information not generally considered harmful or an invasion of privacy if disclosed. Prior consent of the student is not required for disclosure of directory information, unless the student has specifically requested, in writing, that Louisiana Tech University not disclose this information. The Office of Student Affairs manages these privacy requests. Student Affairs publishes a quarterly list of privacy requests that is distributed to each college.

The following elements are considered to be Directory Information at Louisiana Tech University: name, date and place of birth; local address; permanent address; telephone listing; classification; major field of study; dates of attendance at Tech; degrees, honors, and awards received; most recently attended educational institution; current class schedule; photos; e-mail address; participation in Tech activities and sports; weight and height of members of Tech athletic teams. NOTE: Social Security Numbers, Campus Wide ID numbers (CWID), and student PIN numbers are NOT Directory Information.

DISABILITY SERVICES

Individuals requesting accommodations under Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act, as amended, must register with the **Office of Disability Services**, WYLT 318, phone 257-4221, and provide the required medical documentation. Students should meet with course instructors as early in the quarter as possible to determine and schedule appropriate testing and classroom accommodations required.

PARKING RESTRICTIONS

Students are authorized to park vehicles that have been properly registered in either white or unpainted zones within the appropriate zone where parking spaces are indicated. These regulations are enforced **during registration**. For a complete listing of traffic regulations, please come to the Traffic Office in South Hall. A parking permit is required 24 hours a day on all University property.

Students may register their vehicles by mail by sending the following to P.O. Box 3003, Ruston, LA 71272: check for appropriate amount, photocopy of state vehicle registration, and photocopy of driver's license. Apply in time to receive your permit by the third day of classes. **Vehicle permits may be purchased nightly between 4:30 p.m. and 8:00 a.m. at the University Police information window (South Hall) by check only, except during the first 2 weeks of the Spring Quarter.**

NOTE: All students, regardless of whether they register a vehicle, are bound by University traffic regulations. A copy of the vehicle regulation pamphlet is available in the Traffic Office located in South Hall. See the vehicle regulations pamphlet for family visitation rules. ICP, LEC, and AFROTC cross-town students must obtain a Louisiana Tech parking permit.

Any Louisiana Tech student or employee receiving more than TEN parking tickets per quarter may be banned from using parking facilities on campus. Any vehicle found on campus after the ban will be towed from campus at the owner's expense.

VEHICLE REGULATIONS

To use campus parking, students must register their vehicles prior to 8:00 a.m. on the **THIRD** day of class at the Traffic Office (South Hall).

University Police: Phone: 257-4018 (24 hrs daily)

Traffic Office: Phone: 257-2921 (Mon-Thurs: 8:00 --4:30; Fri: 8:00-2:30)

PRESCOTT MEMORIAL LIBRARY SERVICE SCHEDULE

REGULAR SCHEDULE for Fall, Winter, and Spring Quarters:

Sunday	1:00 p.m. to 11:00 p.m.
Monday through Thursday	7:30 a.m. to 11:00 p.m.
Friday	7:30 a.m. to 5 p.m.
Saturday	10:00 a.m. to 6 p.m.

REGULAR SCHEDULE for Summer Quarter:

Sunday	5:00 p.m. to 9:00 p.m.
Monday through Thursday	7:30 a.m. to 9:00 p.m.
Friday	7:30 a.m. to 4:30 p.m.
Saturday	CLOSED

QUARTER BREAK SCHEDULE:

Monday through Friday	Open regular campus business hours
Saturday and Sunday	CLOSED

VACATION AND HOLIDAY SCHEDULES:

Posted at the library entrance. Specially declared University holidays will be observed as announced.

NOTE: An effort will always be made to have the library open the afternoon and/or evening before classes resume following a holiday.

MAXIE LAMBRIGHT INTRAMURAL SPORTS CENTER SCHEDULE

REGULAR SCHEDULE (hours subject to change):

Monday through Thursday	7:00 a.m. to 12:00 p.m.
Friday	7:00 a.m. to 7:00 p.m.
Saturday	1:00 p.m. to 5:00 p.m.
Sunday	1:00 p.m. to 8:00 p.m.

QUARTER BREAK SCHEDULE: (hours subject to change):

Monday through Friday 12 noon to 6:30 p.m.

Saturday and Sunday CLOSED

UNIVERSITY HOLIDAYS: CLOSED**NOTE:** No tobacco use, gum chewing, or black-soled shoes allowed in facility. For racquetball court reservations, call 257-4671.**HOUSING REGULATIONS**

The Board of Supervisors for the University of Louisiana System has adopted resolutions affecting the housing policy at Louisiana Tech University and all of the other colleges and universities under its jurisdiction. In compliance with the Board of Supervisors resolutions, Louisiana Tech has adopted the following on-campus residency requirement: **all unmarried full-time undergraduate students, regardless of age or emancipation, except those living with parents and commuting from their parents' permanent home on a daily basis, are required to live in on-campus residence halls as long as space is available.** Students may ask for an exemption from this policy by applying at the Office of Student Life (Keeny Hall 333) at least 14 days prior to the general registration.

DIRECTORY**EXECUTIVE ADMINISTRATION**

President	Dr. Daniel D. Reneau	WT 1620	3785
VP for Academic Affairs	Dr. Kenneth W. Rea	WT 1653	4262
VP for Student Affairs	Dr. James M. King	KH 305	2445
VP for Finance & Administration	Mr. Joe R. Thomas, Jr.	KH 128	4325
VP for University Advancement	Mrs. Corre A. Stegall	MAH	4204
Executive VP & Dean, Graduate School.....	Dr. Terry M. McConathy	WT1642	2924
VP for Research & Development & Dir. IT	Dr. Leslie K. Guice	WT1629	3056

DEANS**COLLEGE OF APPLIED & NATURAL SCIENCES**

Dean.....	Dr. James Liberatos.....	PML 913	4287
Assoc. Dean for Graduate Studies & Research	Dr. William Campbell	PML 913	4287
Assoc. Dean for Undergraduate Studies	Dr. Janet Pope	PML 913	4287

COLLEGE OF BUSINESS

Dean.....	Dr. James R. Lumpkin	BUS 106	4526
Assoc. Dean for Graduate Studies & Research	Dr. Timothy O. Bisping	BUS 105	4528
Asst. Dean of Student Services	Ms. Lori Bradshaw.....	BUS 106	4526

COLLEGE OF EDUCATION

Dean.....	Dr. David E. Gullatt	WH 101	3712
Assoc. Dean for Graduate Studies & Research	Dr. Lawrence J. Leonard	WH 102	3229
Assoc. Dean for Undergraduate Studies	Dr. Don Schillinger.....	WH 101C	2794

COLLEGE OF ENGINEERING & SCIENCE

Dean	Dr. Stan Napper	BH 201	3304
Assoc. Dean for Admin & Strat. Initiatives.....	Dr. Jenna Carpenter.....	BH 222	2101
Assoc. Dean for Graduate Studies.....	Dr. Galen Turner	GTM 374	2582
Assoc. Dean for Research	Dr. B. Ramachandran.....	BH 330B	4314
Assoc. Dean for Undergraduate Studies.....	Dr. James D. Nelson	BH 217	2842

COLLEGE OF LIBERAL ARTS

Dean.....	Dr. Don Kaczvinsky.....	GTM102	4805
Assoc. Dean for Graduate Studies & Research	Mr. William Willoughby.....	GTM104	2660

GRADUATE SCHOOL

Dean.....	Dr. Terry McConathy.....	WT1642	2924
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PRESCOTT MEMORIAL LIBRARY

Dean.....	Mr. Mike DiCarlo	PML 249	2577
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ENROLLMENT MANAGEMENT

Dean.....	Mrs. Pamela R. Ford	WT1225	3031
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ACADEMIC DIRECTORS, DEPARTMENT HEADS, PROGRAM CHAIRS, COORDINATORS**APPLIED & NATURAL SCIENCES**

Agricultural Sciences			
Agribusiness; Animal Science	Dr. Gary Kennedy	RH 101	3275
Biological Sciences.....	Dr. William Campbell.....	CTH 213	4573
Environmental Sciences	Dr. Jeff Yule	CTH 119	4573
Forestry.....	Dr. Mark Gibson	RH 111	4985
Health Informatics & Information Management	Mrs. Angela Kennedy	WT 1129	2854
Human Ecology			

Family & Child Studies; Merchandising & Consumer Studies; Nutrition & Dietetics	Dr. Amy Yates	CTH 251	3727
Medical Technology	Dr. Mary Muslow.....	CTH 116.....	4573
Nursing	Mrs. Pam Moore	GTM139.....	3101

AIR FORCE AEROSPACE STUDIES

Air Force Aerospace Studies.....	Lt Col Brian Buck.....	WT 1419	4937
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BULLDOG ACHIEVEMENT RESOURCE CENTER (BARC)

Director	Dr. Norman D. Pumphrey	WT 202	4730
Basic & Career Studies	Dr. Norman D. Pumphrey	WT 202	4730
Developmental Education	Mrs. Cristy Martin	WT 202	4730

BARKSDALE PROGRAM

Director	Dr. John C. Brewer	Educ. Svcs. Office, BAFB	(318-456-5006)
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BUSINESS

Accounting.....	Dr. Thomas J. Phillips.....	CAB 123	2822
Economics & Finance.....	Dr. Otis Gilley.....	CAB 122	4140
Management & Information Systems.....	Dr. Bruce Walters	CAB 115	3293
Marketing & Analysis.....	Dr. Barry Babin.....	CAB 114	4012

EDUCATION

Curriculum, Instruction & Leadership	Dr. Pauline Leonard.....	WH 203	4609
Kinesiology.....	Dr. LeLaine Dornier.....	MG 205	4432
Psychology & Behavioral Sciences.....	Dr. Tilman Sheets	WH 118	4315
Laboratory Experiences, Student Teaching.....	Dr. Don Schillinger.....	WH 111	2794

ENGINEERING & SCIENCE

Biomedical Engineering.....	Dr. Steve Jones	BEC 232	2288
Chemical Engineering.....	Dr. Jim Palmer	BH 225	2885
Chemistry.....	Dr. Bill Deese	CTH 331	4878
Civil Engineering.....	Dr. Aziz Saber	BH 245	4410
Computer Science.....	Dr. Per Kjeldaas.....	NH 247	2931
Electrical Engineering.....	Dr. Davis Harbour.....	NH 115	2959
Industrial Engineering.....	Dr. Jun-Ing Ker	BH 204	2963
Mathematics & Statistics	Dr. Bernd Schroeder	GTM334	2422
Mechanical Engineering	Dr. David Hall	BH 255	4127
Physics.....	Dr. Lee Sawyer	EA 215	4053
Ctr. for Applied Physics Studies	Dr. Neven Simicevic	EA 212	3591
Ctr. for Biomedical Engr. Rehab Science (CBERS)	Dr. Eric Guilbeau	BEC 228	5208
Ctr. for Entrepreneurship & Info Tech.....	VACANT.....	BUS 209	3191
Ctr. for Rehab Sci., Engr. & Technology (CREST)	Mr. Mike Shipp.....	BEC 201	4562
Ctr. for Secure Cyberspace	Dr. Vir Phoha	NH 245	2298
Institute for Micromanufacturing	Dr. Randall Null.....	IFM 203.....	5106
Integrated STEM Education Research Ctr.	Dr. Jim Nelson	BH 217	2842
Technology Transfer Center-Shreveport.....	Dr. Scott Forrest.....	TTC	671-7803
Trenchless Technology Center.....	Dr. Rob McKim	EA 205	2407
Minority Engineering & CO-OP Programs	Dr. Jim Nelson	BH 217	2842

LIBERAL ARTS

Architecture	Mr. Karl Puljak	HALE 131	2816
Art	Mr. Jonathan Donehoo	VAC 113	3909
English.....	Dr. Susan Roach (Interim)	GTM 236.....	2718
Foreign Languages.....	Dr. Paul Nelson (Interim).....	GTM 221	4748
General Studies.....	Mrs. Christine Strebeck.....	GTM 278.....	2707
Geography	Dr. Taylor Mack.....	GTM 112.....	4741
History	Dr. Stephen Webre.....	GTM 114.....	2872
Honors Program	Dr. Rick Simmons.....	GTM 125	3282
Interior Design	Mrs. Stephanie Carwile.....	HALE 228	5266
Journalism	Dr. Reggie Owens	KH 102	4427
Performing Arts (Music, Theatre).....	Dr. Kenneth Robbins.....	HC 203	2711
Political Science.....	Dr. Jason Pigg	GTM 137	3427
Professional Aviation.....	Mr. Gary Odom.....	PAV 320.....	2691
Social Sciences	Dr. Jason Pigg.....	GTM 137	3427
Sociology	VACANT.....	GTM 125	4804
Speech.....	Dr. Sheryl Shoemaker	ROB 306	4764
Speech/Theatre	Mr. Mark Guinn (Interim).....	HC 304	2930

ADMINISTRATIVE OFFICES

ACADEMIC AFFAIRS

Admissions	Mrs. Jan B. Albritton.....	HALE 101	3036
Ctr for Acad. & Prof. Development (CAPD)	Dr. Rick Simmons.....	PML1012.....	2912
Ctr. for Instr. Tech	Mr. David Cargill.....	PML1014.....	2912
Computing Center.....	Mr. Roy Waters.....	WT 120	2893
Continuing Education & Distance Learning	VACANT.....	WT 1203	4049
Financial Aid	Mr. Roger Vick	KH 240	2641
Institutional Research.....	Mrs. Lori Theis	WT 1225	2238
NCAA Academic Compliance/Certification	Ms. Missy Farrar	KH 207	2176
University Registrar	Mr. Bob Vento	KH 207	2176
Veterans Affairs (Main Campus)	Mrs. Sheila Sanchez.....	KH 207	2176
Veterans Affairs (TECH-BAFB Campus).....	Mr. Michael Solice.....	Educ. Svcs. Office, BAFB.....	(318-456-5006)

AUDITOR

Office of Internal Audit.....	Mr. Robert L. Grafton	WT1639	2111
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NEWS BUREAU

News Bureau Director.....	Dr. Reggie Owens.....	KH 152	4427
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STUDENT AFFAIRS

Bookstore.....	Mr. Gerald W. Reeves.....	Bkstore	3066
Career Center.....	Mr. Ron Cathey.....	KH 340	4336
Counseling Center/Student Services	Mr. Ron Cathey.....	KH 310	2488
Disability Services	Mr. Stacy Lolley	WT 318	4221
Facilities and Building Services.....	Mr. Tony Tryon	THH 136	4038
Food Service	Mr. Robert Lubbert	SC 213	2327
International Student Office.....	Mr. Daniel Erickson.....	TH 229	4321
Judicial Affairs/Student Life	Mr. Sam Speed.....	KH 333	3396
Multicultural Affairs	Mr. Adam Collins	TH 230	3479
Recreation & Intramurals.....	Mr. Bobby Dowling	LISC 162	4634
Residential Life.....	Mrs. Melanie Peel	THH 7	4917
Student Activities.....	Dr. Barry Morales	TH 213	3479
Student Development.....	Dr. Linda Griffin.....	KH 305	2445
Student Life/Auxiliary Services	Mr. Dickie Crawford.....	KH 305	2445
University Health Center	Ms. Paige Pickett, RN.....	SH	4866
University Police.....	Mr. Randal Hermes.....	SH	4018

FINANCE & ADMINISTRATION

Comptroller.....	Mrs. Lisa Cole.....	KH 128	4325
Environmental Health & Safety	Mr. Don Braswell.....	PS 103	2120
Postal Services (Interim).....	Mr. Devery Rowland.....	TH 113	3494

ATHLETICS

Athletics Director.....	Mr. Bruce Van DeVelde	TAC 113	4111
Deputy Athletics Dir./SWA/Compliance	Ms. Mary Kay Hungate.....	TAC 127	4111
Assoc. Athletics Dir./Media Relations	Mr. Malcolm Butler	TAC 161	3144
Director, Athletics Facilities	Mr. Tommy Sisemore	TAC 104	4111
Baseball	Mr. Wade Simoneaux	TAC 106	4111
Basketball (Men's).....	Mr. Mike White	TAC 159	4111
Basketball (Women's)	Ms. Teresa Weatherspoon.....	TAC 152	4111
Bowling	Mr. Shawn Jackson	TAC.....	4111
Football	Mr. Sonny Dykes	FLD.....	4546
Golf.....	Mr. Jeff Parks.....	LISC.....	4634
Soccer	Mr. Kevin Sherry	TAC 141	4111
Softball	Ms. Sara Dawson	TAC 123.....	4115
Tennis	Mr. Quintin Yray	TAC.....	4111
Track.....	Mr. Gary Stanley.....	TAC 124.....	4111
Volleyball	VACANT.....	TAC 129.....	4111

BUILDING ABBREVIATIONS

ABBREVIATION	BUILDING NAME	ABBREVIATION	BUILDING NAME
AAW	Art & Arch Wkshp (Art Annex)	LH	Lomax Hall
AEP	A.E. Phillips Laboratory School	LSUMM	LSU Medical Center – Monroe
AGIA	Agricultural Indoor Arena	MG	Memorial Gymnasium
AHC	Adams Hall Classroom	MMC	Minden Medical Center
BAFB	Barksdale AFB, Educ. Bldg. 102	MPP	Meat Processing Plant
BB	Band Building	NAT	M.S. Carroll Natatorium
BEC	Biomedical Engineering Ctr.	NH	Nethken Hall
BH	Bogard Hall	NLMC	North Louisiana Med Ctr. - Ruston
BK	Bulldog Kennel (under Bookstore)	PAVB	now Davison Hall
BUS	College of Business	PML	Prescott Memorial Library
CTH	Carson-Taylor Hall	RH	Reese Hall
DH	Davison Hall (formerly PAVB)	ROBH	Robinson Hall
DPP	Dairy Processing Plant	RSN	Ruston Regional Airport
ECEC	Early Childhood Education Center	SFMC	St. Francis Medical Center – Monroe
FLB	Forestry Lab Building	SH	South Hall
FMS	Farm Machine Shop	SC	Student Center
GTM	George T. Madison Hall	TAC	Thomas Assembly Center
GRMC	Glenwood Reg. Med Ctr.–Monroe	TH	Tolliver Hall
HALE	Hale Hall	THH	T.H. Harris Hall (Housing Office)
HC	Howard Ctr for the Perf. Arts	TTC	Technology Transfer Ctr. – S'Port
HOSP	Clinical Lab Program Hospital		
IFM	Institute for Micromanufacturing	VAC	Visual Arts Center
KH	Keeny Hall	WH	Woodard Hall
LISC	Lambright Intramural Sports Ctr	WT	Wyly Tower

KEY TO SECTION NUMBERS

Section #	Designates...
E01-E29	Credit by Examination (On-Campus)
H01-H04	Honors Classes for English Credit (On-Campus)
H05-H09	Honors Classes for History Credit (On-Campus)
H11-H29	Honors Classes (On-Campus)
Z01-Z19	LDCC Cross Enrollment Developmental Classes
001-029	On-Campus Classes
030-037	1 st 6-Week Sessions (Summer Qtr. Only)
038-039	1 st 3-Week Sessions (Summer Qtr. Only)
040-049	Not used
050-059	Evening Classes
060-067	2 nd 6-Week Sessions (Summer Qtr. Only)
068-069	2 nd 3-Week Sessions (Summer Qtr. Only)
070-079	Not used
081	Technology Transfer Center (Shreveport) Classes
082	Not used (held in reserve for international courses)
C82	TECH Costa Rica
L82	TECH London
083	Compressed Video (CV) Classes (SREC)
183, 283, 383, etc.	Designates Compressed Video "Receive" sites, by specific site
084	WWW Internet Classes (SREC)
085-086	Not used (held in reserve for electronic learning).
T85-T86	Second Careers in Teaching (Internet)
W85-W86	HIIM Online Degree Program (Internet)
087-092	Extension Classes
093-096	TECH Barksdale Classes
097	TECH Barksdale Internet Classes
098, 099	Professional Practice, Internship

ACADEMIC CALENDARS

Academic Calendars for future Quarters (in several formats) are located on the University website at
URL: <http://www.latech.edu/registrar/calendar.shtml>

LOUISIANA TECH HONOR CODE



SECTION ONE: PREAMBLE

Academic integrity at Louisiana Tech University is based upon and encompasses the principles of honesty, fairness, respect, responsibility, and excellence. Through the active pursuit of academic integrity, the University strengthens the value of the education and degrees that students seek to earn. Conversely, misconduct tarnishes the reputation of Louisiana Tech University and discredits the accomplishments of current students as well as graduates. Consequently, the University expects that all members of its academic community will demonstrate honesty and integrity in all academic relationships. The purpose of the Honor Code is to articulate and support the interests of Louisiana Tech University in maintaining the highest standard of conduct in academic affairs. This policy has been developed to provide students and faculty with guidelines to determine what behaviors violate the Honor Code and procedures for dealing with behaviors alleged to be in violation of the Code.

SECTION TWO: HONOR CODE STATEMENT

Being a student of a higher standard, I pledge to embody the principles of academic integrity.

SECTION THREE: HONOR CODE VIOLATIONS

Acts that will be considered violations of the honor code are grouped in the categories that follow. It will be considered a violation of the Louisiana Tech University Honor Code to commit or to attempt to commit any offense as outlined below:

3.1 Cheating - Cheating is defined as the act of giving unauthorized assistance to or receiving unauthorized assistance from another individual for the purpose of completing academic requirements. This includes, but is not limited to, the completion of homework, tests, projects, or research assignments. Some examples of cheating are:

3.1.1. During an examination, referring to information not specifically allowed by the instructor or receiving information from another student or another unauthorized source. Also included would be allowing another student to copy your paper.

3.1.2. Representing another person's work or any part thereof, be it published or unpublished, as one's own, which is referred to as "plagiarism."

3.1.3. Copying another's entire paper and claiming it as one's own.

3.1.4. Copying a part of a paper or another source and claiming it as one's own.

3.1.5. Copying information from a source word for word without using citations.

3.1.6. Copying information from a source but changing the words around without providing citations.

3.1.7. Obtaining, distributing, or referring to a copy of an examination which the instructor and/or department has not authorized to be made available for such purpose.

3.1.8. Submitting work that has been previously or is being concurrently used in a different class by oneself or by another student. Special permission must be obtained from the instructor or professor if a student wishes to utilize or develop further any work prepared for another class.

3.1.9. Misrepresentation of data for any purpose will represent a violation of the standards of the honor code.

3.2 Falsification - Falsification is defined as altering official University documents, forging signatures of University officials or any other individual, or any other attempt to misrepresent official institutional documents or records. This also includes the alteration of grades or any other records related to the academic performance of students, whether another student's or your own. This shall also include submitting any false records in order to gain admission to the University. Violations include not only falsification of records but also oral and written misrepresentation of truth in any kind of communication with University officials. This violation is an automatic referral to the Behavioral Standards Committee.

3.3 Stealing/Unauthorized Access - This violation includes acquiring unauthorized access to property, information, or materials which belong to another person. These materials or property may belong to a faculty member, a staff member, the university or another student and can be acquired in any form, including electronic information. This violation is an automatic referral to the Behavioral Standards Committee. It will also be considered a violation of the Louisiana Tech University Honor Code to assist, attempt to assist, or conspire to assist another student in committing the offenses as outlined above.

The full text of the Honor Code may be found at URL:

<http://www.latech.edu/documents/honor-code.pdf>

ADVISING FORMS

The two-part Advising Forms are available for pickup in the office of the Academic Department where your major is located. Basic & Career Studies students can pick up a form at the BARC. Sample forms are available on the University website at URL: <http://www.latech.edu/documents/advising-form.pdf>