

Louisiana Tech University

Schedule of Classes & General Information

“The Racing Form”



BOSS Web Registration Critical Dates - Winter Quarter 2010

Monday, Oct. 19, 2009: Winter 2010 Schedule of Classes (“Available Course Sections”) live; .pdf version of “The Racing Form”, Critical Registration, Critical Payment and Purge Dates information available on BOSS website.

Friday, Oct. 30, 2009: Last day to drop individual courses or resign with “W” grade(s) – Fall Quarter 2009.

Monday, Nov. 2 thru Friday Nov. 20, 2009: Advising, Early Web Registration, Schedule Adjustment, and Tuition/Fee Payment (for students enrolled in the Fall Quarter 2009).

Honors Program and Graduate Students	Seniors		Juniors		Sophomores		Freshmen	
	Hours	Registration Begins	Hours	Registration Begins	Hours	Registration Begins	Hours	Registration Begins
9:00 a.m. Monday, Nov 2 thru Friday, Nov. 20	134 or more (884)	9:00 a.m. Tues., Nov. 3	79-89.99 (485)	9:00 a.m. Thurs. Nov. 5	48-59.99 (525)	9:00 a.m. Mon., Nov. 9	13-29.99 (923)	9:00 a.m. Wed., Nov. 11
	111-133.99 (884)	2:00 p.m. Tues., Nov. 3	71-78.99 (439)	2:00 p.m. Thurs. Nov. 5	41-47.99 (463)	2:00 p.m. Mon., Nov. 9	8-12.99 (1085)	2:00 p.m. Wed., Nov. 11
	90-110.99 (897)	9:00 a.m. Wed., Nov. 4	60-70.99 (437)	9:00 a.m. Fri., Nov. 6	30-40.99 (488)	9:00 a.m. Tues., Nov. 10	1-7.99 (1033)	9:00 a.m. Thur. Nov. 12

BOSS Hours: Mon. – Fri.: 7:45 a.m. to 12:00 p.m. // 12:30 p.m. to 6:00 p.m. // 9:00 p.m. to 7:00 a.m. // Sat. - Sun.: 9:00 p.m. Friday to 7:00 a.m. Monday
Permits/Special Signatures Loaded in Registrar’s Office (Keeny Hall 207): Mon. – Fri.: 8:15 a.m. to 11:45 a.m. and 1:15 p.m. to 4:45 p.m.

Friday, Nov. 20, 2009 @ 5:00 p.m.: **FIRST PURGE** (cancellation) of Winter schedules for non-payment of tuition and fees. All students participating in Early Registration **MUST COMPLETE EARLY FEE PAYMENT** or **MUST COMPLETE EARLY SCHEDULE CONFIRMATION**. If you do not complete early fee payment or confirm your schedule, your schedule will be **PURGED** and you will have to complete the registration process again. Students who have a zero or credit balance (minus sign or “CR” indicates a credit balance) because their tuition and fees are paid by scholarships, federal financial aid, fee waivers or other credits **MUST CONFIRM REGISTRATION**. See instructions inside Racing Form.

Saturday, Nov. 21 thru Tuesday, Dec. 1, 2009: Winter Web Registration, Web Schedule Adjustment, and Web Fee Payment continues.

Tuesday, Dec. 1, 2009: **WINTER QUARTER 2010 BEGINS**. General Registration (BOSS & Keeny Hall 207) & Fee Payment (BOSS & Cashiers Office – Keeny Hall) - for new students and continuing students who did not complete early registration and fee payment. Web Schedule Adjustment & Web Tuition/Fee Payment continues on BOSS. See instructions inside Racing Form.

Tuesday, Dec. 1, 2009 @ 6:00 p.m.: **SECOND PURGE** (cancellation) of Winter schedules for students who did not complete payment or confirm registration. Students who have a zero or credit balance (minus sign or “CR” indicates a credit balance) because their tuition and fees are paid by scholarships, federal financial aid, fee waivers or other credits **MUST CONFIRM REGISTRATION**. See instructions inside Racing Form.

Wednesday, Dec. 2, 2009: **CLASSES BEGIN**

Wednesday, Dec. 2 thru Friday, Dec. 4, 2009: Late Registration/Late Fee Payment and Drop/Add. See instructions inside Racing Form. ***\$50 Late Penalty applies*** Web Schedule Adjustment/Web Fee Payment continues.

Friday, Dec. 4, 2009: Last day for “no grade” drops of individual courses. BOSS menu option “Drop/Add Courses” deactivated for Winter 2010 at 5:00 pm.

Friday, Dec. 4, 2009: Last day to **resign** with a 90% refund. Special rules apply for financial aid recipients.

Friday, Dec. 11, 2009: Last day to **resign** with a 70% refund. Special rules apply for financial aid recipients.

Friday, Dec. 11, 2009: Electronic direct deposit of credit balance refunds available. Sign up for electronic deposit of your refund thru your BOSS account.

Monday, Dec. 14, 2009: Credit balance refund checks available in the Cashiers Office from 9:00 a.m. to 4:00 p.m. Sign up for electronic deposit of your refund at BOSS.latech.edu thru your BOSS account.

Friday, Dec. 18, 2009: Last day to **resign** with a 40% refund. Special rules apply for financial aid recipients.

Friday, Feb. 5, 2010: Last day to drop individual courses or resign with “W” grades for Winter Quarter 2010.

Methods of Tuition/Fee Payment & Schedule Confirmation

- 1.) Online at BOSS.latech.edu thru your BOSS account (menu option ACCOUNT SUMMARY/PAYMENT)
- 2.) In person at the Cashier’s Office, Keeny Hall Room 103
- 3.) Mail to Office of the Comptroller, ATTN: Cashiers, P.O. Box 7924, Ruston, LA 71272
- 4.) Telephone to (318) 257-4325
- 5.) FAX to (318) 257-2234

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, change room assignments, and section classes and provide additional instructors for any class that is overcrowded. Published quarterly by the Louisiana Tech University Registrar, 207 Keeny Hall, Keeny Circle, Ruston, Louisiana 71272

Louisiana Tech University practices a policy of equal opportunity

A TECH Parking Permit is Required 24 Hours a Day
Campus Police Assistance: 257 – 4018