

# Louisiana Tech University

## General Information & Schedule of Classes Winter Quarter 2010

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

#### WINTER QUARTER 2010 (TERM 102)

Sep.	1	T	International Admissions: applications and transcripts due for all new International Students
Nov	2	M	Graduate Admissions: applications and transcripts due in Graduate School for all graduate program applicants
	2	M	Undergraduate Admissions: applications for admission or readmission due in Admissions Office
	20	F	<b>1<sup>st</sup> Schedule Purge for students who have not confirmed or paid: 5:00 p.m.</b>
	24	T	New students (freshmen & transfer) that have been admitted & advised may register & pay tuition/fees. This includes readmitted students.
	26-29	R-U	<b>Thanksgiving Break:</b> University Closed
	30	M	Residence Halls open: 9:00 a.m.
	30	M	Food Service opens, night meal
	30	M	<b>International Student Orientation:</b> 8:30 a.m., Tolliver Hall 229
Dec	1	T	<b>WINTER QUARTER 2010 BEGINS</b>
	1	T	<b>General Registration/Fee Payment</b> (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)
	1	T	Math Placement Exam: 1:00 p.m., GTM 311
	1	T	Foreign Language Placement Exam: GTM 227
	1	T	<b>2<sup>nd</sup> Schedule Purge for students who have not confirmed or paid 6:00 p.m.</b>
	2	W	<b>CLASSES BEGIN</b>
	2	W	Late Registration and Drop/Add begins.
	4	F	Late Registration ends: last day for Drop/Add and "no-grade" drops
	7	M	Textbook Adoption Forms for Spring Qtr 2010 due to bookstore (M, Wk 2)
	18	F	Last day to register for Winter graduation. (F, Wk 3)
	18	F	<b>CHRISTMAS holiday begins @ end of classes:</b> University Closes
	18	F	Residence Halls close: 7:00 p.m.
	18	F	Food Service closes after night meal
<b>Jan 2010</b>	3	U	Residence Halls open: 1:00 p.m.
	3	U	Food Service opens, night meal
	4	M	<b>CHRISTMAS holiday ends. Classes resume @ 8:00 a.m.</b>
	8	F	Deadline for completing "I" grade work from Fall (F, Wk 4)
	15	F	Deadline for faculty submission of "I" grade changes from Fall (F, Wk 5)
	18	M	<b>ML King, Jr. holiday:</b> University Closed.
	19	T	<b>ML King, Jr. holiday ends. Classes resume @ 8:00 a.m.</b>
Feb	5	F	Last day to drop courses or resign with "W" grades ("F" grades after this date) (F, Wk 8)
Feb - Mar	8-2	M-W	<b>Advising, Early Web Registration, Early Schedule Adjustment (Drop/Add), Early Web Fee Payment for Spring &amp; Summer Qtr. 2010:</b> <b>Honors Program Students:</b> M, Feb 8 thru T, Mar 2 <b>Grad Students:</b> M, Feb 8 thru T, Mar 2 <b>Seniors:</b> T, Feb 9 thru T, Mar 2 <b>Juniors:</b> R, Feb 11 thru T, Mar 2 <b>Sophomores:</b> R, Feb 18 thru T, Mar 2 <b>Freshmen:</b> M, Feb 22 thru T, Mar 2  <b>1<sup>st</sup> Purge for Spring:</b> W, Mar. 3, 5:00 p.m. <b>1<sup>st</sup> Purge for Summer:</b> M, May 24, 5:00 p.m.
	12	F	<b>Mardi Gras holiday begins @ end of classes:</b> University Closes
	17	W	University Reopens
	18	R	<b>Mardi Gras holiday ends. Classes resume at 8:00 a.m.</b>
Mar	2	T	Degree candidate grades due on Faculty BOSS: 3:30 p.m.
	2	T	<b>LAST DAY OF CLASSES</b>
	2	T	Food Service closes after night meal.
	3	W	Residence Halls close: 12:00 noon
	4	R	All other grades due on Faculty BOSS: 3:30 p.m.
	5	F	Grades "live" on Student BOSS
	6	S	Winter Commencement Exercises, Thomas Assembly Center: 2:00 p.m.
	6	S	<b>WINTER QUARTER 2010 ENDS</b>

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## PART I ADMISSION REQUIREMENTS

### ADMISSION PROCEDURES

Undergraduate students **NOT** enrolled at Louisiana Tech for the Fall 2009 Quarter and who have filed applications with the Admissions Office, HALE 101, by November 2, 2009 will be eligible to **register for classes during General Registration on Tuesday, December 1, 2009.**

New undergraduate students must have all transcripts on file in the Office of Undergraduate Admissions by November 2, 2009.

New international students who applied and submitted all necessary transcripts and documents by September 1, 2009 will be eligible to **register for classes during General Registration on Tuesday, December 1, 2009.**

New graduate students who wish to enroll for the Winter Quarter 2010, must have applications and all transcripts on file in the Graduate School Office by November 2, 2009. They can **register for classes during General Registration on Tuesday, December 1, 2009.**

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

Subject	Test Scores	Placement
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 inclusive	Placement in MATH 100*. No credit exam is available for bypassing MATH 100.
	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](http://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](http://www.latech.edu).

**All Math Placement Exams will be given Tuesday, December 1, 2009 at 1:00 p.m. in GTM 311. Registration for the exams must be completed by Monday, December 30, 2009. 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
Univ. 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 Student Services, Keeny Hall 310.

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, <b>and</b> transferring in fewer than 18 semester hours	<b>Option to enroll in UNIV 101</b> (3 credits)
	Reading ACT 18 or higher, or Verbal + Math SAT 860 or higher <b>and</b> transferring in fewer than 18 semester hours	<b>Option to enroll in UNIV 100</b> (1 credit)
	Students transferring to Louisiana Tech with more than 24 semester hours	<b>Option to enroll in UNIV 100</b> (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](http://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 numerous locations (catalog course description, BOSS "Available Course Sections" for the quarter, and when space permits, in the Class Schedule in the "Remarks" column on the right side of the class listing). Restrictions listed may include one or more of the following:

1. **Student's Classification** - Student must have a given classification or a minimum 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**, KH 333, 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](mailto: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 obtain their final grades on the Internet using their BOSS account at the end of the quarter after all grades are posted and GPAs/Academic Actions calculated. Grades for the **Fall Quarter 2009** will be available beginning **Tuesday, November 24, 2009 @ 8:00 a.m.** Grades for the **Winter Quarter 2010** will be available beginning **Friday, March 5, 2010.**

**"BOSS" GRADES:**

- Log on to the Louisiana Tech home page at: [www.latech.edu](http://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**

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.

For ordering information and a request form, visit the Registrar's web page at <http://www.latech.edu/registrar/transcripts.shtml> or call (318) 257-2176.

## PART III REGISTRATION PROCESS

### EARLY REGISTRATION: NOV. 2- 20

#### FOR STUDENTS ENROLLED IN THE FALL QUARTER 2009

If you are enrolled in the Fall Quarter, you will register and complete tuition/fee payment (or schedule confirmation) for Winter Quarter classes on assigned days during this period. Your exact registration eligibility dates are listed in the **Critical Registration Dates** chart found on the [www.latech.edu](http://www.latech.edu) BOSS web site and also on the front cover of this publication. Priority for registration is based on a continuing student's classification with honors and graduate students receiving first priority.

### GENERAL REGISTRATION: NOV. 23 – DEC. 1

#### FOR STUDENTS NOT ENROLLED IN THE FALL QUARTER 2009 or STUDENTS PURGED FOR NOT CONFIRMING THEIR SCHEDULE OR FOR NONPAYMENT.

Beginning freshman, transfer, visiting, and former Louisiana Tech students who have been fully admitted/readmitted, advised, and cleared of any holds by November 2, 2009, 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](http://www.latech.edu/registrar/BOSS_PIN_Request.shtml).

### LATE REGISTRATION: DEC. 2 - 4

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 December 2 – 4, 2009 period. NO registrations will be processed after December 4, 2009 without written approval of the Academic Dean or Vice President for Academic Affairs.
- Any student who completed Early Registration (and failed to pay fees by November 20) or completed General Registration (and failed to pay fees by December 1), 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](http://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](http://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](http://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 the Directory on page 8 to find the Department Head or Dean's office and someone there will ensure that you are assigned an advisor.

#### COLLEGE OF APPLIED & NATURAL SCIENCES

Assoc. Dean for Undergraduate Studies	PML 913
Agricultural Sciences	RH 101
Biological Sciences	CTH 213
(includes Medical Technology, Pre-Prof. Programs, and Geology)	
Environmental Sciences	PML 913
Forestry	RH 101
(includes Wildlife Conservation, Geographic Information Science)	
Health 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 Affairs	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
Psychology and 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

#### History

#### Journalism

#### Performing Arts

#### Professional Aviation

#### Social Sciences

#### Speech

GTM 278

GTM 114

KH 102

HC 203

PAVB 320

GTM 137

ROBH 306

#### DIVISION OF BASIC & CAREER STUDIES

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 Registrars 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](http://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, Wyly 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 BLACKBOARD accounts associated with your courses.**

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

## PART IV TUITION/FEE PAYMENT

### SPECIAL 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](http://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 on BOSS and in this online publication.

## PURGE DEADLINES

<b>If you register:</b>	<b>Tuition/fees are due:</b>
<b>Nov. 2 – Nov. 20</b>	<b>Fri., Nov. 20 by 5 p.m. (PURGE #1)</b>
<b>Nov. 23 – Dec. 1</b>	<b>Tues., Dec. 1 by 6 p.m. (PURGE #2)</b>
<b>Dec. 2 - 4: tuition/fees are <u>due the day you register.</u> A \$50 late penalty applies</b>	

### 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 November 20, 2009, and did not pay in full or confirm registration by November 20, 2009, your schedule has been purged (cancelled) and you will be required to complete the registration process again before December 1, 2009.**

**If you registered between November 23 and December 1, and did not pay in full or confirm registration by December 1, 2009, your schedule has been purged (cancelled) and you will be required to complete the late registration process before December 4, 2009, 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, December 4, 2009 at 5:00 p.m. Failure to complete payment in full or confirm your registration may result in the purge (cancellation) of your class schedule.**

**There is no penalty assessed for schedule adjustments made prior to December 4, 2009.**

## INSTRUCTIONS FOR WEB PAYMENT

**STEP 1** Go to [www.latech.edu](http://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 November 20, 2009 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](http://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 November 20, 2009 and need to make adjustments, you must confirm in person at the Cashiers window (Keeny Hall 103).**

## INSTRUCTIONS FOR PAYMENT IN PERSON, BY MAIL, BY TELEPHONE, OR BY 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 Friday, November 20, 2009.**

**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 Friday, November 20, 2009.**

**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 payments/confirmations will be accepted on Friday, November 20, 2009.**

**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, December 4, 2009**, which is the last day for students to add classes, change sections, receive "no grade" drops, or late register for classes on BOSS.

**Winter Quarter 2010 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, December 4, 2009.**

**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, Wyly 205, must approve all developmental 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. JuaNita Hinton, 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:**

Tuition/Fee Refund %	Prior to Date
90%	Friday, December 4, 2009
70%	Friday, December 11, 2009
40%	Friday, December 18, 2009
NO REFUND AFTER	Friday, December 18, 2009

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

Tuition/Fee Refund %	Prior to Date
100%	Friday, December 4, 2009
NO INDIVIDUAL COURSE REFUND AFTER	Friday, December 4, 2009

**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 9<sup>th</sup> class day (Monday, December 14th) may receive a 75% refund of room rent and the unused portion of meals. After the 9<sup>th</sup> 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.

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 9<sup>th</sup> 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; 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**, WT 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 Fall 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 will be 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

NOTE: No tobacco use, gum chewing, or black-soled shoes allowed in facility. For racquetball court reservations, call 257-4671. Closed on all University holidays.

### 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 305) 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 1652	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. Douglas A. Amyx	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. Edward Jacobs	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; Plant Science	Dr. Gary Kennedy	RH 101	3275
Biological Sciences	Dr. William Campbell	CTH 213	4573
Medical Technology	Dr. Mary Muslow	CTH 116	4573
Environmental Sciences	Dr. Jeff Yule	CTH 119	4573
Forestry	Dr. Mark Gibson	RH 111	4985
Wildlife Conservation	Dr. James Dickson	RH 220	4020
Health Information Management	Mrs. Angela Kennedy	WT 1129	2854
Human Ecology-			
Family, Infancy, & Early Childhood Education;			
Merchandising & Consumer Affairs;			
Nutrition & Dietetics	Dr. Amy Yates	CTH 251	3727
Nursing	Mrs. Pam Moore	GTM139	3101

#### AIR FORCE AEROSPACE STUDIES

Air Force Aerospace Studies	Lt Col Robert Miller	WT 1419	4937
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#### BASIC & CAREER STUDIES

Basic & Career Studies	Mrs. Jan B. Albritton	HALE	3036
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#### BULLDOG ACHIEVEMENT RESOURCE CENTER (BARC)

Director	Dr. Norman D. Pumphrey	WT 202	4730
Developmental Education	Mrs. Cristy Martin	WT 202	4730

#### BARKSDALE PROGRAM

Director	Dr. John C. Brewer	BAFB(318-456-5006)	
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#### BUSINESS

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

#### EDUCATION

Psychology & Behavioral Sciences	Dr. Tilman Sheets	WH 118	4315
Kinesiology	Dr. LeLaine Dornier	MG 205	4432
Curriculum, Instruction & Leadership	Dr. Pauline Leonard	WH 203	4609
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. L. Dale Snow	CTH 331	4403

Civil Engineering	Dr. Aziz Saber	BH 245	4410
Computer Science	Dr. Per Kjeldaa	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	Dr. Eric Guilbeau	BEC 228	5208
Ctr. for Entrepreneurship & Info Tech	Dr. Jon Pratt	BUS 209	3191
Ctr. for Rehab Engr, Sci., & Technology	Mr. Mike Shipp	BEC 201	4562
Ctr. for Secure Cyberspace	Dr. Vir Phoha	NH 245	2298
Institute for Micromanufacturing	Dr. Stan Napper	IFM 203	5106
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	2816
Art	Mr. Jonathan Donehoo	VAC 113	3909
English	Dr. Donald P. Kaczvinsky	GTM 236	2718
Foreign Languages	Dr. Donald P. Kaczvinsky	GTM 221	4748
General Studies	Ms. Kerry Byargeon	GTM 278	2707
Geography	Dr. Taylor Mack	GTM 112	4741
History	Dr. Stephen Webre	GTM 114	2872
Honors Program	Dr. Brian Etheridge	GTM 125	3282
Interior Design	Ms. Vibhavari Jani	HALE	2816
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	Dr. Gary M. Stokley	GTM 125	4804
Speech	Dr. Sheryl Shoemaker	ROB 306	4764
Speech/Theatre	Ms. Cherrie Sciro	HC 304	2930

### ADMINISTRATIVE OFFICES

#### ACADEMIC AFFAIRS

Admissions	Mrs. Jan B. Albritton	HALE	3036
Ctr for Acad. & Prof. Development (CAPD)	Dr. Rick Simmons	PML1012	2912
Ctr. for Instr. Tech. & Dist. Lrng. (CITDL)	Mr. David Cargill	PML1014	2912
Computing Center	Mr. Roy Waters	WT 120	2893
Continuing Education	Dr. James Smith	WT 1203	4049
Financial Aid	Mr. Roger Vick	KH 240	2641
Institutional Research	Mrs. Lori Theis	WT 1225	2238
NCAA Academic Compliance/Certification	Mr. Buddy Johnson	KH 207	2176
University Registrar	Mr. Bob Vento	KH 207	2176
Veterans Affairs	Mrs. JuaNita Hinton	KH 207	2176

#### 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	Dr. Linda Griffin	KH 333	4221
Facilities and Building Services	Mr. Tony Tryon	THH 136	4038
Food Service	Mr. Mike Michelle	SC 213	2327
International Student Office	Mr. Daniel Erickson	TH 229	4321
Judicial Affairs	Mr. Sam Speed	KH 305	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 Development/Activities	Mr. Barry Morales	TH 213	3479
University Health Center	Ms. Paige Pickett	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. Derek Dooley	TAC 113	4111
Deputy Athletics Dir./COO	Mr. Bruce Van DeVelde	TAC 113	3247
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. Kerry Rupp	TAC 159	4111

Basketball (Women's).....	Ms. Theresa Weatherspoon.TAC 152.....	4111
Bowling .....	Mr. Shawn Jackson.....TAC.....	4111
Football .....	Mr. Derek Dooley.....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.....	Mr. Matt Sonnichsen.....TAC 129.....	4111

**BUILDING ABBREVIATIONS**

Abbrev.	Building Name	Abbrev.	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	LISC	Lambright Intramural Sports Ctr
IFM	Institute for Micromanufacturing	VAC	Visual Arts Center
KH	Keeny Hall	WH	Woodard Hall
		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 <sup>st</sup> 6-Week Sessions (Summer Qtr. Only)
038-039	1 <sup>st</sup> 3-Week Sessions (Summer Qtr. Only)
040-049	Not used
050-059	Evening Classes
060-067	2 <sup>nd</sup> 6-Week Sessions (Summer Qtr. Only)
068-069	2 <sup>nd</sup> 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	HIM Online Degree Program (Internet)
087-092	Extension Classes
093-097	TECH Barksdale 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:  
<http://www.latech.edu/documents/honor-code.pdf>

**TRIAL ADVISING FORM**

	<p><b>Louisiana Tech University</b>  <b>ADVISING FORM</b></p> <p>Quarter _____</p>	
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STUDENT NAME: \_\_\_\_\_ CWID# \_\_\_\_\_

SUBJECT/COURSE #/SECTION #	CALL #	HRS.	SPECIAL PERMISSION SIGNATURE (IF REQUIRED)	M	T	W	R	F
Example: ENGR 425 001	64507	3		8-9:15		8-9:15		8-9:15

**ALTERNATE COURSE CHOICES (LIST SEVERAL)**


\_\_\_\_\_  
**STUDENT SIGNATURE/DATE**

\_\_\_\_\_  
**DEAN'S SIGNATURE/DATE**  
 (REQUIRED FOR 13 OR MORE HRS)

\_\_\_\_\_  
**ADVISOR SIGNATURE/DATE**

\_\_\_\_\_  
**VP FOR ACADEMIC AFFAIRS SIGNATURE/DATE**  
 (REQUIRED FOR 15 OR MORE HRS)