

# Louisiana Tech University

## Schedule of Classes & General Information Winter Quarter 2005

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.

LOUISIANA TECH UNIVERSITY SUBSCRIBES TO THE POLICY OF EQUAL OPPORTUNITY

### WINTER QUARTER 2005 (TERM 052)

Sep.	1	W	International Admissions: applications and transcripts due for all new International Students
Nov	1	M	Graduate Admissions: applications and transcripts due in Graduate School Office for all new Graduate Students
Nov.	1	M	Undergraduate Admissions: applications for admission or readmission due in Admissions Office
	19	F	<b>1<sup>st</sup> Schedule Purge for students who have not confirmed or paid: 5:00 p.m.</b>
	29	M	Residence Halls open: 9:00 a.m.
	29	M	Food Service opens, night meal
	29	M	<b>International Student Orientation:</b> 8:30 a.m., TH 229
	29	M	Math Placement Exam: 1:00 p.m., GTM 105
	29	M	Foreign Language Placement Exam: 3:30 p.m., GTM 227
	30	T	<b>WINTER QUARTER 2005 BEGINS</b>
	30	T	<b>Mini-Orientation (1<sup>st</sup>-time students):</b> 8:30 a.m. WT Aud.
	30	T	<b>General Registration/Fee Payment</b> (for new & continuing students who did not complete early registration & fee payment): T: 8:15 –11:45 a.m. & 1:15–6:00 p.m. (WT 318 & Student Center)
	30	T	<b>2<sup>nd</sup> Schedule Purge for students who have not confirmed or paid 6:00 p.m.</b>
Dec.	1	W	<b>CLASSES BEGIN</b>
	1	W	Late Registration and Drop/Add begins.
	3	F	Late Registration ends: last day for Drop/Add and "no-grade" drops
	6	M	Textbook Adoption Forms for Spring Quarter 2005 due to bookstore.
	17	F	Last day to register for Winter graduation. (F, Wk 3)
	17	F	<b>CHRISTMAS holiday begins @ end of classes</b>
	17	F	Residence Halls close: 7:00 p.m.
	17	F	Food Service closes after night meal
Jan. 2005	2	U	Residence Halls open: 1:00 p.m.
	2	U	Food Service opens, night meal
	3	M	<b>CHRISTMAS holiday ends. Classes resume @ 8:00 a.m.</b>
	7	F	Deadline for completing "I" grades from Fall (F, Wk 4)
	14	F	Deadline for faculty submission of "I" grade changes from Fall (F, Wk 5)
	17	M	<b>ML King, Jr. holiday.</b>
	18	T	<b>ML King, Jr. holiday ends. Classes resume @ 8:00 a.m.</b>
Feb	4	F	Last day to drop courses or resign with "W" grades ("F" grades after this date) (F, Wk 8)
	4	F	<b>Mardi Gras holiday begins @ end of classes.</b>
	10	R	<b>Mardi Gras holiday ends. Classes resume at 8:00 a.m.</b>
Feb-Mar	7-1	M-T	<b>Advising, Early Web Registration, Early Schedule Adjustment (Drop/Add), Early Web Fee Payment for Spring Quarter 2005:</b> <b>Honors Program Students:</b> R, Feb 10 thru T, Mar 1 <b>Grad Students:</b> R, Feb 10 thru T, Mar 1 <b>Seniors:</b> F, Feb 11 thru T, Mar 1 <b>Juniors:</b> T, Feb 15 thru T, Mar 1 <b>Sophomores:</b> R, Feb 17 thru T, Mar 1 <b>Freshmen:</b> M, Feb 21 thru T, Mar 1  <b>Web Registration Hours:</b> M-F: 8:00 am to 12:00 pm/1:00 pm to 6:00 pm/11:30 pm to 6:00 am S-U: 6:00 pm Friday to 6:00 am Monday morning. <b>Wvly Tower Registration Center (WT 318) Hours:</b> M-F: 8:15 am to 11:45 am and 1:15 pm to 4:45 pm  <b>1<sup>st</sup> Purge for Spring:</b> W, March 2, 5:00 p.m.
	28	M	Degree candidate grades due: Registrar's Office: 3:30 p.m.
Mar	1	T	<b>LAST DAY OF CLASSES</b>
	1	T	Food Service closes after night meal.
	2	W	Residence Halls close: 12:00 noon
	3	R	All other grades due in Registrar's Office: 3:30 p.m.
	4	F	Winter Commencement Exercises, Thomas Assembly Center: 2:00 p.m.
	4	F	<b>WINTER QUARTER 2005 ENDS</b>

### PART I ADMISSION REQUIREMENTS

#### ADMISSION PROCEDURES

Undergraduate students NOT enrolled at Louisiana Tech for the Fall 2004 Quarter and who have filed applications with the Admissions Office, HALE 101, by November 1, 2004 will be eligible to register for classes during General Registration on Tuesday, November 30, 2004.

New international students who applied and submitted all necessary transcripts and documents by September 1, 2004 will be eligible to register for classes during General Registration on Tuesday, November 30, 2004.

New graduate students who wish to enroll for the Winter Quarter 2004-2005, must have applications and all transcripts on file in the Graduate School Office by November 1, 2004. They can register for classes during General Registration on Tuesday, November 30, 2004.

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.

New undergraduate students must have all transcripts on file in the Office of Undergraduate Admissions by November 1, 2004.

#### PLACEMENT & TESTING REQUIREMENTS FOR 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 16, or Verbal SAT score less than or equal to 420	Placement in ENGL 099
English	English ACT 17-18 inclusive, or Verbal SAT 430-450 inclusive, or successful completion of ENGL 099	Placement in ENGL 100*
English	English ACT greater than or equal to 19, or Verbal SAT score greater than or equal to 460.	Placement in ENGL 101
English	English ACT greater than or equal to 30, or Verbal SAT greater than or equal to 680	Credit for English 101 will be granted if English ACT/Verbal SAT score was earned within the previous 5 years.

\* ENGL 100 serves as a replacement for ENGL 101 for students required to enroll in ENGL 100.

Subject	Test Scores	Placement
Math	Math ACT less than or equal to 15, or Math SAT score less than or equal to 370	Placement in MATH 099. Not eligible for Math Placement Exam.
Math	Math ACT 16-17 inclusive, or Math SAT 380-420 inclusive	Placement in MATH 099 or take and pass Placement Exam A to place in MATH 100*
Math	Math ACT 18-21 inclusive, or Math SAT 430-510 inclusive.	Placement in MATH 100*. No placement exam is available for bypassing MATH 100.
Math	Math ACT 22-23 inclusive, or Math SAT 520-550 inclusive	Placement in MATH 101. Not eligible for Math Placement Exam.
Math	Math ACT 24-25 inclusive, or Math SAT 560-580 inclusive	Placement in MATH 101 or take and pass Placement Exam B to earn credit for MATH 101. Advance preparation for the exam is necessary**.
Math	Math ACT greater than or equal to 26, or Math SAT greater than or equal to 590	Credit for MATH 101 will be granted if MATH ACT/SAT score was earned within the previous five years. Eligible to enroll in MATH 101 or MATH or STAT course which has MATH 101 as the only MATH prerequisite. If such a student desires to begin with MATH 220, Placement Exam C is required to earn credit for MATH 112. Advance preparation for the exam is necessary**.

\* MATH 100 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 Bulletin for additional information. The Bulletin may be accessed on the University website at [www.latech.edu](http://www.latech.edu).

**All Math Placement Exams will be given Monday, November 29, 2004 at 1:00 p.m. in GTM 105. Registration for the exams must be completed by Monday, November 22, 2004. 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)
University Seminar	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 FOR 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:

Subject	Test Scores	Placement
University Seminar	Students transferring to Louisiana Tech with fewer than 24 semester hours and their Reading ACT less than or equal to 17, or Verbal + Math SAT less than or equal to 850.	Placement in University Seminar 101
University Seminar	Students transferring to Louisiana Tech with fewer than 24 semester hours and their Reading ACT greater than or equal to 18, or Verbal + Math SAT greater than or equal to 860.	University Seminar 100/101 not required
University Seminar	Students transferring to Louisiana Tech with more than 24 semester hours	University Seminar 100/101 not required

#### 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.

#### 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 REGISTRATION 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:
- **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

#### FEES & EXPENSES

Information concerning FEES, ROOM and BOARD, and general regulations regarding fees and assessments are contained on the Expense Sheet available from the Comptroller's Office, the Registrar's Office or online [www.latech.edu](http://www.latech.edu).

#### 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 certain 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.

#### CREDIT EXAMINATION REGULATIONS

Louisiana Tech administers Credit Examinations in many 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 class. No exam can be taken for credit unless a student has properly registered for the exam and paid the appropriate fee.
2. Exams will be given and grade reports submitted 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 refund after the examination has been given.

#### 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/Registration/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. If a class is restricted, it will be noted 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).
2. **Student's 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. Bring the Advising Form, properly signed, or a Drop/Add form to the Registration Center (WT 318) or the Registrar's Office (KH 207) to register for a "signature required" class.

If a class is restricted and you meet the conditions of the restriction, you do not need to do anything. 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 (or the instructor in cases where instructor permission is required). 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."

#### 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**, WT 325, 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 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 Grambling class should see the ICP Coordinator in the Louisiana Tech Registrar's Office (KH 207) to pick up forms and to receive instructions and a GSU schedule.

**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 other 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 other 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 transferred credit.

#### ARMY RESERVE OFFICER TRAINING CORPS (ROTC)

The Department of Military Science Instruction emphasizes leadership and management. It is divided into a basic course, usually taken in the freshman and sophomore years, and an advanced course, taken in the junior and senior years. Enrollment in the first phase of Army ROTC occurs without a military obligation. Any student may enroll in all or part of the Basic Course. Veterans, National Guardsmen, or Reservists in good standing may have direct admittance. Highly qualified Basic Course graduates and upperclassmen with four semesters remaining in their program may be selected for the Advanced Course.

Students are required to complete prescribed courses successfully in their academic disciplines. Upon earning the baccalaureate degree or master's degree, the student is commissioned as an officer in the U.S. Army. Army scholarships for two or three years are awarded to outstanding students. The scholarship pays for tuition, books, and fees, and it provides \$150.00 per month for ten (10) months each school year. Cadets in the Advanced Course receive a \$150.00 per month tax-free subsistence allowance for ten (10) months each school year.

For more information on the program, contact the Army ROTC office at Grambling State University 274-3324 or 274-2490.

#### 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. Charge 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 HES Department Head, MG 205A.

#### GRADES

Louisiana Tech University does not mail grade reports. Students can obtain their final grades on the Internet using their BOSS account at the end of the quarter. Grades for the **Fall Quarter 2004** will be available beginning **Tuesday, November 23, 2004 @ 8:00 a.m.**

#### "BOSS" GRADES:

- Log on to the Louisiana Tech home page at: [www.latech.edu](http://www.latech.edu)
- Click on "**Current Students**"
- Click on "**Student BOSS Login**"
- Enter Student ID and BOSS PIN number
- Under "**Student Records**" select either "**Grades**" or "**Unofficial Transcript**"

#### TRANSCRIPTS

Transcripts can be ordered in the University Registrar's Office, by mail, and/or by FAX. 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 at any one time. Transcripts may be ordered in advance of the end of the quarter, marked "hold for final grades." Degree candidate transcripts 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.**

### SPECIAL NOTES ABOUT 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 Registration Center 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 scholarships, federal financial aid, fee waivers, or other credits are required to confirm their registration.**

#### 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) and click on "**Current Students**", click on "**Student BOSS Login**", enter **USERID** and **BOSS PIN**, 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.** Credit card payments or registration confirmation (zero or credit balance, indicated by a minus sign or "CR") by faxing (318) 257-2234. Credit card payments must include credit card number and expiration date.

**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

<b>If you register:</b>	<b>Your fees are due:</b>
<b>Nov. 1 – 19</b>	<b>Fri. Nov. 19 by 5 p.m.</b>
<b>Nov. 20 – 30</b>	<b>Tues. Nov. 30. by 6 p.m.</b>
<b>Dec. 1 - 3, fees are due the same day you register.</b>	
<b>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 "Class Schedule and Fee Charges" form received in the Registration Center or 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 "Class Schedule and Fee Charges" form received in the Registration Center or 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.**

### PART III REGISTRATION PROCESS

#### EARLY REGISTRATION PROCEDURES FOR STUDENTS ENROLLED IN THE WINTER QUARTER 2005

If you are enrolled in the Fall Quarter, you will register for Winter Quarter classes on assigned days during the period from Nov. 1-19, 2004. Your exact registration eligibility dates are listed in the **Critical Registration Dates** chart found on the front cover and throughout this publication, and also found on the [www.latech.edu](http://www.latech.edu) BOSS web site. Priority for registration is based on a continuing student's classification with graduate students and honors students receiving first priority.

If you are unsure of your Winter plans but believe there is a possibility that you will return to Tech for the Winter quarter you should participate in Early Registration in order to have a better selection of classes.

## EARLY REGISTRATION NOV 1 thru 19, 2004

**STEP 1 OBTAIN ADVISING FORM.** Log on to [www.latech.edu](http://www.latech.edu); click on “Current Students”; click on “Student BOSS Login”, enter USERID and BOSS PIN; then click on the “Advising Form” option; follow directions and print out an Advising Form. You can use the Advising Form found at the back of this Racing Form or pick one up in your Advisor’s office.

**STEP 2 CHECK & CLEAR ALL HOLDS.** Log on to [www.latech.edu](http://www.latech.edu); click on “Current Students”; click on “Student BOSS Login”, enter USERID and BOSS PIN, then under the “Student Services” 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 or at the Registration Center (WT 318).

**STEP 3 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, use the chart below to find the Department Head or Dean’s office and someone there will ensure that you are assigned an advisor.

### COLLEGE OF ADMINISTRATION & BUSINESS

Assoc. Dean for Undergraduate Studies	CAB 106
Assoc. Dean, Graduate Affairs	CAB 105

### 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-Professional Programs)	
Environmental Sciences	PML 913
Forestry	RH 101
(includes Wildlife Conservation)	
Health Information Mgmt.	GTM 18
Human Ecology	CTH 251
Nursing	GTM 139
Graduate Students-Biology	PML 913
Graduate Students-Human Ecology	CTH 251

### COLLEGE OF EDUCATION

Assoc. Dean for Undergraduate Studies	WH 111
Assoc. Dean for Graduate Studies	WH 103
Behavioral Sciences	WH 118
Health & Exercise Science	MG 205
Curriculum, Instruction, & Leadership	WH 203
Vocational Agriculture Education	RH 124

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 223
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	HALE 101
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**STEP 4 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 Registration Center. **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 signed and take it to the Registration Center (WT 318) as soon as your registration day arrives. These MUST be manually loaded.**

**STEP 5 LOAD YOUR SCHEDULE.** You can load your schedule one of two ways: by loading it yourself via BOSS or taking your advising sheet to the **Registration Center (WT 318)**.

SEE THE TABLE ON THE FRONT COVER FOR YOUR EARLY REGISTRATION  
START DAY AND TIME.

#### Web Registration Hours:

M-F: 8:00 am to 12:00 pm/1:00 pm to 6:00 pm/11:30 pm to 6:00 am  
S-U: 6:00 pm Friday to 6:00 am. Monday

#### Wvly Tower Registration Center (WT 318) Hours:

M-F: 8:15 am to 11:45 am and 1:15 pm to 4:45 pm

#### BOSS Procedures:

- a. Beginning on your designated registration day/time: Log on to [www.latech.edu](http://www.latech.edu); click on “Current Students”; click on “Student BOSS Login”, enter USERID and BOSS PIN, and confirm your BOSS PIN. Then, under the “Student Services” menu selection, click on “Registration & Schedule.” Click on “Registration Status” to ensure your Holds have been cleared and you’re cleared to load your schedule. If you have Registration Holds, you will need to clear those before you can load your schedule.
- b. Use “Course Sections” to find your selections, and **WRITE DOWN THE CALL NUMBERS.** Go to “Registration and Drop/Add” and load your call numbers. **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 signed and take it to the Registration Center (WT 318) right after you load your schedule. These MUST be manually loaded.**

#### Registration Center (WT 318) Procedures

- a. Make sure you clear any registration Holds **before** you take your Advising Form to the Registration Center (WT 318). Log on to [www.latech.edu](http://www.latech.edu); click on “Current Students”; click on “Student BOSS Login”, enter USERID and BOSS PIN, confirm your PIN, and then under the “Student Services” 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 or at the Registration Center (WT 318).
- b. Beginning on your designated registration day: Take your Advising Form (fill out your Call Numbers first!) and any special permission signature Drop/Add slips to the Registration Center (WT 318) and the staff will load your schedule.

**STEP 6 COMPLETE FEE PAYMENT/REGISTRATION CONFIRMATION.** After you’ve loaded your schedule, be sure to **complete fee payment (or confirm registration)** using the instructions found below.

## EARLY FEE PAYMENT NOV 1 thru 19, 2004

**Instructions for Early Fee Payment.** If you have registered on-line using BOSS or in person in the Registration Center 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).**

#### INSTRUCTIONS FOR WEB PAYMENT:

**STEP 1** Log on to [www.latech.edu](http://www.latech.edu); click on “Current Students”; click on “Student BOSS Login”, enter USERID and BOSS PIN, confirm your PIN. Then, under the “Student Services” menu selection, click on “Account Summary” and 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.

**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.

**Important Notes:**

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.

**PURGE DEADLINE FOR WEB PAYMENT: FRIDAY, NOV. 19, @ 5:00 P.M.**

**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 "Class Schedule and Fee Charges" form received in the Registration Center or on the on-line "Account Summary" in BOSS.

**STEP 1** Log on to [www.latech.edu](http://www.latech.edu); click on "Current Students"; click on "Student BOSS Login", enter USERID and BOSS PIN, confirm your PIN. Then, under the "Student Services" menu selection, click on "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. 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 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.

**PURGE DEADLINE FOR WEB CONFIRMATION: FRI., NOV. 19, @ 5:00 P.M.**

**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 Registration Center 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 "Class Schedule and Fee Charges" form you received in the Registration Center or a 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.

**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 "Class Schedule and Fee Charges" form or your on-line "Account Summary."

**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").

**To Pay or Confirm By Fax:**

Fax a copy of your "Class Schedule and Fee Charges" form or your on-line "Account Summary" to (318) 257-2234 to pay by credit card or confirm your registration (if you have zero or credit balance, indicated by a minus sign or "CR"). Credit card payments must include credit card number and expiration date.

**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.

**PURGE DEADLINE FOR PAYMENT/CONFIRMATION: FRI, NOV. 19, @ 5:00 P.M.**

**EARLY SCHEDULE ADJUSTMENTS (DROP/ADD)  
NOV 1 thru 19, 2004**

Students completing Early Registration may adjust (Drop/Add) courses on their schedule from the first day of their eligibility to early register until November 19, 2004. The first PURGE for non-payment of tuition and fees for Winter Quarter 2004 will be on November 19, 2004 at 5:00 p.m. Continuing students may again access BOSS web registration during the break between terms to adjust their schedule (drop/add) or to reload their schedule in the case of a schedule purged for nonpayment of tuition and fees. If Schedule Adjustment (Drop/Add) actions are taken after November 19, 2004, students must confirm their schedule and complete fee payment actions by the end of General Registration or face an additional purge (cancellation).

**NOTE:**

- (1) 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.
- (2) Withdrawal (drop) from a developmental education class (099) will NOT be permitted unless there are extenuating circumstances. Mrs. Joan B. Edinger, Developmental Coordinator, HALE 103, must approve 099 schedule changes.
- (3) You must obtain Dr. Charles Patterson's signature in addition to your advisor's signature, to drop Math 100. He is located in GTM 306.
- (4) Louisiana Tech-certified NCAA athletes will NOT drop courses without the approval of the academic advisor and the approval of the Athletics Department.
- (5) 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 PRIOR TO CLOSE OF OFFICE ON:**

Refund %	Date
90%	Friday, December 3, 2004
70%	Friday, December 10, 2004
40%	Friday, December 17, 2004
NO REFUND AFTER	Friday, December 17, 2004

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

Refund %	Date
100%	Friday, December 3, 2004
NO REFUND AFTER	Friday, December 3, 2004

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 13, 2004) 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 that complies with the Higher Education Reauthorization Act of 1998. Federal financial aid includes the Federal Pell grant, Supplemental Educational Opportunity Grant, LEAP funds, 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 more 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.

**GENERAL REGISTRATION  
NOV. 30, 2004**

Beginning freshmen, transfer, visiting, and former Louisiana Tech students who submitted an application to the Admissions Office by November 1, 2004 and were admitted/readmitted will be eligible to register during General Registration on November 30, 2004.

**STEP 1 OBTAIN ADVISING FORM.** Log on to [www.latech.edu](http://www.latech.edu); click on "Current Students"; click on "Student BOSS Login", enter USERID and BOSS PIN; then click on the "Advising Form" option; follow directions and print out an Advising Form. You can use the Advising Form found at the back of this Racing Form or pick one up in your Advisor's office.

**STEP 2 COMPLETE YOUR ACADEMIC ADVISING.** Go to the department and see an **academic advisor**, and complete your Advising Form. If you don't know who your advisor is, use the chart below to find the Department Head or Dean's office and someone there will ensure that you are assigned an advisor.

COLLEGE OF ADMINISTRATION & BUSINESS

Assoc. Dean for Undergraduate Studies CAB 106  
Assoc. Dean, Graduate Affairs CAB 105

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-Professional Programs)  
Environmental Sciences PML 913  
Forestry RH 101  
(includes Wildlife Conservation)  
Health Information Mgmt. GTM 18

Human Ecology CTH 251  
Nursing GTM 139  
Graduate Students-Biology PML 913  
Graduate Students-Human Ecology CTH 251

COLLEGE OF EDUCATION

Assoc. Dean for Undergraduate Studies WH 111  
Assoc. Dean for Graduate Studies WH 103  
Behavioral Sciences WH 118  
Health & Exercise Science MG 205  
Curriculum, Instruction, & Leadership WH 203  
Vocational Agriculture Education RH 124  
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 223  
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 HALE 101

**STEP 3 ENSURE THE ACADEMIC ADVISOR OR A DEPARTMENT OR DEAN'S REPRESENTATIVE UPDATES YOUR REGISTRATION ACCESS CODE.** Without an updated Registration Access Code, we will be unable to load it for you at the Registration Center. **NOTE: If any of your classes require a special permission signature, or a seat added, or a prerequisite waived, you will need to get your Advising Form signed and annotated with the required permit for action. Take it to the Registration Center (WT 318) with you to load the class. These MUST be manually loaded.**

**STEP 4 CHECK & CLEAR ALL HOLDS.** You can obtain a copy of your holds from your Advisor, or from the Academic Department office, or from the Registrar's Office (KH 207). Clear these holds **before** you register at the Registration Center (WT 318).

**STEP 5 LOAD YOUR SCHEDULE.** Take your Advising Form (fill out your Call Numbers first!) and any special permission signature Drop/Add slips to the Registration Center (WT 318) and the Registrar's staff will load your schedule.

**STEP 6 COMPLETE FEE PAYMENT.** After you've loaded your schedule, be sure to **complete fee payment (confirm your schedule)** using the instructions found below.

**STEP 7 GET YOUR TECH USERID AND PASSWORD.** Be sure to go by the University Computing Center (Basement, Wylly Tower) and activate your TECH USERID and Password for your TECH account. All official e-mail correspondence from the University is sent to student and faculty TECH e-mail accounts only. BOSS PIN numbers can be obtained from the Registrar's Office (KH Rm. 207), with a picture I. D.

**GENERAL FEE PAYMENT  
NOV. 30, 2004**

**NOTE: If you registered prior to November 19, 2004, and did not pay in full or confirm registration by November 19, 2004 your schedule has been purged (cancelled) and you will be required to re-register.**

**INSTRUCTIONS FOR WEB PAYMENT:**

If you have registered on-line using BOSS or in person in the Registration Center you are eligible for web payment. Web payment may be used for **credit card and e-check payments and registration confirmation (zero or credit balances, indicated by a minus sign or "CR").**

**STEP 1** Log on to [www.latech.edu](http://www.latech.edu); click on "Current Students"; click on "Student BOSS Login", enter USERID and BOSS PIN, confirm your PIN. Then, under the "Student Services" menu selection, click on "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. **NOTE: If you are paying on November 30, 2004 and need to make adjustments, you must pay in person in the Student Center.**

**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.

**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.

**Important Notes:**

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.

**PURGE DEADLINE FOR WEB PAYMENT: TUES. NOV. 30, @ 6:00 P.M.**

**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 "Class Schedule and Fee Charges" form received in the Registration Center or on the on-line "Account Summary" in BOSS.

**STEP 1** Log on to [www.latech.edu](http://www.latech.edu); click on "Current Students"; click on "Student BOSS Login", enter USERID and BOSS PIN, confirm your PIN. Then, under the "Student Services" menu selection, click on "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. **NOTE: If you are confirming your registration on November 30, 2004 and need to make adjustments, you must confirm in person in the Student Center.**

**STEP 3** After you select the "Confirm Registration" button, you will be notified that your registration has been confirmed. 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 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.**

**PURGE DEADLINE FOR WEB CONFIRMATION: TUES. NOV. 30, @ 6:00 P.M.**

**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 Registration Center and elect not to pay on-line, you may pay in person, by mail, telephone, or fax. **NOTE: If you registered prior to November 19, 2004, and did not pay in full or confirm**

**registration, your schedule has been purged (cancelled) and you will be required to re-register.**

**To Pay or Confirm in Person:**

**November 20 - November 30, 2004**

Bring a 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.

**November 30, 2004**

No in-person payments or confirmations will be accepted in the Cashiers Office. **All in-person payments or confirmations must be made in the Student Center. After you have completed registration, proceed immediately to the Student Center.**

**STEP 1** Go directly to the first floor of the Student Center 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, stop at the Financial Aid tables.

**STEP 3** If you have Louisiana Vocational Rehabilitation benefits, stop at the Vocational Rehabilitation table. Personnel from the Monroe office will be available to assist you.

**STEP 4** If your expense slip does not reflect your correct status for Housing, stop at the Division of Student Affairs table 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, stop at the Tech Express table. If you are purchasing a Tech Express plan for the first time or you need to change your existing plan, stop at the Tech Express table.

**STEP 6** If you have Louisiana National Guard benefits, stop at the National Guard table. National Guard personnel will be available to assist you.

**STEP 7** If you have made any adjustments to your expense slip or the assessed fees reflected on your expense slip are not correct, stop at the Fee Adjustment table.

**STEP 8** Proceed to the cashier's booth to pay your fees and receive a copy of your 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.**

**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 printed copy of your on-line "Account Summary." **All mailed payments and confirmations must be received by Tuesday, November 30.**

**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 telephoned payments or confirmations will be accepted on Tuesday, November 30.**

**To Pay or Confirm by Fax:**

FAX a copy of your on-line "Account Summary" to (318) 257-2234 to pay by credit card or confirm your registration (if you have zero or credit balance, indicated by a minus sign or "CR"). Credit card payments must include credit card number and expiration date. **No FAXed payments or confirmations will be accepted on Tuesday, November 30.**

**Important Notes:**

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

**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.**

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.

**PURGE DEADLINE: TUES. NOV. 30 @ 6:00 P.M.**

**SCHEDULE ADJUSTMENTS  
(DROP/ADD)  
DEC. 1 – 3, 2004**

All students may process a properly signed Drop/Add form in the Registration Center (WT 318) or on **BOSS** during the three-day period from Wednesday, December 1 (first day of classes) through Friday, December 3, which is the last day for students to add classes, change sections, receive “no grade” drops, or register for Winter classes.

**NOTE:**

- (1) 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.
- (2) Withdrawal (drop) from a **developmental education class (099)** will **NOT** be permitted unless there are extenuating circumstances. Mrs. Joan B. Edinger, Developmental Coordinator, HALE 103, must approve 099 schedule changes.
- (3) You must obtain Dr. Charles Patterson’s signature in addition to your advisor’s signature, to drop Math 100. He is located in GTM 306.
- (4) Louisiana Tech-certified **NCAA athletes will NOT drop courses** without the approval of the academic advisor and the approval of the Athletics Department.
- (5) Students receiving **Veteran’s Administration (VA) benefits** must report schedule changes to the VA Liaison Coordinator, Mrs. JuaNita Hinton, KH 207.

**LATE REGISTRATION  
DEC. 1 - 3, 2004**

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

- a. Any student who initiates registration and fee payment during December 1 - 3, 2004. NO registrations will be processed after December 3, 2004.
- b. Any student who completed Early Registration (and failed to pay fees by November 19) or completed General Registration (and failed to pay fees by November 30), resulting in **PURGED** (cancelled) schedules, and still wishes to enroll.

**STEP 1 OBTAIN ADVISING FORM.** Log on to [www.latech.edu](http://www.latech.edu); click on “**Current Students**”; click on “**Student BOSS Login**”, enter **USERID** and **BOSS PIN**; then click on the “**Advising Form**” option; follow directions and print out an Advising Form. You can use the Advising Form found at the back of this Racing Form or pick one up in your Advisor’s office.

**STEP 2 COMPLETE YOUR ACADEMIC ADVISING.** Go to the department and see an **academic advisor**, and complete your Advising Form. If you don’t know who your advisor is, use the chart below to find the Department Head or Dean’s office and someone there will ensure that you are assigned an advisor.

**See Chart of Advisors on Page 7**

**STEP 3 ENSURE THE ACADEMIC ADVISOR OR A DEPARTMENT OR DEAN’S REPRESENTATIVE UPDATES YOUR REGISTRATION ACCESS CODE.** Without an updated Registration Access Code, we will be unable to load it for you at the Registration Center. **NOTE: If any of your classes require a special permission signature, or a seat added, or a prerequisite waived, you will need to get your Advising Form signed and annotated with the required permit for action. Take it to the Registration Center (WT 318) with you to load the class. These MUST be manually loaded.**

**STEP 4 CHECK & CLEAR ALL HOLDS.** You can obtain a copy of your holds from your Advisor, or from the Academic Department office, or from the Registrar’s Office (KH 207). Clear these holds **before** you register at the Registration Center (WT 318).

**STEP 5 LOAD YOUR SCHEDULE.** Take your Advising Form (fill out your Call Numbers first!) and any special permission signature Drop/Add slips to the Registration Center (WT 318) and the Registrar’s staff will load your schedule.

**STEP 6 COMPLETE FEE PAYMENT.** After you’ve loaded your schedule, be sure to **complete fee payment (confirm your schedule)** using the instructions found below.

**STEP 7 GET YOUR TECH USERID AND PASSWORD.** Be sure to go by the University Computing Center (Basement, Wylly Tower) and activate your TECH USERID and Password for your TECH account. All official e-mail correspondence from the University is sent to student and faculty TECH e-mail accounts only. BOSS PIN numbers can be obtained from the Registrar’s Office (KH Rm. 207), with a picture I.D.

**LATE FEE PAYMENT  
DEC. 1 - 3, 2004**

**NOTE: 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. There is no penalty assessed for schedule changes (Drop/Add).**

**INSTRUCTIONS FOR WEB PAYMENT:**

If you have registered or made schedule changes on-line using BOSS or in person in the Registration Center, you are eligible for web payment. Web payment may be used for **credit card payments and e-check and registration confirmation (zero or credit balances, indicated by a minus sign or “CR”).**

**STEP 1** Log on to [www.latech.edu](http://www.latech.edu); click on “**Current Students**”; click on “**Student BOSS Login**”, enter **USERID** and **BOSS PIN**, confirm your PIN. Then, under the “**Student Services**” menu selection, click on “**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 button, enter the required information to complete payment.

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

**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.

**Important Notes:**

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

**DEADLINE FOR WEB PAYMENT:  
ALL STUDENTS REGISTERING DURING THE LATE REGISTRATION  
PERIOD ARE REQUIRED TO PAY OR CONFIRM BY  
FRIDAY, DECEMBER 3, 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.**

**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 “Class Schedule and Fee Charges” form received in the Registration Center or on the on-line “Account Summary” in BOSS.

**STEP 1** Log on to [www.latech.edu](http://www.latech.edu); click on “**Current Students**”; click on “**Student BOSS Login**”, enter **USERID** and **BOSS PIN**, confirm your PIN. Then, under the “**Student Services**” menu selection, click on “**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. 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 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.

**DEADLINE FOR WEB CONFIRMATION:  
ALL STUDENTS REGISTERING DURING THE LATE REGISTRATION  
PERIOD ARE REQUIRED TO PAY OR CONFIRM BY  
FRIDAY, DECEMBER 3, 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.**

**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 Registration Center and elect not to pay on-line, you may pay in person, by mail, telephone, or FAX. **NOTE: 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. There is no penalty assessed for schedule changes (Drop/Add).**

**To Pay or Confirm in Person:**

Bring the “**Class Schedule and Fee Charges**” form you received in the Registration Center or a 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). 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.

**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). Credit card payments must include credit card number and expiration date. Include a printed copy of your on-line “**Account Summary**.”

**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).

**To Pay or Confirm by FAX:**

FAX a copy of your “**Class Schedule and Fee Charges**” form or your on-line “**Account Summary**” to (318) 257-2234 to pay by credit card or confirm your registration (if you have zero or credit balance, indicated by a minus sign or “CR”). Credit card payments must include credit card number and expiration date.

**Important Notes:**

**All students who have zero or credit balances (indicated by a minus sign or “CR”) 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.

**PAYMENT DEADLINE:  
ALL STUDENTS REGISTERING DURING THE LATE REGISTRATION  
PERIOD ARE REQUIRED TO PAY OR CONFIRM BY  
FRIDAY, DECEMBER 3, 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.**

## PART IV 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 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 should register with the **Office of Disability Services**, WT 325, phone 257-4221, and provide necessary documentation. Students should meet with course instructors early in the quarter to determine needed appropriate testing and classroom accommodations.

**VEHICLE REGULATIONS**

To use campus parking, students must register their vehicles prior to 8:00 a.m. on the THIRD day of class at one of the following locations:

<b>QUARTER</b>	<b>LOCATION</b>
Fall	Traffic Office-South Hall & Student Center
Winter	Traffic Office-South Hall
Spring	Traffic Office-South Hall
Summer	Traffic Office-South Hall

**University Police--Phone 257-4018--24 hrs daily**

**Traffic Office--Phone: 257-2921:**

**Monday-Thursday - 8:00 a.m.-4:30 p.m. (open during noon hour)**

**Friday - 8:00 a.m.-2:30 p.m.**

**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.**

### 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/fee payment period for the quarter during which they seek an exemption.

### 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.

### DAY ABBREVIATIONS

**M** = Monday; **T** = Tuesday; **W** = Wednesday; **R** = Thursday; **F** = Friday;  
**S** = Saturday; **U** = Sunday.

### KEY TO SECTION NUMBERS

Section #	Designates...
<b>E01-E29</b>	Credit by Examination (On-Campus)
<b>H01-H29</b>	Honors Classes (On-Campus)
<b>HE1-HE9</b>	Honors Classes for English Credit (On-Campus)
<b>HH1-HH9</b>	Honors Classes for History Credit (On-Campus)
<b>W85-W86</b>	HIM Internet Degree Program Classes
<b>Z01-Z19</b>	LDCC Cross Enrollment Developmental Classes
<b>001-029</b>	On-Campus Classes
<b>030-037</b>	1 <sup>st</sup> 6-Week Sessions (Summer Qtr. Only)
<b>038-039</b>	1 <sup>st</sup> 3-Week Sessions (Summer Qtr. Only)
<b>050-059</b>	Evening Classes
<b>060-067</b>	2 <sup>nd</sup> 6-Week Sessions (Summer Qtr. Only)
<b>068-069</b>	2 <sup>nd</sup> 3-Week Sessions (Summer Qtr. Only)
<b>081</b>	Technology Transfer Center (Shreveport) Classes
<b>083</b>	Compressed Video (CV) Classes (SREC)
<b>084</b>	WWW Internet Classes (SREC)
<b>085-086</b>	Not used.
<b>087-092</b>	Extension Classes
<b>093-097</b>	TECH Barksdale Classes
<b>098, 099</b>	Professional Practice, Internship
<b>183, 283, 383, etc.</b>	Designates Compressed Video "Receive" sites, by specific site

### BUILDING ABBREVIATIONS

Building Code	Building Name
<b>AAW</b>	Art & Architecture Workshop (Art Annex)
<b>AEP</b>	A.E. Phillips Laboratory School
<b>AGIA</b>	Agricultural Indoor Arena
<b>AHC</b>	Adams Hall Classroom
<b>BAFB</b>	Barksdale AFB, Education Building 102
<b>BB</b>	Band Building
<b>BEC</b>	Biomedical Engineering Center (711 S. Vienna)
<b>BH</b>	Bogard Hall
<b>BK</b>	Bulldog Kennel (under Bookstore)
<b>CTH</b>	Carson-Taylor Hall
<b>CAB</b>	College of Administration & Business
<b>DH</b>	Davison Hall (formerly PAVB)
<b>DPP</b>	Dairy Processing Plant
<b>ECEC</b>	Early Childhood Education Center
<b>FLB</b>	Forestry Lab Building
<b>FMS</b>	Farm Machine Shop
<b>GTM</b>	George T. Madison Hall
<b>GCS</b>	Graduate Ceramics Studio
<b>GRMC</b>	Glenwood Regional Medical Center – Monroe
<b>HALE</b>	Hale Hall
<b>HC</b>	Howard Center for the Performing Arts
<b>HOSP</b>	Clinical Lab Program Hospital
<b>IFM</b>	Institute for Micromanufacturing
<b>KH</b>	Keeny Hall
<b>LISC</b>	Lambright Intramural Sports Center
<b>LINC</b>	Lincoln General Hospital – Ruston
<b>LH</b>	Lomax Hall
<b>LSUMM</b>	LSU Medical Center – Monroe
<b>MPP</b>	Meat Processing Plant
<b>MG</b>	Memorial Gymnasium
<b>NAT</b>	M.S. Carroll Natatorium
<b>NH</b>	Nethken Hall
<b>PAVB</b>	Prof Aviation/Multipurpose Classroom Bldg
<b>PML</b>	Prescott Memorial Library
<b>RH</b>	Reese Hall
<b>ROBH</b>	Robinson Hall
<b>RSN</b>	Ruston Regional Airport
<b>SFMC</b>	St. Francis Medical Center – Monroe
<b>SH</b>	South Hall
<b>SC</b>	Student Center
<b>TAC</b>	Thomas Assembly Center
<b>TH</b>	Tolliver Hall
<b>THH</b>	T.H. Harris Hall (Housing Office)
<b>TTC</b>	Technology Transfer Center – Shreveport
<b>VAC</b>	Visual Arts Center
<b>WH</b>	Woodard Hall
<b>WT</b>	Wyly Tower

# DIRECTORY

## EXECUTIVE ADMINISTRATION

<b>President</b>	Dr. Daniel D. Reneau	WT 1620	3785
<b>VP for Academic Affairs</b>	Dr. Kenneth W. Rea	WT 1652	4262
<b>VP for Student Affairs</b>	Dr. James M. King	KH 305	2445
<b>VP &amp; Bus. Mgr. – Admin. Services</b>	Mr. Jerry S. Drewett	KH 128	2769
<b>VP - Financial Services</b>	Mr. Joe R. Thomas, Jr.	KH 128	4325
<b>VP for University Advancement</b>	Mrs. Corre A. Stegall	MAH	4204
<b>Exec. VP &amp; Dean, Graduate School</b>	Dr. Terry M. McConathy	WT1642	2924
<b>VP Research &amp; Development &amp; Dir. IT</b>	Dr. Leslie K. Guice	WT1629	3056

## DEANS

<b>COLLEGE OF ADMIN. &amp; BUSINESS</b>			
Dean	Dr. Shirley Reagan	CAB 106	4526
Assoc. Dean for Graduate Studies & Research	Dr. Marc Chopin	CAB 105	4528
Assoc. Dean for Undergraduate Studies	Dr. Elizabeth Wibker	CAB 106	4526
<b>COL. OF APPL'D &amp; NAT'L SCIENCES</b>			
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. Ray Newbold	PML 913	4287
<b>COLLEGE OF EDUCATION</b>			
Dean	Dr. Jo Ann Dauzat	WH 101	3712
Assoc. Dean for Graduate Studies & Research	Dr. Cathy Stockton	WH 102	3229
Assoc. Dean for Undergraduate Studies	Dr. Connie LaBorde	WH 101C	2794
<b>COLLEGE OF ENGINEERING &amp; SCIENCE</b>			
Dean	Dr. Stan Napper	BH 201	3304
Assoc. Dean for Research & Graduate Studies	Dr. R. Ramachandran	NH 231	4314
Assoc. Dean for Undergraduate Studies	Dr. James D. Nelson	BH 217	2842
<b>COLLEGE OF LIBERAL ARTS</b>			
Dean	Dr. Edward Jacobs	GTM102	4805
Assoc. Dean for Graduate Studies & Research	Dr. Dennis E. Minor	GTM104	2660
<b>GRADUATE SCHOOL</b>			
Dean	Dr. Terry McConathy	WT1642	2924
<b>ENROLLMENT MANAGEMENT</b>			
Dean	Mrs. Pamela R. Ford	WT 223	3031

## ACADEMIC DIRECTORS, DEPARTMENT HEADS, PROGRAM CHAIRS, COORDINATORS

<b>ADMINISTRATION &amp; BUSINESS</b>			
Accounting	Dr. Thomas J. Phillips	CAB 123	2822
Management & Information Systems	Dr. Mark Kroll	CAB 114	4012
Economics & Finance	Dr. Otis Gilley	CAB 108	2389
Marketing & Analysis	Dr. Bruce Alford	CAB 114	4012
<b>APPLIED &amp; NATURAL SCIENCES</b>			
Agricultural Sciences-Agribusiness; Animal Science; Plant Science	Dr. Gary Kennedy	RH 101	3275
Biological Sciences	Dr. William Campbell	CTH 213	4573
Medical Technology	Dr. Kenneth E. Griswold	CTH 116	4573
Environmental Sciences	Dr. Milan Vavrek	CTH 109	4573
Forestry	Dr. John Adams	RH 113	4724
Wildlife Conservation	Dr. James Dickson	RH 220	4020
Health Information Management	Mrs. Angela Kennedy	GTM 18	2854
Human Ecology-Family, Infancy, & Early Childhood Education; Merchandising & Consumer Affairs; Nutrition & Dietetics	Dr. Janet F. Pope	CTH 251	3727
Nursing	Mrs. Pam Moore	GTM139	3101
<b>AIR FORCE AEROSPACE STUDIES</b>	Colonel Ray Garza	WT 1419	4937
<b>BASIC &amp; CAREER STUDIES</b>			
Developmental Education	Mrs. Joan B. Edinger	HALE	3036

<b>BARKSDALE PROGRAM</b>	Dr. John C. Brewer	BAFB	7304
<b>EDUCATION</b>			
Psychology & Behavioral Sciences	Dr. Tony Young	WH 118	4315
Health & Exercise Science	Dr. James Heimdel	MG 205	4432
Curriculum, Instruction & Leadership	Dr. David E. Gullatt	WH 203	4609
Laboratory Experiences, Student Teaching	Dr. Connie LaBorde	WH 111	2794
<b>ENGINEERING &amp; SCIENCE</b>			
Biomedical Engineering	Dr. Steve Jones	BH 239	2288
Chemical Engineering	Dr. Jim Palmer	BH225	2885
Chemistry	Dr. L. Dale Snow	CTH 331	4403
Civil Engineering	Dr. Ray Sterling	EA 203	4072
Computer Science	Dr. Mike O'Neal	NH 247	2931
Electrical Engineering	Dr. Rob Szlavik	NH 155	4152
Industrial Engineering	Dr. Jun-Ing Ker	BH 204	2963
Mathematics & Statistics	Dr. Bernd Schroeder	GTM334	2422
Mechanical Engineering	Dr. William M. Jordan	BH 237	4304
Physics	Dr. Steven Wells	EA 214	2194
Center for Rehab. Science & Biomed. Engr.	Dr. Charles Robinson	BEC 200	4562
Institute for Micromanufacturing	Dr. K. Varahramyan	IFM 203	5106
Technology Transfer Center-Shreveport	Dr. Paul Hale	NH 233	2954
Trenchless Technology Center	Dr. Ray Sterling	EA 203	4072
Minority Engineering & CO-OP Programs	Dr. Jim Nelson	BH 217	2842
<b>LIBERAL ARTS</b>			
Architecture	Mr. Henry Stout	HALE	2816
Art	Mr. Dean C. Dablow	VAC 113	3909
English	Dr. Carole S. Tabor	GTM236	2718
Foreign Languages	Dr. Tom Lewis	GTM223	4748
General Studies	Ms. Michelle Jimmerson	GTM278	2707
Geography	Dr. John Strait	GTM120	4741
History	Dr. Stephen Webre	GTM114	2872
Honors Program	Dr. Donald P. Kaczvinsky	GTM125	3282
Interior Design	Ms. Vibhavari Jani	HALE	2816
Journalism	Mr. Wiley W. Hilburn, Jr.	KH 102	4427
Performing Arts (Music, Theatre)	Dr. Kenneth Robbins	HC 203	2711
Political Science	Dr. Robert K. Toburen	GTM137	3427
Professional Aviation	Mr. G. Dale Sistrunk	PAV320	2691
Social Sciences	Dr. Robert K. Toburen	GTM137	3427
Sociology	Dr. Gary M. Stokley	GTM125	4804
Speech	Dr. J. Clarice Dans	ROB306	4764
Speech/Theatre	Ms. Cherrie Sciro	HC 304	2930

## ADMINISTRATIVE OFFICES

<b>ACADEMIC AFFAIRS</b>			
Admissions	Mrs. Jan B. Albritton	HALE	3036
Center for Educational Excellence	Ms. Linda Ramsey	PML1012	2912
Ctr. For Instr. Tech. & Dist. Lrng. (CITDL)	Mr. David Cargill	PML1013	2912
Computing Center	Mr. Roy Waters	WT 120	2893
Continuing Education	Mrs. Linda Cummins	DAV 110	4433
Office of Disability Services	Mrs. Pamela Crawford	WT 325	4221
Financial Aid	Mr. Roger Vick	KH 240	2641
Institutional Research	Mrs. Lori Theis	KH 207	2238
Library	Dr. William Wicker	PML 249	2577
University Registrar	Mr. Bob Vento	KH 207	2176
Veterans Affairs	Mrs. JuaNita Hinton	KH 207	2176
<b>AUDITOR</b>			
Office of Internal Audit	Mr. Robert L. Grafton	WT1639	2111
<b>NEWS BUREAU</b>			
News Bureau Director	Mr. Wiley W. Hilburn, Jr.	KH 152	4427

STUDENT AFFAIRS			
Bookstore	Mr. Gerald W. Reeves	Bkstore	3066
Career Center	Mrs. Cheryl Myers	KH 340	4336
Counseling Center/Student Services	Mrs. Linda Griffin	KH 310	2488
Facilities and Building Services	Mr. Tony Tryon	THH 136	4038
Food Service	Mr. Mike Michelle	SC 213	2327
Housing	Mr. Sam Speed	Harris	4917
International Student Office	Mr. Daniel Erickson	TH 229	4321
Judicial Affairs	Mr. Galen Rockett	KH 305	3396
Multicultural Affairs	Mrs. Mertrude Douglas	TH 231	3479
Recreation & Intramurals	Mr. Ronnie Wiggins	LISC 162	4634
Student Development/Activities	Mr. Barry Morales	TH 213	3479
<b>University HEALTH CENTER</b>	<b>Ms. Paige Pickett</b>	<b>SH</b>	<b>4866</b>
<b>University POLICE</b>	<b>Mr. Stephen Quinnelly</b>	<b>SH</b>	<b>4018</b>
ADMINISTRATIVE AFFAIRS			
Comptroller	Mrs. Lisa Cole	KH 128	4325
Environmental Health & Safety	Mr. Don Braswell	PS 103	2120
Fees/Business Office	Mr. Jerry Drewett	KH 114	4325
Postal Services	Mr. Jack Allen	TDH	3494
ATHLETICS			
Athletics Director	Mr. Jim Oakes	TAC 113	4111
Assoc. Athletics Dir., Academics & Compliance	Ms. Mary Kay Hungate	TAC 127	4111
Assoc. Athletics Dir., Business & Tickets	Mrs. Flo Miskelley	TAC 205	3631

Director, Athletic Facilities	Mr. Tommy Sisemore	TAC 104	4111
Sports Information Director	Mr. Malcolm Butler	TAC 161	3144
Baseball	Mr. Wade Simoneaux	TAC 106	4111
Basketball (Men's)	Mr. Keith Richard	TAC 159	4111
Basketball (Women's)	Mr. Kurt J. Budke	TAC 152	4111
Bowling	Mr. Shawn Jackson	TAC	4111
Football	Mr. Jack Bicknell III	FLD	4546
Golf	Dr. Jean Hall	LISC	4634
Soccer	Ms. Jennifer Soileau	TAC 141	4111
Softball	Ms. Sara Dawson	TAC 123	4115
Tennis	Mr. Terrence DeJongh	TAC	4111
Track	Mr. Gary Stanley	TAC 124	4111
Volleyball	Ms. Heather Mazeitis	TAC 129	4111

**MAXIE LAMBRIGHT INTRAMURAL SPORTS CENTER SCHEDULE**

Regular Schedule:

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	4:00 p.m. to 12:00 p.m.



Quarter Break Schedule:

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 racquet ball court reservations, call 257-4671. Closed on all University holidays.

**HOURS SUBJECT TO CHANGE**

## TRIAL ADVISING FORM

	<b>Louisiana Tech University ADVISING FORM</b>	
Quarter _____		

Student Name: \_\_\_\_\_  
Last
First
Middle

Subj./Course #/Section #	Call #	Hrs.	Special Permission Signature	M	T	W	R	F	S
Example: ENGR 425 001	64507	3		8-9:15		8-9:15		8-9:15	

**ALTERNATES (List at least 4)**


\_\_\_\_\_  
Student Signature/Date

\_\_\_\_\_  
Advisor Signature/Date

# CALENDARS

## SPRING QUARTER 2005 (TERM 053)

Dec.	1	W	International Admissions: applications and transcripts due for all new International Students
Feb	1	T	Graduate Admissions: applications and transcripts due in Graduate School Office for new Graduate Students
	1	T	Undergraduate Admissions: applications for admission or readmission due in Admissions Office
Mar	2	W	<b>1<sup>st</sup> Schedule Purge for students who have not confirmed or paid: 5:00 p.m.</b>
	7	M	Residence Halls open: 9:00 a.m.
	7	M	Food Service opens, night meal
	7	M	<b>International Student Orientation:</b> 8:30 a.m., TH 229
	7	M	Math Placement Exam: 1:00 p.m., GTM 105
	7	M	Foreign Language Placement Exam: 3:30 p.m., GTM 227
	8	T	<b>SPRING QUARTER 2005 BEGINS</b>
	8	T	<b>Mini-Orientation (1<sup>st</sup>-time students):</b> 8:30 a.m. WT Aud.
	8	T	<b>General Registration/Fee Payment</b> (for new & continuing students who did not complete early registration & fee payment): T: 8:15–11:45 a.m. & 1:15–6:00 p.m. (WT 318 & Student Center)
	8	T	<b>2<sup>nd</sup> Schedule Purge for students who have not confirmed or paid 6:00 p.m.</b>
	9	W	<b>CLASSES BEGIN</b>
	9	W	Late Registration and Drop/Add begins
	11	F	Late Registration ends: last day for Drop/Add and “no grades” drops
	14	M	Textbook Adoption Forms for Summer Quarter 2005 due to bookstore.
	24	R	Last day to register for Spring graduation (F, Wk 3)
	24	R	<b>EASTER holiday begins @ end of classes</b>
	28	M	<b>EASTER holiday ends. Classes resume @ 5:00 p.m.</b>
Apr	1	F	Deadline for completing “I” grades from Winter (F, Wk 4)
	4	M	Textbook Adoption Forms for Fall Quarter 2005 due to bookstore.
	8	F	Deadline for faculty submission of “I” grade changes from Winter (F, Wk 5)
	29	F	Last day to drop courses or resign with “W” grades. (“F” grades after this date) (F, Wk 8)
May	2-20		<b>Advising, Early Web Registration, Early Schedule Adjustment (Drop/Add), Early Web Fee Payment for Summer &amp; Fall Quarter 2005:</b>  <b>Honors Program Students:</b> M, May 2 thru F, May 20 <b>Grad Students:</b> M, May 2 thru F, May 20 <b>Seniors:</b> T, May 3 thru F, May 20 <b>Juniors:</b> R, May 5 thru F, May 20 <b>Sophomores:</b> M, May 9 thru F, May 20 <b>Freshmen:</b> W, May 11 thru F, May 20  <b>Web Registration Hours:</b> M-F: 8:00 am to 12:00 pm/1:00 pm to 6:00 pm/11:30 pm to 6:00 am S-U: 6:00 pm Friday to 6:00 am Monday morning. <b>Wyly Tower Registration Center (WT 318) Hours:</b> M-F: 8:15 am to 11:45 am and 1:15 pm to 4:45 pm <b>1<sup>st</sup> Purge for Summer:</b> M, May 23, 5:00 p.m. <b>1<sup>st</sup> Purge for Fall:</b> M, August 29, 5:00 p.m.
	17	T	Degree candidate grades due: Registrar’s Office: 3:30 p.m.
	20	F	<b>LAST DAY OF CLASSES</b>
	20	F	Food Service closes after night meal.
	21	S	Residence Halls close 12:00 noon
	21	S	Spring Commencement Exercises, Thomas Assembly Center: 2:00 p.m.
	21	S	<b>SPRING QUARTER 2005 ENDS</b>
	24	T	All other grades due in Registrar’s Office: 3:30 p.m.

## SUMMER QUARTER 2005 (TERM 054)

Mar.	1	T	International Admissions: applications and transcripts due for all new International Students
May	2	M	Graduate Admissions: applications and transcripts due in Graduate School Office for new Graduate Students
	2	M	Undergraduate Admissions: applications for admission or readmission due in Admissions Office
	23	M	<b>1<sup>st</sup> Schedule Purge for Students who have not confirmed or paid 5:00 p.m.</b>
	31	T	Residence Halls open: 9:00 a.m.
	31	T	Food Service opens, night meal
Jun	1	W	<b>Mini-Orientation (1<sup>st</sup>-time students):</b> 8:00 a.m. WT Aud.
	1	W	<b>International Student Orientation:</b> 8:30 a.m. KH 333
	1	W	Math Placement Exam: 1:00 p.m. GTM 105
	1	W	Foreign Language Placement Exam: 3:30 p.m. GTM 227
	1	W	<b>SUMMER QUARTER 2005 BEGINS</b>
	1	W	<b>General Registration/Fee Payment</b> (for new & continuing students who did not complete early registration & fee payment): W: 8:15–11:45 a.m. & 1:15 – 5:00 p.m. (WT 318 & Student Center)
	1	W	<b>2<sup>nd</sup> Schedule Purge for Students who have not confirmed or paid (1<sup>st</sup> Session) 5:00 p.m.</b>
	2	R	<b>CLASSES BEGIN:</b> 12-week & first 6-week session
	2	R	Late Registration and Drop/Add begins.
	6	M	Late Registration ends: last day for Drop/Add and “no-grade” drops: 12-week & first 6-week session
	6	M	<b>CLASSES BEGIN:</b> First 3-week session (Sections 38-39)
			Last day to drop courses or resign with “W” grades (“F” grades after this date) <b>See Summer Purge Dates Table in “Racing Form”</b>
	17	F	Last day to register for Summer graduation. (F, Wk 3)
	24	F	<b>CLASSES END:</b> First 3-week session (Sections 38-39)
Jul	1	F	<b>JULY 4<sup>th</sup> holiday begins @ end of classes</b>
	5	T	<b>JULY 4<sup>th</sup> holiday ends. Classes resume @ 7:30 a.m.</b>
	8	F	<b>CLASSES END:</b> First 6-week session (Sections 30-37)
	11	M	Late Registration and Drop/Add begins: second 3-week & 6-week sessions.
	11	M	<b>CLASSES BEGIN:</b> Second 6-week session (Sections 60-67)
	11	M	<b>CLASSES BEGIN:</b> Second 3-week session (Sections 68-69)
	12	T	Late Registration ends: last day for Drop/Add and “no-grade” drops.
	12	T	<b>3<sup>rd</sup> Schedule Purge for Students who have not confirmed or paid (2<sup>nd</sup> Session) 4:30 p.m.</b>
	13	W	Grades for first 6-week and 3-week session classes (Sections 30-39) due in Registrar’s Office by 3:30 p.m. (W, Wk 7)
	29	F	<b>CLASSES END:</b> Second 3-week session (Sections 68-69)
Aug	12	F	<b>LAST DAY OF CLASSES</b>
	12	F	Food Service closes after night meal.
	13	S	Residence Halls close: 12:00 noon
	15	M	Degree candidate grades due: Registrar’s Office 3:30 p.m.
	17	W	All other grades due in Registrar’s Office: 3:30 p.m.
	18	R	Summer Commencement Exercises, Thomas Assembly Center: 2:00 p.m.
	18	R	<b>SUMMER QUARTER 2005 ENDS</b>