

# Louisiana Tech University

## General Information & Schedule of Classes

### Spring Quarter 2017

#### BOSS Web Registration: Critical Dates for Early, General, and Late Registration

- Thursday, January 27, 2017:** Spring 2017 Schedule of Classes (“Available Course Sections”) Critical Registration, Critical Payment and Purge Dates information available live on BOSS website.
- Thursday, February 2, 2017:** “The Racing Form” (.pdf version) available on website.
- Friday, February 3, 2017:** Last day to drop individual courses or resign with “W” grade(s) – Winter Quarter 2017.
- February 6 – 24, 2017:** Early Web Registration, Early Tuition/Fee Payment (for students enrolled in the Winter 2017)

Veterans, Honors Program and Graduate Students	Seniors		Juniors		Sophomores		Freshmen	
	Hours	Registration Begins	Hours	Registration Begins	Hours	Registration Begins	Hours	Registration Begins
9:00 a.m. Thursday, Feb. 6 thru Friday, Feb. 24	134 or more	9:00 a.m. Tues., Feb. 7	80-89.99	9:00 a.m. Thur., Feb 9	49-59.99	9:00 a.m. Mon., Feb 13	13-29.99	9:00 a.m. Wed., Feb. 15
	112-133.99	2:00 p.m. Tues., Feb. 7	71-79.99	2:00 p.m. Thur., Feb 9	41-48.99	2:00 p.m. Mon., Feb 13	9-12.99	2:00 p.m. Wed., Feb. 15
	90-111.99	9:00 a.m. Wed., Feb. 8	60-70.99	9:00 a.m. Fri., Feb 10	30-40.99	9:00 a.m. Tues., Feb 14	1-8.99	9:00 a.m. Thur., Feb. 16

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

**Friday, Feb. 24, 2017 @ 5:00 p.m.:** **FIRST PURGE** (cancellation) of Spring schedules for non-payment of tuition and fees. All students participating in Early Registration **MUST COMPLETE EARLY FEE PAYMENT** or **MUST COMPLETE EARLY SCHEDULE CONFIRMATION**. If you do not complete early fee payment or confirm your schedule, your schedule will be **PURGED** and you will have to complete the registration process again. Students who have a zero or credit balance (minus sign or “CR” indicates a credit balance) because their tuition and fees are paid by scholarships, federal financial aid, fee waivers or other credits **MUST CONFIRM REGISTRATION**. See Tuition/Fee Payment instructions inside the General Information portion of the .pdf Racing Form.

**Monday, Feb. 27 thru Tuesday, Mar. 7, 2017:** Spring Web Registration and Web Tuition/Fee Payment continues.

**Tuesday, Mar. 7, 2017:** **SPRING QUARTER 2017 BEGINS**. General Registration (BOSS & Keeny Hall 207) & Fee Payment (BOSS & Cashiers Office – Keeny Hall) - for new students and continuing students who did not complete early registration and fee payment. Web Schedule Adjustment & Web Tuition/Fee Payment continues on BOSS. See instructions inside Racing Form.

**Tuesday, Mar. 7, 2017 @ 6:00 p.m.:** **SECOND PURGE** (cancellation) of Spring schedules for students who did not complete payment or confirm registration. Students who have a zero or credit balance (minus sign or “CR” indicates a credit balance) because their tuition and fees are paid by scholarships, federal financial aid, fee waivers or other credits **MUST CONFIRM REGISTRATION**. See Tuition/Fee Payment instructions inside the General Information portion of the .pdf Racing Form.

**Wednesday, Mar. 8, 2017:** **CLASSES BEGIN**

**Wednesday, Mar. 8 thru Friday, Mar. 10, 2017:** Late Registration/Late Fee Payment and Drop/Add. See instructions inside Racing Form. \*\*\*\$50 Late Penalty applies\*\*\* Web Schedule Adjustment/Web Fee Payment continues.

**Friday, Mar. 10, 2017:** Last day for “no grade” drops of individual courses. BOSS menu option “Drop/Add Courses” deactivated for Spring 2017 at 5:00 pm.

**Friday, Mar. 10, 2017:** Last day to resign (drop ALL classes) with a 90% refund. Special rules apply for financial aid recipients.

**Friday, Mar. 17, 2017:** Last day to resign (drop ALL classes) with a 70% refund. Special rules apply for financial aid recipients.

**Friday, Mar. 18, 2017:** Electronic direct deposit of credit balance refunds available. Sign up for electronic deposit of your refund thru your BOSS account.

**Monday, Mar. 20, 2017:** Credit balance refund checks available in the Cashiers Office from 9:00 a.m. to 4:00 p.m. Sign up for electronic deposit of your refund at [BOSS.latech.edu](http://BOSS.latech.edu) thru your BOSS account.

**Friday, Mar. 24, 2017:** Last day to resign (drop ALL classes) with a 40% refund. Special rules apply for financial aid recipients.

**Friday, Apr. 28, 2017:** Last day to drop individual courses or resign with “W” grades for Spring Quarter 2017.

#### Methods of Tuition/Fee Payment & Schedule Confirmation

- (1) Online at [BOSS.latech.edu](http://BOSS.latech.edu) thru your Student BOSS account; (2) In person at the Cashier’s Office, Keeny Hall Room 103; (3) Mail to Office of the Comptroller, ATTN: Cashiers, P.O. Box 7924, Ruston, LA 71272; or (4) Telephone: (318) 257-4325

The University reserves the right to cancel any class for which there is insufficient registration; restrict the registration in any class; reschedule any class; change instructors, change room assignments, section classes, and provide additional instructors for any class that is overcrowded. Published quarterly by the University Registrar, 207 Keeny Hall, Keeny Circle, Ruston, Louisiana 71272.

Louisiana Tech University adheres to the equal opportunity provisions of federal and civil rights laws, and does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, marital status or disability.

**TITLE IX COORDINATOR:** Carrie Flournoy, Executive Assistant, Title IX & Compliance Coordinator, President’s Office, Wyly Tower 1620; (318) 257-3785; [Flournov@latech.edu](mailto:Flournov@latech.edu)

**SECTION 504 COORDINATOR:** Annie Jantz, Division of Student Affairs, Keeny Hall 305; (318) 257-2445; [ajantz@latech.edu](mailto:ajantz@latech.edu)

**Campus Police: 257-4018**

**A TECH Parking Permit is required 24 Hours a Day**

*“The Racing Form”*