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OCT 25	Sun	<ul style="list-style-type: none"> • Advance course scheduling begins for Spring Intersession. (See page 3 for course priority scheduling.)
APRIL 30	Fri	<ul style="list-style-type: none"> • PAWS is closed at 7:00 p.m. • Continuing students must schedule by this date.
MAY 6	Thu	<ul style="list-style-type: none"> • Fee Bills are available on-line. • PAWS re-opens to non-registered continuing students at 7:00 a.m. • Billed students may drop and add courses via PAWS.
13	Thu	<ul style="list-style-type: none"> • This marks the payment deadline. • Payment must be made via PAWS (using an on-line check/bankdraft or a credit card), by mail, or in person at the Office of Bursar Operations by 4:30 p.m.
18	Tue	<ul style="list-style-type: none"> • Final date for submission of petitions to take courses on a pass/fall basis.
19	Wed	<ul style="list-style-type: none"> • This marks the final day for students to join waitlists and be moved off of waitlists and into courses for the Spring Intersession term.
20	Thu	<ul style="list-style-type: none"> • Classes begin. • Final date for dropping courses without receiving a grade of "W." • Final date for changing courses from credit to audit.
21	Fri	<ul style="list-style-type: none"> • This is the final date for adding courses for credit and for making section changes. • PAWS will close for system work at 5:00 p.m.
28	Fri	<ul style="list-style-type: none"> • Final date for resigning from the University and/or dropping courses. • (PAWS will close at midnight.)
31	Mon	<ul style="list-style-type: none"> • Memorial Day is observed – classes WILL be held
JUNE 1	Tue	<ul style="list-style-type: none"> • Classes end
2	Wed	<ul style="list-style-type: none"> • Final examinations

◀ **EXPLANATION OF SCHEDULE** ▶

Spring Intersession classes meet at the beginning time shown on the schedule.

Three credit-hour classes meet for 3 hours daily, including Saturdays and Memorial Day.

Courses carrying other credit will be assigned an appropriate schedule.

COURSE SCHEDULING AND REGISTRATION

SPRING INTERSESSION 2010

◀ COURSE SCHEDULING PRIORITY ▶

With the exception of graduate students, professional students and graduating seniors (as defined below), students priorities are determined by adding the semester hours earned to the hours currently carried. **Currently enrolled LSU students must schedule courses by 7:00 p.m., Friday, April 30, 2010.** Currently enrolled students who do not schedule courses by this date will be assessed the **\$75** late registration service charge.

If PAWS states that you are ineligible to select courses, contact the office specified by the message you receive in reply. If you are not referred to a specific administrative office, you should contact your college office.

GROUP	DAY	DATE	TIME	CRITERIA
PH1A	Sun	Oct 25	5:00 p.m.	<ul style="list-style-type: none"> • Graduate and professional students. • Graduating seniors (earned 100 hours at the conclusion of the current semester and have indicated on PAWS, or in their senior colleges that they plan to graduate in May or August 2010). • Students with special scheduling priorities approved by their deans.
PH1B	Tue	Oct 27	5:00 p.m.	Semester hours earned + hours currently carried > 122
PH1C	Wed	Oct 28	5:00 p.m.	Semester hours earned + hours currently carried = 105-122
PH1D	Thu	Oct 29	5:00 p.m.	Semester hours earned + hours currently carried = 95-104
PH1E	Fri	Oct 30	5:00 p.m.	Semester hours earned + hours currently carried = 86-94
PH1F	Sun	Nov 1	5:00 p.m.	Semester hours earned + hours currently carried = 79-85
PH1G	Mon	Nov 2	5:00 p.m.	Semester hours earned + hours currently carried = 72-78
PH1H	Tue	Nov 3	5:00 p.m.	Semester hours earned + hours currently carried = 63-71
PH1I	Wed	Nov 4	5:00 p.m.	Semester hours earned + hours currently carried = 54-62
PH1J	Thu	Nov 5	5:00 p.m.	Semester hours earned + hours currently carried = 47-53
PH1K	Fri	Nov 6	5:00 p.m.	Semester hours earned + hours currently carried = 42-46
PH1M	Sun	Nov 8	5:00 p.m.	Semester hours earned + hours currently carried = 29-41
PH1N	Mon	Nov 9	5:00 p.m.	Semester hours earned + hours currently carried = 20-28
PH1O	Tue	Nov 10	5:00 p.m.	Semester hours earned + hours currently carried = 16-19
PH1P	Wed	Nov 11	5:00 p.m.	Semester hours earned + hours currently carried = 15
PH1Q	Thu	Nov 12	5:00 p.m.	Semester hours earned + hours currently carried < 15
PH1R	Fri	Nov 13	5:00 p.m.	Undergraduate transfer students, re-entry students, and current semester undergraduate degree candidates.

SPRING INTERSESSION 2010

◀ ELIGIBILITY ▶

Student eligibility for Spring Intersession

Spring Intersession is open to the following students:

- Regularly admitted continuing LSU students in good standing.
- Re-entry and transfer students admitted to LSU.
- Other students approved by appropriate authority (nonmatriculating, LSU 25+, not regularly admitted, or visiting students).

New graduate students should contact the Office of Graduate Admissions for further information about admission to the Graduate School. Graduate students must have the approval of the department in which they are pursuing graduate study and the Graduate School to count Spring Intersession courses for graduate credit. Approval must be obtained prior to registering for the courses.

Students are not eligible to enroll if they:

- are academically ineligible at the end of the 2010 spring semester. (Students ineligible at the end of the spring semester will be dropped from Spring Intersession.)
- have been dropped from the University and enrolled in an unfinished Independent Study correspondence course (even if eligibility could be affected by course completion).
- were dropped in a previous semester and are not eligible for readmission until the 2010 summer term or thereafter.

◀ FEE SCHEDULE ▶

For current University Spring Intersession fees, please consult the Office of Budget and Planning website at www.bgtplan.lsu.edu.

Please note: **The LSU Board of Supervisors may modify fees, board, and/or housing rates at any time without advance notice.**

No fee waivers, student aid, scholarships, or deferred payment plans are available for Spring Intersession. Fees must be paid in full via PAWS using an on-line check/bankdraft or a credit card, by mail, or at the Office of Bursar Operations, using cash, check or money order. Fees may be changed at any time without advance notice. All money owed the University must be paid at the time payment for Spring Intersession is made.

Refund Schedule for Schedule Changes/Resignations

100%	Before May 20 (minus \$10 registration fee)
90%	May 20
50%	May 21 - 24

No refunds will be made after May 24. A full refund will be paid upon class cancellation because of low enrollment. No refunds will be made to anyone who owes the University. Student-initiated resignations will not be completed until all money owed the University is paid. A waiting period of three weeks is required for checks to clear before refunds will be available.

◀ **FEE PAYMENT** ▶

SPRING INTERSESSION FEE BILLS WILL BE AVAILABLE ON-LINE ON MAY 6, 2010.

- **You must pay your Spring Intersession fees using one of the following methods by 4:30 p.m., May 13.**

– Via PAWS using an on-line check/bankdraft or a credit card

– By mail to the Office of Bursar Operations

Return the remittance stub and payment to:

LSU Office of Bursar Operations

125 Thomas Boyd Hall

Baton Rouge, LA 70803

– In person at the Office of Bursar Operations

If you are unable to view your Spring Intersession Fee Bill on-line:

E-mail the Office of Bursar Operations (bursar@lsu.edu), or call (225/578-3357.)

◀ **REGISTRATION INFORMATION** ▶

All course scheduling must be completed by 7:00 p.m., Friday, April 30, 2010.

Your registration for Spring Intersession 2010 depends on your successful academic performance during the current semester; your schedule is subject to cancellation if you do not meet the required standards.

The University reserves the right to adjust course offerings by adding or dropping sections. If a course is canceled, a notice will appear on your on-line fee bill. You will have an opportunity to substitute an alternative class.

Refer to the *LSU General Catalog* for additional regulations which govern your enrollment.

Academic Action

Academic action will be applied to students enrolled in Spring Intersession. A student may be placed on warning status, and continued on or removed from probation or warning status based on Spring Intersession performance.

Advising

You are urged to contact your adviser to plan your schedule. Contact your department or college to determine where and when advisers are available.

Audit Approval

If you wish to audit a course, you must obtain written consent from the instructor of the course and the dean of the college offering the course. You may use PAWS to schedule the course; then submit the required approvals to your college office to have your enrollment changed from credit to audit. A request for a change from credit to audit must be submitted no later than May 20, 2010.

Audit Only Registration

You may not schedule courses for “audit only” using PAWS. If you wish to “audit only,” you may obtain special enrollment forms from the Office of the University Registrar, 112 Thomas Boyd Hall. You may not change from credit to audit after May 20, 2010.

Credit Hour Maximum/Course Load

Special approval is required to exceed the four credit hour maximum. With the dean’s office approval students may schedule up to six hours in Spring Intersession. In no case may students schedule more than six hours in any Intersession.

General Policies

All Spring Intersession students are subject to the rules and regulations of LSU, including the provisions of the *LSU General Catalog*. LSU reserves the right to cancel or make changes in courses. If a course is canceled, the entire fee is refunded.

LSU assures equal opportunity for all qualified persons without regard to race, color, religion, sex, national origin, age, handicap, marital status, or veteran status in the admission to, participation in, and treatment or employment in the programs and activities which the University operates.

If you have further questions, please call the Extending Learning/Intersession Office at 225/578-5090, or email intersession@lsu.edu.

Majors Only Courses

You may not use PAWS to schedule courses listed with the “Special Enrollment” note of “MAJORS ONLY” unless you are enrolled in an appropriate curriculum. Permission of the department is required for exceptions.

Parking

Students must register their vehicles to park on campus during all Intersession terms.

If you purchased a full-year permit, your vehicle is registered for all Intersession terms. If you have not purchased either full-year permits or a permit for the semester or summer term immediately preceding Spring Intersession you will need to purchase a one-month permit. Questions about parking during Intersession terms should be directed to the Office of Parking, Traffic and Transportation.

For additional information visit the Office of Parking, Traffic, & Transportation in the Public Safety Building, or call 225/578-5000.

Pass-Fail Option

You may not designate the “pass/fail” option using PAWS. To schedule a course for pass/fail grading, refer to the *LSU General Catalog* for information about required approvals. You may use the telephone to schedule the course for regular grading and report to your college office during registration to request that your enrollment be changed from regular grading to pass/fail grading. No change in the grading option may be made after May 21, 2010.

Permission of Department Courses

You may not register for a permission of department (“PERMIS OF DEPT”) course using PAWS. Contact the department that offers the course for information. If your enrollment is approved, the department will add the course to your schedule.

Permission of Instructor Courses

You can use PAWS to add courses listed in the Spring Intersession course offerings with a “Special Enrollment” note of “PERMIS OF INST.” Your enrollment in the class will be “pending” until the instructor

reviews and approves your request. If no instructor is listed, consult the departmental office. **It is your responsibility to contact the department to obtain the necessary permission to enroll.**

Prerequisites/Corequisites

Students are expected to consult the *LSU General Catalog* to ensure that they meet all prerequisites or corequisites before they schedule courses. If you schedule a course and do not meet all prerequisites or corequisites, your enrollment in that course may be canceled. You can use PAWS to add courses listed in this booklet with a "Special Enrollment" note of "PREREQ CHECKED." Your enrollment in the class will be "pending" until the department determines whether you have satisfied the prerequisites for the course. If you have, the department will approve your registration for the course. Check your status periodically, via PAWS, to learn whether they have approved or rejected your registration.

Waitlisting

Students may join waitlists in order to wait for seats to open in a full section of a class. This function of registration **does not guarantee** students a seat in the class, but it does let students hold a spot in line should a seat become available. By joining a waitlist, students will be reserving their place in line. Students will use the Schedule Request link in their PAWS desktop to join waitlists and will be automatically moved off of the lists and into courses as spaces become available. *It is important to note that the waitlist function is only available on sections of courses that are full. In order to be presented with the option to join a list, students must first attempt to add the desired course to their schedule.*

For important dates regarding waitlisting, please visit the registration calendar in the front of this booklet. More information can also be obtained by visiting the [Office of the University Registrar website](#).

Resignation

If you schedule courses using PAWS but then decide that you will not complete registration for Spring Intersession, please remember to drop your courses to make them available to other students. If you have paid fees, but then wish to resign from the University, you must initiate that action in your college office.

Scholarships

Normally, scholarships do not cover Spring Intersession fees.