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**◀ACADEMIC AND REGISTRATION ▶
CALENDAR
WINTERSESSION 2009**

MAR 29	Sun	<ul style="list-style-type: none"> ● Advance course scheduling begins for Wintersession. (See page 3 for course priority scheduling.)
NOV 15	Sun	<ul style="list-style-type: none"> ● PAWS is closed at 7:00 p.m. ● Continuing students must schedule by this date.
23	Mon	<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.
DEC 7	Mon	<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.
14	Mon	<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.
15	Tue	<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.
22	Tue	<ul style="list-style-type: none"> ● Final date for resigning from the University and/or dropping courses. ● (PAWS will close at midnight.)
23	Wed	<ul style="list-style-type: none"> ● Winter Holiday begins, 10:00 p.m.
JAN, 2010 4	Mon	<ul style="list-style-type: none"> ● Classes resume, 7:30 a.m.
5	Tue	<ul style="list-style-type: none"> ● Classes end
6	Wed	<ul style="list-style-type: none"> ● Final examinations

◀EXPLANATION OF SCHEDULE ▶

Wintersession classes meet at the beginning time shown on the schedule.

Three credit-hour classes meet for 3.5 hours daily, including Saturdays.

Courses carrying other credit will be assigned an appropriate schedule.

COURSE SCHEDULING AND REGISTRATION WINTERSESSION 2009

◀ 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., Wednesday, November 16, 2009.** 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	Mar 29	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	Mar 31	5:00 p.m.	Semester hours earned + hours currently carried > 121
PH1C	Wed	Apr 1	5:00 p.m.	Semester hours earned + hours currently carried = 106-121
PH1D	Thu	Apr 2	5:00 p.m.	Semester hours earned + hours currently carried = 97-105
PH1E	Fri	Apr 3	5:00 p.m.	Semester hours earned + hours currently carried = 89-96
PH1F	Sun	Apr 12	5:00 p.m.	Semester hours earned + hours currently carried = 82-88
PH1G	Mon	Apr 13	5:00 p.m.	Semester hours earned + hours currently carried = 74-81
PH1H	Tue	Apr 14	5:00 p.m.	Semester hours earned + hours currently carried = 66-73
PH1I	Wed	Apr 15	5:00 p.m.	Semester hours earned + hours currently carried = 60-65
PH1J	Thu	Apr 16	5:00 p.m.	Semester hours earned + hours currently carried = 55-59
PH1K	Fri	Apr 17	5:00 p.m.	Semester hours earned + hours currently carried = 48-54
PH1M	Sun	Apr 19	5:00 p.m.	Semester hours earned + hours currently carried = 38-47
PH1N	Mon	Apr 20	5:00 p.m.	Semester hours earned + hours currently carried = 32-37
PH1O	Tue	Apr 21	5:00 p.m.	Semester hours earned + hours currently carried = 28-31
PH1P	Wed	Apr 22	5:00 p.m.	Semester hours earned + hours currently carried = 22-27
PH1Q	Thu	Apr 23	5:00 p.m.	Semester hours earned + hours currently carried < 22
PH1R	Fri	Apr 24	5:00 p.m.	Undergraduate transfer students, re-entry students, and current semester undergraduate degree candidates.

WINTERSESSION 2009

◀ELIGIBILITY ▶

Student eligibility for Wintersession

Wintersession is open to the following students:

- Regularly admitted continuing LSU students in good standing.
- Non-continuing, re-entry students approved by their college dean.

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 Wintersession 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 2009 fall semester. (Students ineligible at the end of the fall semester will be dropped from Wintersession.)
- 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 2009 spring semester or thereafter.

◀FEE SCHEDULE ▶

For current University Wintersession 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 Wintersession. Fees must be paid in full via PAWS using an on-line check/bankdraft or a credit card, by mail, or in person 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 Wintersession is made.

Refund Schedule for Schedule Changes/Resignations

100%	Before Dec. 13 (minus \$10 registration fee)
90%	Dec. 14
50%	Dec. 15-17

No refunds will be made after December 17. 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 ▶

WINTERSESSION FEE BILLS WILL BE AVAILABLE ON-LINE ON NOVEMBER 23, 2009.

● **You must pay your Wintersession fees using one of the following methods by 4:30 p.m., December 7.**

- 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 Wintersession 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., Sunday, November 15, 2009.

Your registration for Wintersession 2009 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 Wintersession. A student may be placed on warning status, and continued on or removed from probation or warning status based on Wintersession 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 December 15, 2009.

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 register for “audit only” prior to December 14, 2009.

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 Wintersession. In no case may students schedule more than six hours in any Wintersession.

General Policies

All Wintersession 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 Wintersession terms.

If you purchased a full-year permit, your vehicle is registered for all Wintersession terms. If you have not purchased either full-year permits or a permit for the semester or summer term immediately preceding Wintersession you will need to purchase a one-month permit. Questions about parking during Wintersession 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 December 15, 2009.

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 Wintersession 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 Wintersession, 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, not in the Extended Learning/Intersession Office.

Scholarships

Normally, scholarships do not cover Wintersession fees.