



Prospective Student Checklist

SUBMIT APPLICATION FOR ADMISSION

Apply online by visiting the application website at apply.lsue.edu.
Admissions Office, Manuel Hall, room 102, (337) 550-1305 or (337) 550-1329

PAY \$25.00 APPLICATION FEE (non-refundable)

Once your application is submitted, you can submit your payment by calling the Business Office at 337-550-1262 and charging it to a debit/credit card. (Note: A 2% processing fee will be charged). You may also mail or bring in your application fee.
Business Office, Science Building, room 115, (337) 550-1262

SUBMIT IMMUNIZATION AND MENINGITIS RECORD (If new student)

If you did not already submit an Immunization Form or you did not elect to waive the requirement on the online application, you must do so prior to registering for any classes. To complete this requirement, you must either submit a copy of your immunization record or file for an exemption on the Immunization Form. The Immunization Form can be downloaded at: www.lsue.edu/immunize.pdf
Student Affairs Office, Acadian Center, room 112, (337) 550-1217

APPLY FOR FINANCIAL AID (If applicable)

Students applying for grants, loans or part-time jobs should complete an application at least six weeks prior to the beginning of the semester. Check with the Financial Aid Office for priority deadlines. Apply online at www.fafsa.ed.gov. The federal school code for LSUE is 002012. For more information, visit the Financial Aid website at: finaid.lsue.edu
Financial Aid Office, Acadian Center, room 110, (337) 550-128

APPLY FOR SCHOLARSHIPS (If applicable)

If you wish to apply for a scholarship, you should complete a scholarship application no later than February 1st to receive a scholarship for the following fall semester. To view more information or download a scholarship application, visit the Financial Aid website at: finaid.lsue.edu
Student Affairs Office, Acadian Center, room 112, (337) 550-1218

TAKE THE ACT TEST (If applicable)

You are not required to take the American College Test (ACT) to enroll at LSUE. Because it is used as a placement guide for students taking English, mathematics and science classes, you are advised to take the ACT. For more information, visit the ACT website at www.act.org or contact the Student Affairs Office.

Note: If you have graduated from a high school not approved by the Louisiana Department of Education or you did not have a GED, you can be admitted under the Ability to Benefit provision. Such students must be at least 17 years of age and must take the COMPASS test for placement, instead of the ACT. Contact the Admissions Office for more information concerning the COMPASS test.

*Student Affairs Office, Acadian Center, room 112, (337) 550-1218
Admissions Office, Manuel Hall, room 102, (337) 550-1305 or (337) 550-1329*

CHECK ON HOUSING INFORMATION (If applicable)

You can contact Bengal Village for information on campus housing or visit their website at www.campushousing.com/lsue
Bengal Village Office, (337) 550-7800

RECEIVE ACCEPTANCE LETTER WITH YOUR ID AND PIN NUMBER

You should receive your letter from the Admissions Office approximately one week after paying the application fee. This letter will contain information concerning registration of classes and orientation. If you do not receive your letter, contact the Admissions Office.
Admissions Office, Manuel Hall, room 102, (337) 550-1305 or (337) 550-1329

SUBMIT MISSING ADMISSION MATERIAL

Consult the letter received from the Admissions Office to determine what items, if any, are missing from your admission file.

High School Transcripts

- Freshmen: For students whose graduation date from an approved Louisiana high school is after 2002, the Admissions Office will attempt to electronically retrieve your high school transcript. You will be notified by mail if we cannot retrieve the transcript. If you (1) graduated from a Louisiana high school in 2002 or earlier, (2) graduated from an out-of-state high school, (3) graduated from a non-approved Louisiana high school, or (4) graduated from a home school program, you must submit a copy of your final high school transcript.
- Reentry students: If the Admissions Office has your transcript from your last enrollment period, you do not need to resubmit the transcript.
- Transfer students: If you have earned at least 12 semester hours of college-level credit, you do not need to submit your high school transcript.

GED Scores

If your diploma was awarded on the basis of a GED, you must submit a copy of your GED scores.

ACT Scores

ACT scores are not required for admission to LSUE. If you are a first-time freshman and do not submit ACT scores, you will be placed our development education program: Pathways to Success Program.

College Transcripts

We must receive an official transcript from every college, university or technical school that you have attended. It is your responsibility to contact all schools you previously attended and have each school mail an official transcript directly to the LSUE Office of Admissions. If you are currently enrolled you should have a transcript sent at the end of the semester.

Admissions Office, Manuel Hall, room 102, (337) 550-1305 or (337) 550-1329

CONSULT CATALOG/ VIEW ACADEMIC PROGRAMS

All students should review the catalog for important academic information including the degree programs offered at LSUE, the courses required for those degrees and descriptions of those courses. The catalog also contains information about university regulations and student services. An online version of the current LSUE Catalog can be found at: catalog.lsue.edu. You may also find additional information concerning our academic programs at programs.lsue.edu.

Remedial Courses

Your placement in English, Math and Science classes depends on your ACT scores. You should review the English, Math and Biology courses in the back of the catalog to determine your placement. Your academic advisor will assist you in determining your proper classes.

LOG ONTO MY.LSUE

Upon applying for admission to LSUE, you will be mailed your ID and password to log onto the My.LSUE website. Use any kiosk machine on campus or online go to www.lsue.edu. Click on "My Info" to verify that your personal contact information is correct. See the MyLSUE flyer that was enclosed with your admission letter for more information about navigating around MyLSUE. Check for any possible holds on your registration by clicking on Enrollment Services for Students. Check the "Hold Information" section at the bottom of the page.

Immunization and/or Meningitis Hold

An Immunization or Meningitis Hold indicates that you need to submit proof of your immunization (see #1 above).

Selective Service Hold

Selective Service Hold indicates that you need to submit verification of your registration with selective service. To register for selective service online go to www.sss.gov.

Admissions Office, Manuel Hall, room 102, (337) 550-1305 or (337) 550-1329

REVIEW SCHEDULE OF CLASSES

Once the schedule of classes is release for an upcoming semester, the classes can be viewed by going to: schedule.lsue.edu. After selecting the semester, select a department and then click "Execute Search". All of the courses that are on the schedule for that semester in that department will be listed. The listing will indicate the location, day and time of the classes. You should use this to make a trial schedule of your courses prior to meeting with your advisor. Note: Pathways to Success classes will not be listed online. Your advisor will discuss class options with you.

- ATTEND ORIENTATION (If applicable; Out-of-area student's telephone orientation conducted)**
Once the orientation dates for an upcoming semester are finalized, you will be notified. Your letter will indicate if you are required to attend orientation. For students who are required to attend, you must attend orientation before registering for classes. Students who are not required to attend orientation are invited to attend but can register for classes without attending orientation.
Admissions Office, Manuel Hall, room 102, (337) 550-1305 or (337) 550-1329
- TAKE MATH PLACEMENT TEST (If applicable)**
Students with an ACT math score of 17 or lower may elect to take a one-half hour placement test prior to orientation. The purpose of the placement test is to validate the student's placement in MATH 0001 or MATH 0002. Students in this group (a score of 17 or less on the math section of the ACT) who wish to remain in MATH 0001 need not take the test. Students who score a 6 or below on the placement test are placed into MATH 0001 and those who score a 7 or above are placed into MATH 0002. The placement test may be taken only once and a student may not take the test once they are enrolled. Students with transfer credit may be exempt from the testing requirement.
Office of Developmental Education, Manuel Hall, room 207, (337) 550-1433
- MEET OR CONSULT WITH ACADEMIC ADVISOR**
If you are required to attend orientation, you will meet with an advisor on the day you attend orientation. Your advisor's contact information was given to you on your initial admission letter. Your advisor will clear you for registration and discuss your class choices. If your advisor is not available to assist you, you should contact your division office. If you need the name and telephone number of your division office, you may get this information by logging onto the MyLSUE website.
- REGISTER FOR CLASSES**
You can register on a purple kiosk at LSUE, or by logging on to the MyLSUE website.
- CONSULT LSUE BULLETIN**
The LSUE Bulletin contains information about the registration process, fee payment deadlines and a calendar of important dates. Once it is available, you can view the current Registration Bulletin by going online to:
www.lsu.edu/register
- PAY TUITION**
- If you are receiving financial aid or a scholarship:
If the aid or scholarship is shown on your fee statement as "applied" and the amount is equal to or greater than the amount of your tuition, you **must** sign the fee statement and submit it to the Business Office. If the total aid amount does not cover your tuition, you **must** sign the fee statement and submit it along with the remaining balance to the Business Office (see below for forms of payment). Consult the LSUE Bulletin for fee payment deadlines. www.lsu.edu/register
 - If you are paying by credit/debit card, online payment, check, money order or cash:
 - Credit/debit card – call or visit the LSUE Business Office. Please note that a 2% processing fee will be added to each transaction.
 - Online payment can be made by logging into the myLSUE system (see #11). Click the <Pay Online> tab.
LSUE Office of Information Technology if problems occur, Manuel Hall Rm 105; 337-550-1307
 - Check or money order – make payable to LSUE and mail or bring to the LSUE Business Office
 - Cash – bring to the LSUE Business Office.
Business Office, Science Building, room 115, (337) 550-1262
- RECEIVE LSUE STUDENT ID CARD (If on-campus attendance)**
The Office of Information Technology is opened Monday through Friday from 8:00am to 4:30pm to issue ID cards. This card is used for such services as printing in the computer labs, checking out books in the LSUE library or using your Bengal Bux in the LSUE cafeteria. Your first ID card is free. If you need a replacement, there is a \$15.00 charge.
Office of Information Technology, Manuel Hall, room 105, (337) 550-1307
- PURCHASE PARKING PERMIT (If on-campus attendance)**
An LSUE Parking Permit is required on every vehicle parking on the LSUE campus during normal business hours. Evening and weekend students do not need to purchase a permit. The cost of the permit is \$10.00. A new permit must be purchased each year in August.
Business Office, Science Building, room 115, (337) 550-1262
- BUY BOOKS**
The LSUE Bookstore is opened Monday thru Friday, 8:00am to 4:30pm. Books can be bought by visiting the LSUE Bookstore in person in the Acadian Center, room 123 or by visiting the bookstore website at bookstore.lsu.edu.
Bookstore, Acadian Center, room 123, (337) 550-1281