ADVISING - ACADEMIC COURSE SELECTION

Continuing Students: Enrolled Fall 2013
Advising Session ................................................................. Monday, October 14 – Friday, October 25
Advising By Appointment Only, During Posted Office Hours (Holidays Excluded):
................................................................................. Monday, October 28 – Friday, December 6

Transfer/Re-Entry Undergraduates and First-time/Re-Entry Graduates
Advising By Appointment Only, During Posted Office Hours (Holidays Excluded):
................................................................................. Monday, October 28 – Friday, December 6

Between Semesters: Advising availability and procedures vary among programs. If advisors are not available, transfer and re-entry undergraduate students with less than 45 hours may go to Lee Hall 115 for assistance during this period.
(Excluding Holidays) ........................................................................ Monday, December 16 – Friday, January 10

Late Advising: All Students
8:00 am – 4:00 pm ....................................................................... Monday-Tuesday, January 13-14

REGISTRATION via ULink
CHECK ASSIGNED REGISTRATION APPOINTMENTS VIA ULINK

Registration for Students Enrolled Fall 2013:
Begins According to Assigned Appointment ........................................................ Monday, October 21 (8:00 am)

Registration for Spring 2014 Applicants: Registration Availability for Transfer/Re-Entry Undergraduates and First-time/Re-Entry Graduates.
Begins ......................................................................................... Monday, November 4 (8:00 am)

Registration for ALL STUDENTS:
OFF ............................................ Friday, December 13 (8:59 pm) – Thursday, December 19 (4:00 pm)
ON ............................................. Thursday, December 19 (4:01 pm) – Thursday, January 2 (5:00 pm)
OFF ............................................. Thursday, January 2 (11:59 am) - Wednesday, January 8 (4:30 pm)
ON ............................................. Wednesday, January 8 (4:31 pm) – Wednesday, January 22 (8:59 pm)

Last Day To Pay Fees and Retain Class Schedule
Spring 2014 Registered students .................................................. Monday, January 6 (4:30 pm)

Warning: If fees are not paid by the January 6 deadline, the student’s schedule will be dropped. Students who register for classes after January 6 will be charged a nonrefundable $50 Late Registration Fee. See FEE POLICY.
ORIENTATION INFORMATION
http://orientation.louisiana.edu
Phone: (337) 482-1391 or Email: orientation@louisiana.edu
First-time freshmen and transfer students with less than 30 credit hours are required to attend an Orientation. For specific dates, go to http://orientation.louisiana.edu. Information and procedures regarding admissions are available in Enrollment Services, French House, or call (337) 482-6553. Special orientation sessions are available for Adult Learners: call (337) 482-1391 or visit http://orientation.louisiana.edu.

SPRING 2014 FEE POLICY
Please Read Carefully - Subject to Change
http://bursar.louisiana.edu/

Students should read the fee policy for each semester or session to stay up-to-date on any changes. Recipients of scholarships, assistantships, fellowships, National Guard, etc. must have submitted all required paperwork for a tuition deferment, well in advance of the deadlines stated below to avoid the late fees and/or registration cancellation. Federal financial aid recipients (Pell Grant, Stafford Loans) must request a tuition deferment via ULink prior to the deadlines stated below.

All registered students are advised to check their Statement of Account via ULink to verify that your payment has been received and posted or a tuition deferment has been processed. In addition, students must periodically check their ULink Statement of Account throughout the semester/session. This will ensure that students will be aware of any changes that may occur.

- MONDAY, OCTOBER 21 – STUDENTS MAY BEGIN PAYMENT OF TUITION/FEES AND ROOM/BOARD
- MONDAY, JANUARY 6 (4:30 PM) - DEADLINE TO PAY TUITION AND FEES AND RETAIN SCHEDULE: Students who pay tuition/fees by the deadline will avoid late fees and/or registration cancellation.
- WEDNESDAY, JANUARY 8 (3:00 PM) - CLASSES DROPPED FOR NONPAYMENT OF FEES: Nonpay students will have their classes dropped. Students who register or re-register for classes after January 3 will be assessed a nonrefundable $50 Late Registration Fee; also, the deadline to pay tuition and fees is the first day of class (January 15).
- WEDNESDAY, JANUARY 8 (4:30 PM) - $50 LATE REGISTRATION FEE (NON-REFUNDABLE): The nonrefundable $50 Late Registration Fee will be assessed for students who register (or re-register) for classes at this time. To avoid additional late fees, full payment of tuition and fees will be due by the first class day, Wednesday, January 15, 2014. (First time international students will be exempt due to their late arrival.)
- WEDNESDAY, JANUARY 15 (4:30 PM) – TUITION DEADLINE FOR STUDENTS WHO REGISTERED OR RE-REGISTERED FOR CLASSES AFTER JANUARY 3.
- THURSDAY, JANUARY 23 (4:30 PM) – LAST DAY FOR PAYMENT OF ADDITIONAL FEES FOR ADDING CLASSES.
- TUESDAY, FEBRUARY 4 - ENROLLMENT DEADLINE FOR TUITION & FEES PAYMENT PLAN.
- WEDNESDAY, FEBRUARY 5 – CLASSES WILL BE DROPPED FOR NONPAYMENT OF FEES: Students who are registered for classes at this time and fail to pay Tuition and Fees or fail to submit the required paperwork for a Tuition Deferment (Financial Aid, Scholarships, National Guard) or do not enroll in Tuition and Associated Fees Payment Plan, will have their classes dropped for non-payment. These students may not attend classes.
- REINSTATEMENT: STUDENTS ALLOWED REINSTATEMENT AFTER THE PURGE, WILL BE ASSESSED A $100.00 NON-REFUNDABLE REINSTATEMENT FEE IN ADDITION TO THE NON-REFUNDABLE LATE REGISTRATION FEE ($50)

After the final purge, these students will have an opportunity to be reinstated if they go to the Student Cashier Center in Lafayette Hall and process a Tuition Deferment (approved through Financial Aid Office) or by paying tuition in full on or before March 6, 2014.
SPRING 2014 Semester Calendar

FEE DEADLINES AND DATE CLASSES ARE PURGED FOR NONPAYMENT OF FEES ................... SEE FEE POLICY

Semester Begins ................................................................. Monday, January 13
Late Advising/Registration .................................................. Monday-Tuesday, January 13-14

Classes Begin ................................................................. Wednesday, January 15
Schedule Adjustment Period Begins ....................................... Wednesday, January 15

Holiday: Martin Luther King .................................................. Monday, January 20
Schedule Adjustment Period Ends ........................................... Wednesday, January 22
Last Day to Drop a Class and Be Refunded .............................. Wednesday, January 22
First Day to Drop a Class and Receive a Grade of 'W' ................ Thursday, January 23
Note: There is no refund for dropping a class with a 'W' grade. For information regarding fee charges to drop a class, go to http://registrar.louisiana.edu/content/academic-records/faqs-about-grades and locate COURSE DROP POLICY.

Last Day to Apply for Candidacy ........................................... Friday, January 24
Reminder to Veterans: All paperwork should be submitted to the V. A. Office in Foster Hall by mid-February

Last Day to Apply for Graduate Degree .................................. Tuesday, February 4
Last Day to Apply for Undergraduate Degree ............................ Tuesday, February 4
Last Day to Apply for Honors Baccalaureate Degree ..................... Tuesday, February 4
Last Day to Change a Course for Credit to Audit ....................... Wednesday, February 5
(See University Bulletin, Rules and Regulations, Registration as an Auditor)

2nd Purge for Nonpayment of Tuition/Fees (See Fee Policy) ............. Wednesday, February 5

Graduate Foreign Language Exams ....................................... Thursday, February 6
Last Day to Drop ‘1st Half Semester’ Courses and Receive a 'W' .... See Course Note/Message

Summer/Fall 2014 Degree Candidates: ..................................... Friday, February 14
For an early registration appointment the degree candidate must submit an application for a degree to their academic dean.

Holiday: Mardi Gras (updated 2/4/14 due to school closure) ............. Monday-Tuesday, March 3-4

Classes Resume ............................................................... Wednesday, March 5

Last Day to Drop a Class with a 'W' (updated 2/4/14) ..................... Wednesday, March 12
There is no refund for dropping a class with a grade of 'W'. Dropping a class after this date is prohibited.

Summer/Fall 2014 Advising Session ....................................... Monday-Friday, March 17-28
Graduate Foreign Language Exams ........................................ Monday, April 7
Last Day to Apply for Degree for Summer Graduation (added 2/4/14) ....... Wednesday, April 9
Last Day to Resign for the Semester with a Grade of 'W' ................. Thursday, April 10
Resigning after this date is prohibited. See Resignation Refund Policy.

Last Day to Change an ‘I’ ..................................................... Thursday, April 10
Deadline to change an incomplete grade, earned in the Fall 2013 or Winter Int 2013, before it becomes a permanent grade of 'F'.

Last Day for Completing Written Examinations ......................... Thursday, April 17
Last Day for Graduate Oral Exams ........................................ Thursday, April 17
Last Day for Submitting Final Copy of Honors Thesis .................. Thursday, April 17

Holiday: Easter/Spring Break ................................................ Friday-Sunday, April 18-27

Last Day for Submitting Final Copies of Theses or Dissertations ........... Monday, April 21

Dead Days: ........................................................................... Wednesday, April 30 (8 pm) – Sunday, May 4
No organized activities scheduled by any campus organization and no examinations in classes except for make-up exams and finals in laboratory courses, which consists of lab experience only.

Last Day of Classes ......................................................... Friday, May 2
Final Exams ........................................................................... Monday-Tuesday, May 5-6
Mid-Exam Study Day ............................................................. Wednesday, May 7
Final Exams Continued ............................................................ Thursday-Friday, May 8-9

Commencement Exercises .................................................. SATURDAY, MAY 17
Semester Ends ...................................................................... SATURDAY, MAY 17
SPRING 2014 RESIGNATION REFUND POLICY

A student who officially resigns from all courses after completing registration may obtain a fee refund according to the following schedule:

<table>
<thead>
<tr>
<th>Date of Resignation</th>
<th>Registration/student assessed fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through First Class Day (January 15)</td>
<td>100%</td>
</tr>
<tr>
<td>Next Seven Class Days (January 16-27)</td>
<td>90%</td>
</tr>
<tr>
<td>Next Eleven Class Days (January 28 - February 11)</td>
<td>50%</td>
</tr>
<tr>
<td>Next Eighteen Class Days (February 12 – March 12)</td>
<td>25%</td>
</tr>
<tr>
<td>After March 12</td>
<td>0%</td>
</tr>
</tbody>
</table>

The percent refund of the student self-assessed fees does not include the student insurance fee of $22.00; and will be awarded only upon surrender of the student’s ID card. The $20.00 International Service Fee is non-refundable.

If the University cancels an ineligible student’s registration, then the student’s fee will be refunded according to the schedule above. The effective date of cancellation will determine which category of refund will apply. Refunds are usually mailed prior to mid-semester.

**Non-refundable fees:** The $50 late registration fee, the $100 reinstatement fee, the $7.50 Initial Enrollment Fee, and the drop fee(s).

NOTICE TO STUDENTS WHO REGISTERED FOR CLASSES AND DECIDED NOT TO ATTEND: Students should drop all classes via ULink as soon as possible and no later than the 5th class day for fall/spring (3rd class day for summer). Beginning the 6th class day (4th for summer), students must resign; Junior Division students go to the Academic Success Center in Lee Hall, Upper Division students see their academic dean. See Resignation Refund Policy above.

FEE PAYMENT SCHEDULE FOR SPRING 2014

Students may begin payment of tuition and fees and room/board on Monday, October 21.

STATEMENT OF ACCOUNT: Students may access their account through the portal, ULink - ulink.louisiana.edu.

- **ACCEPTABLE PAYMENT METHODS:** [http://bursar.louisiana.edu/](http://bursar.louisiana.edu/)
- **Payments in person or by mail** can be made with personal checks, cashier’s checks, traveler’s checks, money order, or cash (do not mail cash).
- **Payments with MasterCard, Discover, or American Express only**, along with debit cards with the MasterCard logo can be made via ULink, Online Payment Gateway. A fee is charged for each transaction. Credit or debit cards with the Visa Logo are no longer accepted.
- **Payments using E-checks or E-savings** can be made via ULink, Online Payment Gateway. A fee is charged for each transaction.

DEADLINE TO PAY TUITION/FEES: Monday, January 6 (4:30 pm)

Recipients of scholarships, assistantships, fellowships, National Guard, etc. must have submitted all required paperwork for tuition deferment, well in advance of the deadline to avoid late fees and/or registration cancellation. Federal financial aid recipients (PELL Grant, Stafford Loans) must request a tuition deferment via ULink prior to the above deadline.

See the FEE POLICY for details regarding deadlines and assessment of late fees.

For students who registered (or re-registered) for classes after January 3, full payment of tuition/fees is due the first class day, Wednesday, January 15 (4:30 pm).

**Student Cashier Center, LOBBY HOURS:** Lafayette Hall (Excluding Holidays)

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Monday and Thursday</td>
<td>07:45 am – 04:30 pm</td>
</tr>
<tr>
<td>Tuesday and Wednesday</td>
<td>07:45 am – 11:30 am and 12:35 am – 04:30 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>07:45 am – 12:00 NOON</td>
</tr>
<tr>
<td>Monday</td>
<td>Open During Lunch .......... 11:30 am – 12:35 pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>Open During Lunch .......... 11:30 am – 12:35 pm</td>
</tr>
</tbody>
</table>
PAYMENT OF FEES VIA ULINK

http://bursar.louisiana.edu/

MASTERCARD, DISCOVER, AND AMERICAN EXPRESS CARDS

eCHECK OR ESAVINGS

logon to ULink – Click on STUDENTS tab – Click on Statement of Account

PAYMENT BY MAIL: Students not receiving financial aid.

Self-paying students may pay by mail. In order to meet the January 6 deadline, payment must be received by January 2, 2014.

Please do not send cash.

Mailed payments may be sent to the following address only:

University of Louisiana at Lafayette
Student Cashier Center
P. O. Box 44444
Lafayette, LA 70504-4444

LATE FEES (SEE FEE POLICY): ALL STUDENTS

The non-refundable Late Registration Fee and Late Payment Fees will be assessed to the student who has failed to pay tuition and fees or to enroll in the Tuition & Fees Payment Plan or to receive a tuition deferment by the deadlines below:

- **$50 LATE REGISTRATION FEE** is assessed for students who register after January 3.
- **TUESDAY, FEBRUARY 4** – Deadline for enrollment in Tuition & Fees Payment Plan.
- **$100 REINSTATEMENT FEE BEGINS FEBRUARY 5.** In addition to the $50 Late Registration Fee, the $100 Reinstatement Fee will be assessed for the students who are reinstated after the 2nd purge for nonpayment of tuition/fees February 5.
- Late fees are non-refundable.

STUDENT CASHIER CENTER, LAFAYETTE HALL (Subject to Change)

<table>
<thead>
<tr>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday-Thursday</td>
<td>January 15-16</td>
<td>7:45 am - 4:30 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>January 17</td>
<td>7:45 am - NOON</td>
</tr>
<tr>
<td>Tuesday-Thursday</td>
<td>January 21-23</td>
<td>7:45 am - 4:30 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>January 24</td>
<td>7:45 am - NOON</td>
</tr>
</tbody>
</table>

NOTE: After the last day to drop classes with a grade of “W”, please allow 21 calendar days for removal of DEBT HOLD(S) when paying in person with a check or seven (7) calendar days when paying online through e-check or e-savings.

FINANCIAL AID, SCHOLARSHIP, AND STIPEND RECIPIENTS: (Subject to Change)

A student who is participating in the direct deposit program and is eligible to receive a Balance Due to Student on Friday, January 3, 2014 will have funds made available on **Wednesday, January 15, 2014.**

STUDENTS NOT PARTICIPATING IN THE DIRECT DEPOSIT PROGRAM WILL HAVE THEIR BALANCE CHECKS MAILED TO THE LOCAL ADDRESS (PLEASE VERIFY YOUR LOCAL ADDRESS WITH THE REGISTRAR’S OFFICE VIA ULINK) ON **WEDNESDAY, JANUARY 15, 2014.** STUDENTS WITH A BALANCE DUE TO THE UNIVERSITY MUST PICK UP PROCEEDS ON A FIRST COME FIRST SERVED BASIS ACCORDING TO THE SCHEDULE BELOW:

<table>
<thead>
<tr>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Cashier Center, Lafayette Hall (Subject to Change)</td>
<td>Wednesday and Thursday</td>
<td>January 15-16</td>
</tr>
</tbody>
</table>
**ID CARDS – CAJUN CARD**

http://cajuncard.louisiana.edu/

Located in Vermilion Hall, 1st floor

A valid ID card is required of all students. New students must have a photo taken in the Cajun Card Office, Vermilion Hall, 1st Floor. Continuing student’s ID’s are validated automatically upon payment of tuition.

<table>
<thead>
<tr>
<th>Regular Office Hours:</th>
<th>Monday-Thursday</th>
<th>7:30 am – 5:00 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Friday</td>
<td>7:30 am – 12:30 pm</td>
</tr>
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</table>

**PARKING PERMITS**

(DATES/TIMES ARE SUBJECT TO CHANGE)

**LOCATED IN OLIVIER TOWER – 619 MCKINLEY SUITE 100**

Website: http://park.louisiana.edu/

PARKING VIOLATIONS WILL BE ISSUED BEGINNING WEDNESDAY, JANUARY 15

**RESIDENT STUDENT PARKING:** See website – http://park.louisiana.edu/

New and Returning Resident Students, who are eligible to park on campus, may register a vehicle and purchase a permit online by visiting the Parking and Transit website at http://park.louisiana.edu/.

**COMMUTING STUDENTS:** Commuting students may park at Cajun Field or Bourgeois Hall (Zone 40). Parking permits are not required for these areas.

**NIGHT PARKING PERMITS:** Students enrolled in night classes, who wish to park on campus after 3:00 p.m., may register a vehicle and purchase a permit online by visiting the Parking and Transit website at http://park.louisiana.edu/.

**UL PARKING AND TRANSIT OFFICE HOURS:**

<table>
<thead>
<tr>
<th>Monday-Thursday</th>
<th>7:30 am – 4:45 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>7:30 am – 12:15 pm</td>
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</table>

**COMPLY WITH HOUSING REGULATIONS**

http://housing.louisiana.edu/

Located in Buchanan Hall, 2nd Floor

Contact Information: phone (337) 482-6471 or email: oncampusliving@louisiana.edu

In compliance with the University of Louisiana system regulations, UL Lafayette requires all full-time (carrying 12 hours or more; 6 hours in a summer session) freshman students either live in on-campus housing or apply for and receive an exemption. Request for exemption must be made in the Housing Office, Buchanan Hall, 2nd Floor, thirty days prior to the start of the semester. Failure to comply with regulations may result in registration being canceled without refund of fees.

Arrangements for on-campus housing may be made in the Buchanan Hall, 2nd floor. The deadline for submitting a properly completed Residence Hall or Legacy Park application, $100.00 application fee, and $100.00 deposit will be as follows:

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Fall Semesters</td>
<td>May 15</td>
</tr>
<tr>
<td>Spring Semesters</td>
<td>November 15</td>
</tr>
<tr>
<td>Summer Sessions</td>
<td>March 15</td>
</tr>
</tbody>
</table>

Private rooms are available in residence halls for an additional charge. Various meal plans and payment plans are available. Late applications (those properly completed and received in the Housing Office after the deadline date) will be considered as long as space in residence halls is available. Processing time for late applications will be approximately three to five working days. Assignments are made on a first-to-apply and prepay, first-to-be-assigned basis so applications should be filed well in advance of the deadline.