

# **SPRING 2015 DATES AND DEADLINES**

## **ADVISING - ACADEMIC COURSE SELECTION**

### **Continuing Students: Enrolled Fall 2014**

Advising Session..... Monday, October 20 – Friday, October 31  
Advising By Appointment Only, During Posted Office Hours (Holidays Excluded):  
..... Monday, November 3 – Friday, December 5

### **Transfer/Re-Entry Undergraduates and First-time/Re-Entry Graduates**

Advising By Appointment Only, During Posted Office Hours (Holidays Excluded):  
..... Monday, November 3 – Friday, December 5

**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, January 5 – Friday, January 9

### **Late Advising: All Students**

8:00 am – 4:00 pm ..... Monday-Tuesday, January 12-13

## **REGISTRATION via ULink**

**CHECK ASSIGNED REGISTRATION APPOINTMENTS VIA ULINK**

### **Registration for Students Enrolled Fall 2014:**

Begins According to Assigned Appointment..... Monday, October 27 (8:00 am)

**Registration for Spring 2015 Applicants:** Registration Availability for Transfer/Re-Entry Undergraduates and First-time/Re-Entry Graduates.

Begins ..... Monday, November 10 (8:00 am)

### **Registration for ALL STUDENTS:**

OFF..... Friday, December 12 (8:59 pm) – Thursday, December 18 (4:00 pm)  
ON..... Thursday, December 18 (4:01 pm) – Friday, January 2 (5:00 pm)  
OFF..... Friday, January 2 (5:01 pm) - Wednesday, January 7 (4:30 pm)  
ON..... Wednesday, January 7 (4:31 pm) – Wednesday, January 21 (8:59 pm)

### **Last Day To Pay Fees and Retain Class Schedule**

Spring 2015 Registered students..... Monday, January 5 (4:30pm)

**Warning:** If fees are not paid by the January 5 deadline, the student's schedule will be dropped. Students who register for classes after January 5 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](mailto: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 2015 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 27 – STUDENTS MAY BEGIN PAYMENT OF TUITION/FEEES AND ROOM/BOARD**
- **MONDAY, JANUARY 5 (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 7 (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 2 will be assessed a nonrefundable \$50 Late Registration Fee; also, the deadline to pay tuition and fees is the first day of class (January 14).**
- **WEDNESDAY, JANUARY 7 (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 14, 2015. (First time international students will be exempt due to their late arrival.)
- **WEDNESDAY, JANUARY 14 (4:30 PM) – TUITION DEADLINE FOR STUDENTS WHO REGISTERED OR RE-REGISTERED FOR CLASSES AFTER JANUARY 2.**
- **THURSDAY, JANUARY 22 (4:30 PM) – LAST DAY FOR PAYMENT OF ADDITIONAL FEES FOR ADDING CLASSES.**
- **TUESDAY, FEBRUARY 3 - ENROLLMENT DEADLINE FOR TUITION & FEES PAYMENT PLAN.**
- **WEDNESDAY, FEBRUARY 4 – 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 5, 2015.

## **SPRING 2015 SEMESTER CALENDAR**

FEE DEADLINES AND DATE CLASSES ARE PURGED FOR NONPAYMENT OF FEES.....	<b>SEE FEE POLICY</b>
Semester Begins .....	Monday, January 12
Late Advising/Registration .....	Monday-Tuesday, January 12-13
<b>Classes Begin .....</b>	<b>Wednesday, January 14</b>
Schedule Adjustment Period Begins .....	Wednesday, January 14
Short Course Begin/End Dates for S4 Sections (Last Day to Drop/Resign S4 Sections is Feb 6).....	January 14 - March 6
<b><u>Holiday:</u> Martin Luther King.....</b>	<b>Monday, January 19</b>
Schedule Adjustment Period Ends.....	Wednesday, January 21
Last Day to Drop a Class and Be Refunded.....	Wednesday, January 21
First Day to Drop a Class and Receive a Grade of 'W' .....	Thursday, January 22
Note: There is no refund for dropping a class with a 'W' grade. For information regarding fee charges to drop a class, go to <a href="http://registrar.louisiana.edu/academic-records/faqs-about-grades">http://registrar.louisiana.edu/academic-records/faqs-about-grades</a> and locate <b>COURSE DROP POLICY.</b>	
Last Day to Apply for Candidacy .....	Friday, January 23
<b>Reminder to Veterans:</b> 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 3
Last Day to Apply for Undergraduate Degree.....	Tuesday, February 3
Last Day to Apply for Honors Baccalaureate Degree .....	Tuesday, February 3
Last Day to Change a Course for Credit to Audit.....	Tuesday, February 3
See Catalog ( <a href="http://academicaffairs.louisiana.edu/resources/catalogs">http://academicaffairs.louisiana.edu/resources/catalogs</a> ), Rules and Regulations, Registration as an Auditor)	
2 <sup>nd</sup> Purge for Nonpayment of Tuition/Fees (See Fee Policy) .....	Wednesday, February 4
Graduate Foreign Language Exams .....	Thursday, February 5
<b><u>Summer/Fall 2015 Degree Candidates:</u> .....</b>	<b>Friday, February 13</b>
For an early registration appointment the degree candidate must submit an application for a degree to their academic dean.	
<b><u>Holiday:</u> Mardi Gras .....</b>	<b>Monday-Wednesday, February 16-18</b>
<b><u>Classes Resume</u>.....</b>	<b>Thursday, February 19</b>
<b><u>Last Day to Drop a Class</u> with a 'W' .....</b>	<b>Thursday, March 5</b>
There is no refund for dropping a class with a grade of 'W'. Dropping a class after this date is prohibited.	
Short Course for S5 Sections Begin/End Date (Last Day to Drop/Resign S5 Sections is March 31) .....	March 9 – May 1
<b><u>Summer/Fall 2015 Advising Session</u>.....</b>	<b>Monday-Friday, March 16-27</b>
<b><u>Holiday:</u> Easter/Spring Break .....</b>	<b>Friday-Sunday, April 3-12</b>
Graduate Foreign Language Exams .....	Monday, April 13
Last Day to Apply for Degree for Summer Graduation .....	Wednesday, April 15
<b><u>Last Day to Resign for the Semester with a Grade of 'W'</u> .....</b>	<b>Thursday, April 16</b>
Resigning after this date is prohibited. See Resignation Refund Policy.	
<b><u>Last Day to Change an 'I'</u> .....</b>	<b>Thursday, April 16</b>
Deadline to change an incomplete grade, earned in the Fall 2014 or Winter Int 2014, before it becomes a permanent grade of 'F'.	
Last Day for Completing Written Examinations .....	Thursday, April 16
Last Day for Graduate Oral Exams .....	Thursday, April 16
Last Day for Submitting Final Copy of <b>Honors</b> Thesis .....	Thursday, April 16
Last Day for Submitting Final Copies of Theses or Dissertations .....	Monday, April 20
<b>Dead Days:</b> .....	<b>Wednesday, April 29 (8 pm) – Sunday, May 3</b>
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.	
<b>Last Day of Classes .....</b>	<b>Friday, May 1</b>
<b>Final Exams.....</b>	<b>Monday-Tuesday, May 4-5</b>
Mid-Exam Study Day .....	Wednesday, May 6
<b>Final Exams Continued .....</b>	<b>Thursday-Friday, May 7-8</b>
<b>Commencement Exercises .....</b>	<b>FRIDAY, MAY 15</b>
<b>Semester Ends.....</b>	<b>FRIDAY, MAY 15</b>

## **SPRING 2015 RESIGNATION REFUND POLICY**

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

<u>Date of Resignation</u>	<u>Registration/Student Assessed Fees</u>
Through First Class Day (January 14) .....	100%
Next Seven Class Days (January 15-26) .....	90%
Next Eleven Class Days (January 27 - February 10) .....	50%
Next Eighteen Class Days (February 11 – March 11) .....	25%
After March 11 .....	0%

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 5<sup>th</sup> class day for fall/spring (3<sup>rd</sup> class day for summer). Beginning the 6<sup>th</sup> class day (4<sup>th</sup> 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 2015**

Students may begin payment of **tuition and fees and room/board** on **Monday, October 27.**

**STATEMENT OF ACCOUNT:** Students may access their account through the portal, ULink - [ulink.louisiana.edu](http://ulink.louisiana.edu).

- **ACCEPTABLE PAYMENT METHODS:** <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/FEEES:** **Monday, January 5 (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 2, full payment of tuition/fees is due the first class day, Wednesday, January 14 (4:30 pm).**

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

Monday and Thursday	07:45 am – 04:30 pm
Tuesday and Wednesday	07:45 am – 11:30 am and 12:35 am – 04:30 pm
Friday	07:45 am – 12:00 NOON
Monday	Open During Lunch ..... 11:30 am – 12:35 pm
Thursday	Open During Lunch ..... 11:30 am – 12:35 pm

## **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 5 deadline, payment must be received by January 2, 2015.

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

### **STUDENT CASHIER CENTER, LAFAYETTE HALL** (Subject to Change)

Wednesday-Thursday	January 14-15	7:45 am - 4:30 pm
Friday	January 16	7:45 am - NOON
Tuesday-Thursday	January 20-22	7:45 am - 4:30 pm
Friday	January 23	7:45 am - NOON

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 2, 2015 will have funds made available on **Wednesday, January 14, 2015.**

**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 14, 2015. STUDENTS WITH A BALANCE DUE TO THE UNIVERSITY MUST PICK UP PROCEEDS ON A FIRST COME FIRST SERVED BASIS ACCORDING TO THE SCHEDULE BELOW:**

#### **Student Cashier Center, Lafayette Hall** (Subject to Change)

Wednesday and Thursday	January 14-15	7:45 am – 4:30 pm
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## **ID CARDS – CAJUN CARD**

<http://cajuncard.louisiana.edu/>

Located in Vermilion Hall, 1<sup>st</sup> 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.

<b>Regular Office Hours:</b>	Monday-Thursday	7:30 am – 5:00 pm
	Friday	7:30 am – 12:30 pm

## **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 14**

**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/>.

<b><u>UL PARKING AND TRANSIT OFFICE HOURS:</u></b>	Monday-Thursday	7:30 am – 4:45 pm
	Friday	7:30 am – 12:15 pm

## **COMPLY WITH HOUSING REGULATIONS**

<http://housing.louisiana.edu/>

Located in Buchanan Hall, 2<sup>nd</sup> Floor

Contact Information: phone (337) 482-6471 or email: [oncampusliving@louisiana.edu](mailto: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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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:

Fall Semesters	May 15
Spring Semesters	November 15
Summer Sessions	March 15

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.