

Catalog Home

Overview

This document is designed to provide you with relevant information about Louisiana State University and the online graduate program you have selected.

About Louisiana State University

Visit [this](#) web page to learn about LSU.

Accreditation Statement

Louisiana State University and A&M College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Louisiana State University and A&M College.

Individual programs may have additional accreditations. Visit their websites to view this information.

Academic Resources

At LSU, your academic success is enhanced by a number of support services.

For advising assistance:

Program	Advisor	Email	Telephone
MBA	Rachel Pierson	rpierson@lsu.edu	225.578.0018
MS in Construction Management	Kimberley Williams	kimwilliams@lsu.edu	225.578.8759
MS in Human Resource Education/ HR & Lead Dev; Workforce Dev	Melissa Turnage	mturnage@lsu.edu	225.578.5748
MS in Kinesiology	Mike Martinez	jmmartinez@lsu.edu	225.578.8638
MA in Education/Higher Ed Administration	Kenny Fasching-Varner	varner@lsu.edu	225.578.2918
MEd in Education Leadership	Carlos Lee	carlee719@lsu.edu	225.578.3608
Master of Social Work	Denise Chiasson	dchiass@lsu.edu	225.578.1234

**PBC in Construction Management	Kimberley Williams	kimwilliams@lsu.edu	225.578.8759
Graduate Certificate in Workforce Development	Melissa Turnage	mturnage@lsu.edu	225.578.5748

****Post-baccalaureate students are required to be advised before they can schedule courses for their first module.**

For Graduate School Assistance:	For Post-Baccalaureate and Undergraduate Assistance:
<p>Email: gradonline@lsu.edu</p> <p>Mail documents to:</p> <p>Grad Online 101 LSU Student Union Building PO Box 25416 Baton Rouge, LA 70803</p> <p>Fax documents to: 225.578.0441</p> <p>Call: 225.578.2324</p>	<p>Email: ugonline@lsu.edu</p> <p>Mail documents to:</p> <p>LSU Undergraduate Online Programs 101 LSU Student Union Building PO Box 16138 Baton Rouge, LA 70803</p> <p>Call: 225.578.7334</p>

Other Assistance

Students with Disabilities

[Disability Services \(DS\)](#), in collaboration with other university departments, is committed to providing appropriate auxiliary aids and services for students with disabilities in an effort to ensure their full participation in all activities, programs, and services to the university. DS is dedicated to promoting the self-advocacy of students with disabilities and is committed to working with the LSU administration on the development and revisions of policies and procedures relevant to students with disabilities. DS also serves as a source of disability-related information for the university.

- **SEMESTER CHECKLIST**
- **FORMS**
- **STUDENT HANDBOOK: LSU DISABILITY SERVICES**
- **REGISTERING WITH DISABILITY SERVICES**
- **CONTACT US**

Help/Resources for Moodle

- **ONLINE TUTORIALS AND TRAINING RESOURCES**
- **MOODLE 2 STUDENT OVERVIEW**
- TECHNICAL SUPPORT: 1-877-670-4521 EXT. 2

Additional Support Information:

- LIBRARY
- OFFICE OF THE UNIVERSITY REGISTRAR

Academic/Registration Calendar

LSU Online Academic/Registration Calendar

The LSU Online Academic/Registration Calendar can be found [here](#).

2016 Academic Schedule

Term Code	Start Date	Undergraduate Application Deadline	Graduate Application Deadline	Graduate Doc Deadline	Registration Deadline	Tuition Deadline
2D	1/11/16	1/1/16	12/14/15	12/18/15	1/12/16	1/4/16
2L	3/7/16	2/26/16	2/8/16	2/15/16	3/8/16	2/29/16
3D	5/9/16	4/29/16	4/11/16	4/18/16	5/10/16	5/2/16
1D	7/4/16	6/24/16	6/6/16	6/13/16	7/5/16	6/27/16
1L	8/29/16	8/19/16	8/1/16	8/8/16	8/30/16	8/22/16
1P	10/24/16	10/14/16	9/26/16	10/3/16	10/25/16	10/17/16

2016 Refund Schedule

Start Date	100% Refund	50% Refund	Drop Without a W	Census Date
1/11/16	1/8/16	1/13/16	1/13/16	1/15/16
3/7/16	3/4/16	3/9/16	3/9/16	3/11/16
5/9/16	5/6/16	5/11/16	5/11/16	5/13/16
7/4/16	7/1/16	7/6/16	7/6/16	7/8/16
8/29/16	8/26/16	8/31/16	8/31/16	9/2/16
10/24/16	10/21/16	10/26/16	10/26/16	10/28/16

2017 Academic Schedule

Term Code	Start Date	Undergraduate Application Deadline	Graduate Application Deadline	Graduate Doc Deadline	Registration Deadline	Tuition Deadline
2D	1/9/17	12/30/16	12/12/16	12/16/16	1/10/17	1/2/17
2L	3/6/17	2/24/17	2/6/17	2/13/17	3/7/17	2/27/17
3D	5/8/17	4/28/17	4/10/17	4/17/17	5/9/17	5/1/17
1D	7/3/17	6/23/17	6/5/17	6/12/17	7/4/17	6/26/17
1L	8/28/17	8/18/17	7/31/17	7/31/17	8/29/17	8/21/17
1P	10/23/17	10/13/17	9/25/17	10/2/17	10/24/17	10/16/17

2017 Refund Schedule

Start Date	100% Refund	50% Refund	Drop Without a W	Census Date
1/9/17	1/6/17	1/11/17	1/11/17	1/13/17
3/6/17	3/3/17	3/8/17	3/8/17	3/10/17
5/8/17	5/5/17	5/10/17	5/10/17	5/12/17
7/3/17	6/30/17	7/5/17	7/5/17	7/7/17
8/28/17	8/25/17	8/30/17	8/30/17	9/1/17
10/23/17	10/20/17	10/25/17	10/25/17	10/27/17

Admissions

Financial Aid

LSU's [Office of Financial Aid](#) is here to guide you through the process of applying for financial aid and planning the costs of your graduate education.

Military/Veteran Students

For an extensive overview relating to Louisiana State University's policies relating to veteran's benefits, see the [Military and Veteran Services](#) page.

myLSU

All correspondence, registration, and class access is through your myLSU account. Please be sure to retain your password in a safe location.

Immunization Requirement

No immunization records are required for students participating in LSU Online programs.

Registration

All course scheduling is completed through your myLSU account. See "Registration Services" on your myLSU desktop. Your department may schedule your classes for you; check with the departmental advisor if you are unsure. Further information on scheduling is found [here](#).

LSU offers students the ability to produce enrollment verification certificates and other registration documents via the web. To use these services, simply access the "Student Services" selection on your myLSU desktop and select the *enrollment certificate* option.

Provisional/Probational Admission

If you were admitted provisionally based on unofficial documents or test scores, you must submit these documents before registering for the next module. Graduate applicants should direct questions regarding missing documents to the LSU Graduate School at gradonline@lsu.edu. Post-baccalaureate and undergraduate applicants should direct questions to ugonline@lsu.edu.

If you are a master's student admitted on probation, refer to your admission letter (available in your Hobson's Apply Yourself application) for the specific criteria you must meet to remove the probational admission.

Fees & Expenses

Fee Bill

All fee bills are delivered electronically to your myLSU email account. You must pay all tuition and fees by the published deadlines. Payments may be made through your account or by mailing payments.

Tuition and Fees

Expense	MS in Construction Management	MS in Human Resource Education	MS in Kinesiology	MA in Education	MEd in Educational Leadership	Master of Social Work	Master of Business Administration	GC in Workforce Development	GC in Analytics	GC in Teaching in the Healthcare Professions	PBC in Construction Management
Tuition per credit hour [1]	\$814	\$481	\$639	\$481	\$481	\$539	\$1,110	\$481	\$862	\$417	\$326
Application Fee: Domestic/Perm. Resident	\$50US										\$40US
Application Fee: International	\$70US										\$40US
Graduation Fees	\$35 and \$20 processing fee										\$25
Additional costs: books, supplies, etc.	Varies by course and program										
Examination and Security Fees	Identity verification services and exam proctoring are provided by ProctorU and Examity. Students can expect to pay a one-time cost of \$10 for the initial verification and then \$7.00-\$40.00 for each proctored exam thereafter. Exact charges will vary depending on the length and advanced scheduling of the exam to the exam date. Specifics about the fees associated with proctoring services should be located in the course.										

[1] The LSU Board of Supervisors may modify tuition and/or fees at any time without advance notice.

Refund Policy

- Refund of fees will be made on the basis of the official withdrawal of the student.
- 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.
- Reductions and increases of fees resulting from student schedule changes will be refunded in accordance with the schedule below.
- All full-time students who become part-time students after the last day to receive a refund will continue to be eligible for all student activity privileges.

Title IV program fund recipients resigning from the university without completing at least 60 percent of the enrollment period will be required to return all or part of the aid they received to the appropriate programs in the following order: Unsubsidized Federal Stafford Loans, Perkins Loans, Graduate PLUS Loans. Specific information regarding this refund schedule is available at www.lsu.edu/financialaid.

Refund Schedule

Please see the Refund Schedule in the Academic/Registration Calendar section.

Friday before the first class day, 4:30 p.m.	100%
First three class days	50%
After third class day	No refund

Requirements

Grade Requirements

Plus/Minus Grading System

Effective 1L/2015, the university implemented the Plus/Minus Grading System.

- The definitions for letter grades when used in courses are presented below.
 - The letter grade A, including A+ and A-, denotes distinguished mastery of the course material.
 - The letter grade B, including B+ and B-, denotes good mastery of the course material.
 - The letter grade C, including C+ and C-, denotes acceptable mastery of the course material.
 - The letter grade D, including D+ and D-, denotes minimally acceptable achievement.
 - The letter grade F denotes failure.

References to specific letter grades in university regulations and requirements refer to the full *letter grade range*. For example, if a grade of C is required, a student must achieve a final grade in the C range (i.e. C+, C, or C-) or better.

A grade of "P" (pass) denotes satisfactory completion (grade of "C" or better) of advanced-standing or proficiency examinations, pass-fail option courses, and certain other courses. A grade of "NC" (**no credit**) indicates that no credit is earned.

- **Grading scale**—A student's GPA is determined by the ratio of quality points earned to semester hours attempted. Quality points are assigned to letter grades using the following scale:

GRADE	HOURS CARRIED	QUALITY POINTS
A+	1	4.3
A	1	4.0
A-	1	3.7
B+	1	3.3
B	1	3.0
B-	1	2.7
C+	1	2.3
C	1	2.0
C-	1	1.7
D+	1	1.3

D	1	1.0
D-	1	0.7
F	1	0.0

All courses taken for which the grades above are assigned, *including repeated courses*, are considered in calculating GPAs. Grades of "P," "W," "I," and "NC" are not used in computing the official GPA and, therefore, do not carry quality points.

- **Plus/Minus Grading and Regulations Applicable on a Course-by-Course Basis**—All regulations applicable on a course-by-course basis and requiring a specific letter grade are interpreted to mean a specific *letter grade range*. For example, if a student must achieve a C or better in one course as a prerequisite for subsequent course, the student must achieve a final grade in the C range (i.e., C+, C or C-) or better.

Good Standing

GRADUATE STUDENTS

Graduate students are considered to be in good standing, making satisfactory academic progress towards the degree, if they earn a 3.00 cumulative average on all graduate coursework taken within the University (all campuses) and a 3.00 module average on all coursework (undergraduate and graduate).

UNDERGRADUATE STUDENTS (including post-baccalaureate students)

Undergraduate students are in good standing if they are eligible to continue or to re-enroll at the university even if on scholastic probation or on scholastic warning status.

Graduation

LSU conducts commencement exercise in May, August, and December. For information regarding commencement, please access this site: sites01.lsu.edu/wp/commencement/.

GRADUATE STUDENTS

Students must file for graduation in accordance with published LSU deadlines. May commencement requires an early January filing; August commencement requires an early June filing and December commencement requires an early September filing of the "Application for Degree."

UNDERGRADUATE STUDENTS (including post-baccalaureate students)

Undergraduates must inform their dean's office regarding their intention to graduate. The deadlines for contacting dean's offices regarding graduation are as follows:

COMMENCEMENT	DEADLINE
May	January 15
August	June 1

December	August 15
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The dean's offices will provide additional information about the procedure to check out for graduation and payment of the diploma fee.

Regulations

Availability

Students must reside in one of the following states in order to qualify for admission to an online degree program at LSU:

Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Hawaii, Idaho, Illinois, Indiana, Iowa, Kentucky, Louisiana, Maine, Maryland, Michigan, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Dakota, Oklahoma, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming.

International students may also apply within these guidelines: International applicants who are seeking admission to an online degree program through LSU do not qualify for an LSU I-20/DS-2019 Certificate of Eligibility. U.S. Immigration regulations stipulate that international students who are seeking or are maintaining F-1 or J-1 student status must have a "physical presence" in traditional, classroom courses. Therefore, international students on an F-1 or J-1 document listed with Louisiana State University cannot exclusively complete an online degree program through LSU while inside the United States in order to maintain/continue their status. For more information, e-mail isograd@lsu.edu.

Identity Verification

Identity verification and exam proctoring services are offered through ProctorU. Upon admission to an LSU Online program, you are required to set up an account with ProctorU and walk through an initial "identification verification" procedure. You must meet ProctorU's technical requirements including a computer with high-speed Internet, web cam, and microphone. In addition, you are responsible for fees charged by ProctorU. Please visit ProctorU's website (<http://proctoru.com/portal/lsu/auth.php>) to setup your account and to walk through the one-time "identification validation" procedure.

Tiger Card Office - LSU Online ID Procedures

Once a student has completed the identity verification step with ProctorU:

1. Visit: photos.lsu.edu
 - a. Log in with your myLSU credentials
2. Click the 'Change Photo' link at the top of the menu bar
 - a. Choose Photo file
 - i. Photographs must meet the Tiger Card photo criteria. You will have the opportunity to crop the photo in the next step. Uploaded files must be less than 10 Megabytes in size and in JPEG, PNG, BMP, or GIF format.
 - b. Read and agree to the Tiger Card terms.
 - c. Click the Submit Photo button
3. Adjust the submitted photo

- Photographs must be in color. They must be in focus, with sufficient lighting and background contrast to ensure that the cardholder's front and head are clearly visible.
- The photograph must be a frontal, full-front view of the cardholder, no profiles or angles. The cardholder's front must be centered horizontally and vertically within the image area.
- The distance from the base of the cardholder's chin to the top of the head must occupy between 70% and 80% of the height of the photograph.
- The cardholder must appear in normal street attire (no costumes), without a hat or other headgear or dark glasses (unless required for religious or medical reasons).
- The photo may only be that of the cardholder alone (no family, friends, animals, objects, etc. are permitted).
- The photograph background should be of a solid or consistent color without designs or patterns.
 - a. Once the proper adjustments have been made please click the 'Submit Adjustments' button.
- 1. The Tiger Card Office will review the submission and either approve or reject the submission.
 - a. If your photo is rejected, please go back through steps 1 – 3.
 - b. If your photo is approved, you will receive an email from the Tiger Card Office notifying you that your photo is approved. Please respond to the email notifying the Tiger Card Office that you would like to receive your LSU ID. The Tiger Card Office will print and mail your card to your university registered address.

Break in Enrollment

Students who do not enroll for three or more consecutive modules will be required to reapply for admission.

Dropping Courses and Resignation from the University

Dropping Courses

A course may be dropped in accordance with the dates in the [Academic/Registration Calendar](#). Students will initiate the drop using the myLSU application.

Procedure to Drop a Course

During the drop/add period, dropping a course is done via the myLSU Portal as follows:

1. Access the myLSU Portal.
2. Select "Registration Services" from the menu on the left side of the screen.
3. Select "Schedule Request" from the drop down menu that displays.
4. On the Schedule Request panel, select "LSU" as your campus, select the appropriate module, and click on "View Schedule Request."
5. When your schedule request appears, click on the "Drop" button for the course you want to drop.

To view a display of the panels you will see during this process, view this GROK IT Knowledge Base article: grok.lsu.edu/Article.aspx?articleid=16385

Resignation

Dropping an entire course load constitutes resignation from the university for that module. A student who abandons courses without resigning will receive a grade of "F" in each course.

Graduate Students

A graduate student who wishes to resign must first secure approval of the dean of The Graduate School. Send your request to gradonline@lsu.edu. Completion of resignation involves clearance by certain administrative divisions of the university as shown on the resignation form.

Post-baccalaureate Certificate in Construction Management Students

A student pursuing the Post-Baccalaureate Certificate in Construction Management who wishes to resign must first secure approval of the dean of the College of Engineering. Send your request to enr@lsu.edu. Completion of resignation involves clearance by certain administrative divisions of the university as shown on the resignation form.

Full-Time Students

LSU Online students will be considered *full-time* when enrolled for six hours of credit.

Half-Time Students

LSU Online students will be considered *half-time* when enrolled for three hours of credit.

Time Limit for Graduate Students

Programs for master's degrees must be completed within five years from entrance into a degree program. Credit for individual courses taken at LSU more than five years before the termination of a program may be revalidated by the student's graduate committee through an examination. This examination may be oral, written, or both oral and written, depending on the requirements of the department concerned. The documentation of such an examination must be signed by members of the committee, the department's graduate advisor, and reported to the Graduate School on the appropriate form before the request for the student's final examination will be approved. No more than 50 percent of the courses in a student's program may be revalidated and counted toward the degree requirements. However, some departments do not revalidate course work. Students should check with the department chair or graduate advisor to ensure revalidation is allowed.

Scholastic Probation and Suspension of Graduate Students

A student whose cumulative LSU average is below 3.00 will be placed on probation, except that a student whose cumulative average is as low as 2.75 may be dropped from The Graduate School without having a probationary period. A student already on probation whose cumulative average is below 3.00 will be dropped from The Graduate School. Rules governing students admitted on probation are given in the "Graduate Admission" section in the *LSU General Catalog*. The grades recorded determine the student's academic status, even if the student changes to a different graduate degree program.

Students who have been dropped from a graduate degree program and are ineligible to continue in The Graduate School may not reapply as non-degree students.

Scholastic Probation and Drop of Post-Baccalaureate and Undergraduate Students

University Scholastic Warning

At the end of an LSU Online module, students will be placed on University Scholastic Warning if their GPAs are one to nine quality points below a 2.00 on all work attempted or on all work attempted in the University (all campuses). A notation to that effect will be recorded on their transcripts. Students will remain on University Scholastic Warning until they bring their GPAs up to 2.00, or are placed on University Scholastic Probation.

University Scholastic Probation

At the end of an LSU Online module, students will be placed on University Scholastic Probation if their GPAs are 10 or more quality points below a 2.00 on all work attempted or on all work attempted in the University (all campuses). Students will remain on University Scholastic Probation until they have cumulative averages of 2.00 or higher on all college work attempted and on all work attempted in the University (all campuses).

Students who have been removed from University Scholastic Probation will be placed on probation again at the end of any LSU Online module in which their University or cumulative averages are less than 2.00.

University Scholastic Drop

Students on University Scholastic Probation will be dropped from the university at the end of any LSU Online module if their module average is less than 2.00, unless application of the Grade Exclusion Policy by undergraduates results in the students' University and cumulative GPAs recomputed to 2.00 or higher.

Re-entry after Scholastic Drop

LSU Online students dropped for the first time for academic reasons can be considered for readmission when they have been out of the University (all campuses) for two consecutive modules.

LSU Online students dropped the second or subsequent time for academic reasons must remain out of the University (all campuses) for one calendar year.

In either instance, readmission may be delayed or denied at the discretion of the dean of the college in which the student desires to enroll. Students entering the university after University Scholastic Drop will be admitted on University Scholastic Probation.

Incomplete Grades

If a student is awarded an incomplete grade for an LSU Online course, the student has until the final day of class in the next module, whether the student registers for the next module or not, to complete the course.

Student Responsibilities

Each student is expected to adhere to:

- LSU CODE OF STUDENT CONDUCT
- LSU POLICIES AND PROCEDURES
- LSU RULES FOR ACCOUNTABILITY AND ACADEMIC INTEGRITY
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Students are especially directed to this excerpt taken from the LSU Code of Student Conduct, Section 8.0, page 18.

8.1 Academic Misconduct

A. High standards of academic integrity are crucial for the university to fulfill its educational mission. To uphold these standards, procedures have been established to address academic misconduct.

As a guiding principle, the University expects Students to model the principles outlined in the University Commitment to Community, especially as it pertains to accepting responsibility for their actions and holding themselves and others to the highest standards of performance in an academic environment. For example, LSU students are responsible for submitting work for evaluation that reflects their individual performance and should not assume any assignment given by any professor is a "group" effort or work unless specifically noted on the assignment. In all other cases, students must assume the work is to be done independently. If the student has a question regarding the instructor's expectations for individual assignments, projects, tests, or other items submitted for a grade, it is the student's responsibility to seek clarification.

Any Student found to have committed or to have attempted to commit Academic Misconduct is subject to the disciplinary sanctions set forth in Section 9.0.

B. An instructor may not assign a disciplinary grade, such as an "F" or zero on an assignment, test, examination, or course as a sanction for admitted or suspected Academic Misconduct in lieu of formally charging the student with Academic Misconduct under the provisions of this Code. All grades assigned as a result of accountability action must be approved by the Dean of Students or designee.

Exam Proctoring

Exam Proctoring

LSU offers online exam proctoring through one of two services: ProctorU or Examity. These services allow students to complete their assessment at any location while still ensuring the academic integrity of the exam for the institution. Using almost any web cam and computer, students can take exams at home, at work, or anywhere with internet access.

Faculty teaching 100% online courses have the discretion over whether students must use proctoring services. Offering students a "free option" for proctoring services is recommended. However, if the course is less than 100% online, then faculty must provide students a "free option" for completing their examinations. If using proctoring services, faculty must indicate in the course syllabus that additional costs are associated with the course for testing. Specifying the costs and including step-by-step instructions for the proctoring services is recommended.

ProctorU

There are three different possible proctoring portals that students may be asked to enter, depending on the LSU department/unit through which they are completing their courses.

LSU Online Student ProctorU Site:

<http://www.proctoru.com/portal/lsu>

LSU and A&M College Standard Campus ProctorU Site:

<http://proctoru.com/portal/lsubatonrouge>

Continuing Education ProctorU Site:

http://proctoru.com/portal/lsu_outreach

Preparing for the Exam

Test takers will be connected to a live person during the exam that will be there to guide them through the process and assist with any technical problems. ProctorU also offers support by phone at 205-870-8122, should test takers have any questions.

Below is a quick list of procedures, followed by a more detailed explanation of the typical exam appointment.

Student Checklist

- The allotted exam time doesn't begin until test takers are entered into the exam by the proctor.
- Test takers should have their student or government issued-ID ready, as they will have to show it to the proctor to verify their identity.
- ProctorU will run an applet, or temporary program on the test taker's computer that will allow them to view the screen and what programs are running during the exam session. This program will expire once it is closed. Please close all unnecessary programs before logging in to ensure the best experience.
- Test takers can visit www.proctoru.com/testitout before their appointment to ensure everything works.
- Use a fast and reliable internet connection. If connected through an intermittent WiFi connection, plug in directly into the modem, to avoid disconnecting during the exam. If test takers should lose connectivity, they should continue the test and email the course instructor immediately and call ProctorU at 205-870-8122.
- Please turn off all cell phones and find a comfortable, quiet spot in a well-lit room. Try to arrange light sources, such as windows or lamps, so they don't cast shadows on your face. The proctor will need a clear view of the room and the test taker's face in order to grant access to the exam.
- Some course instructors allow scrap paper and others do not. If scrap paper is allowed, be prepared to show it to the proctor to ensure it is blank.

Taking The Exam

ProctorU allows test takers to take their exam on demand or by appointment. All appointments should be made at least 3 days in advance. To make an appointment, simply create an account at <http://proctoru.com/portal/lsu>, then log in, click on the "new exam" link and select the exam, date, and desired time. A confirmation email will be sent to the email address provided to ProctorU. Reservations made within 72 hours of the exam are subject to a \$5 late reservation fee. Students without an appointment can take their exam on demand within 15, 30 or 45 minutes utilizing "Take it Now". This premiere feature is designed to give test takers added convenience and only costs \$8.75. Late registrations and "Take it Now" are subject to availability. When scheduling the exam session, test takers should be sure to give enough time in case there are any unforeseen circumstances that prevent them from completing the exam. It may be advisable to schedule an exam session hours or days before the exam is scheduled to close.

Procedure

Plan ahead for the session. Make sure to have a quiet, private location in which to take the test. The area and room around the computer will be scanned using a web cam prior to the exam, so all non-authorized materials should be put away and the area should be clutter-free. If the test taker is using a public computer lab, they must have a web cam connection and use headphones, so they won't disturb others. Test takers will also be required to show picture identification to the proctor at the time of the exam. Approved forms of identification include, but are not limited to, a driver's license, military identification card, passport, or school-issued identification card. No breaks are allowed during the testing session and cell phones and other devices will not be permitted in the testing area. No other people are allowed in the area in which the test is being taken. Any unauthorized notes or other attempts to cheat will abort the test session and will be reported to the instructor.

At the date and time of the appointment, return to proctoru.com/portal/lsu, log in, and a message will appear saying, "You have an exam. Click here to begin." Clicking on this button will automatically open the proctor page. Fill out the

personal information and hit submit. Test takers will then be directed to a screen which will connect to the proctor. Just follow the steps on the screen and a proctor will be connected shortly.

Once connected, the designated proctor will walk the test taker through the set up process and the test taker will log into the testing portal. The proctor will also supply the password for the examination. The exam time will begin when the proctor enters the examination password on the screen. If test takers have any problems connecting, they should call ProctorU at 205-870-8122.

Examity

All LSU students use the portal at prod.examity.com/LSU once an instructor imports them from a course roster.

Setting Up The Account

Set up a profile by accessing the Examity website at prod.examity.com/LSU and following the on-screen prompts.

- USERID: student email
- TEMPORARY PASSWORD: password\$

Once logged in, test takers will be prompted to change the password. They will also see the Examity dashboard, from which they will schedule and start all exams.

Updating the profile:

- Test takers will need to update their profile by creating 3 unique security questions.
- Test takers will also need to upload a government-issued picture ID (such as Driver's license or State ID). They will need to use this same ID every time they take a test (for verification purposes).
- Update the time zone.

Taking The Exam

Once test takers have finished setting up their accounts, they can schedule exam appointments by clicking "Schedule Exam" on the dashboard or on the top navigation bar. They will see a calendar, and in the top right-hand side of the screen, a button that says "On-Demand Scheduling." If scheduling a test more than 24 hours in advance, they can just select the date desired time. If scheduling it less than 24 hours in advance, make sure the on-demand option is enabled. Note that additional fees may apply if test takers enable on-demand scheduling.

Students can expect to pay \$7.00 to \$36.00 for each proctored exam to Examity®. Exact charges will vary depending on the length and number of proctored exams per course. Services which are scheduled within 24 hours of the examination shall result in an additional charge of \$5.00 per hour (per student per examination). Full payment will be required for any no-shows. Specifics on the number and length of proctored exams in a course should be available in the course syllabus.

Procedure

To take an exam, log into the Examity dashboard. From there, test takers can click "Begin scheduled Exam" and select the exam. They will then be connected to a proctor.

MAKE SURE POP-UP BLOCKER IS DISABLED otherwise test takers will not be able to connect with the proctor.

The proctor will walk test takers through the test authentication process, which will include verifying their identity, going over the exam rules, scanning the work area and desk, answering security questions, and checking the User Agreements.

Once test takers have finished the authentication process, they will click the "begin exam" link, and proceed to the test.

After the final question, students simply submit their exams.

Technical Support

Examity® offers technical support all day, every day. If something goes wrong either before or during an exam, students can connect with Examity's support team by email, by phone or by live chat.

If test takers have any questions or concerns, contact Examity's technical support team 24/7 via email at support@examity.com or phone at (855)-392-6489.

Technical Requirements

Students are responsible for meeting the following technical requirements:

- A reliable Desktop computer or laptop (not tablet) running Windows XP (or higher) or Mac OS X 10 (or higher).
- A web cam with 640×480 video pixel resolution or higher.
- Headphones or working speakers connected to the computer.
- A working microphone connected to the computer. We recommend a web cam that has a built in microphone.
- A web browser (with pop-up blocker disabled) with Adobe Flash Player installed. Flash Player 11 is recommend.
- A reliable, high-speed internet connection (at least 3 Mbps download speed and 3 Mbps upload – test internet speed at <http://www.speedtest.net>)
- The ability to allow video and screen-sharing connections to the computer utilized to take the exam.

Test takers can test their computer, web cam, and internet connection at www.ProctorU.com/Testitout.

Career Services

The Olinde Career Center offers comprehensive services to assist students in the LSU Online program in planning meaningful careers. Service delivery through the Olinde Career Center website is extensive, but students may also request individual appointments via telephone, teleconference, and on-campus visits. Students who reside outside of the LSU geographical area may request reciprocity of services offered by the Olinde Career Center at their local colleges or universities. Contact career@lsu.edu for more information about this service.

OFFICE	158 LSU Student Union	
TELEPHONE	225.578.1548 (Student Services)	225.578.2162 (Employment Services)
FAX	225.578.8927 (Student Services)	225.578.3076 (Employment Services)
WEBSITE	careercenter.lsu.edu	
EMAIL	career@lsu.edu	

The mission of the Olinde Career Center is to assist students and alumni in choosing careers, obtaining career-related work experiences while in school, developing job search skills, and securing employment or admission to graduate or professional school.

Career Decision-Making provides assistance in self-assessment for the purpose of planning a career. Services include choosing the right academic program and career; career testing and interpretation; and the Career Information Center.

Experiential Education combines academic study with on-the-job, career-related work experience. Cooperative education programs, internships, summer jobs, part-time jobs, and volunteer opportunities are all offered to assist students in this area.

Job Search teaches lifelong skills in finding employment. Services available include individual appointments, addressing résumés, cover letters, networking, interview, and job search strategies.

Employment Services connects students and alumni with employers. Careers2Geaux, the On-Campus Interviewing Program, one-day interviewing programs, résumé referrals, Tiger Network and other recruiting and networking events are all available for the benefit of students and alumni.

[Graduate Certificate in Workforce Development](#)

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