WELCOME!

How to Take a College Independent Study Course

Congratulations! By enrolling in this course, you have taken a major step toward achieving your educational goals. We would like to let you know what you need to do before you start studying and remind you of some of our procedures and rules (for a full listing, please read our college bulletin).

TEXTBOOKS
To find out which textbook(s) you need for the course, refer to the introductory section of this course, which begins on page 1. To order your textbook(s), see the contact information on page xi in this study guide. If you wish to order your book(s) by mail, please use the green “Textbook Order Form” that is enclosed in your packet of materials.

SUPPLEMENTS
Check to see if you need any supplementary materials, or if you need to arrange any interviews or extra materials for projects. You can find this information by reading the introduction that begins on page 1, and then reviewing the Lesson Assignments at the end of each lesson.

TIME LIMITS & EXTENSIONS
Start planning your timetable now. Please note the following rules concerning timing:

You have an enrollment period of *nine months* from the date of your enrollment to complete this course. If you are an LSU student, your dean may have given you a shorter deadline. If you cannot finish your course within nine months, you can make a written request for an extension of an additional three months, provided we receive your request before your course enrollment expires. It may be possible to request a second extension. Second extensions are given when you have made progress in the course, but have encountered significant difficulty in reaching completion. For a second extension, you must make a written request, explaining your circumstances. The request must be received prior to the expiration of the first extension period. There is a $20 fee for each extension.

We will accept a maximum of three lessons every *seven calendar days*. There must be an interval of seven days between each set of three lessons. If you submit more than three lessons in a seven-day period, the additional lessons will be held until they are eligible, and then logged in and forwarded to your instructor for grading. If more than six lessons are received in a seven-day period, the ineligible lessons will be returned to you for resubmission.

If at all possible, we recommend that you send in just your first lesson and wait
for your instructor’s feedback before submitting additional lessons. That way, you will know whether you have a clear understanding of your instructor’s expectations.

We ask your instructor to grade your lessons and exams within two weeks, but during campus examination periods and vacation time, it may take your instructor longer to return your work.

If you are a graduating senior, you must allow at least four weeks between taking your final exam and expecting your transcript to reach your university.

A large part of the instructional process is conducted through the Lesson Assignments that are located at the end of each lesson. Please make sure you complete the following steps so that we can process your lessons efficiently.

< Type or write on one side of 8½" by 11" paper, and leave a one-inch margin on both sides for your instructor’s notes.

< Put your name, enrollment number, and course number at the top right hand corner of each page. Number your pages 1 of __, etc.

< Make a copy of your lessons in case any of them are lost in the mail.

< Complete a lesson cover sheet (located in your course packet) for each lesson, and fold it so that your address is on the outside.

< Remember to put only one lesson in each envelope.

< For each lesson, place the correct label on the envelope, and mail or bring it to the Office of Independent Study.

< Your lessons will be recorded according to the date we receive the lessons, not the date you mailed them.

< Remember that we will accept only three lessons every seven calendar days.

< Follow any additional instructions your instructor may have included in the introduction to this course, which begins on page 1.

As soon as possible, begin to make arrangements for where you will take your examinations. To find out about your options, read the examination information on page vii. Then (if you do not plan to take your exam at LSU-BR), fill in the CS-4 form on page ix and send it to us before you start the course, so that we will have all your information prepared when you are ready to take your examinations.

Before we can send your exams to your exam proctor or allow you to take your exams in our office, we must have received all of your completed lesson
assignments that precede the exam. If an instructor grades any of your assignments as incomplete, you will not be eligible to take your exam(s) until you have completed the lessons.

Each course has its own grading scale, but for nearly all courses you must pass the final exam to receive credit for the course.

Remember that you only have one chance to take your examinations. You will not be allowed to repeat a failed exam within the same enrollment period. If you need to re-enroll in a course, please contact our office.

Typically, you will have three hours to take a three-credit-hour exam.

You should take your exam at least four weeks before you need your grade.

**TRANSCRIPTS**

To arrange for a transcript to be sent to your university (if you are not an LSU-BR student), you need to send or fax a written request to the LSU Office of the University Registrar.

Your request must include the following: your name, social security number, and date of birth; semester and year you completed your last course; and the address to which the office will mail your transcript. You must sign and date your request. Send or fax your request to:

Office of the University Registrar
112 Thomas Boyd Hall
Louisiana State University
Baton Rouge, LA 70803
Fax: 225-578-5991

For additional information on transcripts, please call the Office of the University Registrar at 225-578-2091.

**ACADEMIC INTEGRITY**

We follow the university’s policy on dishonesty; that is, we have zero tolerance for it. You must prepare and submit your own lesson assignments and exams. Any student found guilty of dishonesty will forfeit all fees, and receive a grade of “F” in the course. LSU students may face additional penalties.

We hope you have enrolled in the course you wanted, but if not, you have thirty days to make a written request to receive an 80% refund, provided you have not sent in any lessons. Alternatively, you can transfer to another course, provided you make your written request within three months and pay a transfer fee. If you transfer, your enrollment period begins on the date of your original enrollment. Enrollments may not be transferred to another student.

If you want to withdraw from a course after the refund and transfer periods have
expired, please let us know in writing that you have decided to drop the course. Provided that you do not sign in to take your final examination, there will be no record on your transcript to indicate that you ever enrolled in the course.

**CONTACT** If you need us to clarify any of our policies, let us know! We are available by phone, by mail, by fax, and by e-mail.

< For questions regarding enrollment, lessons, or testing, call 800/234-5047.

< For questions regarding difficulty locating textbooks, call 800/234-5047 and ask to speak to the editorial section.

< Our fax number is 225/578-3090.

< Our e-mail address is iservices@doce.lsu.edu.

< Our mailing address is:
  Office of Independent Study
  E106 Pleasant Hall
  Louisiana State University
  Baton Rouge, LA 70803-1508

**ONLINE** To assist you with your independent study experience, we have created StudyNet, at www.is.lsu.edu/studynet. This site includes resources and a number of online options to help you with your course. Using StudyNet, you may check to see whether we have received a lesson or exam, find out your grades, enroll in a course, submit change of address and exam proctor forms, and locate contact information for LSU Independent Study staff members.

*Let us know if we can help you!*
College Examination Information

Information for all students

Please follow these regulations:

< You will only be allowed to take your examination when the Office of Independent Study has received and accepted all the assigned lessons.

< You must bring a picture I.D. to your examination.

< For additional rules concerning exam procedures, please refer to the exams section in the Welcome” section at the front of this study guide.

< If you will take your exam at LSU-Baton Rouge, refer to the information in Section A below.

< If you cannot take your exam at LSU-Baton Rouge, refer to the information in Section B below.

SECTION A

Information for students who are going to take their examinations at LSU-Baton Rouge

The Office of Independent Study is open from 8 a.m. to 4:30 p.m., Monday through Friday. For a three-credit-hour course, you may begin your exam between 8 a.m. and 1:30 p.m., Monday through Friday. For a four-credit-hour course, you must begin by 12:30; for a five-credit-hour course, you must begin by 11:30. For most exams you do not need to make an appointment. For exams that require access to a computer, typewriter, or other special equipment, you must schedule your exam at least two days before you wish to take it (see the specific information in the Introduction section of this course for details).

SECTION B

Information for students who cannot take their examinations at LSU-Baton Rouge

< Make arrangements with one of the following local officials to act as your testing supervisor:
  College students  Testing center of an accredited college/university, college administrator or UCEA Correspondence Study Department
  Overseas students  American University (school) or American Embassy
  Military personnel  Education office at the military base, or college locations listed above.

< You must complete and send in the CS-4 form (page ix) of this Study Guide.

< You only need to send one Exam Proctor Information Form (CS-4) per course to the Office of Independent Study. Any subsequent exams you need to take for the same course will be sent to the same proctor.

< The CS-4 form should be sent in as soon as you have found a proctor, and must be received by the Office of Independent Study at least three lessons before you are ready to take your exam. Receipt of this form by the Office of Independent Study does not mean your exam will be sent immediately. Your exam will be mailed to your proctor after the Office of Independent Study has received and accepted all lessons that must be completed prior to taking the exam.

< Your exam supervisor will hold your examination for no longer than thirty days. You should check to be certain the exam has arrived; if not, notify this office immediately. You must also
make arrangements for a time to take your exam.
< If you change exam proctor or address, you must notify the Office of Independent Study.
Exam Proctor Information (CS-4)

Before you complete this form, please read the examination information on page vii.

Directions:
< If you will take your exam at LSU-Baton Rouge, you do not need to complete this form.
< Do not send this form with one of your lessons; send it separately to the Office of Independent Study.
< If you have any questions concerning this form, please call the Office of Independent Study at 225/578-3920, or 800/234-5046.
< If you have access to the Internet, you may submit this information electronically via StudyNet, the LSU Independent Study online student service center, at www.is.lsu.edu/studynet.

Enrollment Number

Course Name

Student’s Name

Address

Telephone

Check the box if this is an address change from your original enrollment.

Complete the information below with reference to the person who will proctor your exam.

Exam Proctor’s Name

Exam Proctor’s Title

Office Telephone

ix
Mail to: Office of Independent Study
Division of Continuing Education
E106 Pleasant Hall
Louisiana State University
Baton Rouge, LA 70803
You must buy your own textbooks and other supplies. The bookstores listed below stock the textbooks used in LSU Independent Study courses. If the books are not available from one of the following bookstores, they may be available from the publisher or from your local bookseller.

**LSU Bookstore**
110 Union Building
Baton Rouge, LA  70803
(225) 578-5500
800-259-TEXT

**Chimes Textbook Exchange**
268 W. Chimes St.
Baton Rouge, LA 70802
(225) 383-5161

**Chimes Textbook Exchange** (Gonzales location)
432 N. Burnside
Gonzales, LA 70737
800-925-1704

**College Supply Company**
166 W. Chimes St.
Baton Rouge, LA  70802
(225) 383-4850

**Co-Op Bookstore**
University Shopping Center
230 W. State St.
Baton Rouge, LA 70802
(225) 383-9870

Secondhand and paperback copies of textbooks are often available. If secondhand or paperback books are desired, make that request at the time the order is placed.

You must use the edition of the textbook specified by the study guide!