

## *New Student Registration Instructions All Maters Level Programs*

Please read this information very carefully before completing the online forms to ensure accuracy.

All forms must be returned on the day of your scheduled advising session with the exception of the Student Health forms. The Student Health forms must be returned to the University Health Department by or no later than December 11, 2009.

The Acceptance Confirmation form must be signed and returned 7 days from the date on your admission to us with a \$50.00 acceptance fee that will be credited on to your fee bill. Once you have returned this form with the required deposit you will receive LSUHSC, SON internet access provided we have an email address for you.

Any student who had classes in progress prior to being admitted must provide us with an official transcript or transcripts on the day of the scheduled advising session.

1. Complete the **Technical Standards form**. (Form must be completed and brought on the day of your scheduled advising session).
2. The Schedule of Course (**this form will be provided at your scheduled advising session**). This form is used to register the courses that you will be taking in the spring 2010 semester. (Form will be provided at the scheduled advising session)
3. Complete the Optional Fees Check List, Student Accident and Sickness Plan, and Supplemental Student Accident and Sickness Plan form (**Supplemental Insurance is optional**). Please read the directions on these forms very carefully. Students who will not be taking the LSUHSC Health Insurance must provide us with a front and back copy of their health insurance card. Please submit a copy of your health insurance card with this paperwork. (Bring these completed forms on the day of your scheduled advising session).
4. The Authorization for Use of Title IV Funds for the 2009-2010 academic year must be completed and signed whether or not you will be receiving financial aid. This is a form that students must complete for the business office to electronically post financial aid funds. (Bring these completed forms on the day of your scheduled advising session)
5. Instructions have been provided to complete the **Student Health and the Refusal of Vaccination & Release from Responsibility forms**. Please keep in mind that all health forms must be received by the University Health Center December 11, 2009. If these forms are not returned by the deadline specified, you will not be allowed to attend class.

6. Please complete the LSUHSC mandatory compliance training documents on line at <http://www.lsuhs.edu/no/administration/ocp/training%2005-31-05.aspx>. Follow the directions on this web page very carefully. These forms should be completed as soon as you receive internet access.
7. A link has been provided for students who are applying for campus housing and financial aid in addition to the tuition fees sheets for the 2009-2010 academic year. (Tuition and Fees are subject to change at any time)
8. ***Graduate Assistantship/Advance Education Traineeship Application***  
This form is for graduate students only who are interested in receiving a stipend.

*Tuition fees are due no later than Monday, January 12, 2010.*

*Office of Student Affairs  
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