



McNeese is a member of the University of Louisiana System.

Persons needing accommodations as provided by the Americans with Disabilities Act should contact the ADA Coordinator at 337-475-5428, voice; 337-475-5960, fax; 337-562-4227, TDD/TTY, hearing impaired; or by email at cdo@mcneese.edu.

Stay connected to the latest news, events and happenings around McNeese!



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MCNEESE STATE UNIVERSITY



PARENT ORIENTATION

2020 - 2021

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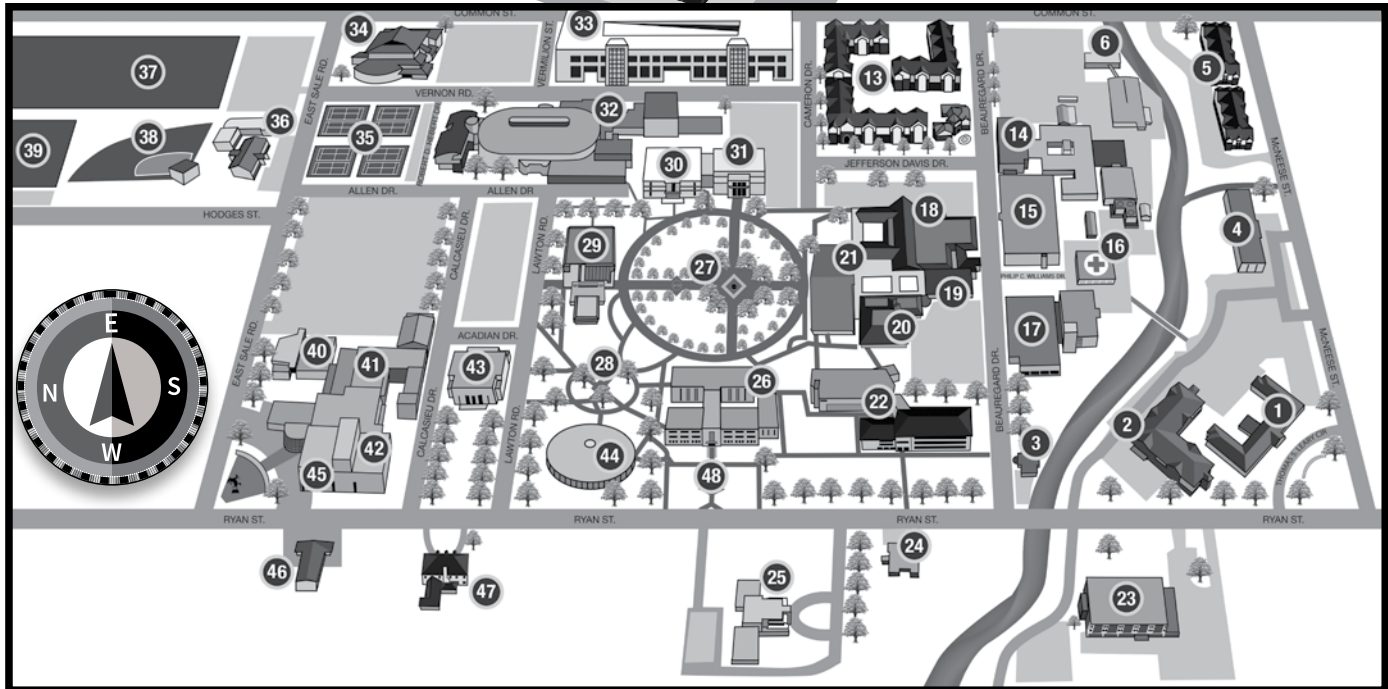
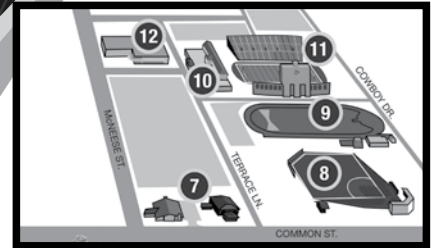
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Consumer information disclosures
can be found at
mcneese.edu/consumer_disclosures.

CAMPUS MAP

MCNEESE IS AROUND TO GIVE LIFE DIRECTION —
and here are the directions
around McNeese.



- | | | | |
|--|--|---|---|
| 1 Chosen Hall/
Student Central | 12 H & HP Education
Complex & Arena | 22 Frasch Hall | 36 Hodges Street Field House |
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WELCOME

The Parent's Perspective

As a parent, it is important to understand that the wide range of emotions you and your student may go through is normal. Evidence of successful separation allows you to develop an adult relationship with your student. Separation does not mean a lack of connection. Learn to expect the unexpected and that there are no right or wrong decisions, only new experiences.

Here are some thoughts and tips that will assist you and your student as you progress through this early transition:

- ▶ Support well thought ideas and allow your student to make decisions
- ▶ Affirm confidence in student potential
- ▶ Send packages often
- ▶ Keep your sense of humor
- ▶ Praise accomplishments
- ▶ Consistently communicate with your student
- ▶ Always forward student mail without reading it
- ▶ Don't compare your student to others (*friends, siblings, etc.*)
- ▶ Accept the choice of major; it rarely determines a career
- ▶ Keep in mind that time management is a challenge for students
- ▶ Understand that forming an identity and becoming involved are as important as math and history
- ▶ Talk about something other than grades
- ▶ Listen! Listen! Listen!
- ▶ Trust your student

Adjustment to College/ How to Handle Homesickness

The first year of college can generate both excitement and anxiety from both students and parents. "Homesickness" can be used to describe when a student is having difficulty adjusting to the university environment and becomes preoccupied with home-focused thoughts.

Things that might help students adjust:

- ▶ Keep in regular contact
- ▶ Listen to their concerns
(*be nonjudgmental*)
- ▶ Be reassuring and supportive
(*those first few weeks can be really intense for them*)
- ▶ Let them know they are always welcome to come home, but encourage them NOT to come home every weekend
- ▶ Send a care package
- ▶ Encourage them to get involved in campus events/organizations
- ▶ Encourage them to share their thoughts/feelings with others (*roommates, friends, resident assistants*)

Things that might help parents adjust:

- ▶ Allow yourself to adapt to change
(*journal, cry, vent with friends*)
- ▶ Make overall wellness goals for yourself
- ▶ Add something new and enjoyable to your life
(*new hobby, spend more time with friends and family, vacation with spouse, etc.*)
- ▶ Find someone to offer support in your adjustment
- ▶ Be proud of yourself for raising your child to become an independent adult!

If you think that your student is having a particularly difficult time adjusting to college, the **Counseling Center** can be a good resource for your student to use. We are confidential and the cost is automatically covered in semester fees
(*no per-session cost*).

**Please call 337-475-5136
to schedule an appointment.**

AT A GLANCE

LOCATION	Lake Charles, Louisiana (SMSA pop. 175,000)
FOUNDED	September 1939
MASCOT	Cowboys
SCHOOL COLORS	Blue and Gold
ENROLLMENT	Over 7,300
FACULTY	274
CONCENTRATIONS	94

The McNeese campus, located in Lake Charles, Louisiana, consists of the 122-acre main campus, the 499-acre McNeese Farm, the 65-acre Doland Athletics Complex, the Center for Advancement of Meat Production and Processing in Lacassine, the Southwest Louisiana Entrepreneurial and Economic Development Center and almost 800 acres of leased farm property used for research, farming and ranching. The main campus, dotted with live oak trees and azaleas, comprises approximately 51 buildings including the three original structures - Kaufman Hall, Ralph O. Ward Memorial Gym (the Arena) and Francis G. Bulber Auditorium. Bulber Auditorium, a striking example of Art Deco architecture, is listed on the National Register of Historic Places.

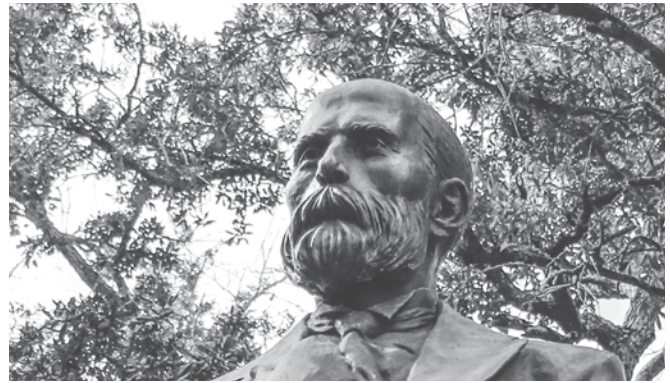


The High School Experience vs. the University Experience

THE EXPERIENCE:	HIGH SCHOOL	VS.	UNIVERSITY
Teacher/Student Contact	Contact is closer and more frequent.		Faculty are available during office hours.
Grades	Academic competition not as strong; good grades can often be obtained with minimal effort. Academic life is mostly controlled by teachers.		Academic competition is much stronger; minimum effort results in poor grades. Student is in control of most of academic life.
Status	Student's status often based on family and community factors.		Students build their status as they wish.
Counseling	Students can rely on counselors, parents and teachers to assist in decision making.		Students rely on themselves; it is their responsibility to seek advice as needed.
Motivation	Students are motivated to participate from parents, teachers and counselors.		Students supply their own motivation.
Freedom	Freedom is limited. Parents will often help students out of crisis.		Students have much more freedom; they must accept responsibility for their own actions.
Distractions	Distractions from school are controlled by school or home.		The opportunity for more distractions exists.
Value	Students often make judgments based on parental values; thus, many of their value judgments are made for them.		Students begin to see the world through their own eyes and develop their own opinions and values.

POINTS OF EXCELLENCE

- ▶ U.S. News and World Report has named McNeese one of the **Best Regional Universities in the South** for the ninth consecutive year.
- ▶ McNeese is ranked in the **TOP 10** among public and private Louisiana universities for **best average starting salary** and **best college education** by Smart.Asset.com.
- ▶ The engineering program is ranked **NO. 1 in the NATION** among all public and private universities for career return on investment for engineering majors according to PayScale Inc. This tops all state engineering programs.
- ▶ The graduate program in applied behavioral analysis is ranked as one of the **top Psychology programs in the country** and is **one of only 21 universities** in the world accredited by the Association for Behavior Analysis International.
- ▶ Graduates recently achieved **100% first-time passage rate** for these licensure exams:
 - Family Nurse Practitioner
 - Psychiatric Mental Health
 - Nurse Practitioner
 - Radiologic Sciences
- ▶ **81%** of McNeese graduates who applied for law school were admitted.
- ▶ The College of Business is among just **5%** of the world's business schools accredited by the Association to Advance Collegiate Schools of Business International.
- ▶ A music performance major was selected as the lead trumpet with the **national touring Broadway production** of Dr. Seuss' "How The Grinch Stole Christmas! The Musical."
- ▶ Agricultural sciences majors are conducting bee research that is vital to the agriculture industry as well as receiving **hands-on experience** in harvesting, extracting and bottling honey that is sold on campus.
- ▶ For three consecutive summers, a biology assistant professor was selected to participate in the international sea expeditions of the **Nautilus Exploration Program** sponsored by the Ocean Exploration Trust.
- ▶ Nursing graduates recently achieved a **100%** first-time passage rate on the NCLEX-RN national licensure exam. This not only exceeded the state average of 89% but also the national rate of 85%.
- ▶ **All teacher education programs** in the Burton College of Education have earned reaccreditation from the Council for the Accreditation of Educator Preparation.
- ▶ The new **Health and Human Performance Education Complex** houses the growing academic programs in health and wellness, health performance and sports medicine. Locating the building near the sports medicine and rehabilitation strength and conditioning facilities for the student-athletes provides **lab settings and internship opportunities** for students majoring in health and human performance disciplines.



- ▶ McNeese men's and women's rodeo teams enter the Spring 2020 season both ranked in the **TOP 10 NATIONALLY** by the National Intercollegiate Rodeo Association. The women's team captured the team championship and two individual championships at the 2019 College National Finals Rodeo in Casper, Wyoming.
- ▶ **90%** of graduates majoring in pre-physical therapy are accepted into physical and occupational therapy programs.
- ▶ McNeese is Louisiana's only **Code.org** regional partner in computer science education. They are working together to expand access to computer science education in K-12 schools throughout the state.
- ▶ A graduate student majoring in mechanical engineering and business was named a **Divisional Graduate Student Scholar** by the **American Society of Mechanical Engineers** for his research using computer modeling methods to predict water levels and velocity during flooding events in Southwest Louisiana.
- ▶ Two radiologic science seniors took **first and second place** for their research on imaging at the 62nd annual meeting of the Louisiana Society of Radiologic Technologists.
- ▶ A family science major received the **National Council on Family Relations Honors** designation for her service-learning project to address food needs of military families.
- ▶ Two McNeese faculty have secured the university's **second patent** for an alligator blood feed supplement for pigs and poultry. This could potentially serve as a replacement for traditional antibiotics in pig and poultry feed that may contribute to antibiotic resistance in humans and the environment.
- ▶ A McNeese graduate received the **2020 Grammy Music Educator Award** presented annually by the Recording Academy and the Grammy Museum to recognize educators who have made a lasting contribution to the field of music education.
- ▶ A mass communication graduate received the **National Edward R. Murrow Award** for her guidance as producer at KPRC, Houston, during coverage of the 2018 school shooting in Santa Fe, Texas.
- ▶ McNeese's **Heifer Development Program**, located in Allen Parish, is a one-of-a-kind Louisiana program that supports the local cattle industry while providing research opportunities and hands-on experience for agricultural sciences majors.

COST OF ATTENDANCE

With the rising cost of higher education, we want to give you the best estimate for the cost of attendance that we can. We have included the costs of housing only to show the options available to students who wish to live on campus. For the most up-to-date figures, visit www.mcneese.edu/admissions/estimated-costs/.

Tuition and Fees (15 hours)	\$4,200/semester	\$8,400/year
Non-resident Fee (in addition to tuition)	\$2,500/semester	\$5,000/year
Books (approximate)	\$650/semester	\$1,300/year

On-campus Room & Board

10-month leases (includes minimum required \$1,909/semester meal plan)

King, Watkins & Zigler Halls

2 bed/1 bath suite (private room)	\$9,888/year
6 bed/2 bath suite (semi-private room)	\$8,168/year
6 bed/2 bath suite (private room)	\$9,768/year

Burton Hall

2 bed/1 bath (private room)	\$10,568/year
4 bed/2 bath (private room)	\$10,0182/year

Collette Hall

1 bed (private room)	\$7,568/year
2 bed (semi-private room)	\$6,818/year

12-month lease (includes minimum required \$924/semester meal plan)

Bel & Sallier Gardens

4 bed/2 bath apartment (private room)	\$9,408/year
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Note: 10-month housing costs listed are fall and spring semesters only and do not include the summer term. Costs are subject to change pending legislative approval of budget.



STARTING AT MCNEESE

Advising

The freshman advisors are available to assist your student. To schedule an appointment, visit www.mcneese.edu/academics/freshman-advising.

The advisors are there to assist with class scheduling, career counseling, dropping or adding classes and general questions about the university. They are located at Student Central in Chozen Hall.

Registration

Registration for classes now takes place during Cowboy Camp (freshman orientation) sessions. Students can talk with advisors and then register for classes during the sessions. Twelve credit hours in the fall or spring semester are considered “full time” for students at McNeese.

McNeese Advanced Placement Program

Undergraduate students with special competence in some subject areas may participate in the University’s advanced placement program in the following ways:

English:

- i. Students who have an ACT English score of at least 32 and ACT composite score of at least 28 will receive credit for ENGL 101 and ENGL 102. Students who have a SAT writing and language score of at least 37 (or an evidence-based reading and writing score of at least 700) and a SAT total score of at least 1310 will receive credit for ENGL 101 and ENGL 102.
- ii. Students who have an ACT English score of at least 28 and ACT composite score of at least 28 will receive credit for ENGL 101. Students who have a SAT writing and language score of at least 34 (or an evidence-based reading and writing score of at least 640) and a SAT total score of at least 1310 will receive credit for ENGL 101.
- iii. Students who have an ACT English score of 26 or 27 may elect to take ENGL 102 as their first English. Students who have a SAT writing and language score of 33 (or an evidence-based reading and writing score of 620-630) may elect to take ENGL 102 as their first English. After completion of ENGL 102 with a grade of C or better, students will receive credit for ENGL 101.

Foreign Languages:

A student with exceptional high school preparation in French, Latin or Spanish may be enrolled at the advanced level. If the student earns a grade of C or better in the advanced course, credit may be awarded in the appropriate lower-level course(s).

Mathematics:

A student who earns an ACT math score of 25 or SAT math section score of 590 will receive credit for MATH 113. A student may be placed into MATH 190 if the student has completed a trigonometry course at the high school or college level and has either an ACT math score of 28 or SAT math section score of 660. Upon completion of MATH 190 with a grade of C or better, credit will be granted for MATH 170. Upon completion of MATH 291 with a grade of C or better, credit will be granted for MATH 175.

Course Placement on the Basis of ACT

Students who have an ACT math score less than 19 will be required to take transitional math courses. Students with an ACT math score 19 or higher are eligible for MATH 113. Students with an ACT math score of 22 or higher are eligible for MATH 170. All math courses at McNeese are sequential. Students with an ACT English score less than 18 will be required to take transitional English courses. Students who have an ACT English score of at least 18 are eligible to take ENGL 101.

Financial Aid

At McNeese, 79% of the students receive over \$60 million dollars in financial assistance. Counselors in Student Central can assist you and your student with the preparation of applications for loans, grants, campus jobs and other types of student assistance. Students can complete the Free Application for Federal Student Aid online at www.fafsa.ed.gov. An additional McNeese Financial Aid Data Form is required to process your financial aid, which is available online at www.mcneese.edu/f/f/13348.

Scholarships

The Scholarship Office administers McNeese scholarships, the TOPS program and outside scholarship awards. Students wishing to apply for academic scholarships should complete the McNeese Online Admissions Application prior to the deadline of Dec. 1 to be considered in the first round of awards. Students should update their application for scholarships after every grade report of every year. Each year McNeese awards more than \$8.8 million in academic and performance scholarships.

TOPS scholarships are available to Louisiana high school graduates who meet the TOPS requirements. Contact the Louisiana Office of Student Financial Assistance Office at 800-259-5626, www.osfa.la.gov or contact Student Central for more information at 337-475-5065.

BILL PAYMENT & REFUNDS

How Do You Pay the Tuition Bill?

DIRECT PAY:

Make a payment in person with cash, check or money order at the Cashier's Office in Smith Hall during business hours. Checks and money orders can also be placed in the drop box located on the north side of Smith Hall after business hours.

Mail checks or money orders to: Box 92935, Lake Charles, LA 70609.
(Please include your student's ID number on your remittance.)

Pay online through QuikPAY (accessed through the MyMcNeese Portal) with a credit or debit card or draft directly from your checking or savings account. Visit www.mcneese.edu/payment to see the Payment Policy on credit card payments and online payment charges.

PAYMENT PLAN:

McNeese offers an installment plan that allows you to pay a third of your bill right before classes begin and the remaining two-thirds of the balance about midway through the semester. You can request an installment plan using the link at the top of your online bill. A \$30 fee is added to your bill upon approval. If you pay late or miss your payment, late fees will be added to your bill and you may not be eligible to use the installment plan option in the future. If you have any questions, call 337-475-5107 or email msucashiers@mcneese.edu.

Using TOPS, Financial Aid & Scholarship Awards:

These awards will be credited toward your student's bill only after the university has been authorized to do so by your student electronically signing the Financial Aid/Scholarship Authorization in Banner Self-Service. The link to submit authorizations can also be found at the top of your student's online bill.

If there are any funds remaining after your student's bill is paid, a refund will be sent three to four weeks after the semester begins.

Even if your student's scholarship or financial aid covers the entire bill, the student must sign the Financial Aid/Scholarship Authorization to grant McNeese permission to use these funds to cover those expenses.

Who Gets a Refund?

For full information about refunds, go to mcneese.edu/refund.

Students may receive refunds related to financial aid, scholarships, account over payments or other financial transactions with the university. McNeese has partnered with BankMobile, a financial services company focused solely on higher education, to offer faster delivery of refunds to students. For more information about BankMobile, visit this link: <https://bankmobiledisbursements.com/refundchoicesso/>.



STUDENT INVOLVEMENT & ENGAGEMENT

Getting involved and engaged on McNeese's campus is an excellent way to enjoy a fulfilling collegiate experience. While academics are the most important aspect of college life, McNeese offers multiple ways that students can connect to the university beyond the classroom. There are numerous benefits associated with campus involvement. Here are some of the most important ones:

- ▶ Students who are involved have several opportunities for scholarships and salaries that help supplement the cost of their education.
- ▶ Involved students are less likely to have conduct issues due to having more responsibility and accountability.
- ▶ Students who are involved have higher graduation rates and progress through their curricula at a faster pace.
- ▶ Involved students can hold leadership positions within student organizations, which become notable experiences as they pursue a profession after college.
- ▶ Students who are involved maintain higher GPAs that are higher than the average student.
- ▶ Involved students have more opportunities to broaden their social skills.
- ▶ Involved students report more satisfaction with their McNeese experience.
- ▶ Involved students have the opportunity for direct interactions with faculty/staff.

There are multiple avenues for campus engagement. The most prominent are: over 100 student organizations, Fraternity & Sorority Life, Student Government Association, Student Life Coalition and Cowboy Camp.

For more information, contact 337-475-5602 or email studentlife@mcneese.edu.



Student Organizations

Student organizations are a great way to become involved on campus. Annually, over 100 student organizations register with the university. These organizations offer students opportunities to exercise and practice the professional skills they learn inside the classroom. Potential employers look to hire those who have demonstrated leadership, commitment and excellence in all facets of a campus environment. Student organizations represent different areas of interests, beliefs and professional ambitions. The categories of organizations at McNeese are as follows: academic, campus ministries, chartered, Greek, honor societies, multicultural, political, professional, service, special interest, spirit, sports/recreation. If none of the current organizations meet a student's interest, there is a very simple process to start a student organization. To see the full list of student organizations visit www.mcneese.edu/studentlife, then access the Student Organizations link, or go to the Engage McNeese online platform.



Fraternity & Sorority Life

Since their inception in 1952, the McNeese fraternities and sororities have been the cornerstone of student involvement, leadership development and campus traditions. This continues today. Currently, McNeese holds 17 charters for Greek-letter social organizations comprised of nine groups in the National Pan-Hellenic Council, five groups in the Interfraternity Council and three groups in the National Panhellenic Conference. McNeese Fraternity and Sorority Life students represent over 550 members of the student community, totaling just over 8% of undergraduate enrollment. Greeks hold all levels of campus leadership positions, serve on numerous campus committees and represent McNeese at local, state and national conventions. Fraternity & Sorority Life is considered an elevated level of campus involvement. The following fraternities and sororities have charters at McNeese

Sororities (7)

- Alpha Delta Pi
- Alpha Kappa Alpha
- Chi Omega
- Delta Sigma Theta*
- Phi Mu
- Sigma Gamma Rho
- Zeta Phi Beta

Fraternities (10)

- Alpha Phi Alpha
- Iota Phi Theta*
- Kappa Alpha Order
- Kappa Alpha Psi
- Kappa Sigma
- Omega Psi Phi*
- Pi Kappa Alpha
- Pi Kappa Phi*
- Sigma Phi Beta*
- Theta Chi

*No current active chapter

STUDENT INVOLVEMENT & TESTING

Freshman Convocation

The freshman year at McNeese begins with a bang. Freshman Convocation is held the evening before classes begin in the Health & Human Performance Education Complex. The program is more than an assembly, it's an experience. New students have the opportunity to participate in interactive activities, create keepsakes for the start of their college career, be entertained by amazing performances and hear from motivational speakers. Freshman Convocation reinforces the important information a new student needs to know to be successful at McNeese. The program is mandatory for all first-time freshmen and serves as a component of receiving full credit for attending Cowboy Camp (freshman orientation).



Testing Services

The Office of Testing Services helps support the institutional mission of McNeese by providing opportunities for McNeese students to earn credit and advance their careers outside the formal setting of regular coursework. Available examinations include college entrance and placement examinations, licensing examinations, graduate professional school tests, national credit examinations and college correspondence course exams.

Visit www.mcneese.edu/testing for more information on the types of exams and study materials and to make an appointment to take a test.

TESTING SCHEDULE

Exams are administered
Monday–Friday.

- Testing begins 11 a.m.
- Exams must end 5 p.m.

Appointments recommended,
but walk-ins may be accommodated
if time and capacity permit.

NATIONAL EXAMS OFFERED

ACCUPLACER:

Computer-based placement test that measures students' skills in math and English and places them into the correct college courses.

CLEP:

Computer-based test that can be used to earn college credit. More than 20 subject tests are available.

Praxis:

Computer-based test that is a part of the teacher preparation program in Louisiana.

GRE:

Computer-based test that is used for admission into graduate programs. This test measures reasoning and language skills.



Engage McNeese

McNeese Student Services manages an online platform called **"Engage McNeese."** Designed to help students form a deeper connection to the university, this program offers an online portal that connects students with university departments, student organizations and sends notifications about activities happening throughout the semester. "Engage" also allows students to track their campus involvement and leadership experiences in a format that can be used in conjunction with a professional resume. The platform is also the hub for campus-wide student elections.

Freshmen are introduced to the Engage portal through the **"Freshman Orientation Engage Track."** In order to receive complete freshman orientation course credit, incoming students are required to attend a set number of campus program during their first semester. More information about the Engage Track is presented at Cowboy Camp (freshman orientation) and Freshman Convocation and is available at www.mcneese.edu/studentlife/engagetrack.



Additional information may be obtained by calling Testing Services at 337-475-5181, emailing testing@mcneese.edu or by visiting in person at Burton Business Center, Suite 211B.

UNIVERSITY POLICIES



Equality & Inclusion

McNeese State University strives to provide our campus community with the tools to embrace a changing and challenging new demographic market. To that end we will engage all communities and underrepresented population. McNeese will be inclusive of all regardless of age, color, disability, ethnicity, gender, gender expression, genetic information, marital status, military status, national origin, race religion, sex or sexual orientation in admission to or employment or participation in its educational programs, services and activities.

Brief Statement of Student Rights & Responsibilities

McNeese conducts the tasks of education, research and service on the fundamental assumption that every student who enrolls at the university has a right to a student-centered learning environment that fosters academic excellence and personal success. Students positively contribute to this environment by maintaining high standards of integrity and ethical honor in all academic work and personal conduct, familiarizing themselves with and adhering to all policies and regulations of the university, promptly fulfilling all academic, contractual and financial obligations and actively participating in university life.

Visit www.mcneese.edu/studentaffairs/student_rights_and_responsibilities in order to view the Statement of Student Rights and Responsibilities, Code of Student Conduct and Academic Integrity Policy in its entirety or contact the Dean of Students, Holbrook Student Union Annex, or Box 92535, Lake Charles, LA 70609, to obtain a printed version of the document.

Reporting

McNeese strongly encourages immediate reporting of inappropriate activity among its students and campus community. It is preferred for reporting to happen in person at the Office of Student Services. However, there are online methods for reporting occurrences openly or anonymously. Emergencies should always be reported to Campus Police at **337-475-5711**.

Inappropriate Activity Reporting Form:
www.mcneese.edu/studentlife/form/report

McNeese Silent Witness Form:
www.mcneese.edu/police/silent_witness_form

Hazing Policy

The university prohibits any form of hazing. Hazing in state colleges and universities is a violation of the law and is punishable by a fine and/or imprisonment (*Louisiana Revised Statute 14:40.8*) as well as by dismissal from the university. Hazing is also a violation of the University of Louisiana System's policy and the McNeese Code of Student Conduct Article 3.14. Any violation of this policy shall be investigated and appropriate disciplinary action taken. Violations of the Hazing Policy should be reported to Student Services and/or University Police. Infractions of this policy will result in disciplinary procedures according to the regulations prescribed in the university's Code of Student Conduct. Violations of law will be handled in accordance with the criminal court system. The Hazing Policy can be found at www.mcneese.edu/policy/hazing_policy.

Sexual Misconduct Policy

Members of the McNeese community, guests, visitors and authorized users of the university's facilities should be able to enjoy a campus environment free from sexual misconduct. This policy is intended to define community expectations with respect to this right and to establish a mechanism for addressing behavior that violates these expectations. This policy is in compliance with the Board of Regents Uniform Policy on Sexual Misconduct. All students, faculty, staff, administrators and contracted personnel will be held accountable for compliance with this policy and any violation of this policy may lead to disciplinary action, which may include suspension, expulsion, termination and/or removal. Every member of the university community is hereby apprised that certain forms of sexual misconduct may subject an individual not only to institutional discipline but also to criminal prosecution or civil liability. The Sexual Misconduct Policy can be found at www.mcneese.edu/policy/sexual_misconduct_policy.

Other Policies

McNeese has a multitude of policies that are in accordance with local, state and federal law. These policies ensure a safe, secure, productive and fair environment for university students, faculty/staff and visitors. For access to all other university policies, visit www.mcneese.edu/policy.



Class Attendance

Class attendance is regarded as an obligation as well as a privilege and students are expected to attend regularly and punctually all classes in which they are enrolled. Students enrolled in e-learning classes must log in and participate in course activities. Failure to do so may jeopardize a student's scholastic standing and may lead to suspension from the university.

1. Each instructor is encouraged to keep an attendance record for each class. Instructors are required to state in each course syllabus their expectations regarding class attendance and make-up policies. The course syllabus must be distributed during the first week of the semester.
2. A student must submit excuses for class absences within the time frame specified in the syllabus. If the absence is due to required participation in a university-sanctioned event (*band trips, special field trips, music performance, athletic team trips, etc.*), the student must present an official university excuse signed by the Provost.
3. Students who are absent due to medical issues should present valid documentation signed by a health care provider to the instructor as soon after the absence as possible. The instructor will determine if the absence is excused or unexcused. Medical documentation is subject to verification by the instructor. Proof of medical issues that cause a student to be absent for an extended period must be presented to the instructor as soon as possible after the student receives this diagnosis from a medical professional. The instructor may allow the student to complete exams or assignments in an alternative course format (*use of Moodle, use of note takers, independent study, etc.*), if appropriate. It is the student's responsibility to contact the instructor and make arrangements and discuss if options are available to complete the course requirements. Note: An incomplete grade for the course must be in accordance with university policy.
4. Recipients of federal financial aid should contact Student Central to understand the implications of withdrawals for nonattendance on funding and the repayment of funding received. Students must also understand that failure to attend class may have a negative impact on TOPS eligibility, private insurance coverage, tax status or other financial assistance.



Grade Forgiveness Policy

As of the 2018 summer term, the university has implemented a grade forgiveness policy. Under this policy, currently enrolled undergraduate students may improve their undergraduate GPAs (*term, institutional and overall*) by repeating a course in which a grade of "D" or "F" was received and by requesting that the previous grade earned in the course be excluded from the undergraduate GPA calculations. Requests for grade forgiveness must be submitted to Student Central prior to the first day of class for the term in which the course will be repeated. To view the entire policy, go to the following webpage: www.mcneese.edu/policy/grade_forgiveness_policy

Withdrawal Policy

After the last day of late registration and through the last day to withdraw from a course as specified on the university academic calendar, students can withdraw from a course by completing a Course Withdrawal form with their advisor and submitting the completed, signed form to Student Central. Students will then be withdrawn from the course and a grade of "WZ" will be assigned. Recipients of federal financial aid who officially withdraw from a class, or who unofficially withdraw or resign by discontinuing class attendance, may be subject to repayment of all or a portion of funds received.

The university assesses a per course withdrawal fee of \$50 to all students. This per course fee will automatically be charged to the student's account when the "WZ" grade is assigned.

- a. The following drops and withdrawals are not assessed the course withdrawal fee:
 - ▶ Course drops during registration when withdrawal grades are not assigned
 - ▶ Withdrawals resulting from resignation from the university ("W" grades)
 - ▶ Withdrawals resulting from military activation ("W" grades)
 - ▶ Withdrawals resulting from administrative action ("W" grades)
 - ▶ Withdrawals from linked lab sections where no credit or grade is assigned (Ex: BIOL 225 LA - 0 credits)
- b. The amount of the per course withdrawal fee is subject to change without prior notice.

STUDENT AFFAIRS

Housing

McNeese residence halls are a home-away-from-home for more than 1,000 students each semester. Resident students know that living on campus is an exciting and integral part of obtaining a well-rounded education. McNeese students now have more choices than ever in on-campus, student housing with options of several floor plans and living arrangements. There is the opportunity to live an “independent, apartment life” experience in the Garden Apartments. You can also reside in our suite-style accommodations in Watkins, King, Zigler and Burton Halls or in our traditional-style Collette Hall. Campus living has never been more enjoyable.

For questions or to reserve a spot, contact McNeese Student Housing at 337-475-5606 or visit www.mcneesereslife.com.

Food Service

McNeese dining facilities provide a variety of dining choices to accommodate students and their busy schedules. Students may choose from among various meal plans. The dining facilities include:

Rowdy's Dining Hall
all you-care-to-eat buffet

Einstein Bros. Bagels
bagels, pastries, coffee and more

Burger 337
burgers, fries, tenders and limited time offers

Build: Pizza by Design
artisan style pizzas and calzones

The Market Convenience Store
a convenience store where students can pick up various items

We Proudly Serve: Starbucks
Frazar Memorial Library.

For more information, check out
www.dineoncampus.com/mcneese.

Bookstore

The McNeese Bookstore offers all textbooks needed in courses as well as supplies, gift items and McNeese apparel. Students may set up an interest-free Personal Touch Account to charge their books and supplies. The payment on the PTA is made after the financial aid refunds are processed. PTA payments must be made on time or late fees will be incurred. Stop by the McNeese Bookstore or visit mcneesecowboystore.com for details.

Library

The McNeese Library is named for the first president of McNeese State University - Lether E. Frazar. The collections and services of the library are designed to complement the educational and research programs of the university. Also the library is a great place to study individually or in groups

Membership into the Friends of the Library organization is open to anyone and entitles members to all library privileges, including invitations to all library-sponsored events. Funds generated by Friends of the Library sponsor special activities such as readings, lectures, exhibits and workshops.

Career & Student Development Center

The Career & Student Development Center strives to help students develop the skills that are needed to attain their career goals. Students use this center for career and major exploration, professional document writing (cover letters, resumes, etc.), interview preparation and internship postings and job searching strategies. Career fairs and school district recruitment fairs are offered each spring and fall semester. Students are encouraged to use the center throughout their time as a student, not just their last semester before graduation. The center is located in Kaufman Hall, Room 117.

Visit www.mcneese.edu/career for more details.



STUDENT AFFAIRS

Emergency Notification System

McNeese utilizes numerous services and technologies to deliver and receive emergency messages. The Everbridge notification system allows the university to send multiple messages to students using landline and cell phones, email and text messaging, as well as broadcast announcements that can be sent to the exterior emergency speakers on campus. All students' and employees' official McNeese email addresses are automatically registered with Everbridge. Cell phones, landline phone numbers and alternative email addresses entered in the Banner System are also registered with Everbridge. Students can view or change phone numbers and alternative email addresses in the Everbridge system by going to the MyMcNeese Portal and clicking on the "Self-Service Banner" tab at the top of the page and then click on "Personal Information." Updates to Banners are sent to Everbridge daily. Along with the emergency notification system, University Police maintains a Facebook page (you can Like Us on Facebook at McNeese State University Police Department) to receive crime prevention tips and other updates.

Health Services

Health Services is located in the Watkins Infirmary and is open weekdays from 7 a.m. to 3 p.m. to provide acute care medical services to all enrolled McNeese students. This health care is intended to enable students to maintain sufficient physical health and wellness so that they are able to fulfill their academic responsibilities. Nurses are on duty daily for walk-ins and contracted physicians are available from 10 a.m.-noon by appointment when classes are in session.

The cost of the appointment is covered by a student health fee that is included with tuition, so there is no per-visit charge. If the physician writes a prescription for the student, that prescription needs to be filled off campus and is the student's financial responsibility. Students under the age of 18 must have written consent from their parents or legal guardian in order for any medical services to be provided. Students with serious, emergency or chronic medical conditions will be referred to off-campus providers. Medical records are kept confidential and are separate from the student's academic records.

Visit www.mcneese.edu/healthservices for more details.



Counseling Services

The Counseling Center, located in Kaufman Hall, Room 112, provides comprehensive mental health counseling, career assessments and learning assessments to all enrolled McNeese students. Services are covered by a student health fee that is included with tuition each semester, so there is no per-session charge. Students are encouraged to call for appointments as walk-ins are generally reserved for urgent/crisis situations. We also have a contracted medical psychologist who provides medication management on a monthly basis—the visit is at no-cost, but any prescription written would be the student's financial responsibility to fill. Confidentiality of counseling sessions is strictly maintained and records of the center are kept separate from the student's academic file.

Visit www.mcneese.edu/counseling for more details.



STUDENT AFFAIRS

University Police

The University Police Department is a full-service state law enforcement agency that provides police services 24/7, to all McNeese students, faculty, staff and visitors. University police officers are sworn and commissioned police officers with the full range of police powers and they handle approximately 5,000 incidents annually. The McNeese Police Department is committed to being a helping agency first and an enforcement agency second. The safety of our students is of paramount concern and McNeese remains one of the safest university's in Louisiana. Unlike many policing agencies, the University Police provide outreach services, escorts for students late at night on campus, dead car battery jumps, crime prevention programs and more. The University Police has been involved in the development of new programming to target the risk of sexual assault and drug and alcohol abuse prevention.

All university police officers are trained as Crisis Intervention Team members and are also certified as Emergency Medical Responders/Medic. The McNeese Police are the only police agency in Louisiana that has all officers cross-trained in these specialties.

The campus also has 16 emergency call boxes plus an additional six emergency call boxes located in the student parking garage. These boxes have been installed throughout the campus with a single push-button, which activates an emergency blue light/strobe and provides immediate voice connection to the University Police Dispatch Center.

You can learn about the services and incidents handled by University Police by downloading a copy of the agency's Annual Update Report from: www.mcneese.edu/police/annual_security_reports.

The University Police Department enforces the traffic regulations on and around campus. It is important that every student know and abide by university parking and driving regulations on campus. These can be found on the McNeese website at www.mcneese.edu/police/parking. University police work in conjunction with the Lake Charles Police, Calcasieu Parish Sheriff's Office and the Louisiana State Police on joint traffic enforcement efforts on the streets surrounding the campus and related properties.



KBYS 88.3 FM

McNeese's commercial free radio station, KBYS 88.3 FM, is Louisiana's first university-community radio station. KBYS is supported by volunteers from McNeese and the community and its format broadcasts several music genres, special hosted shows, information about McNeese

cultural events, news and other campus announcements. The KBYS morning show, "The Generation Gap," was voted Best Local Radio Show in the recent Best of Southwest Louisiana edition of Lagniappe. Visit kbys.fm to listen online.

TRADITIONS



19:39 at the Clock

To commemorate the founding of McNeese in 1939, a tradition known as "19:39 at the McNeese Clock" is conducted during Cowboy Camp (freshman orientation) in the center of the Quad. The McNeese Clock is a landmark of University spirit and pride. Each day of Cowboy Camp, students gather around the clock at 7:39 p.m. (19:39 in military time) singing the Alma Mater for the first time as a freshman class. Four years later on the night before commencement, these same students will once again gather around the clock at 7:39 p.m. to sing the Alma Mater one last time as McNeese students.

Joli Blon

Joli Blon is the official McNeese song. It has been played at McNeese football games since 1951 and it became the university's official song in 1970. When McNeese scores, the marching band strikes up *Joli Blon* and fans clap and sway right and left ending with a thunderous round of applause. One of the highlights of Cowboy Camp (freshman orientation) is when the Peerleaders hand out Rowdy Rags to each incoming student, and as a group they learn the *Joli Blon*.



Don't Tread on the Seal

When the Quad was renovated in 2010, the university seal was incorporated into the brick work as a design element of the shaded walkway. If you stand next to the seal for a few minutes, you'll notice that no one will walk across it — everyone walks around it. There are several reasons why students, alumni and faculty refuse to walk across the seal, including a superstitious fear of the legend that says if you walk across the seal you won't graduate — but we think it has simply become a tradition of respect for our Alma Mater.

RESOURCE LIST

Counseling Center

112 Kaufman Hall (#26 on campus map)
337-475-5136 | www.mcneese.edu/counseling

Individual mental health counseling, learning assessments, career assessments and access to medical psychologist for medication management.

Health Services

Watkins Infirmary (#16)
337-475-5748 | www.mcneese.edu/healthservices

Acute medical care, immunization compliance and daily doctor's clinic. Nurses available 7 a.m.-3 p.m.

Career & Student Development Center

117 Kaufman Hall
337-475-5612 | www.mcneese.edu/career

Career guidance and counseling, professional document writing (e.g. resume), interview and job searching skills and job/internship/career placement opportunities.

Student Involvement & Engagement

Student Union Annex (New Ranch) (#21)
337-475-5602 | www.mcneese.edu/studentlife

Student life, Fraternity & Sorority Life, student organizations, leadership programs, multicultural programs, student union management.

McNeese Housing

Student Housing Complex (#13)
337-475-5606 | www.mcneesereslife.com

Offers the latest amenities, perfect location and modern conveniences with fully furnished apartments, private and semi-private rooms.

McNeese Dining

Holbrook Student Union (Old Ranch) (#18)
337-475-5498 | www.dineoncampus.com/mcneese

Providing resident dining and retail convenience, concessions and catering on campus.

Student Services

Student Union Annex (#21)
337-475-5609 | www.mcneese.edu/current-students

Administers the Code of Student Conduct. Main office oversees campus housing, student engagement and campus dining.

Administrative Accounting—Cashier's Office

Smith Hall (#44)
337-475-5098

Fee payments are accepted in person, by mail or through online payment (Banner Self-Service).

University Bookstore

Holbrook Student Union (Old Ranch) (#20)
337-475-5494 | mcneesecowboystore.com

Purchase textbooks (new, used and rental), gifts, art supplies and official McNeese apparel.

Disability Services

200 Drew Hall (#14)
337-475-5916 | www.mcneese.edu/ods

Academic support services and academic adjustments for students with emotional, physical or learning disabilities recognized by ADA.

University Police

4314 Ryan Street (#24)
337-475-5711 | www.mcneese.edu/police

An active police presence is established with 24-hour patrol protection throughout the year for the main campus, parking lots and residence halls. Parking permits available here.

Financial Aid

Student Central / Chosen Hall (#1)
337-475-5065 | www.mcneese.edu/finaid

This office administers federal, state and institutional aid in the form of grants, student loans and jobs on campus.

Scholarships

Student Central / Chosen Hall (#1)
337-475-5065 | www.mcneese.edu/scholarships

Our office administers TOPS, all university scholarships (academic, performance and athletic) and private scholarships awarded by various companies and entities.



We know that there is a lot to take in.

So here are the answers to some of the most

FREQUENTLY ASKED QUESTIONS



1. How important is the catalog?

The catalog not only lists courses offered and their descriptions, but also includes a brief McNeese history, the university calendar, grading information, academic regulations, graduation requirements, information on student life and degree program listings. The McNeese Catalog is only available online, but it is a dynamic and searchable publication. It is available at: catalog.mcneese.edu.

2. When does my student move in to campus housing?

Housing move-in dates are assigned by Rise, our housing management company. Students are notified of their move-in day during the summer; contact Rise for more information at 337-475-5606 or online at www.mcneesereslife.com. There is currently no requirement for freshmen to live on campus.

3. How does my student get a student ID card?

Once your student's tuition and fees are paid, a student ID card can be obtained by bringing a photo ID to the McNeese Police Station. Student ID cards are also used as the students' meal plan card, library card and admission card to university facilities and events. The first student ID card is free; cost of a replacement is \$10. Students are required to carry the student ID card at all times while on campus, but it does not need to be outwardly displayed.

4. Does my student have a student email account?

All McNeese students have a student email account which can be accessed through the MyMcNeese Portal once the semester begins. The McNeese email address is the official address for university communications and students are expected to check it regularly, as faculty may use it to send out class announcements and the university will use it to send out important news. Once a student has been inactive in our system for a semester, mail access is disabled.

5. What if my student gets a private scholarship from a local business or organization? What do we do with the check?

A private donor scholarship check made payable to McNeese or to both McNeese and student should be forwarded to the Scholarships Office. The office will verify that the student meets the guidelines established by the donor and that all federal/state regulations are met if the student is receiving other grants, scholarships or loans. The check will be deposited and credited to the student's tuition and fees account as a "Private Donor Scholarship."

6. Are freshmen allowed to have cars?

Yes, freshmen are allowed to have cars—even those living on campus.

7. How does my student get a parking permit?

A parking permit must be added to your student's account in Banner Self-Service. This can be found at the top of the student's tuition/fee bill. Permits can be purchased for a single semester, fall and spring, or a full year. Once your student's fee bill is paid, a parking permit can be obtained from the McNeese Police Station; a picture ID and current vehicle registration are required to obtain the permit. Students are given instructions for displaying the permit appropriately and may be ticketed if it is not displayed properly. There is a charge for a replacement. Most students obtain the permit within a week of school starting.

8. How is traffic around the campus?

McNeese is land-locked by four busy streets, so we encourage personal safety and self-awareness for the students. Some streets that students have to cross do have reduced speed limits, but not all do. Students are encouraged to learn the rules of using a crosswalk and obeying traffic signals. Most importantly, the students must be present and alert while they travel around and across campus by not giving all their attention to a cell phone, computer or other device and giving more attention to the vehicles around them.



CAMPUS PHONE NUMBERS

9. What do students usually wear to class?

Most students tend to dress casually wearing shorts, jeans, T-shirts, etc., but there are also students wearing business suits or dresses. Students are expected to have a sense of decorum in the classroom and on campus, which includes wearing appropriate clothing. We also encourage students to show their McNeese spirit and not wear other schools' hats, T-shirts and sweatshirts.

10. What does "Academic Probation" mean?

Students are in Academic Good Standing when their cumulative (overall) GPA is above a 2.0. If the total overall GPA falls below 2.0, students will be placed on Academic Probation, but they will still be allowed to register and attend classes. While on probation, students must make at least a semester GPA of a 2.0. Failure to do so will result in an Academic Suspension from the university. See the university catalog's Academic Regulations portion titled "Academic Probation and Suspension Regulations" for further information.



Orientation & Freshman Advising	475-5065
<i>Marshal Guidry, Director</i>	475-5139
Freshman Advisors:	
<i>Alexis Albarado</i>	475-5134
<i>Justin Schroeder</i>	475-5131
<i>Karen Westfall</i>	475-5133
<i>Lydia Faulk</i>	475-5132
Admissions & Recruiting	475-5065
ADA Coordinator	475-5428
Athletics Ticket Office	562-4678
Bookstore	475-5494
Career & Student	
<i>Development Center</i>	475-5612
Cashier's Office	475-5098
Counseling Center	475-5136
Dining	475-5496
Disability Services	475-5916
Electronic Learning	475-5075
Financial Aid	475-5065
Health Services	475-5748
Housing	475-5606
IT Help Desk	475-5995
International Programs	475-5147
Intramurals	475-5370
Library	475-5725
Police	475-5711
Recreation Complex	475-5371
Registrar's Office	475-5065
Scholarships	475-5065

STUDENT CENTRAL 475-5065

Student Employment	562-4184
Student Government Association	475-5605
Student Life Coalition	475-5295
Student Organizations &	
<i>Fraternity & Sorority Life</i>	475-5618
Student Services	475-5609
Testing Services	475-5181
Theatre Box Office	475-5040
TOPS	475-5065
Veterans Affairs	475-5625
Write to Excellence Center	562-4205
Information	475-5000
McNeese Toll Free Number	800-622-3352

Directory Search:
www.mcneese.edu/search_gcse/