

## 1. Do your homework.

File your FAFSA. The only financial aid awards which can be made without a FAFSA (Free Application for Federal Student Aid) are the academic scholarships—other aid may be available, and would be awarded after the FAFSA is complete. File online at [www.fafsa.gov](http://www.fafsa.gov). If you have been awarded financial aid, your package is available at [www.letu.edu/award](http://www.letu.edu/award). Use your LETU user name and password to login. If you have not been awarded, you should check here to see what documents are missing from your Financial Aid file.

Choose your major. It is very important to seriously consider your choice of major and make sure it matches your interests and abilities. This will directly determine the courses you take in your first semester at LeTourneau University. Basic information about majors may be found on our website, at [www.letu.edu/academics](http://www.letu.edu/academics). If you need more information or have any questions about your major choice, please contact your Admissions Counselor. They will be glad to help you.

Find your **English, Biblical Studies, and Mathematics Placement – Fall, 2012** sheet. It was emailed to you, and lists courses for which you will need to register, based on the test scores and/or transfer credit available at the time of that mailing. As AP, CLEP, or transcript credit arrive, we will evaluate them and adjust your schedule accordingly. **If you change your major or don't have placement information**, call the Placement Coordinator at 903-233-3338, or email her at [Advising@letu.edu](mailto:Advising@letu.edu).

If you have health insurance, have the policy information handy.

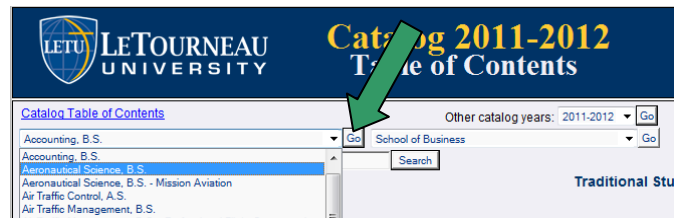
Have your myLETU username and password ready.

**If you have problems, call your Admissions Counselor at 903-233-3000 or 800-759-8811.**

## 2. Determine what courses you need to take.

Go to [www.letu.edu/catalog](http://www.letu.edu/catalog).

The **2011-2012 Catalog** will open in a new window or tab.



Choose your major from the drop-down menu on the left, then click **Go**.

\*Continued on next page.

The 2011-2012 **Course Sequence Sheet** for your major will open--**print** this document. Pay particular attention to any notes



(in parentheses after a course name or at the bottom), as some classes are offered in specific semesters and/or years. You may need to plan around those.

The first course on the sequence sheet is BIBL1043, or Biblical Foundations for Living. The department is BIBL, and the course number is 1043. This is a 3-hour course, as designated by the 4<sup>th</sup> digit of the course number (this rule applies to all courses).

Go with the English (ENGL), Bible (BIBL), and math (MATH) from your placement letter if they conflict with the first semester courses on your course sequence sheet.




Engineering, B.S. Electrical Concentration (EE) Sequence Sheet for 2011-2012			
<a href="#">About the School of Engineering and Engineering Technology</a> - <a href="#">About the Department of Engineering</a> - Major Program <a href="#">View Requirements List</a> - <a href="#">Detail View</a> - <a href="#">Print this Page</a> - <a href="#">PDF this Page</a> - <a href="#">CSV this Page (experimental)</a>			
<b>First Semester - Fall 2011</b>	14 hours	<b>Second Semester - Spring 2012</b>	16 hours
BIBL 1043 <a href="#">Biblical Foundations For Living (L)</a>		BIBL 3033 <a href="#">Biblical Literature</a>	
ENGL 1013 <a href="#">English Composition I</a>		ENGL 1023 <a href="#">English Composition II</a>	
ENGR 1311 <a href="#">Manufacturing Processes Laboratory</a>		ENGR 1023 <a href="#">Introduction to Engineering Practice II</a> (Spring only)	
ENGR 1513 <a href="#">Introduction to Engineering Practice I</a> (Fall only)		MATH 2013 <a href="#">Calculus II</a> (1)	
LETL 1101 <a href="#">Connections of Life And Learning (L)</a>		PHYS 2011 <a href="#">University Physics I Laboratory</a> (Spring only)	
MATH 1003 <a href="#">Calculus I</a> (1)		PHYS 2013 <a href="#">University Physics I Laboratory</a> (Spring only)	
<b>Third Semester - Fall 2012</b>	18 hours	<b>Fourth Semester - Spring 2013</b>	17 hours
CHEM 1111 <a href="#">General Chemistry I Laboratory</a> (Fall only)		BIBL Jr.-Sr. Level <a href="#">Elective</a> (3 hours)	
CHEM 1113 <a href="#">General Chemistry II</a> (Fall only)		EEGR 2163 <a href="#">Advanced Circuits</a> (Spring only) (1)	
COMM 1113 <a href="#">Introduction To Speech Communication</a>		EEGR 3213 <a href="#">Digital Electronics</a>	
EEGR 2051 <a href="#">Electric Circuits Lab</a> (1)		ENGR 2400 <a href="#">Sophomore Design Seminar</a> (Spring only)	
EEGR 2053 <a href="#">Electric Circuits</a> (1)		ENGR 2704 <a href="#">Project Management, Design and Entrepreneurship</a>	
MATH 2203 <a href="#">Differential Equations</a>		NIPE <a href="#">Physical Activities 2</a> (1 hour)	
PHYS 2021 <a href="#">University Physics II Laboratory</a> (Fall only)		MATH 2023 <a href="#">Calculus III</a>	
PHYS 2023 <a href="#">University Physics II</a> (Fall only)			
<b>Fifth Semester - Fall 2013</b>	17 hours	<b>Sixth Semester - Spring 2014</b>	17 hours
EEGR 3233 <a href="#">Introduction To Microcontrollers</a> (Fall only) (2)		BUSI 3003 <a href="#">Foundations of Business for Engineers</a> (1)	
EEGR 3314 <a href="#">Electronics</a> (Fall only)		EEGR 4344 <a href="#">Advanced Electronics</a> (Spring only)	
ENGR 2313 <a href="#">Materials Engineering</a>		ENGR 3423 <a href="#">Mechanics</a>	
MATH 3301 <a href="#">Linear Algebra Lab</a>		ENGR 3813 <a href="#">Engineering Design Methodology</a>	
MATH 3303 <a href="#">Linear Algebra</a>		MATH 3404 <a href="#">Statistics and Quality Control</a>	
MEGR 2013 <a href="#">Statics</a> (1)			
<b>Seventh Semester - Fall 2014</b>	16 hours	<b>Eighth Semester - Spring 2015</b>	15 hours
EEGR 4234 <a href="#">Signals and Systems</a> (Fall only)		BIBL Jr.-Sr. Level <a href="#">Elective</a> (3 hours)	
ENGR 4813 <a href="#">Senior Design I (L)</a> (Fall only)		EEGR 4254 <a href="#">Fields and Applied Communications</a> (Spring only)	
HSST <a href="#">History Elective</a> (3 hours)		ENGL <a href="#">Literature Elective</a> (3 hours)	
MEGR 2023 <a href="#">Dynamics</a> (1)		ENGR 4823 <a href="#">Senior Design II (L)</a> (Spring only)	
		NIPE <a href="#">1512 Concepts Of Lifetime Fitness</a>	
		<b>Total Hours: 130</b>	
<b>Notes:</b> 1. Minimum grade of 'C' required 2. EEGR 4233 Introduction to Microprocessors and Microcomputers (Fall) may be substituted for EEGR 3233. 3. Or ENGR 4853 (recommended for engineering graduate school) 4. Or choose either MEGR 3714 Fundamental and Applied Thermodynamics or MEGR 3323 Mechanics of Materials or approved elective towards graduate study.			

\*Continued on next page.

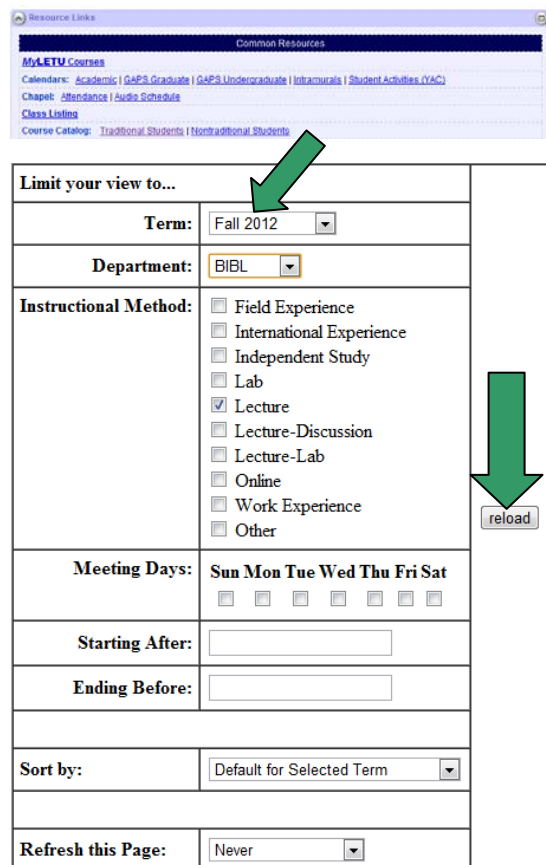
3. **Build your Schedule.** From [my.letu.edu](http://my.letu.edu), on the **Main** tab, under Common Resources, click the link for [Class Listing](#).

The **Traditional Course Schedule** will open in a new tab or window. For the **Term**, choose Fall 2012, then pick the **Department** for your first course (the four-letter alpha code to the far left of the course name) from the drop-down menu. For our example, we're looking for BIBL1043. Click **reload**.

Make note of the legend. You're looking for courses that still have seats available.

Legend	
	More than 5 seats remaining
	5 or fewer seats remaining
	No seats remaining

At this point, our student has a choice of days and times to take Biblical Foundations for Living.



Resource Links  
Common Resources

MyLETU Courses  
Calendars: Academic | G&S Graduate | G&S Undergraduate | Intracurriculars | Student Activities (YAC)  
Chapel: Attendance | Audio Schedule  
Class Listings  
Course Catalog: Traditional Students | Nontraditional Students

Limit your view to...

Term:

Department:

Instructional Method:

- Field Experience
- International Experience
- Independent Study
- Lab
- Lecture
- Lecture-Discussion
- Lecture-Lab
- Online
- Work Experience
- Other

Meeting Days:  Sun  Mon  Tue  Wed  Thu  Fri  Sat

Starting After:

Ending Before:

Sort by:

Refresh this Page:

Ref #	Course	Sec	Title	Professor		Max Reg	Cur Reg	Type	Days	Times	Bldg	Room
0	BIBL-1043	01	Biblical Foundations	Roudkova, V	<a href="#">Textbook Info</a>	35	17	LC	-M-W-F-	8:40a-9:35a	HHH	132
0	BIBL-1043	02	Biblical Foundations	Woodring,	<a href="#">Textbook Info</a>	35	9	LC	-M-W-F-	12:50p-1:45p	HHH	140
0	BIBL-1043	03	Biblical Foundations	Staff	<a href="#">Textbook Info</a>	35	6	LC	-M-W--	3:00p-4:20p	HHH	139
0	BIBL-1043	04	Biblical Foundations	Staff	<a href="#">Textbook Info</a>	35	12	LC	--T-R--	8:00a-9:20a	HHH	140
0	BIBL-1043	05	Biblical Foundations	Staff	<a href="#">Textbook Info</a>	35	9	LC	--T-R--	12:00p-1:20p	HHH	140
0	BIBL-1043	06	Biblical Foundations	Staff	<a href="#">Textbook Info</a>	35	5	LC	--T-R--	3:00p-4:20p	HHH	140

Make note of the section number (Sec) of the class you choose. In this case, we're going to take the Monday, Wednesday, Friday (-M-W-F-) class from 12:50 to 1:45 pm.--section 02.

Repeat this process for all of your classes. It may help to draft a schedule out on paper. If the class you want is full, check for other classes that fit your schedule—be sure you've met the prerequisites, if any (from the catalog). If there are no alternatives, contact your Admissions Counselor.

Note that we have already placed most students who are required to take LETU 1101 (Cornerstones of Life and Learning). Don't be concerned if you see this course full on the class list--in most cases, you will already have a seat reserved in this class if you are required to take it.

At LeTourneau University, tuition for coursework from 12 to 18 hours are all the same.

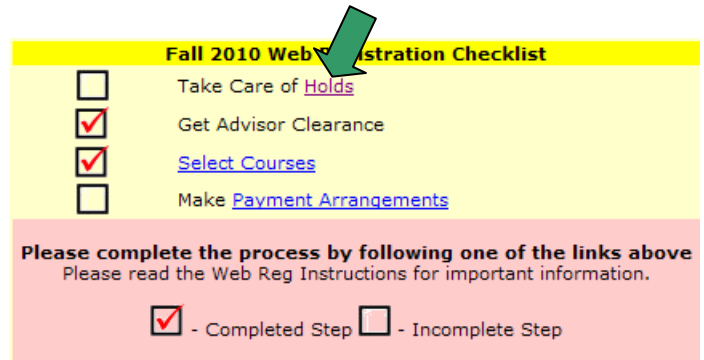
4. **Clear your Advisor Hold**

At this point, email a list of the courses you would like to take your first semester to [Advising@letu.edu](mailto:Advising@letu.edu) to have your advising hold cleared. Aeronautical Science students use [AeroAdvising@letu.edu](mailto:AeroAdvising@letu.edu). Be sure you include your name, your ID number, and your major, as well as the course numbers of the courses you have chosen. Miss Knouse will look it over and either approve your choices and clear your hold or suggest other courses that might be more appropriate.

This process may take a day or two, please be patient.

5. **Register Online.**

Login to [my.letu.edu](http://my.letu.edu). If you have forgotten your password, click on the “Forget your Password?” tab and submit the email address associated with your portal account. A new password will be emailed to you.



Go to the **Students** tab. Click Web Services – Student. The Registration Checklist will open. Make sure you have the correct options at the bottom—it should be UNDG, FA, and 2012.

Current Option Settings		
Program	Session	Year
UNDG	FA	2010

If there is no red check in the Holds line, click the link to take care of your holds.

Active Holds					
Student, John Quincy					
Holds					
Hold Type	Begin Date	Office	Description	Remark	
Web - Financial Aid	02/09/2010	FAID	Contact the Financial Aid Office at <a href="mailto:finaid@letu.edu">finaid@letu.edu</a> or 903-233-4350 regarding your hold. If you have Stafford loans, go to <a href="http://www.dlenote.ed.gov">http://www.dlenote.ed.gov</a> and complete a new Master Promissory Note.		
Web - Emer. Contact	06/04/2010	STUS	To <a href="#">clear this hold</a> , please verify your emergency contact information. If you need further assistance please contact Student Affairs.		
Web - Student Insurance	06/04/2010	STAC	<a href="#">To clear this hold click here</a> to verify and/or update your health insurance information. If you have questions, please contact your Student Account Representative at 903-233-4130.		

[To Welcome Screen](#)

For more information on clearing a Financial Aid hold, call 903-233-4350.

To clear your Emergency Contact or Insurance holds, click the links, and provide the information:

**Emergency Contact Information**

Please verify or update the following information		
Emergency Phone		<input type="text"/>
Emergency Phone Extension		<input type="text"/>
Emergency Contact Name		<input type="text"/>
Student Cell Phone		<input type="text"/>

By clicking the Submit button, you are affirming that the information above and any changes you are submitting are truthful and correct. After you click Submit, you should see a message stating that your hold has been cleared.

**Student Insurance Information**

Please verify or update the following information		
Health Insurance Type	LeTourneau University Insurance	<input type="text" value="LeTourneau University Insurance"/>
The information below applies only to personal insurance		
Policy Number		<input type="text"/>
Insurance Company		<input type="text"/>
Policy Owner		<input type="text"/>
Group Number		<input type="text"/>
Insurance Company Phone #		<input type="text"/>
Effective Date (mm/dd/yyyy)		<input type="text"/>
Expiration Date (mm/dd/yyyy)		<input type="text"/>

By clicking the Submit button, you are affirming that the information above and any changes you are submitting are truthful and correct. After you click Submit, you should see a message stating that your hold has been cleared.

6. **Select Courses.** After your holds are cleared, you will need to select courses, even though there may be a check in that box. That check may exist

because you have already been placed in a Cornerstones (LETU1101) class—it will say “1 hours selected”—please forgive the server’s grammatical backwardness.

Click the **Select Courses** link on your Registration Checklist. You may be asked to provide your login information again.

Begin inputting the course numbers and sections you chose in step 4. You can type in BIBL1043 or look it up, and for Section, 02 or 2 will work.

You may find sections that have filled up, or prerequisites that must be met. If you have problems, call your Admissions Counselor at 903-233-3000 or 800-759-8811.

**Registration Entry**  
Student, John Quincy - ID. 1234567  
FA - 2010

To ADD: Enter course and section number, then click **Add**.  
To DROP: Mark course to drop, then click **Drop**.  
To SWAP: Enter course and section number to add and mark course to drop, then click **Swap**.  
When finished, close browser or click other option to perform other activities.

Need Help? Call 903-233-4370 or e-mail [Registrar@letu.edu](mailto:Registrar@letu.edu)

Course Number:  ? Section:  ?

No courses currently registered.

After entering your schedule, click **Print Schedule**, then click **Proceed to Next Step**.

Don't panic! You don't have to write a check today or put it on your credit card. You can make payment arrangements. The next step is to let you see how much of your charges will be covered by financial aid.

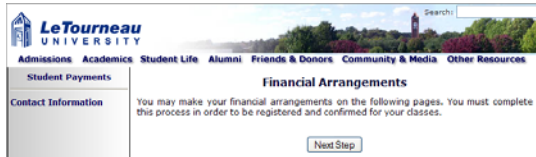
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## 7. Make Payment Arrangements.

The Course and Fee Statement will show all of the courses you've selected, add in the various fees, and apply the financial aid you accepted.

To complete the process, click **Make Payment Arrangements**.

You will see this screen:



Click **Next Step** to see your payment arrangement options.

### Payment Arrangements

Please select your choice of payment plan option from the list below.

The "Amount owed for the semester" is based on semester charges less financial aid. Any changes to your charges or financial aid could change this amount. It is the student's responsibility to update these financial arrangements should there be changes.

- 3, 4 or 5 Month Payment Plans — \$5,245.39
- Pay in Full — \$5,245.39 deferred until 8/23/2010
- Pay in Full — \$5,245.39 due now (no payment plan)

Make your choice, then click **Calculate & Display**. This will not lock you into anything—you will be given further instructions or asked to confirm.

Instructions for each choice are on the following pages.

### Course and Fee Statement

Student, John Quincy - ID. 1234567

Fall 2010  
04:04p 06/08/2010

<b>Name</b>	John Quincy Student	<b>SS No</b>	*****	<b>ID No</b>	1234567
<b>Address</b>	123 Main St. Austin, TX 78750	<b>Res Hall</b>		<b>Number per Room</b>	0
		<b>Meal Plan</b>			
	USA				
<b>Home Phone</b>	123-456-7890	<b>Class</b>	FR		
<b>Major</b>	EE	<b>Planned Grad Sess</b>	SP	<b>Att Hrs</b>	17.0
<b>Second Major</b>		<b>Planned Grad Year</b>	2014	<b>Aud Hrs</b>	0.0
<b>Advisor</b>					

Course	Sec	Title	Days	Meeting	Time	Instructor	Meeting Place
LETU1101	99	Cornerstones	--T-R--	01:30p	02:50p	Jarstfer, A	TBA
BIBL1043	02	Biblical Foundations	-M-W-F-	12:50p	01:45p	Woodring,	HHH 140
CHEM1111	01	General Chemistry Lab I	-M-----	03:00p	05:20p	DeBoer, G.	GLSK S111
CHEM1113	01	General Chemistry I	-M-W-F-	08:40a	09:35a	DeBoer, G.	GLSK C103
ENGL1013	03	English Comp I	-M-W-F-	01:55p	02:50p	Staff	LH 132
ENGR1043	01	Engineering Graphics	--T-R--	09:30a	10:25a	French, J	GLSK C101
			--T-R--	12:00p	01:20p	French, J	GLSK C113
HATH1123	02	Intermediate Algebra	-M-W-F-	09:45a	10:40a	Taylor, J.	LH 133
<b>Total Hours</b> 17.0							

Charges	Assessed	Financial Aid	Applied	Awarded
Fall Tuition	10,755.00	TX Tuition Equal Gra	1,900.00	1,900.00
Intermediate Alg	80.00	Honors Scholarship	3,800.00	3,800.00
Tech Infrastructure Fee	75.00	Fed Direct Loan-Sub	1,741.16	1,750.00
Campus PO key deposit	20.00	Fed Direct Loan-Unsu	994.95	1,000.00
Chemistry Course Fee	85.00	Federal Pell Grant	2,775.00	2,775.00
Cornerstone lab fee	81.50			
ENGR Course Lab Fee(s)	105.00			
English Course Fee	40.00			
General Fee	110.00			
New Student Orientation	80.00			
<b>Totals</b>	<b>16,156.50</b>		<b>10,911.11</b>	<b>10,925.00</b>

Previous Balance	Charges Assessed	Aid Applied	Cash Payments	Computed Balance
0.00	+ 16,156.50	- 10,911.11	- 0.00	5,245.39

Fall 2010  
09:34a 06/11/2010

<b>Name</b>	John Quincy Student	<b>SS No</b>	*****	<b>ID No</b>	1234567
<b>Address</b>	123 Main St. Austin, TX 78750	<b>Res Hall</b>		<b>Number per Room</b>	0
		<b>Meal Plan</b>			
	USA				
<b>Home Phone</b>	123-456-7890	<b>Class</b>	FR		
<b>Major</b>	EE	<b>Planned Grad Sess</b>	SP	<b>Att Hrs</b>	17.0
<b>Second Major</b>		<b>Planned Grad Year</b>	2014	<b>Aud Hrs</b>	0.0
<b>Advisor</b>					

Course	Sec	Title	Days	Meeting	Time	Instructor	Meeting Place
<b>Total Hours</b> 17.0							

Charges	Assessed	Financial Aid	Applied	Awarded
Recreation fee	50.00			
Room & Board 19 meal pl	4,695.00			
<b>Totals</b>	<b>16,156.50</b>		<b>10,911.11</b>	<b>10,925.00</b>

Previous Balance	Charges Assessed	Aid Applied	Cash Payments	Computed Balance
0.00	+ 16,156.50	- 10,911.11	- 0.00	5,245.39

Have questions about your financials? call 903-233-4130 or e-mail [Trad\\_StudentAccounts@latu.edu](mailto:Trad_StudentAccounts@latu.edu)

The information on this page will be required later to setup a payment plan. Please print this page using your browser's print button.

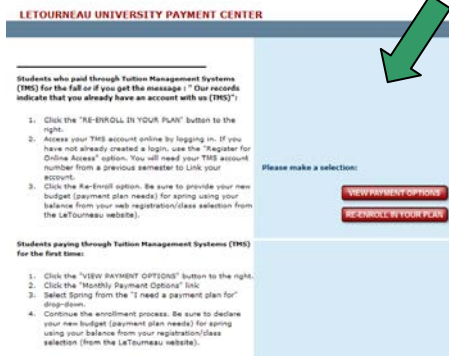
To set up a **4 or 5 Month Payment Plan** click the link for <http://www.afford.com/letu> that shows up in blue on this screen:

## 4 or 5 Month Plans

For more information on specific payment options or to enroll in the Interest-Free Monthly Payment Option, visit Tuition Management Systems' web site at <http://www.afford.com/letu> or call 1-800-722-4867 and speak with an Education Payment Partner. You will need to budget enough to cover your current expenses of \$5,245.39.

Make note of the **amount due**, you'll need it later. You will be going to the Tuition Management Systems website.

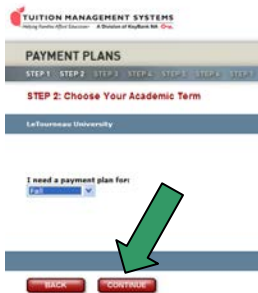
### 1. Click **View Payment Options**



### 2. Click the **Monthly Payment Plans** link.



### 3. Choose **Fall** and click **Continue**.



### 4. Enter the **amount due** and click **Continue**.



5. Choose the 4 or 5 Payment plan, then click **Continue**. Note the amount of each payment is calculated for you, and the enrollment fee of \$40.



Continue through the rest of the Tuition Management System (TMS) screens. You should receive a confirmation screen and email from TMS. Allow us a full working day to get that information into our web registration system, then expect to see confirmation in MyLETU (see last page).



8. To **Pay in Full** now:  
Provide the last four digits of your Social Security Number in the box just above the I Agree button, then click **I Agree**.

Your next screen will look like this:  
Click **Continue**.

Provide your Credit Card Information, then click **Continue**. You will be asked to verify your information.

If your information is correct, click **Submit Payment**.

You should see this confirmation screen and receive an email confirmation.

### Payment in Full

Please enter payment information on the following screens. Once your payment has been validated, you have completed the process and are registered for the semester. A confirmation email will be sent to the student accounts office and to your official university email address.

If for some reason, you should choose to not complete your financial arrangements at this time, you will not be considered registered and you will need to make new arrangements. These arrangements must be made prior to the web registration deadline or your courses will be dropped and you will be required to go through the registration line the day prior to the first day of class.

Please forward all questions to [Trad-StudentAccounts@letu.edu](mailto:Trad-StudentAccounts@letu.edu)

Please enter the last four digits of your Social Security Number as verification you have read and agree to the above terms:

9876

### Payment Process

On the following pages you will be asked for credit card information. This information will be used to charge \$5,245.39 which is the amount you must pay before payment arrangements will be complete. If you do not wish to use a credit card to complete this process, you will have to contact **Student Accounts** for alternate payment methods.

If you wish to edit your payment plan choices, please click on the "Edit" button, otherwise, please click on the "Continue" button to proceed.

### Credit Card Information

Card Type \*   
Card Number \*   
Card Verification Code \*  (explain)  
Expiration Date \*  January (01)  2010

Name as it appears on your card: \*

#### Billing Address Information:

Address \*   
City \*  State \*  Zip \*   
Email Address

The email address entered is used **only** to send a copy of the receipt and therefore is not required.  
\* Indicates a required field

Click "Continue" to verify your payment information.

### Information Confirmation

Payment Information	
Amount Due Now	\$5,245.39
Credit Card Information	
Card Type	MasterCard
Card Number	1234567890123456
Card Code	123
Exp Month	03
Exp Year	2012
Name on Card	John Q Student
Address	123 Main St.
City	Austin
State	TX
Zip	78750
Email Address	JahnQStudent@yahoo

By selecting "Submit Payment", the above amount will be submitted for processing.

### Congratulations - You Are Confirmed

Your course selection and financial arrangements are complete. You are now registered for the semester. A copy of your payment agreement will be sent to the Student Accounts office and a copy will be emailed to your official university email address. This is the only acknowledgement that you will receive and you are responsible for all payments outlined in your payment arrangement. **Non payment will generate a hold on your student account and your registration status will be terminated.**

**If you make a change to your schedule**, you are required to complete the financial arrangement process again. Once a change has been made to your schedule, and you are prompted to revise your financial arrangements, please take care of it as soon as possible. If not, your registration can be voided and you will be removed from your classes. This requirement is needed to ensure that your registration is as accurate as possible.

Please forward all questions to [Trad-StudentAccounts@letu.edu](mailto:Trad-StudentAccounts@letu.edu).

#### Buy your books now (optional)

Purchasing books now through efollett.com uses your registration information:

- As a shopping list of the books required for your courses
- Gives you the option to:
  - Purchase new or used books based on availability
  - Pay by credit card
  - Have your books delivered to your dorm
  - Eliminates the last minute rush to purchase books
  - Ensure you have the correct book/s for your course/s

If you make a change to your schedule and have already purchased books through efollett.com, please refer to the refund policy.

[Purchase Books through efollett.com](#)

9. **Confirmation.** When everything is completed, (including processing time for your Tuition Management System payment plan) your Web Registration Checklist should look like this:

Fall 2011 Web Registration Checklist	
<input checked="" type="checkbox"/>	Take Care of <a href="#">Holds</a>
<input checked="" type="checkbox"/>	Get Advisor Clearance
<input checked="" type="checkbox"/>	<a href="#">Select Courses</a> (17 hours selected)
<input checked="" type="checkbox"/>	Make <a href="#">Payment Arrangements</a>
<b>You have completed the Web Registration Process</b>	
<a href="#">Purchase Books through efollett.com</a>	