

## STUDENT AFFAIRS

### Absences

**Dean of Students, 211 Martin Hall, Phone: 482-6272**

Students should inform instructors when missing classes for reasons beyond their control. If circumstances prevent a student from contacting instructors, the Dean of Students will notify the instructor. For additional information on absences, see the *Undergraduate Bulletin*, section IV of "Rules and Regulations."

### Academic Amnesty

**[bulletin.louisiana.edu/UN/80/498](http://bulletin.louisiana.edu/UN/80/498) academic amensty.htm**

An undergraduate student who has interrupted his/her college career for a period of at least three years may, prior to completion of the first semester of re-enrollment, appeal to the University for academic amnesty. The appeal must be presented to the Committee on Academic Affairs and Standards through the Dean of the college in which he/she plans to enroll. If the appeal is approved by the Committee, college-level work done at an earlier date will remain on the student's permanent record but will be eliminated from computation of the cumulative grade point average. This work cannot be applied toward a degree at UL Lafayette. Furthermore, all suspensions previously earned will be disregarded. For further details of this policy the student should contact the Dean of the college of his intended major.

### Academic Honesty and Academic Dishonesty Report

**[bulletin.louisiana.edu/UN/80/502.htm](http://bulletin.louisiana.edu/UN/80/502.htm)**

An essential rule in every class of the University is that all work for which a student will receive a grade or credit be entirely his own or be properly documented to indicate sources. When a student does not follow this rule, he is dishonest and he defeats the purpose of the course and undermines the goals of the University. Cheating in any form therefore can not be tolerated; and the responsibility rests with the student to know the acceptable methods and techniques for proper documentation of sources and to avoid cheating and/or plagiarism in all work submitted for credit, whether prepared in or out of class. If a student is found to be cheating, the Instructor notifies the student and completes an Academic Dishonesty Report (printed in triplicate). Both the Instructor and student sign the form. The Instructor gives the white copy to the student, the yellow copy goes to the Dean of Student, the pink copy to the Registrar, and the instructor keeps the gold copy. The Dean of Students then contacts the student for disciplinary action. III-

### Academic Dishonesty Report

ACADEMIC DISHONESTY REPORT	
<i>The University of Southwestern Louisiana</i>	
Name _____	I.D. No. _____
Date _____	Course No. _____
Department _____	Section No. _____
Evidence indicates you have violated subsection 15.7 of the U.S.L. CODE OF STUDENT CONDUCT which reads: "Academic cheating or plagiarism." In accordance with 14.10 of the CODE OF STUDENT CONDUCT, I have:	
<input type="checkbox"/> Assigned you the grade of "zero" for this assignment	
<input type="checkbox"/> Assigned you the letter grade of "F" for this semester	
<input type="checkbox"/> Other (Specify) _____	
Explanation of incident _____	
_____	
_____	
INSTRUCTOR'S SIGNATURE _____	STUDENT'S SIGNATURE _____
If you wish to appeal this decision, you may contact the Dean of Students Office, Room 211, Martin Hall, within ten (10) class day the above date. Your appeal must be made in writing.	
ATTENTION: STUDENT (white); DEAN OF STUDENTS (Yellow); REGISTRAR (Pink); INSTRUCTOR (Gold) Send yellow and pink copies to Dean of Students, Room 211, Martin Hall.	

### **Adult Learners**

**Junior Division, Transfer: 25 Plus Lee Hall, Room 115, Phone: 482-5432**  
**[studentsuccess.louisiana.edu/25-plus/index.shtml](http://studentsuccess.louisiana.edu/25-plus/index.shtml)**

A 25 Plus Adult Student must be a degree-seeking first-time freshman 25 years of age or older. Adults must have graduated from high school or have received their GED. Adults admitted under 25 Plus do not meet the published admission requirements for the current semester; however, they will be offered Guaranteed Admission. This admission status entitles 25 Plus Adults to the same services available to other degree-seeking students.

### **Admissions**

**Martin Hall, Room 336, Phone: 482-6467**  
**Enrollment Services, French House, Phone: 482-6553**  
**[studentsuccess.louisiana.edu](http://studentsuccess.louisiana.edu)**

See website for current admission requirements. Information and application forms may be obtained at the Enrollment Information Center, at the corner of St. Mary and Johnston Street. Eligibility for admission to the University is determined by the Director of Admissions according to the policies established by the Board of Supervisors for the University of Louisiana System and the University's Committee on Academic Affairs and Standards. The University does not discriminate on the basis of race, color, creed, sex, age, disabilities, or national origin.

### **Advising**

**Lee Hall, Room 115, Phone: 482-5432**  
**[studentsuccess.louisiana.edu](http://studentsuccess.louisiana.edu)**

**E-mail: [advisorhotline@louisiana.edu](mailto:advisorhotline@louisiana.edu)**

Junior Division/Academic Success Center is responsible for providing academic counseling and support services to students from the time they are admitted to the University until they are accepted into the Upper Division of their degree-granting college. Upon entry to the University, most Junior Division/Academic Success Center students are assigned to the academic department of their major for advising. Students are assigned an advisor by the department of their major unless they fall into one of the following categories:

- All undeclared students are advised in Junior Division/Academic Success Center.
- Non-degree seeking students are advised in University College, 168 Martin Hall.
- Students admitted by committee are advised in Junior Division/Academic Success Center for one year or meet the stipulations of their admission.
- Dental Hygiene majors are advised in Junior Division/Academic Success Center until they are admitted in Upper Division.
- Biology and Engineering majors requiring ENGL 090 or MATH 092 are advised in Junior Division/Academic Success Center until they complete developmental courses.

Advisor/Advisee Reports are distributed in the fall and spring semesters before the two-week advising session for clerical updates on ISIS. Report reflects all advisees assigned to particular advisors.

### **Advisor Codes**

**Junior Division/Academic Success Center, Lee Hall, Room 115, Phone: 482-5432**  
**<http://studentsuccess.louisiana.edu/advising/AdvisorTraining/index.shtml>**

Advisors must be assigned an advisor code before they can begin advising students. To receive an Advisor Code, the department head must complete a Request for Advisor Code form. The form is then sent to Junior Division/Academic Success Center for approval by the Director of Junior Division/Academic Success. Junior Division/Academic Success Center informs the department of the Advisor Code. All new advisors must complete online advisor training for new advisors.

Request for Advisor Code Form



## Request for Advisor Code

Date: \_\_\_\_\_

Name of Advisor \_\_\_\_\_ SS #: \_\_\_\_\_

Department \_\_\_\_\_ E-mail: \_\_\_\_\_

If advisor is replacing another advisor, name of advisor: \_\_\_\_\_

Has advisor attended an Advisor Training Workshop? \_\_\_\_\_ Date: \_\_\_\_\_  
Presenter: \_\_\_\_\_

\_\_\_\_\_ Undergraduate (Non-Honors)

\_\_\_\_\_ Graduate

\_\_\_\_\_ Honors (Request must come from Honors Department)

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Bette Harris, Director

Junior Division/Academic Success Center

Please return this form to Francine Prudhomme, Junior Division.

### Office Use Only

CLID: \_\_\_\_\_

Advisor code: \_\_\_\_\_

Job Name: \_\_\_\_\_

### Advising Through the Portal

#### Louisiana.edu (click on ULink)

ULink is the University's student information system. Students have access to update their address, obtain unofficial transcripts, grade reports, class schedule, register for classes and check on their financial aid status, statement of account, advisor information, holds, transfer of credits, and a GPA calculator. In order to remove the Advising Hold an advisor must have an Advisor Code.

At present time, **ISIS authorization** is needed.

- Go to [www.louisiana.edu](http://www.louisiana.edu)
- Click **ULink**
- **Username:** (Your CLID – Ex. bbc1234)

- **Password:** (UCS Password)
- Click **Login**
- Click **Faculty/Staff** tab
- Click **Student Advising Profile**

To continue, advisor must have Advisor Authorization.

Enter Student's CLID

Tabs across top of screen:

- **UL Transcript**
- **Main Menu**
- **Holds**
- **Registration Appt**
- **Major History**
- **Transfer Credit**
- **Current Schedule**
- **Lift Advising Hold**

To remove **Student's Academic Advising (SAA)** hold (hold must be removed for student to register):

- Click on **Lift Hold** on any **Advising Profile** page and then click **click here**.
- If hold has been removed, a message will appear.

To logout, close the **Advising Profile** window and click **Logout**.

**Do not print transcripts for students.**

Always begin a new advising session by going back to **Student Advising Profile**.

\*Technical problems: e-mail the contact listed at the bottom of the screen you are having trouble.

\*Advising questions: Francine at 482-5432

## Key Contacts

<b>Advising Questions</b>	<b>Junior Division</b>	<b>482-5432 Lee 115</b>
<b>Athletic Advising</b>	<b>Student Athlete Center</b>	<b>482-1044 Conference Center 133</b>
<b>Career Counseling</b>	<b>Career Counseling Center</b>	<b>482-5431 Lee 110</b>
<b>Counseling</b>	<b>Counseling and Testing</b>	<b>482-6480 Olivier Hall 212</b>
<b>Freshman English</b>	<b>English</b>	<b>482-5501 Griffin 214</b>
<b>Freshman Math</b>	<b>Mathematics</b>	<b>482-5290 Maxim Doucet 213A</b>
<b>International Student Services</b>	<b>Office of International Affairs</b>	<b>482-6819 413 Brook St.</b>
<b>Transcripts</b>	<b>Registrar=s Office</b>	<b>482-6299 Martin 171</b>
<b>Tutoring &amp; Academic Support</b>	<b>The Learning Center</b>  <b>The Writing Center</b>	<b>482-6583 Lee 209</b>  <b>482-5501 Griffin 107</b>
<b>Upper Division Verification</b>	<b>Junior Division/ Academic Success Center</b>	<b>482-5688 Lee 115</b>

### **The Student Help Zone**

- ❖ Smarthinking.com (On-Line Tutoring)
- ❖ Learning Center, Lee Hall 209
- ❖ Writing Center, Griffin Hall 107
- ❖ Career Counseling Center, Lee Hall 110

### **Advising Tools**

[www.nacada.ksu.edu](http://www.nacada.ksu.edu)

- Advisor Handbook: [online@studentsuccess.louisiana.edu](mailto:online@studentsuccess.louisiana.edu)
- Advising Bulletin-is distributed to advisors in the Fall and Spring
- Advisor Hotline-[francine@louisiana.edu](mailto:francine@louisiana.edu) or 482-5432
- Undergraduate Bulletin

### **Annual Academic Advising Form**

**Registrar’s Office, Martin Hall, Room171, Phone: 482-6291**

The advising session for continuing students occurs in March for Summer/Fall advising and in October for Spring advising. Advising schedules vary by department. After the scheduled advising session, advisors are available, by appointment only, until the last day of classes for the semester. Advising during the intersession period for transfer and re-entry students with 45 hours

or less is done in the major department or dean's office. The student's advising hold is removed on ULink at the student's advising session by the advisor. Continuing students who did not get advised during the semester must wait until advisors return to the department at the beginning of the semester.

**Annual Academic Advising Form**

University of Louisiana at Lafayette  
**ACADEMIC ADVISING FORM**

---

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ UL LAFAYETTE CLID/USERNAME (CAMPUS EMAIL) \_\_\_\_\_

---

BULLETIN IN EFFECT \_\_\_\_\_ UPPER DIV/JUNIOR DIV \_\_\_\_\_ MAJOR \_\_\_\_\_ CUM & ADJ GPA \_\_\_\_\_

---

AREA CODE - PHONE # \_\_\_\_\_ AREA CODE - CELL PHONE # \_\_\_\_\_ HOURS WORKING WEEKLY \_\_\_\_\_

---

STUDENT'S ACADEMIC STANDING \_\_\_GOOD STANDING \_\_\_PROBATION \_\_\_PROBATION IMMEDIATELY FOLLOWING SUSPENSION

---

\_\_\_\_\_ Semester, 20\_\_\_\_

Dept. Abbr.	Course No.	Credit	Notes
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Recommended Course Load** \_\_\_\_\_

**Alternate courses if unable to schedule from above list:**

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SYMBOLS: \_\_\_\_\_ Comments: \_\_\_\_\_

+ Does not satisfy degree requirement \_\_\_\_\_

> 'C' or better required \_\_\_\_\_

# Recommend to schedule first \_\_\_\_\_

It is the student's responsibility to select appropriate courses/sections which meet degree and prerequisite requirements and for ensuring that any variations from course requirements in the University Bulletin are approved in writing by the student's Academic Dean.

---

DATE ADVISING HOLD REMOVED \_\_\_\_\_ ADVISOR PRINTED NAME \_\_\_\_\_ ADVISOR SIGNATURE \_\_\_\_\_ STUDENT SIGNATURE \_\_\_\_\_



## Degree Candidate Checklist

University of Louisiana  
Lafayette

### DEGREE CANDIDATE CHECKLIST

*Graduating seniors who successfully complete degree requirements and who wish to receive their diploma at commencement need to be aware of the following:*

- REPEATS** The student is responsible for reporting all repeated courses to the Office of the Registrar at the time of application.
- APPLICATION FOR DEGREE** The student must accurately complete the application for degree, pay the **\$45.00** fee at the Student Cashier Center Coronna Hall, and give the application to the office of his/her academic dean. It is particularly important that all mailing addresses be complete and accurate. Without accurate mailing information, a student will miss important announcements. The deadline for degree applications is published in the official university calendar and in the current university catalog.
- DIPLOMAS** Each graduate will be issued an attractive laminated diploma ready for immediate display. In addition, each graduate will be issued an extra sheet diploma suitable as a gift to parents or a spouse.
- CAP AND GOWN** The cap and gown fees must be paid to the University Bookstore on time. Students will receive notification of the deadline, along with other necessary commencement information by mail.
- INCOMPLETE GRADES** Students must have completed any incomplete (I Grades) necessary for graduation at least two weeks before the beginning of final exams, and the Registrar's Office must receive the 'Change of Grade' card from instructor at least two weeks before commencement.
- DEBTS** Graduating seniors in debt to the university will be notified by mail of that debt by the Registrar's Office. If a student does not pay all debts by the deadline set by that Office, the diploma will be withheld and the student will not be considered a graduate of UL Lafayette until debts are cleared.
- ATTENDANCE AT GRADUATION** Students must attend the commencement ceremony. If a student has a conflict which prevents his attending the ceremony, he must apply to his dean for permission to graduate in absentia no later than two weeks prior to the commencement ceremony. If a student does not apply to graduate in absentia and does not attend commencement, the diploma will be withheld and the student will not be considered a graduate of UL Lafayette.
- SPECIAL NEEDS** The University of Louisiana at Lafayette will seek to accommodate all persons with disabilities for this program. If you have a disability that may require accommodations, please notify your academic dean as soon as possible and no later than seven (7) days in advance of commencement to make arrangements.
- TRANSFER WORK** Any student completing UL Lafayette degree requirements at another university must make sure the official transcripts are received in the Registrar's Office no later than one day before graduation. If a student's transfer credits are not in by that time, he/she will be allowed to participate in the commencement ceremony, but will not be given his diploma or considered a UL Lafayette graduate until transfer credits are received. Transfer credit (s) will apply toward the graduation up to thirty days after commencement.
- DROPS** STUDENTS MUST BE AWARE THAT ANY COURSE DROPPED MAY ADVERSELY AFFECT GRADUATION.
- ALUMNI ASSOCIATION MEMBERSHIP** A graduating student becomes an active member of the UL Lafayette Alumni free for one year, compliments of the Alumni Association. However, it is up to the graduate to contact the Alumni Office to maintain his/her active membership. The graduate must complete the membership form which will be included in the packet issued on graduation day.
- JOB PLACEMENT** The Career Services, located at 1606 Johnston Street, (337) 262-5300, assists graduates in finding full-time post graduate employment. During the fall and spring semesters, business, government, and industry representatives recruit seniors for employment. Register now with the Center to take advantage of interviewing opportunities. Job listing and career resources are also available.

Revised 2/2003

**Audit Card**

**Registrar’s Office, Martin Hall, Room171, Phone: 482-6291**

**[bulletin.louisiana.edu/UN/80/499\\_registration\\_as\\_an\\_auditor.htm](http://bulletin.louisiana.edu/UN/80/499_registration_as_an_auditor.htm)**

A student registered for a course may change registration from credit to audit or audit back to credit with the permission of the student's academic dean and of the instructor, department head, and academic dean having jurisdiction over the course. Forms for requesting such a change can be obtained in the office of the student's academic dean. The deadline for such a change is the fourteenth day of class during a regular semester and the seventh day of class during the summer session.

An auditor is expected to attend all classes and participate in all course activities except that he/she is not permitted to take the final exam. An auditor who does not attend all classes and participate in all course activities will be dropped from that class and will be assigned a grade of "W".

An auditor or a regular student auditing a course is not permitted to take an advanced placement examination or credit examination on work audited.

**Request to Audit a Course**

**REQUEST TO AUDIT A COURSE**

Name: \_\_\_\_\_  
                    LAST                    FIRST                    MIDDLE                    STUDENT ID

Course: \_\_\_\_\_  
                    DEPARTMENT NAME                    SUBJECT                    COURSE NUMBER                    SECTION

Approved: \_\_\_\_\_  
                    STUDENT'S ACADEMIC DEAN                    DATE                    INSTRUCTOR                    DATE

                    DEPARTMENT HEAD OF COURSE                    DATE                    ACADEMIC DEAN OF COURSE                    DATE

This form must be returned to the Office of the Registrar

REVISED 4/81

**Buckley Amendment (Privacy Act)**

**[bulletin.louisiana.edu/UN/80/515.htm](http://bulletin.louisiana.edu/UN/80/515.htm)**

The Family Educational Rights and Privacy Act of 1974 is a Federal law which states that a written institutional policy must be established and that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

Within the University of Louisiana at Lafayette community, only those members, individually or collectively, acting in the students' educational interest is allowed access to student education records. These members include personnel in the Office of the Registrar, Business Office, Financial Aid Office, the Office of Admissions, Academic Deans, academic department heads, academic advisors, and other academic personnel within the limitations of their need to know.

### Campus Tours

#### **Enrollment Services, the French House, Phone: 482-6553**

Campus tours for potential students can be arranged by contacting the Office of Enrollment Services. The French House is located at the corner of St. Mary and Johnston Street.

### Campus Administrative Professionals Society (C.A.P.S.)

#### **Lee Hall, Room 115, Phone: 482-6836**

[louisiana.edu/Academic/Jr-Div/Secretaries/](http://louisiana.edu/Academic/Jr-Div/Secretaries/)

**E-mail: [susieroy@louisiana.edu](mailto:susieroy@louisiana.edu)**

Campus Administrative Professional Society is the name given to meetings sponsored by Junior Division/Academic Success Center for the purpose of sharing information with campus administrative professionals. The meetings are held once or twice each semester. For more information contact Susie Roy at 482-6836 or e-mail [susieroy@louisiana.edu](mailto:susieroy@louisiana.edu).

Helpful links for campus administrative assistants are:

- [Staff Handbook](#)
- [Advisor Handbook](#) (PDF)
- [Resource & Referral Guide for Advisors and Students](#) (PDF)
- [Student Guide to Academic Procedures and Resources](#) (PDF)
- [Student Aid Handbook](#) (PDF)

### Career Counseling Center

#### **Lee Hall, Room 115, Phone: 482-5431**

[louisiana.edu/Academic/Jr-Div/Career/](http://louisiana.edu/Academic/Jr-Div/Career/)

The Career Counseling Center provides services for students who are undecided on a major or just uncertain about the one they have selected. Free career testing and vocational assessments: Choices, SIGI 3, Campbell interest and Skills Survey. Resource information is available in the Career Counseling Center Library. Learn about the nature of work, education, training, job outlook, salaries, job titles and job descriptions for thousands of careers. ACSK 140 Career Decision Making Class is a half-semester, one credit hour course, recommended for students wanting an in-depth career analysis.

### Career Services

#### **Conference Center, Room 104, Phone: 482-1444**

[louisiana.edu/Student/CareerServices/](http://louisiana.edu/Student/CareerServices/)

**E-Mail: [careerservices@louisiana.edu](mailto:careerservices@louisiana.edu)**

Career Services provides assistance to UL Lafayette students and alumni in job seeking strategies, career development and placement. The Center has a wealth of information on employment opportunities and serves as a major link between the students and potential employers. Career Services also oversees the University's Co-Op program.

### Change of Grade

#### **Registrar's Office, Martin Hall, Room 171, Phone: 482-6291**

A change of grade card is initiated by the instructor of the course when completed work is graded. The instructor, instructor's department head and dean and the student's academic dean must sign the card. **The Change of Grade card should never be given directly to the student and should not be sent through campus mail.**

**Request for Change of Grade**

**Change of Major – Junior Division and Upper Division**

Students in Junior Division initiate a change of major in 115 Lee Hall. Students in Upper Division initiate a change of major in the office of their new academic dean. Athletes must first obtain written permission from a counselor in Student Athlete Center.

**Change of Major Procedure for Junior Division Students**

Junior Division/Academic Success Center e-mails departmental secretaries every afternoon listing the Junior Division students who are changing their majors, listing the old and new major. The list is sorted by old major. Within 48 hours the following should occur:

- Secretary in old department sends the student’s folder and PAC to the new department and end dates their advisor on ISIS (fs facsadvs, ed. Fa03).
- Secretary in the new department assigns a new advisor in that department with a beginning semester date (fs facsadvs, eg. Sp04 – the semester for which you are advising). Do not wait for folder. If no folder comes, call the secretary on the contact list or make one for the student;
- Junior Division/Academic Success Center forwards the Change of Major card to the Registrar’s Office.

(Students changing into General Studies must first have a transcript evaluated in General Studies before changing their major.)

**Junior Division Change of Major**

## Upper Division Change of Major

UPPER DIVISION CHANGE OF MAJOR					
NAME (LAST, FIRST, MIDDLE)	STUDENT NUMBER		DATE		
Effective Semester/Term:	FROM:	TO:			
CODE	CURRENT CURRICULUM	CODE	NEW CURRICULUM		
ADV CODE	CURRENT ADVISOR	ADV CODE	NEW ADVISOR		
CURRENT ACADEMIC DEAN			NEW ACADEMIC DEAN		
This card is to be initiated in the office of the current academic dean. Once the signatures have been obtained, it is to be sent to the Office of the Registrar for processing.		REGISTRARS OFFICE USE ONLY		400	
DOL _____		Date _____			

### CLID/UCS Account

The UCS CLID (username) is generated by the University's administrative database and will not change. The CLID also serves as your email address. UCS accounts are activated and supported by the University's Help Desk located in Stephens Hall. Individuals requesting an account or a password change must appear in person and provide some form of photo identification.

### Course Scheduling Guide

**Junior Division/Academic Success Center, 115 Lee Hall, Phone: 482-5432**

The Course Scheduling Guide or "menu sheet" is used for scheduling first-time freshmen during orientation. It is located in a student's folder. The guide matches a student's highest ACT score with requirements of the major. Only those courses for which a student is eligible appear on the guide and will be located in the freshman's orientation folder during orientation. UL Advanced Placement Credits are also noted.

### Dupré Library

**St. Mary Boulevard, Phone: 482-6025**

**library.louisiana.edu**

Edith Garland Dupré Library is centrally situated on the main campus of UL Lafayette. The library is open to students, faculty, staff, and the public.

### Enrollment Services

**The French House, Phone: 482-6553**

The Enrollment Services Office is one of the first contact points for students interested in attending the University. Throughout the year, representatives conduct college information/career day programs at various high schools throughout the state and supply pertinent materials to guidance counselors and principals.

### Fee Appeals

**Registrar's Office, Martin Hall 171, Phone: 482-6291**

The Fee Committee meets every other Wednesday, and the deadline for appeals is 4:00pm Monday prior to the meeting.

In order to have all or part of the tuition refunded a student must follow the Fee Appeal Procedure listed below:

1. Student must resign from the University.
2. All appeals are to be in letter form and submitted to:  
Dewayne Bowie, Chairman  
Fee Committee  
P. O. Box 41208  
Lafayette, Louisiana 70504-1208
3. Explanatory and documented evidence must be presented with the written appeal, e.g., medical statement from doctors and/ or hospitals, or employer verification when the student transferred.
4. The written appeal must contain a full return address so the committee may forward the results of the appeal.

### **General Override**

**Registrar's Office, Martin Hall, Room 171, Phone: 482-6291**

The General Override is used by the Department Head when a student requests and receives permission to be placed in a course section that is at its enrollment limit. General Override is only used during registration.

### **General Override Form**

University of Louisiana at Lafayette  
Please Print Clearly

GENERAL OVERRIDE FORM

Student's Name \_\_\_\_\_ ID \_\_\_\_\_ PID \_\_\_\_\_

Request Approved with Permission of: Instructor \_\_\_\_\_ Department \_\_\_\_\_ Dean \_\_\_\_\_  
Approved by (signature) \_\_\_\_\_ Date \_\_\_\_\_

Reason for Request: TIME CONFLICT \_\_\_\_\_ DUPLICATE COURSE \_\_\_\_\_ ENROLLMENT LIMIT \_\_\_\_\_  
OTHER: \_\_\_\_\_

COURSE INFORMATION

SEMESTER	SECTION ID	SUBJECT	COURSE NO.	SECTION NUMBER	CREDITS

Revised 2/03 - This should be completely filled out and brought to the Registrar's Office by the LAST day of drop/add, 3rd day of class - F&S&P - 2nd day of class S&C

### **Good Student Discount for Insurance**

**Registrar's Office, Martin Hall, Room 171, Phone: 482-6291**

Students should bring the form from their insurance company to Martin Hall, Room 171, and the Registrar will sign the Good Student Discount form. A student will need to bring a pictured ID. Generally, students qualify for this discount by earning at least a 3.0 semester grade point average for the preceding semester.

### **Grades**

**Registrar's Office, Martin Hall, Room 171, Phone: 482-6291**

Interim grades and final grades are submitted and posted electronically through ULink.

### **Incompletes (grade of I)**

A student who is doing passing work but due to circumstances beyond his/her control does not complete the prescribed course work may receive the grade of I. The "I" may be converted to a letter grade upon successful or unsuccessful completion of course requirements, as specified by the instructor, and only upon submission of an official change-of-grade card. Refer to the current *Bulletin*, "Rules and Regulations," for additional information concerning the assignment of the grade I.

### **Handbooks**

Faculty	Academic Planning and Faculty Development- <a href="http://louisiana.edu/Academic/PlanDev">louisiana.edu/Academic/PlanDev</a>
Staff	Academic Planning and Faculty Development- <a href="http://louisiana.edu/Academic/PlanDev">louisiana.edu/Academic/PlanDev</a>
Advisor	Junior Division/Academic Success Center- <a href="http://studentsuccess.louisiana.edu">studentsuccess.louisiana.edu</a>

### **Holds**

A student will not be allowed to participate in registration until all registration holds have been cleared. Registration holds may result from indebtedness to the University, disciplinary action, incomplete admission files, advising, parking tickets, etc. Request for official transcripts, letters of good standing, and letters certifying enrollment will not be released until all indebtedness to the University has been made.

### **Junior Division/Academic Success Center**

**Lee Hall, Room 115, Phone: 482-6818, FAX: 482-1161**

**email: [jd@louisiana.edu](mailto:jd@louisiana.edu)**

**website: <http://studentsuccess.louisiana.edu>**

**The Academic Success Center** assists the new student in making a successful transition into the University of Louisiana at Lafayette. Located in the heart of campus in Lee Hall, the Academic Success Center is the student's best resource for academic support services. Appointments are not necessary to see an academic counselor. If students have a question and do not know where to find the answer, start with a counselor in the Academic Success Center. Services include academic counseling, career counseling, tutoring, and assistance interpreting financial aid and TOPS guidelines. Academic Counselors also assist students with reentry, transfer, 25+Adults, dropping classes, changing majors, early warning and academic probation counseling. **Check our website for a complete listing of services and resources.**

**Junior Division** is the classification given to all freshmen, transfer, and reentry students until they meet the requirements for admission into the Upper Division of their academic college. The goal of every freshman, reentry and transfer student is to be accepted into the Upper Division of his/her college. A student will be eligible for entrance to the Upper Division of a college once he/she has met the following requirements: **a )** ENGL 102 (ESOL 102) with grade of "C" or better, **b)** MATH 100, 105 or 107 with grade of "D" or better, **c)** 3 hours or more in BIOL, CHEM, GEOL, PHYSICS, or RRES 150 with a grade of "D" or better, **d)** 30 non-developmental hours and **e)** 2.0 adjusted GPA  
**f)** met any additional academic requirements of the desired college and/or department.

### **Request to Register Late**

**Registrar's Office, Martin Hall, Room171, Phone: 482-6291**

Students who are admitted to the university after classes begin may get advised by their advisor and may obtain a Request to Register Late card from the Registrar's Office in Martin Hall.

**Request to Register Late Card**

EFFECTIVE SEMESTER/TERM \_\_\_\_\_ **REQUEST TO REGISTER LATE**

NAME LAST FIRST MIDDLE STUDENT NUMBER

The above named student is requesting special permission to register after the last day for adding classes. Since a number of classes have already been missed, the University will not proceed with this student's request unless he/she obtains the permission of his/her Academic Dean, Academic Advisor, the Department Head for each course, and the individual instructor of each course requested.

DATE \_\_\_\_\_ STUDENT'S ACADEMIC DEAN'S SIGNATURE \_\_\_\_\_

This student has my permission to proceed with his/her request with the understanding that Department Heads and individual faculty members are under no obligation to admit this student at this late date.

DATE \_\_\_\_\_ STUDENT'S ADVISOR'S SIGNATURE \_\_\_\_\_

Revised 5/98

**Late Schedule Adjustment**

**Martin Hall, Room171, Phone: 482-6291**

ULink allows students to adjust their class schedule until the last day of Schedule Adjustment (drop/add). Schedule Adjustment for Fall/Spring is the first four days of classes and the first two days of classes in the summer.

The Late Schedule Adjustment card (**LSA**) is not to be used until after the official schedule adjustment period (drop/add period) has ended (after the 1<sup>st</sup> week of class.) This form should be used to add a course, to change sections, or to drop a course because of administrative error. The department of the course initiates the LSA. Other departments are **not** to add or drop courses by LSA for other departments. Submission of this form without adherence to these guidelines will not be permitted. The form will be returned to the requesting department for proper resubmission.

**Late Schedule Adjustment Card**

Name LAST FIRST MIDDLE STUDENT NUMBER DATE

Effective Semester/Term: **LATE SCHEDULE ADJUSTMENT**

<b>ADD</b> (is attending)					<b>DROP</b> (is officially registered for)				
SUBJ.	SEC. I.D.#	COURSE	SECTION	CREDIT	SUBJ.	SEC. I.D.#	COURSE	SECTION	CREDIT
INSTRUCTOR'S SIGNATURE					INSTRUCTOR'S SIGNATURE				
DEPARTMENT HEAD'S SIGNATURE					DEPARTMENT HEAD'S SIGNATURE				

Reason for change \_\_\_\_\_

This student has my permission to make this change at this time. To the Registrar: All signatures have been obtained. Please process this change.

STUDENT'S ACADEMIC DEAN DEAN'S INITIALS

**Learning Center**

**Lee Hall, Room 209, Phone: 482-5254**

[studentsuccess.louisiana.edu/learning/](http://studentsuccess.louisiana.edu/learning/)

The Learning Center provides free tutoring and academic assistance for some 100 and 200 level courses at UL Lafayette, Math, Biology, and Statistics are the subjects for which individual tutoring and study groups are most requested. The tutoring program is internationally certified by the College Reading and Learning Association (CRLA). All tutors must complete training hours each semester to retain this certification. Quality of tutor training is determined by student

surveys following each session. Appointments are recommended but not required.

**SMARTHINKING** online tutoring service is available free from basic math to calculus II, economics, statistics, accounting, chemistry, and writing for all subjects. Students can access Smarthinking by logging in to ULink, tutoring tab, and clicking on the Smarthinking icon. Stop by Lee Hall 213 for assistance.

- Online Time Management Workshops help students to assess and improve time management skills.
- Online Study Skills Workshops help students develop successful strategies for college reading, note taking, studying, and test taking.

### **Name and Address Changes**

**Registrar's Office, Martin Hall, Room171, Phone: 482-6291**

Name and address change forms for students are available in the Registrar's Office or a student can make an address change through ULink. Documentation is needed for a name change. FAX requests will not be accepted for name changes. Staff and faculty changes are handled through the Personnel Office.

### **Office of Orientation**

**Lee Hall, Room 109, Phone: 482-1391**

All first-time freshmen are required to attend an Orientation program designed to provide new students with an opportunity to become acquainted with all aspects of the University. The orientation sessions are held in the summer and prior to the beginning of classes in the fall, spring, and summer semesters. They are designed so that new students can gain insight in to many aspects of the University environment - academic, administrative, social and cultural. These sessions also help freshmen students to develop new friendships and to become comfortable in the University community.

**Re-entry/Transfer Coordinators**

**Lee Hall, Room 115, Phone: 482-6818**

**[reentry@louisiana.edu](mailto:reentry@louisiana.edu) or [transfer@louisiana.edu](mailto:transfer@louisiana.edu)**

Students may contact the Re-entry/Transfer Coordinators in each college for information on readmission, unofficial transcript evaluation, advising and registration. The transfer advisor in Junior Division/Academic Success Center can provide information about current Transfer Coordinators.

**Repeat Rule Form**

**Registrar’s Office, Martin Hall, Room171, Phone: 482-6291**

The effect of repeating a course previously taken at this University is the removal of the GPA hours, hours earned, and quality points of the previous attempt from the calculation of the adjusted average. The student is responsible for reporting a repeated course and can obtain a Repeat Rule Form in the Registrar's Office.

**Request for Application of Repeat Rule**

University of Louisiana at Lafayette  
Office of the Registrar

**Request for Application of Repeat Rule**

---

Name (last first middle) \_\_\_\_\_ Student Number \_\_\_\_\_

**\*List the subject only once (including current repeat). All previous repeats will be done when your record is audited.**

	Subject <small>*List only once</small>	Course	Grade <small>(Optional)</small>		Subject <small>*List only once</small>	Course	Grade <small>(Optional)</small>
1.	_____	_____	_____	5.	_____	_____	_____
2.	_____	_____	_____	6.	_____	_____	_____
3.	_____	_____	_____	7.	_____	_____	_____
4.	_____	_____	_____	8.	_____	_____	_____

Students are cautioned that many undergraduate curricula, graduate schools, professional schools, and other colleges and universities may compute the undergraduate GPA on all hours pursued when accepting applications for admission and/or evaluating records for graduation.

**Resignation /Drop**


**Registrar’s Office, Martin Hall, Room171, Phone: 482-6291**

The Resignation/Drop Card should be used for dropping a class after the official schedule adjustment (a.k.a. “drop/add”) period has ended and before the published deadline for dropping a course with a grade of “W”. Any student seeking to drop a course after the schedule adjustment period drops the course with a grade of “W”. Students in Junior Division initiate a drop in Lee Hall, Room 115. Upper Division students go to the office of their Academic Dean. See the **Schedule of Classes**, which can be purchased at the UL Lafayette Bookstore, for the deadline to drop a course. The most current version of the **Schedule of Classes** is found on the University website.

The Resignation/Drop card is also used when a student who registers and decides to voluntarily quit attending classes. The procedure is initiated in 115 Lee Hall if in Junior Division, or if an

Upper Division student, in their Academic Dean's office. Students with severe extenuating circumstances which prevent resigning in person may contact Student Affairs.

**Resignation/Drop Card**

		<b>RESIGNATION/DROP FORM</b>		<b>PLEASE PRINT AND PRESS FIRMLY</b>	
LAST NAME		FIRST NAME		M.	STUDENT ID NUMBER
I AM REQUESTING THAT I BE: <input type="checkbox"/> RESIGNED <input type="checkbox"/> DROPPED (LIST CLASSES BELOW) FOR SEMESTER/TERM _____ YEAR _____					
<b>COURSE(S) TO BE DROPPED</b>					
DEPARTMENT NAME	COURSE NUMBER	SECTION NUMBER	DEPARTMENT NAME	COURSE NUMBER	SECTION NUMBER
<b>PLEASE INDICATE THE REASON CODE FOR THE RESIGNATION USING THE LIST ON BACK OF THIS FORM:</b>					
<small>By signing this form, I certify my understanding that if this resignation/drop causes my course load to drop below twelve (12) semester credit hours for undergraduate students, nine (9) semester credit hours for graduate students, or six (6) summer session credit hours, I will no longer be enrolled as a full-time student. Furthermore, I understand that dropping below full-time status may adversely impact (including, but not limited to): health insurance benefits, financial aid, tops, scholarships, athletic eligibility, INS status, veteran's benefits, eligibility to participate in extracurricular activities, scholastic probation, etc.</small>					
STUDENT'S SIGNATURE _____				DATE _____	
<b>TO BE COMPLETED BY THE ACADEMIC ADVISOR/DEAN</b>					
Number of Semester Hours Before Change		After Change		Signature of Academic Advisor or Academic Dean _____	
				Date _____	
WHITE - REGISTRAR'S COPY		CANARY - ACADEMIC ADVISOR/DEAN COPY		PINK - STUDENT COPY	

<b>PLEASE IDENTIFY THE SINGLE MOST IMPORTANT REASON FOR THE RESIGNATION/DROP</b>	
A. CONFLICT - EMPLOYMENT/CHILDCARE	I. COURSE NOT REQUIRED FOR GRADUATION
B. EMPLOYED TOO MANY HOURS	J. DO NOT HAVE CO/PRE-REQUISITES
C. EXCESSIVE COURSE LOAD	K. COURSE TOO DIFFICULT
D. MEDICAL	L. NOT DOING WELL IN CLASS
E. FINANCIAL	M. MISSED TOO MANY CLASSES
F. DEATH IN FAMILY	N. DIFFICULTY WITH PROFESSOR
G. CHANGING MAJOR	O. PROFESSOR HARD TO UNDERSTAND
H. DROPPING TO ADD ANOTHER COURSE	P. OTHER (SPECIFY)

**Residency Classification**  
**Martin Hall 230, Phone: 482-6306**  
**admissions.louisiana.edu/registrar**

Students with questions regarding their residency classification for tuition purposes, after reading the guidelines on the Admissions website, should contact the Registrar's office.

**Schedule Adjustment Period**

ULink allows students to adjust their class schedule until the last day of Schedule Adjustment. Schedule Adjustment for Fall/Spring is the first four days of classes and the first two days of classes during the summer session. Dropping a class after this period will result in the student receiving a "W" in the class.

**Schedule of Classes Online**

**Registrar's Office, Martin Hall, Room171, Phone: 482-6291**  
[louisiana.edu/Admissions/Classes/index.html](http://louisiana.edu/Admissions/Classes/index.html)

The Schedule of Classes lists courses offered for the semester or session, the calendar of deadlines, policies, procedures, the final exam schedule, administrative directory, and more. An updated version of The Schedule of Classes is available online.

### **Scholarships**

**Martin Hall, Room 260, Phone: 482-6515**

**[bulletin.louisiana.edu/UN/80/295\\_academic\\_scholarships\\_.htm](http://bulletin.louisiana.edu/UN/80/295_academic_scholarships_.htm)**

UL Lafayette awards scholarships to students of exceptional academic ability. To be eligible to apply for academic scholarships, a senior in high school must have a minimum of 23 on the ACT, with an 18 in English and 19 in Math, 1050 on the SAT, with 430 in English and 460 in Math, and a 3.0 cumulative high school grade point average. The Committee on Academic Scholarships reviews the students' records and awards scholarships to outstanding students. The application is evaluated on the basis of academic achievement as well as school and community activities.

The Request for Scholarship Funds form is used to apply for funds which are available through the UL Lafayette Foundation. The faculty member who is generally the scholarship coordinator for the department or the college should fill out the yellow scholarship form which is available in the Scholarship Office. The form is routed through the Office of the Academic Dean and then to the Scholarship Office for processing. The Scholarship Office will verify that a student is enrolled full-time and that adequate funds are available for the scholarship. At that point the scholarship is credited to the student's account in the Business Office. If the student owes no money to the University, the business office will mail a check to the student as a refund. All funds which a student receives are reported to financial aid.

### **Services for Students with Disabilities - (SSD)**

**Conference Center, Room 126, Phone: 482-5252**

**[disability.louisiana.edu/](http://disability.louisiana.edu/)**

The mission of SSD is to provide extensive post-secondary services for emotionally, physically and learning-impaired students. Services include letters to instructors (if needed), Sign Language interpreters, readers, note-takers, tape recording, tutoring, elevator keys, relocation of inaccessible classes, priority scheduling and counseling. Special parking is arranged through Parking and Transit. Special testing accommodations include extended test time, exams in large print, brailled tests, scribe services, computer access, and oral testing.

### **Student Athlete Center**

**Conference Center, Room 133, Phone: 482-6830**

The center provides academic counseling services to student athletes.

### **Student Employment**

**Foster Hall, Lobby, Phone: 482-6506**

**[louisiana.edu/Admissions/FinancialAid/](http://louisiana.edu/Admissions/FinancialAid/)**

Campus employment is available to students in need of financial assistance under both a University-sponsored work-study program and the Federal Work Study Program sponsored by the Federal Government. Students must be in good standing scholastically and maintain satisfactory academic progress. Awarded on a first-come, first-served basis, work study jobs allow a student to work an average of 10 hours per week and be paid the federal minimum wage.

At UL Lafayette, there are two different types of student employment that are handled by the Student Payroll Office. Students may be employed through the Federal Work Study Program or the Institutional Work Program (IWP/Black and White form).

There is one major difference between the programs. The Federal Work Study Program (FWSP) is considered a need-based program, which means that the student's eligibility is determined by completion of the Free Application for Federal Student Aid (FAFSA) and all necessary paperwork to determine if they qualify for federal student aid, which includes Federal Work

Study. Student employment through the Institutional Work Program, also known as the IWP program, is not based on financial need. A student does not have to apply for federal financial aid to qualify for employment through the IWP program. Employment through either program usually depends on the funding available from the Federal Government for the Federal Work Study program and funding available through departments for the Institutional Work Program.

### **Federal Work Study**

The procedures to employ a student through the Federal Work Study (FWSP) are given below. Please keep in mind that during the start of an academic year (starting with Spring Break) and during a payroll, the Student Payroll Office will vary from these processes due to the deadlines that have to be met for assignments and timely processing of student payrolls.

The FWS program consists of limited federal funds that are awarded to UL Lafayette on an annual basis. The allocation is determined at the federal level. Based on the funding received, the Student Financial Aid office assigns a certain number of hours to each department to try to meet the needs of the departments as well as to assist as many eligible students with jobs as possible.

FWS assignments are made based on the student's date of application for financial aid, the student's eligibility for FWS, and the number of hours a department has allocated. Students who are employed through the FWS program must complete their financial aid applications with the financial aid office before they can be assigned to a department and begin working. The following is a brief summary of the financial aid application and award process so that supervisors are aware of the process that students must complete to determine eligibility for FWS and to be assigned or reassigned to a department. Students seeking employment through the FWS program must do the following:

- 1) Apply for Federal Financial Aid for the academic year that they are seeking employment.
- 2) Once the financial aid application is processed at the federal level and the school receives the student's application and sends the student the required documentation that needs to be submitted for awarding of federal aid, financial aid applications are processed in the order in which they are received; therefore, we always stress to students the importance of applying early.
- 3) The student submits requested information and the file is processed. The financial aid office sends the student a Financial Aid Award Letter, which breaks down the student's eligibility for grants, loans, and/or work-study. Every attempt is made to provide the departments with continuing students; however, there is a waiting list available to select from in the event another student employee is needed.
- 4) The student signs and returns the award letter to the Financial Aid Office (Foster Hall, receptionist's desk). If FWS is not awarded on the original award letter, the student may then see the Student Payroll Office, Foster Hall, Room 218, to complete a form for the waiting list.
- 5) If awarded FWS, the assignment forms are processed by the Student Payroll Office.
- 6) The Student Payroll Office contacts the student and/or supervisor to advise that the assignment slips are ready for pick up and at that point the student can begin their employment.

- 7) The student picks up the assignment slip to begin employment. Assignment slips are also done for increases/decreases in hours. If the student has an I-9 and W-4 form on file, they can begin work as soon as the student picks up assignment slips. If an I-9 and W-4 form is needed, the Student Payroll Office Staff collects this information at the time the student comes in to pick up his/her assignment. If the student does not have the documentation, assignment slips are not issued and the student may not begin employment until this information is submitted.

\*\*Documentation for the I-9 and W-4 to be completed is a copy of the Student's birth certificate or an original social security card **and** Pictured ID (driver's license or UL Lafayette ID card are acceptable)

### **Institutional Work Program**

The second source of student employment is the Institutional Work Program (IWP). Students employed through the IWP Program are paid by the departments using departmental and sometimes grant funding for positions. A department that would like to hire a student using departmental funds should do the following:

- 1) Complete and submit an IWP application (or "Black and White") and submit it to the Vice President, Business and Finance for approval.
- 2) Once all required signatures are obtained, the "Black and Whites" are forwarded to the Student Payroll Office for the processing of the assignment.
- 3) IWP requests are processed in the order received, and once the assignment is processed, the student and/or supervisor is notified that assignment slips may be picked up to begin employment. Students must have a completed I-9 and W-4 on file to begin work. If this information is not on file, it must be completed before the student can begin employment. The information needed is the same as for Federal Work Study students.

### **General Procedures for Hiring Student Workers**

The Student Payroll Office has procedures in place to ensure timely processing of information as it is received. The following procedures normally apply to both FWS and IWP; however, some policies have been implemented as advised by the internal auditor due to federal and state rules and regulations.

- Requests from departments for FWS or IWP are processed in the order received; however, during payroll processing and the start of the academic year (Spring Break), these duties will take priority due to deadlines that have to be met.
- FWS Supervisors should submit a written request to assign, cancel, increase or decrease hours, or to replace a student employee. IWP Supervisors submit this information on the black and white application.
- If a supervisor requests that a student be assigned for the academic year through FWS, the student may be assigned as long as he/she is eligible according to federal guidelines. A supervisor may also employ a student for the entire academic year if needed through departmental funds. This information should be included on the IWP/Black and White form requesting employment for all semesters.

- Supervisors may request to interview applicants from the waiting list based on certain skills they are seeking in a qualified applicant. The supervisor can come in and review the applications and/or request that they be faxed. Once a supervisor decides on an applicant, the supervisor sends a request letter to the Student Payroll Office to request assignment.
- If canceling a student employee, it is the supervisor's responsibility to advise the student why their employment is being canceled. Once a cancellation request is sent to the Student Payroll Office and processed, the Student Payroll Office will also notify the student of the cancellation in accordance with the department's request.
- All students must have a social security number to be paid. International students who are assigned and do not have a social security number on the registration system (ISIS) must change from their "A number" to their social security number in order for the payroll system to process their information. If the student does not have a social security number, the student must apply with the Social Security Administration for a number. This process takes approximately 2 weeks for the student to receive a social security card. Assignment slips for students with no social security number will not be issued and the student may not begin employment until a valid social security card and number is submitted to the Payroll Office.
- Student employees must be enrolled at least half time to remain employed, whether they are being paid through Federal Work Study funds or through Departmental Funds. If a student ceases to be enrolled at least half time, (3 hours for summer and 6 hours for fall and spring semesters), the student's employment will be cancelled.
- A student's employment can also be cancelled if his/her tuition is not paid.
- Students are paid monthly, usually on the 15<sup>th</sup>, or on the last working day before the 15<sup>th</sup> if it falls on a weekend. Payroll schedules for the semester are sent out at the beginning of each semester advising departments of the payroll schedules and deadlines to have information submitted are included on each payroll.
- Departments/supervisors should have policies and procedures for employment for their student employees to follow. This information should be made available to the student upon hiring and at least once a year thereafter if the student is continuing. These policies should address general rules of employment and policies that are followed if students do not adhere to the rules. These policies should address attendance or non-attendance, scheduling, calling in, etc.

### **Student Financial Aid**

**Foster Hall, Lobby, Phone: 482-6506**

**[louisiana.edu/Admissions/FinancialAid/](http://louisiana.edu/Admissions/FinancialAid/)**

The Student Financial Aid Office encourages students to come in and discuss their financial concerns. The University offers all programs available from the federal and state governments and, in addition, offers a number of University scholarships.

### **Student Health Services**

**Boucher Street (M.E. Saucier Building) Phone: 482-6826 or 482-5464**

**[louisiana.edu/Student/Health/](http://louisiana.edu/Student/Health/)**

**E-Mail: [shs@louisiana.edu](mailto:shs@louisiana.edu)**

Student Health Service (SHS) is available to all currently registered UL Lafayette students who present a current school or pictured I.D.

### **Student Evaluation of Instruction**

**Office of Institutional Research, Maxim Doucet, Room 204, Phone: 482-6863**

The Office of Institutional Research administers Student Evaluation of Instruction (SEI) each fall and spring semester. All courses with five or more students must be evaluated. Materials are provided by the OIR office. Completed evaluations are collected by the department and returned to OIR. Results are later returned to the department head for distribution to the faculty.

### **TOPS Requirements**

**[osfa.state.la.us](http://osfa.state.la.us), Phone: 800-259-5626, ext. 1012**

Louisiana's Taylor Opportunity Program for Students provides state scholarships to undergraduate students.

To remain eligible to receive TOPS:

- A student must earn 24 hours in the Fall and Spring semesters with a "D" or better. Summer session and advanced placement do not count towards the 24 hours.
- Students must meet cumulative GPA requirements at the end of the spring semester: Cumulative GPA is reported, which is all courses and all grades including repeats.
- Students must have a 2.0 cumulative GPA at the end of the Fall semester to receive TOPS in the Spring. This applies to all 3 awards.:
- Opportunity Award: 2.3 cum GPA (1st academic year):2.5 cum GPA (all subsequent academic years)
- Performance Award: 3.0 cum GPA
- Honors Award: 3.0 cum GPA

### **Request for Approval of Transfer of Credits**

**Registrar's Office, Martin Hall 171**

The Request for Approval of Transfer of Credits form is available in the Registrar's Office. This form must be approved by the dean of the student's college before courses are taken at another institution in order for the transfer of credits to be accepted by UL Lafayette.

**Request for Approval of Transfer of Credits Form**

University of Louisiana at Lafayette  
**REQUEST FOR APPROVAL OF TRANSFER OF CREDITS**

TO: Department Head  
 Department of \_\_\_\_\_

FROM: Student's Name \_\_\_\_\_  
 Student Number \_\_\_\_\_  
 Major \_\_\_\_\_ Classification (Year) \_\_\_\_\_

DATE: \_\_\_\_\_

---

I request permission to apply the following credits toward my degree at UL Lafayette. I will attend \_\_\_\_\_ college-university during the \_\_\_\_\_ semester.

The following courses are listed in their \_\_\_\_\_ (year) bulletin.  
 (NOTE: Bring a copy of this bulletin with you so that your department head can examine the course descriptions.)  
 I will have completed all necessary prerequisites prior to entering these courses. I realize that any changes in this request will require additional approval.  
 (Students should apply for admission to a college-university at least 30 days prior to the beginning of the semester.)

Signed: \_\_\_\_\_

---

TRANSFER COURSES					EQUIVALENT (E) OR SUBSTITUTE (S) UL LAFAYETTE COURSE			
Course	Number	Title	Cr.	Minimum Grade Acceptable	Course	Number	E/S	Cr.

Approved by student's department head: \_\_\_\_\_

Conditions of approval, if any: \_\_\_\_\_

---

Approval is required by the student's academic dean ONLY if the above courses are within the last 30 hours. If more than 6 hours of the last 30 hours are requested, the student must appeal to the Committee on Academic Affairs and Standards.

Approved by student's dean: \_\_\_\_\_ Date: \_\_\_\_\_

FILE COPY: WHITE      STUDENT'S COPY: YELLOW

**Transfer Students**

**115 Lee Hall, Phone: 482-2059**

[www.louisiana.edu/Academic/Jr-Div/Transfer](http://www.louisiana.edu/Academic/Jr-Div/Transfer)

Transfer students may obtain unofficial transcript evaluations by the Transfer Coordinator. Articulation or transfer equivalency agreements are available on The Board of Regents' Student Transfer Guide at [www.webserve.regents.state.la.us/Planning/articula.htm](http://www.webserve.regents.state.la.us/Planning/articula.htm). Official transcript evaluations are the responsibility of the student's academic college.

**ULink**

<http://helpdesk.louisiana.edu/>

ULink is an online service for students, faculty and staff. Ulink is accessed with your UCS username and password. UCS accounts are activated at the Help Desk located in Stephens Hall, Room 201; a photo ID is required when activating an account. Questions concerning the use of ULink should be directed to the Help Desk. Additional information may be viewed at <http://helpdesk.louisiana.edu>.

**University College**

**Martin Hall, Room 168, Phone: 482-6729**

University College serves the non-traditional and non-degree seeking students attending the

University and provides assistance to degree-granting colleges and academic departments in non-traditional services, such as evening courses, college-level classes offered to high school students at their high schools, and off-campus extension courses. The office also serves elementary, secondary, and vocational school personnel through evening and extension courses. Non-traditional students are also assisted by this office in registration procedures and in adjustment to University life. University College administers the DOORS Program (for older students) and ENTRÉE Program (for college graduates who want to take classes without pursuing a degree).

## Upper Division Admission Requirements (REVISED 1/09)

A student is classified as a Junior Division student until entry requirements are met for Upper Division. **University requirements** for all majors are as follows: **a**) ENGL 102 (ESOL 102) with grade of "C" or better, **b**) MATH 100, 105 or 107 with grade of "D" or better, **c**) 3 hours or more in BIOL, CHEM, GEOL, PHYSICS, or RRES 150 with a grade of "D" or better, **d**) 30 non-developmental hours and **e**) 2.0 adjusted GPA.

### College of Applied Life Sciences

(This College dissolved in Summer 2006)  
Students majoring in an existing Applied Life Science major (pre-Summer 2006) will follow the existing APLS upper division requirements and will have up to six years to complete degree requirements.

#### For pre-Summer 2006 majors:

*C or better in MATH 105 or MATH 100 (MATH 107)*



### College of The Arts

#### Architecture

2.0 ADJ GPA; 2.5 Major GPA

*C or better in the following course(s):*

DSGN 100; DSGN 101; DSGN 102; DSGN 114; DSGN 121

#### Fashion Design & Merchandising

2.25 min.GPA; 2.5 GPA in major courses

*C or better in the following course(s):*

MATH 105 or MATH 100 and MATH 107

#### Interior Design & Industrial Design

2.0 ADJ GPA; 2.5 Major GPA

*C or better in the following course(s):*

DSGN 100; DSGN 101; DSGN 102; DSGN 114; VIAR 121 or 122, or equiv.

#### Music

*C or better in the following course(s):*

MUS 130 or equiv.; and MUS 142 or equiv.

#### Dance

2.0 ADJ GPA

*C or better in the following course(s):*

DANC 101, 102; THEA 111 or equiv; THEA 261

#### Theatre

*C or better in the following course(s):*

DANC 101 or DANC 111; DANC 113; THEA 111; THEA 161; THEA 261; and THEA 265

#### Visual Arts

*C or better in the following course(s):*

VIAR 100; VIAR 101-102; VIAR 111-112; and VIAR 121 or 122.

### B.I. Moody III

#### College of Business Administration

2.25 ADJ GPA

*C or better in the following course(s):*

MATH 105 or MATH 100 (MATH 107); ACCT 201; ECON 201 or 202; and BSAT 205.

### College of Education

Completion of all courses required in freshman year of curriculum.

#### Certification Majors

2.5 ADJ GPA and passing PRAXIS I (PPST) scores

#### PK-3, 1-5, 4-8, Special Education

*C or better in the following course (s):*

MATH 107 or 100 and MATH 117

#### Certification in Secondary Mathematics

*C or better in the following course (s):*

MATH 270 and MATH 301

#### Certification in Secondary Science

*C or better in MATH 105 or 100*

#### Athletic Training Majors: 2.5 ADJ GPA

Health Promotion & Wellness; Sports Management; & Exercise Science Majors: 2.0 ADJ GPA

### College of Engineering

*C or better in MATH 105 or 100; MATH 109 and 110;*  
Upon review by college of 18 hours applicable towards the preferred major, student may apply to enter major department in the College of Engineering.

#### ITEC

*C or better MATH 105 or 100 and passing grade in Math 210.*  
Upon review by college of 18 hours applicable towards the preferred major, student may apply to enter major department in the College of Engineering.

### College of General Studies

*C or better MATH 105 or 100 for Natural Sciences Concentration*

### College of Liberal Arts

*D or better in LANG 101 or equiv.*

### College of Nursing and Allied Health Professions

#### Dietetics

2.5 cumulative GPA (with repeats an adjusted GPA of 2.75)

*C or better in all courses.*

#### Nursing

*C or better in MATH 105 or 100*

2.8 cumulative GPA

### College of Sciences

Biology, Chemistry, Computer Science, Geology, Health Information Management, Mathematics, Physics

*C or better in the following course(s):*

MATH 105 or 100 or MATH 107

#### Computer Science

*C or better in the following course(s):*

MATH 270; MATH 301; and all CMPS courses completed  
Environmental & Sustainable Resources, Natural Resources & Environmental Quality, Resource Conservation and Community Sustainability, Pre-Vet, Sustainable Agriculture, Agri-business, Animal Science, Plant & Soil Science, and Landscape & Horticulture Management.

*C or better MATH 105 or 100*

2.3 GPA in major courses

**Admission to Upper Division**

**ADMISSION TO UPPER DIVISION**

NAME (Last First Middle) \_\_\_\_\_ STUDENT NUMBER \_\_\_\_\_ EFFECTIVE SEMESTER: \_\_\_\_\_

This student has completed all University requirements for Upper Division.

\_\_\_\_\_  
JUNIOR DIVISION CURRICULUM CODE DIRECTOR OF JUNIOR DIVISION DATE

This student has completed all College requirements for Upper Division.

\_\_\_\_\_  
UPPER DIVISION CURRICULUM CODE ACADEMIC DEAN DATE

Once approved, the Academic Dean forwards this form to the Registrar's Office for processing and informs student that he/she is not in Upper Division. 07/00

**Writing Center**

**H. L. Griffin Hall, Room 107, Grammar Hotline: 482-5224**

**[louisiana.edu/Academic/LiberalArts/ENGL/Wcenter/](http://louisiana.edu/Academic/LiberalArts/ENGL/Wcenter/)**

The English Department Writing Center assists students in developing the skills they need to improve their writing ability. Students are encouraged to discuss their writing, whether they need help focusing on ideas for their papers, help in organizing their work, or help in developing proofreading skills.

**Drug and Alcohol Policy**

**Dean of Students Office, Martin Hall 211, 482-6276**

The UL Lafayette drug and alcohol policy has been in effect since October 1, 1990. The policy is available in the Dean of Students Office.