

## CAPS Quick Reference (9/23/09)

### Advisors

#### New Advisors - Advisor Code - Training and Code provided by Academic Success Center

- New advisors must complete the **online training for new advisors** before advising access is issued. A **Request for Advisor Code** form is completed by the advisor as part of the online training. At the end of the online training there is a test. The answers to the test are sent by email by the advisor to Susie Roy at [susieroy@louisiana.edu](mailto:susieroy@louisiana.edu). The Request for Advisor Code form is part of the test and is to be completed by the advisor and signed by the department head who then forwards this form to Bette Harris, c/o Academic Success Center. <http://studentsuccess.louisiana.edu/advising/AdvisorTraining/index.shtml>

### Advising

**Two-week advising session** - Continuing students are advised in their department.

**After two-week advising session** - reentry, transfer, and continuing students are advised during posted office hours by appointment until the end of classes.

\*There is no advising during finals.

**During breaks** - transfer, transfer/reentry, and continuing students may contact Dean's office.

\*If no advisors are available in dean's office or major departments, reentry and transfer students with less than 45 hours may go to 115 Lee Hall for assistance.

#### Faculty/Staff Advisee Reports - provided by Academic Success Center

- Distributed in the fall and spring semesters before the advising session for clerical updates on ISIS by Academic Success Center.
- Departmental administrative assistant is responsible for keeping list of advisors up to date.
- Reflects all advisees assigned to particular advisors if the departmental administrative assistant has assigned advisor to student on ISIS.
- The following groups of students are advised in Academic Success Center/Junior Division and should not be given an advisor in their major department until they are released by ASC/Junior Division:
  - all undeclared students
  - students Admitted by Committee (ADMC); Adult students, ages 21 and older (ADMA) without test scores meeting University admission requirements and ADMP (Adults admitted part-time) students are advised in ASC/Junior Division until they meet their admission stipulations or up to one year.
  - Dental Hygiene majors
  - Science and Engineering majors requiring ENGL 090 or MATH 092 or students cross-enrolled in Math 090 or 091 at SLCC for up to one year
  - Non-degree seeking students are advised in University College, 168 Martin Hall

### Transfer Students

Advising and transfer of credits articulation is completed in the Dean's office except College of Engineering and College of Sciences.

Orientation is mandatory for ALL transfer students. Advising and registration may be prior to Orientation.

Transfer ADMC and Undeclared Liberal Arts or Sciences are advised in the Academic Success Center.

#### Checklist for Successful Advising Session:

- ✓ Mail postcards/letters or email majors promoting advising procedures and dates.
- ✓ Post advising publicity flyers around department/building.
- ✓ Complete transfer evaluations before advising begins.
- ✓ Notify students of Upper Division status by letter, postcard, or email.
- ✓ Utilize Student Advising Profile "LOOK" access through ULink
  - To access, go to ULink. Click on Faculty Tab then click on Student Advising Profile. Type in student's CLID to view: Major History, Test Scores, UL Transcript, Transfer Credit, HOLDS, Current Schedule, Registration Appt., and GPA Estimator. This is "LOOK" Access only. Advising HOLDS cannot be lifted with this access.

## Appeals

**Academic Suspension:** Student must see Academic Dean for Academic Performance Plan

**Financial Aid Suspension:** Student submits a Financial Aid Appeal through ULink. Current FAFSA, registered hours, and no registration HOLDS will allow for quicker results.

## Change of Grade Card

- Initiated by the instructor of the course when completed work is graded.
- Instructor, instructor's department head and dean and the student's academic dean must sign the card.
- Should never be given directly to the student.
- Should not be sent through campus mail.

## Change of Major

- Students in Junior Division initiate a change of major in 115 Lee Hall.
- Students in Upper Division initiate a change of major in the Dean's office of the college of their new major.
- Athletes must first obtain written permission from a counselor in Student Athlete Center.
- Observe 24-hour turnaround from receipt of Change of Major list to send folder to new department.

## Drops/Resignation

Students in Junior Division drop/resign classes in 115 Lee Hall.

Students in Upper Division drop/resign in office of academic dean.

**Good student discount for insurance** - provided by Registrar's office

## Late Schedule Adjustment Card

- LSA is not to be used until after the first four days of classes in the fall or spring semester and until after the first two days of classes in the summer.
- Used to add a course, change sections, or to drop a course because of administrative error.
- 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.

## Overrides

- The student would go to the department of the class for an override.
- Used when a course is at "max" or when there is a time conflict.
- Departments have access to override for their courses.
- **Registration limit:** 20 hours sp/fa; 10 hours su; over must have dean's approval. **Check prerequisites** of course.
- If override access is needed, contact Registrar.

## Repeat Rule

Registrar's Office, Martin Hall, Room 171, 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 adjusted grade point average is used to move students into Upper Division. The student is responsible for reporting a repeated course and can obtain a Repeat Rule Form in the Registrar's Office.

## Upper Division

Check student's status (Junior Division or Upper Division) through ULink - Student Advising Profile. Upper division requirements are listed at:

<http://studentsuccess.louisiana.edu/tips/index.shtml>

Academic Success Center receives Upper Division Eligibility reports on each student at end of fall and spring semesters. After general eligibility requirements are checked by ASC, forms are sent to Dean's office for completion of Upper Division verification. Eligible student's forms are then sent to Registrar's office for placement into Upper Division.