

Administrative Professional Society Quick Reference (Revised Fall, 2015)

Advising

Two-weeks 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 the semester. Faculty advisors do not advise during finals.

During breaks – transfer and transfer/reentry student may contact their major department or Dean's office for advising. If not available, students with less than 45 hours may go to 115 Lee Hall for assistance.

Advisors and Advisor Codes

- New Advisors must complete the advisor training, Best Practices for Effective Faculty Advising Part I and II, before advising access is issued. After the two training sessions, a Request for Advisor Code form is to be completed and signed by the advisor and by the department head and then forwarded to , c/o ASC.

<http://studentsuccess.louisiana.edu/advisortraining>.

Academic Suspension Appeals

Students must make an appointment with their academic dean to start the appeal process.

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 a 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 form a counselor in Student Athlete Center.
- Observe 24-hour turnaround from receipt of Change of Major list to send folder to new department.

Drop Policy

- Withdrawals in courses cannot exceed the numbers allowed in the following table without the student incurring a fee for excessive withdrawal.
- Withdrawal allowances cannot be "banked" or carried forward.
- There is no appeal process for Drop fees.
- Withdrawals resulting from resignation will not count toward the limit, or will course withdrawals resulting from military activation("WM" grades)

- Schedule adjustments made during the “drop/add” period at the beginning of each term are not recorded as “Ws” and thus do not impact the limits on withdrawals.
- Any withdrawal that exceeds the limit stated in the table will incur a fee of \$50 per course.
- Late resignations will incur a fee of \$150.

Hours Earned Withdrawals Allowed Without Fee

0-29	2
30-59	1
60-89	1
90-119	1
>119	1

Faculty/Staff Advisee Reports

- At the APS meeting in fall and spring, ISIS advising information is distributed.
- Departmental administrative assistants are responsible for keeping advisor’s list up to date.
- The following groups of students are advised in ASC and should not be given an advisor in their major department until they are released by the ASC.
 - all undeclared students
 - students Admitted by Committee (ADMC),
 - Pre-Dental Hygiene majors
 - Non-degree seeking students are advised by University Connection in Martin Hall room 168.

Financial Aid Appeal

If a student has a current FAFSA, registered hours, and no registration HOLDS, they may submit a Financial Aid Appeal through ULink.

Good Student Discount

Form received via insurance company must be verified and signed by the Registrar’s Office

Late Schedule Adjustment (LSA)

To have a course removed from the student’s schedule with tuition/fees adjusted accordingly; LSA must be received in the Registrar’s Office according to the following schedule:

- Spring/Fall class day 5-12 (Summer class day 3-5) – LSAs will be processed if the card is in the Registrar’s Office during this time.
- After Spring/Fall 14th class day (7th for Summer) – LSAs will ONLY be processed for administrative error. A letter explaining the administrative error must accompany the LSA. If the LSA is approved, a grade of WX will be given for the class and tuition and fees associated with the class will be refunded. Otherwise, a grade of W will be given with no refund in tuition.

LSAs are to be used solely to correct administrative errors.

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

The student is responsible for reporting a repeated course and can obtain a Repeat Rule Form in the Registrar’s Office. 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.

Transfer Students

Advising and transfer evaluation is completed in the Admission or the Dean’s office in all colleges except College of Engineering and 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:

- Email majors advising procedures and dates
- Complete transfer evaluations before advising begins
- Notify students once moved into Upper Division

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/sites/studentsuccess/files/Upper%20Division%20Requirements%20Fall%202015.pdf>

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.

WX Grade

A grade of WX will assigned for LSAs processed after the 14th class day (7th for Summer). A grade of WX is calculated like a grade of W and will be shown on the student's transcript.

WM Grade

A grade of WM is assigned for course drops due to military reasons. Student seeking tuition refund due to military reasons must submit an appeal to the Fee Committee.