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Section I. First Steps to Becoming an Academic Advisor

Advisor Access
Academic Success Center, 115 Lee Hall, Phone: 482-5432
To receive advisor access, complete a Request for Student Advising Profile Access in ULink form located on the next page and return the form to Academic Success Center through campus mail. New advisors must complete the online training before student advising profile access can be issued.

Advisor Training Workshops and Advising Toolbox
Academic Success Center, 115 Lee Hall, Phone: 482-6836
Academic advisors are invited to advisor training workshops held prior to semester advising sessions in fall and spring. Before advisor access to advising profile is issued, the online advisor training for new advisors must be completed. Check the website for current listing of workshops. http://studentsuccess.louisiana.edu/?q=node/90

Advising through the Portal (ULink) www.louisiana.edu (click on ULink)
ULink is the University’s integrated student information system. Students have access to update their addresses, obtain unofficial transcripts, grade reports, class schedules, register for classes. Students may also check on their financial aid status, statement of account, advisor information, holds, transfer of credits, and GPA calculator. In order to remove the Advising Hold an advisor must have Advisor Access.

- Probation Problem (PROB) is a hold that affects registration. Students with this hold must come to the Academic Success Center, LEE 115 to meet with an Academic Counselor. The Academic counselor will remove the hold.

- Course Problem (CRSE) is another hold that affects registration. This hold is for students who have earned 90+ hours and are still in Junior Division. Students must meet with the Assistant Dean of their college to remove the hold.
Request for Student Advising Profile
Access in ULink

Name: _____________________________________  CLID: ________________

Title: ______________________________________  Dept: __________________

Academic administrative professionals are required to keep their ISIS/MVS account active for continued Student Advising Profile access.

Advisors are required to complete the on-line Advisor Training Workshop for first time advisors. If replacing another advisor, name of person replacing: ________________________

What date was the online Advisor Training Workshop for first time advisors completed?

_______

_______ Undergraduate (Non-Honors)

_______ Graduate

_______ Honors (Request must come from Honors Department)

When advisor no longer has advisees, access to the Student Advising Profile will be terminated.

By signing this form you are acknowledging responsibility for activity performed through this access.

___________________________________  Date: ______________

Signature of Applicant

Approved:
Department Head: ___________________________  Date: ______________

Director, Academic Success Center: ___________________________  Date: ______________

Vice President, Enrollment Management: __________________________  Date: ______________

Forward this form to Francine Prudhomme in the Academic Success Center.

Advisor Code: ____________  Job Date: ________________  Job Number: __________
Contacting your advisees – (Spring or Summer/Fall) Advising Session

See Schedule of Classes for exact dates. The college, department or advisor should remind their advisees of the advising period. Correspondence should be sent at least two weeks in advance. Include office hours, phone number and email address. Advisors may utilize ULink or Moodle to correspond with their advisees. Some colleges/departments mail a postcard or flyer announcing advising procedures.

Advisee List

Advising Session
The advisor will advise students using the portal (ULink). The advisor should have the following:

- Access to Advising Profile in ULink
- Student’s academic folder with:
  1. Course Scheduling Guide if advising first-time freshmen
  2. Graduation check sheet for final graduation year
  3. Advising form
- Undergraduate Catalog
Student Advising Profile
To enter the Student Advising Profile, go to www.louisiana.edu. The advisor will need advisor access.

Then:
Click ULink
Username: (Your CLID – Ex. bbc1234) – lower case
Password: (UCS Password)
Click Login
Click Faculty/Staff tab
Click Student Advising Profile
Enter Student’s CLID (use lowercase)
Enter Academic Level:
Click Submit

Select from Tabs across top of screen:
- Main Menu
- UL Transcript
- Holds
- Registration Appt
- Major History
- Transfer Credit
- Current Schedule
- Lift Advising Hold
- Test Scores
- Admissions Docs
- GPA Estimator

To remove Student’s Academic Advising (SAA) hold (hold must be removed for student to register):
- Click on Lift Advising Hold on any Advising Profile page.
- Click, Click here.
- If hold has been removed, a message will appear.

To logout, close the Advising Profile window and click Logout. Always begin a new advising session by going back to Student Advising Profile. Advisor should release the student’s Advising Hold at the advising session.

Technical Problems: email the contact listed at the bottom of the screen if you are having trouble.
Section II. Advising Information Resources

Academic Advising Form
Advising Forms are available in the student’s major department or the Office of the Registrar in Martin Hall. The form is to be completed and signed by the advisor and student. The blue sheet is given to the student and yellow form is kept in the folder. Student’s Advising Hold is released at this time by the advisor.
## Online Advising Form

### University of Louisiana at Lafayette

**Online Academic Advising**

<table>
<thead>
<tr>
<th>First Name: Cayenne T</th>
<th>Last Name: ZZ Pepper</th>
<th>CLID: txt3333</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major: no results</td>
<td>Bulletin in Effect (starting year)</td>
<td>Cell Phone Number:</td>
</tr>
<tr>
<td>GPA (Cumulative):</td>
<td>Classification:</td>
<td>Hours Working Weekly:</td>
</tr>
<tr>
<td>Academic Standing:</td>
<td>Upper Junior Division:</td>
<td></td>
</tr>
</tbody>
</table>

**Fall / 2013**

**Courses which meet degree requirements:**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Number</th>
<th>Credit</th>
<th>APPROVE</th>
<th>DENY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Advisor’s Comments:**

**Student’s Comments:**

**Recommended Course Load: hours**

**Schedule of Classes**

---

[Online Advising Form URL](http://studentsuccess.louisiana.edu/content/advising/advising-toolbox)
### Alternate Courses (if unable to schedule from above list):

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Number</th>
<th>Credit</th>
<th>APPROVE</th>
<th>DENY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>●</td>
<td>●</td>
</tr>
</tbody>
</table>

Advisor's Comments:  

Student's Comments:  

This form is used by the Academic Advisor to give advice as to which courses are to be selected. The student is responsible for selecting appropriate courses/sections which meet degree requirements and for insuring that any variations from the course requirements in the University Bulletin are approved in writing by the student’s Academic Dean.
## Placement Conversion Tables

<table>
<thead>
<tr>
<th>ACT/SAT</th>
<th>TOEFL</th>
<th>ESOL</th>
<th>TOEFL Paper</th>
<th>TOEFL Computer</th>
<th>TOEI Internet</th>
<th>IELT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 17</td>
<td>300 - 440</td>
<td>ENGL 090</td>
<td>ESOL 100</td>
<td>525 – 549</td>
<td>195 – 212</td>
<td>71 – 78</td>
</tr>
<tr>
<td>18 – 27</td>
<td>450 - 620</td>
<td>ENGL 101</td>
<td>ESOL 101</td>
<td>550+</td>
<td>213+</td>
<td>79+</td>
</tr>
<tr>
<td>28+</td>
<td>630</td>
<td>ENGL 115</td>
<td>Intensive English Program (IEP): 6 (3 credits automatically awarded for ENGL 101 and placed in ENGL 115)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### COMPASS

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>68+</td>
<td>ENGL 101</td>
</tr>
<tr>
<td>40+</td>
<td>MATH 100</td>
</tr>
</tbody>
</table>

Students may earn credit through
- ACT or SAT scores
- AP credit
- ACE Testing
- College Entrance Examination Board (CEEB),
- High School Dual Enrollment

Specific information is available in the current Undergraduate Catalog in the Rules and Regulations section.

To see if a student has earned advanced placement credit, logon ULink, Student Advising Profile, Transfer Credit. The grade of S is awarded after the student is officially enrolled at UL Lafayette (after 14th day of classes).
Articulation Agreements

Transfer Coordinator, Academic Success Center, 115 Lee Hall, Phone: 482-2059
http://studentsuccess.louisiana.edu/?q=node/43
The Louisiana Board of Regents provides a general education articulation matrix for all public higher education institutions in the State.

Faculty/Staff Advisee Report

Academic Success Center, 115 Lee Hall, Phone: 482-5432
Students are assigned advisors by the department of their major unless they fall into one of the following categories:

- All undeclared students are advised in the Academic Success Center, except students in the Honors Program.
- Students Admitted by Committee (ADMC); Adult students, ages 21 and older (ADMA) without test scores meeting University admission requirements and Adults admitted part-time (ADMP) students are advised in the Academic Success Center until they meet their admission stipulations or up to one year.
- Pre Dental Hygiene majors are advised in the Academic Success Center.
- Faculty/Staff Advisee Reports are distributed in the fall and spring semesters before the advising session for clerical updates. The report reflects all advisees assigned to particular advisors by the departmental administrative professional.

Online Advisor Chat

Email: success@louisiana.edu
Do you have questions? We have answers! Check out the Academic Success Center Online Advisor Chat for general academic questions. On Monday - Thursday: 8:00 am - 4:30 pm, go to http://studentsuccess.louisiana.edu and look for the green chat box in the lower right.

Orientation Students

Orientation Office, 106 Lee Hall, Phone: 482-1391
All first-time freshmen (FTF) and transfer (TR) students 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 into many aspects of the University environment - academic, administrative, social and cultural. FTF will be advised and registered for classes during orientation. TR students should be advised and registered for classes before attending an orientation.
<table>
<thead>
<tr>
<th>For Information About</th>
<th>Contact</th>
<th>At</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions (Receipt of Transcripts)</td>
<td>Admissions</td>
<td>Foster 336</td>
</tr>
<tr>
<td>Advising Questions</td>
<td>Francine Prudhomme, Academic Success Center</td>
<td>482-5432, Lee 115</td>
</tr>
<tr>
<td>Athletic Advising</td>
<td>Christy Alford, Student Athlete Center</td>
<td>482-1044</td>
</tr>
<tr>
<td>Career Counseling</td>
<td>Lucy Gammon, Career Counseling Center</td>
<td>482-5431, Lee 110</td>
</tr>
<tr>
<td>Career Services/Job Placement</td>
<td>Kimberly Billeaudeau, Career Services</td>
<td>482-1444</td>
</tr>
<tr>
<td>Counseling</td>
<td>Brian Frederick, Counseling and Testing</td>
<td>482-6480, Ok Allen 212</td>
</tr>
<tr>
<td>Cross Enrollment Information</td>
<td>Amanda Henderson, Office of the Registrar</td>
<td>482-6293, Martin 133</td>
</tr>
<tr>
<td>Emergency Services</td>
<td>University Police</td>
<td>482-6447, Bittle Hall</td>
</tr>
<tr>
<td>Financial Assistance</td>
<td>Cindy Perez, Financial Aid</td>
<td>482-6497, Foster 106</td>
</tr>
<tr>
<td></td>
<td>Adele Bulliard, Scholarships</td>
<td>482-6515, Martin 260</td>
</tr>
<tr>
<td>First-Year Writing</td>
<td>Clancy Ratliff, English</td>
<td>482-5501, Griffin 214</td>
</tr>
<tr>
<td>Freshman Math</td>
<td>Ross Chiquet, Mathematics</td>
<td>482-6542, M.Doucet 213A</td>
</tr>
<tr>
<td>Honors Courses and Program</td>
<td>Julia Frederick, Honors Program</td>
<td>482-6700, Judice 206</td>
</tr>
<tr>
<td>Housing</td>
<td>Dawn Miller, Housing</td>
<td>482-6471, 705 Taft Street</td>
</tr>
<tr>
<td>International Student Services</td>
<td>Rose Honegger, Office of International Affairs</td>
<td>482-6819, 413 Brook St.</td>
</tr>
<tr>
<td>Off Campus and Evening Courses</td>
<td>Amanda Doyle, University College</td>
<td>482-1308, Martin 168</td>
</tr>
<tr>
<td>Disabled Student Services</td>
<td>Carol Landry, Office of Disability Services</td>
<td>482-5252, 126 Conference Center</td>
</tr>
<tr>
<td>Orientation</td>
<td>Lauren Sarver</td>
<td>482-1391, Lee 106</td>
</tr>
<tr>
<td>Reentry to UL Lafayette</td>
<td>Melissa Martin, Academic Success Center</td>
<td>482-5434, Lee 115</td>
</tr>
<tr>
<td>Transferring to UL Lafayette</td>
<td>Lana Rodriguez, Academic Success Center</td>
<td>482-2059, Lee 115</td>
</tr>
<tr>
<td>Transcripts</td>
<td>Cindy Menard, Office of the Registrar</td>
<td>482-6299, Martin 171</td>
</tr>
<tr>
<td>Tutoring and Academic Support</td>
<td>Matt Mattox, The Learning Center, Colin Higgins, The Writing Center</td>
<td>482-6583, Lee 209, 482-6856, Griffin 107</td>
</tr>
<tr>
<td>Upper Division Verification</td>
<td>Sapha Richard, Academic Success Center</td>
<td>482-5688, Lee 115</td>
</tr>
</tbody>
</table>
Math Freshman Placement Exam
The Math Freshman Placement Exam is available for students with a 20 or below on the Math ACT who wish to qualify for Math 092, 100, 105 or 107.

Schedule of Classes
Office of the Registrar, 171 Martin Hall, Phone: 482-6291
http://louisiana.edu/content/campus-life/schedule-classes
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.

Section III. Advising Target Groups

<table>
<thead>
<tr>
<th>ADVISING GROUPS</th>
<th>Description</th>
<th>Advising</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Freshman (FTF)</td>
<td>Students entering college after high school graduation and students who received college credit while attending high school or during the summer after graduation.</td>
<td>Students are advised by their department or college at Orientation. Use FTF Course Scheduling Guide for Placement.</td>
</tr>
<tr>
<td>Admission by Committee</td>
<td>Students who have been admitted with stipulations.</td>
<td>All four groups are advised in the Academic Success Center. The Admitted by Committee group is advised until admission stipulations requirements are completed or up to one academic year. Pre Dental Hygiene students are advised their first two years in the Academic Success Center.</td>
</tr>
<tr>
<td>ADMC: Admission by Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADMA: Adults 25+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADMP: Part-time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre Dental Hygiene</td>
<td>Student must declare a major by the time 45 credits have been earned.</td>
<td></td>
</tr>
<tr>
<td>Undeclared</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continuing</td>
<td>One who is enrolled at UL Lafayette during the last regular semester as well as the current semester or session. A student who is not enrolled at UL Lafayette during the summer is considered continuing if he or she was here in the spring.</td>
<td>Students are advised during regular advising sessions by their department. During the break or during the summer term, students are advised in their department or in their dean’s office.</td>
</tr>
<tr>
<td>Reentry: <a href="mailto:reentry@louisiana.edu">reentry@louisiana.edu</a> or studentsuccess.louisiana.edu/reentry.</td>
<td>Reentry Coordinator for information on readmission, unofficial transcript evaluation, advising and registration.</td>
<td>Students are advised by their department. During the break or during the summer term, students with 45 hours or less may come to Academic Success Center for assistance.</td>
</tr>
<tr>
<td>Transfer (TR)</td>
<td>Articulation of transfer equivalency agreements is available on The Board of Regents' Student Transfer Guide.</td>
<td>Students are advised in their major department or college. During the break students with 45 hours or less may come to the Academic Success Center for assistance.</td>
</tr>
</tbody>
</table>
The University of Louisiana at Lafayette
First-Time Freshman 1st Semester Course Scheduling Guide

<table>
<thead>
<tr>
<th>CLID:</th>
<th>txt3333</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Pepper Cayenne</td>
</tr>
<tr>
<td>Major Code:</td>
<td>6651</td>
</tr>
<tr>
<td>Major:</td>
<td>Management</td>
</tr>
<tr>
<td>GPA:</td>
<td>3.5</td>
</tr>
</tbody>
</table>

**TEST SCORES:**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Test Type/Score</th>
<th>ACT Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>ACT 0020</td>
<td>20</td>
</tr>
<tr>
<td>Math</td>
<td>ACT 0020</td>
<td>20</td>
</tr>
<tr>
<td>Reading</td>
<td>ACT 0020</td>
<td>20</td>
</tr>
<tr>
<td>Science</td>
<td>ACT 0020</td>
<td>20</td>
</tr>
<tr>
<td>Composite</td>
<td>ACT 0020</td>
<td>20</td>
</tr>
</tbody>
</table>

**Classes you should schedule first:**

<table>
<thead>
<tr>
<th>Credit Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101 (3 credits)</td>
</tr>
<tr>
<td>MATH 100 (5 credits)</td>
</tr>
<tr>
<td>UNIV 100 (2 credits)</td>
</tr>
</tbody>
</table>

Choose remaining courses from the approved list below. It is recommended first time freshmen take a maximum of (1) Math and (1) Science per semester. If working 15 or less hours per week, students are urged to schedule no more than 12-15 credit hours. Those working 20 or more hours per week are encouraged to schedule less than 12 credit hours.

- ECON 201 or 202 (3 credits)
- PSYC 110 (3 credits)
- Art Elective (ARTS): MAY SELECT ONE
  - DANC 101 or 102 (3 credits)
  - MUS 104, 105, 106, 108, 109, 360, 362, 364 (3 credits)
  - THEA 161 or 261 (3 credits)
  - VIAR 120 (3 credits)
- Behavioral Science Elective (BHSC): MAY SELECT ONE
  - ANTH 201 (3 credits)
  - POLS 220 (3 credits)
  - SOCI 100 (3 credits)
- History Elective (HIST): MAY SELECT ONE
  - HIST 101, 102, 221, 222, 355 (3 credits)
- Science Elective (SCI): MAY SELECT ONE
  - CHEM 101 (3 credits)
  - ENVS 150 (3 credits)
  - GEOL 105 (3 credits)
  - PHYS 160 or 170 (3 credits)
  - UNIV 200 (2 credits)

< 3.0 high school GPA may register in up to 17 hrs.

Advanced Placement

Total Credit Hours: ____________
ADVISING SCHEDULING TIPS

FTF Scheduling TIPS
- FTF scheduling Biology must have an English ACT of 23 or have completed ENGL 101 with a “C” or better and/or must be eligible for Math 105 or MATH 107 not MATH 100.
- Use First-Time Freshman 1st Semester Course Scheduling Guide.
- List alternate courses on Academic Advising Form.
- Recommend 12-15 hrs. with no more than 2 math/science courses; do well and then do more.
- Students working more than 20 hours per week need a lighter schedule.
- High School Advanced Placement (AP) testing results will be available in July.
- An academic counselor will contact student if adjustments need to be made to their schedule.

<table>
<thead>
<tr>
<th>Work Hours Per Week</th>
<th>School Hours Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-18</td>
<td>15</td>
</tr>
<tr>
<td>20</td>
<td>12</td>
</tr>
<tr>
<td>30</td>
<td>9</td>
</tr>
</tbody>
</table>

Successful students study at least two hours for every hour spent in class.

International Scheduling TIPS
- All international students, FTF and TR must attend international orientation before allowed to schedule classes.
- All international students must have a TOEFL Score (ESOL Placement and take the Math Department International Math Placement Test).
- International students who do not have test scores or a Level 6 IEP score, must see the ESOL coordinator for placement.
- International transfer students’ transcripts should be sent to the ESOL coordinator for placement.
- International students who have not graduated from a U.S. high school are required to enroll in ESOL courses instead of ENGL 101 and 102 to complete their freshman composition requirements.
- Students must complete courses in the same sequence: (ENGL 101 & 102; ESOL 101 & 102).
- International students with less than four years of high school English should take ESOL.

Reentry/Transfer Students
115 Lee Hall, Phone: 482-6818
reentry@louisiana.edu or transfer@louisiana.edu
http://studentsuccess.louisiana.edu/
Articulation or transfer equivalency agreements are available on The Board of Regents’ Student Transfer Guide at http://regents.la.gov/master-court-articulation-matrix-ay-2012-2013/.
Students may contact the Reentry/Transfer Coordinators for information on re-admission, unofficial transcript evaluation, advising and registration.
**College of Engineering:** “3 strikes, you’re out” rule is in effect. This rule states that a student has to earn a “C” or better in all courses required in major. A student earning three failing grades (“D”, “F” or “W”) in any one course required in major will no longer be able to continue in the College of Engineering.

**Distance Learning:** States Approval Map shows which states the University of Louisiana at Lafayette is authorized to offer online courses and online degree programs. [http://distancelearning.ucs.louisiana.edu/content/states-approval-map](http://distancelearning.ucs.louisiana.edu/content/states-approval-map)

**English:** The following courses no longer exist:
- English 204 Novel & Short Fiction
- English 207 Poetry
- English 208 Drama

The new courses that replace the above courses:
- English 210 Literary Genres
- English 211 Thematic Approaches to Literature
- English 212 Literature & Other Media

The Sophomore Survey courses (ENGL 201, 202, 205, 206) are acceptable for gen. ed. literature credit, but students not majoring in English or History might be better off taking ENGL 210, 211, or 212. ENGL 275 (Film as Art and Entertainment) does NOT count as a Literature course.

**ESOL 101:** 18 on the ACT, 6.5 on IELTS or minimum score of 550 on TOEFL

**MATH 102** (QUANTITATIVE REASONING FOR LIFE) is designed for students in non-technical fields and may be used as a prerequisite for MATH 206, MATH 210, and STAT 214 only. Only one of MATH 102, MATH 100, MATH 105, MATH 107, MATH 109 or MATH 143 may be used for degree credit. Prereq: Minimum ACT MATH score of 19, departmental exam, or Intermediate Algebra with a grade of “C” or better.

**MATH 140** replaced with MATH 109 (ACT 23) and MATH 110 (ACT 24).

**MUS 300’s** changes: MUS 300, 301, 302, 303, 304 and 309 are now MUS 105, 106, 107, 108, 109 and 104 respectively.

**PHYS 207:** All students in Junior Division will be required to have one of the following pre-requisites: Math 110, 140, 143, 210. Before, students who were in Upper Division with Math 100 or 105 were accepted. This will fully be enforced starting Fall 2013.

**UNIV 100** (1st Year Seminar: Cajun Connection) is now required for all majors.
New Majors and Submajors:

College of the Arts (submajors)
  Music (Traditional Music)
  Music, Business

College of Education
  Online Health Promotion and Wellness
  Online Organizational Leadership

College of Liberal Arts (submajors in English)
  Creative Writing
  Folklore
  Linguistics
  Literature
  Professional Writing

College of Nursing
  Health Service Administration
  Online Nursing RN to BSN

College of Sciences (submajors)
  Computer Science, Cognitive science
  Computer Science, Computer engineering
  Computer Science, Information Technology
  Computer Science, Scientific Computing
    Computer Science, Video game des. & dev.
  Computer Science Pre-major
  Informatics, Web Design
  Individualized Informatics
Section IV. Academic Policies, Procedures and Transactions

Academic Amnesty
Academic Amnesty provides an opportunity for an undergraduate student or applicant to start a new academic record if they have been out of the University for three years. Students should see the dean of the college of their present major for further information.

Academic Suspension
See current Undergraduate Catalog for rules and regulations concerning academic suspension. Note that students suspended for the first time at the end of the spring semester may attend summer school without appeal, however, they may not be eligible for financial aid. Students who raise their cumulative GPA to a 2.0 or higher by the end of the summer session are placed in academic good standing and the suspension period is lifted.

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.

If students change their major to a new college, they follow the catalog in effect at the time of the change. Students may appeal to their dean to stay in their catalog, or to move into the catalog in effect. If continuing students change their major within a college, the following college requirements apply:

<table>
<thead>
<tr>
<th>College</th>
<th>Catalog in effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts</td>
<td>Catalog in effect for individual majors</td>
</tr>
<tr>
<td>Business</td>
<td>Stay in their catalog</td>
</tr>
<tr>
<td>Education</td>
<td>Stay in their catalog</td>
</tr>
<tr>
<td>Engineering</td>
<td>Catalog in effect</td>
</tr>
<tr>
<td>General Studies</td>
<td>Stay in their catalog</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>Catalog in effect</td>
</tr>
<tr>
<td>Nursing</td>
<td>Catalog in effect</td>
</tr>
<tr>
<td>Sciences</td>
<td>Catalog in effect</td>
</tr>
</tbody>
</table>

Drop Policy
- Withdrawals from courses taken at UL Lafayette 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.
- Withdrawals that will not count toward the limit: resignation from the University, course withdrawals resulting from military activation (“WM” grades) and withdrawals earned at other institutions.
- Schedule adjustments made during the “drop/add” period at the beginning of each term are not recorded as “W” grades and 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 $150 fee. There is no appeal process for Drop fees.
<table>
<thead>
<tr>
<th>Hours Earned</th>
<th>Withdrawals Allowed Without Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-29</td>
<td>1 or 2 (no more than 3 in first 59 hours)</td>
</tr>
<tr>
<td>30-59</td>
<td>1 or 2 (no more than 3 in first 59 hours)</td>
</tr>
<tr>
<td>60-89</td>
<td>1</td>
</tr>
<tr>
<td>90-119</td>
<td>1</td>
</tr>
<tr>
<td>&gt; 119</td>
<td>1</td>
</tr>
</tbody>
</table>

**Drop/Resignation Card**

Junior Division Students: Academic Success Center, Lee Hall 115  
Upper Division Students: Office of their academic dean  

Any student seeking to drop a course or resign after the schedule adjustment period (first five days of classes in the Spring and Fall semesters) must drop the course or resign with a grade(s) of “W”.  

Students in Junior Division initiate a drop or resignation in Lee Hall, Room 115. Upper Division students go to the office of their academic dean. See the Schedule of Classes for the deadline to drop a course or resign from the University.

If a student is considering dropping a class, remind them of the following: Dropping below full time could affect a student’s  

- Athletic Eligibility  
- Scholarships  
- Financial Aid  
- TOPS  
- Housing  
- V.A./Military Benefits  
- Insurance  
- Vocational Rehabilitation  
- International Status

Drops could affect a student’s Admission by Committee stipulations, Financial Aid Appeal Stipulations and Upper Division Requirements.
Family Educational Rights and Privacy Act of 1974
The Family Educational Rights and Privacy Act of 1974 is a Federal law which requires that the institution will maintain the confidentiality of student education records. Access to education record is limited to the student.

Grade Check
*Academic Success Center, Phone: 482-1253*
For first-time freshmen, this will occur throughout the semester.
With grade checks,
- faculty are able to report progress grades, absences, and any feedback deemed helpful for the student,
- faculty can “flag” a student at-risk of not passing their class and an email will automatically be sent to the student directing them to the ASC and
- students can now access all grade checks and feedback provided through GradesFirst on ULink. *New*

Late Registration Card
*Office of the Registrar, 171 Martin Hall, Phone: 482-6287*
A student obtains a Late Registration Card from the Office of the Registrar.
Late Schedule Adjustment Card
The Late Schedule Adjustment card (LSA) is not to be used until after the first five days of classes in the fall or spring semester. 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 Period
171 Martin Hall, Phone: 482-6291
The ULink registration system allows students to adjust their class schedule until the last day of Schedule Adjustment. Schedule Adjustment for Fall/Spring is the first five days of classes and the first three days of classes in the summer.

Late Schedule Adjustment Policy
New Late Schedule Adjustment (LSA) Policy Change
Late schedule adjustments are to be used solely to correct administrative error.

To have the course removed from the student’s schedule and tuition/fees adjusted accordingly, late schedule adjustments must be received in the Registrar’s office according to the following schedule:

- **SPRING/FALL CLASS DAY 6-13 (SUMMER CLASS DAY 3-5):** This is the time after the schedule adjustment period and prior to the 14th class day (7th for the summer). Regular late schedule adjustment cards will be processed, only if the card is in the Registrar’s Office during this time.

- **AFTER THE SPRING/FALL 14TH CLASS DAY (7th FOR SUMMER):** A late schedule adjustment can be processed ONLY for administrative errors, during this time. A letter to the registrar from the student’s academic dean must accompany the late schedule adjustment card, explaining the administrative error. If the LSA is approved then a grade of WX will be given for the class:
and, tuition and fees, associated with the class, will be refunded (see explanation below for WX). Otherwise, a regular grade of W will be given (no refund in tuition).

Grades of WX and WM
A grade of WX will be assigned for late schedule adjustments 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. A grade of WM is assigned for course drops due to military reasons. Students seeking tuition refund due to military reasons must submit an appeal to the Fee Committee.

Name and Address Changes
Office of the Registrar, 171 Martin Hall, Phone: 482-6287
Name and Address Changes are initiated in the office of the Registrar or students may change their address on the University portal by using their common login ID.

Override Form
The General Override form 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.

Repeat Rule Form
Office of the Registrar, 171 Martin Hall, 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 Office of the Registrar. The form can be found at http://registrar.louisiana.edu/node/37.

Resignation/Drop Card
Upper Division students: Office of student’s academic dean
Junior Division students dropping all of their classes must resign in the Academic Success Center. Students in Upper Division resign in the office of their academic dean. See Drop/Resignation Card.

TOPS Requirements
www.osfa.state.la.us or 800-259-5626, ext. 1012
Louisiana’s Tuition Opportunity Program for Students provides state scholarships to undergraduate students.
To remain eligible to receive TOPS:
- Student must be enrolled full time through the 14th day of classes.
- A student must earn 24 hours in the Fall, Winter Intersession, Spring, Spring Intersession and Summer semesters with a "D" or better. Advanced placement does not count towards the 24 hours.
- Students must meet a minimum 2.3 GPA requirement at the end of the spring semester of their first year and a minimum 2.5 GPA every other year.
- 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 three awards.
Junior Division
This 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 ENVS 150 with a grade of “D” or better,
- **d)** 30 non-developmental hours
- **e)** 2.0 adjusted GPA and
- **f)** additional academic requirements of the desired college and/or department.

Upper Division Eligibility Reports
These reports are created by Junior Division at the end of each semester. If the student meets University requirements to enter Upper Division, the form is signed and sent to the student’s academic dean for verification of specific college Upper Division requirements. Transfer credits appearing on this report should be evaluated on-line at this time by the dean’s office. Once college requirements are verified by student’s dean, the Upper Division Eligibility Report is signed and forwarded to the Registrar’s Office for recording of placement into Upper Division. Student is notified by academic dean of upper division status and all academic transactions are then conducted in the dean’s office. The admission to **Upper Division Card** is used for transfer/reentry students who did not appear on the end of semester eligibility reports and for students who become eligible for Upper Division status because of Change of Major.
Upper Division Requirements (Revised Spring 2013)

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 a grade of “C” or better, b) Math 100, 105 or 107 with a grade of “D” or better, c) 2 hours or more in BIOL, CHEM, GEOL, PHYS, or ENVS 150 with a grade of “D” or better, d) 30 non-developmental hours, e) 2.0 adjusted GPA, and f) additional requirements of college.

<table>
<thead>
<tr>
<th>College of The Arts</th>
<th>College of Engineering</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Architecture</strong></td>
<td>Engineering majors (CHEE, CIVE, EECE, MCHE, and PETE)</td>
</tr>
<tr>
<td>2.4 CUM GPA</td>
<td>C or better in MATH 109 and MATH 110 or a C or better in MATH 143 or a C or better in MATH 270;</td>
</tr>
<tr>
<td>C or better in the following course(s):</td>
<td>Upon review by college of 18 hours applicable towards the preferred major, student may apply to enter major department in the College of Engineering.</td>
</tr>
<tr>
<td>DSGN 101; DSGN 102; DSGN 114; Math 100/105 or 140/143, and science elective.</td>
<td><strong>ITEC</strong></td>
</tr>
<tr>
<td><strong>Fashion Design &amp; Merchandising</strong></td>
<td>C or better in MATH 100/105 and a passing grade in MATH 210 or STAT 214 or MATH 250.</td>
</tr>
<tr>
<td>2.25 min GPA; 2.5 GPA in major courses</td>
<td>Upon review by college of 18 hours applicable towards the preferred major, student may apply to enter major department in the College of Engineering.</td>
</tr>
<tr>
<td>C or better in the following course(s):</td>
<td><strong>Music</strong></td>
</tr>
<tr>
<td>Math 100 or Math 105</td>
<td>2.0 ADJ GPA</td>
</tr>
<tr>
<td><strong>Interior Design &amp; Industrial Design</strong></td>
<td>C or better in the following course(s):</td>
</tr>
<tr>
<td>2.4 CUM GPA</td>
<td>MATH 107 and MATH 301</td>
</tr>
<tr>
<td>C or better in the following courses(s):</td>
<td><strong>Dance</strong></td>
</tr>
<tr>
<td>DSGN 101, DSGN 102; BIAR 121, and DSGN 114</td>
<td>2.0 ADJ GPA</td>
</tr>
<tr>
<td><strong>Visual Arts</strong></td>
<td>C or better in the following course(s):</td>
</tr>
<tr>
<td>MUS 130 or equiv. and MUS 142 or equiv.</td>
<td><strong>Theatre</strong></td>
</tr>
<tr>
<td>2.0 ADJ GPA</td>
<td>C or better in the following course(s):</td>
</tr>
<tr>
<td>C or better in the following courses</td>
<td>THEA 111 or equivalent, THEA 115, THEA 161, THEA 262</td>
</tr>
<tr>
<td>DANC 101, DANC 102, DANC 113, THEA 111 or equivalent</td>
<td><strong>Environmental Studies</strong></td>
</tr>
<tr>
<td><strong>College of Business Administration</strong></td>
<td>C or better in the following course(s):</td>
</tr>
<tr>
<td>2.30 ADJ GPA</td>
<td>MATH 105 or 100 and BIOL 110 or CHEM 101</td>
</tr>
<tr>
<td>C or better in the following course(s):</td>
<td>Health Information Management</td>
</tr>
<tr>
<td>MATH 105 or MATH 100; ACCT 201; ECON 201 and 202, and UNIV 200</td>
<td>C or better in MATH 105 or 100 and BIOL 110 or CHEM 101 or CHEM 123</td>
</tr>
<tr>
<td><strong>College of Education</strong></td>
<td>Health Services Administration</td>
</tr>
<tr>
<td>Except for Health Promotion &amp; Wellness, completion of all courses in freshman year of curriculum and:</td>
<td>C or better in MATH 105 or 100 and BIOL 110 or CHEM 123</td>
</tr>
<tr>
<td><strong>Certification Majors</strong></td>
<td><strong>Nursing</strong></td>
</tr>
<tr>
<td>2.5 ADJ GPA and passing PRAXIS 1 (PPST) scores or an ACT 22 composite or higher</td>
<td>C or better in MATH 105 or 100 and BIOL 110 or CHEM 123 2.8 cumulative GPA or higher</td>
</tr>
<tr>
<td>PK-3, Elementary 1-5, Middle School 4-8</td>
<td><strong>College of Sciences</strong></td>
</tr>
<tr>
<td>C or better in the following course(s):</td>
<td>Biology, Chemistry, Computer Science, Environmental Science, Geology, Informatics, Mathematics &amp; Physics</td>
</tr>
<tr>
<td>MATH 107 and MATH 301</td>
<td>C or better in the following course(s):</td>
</tr>
<tr>
<td><strong>Certification in Secondary Mathematics</strong></td>
<td>Math 109 or 143</td>
</tr>
<tr>
<td>C or better in the following course(s);</td>
<td>Completion of 3 hours or more in MATH or STAT at 200 level or higher. 2.3 adjusted GPA in major courses.</td>
</tr>
<tr>
<td>MATH 270 or MATH 301</td>
<td><strong>Computer Science</strong></td>
</tr>
<tr>
<td><strong>Certification in Secondary Science</strong></td>
<td>C or better in the following course(s):</td>
</tr>
<tr>
<td>C or better in Math 105 OR 100</td>
<td>MATH 270; MATH 301; and CMPS 261</td>
</tr>
<tr>
<td><strong>Kinesiology Non-Certification Majors:</strong></td>
<td>Informatics</td>
</tr>
<tr>
<td>2.5 ADJ GPA: Athletic Training</td>
<td>C or better in the following course(s):</td>
</tr>
<tr>
<td>2.0 ADJ GPA: Health Promotion &amp; Wellness; Sport Mgmt, &amp; Ex. Sci. Majors</td>
<td>MATH 250, INFX 210, INX 240 CMPS 207 or CMPS 260</td>
</tr>
<tr>
<td>2.5 GPA in all KNES/HLTH/RCEA classes</td>
<td></td>
</tr>
</tbody>
</table>
Section V. Student Support Services

Academic Success Center
115 Lee Hall, Phone: 482-6811
http://studentsuccess.louisiana.edu/
The Academic Success Center counselors and staff assist students in making a successful transition into the University of Louisiana at Lafayette. Located at 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, grade checks and academic probation counseling. Check our website for a complete listing of services and resources.

Career Counseling Center
110 Lee Hall, Phone: 482-5431
http://studentsuccess.louisiana.edu/?q=node/13
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, Campbell Interest and Skills Survey and Focus
- Resource information of all types 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 hybrid course, recommended for students wanting an in-depth career analysis.

Career Services Center
104 Conference Center, Rex Street, Phone: 482-1444
www.louisiana.edu/Student/CareerServices/
email: 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.

Counseling and Testing
Saucier Wellness Center (OK Allen), Phone: 337-482-6480
Emergencies: contact University Police (337-482-6447)
http://counselingandtesting.louisiana.edu/
Counseling & Testing provides professional counseling services for students. These services include:
- personal counseling for students, faculty, and staff (i.e., crisis intervention, short-term counseling for individuals, couples, and groups),
- information provided for nationally standardized tests and administration of tests,
- group counseling and
- responding to requests from individuals, campus groups or departments who need information, advice, or customized programming on timely issues.
Learning Center
209 Lee Hall, Phone: 482-5254
http://studentsuccess.louisiana.edu/?q=node/14

The Learning Center provides free tutoring and academic assistance for most 100 and 200 level math and science courses taught at UL Lafayette, as well as for some business and foreign language courses. The tutoring program is Internationally Certified by the College Reading and Learning Association (CRLA). Students may schedule individual appointments, join study groups, use online tutoring, come to Supplemental Instruction Sessions, use tlcLand for computer needs, or use one of the study rooms for a quiet place to study. Check our website for a complete listing of subjects and resources: http://studentsuccess.louisiana.edu

Office of Disability Services (ODS)
126 Conference Center, Phone: 482-5252
http://disability.louisiana.edu/

Services for emotionally, physically and learning impaired students 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 testing accommodations include extended test time, exams in large print, brailed tests, scribe services, computer access and oral testing.

Writing Center
107 H. L. Griffin Hall, Grammar Hotline: 482-5224
http://english.louisiana.edu/about-us/writing-center/

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.
Satisfactory Academic Progress (SAP) is used to denote a student’s successful completion of coursework toward a degree. Students who fail to achieve SAP may lose their eligibility for all types of federal and state aid (grants, work-study, Direct, PLUS and Perkins loans).

Successful SAP includes 3 components:

- **Minimum GPA:** 2.0 for undergraduate and 3.0 for graduate students.
- **Completion Rate:** Students must complete at least 67% of all registered hours with a 2.0 semester GPA. Registered hours must be courses required in declared major.

<table>
<thead>
<tr>
<th>Registered Hours</th>
<th>Required Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>13</td>
</tr>
<tr>
<td>17</td>
<td>12</td>
</tr>
<tr>
<td>16</td>
<td>11</td>
</tr>
<tr>
<td>15</td>
<td>10</td>
</tr>
<tr>
<td>14</td>
<td>10</td>
</tr>
</tbody>
</table>

- **Maximum Hours:** All courses on a student’s transcript count toward registered hours whether or not financial aid was received. Undergraduate: 180 hours, Second undergraduate degree or teacher certification: 210 hours, Graduate: 54 graduate hours and Doctoral: 108 graduate hours

SAP is evaluated at the end of each semester with students falling into one of the categories:

- **Good standing:** Student has met SAP and is eligible for aid for the following semester.
- **Warning:** Student has not met SAP, but is still eligible for financial aid and must make progress by the end of the warning semester.
- **Failed Standards:** Student has not made SAP after warning period and is no longer eligible for Financial Aid.
- **Probation:** Student has not met SAP, but has an approved appeal and is eligible for financial aid for one semester.

If not making SAP, the student will be placed on Financial Aid Suspension with the following options:

1. Pay for tuition with a minimum of six hours in fall or spring semesters or three hours in the summer term of classes required in major, earn 2.00 GPA and complete at least 67% of registered courses. This is not an option for those over their maximum hours.
2. Appeal through ULink. The appeal should contain the circumstances that led to the suspension, what plan of action will be taken to meet SAP and provide an Academic Plan.

**Excessive Hours Appeals**

- Students submitting an over hours appeal must submit an anticipated graduation date from their academic advisor or someone in the college/department who is knowledgeable of the degree plan.
- Once a student has exceeded the allowed number of registered hours, the student remains under the financial aid category of Probation.
Section VI. Keys to Student Academic Success

- Be an attentive, active listener in class by asking questions and developing strong note taking skills.
- Translate/recopy notes the same day you take them to increase retention.
- Consider studying at the library, coffee shop or Guillory Hall near Cypress Lake if roommates or family members are distracting you at home.
- Do not be afraid to approach professors for help during office hours.
- Work less than 25 hours per week at your job if enrolled in 12 or more credit hours.
- Plan to commit at least two hours of outside study for every hour spent in class.
- Avoid a “drop mentality” (registering for more classes, to allow for dropping). Students who regularly drop are not as successful as those who complete all registered hours.
- Minimize test anxiety by being thoroughly prepared, getting a good night’s rest and eating a healthy meal before an exam.
- Take advantage of free math tutoring or join a study group at the Learning Center, 2nd floor, Lee Hall.
- Obtain assistance with English papers at the Writing Center, 107 H. L. Griffin Hall.
- Brush up on study skills and time management with free workshops online
- Receive free, confidential support for personal issues through Counseling and Testing, Saucier Wellness Center 482-6480.
- Get connected! Students who are successful in college have one thing in common...They get involved! Many academic & social campus organizations are available.
- Recommended Study/Work Hours

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Study Hours Per Week</th>
<th>Work Hours Per Week (no more than)</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>30</td>
<td>15-18</td>
</tr>
<tr>
<td>12</td>
<td>24</td>
<td>20</td>
</tr>
<tr>
<td>9</td>
<td>18</td>
<td>30</td>
</tr>
</tbody>
</table>

Tips on Repeating Math Courses

**STEP ONE:** Ask yourself the following question.....
“What am I doing differently that will enable me to pass this course?” If the answer is “Nothing” or “I know the material now because I have taken the course before”, then you need to....

**STEP TWO:** TAKE POSITIVE ACTION NOW by:
- asking your instructor about study groups for this course;
- committing to joining study groups in the Learning Center – Lee Hall, 482-6583;
- committing to tutoring early and often;
- utilizing on-line tutoring and
- committing to studying Math everyday.
Section VII. Advising Organizations

Louisiana Academic Advising Association (LACADA)

*Academic Success Center: 482-6836*

The purpose of the Louisiana Academic Advising Association is to gain recognition for academic advising and to support the development and professional growth of academic advisors in higher education in Louisiana. Goals of the association are to:

- be an advocate for quality academic advising
- provide a medium for communication among advising professionals
- promote professional standards for academic advising
- maintain an active affiliation with NACADA (National Academic Advising Association)

National Academic Advising Association (NACADA)

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

NACADA promotes and supports quality academic advising in institutions of higher education to enhance the educational development of students. NACADA provides a forum for discussion, debate and the exchange of ideas pertaining to academic advising through numerous activities and publications. Check out their Web site for helpful information.