Advisors

New Advisors – Advisor Code – Training and Code provided by Academic Success Center (ASC)

- 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 Kimberly Benoit at kimberly.benoit@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 (ASC).

http://studentsuccess.louisiana.edu/advising/Advisor Training/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 and transfer/reentry 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 (ASC).
- 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(ASC) and should not be given an advisor in their major department until they are released by the Academic Success Center/Junior Division (ASC):
  - all undeclared students
  - students Admitted by Committee (ADMC), Conditional Freshman (CONF), Adult students, ages 21 and older (ADMA) without test scores meeting University admission requirements and Adults admitted part-time (ADMP) students are advised in Academic Success Center/Junior Division (ASC) until they meet their admission stipulations or up to one year.
  - Dental Hygiene majors
  - Science and Engineering majors requiring ENGL 090 or Math 092 will need to cross enrolled at SLCC.
  - 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/letter 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: Students 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 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 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.
   - There is no appeal process for Drop fees.
   - Withdrawals resulting from resignation from the University 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 “W” grades 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.

<table>
<thead>
<tr>
<th>Hours Earned</th>
<th>Withdrawals Allowed Without Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-29</td>
<td>2</td>
</tr>
<tr>
<td>30-59</td>
<td>1</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>

Late Schedule Adjustment (LSA)
Late schedule adjustments are to be used solely to correct administrative errors.
To have the course removed from the student’s scheduled 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 5-12 (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 form 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 grad of W will be given (no refund in tuition).

**Grades of WX and WM**
A grad 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 grad 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 Free Committee.

**Good student discount for insurance – provide by Registrar’s office**

**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 form 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](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 Academic Success Center(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.