Academic Success Center
482-6836  114 Lee Hall

- Academic Counseling
- Career Counseling Center
- The Learning Center
- Reentry/Transfer
- 25+Adults

Student Guide to Academic Procedures and Resources
# Student Guide to Academic Procedures and Resources

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Section I. Academic Procedures

Academic Advising Form
Advising Forms are available in the student’s major department or the Registrar’s Office in Martin Hall. Students should check the Schedule of Classes for advising sessions for summer/fall and spring advising. The earlier students are advised, the better selection regarding courses and times.

An Online Advising Form is also available at:
http://studentsuccess.louisiana.edu/advising/OnlineAdvisingFormNew.doc
**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. See academic dean.

**Academic Suspension**
See current Undergraduate Bulletin 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 Academic Center.

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

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

**Grade Checks**

| Grade Checks | Registrar, 171 Martin Hall, Phone: 482-6287 |

Academic progress of first-time freshmen will be reported three times throughout the semester. Grade reports are submitted electronically by the course instructor on GradesFirst. Students may view grade checks on ULink.
Late Registration Card
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 fourth day of classes in the fall or spring semester and not until after the second day of the summer session. 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 Policy  Martin Hall, Room 171, Phone: 482-6291

NEW Late Schedule Adjustment (LSA) Policy Change (Fall 2010)

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 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 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).

**NEW 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. Student seeking tuition refund due to military reasons must submit an appeal to the Fee Committee.

**Math Freshman Placement Exam**

A Math Placement Exam is available for students with a 20 or below on the Math ACT who wish to qualify for Math 92, 100, 105 or 107.

**Name and Address Changes**

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 ULink.

**Override Form**

A student is allowed to register for a course by a General Override Form when there is a time conflict. The student would go to the department of the class for an override card. Override cards are used prior to the beginning of classes.

**Personal Access Code (PAC)**

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

Transfer students may need a Personal Access Code (PAC) to use the University’s ULink registration system. Students can obtain their PAC through ULink and advisors have access to advisee PACs through ISIS (gp persmnt). The PAC is also printed on the student’s data sheet inside their folder. The PAC is a permanent PAC. It does not change from semester to semester.
Repeat Rule Form
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.

Resignation/Drop Form
Junior Division Students - Lee Hall, Room 115, Phone: 482-6818
Upper Division Students – office of Academic Dean
Any student seeking to withdraw from a course or withdraw from all registered courses (resign) after the schedule adjustment period (first four days of classes in the spring and fall semesters) must withdraw the course(s) with a grade of “W”. Students in Junior Division initiate a withdrawal or resignation from The University 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 withdraw from a course or resign from The University.

Dropping below full time could affect a student’s:
- Housing
- Scholarships
- TOPS
- Insurance
- V.A./Military benefits
- Vocational Rehabilitation
- Financial Aid
- International Status
- Athletic Eligibility

Drops could affect a student’s:
- ADMC stipulations
- Financial Aid Appeal stipulations
- Upper Division Requirements

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, nor will course withdrawals resulting from military activation (“WM” grades).
*Withdrawals earned at other institutions will not count toward the limit.
*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>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>119</td>
<td>1</td>
</tr>
</tbody>
</table>

**Schedule of Classes**
Registrar’s Office, Martin Hall, Room 171, Phone: 482-6291
www.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.
Satisfactory Academic Progress Policy

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

Successful SAP includes 3 components:

- **Minimum Adjusted GPA**
  - Undergraduate Students: 2.0
  - Graduate Students: 3.0

- **Completion Rate**
  - Students must complete at least 67% of all registered hours with a 2.0 adjusted GPA, regardless of whether or not financial aid was received. Grades of W, F, FN, FS, WX, WM, U or I are not considered adequate grades for completion.

- **Maximum Hours**
  - Students are expected to complete their degree within a maximum timeframe which includes transfer hours earned, registered hours at UL Lafayette, and hours earned prior to academic amnesty. All courses on a student’s transcript count toward registered hours whether or not financial aid was received. Students may not receive financial aid beyond the following:
    - Undergraduate Students: 180 hours
    - Second undergraduate degree or teacher certification: 210 hours
    - Graduate Students: 54 graduate hours
    - Doctoral Students: 108 graduate hours

SAP Evaluation

SAP is evaluated at the end of each semester. Students fall into one of the following categories:

- **Good standing**: Student has met SAP and is eligible for aid for the following semester.
- **Warning**: Student has not met SAP. Student is still eligible for financial aid but must have made progress by the end of the warning semester.
- **Failed Standards**: Student has not made SAP after warning period. Student 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.

Not Making SAP

If placed on Financial Aid Suspension, the student has the following options:
1. **Attend and regain without Financial Aid:** Pay for tuition with a minimum of six hours in fall or spring semesters or three hours in the summer term, earn 2.00 GPA and complete at least 67% of registered courses. Students who are over their maximum hours cannot regain their eligibility.

2. **Appeal:** In order to be eligible to appeal, students must have a schedule for the semester they are appealing, have a current FASFA and must not have any holds that prevent course registration.

**Financial Aid Appeal Process**

Students must appeal their financial aid suspension online through ULink. The appeal should contain the circumstances that led to their inability to meet the minimum requirements and what action they plan to take to meet SAP standards. Students must provide supporting documents and an Academic Plan that will ensure they are able to meet SAP standards.

**Excessive Hours Appeals**

- Students working toward obtaining more than one degree in the same category (e.g., double major) may reach the maximum timeframe before completing the course of study and may need to appeal eligibility.
- Students submitting an over hours appeal must submit an anticipated graduation date from their academic advisor or someone in their college/department who is knowledgeable of their degree plan. An Academic Plan must be completed with each appeal.
- Once a student has exceeded the allowed number of registered hours, the student is classified under the category of Probation.
Upper Division Admission Requirements (Revised Spring 2012)
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 grade of “D” or better, c) 3 hours or more in BIOL, CHEM, GEOL, PHYS, or RRES 150 with a grade of “D” or better, d) 30 non-developmental hours, e) 2.0 adjusted GPA, and f) additional requirements of college.

College of The Arts

Architecture
2.4 CUM GPA and C or better in the following course(s): DSGN 101; DSGN 102; DSGN 114; MATH 100/105 or 140/143, and science elective.

Fashion Design & Merchandising
2.25 min.GPA; 2.5 GPA in major courses C or better in the following course(s): MATH 100 or MATH 105

Interior Design & Industrial Design
2.4 CUM GPA and C or better in the following course(s): DSGN 101; DSGN 102; VIAR 121, and DSGN 114

Music
2.0 ADJ GPA and C or better in the following course(s): MUS 130 or equiv.; and MUS 142 or equiv.

Dance
2.0 ADJ GPA and C or better in the following course(s): DANC 101, DANC 102, DANC 113, THEA 111 or equivalent.

Theatre
2.0 ADJ GPA and C or better in the following course(s): THEA 111 or equivalent, THEA 115, THEA 161, THEA 262

Visual Arts
2.0 ADJ GPA and 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
2.30 ADJ GPA
C or better in the following course(s): MATH 105 or MATH 100; ACCT 201; ECON 201 and 202; and UNIV 200.

College of Education

Except for Health Promotion & Wellness, completion of all courses in freshman year of curriculum and:
Certification Majors
2.5 ADJ GPA and passing PRAXIS I (PPST) scores or an ACT 22 composite or higher.
PK-3, Elementary 1-5, Middle School 4-8.
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
Kinesiology Non-Certification Majors
2.5 ADJ GPA: Athletic Training
2.0 ADJ GPA: Health Promotion & Wellness; Sports Management; & Exercise Science Majors
2.5 GPA in all KNES/HLTH/RCEA classes

College of Engineering

C or better in MATH 105 or 100; MATH 140 or 143; 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 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 Liberal Arts

D or better in LANG 101 or equiv.

College of Nursing and Allied Health Professions

Dietetics
C or better in Math 105 or 100 and BIOL 110 or CHEM 101.

Health Information Management
C or better in Math 105 or 100 and BIOL 110 or CHEM 101 or CHEM 123

Health Services Administration
C or better in Math 105 or 100 and BIOL 110 or CHEM 123

Nursing
C or better in Math 105 or 100 and BIOL 110 or CHEM 123
2.8 cumulative GPA or higher

College of Sciences

Biology, Chemistry, Computer Science, Environmental Science, Geology, Informatics, Mathematics, Physics, & Renewable Resources.
C or better in the following course(s): MATH 105 or 100 or 140 or 143
Completion of 3 hours or more in MATH or STAT at 200 level or higher. 2.3 adjusted GPA in major courses

Computer Science
C or better in the following course(s): MATH 270; MATH 301; and CMPS 261.

Informatics
C or better in the following course(s): MATH 250, INFX 210, INFX 240, CMPS 207 or CMPS 260.
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 fourteenth day of classes.
- 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 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.

ULink – Student Information Portal
www.louisiana.edu
ULink is the University’s student information system portal which provides students access to online services. User name and password are needed to access student services information. Students may obtain a user name and password by going to the Help Desk in Stephens Hall with a picture ID.
Section II. Campus Resources

The Academic Success Center

*Lee Hall, Room 115, Phone: 482-6811*

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

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, early warning and academic probation counseling. **Check our website for a complete listing of services and resources.**

Career Counseling Center

*Lee Hall, Room 110, Phone: 482-5431*

[http://studentsuccess.louisiana.edu/Career/](http://studentsuccess.louisiana.edu/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 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 course, recommended for students wanting an in-depth career analysis.

Career Services Center

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

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

E-Mail: careerservices@louisiana.edu

Career Services Center 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

*O.K. Allen, Phone: 482-6480*

Emergencies: contact University Police (337-482-6447)

[http://www.louisiana.edu/Student/Counseling/](http://www.louisiana.edu/Student/Counseling/)

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
- responding to requests from individuals, campus groups or departments who need information, advice, or customized programming on timely issues.
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 e) 2.0 adjusted GPA and f) met any additional academic requirements of the desired college and/or department. (See Upper Division Requirements on page 9.)

Learning Center
Lee Hall, Room 209, Phone: 482-5254
http://studentsuccess.louisiana.edu/
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, come to Supplemental Instruction Sessions, use TLC 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

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

Office of Disability Services (ODS)
Conference Center, Room 126, 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, special parking, 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
H. L. Griffin Hall, Room 107, 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.
**Section III. TIPS FOR 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 two hours of outside study for every hour spent in class.

- Avoid a “drop mentality” (registering for one more class than you plan to finish, allowing for dropping). Students who regularly drop are not nearly 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, 1st floor, 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, 212 O.K. Allen, 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 for you. Join one today!

- **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 for Students 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.
- Viewing Math videos or CD Rom (Lee Hall Learning Center) or visit Maxim Doucet math lab.
- Utilizing on-line tutoring, Smarthinking.com
- Committing to studying Math everyday