**Student Advising Profile Access**

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New **undergraduate** advisors are required to complete training requirements in order to have Advisor access privileges. After completing the required trainings, please complete this form, including obtaining your department head’s signature, and return it by campus mail to Pennie Babin, Academic Success Center, or electronically to pennie@louisiana.edu

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ULID:** C00\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Dept:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Please indicate who you will be advising)

\_\_\_\_\_\_Undergraduate \_\_\_\_\_\_\_Graduate \_\_\_\_\_\_\_Both

 \*Honors (Request must come from Honors Program)

Please provide the date you completed the following required trainings:

1. Best Practices for Effective Advising (Presented by the ASC) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Including Student Profile and FERPA)

2. Degree Works (Presented by the Office of Institutional Effectiveness) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Registration can be found at the website below:

https://institutionaleffectiveness.louisiana.edu/degree-works/advisor-training)

By signing this form, you are acknowledging personal responsibility for activity performed granted by this access.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant

**Approved:**

Department Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**For ASC Office Use**

Associate Director, Academic Success Center: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Request Processed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_