



UNIVERSITY
OF
LOUISIANA
L a f a y e t t e

ADVISOR HANDBOOK (Revised Spring 2012)

Academic Success Center

Academic Advising ♣ *Career Counseling Center* ♣ *Learning Center*
Re-Entry/Transfer ♣ *25+ Adult*

115 Lee Hall 337-482-6818 email: asc@louisiana.edu
<http://studentsuccess.louisiana.edu/>

Table of Contents

Section I. First Steps to Becoming an Academic Advisor 3

Advising with the Portal3
 Advisor Access.....3
 Advisor Training Workshops4
 Contacting your advisees4
 Advising Session5
 Student Advising Profile5

Section II. Advising Information Resources 6

Academic Advising Form6
 Academic Advising Form for online advising.....7
 ACT/SAT/TOEFL Course Placement8
 Advanced Placement (AP) and Advance Credit Exams (ACE).....8
 Advising Hotline.....8
 Faculty/Staff Advisee Report8
 Articulation Agreements.....9
 First Time Freshman Orientation Students.....9
 Key Contacts on Campus.....9
 Math Freshman Placement Exam 10
 Schedule of Classes..... 10

Section III. Advising Target Groups	10
First Time Freshman Course Scheduling Guide (Menu).....	11
First Time Freshman Scheduling Tips	12
International Scheduling Tips	12
2011-2013 Bulletin Changes Affecting Advising	12
Reentry/Transfer Students	13
Section IV. Academic Policies, Procedures and Transactions	14
Academic Amnesty	14
Academic Suspension.....	14
Change of Major.....	14
Drop Policy.....	14
Drop/Resignation Card.....	15
Family Educational Rights and Privacy Act of 1974.....	15
Interim Grades	15
Late Registration Card	16
Late Schedule Adjustment Card	16
Late Schedule Adjustment Period.....	16
Late Schedule Adjustment Policy and Grades of WX and WM	17
Name and Address Changes	17
Override Form.....	17
Repeat Rule Form.....	17
Resignation/Drop Card.....	18
TOPS	18
Junior Division/Upper Division.....	18
Upper Division Eligibility Requirements	19
Section V. Student Support Services	20
Academic Success Center.....	20
Career Counseling Center	20
Career Services Center.....	20
Counseling and Testing	20
Learning Center	21
Office of Disability Services	21
Student Financial Aid	22
Writing Center	23
Section VI. Keys to Academic Success	24
Tips on Repeating Math Classes.....	25
Section VII. Advising Organizations.....	25
Louisiana Academic Advising Association (LACADA)	25
National Academic Advising Association (NACADA)	25

Section I. First Steps to Becoming an Academic Advisor

Advising with the Portal (ULink) www.louisiana.edu (click on ULink)

ULink is the University's student information system. Students have access to update their address, obtain unofficial transcripts, grade reports, class schedules, register for classes and check on their financial aid status, statement of account, advisor information, holds, transfer of credits, and a GPA calculator. In order to remove the Advising Hold an advisor must have Advisor Access.

Advisor Access

Academic Success Center, Lee Hall, Room 115, Phone: 482-5432

To receive advisor access, complete a Request for Advisor Code form and return the form to Academic Success Center through campus mail. New advisors must complete online training for new advisors before advising access can be issued.



Request for Advisor Code

Advisors issued Advising Access are responsible for any activity performed under this access. Send completed form to Bette Harris, Academic Success Center through campus mail.

Date: _____

Name of Advisor _____ CLID: _____

Department _____ Email: _____

If advisor is replacing another advisor, name of advisor: _____

Has advisor completed the required on-line Advisor Training Workshop for first-time advisors? _____ Date: _____

_____ Undergraduate (Non-Honors)

_____ Graduate

_____ Honors (Request must come from Honors Department)

Department Head: _____ Date: _____

Approved: _____ Date: _____

Bette Harris, Director
Academic Success Center

Office Use Only

CLID: _____ Advisor code: _____

Job Name: _____

Provided by Academic Success Center

Advisor Training Workshops and Advising Toolbox

Phone: 482-6836

Academic advisors are invited to advisor training workshops held prior to semester advising sessions in fall and spring. Before advisor access 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>

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.

Student Advising Profile

University of Louisiana at Lafayette: Advising Profile - Microsoft Internet Explorer

Address: <https://chardonnay.ucla.louisiana.edu:9443/EDBC/Advising/advising12.jsp>

UNIVERSITY OF LOUISIANA Lafayette **ADVISING PROFILE**

Advisor is logged in.

- Clicking a student's CLID will load their profile.
- The yes-no flag to the right of the CLID indicates the presence of the student's advising hold.
- To send an email to one or several students (to their UL Lafayette address), check the boxes next to those students and click the SEND button at the bottom of the page.
- To send a message to all students, click the **Send to All** link.

Advisee Count: 132 [Send to All](#)

eaa7872	No Ake, Emily Ann	SO JD	<input type="checkbox"/>
	Undeclared Arts and Humanities	H009	
ama1116	No Angelle, Andrew Michael	FR JD	<input type="checkbox"/>
	Undeclared Arts and Humanities	H009	
mda3995	No Arceneaux, Michael D	FR JD	<input type="checkbox"/>
	Undeclared Arts and Humanities	H009	
anb6260	No Baker, Allison N	FR JD	<input type="checkbox"/>
	Undeclared Arts and Humanities	H009	

UNIVERSITY OF LOUISIANA AT LAFAYETTE
ACADEMIC SUCCESS CENTER, LEE HALL



Provided by Academic Success Center Junior Division

Advising Session

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

- Access to ULink
- Student's academic folder with:
 1. Course Scheduling Guide if advising first-time freshmen
 2. Graduation check sheet for final graduation year
- Undergraduate Bulletins

Student Advising Profile

To enter the Student Advising Profile go to: www.louisiana.edu. The advisor will need Advisor Authorization.

Technical Problems: email the contact listed at the bottom of the screen if you are having trouble.

Advising questions: 482-5432

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**
- **Interim Grades**
- **Holds**
- **Registration Appt**
- **Major History**
- **Transfer Credit**
- **Current Schedule**
- **Lift Advising Hold**

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 will release the student's Advising Hold at the advising session. Advisor must have Advisor Authorization to release the hold.

Section II. Advising Information Resources

Academic Advising Form

Advising Forms are available in the student's major department or the Registrar's office in Martin Hall. The form is to be completed and signed by the advisor and student. Student's Advising Hold is released at this time by the advisor.

University of Louisiana at Lafayette
ACADEMIC ADVISING FORM

LAST NAME _____ FIRST NAME _____ UL LAFAYETTE CLID/USERNAME (CAMPUS EMAIL) _____

BULLETIN IN EFFECT _____ UPPER DIV/JUNIOR DIV _____ MAJOR _____ CUM & ADJ GPA _____

AREA CODE - PHONE # _____ AREA CODE - CELL PHONE # _____ HOURS WORKING WEEKLY _____

STUDENT'S ACADEMIC STANDING ___GOOD STANDING ___PROBATION ___PROBATION IMMEDIATELY FOLLOWING SUSPENSION

_____ Semester, 20_____

Dept. Abbr.	Course No.	Credit	Notes
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Recommended Course Load _____

Alternate courses if unable to schedule from above list:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SYMBOLS:
 + Does not satisfy degree requirement
 > 'C' or better required
 # Recommend to schedule first

Comments: _____

It is the student's responsibility to select appropriate courses/sections which meet degree and prerequisite requirements and for ensuring that any variations from course requirements in the University Bulletin are approved in writing by the student's Academic Dean.

DATE ADVISING HOLD REMOVED _____ ADVISOR PRINTED NAME _____ ADVISOR SIGNATURE _____ STUDENT SIGNATURE _____



ONLINE ADVISING FORM

[HTTP://STUDENTSUCCESS.LOUISIANA.EDU/ADVISING/ONLINEADVISING FORMNEW.DOC](http://studentsuccess.louisiana.edu/advising/onlineadvisingformnew.doc)

Name: _____ CLID: _____

College: _____ Major: _____ Minor: _____

Expected Term of Graduation: F _____ Sp _____ Su _____ 20_____

It is the student's responsibility to select appropriate courses/sections which meet degree and prerequisite requirements and for ensuring that any variations from course requirements in the University Bulletin are approved in writing by the student's Academic Dean.

Student Contact Information:

Daytime phone: _____

Mailing Address: _____

Email: _____

of Hours Working Weekly: _____

Academic Standing:

Good Standing _____

Probation _____

Probation Immediately following _____

Suspension _____

Advisor Contact Information:

Name: _____

Phone: _____

Email: _____

Semester _____

Department Name	Course Number	Credit Hours

Semester _____

Department Name	Course Number	Credit Hours

Semester or Intersession _____

Department Name	Course Number	Credit Hours



Comments: _____

Revisions

Semester _____

Department Name	Course Number	Credit Hours

Comments: _____

Date Advising Hold Lifted: _____

Student Digital Signature: _____ Date: _____

ACT/SAT/TOEFL Placement Tables						
English Placement			TOEFL			Placement
ACT	SAT	English	TOEFL (Paper)	TOEC (Computer)	TOEI (Internet)	ESOL
1-17	300-440	ENGL 90	525-549	195-212	71-78	ESOL 100
18-27	450-620	ENGL 101	550+	213+	79+	ESOL 101
28+	630	ENGL 115 (3 credits awarded for ENGL 101 & placed in ENGL 115)	Intensive English Program (IEP): 6			See ESOL Coordinator
Mathematics Placement						
0-16	250-390	Take MATH 091 at SLCC or take Freshman Placement Exam				
17-18	400-450	MATH 092				
19-20	460-490	MATH 100/107				
21-24	500-560	MATH 105/107				
25	570	Credit for MATH 105				
23-25	540-580	MATH 140				
26-27	590-620	MATH 143				
28	630	MATH 270				
30	670	Credit for MATH 143				

Advanced Placement (AP) and Advance Credit Exams (ACE)

Students may earn credit from College Board Advanced Placement (AP) Examinations and from UL Lafayette Advance Credit Exams (ACE) and College Entrance Exam Board (CEEB). Specific information is available in the current Undergraduate Bulletin in the Rules and Regulations section.

To see if a student has earned advanced placement credit, logon the 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).

Advising Hotline

Academic Success Center, 115 Lee Hall, Phone: 482-5432

If you have any advising questions, please call the Advising Hotline number, 482-5432.

Faculty/Staff Advisee Report

Lee Hall, Room 115, 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 (Junior Division), 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 (Junior Division) until they meet their admission stipulations or up to one year.
- Dental Hygiene majors are advised in the Academic Success Center (Junior Division).
- Science and Engineering majors requiring ENGL 090 or MATH 092 and students cross-enrolled at SLCC in MATH 090 or 091 are advised in the Academic Success Center (Junior Division) until they complete developmental courses or up to one academic year.
- 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 if the departmental secretary has assigned advisor to student.

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.

First Time Freshman Orientation Students

Orientation Office, Lee Hall, Phone: 482-1391

All first-time freshmen 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.

Key Contacts on Campus

For Information About	Contact	At
Admissions (Receipt of Transcripts)	Admissions	482-5696, Martin 336
Advising Questions	Francine Prudhomme, Junior Division Academic Success Center	482-5432, Lee 115
Athletic Advising	Christy Alford Student Athlete Center	482-1044 Conference Center 133
Career Counseling	Lucy Gammon Career Counseling Center	482-5431, Lee 110
Career Services/Job Placement	Kimberly Billeaudeau Career Services	482-1444 Conference Center 104
Counseling	Brian Frederick Counseling and Testing	482-6480 Olivier Hall 212
Cross Enrollment Information	Kathy Lewis Registrar	482-6287, Martin 133
Disabled Student Services	Carol Landry Office of Disability Services	482-5252 Conference Center
Emergency Services	University Police	482-6447, Bittle Hall
Financial Assistance	Cindy Perez, Financial Aid Adele Bulliard, Scholarships	482-6497, Foster 106 482-6515, Martin 260
First-Year Writing	Clancy Ratliff, English	482-5501, Griffin 214
Freshman Math	Donna Fatheree, Mathematics	482-6542, M.Doucet 213A
Honors Courses and Program	Julia Frederick, Honors Program	482-6700, Judice 206
Housing	Dawn Miller, Housing	482-6471, Student Union 240
International Student Services	Rose Honegger Office of International Affairs	482-6819, 413 Brook St.
Off Campus and Evening Courses	Amanda Doyle University College	482-1308, Martin 168
Orientation	Paul Eaton	482-1391, Lee 106
Reentry to UL Lafayette	Mary Bourque Academic Success Center	482,5434, Lee 115
Transferring to UL Lafayette	Lana Rodriguez Academic Success Center	482-2059, Lee 115
Transcripts	Cindy Menard Registrar's Office	482-6299, Martin 171
Tutoring and Academic Support	Caro Henauw The Learning Center Colin Higgins The Writing Center	482-6583, Lee 209 482-6856, Griffin 107
Upper Division Verification	Sapha Richard, Junior Division Academic Success Center	482-5688, Lee 115

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

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.

Section III. Advising Target Groups

ADVISING GROUPS		
Classification	Description	Advising
New Freshman (FTF)	Students entering college after high school graduation and students who received college credit while attending high school or during the summer after graduating are considered new freshmen.	During Orientation, students are advised by their department or college. Use Course Scheduling Guide for Placement.
Admission by Committee ADMC: Admission by Committee ADMA: Adults 25+ ADMP: Part-time Engineering and Science majors with at least one developmental course (Non-curriculum ready–NCR) Dental Hygiene Undeclared	Students who have been admitted with stipulations. Student must declare a major by the time 45 credits have been earned.	All four groups are advised in The Academic Success Center. The ADMC group are advised until admission stipulations requirements are completed or up to one academic year. The non-curriculum ready Engineering and Science majors are advised as long as they are in developmental courses. Dental Hygiene students are advised their first two years in Academic Success Center.
Continuing	A student who was enrolled at UL Lafayette during the last regular semester as well as the present 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.	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.
Reentry: reentry@louisiana.edu or studentsuccess.louisiana.edu/reentry .	Reentry Coordinator for information on readmission, unofficial transcript evaluation, advising and registration.	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.
Transfer	Articulation of transfer equivalency agreements are available on The Board of Regents' Student Transfer Guide.	Students are advised in their major department or college. During the break students with 45 hours or less may come to Academic Success Center for assistance.

Advisor gives the student the Course Scheduling Guide with blue copy of advising form and places yellow copy in student's folder.



The University of Louisiana at Lafayette

First Time Freshman 1st Semester Course Scheduling Guide

CLID: xxz1482

Name: Zhang Xiao

Major Code: S161

Major: Chemistry

TEST SCORES:

Subject:	Test Type/Score:	ACT Equivalent:
English	ACT 0020	20
Math	ACT 0026	26
Reading	ACT 0018	18
Science	ACT 0023	23
Composite	ACT 0022	22
Information Literacy	S	Eligible for UNIV 200

Classes you should schedule first:

ENGL 101 (3 credits)
 MATH 143 (3 credits) - 3 crs awarded for MATH 105
 UNIV 100 (2 credits)
 UNIV 200 (2 credits)

Credit Hours:

3
 3
 2
 2

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.

CHEM 107 (3 credits)
 Art Elective (ARTS): SELECT ONE
 DANC 101 or 102 (3 credits)
 MUS 300, 301, 303, 304 (3 credits)
 THEA 161 (3 credits)
 VIAR 120 (3 credits)
 Arts/Humn/Behavioral Sci Elective (AHBS): SELECT ONE
 ANTH 201 or 202 (3 credits)
 ECON 300 (3 credits)
 GEOG 103 or 104 (3 credits)
 POLS 110 or 220 (3 credits)
 PSYC 110 (3 credits)
 SOC1 100 or 241 (3 credits)
 History Elective (HIST): SELECT ONE
 HIST 101, 102, 110, 221, 222 (3 credits)
 UNIV 200 (2 credits)

- Advisor keeps the folder.
- Used for scheduling first-time freshmen during orientation.
- Found in student's folder.
- Matches student's highest ACT score with requirements of the major.

Total Credit Hours:

Advanced Placement

ADVISING 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 hours 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 the student if adjustments need to be made to their schedule.

Work Hours Per Week	School Hours Per Week
15-18	15
20	12
30	9
Successful students study 2 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.

2011-2013 Bulletin Changes Affecting Advising

Most curricula drop to 120 credits.

UNIV 100 (Cajun Connection) 2 credits will be phased in until Fall 2013. This Fall it is offered in the colleges of Business Administration, Liberal Arts and Sciences.

UNIV 200 (Information Literacy) 2 credits are required for all majors.

UL Lafayette dropped the “Other AHBS” core requirement that was above and beyond the BOR core of 39 hours.

Arts

VIAR 100 and DSGN 100 are now 2 credits

new Math requirements for ARCH Majors—Math 140/143

No VIAR 111 for ARCH, INDS, and INDN

For ARCH, INDS, and INDN majors: DSGN 121 taken in sophomore year; DSGN 114 taken in Spring of first year

PFAR Theatre majors take THEA 262 for Acting I
Beginning Fall 2011, Physics 207 will require a prerequisite of Math 140 or 143
MATH 202 (Mathematics for Business Decisions) replaces MATH 201. Prerequisites
remain the same.
Architectural Studies are excluded from the 120 hour requirement.

Business Administration

All departments dropped 6 credits from existing curricula and added BADM 400
Senior Seminar
(2 credits) to their new curricula.

With the exception of HRTM, all other departments dropped the MATH 201/202
prerequisite for QMET 251.

ACCT deleted non-business elective; ECON, FNAN, INSR, PLRM, MIS and MKTG
deleted PSYC 110 as a separate course but included it as a BHSC elective;
MGMT deleted PSYC elective originally in the senior year; and HRTM deleted
QMET 252 and MKTG 375.

Changes to Upper Division requirements in the new bulletin include both ECON 201
and 202 and a minimum 2.3 GPA.

As of Spring 2011, MATH 201 has been replaced with MATH 202 Math for Business
Decisions. Students remaining in older bulletin must take this course.

BSAT 205 will be taught for the final time this Summer/Fall 2011. Thereafter, UNIV
200 will be substituted for BSAT 205 in older curricula.

The only three general education courses for College of Business majors which
require that a student make a grade of "C" or better to meet degree
requirements are: English 101; English 102; and Math 100/105. Students should
be steered away from retaking MATH 201, MATH 250 or QMET 252 if they have
passed the course with a grade of "D."

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://appl008.lsu.edu/bor/articulation.nsf/SchoolInfoMain?OpenForm>

Students may contact the Reentry/Transfer Coordinators for information on re-
admission, unofficial transcript evaluation, advising and registration.

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 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 Center.

If students change their major to 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:

Arts	Bulletin in effect for individual majors
Business	Stay in their bulletin
Education	Stay in their bulletin
Engineering	Bulletin in effect
General Studies	Stay in their bulletin
Liberal Arts	Bulletin in effect
Nursing	Bulletin in effect
Sciences	Bulletin in effect

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.

Hours Earned	Withdrawals Allowed Without Fee
0-29	1 or 2 (no more than 3 in first 59 hours)
30-59	1 or 2 (no more than 3 in first 59 hours)
60-89	1
90-119	1
119	1

Drop/Resignation Card

Junior Division Students: Junior Division - 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 four 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

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

Drops could affect a student's Admission by Committee stipulations, Financial Aid Appeal Stipulations and Upper Division Requirements.

UNIVERSITY OF LOUISIANA LAFAYETTE		RESIGNATION/DROP FORM			PLEASE PRINT AND PRESS FIRMLY	
LAST NAME		FIRST NAME		M.	STUDENT ID NUMBER	
I AM REQUESTING THAT I BE: <input type="checkbox"/> RESIGNED <input type="checkbox"/> DROPPED (LIST CLASSES BELOW) FOR SEMESTER/TERM _____ YEAR _____						
COURSE(S) TO BE DROPPED						
DEPARTMENT NAME	COURSE NUMBER	SECTION NUMBER	DEPARTMENT NAME	COURSE NUMBER	SECTION NUMBER	
PLEASE INDICATE THE REASON CODE FOR THE RESIGNATION USING THE LIST ON BACK OF THIS FORM:						
<small>By signing this form, I certify my understanding that if this resignation/drop causes my course load to drop below twelve (12) semester credit hours for undergraduates students, nine (9) semester credit hours for graduate students, or six (6) summer session credit hours, I will no longer be enrolled as a full-time student. Furthermore, I understand that dropping below full-time status may adversely impact (including, but not limited to): health insurance benefits, financial aid, tops, scholarships, athletic eligibility, INS status, veteran's benefits, eligibility to participate in extracurricular activities, scholastic probation, etc.</small>						
STUDENT'S SIGNATURE _____					DATE _____	
TO BE COMPLETED BY THE ACADEMIC ADVISOR/DEAN						
Number of Semester Hours Before Change		Signature of Academic Advisor or Academic Dean		Date		
WHITE - REGISTRAR'S COPY		CANARY - ACADEMIC ADVISOR/DEAN COPY		PINK - STUDENT COPY		
PLEASE IDENTIFY THE SINGLE MOST IMPORTANT REASON FOR THE RESIGNATION/DROP						
A. CONFLICT - EMPLOYMENT/CHILDCARE	I. COURSE NOT REQUIRED FOR GRADUATION					
B. EMPLOYED TOO MANY HOURS	J. DO NOT HAVE CO/PRE-REQUISITES					
C. EXCESSIVE COURSE LOAD	K. COURSE TOO DIFFICULT					
D. MEDICAL	L. NOT DOING WELL IN CLASS					
E. FINANCIAL	M. MISSED TOO MANY CLASSES					
F. DEATH IN FAMILY	N. DIFFICULTY WITH PROFESSOR					
G. CHANGING MAJOR	O. PROFESSOR HARD TO UNDERSTAND					
H. DROPPING TO ADD ANOTHER COURSE	P. OTHER (SPECIFY)					

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.

Interim Grades

Registrar, 171 Martin Hall, Phone: 482-6287

Academic progress of all freshman level students enrolled in developmental or 100-level courses is due at the end of the fifth week of each regular semester. Grade reports are entered electronically by course instructors. Interim grades may be viewed 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.

EFFECTIVE SEMESTER/TERM _____			REQUEST TO REGISTER LATE		
NAME	LAST	FIRST	MIDDLE	STUDENT NUMBER	
The above named student is requesting special permission to register after the last day for adding classes. Since a number of classes have already been missed, the University will not proceed with this student's request unless he/she obtains the permission of his/her Academic Dean, Academic Advisor, the Department Head for each course, and the individual instructor of each course requested.					
DATE _____			STUDENT'S ACADEMIC DEAN'S SIGNATURE _____		
This student has my permission to proceed with his/her request with the understanding that Department Heads and individual faculty members are under no obligation to admit this student at this late date.					
DATE _____			STUDENT'S ADVISOR'S SIGNATURE _____		
Revised: 2015					

Late Schedule Adjustment Card

The Late Schedule Adjustment card (LSA) is not to be used until after the first four 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.

Name		LAST		FIRST	MIDDLE	STUDENT NUMBER		DATE			
Effective Semester/Term:						LATE SCHEDULE ADJUSTMENT					
ADD (is attending)					DROP (is officially registered for)						
SUBJ.					SEC. I.D. #		COURSE		SECTION		CREDIT
INSTRUCTOR'S SIGNATURE					INSTRUCTOR'S SIGNATURE						
DEPARTMENT HEAD'S SIGNATURE					DEPARTMENT HEAD'S SIGNATURE						
Reason for change _____											
This student has my permission to make this change at this time.						To the Registrar: All signatures have been obtained. Please process this change.					
STUDENT'S ACADEMIC DEAN						DEAN'S INITIALS					

Late Schedule Adjustment Period

Martin Hall, Room 171, 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 four days of classes and the first two 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 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).

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.

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 the university portal by using their common login ID.

Override

A student is allowed to register for a course by General Override when there is a time conflict. The student would go to the department of the class for an override.

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 Card

Junior Division students: Lee Hall, Room 115

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 fourteenth day of classes.
- A 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 3 awards.

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) additional academic requirements of the desired college and/or department.

Upper Division Eligibility Reports are received 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.

ADMISSION TO UPPER DIVISION				
NAME (Last	First	Middle)	STUDENT NUMBER	EFFECTIVE SEMESTER: _____
This student has completed all University requirements for Upper Division.				
JUNIOR DIVISION CURRICULUM	CODE	DIRECTOR OF JUNIOR DIVISION	DATE	
This student has completed all College requirements for Upper Division.				
UPPER DIVISION CURRICULUM	CODE	ACADEMIC DEAN	DATE	
Once approved, the Academic Dean forwards this form to the Registrar's Office for processing and informs student that he/she is not in Upper Division.				
07/00				

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

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

C or better in the following course(s):

DSGN 101; DSGN 102; VIAR 121, and DSGN 114

Music

2.0 ADJ GPA

C or better in the following course(s):

MUS 130 or equiv.; and MUS 142 or equiv.

Dance

2.0 ADJ GPA

C or better in the following course(s):

DANC 101, DANC 102, DANC 113, THEA 111 or equivalent.

Theatre

2.0 ADJ GPA

C or better in the following course(s):

THEA 111 or equivalent, THEA 115, THEA 161, THEA 262

Visual Arts

2.0 ADJ GPA

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.

ITEC

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 General Studies

C or better MATH 105 or 100 for Natural Sciences Concentration

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.



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Section V. Student Support Services

The Academic Success Center (Junior Division)

Lee Hall, Room 115, 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, 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

www.louisiana.edu/Academic/Jr-Div/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, Rex Street, Room 104, Phone: 482-1444

www.louisiana.edu/Student/CareerServices/

E-Mail: 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

Olivier Hall, Room 212, Phone: 337-482-6480

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

<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.

Learning Center

Lee Hall, Room 209, Phone: 482-5254

www.louisiana.edu/Academic/Jr-Div/Learning/

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 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>

- **SMARTHINKING** online tutoring service is designed for students who are taking core academic courses. Online learning assistance is available free to students and is available for courses ranging from basic math to calculus II, physics, economics, statistics, accounting, chemistry, and writing for all subjects. Students can access Smarthinking by logging in to ULink, tutoring tab, and clicking on the Smarthinking icon. Stop by Lee Hall 213 for assistance.
- **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, 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, brailled tests, scribe services, computer access and oral testing.

**Provided by Academic Success Center Junior Division
Student Financial Aid**

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.

Registered Hours	Required Credit Hours
18	13
17	12
16	11
15	11
14	10

Registered Hours	Required Credit Hours
13	9
12	9
11	8
10	7
9	7

- **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.

Writing Center

H. L. Griffin Hall, Room 107, Grammar Hotline: 482-5224

www.louisiana.edu/Academic/LiberalArts/ENGL/Wcenter/

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 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 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, to allow 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.
 - Through **SMARTHINKING.com** access live tutorials in writing across all subjects, including math, accounting, statistics, and economics as well as a full range of study resources, including writing manuals. Sign-in through ULink.
 - Brush up on study skills and time management with free workshops online
 - Receive free, confidential support for personal issues through Counseling and Testing, 212 Olivier Hall, 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**

Credit Hours	Study Hours Per Week	Work Hours Per Week (no more than)
15	30	15-18
12	24	20
9	18	30

Provided by Academic Success Center Junior Division

➤ **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, Smarthinking.com; and
- committing to studying Math everyday.

Section VII. Advising Organizations

Louisiana Academic Advising Association (LACADA)

Phone: 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 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.

Provided by Academic Success Center Junior Division