***University of Louisiana at Lafayette***



***Handbook for Advisors***

***Academic Success Center***

***Brooke Harrington, Associate Director***

***482-6846***

***brooke.harrington@louisiana.edu***

***SPRING/FALL 2019***

***ORIENTATION DATES***

**SPRING SESSION 1………………………November 20, 2018**

**LATE SPRING……………………………..January 9, 2019**

**ACT EARLY ORIENTATION…………....April 10-12, 2019**

**SU/FA FRESHMAN SESSION 1…………..May 20-21, 2019**

**SU/FA TRANSFER/ADULT SESSION 1….May 22, 2019**

**LATE SUMMER SESSION………………..June 4, 2019**

**FA FRESHMAN SESSION 2………………June 12-13, 2019**

**FA FRESHMAN SESSION 3………………June 17-18, 2019**

**FA TRANSER/ADULT SESSION 2………..June 19, 2019**

**FA FRESHMAN SESSION 4……………….June 24-25, 2019**

**FA FRESHMAN SESSION 5……………….June 26-27, 2019**

**FA FRESHMAN SESSION 6………………..July 15-16, 2019**

**FA FRESHMAN SESSION 7………………..July 17-18, 2019**

**FA TRANSFER/ADULT SESSION 3……….July 25, 2019**

**LATE FALL SESSION……………………….August 20, 2019**

**Advance Credit Exams**

We offer several opportunities for students to take Advance Credit Exams prior to the start of the Fall Semester.  Please reference the charts below for information on our exam offerings, qualifications, and registration instructions.

SPRING 2019 PENDING

A Mathematics ACT 26 and Science ACT 27 are required to take the **Chemistry** exam. Please contact Ginger at 482-6734.

\* A Science ACT 28 is required to take the **Biology** exam.

\*\* An English ACT 32 is required. Please call 482-5501 for additional information.

\*\*\* An ACT COMP 26 is required to take the **History** exam.

\*\*\*\* A Mathematics ACT 26 is required to take **Math** exam.

**Math Freshman Placement Exam** - for students whose MATH ACT is 20 or below and wish to place into MATH 102, 103/104, 105 or 117.

A Mathematics ACT 26 and Science ACT 27 are required to take the **Chemistry** exam. Please contact Ginger at 482-6734.

\* A Science ACT 28 is required to take the **Biology** exam.

\*\* An English ACT 32 is required. Please call 482-5501 for additional information.

\*\*\* An ACT COMP 26 is required to take the **History** exam.

\*\*\*\* A Mathematics ACT 26 is required to take **Math** exam.

\*Students must register to take the exam on-line at math.louisiana.edu

**Placement Conversion Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **ACT** | **Old SAT** | **New SAT** | **English** |
| 18 – 27 | 450 – 620 | 470-720  (25-33) | ENGL 101 |
| 28+ | 630 | 730  (34) | ENGL 102 **or** 115  (3 credits automatically awarded for ENGL 101) |
|  |  |  |  |
| **ACT** | **Old SAT** | **New SAT** | **Mathematics** |
| 0 – 18 | 250 – 450 | 280-490 | May take Freshman Placement Exam |
| 19 + | 460 | 500 | MATH 102 |
| 19 + | 460 | 500 | MATH 117  (For education majors only) |
| 19 – 20 | 460 – 490 | 500-520 | MATH 103 & 104 |
| 21 – 22 | 500 – 530 | 530-560 | MATH 105 |
| 23 + | 540 - 550 | 570 | MATH 109 |
| 24 – 25 | 560 – 570 | 580-590 | MATH 109 & 110  (May take simultaneously) |
| 25 – 27 | 570 – 620 | 590-640 | Credit for MATH 105 |
| 26 + | 590 | 610 | MATH 143 |
| 28 + | 630 | 650 | MATH 270  (Credit for MATH 109) |
| 30 + | 670 | 700 | Credit for MATH 109 and 110 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ACT ENGLISH  SUBSCORE | SAT  (OLD) | TOEFL  (PAPER) | TOEFL  (INTERNET) | TOEFL COMPUTER | IELTS | **Course Placement** |
| 18 | 450 | 550 | 79 | 213 | 6.5 – 9.0 | ESOL 101  Introduction to Academic Writing for Non-Native Speakers of English |

\*International students who do not meet the minimum scores listed above cannot schedule a UL ESOL or English course. Placement is based on TOEF, IELTS, ACT or SAT.

After successful completion of ESOL 101, students may register for ESOL 102; however, they cannot be given credit for ESOL 101 based on TOEFL or IELTS scores. Contact Denise Marceaux, ESOL Coordinator, for more information at 482-6811 or marceaux@louisiana.edu

**Mathematics Placement**

Course placement into mathematics is based on ACT and SAT subscores.

Students with an ACT Math of 25, 26 or 27 (Before March 2016: SAT Math 570-620; After March 2016: SAT Math 590-640) earn credit for MATH 105 - Applied College Algebra.

* Students with an ACT Math of 28 or 29 (Before March 2016: SAT Math 630-660; After March 2016: SAT Math 650-690) earn credit for MATH 109 - Pre-Calculus Algebra.
* Students with an ACT Math of 30+ (Before March 2016: SAT Math 670+; After March 2016: SAT Math 700+) earn credit for MATH 109 & MATH 110 - Pre-Calculus Algebra & Pre-Calculus Trigonometry and Function Theory

The Mathematics Placement exam allows a student to earn up to 6 credit hours in MATH 109 & MATH 110, therefore students with a Math ACT of 30+ (Before March 2016: SAT Math 670+; After March 2016: SAT Math 700+) should not take this exam as they have already earned this credit.

**Credit by Other Means**

UL Lafayette awards credit to students earning AP, CLEP and Military Credit, etc. View our [Credit by Other Means](http://catalog.louisiana.edu/content.php?catoid=9&navoid=2047) section of the University Catalog for details.

***ACCUPLACER***

|  |  |  |
| --- | --- | --- |
| ACCUPLACER | 86 (ENGL) | Eligible for ENGL 101 |
| ACCUPLACER | 65 (MATH) | For admitting only. |

The Accuplacer exam is administered by the Office of Admissions for incoming FTF students. The MATH Accuplacer is only used for admission to the University. The English Accuplacer is used for admission and placement at the University.

**Flow Chart for Most Common University of Louisiana Mathematics Courses**



**Contact List**

|  |  |  |
| --- | --- | --- |
| **For Information About** | **Contact** | **Number** |
| Admissions  (Receipt of Transcripts) | Amy Desormeaux  Admissions | 482-1325  Foster 109 |
| Advising Questions | Francine Prudhomme or  Pennie Babin  Academic Success Center | 482-5432 Lee 115  482-6836, Lee 114 |
| Athletic Advising | Christy Alford  Student Athlete Academic Services | 482-1044  Dupre Library, 3rd floor |
| Career Counseling | Lauren Landry  Major & Career Exploration | 482-5431,  Agnes Edwards Hall 104A |
| Counseling | Brian Frederick  Counseling and Testing | 482-6480  Saucier Wellness Center |
| Cross- Enrollment | Amy Bourque  Registrar | 482-6299  Martin 171 |
| Disability Services | Carol Landry  Office of Disability Services | 482-5252  Agnes Edwards Hall |
| Emergency Services | University Police | 482-6447  Randolph Hall |
| ESOL | Denise Marceaux  ESOL Coordinator | 482-6811  H.L. Griffin 405 |
| Financial Assistance | Cindy Perez, Financial Aid  Adele Bulliard, Scholarships | 482-6497, Foster 106  482-6515, Martin 260 |
| Freshman Math | Jimmy Kimball  Math Department | 482-5290  Maxim Doucet 213 |
| Honors Courses and Program | Julia Frederick  Honors Program | 482-6700  Judice Rickels 206 |
| Housing | Jules Breaux  Student Housing | 482-6471  Buchanan Hall, 2nd floor |
| Job Placement | Kimberly Billeaudeau  Career Services | 482-1444  Agnes Edwards Hall 104 |
| Orientation | Lauren Sarver  Orientation Program | 482-1391  Buchannan 311 |
| Student Success Initiatives | Beth Giroir, ASC/OFYE | 482-5930, Lee 106B |
| Transferring to UL Lafayette | Lana Rodriguez  Academic Success Center | 482-2059  Lee 115 |
| Tutoring and Academic Support | Jami Rush  The Learning Center | 482-6509  Lee 204A |
| UNIV 100 | TBA, First-Year Experience  Dana Bekurs. First Year Programs | 482-1594, Lee 106A  482- 5424, Lee 106F |
| Writing Center | Denise Rogers | 482-6098 , HLG 221 |

**MAJOR CODES & ADVISOR LOCATION Updated 8/23/18**

**COLLEGE OF THE ARTS Dean - J. L. Fletcher Hall, 202 482-6224**

**BS\_ARCS Architecture - (must have 2.0 GPA) J. L. Fletcher Hall, 129 482-6225**

**BOID\_INDN Industrial Design - (must have 2.0 GPA) J. L. Fletcher Hall, 129 482-6225**

**BID\_INDS Interior Design – (must have 2.0 GPA) J. L. Fletcher Hall, 129 482-6225**

**BM\_MUS\_PERF Performance – (must pass audition 1st) Angelle Hall, 120 482-6016**

**BM\_MUS\_JAZZ Jazz Studies - (must pass audition 1st) Angelle Hall, 120 482-6016**

**BM\_MUS\_PPED Piano Pedagogy - (must pass audition 1st) Angelle Hall, 120 482-6016**

**BM\_MUS\_TCOM Theory & Composition - (must pass audition 1st) Angelle Hall, 120 482-6016**

**BM\_MUS\_MMED Music Media - (must pass audition 1st) Angelle Hall, 120 482-6016**

**BA\_MUSC\_TMUS Traditional Music - (must pass audition 1st) Angelle Hall, 120 482-6016**

**BA\_MUSC\_MBUS Business Angelle Hall, 120 482-6016**

**BFA\_PFAR\_THEA Theatre Fletcher, 203-C 482-6357**

**BFA\_PFAR\_DANC Dance Fletcher, 203-C 482-6357**

**Directing Fletcher, 203-C 482-6357**

**BFA\_VIAR Visual Arts J.L. Fletcher Hall, 310 482-6056**

**BFA\_VIAR\_CERM Ceramics J.L. Fletcher Hall, 310 482-6056**

**BFA\_VIAR\_CART Computer Art & Animation J.L. Fletcher Hall, 310 482-6056**

**BFA\_VIAR\_GDSG Graphic Design J.L. Fletcher Hall, 310 482-6056**

**BFA\_VIAR\_MEJE Metalwork and Jewelry J.L. Fletcher Hall, 310 482-6056**

**BFA\_VIAR\_NMED New Media and Digital Art J.L. Fletcher Hall, 310 482-6056**

**BFA\_VIAR\_PNTG Painting J.L. Fletcher Hall, 310 482-6056**

**BFA\_VIAR\_PHOT Photography J.L. Fletcher Hall, 310 482-6056**

**BFA\_VIAR\_PRMG Printmaking J.L. Fletcher Hall, 310 482-6056**

**BFA\_VIAR\_SCUL Sculpture J.L. Fletcher Hall, 310 482-6056**

**B. I. Moody, III COLLEGE OF BUSINESS Dean - MX Hall, 226 482-6491**

**BSBA\_ACCT Accounting MX Hall, 335 482-6218**

**BSBA\_ECON Economics MX Hall, 326 482-6662**

**BSBA\_FNAN Finance MX Hall, 326 482-6662**

**BSBA\_HMGT Hospitality Management MX Hall, 332 482-6347**

**BSBA\_INSR Insurance & Risk Management MX Hall, 326 482-6662**

**BSBA\_MGMT Management MX Hall, 243 482-6087**

**BSBA\_MKTG Marketing MX Hall, 332 482-6347**

**BSBA\_PLRM Professional Land & Resource Management MX Hall, 243 482-6087**

**COLLEGE OF EDUCATION Dean - M.D. Doucet Hall, 114 482-6678**

**BS\_EDPK Early Childhood (Pre-K - 3) M.D. Doucet Hall, 105 482-6681**

**BS\_EDEL Elementary Education (1-5) M.D. Doucet Hall, 105 482-6681**

**BS\_EDMD\_ EDEN English Education (4-8) M.D. Doucet, 105 482-6681**

**BS-EDMD\_EDMA Math Education (4-8) M.D. Doucet, 105 482-6681**

**BS\_EDMD\_EDGS General Science Education (4-8) M.D. Doucet, 105 482-6681**

**BS\_EDMD\_EDSS Social Studies Education (4-8) M.D. Doucet, 105 482-6681**

**BA\_EDAM\_EDAE Art Education (6-12) J.L. Fletcher Hall, 310 482-6056**

**BA\_EDAM\_EDIN Instrumental Music Education- (must pass audition 1st) Angelle Hall, 120 482-6016**

**BA\_EDAM\_EDVO Vocal Music Education – (must pass audition 1st) Angelle Hall, 120 482-6016**

**BS\_EDSD\_EDBI Biology Education (6-12) M.D. Doucet , 105 482-6681**

**BS\_EDSD\_EDBU Business Education (6-12) M.D. Doucet , 105 482-6681**

**BS\_EDSD\_EDCH Chemistry Education (6-12) M.D. Doucet , 105 482-6681**

**BS\_EDSD\_EDES Earth Science Education (6-12) M.D. Doucet , 105 482-6681**

**BS\_EDSD\_EDEN English Education (6-12) M.D. Doucet , 105 482-6681**

**BS\_EDSD\_EDGS General Science Education (6-12) M.D. Doucet , 105 482-6681**

**BS\_EDSD\_EDMA Mathematics Education (6-12) M.D. Doucet , 105 482-6681**

**BS\_EDSD\_EDPH Physics Education (6-12) M.D. Doucet , 105 482-6681**

**BS\_EDSD\_EDSS Social Studies Education (6-12) M.D. Doucet , 105 482-6681**

**BS\_EDSD\_EDSE Speech Education (6-12) M.D. Doucet , 105 482-6681**

**BS\_EDKS\_EDPE Kinesiology – Health & PE Cert. (K-12) Bourgeois, 123 B 482-6615**

**BS\_EDKS\_EDFS Exercise Science – Fitness Studies (must have 2.0 GPA) Bourgeois, 123 B 482-6615**

**BS\_EDKS\_EDHF Exercise Science – Health and Fitness Sales (must have 2.5) Bourgeois, 123 B 482-6615**

**BS\_EDKS\_EDPP Exercise Science – Pre-Professional Studies (must have 2.75) Bourgeois, 123 B 482-6615**

**BS\_EDKS\_EDSM Sports Management (must have 2.5 GPA) Bourgeois, 123 B 482-6615**

**BS\_EDKS\_EDHP Health Promotion and Wellness - Online Bourgeois, 123 B 482-6615**

**COLLEGE OF ENGINEERING –\*MUST have 2.0 to switch (even w/in college) Dean - Madison Hall, 106 482-6685**

**BCHE\_CHEE Chemical Engineering Madison Hall, 217 482-6562**

**BCIV\_CIVE Civil Engineering Madison Hall, 260 482-6847**

**BELE\_ELEE Electrical Engineering Madison Hall, 248 B 482-6568**

**BSIT\_ITEC Industrial Technology C.L. Rougeou Hall, 255 482-6968**

**BMEC\_MCHE Mechanical Engineering C.L. Rougeou Hall, 320 482-6517**

**BPET\_PETE Petroleum Engineering Madison Hall, 126 482-6555**

**UNIVERSITY COLLEGE –\*MUST have evaluated transcript with block # Dean - DeClouet Hall, 104 482-6829**

**BGS\_GS\_GSAH Gen Studies, Arts & Humanities DeClouet Hall, 104 482-6829**

**BGS\_GS\_GSNS Gen Studies, Natural Sciences DeClouet Hall, 104 482-6829**

**BGS\_GS\_GSBS Gen Studies, Behavioral Sciences DeClouet Hall, 104 482-6829**

**BGS\_GS\_GSAS Gen Studies, Applied Sciences DeClouet Hall, 104 482-6829**

**BGS\_GS\_GSBC Gen Studies, Business Studies DeClouet Hall, 104 482-6829**

**COLLEGE OF LIBERAL ARTS Dean –H.L.Griffin Hall, 101 482-6219**

**BA\_ANTH Anthropology Mouton Hall, 220 482-6044**

**BS\_CAFS Child & Family Studies Mouton Hall, 220 482-6577**

**BS\_CJUS Criminal Justice Mouton Hall, 101 482-6540**

**BA\_ENGL English H.L. Griffin Hall, 221 482-6906**

**BA\_ENGL\_CW Creative Writing H.L. Griffin Hall, 221 482-6906**

**BA\_ENGL\_FOLK Folklore H.L. Griffin Hall, 221 482-6906**

**BA\_ENGL\_LING Linguistics H.L. Griffin Hall, 221 482-6906**

**BA\_ENGL\_LIT Literature H.L. Griffin Hall, 221 482-6906**

**BA\_ENGL\_PW Professional Writing H.L. Griffin Hall, 221 482-6906**

**BA\_HIST History H.L. Griffin Hall, 554 482-6900**

**BA\_MIA Moving Image Arts H.L. Griffin Hall, 138 482-5474**

**BA\_MCOM\_ADV\*\* Advertising Burke 101-A 482-6103**

**BA\_MCOM\_BRDC Broadcasting Burke 101-A 482-6103**

**BA\_MCOM\_JOURN Journalism Burke 101-A 482-6103**

**BA\_SCOM\_OCOM Strategic Communication - Organizational Cmcn Burke 101-A 482-6103**

**BA\_SCOM\_PREL Strategic Communication - Public Relations Burke101-A 482-6103**

**BA\_SCOM\_ADV Strategic Communication – Advertising Burke 101-A 482-6103**

**BA\_MODL\_FRFS Modern Language, French/Francophone H.L. Griffin Hall, 453 482-6811**

**BA\_MODL\_SPAN Spanish/Hispanic H.L. Griffin Hall, 453 482-6811**

**BA\_MODL\_GERM German H.L. Griffin Hall, 453 482-6811**

**BA\_MODL\_FRED French Education (6-12) H.L. Griffin Hall, 453 482-6811**

**BA\_MODL\_SPAE Spanish Education (6-12) H.L. Griffin Hall, 453 482-6811**

**BA\_MODL\_GEED German Education (6-12) H.L. Griffin Hall, 453 482-6811**

**BA\_POLS Political Science Mouton, 112 482-6171**

**BA\_POLS\_PLAW Pre-Law Mouton, 112 482-6171**

**BA\_POLS\_INTR International Relations Mouton, 112 482-6171**

**BS\_PSYC Psychology Girard 216 482-6597**

**BS\_PSYC\_PMED PSYC – Pre Medical Girard 216 482-6597**

**BA\_SOCI Sociology Moutonl, 220 482-6044**

**BA\_CODI Speech Pathology & Audiology Burke 236 482-6721**

**BA\_ENGL Undeclared Liberal Arts – ENGL (UND) Lee Hall, 115 482-6818**

**COLLEGE OF NURSING - \*ALL majors MUST see Dept. 1st, except Pre-Dent Hygiene Dean - Wharton Hall, 202 482-6808**

**BS\_HSA Health Services Administration V. L. Wharton, 254-B 482-5629**

**BSN\_NURS Nursing V. L. Wharton, 254-B 482-5604**

**BSN\_RN2B Online Nursing RN to BSN V. L. Wharton, 254-B 482-5604**

**BS\_HIM Health Information Management V. L. Whartonl, 207B 482-6629**

**BGS\_GS\_GSNS Pre Dental Hygiene - (must see Jason, 2nd floor) – (Pre-Dent) Lee Hall, 203G 482-2135**

**COLLEGE OF SCIENCES Dean - Oliver Hall, 201 482-6986**

**BS\_BIOL Biology Billeaud, 108 482-6748**

**BS\_BIOL\_MCBL Microbiology Billeaud, 108 482-6748**

**BS\_BIOL\_VETB Veterinary Bioscience Billeaud, 108 482-6748**

**BS\_BIOL\_MEDA Medical &Allied Health Science Billeaud, 108 482-6748**

**BS\_BIOL\_EEMB Ecology, Evolution & Marine Biology Billeaud, 108 482-6748**

**BS\_CHEM Chemistry Montgomeryl, 202 482-6734**

**BS\_CMPS Computer Science Oliver, 222B 482-6768**

**BS\_CMPS\_COGS CSci, Cognitive Science (must have doc from dept.) Oliver, 222B 482-6768**

**BS\_CMPS\_CMPE CSci, Computer Engineering (must have doc from dept.) Oliver, 222B 482-6768**

**BS\_CMPS\_INFT CSci, Information Science (must have doc from dept.) Ol;iver, 222B 482-6768**

**BS\_CMPS\_SCIC CSci, Scientific Computing (must have doc from dept.) Oliver, 222B 482-6768**

**BS\_CMPS\_VGDD CSci, Video Game Dsgn. & Dev. (must have doc from dept.) Oliver, 222B 482-6768**

**BS\_ENVS Environmental Science Hamilton Hall, 323 482-6647**

**BS\_ENVS\_DIGI Digital Geography Hamilton, 323 482-6647**

**BS\_ENVS\_ENVQ Environmental Quality Hamilton, 323 482-6647**

**BS\_ENVS\_CONV Soil and Water Conservation Hamilton, 323 482-6647**

**BS\_GEOL Geology Hamilton,, 329 482-6468**

**BS\_INFX\_BUSI Business Informatics OLVR 222-B 482-6768**

**BS\_INFX\_HLTI Health Informatics OLVR 222-B 482-6768**

**BS\_INFX\_IMT Interactive Media Technology OLVR 222-B 482-6768**

**BS\_INFX\_SYSA Systems and Administration OLVR 222-B 482-6768**

**BS\_MATH Mathematics M.D. Doucet, 217 482-5172**

**BS\_PHYS Physics Broussard, 103 482-6691**

**BS\_PHYS\_CSCO PHYS, Computer Science Broussard, 103 482-6691**

**BS\_PHYS\_GGCO PHYS, Geology & Geophysics Broussard, 103 482-6691**

**BS\_PHYS\_ICO PHYS, Informatics Broussard, 103 482-6691**

**BS\_PHYS\_PHCO PHYS, Pre-Allied Health Broussard, 103 482-6691**

**BS\_PHYS\_TPCO PHYS, Traditional Physics Broussard, 103 482-6691**

**BS\_CHEM Pre-Pharmacy – CHEM (PRE-PHAR) Montgomery , 202 482-6734**

**BS\_ENVS Undeclared Sciences – ENVS (UND) Lee Hall, 115 482-6818**

**\*\*Inactive major**

|  |  |
| --- | --- |
| **Minor Code** | **Minor Name** |
| AAS | African-American Studies |
| ACCT | Accounting |
| ADV | Advertising |
| ANTH | Anthropology |
| APOL | American Politics |
| ARCH | Architecture |
| ARTH | Art History |
| FORA | Applied Forensics |
| BE | Bioprocess Engineering (ENGR majors) |
| BIOL | Biology |
| BT | Bioprocess Technology (ENGR majors) |
| BUS | Business (non-majors) |
| CCS | Cajun & Creole Studies |
| CAFS | Child & Family Studies |
| CHEM | Chemistry |
| CS | Cinema Studies |
| CJUS | Criminal Justice |
| CMCN | Communication |
| CE | Coastal Engineering (ENGR majors) |
| CMPS | Computer Science (ELEE majors) |
| CMPS | Computer Science (all other majors) |
| CW | Creative Writing |
| DANC | Dance (Ballet) |
| DANC | Dance (Modern) |
| ECON | Economics |
| ENGL | English |
| ENTP | Entrepreneurship |
| ENVE | Environmental Engineering (ENGR majors) |
| ENVS | Environmental Science |
| FNAN | Finance |
| FSA | Food Service Management |
| FORE | Forensics |
| FREN | French |
| GSS | Gender & Sexuality Studies |
| GEOG | Geography |
| GEOL | Geology |
| GERM | German |
| HIST | History |
| HLTH | Health |
| HMGT | Hospitality MGMT |
| HSTU | Heritage Studies |
| HUMN | Humanities |
| INB | International Business (Bus majors) |
| IDNN | Industrial Design (SOAD non-majors) |
|  |  |
| **Minor Code** | **Minor Name** |
| IDNM | Industrial Design (SOAD majors) |
| IDSN | Interior Design (non-majors) |
| IDSM | Interior Design (majors) |
| INFX | Informatics |
| INSR | Insurance & Risk MGMT |
| INTR | International Relations |
| JOUR | Journalism |
| KNES | Kinesiology |
| LATI | Latin |
| LATN | Latin American Studies |
| LAW | Law |
| LEAD | Leadership |
| LING | Linguistics |
| LS | Legal Studies |
| BRDC | Mass CMCN/Broadcasting |
| MANU | Manufacturing (ENGR majors) |
| MATH | Mathematics |
| ME | Materials Engineering |
| MGMT | Management |
| MEMS | Medieval & Early Modern Studies |
| MILS | Military Science |
| MKTG | Marketing |
| IOC | Organizational Communication |
| OMBA | Pre-MBA (ENGR majors) |
| PHIL | Philosophy |
| PHYS | Physics |
| POLS | Political Science |
| PS | Professional Sales |
| PW | Professional Writing |
| PROM | Promotional MGMT (non-bus majors) |
| PSYC | Psychology |
| PREL | Public Relations |
| RELS | Religious Studies |
| MUS | School of Music (non-majors only) |
| SED | Secondary Education |
| SOCI | Sociology |
| SPAN | Spanish |
| TC | Tech Commercialization |
| THEA | Theatre |
| VIAR | Visual Arts |

***Updated 5/1/18***

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**Academic Directory**

|  |  |  |  |
| --- | --- | --- | --- |
| **OFYE/ASC** | **Location** | **Phone** | **Email** |
| Beth Giroir, Executive Director of Student Success | LEE 106B | 25930 | elizabeth.giroir |
| **Academic Success Center** | **Location** | **Phone** | **Email** |
| Brooke Harrington, Associate Director  Lana Rodriguez, Asst Director & Transfer Coord  Pennie Babin, Administrative Assistant  Francine Prudhomme, Admin Coordinator  Sapha Richard, Administrative Assistant  Reko Hargrave, Academic Counselor  Adriana Joseph, Academic Counselor  Jason Delahoussaye, Academic Counselor  Kelee Roddy, Academic Counselor  **The Learning Center**  TBA, Coordinator  Jami Rush, Coordinator | LEE 114G  LEE 106B  LEE 114B  LEE 114  LEE 116  LEE 116  LEE 110  LEE 203G  LEE 114F  LEE 204B  LEE 204A | 26846  25930  22059  26836  25432  25688  26511  25013  5434  22827  26509 | brooke.harrington  lana  pennie  francine  sapha  rgh2290  abj9783  jasond  kelee  jls8983 |
|  |  |  |  |
| **Office of the First-Year Experience** | **Location** | **Phone** | **Email** |
| Dana Bekurs, Associate Director  TBA, Interim Assistant Director  Stacy Matthews, Administrative Coordinator  TBA, Instructional Support Program Mgr  Ericka Haynes, First-Year Experience Instructor  Christine Williams, First-Year Experience Instructor  Jackie Robeck, First-Year Experience  Jessica White, First-Year Experience  TBA, First-Year Experience Instructor | LEE 106F  LEE 106B  LEE 106  LEE 106H  LEE 203A  LEE 203C  LEE 203H  LEE 203E  LEE 203G | 25424  21594  26599  29008  22852  22851  26547  21595  29011 | dana  stacy.matthews  ericka  cwilliams  robeck  jlwhite |
|  |  |  |  |
| **University College**  Bobbie Decuir, Dean  TBA, Administrative Assistant  Ryan Teten, Associate Dean  Gail Bonhomme, Associate Dean  SueAnn Ozbirn, Assistant Dean  Carol Polito, College Advisor | **Location**  DECLOUET  DECLOUET  DECLOUET  DECLOUET  DECLOUET  DECLOUET | **Phone**  26825  26829  25253  21772  25251  21773 | **Email**  Decuir  rlt5683  gab1601  ozbirn  cap9307 |
| **College of the Arts** | **Location** | **Phone** | **Email** |
| **Gordon Brooks, Dean**  Michael McClure Associate Dean  Lori D. Crain, Assistant Dean/Advising Coordinator  Debra Leno, Executive Assistant  Amy Wickenheiser, Administrative Assistant | JLF 205  JLF 206  JLF 202A  JLF 202  JLF 202 | 26224  21425  21426  26224  21426 | gbrooks  mxm9999  lad7725  dfl1023  ajw2123 |
| **School of Architecture and Design**  Thomas Sammons, Director  Susan Cook, Administrative Assistant | JLF 128  JLF 129 | 25310  21341 | tcs3147  smc3699 |
| **School of Music and Performing Arts**  Jonathan Kulp, Director  Sarah Choi, Administrative Assistant  Ashley Bastida, Administrative Coordinator  Jennifer Taylor, Administrative Assistant | Angelle 120  Angelle120  Angelle 120  Fletcher 203-C | 26016  26016  25157  26357 | jlk1666  sxc1843  aer4969  jmm8474 |
| **Visual Arts**  John Hathorn, Intermin Department Head  Tracey Gamache, Administrative Assistant | JLF 310  JLF 310 | 26056  26056 | Jfh2838  tlg6018 |
|  |  |  |  |
| **B. I. Moody III College of Business**  **Administration** | **Location** | **Phone** | **Email** |
| **Bret Becton, Dean**  Lise Anne Slatten, Interim Assoc Dean for Academic Pgms  Shirley Sam, Executive Assistant to the Dean  Marisa Collins, Engagement & Outreach Student Services  Jill Lemaire, Assist Dean-Student Services, Advising Coord  Taylor Bourgeois, Academic Advising Coordinator  Pat Green, Administrative Assistant  **Bob Viguerie**, **Associate Dean for Executive & Graduate Programs, MBA Director**  Jan Byrd, Administrative Assistant | Moody 226  Moody 226  Moody 226  Moody 226  Moody 236  Moody 236  Moody 236  Moody 328  Moody 328 | 26491  29064  26492  26865  26205  26491  21488  26119  26119 | brett.becton  las3678  shirley  marisa  jlemaire  tgb5520  pag1215  prv8157  mba |
| **Accounting**  Suzanne Ward, Department Head  Pam Meyers, Assit Dept Head/Adv. Coord  Jena Johnson, Administrative Assistant | MX 335C  MX 301  MX 335 | 26218  26038  26218 | spw6813  pam0202  jena.johnson |
| **Economics/Finance**  Cary Heath, Department Head  Julie McNulty, Administrative Assistant | MX326A  MX 326 | 26662  26662 | wch2394  jbm0857 |
| **Management**  Mark Smith, Interim Department Head  Shannon Lasseigne, Administrative Assistant | MX 243  MX 243 | 26087  26087 | mxs2356  C00209652 |
| **Marketing and Hospitality**  Suzanne Ward, Department Head  Sharon Stinson, Administrative Assistant | MX 332  MX 332 | 26218  26347 | spw6813  sxs1062 |
| **College of Education** | **Location** | **Phone** | **Email** |
| **Nathan Roberts, Dean**  Cindy Duhon, Assistant Dean/Advising Coordinator  Paula Montgomery, Associate Dean  Tiffany Taylor, Executive Assistant to the Dean  **Student Services:**  Jolie Burley, Administrative Coordinator  TBA, Administrative Assistant | MDD 114  MDD 105  MDD 102  MDD 114  MDD 105  MDD 105 | 21026  26679  26716  26678  26681  21241 | nroberts  C00251463  pmontgomery  ttaylor  jml2634 |
| **Curriculum and Instruction**  Peter Sheppard, Department Head  Ann Voge, Administrative Assistant | MDD 301  MDD 301 | 21514  26405 | pas3457  ann |
| **Educational Foundations and Leadership**  Robert Slater, Department Head  Pat Langlinais,Administrative Assistant | Picard 255  Picard 257 | 25264  26680 | ros6279  planglinais |
| **Kinesiology**  David Bellar, Director  Shayne Stevenon, Administrative Assistant  Christopher Landry, Advisor | BOUR 124B  BOUR 123B  BOUR 123B | 26282  26618  26618 | dmb1527  c00423483  cxl4662 |
| **Teacher Clinical Experiences**  David Beard, Director  Patricia Thompson, Administrative Assistant | SOULIER  SOULIER | 262-1066  262-1067 | dbeard  pxt4663 |
|  |  |  |  |
| **College of Engineering** | **Location** | **Phone** | **Email** |
| **Mark Zappi, Dean**  Ahmed Khattab, Assoc Dean/Advising Coord  Marilyn Boutte, Administrative Assistant  Debbie Monteleon, Administrative Assistant  Jim Lee, Asst. Dean (GR)  Burke Huner, Assit. Dean (UG)  LaShaun Bordelon, Outreach Coordinator  Rebecca Doucet, Director of Development  Michelle Foreman, Coll. Resource Coord. | MDSN 106  MDSN 103  MDSN 107  MDSN 106  CLR 244  MDSN 241  MDSN 107  MDSN 103  MDSN 106 | 26685  26568  26658  25464  25354  65868  20115  26713  22991 | zappi  aak8904  mfm2545  dlg2545  jlee  bxh2140  lra9993  C00129340  mdf1213 |
| **Civil Engineering**  Kenneth McManis, Department Head  Sharon Hall, Administrative Assistant | MDSN 260  MDSN 260 | 26512  25847 | Kxm8888  Sah4187 |
| **Chemical Engineering**  Rafael Hernandez, Department Head  Elaine Strickland, Administrative Assistant | MDSN 217D  MDSN 217A | 26062  26562 | rhernandez  eks7326 |
| **Electrical Engineering**  Magdy Bayoumi, Acting Department Head  Barbara Reed, Administrative Assistant | MDSN 248M  MDSN 248B | 25365  26568 | Mab0778  bsr2337 |
| **Industrial Technology**  Shelton Houston, Department Head  Molly Guidry, Administrative Assistant | CLR 255  CLR 255 | 26968  26968 | shelton.houston  mrd7777 |
| **Mechanical Engineering**  Allan Barhorst, Department Head  Linda LaFleur, Administrative Assistant | CLR 320-E  CLR 320 | 26731  26517 | allan\_barhorst  linda |
| **Petroleum Engineering**  Fathi Boukadi, Department Head  Connie Deville, Administrative Assistant | MDSN 126  MDSN 126 | 26555  26555 | fxb1275  cxd5555 |
| **College of Liberal Arts** | **Location** | **Phone** | **Email** |
| **Jordan Kellman, Dean**  Pearson Cross, Interim Associate Dean  Carolyn Dural, Assistant Dean & Advising Coord  Debbie Olivier, Administrative Assistant  Sally O Donlon, Assistant Dean  Susan R. Moreau, Administrative Coordinator | HLG 101  HLG 101  HLG 101  HLG 101  HLG 104A  HLG 101 | 26219  26162  26219  26219  22963  26219 | kellman  gpc6003  cdural  daolivier  sallyo  srmoreau |
| **Communication**  Lucian Dinu, Head  Laura Whisnant, Administrative Assistant | B 101C  B 101A | 26103  26102 | lfd4776  lauraw |
| **Communicative Disorders** (Speech Pathology & Audiology)  Nancye C. Roussel, Head  Roxie Guillory Harris, Administrative Assistant | B 236C  B 236 | 26721  26727 | ncroussel  rharris |
| **Criminal Justice**  David Khey, Head  Whitney Kidder, Administrative Assistant | MO 104  MO 101 | 21259  26540 | dnk1387  wrk2524 |
| **English**  Dayana Stetco, Head  Cinthia Anderson,Administrative Assistant  Shelley Ingram, Assistant Department Head  Felicia Brown, Administrative Assistant  Jonathan Goodwin, 1st year Freshman | HLG 221  HLG 221  HLG 266  HLG 221  HLG 324 | 26906  26906  25504  26910  25489 | dxs7118  sxi3999  felicia  jonathan.goodwin |
| **History/Geography/Philosophy**  Chad Parker, Head  Rose Lutz, Administrative Assistant | HLG 554  HLG 554 | 26900  26900 | chparker  rlutz |
| **Humanities**  Lisa Graley, Coordinator | HLG 261 | 25456 | lrgraley |
| **Modern Languages**  Caroline Huey, Head  Regina LaBiche, Administrative Assistant | HLG 453  HLG 453 | 26811  26811 | csh7322  labiche |
| **Moving Image Art**  Conni Castille, Assistant Director | 29006 | HLG 138 | connicastille |
| **Political Science**  Rick Swanson, Head  Whitney Kidder,Administrative Assistant | MO 111  MO 112 | 26165  26171 | swanson  pols |
| **Psychology**  Cheryl Lynch, Head  Lori Jean Kinney,Administrative Assistant | G 214  G 213 | 26596  26597 | csm5689  ljk3633 |
| **Sociology/Anthropology**  Deann Kalich, Head  Jacob Stelly, Administrative Assistant | MO 220  MO 220 | 26044  26044 | deannkalich  C00065602 |
| **Child & Family Studies**  Janice Weber  Danielle Hunt, Administrative Assistant | CLR 348  CLR 348 | 26096  21232 | jgw5171  dlh2166 |
| **Honors** | **Location** | **Phone** | **Email** |
| **Julia Frederick, Director**  Renauda Helaire, Administrative Assistant  Ryan Winters, Academic Advising Coordinator  Jason Suire, Administrative Coordinator  Mary Ellen Stegall | J. Rickels 205  J. Rickels 206  J. Rickels 205  J. Rickels 202  J. Rickels 201 | 26700  26700  21202  21209  21016 | julia  renauda  rcw3902  jps4840  maryellen |
| **College of Nursing & Allied Health Professions** | **Location** | **Phone** | **Email** |
| **Melinda Oberleitner, Dean**  Lisa Broussard , Associate Dean  Pamela Matthews, Administrative Assistant | VLW 202  VLW 204  VLW 202 | 26808  25611  26808 | mag0712  lab4456  pmb7629 |
| **Department of Allied Health**  Anita Hazelwood, Department Head  Maristella Mercier,Administrative Assistant  **Pre-Dental Hygiene Advisor**  Jason Delahoussaye, Advisor/Counselor  **Dietetics**  TBA, Director  Rhonda Richard, Administrative Assistant | VLW 207E  VLW 207B  LEE 203G  HH 121  HH 117 | 25901  25901  26509  25724  26577 | ach6163  mdm5182  jls8983  rrichard |
| **BSN**  Deedra Harrington, Coordinator  Carol Darbonne**,** Administrative Assistant | VLW 201  VLW 201 | 25612  25613 | dkh5421  cad9669 |
| **Continuing Nursing Ed.**  Robbie Stefanski, Coordinator  Kerri Boudreaux,Administrative Assistant | VLW 302  VLW 330 | 25648  26682 | robbie  kab8839 |
| **MSN**  Jennifer LeMoine, Graduate Pgm Coord.  Charlotte Fondal, Administrative Assistant | VLW 307-B  VLW 307 | 21029  25601 | jennifer.lemoine  cff0611 |
| **Nursing**  Helen Hurst**,** Dept. Head & Associate to the Dean  Phyllis Crochet, Administrative Assistant | VLW 203A  VLW 203D | 25654  25611 | helenhurst  puc8943 |
| **RN to BSN On-Line Program**  Apryl Roussell , Academic Advisor  Andrea Laxey, Academic Advisor | VLW 216-C  VLW 216-D | 22800  22988 | apryl  afl2805 |
| **Student Services**  Michelle Weaver, Director  Cheri Domengeaux, Advisor/Counselor  Laynee Poirrier, Administrative Assistant | VLW 254B  VLW 254A  VLW 254 | 25604  (email only)  851-5604 | amw0502  cld5046  laynee.poirrier |
| **Health Information Management**  Anita Hazelwood, Director  Marisstella Mercier,Administrative Assistant | VLW503B  VLW 207B | 26633  25901 | Hazelwd  mdm5182 |
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| **Ray P. Authement College of Sciences** | **Location** | **Phone** | **Email** |
| **Azmy S. Ackleh, Dean**  Carl Richter, Associate Dean  Ashok Kumar, Associate Dean  Lee Price, Assistant Dean  Grace Impastato,Executive Assistant  Vacant, Administrative Coordinator | OLVR 201 OLVR 201 OLVR 201  OLVR 201 OLVR 201  OLVR 201 | 2-9013  2-2977  2-6905  2-5721  2-9013  2-6986 | Ackleh  Richter  ashok.kumar  pricelee  GraceB |
| **Biology**  **Paul Leberg, Department Head**  Sondra Meyers, Administrative Assistant  Pegge Alciatore, Assistant Department Head  Jenny Thibodeaux, Administrative Assistant  Brandy Burrell, Administrative Assistant | VLW 402  VLW 402  BLD 108  BLD 108  BLD 108 | 2-6637  2-6626  2-5234  2-5228  2-6748 | Leberg  SDM7944  PAlciatore  JennyT  Brandy.Burrell |
| **Chemistry**  **Thomas Junk (Yunk), Department Head**  Ginger Broussard,Administrative Assistant | MY 202  MY 202 | 2-6735  2-6734 | TXJ9137  ChemistryDept |
| **Computing and Informatics, School of**  **Henry Chu, Interim Director**  Shelly Goodeaux, Administrative Coordinator  Shari Hinkel Administrative Assistant  Nancy Franks, Administrative Assistant  Nona Istre, CMPS Coordinator  Sonya Hsu, INFX & UNIV 200 Program Coordinator | OLVR 222  OLVR 222-B  OLVR 217  OLVR 307  OLVR 222-G  OLVR 206 | 2-6768  2-6147  2-6338  2-6608  2-1667 | Chu  ShellyG  Shari  NLL8550  Nona  SonyaHsu |
| **Geosciences, School of**  **Eric Ferrέ, Director**  Durga Poudel, ENVS Coordinator  Nadean Bienvenu, Administrative Assistant  Carl Richter, GEOL Coordinator  Pauline Greene, Administrative Assistant | HH 314  HH 308  HH 323  HH 314  HH 329 | 2-5353  2-6163  2-6647  2-5353  2-6468 | eric.ferre  ddpoudel  Environmental  CRichter  Geology |
| **Mathematics**  **Bruce Wade, Department Head**  Glenda Broussard, Administrative Assistant  Ross Chiquet, Assistant Dept. Head  James Kimball, Director of Freshman Math  Susan Cavel, Administrative Assistant | MDD 217  MDD 217  MDD 213-A  MDD 213-B  MDD 217 | 2-5172  2-5172  2-6708  2-5290  2-6702 | bruce.wade  Glenda  RChiquet  JKimball  Susan.Cavel |
| **Military Science Program/ROTC**  **Alexander Bowling, Captain, United States Army** | 204 Brooks Annex 2 | 262-3358 | ROTC |
| **Physics**  **Natalia Sidorovskaia, Department Head**  Todd Henry,Administrative Assistant | BRS 213  BRS 103 | 2-6274  2-6691 | NAS  Todd |

**Quick Reference**

**(Updated Spring 2018)**

**ADVSIORS**

**New Advisors – Advisor Code –** Best practice advisor training and access code provided by Academic Success Center (ASC) and the Registrar’s Office

* New Advisors must complete Best Practices for Effective Faculty Advising and a Student Profile Training through the Registrar’s Office before access is granted. A Request for Advisor Code form is to be completed and signed by the advisor and by the department head who then forwards this form to Pennie Babin, c/o Academic Success Center (ASC).
* ASC training opportunities: https://studentsuccess.louisiana.edu/about-us/advising/advisor-trainings

**ACADEMIC ADVISING**

**Two-weeks 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 the current semester.

\*There is no advising during finals.

**During semester breaks** – transfer and reentry students may contact their 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.

**TRANSFER STUDENT ACADEMIC ADVISING**

Academic advising is completed in the Dean’s office except in the College of Engineering and Sciences.

Orientation is mandatory for all transfer students. Academic advising and registration may be completed prior to orientation or during orientation.

Transfer ADMC (Admitted by Committee) students are advised in the Academic Success Center.

**TRANSFER CREDIT EVALUATION**

* All transcripts are received and credit is posted through the Office of Admissions.
* Academic credit is evaluated by the respective academic Dean/Department. Course credit is evaluated based on course content.
* The catalog of evaluated transfer courses includes over 20,000 entries. This catalog includes courses that are listed on the Master Course Articulation Matrix, all institutional agreements (2+2 agreements) and evaluated courses.

https://studentsuccess.louisiana.edu/content/transfers/will-my-credits-transfer

* If a course is considered a direct equivalent to a UL course, the course is evaluated with the UL course title and number.
* A course that has been evaluated, but does not align exactly with a course we teach at UL is evaluated within the course subject, but as 1XX, 2XX, 3XX or 4XX. The course level is determined based on the level of the course at the previous institution.
* A course that has not been evaluated is labeled with the title, Pending Evaluation – Arts, Business, Sciences, Education, Nursing, Engineering and Liberal Arts. The course evaluation process is ongoing.

**REENTRY STUDENT ACADEMIC ADVISNG**

Academic advising is completed with the student’s major department.

**ACADEMIC SUSPENSION APPEALS**

Students must make an appointment with their Academic Dean to begin the appeal process.

**CHANGE OF GRADE**

⮚ 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 with 60 or less credits hours or more than 60 hours but less than a 2.0 gpa must

initiate a change of major in 115 Lee Hall.

⮚ Students with 60 credit hours and above a 2.0 gpa must initiate a change of major in the

college of **new major**.

⮚ Athletes must first obtain written permission from a counselor in Student Athlete Academic Services.

⮚ General Studies change of major begins with a credit evaluation in University College in

Declouet Hall.

⮚ Nursing and Allied Health change of majors must be initiated in Wharton Hall.

**DROPS & RESIGNATION**

* Students with less than 60 credit hours or a less than 2.0 GPA go to Lee Hall, Room 115, to see an advisor to drop a class or resign from the Universtiy
* Students with more than 60 credit hours and a 2.0 GPA or higher go to their academic dean.

**FINANCIAL AID APPEAL**

If a student has a current FAFSA on file, registered hours (minimum of 6), and no registration HOLDS, a Financial Aid appeal may be submitted through ULINK.

**UNIVERSITY HOLDS (affects registration)**

|  |  |  |
| --- | --- | --- |
| **Type** | **Hold Description** | **University Contact** |
| Advising | Advising Hold | All students are required to meet with an Academic Advisor |
|  |  | prior to course registration. Your advisor will remove the hold |
|  |  | after an individual or group session. Your academic advisor is |
|  |  | listed on ULink on the Academics tab under Academic Profile. |
|  |  | (term = Spring 2018). |
|  |  |  |
| Admissions | Admissions Hold | Contact the Office of Admissions to verify what/if any |
|  |  | information is necessary to complete your file. |
|  |  | 337-482-6467 Foster Hall, room 112 admissions@louisiana.edu |
|  |  |  |
| Financial | Special Hold | An outstanding debt to the University requires payment |
|  | Financial Hold | prior to course registration. |
|  | Library Fine | Student Cashier |
|  | Parking Citation | 337-482-6385 Student Union, room 135 bursar@louisiana.edu |
|  | NSF Hold |  |
|  |  |  |
| Disciplinary | Student Discipline | 337-482-6378 Buchanan Hall, First Floor srr@louisiana.edu |
|  |  |  |
| International Affairs | International Affairs Office | 337-482-6819 Student Union, room 136 oia@louisiana.edu |
|  |  |  |
| Student Health | Student Health Services | 337-482-1293 Saucier Wellness Center shs@louisiana.edu |

**GOOD STUDENT DISCOUNT**

Form received via insurance company must be verified and signed by the Registrar’s Office.

**LATE SCHEDULE ADJUSTMENT (LSA)**

**Purpose:**

* To add a class (not create a schedule)
* Adjust a schedule (change section of the same class or adjust the credit hours in a variable credit course)

**When:**

**After the schedule adjustment period (drop/add) ends.**

LSA must be received in the Registrar’s Office according to the following schedule:

⮚ Spring/Fall (full term) class day 5-13 (Summer class day 3-6) – LSAs will be processed if the card is in the Registrar’s Office during this time.

⮚ After Spring/Fall 14th class day (7th for Summer) – LSAs will ONLY be processed for

Adds or credit hour adjustments. Drops will not be processed following the census day.

If a course needs to be dropped due an administrative error, an administrative error cancellation form must be submitted to the Registrar from the student’s Academic Dean’s Office.

LSA- Adjustment made to student’s record prior to the census day. Such adjustments will resort in the removal of the course and associate tuition and fees if received timely. Deadlines are strict.

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:

**COURSE OVERRIDES**

**Purpose:**

**To override a student into a duplicate course, time conflict, or college restriction.**

**When:**

**Before** late registration (drop/add) ends for the term/part of term. Must be returned to the Registrar’s Office by the end of the adjustment period.

⮚ The student would go to the department of the class for override permission.

⮚ Used when a course is at “max” or when there is a time conflict

⮚ Departments can issue the following overrides in Banner:

* Enrollment Limit (Capacity) overrides to student in **their own classes**
* Pre/Co Requisite overrides
* Major overrides
* Classification overrides

If registration of a course would be an overload of hours, an overload card **must** accompany the override for the transaction to be completed.

⮚ **Registration limit: 20 hours SP/FA; 10 hours SU; over must have dean’s approval.**

**Check prerequisites of course**.

⮚ If departmental override access is needed, contact the Registrar’s office.

Explanation of Request:

⮚ **SPRING /FALL CLASS DAY 5-13 (SUMMER CLASS DAY 3-6):** 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 if submitted timely in the Registrar’s Office.

⮚ **AFTER THE SPRING/FALL 14th CLASS DAY (7th FOR SUMMER)**: A late schedule adjustment can be processed ONLY for adds of courses or adjustment to credit hours for a variable credit course. Drops are not processed from an LSA following census day. A drop will either result in a “W” and should be sent on a resignation/drop form. Or if an administrative error has occurred, an administrative cancellation form must be submitted to the Registrar’s office.

**Withdrawal (Grade of W)**

Student is financially responsible for the course and the course will remain on the student’s record with a grade of W assigned.

**Administrative Error Cancellation (Formally WX) – Effective FA17**

The student’s academic dean’s office must submit and administrative error cancellation form to the Registrar for consideration of the course(s) and associated tuition and fees to be purged from the student’s account. Supporting documentation may accompany the request to validate the reasoning of the request. This information will be reviewed in entirety. If approved, the course(s) will be removed from the student’s academic history/registration. The tuition and fees will be automatically adjusted.

Reminder:

1. Verify the important dates of the term.
   * Review the Academic Calendar and policies.
   * Know the Full term and Parts of Term.
2. Check Banner prior to initiating Registration cards.
   * Verify student’s record to determine the proper card required for the request (based on where we are in the term).
   * Check student’s schedule and holds.
3. Complete card by providing as must information as possible and all of the required information/signatures.
   * Never issue a blank card.
   * Always include reasoning/explanation when necessary.
   * Use ULID and CRN #
   * Incomplete/incorrect cards will be returned causing a delay in processing (Remember some request are very time sensitive)

**GRADES OF WX (no longer effective – FA17) & WM**

A grade of WX is no longer assigned to students, effective FA17. Please refer to the above addressing the policy revision to an Administrative Error Cancellation.

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 Tuition and Fee Appeals Committee.

**REQUEST FOR DOUBLE MAJOR**

Catalog Policy: Complete two majors in one baccalaureate program, within one college or across two colleges. Must complete all requirements of the primary degree, complete all required major courses (including pre-reqs and co-reqs) in the curriculum of the secondary major, meet the grade requirements for each major and submit a degree plan for both majors. A written request, along with a Request for Double Major form must be completed (forms are available in the Registrar’s Office). Approval must be granted by the Dean of primary major and secondary major if necessary.

**Common Issues/Errors Before Registration**

|  |  |  |
| --- | --- | --- |
| **Message Displayed** | **What It Means** | **What to Do** |
| Academic Standing prohibits registration. | Your academic standing does not allow registration at this time.  This could indicate that you are currently on suspension or ineligible to register. | Please contact the Office of the University Registrar. |
| Registration Appointment Error | You are trying to register outside your assigned registration appointment time. | Check your [registration appointment time](https://registrar.louisiana.edu/sites/registrar/files/Registration_Appt-Student-1.pdf) and attempt to register during the appropriate time. |
| Student Status prohibits registration. | Your student record is not active for the registration term.  This normally indicates that the student needs to be admitted/re-admitted for term. | Contact the Office of Undergraduate Admissions or the Graduate School depending on your student level. |
| You have no registration time ticket. | You have not been assigned a registration appointment time. | Contact the Registrar’s Office. |
| You may not add or drop classes due to holds on your record. | There is a hold on your account that prevents registration. | Check the [holds](https://registrar.louisiana.edu/sites/registrar/files/Registration_Appt-Student-1.pdf) on your account and contact the appropriate office about what action you need to take to have the hold removed. |

**Common Registration Errors During Registration:** If you are unable to register for a particular class, take note of the error message displayed on the screen. This error message will tell you the specific issue that is preventing you from registering for the class. Common errors/restrictions are listed below, along with corresponding instructions to resolve the specific issue.

|  |  |  |
| --- | --- | --- |
| **Error Displayed** | **What It Means** | **What to Do** |
| Classification Restriction | Course is restricted to specific student classifications (FR, SO, JR, SR), and the student’s classification does not match the required classification for the course. | Contact the department responsible for the course. If department approves, then student will be granted an [override permission](https://registrar.louisiana.edu/sites/registrar/files/Override_Permissions_View_Student%20View_SSB_05-06-2016.pdf) to be allowed to add course. |
| Closed Section | Course has reached enrollment capacity set by department. | Select another section that has not reached enrollment capacity. [Instructions on how to add a full course after obtaining an override permission.](https://registrar.louisiana.edu/sites/registrar/files/Full_Course_Register_Student_View_SSB_%2007-22-2016.pdf) |
| College Restriction | Course is restricted to students in a specific college, and the student is not listed in the required college for enrollment in the course. | Contact the college responsible for the course. A General Override card is **required** by the Registrar’s Office in order for the course to be added to the student’s schedule. |
| Corequisite Required | Course requires registration in a corequisite course at the same time. | Add both classes at the same time by entering both CRN’s on the course worksheet, then clicking Submit Changes. [Instructions on how to add corequisite courses.](https://registrar.louisiana.edu/sites/registrar/files/Co-Requisite_Courses_Register_Student_View_SSB_%2007-22-2016.pdf) |
| CRN Does Not Exist | The CRN (Course Reference Number) enter is not recognized or is invalid. | Check the schedule of classes to get the correct CRN. |
| Department Restriction | Course requires permission of department. | Contact the department responsible for the course. If department approves, then student will be granted an [override permission](https://registrar.louisiana.edu/sites/registrar/files/Override_Permissions_View_Student%20View_SSB_05-06-2016.pdf) to be allowed to add course. |
| Duplicate Course | Course is a duplicate of another course already on the student’s schedule. | Contact the department and/or dean’s office responsible for the course. A General Override card is **required** by the Registrar’s Office in order for the duplicate course to be added to the student’s schedule. |
| Field of Study Restriction | Course is restricted to students in a specific major/minor, and the student is not listed in the required major/minor for enrollment in the course. | Select another section that is not restricted outside your major. |
| Linked Course Required | Section is linked to another section of the course.  These sections must be scheduled at the same time.   Ex. CMCN 100 (lecture section/lab section) | Add both sections at the same time by checking the box for both sections (lecture section and lab section), then clicking Submit Changes. [Instructions on how to add a linked course.](https://registrar.louisiana.edu/sites/registrar/files/Link%20Courses_Register_Student%20View_SSB_%2009-06-2016.pdf) |
| Major Restriction | Course is restricted to students in a specific major, and the student is not listed in the required major for enrollment in the course. | Select another section that is not restricted outside your major. |
| Permission of Instructor | Course requires approval from the instructor of the course. | Contact the instructor responsible for the course. If the instructor approves, he or she must inform the department so that an [override permission](https://registrar.louisiana.edu/sites/registrar/files/Override_Permissions_View_Student%20View_SSB_05-06-2016.pdf) can be added to grant permission to add the course. |
| Pre-Requisite Error | Student is missing prerequisite course/test score.   Ex. Credit for ENGL 101 before registering for ENGL 102 | Contact the department responsible for the course. If department approves, then student will be granted an [override permission](https://registrar.louisiana.edu/sites/registrar/files/Override_Permissions_View_Student%20View_SSB_05-06-2016.pdf) to be allowed to add course. |
| Reserved Closed | Course section is restricted to a certain number of seats for a particular student group and the student attempting to register is not a member of that group. (For example a reservation can be for Online Majors, Freshman, ect.) | Select another section of the course. |
| Time Conflict | Time of course conflicts with another course on student’s schedule. | Select another section of the course, or drop the course causing the time conflict. A General Override card is **required** by the Registrar’s Office in order for the time conflict course to be added to the student’s schedule. |