***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 DesormeauxAdmissions |  482-1325 Foster 109  |
| Advising Questions | Francine Prudhomme or Pennie BabinAcademic Success Center | 482-5432 Lee 115482-6836, Lee 114 |
| Athletic Advising | Christy AlfordStudent Athlete Academic Services | 482-1044 Dupre Library, 3rd floor |
| Career Counseling | Lauren LandryMajor & Career Exploration | 482-5431,Agnes Edwards Hall 104A |
| Counseling | Brian FrederickCounseling and Testing | 482-6480Saucier Wellness Center  |
| Cross- Enrollment  | Amy BourqueRegistrar | 482-6299Martin 171 |
| Disability Services | Carol LandryOffice of Disability Services | 482-5252Agnes Edwards Hall |
| Emergency Services | University Police | 482-6447Randolph Hall |
| ESOL | Denise MarceauxESOL Coordinator | 482-6811H.L. Griffin 405 |
| Financial Assistance | Cindy Perez, Financial AidAdele Bulliard, Scholarships | 482-6497, Foster 106482-6515, Martin 260 |
| Freshman Math | Jimmy KimballMath Department | 482-5290 Maxim Doucet 213 |
| Honors Courses and Program | Julia FrederickHonors Program | 482-6700 Judice Rickels 206 |
| Housing | Jules BreauxStudent Housing | 482-6471 Buchanan Hall, 2nd floor |
| Job Placement | Kimberly BilleaudeauCareer Services | 482-1444 Agnes Edwards Hall 104 |
| Orientation | Lauren SarverOrientation Program | 482-1391 Buchannan 311 |
| Student Success Initiatives | Beth Giroir, ASC/OFYE |  482-5930, Lee 106B |
| Transferring to UL Lafayette | Lana RodriguezAcademic Success Center | 482-2059 Lee 115 |
| Tutoring and Academic Support | Jami RushThe Learning Center | 482-6509Lee 204A |
| UNIV 100 | TBA, First-Year ExperienceDana 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 DirectorLana 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 114GLEE 106BLEE 114BLEE 114LEE 116LEE 116LEE 110LEE 203GLEE 114FLEE 204BLEE 204A | 268462593022059268362543225688265112501354342282726509 | brooke.harringtonlanapenniefrancinesaphargh2290abj9783jasondkeleejls8983 |
|  |  |  |  |
|  **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 106FLEE 106BLEE 106LEE 106HLEE 203ALEE 203CLEE 203HLEE 203ELEE 203G | 254242159426599290082285222851265472159529011 | danastacy.matthewserickacwilliamsrobeckjlwhite |
|  |  |  |  |
|  **University College**Bobbie Decuir, Dean TBA, Administrative AssistantRyan Teten, Associate DeanGail Bonhomme, Associate DeanSueAnn Ozbirn, Assistant DeanCarol Polito, College Advisor | **Location**DECLOUETDECLOUETDECLOUETDECLOUETDECLOUETDECLOUET | **Phone**268252682925253217722525121773 | **Email**Decuirrlt5683gab1601ozbirncap9307 |
|  **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 205JLF 206JLF 202AJLF 202JLF 202 | 2622421425214262622421426 | gbrooksmxm9999lad7725dfl1023ajw2123 |
| **School of Architecture and Design**Thomas Sammons, Director Susan Cook, Administrative Assistant | JLF 128JLF 129 | 2531021341 | tcs3147smc3699 |
| **School of Music and Performing Arts**Jonathan Kulp, Director Sarah Choi, Administrative Assistant Ashley Bastida, Administrative Coordinator  Jennifer Taylor, Administrative Assistant | Angelle 120Angelle120Angelle 120Fletcher 203-C | 26016260162515726357 | jlk1666sxc1843aer4969jmm8474 |
| **Visual Arts** John Hathorn, Intermin Department Head  Tracey Gamache, Administrative Assistant | JLF 310JLF 310 | 2605626056 | Jfh2838tlg6018 |
|  |  |  |  |
|  **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 DeanMarisa Collins, Engagement & Outreach Student Services Jill Lemaire, Assist Dean-Student Services, Advising CoordTaylor Bourgeois, Academic Advising CoordinatorPat Green, Administrative Assistant**Bob Viguerie**, **Associate Dean for Executive & Graduate Programs, MBA Director** Jan Byrd, Administrative Assistant | Moody 226Moody 226Moody 226Moody 226Moody 236Moody 236Moody 236Moody 328Moody 328 | 264912906426492268652620526491214882611926119 | brett.bectonlas3678shirleymarisajlemairetgb5520pag1215prv8157mba |
| **Accounting**Suzanne Ward, Department Head Pam Meyers, Assit Dept Head/Adv. Coord Jena Johnson, Administrative Assistant | MX 335CMX 301MX 335  | 262182603826218 | spw6813pam0202jena.johnson |
| **Economics/Finance**Cary Heath, Department Head Julie McNulty, Administrative Assistant | MX326AMX 326 | 2666226662 | wch2394jbm0857 |
| **Management**Mark Smith, Interim Department Head  Shannon Lasseigne, Administrative Assistant | MX 243MX 243 | 2608726087 | mxs2356C00209652 |
| **Marketing and Hospitality**Suzanne Ward, Department Head Sharon Stinson, Administrative Assistant | MX 332MX 332 | 2621826347 | spw6813sxs1062 |
|   **College of Education** | **Location** | **Phone** | **Email** |
| **Nathan Roberts, Dean**Cindy Duhon, Assistant Dean/Advising CoordinatorPaula Montgomery, Associate Dean Tiffany Taylor, Executive Assistant to the Dean**Student Services:**Jolie Burley, Administrative CoordinatorTBA, Administrative Assistant | MDD 114MDD 105MDD 102MDD 114MDD 105MDD 105 | 210262667926716266782668121241 | nrobertsC00251463pmontgomeryttaylorjml2634 |
| **Curriculum and Instruction**Peter Sheppard, Department Head Ann Voge, Administrative Assistant  | MDD 301MDD 301 | 2151426405 | pas3457ann  |
| **Educational Foundations and Leadership**Robert Slater, Department Head  Pat Langlinais,Administrative Assistant | Picard 255Picard 257 | 2526426680 | ros6279planglinais |
| **Kinesiology**David Bellar, DirectorShayne Stevenon, Administrative Assistant Christopher Landry, Advisor | BOUR 124BBOUR 123BBOUR 123B | 262822661826618 | dmb1527c00423483cxl4662 |
| **Teacher Clinical Experiences**David Beard, Director Patricia Thompson, Administrative Assistant | SOULIERSOULIER | 262-1066262-1067 | dbeardpxt4663 |
|  |  |  |  |
|  **College of Engineering** | **Location** | **Phone** | **Email** |
| **Mark Zappi, Dean**Ahmed Khattab, Assoc Dean/Advising Coord Marilyn Boutte, Administrative Assistant Debbie Monteleon, Administrative AssistantJim Lee, Asst. Dean (GR)Burke Huner, Assit. Dean (UG)LaShaun Bordelon, Outreach CoordinatorRebecca Doucet, Director of DevelopmentMichelle Foreman, Coll. Resource Coord. | MDSN 106MDSN 103MDSN 107MDSN 106CLR 244MDSN 241MDSN 107MDSN 103MDSN 106 | 266852656826658254642535465868201152671322991 | zappiaak8904mfm2545dlg2545jleebxh2140lra9993C00129340mdf1213 |
| **Civil Engineering**Kenneth McManis, Department Head Sharon Hall, Administrative Assistant | MDSN 260MDSN 260 | 2651225847 | Kxm8888Sah4187 |
| **Chemical Engineering**Rafael Hernandez, Department Head Elaine Strickland, Administrative Assistant | MDSN 217DMDSN 217A | 2606226562 | rhernandezeks7326 |
| **Electrical Engineering**Magdy Bayoumi, Acting Department Head Barbara Reed, Administrative Assistant | MDSN 248MMDSN 248B | 2536526568 | Mab0778bsr2337 |
| **Industrial Technology**Shelton Houston, Department Head  Molly Guidry, Administrative Assistant | CLR 255CLR 255 | 2696826968 | shelton.houstonmrd7777 |
| **Mechanical Engineering**Allan Barhorst, Department Head  Linda LaFleur, Administrative Assistant | CLR 320-ECLR 320 | 2673126517 | allan\_barhorstlinda |
| **Petroleum Engineering**Fathi Boukadi, Department Head Connie Deville, Administrative Assistant | MDSN 126MDSN 126 | 2655526555 | fxb1275cxd5555 |
|  **College of Liberal Arts** | **Location** | **Phone** | **Email** |
| **Jordan Kellman, Dean** Pearson Cross, Interim Associate DeanCarolyn Dural, Assistant Dean & Advising Coord Debbie Olivier, Administrative AssistantSally O Donlon, Assistant Dean Susan R. Moreau, Administrative Coordinator  | HLG 101HLG 101HLG 101HLG 101HLG 104AHLG 101 | 262192616226219262192296326219 | kellmangpc6003cduraldaoliviersallyosrmoreau |
| **Communication**Lucian Dinu, Head  Laura Whisnant, Administrative Assistant | B 101CB 101A | 2610326102 | lfd4776lauraw |
| **Communicative Disorders** (Speech Pathology & Audiology)Nancye C. Roussel, Head  Roxie Guillory Harris, Administrative Assistant | B 236CB 236 | 2672126727 | ncrousselrharris |
| **Criminal Justice**David Khey, Head Whitney Kidder, Administrative Assistant | MO 104MO 101 | 2125926540 | dnk1387wrk2524 |
| **English**Dayana Stetco, Head Cinthia Anderson,Administrative AssistantShelley Ingram, Assistant Department Head Felicia Brown, Administrative AssistantJonathan Goodwin, 1st year Freshman | HLG 221HLG 221HLG 266HLG 221HLG 324 | 2690626906255042691025489 | dxs7118sxi3999feliciajonathan.goodwin |
| **History/Geography/Philosophy**Chad Parker, Head Rose Lutz, Administrative Assistant | HLG 554HLG 554 | 2690026900 | chparkerrlutz |
| **Humanities**Lisa Graley, Coordinator | HLG 261 | 25456 | lrgraley |
| **Modern Languages**Caroline Huey, Head Regina LaBiche, Administrative Assistant | HLG 453HLG 453 | 2681126811 | csh7322labiche |
| **Moving Image Art**Conni Castille, Assistant Director | 29006 | HLG 138 | connicastille |
| **Political Science**Rick Swanson, Head Whitney Kidder,Administrative Assistant | MO 111MO 112 | 2616526171 | swansonpols |
| **Psychology**Cheryl Lynch, Head Lori Jean Kinney,Administrative Assistant | G 214G 213 | 2659626597 | csm5689ljk3633 |
| **Sociology/Anthropology**Deann Kalich, Head Jacob Stelly, Administrative Assistant | MO 220MO 220 | 2604426044 | deannkalichC00065602 |
| **Child & Family Studies**Janice Weber Danielle Hunt, Administrative Assistant | CLR 348CLR 348 | 2609621232 | jgw5171dlh2166 |
|  **Honors** | **Location** | **Phone** | **Email** |
| **Julia Frederick, Director** Renauda Helaire, Administrative Assistant  Ryan Winters, Academic Advising Coordinator  Jason Suire, Administrative CoordinatorMary Ellen Stegall | J. Rickels 205J. Rickels 206J. Rickels 205J. Rickels 202J. Rickels 201 | 2670026700212022120921016 | juliarenaudarcw3902jps4840maryellen |
|  **College of Nursing & Allied Health Professions** | **Location** | **Phone** | **Email** |
| **Melinda Oberleitner, Dean**  Lisa Broussard , Associate Dean Pamela Matthews, Administrative Assistant | VLW 202VLW 204VLW 202 | 268082561126808 | mag0712lab4456pmb7629 |
| **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 207EVLW 207BLEE 203GHH 121HH 117 | 2590125901265092572426577 | ach6163mdm5182jls8983rrichard |
| **BSN**Deedra Harrington, Coordinator Carol Darbonne**,** Administrative Assistant | VLW 201VLW 201 | 2561225613 | dkh5421cad9669 |
| **Continuing Nursing Ed.** Robbie Stefanski, Coordinator Kerri Boudreaux,Administrative Assistant | VLW 302VLW 330 | 2564826682 | robbiekab8839 |
| **MSN** Jennifer LeMoine, Graduate Pgm Coord.Charlotte Fondal, Administrative Assistant | VLW 307-BVLW 307 | 2102925601 | jennifer.lemoinecff0611 |
| **Nursing** Helen Hurst**,** Dept. Head & Associate to the Dean Phyllis Crochet, Administrative Assistant  | VLW 203AVLW 203D | 2565425611 | helenhurstpuc8943 |
| **RN to BSN On-Line Program**Apryl Roussell , Academic Advisor Andrea Laxey, Academic Advisor  | VLW 216-CVLW 216-D | 2280022988  | aprylafl2805 |
| **Student Services**Michelle Weaver, Director Cheri Domengeaux, Advisor/Counselor  Laynee Poirrier, Administrative Assistant | VLW 254BVLW 254AVLW 254 | 25604(email only)851-5604 | amw0502cld5046laynee.poirrier |
| **Health Information Management**Anita Hazelwood, Director Marisstella Mercier,Administrative Assistant | VLW503BVLW 207B | 2663325901 | 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 201OLVR 201 | 2-90132-29772-69052-57212-90132-6986 | AcklehRichterashok.kumarpriceleeGraceB |
| **Biology**  **Paul Leberg, Department Head**  Sondra Meyers, Administrative Assistant  Pegge Alciatore, Assistant Department Head Jenny Thibodeaux, Administrative Assistant Brandy Burrell, Administrative Assistant | VLW 402VLW 402BLD 108BLD 108BLD 108 | 2-66372-66262-52342-52282-6748 | Leberg SDM7944PAlciatoreJennyTBrandy.Burrell |
| **Chemistry** **Thomas Junk (Yunk), Department Head** Ginger Broussard,Administrative Assistant | MY 202MY 202 | 2-67352-6734 | TXJ9137ChemistryDept |
| **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 222OLVR 222-BOLVR 217OLVR 307OLVR 222-GOLVR 206 | 2-67682-61472-63382-66082-1667 | ChuShellyGShariNLL8550NonaSonyaHsu |
| **Geosciences, School of** **Eric Ferrέ, Director** Durga Poudel, ENVS Coordinator Nadean Bienvenu, Administrative Assistant Carl Richter, GEOL Coordinator Pauline Greene, Administrative Assistant | HH 314HH 308HH 323HH 314HH 329 | 2-53532-61632-66472-53532-6468 | eric.ferreddpoudelEnvironmentalCRichterGeology |
| **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 217MDD 217MDD 213-AMDD 213-BMDD 217 | 2-51722-51722-67082-52902-6702 | bruce.wadeGlendaRChiquetJKimballSusan.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 213BRS 103 | 2-62742-6691 | NASTodd |

**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. |