**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 Advising 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 18,000 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 Center.

⮚ 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.