

**Louisiana State University
At Alexandria**

**ADVISING
HANDBOOK**

(Revised June 2007)

LSUA Advising Center

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INTRODUCTION TO ADVISING

Definition and Importance of Academic Advising

Academic advising assists students in realizing the maximum educational benefits available to them by helping them to better understand themselves and to learn to use the resources of an educational institution to meet their special educational needs and aspirations.

Academic advising is a multifaceted activity. Advising should assist students to realize the maximum educational benefits available to them by:

- Helping students to clarify their values and goals and to better understand themselves;
- Helping students to understand the nature and the purpose of higher education;
- Providing accurate information about educational options, requirements, policies and procedures;
- Planning an educational program consistent with a student's interest and abilities;
- Assisting students in the continual monitoring and evaluation of their educational progress;
- Integrating the resources of the institution to meet the student's special educational needs and aspirations.

Some specific activities and responsibilities that will help the advisor realize the preceding goals are;

- Acquaint advisees with general/departmental requirements, college regulations, services and opportunities;
- Help advisees understand the relationship of past educational achievements to their present and future educational goals;
- Afford advisees ample opportunities to meet for discussions of their educational experiences and endeavors.

Student benefits derived from an effective advising program and a positive advisor/advisee relationship include:

- Successful attainment of their educational/career objectives;
- Achievement of GPAs consistent with their ability;
- Higher retention rates;
- Satisfaction with the process and development of a positive attitude toward the institution;
- Development of a meaningful relationship with their advisors.

The National Academic Advising Association (NACADA) is an organization of professional advisors, faculty, administrators, and students and others from a variety of settings who do academic advising or otherwise work to promote quality academic advising on college and university campuses. Anyone interested in learning about NACADA and the professional status that is attributes to the practice of academic advisement (professional conferences, etc.) are encouraged to visit NACADA's website (www.nacada.ksu.edu) or call (785) 532-5717 for more information.

Academic advising is a critical factor in student retention

Academic advisement enhances a student's success and retention. The ultimate goal of campus-wide retention efforts is to increase the academic achievement, satisfaction, and persistence rate of students.

Academic advisors facilitate the student retention process if they:

- Are sensitive to the legitimate needs and interests of students;
- Encourage student involvement in course and campus activities;
- Provide students with frequent, specific, and positive feedback about their academic progression and development;
- Identify students whose legitimate needs and interests we do not meet;

- Become knowledgeable about campus resources for meeting a variety of students' needs and interests, and cooperate with other members of the faculty and staff to use such resources on behalf of dissatisfied or uninvolved students;
- Help students assess whether it is the right time to be at LSUA and if LSUA is the right place for them, or assist them in exploring alternatives.

Advisor Roles and Responsibilities

One of the factors frequently mentioned by students as being important to them in the advising process is whether or not an advisor shows concern for them as individuals. Students who feel that their advisor cares for them as persons are more likely to value their advisor's advice, and are more likely to return to their advisors when they are experiencing difficulties. Mutual respect between advisor and advisee is a goal of effective advisement programs and it is incumbent upon the advisor to promote this rapport.

Advisors can develop the relationship with their advisees by making the initial contact with new advisees, e.g. write a letter of introduction-inform advisees of office hours/location, and encourage advisees to stop by for a get acquainted meeting, etc.; becoming familiar with the student's personal, educational, and career goals; having some knowledge of the student's academic ability and background; and asking about the student's progress and determine whether or not he/she needs assistance.

It is the responsibility of the academic advisor to be available

Advisor availability is the key to developing a positive relationship with advisees. It is an advisor's responsibility to post a reasonable number of office hours and to be available during the semester to meet his or her advisees' needs. An extension of office hours for advising is highly recommended during the course selection/registration period when students need additional assistance. If an advisee appointment has to be canceled, courteously notify the advisee before he/she arrives for the appointment.

It is the responsibility of the academic advisor to provide accurate information

Students expect authoritative information about their programs and requirements from their advisors. It is an advisor's responsibility to maintain an accurate, current advisee file; be familiar with program requirements, general education requirements and all college-wide degree requirements and policies; be knowledgeable about academic policies and campus-wide academic procedures; be aware of courses and academic programs offered at the college; be aware of campus programs and services available to students (counseling, career planning and placement, tutoring assistance, study skills, etc.) and be able to refer students to these services when it seems appropriate; be familiar with the various electronic forms that provide a variety of advisee information and serve as tools to facilitate the advising process.

It is the responsibility of the academic advisor to provide program-planning assistance

The academic advisor should confer with each advisee ideally two to three times per semester during the first year; assist advisees to identify their interest and education/career goals; help advisees to understand and to plan a four-year program; discuss program and graduation requirements; assist advisees with selecting appropriate courses for each semester.

This process can be facilitated if the advisor properly prepares for advisee meetings by:

- reviewing the registration procedures, becoming familiar with the Master Schedule of Courses, the current Undergraduate Catalog, and by reviewing advisor notes;
- knowing about specific course sequences that are required in the major- particularly those taught by other departments;
- determining if the student has adequate preparation (e.g., prerequisite courses) for courses that are recommended;
- learning how course work is applicable to careers in the field.

The advisor should not mandate how a student selects electives but rather, should make recommendations given the student's goals, interests, and abilities. Advisors should keep the following in mind:

- choices belong to the advisee;
- advisors are only responsible for giving their advisees accurate information and advice. If the advice is not taken, the advisor is not help responsible.

It is the responsibility of the academic advisor to be familiar with the Advising Handbook

The Advising Handbook addresses various University policies and procedures, appropriate documentation, various campus services, and an advisor checklist. Therefore it is essential that each advisor read this document and/or be extremely knowledgeable of its contents so student needs and concerns can be properly addressed.

Academic Advisement vs. Course Registration

LSUA has an advisement-based system for course registration. Students should see their advisors for course selection advice and to obtain necessary registration information. Course registration involves enrollment in specific courses, via LSUA's online registration system IQWeb, while academic advising involves the continuous relationships and interactions between students and their academic advisors.

Student Roles and Responsibilities

It is important to emphasize that the responsibility to meet requirements for graduation at the intended graduation date, both with respect to selecting courses and to completing them satisfactorily, ultimately rests with the student. Ideally, a student should meet two to three times each semester with his/her academic advisor or, at the very least, once prior to registering for courses for the next semester.

Students are ultimately responsible for understanding and satisfying all degree requirements. Students have an important responsibility in the advising process and are encouraged to take the initiative to seek advisement and to develop close relationships with their advisors. Mutual respect between advisor and advisee is a goal of effective advisement programs. Students share the responsibility of establishing productive and respectful relationships with their advisors.

Department Roles and Responsibilities

Departments are responsible for orienting and training new advisors about departmental policies, procedures, departmental/degree requirements and expectations. New advisors are also expected to attend an orientation/training session provided by the Advising Center on university policies, procedures, general education requirements, and general advisor information.

Departments establish their own procedures and/or practices relative to academic advisement responsibilities, e.g. group course selection assistance prior to registration (as opposed to individual advisor/advisee appointments); centralized placement of advisees' files in department's main office to allow any faculty to assist a student in the absence of his/her designated advisor (as opposed to advisees' files in respective advisor's offices); welcoming/orientation/recruitment gatherings for new students, etc. In an effort to maintain some consistency with general campus-wide advisement practices, departments are encouraged to consult the director of academic advising to discuss their departmental advising practices.

The department is responsible for establishing progress towards degrees

Each department will start an advisee file for students assigned to respective departmental advisors; maintaining academic information for each student (curriculum requirement sheet, record of student contacts, copies of academic forms, etc.); and forwarding the student's file to a new advisor if that student should change major and/or advisor.

The department is responsible for the evaluation of credits.

The department should provide a new student, or a student changing majors, with an evaluation of previous credit, a check against graduation requirements, and a formal list of courses remaining for graduation. In the

absence of a student's academic advisor, the department chair should be able to review and verify completion of degree requirements.

Advisor assignments

Transfer and Re-entry students are assigned a departmental advisor upon admission to the university. Continuing students are assigned a departmental advisor upon completing a curriculum change form or upon leaving the Advising Center.

Requests for a change of advisor should be honored if students feel it is in their best interest to work with a different faculty member.

If a student's advisor permanently leaves the campus, or is on sabbatical, the student should promptly be assigned a new advisor.

The LSUA Advising Center

The LSUA Advising Center is responsible for the academic advisement of all new freshmen and undecided students. It exists primarily to help students make a successful transition to the university. The Advising Center is staffed by both Professional and Faculty advisors. Professional Advisors are full-time advisors and Faculty Advisors are full-time faculty who also advise students. If students have declared a major, they will meet with an advisor in the Advising Center who represents the appropriate first-year academic program. Freshmen students will exit the center after fulfilling the objectives cooperatively established by the Advising Center and their respective major departments. Upon exiting the Advising Center each student is assigned a departmental advisor in the department of his or her major or, in the case of General Studies, the department of his or her major area of concentration.

Every student has access to the full-time advising staff at the Advising Center. Students may obtain assistance with curriculum selection, career guidance, college study skills, and/or personal problems that may interfere with academic progress.

The LSUA Academic Advising Center is located in the Student Success Center on the second floor of the Student Center, above the bookstore. Office hours are Monday through Friday, 8 a.m. - 4:30 a.m. The Advising Center operates on an appointment basis but other times are available upon request.

Evaluation of Academic Advisors

The Academic Advising Center administers an advisee opinion survey requesting feedback on what is generally agreed upon to be the ideal characteristics of effective academic advisors. Such characteristics are described throughout this publication. Questions about this survey should be directed to the Academic Advising Center, 767-2604.

Survey results are only one means of documenting advisor effectiveness. Advisors may, among other methods, receive written student or colleague testimonials, participate at professional conferences (such as offered by NACADA), pursue advisor recognition awards given by professional organizations such as ACT or NACADA, etc., as evidence of their capabilities and commitment to effective academic advising.

Performance, as an effective academic advisor, may also demonstrate effective university service which is a criteria for performance review for academic employees. Academic advisors should discuss with their respective department chairs, deans or supervisors what is considered acceptable documentation of effective advising, as well as the weight attributed to their advising responsibilities relative to performance reviews.

CATEGORIES OF ADMISSION

The following are categories of admission to degree and non-degree programs and other information pertinent to each category.

Early Admission

There are three programs for high school students who have not completed their secondary school work and who meet specified criteria.

Act scores are required of all these students in order to determine admission to the University and should already be on file.

Early Admission

EA students are not continuing students at the high school level. These students should be treated as new freshmen. LSUA does **not** grant nor require their diplomas.

Early Admission Concurrent Enrollment

EACE students are concurrently enrolled in high school.

Early Admission Concurrent Enrollment for Developmental Students.

EACED students are concurrently enrolled in high school. These students are limited to developmental courses only, even though their ACT scores may not indicate developmental placement in all areas. They are limited to 8 semester hours per semester, including summers.

New Freshmen

Applicants who have never attended any college or university. These students are advised by the Advising Center until they have made a successful transition to the university.

Re-Entry Students

Students previously enrolled at LSUA who have interrupted their residence for one or more regular semesters (excluding summer.) Re-entry students are advised within their degree granting department. If a re-entry student is now enrolled in one of the Programs for Adult Special Students, (PASS,) see PASS information.

Transfer Students

Applicants who have attended one or more colleges or universities other than LSUA. Transfer students are advised within their degree granting department. If a transfer student is now enrolled in one of the Programs for Adult Special Students, (PASS), see PASS information.

PASS-Programs for Adult-Special Students

Students who participate in the Programs for Adult Special Students may be permitted to schedule courses for credit without submitting the usual scholastic records needed to determine admissibility to the University. Credits and grades earned in the PASS program are included on the student's official transcript, and will be considered toward a degree only after the student has been admitted to the University in regular degree-seeking status.

PASS students are limited to 9 semesters until they have **attempted** a total of 24 semester hours, including Developmental Education courses, whether passed or not. Once they have attempted 24 semester hours, they must apply for regular degree seeking admission status in order to continue their studies.

There are two types of PASS students.

- **Applicants Not Pursuing a Degree (PASS)**

New, re-entry, or transfer students may participate in this program as long as they are at least 21 years old, do not plan to work toward a degree, and they have not been enrolled in high school or college during the past calendar year.

- **Applicants Pursuing a Degree at Another Institution (PASSD)**

An applicant who submits an official statement from appropriate officials at another institution certifying that he or she is a candidate for a degree (bachelors or higher) in good standing and who lacks fewer than 12 semester hours for the degree may enroll for one semester without transferring scholastic records and regardless of grade point average.

PASS students are not eligible for any type of financial aid or VA benefits

Students without pre-requisites should receive special counseling. A prerequisite indicates competence needed to enroll in a course. A preliminary course, experience, or the instructor's approval may be required before the particular course may be scheduled. A course requiring a prerequisite should not be attempted unless the student has had the stated previous course(s) or their equivalents thorough work, living experience, and/or counseling.

Summer-Term-Only Students

Applicants who are regular students at other colleges or universities who desire to attend LSUA for the summer term only.

- Summer-term-only students must be eligible to continue in the summer session at the last college or university they attended.
- Summer-term-only students may submit, in lieu of college records, a statement from the Registrar of the last school attended certifying eligibility to continue at that institution in the summer session. This statement must include the total number of semester or quarter hours of credit previously earned.
- Summer-term-only enrollment terminates at the end of the summer session. Those students who wish to become regular students in the fall semester must complete a new application for admission for the fall semester and must supply official transcripts of all college-level work previously taken.

Visiting Students

Applicants who are regular students at other colleges or universities may register as visiting students for one semester at LSUA.

- Visiting students must be eligible to continue at the last colleges or university they attended.
- Visiting students may submit, in lieu of college records, a statement from the Registrar of the last school attended certifying eligibility to continue at that institution in the summer session. This statement must include the total number of semester or quarter hours of credit previously earned.
- Visiting students may enroll for one semester only. Those students who wish to become regular students must complete a new application for admission and must supply official transcripts of all college level work previously taken.
- **ALL** visiting students (with the exception of students in the Early Admission Concurrent Enrollment program and in the PASS programs who are limited to 9 hours) are limited to a maximum of 12 semester hours.

International Students

These applicants are foreign nationals on non-immigrant visas. They are mostly new and transfer students. They should be treated exactly the same as other new, re-entry, or transfer students with one very important exception—they must register as full-time students (excluding summer school) and they must complete at least 12 semester hours each semester in order to continue their studies. Schedule changes for international students must be approved by Ms. Shelly Kieffer (473-6508).

Auditors

Admitted students enrolled in courses for no credit.

- Almost any student (even those in “suspension”) may enroll for audit as long as there is room in the course and the instructor approves.
- New, re-entry, transfer, and LSUA students who were suspended during the previous semester must apply for admission as Audit Only. Continuing students may register in audit status if they so desire.

Credit examinations cannot be taken on work that has been audited. However, courses previously audited may be later taken for credit.

There are two types of auditors.

- **Audit Only** These students are restricted by their admission status. They cannot change a course they are auditing from audit status to credit status by simply processing a Schedule Change Slip. They must return to the Admission Office to change their admission status. Non-resident fees are not charged to students who are taking classes for audit only.
- **Credit Students Who are Auditing a Class** These students may change their registration for a particular course from audit to credit or from credit to audit.
 - Approval for the change from audit to credit or credit to audit may take place no later than the final date for adding courses for credit as shown in the Academic Calendar.
 - Students who wish to change from audit to credit or credit to audit should contact their advisors who will assist them in processing the Schedule Change Slips.
 - Students who wish to audit a course more than once must obtain permission from the department chair of the instructor to audit the course again.

HELPFUL REMINDERS

Privacy of Student Records

The Family Educational Rights and Privacy Act (FERPA) prohibits the release of personally identifiable information concerning students (other than directory information) without the student’s consent. All campus employees, particularly department chairs and academic advisors who routinely access student academic information should become familiar with the Family Educational Rights and Privacy Act (FERPA) referenced in the Undergraduate College Catalog. FERPA is the law that establishes the parameters for the release of student information by the University. For more details see http://chancellor.lsua.edu/_ps/policystatement217.pdf.

Every effort must be made to protect the confidentiality of advisee academic information and to limit access to the places where such information may be stored, for example, when advisee files are not in use they should be well concealed and kept in a locked desk or office, advisor’s computers should never be left open and unattended enabling other to electronically access student records, etc. Any questions pertaining to the release of student information and what might be considered confidential should be directed to Enrollment Services, 473-6424.

Resources

University Catalogs

The University Catalog is available from Admissions upon application or from the Advising Center during Orientation. Students are required to follow the degree requirements outlined in the catalog effective when the student is admitted to the University. If a student does not attend the University for more than one regular semester then he or she is required to follow the degree requirements outlined in the catalog effective when the student is readmitted to the University. The University Catalog contains important information about the General Education Courses, Associate and Bachelor Degree requirements, course descriptions and course prerequisites, available campus services and other University policies and procedures.

Course Schedule Booklets and the LSUA Website

The Course Schedule Booklet contains important information related to registration, fee payment, course offerings, important deadlines, the final exam schedule, the academic calendar, etc. The Course Schedule Booklet is available online via the LSUA Website, and in hard copy form from Admissions, Academic Department Offices and the Advising Center.

Department websites also offer valuable information on degrees and degree requirements. The LSUA Advising Center website, <http://advising.lsua.edu>, also offers valuable information for students, faculty and staff.

Faculty and Student Handbooks

The University Faculty and Student Handbooks outline University policies and procedures related to Faculty and Students, respectively. Please encourage students to read their handbooks and pay close attention to the University attendance and grading policies.

Desire2learn Advising Website

Additional resources are available, to departmental advisors, on the Advising Center D2L Resource Site (on the drop down menu under Resources.) This site contains various campus degree sheets, a complete list of resource books available through the Advising Center, the Advising Handbook, and a variety of links for assisting students with their educational plans. Such links include the Board of Regents website which contains the Louisiana General Education Course matrix and the College Source website, which contains all U.S. University and College catalogs. Relevant financial aid websites and grade point calculation websites are also available.

Course Scheduling Issues

Contact the department office, of the course in question, if a student requests one of the following:

- To take a specific section of a course but the section is full.
- To take a course but all sections of the course are full.
- To take a regular credit course without having the prerequisites for the course.
- To add a class during second week of classes (after second week see: Vice Chancellor of Academic affairs)

Cross-Listed Courses

Some courses, such as MATH 2011, PSYC 2011, and STAT 2011, are cross-listed. These courses are the same and are taught as one class. Credit is given for the course selected during registration. All courses that are cross-listed are identified in the course description in the University Catalog.

Developmental Courses

Students are advised to take the ACT in April or June of their junior year in high school or as early as possible in their senior year. Scores on this test are a valuable aid in gaining insights into a student's capacity for college work. They are used with other data for placing students at appropriate levels in freshmen courses, for counseling, and for selection of scholarship and loan recipients.

ACT Placement determines the developmental course requirements for all first-time freshmen, transfer, or re-entry students who have not successfully completed both basic English and Mathematics courses. ACT scores are available on Power Campus. Advisors should try to determine placement on the basis of the ACT scores. Students with hand-carried ACT profile sheets should be sent to Abrams Hall, Room 103, so that the scores can be entered into the computer.

Students who register online without ACT scores will not be allowed to register for non-developmental English and Math courses and other courses requiring eligibility for English 1001 or Math 1021. Developmental courses are non-degree courses. Letter grades may be earned but developmental courses will not apply towards the requirements for a degree.

Department chair approval is required to override ACT placement in a course. LSUA offers a residual ACT prior to early registration and regular registration for students who missed the national ACT test. The scores from the residual ACT are valid only at LSUA.

Frequently Asked Questions

The following are questions concerning developmental courses which are frequently asked by advisors:

May a student drop a developmental course?

If a student needs to drop a course because of excessive hours or personal reasons he/she should drop a non-developmental class. A student taking only developmental courses should drop mathematics, English, or study skills before reading.

Are developmental students permitted to take credit courses?

If a student has first scheduled all required developmental courses and his/her advisor judges that the student can successfully complete non-developmental courses, the student may take credit courses. A developmental student should not schedule 2000 level courses. Suggested courses students can take simultaneously with developmental classes are: CMST 1061, Kinesiology classes, nursing electives, and Fine Arts 1001 (with mathematics and English, but not with reading and/or study skills).

Do developmental education policies apply to transfer students?

Yes. In course selection, however, degree credit in English or math, as evaluated by LSUA Admissions and Records, take precedence over ACT or placement test scores. A transfer student who has successfully completed three semester hours of college level (not developmental) English is not required to enroll in or to be tested for reading, but should be encouraged to take the reading test for advising purposes if the ACT scores indicate such testing is needed.

How many hours should developmental students take?

It is recommended that the developmental student schedule no more than 15 hours. The advisor, on the basis of ACT scores, high school performance, student's other commitments, etc., should determine an appropriate course load for each advisee. Students on financial aid, vocational rehabilitation, etc. may have specific course load requirements tied to their eligibility for those benefits. Questions concerning course loads for these students may be directed to Financial Aid and Scholarships at 473-6423.

Probation and Suspension

Depending on the number of credit hours previously earned students that earn less than a 1.5 overall GPA may be placed on probation. Please see the University Catalog for specific details. A student on probation will be suspended from the university for one semester if he or she earns less than a 2.0 GPA in a given semester. Suspended students can request to be conditionally readmitted or request to participate in the First Drop program for suspended students. The first semester after readmission the student may register for at least 3, but no more than 6 hours of course work for credit and must earn at least a 2.0 in the course work to continue at LSUA.

Course Load Limitations

Early Admission-Concurrent Enrollment (EACE) - These students are limited to 9 semester hours per semester, including summers.

Early Admission-Concurrent Enrollment for Developmental Students - These students are limited to developmental courses only and they are limited to 8 semester hours per semester, including summer semester.

Students in First Drop Program or Conditionally Readmitted on Probation - The first semester after readmission the student may register for at least 3, but no more than 6 hours of course work for credit and must earn at least a 2.0 in the course work to continue to LSUA.

PASS Students -PASS students are limited to 9 semester hours per semester until they have **attempted** at total of 24 semester hours, including Developmental Education courses, passed or failed.

Visiting (not EACE or PASS) Students -Can enroll for only one semester and can take no more than 12 credit hours during that semester

International Students - Must register as full-time students (excluding summer school) and complete at least 12 semester hours each semester.

Athletes – At least 12 semester hours of work, during Fall and Spring semesters, toward an LSUA baccalaureate degree.

All other Admission Categories - Full-time classification is twelve semester hours of work in the regular semester and six semester hours in the summer session.

Maximum Course Load

Regular Semester: 21 semester hours (may be earned in any combination of full semester and A-or-B Term courses).

Summer Session: 10 semester hours (may be earned during the full summer session)

6 semester hours (may be earned in either an A-or a B-Term)

12 semester hours (may be earned in any combination of summer courses)

Under no circumstances can these maximums be exceeded.

Academic Exceptions

Occasionally a student will request an exception to policies stated in the student handbook and/or the LSUA catalog. Such policies address dropping after the drop date, taking more than maximum number of credit hours allowed, and retaking courses that have earned a C or better. Requests require a “petition” which takes the form of a letter to the Vice Chancellor for Academic Affairs. The letter must be accompanied by documentation of the reasons for the petition. See the University Catalog for more details.

Testing Services

The Testing Center administers a variety of tests to area students: ACT, PRAXIS, Pearson Vue, Dantes, and CLEP. CLEP tests are opportunities for students with previous experience in a subject area to receive credit for LSUA courses. A complete list of courses is available in the University Catalog. The Testing Center also administers the Computer Competency exam for CMIS 1000. For more information on available tests and test dates, please contact the Testing Center at 427-4492.

Academic Bankruptcy

Undergraduate students who have interrupted their college careers for a period of at least five consecutive calendar years may, at the time of application for admission to the University, declare academic bankruptcy. Students who have declared academic bankruptcy must be declared before first time registration for classes at LSUA. Details of this policy are addressed in the University Catalog or may be obtained from Admissions at 473-6417.

Credit for Repeated Courses

A student may repeat a course in which a grade of “C” or better has NOT been earned. When repeating for credit a course previously taken, the most recent credit earned determines acceptability of the course for degree

credit. All instances of repeated courses, however, are included in grade-point average calculations. Details of this policy are addressed in the University Catalog.

General Education Articulation Crosswalk

The Louisiana Board of Regents, the Louisiana State University Board of Supervisors, the Southern University Board of Supervisors, the Board of Trustees for the University of Louisiana, the Louisiana Community and Technical College System Board of Supervisors and all their member institutions have worked together to make the transfer process easier to understand and to complete with a minimum loss of credit. The resulting Student Transfer Guide includes a matrix of General Education college credit courses which (with few exceptions) can transfer between and among most of Louisiana's public colleges and universities. The guide can be downloaded from the Planning, Research and www.regents.state.la.us

Application for Graduation

It is the responsibility of all students intending to graduate to meet the degree requirements as published in the LSUA catalog. Furthermore it is the student's responsibility to satisfy all financial, application and graduation obligations as outlined in the LSUA Catalog.

Financial Aid and Scholarships

A limited number of honor awards and scholarships are granted to students with outstanding records of high school achievement. Additional assistance may be provided for students exhibiting financial need to meet college expenses. Such assistance is available through loans, grants, and part-time employment. For more information on availability, application procedures and maintaining eligibility (see chart below), refer to the University Catalog or visit <http://sfa.lsua.edu/types/>.

Hours that must be passed to make satisfactory academic progress at LSUA

Hours Registered/attempted	Must Pass
12 PLUS	9
11	8
10	7
9	6
8	6
7	5
6	4
5	3
4	3
3	2
2	1
1	1

Student with 24 or more hours must earn a 2.0 GPA.

The maximum time allowed for a student to complete his/her educational objective at LSUA will be 150% of the degree program. Withdrawals and incompletes will be counted as hours attempted for student financial aid purposes. Excessive withdrawals may cause financial aid suspension. Students must see a financial aid counselor if they have 96 or more attempted hours.

Students who have been suspended will be required to automatically complete no less than six (6) hours of college credit.

Some financial aid such as LEAP grants and TOPS scholarships automatically renew if students maintain a certain number of credit hours and certain number of credit hours and a certain grade point average. For more information visit <http://sfa.lsua.edu/types/grants/> and <http://sfa.lsua.edu/types/tops/>, respectively. Students are

urged to contact the Office of Financial Aid and Scholarships in Abrams Hall 109, telephone 473-6423, prior to dropping a course, to learn more about, or to apply for financial aid.

Degree Requirements

Some degree programs have admission requirements beyond the general requirements for admission to the University. Please refer to the University Catalog for specific program requirements.

All degrees require the following:

- Students must complete curricular requirements for a degree outlined in one issue of the LSUA Catalog as specified under “Catalog Use”.
- Students must earn a grade of “C” or better in ENGL 1001, ENGL 1002, and MATH 1021.
- Students must achieve an overall GPA of 2.0 or better on all college work attempted.
- Students must demonstrate computer literacy by passing a computer competency exam or successfully completing CMIS 1001.
- Students must be enrolled at LSUA during the semester in which the degree will be awarded.
- Students will receive no degree credit for courses numbered below 1000, i.e. developmental education courses.
- Students must complete at least 25% of the total hours required for a degree in courses taught by LSUA.
- Degrees are conferred only by vote of the LSU Board of Supervisors upon recommendation of the faculty of the University.

Additional requirements are spelled out in the University Catalog for Associate and Bachelor degree programs.

NAIA Eligibility Requirements

The following criteria must be met in order for a student-athlete to be eligible to represent a member institution of the NAIA in any manner (scrimmages and intercollegiate competitions):

1. All entering freshman must meet two of the three entry-level requirements.
 - a. Achieve a minimum of 18 on the ACT.
 - b. Achieve a minimum overall high school grade point average of 2.000 on a 4.000 scale.
 - c. Graduate in the top half of your high school graduating class.
2. Pursue an LSUA baccalaureate degree.
3. Enroll in 12 institutionally approved or required credit hours at the time of participation, or the term preceding the date of participation if participating in an event between terms.
4. Accumulate nine degree or required credit hours BEFORE identification for the second term of attendance.
5. Accumulate a minimum total of 24 institutional, or required, credit hours the two immediately previous terms of attendance. Up to 12 institutional credit hours earned during the summer and/or non-term may be applied to meet the 24-hour rule, provided such as credit is earned AFTER one of the two immediately previous terms of attendance.
6. Repeated courses previously passed in ANY term can not be used to fulfill the 24-hour rule.
7. A transfer student from a four-year institution must have eligibility remaining at the institution from which he or she is transferring to be eligible for further intercollegiate competition.
8. Transfer students having ever participated in intercollegiate athletics at a four-year institution, must be enrolled for 16 consecutive calendar weeks (112 calendar days), not including summer session at the transferred institution before becoming eligible for intercollegiate competition in the sport with pervious participation.
9. Participation in intercollegiate sports must begin before the end of the first 10 semesters, 12 trimesters, or 15 quarters of attendance as a regular enrolled student for 12 or more institutional credit hours. (Summer sessions are not included, but night school, extension or correspondence courses are applicable to this ruling.)
10. Earn a cumulative grade point average of at least 2.000, on a 4.000 scale as certified by the institutional registrar, upon reaching junior academic standing as defined by the identified institution.

11. Accumulate at least 24 semester/36 quarter institutional credit hours to participate in the second season of a sport.
12. Accumulate at least 48 semester/72 quarter institutional credit hours to participate in the third season of a sport.
13. Accumulate at least 72 semester/108 quarter institutional credit hours to participate in the fourth season of a sport. These hours must include at least 48 semester/72 quarter hours in general education and/or apply toward meeting the degree requirements.
14. Has not completed four seasons of participation in any one sport.
15. Maintain a total cumulative grade point average of at least 2.000 on a 4.000 scale to participate in the third and/or fourth season in a sport.

FORMS

Curriculum Change Form

A student who wishes to change major should be advised as to what will be gained and lost in terms of credits applicable to the new major. Another consideration is financial aid. Therefore students receiving financial aid should be directed to the Financial Aid Office. The curriculum change form can originate with the student's advisor but the form should accompany the student's folder to the department of the new major. This process, however, is not complete until the Curriculum Change Form has been processed through Admissions and Records.

Drop/Add Slips

During the Fall and Spring semesters, students may drop and/or add classes on-line through the first three days of late registration. The 4th through the 14th day, the student's advisor must complete a Schedule Change Slip *and must submit it to the Department Office for finalization*. Following the 14th day, the Schedule Change Slip *must be submitted to the Registrar's Office for finalization*. Always refer to the Academic Calendar in the Course Schedule Book to determine cut-off dates and times for adding and dropping classes especially for Summer and A-Term/B-Term classes.

A student should be advised to retain their copy of the schedule change slip as proof of his or her enrollment in designated courses. In the event a student is present in class but his or her name does not appear on the roster, the student will be asked to produce a copy of the fee slip or schedule change slip documenting that he or she either registered late or added the class. If the student has no proof of registration, he or she will be advised to report immediately to the appropriate department office to ascertain registration status. Students will not be allowed to attend class if they are not officially enrolled. Information regarding the fee refund policy is available in the Course Schedule Booklet and in Accounting Services.

Students receiving financial aid should consult with their Financial Aid Counselor prior to dropping or adding a course since their financial aid could be adversely affected and student athletes need to consult with their Athletics Coordinator before dropping a course.

Permission to Audit a Course

Students who desire to audit a course must see their advisors to complete a "Permission to Audit" form. A student may enroll for audit as long as there is room in the course and the instructor approves. After completing this form students may proceed with enrolling in the course(s), in audit status, online.

Permission to Late Register

The week after late registration students must see their advisors to complete a permission to late register form. Before the form is complete each course needs approval, via phone, of each desired course's department chair. The form then needs to be initialed by each respective instructor and the courses added by the respective Administrative Assistant. The completed form needs to be delivered, by the student, to Enrollments services, to

be finalized. During the third week of classes students must see the Vice Chancellor of Academic affairs to acquire permission to enroll in classes.

Resignation

A student may resign from the University at his or her option until the “final date for resigning” shown in the Academic Calendar. A student must initiate the resignation process in his or her major department, and then take the form to Financial Aid, Records, and Accounting, in that order, for authorization. A student may not resign from the University until all financial obligations are satisfied. Additional information is available in the LSUA Catalog.

ADVISING POLICIES AND PROCEDURES

Assignment of Advisors

All new, first-time Freshmen will be assigned to the Advising Center for advisement by a Professional Advisor or Faculty Advisor. All other students are assigned departmental advisors in their major departments.

Advising Checklist

1. Become familiar with the student’s interests, aspirations, and personal challenges. Record details for future reference.
2. Review student’s progress and appropriately update records, contact information, and degree checklists. Students not progressing satisfactorily towards completion of their degree requirements may need to discuss options for an alternative major.
3. Review the transcripts of transfer students to insure students are not unnecessarily repeating courses to meet LSUA degree requirements. If the LSUA transcript evaluation is available and does not transfer a degree required course equally to an LSUA course, make student aware that the department chair can re-evaluate the course(s) in question for substitution consideration. For other institutions’ course descriptions, visit <http://www.collegesource.org>
4. Address any applicable GPA requirements for transfer programs, program entrance, financial aid, academic probation, etc. Discuss academic bankruptcy, if applicable. ***Students must declare academic bankruptcy before registering for classes in the semester of their admission or readmission to LSUA.***
5. Consult with the student about his or her trial schedule or request to drop or add courses.
6. Ascertain that the course load and selected courses are appropriate for the student based on status (see Categories of Admission) and other factors such as athletics, financial aid, academic probation, work, family, and the likelihood of academic success.
7. Verify that the course selected fulfill degree or program requirements.
8. Ascertain that all course prerequisites and appropriate approvals (for PASS students, internet courses, course audits, 4000 level courses, etc.) have been secured.
9. If the student plans to transfer to another institution check the appropriate catalogs or visit <http://www.collegesource.org> for the appropriate degree or program requirements.
10. Ensure that the student is aware of *dates* and *times* for labs, A-and/or B-tem courses, clinicals and courses located off campus (England Airpark, Alexandria Museum of Art, etc.) and other special courses (compressed video, Internet, telecourses, etc.).

11. Place a copy of the student's trial schedule or drop/add slips in his/her folder and give student a copy for his or her records.
12. Address other issues, such as time management, stress management, test anxiety, disabilities, etc. that will affect the student's academic success. Make appropriate referrals to other campus services (see University Catalog) including tutoring services and available software such as PLATO and DISCOVER. Follow up on the student's resolution of problem areas.
13. Address other academic and university related information such as the last day to pay fees, the consequences of untimely payments, the OaKard (ID card), the last day of Drop/Add, the last day to drop a class with a "W", the consequences of not dropping a class, the final exam schedule, student organizations, student services, contact information, etc. See Course Schedule Book for details.
14. Authorize student to register, on IQ-Web, and direct him or her to the appropriate offices to address "stops" or "holds" that will prevent him or her from registering for classes.
15. Direct new freshmen and transfer students to call the Advising Center at 767-2604 to sign up for orientation.
16. Direct continuing and re-entry students to register online at home or in the ERC. Students should call 473-6421 if they experience any technical difficulties.
17. Assure advisee that you will be happy to help resolve any academic problems he or she might encounter at LSU. Give him or her a business card or your contact information.

Orientation

All new freshmen and transfer students are expected to attend an LSU Orientation, Orientation/Registration, Campus Connection or Early Start Program before registering for classes. These sessions address the various resources available to students at LSU, the layout of the campus, PLATO, D2L, available Student Services, the registration process, fee payment, financial aid, parking, student identification, and other University services, policies, and procedures. Students are required to see an advisor, be authorized to register for classes, and acquire a username and password before attending an orientation/registration session. Students should call the Advising Center at 767-2604 to sign up for an orientation session.

REGISTRATION

Registration for classes opens up twice a year during the Fall and Spring semesters. Continuing students are given priority over new students. Students are encouraged to meet with their assigned advisors to select appropriate courses. Upon registering for courses students are financially responsible for paying the respective tuition and fees. Non-payment will not remove the student's schedule. To eliminate any financial obligation students will need to drop their courses before the start of the semester. Fees may be paid at any time prior to the beginning of the respective semester.

Fee Payment

After registering for classes fees may be paid, online or in Accounting Services. Students may pay in full or select a payment plan. Students may also apply any available financial aid at the time of payment. Class schedules of students who fail to pay fees, by the 14th day of classes, will be cancelled.

Closed Course Sections

Course sections are closed when the enrollment reaches the maximum set for the course. In the case of laboratory classes, it simply means that every available laboratory station is in use. Other classes may be closed because all seats in that particular classroom are filled or because the class can only be so large before the quality of instruction is jeopardized. Online registration allows a student to place his/her name on a waiting list for a course section that is closed. Students should check their LSU email daily after placing their names on a

waiting list. When their name is first on the list and a seat becomes available, he/she will receive an email instructing them of the availability in that class. Students should be advised that all waitlists are cleared on the day before regular registration.

Late Registration

Late Registration begins on the first day of classes. Students are permitted to register late through the final date for adding courses for credit as shown in the academic calendar. A late registration fee of \$20 will be assessed to all students who fail to register for classes during the open registration period and wish to enroll during the late registration period.

Fee Payment

During late registration class schedules with unpaid fees may be cancelled to facilitate course enrollment. Students are therefore strongly advised to pay fees immediately after registration. If a student has questions concerning the availability of his or her financial aid, he or she should check with the Financial Aid Office before proceeding to Accounting.

After Late Registration

In unusual and extenuating circumstances, a student may be permitted to register after the final date, to late register, with the approval of the instructor and the instructor's department chair or the approval of the Vice Chancellor for Academic Affairs. Determination of such eligibility will be based on the reason for failure to register in accordance with the calendar, the strength of the applicant's academic record, and the number of courses he or she wishes to schedule. During the second week of classes students may see their advisors to complete the permission to late register forms. After the second week of classes students must see the Vice Chancellor of Academic Affairs to enroll in classes.

OTHER LOUISIANA COLLEGES/UNIVERSITIES

The following list of colleges and universities in the state may be helpful for students who desire to communicate with other institutions.

Four-Year Public

Grambling University

P.O. Drawer 584
Grambling, LA 71245
Telephone: (318) 247-3811
<http://www.gram.edu>

Louisiana State University

Baton Rouge, LA 70803
Telephone: (504) 578-3202
<http://www.lsu.edu>

LSU Health Sciences Center

433 Bolivar Street
New Orleans, LA 70112-2223
Telephone: (504) 568-4808
<http://www.lsubsc.edu/no>

LSU Health Sciences Center

1501 Kings Hwy.
Shreveport, LA 71130
Telephone: (318) 675-5000
<http://www.sh.lsuhs.edu>

LSU in Shreveport

One University Place
Shreveport, LA 71115
Telephone: (318) 797-5000
<http://www.lsus.edu>

Louisiana Tech University

Admissions Office
P.O. Box 3178 Tech Station
Ruston, LA 71272
Telephone: (318) 257-0211
<http://www.latech.edu>

McNeese State University

P.O. Box 92495
Lake Charles, LA 70609
Telephone: (337) 475-5000
<http://www.mcneese.edu>

Nicholls State University

P.O. Box 2004
Thibodaux, LA 70310
Telephone: (985) 446-8111
<http://www.nicholls.edu>

Northwestern State University of LA

Register's Office
Roy Hall Room 108
Natchitoches, LA 71497
Telephone: (318) 357-6361
<http://www.nsula.edu>

Southeastern Louisiana University

Office of Admissions
SLU 752
Hammond, LA 70402
Telephone: (504) 549-2000
<http://www.selu.edu>

Southern University and A& M

Admissions Office
P.O. Box 9901
Baton Rouge, LA 70813
Telephone: (225) 771-4500
<http://www.subr.edu>

Southern University at New Orleans

6400 Press Drive
New Orleans, LA 70126
Telephone: (504) 286-5000
<http://www.suno.edu>

Southern University at Shreveport

3050 Martin L. King Drive
Shreveport, LA 71107
Telephone: (318) 674-3300
<http://www.susla.edu>

University of Louisiana at Monroe

700 University Avenue
Monroe, LA 71209
Telephone: (318) 342-1000
<http://www.ulm.edu>

University of Louisiana at Lafayette
Admissions Office
Box 41210
Lafayette, LA 70504
Telephone: (337) 482-1000
<http://www.ull.edu>

University of New Orleans
Admissions Office
103 Admissions Building
Lake Front
New Orleans, LA 70148
Telephone: (504) 280-6000
<http://www.uno.edu>

Two-Year Public

Bossier Parish Community College
2719 Airline Drive, North
Bossier City, LA 71111
Telephone: (318) 746-9851
<http://www.bpcc.edu>

Nunez Community College
3700 LaFontaine Street
Chalmette, LA 70043
Telephone: (504) 680-2240
<http://www.nunez.edu>

Delgado Community College
615 City Park Avenue
New Orleans, LA 70119-4399
Telephone: (504) 483-4114
<http://www.dcc.edu>

LSU in Eunice
P.O. Box 1129
Eunice, LA 70535
Telephone: (337) 457-7311
<http://www.lsue.edu>

Four-Year Nonpublic

Centenary College of Louisiana
P.O. Box 41188
Shreveport, LA. 71134-1188
Telephone: (318) 869-5011
<http://www.centenary.edu>

Louisiana College
1140 College Drive
Pineville, LA 71359
Telephone: (318) 487-7011
<http://www.lacollege.edu>

Dillard University
2601 Gentilly Boulevard
New Orleans, LA 70122
Telephone: (504) 283-8822
<http://www.dillard.edu>

Loyola University New Orleans
6363 St. Charles Avenue
New Orleans, LA 70118
Telephone: (504) 865-2011
<http://www.loyno.edu>

Notre Dame Seminary
School of Theology
2901 South Carrollton Avenue
New Orleans, LA 70118-7391
Telephone: (504) 866-7426
<http://www.nds.edu>

Saint Joseph Seminary College
75376 River Road
St. Benedict, LA 70457
Telephone: (504) 892-1800
<http://www.sjasc.edu>

Our Lady of Holy Cross College
4123 Woodland Drive
New Orleans, LA 70131-7399
Telephone: (504) 394-7744
<http://www.olhcc.edu>

Tulane University
6823 St. Charles Avenue
New Orleans, LA 70118
Telephone: (504) 865-4000
<http://www2.tulane.edu>

Our Lady of the Lake College
5345 Brittany Drive
Baton Rouge, LA 70808
Telephone: (225) 768-1700
<http://www.ololcollege.edu>

Xavier University of Louisiana
Admissions Office
7325 Palmetto Street
New Orleans, LA 70125
Telephone: (504) 486-7411
<http://www.xula.edu>

GLOSSARY OF TERMS

Academic Departments: The academic units of the University, administered by department chairs and staffed by faculty members, that offer the University's academic programs.

Academic Load: The total number of semester hours for which a student is registered in one semester or summer term.

Academic Year: The period consisting of fall and spring semesters.

Advanced Standing: Academic credit for one or more courses awarded to beginning freshmen upon their successful performance on an examination.

Advisor: One who offers advice. There are three types of advisors on our campus.

- Departmental advisors are faculty members who advise students assigned to their department for advisement.
- Faculty advisors are faculty members who advise students assigned to the Advising Center for advisement.
- Professional advisors are the professional staff working in the Advising Center that advise students assigned to the Advising Center for advisement.

Approved Elective: Elective that is not open to the free choice of the student.

At-risk student: A student, who for some reason, may not succeed in achieving his or her educational goals.

Audit: To enroll in a course for no credit

Concentration: An intensive study of a subject *within the major field of study*.

Co-requisite: A concurrent requirement; usually a course or some other condition that must be taken at the same time as another course.

Course Schedule Booklet: The "Schedule of Classes" published by admissions each semester. This publication is made available to students in booklet form and in electronic form at the LSUA website.

Credit: (1) The recognition awarded for the successful completion of course-work. Credits are based on the number of times a course meets in one week during a regular semester. **(2)** The quantitative measure of recognition given to a course stated in semester hours.

Credit Examination: A test equivalent to a final examination in a college-level course in which a student may demonstrate competence and earn academic credit.

Cross-Listed: The same course offered under the rubrics of two or more departments.

Cumulative or Overall Average: A student's grade point average based on the total number of quality points earned and the total number of semester hours required.

Curriculum: A program of courses required for a degree in a particular field of study.

Degree Program: A group of approved courses and requirements which, when satisfactorily completed, will entitle the student to a degree.

DISCOVER: A computer-based assessment of a student's career interests, abilities, and values.

Elective: A course chosen by the student, as opposed to a required course. The term “elective” without a qualifier, will be understood to be a free elective, chosen by the student at his or her option from all the courses offered by the University for degree credit, with due regard for prerequisites.

Equivalent: When used in a course prerequisite (e.g., “*prereq: SOCL 2001 or equivalent*”), this term means either credit in a comparable course or adequate preparation by other experience. Determination of equivalency is left to the discretion of individual departments.

Good Standing: The typical status of a student who is not on probation and is eligible to continue or return to the University.

Grade-point Average (GPA): A measure of scholastic performance; the ratio of quality points earned to semester hours attempted.

Major: That part of a degree program that consists of a specified group of courses in a particular discipline(s) or field(s). The name of the major is usually consistent with the degree subject area.

Matriculation: The state of being registered for credit and working toward a specific degree.

PLATO: An online tutorial software offering assistance with reading fundamentals, grammar, writing, basic math through calculus, biology, and chemistry.

Preprofessional Program: A non-degree program of study in preparation for entry into a professional program at another institution or another department of the University. This type of program normally takes from one to three years to complete.

Prerequisite: The preliminary requirement, usually credit in another course that must be met before a course can be taken.

Quality Point: Numerical value assigned to each letter grade from “A” to “F,” when given as the final grade in a course; provides a basis for quantitative determination of a grade-point average.

Registration: The process by which a duly admitted student enrolls in classes via IQWeb.

Semester Hour: The unit by which course work is measured. The number of semester hours assigned to a course is usually determined by the number of hours the class meets per week.

Student Schedule: The courses in which a student is enrolled.

Transfer Student: A student who terminates enrollment in one college or university and subsequently enrolls in this University.