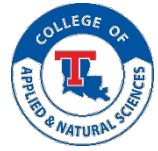# ADVISING GUIDELINES
COLLEGE OF APPLIED AND NATURAL SCIENCES

University Policy on Student Advising (2207)

Although various administrative staff spends much of their time counseling students, the most effective academic counseling is done by faculty in their classrooms and in their offices. Advising students is an important responsibility of the faculty. Advising consists of more than assigning students to classes, signing drop and add forms, or solving scheduling problems. To advise students properly, faculty must:

1. Post and maintain accessible office hours for assisting and advising students – at least 10 hours per week available for student conferencing with hours scheduled on three or more weekdays. Office hours will be posted on the faculty office door and communicated to students (syllabus, webpage, etc.) by the end of the first class week each quarter. Office hours are to be maintained throughout the entire quarter.

    A copy of the current quarter's class schedule and posted conference schedule for each faculty member will be maintained in the respective department office. Faculty are encouraged to extend, as possible, the time available for student conferencing during the final exam period.

2. Become knowledgeable about program and curriculum requirements within the University, College, and Department;

3. Utilize information accessed through the SCT Student Information System;

4. Become knowledgeable about University and Departmental regulations and requirements; and

5. Become acquainted with Student Service resources on campus.

Faculty are encouraged to become acquainted with their students, to give liberally of their time in conference hours, and to advise and assist students. When appropriate, faculty and staff are encouraged to make referrals to the University Counseling Center which provides a variety of resources for students with personal, educational, and career concerns (Louisiana Tech University Faculty Advising/Counseling Policy 2207).

General Information and Resources

Advisors should be familiar with the Louisiana Tech University homepage (http://www.latech.edu/), the College homepage (http://www.ans.latech.edu) the mainframe based student information system (SCT) and the Bulldog On-line Student System (BOSS). One needs a user ID and password (obtained from the Computing Center WT 116) to access the student information system through the mainframe. See page 13 for commonly used SCT screens.

The Registrar posts the Schedule of Classes (the Racing Form) quarterly. The schedule can be found at the University's web site: https://www.latech.edu/current-students/registrar-office/schedule-of-classes/ and through BOSS: http://boss.latech.edu/. The Schedule of Classes includes BOSS web registration critical dates, quarter calendar, admission requirements, registration information, the registration process, general information, a directory, and the schedule of classes.

Louisiana Tech University uses BOSS for early web registration, web schedule adjustment (drop/add) and fee payment; see the Schedule of Classes for the dates and times that BOSS is available for students to register and adjust schedules. In addition to BOSS, students can register and adjust their schedules in the Registrar's office (KH 207).

Advising occurs twice each quarter. Early advising, web registration, web schedule adjustment, and fee payment begins Monday of week nine (9) of the quarter and continues to the last day of classes. General registration and fee payment are available on the day prior to first class meetings of the quarter for new and

continuing students who did not complete early registration and fee payment. Web schedule adjustment (Drop/Add and "No Grade" drops) continues through the first three (3) days of each quarter.

1. <u>The Registration Process</u>

A. **Advisees** – ANS Advisors should advise only students with declared majors in their academic unit. Check Screen 220 to verify major. If the student is not a major in the academic unit, the advisor should direct the student to the electronic change of major form (https://www.latech.edu/current-students/registrar-office/academic-major-changes/). A list of your assigned advisees is available on-line at http://boss.latech.edu/. Use Faculty BOSS login, Web for Faculty (you will need Faculty ID and PIN), Term, and Advisor Services to obtain the list of your advisees. After selecting an advisee you can update registration access numbers, see the student's schedule, view institutional and transfer transcripts, and obtain the student's contact information. Knowledge of the mainframe based SCT student information system is required to advise and update the registration access codes for students who are not your advisees.

B. **Course Loads** - A full-time undergraduate student course load consists of eight to twelve hours. The College of Applied and Natural Sciences adheres to the guidelines in the 2018-2019online Louisiana Tech University Catalog and allows students to enroll in more than 12 hours only with justifiable, extenuating circumstances. This policy also applies to students enrolled through the Inter-Institutional Cooperative Program (ICP) with Grambling State University, Internet courses, and correspondence courses. Because of the differences in the quarter and semester calendars, enrollment in semester courses at another institution may overlap two quarters, and the semester courses will count toward the student's course load during both quarters. Students may enroll in no more than 12 hours between the two institutions.

C. **Overload Approval** – Students may be granted permission to enroll in more than 12 hours if recommended by the advisor and the academic unit head. The following actions are required for all overload approvals:

- 13 or 14 hours and a 3.0 average overall and for the previous quarter - bring advising form or drop/add form to Dean's office, for signature and approval stamp; <u>the advisor should note cumulative GPA and GPA for preceding quarter on the advising form</u>. (These requests will be approved by the Associate Dean for Undergraduate Studies.)

- 13 or 14 hours and do not meet criteria listed above – bring form and strong written recommendation/justification including a statement of extenuating circumstances from the **ADVISOR** **AND** **UNIT** **HEAD** to the Dean's office. These requests will be reviewed and a final decision will be made by the Associate Dean/Dean. Such requests should be forwarded only in extenuating circumstances.

- Students enrolled in FYE 100-First Year Experience will be given automatic approval for 13 hours during their first quarter.

- The Vice President of Academic Affairs must approve student requests of 15 hours; these requests require a memorandum from the advisor, unit head and dean to the vice president. A <u>strong</u> justification is required for 15 hours.

D. **Adding a Seat in a Closed Applied and Natural Sciences Class**:

- The student's advising form or add form must be stamped (*OK to add one seat – ANS*) in the special permission section, <u>and</u> signed by the instructor/unit head of the unit that offers the course.

- Stamps to add one seat are available in all ANS Unit offices.

- The Dean's office will not add seats.

E. **Course Prerequisites**:

- Prerequisites for courses are in the online University Catalog, on BOSS (Available Course Sections) and on screen 131 of the SCT Student Information System.

- Students should be told during advising and also sometime during the first three days of class each quarter whether a course has prerequisites.

- Prerequisites should be stated clearly on the syllabus for each course.

F. **Enrolling in 400 Level Courses:**

- Normally, 300 and 400 level courses are reserved for juniors and seniors.

- Students with a freshman or sophomore classification are not eligible to register for 400-level courses without the written approval of the academic dean of the college responsible for that specific subject and course. For ANS courses, students should bring a letter, signed by the advisor and unit head, to the Dean's Office for approval.

- Certain 400-level courses may be taken by graduate students for graduate credit. These are designated in the University Catalog, with the letter G in parentheses (G), appearing at the end of those 400-level undergraduate course descriptions. It is students' responsibility to ensure that they register for graduate credit.

G. **Practica/Cooperative Education Courses**

- Practica/Cooperative education programs are managed through each academic unit.

- Each academic unit has an academic coordinator who oversees application and enrollment in Experiential Education.

  - Agricultural Sciences and Forestry– Dr. Mark Murphey/Dr. Joshua Adams
  - Biological Sciences – Dr. Bill Campbell
  - Health Information Management – Mrs. Michelle Martin
  - Human Ecology – Mrs. Anita Pumphrey
  - Nursing – Individual faculty members coordinate clinical experiences for their own classes

- Students are required to complete applications and be approved for enrollment **prior** to registering for Experiential Education courses.

- Students enrolling in practica/cooperative education courses are required to pay a practica fee.

H. **Financial Aid** – Students receiving financial aid must be enrolled as full time students (at least 8 semester hours). All paperwork must be completed with the financial aid office before the beginning of the quarter for which aid is requested. It is the students' responsibility to be informed of their loan status. **NOTE**: Students receiving TOPS scholarships must earn 24 hours of credit each year or the number needed to complete their undergraduate degree; make satisfactory progress (GPA); be a full-time student; and be continuously enrolled. Credit exams count neither as hours earned nor hours carried in determining full-time status.

I. **Disability Services - The Office of Disability Services (Wyly Tower 318) coordinates campus-wide efforts to provide information and services to Louisiana Tech students with disabilities. Inquiries concerning services for students with disabilities should be directed**

to the Office of Disability Services. Services are available to students who provide appropriate documentation. Their phone number is: (318) 257-4221, e-mail address is tds@latech.edu, and web address is https://www.latech.edu/current-students/student-advancement-affairs/disability-services/.

J. **Placement and testing requirements for beginning freshman**

Subject	Criteria	Placement
English	English ACT less than or equal to 17, or SAT Writing & Language less than or equal to 24, or SAT Critical Reading (pre-2016 test date) less than or equal to 440	Placement in ENGL 099 or equivalent
	English ACT greater than or equal to 18 or SAT Writing & Language greater than or equal to 25, or SAT Critical Reading (pre-2016 test date) greater than or equal to 450.	Placement in ENGL 101
	English ACT greater than or equal to 30, or SAT Writing & Language greater than or equal to 36, or SAT Critical Reading greater than or equal to 680.	Credit for ENGL 101 is granted if English ACT or SAT Writing & Language/Critical Reading score earned within the previous 5 years.

Subject	Criteria	Placement
Math	• Math ACT: 0-18 • Math SAT: 0-490 • Math SAT (pre-2016 test date): 0-450	Placement in MATH 099 or equivalent. Beginning and intermediate algebra. Does not count toward fulfilling math requirement for any college major.
	• Math ACT: 19-21 • Math SAT: 500-540 • Math SAT (pre-2016 test date): 460-510	Placement in MATH 100B* & MATH 100C *. No credit exam is available for bypassing MATH 100B & MATH 100C . 5-credit format for college algebra. Includes review material from MATH 099 and allows additional instruction hours for college algebra material.
	• Math ACT: 19-21 • Math SAT: 500-540 • Math SAT (pre-2016 test date): 460-510	Placement in MATH 102 and ENGR 189B (to be replaced by MATH 103B and MATH 103C in 2017). 5-credit "co-requisite" delivery format for applied algebra. Less rigorous than college algebra. MATH 099 content is practiced just-in-time in the 2-credit ENGR 189B while students learn applied algebra in the 3-credit MATH 102.
	• Math ACT: 22-25* • Math SAT: 550-600 • Math SAT (pre-2016 test date): 520-580	Placement in MATH 101. 3-credit format for college algebra. Does not include review material from MATH 099.

• Math ACT: 22-25 • Math SAT: 550-600 • Math SAT (pre-2016 test date): 520-580	Placement in MATH 102. 3-credit hour format for applied algebra. Less rigorous than college algebra.
• Math ACT: 26+ ** • Math SAT: 610+ • Math SAT (pre-2016 test date): 590+	Placement in MATH 112***. Trigonometry.
• Math ACT: 26+ ** • Math SAT: 610+ • Math SAT (pre-2016 test date): 590+	Placement in MATH 125. Algebra with applications for business, management, and the social sciences.
• Math ACT: 26+ ** • Math SAT: 610+ • Math SAT (pre-2016 test date): 590+	Placement in MATH 130. Mathematics focusing on the usefulness and practicality of mathematics, no algebra content.
• Math ACT: 26+ ** • Math SAT: 610+ • Math SAT (pre-2016 test date): 590+	Placement in MATH 240****. Precalculus.
• Math ACT: 26+ ** • Math SAT: 610+ • Math SAT (pre-2016 test date): 590+	Placement in STAT 200. Introductory, algebra-based statistics.

NOTE: Permission to take a credit exam in a given course will be denied those students who have previously attempted the course and/or the credit exam. Refer to the *Louisiana Tech Credit Exam* section of this Catalog for additional information.

* Students with a Math ACT 24-25, Math SAT 580-600, or Math SAT (pre-2016 test date) 560-580 are eligible to sit for the Math Credit Exam (MATH 101-E01) administered at the beginning of each term in order to earn credit for MATH 101. MATH 101 credit can substitute for MATH 102. Studying for the credit exam is highly recommended. Please see http://www2.latech.edu/~charlesp/mathcreditexammain.htm for credit exam study materials provided free. Select the link, "Instructions for Accessing Math Review Materials". Print the instruction sheet and follow the instructions.

** Students automatically receive credit for MATH 101 with this Math ACT/SAT score if Math ACT/SAT test date is within previous 5 years.

*** Eligible for Math Credit Exam (MATH 112-E01) to earn credit for MATH 112. Studying for the credit exam is highly recommended. Please see http://www2.latech.edu/~charlesp/mathcreditexammain.htm for credit exam study materials provided free. Select the link, "Instructions for Accessing Math Review Materials". Print the instruction sheet and follow the instructions.

**** Eligible for Math Credit Exam (MATH 240-E01) to earn credit for MATH 240. Studying for the credit exam is highly recommended. Please see http://www2.latech.edu/~charlesp/mathcreditexammain.htm for credit exam study materials provided free. Select the link, "Instructions for Accessing Math Review Materials". Print the instruction sheet and follow the instructions.

K. **The First Year Experience and Communications 101**

As part of the 2015 SACS-COC reaccreditation, Louisiana Tech University developed its Quality Enhancement Plan (QEP) BLUE FIRE: IGNITING COMMUNICATION EXPERIENCES. This initiative requires all new freshmen to complete FYE 100 during the first quarter of enrollment and COMM 101 during the first four quarters of enrollment. "New freshmen" include all recent high school graduates, even if they have enough hours upon admission to achieve sophomore status.

FYE 100 and COMM 101 are included in all ANS curricula. Though FYE 100 is a 1-credit hour course, that hour typically is not counted towards graduate requirements. COMM 101 counts as 3 of the 9 required hours in Humanities. Students who transfer to Louisiana Tech University with more than 60 hours will not be allowed to enroll in COMM 101; in this case, the appropriate substitution for COMM 101 is COMM 110. A special substitution form for this course is provided on page 17 of this document.

L. **Academic Renewal** – Undergraduate students who have dropped out or have been suspended because of poor academic performance may request to start over with the status of an entering freshman. Many conditions apply to academic renewal; refer to the 2018-2019 online Louisiana Tech University Catalog for conditions. A few of the conditions are listed below.

- At least three (3) consecutive calendar years must elapse between the end of the quarter in which the student was last registered for credit at any college or university and being enrolled under academic renewal.

- The student must submit a written application for academic renewal to the Academic Renewal Subcommittee of the Enrollment Management Council using an Academic Renewal Application.

- The Academic Renewal Subcommittee will review the application and determine the candidate's eligibility for renewal prior to the end of the student's first quarter of enrollment at Louisiana Tech University.

- No prior credit carries forward as part of a degree program; however, the prior record remains a visible part of the student's transcript.

2. **Dropping A Class/Resigning From The University**

A. **Drop dates**

- Students drop individual courses using a Schedule Change Form ("Drop/Add Form").

- Students dropping all of their courses for the quarter must resign from the university. (See Resignation below).

- Students should be counseled to drop before the deadline if they are not doing satisfactory work. Poor performance in a class is not an acceptable reason for backdating a drop, even if the grade will affect the student's probation/suspension status or financial aid eligibility.

- Students frequently request to drop courses after the drop deadline has passed. These requests require the Dean's signature and are only granted if the student can produce documentation of a medical emergency that prevented him/her from dropping before the deadline.

- Students should be encouraged to check with the Office of Financial Aid (Keeny Hall 207) to determine how the drop will affect aid before they drop the class.

B. **Resignation** – To resign from the University, a student must obtain a Resignation card from the Registrar, secure the required signatures, and return the Resignation card to the Registrar (resignation is not official until the card is on file in the Registrar's office).

- Deadlines for refunds are listed in the Schedule of Classes and General Information ("Racing Form"). This is important information. Students on financial aid may discover they will be billed for courses if their initial award has to be returned to the federal government.

- The student I.D. must be turned in to the Food Service Office.

- When the student resigns before the close of registration the permanent record reflects registration and resignation only.

- If the student resigns during the first seven weeks of the quarter a grade of "W" will be reflected on the transcript for all courses.

- Students who leave without resigning receive "F" grades for all courses.

- Students living in a dormitory or housing will forfeit the unused portion of any payment or deposit made to the University.

- Students frequently request to resign after the deadline has passed. These requests require the Dean's signature and are only granted if the student can produce documentation of a medical emergency that prevented him/her from resigning before the deadline.

C. **Adding Classes after Late Registration ends**

- Students should be counseled to add classes before the drop/add deadlines.

- Occasionally students need to add classes after late registration ends. Students use the Schedule Change Form (drop/add slip) available in the ANS Unit offices to add a class, and the Dean's signature is required for any add after the drop/add deadline.

- Approval will be granted when the instructor of the course to be added late verifies in writing that the student will be allowed to complete missed work.

- Students are not allowed, under any circumstances, to add classes after the ninth class day is complete.

3. <u>Academic Status</u>

A.   **Probation/Suspension**

There are three categories of academic status for undergraduate students:

1. Academic good standing and eligible to be enrolled,
2. Academic probation and eligible to be enrolled, (Limited to 9 hours/quarter)
3. Academic suspension, therefore not eligible to be enrolled.

- Students will usually receive official notification of academic status from the registrar; however, such notice is not a prerequisite to students being placed in one of the above categories. The first suspension is for one quarter. A second suspension is for one academic year (four quarters).

- Students may appeal for reinstatement after academic suspension; refer the students to the Dean's office.

4. <u>College Forms</u>

Examples of forms are attached and are available in all Applied and Natural Sciences offices and at the following web address: https://ans.latech.edu/faculty-resources/

A. **Course Substitutions** – Substituting one Louisiana Tech course for another in a curriculum requires preapproval. Use the Undergraduate Course Substitution Form (Green):

- Requests for course substitutions should be initiated by the student, and should be submitted for approval before the student enrolls in the course. The course substitution is not considered valid until all required signatures have been obtained. Failure to request

substitutions in a timely manner may mean that students complete a class that <u>will not count</u> towards their degree.

- Students must earn a "C" or better in all substituted courses, regardless of the grade deemed acceptable in the required course. Even if a grade of "D" is acceptable in the required course, a "C" or better is required for <u>any</u> substituted course.

- Students are not allowed to substitute courses that they have previously completed with unsatisfactory grades. Even if the course is not offered quarterly, the student must repeat the required course. While substitution of "similar" courses will not be approved, students may be allowed to take the "same" or "equivalent" course at another university.

- A rationale of "course conflict" or "course unavailable" or "student can graduate early" is not sufficient for approval of a course substitution nor is "student can graduate one quarter early" a valid reason. Additional justifying information should indicate when the course will be offered again and when the student plans to graduate. Only if the course will not be offered again prior to the student's graduation will a substitution be <u>considered</u>.

- If the student is requesting a substitution for a required course from which he/she previously withdrew, a strong justification must be provided for the substitution request.

The original course substitution forms are kept in the Dean's office with copies sent to the unit.

B. **Internal Course Equivalency –** substituting one Louisiana Tech course for another course that was completed when the student was enrolled in a different major.

- Requests should be completed during the quarter the student transfers to the Applied and Natural Sciences major.

- Requests should be submitted on the appropriate (pink) form.

- These requests must be verified as equivalent by the unit offering the required course.

- Students should not be told that the request will be approved until <u>after</u> the Dean signs the form.

C. **Transferring Courses**

- In order to transfer courses from other universities, the courses must be posted to the Louisiana Tech University transcript. Students are responsible for sending original transcripts from every university attended to the Registrar's Office.

- Normally, the Registrar will post all undergraduate courses taken at other universities to the Tech undergraduate transcript at the time they are received.

- Sometimes students who have already earned a bachelor's degree from other universities transfer to LA Tech to pursue a second degree. In this case, the transfer courses are not automatically posted to the Tech transcript. If the student wishes to use <u>any</u> of the courses completed as part of the first degree, to satisfy requirements for the second degree, the academic advisor must send a memo through the Associate Dean to the Registrar asking that the entire transcript from the previous degree be posted to the LA Tech undergraduate transcript.

- When a student transfers to Louisiana Tech University from another university, the transfer courses to be used to satisfy the General Education Requirements (refer to the online Louisiana Tech University Catalog, 2018 – 2019) should be evaluated for equivalency within the first quarter of the student's admission to the College of Applied and Natural Sciences.

"While all transfer course work is posted, the applicability of specific courses for the chosen curriculum is determined by the academic department head in conjunction with the college dean. …"

"Normally, only courses taught in the freshman/sophomore level at Louisiana Tech are accepted from a junior/community college toward a degree at Louisiana Tech" (online Louisiana Tech University Catalog, 2018 – 2019). Exceptions require evidentiary justification such as course outlines, exams, etc.

- Use the External Transfer Course Approval Form (Yellow) and the Master Course Articulation Matrix (MCAM) for Louisiana Universities, Screens 140 and 142 on the SCT Student Information System, and/or the Transfer Equivalency System (TES). The Louisiana Board of Regents publishes the Master Course Articulation Matrix (MCAM) annually. The MCAM is designed to facilitate transfer of general education courses between Louisiana community colleges and universities. The MCAM can be accessed at https://regents.la.gov/master-course-articulation/.

  The Transfer Equivalency System (TES) is an external service that tracks equivalency of courses from one university to another. Courses at Louisiana Tech University are compared with those of other colleges and universities to determine matches. Because there are some errors in the system, all majors courses at the 300 and 400 level that are being transferred into Louisiana Tech University should be verified by the Academic Unit Head. To access TES go to: http://tes.collegesource.com. Copies are available in each academic unit.

- An advisor, unit head, or designated staff member should contact the appropriate department head to verify equivalency for courses not on the lists.

- Transfer Course Approval Forms should not be given to the student; students are not responsible for obtaining the necessary signatures.

- Students must sign transfer course approval forms prior to obtaining approval from the Dean.

- The original transfer equivalency forms are kept in the Dean's office with copies sent to the unit. These forms are used for graduation check-out and audit purposes.

- A grade of "C" or better is considered acceptable for transfer credit for required or equivalent courses in the College of Applied and Natural Sciences degree programs. Transfer credit will not be granted for courses in which a deficient grade (D or F) has been earned.

- Do not tell students that the transfer will be granted until the equivalency has been evaluated and approved.

- If a student transfers into your curriculum from another Applied and Natural Sciences curriculum, contact the Dean's office to find out if an evaluation is already on file.

D. **Pre-Approval of Transfer Courses** – Currently enrolled students who wish to enroll in a course at another university (regular courses, Internet courses and correspondence courses) must have approval from the Unit Head and Dean **before** the student enrolls in the course.

- Use the Transfer Course Pre-Approval section. (Yellow-lower portion)

- Students must sign the Transfer Course Pre-approval form acknowledging their understanding that they must earn a grade of "C" or better in order to receive credit toward their degree in the College of Applied and Natural Sciences.

- Transfer credit will not be granted for courses if a deficient grade (D or F) is earned.

- Louisiana Tech University does not permit more than six hours of correspondence credit toward pursuit of a degree.

- Students are allowed to transfer in a maximum of <u>9</u> of the last 36 semester hours of credit at the baccalaureate level (6 of last 18 for Associate Degree).

E. **Minors** – students can earn a minor at Louisiana Tech University; the title of the minor is posted on the student's transcript.

- Use the Request for Minor Form (Gray).

- Course requirements for a minor are listed in the Louisiana Tech University Catalog in the unit that offers the minor.

- If the minor follows the requirements listed in the Louisiana Tech University Catalog, no additional approval is necessary.

- When the minor deviates from the courses listed in the Catalog, written approval <u>from the head of the unit that offers the minor</u> must be submitted.

- Students must earn a grade of "C" or better in all courses in the minor.

- Minor forms are submitted to the Dean for signatures by the Unit Head during the quarter of graduation.

F. **Advising juniors and seniors** – After 60 semester hours are earned, students and advisors should complete a Junior/Senior Year Courses to Complete Curriculum Form, also known as the Block Plan (White). This form shows which courses remain in the student's curriculum to complete the degree, and blocks which quarter the courses are to be taken in order to graduate. Completion of the block plan is essential to ensure students complete all required classes. Many jr/sr classes are offered only once per year, and students will need to plan carefully in order to enroll in those classes when offered.

G. **Concurrent Enrollment –** Undergraduate seniors who have a minimum cumulative undergraduate GPA of 3.2 on all undergraduate work attempted may be allowed to register for graduate credit if they meet the University of Louisiana System regulations. These requirements and the procedure for admission into the Concurrent Enrollment Program are detailed in the 2018-2019 University Catalog.

5. <u>**Graduation Procedures**</u>

A. **Registration for Graduation** – Students should apply for graduation online the quarter before they plan to graduate. Forms are available on BOSS. The application is then turned into the Dean's office.

- The last day to register for graduation is listed in the Schedule of Classes and General Information.

B. **Transfer Course Work During the Last Quarter** – A student who has fulfilled the minimum residence requirement (see online 2018-2019 Louisiana Tech University Catalog) may be permitted to earn only nine (9) of the last 36 semester hours (6 of the last 18 for Associate Degree students) out-of-residence. This policy includes correspondence courses (six hours maximum), which count as part of the student's quarter course load. Students planning to transfer their last hours back to Tech should be made aware that it is their responsibility to request that the school they are attending transfer their grades to Tech in time to be posted prior to graduation. It is also the responsibility of the student to be sure that the transfer has been completed.

C. **Graduation with Latin Honors**

- *Summa Cum Laude* – 3.90 GPA on all hours pursued
- *Magna Cum Laude* – 3.70 GPA on all hours pursued
- *Cum Laude* – 3.50 GPA on all hours pursued
  The student must have a minimum of 30 semester credit hours at Louisiana Tech University to be eligible for and receive such recognition.
- Students receiving their first associate degree are also recognized as follows: *Distinction* (3.70 GPA) and *Honors* (3.30 GPA). The student must have earned a minimum of 15 semester credit hours at Louisiana Tech University to be eligible for and receive such recognition.

APPLIED & NATURAL SCIENCES CURRICULA

SCHOOL OF AGRICULTURAL SCIENCES AND FORESTRY
(Dr. William Green, Head – 257-3275)

Agricultural Business (BS)
Business
Plant Science
Animal Science (BS)
Equine Science
Livestock Production
Pre-Veterinary Medicine
Forestry (BSF)
Forestry Management
Wildlife Habitat Management
Geographic Information Science (BS)

SCHOOL OF BIOLOGICAL SCIENCES
(Dr. William Campbell, Director – 257-4573)

Biology (BS)
Environmental Science (BS) (Dr. Terri Maness, Coordinator – 4573)
Medical Technology (BSMT) (Vanessa Johnson – 2821)
Biology (MS)
Molecular Sciences and Nanotechnology (MSNT)
Molecular Sciences and Nanotechnology (PhD)

DEPARTMENT OF HEALTH INFORMATICS & INFORMATION MANAGEMENT
(Jan Fuller, Head – 257-2854)

Health Informatics and Information Management (BSHIIM)
Health Informatics (MHI)

SCHOOL OF HUMAN ECOLOGY
(Dr. Ethel Jones, Director – 257-3727)

Family & Child Studies (BS)
Child Life Specialist
Child Development
Family Science
Fashion Merchandising & Retail Studies (BS)
Nutrition & Dietetics (BS)
Non-RD Concentration
RD Concentration
Nutrition & Dietetics (MS)
Graduate Certificate in Dietetics

DIVISION OF NURSING
(Dr. Donna Hood, Director – 3101)

Nursing (ASN)

CHART FOR CICS SCREEN NUMBERS AND THEIR USE

SCT SCREEN NUMBERS	OFFICIAL SCREEN TITLE:	OF WHAT USE:
002	Name Search	Enter name to find CWID
003	All Addresses	Student's Local /Home Address
007	Biographic & Demographic	Birth date, etc.
010	Student Electronic Access	Email addresses
036	School Code Index	Type school name to get code for use on Screen 140 and 142
048 or 148	Holds	Anything that will prevent registration
105	Course Sections Scan	Course Day/Time/Teacher/Enrollment (Type in descriptor only, scroll to see all; or add section number for particular course
107	Class List	List of students enrolled in a particular class (descriptor + section #) giving: Name/CWID/College/Major/Classification/Registration Status
109	Student Schedule	Student's schedule listing (Course Designation/Credit/Title/Day/Time/Classroom where taught
110	Enrollment/Matriculation Status	Allows you to know what programs student has been in
111	Student Term Attributes	Gives student classification by quarter (may be more accurate than 121)
117	Graduation Checkout	Matriculation history
118	Academic Statistics	Student's term statistics and career statistics
119	Term Report Flags	Advisor's Name and CWID
120	Graphic Student Schedule	Student's schedule is shown in chart form with days of week across the top & time's falling down on the left-hand side with student's schedule
121	Academic Program Summary	Classification (for registration priority); also see screen 111
131	Section Registration Controls	Shows **prerequisites** that SCT will enforce when student registers
136	Transcript Display	Shows student transcript as well as enrollment for subsequent quarter
139	Registration Audit Trail	Shows what and when student attempted to register
140	Equivalency Maintenance	Shows course equivalencies from various institutions (get school code from 036 screen)
142	Transfer Credit Articulation	For particular student, shows course taken elsewhere and Tech equivalent
144	Transfer Credit Summary	Transfer credit total hours for particular student
221	Test Score Display	ACT Scores
7R3	Registration Access Number	Allows you to "clear" or "release" student for web registration

PRE-APPROVAL COURSE SUBSTITUTION FORM

LOUISIANA TECH UNIVERSITY COURSES ONLY

**Note: Final approval of substitution is not granted until the Dean signs
         this form. All signatures required <u>before</u> the student enrolls in the course.**

Student's Name _____   Date _____

Student ID No. _____   Major _____

Proposed Course*:

_____
Course Name/Number   Sem. Hr. Credit   Title

To Be Substituted For:

_____
Course Name/Number   Sem. Hr. Credit   Title

Reason for Substitution: _____

_____

_____

_____

Requested by:_____
                                Student's Signature

==

Advisor _____   Dept. Head (ANS) _____

Dept. Head or Dean (Academic Area)_____

Associate Dean (ANS)_____

Dean (ANS)_____

*STUDENTS MUST EARN A GRADE OF "C" OR BETTER IN THE SUBSTITUTED COURSE.
CREDIT WILL NOT BE GRANTED IF THE STUDENT EARNS A "D" OR "F" IN THE COURSE.

*STUDENTS MAY NOT SUBSTITUTE ONE COURSE FOR ANOTHER IF THEY HAVE ALREADY TAKEN THE REQUIRED COURSE
AND EARNED A GRADE OF "D" OR "F".

 (Green)

External Transfer Course Approval Form
College of Applied and Natural Sciences

Name _____ ID# _____ Major _____Date _____

Course	School	Hours	Grade	Tech Equiv or GER	Verified by	Dept	Date
Number: Title:							
Number: Title:							
Number: Title:							
Number: Title:							
Number: Title:							
Number: Title:							

Transfer course Pre-Approval for current Tech students to be taken (date) _____

Course	School	Hours	Tech Equiv or GER	Verified by	Dept	Date
Number: Title:						
Number: Title:						

Transfer or substitution credit will be granted for courses in which a grade of "C" or better has been earned. Courses with grades below "C" cannot be transferred.

Final approval is not granted until Dean signs this form.

Requested by _____ Advisor _____

Approval: Dept Head _____ Assoc Dean _____ Dean _____

Equivalencies can be verified by providing a course description to the appropriate department head for evaluation/approval. Once a determination has been made, you may file the reference evaluation for future students for a period of two years.

(Yellow)

INTERNAL TRANSFER COURSE APPROVAL FORM – (<u>LOUISIANA TECH COURSES ONLY</u>)

(To be processed as soon as student transfers into an ANS program)

Name _____ID No. _____Major _____Date _____

Course	Hours	Grade	Date	To Be Substituted For	Reason/Rationale	Verified By
Number: Title:				Number: Title:		
Number: Title:				Number: Title:		
Number: Title:				Number: Title:		
Number: Title:				Number: Title:		
Number: Title:				Number: Title:		
Number: Title:				Number: Title:		

Requested by _____   Advisor _____

Approval: Department Head _____   Associate Dean _____   Dean _____

Note: Transfers are not official until the Dean signs this form.

(Pink)

COLLEGE OF APPLIED AND NATURAL SCIENCES

REQUEST FOR SUBSTITUTION FOR COMMUNICATIONS 101

Communications 101 – *Introduction to Communication Studies* is a course required of all new high school graduates/first time college students enrolling at Louisiana Tech University in Fall, 2016**. I am requesting the following Communications/Public Speaking course be substituted because I graduated high school prior to 2016 <u>and</u> I am not a first time college student enrolling at Louisiana Tech University beginning Summer/Fall, 2016.**

Course Descriptor and Number	Course Title	University	Term Taken or to be Taken	Grade*

* Grade must be "C" or better to count.

Print or Type Student Name: _____

Student CWID: _____

_____   _____
Signature of Student   Date

_____   _____
Signature of Advisor   Date

_____   _____
Signature of Unit Head   Date

_____   _____
Signature of Associate Dean   Date

_____   _____
Signature of Dean   Date

REQUEST FOR MINOR
COLLEGE OF APPLIED & NATURAL SCIENCES
LOUISIANA TECH UNIVERSITY

NAME_____ ID# _____

MAJOR_____ DEPARTMENT _____

COURSES APPROVED FOR MINOR IN: _____

COURSE NO.	TITLE	HR. CREDIT	GRADE

Requested by:
Student Signature: _____ Date:_____

Approval:
Department Head Signature: _____ Date:_____

Dean (ANS) _____ Date:_____

NOTE: A student must earn a grade of C or better in each course applied toward meeting the requirements of a minor.

(gray)

*<u>**Make sure to fill out form completely.**</u>

<u>PLEASE USE INK AND PRINT CLEARLY</u>
INTER-INSTITUTIONAL COOPERATIVE PROGRAM (ICP)
Louisiana Tech University/Grambling State University
APPLICATION AND ENROLLMENT FORM

I will be a VISITING student at: Term you are enrolling in:
Grambling State University   __ Fall
                                                                                                                   __ Spring
Will you graduate this or next quarter? ___Yes ___No   __Summer _I _II

_____   _____
Name: Last   First   M.I.   Social Security Number

_____   _____   _____
Sex   Marital Status   Race   Citizenship   Date of Birth   High School Graduation Date

_____   _____
Present Address (Street/Box Number; City, State, Zip)   Present Telephone Number

_____   _____
Home State   Home Parish/County   Home Zip Code   E-Mail Address
COLLEGE (CHECK ONE):
☐ Basic Studies ☐ Applied & Natural Sciences   ☐ Business   ☐ Education   ☐ Engineering & Science   ☐ Liberal Arts

CURRICULUM: _____ *** Please provide a phone number where you can be reached during break.**

                                   Phone Number:_____

DIVISION:
☐ Undergraduate   ☐ Graduate

List courses for which you are enrolling as a visitor:

CRN Number	Course	Number Section	Credit Hours	Course Description	Days	Time	Instructor's Name

Have you previously enrolled for an ICP class? _____ If YES, when? _____
List any institution other than Louisiana Tech and Grambling in which you are presently enrolled or will be concurrently enrolled:_____

"...Any schedule exceeding 12 semester hours must be approved in writing by the student's dean on the registration form or the schedule change. Courses pursued in excess of the allowed limits without approval will be invalidated upon discovery. Correspondence courses and concurrent enrollment at other institutions are considered as part of this load and must be approved by the dean."

I understand that by processing this form I am enrolling for the above class(es) and are not guarantee a seat in any class. I also understand that as an ICP student I am obligated to adhere to the rules and regulations of the host university as well as my home university. I have read and understand the Louisiana Tech course load policy. ALL THE ABOVE STATEMENTS ARE TRUE AND ALL INFORMATION ON THIS FORM IS COMPLETE AND ACCURATE.

For Office Use Only

_____   _____
Student's Signature   Date

_____   _____
Advisor's Signature   Date

_____   _____
Department Head's Signature   Date

_____   _____
Academic Dean's Signature   Date

This student is authorized to enroll in a total of _____ hour(s) at the host university.

☐ No Charges

☐ Student has paid full fees to Tech

Registrar's Certification:

_____
Initials   Date

JUNIOR/SENIOR COURSES TO COMPLETE CURRICULUM*
(To be completed when 60 semester hours are earned.)

Name _____

Advisor _____

Major _____

Date of Preparation _____

Fall _____	Winter _____	Spring _____	Summer _____	Courses Not Completed
Fall _____	Winter _____	Spring _____	Summer _____	Courses Not Completed

SEE REVERSE SIDE FOR GUIDELINES FOR GENERAL EDUCATION REQUIREMENTS

*This is a tentative schedule. The University reserves the right to withdraw any class for which there is insufficient registration; restrict registration in any class; reschedule any class; change instructors and sections of classes, and provide additional instructors for any class that is overcrowded. It is the student's responsibility to insure that all degree requirements are met.