Summer and Fall 2020 Registration Guide
Welcome to the Registration Guide from the Office of the University Registrar (OUR) at the University of Louisiana at Lafayette. This Guide is intended to help you, the student, navigate many of the processes and requirements for registering for classes and ultimately getting your degree. Inside, you’ll find helpful content, like the Academic Calendar, the process for registration, and whom to contact about tuition and fees. We’ve included building codes so you know exactly where your classes are located.

We are here to help you. In fact, helping students is a fundamental part of our Office’s mission statement. Think of our mission statement as what drives our staff to be professionals each day. The Registrar’s Office is committed to providing quality, timely, and courteous service to students, faculty, staff, alumni, and the public, and even though you are a student now, you will eventually fall into some of these other groups. That means that our office is here to help you for the duration of your academic and professional careers.

We encourage you to make using this Guide a regular part of your academic routine. Rely on it for important dates and information, as well as a reference guide for contacting our office. You’ll notice throughout the booklet that we’ve included lots of helpful links to information on University websites, that way you don’t have to go searching everywhere yourself. You can use the table of contents links below to jump quickly to whatever information you need.

If there’s anything you need that the Guide doesn’t cover, or if you just want to talk to someone in the Registrar’s Office, don’t hesitate to reach out.

337-482-6291 | our@louisiana.edu | Martin Hall, Room 171
As our University has moved to remote instruction due to health and safety concerns, the Registrar’s Office has transitioned many processes and procedures to remote format to serve our campus community better. These accommodations are designed to provide as much normalcy as possible, helping students continue and complete their academic programs.

We’ve compiled a list of available remote services along with procedures and directions on the Registrar’s Office website. Be sure to monitor the catalog of remote services frequently as we are expanding services and information. Ultimately, the Registrar’s Office is here to assist you through this unprecedented time of remote work and instruction. Please reach out with any questions, comments, or concerns.

Contact us with questions:
337-482-6291 | Martin Hall Room 171 | registration@louisiana.edu

New Delivery Methods for Fall 2020 Courses

In response to the Covid-19 situation, Fall 2020 courses will be offered through a number of delivery methods, including in-person and remote. The schedule of classes has been updated to indicate how courses will be presented. These details are located under the course attribute. In addition, class sizes for in-person courses have been limited to ensure at least 6 feet separates all students and faculty. In some instances, seats and desks may be blocked off.

Below are the available delivery methods for Fall 2020 courses:

- **Remote**: Course that utilizes online technology to deliver the course during emergencies; the course is usually taught face-to-face. (Students may be assessed proctoring fees). Does not require DL certification to teach the course.
- **Hybrid**: Online course with face-to-face component. Taught by online-certified faculty using advanced online learning technology. (Students accessed Online fees.)
- **Online**: 100 percent online course. Taught by online-certified faculty using advanced online learning technology. (Students accessed Online fees.)
- **HyFlex On-campus & Remote**: Course that utilizes a combination of on-campus and remote instruction. This means the course will be taught remotely but students will be required to report to campus at some point during the course (to take exams, for example). HyFlex courses will not be assessed online fees or require the instructor to obtain distance learning certification to teach the course.
- **On Campus**: Course will be taught on campus.
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Note: Information in the Registration Guide is subject to change.
CALENDAR KEY INFORMATION
For up-to-date calendar information
registrar.louisiana.edu/registration/academic-calendar

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<td>June 1</td>
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<td>June 24</td>
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<td>June 1</td>
<td>June 1</td>
<td>June 30</td>
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<td>Semester Begins (For Faculty)</td>
<td>June 3</td>
<td></td>
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<tr>
<td>Last Day of Classes</td>
<td>June 8</td>
<td>June 8</td>
<td>July 6</td>
</tr>
<tr>
<td>Last Day for Dropping or Adding Classes</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Note: Last day for dropping a class without a grade of “W”</td>
<td>June 10</td>
<td>June 9</td>
<td>July 7</td>
</tr>
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<td>Census Day</td>
<td></td>
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<tr>
<td>(Summer - 7th class day/A and B Term – 3rd Class Day)</td>
<td>June 16</td>
<td>June 10</td>
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<td>Deadline for Summer 2020 Degree Candidates:</td>
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<tr>
<td>Last Day to Apply for Graduate Degree</td>
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<td></td>
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<tr>
<td>Last Day to Apply for Baccalaureate Degree</td>
<td>June 17</td>
<td>June 17</td>
<td>June 17</td>
</tr>
<tr>
<td>Last Day to Apply for Candidacy (Graduate School)</td>
<td>June 30</td>
<td>June 30</td>
<td>June 30</td>
</tr>
<tr>
<td>Holiday: Independence Day</td>
<td></td>
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<tr>
<td>Last Day to Submit Defended Copy of Theses or Dissertations for Graduate School</td>
<td></td>
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<td>Editing and Final Approval</td>
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<td>Graduate Foreign Language Examinations</td>
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<tr>
<td>Last Day to Drop with Grade of “W”</td>
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<tr>
<td>Last Day to Resign from the University</td>
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<tr>
<td>Last Day to Submit Final Copies of Theses or Dissertations</td>
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<tr>
<td>Last Day to Complete Graduate Written and/or Oral Examinations</td>
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<tr>
<td>Last Day of Classes</td>
<td></td>
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<tr>
<td>Final Examinations</td>
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<td>Summer Session Ends</td>
<td></td>
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<td>Last Day for Faculty to Submit</td>
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<td>Final Grades to Registrar's Office (noon deadline)</td>
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<td>Summer Commencement Exercises</td>
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</table>
University of Louisiana at Lafayette

Fall 2020 Calendar
Updated 08/25/2020

CALENDAR KEY INFORMATION
For up-to-date calendar information
registrar.louisiana.edu/registration/academic-calendar

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall</th>
<th>A-Term</th>
<th>B-Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline To Pay Tuition/Fees And Retain Schedule</td>
<td>Aug. 17–Nov. 25</td>
<td>Aug. 17–Oct. 5</td>
<td>Oct. 7–Nov. 25</td>
</tr>
<tr>
<td>($50 late registration fee begins they day after deadline; fee increases to $150 after census day)</td>
<td>Sept. 1 by noon</td>
<td>Aug. 24 by noon</td>
<td>Oct. 7</td>
</tr>
<tr>
<td>Student Classes Dropped For Nonpayment Of Tuition/Fees</td>
<td>Sept. 1</td>
<td>Aug. 24</td>
<td>Oct. 7</td>
</tr>
<tr>
<td>Semester Begins (For Faculty)</td>
<td>Aug. 17</td>
<td>Aug. 17</td>
<td>Oct. 7</td>
</tr>
<tr>
<td>All First-Time Freshmen must enroll in UNIV 100 and begin accessing their UNIV 100 course (including New Student Convocation and Cajun Connection) on Moodle beginning August 13 at 8am.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All other classes begin August 17</td>
<td>Aug. 13</td>
<td>Aug. 13</td>
<td>Oct. 7</td>
</tr>
<tr>
<td>First Day of Classes</td>
<td>Aug. 17</td>
<td>Aug. 17</td>
<td>Oct. 7</td>
</tr>
<tr>
<td>Last Day for Dropping or Adding Classes</td>
<td>Aug. 17</td>
<td>Aug. 17</td>
<td>Oct. 7</td>
</tr>
<tr>
<td>Note: Last day for dropping a class without a grade of “W”</td>
<td>Aug. 31</td>
<td>Aug. 19</td>
<td>Oct. 9</td>
</tr>
<tr>
<td>Census Day (Fall/Spring Semester - 14th class day/A and B Term – 7th Class Day)</td>
<td>Sept. 8</td>
<td>Aug. 25</td>
<td>Oct. 15</td>
</tr>
<tr>
<td>Last Day to Apply for Candidacy (Graduate School)</td>
<td>Sept. 4</td>
<td>Sept. 4</td>
<td>Sept. 4</td>
</tr>
<tr>
<td>Holiday: Labor Day</td>
<td>Sept. 7</td>
<td>Sept. 7</td>
<td>Sept. 7</td>
</tr>
<tr>
<td>Deadline for Fall 2020 Degree Candidates:</td>
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</tr>
<tr>
<td>Last Day to Apply for Graduate Degree</td>
<td></td>
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</tr>
<tr>
<td>Last Day to Apply for Baccalaureate Degree</td>
<td>Sept. 18</td>
<td>Sept. 18</td>
<td>Sept. 18</td>
</tr>
<tr>
<td>Deadline for Spring 2021 Degree Candidates:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For priority registration appointment, degree candidates must submit the application for degree.</td>
<td>Sept. 18</td>
<td>Sept. 18</td>
<td>Sept. 18</td>
</tr>
<tr>
<td>Graduate Foreign Language Examinations</td>
<td>Sept. 21</td>
<td>Sept. 21</td>
<td>Sept. 21</td>
</tr>
<tr>
<td>Registration Begins for Winter Intersession 2020 and Spring 2021</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Note: Registration is available according to a student’s registration time ticket (See ULink)</td>
<td>Oct. 26</td>
<td>Oct. 26</td>
<td>Oct. 26</td>
</tr>
<tr>
<td>Last Day to Drop with Grade of “W”</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Day to Resign from the University</td>
<td>Nov. 20</td>
<td>Sept. 9</td>
<td>Nov. 20</td>
</tr>
<tr>
<td>Last Day to Submit Defended Copy of Theses or</td>
<td></td>
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</tr>
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UL Lafayette Registration Guide Summer and Fall 2020
Dissertations for Graduate School Editing and Final Approval

- Fall: Nov. 2
- A-Term: Nov. 2
- B-Term: Nov. 2

Last Day to Submit Final Copies of Theses or Dissertations: Nov. 2

Last Day to Complete Graduate Written and/or Oral Exams: Nov. 16

Dead Days: No organized activities scheduled by any campus organization and no examinations in classes except for make up exams and finals in laboratory courses, which consists of laboratory experience only: Monday, Nov. 16 (8pm) – Friday, Nov. 20

Last Day to Change an Incomplete Grade earned in Fall 2019, Winter Int 2019, Spring 2020, Summer Int 2020, Summer 2020: Nov. 20

Last Day of Classes: Nov. 20

Final Exams: Nov. 21

Final Exams Continue: Nov. 23-25

Semester Ends: Nov. 25

Last Day for Faculty to Submit Final Grades to Registrar's Office: Dec. 2

Fall Commencement Exercises: Tuesday, Dec. 8
Registration

Registration Checklist
1) Meet with your advisor
2) Plan your schedule
3) Check for prerequisites and co-requisites
4) Check your registration status and appointment time
5) Register for classes
6) Double-check that your schedule is correct
7) Pay your bill
Note: Enrollment is not complete until payment for tuition and fees has been completed by the payment deadline.

Advising
All UL Lafayette students are required to meet with an academic advisor each semester. Students are advised by faculty in their major area of study, by professional staff in their academic college, or by a professional advisor in the Academic Success Center. For students who are still exploring major options, advisors in the Academic Success Center may serve as the academic advisor until a major is declared. Regardless of major, academic classification, or advisor, the Academic Success Center supports the University’s mission in providing access, opportunity, and success to all students.

Basic Registration Instructions
To register for classes each semester, both undergraduate and graduate students must meet with their advisors to have their advising hold lifted. During this time, you will discuss your degree plan and intentions for the upcoming semester and academic year. Though the hold is placed by the Registrar’s Office, the academic advisor is responsible for lifting the advising hold.

1) Go to ULink (ulink.louisiana.edu) and log in using your ULID and password.
2) Click on the Registration tab (left side of screen) and then select the Add/Drop Classes link under the Register for Classes heading.
3) Choose the appropriate term (such as Fall, Spring, Summer) and click the Submit button.
4) Search for desired classes and sections.
5) Select the desired course and/or section and click the Register button.
6) If successfully added (no time conflicts, restrictions, etc.), the course(s) appear on your Current Schedule.
7) Continue adding classes until you finalize your schedule.

The Registrar’s Office has more detailed registration instructions on our website, as well as instructions for the following registration processes:
• Co-Requisite Courses
• Linked Courses
• Variable Credit Courses
Wait List

If you want to register for a class but it is full, you may be added to a virtual wait list that is first-come, first-served. Please note that not every class has a wait list. But, if you find yourself on the wait list, there are a few things to know:

1) Wait list is only available until the end of the Drop/Add Period. After that time, the wait list ends.

2) Being on the wait list does not guarantee that you’ll get a spot in the course, only that you’re in-line for any possible open spots.

3) If a spot opens in the course, wait listed students are sent an email at their University email address. Be alert, though! You’ll only have 24 hours to register for the course through ULink.

4) You have to meet all registration requirements for a particular course to be added to a wait list. If you aren’t eligible to take a course then you cannot be added to a wait list for that course, even if there are spots open.
## Registration Errors

During registration, you may encounter different errors. Use the list below to figure how what the errors are and how to fix them.

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<tr>
<th>Error Displayed</th>
<th>What It Means</th>
<th>How To Fix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification Restriction</td>
<td>Course is restricted to specific student classifications (FR, SO, JR, SR, GR).</td>
<td>Contact the department responsible for the course. If approved, the override is granted and the student may add the course.</td>
</tr>
<tr>
<td>Closed Section</td>
<td>Course has reached enrollment capacity set by the department.</td>
<td>If no spots are available, a capacity override may be granted by the department.</td>
</tr>
<tr>
<td>College Restriction</td>
<td>Course is restricted to students in a specific college.</td>
<td>Contact the college responsible for the course.</td>
</tr>
<tr>
<td>Co-requisite Required</td>
<td>Course requires registration in a co-requisite course at the same time.</td>
<td>Contact the department responsible for the course. If approved, the override permission will allow the co-requisite course to be taken separately.</td>
</tr>
<tr>
<td>CRN Does Not Exist</td>
<td>The CRN (Course Reference Number) entered is not recognized or is invalid.</td>
<td>Check the schedule of classes to get the correct CRN.</td>
</tr>
<tr>
<td>Department Restriction</td>
<td>Course requires permission of the department.</td>
<td>Contact the department responsible for the course. If it approves, the override permission is granted and the student can add the course.</td>
</tr>
<tr>
<td>Duplicate Course</td>
<td>Course is a duplicate of another course already on the student’s schedule.</td>
<td>Contact the department and/or dean’s office responsible for the course.</td>
</tr>
<tr>
<td>Field of Study Restriction</td>
<td>Course is restricted to students in a specific major/minor, and the student is not listed in the required major/minor for enrollment in the course.</td>
<td>Select another section that is not restricted outside your major or speak with the department to see if an override may be granted.</td>
</tr>
<tr>
<td>Error Displayed</td>
<td>What It Means</td>
<td>How To Fix</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Linked Course Required</td>
<td>Section is linked to another section of the course. These sections must be</td>
<td>Add both sections at the same time by checking the box for both sections</td>
</tr>
<tr>
<td></td>
<td>scheduled at the same time.</td>
<td>(lecture section and lab section), then clicking Submit Changes.</td>
</tr>
<tr>
<td>Major Restriction</td>
<td>Course is restricted to students in a specific major, and the student is</td>
<td>Select another course that is not restricted outside your major or speak</td>
</tr>
<tr>
<td></td>
<td>not listed in the required major for enrollment in the course.</td>
<td>with the department to see if an override may be granted.</td>
</tr>
<tr>
<td>Minimum Credit Enrollment</td>
<td>F-1 or J-1 students are required by federal law to register full-time every</td>
<td>Add classes to meet the full-time requirement or contact the Division</td>
</tr>
<tr>
<td>Restriction for F-1 &amp; J-1 International Students</td>
<td>Fall and Spring semester.</td>
<td>of Global Engagement to see if you qualify for a reduced course load.</td>
</tr>
<tr>
<td>Permission of Instructor</td>
<td>Course requires approval from the instructor of the course.</td>
<td>Contact the instructor responsible for the course. If approved, they</td>
</tr>
<tr>
<td></td>
<td></td>
<td>must inform the department so an override may be granted.</td>
</tr>
<tr>
<td>Pre-Requisite Error</td>
<td>Student is missing prerequisite course/test score.</td>
<td>Contact the department responsible for the course. If it approves, the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>override permission is granted and the student may add the course.</td>
</tr>
<tr>
<td>Reserved Closed</td>
<td>Course section is restricted to a particular student group.</td>
<td>Select another section of the course.</td>
</tr>
<tr>
<td>Time Conflict</td>
<td>Course time conflicts with course on the student’s schedule.</td>
<td>Either select another section of the course, drop the course causing the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>time conflict, or request an override from the department.</td>
</tr>
</tbody>
</table>
Adjusting Your Schedule

• Before and During the Drop/Add Period
You can adjust your class schedule via ULink through the Drop/Add Period each semester. In a regular semester (Spring or Fall), the Drop/Add Period ends on the fifth day of classes, and in a summer session or a part-of-term (A and B term) course, this period ends on the third day of classes. You can always look at the Academic Calendars (found earlier in this Guide) for the precise dates.

• After the Drop/Add Period
After the Drop/Add Period, any changes to your schedule (dropping a class, resigning from the university, auditing a course, etc.) are completed through various offices depending on your classification and student level (graduate/undergraduate). International students have specific requirements for registration, and should contact the Division of Global Engagement for more information.

Note: You are obligated to pay tuition and fees for classes you registered, regardless if you attend. To avoid any unwanted or erroneous fees, make sure to make confirm changes as soon as possible. You may review the University’s Financial Obligation Policy on the Office of the Bursar’s website for further details.

Withdrawal/Resignation Guide

What’s the difference between withdrawing from a course(s) and resigning from the University?

• Withdrawing from a course(s) means that you dropped one specific course or multiple courses from your schedule. However, as long as you have at least one course remaining on your schedule, you’re still registered for that term. Check out the detailed instructions for withdrawing from a course.

• Resigning from the University means that you withdraw from all courses in a specific semester. Check out the detailed instructions for resigning from the University.

Possible Implications when withdrawing or resigning

Progress toward Degree
• Withdrawing from a course or resigning may affect the time needed to complete your degree
• Withdrawing from a course that is a pre-requisite will delay your future progress

Financial
• If you fall below full time (12 credit hours for undergraduate students; 9 credit hours for graduate students), your financial aid, scholarship, grants, loans, graduate assistantships, or fellowships may be affected.
• If you drop a course after the Drop/Add Period, you will be financially responsible for the course.
• It’s always a good idea to review the Credit Adjustment Policy deadline dates for refund information when considering resigning from the University.
Change of Major Guide

If your current major is not a good fit, you may want to consider changing it. Before beginning the change of major process you should, of course, think about the implications of changing your major. The office assisting with your change of major is based on your cumulative GPA and your earned hours. The chart below shows if you need to consult with the Academic Success Center or your academic dean's office. There are also a few exceptions to note based on major and college. International students need to reach out to the Division of Global Engagement for new immigration documentation.

### Classification

<table>
<thead>
<tr>
<th>Classification</th>
<th>Cumulative GPA</th>
<th>Office To Report to Initiate Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman/Sophomore (0-59 Hours)</td>
<td>0.00 - 4.00</td>
<td>Academic Success Center - Lee Hall</td>
</tr>
<tr>
<td>Junior/Senior (60+ Hours)</td>
<td>0.00 - 1.99</td>
<td>Academic Success Center - Lee Hall</td>
</tr>
<tr>
<td>Junior/Senior (60+ Hours)</td>
<td>2.00 - 4.00</td>
<td>Academic Dean's Office (of <em>new</em> major)</td>
</tr>
</tbody>
</table>

### Exceptions for Undergraduate Students

Any undergraduate student, regardless of classification and GPA, who wishes to change their major to either Nursing or General Studies must do so in those respective offices. Nursing students may be assisted in V. L. Wharton Hall, Rm 254 and General Studies studies may be assisted in DeClouet Hall, Rm 104.

### Exceptions for Graduate Students

Graduate students are admitted to graduate programs rather than academic majors. In order for graduate students to change programs, they must apply and be admitted to the desired graduate program. Some graduate application materials may have to be resubmitted. International graduate students who are admitted to a new program will receive a new I-20 from the Graduate School. Be sure to reach out to the Graduate School for additional details regarding this process.

### Exceptions for Online Students

Students in undergraduate online degree programs will need to send an email with their name, ULID, and change of major request to asc@louisiana.edu.

### Importance of Timing for the Request

A change of major must be requested by the end of the Drop/Add Period for it to be effective for the active term. If a request is received after the Drop/Add Period, the change of major will be effective for the next term.

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Additional Considerations:

- Housing eligibility
- Car insurance/Good Student Discount
- Visa and/or other requirements for international students
- Athletic eligibility
- Veteran benefits
- Athletic eligibility
- Veteran benefits
- Athletic eligibility
- Veteran benefits
DegreeWorks is a web-based, academic planning and degree audit tool. It helps students and advisors effectively navigate curriculum requirements, as well as monitor progress toward degree completion by providing the following:

- all course requirements for a degree in a particular catalog,
- satisfied requirements in an easy-to-read, understandable degree checklist,
- outstanding requirements needed to complete a particular program, degree, major, minor, and/or concentration,
- a comprehensive review of all transfer, previous, current, and in-progress coursework.

With DegreeWorks, you and your advisor have the ability to track your progress in your degree program and determine which courses are necessary to complete your remaining requirements.

Accessing DegreeWorks
To access DegreeWorks, navigate to the Academics tab in ULink and click on the DegreeWorks block. From there, enter your ULID to pull up your DegreeWorks profile. Note: some students won’t see the DegreeWorks block in ULink until their Academic Catalog year is made active in DegreeWorks.

Transfer Credit
The Registrar’s Office is here to assist you in making the transfer process to UL Lafayette as smooth as possible. Our Transfer Credit Evaluation team is responsible for evaluating and recording all undergraduate transfer credit, including dual enrollment and military credit. Transfer credits are awarded and evaluated based on level, content, and regional accreditation. If you have additional questions, please contact our Transfer Credit Evaluation team at (337) 482-1024 or transfercredit@louisiana.edu.

Graduate students need to contact the Graduate School regarding transfer credits as the graduate transfer process is different.

Course Offerings
The Schedule of Classes is a resource identifying course availability for a specific term and the times in which the course is offered. Please remember to check the Schedule of Classes often, as the listings may change as courses are added, removed, or edited. The Schedule of Classes is updated throughout the day to provide the latest information. You can view instructions on Navigating the Schedule of Classes for assistance in viewing course availability for a specific term.
Managing Information

Updating Your Information
If you want to update any of your personal information in the official record, including name, address, date of birth, email address, and Social Security number, you need to fill out specific forms to do so.

Name/Date of Birth/SSN:
• You may update your name using the Request for Change of Name/DOB/SSN Form.
• With the Name Change form, you’ll need an updated Social Security card, driver’s license, and at least one of the following: marriage certificate, divorce decree, or legal court document attesting to a legal name change.
• Your updated name will reflect the legal name as shown on your Social Security card.
• Updating your name will affect your record across every University system and platform, including transcripts, Banner, and ULink.
• International students must also contact the Division of Global Engagement to ensure that the correct information appears on immigration documentation.

Address/Email Address:
• You may change other personal information using the Change of Student Information Request Form.
• Once completed, return the form to the Registrar’s Office by email, fax, or mail.
• International students must provide the Division of Global Engagement a new physical or email address within ten days of a change, per federal regulations.

Residency
Students may be considered in-state for tuition purposes if they meet certain criteria. The Registrar’s Office website has additional information on the conditions for determining residency status. If you are applying for in-state residency, you need to review the list of criteria and conditions for determining residency. If you have any questions, be sure to contact the Registrar’s Office for clarification and/or assistance.
How to View Your Unofficial Transcript

If you want to review your unofficial transcript at any time, you can do so through ULink. Simply log into ULink, click on the “Academics” tab, and click on the “View Unofficial Transcript” link.

For additional information on transcript request procedures including how to request an official transcript, please visit the Transcript Ordering page on the Registrar’s Office website.

Verify Enrollment

The University of Louisiana at Lafayette offers our students free access to Student Self-Service for enrollment verification provided through the National Student Clearinghouse, a nonprofit organization serving the higher education community. Student Self-Service saves you a trip to the Registrar’s Office by providing the following services securely:

- Print enrollment verification certificates.
- View enrollment history.
- View any proof of enrollment that has already been provided by the National Student Clearinghouse.
- Check student loan deferment forms that were sent to lenders.
- Obtain a list of student loan lenders and link to real-time loan information.

Student Self-Service may be accessed by opening the Academics tab in ULink and selecting “Verify Enrollment.”

If documentation is required to show enrollment for a semester that has not yet started, you may download an advanced registration certificate instantly via the National Student Clearinghouse by selecting the “Advanced Registration” option.

For a walkthrough of the process, you can view the Enrollment Verification Guide.

Good Student Discount

To apply for a Good Student Discount, submit a completed Certification of Information request along with a Good Student Discount form, provided by your insurance company, to the Registrar’s Office in Martin Hall, Room 171.

You may also deliver the required forms by email to our@louisiana.edu, fax to (337) 482-6286, or by standard mail. A current photo ID (or a copy of current photo ID for emailed, faxed, and mailed requests) is required.

Generally, applicants qualify for the Good Student Discount by earning at least a 3.0 semester GPA for the preceding semester.
Finances

Tuition and Fees

While you should always be aware of the cost for attending college, the Bursar’s Office and the Office of Student Financial Aid have resources to assist you. To learn more about the cost, you will want to visit the Bursar’s Office website to get the most up-to-date information on tuition and fees, commonly referred to as the Fee Payment Schedule.

Basically, you want to look at the fee schedule each semester because it differs depending on:
- whether you’re an undergraduate or graduate student,
- how many credit hours you’re taking each semester,
- whether you’re an in-state, out-of-state, or international student,
- whether you’re taking online or on-campus classes.

Late Registration Fee Policy

In order to register after the end of the Drop/Add Period, you have to complete a Request to Register Late card, which you can get from the Registrar’s Office. The Request to Register Late card must be returned to the Registrar’s Office (Martin Hall, Room 171) within three (3) class days after the card was initiated. If you register late, you will incur a $50.00 non-refundable late registration fee. If you register following the census day of the term (see the Academic Calendar) you will incur a $100 late registration fee in addition to the previous $50.00 fee.

Office of Student Financial Aid

If you’re considering how to pay for college, then the Office of Student Financial Aid can help. The Financial Aid office is dedicated to helping every qualifying student receive financial aid and can provide information regarding student loans, grants, and work-study. The process for applying for financial aid involves a number of steps, so be sure to visit the Financial Aid website and review their office policies and procedures. You’ll also want to start the application process early so that your financial aid is ready when tuition is due.

For any federal or state financial aid-related questions, contact the Office of Student Financial Aid. For scholarship questions, contact the Scholarships Office.

Tuition and Fee Appeal Info

General Information:

To dispute tuition and mandatory fee charges once you’ve resigned, you must make a formal appeal to the Tuition and Fee Appeals Committee. Disputes are only considered under extenuating circumstances such as a family emergency, unanticipated medical reasons, or unexpected financial crisis.

Fees associated with housing and/or meal plans are not subject to appeal through this process.

Once a past debt to the University has been sent to the Attorney General’s Office for collection, an appeal is no longer possible through the Tuition and Fee Appeal Committee. Students should communicate directly with the Attorney General’s Office in regard to make a payment.
Non-Refundable Fees:
The following are non-refundable fees and will not be refunded upon approval of appeal:
- late fees,
- course fees/section fees,
- student medical insurance fee

Committee Information:
The appeals committee, composed of representatives from several University departments, reviews each student’s request and makes a determination.

The committee meets monthly. Please consider this timing when submitting an appeal and inquiring about the status of your appeal.
Academic Processes, Policies, and Appeals

Academic Standing and the Suspension Appeal Process

Academic standing includes three types: good standing, academic probation, and academic suspension. The goal for all students is to be in good standing throughout their studies. Doing so will ensure that you don’t have any issues with registration or graduation. Now, the requirements for academic standing differ depending on what type of student you are. So, let’s break them down.

For Undergraduate Students:

• You are required to maintain a minimum overall GPA of 2.0 to be in good standing.
• Anything less than a 2.0 overall GPA will put you on academic probation.
• If you earn less than a 2.0 overall GPA while on probation, you’ll be placed on academic suspension, which means you’ll have to sit out of classes for a semester or more.
• Getting your GPA back to a 2.0 overall will put you back in good standing once you complete the appeals process.

For Graduate Students:

• You are required to maintain a minimum overall GPA of 3.0 to be in good standing.
• Anything less than a 3.0 overall GPA will make you ineligible to continue in Graduate School.
• Graduate students cannot earn more than two grades of C in courses, so a third C will make you ineligible to continue.
• If you earn a grade of D or F in any course, then you will be ineligible to continue.

Academic suspension for undergraduate students and academic ineligibility for graduate students can both be appealed. Undergraduate students will need to reach out to their academic dean’s office to learn more about the process while graduate students should contact the Graduate School office.

If you have any questions about academic standing, reach out to the Registrar’s Office for clarification and/or additional information.

FERPA

The Family Education Rights and Privacy Act (FERPA) of 1974 is a federal law that helps protect the privacy of student education records. FERPA provides students the right to inspect and review their education records, the right to amend incorrect or inaccurate records, and the right to limit disclosure of student education records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. FERPA rights begin when a student is enrolled.

For a complete FERPA description, as well as the University’s enforcement of the law, please view the Academic Catalog.
Graduation

Applying for Degree
You must accurately complete and submit the Application for Degree and pay the $90.00 application fee to graduate. The application can be accessed through ULink and payments can be made through your Statement of Account.

Completing the online degree application is a multistep process, so be sure to follow our helpful instructions. Also, you’ll want to note the deadlines in the Academic Calendar (found earlier in this guide) for submitting the Application for Degree.

Additional Information:
• Deadlines are important! If you miss the application deadline, your name may be absent from the Commencement program and you may not receive a diploma at Commencement.
• Priority appointments for registration are available to degree candidates who apply a semester in advance.
• The mailing address listed on the application needs to be complete and accurate because we send important graduation announcements to that address.

Verify Degree
For former students, proof of your degree will appear on your transcript. You may request a copy of your transcript from the Registrar’s Office by following the Request a Transcript instructions.

If you need further verification, contact the Registrar’s Office via email at graduation@louisiana.edu.

For employers and all others, degree verification can be processed by contacting the National Student Clearinghouse.

Campus Information
What’s it like to be a Ragin’ Cajun? Learn more about opportunities, traditions, and community here at the University of Louisiana at Lafayette and get a bird’s eye view of the campus, complete with building and landmark descriptions.

Watch videos and wander an interactive map to experience campus through our new virtual tour website. The virtual tour is an interactive way to get to know the campus better.
Student Services

Whether you have a cold, need help with your calculus assignment, or want tips for your next job interview, the University offers an array of services that provide students the support they need to succeed.

Offices and services include:

- Academic Success Center
- Cajun Card Services
- Campus Housing
- Career Services
- Counseling & Testing Center
- Disability Services
- Division of Global Engagement
- IT Service Desk
- Multicultural Services
- Office of Scholarships
- Post Office
- Sodexo Dining Services
- Student Health Services
- Student Leadership Coaching
- Student Cashier Center (Bursar)
- Transportation Services
- Veteran Services

Academic Success Center

The Academic Success Center (ASC) serves as an academic resource for students, primarily in their first and second years at the University. Students with less than 60 credit hours visit the ASC if they want to change their major and/or withdraw from a class. Advisors in the ASC also provide academic advising, including course and pre-major guidance, and can share academic strategies with students to help improve their academic success.

The Academic Success Center is located in Lee Hall, Room 115 and is open during normal University hours.
Offices and Departments

Registrar’s Office | 337-482-6291
our@louisiana.edu | Martin Hall, Room 171

Financial Aid | 337-482-6506
finaid@louisiana.edu | Foster Hall

Academic Success Center | 337-482-6818
asc@louisiana.edu | Lee Hall, Room 115

Student Cashier | 337-482-6385
bursar@louisiana.edu | Student Union, Room 135

College of the Arts | 337-482-6224
arts@louisiana.edu | Fletcher Hall, Room 205

B. I. Moody III College of Business Administration | 337-482-6491
moodybusiness@louisiana.edu | Moody Hall, Room 236

College of Education | 337-482-6681
education@louisiana.edu | Maxim Doucet Hall, Room 105

College of Engineering | 337-482-6685
engineering@louisiana.edu | Madison Hall, Room 106

College of Liberal Arts | 337-482-6219
cola@louisiana.edu | H. L. Griffin Hall, Room 101

College of Nursing & Allied Health Professions
337-482-5604 | nursing_student_services@louisiana.edu
Wharton Hall, Room 254

College of Sciences | 337-482-6986
sciences@louisiana.edu | Oliver Hall, Room 201

University College | 337-482-6829
universitycollege@louisiana.edu | DeClouet Hall, Room 104

Graduate School | 337-482-6965
gradschool@louisiana.edu | Martin Hall, Room 332

Office of Distance Learning | 337-482-1246
distancelearning@louisiana.edu
Registration Guide

Glossary

We live and breathe registration, but we know not everyone shares our vocabulary. We’ve compiled a glossary of commonly used terms to provide clarity to our students, faculty, and staff.

Academic Calendar: The University-wide calendar listing official dates such as semester start/end dates, withdrawal dates, and breaks.

Adjusted GPA: The GPA calculated by including totals from only the last attempt for repeated courses. The Adjusted GPA is used for graduation eligibility and eligibility for participation in some extra-curricular and co-curricular activities.

Advising: The time period in which a student will engage in detailed decision-making regarding their educational potential through communication and information exchanges with an academic advisor, professional advisor, or faculty member. It is ongoing, multifaceted, and the responsibility of both the student and the advisor. The goal of advising is to plan the student’s academic progression toward their degree. Advising is held every term.

Audit: To pay for and take a course, but not earn credit or a grade for the course.

Census Date: A designated day in each term when the University reports final enrollment to the Board of Regents.

Closed class: When maximum enrollment in a course has been met, no more students can be accommodated. Also referred to a course being “at capacity.”

Co-Requisites: A course that is required to be taken in the same semester as another course.

Course Reference Number (CRN): Unique five-digit identifier of the section of a course.

Credit by Exam: The process by which students may earn credit toward a degree by taking different types of department examinations.

DegreeWorks Audit: DegreeWorks is the University’s degree audit software. An audit provides a report of your completed coursework and current registration matched with degree requirements of your declared major. It also identifies deficiencies and lists courses to satisfy specific requirements.

Drop/Add Period: Also known as the Schedule Adjustment Period, it is the time period during which a student is able to adjust their schedule of classes in the beginning of the term. Please refer to the Academic Calendar each term for the exact dates.

Drop Date: Published on the Academic Calendar, this is the last date to withdraw, also known as a dropping a course with a “W” grade for the term.

FERPA: The Family Educational Rights and Privacy Act of 1974. This federal law protects the privacy of student education records.

Holds: Students who have unmet obligations often have holds or restrictions placed by academic or administrative departments. These obligations may be financial, academic, or behavioral. The severity and/or timeliness of the obligation determines which service will be affected (registration, transcripts, diplomas, etc.) and to what level the service will be affected (information only, temporary denial of service, or total denial of service). Before a service will be provided, students with holds must resolve their obligation with the departments that placed them.

Overall GPA: The GPA of all credits completed (includes UL Lafayette credit and external credit). This is the official GPA.
that appears on a student's official transcript and is used to
determine academic honors and academic probation and
suspension.

Overrides: Permission granted for a student to surpass
whatever specific block that prohibits the student to self-
register. Permission may be given by the department and/
or dean's office by placing the proper override permission on
the student's account so that the student may enroll via ULink
or a General Override Card is submitted to the Office of the
University Registrar for specific permissions that cannot be
granted directly to the student's account.

Pre-requisites: Course(s) that are necessary, specific,
or general academic knowledge, background,
or semester classification required to succeed
academically in another course.

Resignation: The withdrawal, also known as dropping,
of all courses for the term. The student is assigned a
grade of “W” on all courses they were enrolled in for
the term.

Section: One class of a course. Courses with large
enrollments are divided into sections. Sections are
identified by a variation of number, letters, or both.
Each section has a unique CRN.

Semester credit hour: Unit used to measure course work. The
number of credit hours is usually based on the number of hours
per week the class meets.

Term GPA: The GPA of a single semester/term at UL Lafayette.

Time Tickets: Also known as Registration Appointment Time, a
time ticket is the assigned time in which a student is eligible to
register on the student registration system. This time period is
based on hours earned and has a specific beginning and ending
time. You can locate your assigned time ticket through ULink.

Total Institution GPA: The GPA of all credits completed at UL
Lafayette.

Total Transfer GPA: The GPA of all credits earned external of UL
Lafayette.

ULID: Every student, faculty, and staff member has been issued
a unique ID to identify them in the processing of University
information. It consists of the letter “C” followed by 8 digits.

Variable credit hours: Range of credit hours for courses (usually
independent study, special topics, thesis hours). Indicated with
cumulative maximum in course description.

Wait list: An electronic list of students who want to enroll in
a class after it has reached maximum capacity. The wait list
operates on a first-come, first-serve basis.