



College of Business

Answers to most Frequently Asked Questions
Related to Advising and Registration

Fall 2006

Important Phone Numbers

College of Business phone numbers (Area Code 318)

Dean's Office.....	342-1100
Dr. Ronald L. Berry, Dean	
Dr. Donna Luse, Associate Dean	
Dr. Michelle McEacharn, Associate Dean for Academics	
Mr. Miguel Perez, Coordinator of Assessment and Internal Affairs	
Ms. Rose McConkey	
Ms. Debbie Pierot	
Ms. Debbie Sexton	
Ms. Louise Till	
Mr. Juanita Hyatt	

Faculty Chairs (responsible for Academic majors)

Accounting, Michelle McEacharn	
Coordinator, Patricia Roshto	
Aviation, Sally Davidson	
Computer Information Systems, William Barnett	
Computer Science, Jose Cordova	
Construction Management, Keith Parker	
Economics, Paul Nelson	
Entrepreneurship, Paul Dunn	
Finance, Michael Parker	
Interior Design, June Bruynincks	
Management, Roy Clinton	
Marketing, Henry Cole	
Risk Management and Insurance, Christine Berry	

Campus-Wide phone numbers (Area Code 318)

Operator (Switchboard).....	342-1000
Admissions	342-5252
Athletics	342-5365
Band	342-1594
Bookstore.....	342-1982
Chorale Groups.....	342-1592
College of Arts and Sciences.....	342-1750
College of Education and Human Development	342-1235
College of Health Sciences.....	342-1622
College of Pharmacy.....	342-1600
Controller	342-5101
Counseling Center	342-5220
Enrollment Services	(800) 372-5127 342-5430
Financial Aid	342-5320
Honors Program.....	342-1332
Housing.....	342-5240
Indian Bank.....	342-5130

Campus-Wide phone numbers (continued)

Infirmary	342-5238
International Student.....	342-5430
Library	342-1063
Records	342-5262
Recruiting.....	342-5430
Registrar	342-5262
Residential Life	342-5240
Scholarships	342-5321
Spirit Groups.....	342-5293
Student Affairs	342-5230
Student Life and Leadership	342-5287
Testing, CLEP.....	352-5336
University Police (non-emergency)	342-5350
Veterans' Affairs.....	342-5223

If you need someone who is not found in the above directory, contact the University Operator at 318-342-1000 for assistance.

If you have an emergency on campus dial 342-1911.

ULM Colleges and Programs

College of Arts and Sciences

Administration Building 1-45

Dr. Mark Arant, Interim Dean
Dr. Ruth Smith, Interim Associate Dean
Dr. Keith White, Associate Dean for VAPA
Ms. Frances Gregory, Assistant Dean
Mr. Paul Karlowitz, Business Manger
Ms. Robyn Jordon, College Advisor

Programs within the College of Arts and Sciences

Agriculture	Geosciences
Art	Gerontology and Sociology
Biology	History and government
Chemistry	Math and Physics
Communication	Military Science
Criminal Justice	Music
English	School of Visual and
Family and Consumer Sciences	Performing Arts (Theatre and
Foreign Languages	Dance)
General Studies	Social Work
	Soil Plant Analysis Lab

College of Business

Administration Building 2-37

Dr. Ron Berry, Dean
Dr. Donna Luse, Associate Dean and Graduate Coordinator
Dr. Michelle McEacharn, Associate **Dean for Academics**

Programs within the College of Business

Accounting	Finance
Aviation	Entrepreneurship
Computer Information System	Management
Computer Science	Marketing
Construction Management	Risk and Insurance Management
Economics	

College of Education and Human Development

Strauss 255

Dr. Luke Thomas, Dean
Dr. Glenda Holland, Associate Dean
Dr. Beverly Flowers-Gibson, Associate Dean

Programs within the College of Education and Human Development

Educational Leadership and Counseling
Kinesiology
Psychology
Teacher Certification
Curriculum and Instruction

College of Health Sciences

Sugar 151

Dr. Jan Corder, Interim Dean
Dr. Paxton Oliver, Associate Dean

Programs within the College of Health Sciences

Clinical Laboratory Science
Communicative Disorders
Dental Hygiene
Nursing
Radiologic Technology

College of Pharmacy

Sugar 151

Dr. F. Lamar Pritchard, Dean
Dr. Greg Leader, Associate Dean
Dr. Benny Blaylock, Associate Dean

Programs within the College of Pharmacy

Professional Doctoral Program (Pharm D.)
Masters in Pharmaceutical Sciences (M.S.)
Doctor of Philosophy in Pharmacy (Ph.D)
Toxicology (B.S.)

Advising & Scheduling of Classes

What is advising?

Advising is an extremely important part of your college experience. Each student majoring in business has a faculty advisor who is typically selected from your major. General Business students are assigned advisors from the entire faculty. You should view your advisor as a resource for mentoring related to class schedules, careers, and campus-related issues. They can also direct you to special programs and services on campus that might be of interest and use to you.

When does advising occur?

As a business student, you are required to meet with your advisor a minimum of twice each year. Advising is regularly scheduled to coincide with registration for the following semester. Advising for Fall/Summer classes usually occurs mid-March and advising for Spring classes usually occurs mid-October. You are encouraged to visit with your advisor more often as you need their advice. Your advisor can play a key role in your academic success if you will let them.

How do I know who has been assigned as my advisor?


The College of Business maintains a list on Blackboard of students and their advisors. To access the list, follow the steps below:

- Go to the website blackboard.ulm.edu
- Log in using your user name and password. The normal user name will be the first six letters of your last name and your first and middle initials. (Example: Mary Jane Wadsworth – wadswomj.) Your password is your ULM Campus-Wide ID number.
- Click on the “College of Business News” course. If the course does not appear on your Blackboard home page, contact the Associate Dean for Academics to be enrolled.
- Choose the Tab for “General Information” on the left side of the page
- Choose the folder “Advisor List”
- At the bottom of the page, choose the tab for your major.
- Find your name on the list to locate your advisor’s name.
- Advisor contact information is also available.


Alternatively, you may view a printed list in the Associate Dean’s Office in Administration 2-33.

COURSES > COLLEGE OF BUSINESS NEWS > GENERAL INFORMATION [EDIT VIEW](#)


General Information


 **Advisor List**
[Adv List](#) (165.5 Kb)


Do you need to find out who your advisor is? This document includes a list of CBA students with their advisors and appropriate advisor contact information.

 **Winter 2006 & Spring 2007 Schedule of CBA Classes**
[Spr Sched](#) (39.5 Kb)

The Winter 2006 and Spring 2007 Schedule of Classes for all courses taught through the College of Business is included in this Excel file. Although we will make every attempt to avoid any changes to the schedule, please be aware that changes in times, dates, and locations are possible. Arrow will have the most up-to-date course offering information. The full schedule of classes for all ULM courses should be available on Arrow and on the ULM website by the end of October.

 **Accounting Documents**

 **Internship Program**
[ULM WE HEARD YOU INTEREST FORM \(3\).doc](#) (4.987 Kb)

 **Internship Program**
[ULM WE HEARD YOU INTEREST FORM \(3\).doc](#) (29.5 Kb)

Announcements
Jobs & Scholarshi
General Informati
Assignments
Communication
Discussion Board
External Links
Staff Information
Tools
Weekly Events

Tools
Communication
Course Tools
Course Map
Control Panel
Refresh
Detail View

- Announcements
- Jobs & Scholarshi
- General Informati
- Assignments
- Communication
- Discussion Board
- External Links
- Staff Information
- Tools
- Weekly Events

- Tools
- Communication
 - Course Tools
 - Course Map
 - Control Panel
 - Refresh
 - Detail View

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	A	B	C	D	E	F	G	H	I	J	K	L
1	Title	Advisor Name	Office	Phone								
2	DR	BARNETT, W	Adm 3-39	1146								
3	DR	BERRY, C	Adm 2-26	1157								
4	DR	BRAY, H	Con 113	1870								
5	COL	BRUCE, E	Awy 155	1784								
6	DR	BRUYNINCKX, JUNE	Han 251	1931								
7	DR	CLINTON, R	Adm 2-66	1199								
8	DR	CLOW, K	Adm 2-118	1189								
9	DR	COLE, H	Adm 2-112	1186								
10	MR	COOK, BILL	Cons 111	1869								
11	Ms.	COOPER, B	Adm 3-37	1141								
12	DR.	CORDOVA, J	Awy 345	1855								
13	DR	DAVIDSON, SALLY	Awy 157	1787								
14	MR	DAVIDSON, SAM	Adm 2-124	1224								
15	DR.	DAVIS, DOT	Adm 2-76	1119								
16	DR.	DUNN, P	Adm 2-124	1224								
17	DR	EISENSTADT, R	Adm 2-137	1151								
18	DR	ENSMINGER, B	Cons 110	1865								
19	DR	FUTAYYEH, M	Adm 2-20	1163								
20	Ms.	GUERRIERO, E	Adm 2-21	1161								
21	DR.	GUIDRY, RON	Adm 2-82	1112								
22	DR.	HIBBETS, A	Adm 2-81	1115								
23	DR	HODGE, T	Adm 2-77	1116								
24	DR	INGRAM, J	Adm 2-31	1153								
25	Mr	JOHNSTON, ALLEN	Adm 3-38	1142								
26	DR.	JONES, KATHRYN	Adm 2-65	1202								

Instructions for using the document

The name of every student in the College of Business is listed alphabetically with the advisor's name out to the side

Page shown: List of contact information for all advisors in the College of Business

How do I make an advising appointment?

When the advising period approaches (March, October), faculty will place appointment schedules near their offices. A student may reserve an appointment time by signing his name and phone number on the appointment sign-up schedule. Fifteen to thirty minutes should be adequate for the appointment.

If needing to make an advising appointment outside the realm of the regularly scheduled advising period, contact the advisor by phone or email to schedule a time. Phone numbers and email addresses are usually posted on faculty office doors and is available on the College's web page (cba.ulm.edu).

Once an appointment is made, **DO NOT MISS IT!** If an unavoidable conflict arises, use professional courtesy to alert the advisor of your inability to keep the appointment.

What do I expect at an advising appointment?

When meeting with a student during the regular advising appointment, the advisor has two goals:

- To ensure you are staying on-track for a timely graduation.
- To obtain recent, relevant information about your campus involvement, work experience, career expectations, changes in family/home status. Good advice is dependent upon knowing personal information.

The advisor will have your folder at the time of the appointment.

You will be asked to update contact data and other pertinent information. It is extremely important that we have recent relevant contact information for you. If phone numbers or addresses change, university/college personnel should be notified.

The advisor will review your academic progress to date including courses in which you are currently enrolled.

Together, the advisor and you will discuss courses that should be taken in the upcoming semester(s). The advisor will be mindful of prerequisites and future course offerings.

Once consensus is reached, the advisor will enter the agreed upon schedule in the academic folder. You will be asked to sign attesting that you will take the courses that have been recommended. The advisor cannot be held responsible for consequences if you make changes to the recommended schedule. Note: the advisor does not recommend sections, times, or instructors.

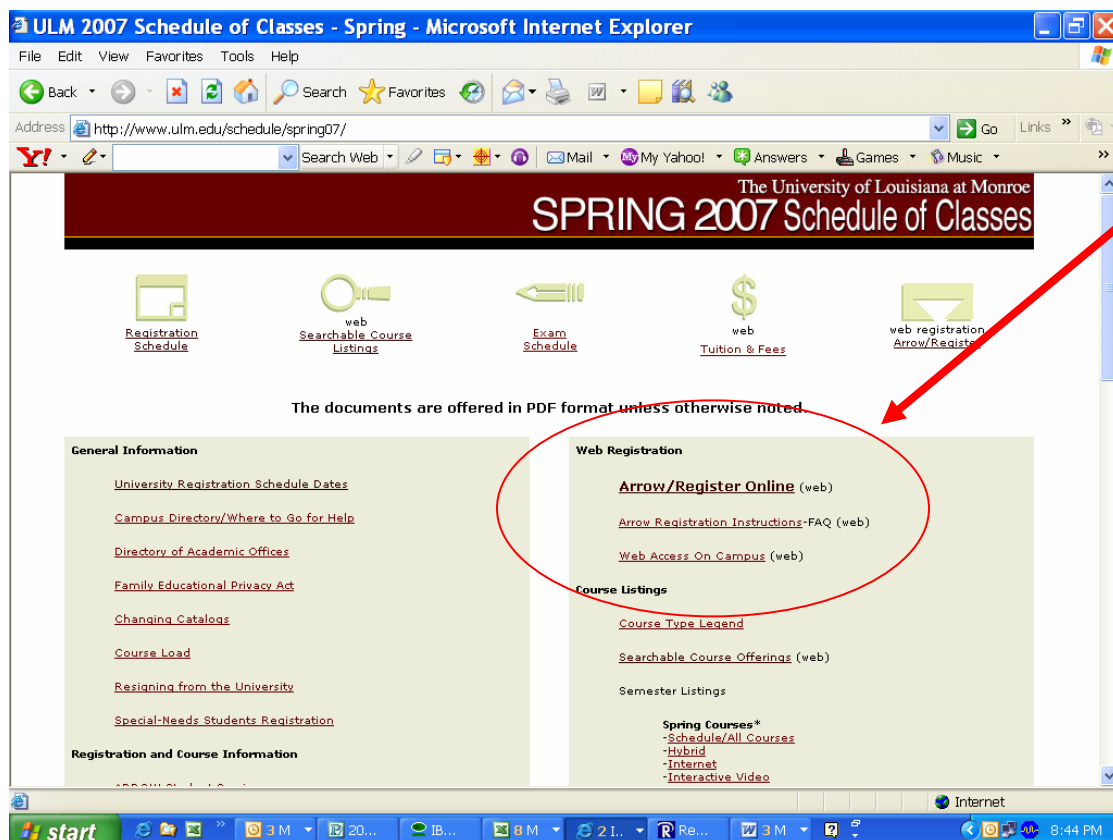
You will have an opportunity to address any other questions that the advisor may be able to answer.

At the end of the appointment, the academic folder will be taken to the college support staff member who can remove the advising flag and enable you to proceed with registration.

Scheduling & Registering for Classes

How do I schedule my classes?

After meeting with an academic advisor a student is eligible to register for courses online. The registration period for the fall semester is typically from April until mid-August, for the spring semester from October until early January, and for summer terms from April until the just before the beginning of the term. If a student misses the regular registration period, the late registration period during which a \$50 late fee is charged usually extends through the first three days of class of each term. Specific instructions are found online at <http://ulm.edu>.



How many hours can I take each semester?

The maximum course load for CBA students is 18 hours in the Fall or Spring semester and 7 hours in each Summer session. If the student is enrolled in another program (e.g., Delta, Online, etc.) in addition to enrollment in ULM courses, courses from all institutions are considered in meeting the student's course load maximum. Students who are enrolled in a 5-hour developmental course may be allowed to register for up to 8 hours of semester credit in a summer session but this requires approval of the Associate Dean for Academics.

Students are generally not allowed to enroll in more than the maximum course load requirement. Exceptions are approved by the Associate Dean for Academics. To be considered for a course overload, a student must request the exception and meet the following conditions: (1) Be in a semester of graduation, (2) Have at least a 3.2 overall GPA, and (3) Have evidence of at least one semester of an 18-hour course load with a minimum term GPA of 3.2.

What are course prerequisites?

The faculty of the college has the ultimate responsibility for the curriculum required to earn a degree. A normal progression from 100-level to 200-level to 300-level courses is assumed. In other words a student should take 100-level courses his first year, and so on. As further guidance, the faculty has designated certain course material that should be mastered as before moving to the next level (i.e. Accounting 212 before Accounting 213).

What if I want to take a class when I don't have the prerequisite?

Occasionally, a student may request permission from the Associate Dean for Academics to take a course before a prerequisite is met. Reasons that may validate the prerequisite course exception include situations where the student has the prerequisite knowledge through work experience or concurrent enrollment is needed for graduation purposes. Other extenuating circumstances could also apply. The student will complete a Student Request for Prerequisite Exception and will obtain the instructor or program chair recommendation. Assuming that recommendation is positive, the Associate Dean for Academics will complete an Add/Drop/Overload/Audit form which will then be taken to the Registrar's Office.

What if the ARROW system blocks my registration?

The ARROW system employs registration flags to prevent ineligible students from completing the registration process. A list of common holds and the department responsible for removing the flag are listed below:

- Admissions Hold – Recruitment/Admissions
- Advising Hold – Advisor/Academic Department
- PREP Hold – Recruitment/Admissions
- Immunization Hold – Health Center
- Housing Hold – Residential Life
- Student Billing (Student Account Services):
 - Student Loan Debt – Nancy Tompkins Marsh Bourn, or Neva Hall
 - Past Due Account – Student Account Services
 - Student Receivables – LMS – Sara Ross
 - Financial Write Off – Sara Ross

What if the ARROW system indicates I don't have a prerequisite?

If a student cannot register for a class because Arrow does not recognize transfer credit as an acceptable prerequisite, the student can obtain an Add/Drop/Overload/Audit Form from the CBA Academics Office and the student will carry the form to the Registrar's Office to be manually added to the class. In most cases, the student must come to the CBA Academics Office to get the Add/Drop/Overload/Audit Form. If a student is an out-of-town student who will be attending ULM in the future, the CBA Academics Office will submit the form to the Registrar's Office for the student. In all cases, the student must identify the section of the course in which enrollment is desired and the class must have available seats.

See also Transfer Credit

What if a class I need is full?

Each class is set with a maximum enrollment determined by the room size or other course requirements. During the regular registration period, courses are generally not overloaded. If a student wants to register for a CBA class that is full, the student is expected to periodically check the class for openings and make every attempt to register as seats become available. The student is also instructed to make further attempts during the two days after students have been dropped for non-payment of fees. If, at that time, the student's attempt to register for the class has not been successful, the student can request approval from the Associate Dean for Academics to overload the class. The request is generally verbal and the student must make a valid argument as to why the overload should be approved. To solve transitional semester issues or to enable graduation are typical reasons why the approval for a course overload may be granted. Work-related or schedule-related reasons are generally not valid reasons for overloading a course. In all cases, overloads will not be approved unless there is seating capacity. If the overload is approved, the Associate Dean for Academics will complete an Add/Drop/Overload/Audit form and the student will carry the form to the Registrar's Office to be manually added to the class.

What if a class I need is not being offered?

Course substitutions for general education or business foundation courses require approval of the Associate Dean for Academics. Substitutions are only granted when extenuating circumstances exist and the circumstances are generally out of the student's control. For example, a course substitution may be made if the student is due to graduate and a course is cancelled. For major-required courses, the Associate Dean for Academics will refer the student to the program chair for that major. In general, the Associate Dean for Academics requires program chair approval before the substitution can be made. The Associate Dean for Academics will not overrule the Program Chair decision except in cases where degree quality or fairness is compromised. In these rare cases, the Associate Dean for Academics must have the approval of the Dean to overrule the Program Chair decision.

Minimum grade requirement

How do I know for which courses I need to earn at least a grade of C?

All students in the college of business must earn a minimum grade of C in English 101 and 102 and in Math 110, 111, or 113, and Math 116.

All students must earn a minimum grade of C in all courses required for their major. To find the list of other courses in which a minimum grade of C must be earned for a particular degree program, refer to the “Courses of Instruction” section of the *ULM Catalog*. A list of courses required for each major is presented.

Repeating a Course

How does repeating a course affect my transcript?

When a student repeats a course, the last grade earned will be accepted for graduation. For example, the repeated “D” becomes “B” (or whatever grade earned most recently); the “B” is now used for graduation purposes. Both “D” and “B” grades are used in the cumulative average and for honor and admission to professional schools. If you are in doubt about the need to repeat a course, check with your academic advisor. Please be aware that if you repeat a course that you have a passing grade in and receive a failing grade the second time you take it, the failing grade is the one that is used for graduation purposes. You can not elect to use the first grade earned.

Transitional Semester

What is a transitional semester?

A student enrolled as “traditional business major” in the College of Business must be admitted to his professional program before he will be allowed to enroll in 300- or 400-level business courses. To be admitted to a professional program a student must:

- Have a 2.0 g.p.a. on all hours used toward the degree
- Have completed a minimum of 54 hours exclusive of developmental courses
- Have earned a minimum grade of C in English 101 and 102, Math 110 or 111 and Math 116
- Have credit in Accounting 212, 213, Economics 201, 202, Computer Science 170, and Quantitative Methods 210.

Admission requirements for the traditional business majors in the CBA allow for the use of one transitional semester by the student. A transitional semester is appropriate when the student has met the requirements of 54 hours of degree credit excluding developmental courses, has at least a 2.0 minimum grade point average on all courses to be applied toward the degree, and has no more than two courses remaining from the ten possible business foundation courses (ENGL 101 and 102, Math 111 or equivalent, Math 116, QMDS 210, CSCI 170, Econ 201 and 202, and Acct 212 and 213). To use a transitional semester and begin taking 300/400 level business classes, the student must be enrolled in

the one or two remaining business foundation classes. Failure to successfully complete the foundation course or courses with an appropriate grade will result in the student being ineligible to take any additional 300/400 level business courses until the remaining foundation course(s) are successfully completed.

All exceptions to admission requirements and/or transitional semester requirements must be approved by the Associate Dean for Academics.

What if I need more than one transitional semester?

In very rare cases the Associate Dean for Academics may approval additional transitional semesters. Exceptions to the transitional semester requirements or approval for multiple transitional semesters are made only when extenuating circumstances apply. A primary situation giving rise to an exception occurs when a student transfers into a traditional business major and has substantially completed all general education course requirements. To allow full-time enrollment, the Associate Dean for Academics may approve the student for multiple transitional semesters provided consistent and successful progress is made in completing admission requirements. Other situations that may give rise to exceptions include advisor error or scheduling difficulties beyond the control of the student (e.g., evening course cancellation for a part-time evening only student).

What is the University Capstone Course listed in my degree plan?

When the university approved the core curriculum to be followed by all students enrolled at ULM, the University Capstone Course was included to require the student to integrate the general education knowledge learned during the first two years of the degree. Beginning with the 2006-07 fall semester, Business 305 will be used as the University Capstone for all traditional business and aviation majors. Business 305 or Construction 460 will be used as the University Capstone for construction management majors. Computer Science has designated Computer Science 460 as their University Capstone.

A student who has already received credit for Business 305 will take a 300- 400-level business course as an elective to fill that place in the degree plan.

Transfer Credit

How do I know if courses taken at other universities count toward my degree at ULM?

Transfer credit refers to any credit hours earned at a college other than ULM that is counted for credit toward a ULM degree. A minimum of 30 hours of credit in the College of Business Administration courses must be successfully completed at ULM in order to receive the B.B.A. degree. Economics 201, 202 and Quantitative methods 210 will not be counted in the 30 hours.

Transcripts of incoming students from other colleges or universities are evaluated by the CBA Academics Office. The Associate Dean for Academics has ultimate responsibility for the acceptance of transfer courses. In some cases the student will be asked to obtain a catalog course description from the university where the course was taken. The Associate Dean for Academics will review the course description and make the determination as to

whether additional input is needed from a program chair or department head regarding the acceptability of the course for credit. Some leniency is exercised for incoming transfer students in course substitutions provided degree quality is not compromised. For example, if a student has had three humanities courses but the courses do not follow ULM's core requirements of history and literature with both a U.S. and World focus, the transfer courses generally will be used to satisfy the humanities electives. However, substitutions must be reasonable (e.g., history cannot substitute for math) and degree requirements must ultimately follow degree mandates established by the Board of Regents.

Can I take a Correspondence Course or Online Course from another university?

The procedure regarding the acceptance of correspondence/online transfer credit follows the general procedure related to acceptance of transfer credit. For example, pre-approval from both the Faculty Chair for the student's major and the Associate Dean for Academics is required, a Student Request for Correspondence/Online Transfer Course Credit is required, and the Associate Dean for Academics makes the final decision as to acceptance of such credit. However, additional constraints are placed on the acceptance of correspondence/online transfer credit due to the indefinite nature of such courses and for purposes of maintaining degree quality. The guidelines used by the CBA in accepting transfer credit from correspondence/online courses include the following conditions:

- Students may not be enrolled concurrently in more than one correspondence/online course.
- Enrollment in correspondence/online courses is included in maximum course load calculations.
- Correspondence/online course work must be completed prior to enrollment in any course for which the correspondence/online course is a prerequisite.
- Correspondence/online study may not be used to satisfy course requirements in a major.
- No more than six hours of correspondence work may be used to satisfy professional business requirements (outside of the major) and no more than 12 hours of correspondence/online work may be applied toward the total degree requirements for the college.
- The student cannot be enrolled in a correspondence course to be used toward degree requirements during a semester in which the student expects to graduate.
- The correspondence/online course work must be completed within a six-month time period.

Other Questions Related to Scheduling and Registration

How do I change my major?

It is not at all unusual for a student to change majors before receiving his undergraduate degree. Before deciding on a major change you should take advantage of career counseling services from your advisor or at the Student Success Center.

What if I am changing from a discipline in the College of Business Administration to a discipline outside the College of Business Administration?

You should go to the Dean's Office for the new major to complete the official Change of Major Form. The new major does not become official until the end of the semester in which the change is made. See the list of programs on pages 7-8 to determine which dean's office is responsible for the new major.

What if I am changing from a discipline outside of the College of Business Administration to a discipline in the College of Business Administration?

You should go to the CBA Dean's Office in Administration 2-37 to complete the official Change of Major Form. Then, you go to Adm. 2-33 to be assigned an advisor. Once the office of the Associate Dean for Academics has evaluated your transcript, usually within three business days, you will meet with your new advisor as appropriate. The change of major does not become official until the end of the semester of the change.

What if I am changing from a discipline in the College of Business Administration to another discipline in the College of Business Administration?

You should go to the CBA Dean's Office in Administration 2-37 to complete the official Change of Major Form. Then, you go to Adm. 2-33 to be assigned an advisor. Once the office of the Associate Dean for Academics has evaluated your transcript, usually within three business days, you will meet with a new advisor as appropriate. The change of major does not become official until the end of the semester of the change.

What if I want to take summer classes at a school near my hometown?

Prior approval from the Associate Dean for Academics is required for a current ULM student to attend another college or university and transfer the credit to ULM to satisfy degree requirements. The student should obtain a Student Request for Transfer Course Credit (Non-correspondence/Online) Form from the CBA Academics Office and complete the form. A course description from the transfer institution will be required unless the course is on a matriculation agreement, crosswalk, or the nature of the course is clearly evident based on course title. Common reasons for approving transfer credit include student living arrangements during summer months or course scheduling difficulties resulting from available course offerings. The Associate Dean for Academics reviews the student request, gathers input from the program chair or department head regarding course equivalency if needed, and makes the final decision regarding the approval of transfer credit.

A student who fails to get prior approval takes the risk that credit for a course cannot be used in his degree plan.

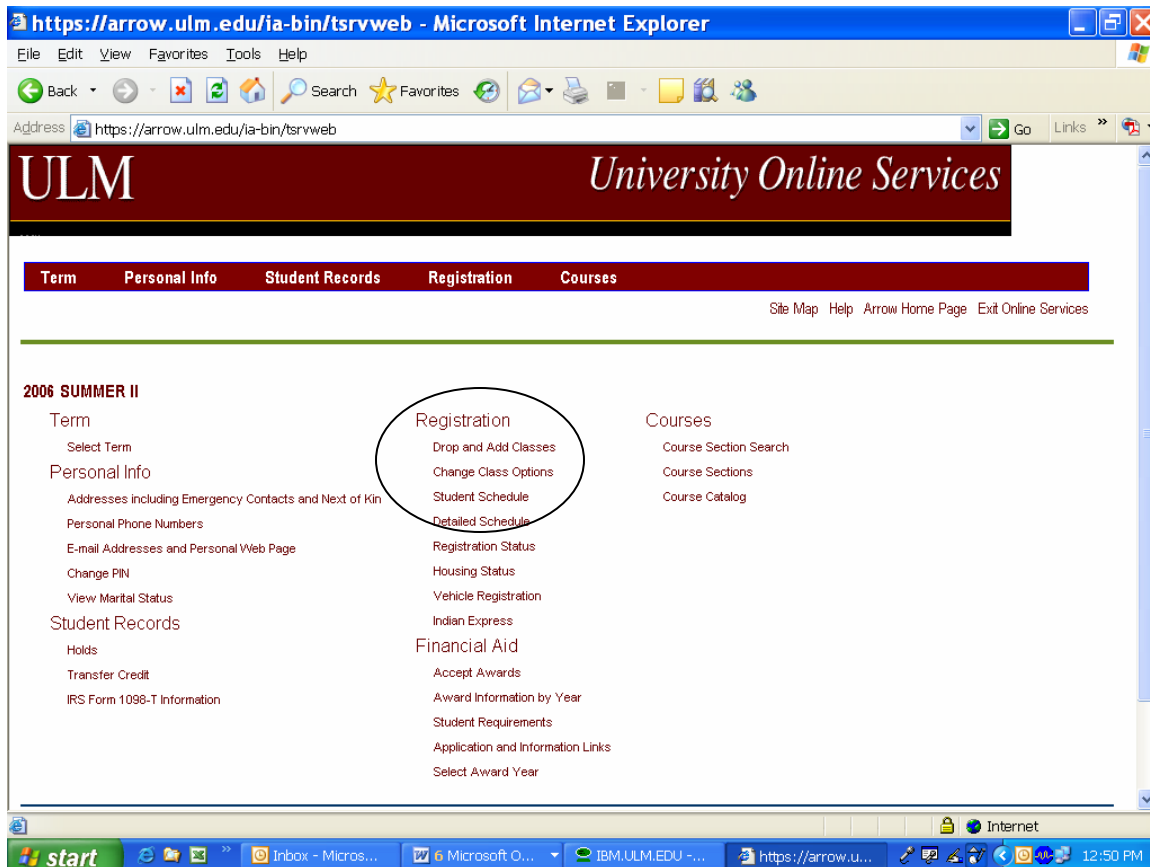
What if I want to be dually enrolled at ULM and another school?

Approval for enrollment at two schools at the same time is granted through the registrar's office.

Dropping a Course

What is the difference between dropping a course and making schedule changes?

During the regular registration period and until the third class day of an academic term, you may make changes to your schedule without penalty. The process is to log on to ARROW.ulm.edu. Choose Registration/Drop and Add Courses. Additional fees related to the schedule changes may be assessed.



Between the third day of an academic term and the published final date for dropping a course, the process of dropping a class is the same as above; however, a grade of W will be recorded on your transcript for any classes dropped during this period. These dropped classes are included in the denominator when calculating the “earned to attempt” ratio for financial aid.

What if the course is dropped after the published final date for dropping a course?

Late Drops (within 5 days of drop date)

The Associate Dean for Academics (ADA) is responsible for late drop approvals if you request the late drop within five days of the drop date. The ADA will consider the circumstances giving rise to the request. Normally, late drops will only be awarded if the student was provided with significant performance information after the drop date or was unable to drop the class due to technology reasons.

Late Drops (later than 5 days from drop date)

The Associate Dean and Graduate Coordinator (ADB) is responsible for late drop requests occurring more than five days after the official drop date.

Financial Aid

Financial aid is intended to assist students in financing their education when family and personal resources are not adequate to meet their total educational cost. There are three types of direct aid:

- Grants – no repayment necessary. Based on financial need. Apply using the FAFSA.
- Loans – financial awards with a low interest rate. Repayments usually begin 6 to 12 months after graduation or withdrawal from school.
- Employment – provides jobs for students while attending school.

For more details consult the U.S. Department of Education Student guide or the ULM Application Guide at <http://finaid.ulm.edu/>

What is meant by satisfactory academic progress?

Satisfactory Academic Progress is defined as completing a required number of hours and maintaining a minimum cumulative grade point average for a current degree objective sought in a maximum period of time and is required of all financial aid applicants at ULM. Academic progress will be reviewed once per academic year, usually at the end of the spring semester. The academic year is defined as a Fall and subsequent Spring Semester.

Undergraduate students must maintain a minimum GPA of 2.0 and must complete and earn 75% of total hours attempted. Credit hours attempted include ALL credit hours a student has earned, dropped, or failed during a current objective sought.

Example:

Student A enrolls at ULM in the Fall of 2005 and registers for (attempts) 18 hours. He drops one class and earns a passing grade in the other 15 hours.

Spring 2006 Student A again registers for 18 hours and drops 6 while earning credit for 12 hours. His earned/attempt ratio is 27/36 or 75%.

If in the Fall of 2006 the student registers for 18 hours, and successfully completes fewer than 14 hours, his earned/attempt ratio will fall below 75% and he will fail to meet the standards for satisfactory academic progress.

Grade point average

How do I figure my grade point average?

The first step in determining the grade-point average is to calculate quality points earned. Quality points are determined by multiplying the numeric course grade (A=4, B=3, C=2,

D=1, F or I =0) by the course's credit hours (e.g., an A in a 3-credit course produces $4 \times 3 = 12$ quality points).

The total quality points earned is divided by the total hours pursued (courses in which a grade of A, B, C, D, F or I is received) to determine the grade-point average. Credit hours for courses from which a student withdraws and receives a grade of W are not included in the denominator and do not lower the grade-point average.

The university recognizes several different designations for a student's grade-point average.

The cumulative average is calculated using all hours pursued, including repeats, and is used in determining honors for graduation, admission to graduate and professional programs, and eligibility for some honor societies.

The graduation average is the corrected average figured on coursework earned toward the degree. When a student repeats a course **the last grade** received shall be accepted as the final grade in determining graduation requirements.