

Catalog Search

Entire Catalog 

Search Catalog 

[Advanced Search](#)

- [Catalog Home](#)
- [About the University](#)
- [Colleges & Curriculum Pages](#)
- [Undergraduate & Graduate Degrees](#)
- [Undergraduate Minors](#)
- [General Education Courses](#)
- [Course Descriptions](#)
- [Undergraduate Studies](#)
- [Graduate School](#)
- [Policies](#)
- [Programs & Services](#)
- [Academic Administration](#)
- [My Catalog](#)

Undergraduate Registration

- A. Registration Process
- B. Registration as an Auditor
- C. Program of Study
- D. Registration Holds
- E. Definitions of Full-Time and Part-Time
- F. Change of Schedule
- G. Change of Degree Program
- H. Cancellation of Registration or Resignation from the University
- I. Resignation from the University
- J. Effects of Cancellation of Registration or Resignation from the University
- K. Limited Resource Classes

A. Registration Process

1. All students (degree-seeking, non-degree seeking, early admissions, and transfer) are required to follow exactly the procedures for registration specified in the Schedule of Classes published each semester. Registration for a regular semester or summer session ends before the start of classes.
2. First-time freshmen are required to attend Freshman Orientation as scheduled by the Office of Enrollment Services.
3. All regulations which apply to registration in the undergraduate colleges also apply to registration in University College.

B. Registration as an Auditor

1. A student registered for a course may change registration from credit to audit or audit back to credit with the permission of the student's academic dean and of the instructor, department head, and academic dean having jurisdiction over the course. Forms for requesting such a change can be obtained in the office of the student's academic dean. The deadline for such a change is the fourteenth day of class during a regular semester and the seventh day of class during the summer session.
2. An auditor is expected to attend all classes and participate in all course activities except that the auditor is not permitted to take the final exam. An auditor who does not attend all classes and participate in all course activities will be dropped from that class and will be assigned a grade of "W".
3. An auditor or a regular student auditing a course is not permitted to take a credit examination on work audited.

C. Program of Study

1. The normal program of study will vary from 12 to 20 semester hours for a regular semester and 6 to 10 semester hours for a summer session.
2. The maximum class load which a student may schedule is 20 semester hours during a regular semester and 10 semester hours during the nine-week summer session. Students who wish to schedule class loads in excess of the above (up to a maximum of 22 semester hours for a regular semester and 12 semester hours during the summer) must obtain written permission from their academic dean. Requests for a course load greater than 22 semester hours must be approved by the Committee on Academic Affairs and Standards. The Dean of a graduating senior may approve a class load up to 24 credit hours in the fall or spring semester if the student's cumulative GPA is at least a 3.0.
3. Experience has demonstrated that the optimum number of class hours is related to the student's grade point average, employment and personal responsibilities. For this reason, the following program of study guidelines are strongly advised:

Cumulative Grade Point Average	Semester Hours Regular Semester	Semester Hours Summer Session

Less than 2.0	12 – 15	6
2.0 – 2.5	16 – 17	7 – 8
2.5 – 3.0	18 – 19	9
Above 3.0	Max 20	Max 10

4. The maximal program of study shall include all courses in which a student enrolls in a given semester or term; it includes all audited courses, as well as all distance education courses (correspondence, extension, web-based, etc.), whether taken at UL Lafayette or another institution. Students who wish to enroll simultaneously in courses offered by UL Lafayette and by another institution are advised to obtain prior approval from their academic dean to ensure that those credits will be applicable to their degree program at UL Lafayette.

D. Registration Holds

A student will not be allowed to participate in Registration until all registration holds have been cleared. Registration holds may result from indebtedness to the University, disciplinary actions, incomplete admission files, etc.

E. Definitions of Full-Time and Part-Time

1. A student is classified in terms of the number of semester hours scheduled, including hours audited, in a given semester or summer session.
2. A full-time student is an undergraduate who is enrolled for 12 or more semester credit hours in a regular semester or 6 or more in the summer session. A graduating senior in his or her final semester who is enrolled part-time and is meeting graduation requirements is also considered a full-time student for verification of enrollment only. However, the student is not automatically covered by student health insurance unless s/he enrolls in at least seven credit hours. See Section XIV for fee regulations.
3. Except for a senior meeting graduation requirements, a part-time student is an undergraduate who is enrolled for fewer than 12 semester credit hours in a regular semester or fewer than 6 semester credit hours in a summer session.

F. Change of Schedule

1. The University designates a period during which a student may make schedule changes consistent with the academic plan developed with his or her advisor. In a regular semester, this period ends on the fourth day of classes; in a summer session, it ends on the second day of classes. Specific dates and procedures are specified in the Schedule of Classes.
2. After the designated period for schedule adjustments, students may not add classes. A student may withdraw from a course, with grade of "W," up until the deadline established by the University (approximately fifty percent, pending final appeal, into the semester or summer session). The deadline and procedures for dropping a course are specified in the Schedule of Classes.
3. In a case of documented extraordinary circumstances such as prolonged medical problems, serious accidents, or death in the immediate family, the student's academic dean may approve withdrawal from a course after this established deadline. Extraordinary circumstances do not include dissatisfaction with an anticipated or actual grade or a decision to change major.

G. Change of Degree Program

1. The process of changing from one degree program or major to another is initiated in the Academic Success Center for students with less than 60 hours and in the office of the dean of the college of the student's prospective major for students who have completed 60 hours or more.
2. Such a change of degree program requires the approval of the academic dean for the new program.

H. Cancellation of Registration or Resignation from the University

1. The University holds it to be the responsibility of the student to ascertain whether s/he is eligible scholastically and otherwise to be enrolled in a particular semester, summer session, or intersession. Therefore, it reserves the right to cancel the registration of an ineligible student at any time during the semester, summer session or intersession. See section on Registration Refund Policy for applicable refund policy.
2. A student's registration may be canceled if s/he has not paid or made arrangements to pay any and all fees and/or fines incurred at the University.
3. A student's registration is subject to cancellation without refund of fees if s/he fails to comply with State University System housing regulations.
4. A student's registration is subject to cancellation without refund of fees if s/he fails to obtain a valid University I.D. card.
5. A student's registration is also subject to cancellation for rules violation, as noted in the University's

I. Resignation from the University

1. For each semester, summer session and intersession, the University establishes a deadline for voluntary resignation from the University. This deadline is approximately seventy percent into the semester or session; the exact date is specified in the Schedule of Classes. A student who wishes to resign from the University must initiate the process in the Office of the Registrar.
2. In a case of documented extenuating circumstances such as prolonged medical problems, serious accidents, or death in the immediate family, the student's academic dean may approve resignation after the established deadline. Extraordinary circumstances do not include dissatisfaction with an anticipated or actual grade, or a decision to change major.

J. Effects of Cancellation of Registration or Resignation from the University

1. A student whose resignation or cancellation of registration is effective on or before the fourteenth day of classes in a regular semester (seventh class day of a summer session) will not be listed on any official class rosters and will not receive any grades, although the resignation/cancellation action will be recorded on the permanent record. Moreover, to attend the University in a subsequent semester or summer session, the student must reapply for admission. If the resignation or cancellation of registration is effective after that date, grades of "W" will be recorded in all courses for which the student is registered. In this case, the student may attend the next semester or summer session without reapplying for admission (unless the student attends another collegiate institution and thereby becomes a transfer student; see Section I: ADMISSION TO THE UNIVERSITY).
2. Resignation from the University or cancellation of registration does not affect a student's academic status (see Section VII: ACADEMIC STATUS).

K. Limited Resource Classes

In some courses, such as laboratories, enrollments are limited by available resources. In some cases the department may have a policy of dropping students who do not attend the first class meeting, thus enabling other students to register for the class. When this policy is in effect, an appropriate warning is printed in the official schedule of classes.



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