

Transfer Checklist

We are excited to welcome you to the Ragin' Cajun Family! As a transfer student, we want to ensure your successful transition to our community. Follow this list below to ensure you have completed all the steps necessary to begin your studies at UL.

- ___ Schedule an Academic Advising Appointment
(see enclosed letter)
- ___ Schedule an Orientation Session
- ___ Schedule classes on ULink
- ___ Apply for Scholarships and/or verify Financial Aid/
TOPS
- ___ Attend Orientation
- ___ Ensure that an OFFICIAL COMPLETED copy of
your transcript(s) has been mailed to the Office of
Admissions

UL Lafayette Office of Admissions
PO Box 41210
Lafayette, LA 70504-1210



Academic Advising

All transfer students will receive academic advising in the college of their major. Students should call the department or Dean's office phone number listed on their Orientation welcome letter to schedule an academic advising appointment.

During academic advising, students will receive assistance in setting up a course schedule for their first semester at UL. In order to enhance your academic advising experience, students should bring an unofficial copy of their transcript(s) from previous institutions attended. This will assist your advisor in helping you select courses.

If you are unable to come to campus to receive academic advising prior to Orientation, you have the option to receive academic advising during one of our two Transfer Orientation dates. Please call the Office of Orientation to register for a session.

Transfer Academic Advising Contact Numbers:

College of the Arts

Assistant Dean	Lori Crain	337-482-1426
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BI Moody III College of Business Administration

Assistant Dean	Jill Lemaire	337-482-6205
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College of Education

Assistant Dean	Kay Riedel	337-482-6681
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College of Engineering

Assistant Dean	Burke Huner	337-482-6565
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CHEE	James Garber	337-482-6562
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CIVE	Kenneth McManis	337-482-6847
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EECE	George Thomas	337-482-6568
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ITEC	Shelton Houston	337-482-6968
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MCHE	John Guillory	337-482-6517
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PETE	Ali Ghalambor	337-482-6555
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College of General Studies

Assistant Dean	Sue Ann Ozbirn	337-482-6829
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College of Liberal Arts

Assistant Dean	Carolyn Dural	337-482-6219
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College of Nursing and Allied Health Professions

Nursing & Dietetics	Michelle Weaver	337-482-5604 option 6
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Dental Hygiene	Lucy Gammon	337-482-5431
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Ray P. Authement College of Science

Assistant to the Dean	Lee Price	337-482-6986
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Biology	Pegge Alciatore	337-482-5234
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Chemistry	August Gallo	337-482-6734
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CMPS	Nona Etheridge	337-482-6608
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Geology	Carl Richter	337-482-6468
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HIM	Carol Venable	337-482-5901
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Math	Roger Waggoner	337-482-6702
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Physics	N. Sidorovskaia	337-482-6691
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RRES	Durga Poudel	337-482-6647
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Transfer Coordinator (for general transfer student questions)

Lana Rodriguez	337-482-2059
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Orientation Overview

All new transfer students are required to attend one of the following orientation sessions.

Transfer Orientation Session 1: 15 December, 2009

Late Transfer Orientation Session: 11 January, 2010

Orientation Fee

The Orientation fee is \$35 and includes all Orientation program materials, meals, a University course catalog CD, program facilitation, and a Ragin' Cajun spirit shirt.

Orientation Length

Transfer Orientation is a 1-day program. For most students orientation will last from 9:00 am - 2:00 pm. Please plan personal commitments and travel time around those details.

What to bring to Orientation

- Orientation Welcome Letter (includes CLID & Password)
- Unofficial transcript(s) showing completed college-level course work at other accredited institution(s).
- Financial Aid Information
- Any official correspondence from UL Lafayette
- Comfortable walking shoes
- Umbrella or poncho
- Photo ID

Spring Session

Transfer Orientation

15 December, 2009

Registration & Fee Deadline: 11 December, 2009

Overview

Transfer Orientation is designed for transfer students starting their studies during UL Lafayette's spring semester. Check-in for Transfer Orientation will take place from 8:30 – 9:15 AM at the Student Union. Activities will conclude at approximately 2:00 PM.

Fee

There is a \$35 fee for the Transfer Orientation. This fee must be paid before students can attend orientation. We strongly encourage students to pay this fee online when they register.

Late Transfer Orientation

11 January, 2010

Registration & Fee Deadline: 8 January, 2009

Late Transfer Orientation is only open to those students not able to attend our December 15th session.

Overview

Transfer Orientation is designed for transfer students starting their studies during UL Lafayette's spring semester. Check-in for Transfer Orientation will take place from 8:30 – 9:15 AM at the Student Union. Activities will conclude at approximately 2:00 PM.

Fee

There is a \$35 fee for the Transfer Orientation. This fee must be paid before students can attend orientation. We strongly encourage students to pay this fee online when they register.

Scheduling Orientation & Classes

Prior to scheduling your classes, you will be prompted to select and register for one of the Transfer Student Orientation options.

• **NOTE: You must be advised prior to registering for orientation. Students wishing to be advised at orientation should call the Office of Orientation at 337-482-1391 to register for an orientation session.**

How to Register for Orientation

- Go to **portal.louisiana.edu** and log-in using the User Name and Password provided on the letter enclosed with this brochure [Note that passwords are case sensitive].
 - Click on the tab marked **STUDENTS**.
 - Under **STUDENT INFORMATION SYSTEM**, click on the link marked **REGISTRATION**.
 - Choose **TRANSFER ORIENTATION** and then **SUBMIT**.
 - Follow the prompts to complete your Orientation reservation. You must register for Orientation before you will be allowed to register for your regular classes.

How to Register your courses

You must be advised and have your academic advising hold released before you are eligible to schedule classes. All registration is processed through the online registration system, ULink under the Student tab.

- Click the Registration button under Student Information System
- Follow the instructions on the screens
- To search open sections, submit only the subject and course
- To access a list of all available courses and times, go to the real time Schedule of Classes, under the “Student Resources” section
- Check semester calendar found in the Schedule of Classes for drop dates, fee deadlines and schedule adjustment periods at <http://www.louisiana.edu/AboutUs/Schedule>
- Schedule adjustment through ULink is first four class days of fall/spring semesters and first two class days of summer session.

Important Information for all Students

Admissions Credentials

Final Admission to UL Lafayette is contingent upon fully meeting admissions requirements and completing the steps below. Provisionally admitted students who do not meet all requirements will not be permitted to enroll at the university.

Students should make sure they have completed and submitted the following to the Office of Admissions 30 days prior to their Orientation:

- **Final Transcripts:** All students should ensure that a verified copy of their transcript has been sent to the Office of Admissions.
- **Selective Service:** All male students 18-25 must register with the Selective Service. If you have not registered, go to www.sss.gov to register.
- **\$25 Admission Application Fee:** Your application fee must be paid. Be sure to include your username (CLID) on your payment so it can be applied to your account.
- **Immunization Compliance:** UL Lafayette requires that students show proof of immunization for measles, mumps, rubella, tetanus-diphtheria-pertussis (whooping cough), poliomyelitis, hemophilus influenza type B, and meningococcal meningitis. Download the Proof of Immunization form at: http://admissions.louisiana.edu/basics/immunization_form.pdf

Disability Accommodations

UL Lafayette & the Office of Orientation will seek to accommodate all persons with disabilities for our program. If you have a disability that requires accommodation, please contact the Office of Disability Services sat 337-482-5252 two weeks prior to your Orientation.

Music Major Audition Requirements

All students planning on majoring in music or music education are required to audition for admittance to the program prior to Ragin' Cajun Orientation. Contact the School of Music to schedule your audition by phone: 337-482-6016 or e-mail: sbeasley@louisiana.edu

Honors Program

Transfer students with a 3.2 GPA at the sophomore and above academic level or 3.0 GPA for freshmen transfer students can seek admission by scheduling an appointment with the Director. Call 337-482-6700, or email honors@louisiana.edu. The office is located in Judice-Rickels Hall room 205.

Scholarships

Apply for Scholarships, if eligible. This award is valued at \$350 to \$500 per semester based on credits earned and cumulative GPA. Eligibility does not guarantee an award; this scholarship is competitive.

- minimum 3.2 cumulative GPA
- at least 15 earned transfer credits; not including developmental courses or advanced placement
- admitted to UL Lafayette as a Transfer Student the same semester as the scholarship application submitted
- transfer-reentry students are NOT eligible
- enrolled as a full time student

Verify Financial Aid and/or TOPS

Transfer students should submit a copy of previous institutions transcripts to the Financial Aid office in Foster Hall for verification.

Academic Success Center

Junior Division, Lee Hall room 115

Academic counselors are available to assist you with any concerns, including career counseling, tutoring, study skills, time management and more. No appointment necessary. 337-482-6818 or <http://studentsuccess.louisiana.edu>

Frequently Asked Questions

Why is Orientation mandatory for transfer students?

At the University of Louisiana Lafayette, we take pride in your success. Orientation is designed to assist you with better understanding the resources available to you as a transfer student at the university.

When & How do I pay for Orientation?

Students are encouraged to pay their fee online when they register. To pay by phone, call 337-482-2273.

What is my User Name (CLID)?

Your user name is printed on the letter that came accompanying this brochure. It will appear as a three letter and four number code (xxx0001).

What if I lost my password?

New passwords can only be generated in person at the Help Desk in Stephens Hall. At your Orientation session, you will have the opportunity to generate a new password.

What if my password is ACTIVE?

This means you have already logged in and possibly changed your password. If you do not remember your password, you can generate a new one in Stephens Hall on campus.

How do I change my major?

A student in Junior Division initiates the Change of Major by seeing an Academic Counselor in the Academic Success Center - Junior Division in Lee Hall room 115. When changing your major prior to the beginning of the semester, you should be advised in your NEW academic major.

What if I can't attend the full length of the program?

Full participation at all Orientation events is required. Choose a session in which you can participate in the full length of the program.

Will I pay my tuition during Orientation?

You have the option to pay your tuition once tuition and fees have been assessed. If you choose not to pay, you can log on to your ULink account at any time to view your bill and pay your tuition.

Tuition and fees

Payment of tuition and fees are due on 13 January, 2010. For more information, see bursar.louisiana.edu

Can I bring a friend to Orientation?

Because the program is designed to assist you in your transition to college, only admitted students confirmed for a session may attend Orientation. Orientation is your opportunity to meet others that will be starting school this year. Parents may attend our Parent Orientation program.

Travel & Parking Information

Students arriving at our Orientation Session can park for free in the Bancroft/Denbro Parking Lot (22G on the attached map).

If the Bancroft/Denbro lot is full, students can park at the newly constructed UL Parking Structure. Please indicate at check-in that you have parked here so we can give you a voucher to cover the cost of your parking.

How do I get to campus?

From the Lafayette Airport:

Take airport access road to Surrey Street.

Turn left onto Surrey Street.

While traveling on Surrey Street, cross over Hwy. 90.

Surrey Street becomes University Avenue at this intersection.

Turn left onto Taft Street. Lot 22G is on the right.

From Lake Charles / Houston area:

I-10 East to Exit 104 (Louisiana Avenue Exit).

Turn right onto Louisiana Avenue as you exit.

Louisiana Avenue becomes Johnston Street.

Turn left onto University Avenue.

Turn right onto Taft Street.

Lot 22G is on the right.

From Alexandria / Dallas area:

I-49 South

You will drive under the I-10 overpass as you arrive in Lafayette.

Turn right onto Johnston Street.

Turn left onto University Avenue.

Turn right onto Taft Street.

Lot 22G is on the right.

From Baton Rouge area:

I-10 West to Exit 104 (Louisiana Avenue Exit).

Turn left onto Louisiana Avenue as you exit.

Louisiana Ave. becomes Johnston Street.

Turn left onto University Avenue.

Turn right onto Taft Street.

Lot 22G is on the right.

From Houma/Thibodaux area:

Hwy. 90 North to the light at Surrey Street (airport is on right).

Turn left onto Surrey Street which becomes University Avenue at this intersection.

Turn left onto Taft Street.

Lot 22G is on the right.

