

# GUIDELINES FOR GRADUATE ASSISTANTS & FELLOWS

Graduate School  
University of Louisiana at Lafayette

**Revised Summer 2012**

For more complete information consult:  
<http://gradschool.louisiana.edu>

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## **GUIDELINES FOR GRADUATE ASSISTANTS**

These guidelines have been prepared to provide graduate assistants with information of various kinds. Most departments also have published guidelines for assistants. All departments offering graduate degrees have graduate coordinators and supervisors. If a problem arises which cannot be solved within the department, the student assistant should consult the Dean of the Graduate School.

### **DEFINITION OF A GRADUATE ASSISTANT**

The Graduate Council of the University has defined a graduate assistant as a graduate student who has been accepted in regular status to a graduate program and who is receiving compensation in return for the performance of assigned duties. The quality of the work performed should be at a professional level.

### **APPOINTMENT AND REAPPOINTMENT**

To qualify initially for an assistantship, a student must be in regular admission status. This status includes the submission of satisfactory test scores on the GRE or GMAT and, for international students, the TOEFL or IELTS. The Graduate School Office is responsible for determining eligibility of all graduate assistants prior to their being awarded an assistantship. Exceptions are made only by appeal of the department to the Graduate Appeals Committee.

Assistantships are awarded, usually for the academic year, by individual departments. Reappointment is contingent upon satisfactory progress toward the degree and satisfactory performance of assistantship duties. Satisfactory progress toward the degree is defined as completion of a minimum of nine hours of graduate-level coursework each semester applicable to the degree. Some departments require additional hours. An exception to the nine hour policy can be requested for the final (graduating) semester. Please check with the Graduate School for procedures.

### **STIPENDS AND FEE WAIVERS**

Assistantship stipends vary by department and by the academic level of the student. Stipends are paid over a ten-month period. Checks are issued by Administrative Services on the last working day of each month with exceptions in December and May; those checks are available on the day before commencement. GAs will pick up checks, or check stubs if receiving direct deposit, in their department. It is the policy that all graduate assistants must sign a payroll voucher at the time you pick up your checks or check stubs if receiving direct deposits; you must report to the office that disburses your checks within ten days of the deposit. If you do not sign the voucher, your next check or direct deposit will be held by Payroll in Administrative Services. Direct deposit is available.

Depending on the source of funding, most assistantships include a waiver of tuition and most fees. The tuition waiver does not cover intersession tuition or the per credit hour E-learning support fund fee for courses taken in a distance format (online or hybrid). Most continuing assistants are eligible for tuition waivers during the summer session provided that they carry a minimum of six credit hours applicable to the degree and perform some service for the department.

You must repeat the fee waiver process each and every semester while funded by the University or if an agency is paying your tuition. After you register, you will access your ULink account to see if the tuition waiver has been applied to your account. If so, you may pay your balance online or report to the Student Cashier Center in Lafayette Hall (formerly known as Coronna Hall) to pay.

If you must update your address and phone number, this can be done through your ULink account. If you have a name change, you must go to the Graduate School Office.

## **DUTIES AND RESPONSIBILITIES**

First-time assistants are required to attend a one-day Graduate School orientation. Departments may require additional orientation activities.

A graduate assistant must be a full-time student during any semester in which the assistantship is held. The academic load for a graduate assistant is adjusted to fit the conditions involved in his/her particular situation. Assistants with full assistantship responsibilities are restricted to a maximum of twelve hours, including both graduate and undergraduate courses, during a semester. Exceptions to this regulation must be approved by the department and the Dean of the Graduate School.

An international graduate assistant whose native language is not English may not be assigned duties requiring oral proficiency until passing an English proficiency test administered by the Department of Modern Languages. If the student does not pass the examination, the enrollment in and passing of ESOL 402 is required.

A graduate assistant who becomes academically ineligible is ineligible to hold an assistantship. Approval by the Graduate Appeals Committee to reenter the University does not imply automatic reinstatement of an assistantship. The department must recommend to the Committee that the assistantship be renewed; the decision is made by this Committee.

Duties and responsibilities of a graduate assistant are specified by the department or administrative unit to which the student is assigned. They are generally the equivalent of teaching two lower division classes or twenty hours of service per week. An assistant may not be assigned primary responsibility for a non-developmental class until he/she has completed at least eighteen graduate course work hours in the field.

Assistantships are always contingent upon acceptable discharge of assigned duties. They may be revoked at any time that these duties are not fulfilled to satisfaction.

No graduate assistant may receive payment for a second on-campus job unless a petition to do so has been approved by the major department and the Dean of the Graduate School. Individual departments may determine whether or not assistants can accept off-campus employment. International graduate assistants are subject to immigration regulations regarding on-campus and off-campus employment.

Departments have on file in the Graduate School plans for the supervision of graduate assistants who are assigned teaching responsibilities. These plans include such items as orientation and in-service training, preparation of syllabi, review of examinations and grade assignments, classroom visitation, and assistantship evaluation. Teaching assistants should consult with the departmental supervisor to verify specific responsibilities for their classes and

the undergraduate students whom they will teach.

## GUIDELINES FOR FELLOWS

These guidelines have been prepared to provide fellows with information of various kinds. If a problem arises which cannot be solved within the department, the fellow should consult the Dean of the Graduate School.

### DEFINITION OF A FELLOW

A fellow is a graduate student who has been accepted in regular status to a graduate program and who is awarded a fellowship to which he or she applied. Both Master's- and doctoral-level fellowships are competitively awarded.

There are three types of fellowships administered through the Graduate School. The primary difference is in the amount and source of funding. International students who earned a degree from a U.S. institution are eligible to receive a University fellowship.

- A **University Fellow** is funded through the University of Louisiana at Lafayette. The master's-level University fellowship is a non-renewable, one-year award. The doctoral-level University fellowships are 1) a three-year award for recipients with a master's degree or 2) a four-year award for recipients with only a bachelor's degree.
- A Board of Regents (**BOR**) **Fellow** is funded through the University of Louisiana System Board of Regents. A BOR Fellow may also be referred to as a Board of Regents Support Funded (BORSF) Fellow.
- A Board of Regents/Southern Regional Education Board (**BOR/SREB**) **Doctoral Fellow** is funded/sponsored jointly by these entities.

### APPOINTMENT AND REAPPOINTMENT

To qualify initially for a fellowship, a student must be in regular admission status. This status includes the submission of satisfactory test scores on the GRE or GMAT. The Graduate School Office is responsible for determining eligibility of all fellows prior to their being offered funding. Exceptions are made only by appeal of the department to the Dean of the Graduate School.

Doctoral-level University and BOR Fellowships are recommended by individual departments; final funding is made by the Graduate School. Master's-level University and BOR Fellowships are awarded by the Graduate Fellowships Committee of the Graduate Council and are competitive among all master's-level programs. The BOR/SREB Doctoral Fellowships are awarded by a selection committee consisting of the deans of the colleges from all eligible doctoral disciplines and the dean of the Graduate School.

Satisfactory progress toward the degree is a requirement for all fellows. A **University fellow** must complete a minimum of eighteen hours applicable to the degree each academic year. **BOR fellows** and **BOR/SREB fellows** must complete a minimum of 24 hours applicable to the degree each year. **All fellows** must earn at least a 3.25 grade point average (GPA) at the end of the first semester. However, a minimum cumulative GPA of 3.5 by the end of the first fellowship year and thereafter is required. If the averages are not achieved, the fellowship will terminate.

**All fellows** must be a full-time graduate student. This means that the student must carry a minimum load of nine graduate hours applicable to the degree each fall and spring semester. **BOR/SREB fellows** must also enroll for summer and are funded for a maximum of four years. A **University fellow** who has already completed a master's degree in any field of study is guaranteed support for only three years.

## **STIPENDS AND FEE WAIVERS**

### **Fee Waivers**

All fellowships include a waiver of tuition and most fees for fall and spring. The tuition waiver does not cover intersession tuition or the per credit hour E-learning support fund fee for courses taken in a distance format (online or hybrid). Fellows are eligible for tuition waivers during the summer session provided that they carry a minimum of six credit hours applicable to the degree.

After you have registered, you will access your ULink Statement of Account to see if the tuition waiver has been applied to your account. If so, you may pay the balance online or report to the Student Cashier Center in Lafayette Hall (formerly known as Coronna Hall) to pay.

### **Stipends**

Fellowship stipends vary by funding source and by the academic level of the student.

**University** doctoral and master's **fellows** are paid for the academic year (10 months, August through May). Doctoral fellowships are renewable. University fellows may not have other employment on- or off-campus during the academic year. However, beginning any time with the day after the spring commencement and through the day before the official start of the fall semester, University fellows may work either on- or off-campus. If you elect to attend the summer session, you must schedule six hours; you will receive only a waiver of tuition and most fees.

**Board of Regents (BOR) fellows** are normally paid over 12 months. (Payments for ten months can be arranged by the Graduate School with permission of the contract principal investigator.) BOR fellows are restricted from holding other employment on- or off-campus. However, beginning any time with the day after the spring commencement and through the day before the official start of the fall semester, BOR fellows who are paid over ten months may work either on- or off-campus.

**BOR/SREB fellows** are paid over 12 months. These fellowships are renewable. **BOR/SREB fellows** may not have other employment on- or off-campus

For **all fellows**, checks are issued by Administrative Services on the last working day of each month with the exception of December and May. Those checks are available on the day before commencement. It is the policy that all fellows must sign a payroll voucher at the time you pick up your checks or check stubs if receiving direct deposits; you must report to the office that disburses your checks within ten days of the deposit. All fellows would report to the Graduate School Office in Martin Hall, room 332. If you do not sign the voucher, your next check or direct deposit will be held by Payroll in Administrative Services.

## DUTIES AND RESPONSIBILITIES

First-time fellows are required to attend a one-day Graduate School orientation.

A fellow must maintain residency as stated in the Graduate Catalog and is expected to serve as a role model. This function can be accomplished only by residing in the Lafayette area.

You will be assigned a faculty mentor at the beginning of your studies. This mentor will probably remain until you have selected a dissertation director. Your mentor should assist you in preparing a tentative, but detailed, plan of study as early as possible during your first semester. Your plan of study should include timely completion of all requirements including foreign languages, comprehensive examinations, and selection of a research topic and dissertation/thesis director. This plan should be signed by you, your mentor, and the dean of the Graduate School. The deadline for submission is October 15. A copy will be on file in the Graduate School Office. Satisfactory completion of the plan is a requirement for renewal of your fellowship.

Master's-level **University fellows** will be duty-free. The first year of study for doctoral-level **University fellows** will be duty-free, but beginning with the second year you have a teaching requirement of one course per semester. No additional stipend rewards this service. This assignment does not, however, allow a fellow to take fewer than nine hours of coursework. Please plan your academic schedule carefully.

**BOR fellowships** are duty-free the first year, but beginning with the second year you may teach no more than two semesters, at no extra pay and on a voluntary basis.

**BOR/SREB fellows** may teach one course per academic year, at no extra pay and on a voluntary basis. You may not teach more than two courses, total.

**All doctoral-level fellows:** Your final fellowship year is devoted to completion of your dissertation. Your final year will be duty-free. With permission of your department and the dean of the Graduate School, you may reside at a research site provided you are at the dissertation (ABD) stage. You must, however, maintain a "functional residency" with your director.

Please contact Ms. Nancy Strödtman in the Graduate School Office if you have any questions or concerns. [nancy@louisiana.edu](mailto:nancy@louisiana.edu) or 337-482-6963

## POLICIES

### ACADEMIC HONESTY

Because of their dual role as student and employee, graduate assistants assume particular responsibility for upholding the University's policy on academic honesty. Violation of this policy will result in termination of employment and may result in disciplinary action. Faculty members frequently state penalties for cheating and plagiarism in their class policy statements distributed to students at the beginning of the semester. Because of its importance, the policy on academic honesty found in the Graduate Catalog is restated in these guidelines.

#### A. Introduction

The University holds that all work for which a student will receive a grade or credit shall

be an original contribution or shall be properly documented to indicate sources. Abrogation of this principle entails dishonesty, defeats the purpose of the instruction, and undermines the high goals of the University. Cheating in any form will not be tolerated. Students shall be assumed to know the acceptable methods and techniques for proper documentation of sources and to avoid cheating and plagiarism in all work submitted for credit, whether prepared in or out of class.

**B. Definitions of Cheating and Plagiarism**

Cheating, in the context of academic matters, is the term broadly used to describe all acts of dishonesty committed in the taking of tests or examinations and in the preparation of assignments. Cheating includes, but is not limited to, such practices as gaining help from another person or using unauthorized notes when taking a test, relying on a calculator if such an aid has been forbidden, and preparing an assignment in consultation with another person when the instructor expects the work to be done independently. In other words, cheating occurs when a student makes use of any unauthorized aids or materials. Furthermore, any student who provides unauthorized assistance in academic work is also guilty of cheating.

Plagiarism is a specific type of cheating. It occurs when a student claims originality for ideas or words of another person, when the student presents as a new and original idea or product anything which in fact is derived from an existing work, or when the student makes use of any work or production already created by someone else without giving credit to the source. In short, plagiarism is the use of unacknowledged materials in the preparation of assignments. The student must take care to avoid plagiarism in research or term papers, musical compositions, science reports, laboratory experiments, and theses and dissertations.

**C. Penalties**

Cheating and plagiarism are serious offenses. The minimum penalty for a student guilty of either dishonest act is a grade of "zero" for the assignment in question. The maximum penalty is dismissal from the University.

Since cheating and plagiarism are violations of the University Code of Student Conduct, an "F" grade assigned because of cheating or plagiarism must be reported to the Office of the Dean of Students, Room 211, Martin Hall. "Academic Dishonesty Report" forms to be completed and signed by both the instructor and the student are available from the Graduate School. The Code of Student Conduct is available at <http://ullafayettestudenthandbook.com/code-of-student-conduct-and-appeal-procedures>.

## **INTELLECTUAL PROPERTY**

The University of Louisiana at Lafayette administers and asserts ownership of intellectual property as allowed in the University of Louisiana System Intellectual Property Policy, Intellectual Property and Shared Royalties (Policy Number FS.III.VI.-1, Effective July 1, 2002). This policy DOES APPLY to graduate students. It can be accessed electronically on the Office of Research and Sponsored Programs website at <http://orsp.louisiana.edu>.

As provided in the University of Louisiana System Intellectual Property Policy, Intellectual Property and Shared Royalties, the University does not assert ownership of Traditional Academic Copyrightable Works, such as student theses and dissertations. However, the University, through the Office of the Vice President for Research, may assert



ownership of ideas conceived by a faculty member or data that are generated through sponsored research or faculty initiated experiments that are described in a Traditional Academic Copyrightable Work.

It is important that graduate students planning to write a thesis or dissertation seek information from their mentor and/or professor as to the expectations of authorship, order of listed authors, and assignment of copyright for any Traditional Academic Copyrightable Work at the beginning of any collaboration which may result in jointly published works.

## **SEXUAL HARASSMENT AND SEXUAL BEHAVIOR**

### **A. General Principles**

The University of Louisiana at Lafayette is committed to creating and maintaining a campus environment where all individuals are treated with respect and dignity and where all are free to participate in a lively exchange of ideas. Each student has the right to learn and each employee has the right to work in an environment free of sexual harassment and one in which ideas may be freely expressed.

At the University of Louisiana at Lafayette, sexual harassment, whether verbal, physical, written, or visual, is unacceptable and will not be tolerated. Harassment is unlawful and hurts all members of the educational community. Each incident of harassment contributes to a general atmosphere in which the entire community suffers the consequences and in which all students and employees may feel their safety and equality are compromised. Harassment has no legitimate educational purpose. Any employee or student, male or female, who engages in conduct prohibited by this policy shall be disciplined as provided by law, university policies, and applicable employment agreements.

### **B. Academic Freedom**

The University of Louisiana at Lafayette recognizes the tension between protecting all members of the University community from sexual harassment and protecting academic freedom and freedom of expression. It is the policy of the institution that no member of the community may harass another. Conduct that reasonably serves a legitimate educational purpose, including pedagogical techniques, does not constitute harassment. In the educational setting within the University, wide latitude for professional judgment in determining the appropriate content and presentation of academic material is required. Although those participating in the educational setting bear a responsibility to balance their rights of free expression with a consideration of the reasonable sensitivities of other participants, this policy against harassment shall be applied in a manner that protects academic freedom and freedom of expression, including but not limited to the expression of ideas, however controversial, in the classroom setting, academic environment, university-recognized activities, or on the campus.

Nothing contained in this policy shall be construed to limit the legitimate exercise of free speech, including but not limited to written, graphic, or verbal expression that can reasonably be demonstrated to serve legitimate educational or artistic purposes nor shall this policy be construed to infringe upon the academic or artistic freedom of any member of the University. Artistic expression in the classroom, studio, gallery and theater merits the same protection of academic freedom that is accorded to other scholarly and teaching activities.

- C. Coverage  
All faculty, administrators, staff, students, and individuals affiliated with the University of Louisiana at Lafayette by contract (including non-employees, such as vendors and independent contractors) are bound by this policy. This policy protects men and women equally from sexual harassment, including same-sex harassment, and protects students from harassment by other students.
- D. University Policy Regarding Prohibited Sexual Behavior  
Sexual behavior, whether consensual or not, involving individuals where, by virtue of roles or position in the university, one individual is in a position of direct academic or supervisory authority with respect to the other, is prohibited.

These roles include, but are not limited to, the following examples: a faculty member and any student in his or her class; a faculty member and any undergraduate major in his or her department; a faculty member and any graduate student in a departmental program; a graduate assistant who has teaching or other classroom duties and all students in the class or classes that he or she teaches or assists; a departmental, college, or university administrator and any member of the faculty in his or her chain of command; a laboratory supervisor and those using or working in his or her lab; or a supervisor of civil service employees and his or her employee.

In this category, both consensual and nonconsensual sexual behavior are proscribed, because of the university's presumption that individuals not in a position of authority (or of lesser authority) cannot willingly and freely say no to any sexual touching or advances from a person in a position of authority.

The complete "University Policy Regarding Sexual Behavior and Sexual Harassment," including the exact procedures for filing a complaint or grievance, is available from the Graduate School, room 332 Martin Hall; the Dean of Students, room 211 Martin Hall; or the Counseling Center located in Sucier Wellness Center, O.K. Allen Hall. Additional information can be found in the Faculty Handbook (Document XI) found on line at <http://apfd.louisiana.edu/publications/faculty-handbook/>.

## **KEY POLICY**

Problems with campus security require that the number of keys issued be carefully controlled. No key is to be issued to any graduate student until he/she reads, agrees to, and signs the "Key Request Form." Final grades will be held until keys are returned.

In addition to returning keys, all graduate assistants should follow the same procedures as faculty members who leave the University. Copies of the checklist (Separation Clearance Form) to be completed are available at the reception desk in the Business Office in Martin Hall or under Forms on the Graduate School website <http://gradschool.louisiana.edu>.

## **PARKING**

Any vehicle parked on university property must be registered in the Parking and Transit Office located in Olivier Parking Tower on McKinley Street. Owners of vehicles are responsible for following the published University Traffic Code; copies are available in the Parking and Transit Office or through their website <http://park.louisiana.edu>. Graduate assistants are eligible

for a parking space as available. Permits for this space will be issued only if the assistant's name appears on the list submitted by the department to the Graduate School and forwarded from the Graduate School to the Parking and Transit Office. Graduate assistants may purchase a parking permit on the dates determined by the Parking and Transit Office.

All graduate students are eligible to purchase a night permit or to park without permit at Cajun Field. Information on the University Transit System and Night Shuttle is available at <http://park.louisiana.edu>.

## SERVICES

### LIBRARY

Graduate students are extended certain privileges by the library.

#### A. Borrowing Materials

1. Journals - Graduate students may borrow bound journals for one day.
2. Books - Graduate students may borrow books for an entire semester. Loans are limited to a maximum of 50 books at any one time during the semester. These books are subject to recall if needed by other patrons.
3. Videos and Compact Discs – Graduate students may borrow videos and CDs for three days.

#### B. Interlibrary Loan

The Graduate Student Organization provides limited funding for interlibrary loans. This funding does not extend to photocopies made in Dupré Library and may be withdrawn if the GSO cannot support it. Interlibrary loan receipts must be included with the application for funding.

#### C. Study Carrels

Graduate students may apply for study carrels. There is usually a six to eight month waiting period. A \$5 key deposit is required and is refundable upon return of the carrel key. Keys may not be transferred from one student to another at any time. After a carrel is obtained, it must be renewed every semester. Inquire in the Reference Department at 482-6030, [reference@louisiana.edu](mailto:reference@louisiana.edu), or Dupré 158.

#### D. Reserve Desk

Teaching assistants may place on reserve materials needed for their classroom instruction. There are restrictions on types of materials and length of times they may be on reserve.

#### E. Tours

Teaching assistants may request that library personnel conduct tours for their classes. Tours may be scheduled by telephoning the Instructional Services Librarian at 482-1160.

#### F. Graduate Computer Room

A graduate study room equipped with six computers is available to provide a quiet atmosphere for graduate students. Computers offer the same software as those in STEP Labs and are networked to a printer in the nearest STEP Lab. To use the room,

inquire at the library's Circulation Desk.

G. Group Study Rooms

Group study rooms are available on the 1<sup>st</sup> and 2<sup>nd</sup> floors for groups of two or more students. A two-hour time limit may be enforced as demand requires. Inquire at the library's Circulation Desk.

## **OMBUDSMAN**

The University Ombudsman (<http://ulsqa.celect.org/ombudsman>), whose office is located in Lafayette Hall (formerly Corona Hall), room 216, and may be reached at [ombudsman@louisiana.edu](mailto:ombudsman@louisiana.edu) or 482-6947, has the responsibility of informing all students of their rights and protecting these rights during deliberations involving disciplinary actions and course grade appeals. The University has detailed guidelines for appealing unfair and/or capricious final grades. Two undergraduate and two graduate students are appointed to the University Grade Appeals Committee. If the appeal is by an undergraduate student, the undergraduate members form part of the committee; if the appeal is by a graduate student, the graduate student committee members serve.

## **GRADUATE STUDENT ORGANIZATION**

The Graduate Student Organization (GSO) exists to assist graduate students in their pursuit of academic excellence and to support their general welfare. The organization coordinates its efforts with the Student Government Association (SGA) through the Graduate School President and graduate senators elected to the SGA senate.

Every graduate student is a member of the GSO and contributes to its support through self-assessed fees. Each department elects a representative to the GSO, and it is the duty of that individual to attend all meetings. The GSO meets each month with the exact time and date decided each semester. No funds will be awarded to a student unless the departmental representative is present at meetings of the appropriate review panels, and necessary documentation is provided. Requests for funds are considered in the categories of thesis/dissertation research and conference attendance with duties.

Departmental representatives can provide additional information concerning funding procedures. View <http://louisiana.edu/Student/Organizations/GSO> for additional information regarding meetings, departmental representatives, and funding procedures.

Two graduate students appointed by the GSO President serve as members of the Graduate Council, the policy-making body of the Graduate School.

## **FINAL NOTE**

The final portion of these guidelines is a quick referral list. It indicates sources of assistance for graduate students and the students they teach.

It is hoped that these guidelines together with the information supplied at orientation will provide new graduate assistants and fellows with helpful information.

The Office of the Graduate School will be happy to receive any recommendations for revision. It is preferable that suggestions be made in writing.

## QUICK REFERRAL LIST

All campus phone numbers begin (337) 48x-xxxx.

PROBLEM/NEEDS	REFER TO
<b>ACADEMICS</b>	
Sports Information	Student Athletic Academic Center, Conference Center, room 160, ext. 2-6830
Dropping a course Late schedule adjustment Career Library Time exclusion in scheduling  Change of major Change of classification (degree/ non-degree)  Admission to Upper Division ACT Scores Academic Appeals Financial Aid Appeals	Academic Success Center (ASC), Lee Hall, room 115, ext. 2-6818 <a href="http://studentsuccess.louisiana.edu/asc@louisiana.edu">http://studentsuccess.louisiana.edu/asc@louisiana.edu</a>  Academic Deans (for upperclassmen and graduate students)  Admissions/Academic Success Center Academic Deans Academic Deans
Schedules Verification statement of school attendance Resignation Transcripts, UL Lafayette Repeat rule Correction of Address	Registrar's Office, Martin Hall, room 171, ext. 2-6291 <a href="http://admissions.louisiana.edu/registrar/registrar@louisiana.edu">http://admissions.louisiana.edu/registrar/registrar@louisiana.edu</a>
Tutoring	The Learning Center, Academic Success Center, Lee Hall, room 209, ext. 2-6583, <a href="mailto:tlc@louisiana.edu">tlc@louisiana.edu</a> <a href="http://studentsuccess.louisiana.edu/?q=node/14">http://studentsuccess.louisiana.edu/?q=node/14</a>
<b>COUNSELING</b>	
Counseling – personal counseling, crisis intervention for individuals, couples, or groups Testing information for ACT, GRE, GMAT, etc.	Counseling and Testing Center, Saucier Wellness Center, O.K. Allen Hall, ext. 2-6480, <a href="mailto:counseling@louisiana.edu">counseling@louisiana.edu</a> , <a href="http://www.louisiana.edu/Student/Counseling/">http://www.louisiana.edu/Student/Counseling/</a>
Counseling related to academics, study skills, career decisions, goal development, etc.	Academic Success Center, Lee Hall, room 115, ext. 2-6818, <a href="http://studentsuccess.louisiana.edu/asc@louisiana.edu">http://studentsuccess.louisiana.edu/asc@louisiana.edu</a>
<b>FINANCIAL AID</b>	
Financial aid (Campus employment), short-term and long-term loans, VA benefits, etc.	Financial Aid Office, Foster Hall, room 100, ext. 2-6506, <a href="mailto:finaid@louisiana.edu">finaid@louisiana.edu</a> , <a href="http://admissions.louisiana.edu/financial-aid/">http://admissions.louisiana.edu/financial-aid/</a>

<b>SPECIAL PROGRAMS</b>	
Honors courses	Honors Program, Judice-Rickels Hall, room 206, ext. 2-6700, <a href="mailto:honors@louisiana.edu">honors@louisiana.edu</a> <a href="http://honors.louisiana.edu/">http://honors.louisiana.edu/</a>
Student with disabilities - for arrangements and accommodations	Office of Disability Services, Conference Center, room 126, ext. 2-5252, <a href="mailto:ods@louisiana.edu">ods@louisiana.edu</a> , <a href="http://disability.louisiana.edu">http://disability.louisiana.edu</a>
Students over 25	25+ Adult Coordinator, Academic Success Center, Lee Hall, room 115, ext. 2-1253, <a href="http://studentsuccess.louisiana.edu/">http://studentsuccess.louisiana.edu/</a> , <a href="mailto:adults@louisiana.edu">adults@louisiana.edu</a>
Help in adjustment to college	Academic Success Center, Lee Hall, room 115, ext. 2-6818, <a href="mailto:asc@louisiana.edu">asc@louisiana.edu</a> , <a href="http://studentsuccess.louisiana.edu/">http://studentsuccess.louisiana.edu/</a>
<b>STUDENT AFFAIRS</b>	
Student Handbook Code of Student Conduct	<a href="http://ullafayettestudenthandbook.com/">http://ullafayettestudenthandbook.com/</a> ext. 2-6373
Housing exemptions Concerns regarding student life Counseling	Department of Student Life and Conduct, Martin Hall, room 223, ext. 2-6373, <a href="mailto:studentlife.conduct@louisiana.edu">studentlife.conduct@louisiana.edu</a> <a href="http://www.louisiana.edu/Student/studentlife/">http://www.louisiana.edu/Student/studentlife/</a>
Offers 34 scholarships - three for International students Funding for organizations On-campus lawyer (free) Red Dot Discounts	Student Government Association, Lafayette Hall (formerly Coronna Hall), room 218, ext. 2-2SGA (2-2742), <a href="mailto:sga@louisiana.edu">sga@louisiana.edu</a> , <a href="http://ulsga.com">http://ulsga.com</a>
Emergency calls, "See Something, Say Something" Campaign, Escort service on campus, lost/found items	University Police, Bittle Hall, 210 Hebrard Blvd., ext. 2-6447, <a href="mailto:ulpolice@louisiana.edu">ulpolice@louisiana.edu</a> , <a href="http://police.louisiana.edu">http://police.louisiana.edu</a>
International students - Immigration regulations: i.e., full-time status, employment, change of major, International Student Handbook	Office of International Affairs, Brook Street Annex, 413 Brook Ave., ext. 2-6819, <a href="mailto:oia@louisiana.edu">oia@louisiana.edu</a> , <a href="http://oia.louisiana.edu">http://oia.louisiana.edu</a>
Mail box rentals, stamps, money orders	University Post Office, Bittle Hall, ext. 2-6113, <a href="http://postoffice.louisiana.edu">http://postoffice.louisiana.edu</a>
Student ID Card, Cajun Cash	Cajun Card Services, Vermillion Hall (formerly Olivier Hall), 1 <sup>st</sup> floor, ext. UL1-CARD (851-2273), <a href="mailto:cajuncash@louisiana.edu">cajuncash@louisiana.edu</a> , <a href="http://cajuncard.louisiana.edu">http://cajuncard.louisiana.edu</a>

Ombudsman	Lafayette Hall (formerly Coronna Hall), room 216, ext. 2-6947, <a href="mailto:ombudsman@louisiana.edu">ombudsman@louisiana.edu</a> , <a href="http://ulsqa.celect.com/ombudsman">http://ulsqa.celect.com/ombudsman</a>
Walk-in clinic, allergy shots, women's clinic Student insurance claims, filing medical record	Student Health Services, Saucier Wellness Center, O.K. Allen Hall, 220 Hebrard Blvd., ext. 2-5464 <a href="mailto:shs@louisiana.edu">shs@louisiana.edu</a> , <a href="http://www.louisiana.edu/Student/Health">http://www.louisiana.edu/Student/Health</a>
Deposits and withdrawal of personal funds (No charge) Replacement of meal ticket, check-cashing, payment of bills and short-term loans	Student Cashier Center (Office of the Bursar), Lafayette Hall (formerly Coronna Hall), room 102, ext. 2-6385, <a href="mailto:bursar@louisiana.edu">bursar@louisiana.edu</a> , <a href="http://bursar.louisiana.edu">http://bursar.louisiana.edu</a>
Student Programs  Student Organizations  Spirit Groups	Vermillion Hall (formerly Olivier Hall), 2 <sup>nd</sup> floor, ext. 2-6945, <a href="mailto:studentunion@louisiana.edu">studentunion@louisiana.edu</a> , <a href="http://studentunion.louisiana.edu">http://studentunion.louisiana.edu</a> Student Organizations, Martin Hall, room 211, ext. 2-6272, <a href="http://ulstudentlife.com/">http://ulstudentlife.com/</a> Vermillion Hall (formerly Olivier Hall), 2 <sup>nd</sup> floor, ext. 2-6939 <a href="http://studentunion.louisiana.edu/spirit-groups/">http://studentunion.louisiana.edu/spirit-groups/</a>
What's happening on campus - Good Times Line, check-cashing, ticket sales, lost/found items, copy machine	Information Desk, Vermillion Hall (formerly Olivier Hall), 2 <sup>nd</sup> floor, ext. 2-6940 or 2-6400
Housing reservations, withdrawal from housing, family housing	Housing Office, 705 Taft Street, ext. 2-6471, <a href="mailto:housing@louisiana.edu">housing@louisiana.edu</a> , <a href="http://housing.louisiana.edu">http://housing.louisiana.edu</a>
<b>GENERAL INFORMATION</b>	
Band	Band Director, Angelle Hall, room 168, ext. 2-5157, <a href="http://www.ulbands.com">http://www.ulbands.com</a>
Bookstore – text books Bookstore – university merchandise and apparel	Old Follet's building, St. Mary Blvd. Building in Parking Zone 17, corner of Johnston St. and Lewis St. ext.851-BOOK (1-2665), <a href="mailto:bookstore@louisiana.edu">bookstore@louisiana.edu</a> , <a href="http://bookstore.louisiana.edu">http://bookstore.louisiana.edu</a>
Car registration, parking permits, traffic regulations, etc.	Parking and Transit Office, Olivier Parking Tower, suite 100, 619 McKinley St., ext. 2-6858, <a href="mailto:parking@louisiana.edu">parking@louisiana.edu</a> , <a href="http://park.louisiana.edu">http://park.louisiana.edu</a>
Debate and Speech	Burke-Hawthorne Hall, room 249, ext. 2-6090
Campus dining locations, meal plans, employment	Dining Services Office, Alumni Hall, ext. 2-6179, Cafeteria, Guillory Hall <a href="mailto:dining@louisiana.edu">dining@louisiana.edu</a> , <a href="http://dining.louisiana.edu">http://dining.louisiana.edu</a>
University email, ULink, Moodle, University Wireless Information Network (UWIN), Campus Computing Labs	IT Help Desk, Stephens Hall, room 201, ext. 2-5516, <a href="mailto:helpdesk@louisiana.edu">helpdesk@louisiana.edu</a> , <a href="http://helpdesk.louisiana.edu">http://helpdesk.louisiana.edu</a>

Performing Arts	McLaurin Hall, room 140, ext. 2-6357, <a href="mailto:performingarts@louisiana.edu">performingarts@louisiana.edu</a> , <a href="http://pfar.louisiana.edu">http://pfar.louisiana.edu</a>
Listing for temporary, permanent, and summer employment Job Location Development Career Days Resume Writing Workshop	Career Services, Conference Center, room 104, ext. 2-1444, <a href="mailto:careerservices@louisiana.edu">careerservices@louisiana.edu</a> , <a href="http://careerservices.louisiana.edu">http://careerservices.louisiana.edu</a>
Intramural sports, club sports, aerobics, aquatics/pool, facility schedule	Recreational Sports, Bourgeois Hall, 225 Cajun Dome Blvd., Front Desk ext. 2-6159, Aquatics ext. 2-AQUA (2-2782), <a href="http://intramurals.louisiana.edu">http://intramurals.louisiana.edu</a>
Reading material, copy machine, lost/found items, computer lab, reference system and material	Dupré Library, Circulation Desk ext. 2-6025, Reference Desk ext. 2-6030, <a href="mailto:reference@louisiana.edu">reference@louisiana.edu</a> , <a href="http://library.louisiana.edu">http://library.louisiana.edu</a>
Speech, language, and hearing therapy	Speech, Language, & Hearing Clinic, Burke-Hawthorne Hall, room 201, ext. 2-6490, <a href="http://speechandlanguage.louisiana.edu/clinical/">http://speechandlanguage.louisiana.edu/clinical/</a>