

# Division of Admissions, Orientation, Basic and Career Studies

## Administration

Jan B. Albritton, Director

The Division of Admissions, Orientation, Basic, and Career Studies serves as a total academic support unit for entering freshmen. While entering freshmen may choose to go directly into one of the five academic colleges on campus, students who are undecided about a major enter Basic and Career Studies. Academic advising, personal counseling, interest testing, and decision-making workshops are available to assist students in making academic decisions. Students may also enter Basic and Career Studies when considering a change in majors.

At any given time, should a student fail to meet the specific requirements of a college, the student may be placed into Basic and Career Studies until grade point and course requirements are met.

## Summer Orientation

An orientation and registration program for all new freshmen is held each Summer preceding Fall registration. The Summer sessions, conducted by the Division of Admissions, Basic, and Career Studies, are open to all beginning freshmen who have graduated in May of that calendar year and who have received official notice of acceptance to Louisiana Tech University.

The purpose of the orientation and registration program is to enable the entering student to become familiar with the University, its academic programs, and major courses of study, and to explore educational and vocational interests and goals. Each student will select courses for the Fall Quarter and complete registration, except for payment of fees.

The objectives of the program are 1) to introduce the student to Louisiana Tech University and make the transition from high school a smooth and orderly process; (2) to provide the student with academic direction and more personal attention through faculty advising and counseling; (3) to acquaint the student with opportunities, responsibilities, and regulations of the University; (4) to register the student for classes with the exception of payment of fees (fees will be paid at the beginning of the Fall Quarter); and (5) to acquaint parents with University standards for students and provide an overview of Louisiana Tech University.

Special orientation sessions for transfer students are also conducted.

## Developmental Education Program

This program is intended to assist academically underprepared students in developing their abilities to meet the requirements of college-level courses. The components of this program are courses numbered 099 in English and mathematics.

A student who places in any of the developmental (099) courses must register in those courses if there are openings available in them before he/she registers for any college-level courses. All courses in the Developmental Education Program should be completed in the first four quarters of attendance for full-time students. A maximum of three attempts at a given developmental course will be allowed. The student will be dismissed from the University if this time limit is not met.

Class attendance in the Developmental Education Program is mandatory. After four (4) unexcused absences, the student will automatically be given a grade of "F" in the course. Withdrawal from the developmental education classes will not be permitted unless there are extenuating circumstances. If

he/she needs to reduce his/her course load, the student will be required to drop any regular courses before any courses in the Developmental Education Program are dropped.

No credit is allowed in any curriculum for any courses with a catalog number beginning with zero (0) (e.g., English 099).

## Scholarships

Louisiana Tech offers scholarship awards through the Admissions Office, as well as through the academic colleges and departments. The deadline for applications is December 1 prior to the year of enrollment. The General Scholarship Form qualifies students for all types of scholarships including those offered through the academic areas.

## "TOPS"

Louisiana's Tuition Opportunity Program for Students (TOPS) is a comprehensive program of state scholarships and one of the most innovative and progressive student assistance programs in the nation. TOPS has five components. See the table for the eligibility criteria of each component.

## How & When to Apply for TOPS

Students must apply for all TOPS awards by submitting that version of the Free Application for Federal Student Aid (FAFSA), which corresponds to the year the student plans to enroll in a postsecondary school. For example, if the student plans to enroll in a Louisiana postsecondary school in school year 2002-03, submit the 2002-03 version of the FAFSA. He/she must enter the name of a school located in Louisiana for the application to be considered. The FAFSA may be filed after January 1 and must be received by the federal processor before July 1<sup>st</sup>. A FAFSA may be obtained from high school guidance counselors or college financial aid offices or by calling the Louisiana Tech Office of Admissions at 1-800-LATECH1 (e-mail [bulldog@latech.edu](mailto:bulldog@latech.edu)) or the Louisiana Tech Office of Financial Aid at (318) 257-2641 (e-mail: [TECHAID@lfa.latech.edu](mailto:TECHAID@lfa.latech.edu)).