

Chapter 8 - Division of 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 under prepared 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 whose ACT/SAT score places them in any of the developmental (099) courses must register for and successfully complete those developmental courses within the first four quarters of enrollment at Louisiana Tech University. A maximum of three (3) attempts (including drop "W" attempts) will be allowed for the course. The student will be suspended from the University for failure to meet developmental course completion requirements if successful completion is not achieved after a maximum of three (3) attempts, or if the four quarter time limit is not met. Students will not be permitted to declare and register for a degree program until developmental program requirements are successfully completed.

Class attendance in the Developmental Education Program is mandatory. After 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 a student needs to reduce his/her course load, the student will be required to drop any regular courses before any course in the Developmental Education Program is dropped.

If a student is suspended for failure to meet developmental course completion requirements, he/she may appeal for reinstatement to the Developmental Suspension Appeals Committee, chaired by the Director of the Student Achievement Center. If a student elects to appeal, the appeal should be submitted before the suspension quarter begins so that it can be acted upon by the Developmental Suspension Appeals Committee by noon on the day of General Registration/Fee Payment. If the appeal is approved by the Committee, the Director will notify the University Registrar and the reinstated student's registration status will be activated.

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

Scholarships

Louisiana Tech offers scholarship awards through the Admissions Office, as well as through the academic colleges and departments. For freshmen, apply for admission. January 5 is the priority deadline to apply for admission in order to be considered for first-round scholarships. Get an application at www.latech.edu/admissions/future-freshman.shtml. For transfer students, May 15 is the deadline for submitting Louisiana Tech's scholarship application. Get an application at www.latech.edu/admissions/scholarships.shtml or contact the Admissions office at (318) 257-3036.

Tuition Opportunity Program for Students (TOPS)

The TOPS program is sponsored by the State of Louisiana and administered by the Louisiana Office of Student Financial Assistance (LOSFA). The program provides qualified students with tuition at colleges and universities in Louisiana. There are three levels of award: Opportunity, Performance and Honors. Performance and Honors awards include an additional stipend. Determination of eligibility is based on Louisiana residency, completion of the TOPS core curriculum, cumulative high school GPA on those courses and the ACT composite score. Information is available from high school counselors and the LOSFA web site www.osfa.state.la.us or call 1-800-259-5626. Application for TOPS is made by submitting the Free Application for Federal Student Aid (FAFSA) so that it is received by the federal processor by July 1st. The FAFSA may be submitted on the web through the Louisiana Tech web site at www.latech.edu/finaid or directly to www.fafsa.ed.gov. Paper FAFSA forms may be obtained from high school guidance counselors or by contacting the University Admissions Office at 1-800-LATECH1 or the Financial Aid Office at 318-257-2641 or e-mail Techaid@LTFA.LATECH.EDU.

The TOPS has requirements for retention. The required cumulative GPA varies by level of award. All require the completion of 24 semester credit hours in the three regular quarters; Fall, Winter and Spring. Details on retention are provided at the time of award to the student by LOSFA. Further information can be obtained at the financial aid web site www.latech.edu/finaid or by visiting the financial aid office in Room 240, Keeny Hall.