

HEALTH STUDIES ADVISING FAQ'S

Below is a list of frequently asked questions (FAQ's) we receive from students. The list of questions and answers are also available in a viewable/printable pdf format here at Advising FAQ's.

Q. How do I contact my academic advisor?

A. All freshman and sophomore Health Studies majors (60 hours and below) are advised in the Student Success Center. Once you reach 60 hours of credit toward the health studies degree, you are advised in the Health Studies department. The advisee-advisor link will give you the name of your advisor and contact information. If your name is not listed, contact the Department Head of Health Studies, Dr. Dolecheck at dolecheck@ulm.edu.

Q. How often should I meet with my advisor?

A. Students should meet with their advisor as often as required to discuss schedules, courses, concerns with grades, and other. It is mandatory that students schedule an appointment with their advisor during the week of official advising in fall and spring semesters so that your course load can be approved and advising flags lifted. Students must keep their advisors informed if they make schedule changes not originally agreed upon during advising.

Q. What should I know about my student responsibilities regarding advising and academic success?

A. It is the faculty's expectation that students are prepared for their advising sessions and understand their academic and professional responsibilities. Faculty serve as mentors and help guide students along their path to complete the Bachelor of Science degree in Health Studies at ULM. Click on [student responsibilities](#) to find out more information on advising procedures and expectations of our department. Click on [student course preparation form](#) to complete for preparing your semester course load prior to each of your fall and spring advising sessions.

Q. How do I change my major?

A. Students advised in the SSC can complete a change of major form in that office. Student advised in the Health Studies department can complete a change of major form obtained from your Dean's office. To complete the form, first have it signed by Dean's office of which you are declaring your new major, and submit the form to the registrar office so your change of major can be officially changed in the system.

Q. Once I change my major to Health Studies, then what?

A. All new change of majors or transfer students changing/declaring their major to Health Studies are required to schedule an initial appointment with the Health Studies Department Head to discuss the curriculum, student responsibilities regarding advising, our policies within the

department. Following this initial meeting, the Department Head will assign the student to an advisor in HS or send to SSC.

Q. What are "holds" on my record and how do I get them lifted?

A. Holds on your record can be but are not limited to academic holds, financial holds, library fines or parking fines. When you have a "hold" on your record you are not able to adjust your schedule in any way. In order to have the hold removed, you will need to contact the appropriate office or department. Your health studies academic advisor is **only responsible** for lifting advising holds, and can not lift holds related to financial, parking fines or other.

Q. What is a normal course load during fall, spring and summer sessions?

Undergraduate students are classified full time if they schedule 12 or more semester hours for credit (not including audits). However, during a regular semester, a schedule of fifteen to eighteen semester hours is considered a standard load. Academic deans, at their discretion, may allow the student to schedule more semester hours.

During the summer term, a schedule of six hours per summer I and summer II session is considered a normal load; however, students are classified full-time if they schedule (for credit) four or more semester hours. Maximum load is seven semester hours in a summer I or summer II Session. Students taking greater than 7 hours combined during Maymester + Summer I Session is considered an overload and requires permission by the Dean's office.

Q. What is a hard-add form and when would I need to use this form?

A. Hard-add forms are used when students require special permission to add or drop a course. Students can obtain these forms from their Dean's office or advisor and should obtain signatures from their advisor, department head and Dean's office before submitting to the registrar office. For example, students may use this form when requesting to take an overload, enroll in a course when the course is full, take an online course only designated for online students, or waiving of pre-requisite courses.

Q. Can I enroll in a course even though it is full?

A. No. If a health studies course is full, students must continually check Arrow for drops. Once seats open due to drops, the student can enroll through Arrow. During late registration, if a health studies course is still full, the student may make a special request to the Department Head to be added to the course. However, please make note, a special request to be added to a full course does not guarantee the student will be automatically added to that course.

Q. What if I don't have a pre-requisite for a course, can I still take the course?

A. It is important for students to understand all pre-requisite requirements for courses. If courses indicate pre-requisites, then those pre-requisites must be met before the student can enroll in the

course. If a pre-requisite indicates “*or approval by instructor*” then the student *may* request permission from that instructor to take the course by completing a hard-add form. The instructors may or may not approve enrollment in the course.

Q. What happens if my GPA drops below a 2.0?

Health Studies students whose GPA falls below 2.0 will be referred back to the SSC for advising. Once your GPA reaches 2.0 or higher, you will be transferred back to the HS department for advising.

Q. Can I take Health Studies courses online?

There are many health studies courses offered online. These online courses are designated with special codes that allow any ULM student to enroll in that course and different codes for our Gateway to Online Degrees (GOLD) students to enroll. For example: A course designated with the section code **91, 99, & 96** are strictly limited for GOLD designated students. Students should be aware of this when registering as an *Administrative Restriction* will appear if a non-GOLD student tries to enroll in a GOLD designated course.

Q. I want to take a credit overload. How do I get permission?

A. To obtain permission for a credit overload you must first contact your academic advisor in the Health Studies department and complete the appropriate request form. This form is submitted to the Department Head then to the Dean’s office for review. If approved, you will need to take the appropriate paperwork to the Registrar’s Office. Note: Permission for credit overload is not easily granted and students must exhibit very sound reasons as well as a GPA of 3.0 or higher for consideration of 19 hours and a minimum of 3.75 for consideration of over 19 hours.

Q. What are the guidelines for taking courses at other institutions?

A. In order to take courses elsewhere, students must receive prior approval from the appropriate department or dean. The form can be obtained by visiting the Health Studies website and clicking on this link. The form must be signed by an advisor and then submitted with any required documentation to the Health Studies department head for review. The student will receive notification of approval/disapproval via email usually within 48 hours. Note: After students have earned 60 semester hours of credits required for a degree, they may not use additional credits earned in a two-year college to fulfill degree requirements, unless authorized to do so by the dean.

Q. What is the process for accepting my transfer credits from another university?.

The extent to which credit earned in other colleges and universities is accepted toward fulfilling

degree requirements at ULM is first determined by your academic advisor through a degree audit, then submitted for approval by the Department Head/Dean of the student's college. Only work that applies toward the curriculum the student selects at ULM and that demonstrates satisfactory final grades will be applied to the student's degree plan. Academic Advisors use the Statewide Student Transfer Guide and Articulation System Matrices (Board of Regents' E-matrix) to identify transfer equivalences of courses among Louisiana's public colleges and universities and is accessed through the Board of Regents' Web page at www.regents.state.la.us.

Q. How do I know if courses taken at another university have been applied toward my degree?

Student may access their degree plan in FlightPath to note whether transfer courses have been applied toward their degree. Application of transfer courses will be indicated showing a subscript "t" and the transfer course number to the right the ULM course. If a transfer course is not displayed as a ULM equivalency, students should contact their academic advisors for clarification.

Q. I got an incomplete from my professor. What can I do now?

A. If you received a grade of incomplete (I) in a class, you need to contact your professor and determine what you need to do to make up the incomplete work. You must complete all the required work within 30 days after the end of that semester and the instructor must turn in the final grade within this timeframe. Grades of incomplete are changed to a grade of F if the final grade is not submitted by the professor by the deadline unless an explicit written extension is filed by the faculty deadline.

Q. What paperwork do I need to complete for graduation?

A. Your HS advisor will request that you complete a graduation application during the semester you are scheduled for graduation. The application is submitted to the Department Head and reviewed. Graduation applications and official degree sheets are then submitted to the registrar office per deadlines. Approximately 4 weeks prior to graduation commencement, the registrar office sends an official letter to students informing them of graduation procedures. If the student does complete necessary degree requirements prior to graduation; drops or fails a course, then graduation will not proceed and the student is notified by the department head.

Q. What GPA do I need to be on the Dean's List?

A. Degree seeking students who take at least six credits in an academic period and earn a grade point average for that period of 3.50 or higher merit placement on the Dean's List.