

## Enrollment Services Department Admissions Office

The Office of Admissions is typically the first stop for students interested in applying to Delta. After being admitted, contact with this office is no longer necessary unless you were admitted **provisionally** (check your application letter for your admissions status).

Students are admitted provisionally if they have not provided the College with all documents required for admission (e.g., immunization form). If you were admitted provisionally, then you have 30 days after the first day of classes to provide the documentation needed for full admission. If this documentation is not provided, a flag will be placed on your account. While this flag is on your account, you will be unable to receive transcripts, grades, and verification of your enrollment. Provisionally admitted students are also not eligible for Financial Aid or Scholarship consideration until the application process is completed.

After you have been admitted to Delta, your college academic record will be maintained by the Registrar's Office. This office processes grades, withdrawals, enrollment verifications, and transcript requests for the campus.



Enrollment Services Department

## Registrar's Office

The **Enrollment Services Department** is located in Coenen Hall (ULM Campus) and is the home of the Campus Operator, Delta Recruiter, Admissions Staff and the Registrar (Student Records) Staff. The focus of this presentation is on the services provided by the Registrar's Office.

The **Registrar's Office** issues the Official College Catalog, develops and updates the Official Academic Calendar coordinates registration and schedule adjustments, maintains and secures student records, reviews the candidates for graduation and oversees the graduation ceremony, and releases enrollment verification information, student grades and official transcripts.

The **College Catalog** is one of the primary information resources for students. It contains information about college policy and procedures, services, degree programs and individual course descriptions. Students are expected to read the catalog and familiarize themselves with this information. You are responsible for knowing the rules and regulations of the College and the guidelines for your degree program. The **College Catalog** is available at the **Enrollment Services Office** and on the Delta website [www.ladelta.cc.la.us](http://www.ladelta.cc.la.us). Copies are also distributed in the Academic Seminar classes.

The **Academic Calendar** is the list of important dates related to a given semester. It is printed in the Official Catalog and updated on the Delta website [www.ladelta.cc.la.us](http://www.ladelta.cc.la.us).

Some important dates for the Fall 2008 semester are:

**First Day of Class: August 18**

**Add/Drop (also Resignation with 100% refund): August 18-20**

**Resignation with 75% refund (tuition only): August 21-22**

**Resignation with 50% refund (tuition only): August 23 – September 5**

**Fall Break: October 9-10**

**Withdrawal/Resignation Deadline: October 24**

**Thanksgiving Break: November 26 Noon –November 28**

**Final Exams: December 1-4**

### **Registration and Schedule Adjustments**

#### **Add/Drop**

Schedule adjustments (**Add/Drop**) can be made the first three days of the Fall and Spring semester (the first two days of the Summer sessions). Students can replace cancelled classes, change the time of classes, remove a class from the schedule or add a new class. **Schedule adjustments may impact tuition, fees, financial aid and scholarships.** The Add/Drop form is available at the Enrollment Services Office.

#### **Withdrawal/Resignation**

After the first three days of classes students may withdraw from some or all classes (resignation) and receive a grade of "W". The deadline for these transactions is posted in the **Official Academic Calendar**. The Withdrawal Form is available at the Enrollment Services Office.

Ceasing to attend a class does not remove your name from a grade roster. Failure to withdraw from a class you are no longer attending means you will fail the class. If you are having problems with a class, contact your instructor and the Enrollment Services Office immediately so that you can be advised of the options available to you.

### **Grades**

The Registrar's Office releases **Final Grades** at the end of each semester. Most of the instructors at Delta use Blackboard to inform students of their academic progress. Students and instructors should maintain open channels of communication assure that students are aware of their status in their classes. Blackboard grades are considered unofficial grades. Only the grades released by the Registrar's office are considered to be the official grades.

Students earn the following grades at Delta:

- A – Excellent = 4.0
- B – Good = 3.0
- C – Average = 2.0
- D – Below Average = 1.0
- F – Failure = 0.0
- I – Incomplete (Computes as an F until resolved)
- P – Passing (No advantage to grade point average)
- N – No Credit (No penalty to grade point average)
- R-Repeat
- W-Withdrawal (No impact on GPA)
- Z-Academic Renewal (No impact on GPA)

### **Academic Honors**

At the end of each regular semester, the **Chancellor's List** is published recognizing those full-time students, and part-time students who have earned at least 12 hours at Delta and are currently enrolled in at least six hours of course work, who have earned a semester GPA of 3.75 or higher.

At the end of each regular semester, the **Dean's List** is published recognizing those full-time students, and part-time students who have earned at least 12 hours at Delta and are currently enrolled in at least six hours of course work, who have earned a semester GPA of 3.5 – 3.74.

### **Academic Deficiencies**

A student will be placed on **Academic Probation** when the adjusted cumulative GPA is at or below a specified level. A student will not be placed on probation until at least 15 hours of course work have been attempted. See the **Official College Catalog** for details.

A student who is on academic probation and has attempted at least 24 hours of course work will be placed on **Academic Suspension** from Delta at the conclusion of any enrollment term in which he/she fails to earn a minimum GPA of 2.0. See the **Official College Catalog** for details.

**Academic Deficiencies** may impact a student's ability to receive Financial Aid.

## **Academic Appeals**

The student must initiate an **Academic Appeal** of final grades within the first 45 days of the regular semester following the semester in which the grade was received. The general procedure for appealing a grade is to first meet with the faculty member. If the grade concern is not resolved, the student may then appeal to the Dean of Instruction.

## **Student Record Information**

### **Official Transcript**

Your **Official Transcript** is the record of all academic work attempted by a student. It contains course numbers, titles of each course taken, the grades received, and majors, degrees/certificates received. Official and unofficial transcripts and the appropriate request forms are available at the Enrollment Services Office.

### **Enrollment Verification**

Students who need to document their enrollment status for insurance purposes, tax purposes, student loan deferment, family support services or other reasons can get **Enrollment Verification** forms and letters from the Registrar's Office.

## **FERPA**

The **Family Educational Rights and Privacy Act (FERPA)** (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

**FERPA** gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, **FERPA** allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under **FERPA**. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

<http://www.ed.gov/policy/gen/guid/fpc/ferpa/index.html>

## Top 10 Website Tools

1. Louisiana Delta Community College Home Page  
<http://www.ladelta.cc.la.us>
2. Academic Catalog (Future Student/Catalog)  
[http://www.ladelta.cc.la.us/publications/catalogs\\_policies.asp](http://www.ladelta.cc.la.us/publications/catalogs_policies.asp)
3. Official Academic Calendar (Home Page/Main Menu)  
<http://www.ladelta.cc.la.us/calendar/calendar.asp>
4. Class Schedule (Current Student/Schedule of Classes)  
[http://www.ladelta.cc.la.us/curr\\_stud/schedule/schedule.asp](http://www.ladelta.cc.la.us/curr_stud/schedule/schedule.asp)
5. Curriculum Forms (Current Student/Advising and Registration)  
[http://www.ladelta.cc.la.us/curr\\_stud/advising.asp#degcert](http://www.ladelta.cc.la.us/curr_stud/advising.asp#degcert)
6. Trial Schedule Form (Current Student/Advising and Registration)  
[http://www.ladelta.cc.la.us/curr\\_stud/trial.pdf](http://www.ladelta.cc.la.us/curr_stud/trial.pdf)
7. Transfer Guide (Current Student/Transfer Guide)  
<http://appl008.lsu.edu/bor/articulation.nsf/homepage>
8. General Education Transfer Matrices (Current Student /Transfer Guide)  
<http://www.regents.state.la.us/Reports/datapub.htm>
9. Course Crosswalk for ULM/TECH/Grambling (Current Student/Transfer Guide)  
[Louisiana Delta Community College / Louisiana Tech University / ULM / Grambling Crosswalk](#)
10. Transcript, Enrollment Verification and other Forms (Current Student/Forms)  
<http://www.ladelta.cc.la.us/documents/forms.asp>

### For Additional Information:

Office of Enrollment Services 342-3700  
Recruiting: 342-3741  
Admissions: 342-3742  
Placement Testing: 342-3734  
Student Records: 342-3759

## Registration

Before you participate in the registration process you need to prepare your Registration Tool Kit.

Must have items:

- ✓ Placement Scores (ACT or COMPASS)
- ✓ Transcript of transfer credit (earned through Dual Enrollment, ACT scores, CLEP, AP or transfer from another college/university)
- ✓ Academic Advisor—You will see a degree program advisor today  
The Permanent Advisor list will be posted in various locations about the 4<sup>th</sup> week of the semester
- ✓ Class Schedule for the Semester/Summer Session
  - [http://www.ladelta.cc.la.us/curr\\_stud/schedule/schedule.asp](http://www.ladelta.cc.la.us/curr_stud/schedule/schedule.asp)
- ✓ Trial Schedule and several alternate course choices
  - [http://www.ladelta.cc.la.us/curr\\_stud/trial.pdf](http://www.ladelta.cc.la.us/curr_stud/trial.pdf)
- ✓ Catalog
  - [http://www.ladelta.cc.la.us/publications/catalogs\\_policies.asp](http://www.ladelta.cc.la.us/publications/catalogs_policies.asp)
- ✓ Your Curriculum Forms
  - [http://www.ladelta.cc.la.us/curr\\_stud/advising.asp#degcert](http://www.ladelta.cc.la.us/curr_stud/advising.asp#degcert)
- ✓ Prerequisite Information

### MATH 110 COLLEGE ALGEBRA

Lec. 3; Cr. 3

Quadratic equations, systems of linear equations, inequalities, functions, graphs. exponential and logarithmic functions, complex numbers and theory of equations. **Prerequisites:** MATH 099 with a “B” or higher or ACT score of 22.

- ✓ Semester Load Guidelines
  - If you need to be a full-time student you must register for 12 or more credit hours. Some students must be full-time to receive certain types of financial aid or to be maintained on their parents’ insurance policies.
  - A student who is enrolled in less than 12 credit hours is considered part –time.
  - The maximum number of hours allowed in the Fall and Spring Semesters is 18 hours; in the Summer Sessions it is 8.

### Course Load Tips:

For every hour you spend in class you should plan to spend a minimum of 2 hours in preparation. If you take 12 hours of courses, be prepared to spend at least 36 hours on class and class related preparation.

If you work a full-time job, you should consider enrolling in no more than 9 hours of course work. When you know you are ready to handle a heavier course load you can increase the number of hours you take the next semester. If you are working part-time (20-25 hours a week) you may be able to handle a full-time course load of 12 or more hours.

## **Early Registration**

### **The Five W's (and an H!)**

**Q: What is Early Registration?**

A: Any registration processed prior to the registration which is open to the public (Open Registration) is **Early Registration**.

**Q: Who can participate in Early Registration?**

A: Currently enrolled students whose admissions files are complete and first time students who are attending New Student Orientation.

**Q: When is Early Registration?**

A: **Early Registration** is held during the semester, usually the week after the deadline to withdraw from a class or resign from the college with a "W" grade. Early Registration is also held immediately after most New Student Orientation sessions.

**Q: Where do you go to Early Register for classes each semester?**

A: During New Student Orientation you will meet with an advisor from your degree program area. In the future you will be assigned a permanent advisor who will meet with you in his/her office to discuss your short and long term goals, degree progress and assist you in Early Registration.

**Q: Why is it important to participate in Early Registration?**

A: Students who participate in **Early Registration** are the first to select classes and class times. Participants get the best class schedule options, the desired number of semester hours so that Financial Aid can be accurately awarded, know in advance when their classes

are and can arrange work schedules, childcare schedules and other activities to their best advantage.

**Q: How will I know about Early Registration?**

A: Announcements are posted on the website and the dates are listed in the Official Academic Calendar. Signs will be posted and a global email is sent to all current students through their Delta email account regarding **Early Registration**. Your advisor will post appointment sheets at his/her office for you to schedule an advising/registration time.