

OFFICE OF THE REGISTRAR

QUICK REFERENCES

1. Academic Standing: All students must maintain satisfactory academic progress (SAP) in order to remain enrolled at the school. Academic Suspension students must appeal through Academic Retention Committee.
 - a. Academic Warning – GPA 1.7 to 2.0 with 0 to 30 credits
 - b. Academic Probation – GPA less than 1.7 with 0 to 30 credits; less than 2.0 with more than 30 credits
 - c. Academic Suspension – GPA less than 2.0 with more than 30 credits and was on Academic Probation the previous term
 - d. Academic Good Standing – GPA 2.0 or higher
2. Catalog: Is available online at www.lunet.edu on top right hand corner.
3. Change of Major: If you want to change your program of study, you must pick up a Student Academic Change form from the Registrar's Office and obtain the signatures of the receiving and departing department.
4. Class Schedule: Can obtain through SIS account once enrolled in classes. A booklet is available each semester (all campuses) and class schedule is available online at www.lunet.edu on top right hand corner.
 - a. Outlines FERPA (Family Educational Rights and Privacy Act of 1974).
 - b. Shares Drop/Add & Withdrawal information
 - c. Calendar of Events with important dates
 - d. Tell Tuition & Fee cost as well as Housing cost
 - e. Grading system
 - f. Final examination Schedule
 - g. Online Registration
5. Dean's List: Must be a full time student with at least a 3.0 gpa or higher to qualify.
6. Degree Review: Once you earn 90 hrs, you may submit a degree review check to see what courses are remaining in order to complete your degree requirements.
7. Drop/Add & Withdrawal: 1st two weeks of full session, 1st week of 8 week session, 1st two days of 4 week session and 1st day of a weekend session
8. Dual Enrollment or completing last hours off campus: Must obtain prior permission from advisor/Dean of your program of study. Must obtain permission from V. President if it is an overload.
9. Email: Every student is issued a Langston email account. This is the official site to obtain information from Langston Faculty & Staff. Please see Information Technology if you incur any problems with your account or need information to access your account.
10. Enrollment Verification: Verification of your full time enrollment (Insurance & Loan companies). Requires a written release form.

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QUICK REFERENCES CON'T

11. FERPA. The Family Educational and Privacy Act of 1974. FERPA is a federal law that affords students certain rights with respect to their education records. Everything that the Registrar's Office release from your record must obtain your signed written release with the exception of directory information as listed in catalog.
12. Grades: Access your grades through your Student Information System (SIS) account approximately one week after semester ends.
 - a. "AW" Attendance Withdrawal
 - b. "W" Withdrawal
 - c. "I" Incomplete
 - d. "N" no grade was reported by your instructor
13. Graduation Honors: If you wish to obtain graduation honors at completion of your program of study such as Cum Laude, Magna Cum Laude, Summa Cum Laude, you must receive grades of "C" or higher throughout your transcript (internal & external).
14. Repeat Courses: You need only repeat a course if you obtained a "D" or "F" grade. The higher grade will be calculated in your gpa. The second grade earned will count; all other grades will be calculated in your gpa only.
15. President's List: Must be a full time student with a 4.0 gpa to qualify.
16. Registration: See Class Schedule each semester for course offering. Once you earn 60hrs, you may register yourself online if you are not in the Associate degree program.
17. SIS: Access grades, class schedules and other important information pertaining to College. Contact the Registrar's Office if you incur problems accessing SIS account. Contact Information Technology (IT) department if you incur problems with any other student log in account.
18. Student Holds: Admissions, Business Office, Financial Aid, Housing, Library, Registrar's Office
 - a. Keeps a student from registering for classes
 - b. Business Office, Financial Aid & Housing also prevents a student from obtaining a transcript.
19. Student Identification Cards: Student ID cards are obtained through the Registrar's Office. If issue date is August 2008 and beyond, the Student ID card is current. Students must activate ID card through Business Office. Replacement cards cost \$25.
20. Transcripts (external). It is mandatory for you to submit official transcripts from any external colleges or universities you attend. Official transcripts must be received in a sealed envelope, unopened and Transcript request forms are available in the Registrar's office.
21. Transcripts (internal). You may request a transcript via mail, fax or you may choose to pick it up. The cost of transcripts is \$2.00 for official transcripts. Requires a written release form.