

2008

University of New Orleans  
Office of Admission

Longin Gogu

# [NON-RESIDENT WAIVER FOR SONS AND DOUGHTHERS OF LSU SYSTEM ALUMNI]

This document is meant as a processing guide for applicants of LSU System alumni. The LSU system grants a tuition discount for applicants whose parent graduated from an LSU System higher education institution.

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## Introduction

On April 2, 1977 the Board of Supervisors authorized the awarding of scholarships to nonresident sons and daughters of LSU System graduates (Item Type No. 901000060023).

This scholarship covers 75% of the non-resident fees. The requirement for this scholarship is valid proof of graduation of one of the parents of the applicant from an LSU System institution.

On January 21, 2005 the Board of supervisors reviewed this waiver of nonresident fees and approved as follows:

- Recipient must be undergraduates who have been admitted under the standards that apply to non-Louisiana residents, either as new freshmen or as transfers.
- The maximum term of the partial fee waiver is four continuous years of undergraduate study
- For continuation of the partial fee waiver, recipients must remain enrolled as full-time students and earn a cumulative grade point average of 2.5 or higher. In the event a recipient loses eligibility of the partial fee waiver, it may be regained once the student has attained a 2.5 or higher overall grade point average at a LSU System campus.
- The partial fee waiver is 75% of the nonresident fee, which is to say 75% of the amount by which the tuition for non-Louisiana residents exceeds the tuition for Louisiana residence.
- The policy shall apply to the natural and adopted children of LSU System alumni and stepchildren who are dependents of such alumni under Internal Revenue Service Regulations. In exceptional cases, the President may waive the dependency requirement for a step child.

The Office of Admission is capturing applicant responses on the online application for admissions with regards to this waiver. Applicants are asked to indicate with Yes or No if either one of their parents are LSU System graduates. This data is recorded on PeopleSoft and available through specific queries.

Query Name: ADM\_APPL\_LSUALUMNI\_PARENT  
ADM\_ADMT\_LSUALUMNI\_PARENT

## Request Proof of Parent Graduating from LSU institution

1. The ADM\_APPL\_LSUALUMNI\_PARENT query listed above is run on a weekly basis by the Data Management unit to identify all applicants who indicated YES on the LSU Parent Alumni question.
2. All these students receive a letter and an email (ADRS10CK) that inquires about their parent graduation information from an LSU System school. The information is to be provided electronically via an online web form. The link is provided only in the communication and not public on the admissions website. (<http://admissions.uno.edu/ParentLSUAlumni.cfm>)
3. Once the initial communication is sent to the applicant the Status of the Student group has to be set to **INACTIVE**. (see screen shot)

Student Groups

### Student Groups

McCarty,Elizabeth Erin ID: 2362258

View All First 3 of 4 Last

\*Academic Institution: UNOLA University of New Orleans + -

\*Student Group: LSUA Parents are LSU Alumni

View All First 1 of 1 Last

\*Effective Date: 07/30/2008 \*Status: Inactive + -

Comments

## Processing Responses

1. All information request responses are received by email in the [admrsvp@uno.edu](mailto:admrsvp@uno.edu) mailbox. A copy of the data is also stored in the WAPRD database for backup and history maintenance reasons.
2. Once an email response is received the Data Management Staff will initial the information verification process:
  - 2.1. If Parent graduated from UNO, log on PeopleSoft and go the following navigation to confirm degree: Home > UNO Student Records > UNO Student Records > Process > College Transcript Request
    - 2.1.1. Run the College Transcript Request
    - 2.1.2. Confirm the degree on the transcript
    - 2.1.3. Record verification to student groups and assign award letter (separate chapter below)
  - 2.2. If Parent graduated from another LSU System Institution forward the information to the Registrar's Office so they can inquire and verify the degree from that institution.  
UNO Registrar's Office contact is: Registrar or Associate Registrar
    - 2.2.1. Once degree verification is returned from the Registrar's Office record verification results to student groups and assign award letter  
(Separate chapter below)

## Record Verification Results and Assign Award Letter

In order to complete this process the following steps have to be completed:

1. Navigate to the following page to record verification results:  
Home > Develop Enrollment > Process Applications > Use > Student Groups
  - ➔ Enter the EMPLID of the student
  - ➔ Find the LSUA student group entry (see screen shot below)
  - ➔ In the comment field enter the following information: (See screen shot)
    - Enter the word "**Verification:**" at the beginning<sup>1</sup>
    - Parent relationship (Mother, Father )
    - Institution he/she graduated from
    - Degree earned and graduation year (if multiple degrees list all)
    - Set the status to **ACTIVE**
  - ➔ SAVE record

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<sup>1</sup> The word "**Verification:**" at the beginning of the comment this is very important for the follow-up and automatic award notification process. It is used as an identifying key for the queries and reports. **CASE SENSITIVE.** The student group status is also used in this context.

## Student Groups

McCarty,Elizabeth Erin

ID: 2362258

View All First 3 of 4 Last

\*Academic Institution: UNOLA University of New Orleans + -

\*Student Group: LSUA Parents are LSU Alumni

View All First 1 of 1 Last

\*Effective Date: 07/30/2008 \*Status: Active + -

Comments

Verification: Father graduated from UNO: BS 1996, MS 2001

### 2. Manually Assign the non-resident award letter

→ Before you award this waiver ensure that the student is already admitted to the university.  
**ONLY admitted students are eligible to receive this waiver.**

→ Navigate to the following page to assign the letter:

Home > Build Community > Communications > Use > Communication Management

→ Click on **Add a New Value** and enter the **EMPLID** of the student

→ On the Communication Panel enter the following information (see screen shot below):

- Function = GEN
- Comm Key = ADRS07CK

Tab out of the Comm Key field and all other information will automatically populate

→ SAVE record

[Home](#) > [Build Community](#) > [Communications](#) > [Use](#) > [Communication Management](#)

Communication Management 1 Communication Management 2

Elizabeth McCarty ID: 2362258

DateTime: 07/29/2008 3:11:08PM

\*Function: GEN General Variable Data

\*Institution: University of New Orleans Comm Key:

\*Category: ADRESY Residency \*Context: ADRS07 Residency: LSU System Alum

\*Method: L Letter \*Direction: Outgoing Communication

Communication Activity

Comm Date: 07/29/2008 Begin Time: End Time: Date Letter Printed: 07/29/2008

Letter Code: ARE Residency: LSU System Alum

Include Enclosures Enclosures

Comments:  Print Comment

Comm ID: 2075472 Dupree,Sabrina Avalos

Joint Communication

Create Joint Communications

3. **Automatic** Assignment the non-resident award letter

To expedite the process the Data Management unit will run the following query to identify all admitted student who have a successful Parent Alumni verification:

ADM\_ADMT\_LSUALUMNI\_PARENT

- This query will select all admitted applicants who have the LSUA student group and where the comment field starts with the word "Verification" and a status of ACTIVE
- All the selected admitted applicants will receive the letter listed above assigned in batch for a faster processing time. For details about mass communication assignments please contact the Data Management Unit or the Coordinator of Communications.

## ANNEX 1 – Email Notification Format

Below is a screen shot of the email received by the office of admissions once applicants submit the requested information.

### University of New Orleans - Office of Admissions

[Admissions Home](#) | [Freshmen](#) | [Transfer](#) | [Graduate](#) | [Non-Traditional](#) | [International](#)

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The following for has been submitted on the Admissions Website:  
**"LSU Parent Non-Res Waiver Info"**

If you have any question please contact the Admissions Data Management Office.

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Privateer ID:	2170251
Sender name:	Gogu , Longin
Date of Birth:	05/27/1976
SSN:	
Gender:	Male
Sender email:	<a href="mailto:lgogu@uno.edu">lgogu@uno.edu</a>
<b>Parent Graduation Info</b>	
Parent Name:	Gogu, Firstname
Parent Date of Birth:	05/05/1988
LSU System Institution:	LSU - Paul M. Hebert Law Center
Graduation Date:	05/05/1999
Sender IP:	137.30.102.5

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University of New Orleans  
Office of Admissions

End of Manual