

Freshmen – Admission Process

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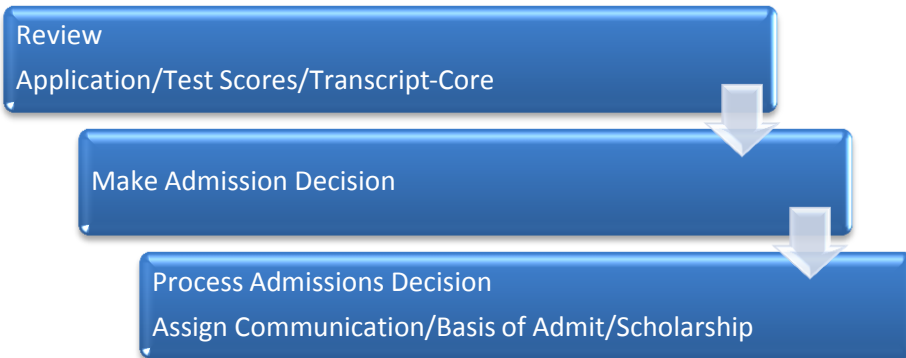
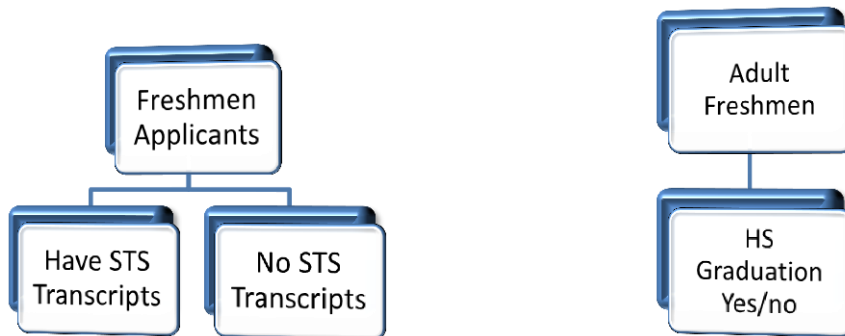
Freshmen – Admission Process

1. Introduction

All regular freshmen (below the age of 25) can be divided into two major categories: applicants with and without STS. According to the category the process of reviewing and admitting/denying applicants is different.

All other freshmen, age 25 and older, are considered Adult Freshmen and a separate processing flow applies as will be described in this document.

2. General Overview



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3. Freshmen Admission Requirements (below 25 years of age)

All regular freshmen have to meet the Louisiana Board of Regents Core Curriculum, be not double remedial (have at least 18 or higher on the ENGLISH or MATH test sub scores) and have at least a 2.0 GPA in order to be considered for admissions.

In addition to the general criteria above the following applies to specific groups of applicants, which determines their admissibility to the University of New Orleans. Applicants have to meet at least one of the following:

In-State Freshmen Categories:

Meet Core* and GPA: 2.5 or higher

Meet Core* and Test Scores: ACT COMP 23+ or SAT COMP 1060+

Admission Exception: By approval of the Dir. of Admissions
- Do not meet admission criteria
- Have a GED diploma

Out-of- State/Home School Freshmen Category:

Alternative Admission: 2.5 or higher GPA
And ACT COMP 23+ or SAT COMP 1060+

If core* is not met, then have to have
ACT COMP 26+ or SAT COMP 1170+

And
Require No Remedial

International Freshmen Category:

International freshmen Meet Core by acceptable substitutes
GPA 2.5 or higher
Have one of the test scores below:
ACT COMP 23+
Or SAT COMP 1060+
Or TOEFL Computer: 195+
Or TOEFL Paper: 525+
Or TOEFL Internet: 71+

Adult Freshmen Category:

Adult freshmen Age 25 or higher by the first day of class
Graduated from High School or GED **And** will be required to complete appropriate placement tests in Math and English

* 19 Total Core Curriculum Units: Effective fall 2012

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4. Freshmen – With STS Transcript Data

All freshmen applicants where UNO can access the STS transcript data from the Louisiana Board of Regents (BoR) can be reviewed and processed as soon as the applicant information appears on the weekly FRESHMEN ADMIT work lists. The STS advantage is that none of the electronic transcripts need the GPA calculated, and reviewed and/or evaluated for the core requirements. The BoR pre-evaluates the CORE requirement on all records.

4.1 Review

Using the excel work list as a guide, review and double check the application, the test scores and transcript data. The navigation for these three components is listed below:

- Main Menu > Student Admissions > Application Maintenance > Maintain Applications
- Main Menu > Student Admissions > External Test Score Processing > Test Results
- Main Menu > Student Admissions Application/Transcript Loads > Education

Once you confirmed that all information is accurate you can move on to the admissions decision.

4.2 Make Admissions Decision

After you complete the applicant review you should be able to make one of five possible determinations:

Admit

- The applicant can be **straight admitted** since he/she meets all admissions criteria and all required documents are received and official and final.

Conditional Admit

- The applicant can be **conditional admitted** since he/she is very likely to meet all admissions criteria and all required documents are received or desired as official and final.

Exception Request

- The applicant cannot be directly admitted since he/she does not meet all admissions criteria. However, this applicant shows high potential and could be considered as an **admissions exception**.

Defer Decision

- The applicant cannot be admitted at this time since he/she does not meet all admissions criteria. However, based on the available and/or missing data the applicant is **deferred admissions** pending updated information (transcript or test scores).


Freshmen – Admission Process

Deny


- The applicant cannot be admitted at this time since he/she does not meet admissions criteria and it is unlikely the applicant will. Therefore the applicant is **denied admission** to UNO.

4.3 Process Decision in PeopleSoft

Admit

- Load Application Maintenance and record the straight admit decision.
 - Navigation:
 - Main Menu > Student Admissions > Application Maintenance > Maintain Applications
 - PeopleSoft Admit Codes:
 - Program Action = **ADMT**
 - Action Reason = **{blank}**
 - Select the **Academic Level** for the applicant. (By default all freshmen have an academic level of freshmen)
 - Assign the Admit Letter
 - Click on  - icon from the Application Program Data Tab.
 - Letter Comm Key: **ADFR01CK**
 - Record the Basis of Admissions (See Annex A)
 - Award Scholarships where applicable (See Annex B)

Conditional Admit


- Load Application Maintenance and record the straight admit decision.
 - Navigation:
 - Main Menu > Student Admissions > Application Maintenance > Maintain Applications
 - PeopleSoft Admit Codes:
 - Program Action = **COND**
 - Action Reason = **TRAN** or **TEST** or **TRTE**
 - Select the **Academic Level** for the applicant. (By default all freshmen have an academic level of freshmen)
 - Assign the Admit Letter
 - Click on  - icon from the Application Program Data Tab.
 - Letter Comm Key: **ADFR01CK**
 - Record the Basis of Admissions (See Annex A)
 - Award Scholarships where applicable (See Annex B)

Freshmen – Admission Process


Exception Request

- Load Application Maintenance and record the straight admit decision.
 - Navigation:
 - Main Menu > Student Admissions > Application Maintenance > Maintain Applications
 - PeopleSoft Admit Codes:
 - Program Action = **DDEF**
 - Action Reason = **EXAP**
- Log on to **Singularity**, fill out, and submit the “**Admissions Exception Referral**” Form
- After the Exception has been reviewed and a decision made, process the decision as indicated in the Admit and/or Conditional Admit Section above.

Defer Decision

- Load Application Maintenance and record the straight admit decision.
 - Navigation:
 - Main Menu > Student Admissions > Application Maintenance > Maintain Applications
 - PeopleSoft Admit Codes:
 - Program Action = **DDEF**
 - Action Reason = **TRAN** or **WFTS**
 - Assign the Admit Letter
 - Click on  - icon from the Application Program Data Tab.
 - Letter Comm Key: **ADAP16CK** (with **TRAN** Action Reason)
ADAP17CK (with **WFTS** Action Reason)

Deny

- Load Application Maintenance and record the straight admit decision.
 - Navigation:
 - Main Menu > Student Admissions > Application Maintenance > Maintain Applications
 - PeopleSoft Admit Codes:
 - Program Action = **DENY**
 - Action Reason = **CCXP**
 - Assign the Admit Letter
 - Click on  - icon from the Application Program Data Tab.
 - Letter Comm Key: **ADUD05CK**

Freshmen – Admission Process

5. Freshmen – without STS data

5.1 Review

Using the excel work list as a guide, review and double check the application, the test scores and transcript data. The navigation for these three components is listed below:

- Main Menu > Student Admissions > Application Maintenance > Maintain Applications
- Main Menu > Student Admissions > External Test Score Processing > Test Results
- Main Menu > Student Admissions Application/Transcript Loads > Education

Since these applicants do not have electronic data you will have to **manually evaluate the transcripts**. To do so, log on to Singularity and retrieve the transcript image. You may print a copy of the transcript for the evaluation process. **DO NOT SEND THIS COPY** to be re-scanned.

You MUST discard any documents printed of Singularity after you complete the work.

Singularity URL: <https://singularity.uno.edu>

PeopleSoft Navigation:

- Main Menu > Student Admissions > Application Maintenance > Maintain Applications
- Main Menu > Student Admissions > External Test Score Processing > Test Results
- Main Menu > Student Admissions Application/Transcript Loads > Education

Once you have the transcript, go to the **FORMS** tab in **Singularity** and fill out the **Admissions Freshmen Evaluation** Form. All necessary data for this form is located in the excel work list and can also be retrieved from the PeopleSoft pages you use to validate and review the applicant.

Once you confirmed that all information is accurate and you completed the Admissions Freshmen Evaluation you can move on to the admissions decision.

Freshmen – Admission Process

5.2 Make Admissions Decision

After you complete the applicant review you should be able to make one of five possible determinations:

Admit

- The applicant can be **straight admitted** since he/she meets all admissions criteria

Conditional Admit

- The applicant can be **conditional admitted** since he/she is very likely to meet all admissions criteria

Exception Request

- The applicant cannot be directly admitted since he/she does not meet all admissions criteria. However, this applicant shows high potential and could be considered for an **admissions exception**.

Defer Decision

- The applicant cannot be admitted at this time since he/she does not meet all admissions criteria. However, based on the available and/or missing data the applicant is **deferred admissions** pending updated information (transcript or test scores).


Deny

- The applicant cannot be admitted at this time since he/she does not meet admissions criteria and it is unlikely the applicant will. Therefore the applicant is **denied admission** to UNO.


Freshmen – Admission Process

5.3 Process Decision in PeopleSoft

Admit

- Load Application Maintenance and record the straight admit decision.
 - Navigation:
 - Main Menu > Student Admissions > Application Maintenance > Maintain Applications
 - PeopleSoft Admit Codes:
 - Program Action = **ADMT**
 - Action Reason = **{blank}**
 - Select the **Academic Level** for the applicant. (By default all freshmen have an academic level of freshmen)
 - Assign the Admit Letter
 - Click on  - icon from the Application Program Data Tab.
 - Letter Comm Key: **ADFR01CK**
 - Record the Basis of Admissions (See Annex A)
 - Award Scholarships where applicable (See Annex B)

Conditional Admit


- Load Application Maintenance and record the straight admit decision.
 - Navigation:
 - Main Menu > Student Admissions > Application Maintenance > Maintain Applications
 - PeopleSoft Admit Codes:
 - Program Action = **COND**
 - Action Reason = **TRAN**
 - Select the **Academic Level** for the applicant. (By default all freshmen have an academic level of freshmen)
 - Assign the Admit Letter
 - Click on  - icon from the Application Program Data Tab.
 - Letter Comm Key: **ADFR01CK**
 - Record the Basis of Admissions (See Annex A)
 - Award Scholarships where applicable (See Annex B)

Freshmen – Admission Process


Exception Request

- Load Application Maintenance and record the straight admit decision.
 - Navigation:
 - Main Menu > Student Admissions > Application Maintenance > Maintain Applications
 - PeopleSoft Admit Codes:
 - Program Action = **DDEF**
 - Action Reason = **EXAP**
- Log on to **Singularity**, fill out, and submit the “**Admissions Exception Referral**” Form
- After the Exception has been reviewed and a decision was made process the decision as indicated in the Admit and/or Conditional Admit Section above.

Defer Decision

- Load Application Maintenance and record the straight admit decision.
 - Navigation:
 - Main Menu > Student Admissions > Application Maintenance > Maintain Applications
 - PeopleSoft Admit Codes:
 - Program Action = **DDEF**
 - Action Reason = **TRAN** or **WFTS**
 - Assign the Admit Letter
 - Click on  - icon from the Application Program Data Tab.
 - Letter Comm Key: **ADAP17CK (WFTS)**

Deny

- Load Application Maintenance and record the straight admit decision.
 - Navigation:
 - Main Menu > Student Admissions > Application Maintenance > Maintain Applications
 - PeopleSoft Admit Codes:
 - Program Action = **DENY**
 - Action Reason = **CCXP**
 - Assign the Admit Letter
 - Click on  - icon from the Application Program Data Tab.
 - Letter Comm Key: **ADUD05CK**

Freshmen – Admission Process

6. International Freshmen

All international freshmen have to meet the same admissions requirements as domestic freshmen applicants. In addition to the admissions requirements into the university, international freshmen have to comply with immigration guidelines and supply all required documents for the I-20.

6.1 Review

Using the excel work list as a guide, review and double check the application, the test scores and transcript data. The navigation for these three components is listed below:

- Main Menu > Student Admissions > Application Maintenance > Maintain Applications
- Main Menu > Student Admissions > External Test Score Processing > Test Results
- Main Menu > Student Admissions Application/Transcript Loads > Education

Once you confirmed that all information is accurate you can move on to the admissions decision.

6.2 Make Admissions Decision

After you complete the applicant review you should be able to make one of five possible determinations:

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- The applicant can be **straight admitted** since he/she meets all admissions criteria and all required documents are received and official and final.

Conditional Admit

- The applicant can be **conditional admitted** since he/she is very likely to meet all admissions criteria and all required documents are received or desired as official and final.

Exception Request

- The applicant cannot be directly admitted since he/she does not meet all admissions criteria. However, this applicant shows high potential and could be considered as an **admissions exception**.

Defer Decision

- The applicant cannot be admitted at this time since he/she does not meet all admissions criteria. However, based on the available and/or missing data the applicant is **deferred admissions** pending updated information (transcript or test scores).


Deny

- The applicant cannot be admitted at this time since he/she does not meet admissions criteria and it is unlikely the applicant will. Therefore the applicant is **denied admission** to UNO.


Freshmen – Admission Process

6.3 Process Decision in PeopleSoft

Admit

- Load Application Maintenance and record the straight admit decision.
 - Navigation:
 - Main Menu > Student Admissions > Application Maintenance > Maintain Applications
 - PeopleSoft Admit Codes:
 - Program Action = **ADMT**
 - Action Reason = **{blank}**
 - Select the **Academic Level** for the applicant. (By default all freshmen have an academic level of freshmen)
 - Assign the Admit Letter
 - Click on  - icon from the Application Program Data Tab.
 - Letter Comm Key: **ADIF01CK**
 - Record the Basis of Admissions (See Annex A)
 - Award Scholarships where applicable (See Annex B)

Conditional Admit

- Load Application Maintenance and record the straight admit decision.
 - Navigation:
 - Main Menu > Student Admissions > Application Maintenance > Maintain Applications
 - PeopleSoft Admit Codes:
 - Program Action = **COND**
 - Action Reason = **TRAN** or **TEST** or **IELP**
 - Select the **Academic Level** for the applicant. (By default all freshmen have an academic level of freshmen)
 - Assign the Admit Letter
 - Click on  - icon from the Application Program Data Tab.
 - Letter Comm Key: **ADIF01CK**
 - Record the Basis of Admissions (See Annex A)
 - Award Scholarships where applicable (See Annex B)

Exception Request

- Load Application Maintenance and record the straight admit decision.
 - Navigation:
 - Main Menu > Student Admissions > Application Maintenance > Maintain Applications
 - PeopleSoft Admit Codes:


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- Program Action = **DDEF**
- Action Reason = **EXAP**
- Log on to **Singularity**, fill out, and submit the “**Admissions Exception Referral**” Form
- After the Exception has been reviewed and a decision made, process the decision as indicated in the Admit and/or Conditional Admit Section above.

Defer Decision

- Load Application Maintenance and record the straight admit decision.
 - Navigation:
 - Main Menu > Student Admissions > Application Maintenance > Maintain Applications
 - PeopleSoft Admit Codes:
 - Program Action = **DDEF**
 - Action Reason = **TRAN** or **WFTS** or **IELP** or **FINS** or **INFO**

Deny

- Load Application Maintenance and record the straight admit decision.
 - Navigation:
 - Main Menu > Student Admissions > Application Maintenance > Maintain Applications
 - PeopleSoft Admit Codes:
 - Program Action = **DENY**
 - Action Reason = **FR02** or **FR06**
 - Assign the Admit Letter
 - Click on  - icon from the Application Program Data Tab.
 - Letter Comm Key: **ADUD02CK**

6.4 USCIS requirements

All USCIS related activities have to be completed by the designated and USCIS approved DSO in conjunction with the Office of International Students and Scholars

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Annex A – Basis of Admissions

Navigation:

Main Menu > Student Admissions > Application Evaluation > Application Decisions > Basis of Admission
OR



Main Menu > Student Admissions > Application Maintenance > Maintain Applications

→ Application Program Data


→ Transfer To dropdown on the bottom of the screen (Basis of Admissions)



Favorites Main Menu > Student Admissions > Application Evaluation > Application Decisions > Basis of Admission



Basis of Admission


Aryal,Ishwor 2329198  


Academic Institution: UNOLA
Academic Career: Graduate **Student**

*Basis of Admission: 


Application Nbr:  Application Program Nbr: 

*Admit Term:  Academic Program: 

Begin Date: 10/17/2011  Include in Offer

End Date:  Include in Transcript

Long Description:

Transfer To: Application Maintenance 

Fill in ONLY the red circled fields, using the lookup.

Basis of Admissions Code List: (5-digit code)

Meet Core and GPA:	FR001
Meet Core and Test Scores:	FR002
Meet Core and Rank:	FR003
Admission Exception:	FR004
Alternative Admission Criteria:	FR005
Adult freshmen	FR006
International freshmen	FR007

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Annex B – Scholarship Awards

- Navigate to the following page:
- Main Menu > Student Admissions > Application Evaluation > Early Financial Aid Offer
OR
Main Menu > Student Admissions > Application Maintenance > Maintain Applications
- Application Program Data
- Transfer To dropdown on the bottom of the screen (Early Financial Aid Offer)

Select “Search by” = ID

- Enter the Emplid of the student you have to award a scholarship
- The Scholarship Award page looks as follow:

Favorites | Main Menu > Student Admissions > Application Evaluation > Early Financial Aid Offer

Early Financial Aid Offer

Aryal, Ishwor 2329198

Career: Graduate Career Nbr: 0 Program Nbr: 0
Application Nbr: 00085446 Academic Program: Science Masters [Detail](#)

*Effective Date:	Sequence:	Aid Year:	Offer Total:
10/17/2011	1	2008	\$0.00

*Aid Category	Status	Offer Amount
<input type="text"/>	Offered	\$0.00

Save Return to Search Update/Display Include History Correct History

- Enter the Aid Year. This is a 4 digit number which reflects the financial aid year you are awarding to (different from academic year)
- Enter the Aid Category (Scholarship code). This is a 5 digit code starting with ADS + 2 digit number. You can either use the spy glass to select the appropriate value or you can use the printed list of scholarships as a reference.
- Enter the Offer Amount from your reference sheet for the scholarship.
- Assign the Scholarship Award Letter. Click on the icon and enter the Speed Key from the reference sheet