<table>
<thead>
<tr>
<th>Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Transfer Admission Requirements:</td>
<td></td>
</tr>
<tr>
<td>1.1 TR – Transfer Students with or above 24 credit hours</td>
<td>2</td>
</tr>
<tr>
<td>1.2 TR - Transfer Students below 24 credit hours</td>
<td>26</td>
</tr>
<tr>
<td>1.2.5 TRE - Transfer students that were previously admitted but did not attend</td>
<td>28</td>
</tr>
<tr>
<td>1.3 RTW - Returning Students with new transfer work</td>
<td>28</td>
</tr>
<tr>
<td>1.4 RE - Returning Students with no transfer work</td>
<td>37</td>
</tr>
<tr>
<td>1.5 SAFF/DAFF – Students cleared by Student Affairs</td>
<td>40</td>
</tr>
<tr>
<td>1.6 Guest Students</td>
<td>44</td>
</tr>
<tr>
<td>1.7 Special Students</td>
<td>44</td>
</tr>
<tr>
<td>1.8 Students wishing to continue enrollment immediately upon graduation</td>
<td>45</td>
</tr>
<tr>
<td>1.9 Students wishing to change their semester of admission</td>
<td>45</td>
</tr>
<tr>
<td>2. Scholarships</td>
<td>48</td>
</tr>
<tr>
<td>3. College Connection Partnership/Privateer Bound</td>
<td>51</td>
</tr>
<tr>
<td>4. Posting Credits</td>
<td>52</td>
</tr>
</tbody>
</table>
1. Transfer Admission Requirements

1.1 Transfer Students with or above 24 credit hours

All transfer applicants who have at least 24 transferable credit hours (including both a college level English and a mathematics course) must have a cumulative 2.25 GPA to be considered a straight admit. Those students who have from a 2.0 to a 2.24 may be considered for an exception by the Admissions Review Board will be deferred as will be applicants with missing information. Those students who have below a 2.0 will be denied regardless of a prior degree, but they can be reconsidered for an appeal upon request. If a student has an Associate’s degree or higher, then they be admitted with a 2.0 to a 2.24 without being considered an exception.

INTERNATIONAL STUDENTS not from a bilingual school or an English speaking country will also need to provide verification of English proficiency (79 TOEFL score, 6.5 on the IELTS, 74 COMPASS, 18 ACT, 460 SAT or a LCT 70+/ GVR 70-75+/ WC 75+ Michigan test score). However, they are exempt from having to have completed a college level English before transferring. These students will also take the UNO English Placement Exam upon arrival to determine if they will start in English 100 or a degree credit course.

Review

Using the Excel TR work list as a guide, review and double check the application and the transcript data. To view the application, follow these steps:

Main Menu>Student Admissions >Application Maintenance

Once you are on this page, enter the student id number. If this is the student’s first application, then the application will open. If they have multiple applications on file, a list will appear. Make sure that there is not an active application for another semester. If so, you need to withdraw the old one and then proceed to the current file by entering WADM as the program action and then the appropriate action reason once you have opened the application.
Once you can view the application, review the information under the Application Program Data tab and the Application Data tab. First make sure that the program action matches the admit type. Example A on both pages.
<table>
<thead>
<tr>
<th>Program Action</th>
<th>Admit Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAPP</td>
<td>RE – straight readmit</td>
</tr>
<tr>
<td>RAPP</td>
<td>RTW – readmit with new transfer work</td>
</tr>
<tr>
<td>RAPP</td>
<td>TRE – TR who did not enroll from a previous admission, but is now reapplying</td>
</tr>
<tr>
<td>APPL</td>
<td>TR – new transfer applicant</td>
</tr>
<tr>
<td>APPL</td>
<td>RET – returning student with completed degree but no new TR work</td>
</tr>
<tr>
<td>APPL</td>
<td>REW - returning student with completed degree but with new TR work</td>
</tr>
</tbody>
</table>

Also, make sure the application has been reviewed by records management before processing. You can verify that by ensuring that the Complete field is selected. See the field location in the example above. (B)

If you need to view the external application, select the Application Data tab and then the View External App button. You will then need to log on to the Admissions Service Web (ASW) using your WebSTAR username and password. The ASW is only available to Admissions Staff for privacy reasons. See the button location in the screen shot above. (C)

If the student’s application is not loaded and, you will need to search for an external application in Apply Yourself (AY). [https://webcenter.applyyourself.com/](https://webcenter.applyyourself.com/)
ApplyYourself Customized Training Classes

Hobsons recognizes how important it is for our clients to have all ApplyYourself end users fully trained on how to use the system and take best advantage of all the relevant functionality. We are now offering Customized Training as an option for both new and existing clients.

What is Customized Training, and how does it differ from our standard training classes?
Customized Training offers instruction geared specifically to your use of the WebCenter and your business process. Our trainer will work with you to develop an agenda of topics and hands-on activities that will give your users exactly what they need as they begin to use ApplyYourself. Classes (either on-site or online) will be scheduled at the times most convenient for you. We strongly recommend that you consider on-site instruction, preferably in a computer lab setting.

Here are some of the value-added features of customized training classes:

- Provide the special attention and focus simply not possible from generic classes designed for a wide, multi-school audience.
- Agenda(s) can include both basic and advanced topics, according to client needs. Classes for different audiences can be created, e.g., admissions office staff, departmental representatives, basic users, system administrators, etc.
- Scheduled according to client timetable for go-live, or client needs for training new staff, etc.
- Offer a "blended" training experience, combining PPT slides, trainer demonstrations, as well as clients working along with the trainer in their own WebCenter. In particular, being able to work hands-on in the system best captures and holds the client's focus and offers reassurance that "you can do it."
- Note: The hands-on approach is NOT offered as part of our generic classes.
- Reduce the burden on campus system administrators to, (a) know more than they can reasonably be expected to know at the point of go-live, and (b) provide in-house training and direction when they themselves are still relatively new to the system.
- Relieve a concern that every customer has about implementing a new system into an already-busy admissions office.
On the next page, select “Search for Applicants.” There you can enter the full first and/or last name or partial first or last name followed with this sign: %

Now proceed to the **Education Panel** which can be accessed by using the drop down menu at the bottom of the Application Program Data page. See the menu location in the example above. (D on page4) Select Education and then the Go button, or by following these steps:

**Main Menu>Student Admissions>Application Entry>Academic Information>Education**
Once you are on this page, review the transcript data. The rows by example A are for multiple schools. The rows by example B are for multiple transcripts for the same school.

The first step is to make sure that the school is regionally accredited. There are two websites that you can use to access that information.

The first is: [www.aacrao.org](http://www.aacrao.org). First select Professional Development and then Transfer Credit Practices. You must have the UNO username and password.

The second site is: [http://tes.collegesource.com](http://tes.collegesource.com). Again, you must have an account to log on. The first step is to open the search section and then enter the name of the school. On the next page select this icon 🏛️ to get accreditation information. There are 6 regional accreditors that we accept. They are:

- Middle States Association of Colleges and Schools
- New England Association of Colleges and Schools
- North Central Association of Colleges and Schools
- Northwest Association of Colleges and Schools
- Western Association of Colleges and Schools
- Southern Association of Colleges and Schools
RESEARCH COURSES, TRACK EVALUATIONS, EMPOWER TRANSFER

TES® the Transfer Evaluation System from CollegeSource is the premier interactive database of course data from institutions of higher education. TES® empowers users to quickly locate course descriptions; route and track the evaluation process; store, manage, group, and publicize the resulting equivalencies; and employ powerful algorithms to generate lists of likely equivalencies between institutions.

5 REASONS WHY YOU NEED TES®
If you determine that the school is not regionally accredited, send this communication ADAP61CK. If you determine that the school is regionally accredited, you must calculate the Grade Point Average (GPA). The first step is to view the transcript. To do this, select the Singularity button located on the top right side of the page. You will then enter your WEBSTAR user id and password. When the document access page opens, find the college transcript and select view image. If you need to print, select the icon directly above the transcript image. To print in landscape, you must select that option first and then print page. For more instructions for Singularity, instead of logging on, select the Singularity Service Web.
When using Singularity, it is important to log out and not just close the browser as we have limited amount of log ons at one time.

For more information:

To access the transcript:

Now review the course/degree data. If they have a prior degree, you must post this under the Courses and Degrees tab. Enter the date and the degree earned.
Next, calculate the GPA. To determine this and the academic level, you will need to tabulate three pieces of information: hours attempted (HA), hours earned (HE), quality points (QP). This GPA is calculated for admission. It will not be calculated into the UNO GPA for graduation. Do not calculate W’s or non-transferable hours into the GPA. Do calculate all attempts of a course even if the original school does not.

The formula for GPA calculation is: \( \frac{QP}{HA} = \text{GPA} \). To determine the quality points for a course, multiply the credit value by the grade value of the course. A = 4 pts, B = 3 pts, C = 2 pts, D = 1 pt, F = 0 pts. For example, if a student earned a B grade in a 3 credit hour course, they have earned 9 quality points.

If the school is on a quarter system, you will need to convert the data to a semester system. For each piece AH, EH, and QP, use this formula: \( \frac{(n \times 2)}{3} \). For example, a 5 hour course on the quarter system will equal 3.33 semester hours. \( \frac{5 \times 2}{3} = 3.33 \)

Students coming from a community, junior, or vocational institution can apply up to 60 hours of credit to their major at UNO. From these schools, we do not accept developmental, hands-on, remedial, technical, or vocational courses. The only exception is if the student has been admitted into the Interdisciplinary Studies program. In that case, you can work with the advisors to determine what will transfer. For example, they will accept medical courses as Allied Health credits.

Students coming from a 4 year institution have to complete their last 30 hours of credit at UNO and the specified degree requirements. It is up to the College to determine how to apply the transfer credits to their major. Percentage of Coursework toward Undergraduate Degree: In accordance with SACSCOC core standard, 2.7, twenty-five percent (25%) of a student’s coursework applied toward their degree must be earned from UNO. At least 50% of the coursework earned in the major must be from UNO.
Students transferring credits from military service or courses must provide a transcript with the American Council on Education equivalencies. Specific address information is located on the web at: http://www.uno.edu/admissions/collegecredit/index.aspx.

All international transcripts from students from the Study Abroad Program are to be evaluated by the International Counselor.

If you determine from the GPA calculation that the student is admissible, you will have to post their transfer credits. This is the last part of the application process and will be discussed in Section 4.

Before you return to Application Maintenance, you need to record the data that you determined from the transcript review. First, record the transcript status as final or in progress. If the student does not have a degree, then post the GPA data under the Transcript Summary GPA/Units tab. Record the Summary Type as UCC or UCP for University/College Complete or Partial. Record the GPA type as 4pt. Then record the Ext GPA and the hours attempted and completed.

You will also need to check the National Student Clearinghouse database to see a list of all of the schools that reported enrollment for the student. https://secure.studentclearinghouse.org/SSOLogin/login.jsp?request_id=-7917240247692029053 (Currently someone from the registrar’s office must add you as a user, and then you can create an account.)
Once you are logged into the system, you will select the Research Services tab and the Prior Enrollment for Pending Admissions circle.
Enter the requested information and you will get a list of prior schools attended.

If you find schools listed that are not on the application, you will need to add those to the education panel. You will need to add a row and search for the External Org Id. If you cannot find this code, request it from Records Management.
If you have all of the official transcripts received and GPA’s calculated, you can now return to the Application Maintenance page by using the same drop down menu at the bottom of the page. You will be prompted to save your information if you have not already done so.

Once you are back to the application, be sure to activate the Include History button.

**Admissible**

If the student is admissible, you will first select the Application Data tab and record the Academic Level. This was determined when you calculated the GPA and verified English and mathematics completion. Assign the level according to the transferable hours earned.

- <30 hours = Freshman
- 30 hours - < 60 hours = Sophomore
- 60 hours - < 90 hours = Junior
- 90+ hours = Senior
- 4 year degree = Post-Bacc

Please note the offices of the Registrar and Financial Aid only determine a student’s level after the transfer credits have been posted.
The next step is to go back to the Application Program Data tab and enter the Program Action by inserting a row (A) and adding a code (B).

- **ADMT** – straight admit with all official documents on file
- **COND** - for students who are admissible but still require a final transcript

If you have a conditional admit, then you will also have an Action Reason.

- **TRAN** – for students who need to still submit a final transcript
Then you admit the student in AY.

A. Change the In Process Status to Decision Made
B. Change the In Process Status Publish Date to the current date.
C. Change decision to Admitted
D. Only change this from Select if final transcript is needed or if the student was admitted on amnesty or probation
E. Change both the decision date and decision publish date to the current date.

Leave Enrollment Deadline blank.

This will generate the letter that will be emailed and mailed. The applicant can also view the letter on their AY portal.
The final step in the admission process is to record the Basis of Admission on WebSTAR. Again, use the drop down menu to access this page. On this page you will record the missing information. First select the basis, and then the application number by using the spy glass icon. Once you enter this, the rest of the information will automatically populate the required fields. The options are:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR001</td>
<td>Admit Transfer by GPA/Hrs/Degr</td>
</tr>
<tr>
<td>TR002</td>
<td>Admit Transfer on Exception</td>
</tr>
<tr>
<td>TR003</td>
<td>Admit Transfer on Amnesy</td>
</tr>
<tr>
<td>TR004</td>
<td>Admit Transfer on Acad Appeal</td>
</tr>
<tr>
<td>TR005</td>
<td>Admit Transfer on FR Credentia</td>
</tr>
<tr>
<td>TR006</td>
<td>Admit Transfer Non-Degree</td>
</tr>
</tbody>
</table>
Not Admissible

If the student is not admissible, you will then record the Program Action by inserting a row and adding the code.

- **DENY** – for students below a 2.0

You will also have an action reason here.

- **TR01** – for students below a 2.0 but with a 36 point or less QP deficiency
- **TR02** – for students below a 2.0 but a 37 point or greater QP deficiency
- **TR08** – for students with no college English completed
- **TR09** – for students with no college level mathematics completed
- **TR10** – for students with neither the English or mathematics completed

To calculate the QP deficiency, use this formula: \((HA \times 2) - QP = QPD\).

You will indicate the denial on AY. Under Decision Reason, indicate the reason for the denial.

Deferrable

You may also have to defer an application after the initial review. If so enter:

- **DDEF** – for various reasons

Again you will always have an action reason for this selection. The choices that you will use are:

- **INFO** – pending additional information
When you defer a student, the next week they will appear on your Excel TR DDEF list instead of your Excel TR list. You will also need to open this list weekly to determine if any of the requested information has become available. In most cases, when you defer an application for additional information, you do not need to send out a separate letter, as missing information letters are automatically generated. Although it is strongly encouraged that the counselor call or send a personal email to let the student know that we are still missing information. You may also use the Phone Bank for this function.

Exceptions

As mentioned earlier, if you have student that has a GPA that falls between a 2.0 and a 2.24, then they may be considered for an Exception. UNO can admit 6% of its transfer population from this category. The exception to this policy is if they hold an Associate’s Degree or higher, they may fall into the GPA range above and not have to be counted as an exception as per the LA Board of Regents admission standards.

The next step in this process is to submit a referral form to the Admission Review Board. To access this form, you need to log onto Singularity. That address is: http://singularity.uno.edu. Once there, you will enter your WEBSTAR user id and password. Access to forms is based on system security. For additional information about Singularity workflow and procedures, please refer to the Singularity manuals.
Select the Forms icon at the top of the page. Then select the Exception Form and complete the requested information.

Please note that if you want to check to see if a form that is not showing under the student’s personal Singularity page, you can check under inactive documents. First go to the home icon, then select admissions on left, and then check the search inactive box before entering the student’s info.
To send a copy, select submit. Once the director has made a decision, you will get an email notice. You will then log back on and select the Workflow icon to view the returned document. Select Accept and View to access your document. When you are done viewing this page, select Submit Decision.
Be sure to select the correct code on the Basis of Admission page for those students admitted as an exception as this is how this data is tracked. For exceptions, use **TR002**.

You will then process the admission decision. In the rare case, that a student is admitted with below a 2.0, you will have to add an action reason of:

- **PROB** – students admitted with below a 2.0 will be admitted on probation

The review board may recommend for the student to be placed on the waitlist. In this case you will enter a Program Action code of:
• **WAIT** – for students placed on the waitlist

**ADAP33CK**- Use this communication if a student is placed on the waitlist.

Please note after you select accept and view, you must also select submit decision on the form so that it will be loaded to the student’s file.

**Academic Amnesty/Renewal**

Another admission option for students, with below a 2.0 is to be admitted on **Academic Amnesty/Renewal**. A student is eligible to be considered for this option if they have been out of school for at least 3 academic years or have a three year split from their first and last attendance. In this last case, they may be able to drop the first and keep the last. This is considered **Partial Amnesty**. This category of student has to be referred to the College. To do this you follow the same steps for completing an exception referral, only select the Amnesty Form. This will go to the College and they will contact the student to discuss this option and sign the accept/deny form. See the forms section. After you receive the decision, process the admission decision. When posting credit information, you must be sure to use the SAM code so that the hours will not be calculated into the GPA as well as add an asterisk after the grade. Please note that these hours are still counted for Financial Aid eligibility. For re-entry students, you must contact the appropriate representative in the Offices of Financial Aid and Registrar. For new transfers, contact the Office of Financial Aid only. Please check each semester the Important Dates listing for deadlines for making these referrals.

• **DDEF/AMNY**-for students deferred for an amnesty review

**ADAP32CK**-Use this communication to notify the student that their file has been deferred to the college for review.

Once you receive the decision back from the college, then process the application using the instructions for a straight transfer. The Basis of Admission code is TR003.

**Appeals for Straight Transfers**

If the student is denied and they contact you about appealing this decision, you must reopen their application, assign an appeal letter, and add it to the checklist. To reopen the application, you must enter a program action of:

• **RECN** – for reconsideration of the application
You will also add another row to show that you have requested the letter.

- **DDEF/ALTR** – to show request of letter

**ADAP30CK**- Use this communication to request the appeal letter.

This letter requests that the letter be emailed to **admiappeal@uno.edu**. When that letter is received and scanned, you will be notified by email. However, you must periodically check Singularity for letters that are mailed into the office. At that point, you need to complete an exception referral form for the review board and complete the checklist. Be sure to make a note on the form that this is an appeal to a denial and that there is an appeal letter scanned. After you receive the decision, process the application. The Basis of Admission code is **TR004**.

### 1.2 TR – Transfer Students with below 24 credit hours

If you have a student that is under the age of 25 and does not have the required 24 transfer credit hours, then they must also meet **Freshman Admission Requirements**. In most cases, you will have to request the high school transcript and test scores. To do this, you need to make the high school transcript desired on the education panel and update the student’s checklist. To access the checklist, follow these steps:

**Main Menu>Campus Community>Checklists>Person Checklists>Checklist Management-Person**

Enter the student’s id for the search. If they have open checklists, find the one that matches the current application. You can do this by matching it to the application number. In some cases you may have to create a new one. If one already exists, go to the second management tab and add a new row. You will need to enter the requested item, the due date, and your user id. Please make sure to use the current checklist and not one assigned to a prior application. If you need to create a new checklist, enter the checklist code and proceed to the next tab.
When the requested documents arrive, you will consult the Freshman Admission Process Manual for the secondary admission requirements. This is located on the Enrollment Services SDrive. For quick reference:

1. [WebSTAR Interface]
2. [Checklist Item Table]
Freshmen graduates from state-approved high schools must complete an academic core curriculum and require no remedial coursework. Specifically, a minimum score of 19 in math on the ACT, a 460 SAT, or a 40 on Compass algebra and minimum score of 18 in English on the ACT, a 450 SAT, or a 74 on Compass writing skills and one of the following: an ACT composite score of 23 or greater or 1060 SAT or a high school core GPA of 2.5 or greater. Out-of-state and home school applicants who do not meet the academic core curriculum must satisfy the minimum ACT scores (listed above) or have a composite score of 26 or greater (SAT I Math + Critical Reading combined score of 1170 or greater) and require no remediation.

From there you will process the admission decision. The Basis of Admission code is TR005.

If they do not meet the FR requirements, then use these deny codes:

- TR04 – core GPA below minimum
- TR05 – missing core
- TR06 – missing core/low GPA
- TR07 – GED/test scores low

If the student is in their first semester of college and can only provide a transcript with in progress grades, and this student not only meets but excels past the freshman admission standards, then they are eligible for a conditional admit. However, you must request that a hold be placed on the student’s account so that they may not register until they provide the final grades.

Use this admission letter:

**ADAP07CK** – Use this communication for students enrolled in their first semester with above average freshman credentials.

For students with less than 24 hours, that do not meet the required GPA, you may refer them to the College Connection Partnership. The details of this program are listed in Section 3. You will enter a denial with an Action Reason of:

- DENY/CCXP – for students referred to the College Connection Partnership
  *(This option is not available to International students)*

Use this denial letter:

**ADUD05CK** – Use this communication for students referred to the College Connection Partnership.

Do not refer any students that are in a period of drop from their last school attendance.

Students over the age of 25, with less than 24 credit hours need to submit proof of high school graduation and test scores.

1.2.5 TRE Transfer students that were previously admitted but did not attend

Please note that when you readmit these students you will need to rearticulate the work that has already been posted to the new admit term.

1.3 RTW - Returning Students with new transfer work

The first step is to review prior holds:
For Financial Aid and Bursar holds, continue to process the application but send these communications:

- Bursar – ADAP09CK
- Financial Aid – ADAP10CK

For Student Life or Incomplete Credentials, defer the application instead and send these communications:

- Student Affairs – ADAP12CK
- Incomplete Credentials – ADAP13CK

The second step is to calculate the new transfer work. Only calculate new work. If the student was first admitted as a transfer and then left and came back, the old work should already be posted. Always review the educational history to be sure. There are several different ways to view posted transfer work.

**Main Menu>University of New Orleans> Student Records>Colleges>UNO Transfer Credit Evaluation**

The first time that you use this choice, you will have to add a new value. You will create your own run control id, for ease you can use your WEBSTAR user id. On the inquiry page, enter the student’s id, then select run. On the next page select OK and then Report Manager. On that page keep selecting the refresh button until you see the option to view. Select view and then on the pop up box select the last line of data on the left side of the table to actually see the evaluation.
Example:

UNIVERSITY OF NEW ORLEANS
EVALUATION OF TRANSFERRED OTHER CREDITS

Name: Dello Stritto, Jamie M
ID: 2140530
SSN: 454-41-5059

No Active Admit Term, Career, Program or Plan were Found.

OTHER CREDIT

<table>
<thead>
<tr>
<th>Other Credit</th>
<th>Description</th>
<th>Eval Date</th>
<th>UNO Equivalency</th>
<th>Subject</th>
<th>Title</th>
<th>Grade</th>
<th>Hours</th>
<th>Repeat</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNO course</td>
<td>TYPICAL CREDIT</td>
<td>2012-05-15</td>
<td>TYPICAL CREDIT</td>
<td>ENGL 104</td>
<td>English Composition</td>
<td>P</td>
<td>3.00</td>
<td></td>
</tr>
</tbody>
</table>

Other Credit Summary:

| Transferred Total | 3.000 |
| Hours Earned Not for GPA | 3.000 |

OVERALL CREDIT SUMMARY

<table>
<thead>
<tr>
<th></th>
<th>Hours Earned Not for GPA</th>
<th>Hours Attempted for GPA</th>
<th>Hours Earned for GPA</th>
<th>Quality Points</th>
<th>Transfer GPA</th>
</tr>
</thead>
</table>
You may also access the transfer evaluation by following these steps:

**Main Menu > Records and Enrollment > Transfer Credit Evaluation > Transfer Credit Summary**

### Transfer Credit Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

- **Find an Existing Value**
- **Add a New Value**

Maximum number of rows to return (up to 500): 300

**Run Control ID**: begins with ▼

- **Case Sensitive**

- **Search**
- **Clear**

**Basic Search**

**Save Search Criteria**

**Find an Existing Value**

**Add a New Value**

Use the same steps in the first example to use your webstar id as your run control id.
For a printed report, you can select the generate report button and then on the next page, go to report manager. Sometimes, you will have to keep selecting refresh until the report has generated and is available.

You can also access this information by going here:

**Main Menu>Records and Enrollment > Transfer Credit Evaluation>Use >Course Credits (Automated or Manual)**

Once you enter the student id, you can view the credit information under the **Transfer Course Details** tab. You can see the transfer GPA under the **Transfer Summary** tab.
The next step is to get information about the student’s last attendance at UNO. To access that information, go to:

Main Menu>University of New Orleans> Student Records> Term Summary

Once you are here, search to find the page that shows course data from the student’s most recent UNO attendance. You need to view the Academic Standing and the GPA information.

All returning students must show that they do not require developmental course work.

Students on Good Standing:

If the student was on good standing, meaning they were not on probation or scholastically dropped when they left UNO, and has a cumulative GPA of above a 2.0, then they are eligible for straight readmission. Process the application by completing the education panel, entering the admission decision, setting the level, sending a TR letter, recording the basis of admission, and evaluating the transfer credits. Codes that you will see under academic standing are:

- **AW** – academic warning
- **PP** – placed on probation
- **CP** – continued on probation
- **SD1** – scholastically dropped for one main semester
- **SD2** – scholastically dropped for two main semesters
- **SD3** – scholastically dropped for a period of three academic years
- **SD4** – dropped indefinitely

Students on Probation or with only 1 Drop with a \( \leq 24 \) cumulative QPD:

If the student was on probation or dropped when they left UNO, they will be readmitted on probation regardless of the new GPA if they are found to be admissible. To be considered for a straight readmit, they must have a \( \leq 24 \) point quality point deficiency of their cumulative GPA. Process the application by completing the education panel, entering
the admission decision, setting the level, sending a TR letter, recording the basis of admission, and evaluating the transfer credits.

- $\leq 24$ point QPD ADMT/PROB

**Students with only 1 Drop with a $> 24$ point QPD:**

If the student was scholastically dropped when they left UNO, they must sit out one main semester. No transfer work may be used from this period except while earned during the summer term. To determine their admissibility, you must calculate the quality point deficiency of the cumulative GPA. Courses taken elsewhere will not affect the GPA.

- $> 24 - \leq 36$ point QPD DDEF/ARB (Admissions Review Board) for an academic appeal
- $> 36$ point QDP DENY/TR02

If a student is to be referred to the ARB, you must first assign the appeal letter and wait for its return. Also, add the request to the checklist. After the letter is received, follow the steps for submitting an exception, except use the Academic Appeal Form (see the forms section) and complete the checklist. When you receive the decision, process the application. If the student is to be admitted, process the application by completing the education panel, entering the admission decision, setting the level, sending a TR letter, recording the basis of admission, and evaluating the transfer credits. If the student is to be denied send the TR denial letter. All appeals must be received by 12/15 for spring, 5/1 for summer and 7/25 for fall.

**Students with 2 Drops:**

If the student had two drops when they left UNO, they must sit out for two main semesters. If they had only one UNO drop but also a drop at another school, then this may be considered as two drops. Again, no transfer work may be used from during the drop periods except while earned during the summer term, and you must calculate their QPD. Courses taken elsewhere will not affect the GPA.

- $\leq 36$ QPD DDEF/ARB for an academic appeal
- $> 36$ point QDP DENY/TR02

In either case follow the same steps for the student with only one drop for an appeal or a denial.

**Students with 3 Drops:**

If a student had three drops when they left UNO, they must sit out of UNO for three years. If the student does not attend another school during this time, then they can be deferred to the college for Academic Renewal. For rare exceptions, if the student has been out of school for only two years and has a $\leq 15$ QPD on their cumulative GPA, they may go through the appeal process. This is not for students applying to the Colleges of Education or Engineering.

If the student is granted renewal on previous UNO work or posted transfer work, then you must notify the appropriate staff member in the Offices of the Registrar and Financial Aid. They will need the student’s name and id #, the term of admission, and specific identification information about the work for which renewal is to be granted.

RTW students that have an existing hold for missing documents must be deferred until they submit the required information.

**1.4 RE - Returning Students with no transfer work**
Again, start with reviewing the holds. Then the next step is to get information about the student’s last attendance at UNO. For students whose last attendance was prior to 1987, their records are in the vault in the Registrar’s Office. For student’s enrollment was between 1988 and 1997, their records can be viewed by printing a legacy transcript. If the re-entry student attended during one of the above periods, a member of the Data Entry Office will notify the appropriate member Registrar’s Office to build this student’s career, basically adding the credits to the current file. You may though open the application before this step has taken place. In this case you can access the UNO educational history by following these steps:

Home > University of New Orleans > Student Records > Transcripts > Legacy Transcripts

If the work was completed after 1998, then you may view the last academic standing status and GPA information on the term summary page. The admission categories for RE students are very similar to RTW’s. You just do not have to calculate new course work.

All returning students must show that they do not require developmental course work.

After viewing the term summary, use the following guidelines, and complete the same required steps as for RTW’s.

- **No disciplinary action/Good Standing** > Admit and complete application process
- **AW - Academic Warning** > Admit and complete application process
- **PP - Placed on Probation** > Admit on probation and complete application process
- **CP - Continued on Probation** > Admit on probation and complete application process
- **SD1 – After drop period of one semester, calculate the QPD.**
  1. \( < = 24 \) point QPD > Admit on probation and complete application process
  2. \( > 24 < = 36 \) point QPD > Complete the process for RTW Appeal to ARB
  3. \( > 36 \) point QPD > Deny and complete the process for RTW denial
- **SD2 – After drop period of two main semesters, calculate the QPD.**
  1. \( < = 36 \) point QPD > Complete the process for RTW Appeal to ARB
  2. \( > 36 \) point QPD > Deny and complete the process for RTW denial
- **SD3 – After drop period of 3 years refer to College for renewal. Follow the same guidelines as for RTW students.**
ADRE01CK- Use this communication for admits.
ADUD04CK- Use this communication for denials.

Denials will have an action reason of:

- RE02 – for denied by admissions. This will be for students with a > 36 point QPD.
- RE05 – for appeal denied by ARB.
- RE06 – English not met
- RE07 - Math not met
- RE08 – English and math not met

To verify the degree of a UNO RE student, follow these steps:

Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan

Once you are on that page, select the Student Degrees tab to verify completion of the program.

![WebSTAR](image)

**Student Program/Plan**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Search] [Clear] [Basic Search] [Save Search Criteria]
1.5 SAFF/DAFF– Students reviewed by Student Affairs/Admissions

Step 1: Student answers yes to one of the following questions on their application:

<table>
<thead>
<tr>
<th>The following questions are required by University Policy and State Regulations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you presently charged by indictment or information with a crime (felony) which might be punishable by imprisonment in a penitentiary or have you even been convicted or plead guilty to such a crime?</td>
</tr>
<tr>
<td>If yes, have you ever been committed to a correctional or training institution?</td>
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<tr>
<td>Have you ever been subject to university action/sanction in your last enrollment in a college or university?</td>
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<tr>
<td>If yes, for Disciplinary Reason?</td>
</tr>
<tr>
<td>If yes, for Scholastic Reason?</td>
</tr>
</tbody>
</table>

Step 2: A records manager will review the application for missing information. If information is missing, they will code the application as:

DDEF/SATR (for felony questions)

DDEF/DATR (for disciplinary question)

These rows should not be overwritten with anything additional until they are ready for DDEF/SAFF or DDEF/DAFF or they are cleared.
Step 3: A records manager will create an active indicator on the student group panel to indicate that the student answered yes on the application to one of felony or disciplinary questions.

Step 4: The recruiter will monitor the file until all documents are received.

Step 5: Once the documents are received, the recruiter will make an admissions judgment. If the student does not meet the admission requirements, the application will be denied. If the student meets the admission requirements, the recruiter will update the application to:

DDEF/SAFF (for felony questions), or

DDEF/DAFF (for disciplinary questions).

Student Affairs will be notified by a query that pulls all active SAFF/DAFF applications.

Step 6: The admissions counselor will send the student a communication about the review process and what is required.

DAFF communication code ADAP38CK

SAFF communication code ADAP39CK
Step 7: Once the applicant has been reviewed, the Office of Student Affairs will notify the Associate Director of the outcome.

Step 8: The Associate Director will then add the decision to student groups, have any communications scanned, and email the recruiter to complete the admissions process.

The letters:

DAFF

Thank you for applying to the University of New Orleans (UNO). Your application has been forwarded to my office by the Office of Admissions. On your application submitted to the Office of Admissions you indicated that you previously were subject to disciplinary action at another university/institution. My office coordinates a screening process for, and provides assistance to, students in similar situations who wish to enroll at UNO.

In order for us to process your application, the University requires you to submit for review the documents listed below at least three weeks prior to the start of your intended semester. If you do not submit the personal and official documents requested by my office within the time stipulated, your file may not be reviewed in time for you to begin your intended semester. In such case, you will need to contact both my office and the Office of Admissions to request that my office keep your application on hold. You must submit:

1. A complete and accurate statement written by you addressing the following points: why you want to attend UNO and detailed information concerning the incident(s) that resulted in disciplinary action taken by the university or other institution;
2. Relevant documents connected to your discipline case (such as, but not limited to, a letter of finding from the institution regarding the disciplinary action taken, letter indicating good standing with the institution, letter indicating compliance with sanctions from the institution, etc.);
3. The name of the official(s) from the previous institutions (and phone number/email) relevant to your case; and,
4. You will need to have a release on file at the institution where the action took place so that the other institution can share information with this office regarding the disposition of your case, should it be necessary.
After you have collected these documents, please send them to my attention at: University of New Orleans, 2000 Lakeshore Dr., University Center Room 248, New Orleans, LA 70148. If you have any questions, please do not hesitate to contact me.

In order to facilitate our decision regarding your case, we reserve the right at any time during this evaluative process to request additional information, and we would appreciate being informed of any major change(s) in your case or life situation that may have emerged after the occurrence of this action by the other university up to and including the present time.

Sincerely,
Amy A. King
Director
Student Accountability, Advocacy and Disability Services

CC Office of Admissions

APS ADAP38 ID# 2478313
SAFF

Thank you for applying to the University of New Orleans. Your application has been forwarded to my office by the Office of Admissions. On your application you have indicated that you have been charged, or are currently being charged, by an indictment or information, with a crime (felony) that might be punishable by imprisonment in a penitentiary or correctional/training institution. This office coordinates a screening process for students under these circumstances who wish to enroll at UNO. In order for your application to be processed, the University requires you to submit for review the documents listed below prior to any application deadline so that the review process has time to take place. You must submit:

5. A complete and accurate statement written by you addressing the following points: why you want to attend UNO; detailed information concerning the offense and sentence; current probation/parole officer's name and phone number (if applicable); termination date and method of termination (if completed).

6. At least three (3) letters of recommendation/support (on official letterhead where applicable), with the address and phone number of the letter writer clearly indicated, from the following suggested list, and only one letter from each category:
   a. A Judge
   b. A Probation/Parole Officer—if you are currently under probation and have a parole office, one of your letters MUST be from the parole/probation officer.
   c. A Religious Personnel (Minister, Rabbi, etc.)
   d. An Employer
   e. A School Official-principal, teacher, counselor, etc.
   f. An individual who is personally acquainted with you but who is not a relative.

7. A copy of either of the following:
   a. An Official court record showing the charge and current disposition of your case. This must indicate the sentence (if any) and the duration of any determined probationary status.
   b. An Official court record showing termination of your sentence.

In order to facilitate the decision regarding your case, we reserve the right, at any time during this process, to
request additional information.

If you have any questions, please do not hesitate to contact me via email at aaking@uno.edu.

Sincerely,
Amy A. King
Director
Student Accountability, Advocacy and Disability Services

APS ADAP39 ID# 2478256

1.6 Guest Students

Students may apply for admission to UNO as a guest student for one semester. They are eligible for this type of admission if they are currently enrolled at another institution and are on good standing. Beginning with the Spring 2008 semester, students must provide a current transcript. Students need to have at least at 2.0 and be eligible to return to their home institution.

Remember to go to the Education Panel to mark it final or in progress.

If the student provides a document that shows that they are in a period of drop or suspension at the home school, then they are denied. The action reason is:

- **TR03** – for students whose LOGS makes them ineligible
- **ADGS01CK** – Use this communication for guest admits
- **ADUD03CK** – Use this communication for guest denials

- **TR006** - for the basis of admission

Please note that Guest Students are not eligible for financial aid.

After the first term, guests may request to continue for another semester or change to degree seeking. In either case, you need to make sure that we have all of the required documents on file. Then have the student complete this form: http://www.uno.edu/admissions/adm_documents/general_forms/Change_to_Degree_Status_Form.pdf. If they are eligible to continue for another semester or changes to degree, then you need to notify the appropriate member of the Registrar’s Office to term activate the student for the next semester. They will need the id, the term, and the program plan information. If they selected degree seeking, you will need to post the credits and notify financial aid.

1.7 Special Students

Students may apply for admission to UNO as a Special Student. To be eligible for enrollment in undergraduate credit courses in the Special Student status, students must satisfy one of the following criteria:

- If you never attended college, you must meet freshman admission requirements.
• If you have attended college, you must be eligible to return to your home institution and have at least a 2.0. Enrollment at your last accredited institution of higher education must not have resulted in an academic/disciplinary suspension.

• Candidates must submit all prior transcripts to be considered. Certain exceptions may be made with the approval of the Director of Admissions; however, those students will be admitted on a probationary basis with a limited enrollment of 6 hours during the first semester of attendance.

To process the application, enter a program action of:

  • ADMT

  ADSS01CK – Use this communication for special admits.
  ADUD03CK – Use this communication for special denials.

  • TR006 - for the basis of admission

Please note that Special Students are not eligible for financial aid or academic amnesty. This student is not eligible to earn credits outside of the classroom. For example, test or by-pass credits.

A student may apply 30 hours of courses taken as a special student to their degree, although, they may continue indefinitely in this category. If the student wishes to change to degree seeking status, then they will need to complete this form: [http://www.uno.edu/admissions/adm_documents/general_forms/Change_to_Degree_Status_Form.pdf](http://www.uno.edu/admissions/adm_documents/general_forms/Change_to_Degree_Status_Form.pdf). If they are eligible to change to degree, then you need to notify the appropriate member of the Registrar’s Office to term activate the student for the next semester. They will need the id, the term, and the program plan information. You will also need to post the credits and notify financial aid.

1.8 Students wishing to continue enrollment immediately upon graduation

Undergraduate students who have just graduated from UNO and who want to continue taking undergraduate classes the next semester after graduation at the post-bacc level and who is not seeking a second undergraduate degree should be directed to the Registrar’s Office. They will then complete the [Request to Continue Enrollment](https://s2.uno.edu/admissions/AdmLogin/tabid/888/Default.aspx?returnurl=%2fadmissions%2fAdmissionResources) form. If this student submitted another application, the application needs to be withdrawn as unnecessary (indicate program action and reason).

  • Program action: WADM (administrative withdrawal)
  • Action reason: UNAP (unnecessary application)

1.9 Students wishing to change their semester of admission

If a student is admitted for the fall semester but changes their mind and wants to come for the summer semester before, you need to complete a request form online: [https://s2.uno.edu/admissions/AdmLogin/tabid/888/Default.aspx?returnurl=%2fadmissions%2fAdmissionResources](https://s2.uno.edu/admissions/AdmLogin/tabid/888/Default.aspx?returnurl=%2fadmissions%2fAdmissionResources). Log on with your user id and password.
Welcome!

Welcome of the Office of Enrollment Services Resources site. This site is open for UNO Faculty and Staffs only to make admissions data request, term activation request, process/manuals and much more. If you have any questions/suggestions, please email lanyal1@uno.edu.

Thank you
You must also change their residency panel. To access that panel, follow these steps:

Main Menu > Student Admissions > Application Entry > Personal Information > Residency

Once you are on this page enter the student id to access the page below. You will need to create a new panel for the semester of admission by adding a row. Then, add the effective term, the residency, and the residency date.

For all other changes in the desired enrollment term, students must complete a new application, or check with the head of the Data Entry unit.
2. Scholarships

Transfer students with a GPA of 3.0+ on at least 24 but no more than 70 hours are eligible for transfer scholarships. Awards are dispersed as available and are not guaranteed. For students who have earned less than 24 hours, please review for a First Year Award. There are additional talent based scholarships and out of state fee exemptions. Those are primarily handled by the Scholarship and/or Residency Coordinator.

Transfer Academic Scholarships

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First Year Academic Scholarships for Transfer Students with less than 24 hours

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Steps to award:

1. Confirm admit, residency, GPA, and credits posted. For PTK, confirm membership by obtaining copy of membership certificate. Have this scanned into Singularity.
2. Go to the Early Financial Aid Offer panel and search by and enter id.

3. Go to the next panel.

4. Make sure you have the correct aid year. It will always be the year of the spring semester. For example, the school year 2013-2014 will have an aid year of 2014.

To set your aid year to default to 2014 and add communication speed keys, go here.
To add the speed key, add a row (A) and search for the comm key code (B).

5. Back on the Early Financial Aid panel, enter the aid category and offer amount. Don’t save until you have populated both fields and added all awards.

6. Send the communication using the communication icon on this panel. Enter the Communication Key into the Comm Key field. Please note that if you need to cancel and resend a second communication, please go to the first letter assigned and complete it by checking the Communication Completed box.
3. College Connection Partnership/Privateer Bound (ADUD06CK)

UNO has a partnership agreement with two local community colleges. The participating schools are Delgado, Nunez and SUNO.

If a student with less than 24 hours is not admissible, then they may be referred to this program. Basically this was designed to help students have a way to achieve the desired 2.25 GPA instead of receiving a denial.

When you enter the deny code and send the letter, the student will receive a letter about the program and a participation form. When you get the form, call the student for an appointment, and make a packet to send to the school of the student’s choice. That packet should include:

- Top copy of the CCXP form
- Copy of the first three pages of information from the Application Maintenance Panel (be sure to include the email and phone number)
- Copy of any transcripts
- Copy of any test scores

The student should also get a packet to include:

- Appropriate transfer credit guide
Once you have completed this transaction, you will need to give the Data Entry Office the bottom copy of the form so that they can create a new application for the student. This new application will appear on your deferred list for the updated semester. You can calculate with the student how many hours that it will take for them to achieve the 2.25 to predict the semester of their UNO admission. After the student completes the required coursework, they will just submit a transcript for review.

4. Posting Transfer Credits

After a student is admitted, you need to post their transfer credits to their record. You will first research the transfer equivalencies and then add them by using the automated or manual system. For most Louisiana schools, you will either use the automated system or refer to the articulation tables. http://www.uno.edu/admissions/transfer/transfer-college-credit.aspx You will either use the LA BOR Articulation Matrix or the Transfer Evaluation System (TES). As of 24/2015, there are 86,460 equivalencies stored.

For reference, use this table which lists the schools that are automated and the schools that the incoming transfer work is automatically populated into PeopleSoft without being hand entered when the transcript is scanned. We refer to this as OCR. For courses that are unknown, you will work with department chairs to determine the direct equivalencies. There is an email application in TES which will automatically populate course descriptions from the incoming schools and UNO’s catalogs, or gather as much information from the student as possible and email that separately. For contact information, you can work with the Application Evaluation Manager.

To access UNO course descriptions, go here: http://www.uno.edu/registrar/catalog/index.aspx. You can also go to our main page and select academics and then University Catalog.

<table>
<thead>
<tr>
<th>Automated</th>
<th>Optical Character Recognition List</th>
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<tbody>
<tr>
<td>Delgado Community College</td>
<td>Ashford University</td>
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<tr>
<td>Dillard University</td>
<td>Arizona State University-Tempe</td>
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<tr>
<td>Louisiana State University- Alexandria</td>
<td>Baton Rouge Community College</td>
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<tr>
<td>Louisiana State University-Baton Rouge</td>
<td>Birmingham Southern College</td>
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<td>Louisiana State University-Shreveport</td>
<td>Bossier Parish Community College</td>
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<tr>
<td>Louisiana Tech University</td>
<td>Chattahoochee Technical College</td>
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<tr>
<td>Loyola University</td>
<td>Delgado Community College</td>
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<td>Mississippi Gulf Coast Community College</td>
<td>Dillard University</td>
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<td>Nicholls State University</td>
<td>Grambling State University</td>
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<tr>
<td>Nunez Community College</td>
<td>Holmes Community College</td>
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<tr>
<td>Our Lady of Holy Cross College</td>
<td>Jones County Junior College</td>
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<tr>
<td>Southeastern Louisiana University</td>
<td>L E Fletcher Technical Community College</td>
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<tr>
<td>South Louisiana Community College</td>
<td>Louisiana State University- Alexandria</td>
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<td>Tulane University</td>
<td>Louisiana State University-Baton Rouge</td>
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<td>University of Louisiana-Lafayette</td>
<td>Louisiana State University-Eunice</td>
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<td>University of Louisiana-Monroe</td>
<td>Louisiana State University-Shreveport</td>
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<td>University of Southern Mississippi</td>
<td>Louisiana Tech University</td>
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<td>Xavier University</td>
<td>Loyola University</td>
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<td>McNeese State University</td>
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<td>Meridian Community College</td>
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<td>Mississippi Gulf Coast Community College</td>
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<td>North Florida Community College</td>
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<td>Northwestern State University</td>
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<td>Nunez Community College</td>
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<td>Our Lady of Holy Cross College</td>
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<td>Our Lady of the Lake College</td>
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<td>Portland State University</td>
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<td>Pearl River Community College</td>
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<td>River Parishes Community College</td>
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<td>Southeastern Louisiana University</td>
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<td>South Louisiana Community College</td>
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<td>Southwest Mississippi Community College</td>
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<td>Tulane University</td>
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<td>University of Alabama-Birmingham</td>
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<td>University of Alabama-Tuscaloosa</td>
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<td>University of Louisiana-Monroe</td>
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<td>University of Maryland-College Park</td>
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54
For a course that is not transferable use the code NT. For a course that does not have a direct equivalency, write the department code and the level with the letters NE (not equivalent). Do not enter specific equivalencies for Computer Science except for 1000, Education, Engineering, Music, or FTCA except for 2650. The departments will determine how to apply these courses to the student’s program plan. Usually 100 level courses are equated to 1000 levels, 200 to 2000, 300 to 3000, and 400 to 4000. Community college courses can never be above the 2000 level. 4 year schools can move up or down one level as needed. (More notes on page 60.)

When entering courses from an automated school, follow these steps:

**Main Menu > Student Admissions > Application Entry > Academic Information > Education**

Once you are on the Education Panel, make sure you are under the correct school and data number and then select the Courses and Degrees tab. Then you set your defaults by selecting that word and entering:

- **External Career** – Undergrad
- **Data Nbr** – 1
- **Data Source** – School
- **Acad Level** – Blank
- **Unit Type** - Semester
- **Institution** – UNOLA
- **Term Type** – Semester
- **Begin Dt & End Dt** – Blank or change for each new semester’s work
- **Grd Scheme** – UGR
- **Grade Base** – TRN

Now select ok and now enter the School Subject and Course Number. The rest will automatically populate. Course Type is always course and Academic Level is unknown. Once you have entered all of the courses SAVE.

Now you will need to use both screens to post this type of work. First go to:

**Main Menu > Records and Enrollment > Transfer Credit Evaluation > Course Credits-Automated**

Now under the Transfer Course Details tab enter the Transcript Level (only post if official), the Academic Program, the External Org Id (use spyglass for look up), the Data Source (school), and the Articulation Term. Next select Fetch. All of
the courses will pull from the Education Panel. Now you will enter any Repeat Codes or the Proficiency Exam Code that are necessary. For repeated courses, enter RPT and RPTC for the last attempt. To enter these codes, select the icon. Also, make sure that the units taken match the units accepted.

For posting work from non-automated schools, go to:

**Main Menu > Records and Enrollment > Transfer Credit Evaluation > Course Credits – Manual**

Complete the same initial steps as you would if you were posting automated credits except you will enter the course data from this page.

For courses that are withdrawn or don’t transfer, enter the Course ID of 004972 for TRANS 1000NC. Units Transferred will be # attempted and Grading Scheme CNA for credit not accepted.

To post, complete as you would the automated style.

Please note for students declaring amnesty on work that is already posted, you must contact the Offices of the Registrar and Financial Aid. For new work, post under the Manual side. On the incoming course side enter only NA for subject and course number for a whole semester. Add the credits attempted and then use 004694 for the SAM code. The Grading Basis is SAM and the Official Grade is grade w/*.

To post AP or CLEP credits, go to:

**Main Menu > Records and Enrollment > Transfer Credit Evaluation > Test Credits - Manual**

Refer to the *Credit Where Credit is Due* brochure for equivalencies or admissions website.

Please note that LSU Advanced Standing credits will be added under Course Credits Manual side as are Military credits.

To post DSST and IB credits, go to:

**Main Menu > Records and Enrollment > Transfer Credit Evaluation > Course Credits – Manual**

All UNO Spring Testing credits are posted under:

**Main Menu > Records and Enrollment > Transfer Credit Evaluation > Other Credits-Manual**
For test credits to count as pre-requisites, you must enter the **P_CR code** (P grade = C grade of higher) under the designation field.

For step by step instructions, see the relevant PeopleSoft training manuals.

**Other Notes:**

For courses that are repeated, use the RPT and RPTC codes.

Students are not eligible for scholarships or financial aid until all official transcripts are received and credits posted.

Post credits for all post-baccalaureate and National Student Exchange students.

When posting amnesty, use the course id: 004694, the grading basis: SAM, and enter the grade with an asterisk.

When using a place holder to show credits not evaluated, use the course id: 004828 and add the total number of credits on one row.

**Query List:**

ADM_ADMITTED_ENROLLED_BY_TERM  (to run numbers)
Transfer Credit Equivalencies

To find the proper course descriptions and equivalencies for transfer credit evaluations, follow these steps:

1. Check TES (Transfer Evaluation System) to see if the institution is listed. Click EQUIVALENCY SEARCH

2. If the institution is listed, then search for the course and input the proper equivalency

3. Should the institution not be listed in the Transfer Institution Index, you will search for the course description in TES:
3. Enter the Course Code you wish to find an equivalency for. Click on the specific course to view the course description:

4. Compare it to UNO’s Course Catalog to determine proper equivalency:

5. Enter the course equivalency in Course Credits in WebStar. The incoming course will already be entered. You will just need to enter the UNO equivalency:
Evaluation Tips for Transfer Credit

General Tips

- Always use TES (Transfer Evaluation Service) [http://tes.collegesource.org](http://tes.collegesource.org). Make sure the school is accredited. If the school has not yet been evaluated on TES, use the catalog comparison to determine if and how classes transfer.
- Coursework transferring from 2-year institutions should never be given 3000-level or 4000-level equivalencies. In general, no class should be equated to a course that is more than one level higher or lower. (i.e., ENGL 2000 may = ENGL 1158, but ENGL 3000 may not)
- Post advanced credit from LSU and UL schools. Do not post College Board advanced placement until we get the scores directly from College Board. Bypass credit may be granted for ENGL 1157 only.

Business

- When Accounting I and Accounting II are both taken at a 2-year college, post Accounting I as ACCT 1000NE – 0 credits, and Accounting II as ACCT 2100 – 3 credits. If only Accounting I has been taken, post as ACCT 2100 – 1.5 credits.

Education

- Unless coursework has already been given equivalencies in TES, all Education coursework should be given NE (non-equivalent) credit.

Engineering

- Unless coursework has already been given equivalencies in TES, all Engineering coursework should be given NE (non-equivalent) credit.

Liberal Arts

- **FTCA** - Unless coursework has already been given equivalencies in TES, all upper division FTCA coursework should be given NE (non-equivalent) credit.
- **Music** - Unless coursework has already been given equivalencies in TES, all Music coursework should be given NE (non-equivalent) credit.
- **English from Loyola** -
  - T121=ENGL 1157
  - T122=ENGL 1158 unless the student has has taken T125, in which case, T122 should be 1157
  - T125=ENGL 1158
  - A205=ENGL 1157
  - A206=ENGL 1158

Sciences

- One tip to keep in mind…if a student receives 4 credit hours for a class that we offer as 3 credit hours, make sure to check the course description to see if a lab is included. If a lab needs to be added, add it as a new row and a new class.
- Unless coursework has already been given equivalencies in TES, most upper coursework in Biology and Chemistry should be given NE (non-equivalent) credit.
Sciences

- One tip to keep in mind…if a student receives 4 credit hours for a class that we offer as 3 credit hours, make sure to check the course description to see if a lab is included. If a lab needs to be added, add it as a new row and a new class.

- Unless coursework has already been given equivalencies in TES, most upper coursework in Biology and Chemistry should be given NE (non-equivalent) credit.

- Biology –
  - We have two sets of General Biology sequences and their subsequent labs:
    - For non-Science majors: BIOS 1053, 1051 (Form and function) and 1063, 1061 (Biodiversity)
    - For Science majors: BIOS 1083, 1081 (Form and function) and 1073, 1071 (Biodiversity)

- Chemistry –
  - We have a few General Chemistry courses:
    - Introductory Chemistry (CHEM 1012) – an introductory class for non-science majors (usually Education).
    - General Chemistry for Engineers (CHEM 1014) – only award credit if it specifically lists “for Engineering students” or if someone in the Engineering department emails you.
    - General Chemistry I (CHEM 1017) – This is what the first Chemistry course taken at a university will almost always equate to (with the accompanying lab being CHEM 1007). It will be followed by General Chemistry II (CHEM 1018 with lab 1008). DO NOT use CHEM 1023 or CHEM 1028 for labs, as we no longer offer them.
    - Aside from general chemistry coursework, give NE credit for chemistry coursework coming in from community colleges.

- Math –
  - We have two Algebra classes:
    - MATH 1115 – Basic college algebra (pre-requisite is DEVM 107 equivalent)
    - MATH 1125 – Pre-calculus algebra (pre-requisite is MATH 1115 equivalent)
  - There are two calculus-based sequences:
    - MATH 2107, 2108, 2109 (all 3 credit hours)
    - MATH 2111, 2112 (all 5 credit hours)
    - If the student has 4 credit calculus, review to see which sequence they would equate to. If they have taken 3 – 4 credit classes, and the last one equates to MATH 2115, they should get 2111 and 2112 credit.
  - Note that we have 3 different Statistics classes offered here at UNO. Review them to give them the proper equivalency.
    - MATH 2315 – general Math statistics
    - PSYC 1310 – Social Science (specifically, Psychology) statistics
    - MATH 2785 – Business statistics (followed by QMBE 2786)

- Physics –
  - We have three sets of Physics sequences.
    - PHYS 1001, 1002, 1003, 1004 – Introductory coursework for non-science majors.
    - PHYS 1031, 1032, 1033, 1034 – General coursework for science majors
    - PHYS 1061, 1062, 1063, 1065 – Engineering-based coursework.
Just to reiterate, we are no longer accepting any credits from Tulane College of Continuing Studies. We are not posting the credits effective now. If a student has already been granted credit for CS work, we are not taking the credits away; they are being grandfathered in. Here are a couple of screen shots to help you identify Continuing Studies work. Basically, if it’s a Tulane transcript, we need to be reviewing every aspect of it to look for signs that the work is CS. Apparently, Tulane is getting better at sneaking these students in.

Typically, the transcript will be noted like this:

![Continuing Studies Transcript Example]

Also, be aware that before Fall 2006, Continuing Studies was called “University College”. Make sure you look out for the University College listings if the work is a bit older.

![University College Transcript Example]

Here’s another example:
### Military Transcript Info:

**2000 Spring**
- **UNIVERSITY COLLEGE / PART TIME**
- **NON-DEGREE AT TULANE**

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<th>Course</th>
<th>Subject</th>
<th>Grade</th>
<th>Ehrs</th>
<th>Qhrs</th>
<th>Opt</th>
<th>GPA</th>
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<table>
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<tr>
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<th>EHRS</th>
<th>QHRS</th>
<th>OPTS</th>
<th>GPA</th>
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</thead>
<tbody>
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### 2005 Summer

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<th>GPA</th>
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<td>B-</td>
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### Undergraduate Academic

**Secondary Schools:**
- West Jefferson High School

**Certificates Awarded:**
- 12312011 Continuing Studies
  - Human Resources Management

### 2010 Fall

**Transfer Credit Applied to 2010 Fall**
- Our Lady Holy Cross

Military transcript info:
JST Frequently Asked Questions
https://jst.doded.mil/faq.html

JST Video and Resources
http://www.jointservicetranscript.com/

DANTES Programs
http://www.dantes.doded.mil

ACE Military Transcripts Portal
http://www.acenet.edu/militaryprograms/transcripts

JST Operations
- Web: https://jst.doded.mil
- Fax: (850) 452-1909
- Email: jst@doded.mil
  (respond within 24 hours, first work day if holiday or weekend)

  Laurine Anderson, Program Manager

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- Army
  - Email: usarmy.knox.hrc.mbx.tagd-aarts@mail.mil
  - HRC Helpdesk: (888) 276-9472 or 1-888-ARMYHRC

- Marine Corps
  - Email: jst@doded.mil
  - Fax: (850) 452-1909

- Coast Guard
  - Email: CGI-PF-ED_Advisor@uscg.mil
  - Fax: (405) 954-7249

- Navy
  - Email: vec@navy.mil
  - Phone: 1-877-838-1659
  - Fax: 1-757-492-5095