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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
Freshmen – Admission Process

3. Freshmen Admission Requirements (below 25 years of age)
All regular freshmen have to meet the Louisiana Board of Regents Core Curriculum, not be developmental (have 18+/450+ ACT/SAT English sub score, and 19+/460+ ACT/SAT Math sub score), 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
Freshmen – Admission Process

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
- Maintain Applications > Application Program Data > Test Results
- Maintain Applications > Application Program Data > 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 four possible determinations:

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

**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

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 freshman)
  - Record the Basis of Admissions (See Annex A)
  - Award Scholarships where applicable (See Annex B)
- Search for Applicant in Apply Yourself, and click on the student’s name to pull up the application.
  - Make sure all boxes are checked under the complete status
  - Change the in process status to “Decision Made”
  - Change the in process date to today’s date
  - Enter decision
  - Change the decision date and decision publish date to today’s date, and save.

**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)
  - Record the Basis of Admissions (See Annex A)
  - Award Scholarships where applicable (See Annex B)
- Search for Applicant in Apply Yourself, and click on the student’s name to pull up the application.
  - Make sure all boxes are checked under the complete status
  - Change the in process status to “Decision Made”
  - Change the in process date to today’s date

Freshmen – Admission Process

- Enter decision
- Change the decision date and decision publish date to today’s date, and save.

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

- Search for Applicant in Apply Yourself, and click on the student’s name to pull up the application.
  - Change the in process status to “Under Review”
  - Change the in process date to today’s date
  - Enter decision, and decision reason – for example: “Defer Decision”, “Waiting for higher test scores”
  - Change the decision date and decision publish date to today’s date, and save.

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

- Search for Applicant in Apply Yourself, and click on the student’s name to pull up the application.
  - Make sure all boxes are checked under the complete status
  - Change the in process status to “Decision Made”
  - Change the in process date to today’s date
  - Enter decision, and decision reason
  - Change the decision date and decision publish date to today’s date, and save.
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
- Maintain Applications > Application Program Data > Test Results
- Maintain Applications > Application Program Data > 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, if need be. **DO NOT SEND THIS COPY** to be re-scanned.

**You MUST shred any documents printed off Singularity after you complete the work.**

Singularity URL: [https://singularity.uno.edu](https://singularity.uno.edu)

PeopleSoft Navigation:
- Main Menu > Student Admissions > Application Maintenance > Maintain Applications
- Maintain Applications > Application Program Data > Test Results
- Maintain Applications > Application Program Data > Education

Once you have the transcript, go to the **Online Forms** tab at the top 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 submitted the Admissions Freshmen Evaluation, close Singularity and go to the student’s Education panel. Under **Transcript Summary**, click the second tab named GPA/Units. For **Summary Type** it will either be HSComplete or HSPartial, and for **GPA Type** you can always enter “4PT.” **Ext GPA** will be the cumulative GPA as reported on the transcript; use weighted if it’s listed. **Core GPA** will be the one you calculated and entered on the Evaluation.

Once this page has been saved, 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.

**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)
  - Record the Basis of Admissions (See Annex A)
  - Award Scholarships where applicable (See Annex B)

- Search for Applicant in Apply Yourself, and click on the student’s name to pull up the application.
  - Make sure all boxes are checked under the complete status
  - Change the in process status to “Decision Made”
  - Change the in process date to today’s date
  - Enter decision
  - Change the decision date and decision publish date to today’s date, and save.

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)
  - Record the Basis of Admissions (See Annex A)
  - Award Scholarships where applicable (See Annex B)

- Search for Applicant in Apply Yourself, and click on the student’s name to pull up the application.
  - Make sure all boxes are checked under the complete status
  - Change the in process status to “Decision Made”
  - Change the in process date to today’s date
Freshmen – Admission Process

- Enter decision
- Change the decision date and decision publish date to today’s date, and save.

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.

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
- Search for Applicant in Apply Yourself, and click on the student’s name to pull up the application.
  - Make sure all boxes are checked under the complete status
  - Change the in process status to “Decision Made”
  - Change the in process date to today’s date
  - Enter decision, and decision reason
  - Change the decision date and decision publish date to today’s date, and save.
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:

**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).

**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)
  - Record the Basis of Admissions (See Annex A)
  - Award Scholarships where applicable (See Annex B)
- Search for Applicant in Apply Yourself, and click on the student’s name to pull up the application.
  - Make sure all boxes are checked under the complete status
  - Change the in process status to “Decision Made”
  - Change the in process date to today’s date
  - Enter decision date and decision publish date to today’s date, and save.

**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)
  - Record the Basis of Admissions (See Annex A)
  - Award Scholarships where applicable (See Annex B)
- Search for Applicant in Apply Yourself, and click on the student’s name to pull up the application.
  - Make sure all boxes are checked under the complete status
  - Change the in process status to “Decision Made”
  - Change the in process date to today’s date
  - Enter decision date
Freshmen – Admission Process

- Change the decision date and decision publish date to today’s date, and save.

**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 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
- Search for Applicant in Apply Yourself, and click on the student’s name to pull up the application.
  - Make sure all boxes are checked under the complete status
  - Change the in process status to “Decision Made”
  - Change the in process date to today’s date
  - Enter decision, and decision reason
  - Change the decision date and decision publish date to today’s date, and save.
Freshmen – Admission Process

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
Freshmen – Admission Process

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)

Basis of Admission

Use the lookup for the red circled fields and the rest of info will populate itself.

Basis of Admissions Code List: (5-digit code)
Meet Core and GPA:    FR001
Meet Core and Test Scores:   FR002
Admission Exception:    FR004
Alternative Admission Criteria:    FR005
Adult freshmen     FR006
International freshmen     FR007
Meet Core, Test, and GPA    FR010
Freshmen – Admission Process

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:

**Early Financial Aid Offer**

- 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