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Admissions

Admission to the University and to all its programs and operations is open to all persons regardless of race, creed, color, sex, age, marital status, disability, veterans' status, or national origin who meet the admission requirements and qualifications of the University.

The University requires a non-refundable \$20 application fee of all new applicants (students not previously enrolled at UNO). The fee is payable when the application is submitted to the Office of Admissions. Priority Dates for the receipt of an application are July 1 for the fall semester, November 15 for the spring semester, and May 1 for the summer session.

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International students should refer to International Students Section for admission deadlines. An additional nonrefundable \$30 late application fee will be charged for all applications received after the listed priority dates.

Summer Session

Application forms for summer admission to the University should be submitted as early as possible so that a tentative statement concerning admissibility may be given. If records are not received at least 30 days prior to the beginning of the summer session, it may not be possible to notify students of their admissibility before arrival on the campus.

[Requests for information](#) and [application forms](#) should be addressed to:

The University of New Orleans
Office of Admissions
103 Administration Building
Lakefront
New Orleans, LA 70148

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UNDERGRADUATE ADMISSIONS

Categories of Admission and Procedures

EARLY ADMISSION

Outstanding high school students who have completed their junior year of high school may be admitted to the University, in any of the

following categories, if they meet the stated requirements.

Summer Only

During the summer of the junior/senior year of high school, the Summer Honors Program allows students to schedule up to seven semester hours of credit.

Concurrent Enrollment

During the fall and/or spring of the senior year of high school, students may be enrolled at their high school and at the University. They are allowed to take up to 11 semester hours of credit, depending on how demanding their high school schedule is.

Full-Time Enrollment

Students having the approval of their high school principal may "skip" the senior year of school and register as full-time students. These students may be eligible to receive their high school diploma after successfully completing 24 semester hours of credit.

To be admitted to any of the above Early Admission categories, a student:

1. must have completed the junior year of high school,
2. must be recommended for Early Admission by the high school principal,
3. must have a B average on all high school grades, and
must have a composite ACT (American College Test) score of 25 or higher for
4. the Summer Only or Concurrent category, and 28 or higher score for the Full-time program.

Students wishing to apply for admission to any

of the Early Admission categories should contact the University Honors Program Office at UNO for the necessary application forms.

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NEW FRESHMEN

Admission Requirements

All entering freshmen who graduate after the 1988 spring semester must meet the following requirements for admission to UNO.

**Either a composite score of 20 on the ACT
or 950 on the SAT I,**

OR

complete the following high school courses:

1. **English** 4 units At least three of four should emphasize writing skills.
2. **Mathematics** 3 units Algebra I, II, and Geometry.
3. **Natural Sciences** 3 units One unit of Biology and two of the following: General Science or Physical Science, but not both; Earth Sciences, Chemistry, or Physics.

- | | | |
|---|-----------|--|
| 4. Social Sciences | 3 units | One unit of American History, one unit of World History, World Geography or History of Western Civilization, and one further unit. |
| 5. Foreign Languages | 2 units | In the same language. |
| 6. Computer Literacy or Computer Science | 1/2 units | |
| 7. Academic Electives | 2 units | Selected from any of the areas listed above or from advanced Performing/ Fine Arts/Music courses. |
| 8. Cumulative Grade Point Average of 2.0 on a scale of 4.0 in the above 17 | 1/2 units | |

Special admission requirements - UNO may accept a limited number of freshmen into the College Life Program, which provides additional academic support to highly motivated and bright students who meet the selection criteria of the program. Once admitted to College Life, the students are officially University of New Orleans students. The only difference between College Life students and other UNO students is that students in College Life will benefit from extra support services. The program provides supportive academic counselors who offer personalized academic advising and teach sections of University Success 1001 to assist students as they make their transition into college. Students work towards their degree while in College Life and transfer to their degree granting college after they have completed 30

credit hours, are out of any developmental courses (if placed in them), and have at least a 2.00 overall GPA. The College Life Program considers students who have earned at least a 15 ACT composite or 720 SAT I composite. (Non-Louisiana residents must have at least a 17 ACT composite or 820 SAT I composite to be considered). For more information on the College Life Program, refer to their web site at <http://www.uno.edu/~rete/college.html>.

All freshman applicants should submit their applications as early as possible in their senior year. Applicants with satisfactory ACT/SAT I composite scores will be admitted conditionally as soon as possible after receipt of the application and official score reports. Applications for students with composite scores less than the ACT/SAT I requirements will be reviewed as soon as the official high school transcript showing seventh semester grades, official test scores, and a list of 12th grade subjects in progress are received. An official transcript certifying graduation from high school is required to finalize admission.

Transcripts must be mailed directly from the high school to the UNO Office of Admissions in order to be considered official; ACT/SAT scores must be sent directly to UNO from the American College Testing Program/Educational Testing Services.

Louisiana residents who have not attended another college or university and who are not graduates of state-approved high schools may be admitted on the basis of ACT scores *and* high school records.

Louisiana residents under 25 years of age who completed high school through the *Adult Education Program* must have a minimum ACT composite score of 20 (18 if ACT taken before October, 1989) or SAT I composite score of 950. An official transcript verifying the results of the General Educational Development test

(GED) is also required. Applicants who are 25 years of age do not need to satisfy the minimum test score requirement, but they do need to submit a high school transcript showing proof of graduation or GED results.

Students should consult the Special Student section for other exceptions to regular admission requirements.

Home School, Non-State Approved and/or Unaccredited High Schools

Applicants for admission who will not be graduating from State approved and/or accredited high schools (including Home Schools) must have attained a minimum composite score of 20 on the ACT or 950 on the SAT I, and have achieved UNO placement in college-level mathematics and English. Other requirements include an official transcript showing the curriculum and grades earned, a personal statement, and two letters of recommendation from teachers, counselors or others in a position to judge the student's preparation for college.

NON-LOUISIANA RESIDENTS

Residents of states other than Louisiana must meet the same test score, core course, and grade-point average requirements as Louisiana residents. Exceptions to the admission requirements may be made for non-Louisiana residents who have a minimum ACT composite of 17 or SAT I score of 820.

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Advanced Standing Examinations

Students of superior ability and preparation and

students who have already obtained a fundamental knowledge of subjects offered by the University may be permitted to take departmental advanced standing examinations in specific courses, which, if passed with satisfactory grades, will enable the student to receive degree credit. The Advanced Placement tests of the College Entrance Examination Board (CEEB) and the subject examinations of the College Level Examination Program (CLEP) also may be used as a basis for allowing advanced standing credit. Details on advanced standing are outlined in the chapter entitled *University Regulations*.

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TRANSFER STUDENTS

Those applicants who are now or have been in college should submit applications as early as possible in the semester preceding the date that admission is desired. Eligibility for admission cannot be determined until the application and complete official transcripts from each college and university attended have been received. If these records are not received at least 30 days before the beginning of registration, it may not be possible to process the application in time. Applicants must list on their applications each college and university attended and have transcripts sent from all institutions attended, regardless of whether credit was earned or is desired. Any student who fails to acknowledge attendance in each college or university in which he or she has been registered is subject to dismissal from the University.

Students enrolled in college at the time applications are submitted should have transcripts sent when they apply for admission,

to be followed by supplementary records at the close of the semester. Provisional admission pending receipt of supplementary records may be given provided all records except for the work in progress have been received. This admission will be canceled if the student fails to file all required records within 30 days of the beginning of instruction or if the completed record does not meet requirements for admission.

Credits earned at other post-secondary institutions and presented for transfer credit will be evaluated according to three considerations:

1. the educational quality of the institution from which the credit is being transferred;
2. the comparability of the nature, content, or level of credit to that offered by UNO; and
3. the appropriateness and applicability of credit earned to the programs offered by UNO.

The extent to which credits earned in accredited colleges and universities are accepted toward the degree program the student follows at UNO is determined by the dean of the college in which the student plans to major. All transfer students pursuing a degree who receive transfer credit for English 1158 with a grade of C or better must validate that credit by passing the English Proficiency Examination for Transfer Students within two attempts. Students are eligible to take the exam only during their first two regular semesters of enrollment. The exam is administered twice each semester by the Department of English. If students fail to validate the credits, either because they do not take the examination or because they do not pass in their first two attempts, or if they have previously received a failing grade in 1158 from UNO, they must take English 1158. Transfer students with a D in English 1158 must retake the course at UNO.

Students transferring with 1158 credit may take any upper-level English course for which they qualify during their first semester, provided that they resolve their 1158 transfer credits within that first semester. Should they fail the transfer exam, they must take 1158 before they take another English course. If transfer students do not want to take an upper-level English course, they may use the traditional two semesters to resolve the matter of their transfer credit.

Evaluation of courses cannot be made in advance of receipt of the completed application and official transcripts from each college and university attended. Not more than one-half the credit required for a degree may be accepted from junior or community colleges. A maximum of one-fourth the credit required for the degree may be earned through accredited university correspondence and extension study.

Applicants who do not have a 2.0 cumulative grade-point average required for admissions to UNO should contact the Admissions Office for details regarding admissions alternatives. Students admitted with less than a 2.0 grade-point average will be placed on scholastic probation.

Transfer students graduating from high school spring 1989 or later with less than 24 semester hours of earned credit must satisfy freshman requirements as well as transfer admission requirements.

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RE-ENTRY STUDENTS

Former UNO undergraduate students who were

not enrolled in the regular semester immediately preceding the semester of desired enrollment must apply for admission according to the deadline published in the catalog. If intervening college work was taken, official transcripts from all institutions attended must be submitted.

To be considered for readmission, a former student who has attended another institution must present the following:

1. a 2.0 average on the work or
2. an average on that work such that when it is combined with the work shown on the UNO record the overall academic record is fewer than 10 quality points below a 2.0 average.

Former students who were on scholastic probation and are readmitted will be continued on scholastic probation regardless of the average earned at the other institution(s).

Former students whose last enrollment at UNO resulted in a drop for scholastic or disciplinary reasons may not obtain credit toward a degree at this university with credit earned at another institution during the period of ineligibility to register at UNO.

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SUMMER-ONLY STUDENTS

Students who are enrolled in any accredited college or university during a spring semester and will be eligible to return to that college or university in the following fall and wish to enroll in UNO for the summer session only may be considered for admission as nonmatriculated

students. Such admission will terminate at the end of the summer session and does not presuppose acceptance by any college or division of the University during the regular session. Students attending on this basis must submit certification of eligibility from the college or university in which they are currently enrolled stating total number of credit hours previously earned. This certification of eligibility will be accepted in lieu of official transcripts. New freshmen entering UNO during the summer are not classified as *summer-only students* even though they plan to attend another university in the fall.

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SPECIAL STUDENT PROGRAM

Undergraduates wishing to pursue college credit courses without meeting the full requirements for admission may apply for special student status. To qualify for special student status, a student must be a high school or GED graduate and have been out of high school for at least three years, or if the student attended college after high school, be in good standing at the last college attended.

Students holding a bachelor's degree from an accredited college/university who are not pursuing another undergraduate degree should apply as non-degree students in the Graduate School.

Previous academic records are not required of applicants for Special Student status. It is urged that Special Students planning to enroll in advanced courses requiring prerequisites bring with them at registration some evidence that prerequisites have been fulfilled. Special

Students may be admitted to a course for which they lack the specified prerequisite upon the approval of the Chair of the department offering the course and the Dean of the college to which the department belongs. Students registering in Special Student status are subject to all University regulations governing registration and attendance. Their academic standing will be determined on the basis of course work taken in Special Student status only. A Special Student who is admitted later to regular status will have higher academic status determined by the admitting dean, on the basis of the complete record which will then be available. Credit earned in Special Student status is recorded on the student's permanent academic record. The applicability of this credit toward a degree will be determined by the Dean of the college to which the student is admitted.

A Special Student *may not* petition the Dean of Metropolitan College for scholastic amnesty or permission to take advanced standing examinations. In addition, a Special Student may not receive credit for courses bypassed, CEEB Advanced Placement Examinations, the College Level Examination Program, armed services courses, and correspondence courses. Special Students who change to degree status may petition the dean of the new college for all of the above.

A Special Student is eligible to apply for a grade suspension when a course is repeated. If a Special Student changes to degree status the grade suspension will be reviewed in light of the complete UNO and transfer record and may be nullified if it appears as though the student would not have been eligible for the original suspension.

A student in good standing may remain in the Special Student status indefinitely; however, should the student transfer to a degree program, a maximum of 30 semester hours of credit earned as a Special Student will be

allowed toward a degree program. (A minimum of 30 semester hours must be completed in the college in which the degree is awarded.)

Students whose last enrollment at any institution of higher education resulted in an academic/disciplinary suspension are not eligible for the Special Student status and must file a regular application with the Office of Admissions. The form may be obtained from that office.

Students in Special Student status desiring to change to a degree program must apply for *regular* undergraduate admission and must comply with all admission requirements of the college.

Students applying for regular status in a degree program must have all credentials submitted prior to the application deadline. Special students will not be admitted to regular status as provisional admittees.

Veterans planning to attend UNO under one of the Public Laws governing veterans' educational benefits should not attempt to enroll in the Special Student status. To be eligible for educational benefits, a veteran must enroll in regular status. Special Students are not eligible for federal financial aid.

Golden Age students are encouraged to apply for their first admission through the Special Student Program.

International students will NOT be permitted to register in the Special Student status.

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INTERNATIONAL STUDENTS

Citizens of a foreign country applying to UNO as freshmen and transfer undergraduate students are expected to meet all requirements for admission to the University. Graduates of foreign secondary schools who have completed the equivalent of at least an American high school diploma may apply for admission to UNO. Transfer applicants are considered for admission on the basis of secondary school records as well as previous college records. The deadline dates for filing applications and submitting complete official records are June 1 for the fall semester, October 1 for the spring semester, March 1 for the summer session.

First consideration will be given to applicants who supplement their academic records with SAT or ACT test scores and who submit an early application.

Proficiency in the English language is vital to the academic success of international students. All students whose native language is not English are required to submit an acceptable *Test of English as a Foreign Language* (TOEFL) score of 500 with a composite score of 50 on the listening comprehension section as part of the application process. For additional information on the TOEFL write: TOEFL, Educational Testing Service, Princeton, New Jersey 08540, USA. Further testing will be given to verify English competency when the student arrives on campus.

In certain cases applicants with superior academic credentials who do not meet the minimum TOEFL requirement may be considered for admission into the Intensive English Language program before pursuing a degree.

All applicants are required to provide evidence of sufficient funds to cover all costs while studying at the University. Regrettably, there is

no financial assistance available for undergraduate international students at UNO.

It is mandatory that all international students participate in the LSU System student medical insurance program. Fees for this insurance will be assessed at registration.

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GOLDEN AGE PROGRAM

This program is designed to encourage persons over 65 years of age to enroll in credit classes at UNO. It has been made possible by state legislation which exempts persons age 65 and over from payment of tuition and fees at all public colleges and universities in the state. The costs of textbooks and special fees are not included in the fee exemption.

The same academic regulations which apply to the student body in general also apply to Golden Agers. These include class attendance, testing, course prerequisites, and admission requirements.

It is recommended that Golden Agers apply for their first admission through the Special Student Program.

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SCHOLASTIC AMNESTY

The University permits students who have not

attended college for a given three-year period to request that all work prior to that three-year period not be considered in computing their averages. This allows a student who may have made a poor record in the first attempt at college to start over with a "clean slate." Of course, this means sacrificing any credit earned prior to that three-year period also. For further explanation the student should consult the Office of Admissions or the dean of the college in which the student wishes to study.

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GRADUATE ADMISSIONS

Types of Admission and Requirements

Degree Program Admission

Applicants for admission to the Graduate School in a degree program are expected to have the following qualifications:

1. A baccalaureate degree from a university or college approved by a recognized accrediting agency.
2. Point-hour ratios of at least 2.5 for undergraduate work and 3.0 for all graduate and post-bachelor work for which a grade is given. (A-4, B-3, C-2, D-1, F-0)
3. Satisfactory academic standing at the last university or college attended.
4. Satisfactory Admission Test scores (see below).

An applicant meeting all of the above requirements is normally granted unconditional admission, provided the applicant is accepted

by the department offering the program. Departmental admission standards may be higher than the minimum Graduate School requirements.

Applicants who fail to meet all the admission requirements may, in rare instances, be considered for probationary admission, but only upon very strong recommendation by the department concerned on the grounds of other evidence of ability to carry out the graduate program successfully. The Dean of the Graduate School will consider the merits of the case and determine whether probational admission is warranted.

Applicants who are unable to supply complete credentials because they are currently enrolled in a university program may be granted provisional admission provided all records, except for the semester in progress, have been submitted. In such cases complete credentials must be received not later than 30 days after the first day of classes in the fall and spring semester and not later than 15 days after the first day of classes in the summer session, or admission may be canceled.

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Non-Degree Graduate Admission

An applicant who has already earned a bachelor's degree and who does not intend to pursue another undergraduate or graduate degree should apply to the Graduate School as a non-degree student. Students who apply for non-degree status are not required to submit admission test scores; with the following exceptions, they are not required to submit transcripts. (Those non-degree students who plan to enroll in a pre-professional program-pre-MBA, pre-medical, etc.- and those who are

teachers taking courses for certification must submit an official copy of the transcript certifying their baccalaureate or graduate degree.) A student, however, should carefully consider the problems that may arise in selecting this status. Short run benefits such as temporarily avoiding the admission test may be exchanged for long term serious disadvantages such as not being able to apply credits earned toward a degree program or not being eligible for prompt consideration for admission to a degree program until admission test scores or complete official transcripts are available. Also, some 6000-level courses are closed to non-degree students. Non-degree students are not eligible for federal financial aid.

Some applicants who apply to a degree program but who have not satisfied all the admission requirements may be admitted as provisional non-degree students temporarily until the missing materials have been supplied. Such non-degree students must supply any missing credentials in the same time period outlined above for degree program students; missing admission test scores (GRE or GMAT) must be supplied from the first available sitting of the examination unless written permission has been obtained from the Graduate School to take a later one. Provisional non-degree admission does not in any way guarantee subsequent admission on an unconditional basis nor admission to a degree program. It should be noted that provisional non-degree status for students intending to study in the areas of Business is rarely given because of the American Assembly of Collegiate Schools of Business accreditation requirements. A student who has not removed the cause of a provisional status cannot register for a second semester without special permission of the Graduate School.

Up to 12 hours earned as a non-degree student may be applied to a graduate degree program if and only if the courses carry graduate credit,

the work is appropriate to the program, the appropriate graduate faculty recommends the acceptance of the credit hours, and the student is accepted into a degree program.

Non-degree students must read and comply with these provisions and departmental regulations regarding non-degree students carefully to avoid serious problems.

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PROCEDURES

Applicants should submit the application form along with required credentials at least 30 days prior to the beginning of registration for the semester for which they are applying (see late fee below). Credentials include admission test scores and official transcripts of all undergraduate and graduate college work taken, showing any degrees awarded.

Transcripts must be sent directly to the Admissions Office from *each* and *every* college attended even if no credit was earned and even though the work may be shown on another transcript. The requests for these transcripts must be made early, as some colleges take considerable time to supply them.

The Graduate Management Admission Test (GMAT) scores are required for the Master of Business Administration and Master of Science in Accounting. GMAT scores are also accepted for the Master of Arts in Arts Administration.

General test scores from the Graduate Record Examination (GRE) must be submitted for all other programs. Some departments also require GRE subject test scores.

Admission test scores older than 5 years at the time of registration for the semester for which the applicant wishes to be considered will not be accepted.

Applications must be accompanied by a one-time nonrefundable application fee of \$20. An additional \$30 late fee must also be sent for applications received after July 1 for fall semester admission; November 15 for spring semester; and May 1 for summer session.

REENTRY

Students who have interrupted their residence at the University by not registering for any regular semester must file an application for reentry. A student in attendance during the spring semester, but not during the summer session, need not file for the subsequent fall semester. Degree students must submit supplementary transcripts if any work has been taken at another institution during the interim.

MULTI-CAMPUS STUDENTS

Students enrolled in graduate programs at other LSU System universities who wish to take courses at UNO should inquire at the Graduate School of their home institution for the procedure to be followed.

LETTER OF GOOD STANDING

Students currently enrolled in graduate programs elsewhere who wish to register for transfer credit will not be required to submit complete transcripts, but may submit a transcript or a letter of good standing from the last institution attended and a statement of the highest degree attained with a statement that the courses taken at UNO will be accepted at the institution issuing the letter. A new application and new letter of good standing must be submitted each semester the student

plans to register.

The letter of good standing must come from the dean of the student's graduate school.

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INTERNATIONAL STUDENTS

Applicants whose native language is not English are required to submit scores earned on *Test of English as a Foreign Language*, a test designed to ascertain proficiency in English and administered in many overseas testing centers. The Graduate School requires a composite score of at least 500, with at least 50 on the listening comprehension component; individual programs may require higher scores. A student wishing to take the test should write directly to: TOEFL, Educational Testing Services, Princeton, New Jersey 08540. Applicants must be advanced in English comprehension and be able to participate in class discussions. Further testing will be given to verify English competency when the student arrives on campus.

All admission credentials must be submitted prior to acceptance. Complete records must be on file at the University at least 90 days prior to the registration for the semester in which the student desires to start. Fees submitted must be payable in U.S. Dollars.

Those requiring a student visa may not be admitted as non-degree students, may not be admitted on probation, and may not normally be admitted provisionally.

The graduate school will determine whether the applicant's grades and course work are equivalent to a bachelor's degree from UNO.

The applicant's grade must be the equivalent of a "B" average or better (3.0 out of a possible 4.0).

A Statement of Financial Support must also be submitted, indicating financial ability to remain at the University long enough to complete degree requirements. An acceptable statement must be submitted prior to evaluation for admission.

All international students are required to participate in the LSU System student medical insurance program. Fees for this insurance will be assessed at registration.

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