

Advising Checklist 2012/2013

Before Advising Appointment:

- Review degree checksheet
- Review transcript
- Review courses taken/not taken; review grades
- Identify low grades/difficult courses, GPA issues
- Review previous advising sessions in FlightPath
- Check for holds
- Check for developmental requirements/completion

During Advising Appointment:

- Discuss job opportunities and career plans
- Determine hours left for degree
- Determine anticipated graduation date
- Discuss TOPS and scholarship criteria to maintain eligibility
- Discuss obligations that impact timely graduation or acceptable performance (work, family, etc)
- Discuss potential schedule and alternative courses
- Discuss the intensity of online courses and how to schedule in both 8-week terms
- Use FlightPath to complete advising procedure and place comment
- Discuss SSC and need for tutoring/SI as needed
- Have student sign FlightPath advising sheet

3) Course Equivalencies

-On FlightPath main page, click on “transfer credit equivalency search” and find school. ULM equivalents are listed. If the course is not a direct equivalent, it is given a level number of 1, 2, 3, or 4, followed by XXX. This means that this is a viable university-level course that may or may not be used on a degree plan, per approval of the department. For example, in many cases these courses may be used as electives.

-This Board of Regents link shows the approved course equivalencies at other Louisiana universities. (Some of you know this as the “crosswalk.”) You’ll want to refer to this articulation matrix if you are looking for, say, the HIST 1011 equivalent at McNeese State. (When printing, use “landscape-legal”.)

http://www.laregentsarchive.com/pdfs/Academic/Articulation%202010-2011/Master_Matrix_2010.pdf

-To determine equivalencies for courses (within and outside of Louisiana) that don’t appear in the articulation matrix, please go to <http://www.collegesource.org/>

4) Scholarship Info

TOPS

Students must earn a total of 24 hours during Fall and Spring (Wintersession and Maymester are also included, as long as the courses are taken at ULM). This means that if a student only earns 10 hours in the Fall, they need to earn 14 hours in the Spring. It is NOT required that students earn 12 hours both semesters. However, a student does need to be enrolled full time at the beginning of the semester for TOPS. Students who drop before the 15th class day will not be considered enrolled as full time for scholarship purposes. If a student needs to be considered enrolled as full time, they should wait to drop.

ULM Academic Scholarships

Students must earn 12 hours each semester (Fall and Spring). This means that a student who only earns 11 hours in the Fall would lose their ULM scholarship.

5) Previous ULM Math Credit

Per the Board of Regents guidelines for core math, the following applies to previous ULM credit.

- The following courses DO NOT meet the minimum BOR requirements for college algebra. However, students who have successfully completed any of these classes with a “C” or better have satisfied the developmental mathematics requirement. MATH 100; 101; 102; 103; 105; 107
- The following courses DO meet the minimum BOR requirements for college algebra. Therefore, they should be considered a substitute for MATH 1011 and serve as prerequisites for mathematics courses for which MATH 1011 is a prerequisite. MATH 104; 108; 110; 110H
- Students who have successfully completed (with a grade of “C” or higher) either MATH 103, or 107 may take a placement test for MATH 1011.

The following two exceptions should be made. The university should accept credit already granted for previous mathematics courses that were: 1) on a degree sheet prior to the implementation of this new policy, or 2) used to satisfy an awarded associate’s or bachelor’s degree.

6) Other Important Information

-Students must enroll in (and successfully complete) 12 credits of course work in the fall/ spring to be considered "full-time." The maximum course load is 18 hrs./ semester. (Freshmen should take no more than 16 hours.)

-Students should not be advised into 3000/4000-level classes until developmentals are completed.

-Use FlightPath for advising and making comments. Choose term before advising.

-Check Banner self-service (View Holds) for holds and inform student.

-Some online classes are reserved for GOLD students.

- Test Outs - Students may NOT test out of classes during the semester in which they intend to graduate. See Testing Center website for details on all types of tests and eligibility. <http://www.ulm.edu/testingcenter/>

7) Entry-level Math and English Course Eligibility Information

-Eligibility for registration in entry-level Math and English courses is determined by using the information below:

Math

English

ACT Math Score 30 or higher = Math 1031

ACT English Score 18 or higher = English 1001

ACT Math Score 23 or higher = eligible for Math 1013

ACT English Score 17 or lower = English 0090

ACT Math Score 19 or higher = eligible for Math 1011 / 1009

ACT Math Score 18 or lower = Math 0093 required

8) Math and English Credit based on ACT/ SAT Scores

-Students who earn outstanding scores on the ACT/SAT may qualify for credit in freshman-level English and/or math.

Credit for Math 1011 / 1009 = ACT Math Score of 28 or higher

Credit for Math 1013 = ACT Math Score of 30 or higher

Credit for English 1001 – ACT English Score of 28 or higher + ACT Composite of 25 or higher

Credit for English 1001 & 1002 – Total of 65 for combined ACT English Score and ACT Composite Score

9) Placement Tests for Online Students

If an online student needs to take a placement test for Math or English, they do not have to come to ULM to do so. They can call the Testing Center at 342-5336 and schedule a remote test.

The ULM Testing Center will set up the test so that the student will be taking the exact same test that they would take if they were here on campus. The student will receive an email with confirmation information and will then be responsible for calling the remote testing center (probably at another college or university) to make an appointment to take the test and to pay any fees that the other institution charges for proctoring the test.

10) Online Attendance Policy (ULM 2010-2011 Undergraduate Catalog, pp 63-64)

1. Students are required to log in to each online course by the second day during the week in which the course officially begins, or the day of enrollment during late registration to complete the initial introductory postings required in the course.

2. Logging in to an online course constitutes a start and assumes the intention to complete the

course.

3. Students must log in at least one additional day during the first week of the course. Students must log in on two separate days each subsequent week of the course to meet attendance requirements or as specified in the syllabus. Nonattendance may affect financial aid.

4. Students withdrawn due to nonattendance will be permitted to return no sooner than the beginning of the next semester.

5. Students may appeal if they feel an error has been made in their attendance calculation as outlined in the University Regulations Procedure for Appealing a Grade.

6. Students are strongly advised to check e-mail daily, excluding weekends, for full term fall and spring courses.

LOUISIANA'S TAYLOR OPPORTUNITY PROGRAM FOR STUDENTS, "TOPS"

September 2011

For more information, call the Louisiana Office of Student Financial Assistance (LOSFA) at (800) 259-5626, Ext. 1012 or visit our Web site at www.osfa.la.gov.

STANDARD ELIGIBILITY REQUIREMENTS ¹	AWARD COMPONENTS OF TOPS (EXCEPT TECH AWARD)		
	OPPORTUNITY AWARD	PERFORMANCE AWARD	HONORS AWARD
High School Grade Point Average (GPA)	2.50 (GPA computed on core courses only)	3.00 (GPA computed on core courses only)	3.00 (GPA computed on core courses only)
Core Units	17.5 ²	17.5 ²	17.5 ²
ACT Composite Score (or SAT Equivalent)	Prior year state average, Currently 20 ³	23 ³	27 ³
Must Enroll Full Time	As a first-time freshman, by the first semester following the first anniversary of high school graduation ^{4, 5, 6, 7, 8}	As a first-time freshman, by the first semester following the first anniversary of high school graduation ^{4, 5, 6, 7, 8}	As a first-time freshman, by the first semester following the first anniversary of high school graduation ^{4, 5, 6, 7, 8}
Eligible Institutions	Louisiana public & LAICU postsecondary institutions and certain cosmetology and proprietary schools ⁹	Louisiana public & LAICU postsecondary institutions and certain cosmetology and proprietary schools ⁹	Louisiana public & LAICU postsecondary institutions and certain cosmetology and proprietary schools ⁹
Maximum Award at Public Schools	Equal to tuition & certain fees ¹⁰	Equal to tuition & certain fees, plus \$400 per year ¹⁰	Equal to tuition & certain fees, plus \$800 per year ¹⁰
Maximum Award at LAICU ⁹ Institutions	Weighted average of TOPS payments to students at public-degree granting schools ¹⁰	Weighted average of TOPS payments to students at public-degree granting schools, plus \$400 per year ¹⁰	Weighted average of TOPS payments to students at public-degree granting schools, plus \$800 per year ¹⁰
BESE-APPROVED HOME-STUDY STUDENT ELIGIBILITY ¹¹	Currently an ACT of 22 (2 points above standard, in lieu of core units and GPA) ¹¹	Currently an ACT of 24 (1 point above standard, in lieu of core units and GPA) ¹¹	Currently an ACT of 28 (1 point above standard, in lieu of core units and GPA) ¹¹
OUT-OF-STATE STUDENT ELIGIBILITY ¹²	Currently an ACT of 23 (3 points above standard, in lieu of core units and GPA) ¹²	Currently an ACT of 26 (3 points above standard, in lieu of core units and GPA) ¹²	Currently an ACT of 30 (3 points above standard, in lieu of core units and GPA) ¹²
RENEWAL REQUIREMENTS ¹³	OPPORTUNITY AWARD ¹³	PERFORMANCE AWARD ¹³	HONORS AWARD ¹³
Maintain Steady Academic Progress (Based on TOPS cumulative GPA which is calculated on all course work attempted and may not be the same as that calculated by the school.)	2.30 end of first spring semester, quarter or term 2.50 end of all other spring semesters, quarters or terms Maintain steady academic progress at the end of all other terms (2.00 TOPS cumulative GPA)	3.00 end of each spring semester, quarter or term ¹⁴ Maintain steady academic progress at the end of all other terms (2.00 TOPS cumulative GPA)	3.00 end of each spring semester, quarter or term ¹⁴ Maintain steady academic progress at the end of all other terms (2.00 TOPS Cumulative GPA)
Hours Earned Per Academic Year ^{6, 7, 8}	Enroll full time and maintain continuous enrollment each semester, earn 24 hours or more each academic year ^{6, 7, 8}	Enroll full time and maintain continuous enrollment each semester, earn 24 hours or more each academic year ^{6, 7, 8}	Enroll full time and maintain continuous enrollment each semester, earn 24 hours or more each academic year ^{6, 7, 8}
Award Reinstated Upon Recovery of Required GPA	Yes ^{13, 15}	Yes, but reinstated as an Opportunity Award ^{13, 14, 15}	Yes, but reinstated as an Opportunity Award ^{13, 14, 15}
Award Limits	4 years or 8 semesters ^{16, 17}	4 years or 8 semesters ^{16, 17}	4 years or 8 semesters ^{16, 17}

¹ - Applicable to students who are U.S. citizens or permanent residents who are eligible to apply for U.S. citizenship and who graduate from Louisiana public or approved non-public high schools, and who are the dependent of a parent(s) or a court ordered custodian who is a resident of Louisiana for at least two years prior to the month of the dependent's high school graduation; or a dependent of a member of the Armed Forces who claims Louisiana as his legal residence and has filed Louisiana tax returns or who is stationed in Louisiana and completes a DD Form 2058 to become a legal resident within 180 days of reporting to Louisiana; or is an independent student who has been a resident for at least two years prior to the month of his or her high school graduation; or is a dependent or independent student who actually resides in Louisiana while attending a Louisiana public or approved non-public high school for the period of his or her last two full years of high school culminating in graduation as certified by the high school.

² - Core units may NOT be waived if not offered at the high school attended. It is the student's responsibility to acquire any such course(s) through approved correspondence or distance learning venues. Individual courses may be waived for students with exceptionalities or disabilities that prevent enrollment or successful completion. See reverse side for TOPS Core Curriculum. Beginning with graduates of the 2013-2014 Academic Year, the TOPS Core Curriculum will increase to 19 units. Go to <http://www.osfa.la.gov/topsCore4> for details.

³ - A qualifying score must be achieved on a National, International, Military or Special ACT or equivalent Scholastic Aptitude Test (SAT) no later than April 30 in the year of high school graduation. Awards will be reduced if tested after this date. Scores acquired on tests taken after June of the graduating year will not be considered. For an ACT or SAT score to be considered, the student must enter code 1595 on the ACT registration form or code 9019 on the SAT registration form. The score for the writing section is NOT included. Also be sure to enter your social security number on your ACT.

⁴ - A qualified student who enlists and enters on active duty in the Armed Forces within one year of graduation from high school must enroll in an eligible college within five years of the date of graduation or within one year of separation from active duty, whichever is earlier. The veteran must not have been discharged with an undesirable, bad conduct or dishonorable discharge. A student who meets these requirements and did not previously apply, must file a FAFSA within one year of separation from active duty.

⁵ - Students qualifying for more than one award shall receive the highest award.

⁶ - The academic year begins with the fall semester or term and ends at the end of the spring intersession. All interim terms and intersessions within this time frame are included. A "spring intersession" is an academic term that provides credit courses to students in an intensive, condensed format that is no longer than 15 class days and ends no later than June 15.

⁷ - Exceptions for "first-time freshman", "full-time and continuous enrollment and/or 24 hour" requirements may be granted for demonstrated cause. Contact LOSFA or go to www.osfa.la.gov/exceptionform for an application.

⁸ - Students who met the academic requirements for a TOPS award and enrolled as a first-time freshman at an out-of-state college or at an eligible

in-state college but subsequently enrolled at an eligible out-of-state college may apply for TOPS by submitting the Application to Return from an Out-of-State College no later than July 1st immediately following the academic year during which the student returns and enrolls as a full-time student in an eligible Louisiana college. All supporting documents must be received no later than January 15th following the deadline. The student must have met the renewal requirements for TOPS while enrolled out-of-state and must submit a FAFSA or TOPS On-line Application by the applicable deadline. Students who first enrolled full-time in a Louisiana college and remain in Louisiana through at least the fall semester following the one year anniversary of high school graduation must meet the deadline listed on the reverse side of this brochure. For all other students, the deadline is July 1 following the first semester of enrollment or re-enrollment at an eligible Louisiana college.

⁹ - LAICU schools are those institutions that are members of the Louisiana Association of Independent Colleges and Universities. "Certain cosmetology and proprietary schools" include any school with a valid and current certificate of registration issued by the Louisiana State Board of Cosmetology that is accredited by an accrediting organization recognized by the U.S. Department of Education, and any proprietary school with a valid and current license issued by the Board of Regents that is accredited by an accrediting organization recognized by the U.S. Department of Education.

¹⁰ - Tuition varies from institution to institution. Your institution may include fees in your tuition that are not covered by TOPS.

¹¹ - Applicable to students who complete a La. Board of Elementary and Secondary Education (BESE) approved home-study program at the twelfth grade level and who meet the residency requirements (See Note 1).

¹² - Applicable to students who graduate from an approved out-of-state high school and who meet the residency requirements (See Note 1). Students who graduate from an approved high school located outside of the U.S. may also qualify for a TOPS Opportunity Award with an ACT score of 23 or higher, provided a parent(s) of the dependent student was actively engaged in work or other activity on behalf of a Louisiana employer or sponsor and actually lived in Louisiana for at least the 24-months preceding the date the work or activity outside the U.S. began, and must have remained a Louisiana resident through the date of the student's graduation from high school.

¹³ - Unless the recipient of an award is ineligible for federal grant aid, a FAFSA must be filed annually to be received by the state deadline of July 1.

¹⁴ - Students who fail to maintain a 3.00 GPA revert to the Opportunity Award, provided the minimum GPA for that award has been maintained.

¹⁵ - Provided that the period of ineligibility did not extend for more than two years.

¹⁶ - Recipients may pursue an academic degree or technical diplomas or both, but may not exceed the award limit.

¹⁷ - Any student who successfully completes an academic undergraduate degree in less than the eight semesters of eligibility may receive any remaining award benefits if the student enrolls in a postgraduate academic program at an eligible institution and continues to meet all academic and other requirements for continuation of the award.

TIPS FOR LOOKING UP & REGISTERING FOR COURSES IN BANNER & OTHER USEFUL INFORMATION

***To look up courses in a searchable listing on BANNER:**

- **At Main Menu, Click Student**
- **Click Registration**
- **Click Look up classes**
- **Click the Term drop down box & THE TERM IN WHICH YOU WISH TO SEARCH** then submit
You can then choose the subject, term, etc. for which you wish to search
Click **ADVANCED SEARCH** if you want to be able to narrow fields in which you search (ex: Method of Instruction)
You will want to be sure to note the 5-digit CRN number for the classes in which you choose to register

• To Register for classes

- With your campus ID and PIN, **Log** onto BANNER, either via MyULM or at www.banner.ulm.edu
- **Click** on the "Student Tab"
- **Click** on "Registration"
- **Click** on "Add or Drop classes" (Under Registration)
- **Select** the term in which you want to register
May Intersession, Summer I and Summer II are all terms within SUMMER
Wintersession is a term within Spring
- **Enter** the 5-digit CRNs for your classes into the boxes provided
- **Click** submit
- **Review your schedule - click "Concise Student Schedule"** (under Registration)
It is vital that you check your schedule to ensure that you have registered for classes in the specific term(s) for which you intend to take them. Pay attention to the COURSE DATES.

Use the following link to access the ULM "How To" videos (includes instructional videos on how to access MyULM, Search and Register for Classes, Pay Bill, etc):
<http://www.ulm.edu/howto/>

List of codes needed to log into the ULM systems above:

- **CWID** – 8-digit campus wide ID number
If you do not know your CWID, you can login to BANNER with your Social Security number & PIN, then **Click** the "Student" tab; **Click** 'Student Records'; **Click** 'View Holds'
Your CWID is the 8-digit number next to your name in the top, right-hand corner
- **PIN** – Initial PIN is set as your 6-digit date of birth (month, day, & year).
Ex: If you were born April 1, 1974, you would enter 040174. If the initial combination does not work, try other combinations of your birthdate [ex: 041974 or 0474].

If you need to have your PIN reset in BANNER, have difficulties getting into or registering in BANNER, contact the Registrar's Office at (318) 342-5262.

ULM offices are open 7:30 am - 5:00 pm **Monday - Thursday** & 7:30 am - 11:30 am **Friday**.

- **USERNAME** - first part of Warhawk email account
- **PASSWORD** - your PIN as described above

For technical assistance, contact the help desk at 318-342-3333 during working hours, 318-342-5047 after hours or email helpdesk@ulm.edu.

OTHER USEFUL INFORMATION:

Immunization Holds

If you have an Immunization hold, contact Lola Templeton, RN, at Student Health Services Immunization Program. Phone (318) 342-5238; Fax (318) 5239; email: templeton@ulm.edu

The Immunization Waiver form can be accessed at <http://www.ulm.edu/enroll/IForm.pdf>

Paying Your Bill

Bills are available online via the BANNER system.

Go to Student Records, and select Account Summary. Select the term for which you are enrolled to check the balance on your account. For assistance, call Student Account Services at 318-342-5116

You will not receive a bill in the mail from ULM.

You *MUST CHECK BANNER* for payment information.

Financial Aid

If you have applied for and/or have questions about Financial Aid, you will need to contact the Financial Aid office about your FAFSA/Financial Aid. You can call them at (318) 342-5320, go by the office in ADMN 1--123 (if you're local), or contact them by email at finaid@ulm.edu. **Counselors Available:** Mon-Thurs 7:30 am - 5 pm & Fridays 7:30 am-11:30 am

Ordering Your Textbooks

Students can order textbooks online from the ULM Bookstore at <http://www.ulmbookstore.com/home.aspx> or call 318-342-1982 for assistance.

[A list of needed textbooks and ISBN numbers for each class can be found on http://www.ulm.edu/ulmstudents/textbooks.html.](http://www.ulm.edu/ulmstudents/textbooks.html)

Testing

If you are interested in CLEP/DSST exams or need placement test information for developmental courses contact the Testing Center: General Information 318-342-5336; Computer-Based Testing 318-342 5349; FAX 318-342-3553.

Please review the website to see a complete list of options and rules/regulations:

<http://www.ulm.edu/testingcenter/>

Counseling Center

For students with special needs (learning disabilities or challenges) call 318-342-5220 for assistance or email boyett@ulm.edu.