



# HOW TO CREATE A ULM ADMISSIONS ACCOUNT AND SUBMIT AN ADMISSIONS APPLICATION FOR PTPP PROGRAMS

To apply for the ULM Practitioner Teacher Preparation Program (PTPP) academic program, you must have a ULM Admissions Account. From this account, you can apply to ULM's PTPP program, check your application status, or review a list of required admission documents (known as "Supplemental Items.")

If you do not already have a ULM Admissions Account, creating one takes just a few minutes. The information required includes providing your name and contact info, prior college(s) attended, and which Post-Baccalaureate program you want (Elementary or Secondary Education). You will also need to provide your Social Security Number, a valid email address, and create a password. There is a \$20 application fee payable by credit/debit card prior to submission to ULM.

Before you create your ULM Admissions Account or apply to the PTPP programs, be aware of the following:

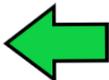
- a. The PTPP/Post-Baccalaureate program is considered an ***undergraduate*** program.
- b. While PTPP classes may be taken online, ***it is considered an on-campus program.***
- c. Make sure to select the **On-Campus Undergraduate application**, as the PTPP programs are not available on other ULM applications.

## CREATE YOUR ADMISSIONS ACCOUNT OR LOGIN TO YOUR ACCOUNT

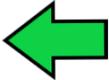
1. To create your account, visit [ulm.edu/apply](http://ulm.edu/apply), scroll down the page, and click the "Apply Now" button. If you already have a ULM Admissions Account, go to Step #5.
2. Enter the information requested. Most fields require an answer.
3. Enter the following in the "What Are Your Academic Plans?" section of the Create Account form (see screenshot):
  - Select "Undergraduate" as your **Academic Level**

- Select either the Post-Baccalaureate Certificate: Elementary Education or Post-Baccalaureate Certificate: Secondary Education as your **Academic Program**
- Select “I am currently NOT applying for ULM’s Collegiate or Dual Enrollment Program” option
- Select “ULM Campus” for **Campus Location**
- Select an **Entry Term**
- Select the option that **best describes you as an undergraduate student**: Transfer; Readmit; Transfer Readmit. **DO NOT SELECT FIRST-TIME FRESHMAN, VISITING, OR SNAP.**

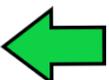
The Graduate Level option requires that you have earned at least a 4-year Bachelor's degree

Undergraduate  

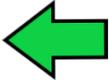
Please select an Academic Program \*

Post-Baccalaureate Certificate: Elementary Educat  

Please select a Campus Location \*

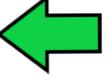
ULM Campus  

Are you applying for ULM's Collegiate or Dual Enrolled High School program? \*

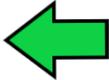
I am currently NOT applying for ULM's Collegiate c  

Please select an Entry Term \*

Select an Entry Term from the dropdown box. Some terms are not available for certain programs

Fall 2021  

Which best describes you as an Undergraduate student? \*

Re-Admit: The last university I attended was ULM/  

4. Upon successful account creation, a “My Account” screen will load. Your account page allows you to manage all aspects of your ULM admissions process. You can apply for admission, update an unsubmitted application or profile, or change your account password.
5. If you already have a ULM Admissions Account, visit [ulm.edu/apply](http://ulm.edu/apply), scroll down the page, and click the “Log In” button.

## SELECT THE ULM ON-CAMPUS UNDERGRADUATE APPLICATION

1. **Select your application.** Once you have created your ULM Admissions Account or have logged into your account, select “Apply Now!” at the top of “My Account” page.

MY ACCOUNT APPLICATION DEADLINES **APPLY NOW!** EVENTS

# My Account

Hello Lindsey!

Your account page allows you to manage all aspects of your ULM admissions process. You can apply for admission, update an unsubmitted application, register for recruiting and admissions events, update your profile, or change your account password.

Have questions or need more information? Contact us at [askace@ulm.edu](mailto:askace@ulm.edu) or [318.342.7777](tel:318.342.7777)

### My Applications

Create a New Application

APPLICATION	STATUS	ACTION
> Spring 2020 - Curriculum	Action Required	View

### Need help or have questions?

Admission Contacts

Undergraduate On-Campus - [318.342.5430](tel:318.342.5430)  
International Undergraduate Admissions - [318.342.5325](tel:318.342.5325)

- On the next screen, select the ***Undergraduate On-Campus Application***. The application should take less than 10 minutes to complete and submit.

You will need to pay an \$20 application fee using a debit/credit card upon application submission. ULM accepts VISA, MasterCard, Discover, or American Express. If you have a Fee Waiver in the form of a Promo Code provided by ULM, you will enter the Promo Code on the payment screen (promo codes are covered further in this tutorial.)

DEADLINES
APPLY NOW!
EVENTS

## Apply for Admission

### CHOOSE YOUR APPLICATION

To help ensure your application and admissions process goes smoothly, please review the descriptions below so you can select the correct application.

**NOTE:** the Graduate Application is restricted to those applicants who have earned at least a Bachelor's degree from an accredited university or college.

If you are not sure which application you need, please contact us at [askace@ulm.edu](mailto:askace@ulm.edu) or 318-342-7777 and we'll be happy to help you!

UNDERGRADUATE	Select one of these applications...	Click to Apply
On-Campus	...if you are a U.S. Citizen or Permanent Resident and want to earn your UNDERGRADUATE degree on-campus	<div style="background-color: #800000; color: white; border-radius: 15px; padding: 5px 20px; display: inline-block;">On-Campus</div>
International On-Campus	...if you are a non-citizen International student and want to earn your UNDERGRADUATE degree on-campus	<div style="background-color: #800000; color: white; border-radius: 15px; padding: 5px 20px; display: inline-block;">Int'l On-Campus</div>
Online	...if you want to earn your UNDERGRADUATE degree 100% online	<div style="background-color: #800000; color: white; border-radius: 15px; padding: 5px 20px; display: inline-block;">ULM Online</div>

---

GRADUATE	Select one of these applications...	Click to Apply
On-Campus Graduate	...if you want to earn your GRADUATE degree on-campus	<div style="background-color: #800000; color: white; border-radius: 15px; padding: 5px 20px; display: inline-block;">On-Campus Graduate</div>

3. **Edit/Verify/Add info into the application.** To save time and to make the application process as easy as possible, most of the information you provided when you created your account auto-populates into the application. You can edit any of this information within the application.

Any fields in the application that are in **bold and with a red asterisk (\*)** are required and must be answered before you can submit this form. Additional questions may become required based on your answers to a previous question.

All applications have five (5) sections or pages:

1. Personal Info
2. Demographic Info
3. Academic Plans
4. Academic History
5. Submit Application

At the bottom of each page you can “Save Application” or “Save and Continue”

4. **Verify or change** your Entry Term, Campus Location, Academic Program, and answer the Student Description question.
5. **Search for your High School.** Please enter the High School you graduated from. In the Search Boxes, enter your High School, Country, and State. Potential matches are shown. Once you locate your High School, make sure you click your High School’s name to lock-in your selection.
6. **Search for your College.** Enter any colleges or universities you attended, up to the last three (3). In the Search Boxes, enter the Institution’s Name, Country, and State. Potential matches are shown. Once you locate your Institution, make sure you click its name to lock-in your selection.
7. If you cannot locate your school, click the “School Not Found” button to manually enter the information.

***TIP!*** The High School/College Search tool can be finicky. Try entering the **first name or Acronym** of your High School/College first, then enter Country/State to get better search results. See the screenshot below to see how the High School/College Search works. Both the High School/College Search tool work the same way.

## Enter your High School

### Current High School 1

SEARCH FOR YOUR CURRENT HIGH SCHOOL

*STEP #1: Enter your current High School name (full or partial), then select the Country and State.*

*STEP #2: Once you have located your High School, click on its name.*

If your High School is not found, click the "School Not Found" button.

School Name or City (full or partial)

Country

State/Province

CARROLL HIGH SCHOOL - 191815  
(Monroe, Louisiana, United States)

CARROLLTON PRESBYTERIAN SCHOOL - 192017  
(New Orleans, Louisiana, United States)

School Not Found

8. **Submit your application.** Verify the “Certify” buttons are set to “Yes,” then enter your full legal name in the “Electronic Signature” box and then click “Submit Application.” You have the option to preview and print the application prior to submission. **Once you submit the application, it cannot be modified.**

Undergraduate Application (On-Campus) - Page 5

Please enter your information in each of the following sections. Fields that are in bold and with a red asterisk (\*) are required and must be answered before you can submit this form. Additional questions may become required based on your answers to a previous question.

### Title IX Policy Statement

ULM does not discriminate, or tolerate discrimination, against any member of its community on the basis of sex (including pregnancy, sexual orientation, or gender identity) in matters of admissions, employment, or in any aspect of the educational programs or activities it offers. As a recipient of federal financial assistance for education activities, ULM is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex.

Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by ULM's [Sexual Misconduct Policy](#). ULM also prohibits retaliation against any person opposing sex discrimination or participating in any sex discrimination investigation or complaint process internally or externally.

Reports of sex discrimination, sexual misconduct, questions regarding Title IX and concerns about non-compliance should be directed to the Title IX Coordinator. Reports may be submitted in person, by phone, in writing, electronically, or anonymously and may be submitted by complainants, third parties or bystanders to the Title IX Coordinator.

Treina Kimble - Special Projects Officer and Title IX Coordinator  
University Library Suite 612  
318-342-1004  
[kimble@ulm.edu](mailto:kimble@ulm.edu)

See ULM's [Title IX – Sexual Misconduct website](#) for additional information.

### Certification and Signature

Upon submission of this application, you acknowledge and agree to the certification statements below:

Do you certify the following? \*

I understand that once my application has been submitted it may NOT be altered in any way.

Yes  No

Do you certify the following? \*

I certify that all information given within this application is accurate and complete. I authorize the University of Louisiana Monroe (ULM) to verify any information I have provided. I certify any falsification or intentional omission of any information on this application may result in the rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment, or appropriate disciplinary action.

I understand that if I fail to inform ULM of ineligibility and attend ULM while under suspension from another institution, credits earned will be voided.

Admission to ULM does not constitute admission to a degree program. I authorize Louisiana public post-secondary education access to my academic records. I agree to allow ULM to share my academic records with other academic institutions for purposes of cross-enrollment and referral, and to allow my photograph to be used in any university publications.

Yes  No

Do you certify the following? \*

I understand that an offer of admission is conditional, pending receipt of final transcripts showing work comparable in quality to that upon which the offer was based.

Yes  No

Type your full legal name in the "Electronic Signature" box to confirm that the application you have filled out is your own work and the information is factually true. Once you type in your full legal name, this will count as your electronic signature.

**Electronic Signature \*** **Signature Date \***

Ace the Warhawk | 11/16/2020

9. Review the Payment Summary screen and click the “Make Online Payment” button.

MY ACCOUNT APPLICATION DEADLINES APPLY NOW! EVENTS

## Payment Summary

DESCRIPTION	TOTAL
Undergraduate Application Fee	\$20.00
<hr/>	
	Subtotal: \$20.00
	Discount: \$0.00
	Total: \$20.00

Enter a promo code:

[Privacy Policy](#)

10. **Pay the application fee.** ULM accepts VISA, MasterCard, Discover and American Express.

**NOTE:** The applicant's information is populated from the application to this payment screen. **Make sure the information on this screen matches the information related to the cardholder, otherwise the transaction may fail.**

Student Account Services | Ask for Help

# The University of Louisiana at Monroe

Session Timeout

**Payment amount:** \$20.00

**Payment method:** Credit or Debit Card

**Credit or Debit Card** - We accept the following credit and debit cards.



### Account Information

**\*Indicates required fields**

\*Card account number: xxxxxxxxxxxx

\*Name on card:

\*Card expiration date:  
07 ▾ 2019 ▾

\*Security code: (What is this?)

---

### Cardholder Billing information

My billing address is international

\*Billing address:

Billing address line two:

\*City:  
Monroe

\*State/Province:  
Louisiana (LA) ▾

\*Postal code:  
71201

\*Country:  
UNITED STATES ▾

Email: (Receipt will be sent to this address)

©2018 TouchNet® A Global Payments Company | All rights reserved. | Privacy Statement

Secured by  
**touchnet**

Once you have successfully paid your application fee, you will receive an email acknowledgment from ULM on your successful application submission to ULM! **Be sure to set your email Spam Filter to allow emails from @ulm.edu!**

11. **Have a Promo Code?** If you received a Promo Code from ULM, enter the case-sensitive Promo Code in the Promo Code box on the Payment Summary screen. Click the “Apply” button to apply the Promo Code, which sets the application fee to \$0.00.

MY ACCOUNT APPLICATION DEADLINES APPLY NOW! EVENTS

## Payment Summary

DESCRIPTION	TOTAL
Undergraduate Application Fee	\$20.00
Subtotal: \$20.00	
Discount: \$0.00	
Total: \$20.00	

Enter a promo code:




[Privacy Policy](#)

MY ACCOUNT APPLICATION DEADLINES APPLY NOW! EVENTS

## Payment Summary

DESCRIPTION	TOTAL
Undergraduate Application Fee	\$20.00
Subtotal: \$20.00	
Discount: \$20.00	
Total: \$0.00	

Enter a promo code:




[Privacy Policy](#)

12. **Submit the Application.** Click the “Submit” button. Your application will be submitted to ULM, and in a few minutes, you will receive an email acknowledgment from ULM on your successful application submission to ULM! **Be sure to set your email Spam Filter to allow emails from @ulm.edu!**