Advising Checklist for Summer/Fall 2015

Before Advising Appointment:

☐ Review degree checksheet
☐ Review transcript
☐ Review courses taken/not taken; review midterm 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
## Important Dates
### Summer and Fall 2015

<table>
<thead>
<tr>
<th>Session</th>
<th>Regular Registration Opens for All Students</th>
<th>Regular Registration Closes</th>
<th>Regular Registration - Fee Payment Deadline</th>
<th>Late Registration Opens</th>
<th>Late Registration/Schedule Changes Closes</th>
<th>Final Fee Payment Deadline</th>
<th>Waitlist Purge Date</th>
<th>Classes Begin</th>
<th>W Date</th>
<th>Classes End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2 2015</td>
<td>4/1/2015</td>
<td>6/29/15 3:30p.m.</td>
<td>6/29/15 3:30 p.m.</td>
<td>6/30/15 7/7/15 3:30 p.m.</td>
<td>7/7/15 3:30 p.m.</td>
<td>6/29/15</td>
<td>7/6/15</td>
<td>7/21/15</td>
<td>7/30/15</td>
<td></td>
</tr>
<tr>
<td>Fall 2015 - Full Term</td>
<td>04/23/15</td>
<td>8/13/15 3:30 p.m.</td>
<td>8/13/15 3:30 p.m.</td>
<td>08/14/15 8/28/15 11:30 a.m.</td>
<td>8/28/15 3:30 p.m.</td>
<td>08/17/15</td>
<td>08/24/15</td>
<td>10/30/15</td>
<td>12/11/15</td>
<td></td>
</tr>
<tr>
<td>Fall 2015 - 1st 8 Weeks</td>
<td>04/23/15</td>
<td>8/13/15 3:30 p.m.</td>
<td>8/13/15 3:30 p.m.</td>
<td>08/14/15 8/25/15 3:30 p.m.</td>
<td>8/28/15 3:30 p.m.</td>
<td>08/17/15</td>
<td>08/24/15</td>
<td>09/25/15</td>
<td>10/14/15</td>
<td></td>
</tr>
<tr>
<td>Fall 2015 - 2nd 8 Weeks</td>
<td>04/23/15</td>
<td>8/13/15 3:30 p.m.</td>
<td>8/13/15 3:30 p.m.</td>
<td>08/14/15 8/28/15 11:30 a.m.</td>
<td>8/28/15 3:30 p.m.</td>
<td>10/12/15</td>
<td>10/19/15</td>
<td>11/20/15</td>
<td>12/11/15</td>
<td></td>
</tr>
</tbody>
</table>

### Summer/Fall 2015 Registration Schedule

- **4/15/15-4/16/15** - Special Groups
- **4/20/15** - Graduates/Seniors
- **4/21/15** - Freshmen
- **4/22/15** - Sophomores and Juniors
- **4/23/15** - Open to All Eligible Students

### Special Registration/Payment Notes for Maymester:

Students who pay tuition and fees on or before the May 12 deadline at 3:30 p.m. will avoid their classes being dropped for non-payment.

### Special Registration/Payment Notes for Fall 2nd 8 Weeks:

For all registrations that have occurred prior to 11:30 a.m. on 8/25/15, payment is due by 3:30 p.m. on 8/28/15. Late registration will resume on 8/29/15 with final fee payment due by 3:30 p.m. on 10/20/15. Failure to pay account balances by this date will result in the cancellation of 2nd 8 week classes.
1) Advising and Registration Dates for Summer & Fall 2015

<table>
<thead>
<tr>
<th>2015 SUMMER TERM REGISTRATION DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maymester</td>
</tr>
<tr>
<td>Summer I</td>
</tr>
<tr>
<td>Summer II</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2015 FALL REGISTRATION SEQUENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Groups</td>
</tr>
<tr>
<td>Graduates, Seniors and Professional Pharmacy</td>
</tr>
<tr>
<td>Freshmen</td>
</tr>
<tr>
<td>Sophomores and Juniors</td>
</tr>
<tr>
<td>All eligible students</td>
</tr>
</tbody>
</table>

2) Part-of-term Dates

<table>
<thead>
<tr>
<th>SUMMER PARTS-OF-TERM DATES DEFINED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
</tr>
<tr>
<td>ES</td>
</tr>
<tr>
<td>S1</td>
</tr>
<tr>
<td>S2</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FALL PART-OF-TERMS DATES DEFINED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>DS</td>
</tr>
<tr>
<td>DY</td>
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<tr>
<td>E</td>
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<tr>
<td>F</td>
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<tr>
<td>P</td>
</tr>
<tr>
<td>S</td>
</tr>
</tbody>
</table>

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.

-To review course descriptions for courses that do not have direct equivalencies defined in the Transfer Credit Equivalency Search in FlightPath, please go to [http://www.collegesource.org/](http://www.collegesource.org/)
4) Scholarship Info

TOPS
Students receiving TOPS must earn 24 hours per academic year, which includes the Fall, Wintersession, Spring, Maymester and Summer semesters. Students MUST be registered as full-time students (12 or more academic credit hours) through the 15th day of the Fall and Spring semesters, regardless of the number of credit hours they have earned during other terms.

5) 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 eULM 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/](http://www.ulm.edu/testingcenter/)

6) Online Attendance Policy (ULM 2014-15 Undergraduate Catalog)
[http://catalog.ulm.edu/content.php?catoid=15&navoid=1925#Class_Attendance_Regulations_Excused_Absences](http://catalog.ulm.edu/content.php?catoid=15&navoid=1925#Class_Attendance_Regulations_Excused_Absences)

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.
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:

<table>
<thead>
<tr>
<th>Math</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT Math Score 30 or higher = MATH 1031</td>
<td>ACT English Score 18 or higher = ENGL 1001</td>
</tr>
<tr>
<td>ACT Math Score 23 or higher = eligible for MATH 1013</td>
<td>ACT English Score 16 or 17 = ENGL 1000 &amp; 1001 required concurrently</td>
</tr>
<tr>
<td>ACT Math Score 19 or higher = eligible for MATH 1011</td>
<td>ACT Math Score 19 or higher = eligible for MATH 1009</td>
</tr>
<tr>
<td>ACT Math Score 19 or higher = eligible for MATH 1009</td>
<td>ACT Math Score 17 or 18 = MATH 1000 and 1009 required concurrently</td>
</tr>
</tbody>
</table>

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 = ACT Math Score of 26 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

Online students needing to take a placement test for Math or English do not have to come to ULM to do so. They may contact ULM Admissions to get information about another test center. The student should contact the other test center to inquire about registration procedures, test dates and test fees. When reporting to take the test, the student should request that the test results be sent to ULM via fax (318-342-3553) or email (testing@ulm.edu).

10) Withdrawal Policy

The following is an explanation of the new withdrawal policy in effect starting with FALL 2012.

1. 5 withdrawals allowed before payment
2. After 5 withdrawals, $50 each
3. Stopouts keep counting (Clock starts fall 2012)
   Example: Student takes classes Fall 2012 and drops 1. Student does not attend in spring. Student returns in Fall 2013. Has 1 “W” of the 5 allowed before payment.
4. Resignation – W's in resignation semester do NOT count, but any W's before and after that semester do count. (Clock starts fall 2012)
5. Ticker begins Fall 2012, so any W's accrued before that do NOT count
WHAT IS TOPS?
Louisiana’s Taylor Opportunity Program for Students (TOPS) is a comprehensive program of state scholarships and one of the most innovative and progressive student assistance programs in the nation. TOPS has four award components. See the table on the reverse for eligibility and renewal requirements of each award, except the Tech Award, which is presented in a separate brochure.

TOPS CORE CURRICULUM
Students must take the courses required for TOPS within their LA Core 4 curriculum requirements. For more information on Core 4 requirements go to www.louisianabelieves.com. Beginning with graduates of the 2017-2018 academic year, there will be significant changes to both the list of approved TOPS Core Curriculum courses and the Core Curriculum grade point average (GPA) calculation. Go to http://www.osfa.la.gov/MainSitePDFs/TOPSCoreCurriculum2018.pdf.

<table>
<thead>
<tr>
<th>UNITS</th>
<th>COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>English = 4 units</td>
<td>English I, II, III and IV</td>
</tr>
<tr>
<td>Math = 4 units</td>
<td>Algebra I or Integrated Mathematics I, or Applied Algebra I or Algebra I - Parts 1 &amp; 2 (two units) or Applied Mathematics I &amp; II (two units) or Applied Algebra 1A and 1B (two units)</td>
</tr>
<tr>
<td>Science = 4 units</td>
<td>Algebra II or Integrated Mathematics II</td>
</tr>
<tr>
<td>World Language = 2 units</td>
<td>English I or II</td>
</tr>
<tr>
<td>Fine Arts = 1 unit</td>
<td>Chemistry I or II, or Chemistry Comp</td>
</tr>
<tr>
<td>English = 4 units</td>
<td>Earth Science, Physical Science, Environmental Science, Integrated Science, Biology I, Chemistry I, Physics I, Physics II, Physics for Technology I or II, or Anatomy and Physiology or both Agriculture I &amp; II (both for 1 unit)</td>
</tr>
<tr>
<td>World Language = 4 units</td>
<td>Social Studies</td>
</tr>
<tr>
<td>Science = 4 units</td>
<td>United States History</td>
</tr>
<tr>
<td>World History, World Civilization, World Geography, European History, History of Religion or AP Human Geography</td>
<td></td>
</tr>
<tr>
<td>Fine Arts = 2 units</td>
<td>Civics (1 year), or ½ Unit Civics and ½ Unit Free Enterprise, or AP Government and Politics: United States</td>
</tr>
<tr>
<td>Fine Arts = 2 units</td>
<td>World History, Western Civilization, World Geography, European History, History of Religion or AP Human Geography</td>
</tr>
<tr>
<td>Fine Arts = 2 units</td>
<td>Foreign Language</td>
</tr>
<tr>
<td>Fine Arts = 2 units</td>
<td>World Language</td>
</tr>
</tbody>
</table>

TOTAL = 19 UNITS

Graduates of 2015 - The TOPS application deadline is July 1 following the one year anniversary of high school graduation. You MUST file your FAFSA or TOPS On-line Application so that it is received by the federal processor by July 1, 2016 to receive full TOPS funding. However, to ensure timely processing and award notification, students are strongly encouraged to file at least six weeks prior to entry into college. Be sure to PRINT and RETAIN your dated FAFSA or TOPS On-line Application confirmation page that includes the confirmation number in case verification of timely filing is required. No payment of a TOPS award will be made until the initial FAFSA or on-line application has been received and you have been determined eligible for a TOPS award.

HOW AND WHEN TO APPLY FOR TOPS?
To apply for TOPS, the student must complete the Free Application For Federal Student Aid (FAFSA) at www.fafsa.gov or the TOPS On-line Application at https://www.osfa.la.gov/AwardSystem/. The FAFSA must be completed by students who qualify for federal grant aid, and by students who are seeking other forms of financial aid. The TOPS On-line Application may be completed by students who can certify that they do not qualify for federal grant aid. In the event of a budget shortfall, students completing the TOPS On-line Application instead of the FAFSA will be the first to lose their TOPS award.

CONTACT LOSFA:
E-mail LOSFA: custserv@la.gov
Access LOSFA on the Internet at: www.osfa.la.gov
Write LOSFA at: P.O. Box 91202, Baton Rouge, LA 70821-9202
To speak to a representative, call LOSFA at (800) 259-5626 or (225) 219-1012
http://www.facebook.com/LOSFA
http://www.twitter.com/LOSFA
http://instagram.com/LOSFA001

Disclaimer: This brochure is current as of the edition date and is provided for informational purposes only. The eligibility requirements and rules governing the TOPS program are subject to legislative and regulatory amendments subsequent to the edition date of this brochure. TOPS applicants are responsible for determining the program requirements at the time of application and should not rely on this brochure as a full disclosure of all qualifications required for a TOPS award.

NON HIGH SCHOOL GRADUATES
Students with superior intellect who enter college full-time prior to their nineteenth birthday without completing high school or an approved home study program may qualify for a TOPS award. Contact LOSFA for more information.

Contact LOSFA for more information.

Unit Free Enterprise may be substituted.
2 The unit comprised of ½ Unit Civics and ½ Unit Free Enterprise may NOT be used by students in public schools to meet high school graduation requirements if they entered the ninth grade after June 30, 2011, but can be used by students in public and non-public schools to meet the TOPS Core Curriculum requirements.

Total = 19 Units
# Louisiana's Taylor Opportunity Program for Students, “TOPS”

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

## Standard Eligibility Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Grade Point Average (GPA)</td>
<td>Core Units: 19 (^2), Prior year state average. Currently 20 (^3). Louisiana public &amp; LAICU postsecondary institutions and certain cosmology and proprietary schools. (^6)</td>
</tr>
<tr>
<td>ACT Composite Score (or SAT Equivalent)</td>
<td>Must Enroll Full Time</td>
</tr>
<tr>
<td>Eligible Institutions</td>
<td>Maximum Award at Public Schools</td>
</tr>
<tr>
<td></td>
<td>Maximum Award at LAICU Institutions</td>
</tr>
<tr>
<td></td>
<td>BESE-Approved Home Study Student Eligibility (^11)</td>
</tr>
<tr>
<td></td>
<td>Out-of-State Student Eligibility (^12)</td>
</tr>
</tbody>
</table>

## Renewal Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain Steady Academic Progress</td>
<td>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 2017-2018 Academic Year, there will be significant changes to both the list of approved TOPS Core Curriculum courses and the Core Curriculum grade point average (GPA) calculation. Go to <a href="http://www.osfa.la.gov/MainSitePDFs/TOPSCoreCurriculum2018.pdf">http://www.osfa.la.gov/MainSitePDFs/TOPSCoreCurriculum2018.pdf</a> for details.</td>
</tr>
<tr>
<td>Hours Earned Per Academic Year (^{6,7,8})</td>
<td>Award Reinstated Upon Recovery of Required GPA</td>
</tr>
</tbody>
</table>

## Award Components of TOPS (Except Tech Award)

<table>
<thead>
<tr>
<th>Award</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opportunity Award</td>
<td>2.50 (^2) (GPA computed on core courses only)</td>
</tr>
<tr>
<td>Performance Award</td>
<td>3.00 (^2) (GPA computed on core courses only)</td>
</tr>
<tr>
<td>Honors Award</td>
<td>3.00 (^2) (GPA computed on core courses only)</td>
</tr>
</tbody>
</table>

### Opportunity Award
- Prior year state average. Currently 20 \(^3\).
- As a first-time freshman, by the first semester following the first anniversary of high school graduation. \(^4, 5, 6, 7, 8\)
- Louisiana public & LAICU postsecondary institutions and certain cosmology and proprietary schools. \(^8\)
- Equal to tuition, plus $800 per year. \(^9\)
- Weighted average of TOPS payments to students at public-degree granting schools, plus $400 per year. \(^10\)
- Currently an ACT of 22 (points above standard, in lieu of core units and GPA) \(^11\)
- Currently an ACT of 26 (points above standard, in lieu of core units and GPA) \(^12\)

### Performance Award
- As a first-time freshman, by the first semester following the first anniversary of high school graduation. \(^4, 5, 6, 7, 8\)
- Louisiana public & LAICU postsecondary institutions and certain cosmology and proprietary schools. \(^8\)
- Equal to tuition, plus $800 per year. \(^9\)
- Weighted average of TOPS payments to students at public-degree granting schools, plus $400 per year. \(^10\)
- Currently an ACT of 28 (points above standard, in lieu of core units and GPA) \(^11\)
- Currently an ACT of 30 (points above standard, in lieu of core units and GPA) \(^12\)

### Honors Award
- As a first-time freshman, by the first semester following the first anniversary of high school graduation. \(^4, 5, 6, 7, 8\)
- Louisiana public & LAICU postsecondary institutions and certain cosmology and proprietary schools. \(^8\)
- Equal to tuition, plus $800 per year. \(^9\)
- Weighted average of TOPS payments to students at public-degree granting schools, plus $400 per year. \(^10\)
- Currently an ACT of 28 (points above standard, in lieu of core units and GPA) \(^11\)
- Currently an ACT of 30 (points above standard, in lieu of core units and GPA) \(^12\)

## Renewal Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain Steady Academic Progress</td>
<td>3.00 end of each spring semester, quarter or term. (^13) Maintain steady academic progress at the end of all other terms (2.00 TOPS cumulative GPA)</td>
</tr>
<tr>
<td>Hours Earned Per Academic Year (^{6,7,8})</td>
<td>Award Reinstated Upon Recovery of Required GPA</td>
</tr>
</tbody>
</table>

## Opportunity Award
- Enroll full time and maintain continuous enrollment each semester, earn 24 hours or more each academic year. \(^{6,7,8}\)
- Yes \(^{13, 15}\) end of the first spring semester, quarter or term. \(^13\) Maintain steady academic progress at the end of all other terms (2.00 TOPS cumulative GPA) |
- Yes, but reinstated as an Opportunity Award \(^{13, 14, 15}\) 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) |

## Performance Award
- Enroll full time and maintain continuous enrollment each semester, earn 24 hours or more each academic year. \(^{6,7,8}\)
- Yes, but reinstated as an Opportunity Award \(^{13, 14, 15}\) 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) |

## Honors Award
- Enroll full time and maintain continuous enrollment each semester, earn 24 hours or more each academic year. \(^{6,7,8}\)
- Yes, but reinstated as an Opportunity Award \(^{13, 14, 15}\) 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) |

---

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 2028 to become a legal resident within 180 days of reporting to Louisiana; or is a 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 2017-2018 Academic Year, there will be significant changes to both the list of approved TOPS Core Curriculum courses and the Core Curriculum grade point average (GPA) calculation. Go to [http://www.osfa.la.gov/MainSitePDFs/TOPSCoreCurriculum2018.pdf](http://www.osfa.la.gov/MainSitePDFs/TOPSCoreCurriculum2018.pdf) for details.

3. A qualifying score achieved on a National, International, Military, or Special ACT or equivalent SAT taken no later than April 30 and a first time qualifying score on a test taken after April 30 but before July 1 of the year of high school graduation will be accepted. Scores on tests taken after June of the year of high school graduation will not be accepted unless the student is granted an exception for a score earned on a test taken before September 30 of the year of high school graduation based on proof that the student was prevented from taking the test prior to July 1 due to circumstances beyond the control of the student and attributable to the administration of the test. For an ACT or SAT score to be considered, the student must enter code 1595 on the ACT registration form or code 9919 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 enters and is on active duty in the Armed Forces within one year of graduation from high school shall enroll in an eligible college no later than the semester, quarter or term following the one year anniversary of separation from active duty. 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. 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](http://www.osfa.la.gov/exceptionform) for an application.

7. Students who meet the academic requirements for a TOPS award and enrolled as a full-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 semester, quarter or term during which the student returns and enrolls as a full-time student in an eligible Louisiana college. All supporting documents must be submitted no later than January 15th following the deadline. The student must have met the renewal requirements for TOPS while enrolled out-of-state. Students who first enrolled full-time in an out-of-state college must meet the deadline listed on the reverse side of this brochure. The deadline for students who first enrolled full-time in an out-of-state college is July 1 following the first semester, quarter or term of enrollment at an eligible Louisiana college.

8. As a first-time freshman, by the first semester following the first anniversary of high school graduation. \(^4, 5, 6, 7, 8\)

9. Students who fail to maintain a 3.00 GPA revert to the Opportunity Award.

10. The academic year begins with the fall semester, quarter or term and ends at the beginning of the following fall semester, quarter or term. All summer sessions at the same grade level and who meet the residency requirements (See Note 1).

11. 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.

12. Students who successfully complete an academic undergraduate degree in less than the eight semesters of eligibility may receive any remaining award benefits if the student enroll(s) in a postgraduate academic program at an eligible institution and continues to meet all academic and other requirements for continuation of the award.

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.

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. Students who fail to maintain a 3.00 GPA revert to the Opportunity Award.
As a TOPS recipient, you must enroll as a full-time student during each semester, quarter or term during the academic year, remain continuously enrolled, and must earn 24 hours of credit during the academic year. Failure to do so will result in cancellation of your TOPS award. The Academic Year begins with the fall semester, quarter or term and continues through all semesters, quarters, terms and intersessions until the following Fall semester, quarter or term begins.

Exceptions to the requirements to enroll full-time or to remain continuously enrolled or to earn 24 hours of credit each Academic Year may be granted by the Louisiana Office of Student Financial Assistance (LOSFA) for extenuating circumstances beyond the student’s control. Students seeking an exception to these requirements must submit a request for exception form (Available from LOSFA or on our Web site at www.osfa.la.gov/exceptionform) and provide all necessary documentation. If approved and all other continuation requirements are met, the award will be reinstated. Requests for exception must be received no later than six months after the date of the notice of cancellation.

Earning 24 credit hours each Academic Year is the responsibility of the student. (Summer terms and intersessions are now part of the Academic Year and credits earned will be counted toward the Academic Year requirement of 24 credit hours). Advanced Placement credits cannot be used to meet the 24 hour requirement. Hours earned in remedial courses which are required by your school and hours earned in intersessions held between the beginning of the Fall semester and the beginning of the next fall semester (Academic Year) will count toward your 24-hour requirement. Tech Award recipients can use hours earned in summer sessions to meet their 24-hour per Academic Year requirement as well.

At the end of each spring semester, quarter or term, the following TOPS cumulative grade point average (GPA) as determined by LOSFA, must be maintained:

- **Opportunity Award:**
  - First Year: 2.30
  - All subsequent Years: 2.50

- **Performance Award:** 3.00
- **Honors Award:** 3.00
- **Tech Award:** 2.50

(The TOPS cumulative GPA is calculated on all course work attempted and may not be the same as that calculated by the school)

Performance or Honors Award recipients who fail to maintain at least a 3.00 cumulative GPA at the end of the spring semester, quarter or term will revert to the Opportunity Award, provided they have maintained the GPA necessary for renewal at that award level. Once the recipient reverts to the Opportunity Award, the Performance or Honors Award cannot be reinstated.

Grades earned for college credit courses taken while in high school through dual enrollment programs are included in the calculation of your cumulative college GPA and will affect your TOPS continuation eligibility.

Students who fail to maintain steady academic progress at the end of any semester, quarter or term shall have payment of their award suspended. Steady academic progress is defined as a minimum 2.00 cumulative GPA.

Students whose awards are suspended for failure to maintain the required GPA or steady academic progress may be reinstated upon attainment of the required GPA provided that the period of ineligibility did not persist for more than two years (one year for the Tech Award) and the student has met the requirements noted in the first paragraph.

To renew your TOPS award for the 2015-2016 Academic Year, your 2015-2016 Free Application for Federal Student Aid (FAFSA) or renewal FAFSA must be received by July 1, 2015, unless you can demonstrate that you do not qualify for federal grant aid.
TOPS (Taylor Opportunity Program for Students) Scholarship Questions:

The ULM Scholarship Office is located on the 2nd floor of the Library, room 202. TOPS requirements are different from the Academic Scholarships awarded by ULM. It is the student’s responsibility to meet all of the TOPS requirements (hours and GPA). All appeals (exceptions) are submitted directly to LOSFA. The TOPS website is www.osfa.state.la.gov. The TOPS telephone numbers are 225.219.1012 or 800.259.5626.

1. Do you have to fill out a FAFSA every year to receive TOPS?
The first year, a student needs to complete a FAFSA. After the first year, a FAFSA is not required, but recommended. If the funding becomes limited, the students who filed a FAFSA will be paid first.

2. Do you have to be full-time in order to receive TOPS?
In order to receive TOPS, students are required to be enrolled full-time (12 or more hours) each semester by the 15th day of classes. If a student is not in full-time status by the 15th day, TOPS will be cancelled. Exceptions are provided for students who are graduating at the end of the specific semester. A TOPS Program full-time/Graduating form signed by your dean/advisor should be submitted to the Scholarship Office (2nd floor of the Library, room 202).

3. What terms and sessions count toward the TOPS 24 hour rule?
Students are required to earn 24 hours during the academic year. Students are able to take summer and intersession terms to meet the TOPS renewal requirements. Students are required to be enrolled full-time (12 or more hours) by the 15th day of classes to receive TOPS.

4. Can a student drop below 12 credit hours?
A student is required to be enrolled in minimum of 12 credit hours by the 15th class day each semester. After the 15th class day, a student can drop below the 12 hours, but will be required to earn the 24 hours for the year.

5. What GPA is required to maintain TOPS?
A student is required to maintain a minimum cumulative GPA of at least a 2.0 at the end of fall semesters, summer sessions, and intersessions. At the end of every spring semester, a student with less than 48 credit hours must earn at least a 2.3 cumulative GPA. A student with 48 or more credit hours is required to have a 2.5 cumulative or higher GPA. If a student receives TOPS Performance or the TOPS Honors Award, a 3.0 cumulative GPA is required. A student must successfully complete 24 or more hours during the academic year. The academic year for TOPS is defined as the Fall semester, Wintersession, Spring semester, Maymester, and Summer sessions.
6. **What GPA is used for TOPS?**
The TOPS GPA calculated by LOSFA will be used to determine eligibility for TOPS. You may review your TOPS GPA and additional information at [www.osfa.state.la.gov](http://www.osfa.state.la.gov). After logging on to the website, click on TOPS portal on the left side of the menu, then Student Logon.

7. **Is TOPS checked every semester?**
At the end of every fall semester, intersession, or summer session, the GPA is checked. Hours and GPA are checked at the end of the spring semester. Hours will be checked on all students at the end of summer who failed to meet the 24 hour rule at the end of the spring semester.

8. **How would a student lose TOPS?**
Students will lose their TOPS, if they do not earn 24 credit hours during the academic year and maintain the required GPA. Students have up to two years to improve their GPA from the date they lost their TOPS award. Students must remain in school full-time while trying to improve their GPA.

9. **What happens if a student misses a semester?**
Students are required to be enrolled full-time in continuous semesters. Students who are not enrolled in a semester will lose their TOPS. A student may complete an appeal form to request for an exception to the continuous or full-time enrollment requirement for reinstatement and send it to the TOPS office (LOSFA – Louisiana Office of Student Financial Assistance). This form should be completed before the student plans on missing a semester. The form can be located on the following website: [www.osfa.state.la.gov](http://www.osfa.state.la.gov).

10. **Questions not answered?**
Please contact the ULM Scholarship Office at 318-342-5321 or email [scholarships@ulm.edu](mailto:scholarships@ulm.edu).
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 look at a list of available ONLINE classes...
Go into Searchable Course Listings in Banner - CLICK Advanced Search
CLICK the first subject in the list (probably Accounting) scroll down to the bottom of the list and HOLD the SHIFT key while you click the last subject. This should highlight all subjects...
Then scroll down the page a bit to the Instructional Method box - CLICK both eULM Online Degree Program and (while holding the shift or control key) 100% online Web.
Scroll down to the bottom of the page and CLICK Section Search.

It will take a bit, but you should get a Banner list of all the online classes offered.
Be careful about the dates of the courses – MAYMESTER & WINTERSESSION classes will be mixed in on the list because MM is a part of term for Summer & WTR is a part of term for Spring.

TO FIND CLASSIFICATION FOR REGISTRATION PURPOSES
- Go to Banner
- Click the “Student” tab.
- Click on “Registration.”
- Click on “Registration Status.”

This info is ONLY available from the student’s login, not a faculty/staff login to Banner.

*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

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

Immunization Holds
Hold is lifted after signed Immunization Form is provided to Recruitment and Admissions. Immunization
Forms can be faxed to 318-342-1915. Call 318-342-3831 with any questions.
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 ULIB
221 (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/ or call
318-342-1982 for assistance. The bookstore website allows students to search for required texts by
entering course and CRN info.

Testing
If you are interested in CLEP/DSST exams or need placement test information for developmental
courses, contact the Testing Center at 318-342-5430; 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.