

What's New for 2016-2017?

Developmental Math & English Information:

Mathematics 1000 & English 1000

MATH 1000 and ENGL 1000 were developed as co-requisite courses for MATH 1009 and ENGL 1001 respectively.

Newly admitted First Time Freshmen whose Math ACT score is 18 must take the MATH 1000/MATH 1009 pair in their first semester of attendance at ULM. Newly admitted First Time Freshmen whose English ACT score is 16 or 17 must take the ENGL 1000/ENGL 1001 pair in their first semester of attendance at ULM. Students required to take MATH 1000/1009 or ENGL 1000/1001 must successfully complete the course pair within one academic year and with no more than two attempts. Students who do not successfully complete MATH 1000/1009 or ENGL 1000/1001 in two attempts must complete the developmental requirement at another institution of higher education.

Completion of Developmental Course Requirements

The following students must complete their developmental requirement at LDCC or another institution of higher education:

- 1) Students with an ACT score below 18 in Math or 16 in English.
- 2) Students who started at ULM before Fall 2015 and who have not yet completed the developmental requirement, and newly admitted transfer students who have not yet completed the developmental requirement.
- 3) Students who do not successfully complete their Math 1000 or English 1000 requirements within one academic year and with no more than two attempts.

Note: Students with *two* developmental requirements regardless of their ACT scores must complete *both* requirements at another institution of higher education.

Please note that students with an ACT score below 18 in Math or 16 in English must complete their developmental requirements at a two-year institution of higher education such as a community college. The outline below will serve as a guide as you select the appropriate Math and English courses:

MATH ACT 19 or above --> Math 1009 or 1011

MATH ACT 18 --> Math 1000/1009 pair [NOTE CHANGE FROM LAST YEAR: Students with a 17 are now excluded from this group]

MATH ACT 17 or below --> Developmental math must be taken at LDCC or elsewhere

ENGL ACT 18 or above --> ENGL 1001

ENGL ACT 16 or 17 --> ENGL 1000/1001 pair [NO CHANGE FROM LAST YEAR]

ENGL ACT 15 or below --> Developmental English must be taken at LDCC or elsewhere

Developmental O CVJ IGPI N from LDCC Options"

If you are advising students who would like to enroll in a developmental math or English course offered by LDCC this spring, please let them know these available sections and have them build their schedule around the section they plan to take:

- MATH 099 MWF 8:00-8:50 in Walker Hall
- MATH 099 TR 3:30-4:45 in Walker Hall
- MATH 099 --online course--
- ENGL 099 --online course--

Entry-level Math and English Course Eligibility Information

-Eligibility for registration in entry-level MATH & ENGL courses is determined by using the information below:

ACT Math	SAT Math	ULM Course Eligibility
30 or above	670 or above	MATH 1031 <i>or</i> MATH 1013 <i>or</i> MATH 1011
23-29	540-660	MATH 1013 <i>or</i> MATH 1011
21-22	500-530	MATH 1011
20	480-490	MATH 1011 <i>or</i> MATH 1009
19	460-470	MATH 1011 <i>or</i> MATH 1009
18	430-450	MATH 1009 <i>and</i> MATH 1000 required <u>concurrently</u>
15-17	350-420	Placement exam - Contact Testing
14 or below	340 or below	Not eligible

ACT English	SAT English	ULM Course Eligibility
18 or above	450 or above	ENGL 1001
16-17	410-440	ENGL 1001 <i>and</i> ENGL 1000 required <u>concurrently</u>
15	390-400	Placement exam - Contact Testing
14 or below	380 or below	Not eligible

CORE Information:

Technical/Professional Writing

In Spring 2016, we combined the four professional writing courses (ENGL 3020, 3021, 3022, 3023) into one course (ENGL 3024) serving students in all areas.

ENGL 3024 - Professional Writing and Communication (3 cr.)- Focuses on technical and professional writing and communication in various disciplines. Emphasis is on written and oral forms. Prerequisite(s): ENGL 1002 and junior standing or permission of program head. (Formerly ENGL 3020, ENGL 3021, ENGL 3022, ENGL 3023)

Sciences

The undergraduate core requirement of a biological or physical science sequence was removed in 2015. The following catalog statement reflects the change.

NATURAL/PHYSICAL SCIENCES - 9 hours - Six hours must be from a single subject area of biological or physical science. Three hours must be from the other area (i.e., both physical and biological sciences must be taken). Students may receive credit toward degree in only one of PHYS 1001, PHYS 2003, PHYS 2007 and PSCI 1001. Also, students may not receive credit toward degree in both GEOS 1001 and GEOL 1001.

Even though students are bound by the specific program requirements listed in the catalog from the year they entered their program of study, they may follow the university core curriculum from the current catalog. This effectively means that any student, regardless of the catalog year, may satisfy the core requirement by taking six hours from a single science subject without having those two courses in a sequence.

Geoscience Courses

Two geosciences courses (GEOS 1001 and 1002) were developed in 2015 to serve as reasonable alternatives to ones from geology we no longer offer. For the purposes of the core, GEOL and GEOS are considered to be in the same subject area. Students may take any combination of GEOS and GEOL courses with one exception. Credit will not be given for both GEOL 1001 and GEOS 1001 because of the significant content overlap.

GEOS 1001: EARTH SCIENCE - A study of the physical processes of the Earth system, including such topics as minerals, the rock cycle, the water cycle, volcanoes, earthquakes, weathering, plate tectonics, oceans, and the atmosphere. Prerequisites: None.

GEOS 1002: NATURAL DISASTERS AND HAZARDS - An examination of major natural disaster events and their effects on populations. Possible mitigation measures will be explored. Hazards including earthquakes, volcanoes, landslides, hurricanes, tornadoes, tsunamis, and flooding will be investigated. Past and current natural disaster events are emphasized. Prerequisites: None.

Physical Science Courses

1) PSCI 1001 & 1002 are no longer offered. Two new PHYS courses (PHYS 1001 & 1002) have been created as replacements.

a. PHYS 1001 (The Physics of Everyday Phenomena I - 3 cr.) This is a conceptual physics class involving the principles and laws of kinematics, forces, energy, momentum, linear and rotation motion, and statics. Selected topics may include fluids, vibrations, sound, kinetic theory, and heat. Prerequisite: None. Students may receive credit toward degree in only one of PHYS 1001, PHYS 2003, PHYS 2007, and PSCI 1001.

b. PHYS 1002 (The Physics of Everyday Phenomena II - 3 cr.) This is a conceptual physics class involving the principles and laws of electricity and magnetism. Selected topics may include light, electromagnetic waves, radiation, and modern physics. Prerequisite: PHYS 1001.

2) PHYS and PSCI are considered to be in the same field, so students may use any combination of PHYS and PSCI for their physical sciences core requirement with the following exceptions: Students may receive credit toward degree in only one of PHYS 1001, PHYS 2003, PHYS 2007, and PSCI 1001.

Changes to ACCT 2012/2013 - Courses Replaced

Acct 2012 (Introductory Financial Accounting) has been renumbered to Acct 2030.

Acct 2013 (Introductory Managerial Accounting) has been renumbered to Acct 2020.

Students should now be encouraged to enroll in Acct 2020 (Introductory Managerial Accounting) prior to their enrollment in Acct 2030 (Introductory Financial Accounting) if at all possible. However, prerequisites do not prevent a student from taking only the financial course (2030) or from taking both courses (2020 and 2030) at the same time. A summary for advising purposes follows:

* If a student has already had Acct 2012 and Acct 2013, they do NOT need to take Acct 2020 and 2030. Those courses (2012 and 2013) will substitute for the new courses (2020 and 2030).

* If a student has already had Acct 2012, the student should take Acct 2020 if two accounting courses are required in his/her degree plan.

* If a student has not had any accounting course previously and requires two accounting courses for his/her degree plan, the student should be encouraged to enroll in Acct 2020 first.

* If a student has not had any accounting course previously and only needs one accounting course for his/her degree plan, the student should be advised to take Acct 2020.

* If a student has not had any accounting course previously and only needs a financial accounting course for his/her degree plan, the student should be advised to take Acct 2030.

Withdrawal Policy

The following is an explanation of the **new** withdrawal policy in effect starting with FALL 2016:

Each student will be allowed 3 withdrawals after the drop/add period (the 5th class day). Beginning on the 4th withdrawal, a \$50 charge will be assessed for each withdrawal until the completion of the undergraduate degree.

FlightPath Features

FlightPath now has the ability to calculate a Major GPA and a Degree GPA, based on the courses that are filling in on the degree plan in the View tab of FlightPath. This includes any substitutions that have been performed in FlightPath. These calculations display below the pie charts that indicate progress toward degree. **Please note that these are internal calculations and are only accurate for students in catalog years since 2014-15.** Catalog years prior to 2014-15 will not be able to accurately calculate the GPA for the Major and Degree, though the *cumulative* GPA that is displayed at the top of the student's degree plan is an accurate GPA from the Banner transcript.

Advising Checklist for Winter/Spring 2017

Before Advising Appointment:

- Review degree checksheet/FlightPath
- 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 & remind graduating students to complete online application for graduation following instructions at <http://ulm.edu/registrar/>
- 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
Winter and Spring
2017**

(Rev 9/16/16)

	Regular Registration Opens for All Students	Regular Registration Closes	Regular Registration - Fee Payment Deadline	Late Registration Opens	Late Registration/ Schedule Changes Closes	Final Fee Payment Deadline	Waitlist Purge Date	Classes Begin	W Date	Classes End
Wintersession 2016 (12/12-1/6) (Winter Break 12/26-30)	11/17/16	12/5/16 3:30 p.m.	12/6/16 3:30 p.m.	12/07/16	12/13/16	12/13/16 3:30 p.m.	12/05/16	12/12/16	01/03/17	01/06/17
Spring 2017 - Full Term (1/17-5/12)	11/17/16	1/10/17 3:30 p.m.	1/10/17 3:30 p.m.	01/11/17	1/20/17 11:30 a.m.	1/20/17 3:30 p.m.	01/09/17	01/17/17	03/22/17	05/12/17
Spring 2017 - 1st 8 Weeks (1/17-3/10)	11/17/16	1/10/17 3:30 p.m.	1/10/17 3:30 p.m.	01/11/17	1/18/17 3:30 p.m.	1/20/17 3:30 p.m.	01/09/17	01/17/17	02/20/17	03/10/17
Spring 2017 - 2nd 8 Weeks (3/13-5/12)	11/17/16	1/10/17 3:30 p.m.	1/10/17 3:30 p.m.	01/11/17	1/20/17* 11:30 a.m.	1/20/17 3:30 p.m.	03/06/17	03/13/17	04/13/17	05/12/17
				01/21/17	3/14/17* 3:30pm					

Winter/Spring 2017 Registration Schedule

11/9/16-11/10/16 - Special Groups
11/14/16 - Graduates/Seniors
11/15/16 - Freshmen
11/16/16 - Sophomores and Juniors
11/17/16 - Open to All Eligible Students

Winter Session Registration follows same sequence as Spring Registration

For Wintersession, \$50 late payment fee applies after this date. For Spring, failure to pay account balances by this date will result in the cancellation of classes, housing assignment and meal plan.

\$100 Late Fee for Students registering on/after this date

Failure to pay account balances by this date will result in the cancellation of classes, housing assignment and meal plan.

Application for Graduation
Spring 2017 Regular Application Period:
September 6 - November 15, 2016

Spring 2017 Late Application Period:
January 9 - January 23, 2017

Special Registration/Payment Notes for Wintersession: For all registrations that have occurred prior to 3:30pm on 12/5/16, payment is due by 3:30 p.m. on 12/6/16 or a \$50 late payment fee will be incurred. For all registrations that occur after 3:30pm on 12/6/16, a late registration fee of \$100 will be incurred and payment is due by 3:30 p.m. on 12/13/16.

***Special Registration/Payment Notes for Spring 2nd 8 Weeks:** For all registrations that have occurred prior to 11:30am on 1/20/17, payment is due by 3:30pm on 1/20/17. Late registration will resume on 1/21/17 with final fee payment due by 3:30pm on 3/14/17. Failure to pay account balances by this date will result in the cancellation of 2nd 8 week classes.

The dates in this calendar are accurate at the time of printing. The dates are not expected to change but are subject to change if needed.

Last Updated 9/16/16

ADVISING NOTES - Winter & Spring 2017

1) Advising and Registration Dates for Winter & Spring 2017

Advising begins - Monday, October 10, 2016

2017 SPRING & WINTERSESSION REGISTRATION SEQUENCE

Special Groups	Wednesday, November 9 – Thursday, November 10
Graduates, Seniors & Professional Pharmacy	Monday, November 14
Freshmen	Tuesday, November 15
Sophomores and Juniors	Wednesday, November 16
All eligible students	Thursday, November 17 – Tuesday, January 10 at 3:30 p.m.

2) Part-of-term Dates

WINTERSESSION PARTS-OF-TERM DATES DEFINED:

W	Wintersession	December 12 – January 6
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SPRING PART-OF-TERMS DATES DEFINED:

1	Full Term	January 17 - May 12
DS	Dual Enrollment	January 17 – May 31
F	First 8-Weeks	January 17 – March 10
P	Pharmacy Rotation	November 7 – April 28
S	Second 8-Weeks	March 13 - May 12

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/>

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/>

6) Online Attendance Policy (ULM 2016-17 Undergraduate Catalog)

[http://catalog.ulm.edu/content.php?catoid=20&navoid=2479#Online Attendance Policy](http://catalog.ulm.edu/content.php?catoid=20&navoid=2479#Online%20Attendance%20Policy)

The University of Louisiana Monroe (ULM) believes that students must attend class if they are to be well prepared for the workplace. Online courses are no different from traditional classroom courses in this regard. Online students are subject to the same attendance policy and procedures as traditional students. However, participation is defined in a different manner.

Student attendance in online courses is defined as active participation in the course as described in the individual course syllabus. Online courses will, at a minimum, have weekly mechanisms for student participation no more frequently than daily, which can be documented by any or all of the following methods:

- Completion of tests or quizzes
- Discussion forums
- Submission/completion of assignments
- Communication with the instructor
- Or other course participation

Having these weekly mechanisms in place requires that students attend class each week or as specified in the syllabus. 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 enrolled during late registration to complete the initial introductory postings required in the course. 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. As a component of attendance email announcements and course news forum(s) should be checked frequently (daily is recommended). The student is solely responsible for checking updates related to the course. Note: Nonattendance may affect financial aid. If a student fails to meet these attendance requirements for one week of the course, he or she will be given an absence for that week. Students are required attendance of at least 75% in a course as stated in the Student Policy Manual. If a student fails to meet the attendance requirements, he or she may be recommended for withdrawal from the course. In the case of an anticipated absence, such as military deployment, a student should contact the instructor in advance and make arrangements to complete the required assignments. In case of an emergency (illness/accident or death in family), a student should contact the instructor as soon as possible providing documentation supporting the need for any late submission of a graded event.

7) Placement Tests for 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).

8) Application for Graduation

Students who are being advised into their last term of coursework and who plan to graduate at the end of that term must submit an online application for graduation through Banner. The deadlines for submission of the application, along with instructions for doing so are found on the Registrar's Office website at www.ulm.edu/registrar

9) 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.

Course Credit	ACT Scores	SAT Scores
ENGL 1001 (3 hours)	ACT English Score of 28 or higher and ACT Composite of 25 or higher <i>on the same test date.</i>	SAT Writing & Language score of 34 or higher + total SAT score of 1200 or higher
ENGL 1001 and 1002 (6 hours)	ACT English score + ACT Composite score = 65 or higher <i>on the same test date</i>	SAT Writing & Language score of 34 or higher + total SAT score of 1450 or higher
MATH 1011 (3 hours)	ACT Math score of 26-29	SAT Math score of 610-690
MATH 1011 or MATH 1013 <i>*course credit determined by major (3 hours)</i>	ACT Math score of 30 or higher	SAT Math score of 700 or higher

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 TOPS University curriculum requirements. For more information on TOPS University 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>.

UNITS	COURSES ¹
English = 4 units	
4 units	English I, II, III and IV
Math = 4 units	
1 unit	Algebra I, or Integrated Mathematics I, or Applied Algebra I or Algebra I - Parts 1 & 2 (two units) or Applied Mathematics I & II (two units) or Applied Algebra 1A and 1B (two units)
1 unit	Algebra II or Integrated Mathematics II
2 units	Geometry, Pre-Calculus, Advanced Math-PreCalculus, Calculus, Advanced Math - Functions and Statistics, Probability and Statistics, Discrete Mathematics, Applied Mathematics III, Integrated Mathematics III, or Algebra III
Science = 4 units	
1 unit	Biology I or II
1 unit	Chemistry I or II, or Chemistry Com
2 units	Earth Science, Physical Science, Environmental Science, Intergrated Science, Biology II, Chemistry II, Physics, Physics II, Physics for Technology I or II, or Anatomy and Physiology or both Agriscience I & II (both for 1 unit)
Social Studies = 4 units	
1 unit	United States History
1 unit	Civics (1 year), or ½ Unit Civics and ½ Unit Free Enterprise ² , or AP Government and Politics: United States
2 units	World History, Western Civilization, World Geography, European History, History of Religion or AP Human Geography
Foreign Language = 2 units	
2 units	Foreign Language (two units in the same language)
Fine Arts = 1 unit	
1 unit	Fine Arts Survey or 1 unit of a performance course in music, or dance, or theater or 1 unit of studio art or 1 unit of visual art or 1 unit drafting or both Speech III & IV (both for 1 unit)
Total = 19 Units	

¹ Advanced Placement (AP) courses and International Baccalaureate (IB) courses with the same name as a course listed in the TOPS Core Curriculum 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.

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.

Graduates of 2016 - 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, 2017 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.*

INITIAL APPLICATION RECEIPT DATE	RECEIVES TOPS FUNDING FOR:
Jan. 1, 2016 - July 1, 2017	8 semesters (12 quarters) beginning with Academic Year 2016-2017*
July 2 - Aug. 30, 2017	7 semesters (10 quarters) beginning with Academic Year 2016-2017 **
Aug. 31 - Oct. 29, 2017	6 semesters (9 quarters) beginning with Academic Year 2016-2017 ***
Initial applications received after Oct. 29, 2017	Ineligible for TOPS Award

*If your initial FAFSA or on-line application is received after July 1 immediately following your graduation from high school, the payment of your TOPS award will not be made until your application is received and you are determined eligible for a TOPS award. If you enroll for the first time as a full time student before your FAFSA or on-line application is received, you must meet the TOPS Continuing Eligibility Requirements to receive payments of your TOPS award after the first semester, quarter or term of your full time enrollment at an eligible college or university.

** If you are a 2016 high school graduate and your application is received from July 2, 2017, through August 30, 2017, you will be eligible to receive seven semesters of TOPS funding beginning with the 2016-2017 academic year. You must also meet TOPS Continuing Eligibility Requirements if you attend college during the 2016-2017 academic year.

*** If you are a 2016 high school graduate and your application is received from August 31, 2017 through October 29, 2017, you will be eligible to receive six semesters of TOPS funding beginning with the 2016-2017 academic year. You must also meet TOPS Continuing Eligibility Requirements if you attend college during the 2016-2017 academic year.

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:



E-mail LOSFA at: 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>

Consent to Receive Academic Data

LOSFA can only evaluate TOPS eligibility for those students whose parents granted consent for LOSFA to receive their academic data. Consent forms may be accessed here: <http://www.osfa.la.gov/MainSitePDFs/ConsentForm.pdf>. Consent may be withdrawn by written notice at any time. Once a student reaches 18 years of age, he or she may grant consent by using this form: <http://www.osfa.la.gov/MainSitePDFs/ConsentFormOver18.pdf>

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.



Taylor Opportunity Program for Students
Opportunity, Performance and
Honors Awards
September 2015 Edition

Louisiana Office of Student Financial Assistance
This brochure incorporates changes as of the edition date and applies to high school graduates of the class of 2016.

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

September 2015

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.

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	19 ²	19 ²	19 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 fall semester following the first anniversary of high school graduation ^{4, 5, 6, 7, 8}	As a first-time freshman, by the fall semester following the first anniversary of high school graduation ^{4, 5, 6, 7, 8}	As a first-time freshman, by the fall 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 ¹⁰	Equal to tuition, plus \$400 per year ¹⁰	Equal to tuition, 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 academic year 2.50 end of all other academic years Maintain steady academic progress at the end of all other terms (2.00 TOPS cumulative GPA)	3.00 end of each academic year ¹⁴ Maintain steady academic progress at the end of all other terms (2.00 TOPS cumulative GPA)	3.00 end of each academic year 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 Limit	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 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> 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 9019 on the SAT registration form. The score for the writing section is NOT included.

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 or university 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 - 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 and intersessions within this time frame are included.

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 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 received 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 a Louisiana 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.

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 on your fee bill 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 will have their award converted to the Opportunity Award.

¹⁵ - Provided that the period of ineligibility did not last 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.

DON'T BLOW YOUR TOPS RENEWAL

TO RETAIN TOPS IN 2016-2017, YOU NEED TO KNOW THIS!

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 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. 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. ALL 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 ACADEMIC YEAR THE FOLLOWING TOPS CUMULATIVE GRADE POINT AVERAGE (GPA) AS DETERMINED BY LOSFA, MUST BE MAINTAINED:

OPPORTUNITY AWARD:	2.30	END OF FIRST YEAR ACADEMIC YEAR
	2.50	END OF ALL OTHER ACADEMIC YEARS
PERFORMANCE AWARD:	3.00	END OF ALL ACADEMIC YEARS
HONORS AWARD:	3.00	END OF ALL ACADEMIC YEARS
TECH AWARD*:	2.50	END OF ALL ACADEMIC YEARS

*AND OPPORTUNITY, PERFORMANCE AND HONORS AWARD RECIPIENTS ENROLLED IN A TECHNICAL PROGRAM OF STUDY

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 ANY ACADEMIC YEAR, WILL HAVE THEIR AWARD CONVERTED TO THE OPPORTUNITY AWARD, PROVIDED THEY HAVE MAINTAINED THE GPA NECESSARY FOR RENEWAL AT THAT AWARD LEVEL. ONCE THE RECIPIENT'S AWARD IS CONVERTED 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 2016-2017 ACADEMIC YEAR, YOUR 2016-2017 FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) OR RENEWAL FAFSA MUST BE RECEIVED BY JULY 1, 2016, UNLESS YOU CAN DEMONSTRATE THAT YOU DO NOT QUALIFY FOR FEDERAL GRANT AID.



LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE (LOSFA)
PO Box 91202
BATON ROUGE, LA 70821-9202
(800) 259-5626 OR (225) 219-1012
WWW.OSFA.LA.GOV OR E-MAIL CUSTSERV@LA.GOV

9/29/16

VERSION 08/25/2015

**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**.

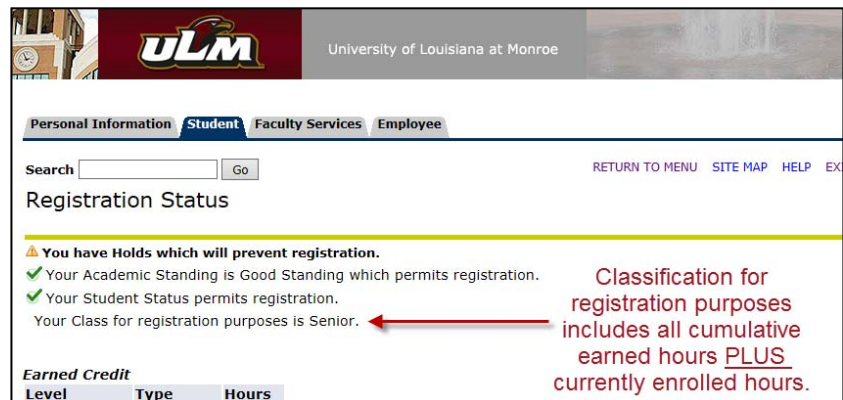
It will take a bit, but you should get a Banner list of all the online classes offered.

Be careful about the dates of the courses – MAYMESTER & WINTERSESSION classes will be mixed in on the list because Maymester is a part of term for Summer & Wintersession 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/eteach/documents/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 318-342-5124

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.