



HOW TO CREATE A ULM ADMISSIONS ACCOUNT AND SUBMIT AN ADMISSIONS APPLICATION

To apply for any ULM academic program, you must first create an Admissions Account on ULM's website. From this account, you can apply to ULM, check an application status, or review a list of required admission documents (known as "Supplemental Items.")

The Admissions Account creation process takes just a few minutes, and the information required includes providing your name and contact info, academic plans such as entry term, major/program, and how you want to take classes: on-campus or online. You will also need to provide your Social Security Number (U.S. Citizens and Permanent Residents), a valid email address, and create a password. Most applications require a payment by credit/debit card prior to submission to ULM.

Before you create your ULM Admissions Account, be aware of these admission exceptions:

- a. Not all majors/programs are available 100% online. On-campus students may take a mix of on-campus and online courses. **Select the ULM Online application ONLY if you want to earn your degree 100% online and the program you are interested in is available as a ULM Online Degree program.** A list of ULM Online degree programs is [available here](#).
- b. For the ULM Pharmacy School's **PharmD Professional Program**, [apply here](#).
- c. **High school students** interesting in earning college credit while still in high school through ULM's **Dual Enrollment Program** (students take college credit courses at their high school) or **Collegiate Program** (students take college credit course on ULM's campus) will need to select the **Dual Enrollment** or **Collegiate** application accordingly.

Once you have created your Admissions Account, there are several different application types to select from based on the type of student you are — undergraduate or graduate. More information about which application to select is listed below in the **"Which Application Do I Choose?"** section.

CREATE YOUR ADMISSIONS ACCOUNT OR LOGIN TO YOUR ACCOUNT

1. To create your account, visit ulm.edu/apply, scroll down the page, and click the “Apply Now” button.
2. Enter the information requested. Most fields require an answer.


NOTE: Dual Enrollment/Collegiate students only – Make sure you select “Undergraduate” as your **Academic Level** and “Undeclared/Not Sure” as **your Academic Program**, then select the question of Dual Enrollment or Collegiate as applicable. See example below.

What are your Academic Plans?


Dual Enrollment/Collegiate High School applicants: Please select "Undergraduate" as your Academic Level and "Undeclared/Not Sure" as your Academic Program.

Please select an Academic Level *


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

Undergraduate 

Please select an Academic Program *

Undeclared/Not Sure 

Please select a Campus Location *

ULM Campus 

Are you applying for the Collegiate or Dual Enrolled High School program? *

I am neither a Collegiate nor Dual Enrolled applicant

Collegiate: I am a high school student taking ULM college course(s) on ULM's Campus

Dual Enrollment: I am a high school student taking ULM college course(s) at my High School

3. 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, register for recruiting and admissions events, update your profile, or change your account password.
4. If you already have a ULM Admissions Account, visit ulm.edu/apply, scroll down the page, and click the “Log In” button.

WHICH APPLICATION DO I CHOOSE?

To help ensure your application and admissions process goes smoothly, please review the descriptions below so you can select the correct application. **Please note that Graduate applications are restricted to students who have earned at least a 4-year Bachelor's degree from an accredited university or college.**

UNDERGRADUATE ON-CAMPUS

- If you want to earn your Undergraduate degree or a Post-Baccalaureate Certificate on-campus, select the **Undergraduate application**.
- If you are an International student and want to earn your Undergraduate degree on-campus, select the **International Undergraduate application**.

GRADUATE ON-CAMPUS

- If you want to earn your Graduate degree or a Post-Baccalaureate Certificate in Gerontology on-campus, select the **Graduate application**.
- If you are an International student and want to earn your Graduate degree on-campus, select the **International Graduate application**.

ULM ONLINE

- If you want to earn your Undergraduate degree 100% online or a Post-Baccalaureate Certificate in Autism Spectrum Disorder, select the **ULM Online Undergraduate application**.
- If you want to earn your Graduate degree 100% online, select the **ULM Online Graduate application**.

DUAL ENROLLMENT/COLLEGIATE

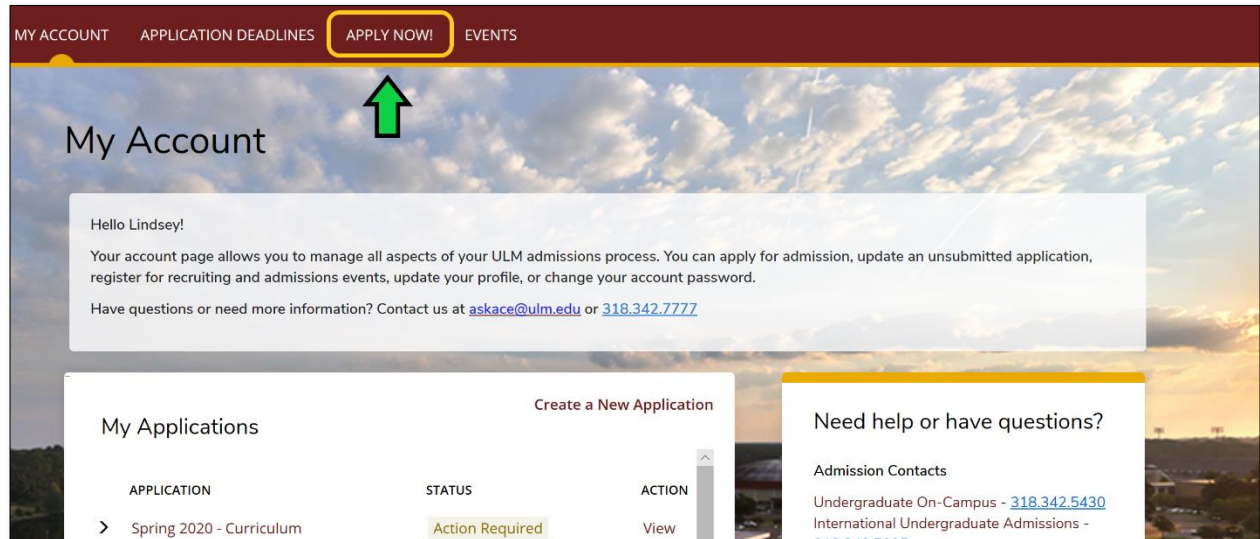
If you are a current high school student and want to take college credit courses . . .

- . . . at your high school, select the **Dual Enrollment application**.
- . . . at ULM, select the **Collegiate application**.

If you are not sure which application you need or have any other questions, please contact ULM at askace@ulm.edu or 318-342-7777 and we'll be happy to help!

APPLYING FOR ADMISSIONS TO A ULM DEGREE PROGRAM

1. **Select an admissions 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.



The application should take about 10 minutes to complete. You may need to pay an application fee upon submission: \$20 for Undergraduate; \$30 for International Undergraduate; and \$40 for Graduate. 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.](#))

2. On the next screen, click an Application button for the application you want.

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 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	On-Campus
International On-Campus	...if you are a non-citizen International student and want to earn your UNDERGRADUATE degree on-campus	International On-Campus
Online	...if you want to earn your UNDERGRADUATE degree 100% online	ULM Online

GRADUATE	Select one of these applications...	Click to Apply
On-Campus Graduate	...if you want to earn your GRADUATE degree on-campus	On-Campus Graduate
Online Graduate	...if you want to earn your GRADUATE degree 100% online	ULM Online Graduate

DUAL ENROLLMENT or COLLEGIATE	Select one of these applications...	Click to Apply
Dual Enrollment	...if you are a high school student and want to earn college credit at your high school	Dual Enrollment
Collegiate	...if you are a high school student and want to earn college credit on ULM's campus	Collegiate

3. Enter Academic Level/Academic Program/Location/Entry Term

- **Academic Level** is assigned to majors and programs as either Undergraduate or Graduate. Most Post-Baccalaureate Certificates are undergraduate-level programs. High school seniors entering college must select the Undergraduate academic level. **The Graduate academic level is restricted to those who have earned at least a 4-year Bachelor's degree from an accredited university or college.**
- **Academic Programs** are displayed based on the Academic Level selected. For example, if you select Undergraduate, only Undergraduate programs are shown. Any ULM Online courses will have "ULM Online" at the end of the program descriptor, i.e., "Marketing, BBA (ULM Online)".
- **Location** is automatically assigned based on the Academic Program. There are only two (2) locations: ULM Campus and ULM Online. Click into the Location box to select the location displayed.
- **Entry Term** indicates when you would like to start taking classes. All Undergraduate majors are available for all open terms. Some Graduate level programs are only offered for certain terms. For example, the Master of Music Education program is only offered during the Summer term. If an Entry Term you want does not display, then the Academic Program you selected is not offered for that term or the term has closed.

The screenshot shows a web application titled "Admissions Application". At the top, there are navigation links: "INES", "APPLY NOW!", and "EVENTS". The main content area is titled "Your current choice(s):" and "Please provide the following information". It contains four dropdown menus: "Academic Level" (set to "Undergraduate"), "Academic Program" (set to "Accounting"), "Location" (set to "ULM Campus"), and "Entry Term" (set to "Fall 2020"). Below the "Entry Term" dropdown, there is a red text warning: "Some terms are not available for certain programs". At the bottom of the form, there are two buttons: "Back" and "Submit". A "Privacy Policy" link is visible at the very bottom of the page.

4. **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, as well as the information provided in Step #3, 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”

5. **Verify or change** your Entry Term, Campus Location, Academic Program, and answer the Student Description question. Different applications, such as Graduate applications, have different “Student Description” questions than shown here. Depending on the answers you provide, you may be required to answer additional questions.

Application for Undergraduate Students - Page 3

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.

Enrollment

When do you intend to enroll at ULM? *

Fall 2020

Please select ULM campus *

ULM Campus

Please select an on-campus Undergraduate Program *

Accounting

This best describes me as a student: *

If you were in a dual enrollment or collegiate program in high school, please select "First-Time Freshman: I have not attended any university or college after high school graduation"

First-Time Freshman: I have not attended any university or college after high school graduation

Transfer: I have attended other universities or colleges, but not ULM

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

Transfer Re-Admit: I first attended ULM/NLU and then attended other universities or colleges

Visiting: I want to attend ULM with the intent of earning credits and return to my current university/college

SNAP: I don't want a degree or earn credit hours, but want to take an undergraduate course

6. **Search for your High School.** Please enter your **current** High School. 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.
7. **Search for your College.** If you have earned college credits, please 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 your its name to lock-in your selection.
8. If you cannot located 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. Both the High School and College Search Tools 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

9. **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 to option to preview and print the application prior to submission.

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

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

10. Review the Application Fee Summary and click “Make Online Payment.”

COUNT APPLICATION DEADLINES APPLY NOW! EVENTS

Application Fee Summary

DESCRIPTION	TOTAL
Undergraduate Application Fee	\$20.00

Subtotal: \$20.00
Discount: \$0.00
Total: \$20.00

Enter a promo code:

Apply

Make Online Payment

[Privacy Policy](#)

11. **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. Often the applicant may use a credit/debit card from a parent or other family member, so make sure the information on this screen matches the information related to the cardholder, otherwise the transaction may fail.

The University of Louisiana at Monroe

Student Account Services | Ask for Help

Session Timeout

Payment amount: \$20.00

Payment method: Credit or Debit Card

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

VISA

MasterCard

Discover

BCcard

DinaCard

AMERICAN EXPRESS

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)

Continue

Cancel

©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!**

12. **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 Application Payment screen. Click the “Apply” button to apply the Promo Code and set the application fee to \$0.00.

If you have a NACAC Waiver Form, contact ULM’s Office of Admissions at 318-342-5230.

The screenshot shows the 'Application Fee Summary' page. At the top is a navigation bar with links: COUNT, APPLICATION DEADLINES, APPLY NOW!, and EVENTS. The main heading is 'Application Fee Summary'. Below it is a table with two columns: 'DESCRIPTION' and 'TOTAL'. The table contains one row: 'Undergraduate Application Fee' with a total of '\$20.00'. To the right of the table, a summary shows: Subtotal: \$20.00, Discount: \$0.00, and Total: \$20.00. Below the table is a form with the label 'Enter a promo code:'. It contains a text input field with the placeholder 'MYPROMOCODE', a close button (x), and an 'Apply' button. A green arrow points to the 'Apply' button. To the right of the form is a 'Make Online Payment' button. At the bottom center is a 'Privacy Policy' link.

DESCRIPTION	TOTAL
Undergraduate Application Fee	\$20.00

Subtotal: \$20.00
Discount: \$0.00
Total: \$20.00

Enter a promo code:
 ×

[Privacy Policy](#)

The screenshot shows the 'Application Fee Summary' page after a promo code has been applied. The navigation bar and heading are the same. The table now shows a 'Discount' of '\$20.00' and a 'Total' of '\$0.00', which are highlighted with an orange border. The summary to the right also shows: Subtotal: \$20.00, Discount: \$20.00, and Total: \$0.00. Below the table, the 'Enter a promo code:' form now has an empty text input field and an 'Apply' button. A green arrow points from the 'Apply' button to a 'Submit' button. At the bottom center is a 'Privacy Policy' link.

DESCRIPTION	TOTAL
Undergraduate Application Fee	\$20.00

Subtotal: \$20.00
Discount: \$20.00
Total: \$0.00

Enter a promo code:
 ×

[Privacy Policy](#)

13. **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!**