

# UNIVERSITY ADMISSIONS

The Office of Admissions has administrative responsibility for administering the admissions policies of the University. The Office of Admissions is a component of the Division of Academic and Student Affairs. The staff assists prospective students in completing the admissions process. Additionally, the staff assists SUSLA students who seek readmission to the University. Students interested in applying for admission or readmission to the University should contact the Office of Admissions.

Students should apply for admission at least thirty (30) days prior to the start of a semester. If applicants apply prior to registration and complete admissions records are received in the Office of Admissions before the registration period, the applicant will be notified via email regarding their eligibility.

If applicants apply during registration and do not bring the required admissions documents, they may be denied admission. Prospective students may apply online by visiting the university website ([www.susla.edu](http://www.susla.edu)).

## NOTIFICATION OF ADMISSION

Once all required admissions documents are received and evaluated, notice of acceptance is emailed to the applicant.

## CATEGORIES OF ADMISSION

### FIRST-TIME FRESHMEN

A first-time freshman is defined as a student who is entering college for the first time with a high school diploma or high school equivalence diploma (GED) from a Louisiana SBESE approved (State Board of Elementary and Secondary Education) school or out-of-state equivalent. Includes students who enroll in the fall term who attended college for the first time in the prior summer, and students who enroll with advanced college credits earned before graduation from high school.

### TRANSFER STUDENTS

A transfer student is defined as a student who has previously enrolled at another postsecondary institution. A student, who is on academic probation at another college, if otherwise acceptable, is admitted to Southern University at Shreveport on probation. A student who is excluded from another college because of academic suspension may be considered for admission to Southern University at Shreveport on probationary status after remaining out of college for one semester.

## **FORMER STUDENTS**

A former student who was not in attendance the semester prior to the one for which he/she wishes to be enrolled is required to submit an application for admission. A student readmitted will return to the same academic status, unless he/she has earned additional college credits to alter his/her status. Any former student who has attended another college after leaving Southern University at Shreveport will be required to provide an official transcript from that college. Students returning after academic suspension will be allowed to register in twelve (12) semester hours only.

## **VISITING STUDENTS**

A student who is enrolled in one or more courses at SUSLA, but whose home institution is another campus, is considered a visiting student.

## **CROSS ENROLLMENT PROGRAM**

With appropriate approval, a full-time student at LSU-Shreveport and Northwest Louisiana Technical College may register for one course at SUSLA without the payment of additional fees. Cross-enrolled students must meet SUSLA's regular admission requirements for visiting students.

## **DUAL ENROLLMENT**

Early Start (Dual Enrollment) provides high school students an early start toward earning a college degree while concurrently enrolled in high school. Students must first be certified eligible to participate in the Early Start Program. There are no obligations on the part of the student to enroll at Southern University at Shreveport after high school graduation.

# **ADMISSION REQUIREMENTS**

## **FIRST-TIME FRESHMEN**

1. **APPLICATION.** Each applicant is required to complete an online application for admission for the desired semester. The application can be found at the institution's website ([www.susla.edu](http://www.susla.edu)).
2. **TRANSCRIPTS.**
  - **High School** - applicants who graduated from high school must provide an official high school transcript bearing the school seal or school official's signature, and date of graduation. If the student has not yet graduated, the institution will accept a 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> semester transcript, pending receipt of the official final transcript. **For Louisiana students who graduated after 2003, the institution will request your transcripts from the Louisiana Board of Regents and Louisiana Department of Education Student Transcript System.**
  - **GED** - applicants who passed the General Education Test must submit the official General Education Diploma (GED) scores.

To obtain official GED results (Louisiana students), contact:

**Louisiana Department of Education – GED**  
**Post Office Box 94094**  
**Baton Rouge, LA 70804-9064**  
**874-453-2721- (Phone)**  
**225-219-4439 (Fax)**

- **Home-school** – students who were home-schooled must submit an official transcript from the State Department of Education which shows the date of graduation. If the student has not yet graduated, the institution will accept a 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> semester transcript, pending receipt of the official final transcript.

3. **TEST SCORES**

- **New first-time freshmen** seeking admission to academic programs are required to submit American College Test (ACT) scores. The Scholastic Aptitude Test (SAT) score report may be submitted in lieu of the ACT score.
- **Non-traditional students** (age 25 or older) are not required to take the ACT unless they are planning to enter into a specific program that requires it. Non-traditional students who have not taken the ACT or SAT will be placed in developmental English and Math courses.

**Applicants who have not taken the ACT may take the institution’s ACT residual on one of the established test dates set by the institution’s Testing Center prior to registration. (Test dates are available on the SUSLA Testing Center webpage).**

4. **IMMUNIZATION RECORD** –Each person entering the university shall provide satisfactory evidence of immunity to or immunization against vaccine-preventable diseases to include but not be limited to measles, mumps, rubella, tetanus/diphtheria, and meningitis. This policy applies to all students entering the institution for the first time and all students returning after an absence of one semester or more. Under circumstances where the immunization records cannot be readily obtained, the student may sign an immunization waiver. *In the event of an outbreak of a vaccine-preventable disease, students without immunization records will be excluded from the premises until the appropriate disease incubation period has expired or the unimmunized person presents evidence of immunization.*
5. **APPLICATION FEE.** A non-refundable application fee of \$20.00 is required of ALL applicants to process the application for admission. The application fee can be paid online when submitting the application or it can be mailed in the form of a money order or cashier’s check to: *SUSLA Admissions Office, 3050 Martin Luther King Jr. Drive, Shreveport, LA 71107.* Applicants can also call the university Cashier to make a credit card payment over the phone.

**TRANSFER STUDENTS**

1. **APPLICATION.** Each applicant is required to complete an online application for admission for the desired semester. The application can be found at the institution’s website ([www.susla.edu](http://www.susla.edu)).
2. **TRANSCRIPTS.**
  - Student who have attended other institutions of higher learning since graduating from high school must submit **official** college and/or military transcripts from ALL

institutions attended. Transcripts are required whether or not credits were earned.

- Students who are unable to obtain official transcripts due to indebtedness are ineligible to enroll at SUSLA.
- Students on academic suspension or otherwise not in good standing at the prior institution are not eligible to enroll at SUSLA until the suspension period has elapsed.
- Failure to acknowledge attendance at each school in which the student has been enrolled is subject to dismissal from the University without refund of fees.

**College transcripts are considered official when the original transcript is issued to Southern University at Shreveport Admissions or Registrar's Office via mail or approved electronic transmission.**

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4. **APPLICATION FEE.** A non-refundable application fee of \$20.00 is required of ALL applicants to process the application for admission. The application fee can be paid online when submitting the application or it can be mailed in the form of a money order or cashier's check to: *SUSLA Admissions Office, 3050 Martin Luther King Jr. Drive, Shreveport, LA 71107.* Applicants can also call the university Cashier to make a credit card payment over the phone.

### **FORMER STUDENTS**

1. **APPLICATION.** Each applicant is required to complete an online application for admission for the desired semester. The application can be found at the institution's website ([www.susla.edu](http://www.susla.edu)).
2. **TRANSCRIPTS.** Former students who have attended another college after leaving SUSLA will be required to submit an official transcript from that college.

**College transcripts are considered official when the original transcript is issued to Southern University at Shreveport Admissions or Registrar's Office via mail or approved electronic transmission.**

3. **IMMUNIZATION RECORD**–Each person entering the university shall provide satisfactory evidence of immunity to or immunization against vaccine-preventable diseases to include but not be limited to measles, mumps, rubella, tetanus/diphtheria, and meningitis. This policy applies to all students entering the institution for the first time and all students returning after an absence of one semester or more. Under circumstances where the immunization records cannot be readily obtained, the student may sign an immunization waiver. *In the event of an outbreak of a vaccine-preventable disease, students without immunization records will be excluded from the premises until the appropriate disease*

*incubation period has expired or the unimmunized person presents evidence of immunization.*

4. **APPLICATION FEE.** A non-refundable application fee of \$20.00 is required of ALL applicants to process the application for admission. The application fee can be paid online when submitting the application or it can be mailed in the form of a money order or cashier's check to: *SUSLA Admissions Office, 3050 Martin Luther King Jr. Drive, Shreveport, LA 71107.* Applicants can also call the university Cashier to make a credit card payment over the phone.

**Students returning after academic suspension will be allowed to register in twelve (12) semester hours only.**

### **VISITING STUDENTS**

1. **APPLICATION.** Each applicant is required to complete an online application for admission for the desired semester. The application can be found at the institution's website ([www.susla.edu](http://www.susla.edu)).
2. **CERTIFICATION OF ACADEMIC GOOD STANDING.** Visiting students must show that they are in good standing with their home school by providing one of the following:
  - **Letter of Good Standing.** A letter of good standing should be sent from the Registrar's Office of the home school.
  - **Official College Transcript.** An official transcript will be accepted in lieu of a letter of good standing. **College transcripts are considered official when the original transcript is issued to Southern University at Shreveport Admissions or Registrar's Office via mail or approved electronic transmission.**
3. **IMMUNIZATION RECORD**—Each person entering the university shall provide satisfactory evidence of immunity to or immunization against vaccine-preventable diseases to include but not be limited to measles, mumps, rubella, tetanus/diphtheria, and meningitis. This policy applies to all students entering the institution for the first time and all students returning after an absence of one semester or more. Under circumstances where the immunization records cannot be readily obtained, the student may sign an immunization waiver. *In the event of an outbreak of a vaccine-preventable disease, students without immunization records will be excluded from the premises until the appropriate disease incubation period has expired or the unimmunized person presents evidence of immunization.*
4. **APPLICATION FEE.** A non-refundable application fee of \$20.00 is required of ALL applicants to process the application for admission. The application fee can be paid online when submitting the application or it can be mailed in the form of a money order or cashier's check to: *SUSLA Admissions Office, 3050 Martin Luther King Jr. Drive, Shreveport, LA 71107.* Applicants can also call the university Cashier to make a credit card payment over the phone.

### **CROSS-ENROLLMENT STUDENTS**

1. **APPLICATION.** Each applicant is required to complete an online application for admission for the desired semester. The application can be found at the institution's website ([www.susla.edu](http://www.susla.edu)).

2. **APPROVED REGISTRATION FORM.** Cross-enrollment students are required to submit an approved cross-registration form obtained from their institution's Registrar's Office.
3. **IMMUNIZATION RECORD** –Each person entering the university shall provide satisfactory evidence of immunity to or immunization against vaccine-preventable diseases to include but not be limited to measles, mumps, rubella, tetanus/diphtheria, and meningitis. This policy applies to all students entering the institution for the first time and all students returning after an absence of one semester or more. Under circumstances where the immunization records cannot be readily obtained, the student may sign an immunization waiver. *In the event of an outbreak of a vaccine-preventable disease, students without immunization records will be excluded from the premises until the appropriate disease incubation period has expired or the unimmunized person presents evidence of immunization.*
4. **APPLICATION FEE.** A non-refundable application fee of \$20.00 is required of ALL applicants to process the application for admission. The application fee can be paid online when submitting the application or it can be mailed in the form of a money order or cashier's check to: *SUSLA Admissions Office, 3050 Martin Luther King Jr. Drive, Shreveport, LA 71107.* Applicants can also call the university Cashier to make a credit card payment over the phone.

**DUAL ENROLLMENT STUDENTS** - Students who have been certified eligible to participate in the Early Start Program shall submit the following documents to be considered for admission to the institution.

1. **APPLICATION.** Each applicant is required to complete an online application for admission for the desired semester. The application can be found at the institution's website ([www.susla.edu](http://www.susla.edu)).
2. **HIGH SCHOOL TRANSCRIPT.** Submit 6th or 7th semester high school transcript. SUSLA has the capability to request transcripts from the Board of Regents Student Transcript System, if your school has submitted the data.
3. **TEST SCORES.**
  - American College Test (ACT) scores, or
  - ACT PLAN scores

**CERTIFICATE NURSING STUDENTS (CAN Program)**

1. **APPLICATION:** Each applicant is required to complete an online application for admission for the desired semester. The application can be found at the institution's website ([www.susla.edu](http://www.susla.edu)).
2. **APPLICATION FEE:** A non-refundable fee of \$20.00 is required of ALL applicants to process the application for admission. The application fee can be paid online when submitting the application or it can be mailed in the form of a money order or cashier's check to: *SUSLA Admissions Office, 3050 Martin Luther King Jr. Drive, Shreveport, LA 71107.* Applicants can also call the university Cashier to make a credit card payment over the phone.

# INTERNATIONAL STUDENT ADMISSIONS

In applying for admission to Southern University at Shreveport, international students must submit the required admission documents before eligibility for admission can be determined.

## ADMISSION REQUIREMENTS

1. **APPLICATION.** Each applicant is required to complete an online application for admission for the desired semester. The application can be found at the institution's website. ([www.susla.edu](http://www.susla.edu)).
2. **TRANSCRIPTS**
  - **New first-time freshmen** - an original official high school transcript must be presented to the International Student Advisor who will certify its authenticity. The original high school transcript will be returned to the student.
  - **Transfer students** who have attended institutions of higher learning must submit **official** college and/or military transcripts from ALL institutions attended. If transfer coursework is from a foreign institution, the student is responsible for providing a Comprehensive Course-by-Course Report from a foreign credentials evaluator in order to receive credit for the coursework.
3. **TEST SCORES**
  - **New first-time freshmen** seeking admission to academic programs are required to submit American College Test (ACT) scores. The Scholastic Aptitude Test (SAT) score report may be submitted in lieu of the ACT score.
  - **Non-traditional students** (age 25 or older) are not required to take the ACT unless they are planning to enter into a specific program that requires it. Non-traditional students who have not taken the ACT or SAT will be placed in developmental English and Math courses.  
**International students who have not taken the ACT/SAT will be granted provisional admission. These students will be required to take the institution's ACT residual on one of the established test dates set by the institution's Testing Center prior to registration. (Test dates are available on the SUSLA Testing Center webpage).**
4. **PROOF OF ENGLISH PROFICIENCY.** Students whose native language is not English must present proof of English proficiency as follows.
  - Test of English as a Foreign Language (TOEFL) *Internet-based* – a score of at least 46 is required.
  - International English Language Testing System (IELTS) – a minimum band score of 5.5 is required.

The university reserves the right to adjust the minimum score requirement as it deems necessary to address the academic needs of the students.
5. **CERTIFICATON OF FINANCIAL RESOURCES-**Students must present a financial document that shows adequate funds to cover the costs for the program of study. Students studying with an F-1 Student Visa are required to study in a full-time program with a minimum of 12 hours or its summer equivalent per semester.
6. **IMMUNIZATION RECORD** –Each person entering the university shall provide

satisfactory evidence of immunity to or immunization against vaccine-preventable diseases to include but not be limited to measles, mumps, rubella, tetanus/diphtheria, and meningitis. This policy applies to all students entering the institution for the first time and all students returning after an absence of one semester or more. Under circumstances where the immunization records cannot be readily obtained, the student may sign an immunization waiver. *In the event of an outbreak of a vaccine-preventable disease, students without immunization records will be excluded from the premises until the appropriate disease incubation period has expired or the unimmunized person presents evidence of immunization.*

7. **PROCESSING FEES.**

- **Application Fee.** A non-refundable fee of \$30.00 is required of ALL applicants to process the application for admission. The application fee can be paid online when submitting the application or it can be mailed in the form of a money order or cashier's check to: *SUSLA Admissions Office, 3050 Martin Luther King Jr. Drive, Shreveport, LA 71107.* Applicants can also call the university Cashier to make a credit card payment over the phone.
- **Document Handling Fee.** There may be additional fees if an applicant requires their I-20 and acceptance documents to be mailed overseas. Applicable fees may be paid via credit card over the phone by calling the university Cashier.

## STUDENT RESIDENCY

### Requirements

Because resident classification is an important part of fee determination, admission regulations and other policies of the university, it is important that Southern University at Shreveport (SUSLA) has fair and equitable regulations which can be administered consistently and still respect the interests of both the students and the taxpayers of Louisiana. It is the responsibility of the student to provide the university with such evidence as deemed necessary to establish his/her residence status.

#### I. Definitions

A student who graduates from a Louisiana high school is automatically considered a resident student. For fee assessment purposes, the following definitions shall apply to all other students effective the spring semester of 2014:

**Resident Student** A resident student for tuition purposes is defined as one who has abandoned all prior domiciles and has been domiciled in the State of Louisiana continuously for at least one full year (365 days) immediately preceding the first day of classes of the term for which resident classification is sought. "**Domicile**," as the term is used in the context of residence regulations, is defined as an individual's true, fixed, and permanent home and place of habitation at which the individual remains when not called elsewhere for labor, studies, or other special or temporary purposes, and the place to which the individual returns after an absence.

**Non-Resident Student** A nonresident student for tuition purposes is a student not eligible for classification as a resident.

The individual's physical presence within this state for one year must be associated with



the substantial evidence that such presence was with the intent to maintain a Louisiana domicile. Physical presence within the state solely for education purposes without substantial evidence of the intent to remain in Louisiana will not be sufficient for resident classification regardless of the length of time within the state.

## II. **Determination of Status**

The residence status shall be based upon evidence provided in the application for admission and related documents. The Office of Admissions shall determine residence status after the completed application for admission has been submitted. The rules shall be based primarily on the location of the home and the place of employment. Residence status may not be acquired by an applicant or student while residing in Louisiana for the primary purpose of attending school.

Residence status, for fee purposes only, will be granted to non-resident undergraduate students registered for six semester hours or less in any semester, or all non-resident students enrolled in up to six semester hours of undergraduate courses offered through web-based or other electronic instruction, when domiciled outside of the state of Louisiana and not enrolled in any other courses at the university.

The following conditions may be used in determining residence status:

- A. A minor applicant living with his/her legal parents is classified as a resident if the parents have established a bona fide residence in Louisiana. Ordinarily a parent is considered to have established a residence in Louisiana if actually residing and employed full time in the State for at least six (6) months.
- B. An individual who resides in Louisiana and is employed full-time in another state may be classified as a resident. In such case, appropriate documentary evidence shall be presented.
- C. A minor student residing with his/her legal parents who enrolls as a non-resident shall be classified as a resident if the parents move to Louisiana and acquire residence as defined in these regulations.
- D. A student may be declared a resident if either biological parent is a graduate of any school within the Southern University System.
- E. A SUSLA student that graduates with an associate degree may be classified as a resident for subsequent enrollment at SUSLA.
- F. A person may be classified as a resident of Louisiana at the end of twelve consecutive months of residence if employed in Louisiana and if during that period he/she has not been registered in an educational institution for more than six semester hours or its equivalent in any semester. There must be convincing evidence of continuous residence in Louisiana for twelve consecutive months immediately preceding registration.

- G. A student who is married to a Louisiana resident may acquire the residence status of his/her spouse.
- H. A person who resides in Louisiana for at least two years, exclusive of military service, and then moves to another state or foreign country shall retain the right to enroll, along with any of his/her dependents, as a resident for a period equal to the number of years the person resided in Louisiana, but the right shall expire upon the person's residing for a period of two years in another state or foreign country.
- I. Members of the full-time armed forces (not reserve or guard) currently stationed in Louisiana and their dependents shall be classified as Louisiana residents. Those who were stationed in Louisiana immediately prior to release from active duty may enroll themselves or their dependents as residents during a period not to exceed six months after the date of release; provided that the term of active duty shall have been no less than 12 consecutive months.
- J. A member of the full-time armed forces who was a resident of Louisiana immediately prior to entering the armed forces shall retain the right, along with any of his/her dependents, to be classified as a resident as long as he/she is in the armed forces and for a two-year period after leaving the armed forces. A resident of Louisiana shall not lose the right to be classified as a resident during periods of employment in a foreign country.
- K. A resident alien who has been lawfully admitted to the United States for permanent residence as an immigrant (proof of such status shall be possession of his Alien Registration Receipt)

Card or passport officially stamped "approved as resident alien") and who has established residence under any of the foregoing provisions shall be declared a resident of the State. *Note: a resident alien whose state of record is Louisiana on his permanent resident application shall be considered a resident student.*

### III. **Non-U.S. Resident**

A student who is a non-U.S. citizen may be entitled to resident classification if the student has been lawfully admitted to the United States for permanent residence (refugee, person who is married to a U.S. citizen, "temporary" or amnesty alien, etc.). This granting of resident status for fee purposes shall be in accordance with all applicable laws of the U.S. and relative requirements of the institution's Student Residence Regulations.

Students and their dependents (INS approval) may be present in the United States under terms of any one of the following visa classifications:

**Visa Category B** - Visitor for business/pleasure

**C** - In transit

**D** - Crewman

**F** - Academic

student **H** -

Temporary

worker **J** -

Exchange visitor

**M** - Vocational/ non- academic students are not eligible to establish Louisiana domicile nor be exempted from non-resident fees unless otherwise permitted by law, Board policy, or other regulations.

It is to be noted that the domicile of a dependent or an unmarried minor is regarded to be that of the parent with whom such a dependent or minor maintains his/her place of abode.

IV. **Appeal Committee**

Any student classified as a non-resident may appeal his classification to the Vice Chancellor for Academic and Student Affairs.

V. **Incorrect Classification**

Any student classified incorrectly as residents are subject to reclassification and payment of all non-resident fees not paid. If incorrect classification results from false or concealed facts by the student, the student is also subject to university discipline.