

Admissions Information for Advisors

November 2006

Admissions/OARSS/STAR

OARSS/STAR and Undergraduate Admissions are combined offices under the dual direction of Amy Randall and Kim Folstein: *Front Desk/Reception – Cynthia Rush*

OARSS is the admitting office for University Special Students, Summer Guests, UWinteriM Guests, and 60+ Auditors. Prospective students who have been out of school and are not certain whether to apply as degree seeking or non-degree university special should talk to an advisor in OARSS before applying to UWM.

Advisor- Gloria Kopke, Jason Kemp

STAR is an advising and registration program for new freshmen admits. There are several dates over the summer for new freshman admits to attend a program where they meet their academic advisor, learn how to use UWM's registration system and get a lot of campus resources information. A parent orientation is part of the program. *Advisor-Julia Diggins, Neil Green*

Jennifer Elsner processes admission for High School Special/Youth Options students and runs various queries from the database for reporting purposes.

Christina Fairbank coordinates the non-resident tuition appeals process, is a reference for difficult residency issues, trains the student status examiners (aka Admissions Specialists), processes School of Education Certification admissions, liaisons with CIE and maintains the org id table in PAWS (database listing of schools and colleges).

Maria Castrejon-Perez works with the UWM schools and colleges, DRO, AOC etc. to enhance admission and retention of a diverse student body. She coordinates the New Freshman Admissions Review process and maintains the high school unit tables.

Michael Gallagher develops technical improvements for the admissions office. He is our PeopleSoft expert and ImageNow guru.

Jonathan Webb maintains UWM's portion of Transfer Information System (TIS), maintains equivalency tables for UW system and Milwaukee area colleges and does some mysterious database stuff.

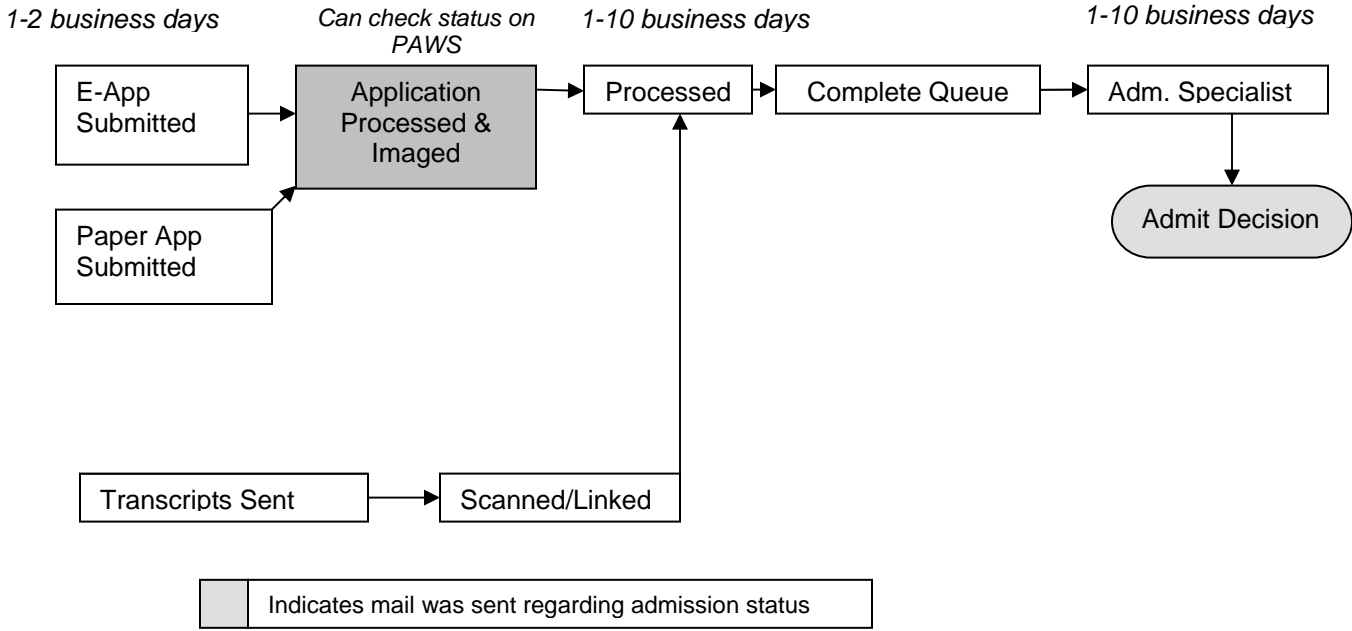
Application Processing Support

Application Processors are: *Jenell Cocroft, Ada Buchanan Brown, Barisha Letterman, Michael Passmore, Samantha Dugas Fox, Jeffrey Stencel* and *Gail Williams*. They receive applications and transcripts and generate admissions files; process requests for program and term changes, provide customer service to walk-in queries for assistance, and assist the phone center with difficult questions. *Gayle Kelly* supervises application processing workflow and handles unusual or difficult applications issues. She is the application processing lead worker.

Admissions Specialists are:

Jack Baldi, Darlene Bergman, Barbara Federlin, Debbie Freberg, Melissa Hall, Paula Johnson, Ugbana Otikor, and Kimberly Stuart. Admissions Specialists review complete applications and admit or refer applicants as necessary; determine students' residency for tuition purposes, evaluate and post transfer work and other advance standing credits and answer residency and admissions questions.

Application Tracking Flowchart



Applicant's Last Name	University Services Associate (USA)—Data entry	Phone	Admissions/Residency Specialist--Evaluation	Phone	Supervisor
A	Gayle Kelly gkelly@uwm.edu	3273	Darlene Bergman dbergman@uwm.edu	2871	Kim
B-C	Dawn Kohn dawnmari@uwm.edu	2322	Paula Johnson johnsonp@uwm.edu	5435	Kim
D-G	Mike Passmore passmom@uwm.edu	3277	Debbie Freiberg djf@uwm.edu	6620	Amy
H-K	Gail Williams gdw@uwm.edu	3274	Jack Baldi bdi@uwm.edu	3210	Kim
L-O	Jeff Stencel jstencel@uwm.edu	3934	Melissa Hall mmhall@uwm.edu	3147	Kim
P-R	Barisha Letterman briedel@uwm.edu	3307	Ugbana Otikor otikor@uwm.edu	3929	Amy
S-Sp	Ada Buchanan Brown adabrown@uwm.edu	3275	Barbara Federlin federbh@uwm.edu	5109	Amy
Sq-Z	Jenell Cocroft jenellc@uwm.edu	3276	Kimberly Stuart kstuart@uwm.edu	5131	Amy

New Freshmen: Standard Admission Policy

Freshman applicants must submit an official high school transcript with their application. Those who have completed the General Educational Development or Wisconsin High School Equivalency examination are required to submit official test results in addition to ACT or SAT results and an official transcript of any high school work they have completed.

In October 2006, the UWM faculty senate passed a revised admissions policy for incoming freshmen to be implemented in fall 2008. This revised policy is not reflected below.

Minimum standard requirements for admission:

1. Graduation from a recognized high school or the equivalent (see above).
2. Completion of at least 17 high school units (one unit equals one year of study or the equivalent) distributed as follows:

Subject	Units
English (at least 3 units literature and composition recommended. Up to 1 year may be from approved speech, communication, or journalism courses)	4
Mathematics (college prep courses at or above algebra level)	3
Natural Science (including 1 unit lab science)	3
History/Social Science	3
College Preparatory Electives (from the above areas, foreign language, speech/communication, or other academic areas)	2
Other Electives (from the above areas, computer science, fine arts or other appropriate courses)	2
Minimum Total Units	17

3. **NOTE:** Foreign language is not an admission requirement at UWM. However, students are required to complete no less than two college semesters of the same foreign language to graduate from UWM. This requirement may be satisfied by successfully completing two units (years) of the same language at the high school level.
(To be certain that your high school course work meets UWM requirements, consult your guidance counselor or the Department of Enrollment Services.)
4. Evidence that the applicant can successfully pursue university-level study. **For most programs, minimum criteria for standard admission** include either rank in the top 50% of the class with an ACT of at least 17 (SAT equivalent), or rank in the upper 75% of the class with an ACT of 21 or above (SAT equivalent).
5. The ACT (or SAT I) is required of all freshman applicants who are under the age of 21 as of September 1 of the academic year in which they enroll. The ACT is preferred; however, students will not have any advantage in the admission process by taking one test or the other.

Critical web sites:

www.uwm.edu/Dept/DES: Use this website to review Admissions/Registration/Records/Graduation information

www.apply.wisconsin.edu: Direct students to this website to complete a degree or non-degree application for admission.

www.uwsa.edu/tis: Use this website to see how courses from UWS or WTCS campuses transfer to UWM.

Admission Deadlines:

- a. The application deadline has been in place for several semesters now and is included in all information we provide including the web site. We have also taken steps to inform applicants the status of their application including a letter with missing data listed as well as a mass email to all incomplete applicants earlier this summer. All applicants can check the status of their application using their PAWS account at any time during the application process.
- b. We must have a COMPLETE file in our office by **Aug. 1 for fall 2006 or Dec. 15 for spring** admission consideration. This means all application documentation must be in our office by that date including transcripts, test scores, fees, etc.
- c. IF someone really wants to be a degree candidate for fall but missed the deadline, we should not be referring these students to become a University Special Student; this is not the goal of the special student classification.
- d. For extenuating circumstances, such as military duty or medical emergencies, an appeal process exists but should be considered the rare exception rather than the rule.
- e. Please encourage students to apply for a future semester. Course availability is very challenging and frustrating for students around the time of the deadlines, not to mention advisor appointments and STAR dates are limited. The admissions deadline is in place to help avoid problems with retaining late applicants who could have challenges with financial aid, paying for tuition and books, etc.