Welcome to UNO!

Distance Education Orientation
We are glad you have chosen UNO!

We would like to welcome you to the UNO community! We highly encourage you to attend an orientation. If you cannot attend, it is perfectly understandable! The Office of New Student Orientation will gladly help you with any of your questions! You can call 504-280-5458 or email nso@uno.edu.
What do you need to know?

• Activating your login and password
• Immunization records
• Privateer Enrollment Center
• Advising procedures
• Registration
• Fee bill payment
• Student Rights and Handbook
Activating Your Login and Password

YOU SHOULD HAVE RECEIVED A USERNAME AND TEMPORARY PASSWORD FROM UNO. FOR EXAMPLE: TJOHNSON@UNO.EDU. YOU WILL USE YOUR LOGIN AND PASSWORD LATER WHEN REGISTERING FOR CLASSES.

1. Log onto password.uno.edu

2. Enter requested information: first 2 letters of your last name, last 4 of your social security number your 4 digit birth year, 2 digit month, and 2 digit day – EX: 06/02/1983

*** WebStar is our student information portal that students access for a variety of reasons, including email and registration.***

QUESTIONS? YOU CAN CONTACT THE HELP DESK AT 504-280-4357 OR helpdesk@uno.edu.
Immunization Records

- All UNO students must submit immunization records to Student Health Services before registering for classes. If you are unable to submit records you may fill out an immunization waiver at the following site: http://www.studenthealth.uno.edu/imm_exp.html

- Completing the online waiver will allow you to sign up for your classes. You must use your UNO email when filling out the online waiver. Please bring your immunization records with you to the University and submit them to Student Health Services.
Academic Colleges

At The University of New Orleans there are 5 Academic Colleges: Business Administration, Education and Human Development, Engineering, Liberal Arts, and Sciences. We also have an Interdisciplinary Studies Degree Program. Within each Academic College there are various departments. For example the College of Liberal Arts is home to 14 departments such as: Political Science, Sociology, and Film, Theatre, and Communication Arts.

The following are links to each College website and Interdisciplinary Studies, please check out full department listings:

- Business Administration [http://www.uno.edu/coba](http://www.uno.edu/coba)
- Education and Human Development - [http://www.uno.edu/coehd](http://www.uno.edu/coehd)
- Engineering - [http://www.uno.edu/coe](http://www.uno.edu/coe)
- Liberal Arts - [http://www.uno.edu/cola](http://www.uno.edu/cola)
- Sciences - [http://www.uno.edu/cos](http://www.uno.edu/cos)

- Interdisciplinary Studies - [http://www.uno.edu/ids](http://www.uno.edu/ids)
The University of New Orleans "one-stop shop" for the Office of Enrollment Services. The PEC is located on the first floor of the Earl K. Long Library. The following offices are located in the Privateer Enrollment Center:

- Admissions
- Financial Aid
- New Student Orientation
- First Year Experience
- First Year Advising
- Veteran’s Affairs
At UNO, our incoming students and freshmen students have a team of counselors and other staff members based on the first letter of their last name. They are called Alpha Teams. To see the full list of the Alpha Teams, click on the link below.

http://www.uno.edu/pec/counselors.aspx
Admissions Questions?

Freshmen Admissions Questions?
• Kate Uhle (504-280-6952)  A-D
• Linzee Verink (504-280-5494)  E-K
• Carlos Gooden (504-280-5538)  L-Q
• Katie Bandy (504-280-7015)  R-Z

Transfer Admissions Questions?
• Brian Harris (504-280-6747)  A-G
• Toni Slessinger (504-280-7464)  H-O
• Kandise Woods (504-280-7016)  P-Z
Any student entering UNO with less than 30 credit hours of college coursework will be advised by our First Year Advising Staff. These advisors divide students by last name.

First Year Advisors:
• Gerard Williams A-D ehorne@uno.edu
• Vincent Prior E-K vprior@uno.edu
• Emily Horne L-Q ehorne@uno.edu
• Natalie Temple R-Z ntemple@uno.edu
• Gerard Williams IDS gwilliam@uno.edu

If you have more than 30 credit hours, you will be advised by your academic department.
Academic Advising

Students are required to consult with an advisor from their academic college before registering for classes. Below are the College Advisors and their contact information. *This is for students with 30 or more credit hours:

- College of Business Administration – 504-280-6241
  - Ms. Enjilee Dunn (emdunn@uno.edu)
- College of Education and Human Development – 504-280-1278
  - Mr. Kurt Ovella (kmovella@uno.edu)
- College of Engineering – 504-280-6327
  - Ms. Nelly Benko-Hakim (rnbenkoh@uno.edu)
- College of Liberal Arts- 504-280-6266
  - Mr. Adam Peltz (apeltz@uno.edu)
- College of Sciences- 504-280-6303
  - Ms. Teri Tuller (ttuller@uno.edu)
- Interdisciplinary Studies Degree Program – 504-280-6566
  - Mr. Dan Harper (dhharpe1@uno.edu)
Now that you have submitted your immunization records or the waiver and you have been advised, what’s next? Registration! Registration begins on different dates for each semester. Please refer to the following link for registration dates and other important dates: [http://www.uno.edu/registrar/bulletin/important-dates.aspx](http://www.uno.edu/registrar/bulletin/important-dates.aspx)

1. Visit UNO homepage [http://www.uno.edu](http://www.uno.edu)
2. Click on the WebStar link and log onto WebStar.
3. In the Academics section of the page click Enroll.
4. Under “Add to Cart” enter the desired 5-digit Class Number in the Class Number box or click Search box (Not the search tab at the top of the page)
5. Search and add your classes to your cart.
6. After you have added all of the classes to your cart click “Proceed to Step 2 of 3.”
7. Review your class list then click “Finish Enrolling”
8. Click View My Schedule to see your schedule and the “printer friendly” link to print.

- For course information and the course catalog please see the following website: [www.registrar.uno.edu](http://www.registrar.uno.edu)
Additional Resources

Our First Year Experience (FYE) staff is here to help first-year students at UNO! Transitioning to college can be exciting, stressful, challenging, and fun- and the first year is often the hardest. Their job is to make sure that your transition is as easy as possible.

In addition to a variety of programming and services, FYE also provides Success Coaching. Students will receive one-on-one attention twice per month from a coach who is committed to student development and success. Coaches work closely with academic advisors and other resources across campus to support students in achieving their personal, academic, and other professional goals.

For more information, please visit fye.uno.edu.
1. You can pay online via WebStar.
2. You can pay at the bursar’s office once you have arrived on UNO’s campus.

After you have submitted your immunization records, been advised, and signed up for your classes, you will need to pay your fees before moving into the residence hall (if you are living in Pontchartrain Hall).

***The Bursar’s office is in charge of billing students and collecting fees.***

http://www.bursar.uno.edu/ or (504) 280-6489
The University of New Orleans Student Handbook is an official student policy. The UNO Student Handbook describes what is expected of a student with respect to behavior and conduct in the UNO community and outlines the procedures to be followed when these expectations are not met. The handbook includes the Code of Student Conduct as well as other rules, regulations and policies governing student life.

Below is the link for the handbook if you wish to read it in greater detail: Student Handbook
Questions?

B E L O W  I S A  L I S T  O F  H E L P F U L  P H O N E  N U M B E R S  A N D
O F F I C E S  T H A T  M A Y  B E  U S E F U L  T O  Y O U  I N  T H I S
P R O C E S S.

1. Admissions – 504-280-6595 – admissions@uno.edu
2. New Student Orientation – 504-280-5458 – ns0@uno.edu
3. Registrar – 504-280-6216
4. Student Health Services – 504-280-6387
5. UCC Help Desk – 504-280-4357 – helpdesk@uno.edu