WELCOME TO UNO!

Advising and Registration for International Students
WE ARE GLAD YOU HAVE CHOSEN UNO!

Before you arrive on campus there are a few things that must be done. The following slides will help you with this process. It is important that you have submitted your immunization records, been advised, and signed up for your classes before you arrive on campus. If you are living on campus, you cannot move into the residence hall without a class schedule and you must pay your fees before moving in. We understand that coming to a new country and a new university may be overwhelming, so don’t hesitate to call or email us with any questions you may have – 504-280-5458 or nso@uno.edu.
What you need to know:

1. ACTIVATING YOUR LOGIN AND PASSWORD
2. IMMUNIZATION RECORDS
3. ADVISING PROCEDURES
4. REGISTRATION
5. FEE BILL PAYMENT
YOU SHOULD HAVE RECEIVED A USERNAME AND TEMPORARY PASSWORD FROM UNO. FOR EXAMPLE: BSMITH@UNO.EDU. YOU WILL USE YOUR LOGIN AND PASSWORD LATER WHEN REGISTERING FOR CLASSES.


2. Click on WebStar > Students > First Time Users link.

3. Enter requested information: first 2 letters of your last name, last 4 of your social security number (if you don’t have a SSN, then enter 9999), 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.
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: [www.studentthealth.uno.edu/imm_exp.html](http://www.studentthealth.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.
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 and Theatre 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/)
This year advising will be a little bit different in years past. If students enter UNO with less than 30 credit hours, they will be advised by our First Year Advising staff. First Year Advising staff divides the students by last name.

First Year Advisors:

- Caleigh Keith (A-D) - ckeith@uno.edu
- Jessica DeLaneuville (E-K) - jldelane@uno.edu
- Emily Horne (L-Q) - ehorne@uno.edu
- Amy Miller (R-Z) - almiller@uno.edu

If you have more than 30 credit hours, you will be advised by your department.
Students are required to consult with an advisor from their academic college if they have more than 30 credit hours before registering for classes. Below are the College Advisors and their contact information.

College of Education and Human Development – 504-280-1278
- Mr. Kurt Ovella (kmovella@uno.edu)

College of Business Administration – 504-280-6241
- Ms. Peggy Gaffney (mjgaffne@uno.edu) and Ms. Enjilee Dunn (emdunn@uno.edu)

College of Engineering – 504-280-6327
- Ms. Nelly Benko-Hakim (rnbenkoh@uno.edu)

College of Liberal Arts- 504-280-6266
- Adam Peltz (apeltz@uno.edu)

College of Sciences- 504-280-6303
- Ms. Toni Spahn (tspahn@uno.edu) and Ms. Lisa Williams (lmwillia@uno.edu)

Interdisciplinary Studies Degree Program – 504-280-6566
-Mr. Dan Harper (dhharpe1@uno.edu)

For a full listing of departmental advisors, please refer to the following link: http://oiss.uno.edu/docs/List%20of%20Departmental%20Advisors%202010-5-10.pdf.
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

1. Visit UNO homepage http://www.uno.edu
2. Click on the WebStar link and logon to Webstar.
3. Select **Student Self Service** from the content Menu and select **Academics** or scroll down and locate the section **UNO Student Self Service** in the middle of the page.
4. Select Academics Links
5. Select Enroll or Drop a Class
6. Select the term for which you are registering from the eligible list
7. Any courses already added will be listed. Add/Drop classes by using the links below your schedule.
8. To add a class, use the Add Classes link.
9. Enter the desired 5-digit Class Number in the Class Number box or click on magnifying glass to search for a class.
10. Click the yellow Submit button to process request.
11. Look at the “Add Status” column for each course. “Success” means the add was successful. A red “Errors Found” link will have further info when you click on it.
12. 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 websites:

FEE BILL PAYMENT

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).

HOW DO YOU PAY YOUR FEES?

1. YOU CAN PAY ONLINE VIA WEBSTAR ….. OR
2. YOU CAN PAY AT THE BURSAR’S OFFICE ONCE YOU HAVE ARRIVED ON UNO’S CAMPUS.

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

http://www.uno.edu/bursar/index.aspx
First Year Experience

The staff of FYE 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. Our job is to make sure that your transition is as easy as possible. FYE also provides an aid called 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. Similar to First Year Advising, they are also divided by last name.

FYE Counselors:

Mike Hoffshire A-D mhoffshi@uno.edu
Tonia Salas E-K tsalas@uno.edu
Cat Polivoda L-Q cpolivod@uno.edu
Nick Fuselier R-Z njfuseli@uno.edu
QUESTIONS?

BELOW IS A LIST OF HELPFUL PHONE NUMBERS AND OFFICES THAT MAY BE USEFUL TO YOU IN THIS PROCESS.

1. Admissions – 504-280-6595 – admissions@uno.edu
2. New Student Orientation – 504-280-5458 – nso@uno.edu
3. Office of International Students and Scholars – 504-280-6021 - oiss@uno.edu
4. Registrar – 504-280-6216
5. Student Health Services – 504-280-6387
6. UCC Help Desk – 504-280-4357 – helpdesk@uno.edu
We look forward to meeting you at International Student Orientation on Friday, January 14! All students are required to attend.

See you soon!