Welcome to the University of New Orleans!
Preparing for Arrival

Before you arrive on campus, there are a few things that must be completed:

– Activating Your UNO Login & Password
– Submitting Your Immunization Records
– Getting Advised
– Registering for Courses
– Submitting Your Fee Bill Payment

Review your resources, rights, and responsibilities as a UNO student in the Student Handbook!
UNO Login & Password

If you haven’t already, you’ll need to set up your UNO username. You will use this login information to access your UNO email account, WebSTAR, Moodle and campus computers.

To obtain your username, refer to your non-UNO email account for our “Welcome to UNO”-titled email. Included in the email is your UNO username as well as a link to set up your password.

Have questions? Can’t find the email?
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 your records, you may fill out the online [http://www.uno.edu/student-health/immunization-information.aspx](http://www.uno.edu/student-health/immunization-information.aspx)
- You must use your UNO email and password to fill out the form.
- After the form is processed, you will be allowed to sign up for your classes.
- 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 4 Academic Colleges:

<table>
<thead>
<tr>
<th>College</th>
<th>Website</th>
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</thead>
<tbody>
<tr>
<td>Business Administration</td>
<td>coba.uno.edu</td>
</tr>
<tr>
<td>Engineering</td>
<td>coe.uno.edu</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>cola.uno.edu</td>
</tr>
<tr>
<td>Sciences</td>
<td>cos.uno.edu</td>
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Within each college, there are the various academic departments. For example, the College of Science is home to 7 departments, including Biological Sciences, Chemistry, and Computer Science.

We also have an Interdisciplinary Studies (IDS) degree program. For more information, log on to ids.uno.edu. As well as the department Education & Human Development. For more information, please contact coehd.uno.edu.
Any student entering UNO with less than 24 credit hours of college-level coursework will be advised by our First Year Advising (FYA) staff.

These advisors divide students by **their college**:

<table>
<thead>
<tr>
<th>Name</th>
<th>College</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gerard Williams</td>
<td>Interdisciplinary Studies</td>
<td><a href="mailto:gwilliam@uno.edu">gwilliam@uno.edu</a></td>
</tr>
<tr>
<td>Ashley Dow</td>
<td>Engineering</td>
<td><a href="mailto:adow1@uno.edu">adow1@uno.edu</a></td>
</tr>
<tr>
<td>Nikki Dugar</td>
<td>Sciences</td>
<td><a href="mailto:nmdugar@uno.edu">nmdugar@uno.edu</a></td>
</tr>
<tr>
<td>Kevin McClain</td>
<td>Education and Business</td>
<td><a href="mailto:kmcclai2@uno.edu">kmcclai2@uno.edu</a></td>
</tr>
<tr>
<td>First Year Advising</td>
<td>College of Liberal Arts</td>
<td><a href="mailto:fya@uno.edu">fya@uno.edu</a></td>
</tr>
</tbody>
</table>

If you have more than 24 credit hours, you will be advised by your academic department.
Academic Advising

Students with 30 or more college credit hours are required to consult an advisor from their academic college before registering for classes.

**College of Business Administration** – 504-280-6241
Enjilee Dunn: emdunn@uno.edu

**College of Education & Human Development** – 504-280-1278
Amy Miller: almill@uno.edu

**College of Engineering** – 504-280-6327
Nelly Benko-Hakim: rnbenkoh@uno.edu

**College of Liberal Arts** – 504-280-6267
Jenn Batina: jmiguez@uno.edu

**College of Sciences** – 504-280-6303
Miriam Daunis : mdaunis@uno.edu

**Interdisciplinary Studies Program** – 504-280-6566
Dan Harper: dhharpe1@uno.edu

For a full listing of departmental advisors, visit [here](#).
Course Registration

Now that you have submitted your immunization records/waiver and have been advised, you’re ready for registration!

Registration begins on different dates for each semester. Please refer to the Student Calendar for registration dates & other important notices.

To register for your classes, use the following steps:
1. Log on to webstar.uno.edu using your UNO username/password
2. In the Academics section, click “Enroll”
3. Under “Add to Cart”, enter the desired 5-digit Class Number in the box
   - If you do not know the 5-digit Class Number, click on “Search” to find your classes
4. Search and Add your classes to your cart
5. After you’ve added all of your classes to the cart, click “Proceed to Step 2 of 3”
6. Review your class list, then click “Finish Enrolling”
7. Click “View My Schedule” to see your schedule
8. Use the “printer friendly” button to print out your schedule

For more information, or to view the course catalog, please visit registrar.uno.edu.
There are two methods for paying your tuition/fees:

1. Online via webstar.uno.edu
2. At the Bursar’s Office once you have arrived on campus

After you have submitted your immunization records, been advised, and signed up for 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. For more info, log on to bursar.uno.edu or call 504-280-6489.
First Year Experience

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Initials</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mike Hoffshire</td>
<td>A-D / UNIV</td>
<td><a href="mailto:mhoffshi@uno.edu">mhoffshi@uno.edu</a></td>
</tr>
<tr>
<td>Maya Galathe</td>
<td>E-G</td>
<td><a href="mailto:mbgalath@uno.edu">mbgalath@uno.edu</a></td>
</tr>
<tr>
<td>Natalie Temple</td>
<td>H-K</td>
<td><a href="mailto:ntemple@uno.edu">ntemple@uno.edu</a></td>
</tr>
<tr>
<td>Candace Stanton</td>
<td>L-Q</td>
<td><a href="mailto:castanto@uno.edu">castanto@uno.edu</a></td>
</tr>
<tr>
<td>David Lochtie</td>
<td>R-Z</td>
<td><a href="mailto:djlochti@uno.edu">djlochti@uno.edu</a></td>
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Questions?

Feel free to contact us!

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<thead>
<tr>
<th>Service</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Admissions</td>
<td>504-280-6595</td>
<td><a href="mailto:pec@uno.edu">pec@uno.edu</a></td>
</tr>
<tr>
<td>New Student Orientation</td>
<td>504-280-5458</td>
<td><a href="mailto:nso@uno.edu">nso@uno.edu</a></td>
</tr>
<tr>
<td>Office of International Students &amp; Scholars</td>
<td>504-280-6021</td>
<td><a href="mailto:oiss@uno.edu">oiss@uno.edu</a></td>
</tr>
<tr>
<td>Registrar</td>
<td>504-280-6216</td>
<td><a href="mailto:registrar@uno.edu">registrar@uno.edu</a></td>
</tr>
<tr>
<td>Student Health Services</td>
<td>504-280-6387</td>
<td>studenthealth.uno.edu</td>
</tr>
<tr>
<td>UCC Help Desk</td>
<td>504-280-4357</td>
<td><a href="mailto:helpdesk@uno.edu">helpdesk@uno.edu</a></td>
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We look forward to meeting you!

International Student Orientation
Monday, August 15th
9:00am – 4:00pm

All students are required to attend.