Graduate Student Orientation
Admissions, Financial Aid, Bursar

Bryon Reiger
Assistant Director, Graduate Admissions
bereiger@uno.edu
Disability Services, Title IX, Student Accountability

Amy King
Director, Student Accountability, and Disability Services
aaking@uno.edu
What Does ODS Do?

- Centralized “verification” of a disability and determination of reasonable accommodations.
- Compliance office (ADA, Section 504 and 508 of the Rehabilitation Act of 1973)
- Produces alternative format course materials for students with disabilities (audio, Braille, electronic, large print) upon request.
- Coordinates volunteer note takers/use of notetaking software.
- Loans some equipment for use by students.
- Centralized location for adaptive technology use/procurement.
Syllabus/Access Statements

The approved wording reads as follows:

- *It is University policy to provide, on a flexible and individualized basis, reasonable accommodations to students who have disabilities that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities should contact the Office of Disability Services as well as their instructors to discuss their individual needs for accommodations.*

There is no timeline for disclosing. We cannot set a deadline for submitting a request for accommodation to the institution.

The fact is that ours [people with disabilities] is the only minority you can join involuntarily, without warning, at any time—Nancy Mairs, author
Student Accommodation Agreement

One form will be prepared for each class in which the student will need accommodations.

All approved accommodations will be noted and checked off.

A signature is needed in the top from faculty member, to agree or disagree with accommodations.

If ODS is to administer testing accommodations, the bottom of the form will need to be fully completed by the faculty member.
Student Accountability

Coordinator, Dr. Lauren Lassabe llassabe@uno.edu
Most frequently reported Code of Conduct violations

- Academic Dishonesty
- Classroom Disruption
- Alcohol Policy Violations
- Drug Law Violations
- Parking Tickets
- Smoking Violations
- Offenses that fall under Title IX
Academic Dishonesty

• Cheating: The act of deception by which a student misrepresents mastery of information on an academic exercise. These acts can be either premeditated or not. Examples include, but are not limited to, copying or allowing someone else to copy from another student, unauthorized use of a textbook, electronic device, or other material during an examination; inappropriate and unauthorized collaboration during an academic exercise; unauthorized use or possession of specialty prepared materials, such as notes or formula lists, during an academic exercise.

• Plagiarism: The unacknowledged inclusion of someone else’s actual words, ideas or data or the paraphrasing of someone else’s words, ideas or data as if they were the student’s own. All source material must be appropriately identified and cited according to the conventions for acknowledging source material. Students are responsible for learning these scholarly conventions; disregard of proper citation conventions can be considered plagiarism.

• Academic Misconduct: The actual or attempted tampering or misuse of academic records or materials such as transcripts and examinations. Examples include stealing, buying, or otherwise obtaining all or part of an unadministered test or academic exercise; selling or giving away or engaging in bribery to get all or part of an unadministered academic exercise or any information about it; changing or altering a grade book, test, or other official academic records of the University; entering a building or office without authorization for the purpose of changing a grade or tampering in any way with grades or examinations.

• Falsification/Fabrication: The intentional use of false information or the falsification of research, findings, personal or university documents with the intent to deceive. Examples include citing information not taken from the source indicated; listing sources in a bibliography not used in the academic exercise; inventing data or source information; submitting as one’s own any academic exercise prepared totally or in part for/by another; taking a test for another student or permitting another student to take a test for oneself; submitting work previously used for credit in another course without express permission of the instructor; falsifying or misrepresenting oneself on resumes or other such documents or university related forms.

• Accessory To Acts of Academic Dishonesty: The act of facilitating, supporting, or conspiring with another student to commit or attempt to commit any form of academic dishonesty.
Definition

Sexual Harassment: Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

• (1) An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual’s participation in unwelcome conduct of a sexual nature, whether verbal or physical;

• (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University’s education program or activity; or

• (3) “Sexual assault” as defined in 20 U.S.C.1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30). Sexual harassment also includes sexual assault, dating violence, domestic violence, and stalking. For purposes of this Policy, the various forms of prohibited Sexual Harassment are sometimes referred to as “Sexual Misconduct.”
Scope of Policy

• Schools must respond when sexual harassment occurs in the school’s education program or activity, against a person in the United States.

• Education program or activity includes locations, events, or circumstances over which the school exercised substantial control over both the respondent and the context in which the sexual harassment occurred, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution (such as a fraternity or sorority house).

• Reports about sexual misconduct that happened off campus or in a study abroad program, or for behavior that falls out of the scope of this definition, will be handled in a separate process.
What do you do if a student comes to you?

• If you are supervising students/student employees or are the instructor of record, you are considered a **Mandated** Reporter. You must let the person reporting to you know that you will have to report to the Title IX Coordinator or a Deputy Coordinator.

• **Mandated Reporter**: An employee of the University who is obligated by policy to share knowledge, notice and/or reports of sex discrimination, sexual misconduct, and/or retaliation on behalf of the University.

• A student can discuss confidentially with a **Confidential Resource** (Counseling Services or the Women’s Center).

• Ask if he/she is safe; does s/he need immediate medical or mental health care?

• **Listen**.

• Provide them with information on resources for assistance.
Filing an Incident Report

• Any individual may make a report of alleged Code of Conduct violations, academic dishonesty, Title IX incidents or other policy violations to the University. This can be done in a confidential manner. Depending on the level of information available about the incident or the individuals involved, the University’s ability to respond to an anonymous report may be limited.

• Reporting can be made using the following link:

  • https://uno.guardianconduct.com/incident-reporting/new
Incident Reporting

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**Campus Reporting Form**

The reporting form is not a 911 or Emergency Service.

Do not use this site to report events presenting an immediate threat to safety or security threat. If this is an emergency, please contact UNO Department of Safety and Security at 504-280-6666 or dial 911.

This form can be used to report a variety of incidents including:

- Student conduct violations
- Academic dishonesty
- Student Care Network referrals
- Title IX violations
- Hazing
- COVID exposure or positive test results

Let us know which type of incident you’re reporting by selecting the report type. The questions on the form may change based on the type of report selected.

While the report does allow for anonymous reporting, please know that our ability to respond thoroughly may be limited if we are unable to contact you for additional information.
Student Affairs

Dr. Carolyn Golz
Associate Vice President and Dean of Students
cmgolz@uno.edu
Office of Disability Services

• If you have a disability and will require academic accommodations, please provide appropriate documentation of your disability and make an appointment with ODS in order to be eligible for academic accommodations.

www.new.uno.edu/disability-services

• Amy King  AAKING@UNO.EDU

• Earl K Long Library, Room 126E
Ochsner Health Center - UNO

- Services include: Wellness exams, school and work physical exams, immunizations, routine lab tests, etc.

- University Center, Room 238
- Clinic Hours: M-F 8am-4:30pm
- Make an Appointment: 504-280-6387
Counseling Services

- Career Testing & Counseling
- Counseling
  - Short term counseling, will offer referrals
  - Confidential
- University Center, Room 226
- Monday-Friday 8am-4:30pm
- 504-280-6683

- Instagram: UNOCounselingServices
Career Services

• University Center, Room 250
• 504-2800-6225 or career@uno.edu

• Instagram: UNOCareerServices
• Off Campus, Work Study and Other On-Campus Jobs
• Handshake Job Posting System
• Career Exploration & Type Focus
• Resume & Cover Letter Writing, Development & Review
• Interview Skills & Tips
• Job Search Strategies
• Career Fairs
• Career Closet
Student Involvement & Leadership

• Student Organizations - Cultural, Honorary, Political, Rec & Club Sports, Art/Music, Religious/Spiritual, Academic/Professional, Special Interest, & Service

• Leadership Development – Workshops, Retreats

• Student Activities Council (SAC) – Campus Events

• Fraternity & Sorority Life – Panhellenic, IFC, & NPHC

• First Year Transition programs – P Camp, Privateer Plunge

• Major Campus events – Homecoming, Welcome Week, Leadership Retreat, SUCbAUF annual crawfish boil

University Center, Room 222
504-280-6349 or sil@uno.edu

Instagram: @unosil
The HUB

Our Student Care Coordinators provide support to students through their UNO college experiences to assist with the establishment of academic, career and personal goals. Student Care Coordinators help students identify on and off campus resources and assist with developing a plan of action to achieve the successes as defined by our students.

Services Offered:

- Student Success Coaching
- Connection to campus resources
- Promotion of Self/Student Advocacy
- Goal Setting (Personal & Academic)
- Time Management
- Stress Management

University Center, 2nd floor
Instagram: UNO_HUB
Recreation & Intramural sports

• Not Student Affairs, but relevant for students.
• Recreation & Fitness Center: FREE For Students!
  • Group Classes, Cardio & Weight Area, Indoor Track, Basketball Courts, Pool, Racquetball Courts, Saunas & Locker Rooms
• Intramural & Club Sports
• 504-280-6357 or rissa@uno.edu
Office of Student Affairs

• Privateer Pantry
• Submit your immunization records to our office.
• Watch for our weekly email: “This week in Student Affairs...” highlights events and important information each week.
• Got questions and don’t know where to go? Start with us!

• University Center, Room 248
• studentaffairs@uno.edu
What Does the Office of Research Do?

► Grant Funding
  ► Assist professors with finding and applying for grant funding

► Compliance
  ► Safety, ethics, export control, human and animal subjects, budget

► Training
  ► Workshops for professors, graduate students, undergraduate students
  ► Internships

► Internal Grants
  ► Support for faculty research across disciplines

► Intellectual Property
  ► Patents and copyright
Compliance Issues

► Lab Safety
► Export Control (data and materials across borders)
► Responsible Conduct of Research (ethics)
► Animal Care
► Human Subjects
► Budgetary Compliance for Grants
► Research Data Management
► Intellectual Property
Campus Support

Selected Programs

► Faculty Internal Grant Program
► Graduate Fellowship Workshops
► Intellectual Property Workshops

Events

► ARCS – Awards Ceremony
► InnovateUNO – Research, Scholarly, and Creativity Symposium (November)
Compliance Staff

Director of External Collaboration (Intellectual Property)
► Erik Wahl eswahl@uno.edu

Laboratory Safety Officer
► Samantha Pallas slpallas@uno.edu

Compliance & Training Officer
► Alana Coleman arcolem2@uno.edu

Grant Writers
► John Bishop jbbishop@uno.edu
► Bekah Cossaboom rmcossab@uno.edu
Research Tools & Assistance

• Over 100 general and discipline-specific research databases
• Consultations with librarians focused on your discipline: getting started with research, conducting a literature review
• General information and basic reference available by email/chat
Access to Content/Borrowing Privileges

• Remote access to databases, e-books, e-journals
• Mediated book check-out available (or browse the stacks for yourself!)
• Interlibrary Loan
• LALINC card (direct borrowing from nearby universities/colleges)
Spaces & Technology

- Study carrels, quiet spaces
- Group study rooms
- Meditation zone (3rd floor)
- Coffee shop – (1st floor lobby)
- Learning Commons (1st floor): computers and scanners for walk-up use
- Laptop/Hotspot lending program
Spaces & Technology: Innovation Lab

- digital media editing & game development software
- motion capture equipment
- VR studio
- CNC milling machine
- flatbed scanner
- 3D printing
- wide-format poster printing
Copyright & Publishing Support
(Theses & Dissertations)

Copyright & licensing guidance

Archive of UNO theses & dissertations
UNO Library Website: 
library.uno.edu

Resources & Services for Graduate Students 
libguides.uno.edu/grad-services

Questions? 
libref@uno.edu
Graduate Degree

Programs UNO offers graduate certificates and advanced degrees in 32 master’s programs and nine doctoral programs, with on-campus and select online formats. All graduate programs involve a rigorous mix of scholarship and research, providing comprehensive instruction across each specialized area while refining students’ independent investigation and evaluation skills. To successfully get through each program, students must exceed all minimum requirements, demonstrating mastery of all subject matters in exams, research, and presentations.

Graduate degree programs are currently offered through:

- The College of Business Administration
- The College of Liberal Arts, Education & Human Development
- The College of Engineering
- The College of Sciences

Types of Graduate Degrees

Master’s Degree

Students working toward their master’s degree must complete 30 semester hours of 5000-level or higher coursework, with no more than six (6) credit hours going toward researching and writing a thesis. To be awarded a degree, students must

- earn a minimum 3.0 grade point average (GPA) for all coursework;
- have an approved Candidate Plan of Study;
- complete a Master’s Examination Report, in written, oral, thesis, capstone, or performance form, depending upon the degree program;
- submit an official Application for Graduation; and
- meet all program- or school-specific requirements. 

Review all general master’s degree requirements. For a complete picture of all program-specific expectations, reach out directly to the individual school or college.
GRADUATE STUDENT RESOURCES

IN THIS SECTION

Graduate School
- Admission Requirements
- Degree Programs
- Graduate Student Resources
- Financing Your Education
- Graduate FAQs
- Dissertations and Thesis
- Master's Degree Requirements
- Doctoral Degree Requirements
- Faculty & Staff Resources
- New Student Checklist
- Forms
- 3MT Competition
- Information Sessions
- Contact Us
- Registration

Financial Resources
Includes links to Financial Aid, Graduate Assistantships, Scholarships & Fellowships
- Financial Resources

Degree Requirements
- Master's Degree
- Doctoral Degree

Graduate School Handbook
Handbook

Forms and Resources
Includes documentation and forms for Master's degree, Doctoral degree, registration, Graduation Checklists, and more
- Forms & Resources

Thesis and Dissertations
Includes links to the University Format Guidelines, Graduate School format Workshops, Tips & Tutorials
- Thesis & Dissertations

Paying Fees
Information on Accessing Your Fee Bill
- Paying Fees
<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td><strong>Master's Thesis Checklist</strong></td>
<td></td>
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</tr>
<tr>
<td>Candidate Plan of Study</td>
<td>Initiated by student after 12-15 credit hours completed. Prepare and submit</td>
<td></td>
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<tr>
<td></td>
<td>Graduate Coordinator, Major Professor and Graduate School must review. Form</td>
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<td></td>
<td>available at grad.uno.edu</td>
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<tr>
<td>Enrolled</td>
<td>Students must be enrolled in their graduation term. If all course requirements are satisfied, students should discuss course options with coordinator.</td>
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</tr>
<tr>
<td>Application for Graduation</td>
<td>File the Application for Graduation in WebStar. $150 fee assessed. Applications cannot be &quot;rolled&quot; over from a prior term. Deferral of graduation requires a subsequent Application for Graduation in WebStar for new term.</td>
<td></td>
</tr>
<tr>
<td>Format Check</td>
<td>Manuscripts must be uploaded to the University Thesis &amp; Dissertations Collection in ScholarWorks at least 5 weeks before Commencement.</td>
<td></td>
</tr>
<tr>
<td>Certification of Foreign Language/Computer Competence</td>
<td>Not required for all degree programs; should be submitted once the requirement has been met but no later than 4 weeks before Commencement. Form available at grad.uno.edu</td>
<td></td>
</tr>
<tr>
<td>Final Version</td>
<td>The version of the manuscript that has been approved by the committee. Upload to ScholarWorks at least 3 weeks before Commencement.</td>
<td></td>
</tr>
<tr>
<td>Thesis Approval Form</td>
<td>Thesis Approval Form is due to the Graduate School with signatures of each committee member and the student author at least 3 weeks before Commencement. Form available at grad.uno.edu</td>
<td></td>
</tr>
<tr>
<td>Commencement</td>
<td>Ceremonial graduation at Lakefront Arena. Coordinated by Registrar's office.</td>
<td></td>
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<tr>
<td>Degree Conferral Date</td>
<td>Official degree certification completed and diplomas issued by Registrar's office.</td>
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<tr>
<td><strong>Non-thesis Master’s Checklist</strong></td>
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<tr>
<td>Certification of Foreign Language/Computer Competence</td>
<td>Not required for all degree programs; should be submitted once the requirement has been met but no later than 4 weeks before Commencement. Form available at grad.uno.edu</td>
<td></td>
</tr>
<tr>
<td>Non-thesis Exam Report</td>
<td>Approval by a committee of 3 graduate faculty submitted to the Graduate School approximately 4 weeks before Commencement. Form available at grad.uno.edu</td>
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# Doctoral Checklist

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<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
<th>Fall 2021</th>
<th>Spring 2022</th>
<th>Summer 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report on Qualifying Exam (some programs)</td>
<td>Chemistry, Educational Administration, Engineering and Applied Science, Financial Economics, and Psychology require a Qualifying Exam for Ph.D. candidacy.</td>
<td>Determined by program</td>
<td>Determined by program</td>
<td>Determined by program</td>
</tr>
<tr>
<td>Report on General Exam</td>
<td>Submitted after last examination (e.g. proposal defense, last written or oral exam). Signature of Candidate, Advisory Committee and Graduate Coordinator required. Form available at grad.uno.edu</td>
<td>5/15/2021</td>
<td>10/1/2021</td>
<td>3/1/2022</td>
</tr>
<tr>
<td>Enrolled</td>
<td>Students must be enrolled in their graduation term. If all course requirements are satisfied, students should discuss course options with coordinator.</td>
<td>8/15/2021</td>
<td>1/25/2022</td>
<td>6/5/2022</td>
</tr>
<tr>
<td>Application for Graduation</td>
<td>File the Application for Graduation in WebStar. $150 fee assessed. Applications cannot be “rolled” over from a prior term. Deferral of graduation requires a subsequent Application for Graduation in WebStar for new term.</td>
<td>10/1/2021</td>
<td>3/1/2022</td>
<td>7/1/2022</td>
</tr>
<tr>
<td>Certification of Foreign Language/Computer Competence</td>
<td>Not required for all degree programs; should be submitted once the requirement has been met but no later than 4 weeks before Commencement. Form available at grad.uno.edu</td>
<td>11/12/2021</td>
<td>4/22/2022</td>
<td>7/1/2022</td>
</tr>
<tr>
<td>Final Version of Dissertation</td>
<td>The version of the manuscript that has been approved by the committee. Upload to ScholarWorks at least 3 weeks before Commencement.</td>
<td>11/19/2021</td>
<td>4/29/2022</td>
<td>7/8/2022</td>
</tr>
<tr>
<td>Dissertation Approval Form</td>
<td>Dissertation Approval form is due to the Graduate School with signatures of each committee member and the student author at least 3 weeks before Commencement. Form available at grad.uno.edu</td>
<td>11/19/2021</td>
<td>4/29/2022</td>
<td>7/8/2022</td>
</tr>
<tr>
<td>RSVP for Commencement Ceremony</td>
<td>Complete the RSVP form for Ph.D. candidates to let the Graduate School know if you will attend the ceremonial graduation. Form available at grad.uno.edu</td>
<td>12/1/2021</td>
<td>5/10/2022</td>
<td>N/A</td>
</tr>
<tr>
<td>Commencement</td>
<td>Ceremonial graduation at Lakefront Arena. Coordinated by Registrar’s office.</td>
<td>12/10/2021</td>
<td>5/21/2022</td>
<td>N/A</td>
</tr>
<tr>
<td>Degree Conferral Date</td>
<td>Official degree certification has been completed and diplomas are issued by Registrar’s office.</td>
<td>12/16/2021</td>
<td>5/27/2022</td>
<td>8/5/2022</td>
</tr>
</tbody>
</table>
WELCOME TO DAY ONE

YOU’RE OFFICIAL.
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30% OFF
ONE APPAREL, GIFT, OR SUPPLY ITEM*

DayOneWelcome.com
Access code: 1337
Use this link to get your 30% off coupon, textbook information and reminders.

WELCOME TO THE UNIVERSITY OF NEW ORLEANS ACCESS PROGRAM

HOW DOES THE PROGRAM WORK?
After you select your courses, a fee is added to your tuition for material and your course list is sent to us. You will receive email communication about how to access your materials from your professor.

DON'T FORGET!
Use the coupon at left to grab some gear. We have supplies too! Place your order and we will get them ready for you. The University of New Orleans Bookstore is pleased to supply your course materials as part of your tuition bill. You will have access to your required material on the first day of class via University of New Orleans email.

UNIVERSITY OF NEW ORLEANS BOOKSTORE
2000 Lakeshore Dr. | (504) 280-6373 | TheUnoShop.com

*This is not a coupon. Please sign up using the web address to receive one.