# **Graduate Student Orientation**



# Graduate School grad.uno.edu

Nancy C. Biggio, Ph.D. Associate Vice President nbiggio@uno.edu Dante S. Bryant Assistant Director dsbryant@uno.edu



# Admissions, Financial Aid, Bursar

- ' Bryon Reiger
- Assistant Director, Graduate Admissions bereiger@uno.edu



# Graduate Scholarships and Assistantships

Dante S. Bryant Assistant Director dsbryant@uno.edu



# Disability Services, Title IX, Student Accountability

Amy King Director, Student Accountability, and Disability Services aaking@uno.edu



# Disability Services

Office of Disability Services | The University of New Orleans (uno.edu)

Coordinator, Derek Bridges, <u>dsbridge@uno.edu</u>

# 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 signatures 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 ACCOMMODATION AGREEMENT Office of Student Accountability, Advocacy and Disability Services

The following are reasonable accommodations for Jane Doe, ID# 2112211:

Classr	oom Accommodations	Test/Quiz Accommodations				
	Consideration for absences	Adaptive Technology/ Computer Based Testin	g			
	Consideration for Breaks	Enlarged Test				
	Use of Adaptive Technology	Use of Calculator—if the use of the calculator	does			
	Signing Interpreter	not fundamentally alter the nature of the cours	e/test			
	Computer Assisted Interpreting	Distraction-Reduced Environment				
	Use of an assistive listening device	Extended Testing Time (x1.5)				
	Limited time extensions on assignments	Extended Time (x2)				
	Volunteer note taker	Black Ink on White Paper				
	Recorded Lecture	Reader				
	Selective Seating	Oral Test				
	Enlarged Course/Classroom Materials	Scribe				
	Alternate Format course materials	Test in Audio Format				
		Consideration for Misspellings				

I agree to the provision of the above accommodations for the following course \_\_\_\_\_\_

Instructor's Signature/Printed Name Date
I do not agree to the provision of the above mentioned accommodation(s) mandated as outlined in Subpart E of Section
504. I have discussed my concerns with the Director of the Office of Disability Services, and we are unable to come to an
agreement regarding the accommodation(s). I maintain and can substantiate that the provision of the accommodation(s)
above pose a fundamental alteration to the nature of the course being taught. I visit to initiate appeals procedures.

Instructor's Signature/Printed	Name		Date			
I would like the abo Accommodative Testing an	ve noted testing acco d Adaptive Technolo					
Scheduled Test Dates/Time	s:					
Test 1 Test	2 Te	st 3	Test 4	Test 5		
Time at which class meets/	amount of time which	will be allotted fo	or these tests:			
Final exam date/time & time	allocated in the clas	sroom				
	ions that apply to the	se tests:				
Indicate any special instruct						

η an exams are not pre-scneaulea via the synabus, a copy of this form muse be used to scneaule each individual test and final exam throughout the semester. Scheduling requeets should be substited a week prior to each test. For on-line courses, students are expected to remind the instructor prior to the scheduled exam.

Signed forms must be returned to the office. A copy of the signed form will be emailed to both student and faculty member for record keeping purposes.

# Student Accountability

<u>Student Accountability & Advocacy | The University of New</u> <u>Orleans (uno.edu)</u>

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.

# Title IX

Title IX | The University of New Orleans (uno.edu)

## 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

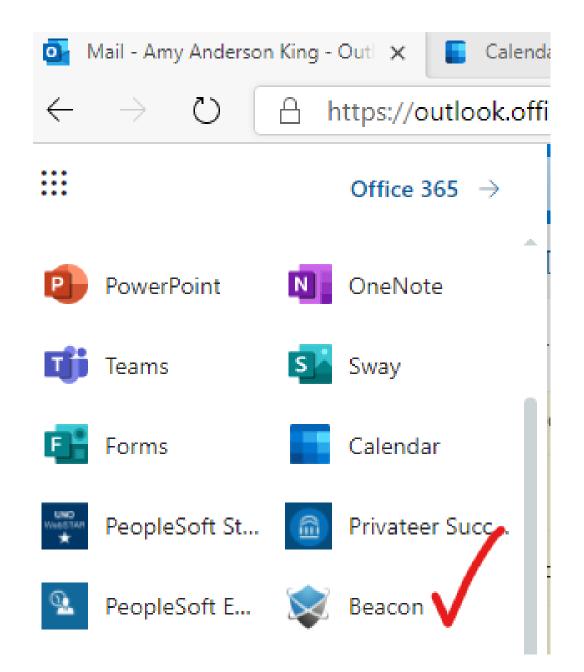
- Schools must respond when sexual harassment occurs in the school's education program or activity, against a person in the United States.
- Education program or activity includes locations, events, or circumstances over which the school exercised substantial control over both the respondent and the 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 happed 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?

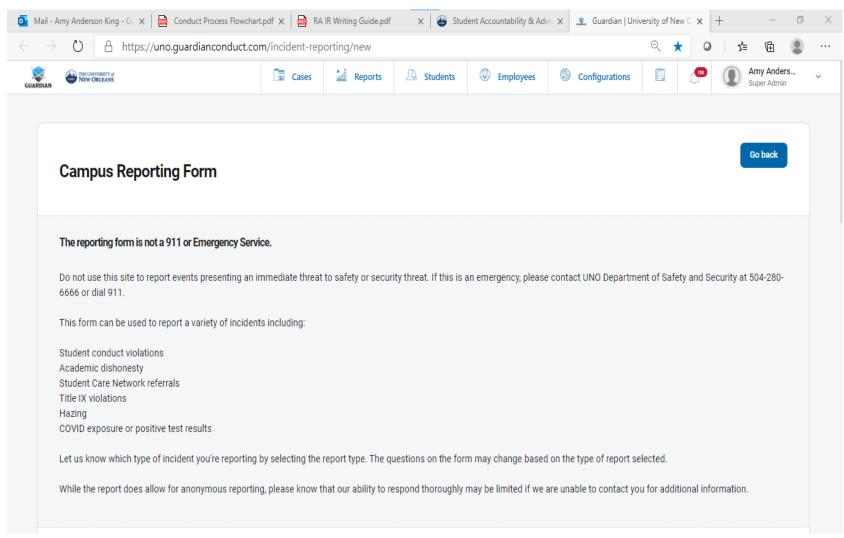
- If you are supervising students/student employees or are the instructor of record, you are considered a <u>Mandated</u> Reporter. You must let the person reporting to you know that you will have to report to the Title IX Coordinator or a Deputy Coordinator
- <u>Mandated Reporter</u>: An employee of 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:
- <u>https://uno.guardianconduct.com/incident-</u> <u>reporting/new</u>



## Incident Reporting



# 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 <u>AAKING@UNO.EDU</u>
- 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 <u>career@uno.edu</u>
- 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

University Center, 2<sup>nd</sup> floor Instagram: UNO\_HUB

- Goal Setting (Personal & Academic)
- Time Management
- Stress Management



# 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



# Office of Research

#### **Matthew Tarr**

Vice President for Research and Economic Development Aug. 11, 2021

# 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 ManagementIntellectual 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)



# **Contact Us**

### **Office of Research**

1005 Administration Annex Building 2000 Lakeshore Drive New Orleans, LA 70148



## **OFFICE OF RESEARCH**

## researchoffice@uno.edu (504) 280-6836 <u>www.uno.edu/research</u>





# **Compliance Staff**

Director of External Collaboration (Intellectual Property)
Erik Wahl

Laboratory Safety Officer
Samantha Pallas

slpallas@uno.edu

# Compliance & Training Officer Alana Coleman <u>arcolem2@uno.edu</u>

Grant Writers

John Bishop
Bekah Cossaboom

jbbishop@uno.edu rmcossab@uno.edu



**OFFICE OF RESEARCH** 

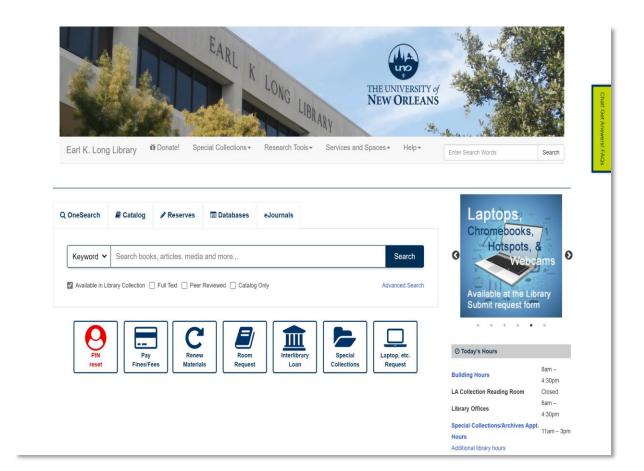
# Earl K. Long Library

Jeanne Pavy Associate Librarian jpavy@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, ejournals
- 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 (3<sup>rd</sup> floor)
- Coffee shop (1<sup>st</sup> floor lobby)
- Learning Commons (1<sup>st</sup> floor): computers and scanners for walk-up use
- Laptop/Hotspot lending program



## **Spaces & Technology: Innovation Lab**

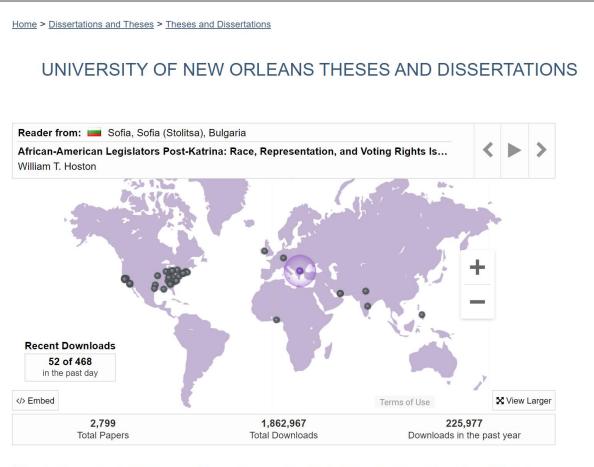
- digital media editing & game development software
- motion capture equipment
- VR studio
- CNC milling machine
- flatbed scanner
- 3D printing
- wide-format poster printing



## <u>Copyright & Publishing Support</u> (Theses & Dissertations)

# Copyright & licensing guidance

# Archive of UNO theses & dissertations



This collection is comprised of theses and dissertations completed at the University of New Orleans from 2002 to the present.

UNO Library Website: library.uno.edu

## Resources & Services for Graduate Students <u>libguides.uno.edu/grad-services</u>

Questions? libref@uno.edu

# Graduate School grad.uno.edu

Nancy C. Biggio, Ph.D. Associate Vice President nbiggio@uno.edu



#### IN THIS SECTION

#### **Graduate Degree**

out directly to the individual school or college.

Graduate School	Programs UNO offers graduate certificates and advanced degrees in 32 master's programs and nine doctoral						
Admission Requirements	programs, with on-campus and select online formats. All graduate programs involve a rigorous mix of scholarship and						
Degree Programs	— 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						
Graduate Student Resources	requirements, demonstrating mastery of all subject matters in exams, research, and presentations.						
Financing Your Education	Graduate degree programs are currently offered through:						
Graduate FAQs	The College of Business Administration						
Dissertations and Thesis	The College of Liberal Arts, Education & Human Development						
Master's Degree Requirements	• The College of Engineering						
Doctoral Degree Requirements	• The College of Sciences						
Faculty & Staff Resources	Turner of Creducto Degrees						
New Student Checklist	<ul> <li>Types of Graduate Degrees</li> </ul>						
Forms	Master's Degree						
3MT Competition	Students working toward their master's degree must complete 30 semester hours of 5000-level or higher coursework,						
Information Sessions	with no more than six (6) credit hours going toward researching and writing a thesis. To be awarded a degree, students must						
Contact Us	• earn a minimum 3.0 grade point average (GPA) for all coursework;						
Registration	have an approved Candidate Plan of Study;						
	<ul> <li>complete a Master's Examination Report, in written, oral, thesis, capstone, or performance form, depending upon the degree program;</li> </ul>						
	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						

#### 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

#### **GRADUATE STUDENT RESOURCES**

#### **Financial Resources**

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

#### Financial Resources

#### **Degree Requirements**

Master's Degree

Doctoral Degree

### Graduate School 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** 

LEARN

EXPERIENCE

CONNECT

#### Master's Thesis Checklist

#### Non-thesis Master's Checklist

		Due Date				Due Date			
Requirement	Description	Fall 2021	Spring 2022	Summer 2022	Requirement	Description	Fall 2021	Spring 2022	Summer 2022
Candidate Plan of Study	Initiated by student after 12-15 credit hours completed. Graduate Coordinator, Major Professor and Graduate School must review. Form available at grad.uno.edu	5/15/2021	10/1/2021	3/1/2022	Candidate Plan of Study	Initiated by student after 12-15 credit hours completed. Graduate Coordinator, Major Professor and Graduate School must review. Form available at grad.uno.edu	5/15/2021	10/1/2021	3/1/2022
Enrolled	Students must be enrolled in their graduation term. If all course requirements are satisfied, students should discuss course options with coordinator.	8/15/2021	1/25/2022	6/5/2022	Enrolled	Students must be enrolled in their graduation term. If all course requirements are satisfied, students should discuss course options with coordinator.		1/25/2022	6/5/2022
Application for Graduation	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.	10/1/2021	3/1/2022	7/1/2022	Application for Graduation	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.	10/1/2021	3/1/2022	7/1/2022
Format Check	Manuscripts must be uploaded to the University Thesis & Dissertation Collection in ScholarWorks at least 5 weeks before Commencement.	11/5/2021	4/15/2021	7/1/2022	Certification of Foreign	Not required for all degree programs; should be submitted once the requirement has been met but no			
Certification of Foreign Language/Computer Competence	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	11/12/2021	4/22/2022	7/1/2022	Language/Computer Competence	later than 4 weeks before Commencement. Form available at grad.uno.edu	11/12/2021	4/22/2022	7/1/2022
Final Version	grad.uno.edu The version of the manuscript that has been approved by the committee. Upload to ScholarWorks at least 3 weeks before Commencement.	11/19/2021	4/29/2022	7/8/2022	Non-thesis Exam Report	Approval by a committee of 3 graduate faculty submitted to the Graduate School approximately 4 weeks before Commencement. Form available at grad.uno.edu	11/12/2021	4/22/2022	7/1/2022
Thesis Approval Form	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	11/19/2021	4/29/2022	7/8/2022	Commencement	Ceremonial graduation at Lakefront Arena. Coordinated by Registrar's office.	12/10/2021	5/21/2022	N/A
Commencement	Ceremonial graduation at Lakefront Arena. Coordinated by Registrar's office.	12/10/2021	5/21/2022	N/A	Degree Conferral Date	Official degree certification completed and diplomas issued by Registrar's office.	12/16/2021	5/27/2022	8/5/2022
Degree Conferral Date	Official degree certification completed and diplomas issued by Registrar's office.	12/16/2021	5/27/2022	8/5/2022					

#### **Doctoral Checklist**

Requirement	Description	Fall 2021	Due Date Spring 2022	Summer 2022
Report on Qualifying Exam (some programs)	Chemistry, Educational Administration, Engineering and Applied Science, Financial Economics, and Psychology require a Qualifying Exam for Ph.D. candidacy.	Determined by program	Determined by program	Determined by program
Report on General Exam	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	5/15/2021	10/1/2021	3/1/2022
Enrolled	Students must be enrolled in their graduation term. If all course requirements are satisfied, students should discuss course options with coordinator.	8/15/2021	1/25/2022	6/5/2022
Application for Graduation	File the <i>Application for Graduation</i> in WebStar. \$150 fee assessed. Applications cannot be "rolled" over from a prior term. Deferral of graduation requires a subsequent <i>Application for Graduation</i> in WebStar for new term.	10/1/2021	3/1/2022	7/1/2022
Certification of Foreign Language/Computer Competence	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	11/12/2021	4/22/2022	7/1/2022
Final Version of Dissertation	The version of the manuscript that has been approved by the committee. Upload to ScholarWorks at least 3 weeks before Commencement.	11/19/2021	4/29/2022	7/8/2022
Dissertation Approval Form	<i>Dissertation Approval</i> 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	11/19/2021	4/29/2022	7/8/2022
RSVP for Commencement Ceremony	Complete the <i>RSVP form</i> for Ph.D. candidates to let the Graduate School know if you will attend the ceremonial graduation. Form available at grad.uno.edu	12/1/2021	5/10/2022	N/A
Commencement	Ceremonial graduation at Lakefront Arena. Coordinated by Registrar's office.	12/10/2021	5/21/2022	N/A
Degree Conferral Date	Official degree certification has been completed and diplomas are issued by Registrar's office.	12/16/2021	5/27/2022	8/5/2022

# WELCOME TO DAY ONE

#### YOU'RE OFFICIAL. SHOW YOUR SCHOOL SPIRIT!

## GET GEARED UP! **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.

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

#### 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