Graduate School New Student Orientation

Fall 2022



Graduate School grad.uno.edu

Associate Vice President	Admissions	Graduate Scholarships & Assistantships	Transfer Credit, Graduate Forms & Graduation
Nancy C. Biggio, Ph.D.	Jena McCullin	Dante S. Bryant	Brittney Barras
Associate Vice President	Graduate Admissions	Assistant Director	Assistant Director,
	Counselor		Student Services
nbiggio@uno.edu	jmculli@uno.edu	dsbryant@uno.edu	bbarras1@uno.edu



New Student Checklist

- ✓ Email Account
- \checkmark Orientation
- Immunizations
- Registration
- Privateer ID

- Parking
- Direct Deposit
- Emergency Notices
- Handshake

uno.edu/academics/grad/newgrad-student-checklist



Immunizations

uno.edu/campus-health/immunizationinformation Student Affairs Office University Center 248 504-280-6222 Fax 504-280-3975 healthservices@uno.edu

Per State legislated pre-matriculation immunization statutes, UNO requires new and returning students to:

 Complete and submit a proof of immunization compliance form to the Student Affairs Office prior to registration

OR

 Use your UNO email address (<u>username@uno.edu</u>) to complete the <u>Immunization Waiver</u> online

If you need immunizations, the Ochsner Health Services provide them for students who have been admitted to the university but have not paid fees yet or attended classes. (Applicable fees payable at the time of service.)

Registration

uno.edu/academics/grad/registration

Contact your admitting department for details on how to get advised. If you need a point of contact, locate your program on the list at the link above for information.

- Finding classes: University Catalog
- Listings of class schedules: <u>Course Bulletin</u>, available online on the Office of the Registrar.
 Specific course information found in <u>WebStar</u>
- <u>Getting advised</u>: degree programs may require advising before registering or may restrict registration in certain courses
- **<u>Registering in WebSTAR</u>**: WebSTAR is the official student records system. Used for registration, withdrawals, grades, fees, etc.
- **Moodle:** online learning system found on the Current Students web page.

Privateer ID Cards

uno.edu/it/id-cards

Computer Center 112 (504) 280-6286 access@uno.edu

In addition to identifying you as a UNO student, your ID card allows you to

- Access the UNO Library, Computer Labs, Learning Resource Center and other academic resources
- Attend UNO Athletic Events at no cost
- Utilize a meal plan
- Access the UNO Recreation and Fitness Center
- Obtain discounts at movie theaters and other businesses around the city

How do I get my ID card?

- Visit the Key & Card Access Office ready to have your picture taken
- Bring a photo ID (driver's license, passport, etc.) and your student ID number

Student Parking Decal

uno.edu/upd/parking-services

- Parking decal required to park on campus outside of the pay parking lots
- Order and pay online in WebSTAR or in person at the Office of the Bursar
- Decal pickup in Library until August 22 then UCC. Must bring current vehicle registration and driver's license
- Campus residents have different rules provided by their residence facility.
- Parking rules and regulations are enforced 24 hours/day, 7 days/week
 - All student decals are valid from August 15th of one year to August 15th of the next year, regardless of the issue date. Residential decals are only valid for one semester.
 - Student decals allow students to park in <u>white</u> lined spaces in the general parking lots which are shared lots for students, faculty and staff
 - Students with current parking decal may park in yellow lined spaces between 5:00 pm and 6:00 am M-F and all day on weekends

Other New Student Resources

uno.edu/academics/grad/new-grad-student-checklist

Direct Deposits for Stipends

You can have your graduate assistant stipends sent to your bank account through direct deposit. <u>Click here to download the form</u>.

Sign Up for Emergency Notices

UNO has an emergency communications system that allows you to receive important information instantly. The notification system requires no additional software, and your contact information will not be sold to third-party marketers. <u>Register now</u>.

Sign Up for Handshake

Sign up for Handshake, <u>Career Services</u> database for employment.

Disability Services & Student Accountability

Amy King

Director, Student Accountability & Disability Services

aaking@uno.edu



What Does ODS Do?

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

- Centralizes "verification" of a disability and determination of reasonable accommodations
- 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 equipment for use by students
- Centralizes adaptive technology use/procurement
- Compliance office (ADA, Section 504 and 508 of the Rehabilitation Act of 1973)

Syllabus/Access Statements

Approved wording:

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

DO YOU REQUIRE DISABILITY-RELATED CLASSROOM OR TESTING ACCOMMODATIONS?

If so, please follow these simple steps:

Notify Disability Services of your need(s) for classroom or testing accommodations. Submit

documentation from appropriate professional that verifies and recommends reasonable accommodations. Meet with a staff member to discuss accommodations and receive your personalized Student Accommodation Agreement. Complete Student Accommodation Agreement with professor(s) and return completed form(s) to the Office.

Student Accountability

<u>Student Accountability & Advocacy | The University of New Orleans</u> (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 are not addressed under Title IX

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

Title IX

Ann James

Interim Title IX Coordinator

ajames10@uno.edu



Definition: Sexual Harassment

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 to do if a student comes to you:

If you are supervising students/student employees, or you 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 s/he is safe; does s/he need immediate medical or mental health care?
- Listen
- Provide her or him with information on resources for assistance

Student Affairs

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



Ochsner Health Center - UNO

Services include wellness exams, school and work physical exams, immunizations, routine lab tests, etc.

- Clinic Hours: M-F 8am-4:30pm
- 504-280-6387
- Appointments or Walk-Ins





Counseling Services

- Career Testing & Counseling
- Counseling
- Short term counseling, will offer referrals
- Confidential

- Monday-Friday 8am-4:30pm
- 504-280-6683
- Instagram: UNOCounselingServices

Career Services



- 504-2800-6225
- <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

Fraternity & Sorority Life

Panhellenic, IFC, & NPHC

First Year Transition

P Camp, Privateer Plunge

Student Activities Council (SAC)

Campus Events

Major Campus Events

Homecoming, Welcome Week, Leadership Retreat, SUCbAUF crawfish boil



Leadership Development

Workshops, Retreats

- 504-280-6349
- <u>sil@uno.edu</u>
- 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.

- Student Success Coaching
- Connection to campus resources
- Promotion of Self/Student Advocacy

University Center, 2nd 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
- rissa@uno.edu

Office of Student Affairs

- Privateer Pantry
- Submit your immunization records to our office
- 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

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)



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

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OFFICE OF RESEARCH

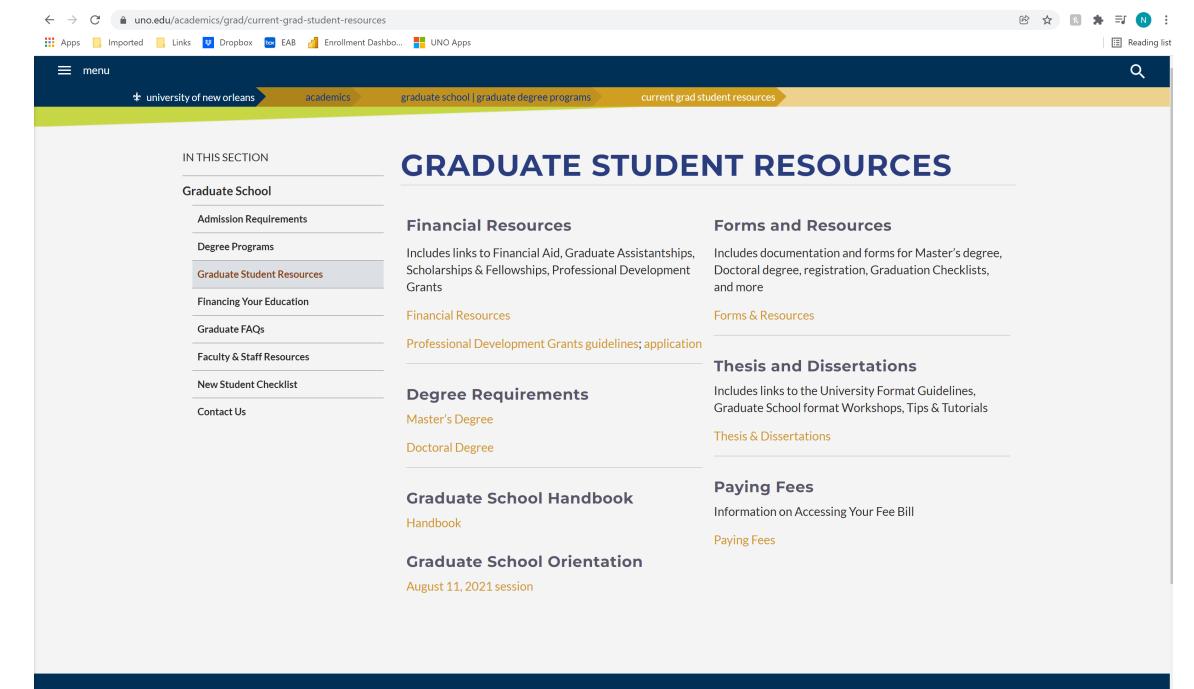
Earl K. Long Library

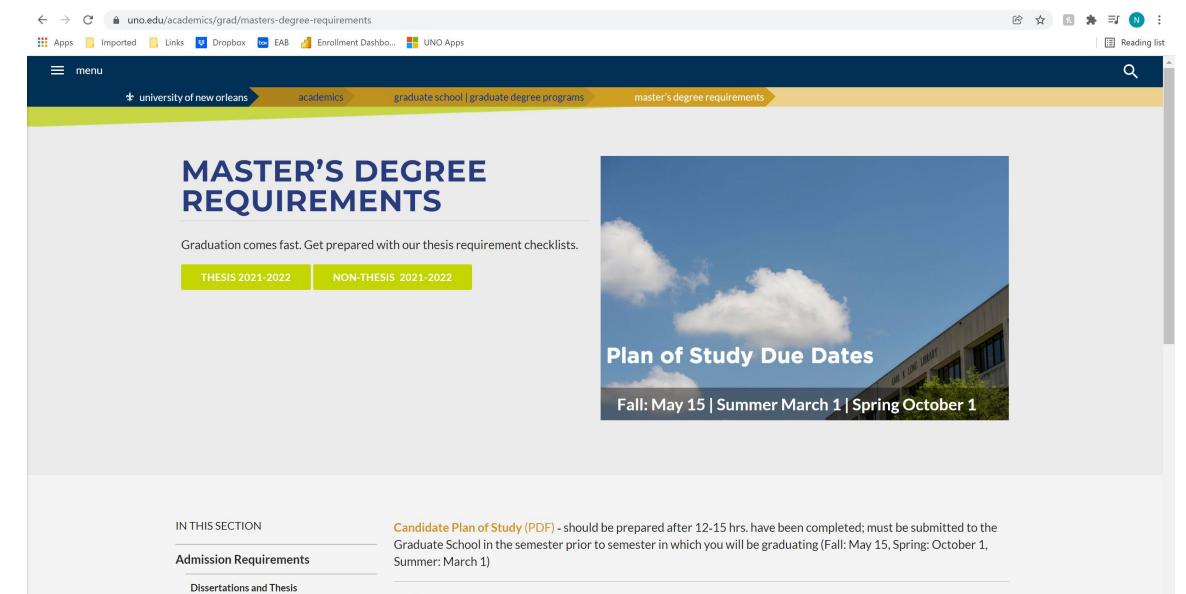
Jeanne Pavy Associate Librarian jpavy@uno.edu

Graduate School grad.uno.edu

Brittney Barras Assistant Director, Student Services bbarras1@uno.edu







Application for Graduation – online form that officially adds you to the graduation list; complete on the Registrar's office website (Fall: October 1, Spring: March 1, Summer: July 1)

 Certification of Foreign Language/Computer Competence – not required for all degree programs; should be submitted once the requirement has been met

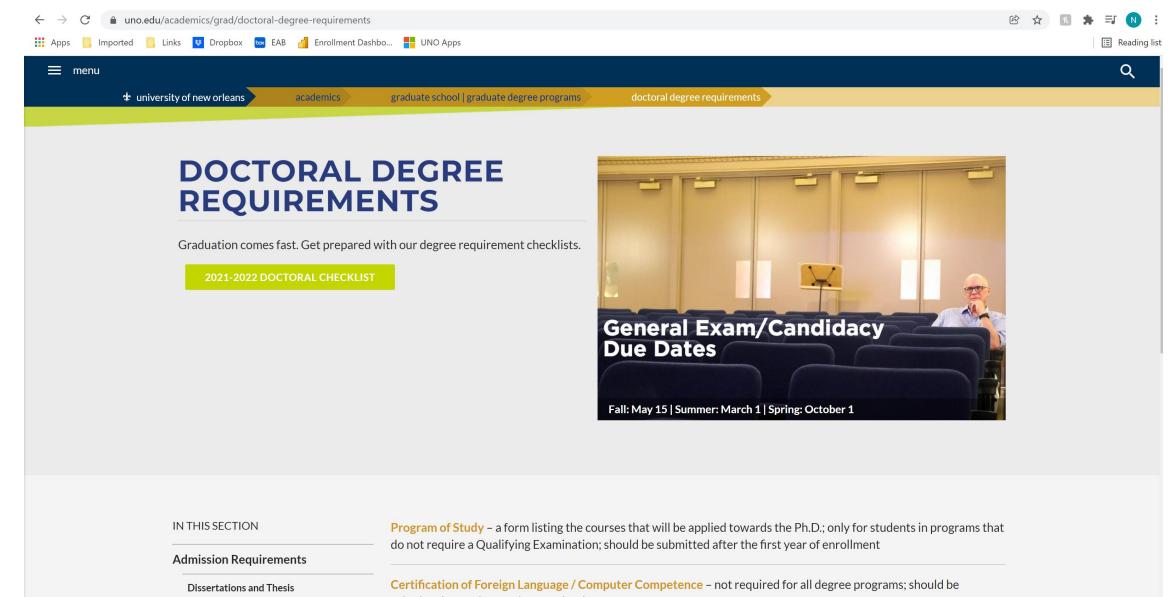
Apply to UNO

Visit Us

Master's Degree Requirements

Doctoral Degree Requirements

Non-thesis Master's Examination Report | Co-chairs version – Approval of the Non-thesis Examination Committee.



Master's Degree Requirements submitted once the requirement has been met

Doctoral Degree Requirements

Visit Us

Report on Qualifying Examination – verification of results of the Qualifying Exam; must include curriculum outline of courses completed and to be completed for the Ph.D.; should be submitted after the second year of full-time enrollment

Apply to UNO

Report on General Examination – verification of results of the General Exam: must include curriculum outline of

Master's Thesis Checklist

Non-thesis Master's Checklist

		Due Dat						Due Date	
Requirement	Description	Fall 2022	Spring 2023	Summer 2023	Requirement	Description	Fall 2022	Spring 2023	Summer 2023
Candidate Plan of Study	Initiated by student after 12-15 credit hours completed, but no later than the semester of graduation. Graduate Coordinator, Major Professor and Graduate School must review. Form available at grad.uno.edu	6/1/2022	10/1/2022	3/1/2023	Candidate Plan of Study	Initiated by student after 12-15 credit hours completed, but no later than the semester of graduation. Graduate Coordinator, Major Professor and Graduate School must review. Form available at grad.uno.edu	6/1/2022	10/1/2022	3/1/2023
Enrolled	Students must be enrolled in their graduation term. If all course requirements are satisfied, students should discuss course options with coordinator.	8/15/2022	1/23/2023	6/5/2023	Enrolled	Students must be enrolled in their graduation term. If all course requirements are satisfied, students should discuss course options with coordinator.	8/15/2022	1/23/2023	6/5/2023
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.	10/1/2022	3/1/2023	7/1/2023	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.	10/1/2022	3/1/2023	7/1/2023
	Manuscripts must be uploaded to the University Thesis & Dissertation Collection in ScholarWorks at least 5 weeks before Commencement.	11/4/2022	4/14/2023	7/1/2023	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 3 weeks before Commencement. Form available at grad.uno.edu	11/18/2022	4/28/2023	7/1/2023
Certification of Foreign	Not required for all degree programs; should be submitted once the requirement has been met but no later than 3 weeks before Commencement. Form available at grad.uno.edu	11/18/2022	4/28/2023	7/1/2023	Non-thesis Exam Report	Approval by a committee of 3 graduate faculty submitted to the Graduate School. Form available at grad.uno.edu	11/18/2022	4/28/2023	7/7/2023
Final Version	The version of the manuscript that has been approved by the committee. Upload to ScholarWorks at least 3 weeks before Commencement.	11/18/2022	4/28/2023	7/7/2023	Commencement	Ceremonial graduation at Lakefront Arena. Coordinated by Registrar's office.	12/9/2022	5/19/2023	N/A
	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	11/18/2022	4/28/2023	7/7/2023	Degree Conferral Date	Official degree certification completed and diplomas issued by Registrar's office.	12/16/2022	5/26/2023	8/4/2023
Commencement	Ceremonial graduation at Lakefront Arena. Coordinated by Registrar's office.	12/9/2022	5/19/2023	N/A					
Degree Conferral Date	Official degree certification completed and diplomas issued by Registrar's office.	12/16/2022	5/26/2023	8/4/2023					

Doctoral Checklist

Description	Description	Due Date			
Requirement	Description	Fall 2022	Spring 2023	Summer 2023	
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 Request for Candidacy	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	6/1/2022	10/1/2022	3/1/2023	
Enrolled	Students must be enrolled in their graduation term. If all course requirements are satisfied, students should discuss course options with coordinator.	8/15/2022	1/23/2023	6/5/2023	
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.	10/1/2022	3/1/2023	7/1/2023	
Format Check	Manuscripts must be uploaded to the University Thesis & Dissertation Collection in ScholarWorks at least 5 weeks before Commencement.	11/4/2022	4/14/2023	7/1/2023	
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 3 weeks before Commencement. Form available at grad.uno.edu	11/18/2022	4/28/2023	7/1/2023	
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.	11/18/2022	4/28/2023	7/7/2023	
Dissertation Approval Form and Defense Deadline	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	11/18/2022	4/28/2023	7/7/2023	
RSVP for Commencement Ceremony	Confirm attendance at the ceremonial graduation by responding to the Graduate School's RSVP request.	12/1/2022	5/1/2023	N/A	
Commencement	Ceremonial graduation at Lakefront Arena. Coordinated by Registrar's office.	12/9/2022	5/19/2023	N/A	
Degree Conferral Date	Official degree certification has been completed and diplomas are issued by Registrar's office.	12/16/2022	5/26/2023	8/4/2023	



Extended hours for Fall 2022

8/8 – 8/20: Monday—Thursday 8:00am—5:30pm, Friday 8:00am—4:00 pm

Open three Saturdays: 10:00am—2:00pm 8/13, 8/20, and 8/27

READY TO SHOW OFF YOUR SCHOOL SPIRIT?

Sign up to get your welcome coupon and gear up to start your college journey. We're looking forward to getting to know you in the years ahead. We've got this!

Pennant Instructions:

- 1. Start displaying your school pride now by detaching your pennant.
- 2. Take a selfie and post on social media with the hashtag #2022Newbies #PrivateersClassof2026
- 3. Here's to the beginning of your spirit collection. Now pick up something else with 30% off.

University of New Orleans Bookstore University Center UC 102 504-280-6373 TheUnoShop.com

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.



Privateer Plunge Activities

https://www.uno.edu/fyt/privateer-plunge

Diversity Engagement Center

Let's Unpack That: Series of conversations regarding diversity and inclusion

UNO Women's Center

Special events and resources

Student Government Association

Senate sessions every Wednesday

Sustainability Circle

Monthly online meetings

SOME HIGHLIGHTS!

New Student Convocation 8/16/2022: 3pm, Lakefront Arena (bus transport @2:30, UC)

Water Festival 9/1/2022: 5pm, Quad

Saints Game Watch Party 9/11/2022: 5pm, Cove

Blockbuster Karaoke Party 9/15/2022: 6pm, Cove

Graduate School grad.uno.edu

Associate Vice President	Admission	Graduate Scholarships & Assistantships	Transfer Credit, Graduate Forms & Graduation	
Nancy C. Biggio, Ph.D.	Jena McCullin	Dante S. Bryant	Brittney Barras	
Associate Vice President	Graduate Admissions	Assistant Director	Assistant Director,	
	Counselor		Student Services	
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