Graduate School
New Student Orientation

Fall 2022
# Graduate School

grad.uno.edu

<table>
<thead>
<tr>
<th>Associate Vice President</th>
<th>Admissions</th>
<th>Graduate Scholarships &amp; Assistantships</th>
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<td>Assistant Director</td>
<td>Assistant Director, Student Services</td>
</tr>
<tr>
<td></td>
<td>Counselor</td>
<td><a href="mailto:dsbryant@uno.edu">dsbryant@uno.edu</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jmculli@uno.edu">jmculli@uno.edu</a></td>
<td></td>
<td><a href="mailto:bbarras1@uno.edu">bbarras1@uno.edu</a></td>
</tr>
<tr>
<td><a href="mailto:nbiggio@uno.edu">nbiggio@uno.edu</a></td>
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</tbody>
</table>

THE UNIVERSITY OF NEW ORLEANS
New Student Checklist

✓ Email Account
✓ Orientation
• Immunizations
• Registration
• Privateer ID

• Parking
• Direct Deposit
• Emergency Notices
• Handshake

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

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 (username@uno.edu) to complete the Immunization Waiver 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

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**: Course Bulletin, available online on the Office of the Registrar. Specific course information found in WebStar
- **Getting advised**: degree programs may require advising before registering or may restrict registration in certain courses
- **Registering in WebSTAR**: 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

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](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 **white** 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
Direct Deposits for Stipends
You can have your graduate assistant stipends sent to your bank account through direct deposit. Click here to download the form.

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. Register now.

Sign Up for Handshake
Sign up for Handshake, Career Services database for employment.
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](https://www.ada.gov), [Section 504 and 508 of the Rehabilitation Act of 1973](https://www.ada.gov))
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:

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

2. Submit documentation from appropriate professional that verifies and recommends reasonable accommodations.

3. Meet with a staff member to discuss accommodations and receive your personalized Student Accommodation Agreement.

4. Complete Student Accommodation Agreement with professor(s) and return completed form(s) to the Office.
Student Accountability

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 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 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 **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 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.

University Center, Room 238

- 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

University Center, Room 226
- Monday-Friday 8am-4:30pm
- 504-280-6683
- Instagram: UNOCounselingServices
Career Services

University Center, Room 250
• 504-2800-6225
• 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

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

University Center, Room 222
• 504-280-6349
• 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.

- 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
• 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
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
- *Innovate*UNO – 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
► Julie Landry jelandr1@uno.edu
GRADUATE STUDENT RESOURCES

Financial Resources
Includes links to Financial Aid, Graduate Assistantships, Scholarships & Fellowships, Professional Development Grants

Degree Requirements
Master’s Degree
Doctoral Degree

Graduate School Handbook
Handbook

Graduate School Orientation
August 11, 2021 session

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

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

Paying Fees
Information on Accessing Your Fee Bill
MASTER'S DEGREE REQUIREMENTS

Graduation comes fast. Get prepared with our thesis requirement checklists.

--Thesis 2021-2022
-Non-Thesis 2021-2022

Plan of Study Due Dates

Fall: May 15 | Summer March 1 | Spring October 1

IN THIS SECTION

- Admission Requirements
  - Dissertations and Thesis
  - Master's Degree Requirements
  - Doctoral Degree Requirements
  - Visit Us
  - Apply to UNO

Candidate Plan of Study (PDF) - should be prepared after 12-15 hrs. have been completed; must be submitted to the Graduate School in the semester prior to semester in which you will be graduating (Fall: May 15, Spring: October 1, Summer: March 1)

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

Non-thesis Master’s Examination Report | Co-chairs version – Approval of the Non-thesis Examination Committee, usually in the final semester before graduation.
DOCTORAL DEGREE REQUIREMENTS

Graduation comes fast. Get prepared with our degree requirement checklists.

2021-2022 DOCTORAL CHECKLIST

General Exam/Candidacy Due Dates
Fall: May 15 | Summer: March 1 | Spring: October 1

IN THIS SECTION

Admission Requirements

Program of Study – a form listing the courses that will be applied towards the Ph.D.; only for students in programs that do not require a Qualifying Examination; should be submitted after the first year of enrollment

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

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

Report on General Examination – verification of results of the General Exam; must include curriculum outline of courses completed and to be completed for the Ph.D.; should be submitted after the third year of full-time enrollment
### Master's Thesis Checklist

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
<th>Due Date</th>
<th>Fall 2022</th>
<th>Spring 2023</th>
<th>Summer 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate Plan of Study</td>
<td>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</td>
<td>6/1/2022</td>
<td>10/1/2022</td>
<td>3/2/2023</td>
<td></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>8/15/2022</td>
<td>1/23/2023</td>
<td>6/25/2023</td>
<td></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>10/1/2022</td>
<td>5/1/2023</td>
<td>7/1/2023</td>
<td></td>
</tr>
<tr>
<td>Format Check</td>
<td>Manuscripts must be uploaded to the University Thesis &amp; Dissertation Collection in ScholarWorks at least 5 weeks before Commencement.</td>
<td>11/4/2022</td>
<td>4/14/2023</td>
<td>7/2/2023</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 3 weeks before Commencement. Form available at grad.uno.edu</td>
<td>11/18/2022</td>
<td>4/28/2023</td>
<td>7/1/2023</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>11/18/2022</td>
<td>4/20/2023</td>
<td>7/7/2023</td>
<td></td>
</tr>
<tr>
<td>Thesis Approval Form and Defense Deadline</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>11/18/2022</td>
<td>4/20/2023</td>
<td>7/7/2023</td>
<td></td>
</tr>
<tr>
<td>Commencement</td>
<td>Ceremonial graduation at Lakefront Arena. Coordinated by Registrar’s office.</td>
<td>12/9/2022</td>
<td>5/19/2023</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Degree Conferral Date</td>
<td>Official degree certification completed and diplomas issued by Registrar’s office.</td>
<td>11/16/2022</td>
<td>5/26/2023</td>
<td>8/4/2023</td>
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### Non-thesis Master's Checklist

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<td>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</td>
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<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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<td>6/5/2023</td>
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<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>10/1/2022</td>
<td>5/1/2023</td>
<td>7/1/2023</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 3 weeks before Commencement. Form available at grad.uno.edu</td>
<td>11/18/2022</td>
<td>4/28/2023</td>
<td>7/1/2023</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. Form available at grad.uno.edu</td>
<td>11/18/2022</td>
<td>4/28/2023</td>
<td>7/7/2023</td>
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## Doctoral Checklist

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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Spring 2023</td>
</tr>
<tr>
<td>Report on General Exam Request for Candidacy</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>6/1/2022</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>8/15/2022</td>
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<td>Application for Graduation</td>
<td>File the Application for Graduation in WebStar. $250 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>10/1/2022</td>
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<td>11/18/2022</td>
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<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>11/18/2022</td>
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<tr>
<td>Dissertation Approval Form and Defense Deadline</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>11/18/2022</td>
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<tr>
<td>RSVP for Commencement Ceremony</td>
<td>Confirm attendance at the ceremonial graduation by responding to the Graduate School’s RSVP request.</td>
<td>12/1/2022</td>
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<tr>
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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
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