## Graduate School

grad.uno.edu

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New Student Checklist

- Set-up UNO Email Account
- Learn about WebStar
- Find your UNO ID #
- Orientation
  - Immunizations
  - Registration
- Privateer ID
- Parking
- Direct Deposit
- Emergency Notices
- Handshake

[uno.edu/academics/grad/new-grad-student-checklist](https://www.uno.edu/academics/grad/new-grad-student-checklist)
As a new or re-entering student, you are subject to a State legislated pre-matriculation immunization statute that requires you 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.)
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.
- **Canvas**: 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

• 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 Computer Center Room 221. Must bring receipt, current vehicle registration, UNO student ID, 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 14th of one year to August 14th 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
Other New Student Resources

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.

uno.edu/academics/grad/new-grad-student-checklist
Disability Services & Student Accountability
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)
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.
The University of New Orleans Student Handbook is an official student policy. The UNO Student Handbook describes what is expected of a student with respect to behavior and conduct in the UNO community and outlines the procedures to be followed when these expectations are not met. The handbook includes the Code of Student Conduct as well as other rules, regulations and policies governing student life.

<table>
<thead>
<tr>
<th>AP #</th>
<th>Name of Policy</th>
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<tbody>
<tr>
<td>AP-SA-01.4</td>
<td>Alcohol and Events</td>
</tr>
<tr>
<td>AP-SA-02.7</td>
<td>Freedom of Expression</td>
</tr>
<tr>
<td>AP-SA-03.8</td>
<td>Hazing Prevention and Education</td>
</tr>
<tr>
<td>AP-SA-04.3</td>
<td>Weapons on Campus</td>
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<tr>
<td>AP-SA-05.4</td>
<td>Student and Student Organization Rights, Freedoms and Responsibilities</td>
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**Student Handbook and the Student Code of Conduct**

- [Student Code of Conduct](https://www.uno.edu/student-affairs/handbook) (AY 2022-2023)
- Student Handbook (AY 2022-2023) Includes the Student Code of Conduct
- Student Complaint Process (Updated July 2023)
- Drug Free Schools and Campuses Act Notification (AY 2022-2023)
Please be aware that using AI to generate content for or to generate a paper or other course work may be subject to reporting for policy violation.

Incorporated into the definition of plagiarism now:

• "Using any AI generated content (such as that generated by large language models including, but not limited to, ChatGPT or Bard) must be authorized specifically and correctly attributed"
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
Contact Us

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

LeeAnne Sipe
Dean of Students
504-280-6620
lsipe@uno.edu

Shayla Staley
Coordinator, Disability Services
504-280-7284
sjstaley@uno.edu

General Office
atatc@uno.edu
Title IX

Ann James
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.

- **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 a Confidential Advisor)

- Ask if they are safe; do they need immediate medical or mental health care?

- **Listen**

- Provide them with information on resources for assistance, found on Title IX website
Student Affairs

Dr. Carolyn Golz
Vice President for Student Affairs
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
• 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
► InnovateUNO – Research, Scholarly, and Creativity Symposium (November)
Compliance Staff

Director of Contracts and Commercialization (Intellectual Property)
► Erik Wahl eswahl@uno.edu

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

Pre-Award Research Administration
► Kendy Martinez kbmarti1@uno.edu
► Julie Landry jelandr1@uno.edu
Earl K. Long Library
Student Guidance & Requirements

Students are beholden to the following University and College requirements, policies, procedures, and deadlines:

• UNO Catalog--[uno.edu/registrar/catalog](http://uno.edu/registrar/catalog)
• UNO Calendar--[uno.edu/registrar/academic-calendar](http://uno.edu/registrar/academic-calendar)
• UNO Student Handbook--[uno.edu/student-affairs/handbook](http://uno.edu/student-affairs/handbook)
• Graduate Student Handbook
• Graduate Student Timelines
• College/Department Guidelines
### Non-thesis Master’s Checklist

<table>
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<tr>
<th>Requirement</th>
<th>Description</th>
<th>Fall 2023</th>
<th>Spring 2024</th>
<th>Summer 2024</th>
<th>Fall 2024</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>6/1/2023</td>
<td>10/1/2023</td>
<td>3/1/2024</td>
<td>6/1/2024</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>8/14/2023</td>
<td>1/6/2024</td>
<td>6/3/2024</td>
<td>8/15/2024</td>
</tr>
<tr>
<td>Application for Graduation</td>
<td>File the Application for Graduation in Webstar. $150 fee assessed. Deferral of graduation requires a subsequent Application for Graduation in WebStar for new term.</td>
<td>10/1/2023</td>
<td>3/1/2024</td>
<td>7/1/2024</td>
<td>10/1/2024</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>11/17/2023</td>
<td>4/18/2024</td>
<td>7/5/2024</td>
<td>11/29/2024</td>
</tr>
<tr>
<td>Commencement</td>
<td>Ceremonial graduation at Lakefront Arena. Coordinated by Registrar’s office.</td>
<td>12/8/2023</td>
<td>5/9/2024</td>
<td>N/A</td>
<td>12/13/2024</td>
</tr>
<tr>
<td>Degree Conferral Date</td>
<td>Official degree certification completed and diplomas issued by Registrar’s office.</td>
<td>12/15/2023</td>
<td>5/17/2024</td>
<td>8/4/2024</td>
<td>12/20/2024</td>
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<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.une.edu</td>
<td>6/1/2023</td>
<td>10/1/2023</td>
<td>1/1/2024</td>
<td>1/1/2024</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>
<td>8/24/2023</td>
<td>1/8/2024</td>
<td>6/5/2024</td>
<td>8/31/2024</td>
</tr>
<tr>
<td>Application for Graduation</td>
<td>File the Application for Graduation in WebStor. $150 fee assessed. Deferral of graduation requires a subsequent Application for Graduation in WebStor for new term.</td>
<td>10/1/2023</td>
<td>11/1/2023</td>
<td>7/2/2024</td>
<td>10/1/2024</td>
</tr>
<tr>
<td>Format Check</td>
<td>Manuscripts must be uploaded to the University Thesis &amp; Dissertation Collection in ScholarWorks at least 3 weeks before Commencement.</td>
<td>11/3/2023</td>
<td>4/18/2024</td>
<td>6/28/2024</td>
<td>11/15/2024</td>
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<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.une.edu.</td>
<td>11/17/2023</td>
<td>4/16/2024</td>
<td>7/5/2024</td>
<td>11/9/2024</td>
</tr>
<tr>
<td>Final Version of Dissertation</td>
<td>Committee-approved version must be uploaded to ScholarWorks at least 3 weeks before Commencement.</td>
<td>11/17/2023</td>
<td>4/18/2024</td>
<td>7/5/2024</td>
<td>11/9/2024</td>
</tr>
<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 advisor at least 3 weeks before Commencement. Form available at grad.une.edu.</td>
<td>11/17/2023</td>
<td>4/16/2024</td>
<td>7/5/2024</td>
<td>11/9/2024</td>
</tr>
<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>12/1/2023</td>
<td>5/1/2024</td>
<td>N/A</td>
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<td>Commencement</td>
<td>Ceremonial graduation at Lancaster Area. Coordinated by Registrar’s office.</td>
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GRADUATE STUDENT RESOURCES

Campus Resources
- HUB: Holistic wellness support and Privateer Pantry
- Career Services: Resume resources, workshops, career closet, headshots
- Counseling Services: Career testing, counseling, online resources
- Disability Services: Accommodations
- Student Government: Academic travel funding
- Learning Resource Center: Tutoring, Writing Center
- Center for Teaching Innovation: Teaching support and training, resources and software, workshops
- Ochsner Clinic: Wellness exams, immunizations, lab tests and screenings

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

Financial Resources
- Includes links to Financial Aid, Graduate Assistantships, Scholarships & Fellowships
- Financial Resources
- Information on Accessing Your Fee Bill
- Paying Fees

Degree Requirements
- Master's Degree
- Doctoral Degree

Graduate School Handbook
- Handbook 2022-2023

Graduate School Orientation
- August 10, 2022 session

Newsletters
- August 2022
- June/July 2022
- May 2022
- April 2022
- March 2022
- February 2022
Student Activities

GET INVOLVED!
Office of Student Involvement
Weekly events:
https://www.uno.edu/calendar
Extended hours for start of Spring

Mon. Jan. 8 – Thurs. Jan. 18: 8:00am-5:30pm
Fri. Jan. 12 & 19 8:00am-2:00pm
Sat. Jan. 6, Jan. 13, and Jan. 20 – 9:00am-2:00pm

You have until Jan. 4, 2024, to opt out of the Follett ACCESS program for the Spring, and until Jan 13, 2024, to opt back in.

https://www.bkstr.com/neworleansstore
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!

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.

University of New Orleans Bookstore
University Center UC 102
504-280-6373
TheUnoShop.com
Register for Classes TODAY!

Need assistance? Please email graduateadm@uno.edu
Graduate School
grad.uno.edu

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