Graduate School New Student Orientation

Spring 2024



Graduate School grad.uno.edu

Associate Vice President	Admissions	Graduate Scholarships & Assistantships	Transfer Credit, Graduate Forms & Graduation
Nancy C. Biggio, Ph.D.	Kate Faubert	Dante S. Bryant	Brittney Barras
Associate Vice President,	Assistant Director,	Assistant Director	Assistant Director,
The Graduate School	Graduate Admissions	<u>dsbryant@uno.edu</u>	Student Services
<u>nbiggio@uno.edu</u>	<u>kmdonsba@uno.edu</u>		<u>bbarras1@uno.edu</u>
	Kent Giblin Admissions Counselor, Graduate Admissions jgiblin@uno.edu		THE UNIVERSITY of NEW ORLEANS

New Student Checklist

- ✓ Set-up UNO Email Account Privateer ID
- ✓ Learn about WebStar
- ✓ Find your UNO ID #
- \checkmark Orientation
- Immunizations
- Registration

- 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

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 <u>proof of immunization compliance form</u> 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.
- **Canvas:** online learning system found on the Current Students web page.

Privateer ID Cards

Computer Center 112 (504) 280-6286 <u>access@uno.edu</u>

uno.edu/it/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 <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



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:

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 Handbook https://www.uno.edu/student-affairs/handbook

THE UNIVERSITY of NEW ORLEANS

Student Affairs Welcome Mission Statement Annual Events and Activities	The University of New Orleans Student Handbook is an official student policy. The UNO Student Handbook desc 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 Cor as well as other rules, regulations and policies governing student life. AP # Name of Policy				
Meet the Dean of Students					
Student Handbook and Policies	AP-SA-01.4	Alcohol and Events			
The HUB	AP-SA-02.7	Freedom of Expression			
Student Care Network					
Referral	AP-SA-03.8 Hazing Prevention and Education				
Departments	AP-SA-04.3 Weapons on Campus AP-SA-05.4 Student and Student Organization Rights, Freedoms and Responsibilities				
Student Affairs Team					
Contact Us					
	Student Handbo	ok and the Student Code of Conduct			
	Student Code of Conduct (AY 2022-2023)				
	Student Handbook (AY 2022-2023) Includes the Student Code of Conduct				
	Student Complaint Process (Updated July 2023)				
airs/team	Drug Free Schoo	Is and Campuses Act Notification (AY 2022-2023)			

Academic Misconduct

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



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

Contact Us

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

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

Shayla Staley Coordinator, Disability Services 504-280-7284 <u>sjstaley@uno.edu</u> General Office <u>atatc@uno.edu</u>

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 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.

- <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 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.

- 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

Carol Lunn

Assistant 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)



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 <u>kbmarti1@uno.edu</u>
Julie Landry jelandr1@uno.edu



OFFICE OF RESEARCH

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>





Earl K. Long Library





Graduate School grad.uno.edu

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



Student Guidance & Requirements

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

- UNO Catalog--<u>uno.edu/registrar/catalog</u>
- UNO Calendar--<u>uno.edu/registrar/academic-calendar</u>
- UNO Student Handbook--<u>uno.edu/student-affairs/handbook</u>
- Graduate Student Handbook
- Graduate Student Timelines
- College/Department Guidelines

Non-thesis Master's Checklist

Master's Thesis Checklist

	Description	Due Date				
Requirement		Fall	Spring 2024	Summer	Fall	
		2023		2024	2024	
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.	6/1/2023	10/1/2023	3/1/2024	6/1/2024	
Enrolled	Students must be enrolled in their graduation term. If all course requirements are satisfied, students should discuss course options with coordinator.	8/14/2023	1/8/2024	6/3/2024	8/19/2024	
Application for Graduation	File the Application for Graduation in WebStar. \$150 fee assessed. Deferral of graduation requires a subsequent Application for Graduation in WebStar for new term.	10/1/2023	3/1/2024	7/1/2024	10/1/2024	
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.	11/17/2023	4/18/2024	7/5/2024	11/29/2024	
Non-thesis Exam Report	Committee approval form submitted to the Graduate School. Form available at grad.uno.edu.	11/17/2023	4/18/2024	7/5/2024	11/29/2024	
Commencement	Ceremonial graduation at Lakefront Arena. Coordinated by Registrar's office.	12/8/2023	5/9/2024	N/A	12/13/2024	
Degree Conferral Date	Official degree certification completed and diplomas issued by Registrar's office.	12/15/2023	5/17/2024	8/4/2024	12/20/2024	

		Due Date			
Requirement	Description	Fall	Spring 2024	Summer	Fall
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.	2023 6/1/2023	10/1/2023	2024 3/1/2024	2024 6/1/2024
Enrolled	Students must be enrolled in their graduation term. If all course requirements are satisfied, students should discuss course options with coordinator.	8/14/2023	1/8/2024	6/3/2024	8/19/2024
Application for Graduation	File the Application for Graduation in WebStar. \$150 fee assessed. Deferral of graduation requires a subsequent Application for Graduation in WebStar for new term.	10/1/2023	3/1/2024	7/1/2024	10/1/2024
Format Check	Manuscripts must be uploaded to the University Thesis & Dissertation Collection in ScholarWorks at least 5 weeks before Commencement.	11/3/2023	4/4/2024	6/28/2024	11/15/2024
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.	11/17/2023	4/18/2024	7/5/2024	11/29/2024
Final Version	Committee-approved version must be uploaded to ScholarWorks at least 3 weeks before Commencement.	11/17/2023	4/18/2024	7/5/2024	11/29/2024
Thesis Approval Form and Defense Deadline	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.	11/17/2023	4/18/2024	7/5/2024	11/29/2024
Commencement	Ceremonial graduation at Lakefront Arena. Coordinated by Registrar's office.	12/8/2023	5/9/2024	N/A	12/13/2024
Degree Conferral Date	Official degree certification completed and diplomas issued by Registrar's office.	12/15/2023	5/17/2024	8/4/2024	12/20/2024

Doctoral Checklist

			Due	Date	
Requirement	Description	Fall 2023	Spring 2024	Summer 2024	Fall 2024
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	
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	6/1/2023	10/1/2023	3/1/2024	6/1/2024
Enrolled	Students must be enrolled in their graduation term. If all course requirements are satisfied, students should discuss course options with coordinator.	8/14/2023	1/8/2024	6/3/2024	8/19/2024
Application for Graduation	File the Application for Graduation in WebStar. \$150 fee assessed. Deferral of graduation requires a subsequent Application for Graduation in WebStar for new term.	10/1/2023	3/1/2024	7/1/2024	10/1/2024
Format Check	Manuscripts must be uploaded to the University Thesis & Dissertation Collection in ScholarWorks at least 5 weeks before Commencement.	11/3/2023	4/4/2024	6/28/2024	11/15/2024
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	11/17/2023	4/18/2024	7/5/2024	11/29/2024
Final Version of Dissertation	Committee-approved version must be uploaded to ScholarWorks at least 3 weeks before Commencement.	11/17/2023	4/18/2024	7/5/2024	11/29/2024
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	11/17/2023	4/18/2024	7/5/2024	11/29/2024
RSVP for Commencement Ceremony	Confirm attendance at the ceremonial graduation by responding to the Graduate School's RSVP request.	12/1/2023	5/1/2024	N/A	12/1/2024
Commencement	Ceremonial graduation at Lakefront Arena. Coordinated by Registrar's office.	12/8/2023	5/9/2024	N/A	12/13/2024
Degree Conferral Date	Official degree certification has been completed and diplomas are issued by Registrar's office.	12/15/2023	5/17/2024	8/4/2024	12/20/2024

GRADUATE STUDENT RESOURCES

uate Schoo	

Degree Programs

Graduate FAQs

Contact Us

Admission Requirements

Accelerated Masters Programs

Graduate Student Resources

Financing Your Education

Faculty & Staff Resources

New Student Checklist

IN THIS SECTION

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

Degree Requirements

ster's Degree **Doctoral Degree**

Graduate School Handbook

Handbook 2022-2023

Graduate School Orientation

August 10, 2022 session

Doctoral degree, registration, Graduation Checklists,

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

Newsletters August 2022

June/July 2022

May 2022

April 2022

March 2022

February 2022

Forms and Resources

Includes documentation and forms for Master's degree, and more

Student Activities

GET INVOLVED!

Office of Student Involvement

Weekly events:

https://www.uno.edu/calendar



Need help registering? Contact an advisor here.

Go Privateers!



Calendar of Events Are you looking for ways to make the most out of your UNO experience? Then you should definitely check out the student life calendar of events! View Calendar



UNO Social App

See campus events and get your questions answered in the UNO Social app! Download by searching "UNO Social" in your app store and sign in with your UNO username and password.



Navigate Student App

Don't miss a deadline and stay in touch with your advisor using the Navigate app! Download by searching "EAB Navigate Student" in your app store and sign in with your UNO username and password. https://www.bkstr.com/neworlea nsstore

UNO Bookstore

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.

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!

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.



Register for Classes TODAY!

Need assistance? Please email graduateadm@uno.edu



Graduate School grad.uno.edu

Associate Vice President	Admissions	Graduate Scholarships & Assistantships	Transfer Credit, Graduate Forms & Graduation
Nancy C. Biggio, Ph.D. Associate Vice President, The Graduate School <u>nbiggio@uno.edu</u>	Kate Faubert Assistant Director, Graduate Admissions <u>kmdonsba@uno.edu</u>	Dante S. Bryant Assistant Director dsbryant@uno.edu	Brittney Barras Assistant Director, Student Services bbarras1@uno.edu
	Kent Giblin Admissions Counselor, Graduate Admissions jgiblin@uno.edu		THE UNIVERSITY of NEW ORLEANS