

*Graduate School  
New Student Orientation Webinar*

*Spring 2026*



THE UNIVERSITY *of*  
NEW ORLEANS

# Meet the UNO Graduate School team!

## Associate Vice President

**Scott Pentzer**  
Interim Associate Vice  
President,  
The Graduate School  
[spentzer@uno.edu](mailto:spentzer@uno.edu)

## Admissions

**Kate Faubert**  
Assistant Director,  
Graduate Admissions  
[kmdonsba@uno.edu](mailto:kmdonsba@uno.edu)

**Kent Giblin**  
Admissions Counselor,  
Graduate Admissions  
[jgiblin@uno.edu](mailto:jgiblin@uno.edu)

Shared inbox:  
[Graduateadm@uno.edu](mailto:Graduateadm@uno.edu)

## Graduate Scholarships & Assistantships

**Dante S. Bryant**  
Assistant Director  
[dsbryant@uno.edu](mailto:dsbryant@uno.edu)

## Transfer Credit, Graduate Forms & Graduation

**Brittney Barras**  
Assistant Director,  
Student Services  
[bbarras1@uno.edu](mailto:bbarras1@uno.edu)



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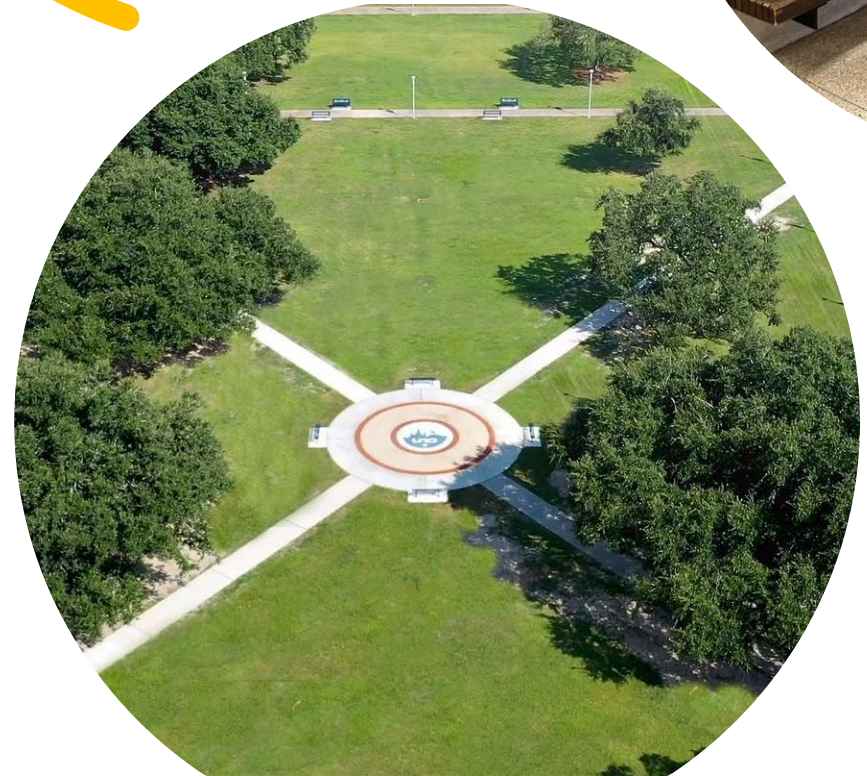
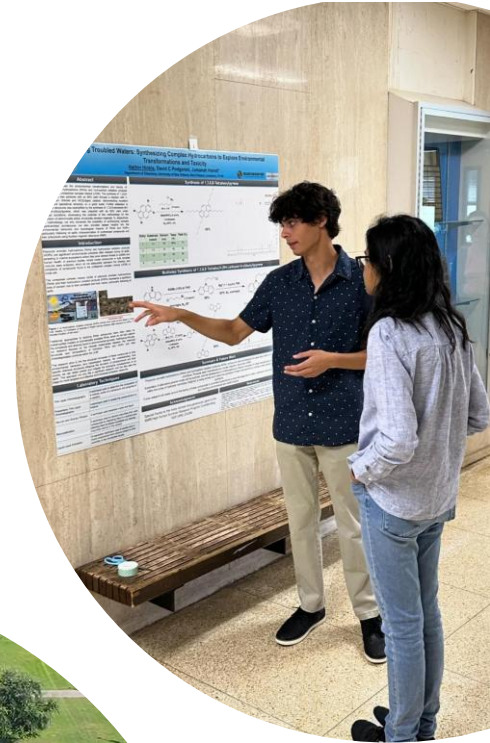
# *Orientation Agenda*

This presentation will cover:

- Final reminders before the semester starts
- Graduate School resources
- Presentations from some of our campus partners

Tips for a successful webinar:

- Add any questions in the Q&A section, and a member of our team will answer them
- You will receive a PDF copy of this presentation tomorrow.





# NEW GRADUATE STUDENT CHECKLIST

<https://www.uno.edu/academics/grad/new-grad-student-checklist>



# Course Registration

[Registration | The University of New Orleans \(uno.edu\)](#)

- Workday: Register for courses (add, swap, drop), pay your tuition bill & fee bill, view grades, transfer credits, and much more. A direct link to Workday can be found [here](#)
- Finding classes: Description of course can be found in Workday as well as the [University Catalog](#)
- Listings of class schedules: [Course Bulletin](#), available online on the Office of the Registrar. Specific course information found in Workday
- Getting advised: Some degree programs require advising before registering each semester. Other programs may restrict registration in certain courses. If you have questions about which courses to take, contact your [Graduate Coordinator](#).
- Canvas: online learning system for most courses. Instructors of online, hybrid and classroom-based courses deliver content including syllabi, lectures, assignments, etc. A direct link to Canvas can be found [here](#). Please note: **Courses in Canvas will not be visible until 1/8**

# Key Dates – Registration & Finances

- Register for your classes by **Tuesday, January 13** to avoid late fees.
- Last date of schedule adjustment (with late fees) is **Thursday, January 15**
- 100% Refund date: **Friday, January 16**
- Fee bills were due **January 6 at midnight**, but you can still make payments for tuition and fees.
- Students with a "due" now" balance over \$700 will be dropped from their classes for non-payment on **Monday, January 12 at noon**.
- Under “My Account” you’ll find more fee bill options:
  - Make a Payment
  - View Statement
  - Sign up for a Payment Plan – after you sign up for the payment plan, please check your “my tasks” to finalize and post the payment plan.

# Important Links

Please see the links below:

- Academic Calendars: <https://www.uno.edu/registrar/academic-calendar>
- Bursar FAQs: <https://www.uno.edu/bursar>
- Graduate Tuition & Fees: <https://www.uno.edu/bursar/grad-fees>
- How to Make a Payment: <https://www.uno.edu/bursar/payments>
- Graduate Financial Resources: <https://www.uno.edu/academics/grad/graduate-financing>
- Meal Plan Request Form (for Off-Campus Students): <https://www.uno.edu/bursar/meal-plan-form>

If you have any questions or need assistance, feel free to contact the Bursar's Office via email at [bursar@uno.edu](mailto:bursar@uno.edu), or call (504) 280-6489.

# Student Parking Decal

[uno.edu/upd/parking-services](https://uno.edu/upd/parking-services)

- Parking decal required to park on campus outside of the pay parking lots
- You should be receiving information about picking up your decals soon.
- 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



# Parking Decals Updates for Spring 2026

- Parking decal fee (\$50) has been added automatically to your fee bill
- Don't need the decal? **Please opt out in workday by Monday, January 12.**
- Directions for opting out:
  - Click on your ID picture on the top right in workday
  - Click “view profile” (please note if you are also a GA or student employee, you will need to select your student account on the right side of the screen).
  - Click “personal”
  - Click “additional data” from the menu
  - Click the “edit” button under “opt out of parking decal”

# Graduate School Resources

Brittney Barras

Assistant Director, Student Services

bbarras1@uno.edu

[https://www.uno.edu/academics/grad/  
current-grad-student-resources](https://www.uno.edu/academics/grad/current-grad-student-resources)



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# Student Guidance & Requirements

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

- UNO Catalog--[uno.edu/registrar/catalog](https://uno.edu/registrar/catalog)
- UNO Calendar--[uno.edu/registrar/academic-calendar](https://uno.edu/registrar/academic-calendar)
- UNO Student Handbook--[uno.edu/student-affairs/handbook](https://uno.edu/student-affairs/handbook)
- Graduate Student Handbook
- Graduate Student Timelines
- College/Department Guidelines

## Master's Thesis Checklist

Requirement	Description	Due Date			
		Fall 2025	Spring 2026	Summer 2026	Fall 2026
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 <a href="http://grad.uno.edu">grad.uno.edu</a> .	6/1/2025	10/1/2025	3/1/2026	6/1/2026
Enrollment	Enrollment is required during a student's graduation term. If all course requirements are satisfied, students should discuss course options with coordinator.	8/18/2025	1/12/2026	6/8/2026	TBD
Application for Graduation	File an Application for Program Completion. Fee assessed by the end of term. Deferral of graduation requires an Application for Program Completion for new term.	10/1/2025	3/1/2026	7/1/2026	N/A
Thesis Format Check	Completed manuscripts must be uploaded to ScholarWorks at least 5 weeks before conferral. (Need not be final version.)	11/14/2025	4/10/2026	7/2/2026	TBD
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 conferral. Form available at <a href="http://grad.uno.edu">grad.uno.edu</a> .	11/28/2025	4/24/2026	7/17/2026	TBD
Thesis Final Version	Final, committee-approved manuscript must be uploaded to ScholarWorks at least 3 weeks before conferral.	11/28/2025	4/24/2026	7/17/2026	TBD
Thesis Approval Form	Committee approval form submitted to the Graduate School at least 3 weeks before conferral. Form available at <a href="http://grad.uno.edu">grad.uno.edu</a> .	11/28/2025	4/24/2026	7/17/2026	TBD
Commencement	Ceremonial graduation at Lakefront Arena. Coordinated by Registrar's office and University Events.	12/12/2025	5/8/2026	N/A	N/A
Degree Conferral	Official degree certification completed and diplomas issued by Registrar's office.	12/19/2025	5/15/2026	8/7/2026	TBD

## Graduate School

[Admission Requirements](#)

[Degree Programs](#)

[Accelerated Masters Programs](#)

[Graduate Student Resources](#)

[Financing Your Education](#)

[Graduate FAQs](#)

[New Student Checklist](#)

[Contact Us](#)

# 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

**Writing Center:** Tutoring

**Center for Teaching Innovation:** Teaching support and training, resources and software, workshops

**Ochsner Clinic:** Wellness exams, immunizations, lab tests and screenings

## Degree Requirements

[Master's Degree](#)

[Doctoral Degree](#)

## Graduate School Handbook

[Handbook 2025-2026](#)

## Workday instructions

For Fall 2024, UNO is transitioning from WebSTAR (PeopleSoft) to WorkDay for our student information system. Students will register for classes, pay bills, track degree progress and handle all functions through WorkDay.

[New Student Onboarding Video Tutorial](#)

[New Student Onboarding Job Aid](#)

[How to Register for Courses Video Tutorial](#)

[Course Registration/Swap/Drop Courses Job Aid](#)

## 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](#)

# Adding a Certificate to Your Degree

While earning your Graduate degree, we have opportunities for students to add an additional certificate.

Certificates include:

- Alternative Certification in Ed. Leadership
- Coastal Engineering
- Coastal Sciences
- Data Analytics
- Disaster Management & Community Resilience
- Geographic Information Systems (GIS)
- Historic and Cultural preservation
- Machine Learning and A.I.

Submit Program Status Update/Change form [here](#).

Select "I want to add a certificate program to the program I am currently enrolled in"



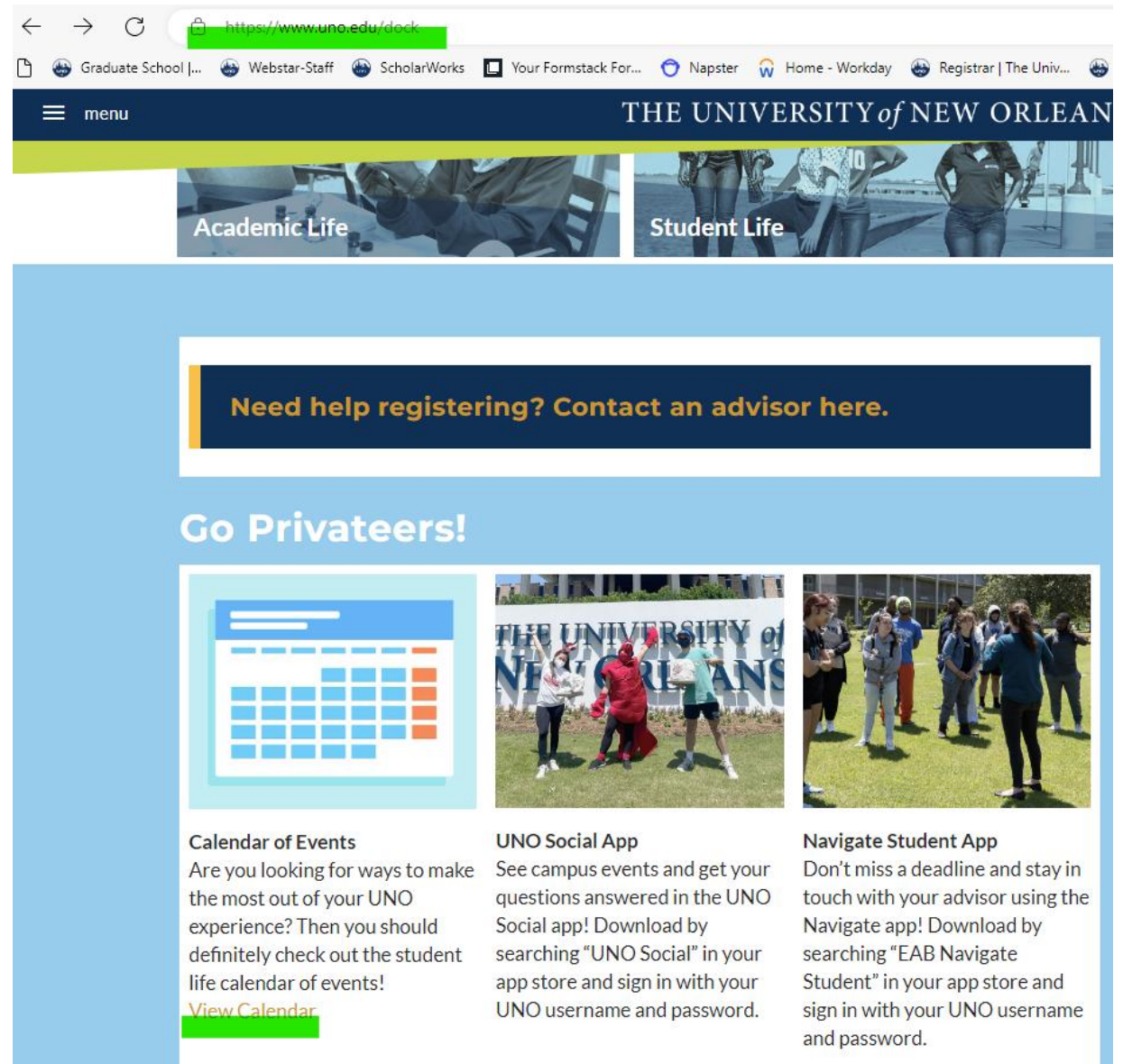
# Student Activities

GET INVOLVED!

Office of Student Involvement

Weekly events:

<https://www.uno.edu/calendar>



The screenshot shows the University of New Orleans (UNO) website. The browser address bar displays <https://www.uno.edu/dock>. The navigation bar includes links for Graduate School, Webstar-Staff, ScholarWorks, Your Formstack For..., Napster, Home - Workday, and Registrar | The Univ... The main header features the UNO logo and a menu icon. Below the header, there are two featured images: "Academic Life" and "Student Life". A prominent dark blue banner with yellow text reads: "Need help registering? Contact an advisor here." Below this, the section "Go Privateers!" is displayed. Underneath, there are three columns of information:

- 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.

# Student Affairs

LeeAnne Sipe

Associate Vice President for Student Affairs



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# Health Services

We are currently in negotiations with Ocshner Health System for student health services this spring!

In the meantime, we encourage you to visit Urgent Care:  
826 Harrison Avenue, Suite A  
New Orleans, LA 70124

[504-309-7108](tel:504-309-7108)

Mon-Fri: 8:00am-8:00pm  
Sat & Sun: 8:00am-5:00pm

Contact Student Affairs if you have questions!







# Counseling Services

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

University Center, Room 226

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

# 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

## Student Governance

Senate, committees, & more

## Student Activities Council (SAC)

Campus Events

## Major Campus Events

Homecoming, Welcome Week, Leadership Retreat, SUCbAUF crawfish boil

## Leadership Development

Workshops, Retreats

Sunken Jewel Thrift Shop



University Center, Room 222

- 504-280-6349
- [sil@uno.edu](mailto:sil@uno.edu)
- Instagram: @unosil

# Career Services



University Center, Room 250

- 504-2800-6225
- [career@uno.edu](mailto: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





# Recreation & Intramural Sports

- Not Student Affairs, but relevant for Graduate 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](mailto:rissa@uno.edu)



# Office of Student Affairs

- Privateer Pantry
- Immunization records
- 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](mailto:studentaffairs@uno.edu)

# Student Accountability



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# Student Handbook <https://www.uno.edu/student-affairs/handbook>

THE UNIVERSITY of NEW ORLEANS

Student Affairs

Welcome

Mission Statement

Annual Events and Activities

Meet the Dean of Students

Student Handbook and Policies

The HUB

Student Care Network

Referral

Departments

Student Affairs Team

Contact Us

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.

AP #	Name of Policy
AP-SA-01.4	Alcohol and Events
AP-SA-02.7	Freedom of Expression
AP-SA-03.8	Hazing Prevention and Education
AP-SA-04.3	Weapons on Campus
AP-SA-05.4	Student and Student Organization Rights, Freedoms and Responsibilities

Student Handbook 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)

Drug Free Schools and Campuses Act Notification (AY 2022-2023)

airs/team



# Academic Misconduct

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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

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Any individual may make a report of alleged Code of Conduct violations, academic dishonesty, Title IX incidents or other policy violations to the University.

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This can be done in a confidential manner.

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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.

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Reporting can be made using the following link:

<https://uno.guardianconduct.com/incident-reporting/new>



# Contact Us

[Student Accountability | The University of New Orleans \(uno.edu\)](#)

Amanda Robbins

Assistant Dean for Student Affairs

504-280-6590

[arobbin1@uno.edu](mailto:arobbin1@uno.edu)

# Office of Accessibility Services



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# What Does Accessibility Services 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 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.

# Contact Us

[Office of Accessibility Services | The University of New Orleans \(uno.edu\)](#)

Sheila Judge  
Director of Accessibility  
504-280-7327  
[Sheila.judge@uno.edu](mailto:Sheila.judge@uno.edu)

Shayla Staley  
Accessibility Services Coordinator  
504-280-7284  
[sjstaley@uno.edu](mailto:sjstaley@uno.edu)

General Office  
[atatc@uno.edu](mailto:atatc@uno.edu)  
or  
[Accessibility@uno.edu](mailto:Accessibility@uno.edu)

# Title IX

Joshua Jones

Title IX Coordinator

[titleix@uno.edu](mailto:titleix@uno.edu)

[jjones38@uno.edu](mailto:jjones38@uno.edu)



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# Scope of Policy

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- Institutions must respond when sexual harassment occurs in the institution's education program or activity, against a person in the United States.
- Education program or activity includes locations, events, or circumstances over which the institution 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.

# Definition: Sexual Harassment

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Conduct on the basis of sex that satisfies one or more of the following:

- (1) Quid Pro Quo: 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) Sexual Harassment: 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."

# What to do if a student comes to you:

Graduate Students with an employment context (GA, GRA, GTA), are considered a **Mandated** Reporters. 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:  
<https://www.uno.edu/titleix>
- File a report with the Title IX Coordinator

# Earl K. Long Library

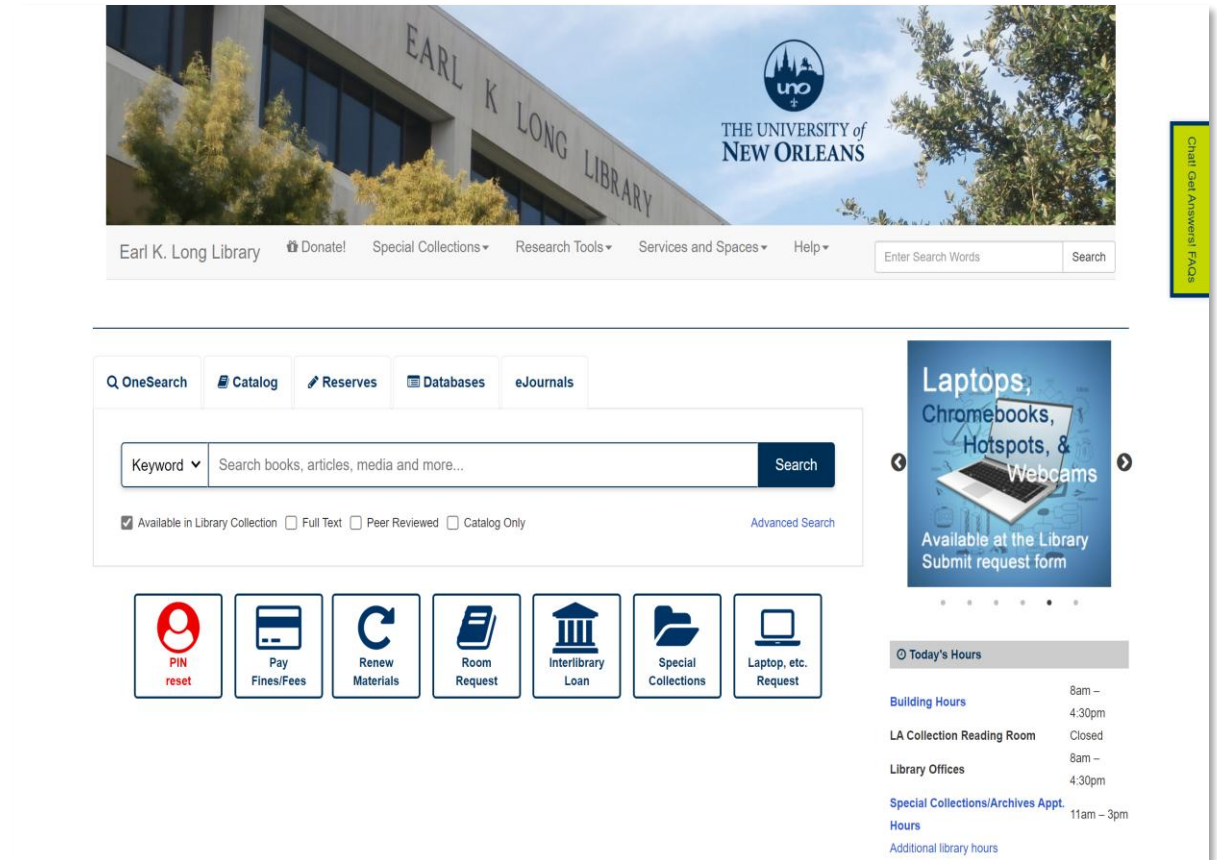
Jeanne Pavy  
Librarian  
[jpavy@uno.edu](mailto:jpavy@uno.edu)



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# Research Tools & Assistance

- Over 75 subscription research databases
- Consultations with a librarian focused on your discipline:  
getting started with research,  
conducting a literature review
- General information and basic reference available by  
email/chat



# Access to Content/Borrowing Privileges

- Use your UNO ID to check out print books for the entire semester
- E-books available 24/7 (including some [assigned in courses](#))
- [Interlibrary Loan](#)
- [LOUIS card](#) (direct borrowing from nearby universities/colleges)





# Spaces & Technology

- [Study carrels](#), quiet spaces
- [Group study rooms](#)
- Meditation zone (3<sup>rd</sup> floor)
- Coffee shop – (1<sup>st</sup> floor lobby)
- [Learning Commons](#) (1<sup>st</sup> floor):  
computers and scanners for walk-up use
- [Laptop/Hotspot lending program](#)





# Spaces & Technology: Innovation Lab

- digital media editing & game development [software](#)
- [motion capture equipment](#)
- VR studio
- milling machine, [sewing machines](#)
- flatbed scanner
- [3D printing](#)
- wide-format [poster printing](#)



# Copyright & Publishing Support (Theses & Dissertations)

Copyright & licensing  
guidance

Archive of UNO theses &  
dissertations



UNO Library Website:  
[library.uno.edu](http://library.uno.edu)

Resources & Services for Graduate Students  
[libguides.uno.edu/grad-services](http://libguides.uno.edu/grad-services)

Questions?  
[libref@uno.edu](mailto:libref@uno.edu)





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OFFICE OF RESEARCH

# Office of Research

Carol Lunn

Assistant Vice President for  
Research and Economic  
Development

# What Does the Office of Research Do?

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- ▶ **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
- ▶ **Intellectual Property**
  - ▶ Patents and copyrights with The Beach





# Compliance Issues

- ▶ Lab Safety
- ▶ Export Controls
- ▶ Data Transfer Agreements (data and materials across borders)
- ▶ Responsible Conduct of Research (ethics)
- ▶ Animal Care
- ▶ Human Subjects
- ▶ Budgetary Compliance for Grants
- ▶ Research Data Management
- ▶ Intellectual Property



# InnovateUNO

- ▶ Annual Research, Scholarly, and Creativity Symposium
  - Open to students, faculty and staff
  - Students are eligible for prizes





# Contact Us

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## Office of Research

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



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**OFFICE OF RESEARCH**

researchoffice@uno.edu

(504) 280-6836

[www.uno.edu/research](http://www.uno.edu/research)



# UNO Bookstore & Follett ACCESS



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# UNO Bookstore

What do we carry/provide/cover?

- Supplies
- Snacks
- Privateer Gear
- Course Materials on or off the ACCESS program
- Host Graduation events

We have a ton of custom options online --- [www.theunoshop.com](http://www.theunoshop.com)

The best way to contact us is by email. You can reach the store manager at [1337mgr@follett.com](mailto:1337mgr@follett.com)

The Bookstore will ship course material to students who can't make it to the store, free of charge. Just send them an email and they will send all the materials.

# Follett ACCESS

- Follett Access is an all-inclusive program for your course materials (textbooks and other course-required supplies).
- Every semester, students are automatically enrolled in the Follett ACCESS program at UNO.
- Benefits:
  - Saves students an average cost of 62% or more over materials purchased directly from publishers
  - Flat rate -- \$27 per credit hour
  - Included in your tuition so you can use financial aid and UNO payment plans
  - We take care of it all for you by sending out digital material or having physical material ready for you at the store
  - You can find more information about this program here: [www.uno.edu/follett-access](http://www.uno.edu/follett-access)

# Opting out of Follett Access

- You have until **1/8/26** to opt out of the Follett ACCESS program for the Spring.
- You have until **1/25/26**. to opt back in.
- **You can opt out or opt in by submitting this form [here](#).**
- Reminder – you are opting out or back in for your entire semester schedule. You cannot opt out and opt in of individual courses.
- Fees being refunded on your UNO account will not take place until after the add/drop date for each semester.
- You can make partial payments in the make a payment screen. If you are trying to pay your tuition before your Follett fees have been removed, please deduct the Follett total from your balance.
- **They will not cancel students from their classes who have left the Follett charge on their account.**

Questions? Add them to the Q & A and  
we will answer them shortly.

You can also email us at [graduateadm@uno.edu](mailto:graduateadm@uno.edu)



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