



UNIVERSITY *of*  
NEW ORLEANS

## GRADUATE STUDENT HANDBOOK

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2009-2010

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## CAMPUS MAP



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|--|---|---|
| <ol style="list-style-type: none"> <li>1. Administration Building</li> <li>2. Amphitheater</li> <li>3. Bicentennial Education Center</li> <li>4. Bienville Hall</li> <li>4a. The Commons</li> <li>5. Biology Building</li> <li>6. Bus Stops: Leon C. Simon &amp; Milneburg Road</li> <li>7. Business Building</li> <li>8. Campus Police Building - This steel building contains quarters for University Police, Marketing and Communications, Office Supplies, a food-service laboratory for the baccalaureate program in Hotel, Restaurant, and Tourism Administration, and the Campus Copy Center.</li> <li>9. Central Utilities Plant</li> <li>10. Chemical Science Building</li> </ol> | <ol style="list-style-type: none"> <li>11. Children's Center</li> <li>12. Computer Center (University Computing &amp; Communications - UCC)</li> <li>13. Earl K. Long Library</li> <li>14. Engineering Building</li> <li>15. Facility Services</li> <li>16. Fine Arts Building</li> <li>17. Geology and Psychology Building</li> <li>18. Homer Hitt Alumni Center<br/>Alumni Center map with detailed view</li> <li>19. Human Performance Center</li> <li>20. Information: Alumni Drive &amp; Founders Road</li> <li>21. Kirschman Hall</li> <li>22. Lafitte Village</li> <li>23. Liberal Arts Building</li> <li>24. Mathematics Building</li> <li>25. Newman Religious Center</li> <li>26. Oliver St. Pe' Center (TRAC)</li> <li>27. Performing Arts Center</li> </ol> | <ol style="list-style-type: none"> <li>28. Privateer Place</li> <li>29. The Cove (Currently under construction)</li> <li>30. University Center and University Bookstore</li> <li>31. Recreation &amp; Fitness Center</li> <li>32. Science Building</li> <li>33. Pontchartrain Hall (Currently under construction. Opening August 2007)</li> </ol> <p><b>Research &amp; Technology Park</b></p> <ol style="list-style-type: none"> <li>I. Advanced Technology Center</li> <li>II. Center for Energy Resource Management (CERM) &amp; Lindy Boggs Conference Center (adjacent to CERM Building)</li> <li>III. Navy Information Technology Center</li> </ol> |
|--|---|---|

## WELCOME FROM THE DEAN

WELCOME TO THE GRADUATE SCHOOL AT THE UNIVERSITY OF NEW ORLEANS.

WE ARE PROUD OF THE ACCOMPLISHMENTS OF OUR GRADUATE STUDENTS AND OF OUR GRADUATE FACULTY.

THE GRADUATE FACULTY AT UNO ARE LEADERS IN THEIR FIELDS AND I ENCOURAGE YOU TO BECOME ACTIVELY INVOLVED WITH THEM IN YOUR RESEARCH AND SCHOLARLY ENDEAVORS.

I AND THE STAFF OF THE GRADUATE SCHOOL ARE HERE TO SERVE YOU AND TO ENSURE THAT YOU SUCCESSFULLY COMPLETE YOUR DESIRED DEGREE.

*Scott L. Whittenburg, Ph.D.*

Vice Chancellor for  
Research & Sponsored Programs  
Dean of the Graduate School

## ROLE OF THE GRADUATE STUDENT

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All students enrolling in graduate degree programs and courses at the University of New Orleans are expected to familiarize themselves and comply with the policies and procedures regulating graduate education.

Although there are faculty and staff in the Graduate School, your academic College, and your degree program who can assist you, the ultimate responsibility for meeting University and program degree requirements belongs to the person whose name will appear on the diploma: you.

Hopefully, this burden will be a light one, and your path towards your goal will be illuminated by this handbook and the resources that it delineates.

## THE GRADUATE SCHOOL

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504-280-1155

<http://grad.uno.edu>

**Location:** Room 205 Administration Building

### **Mission:**

The Graduate School provides leadership and direction for graduate education that reflects the University's urban mission. It ensures quality of graduate programs and promotes excellence within the context of pure and applied research and creative scholarship. The Graduate School, in collaboration with the Office of Research and Sponsored Programs, seeks to increase grant activity and the recruitment of highly qualified doctoral and master level students. The Graduate Council, serving in an advisory capacity to the Dean, helps define graduate policy and reviews nominations to the graduate faculty.

### **Calendar:**

The Graduate School publishes the Graduate Calendar and Graduation Checklists on the Graduate School website. The Graduate Calendar includes important dates such as when degree forms are due. The Graduation Checklist includes important dates such as thesis/dissertation submission deadlines.

### **Degree Forms:**

All forms required for graduate degrees are available from the Graduate School website, under the link for "Forms". For each degree, there may be a different sequence of forms that are due. A "Graduation Timeline" is provided in the Appendix so that you know which forms are due as you progress through your program.

### **Degree Requirements:**

A detailed description of curricular requirements is available in the University Catalog. While curricula may vary from program to program, the following minimum requirements always apply:

*GPA* - All graduate students must maintain a 3.0 GPA in graduate-level courses (see *Calculating GPA*). For some degree programs courses in which a grade of C has been earned cannot be applied towards the degree.

*Application for Degree* – Students must file the online Application for Degree form on the Registrar’s office website (<http://registrar.uno.edu>) to get on the University’s graduation list.

*Candidacy* - Graduate students are not considered degree candidates until they have submitted either the Application for Candidacy (Master’s degrees) or the Report on General Examination/Request for Candidacy (Doctoral degrees) and received approval. These forms detail the coursework completed or to be taken and applied towards the degree. Once these forms are completed and approved, students must consult with their program before deviating from the agreed-upon coursework.

*Level of Coursework* - Only coursework taken at the 4000G level (see *4000G Classes*) or above (6000-7000) may apply towards a graduate degree. Some programs require prerequisite coursework that may be at an undergraduate level before allowing a student to progress in a degree program. Such prerequisites cannot be applied towards the degree. Credits earned towards the degree must include a minimum of 15 hours earned at the 6000-level.

*Time Limit* - Coursework taken towards the Master’s degree expires after 8 years. Coursework taken towards the Doctoral degree expires 13 years after the date of program admission.

### **Graduate Assistantships:**

There are different categories of assistantships (Service Assistants, Research Assistants and Teaching Assistants). Most of the assistantships are offered by academic departments to students in their program. A small number of service assistantships may be available in administrative units on campus. Interested students should contact their department directly to see if there are positions available and the procedure for applying for an assistantship. Only degree-seeking students are eligible. At this time, there is no central directory of available positions.

Students hired as GAs are classified as in-state students for fee purposes, receive a stipend, a tuition waiver and a discount at the Campus Bookstore. Graduate assistantships are part-time positions. Students hired as GAS are required to enroll full-time and must be in good academic standing in order to continue. Other rules and regulations are available on the Graduate School website:  
<http://grad.uno.edu/ga>

### **Graduate Scholarships and Fellowships:**

The UNO Graduate School administers awards for students who were recommended for a scholarship at the time of their admission to the University. Recipients of these awards are required to be enrolled full-time in graduate-level courses and to maintain the requisite graduate GPA. Awards for scholarship recipients are posted by the office of Student Financial Aid shortly before classes start each semester. Fellowship awards are disbursed after the 14<sup>th</sup> class day each semester.

Other award opportunities exist through external agencies. Students can find out about these by reviewing the links provided on the Graduate School website:  
<http://grad.uno.edu/Scholarships/other.cfm>.

Also, the Office of Research and Sponsored Programs maintains a subscription to the Illinois Research Information Service (IRIS). This service is available to anyone accessing the online database from a UNO IP address (on campus). The link to the ORSP site is: <http://orsp.uno.edu>

### **Thesis/Dissertation:**

Submission of your thesis or dissertation is the pinnacle of your graduate experience. To assist you, the Graduate School has created the *Thesis and Dissertation Manual*. Available from the Graduate School website, the Manual provide instructions for formatting your document, manuscript requirements, workshops, and other issues specific to your thesis/dissertation. The Manual is updated each semester so you should check the most current version when preparing your manuscript. It is not advised to use a previously submitted manuscript as a guide for format.

## **BEFORE YOU REGISTER**

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**Immunization Requirements:** The state of Louisiana requires all new or re-entering students to provide the University of New Orleans with their current immunization status regarding certain diseases. A registration hold is placed on the account of all new or re-entering students until either current immunization paperwork or a waiver of the immunization requirements has been completed and submitted to Student Health Services (<http://www.studenthealth.uno.edu/immunization/>).

### **Student ID Card:**

You need a Student ID card to borrow library books, gain admission to athletic and social events, sell used textbooks, access Testing Services, and use meal plans. It's also handy for various off-campus student discounts such as free or discounted admission to area museums, admission to entertainment events, and the Recreation and Fitness Center. You can get your Student ID card at [Media Resources](#), located in the Liberal Arts Building, Room 150. Remember, you can't do this unless you have paid your tuition for the semester.

### **Computer Accounts:**

All UNO students have access to various multi-user computer systems on campus. Student accounts are automatically created or activated with registration and fee payment. These systems include: Local Area Network (LAN) access to student computer labs, e-mail, UNO Privateers SharePoint, Blackboard, and WebSTAR. The University Computing and Communications Center (UCC) [504-280-HELP, <http://ucc.uno.edu>] maintains these operations.

A **Student's LAN username and password** may be obtained by: Visiting the web page <http://useraccount.uno.edu> and clicking the first link. The LAN account can also be obtained by visiting the Help Desk with a photo ID (in room 101-T in the Computer Center), or by calling the Help Desk (280-HELP)

Your password should have a minimum length of 15 characters and should include the following: At least one upper-case letter, at least one lower-case letter, & at least one number.

**UNO E-mail:**

All students who register and pay their fees on time are automatically assigned University of New Orleans e-mail accounts. All official correspondence from the University is directed to students' UNO e-mail accounts.

**WebSTAR:**

WebSTAR is the gateway to important information for students at UNO. You may already have used WebSTAR to track your application to the University. In addition to viewing your application status, you will use WebSTAR to register for classes, view your grades and to view and pay your fees. WebSTAR is available to anyone with an internet connection. Internet Explorer is the recommended web browser. To access WebSTAR follow the link for Current Students on the UNO homepage (<http://www.uno.edu>).

After clicking on the WebSTAR icon, users will be prompted to select access as either "Faculty/Staff" or as "Students". After selecting "Students", there will be a prompt to log in. Students use their UNO LAN (local access network) account ID and Password.

If you have not already received that information, you may select "First-Time Users" in the toolbar above the log in fields.

Before you log in for the first time, review or print the manual available at the link "[WebSTAR Information](#)" which includes screenshots of each of the steps for registration.

**Finding Classes:**

Descriptions of courses and program curricula may be found in the [University Catalog](#). The Catalog also includes University and Graduate School requirements and regulations. Listings of class schedules may be found in the [Bulletin](#), available online on the Office of the Registrar website. A drop-down menu will allow you to select course listings by semester. Students may also search for a specific course in WebStar.

**4000G Classes:**

Classes offered at the 7000 and 6000-level are only available to graduate students. Classes at the 4000-level may be available for either undergraduate or graduate credit. To distinguish, 4000-level courses which carry graduate credit are listed with a "G". Unless the course is listed with the "G", students cannot receive graduate credit for the course. Students who enroll in 4000G-level courses will be expected to complete assignments conforming to the higher standards of scholarship and research that guide the Graduate School.

**Getting Advised:**

Some degree programs (Engineering, MBA, e.g.) require that students be advised before registering each semester. In these cases there is a hold placed on students' registration accounts until they have been advised. Other programs may restrict registration in certain courses. If you have questions about which courses to take, contact your degree program.

**Holds:**

Registration may be blocked for students who have items outstanding. For example, if you were admitted conditionally for one semester for GRE or GMAT scores, you will be prevented from registering for the next semester until your scores are received.

**Adding Classes:**

After you have logged into WebSTAR, follow the link for “Learner Services” and then the link for “Academics”. You will see two columns: “Enrollment” and “Academic Record”. The first choice under “Enrollment” is “Enroll in or Drop a Class”. You will see your name and then be prompted to select the semester. At the bottom of the screen you will see several links in blue, including “Add Classes”. After selecting this link you will see fields for the Class Number. The Class Number is the unique five-digit number assigned to each section of each course. This is not the same as the Course Number (4010G, 6001, etc.). If you do not know the Class Number you can look it up in the Bulletin or by selecting the “Lookup” icon (shaped like a magnifying glass). Once the Class Number is provided, make sure to hit the yellow “Submit” button.

**Course Loads:**

Graduate students may enroll in up to 12 hours in the Fall and Spring semesters or up to 9 hours in the Summer. Registration in credits beyond these maxima requires permission of the College. Full-time enrollment is considered 9 hours in the Fall and Spring or 6 hours in the Summer.

**Adjustments to your schedule:**

If you need to adjust your schedule *after the registration period* for the current semester has ended, you must file an appeal in the office of your academic college. For students enrolled in degree programs offered by the College of Business Administration or the College of Education and Human Development you must report to those offices to initiate the appeal. For students enrolled in degree programs offered by the College of Engineering, College of Liberal Arts or the College of Sciences you must report to the Graduate School office to initiate the appeal.

If you are requesting to add a class or to change from credit to audit, an approval statement from the instructor of record must be provided. Once approved, appeal forms must be turned in to the Registrar’s office. In some cases, payment for courses to be added must be presented by the student at the time that the appeal is submitted. The appeal form may be downloaded from the Registrar’s website (<http://registrar.uno.edu>).

**Accessing your financial account in WebSTAR:**

Registration is not considered complete until your account balance is paid. From WebSTAR, click on the link for “Learner Services” then on the link for “Finances”. Two categories of information are available: “Account” and Financial Aid. “Account Summary” provides a summary of your Account activity. From that page, select “View Account Detail”. This will provide details of each fee assessed, and, at the top of the page, you may select the “Make Payment” link to pay your account online with a credit card.

**Viewing Grades:**

In WebSTAR, click on the link for Learner Services and then on the link for “Academics”. Two categories of information are available: “Enrollment” and “Academic Record”. The first link under “Academic Record” allows you to “View My Grades”. You can then select the relevant semester.

### **Grading and Incompletes:**

Grades in the Graduate School have these meanings:

A – has a value of four quality points and indicates superior work

B – has a value of three quality points and indicates satisfactory work

C – has a value of two quality points and is below the expected level of performance. In some departments a course with a C grade may be accepted toward a degree, but, strictly speaking, this grade represents work below the standard expected of a graduate student.

I – indicates that the student has done satisfactory work in the course, but due to circumstances beyond the control of the student, was unable to complete all requirements. An I-grade in a graduate-level course will be valid until the last day for turning in grades during the student's next semester of enrollment. For a graduate student in an undergraduate course a grade of I becomes a grade of F if the coursework requirements are not met by the deadline for adding courses for credit of the next regular Fall or Spring semester.

### **Calculating GPA:**

The grade point average is a mathematical measurement of academic performance, computed by multiplying quality points by credit hours for courses and grades earned in a semester, a major, or overall academic years of study; adding them together; and dividing the sum by the semester hours (credits) attempted. Quality Points are the numerical value assigned to each letter grade when given as the final grade in a course, which provides the basis for determination of a grade point average. For graduate students, academic standing is based solely on performance in graduate courses. The GPA for graduate work is calculated separately from grades received in undergraduate courses.

### **Academic Standing:**

A cumulative grade-point average of 3.0 is considered by the Graduate School to be a minimum standard of academic performance.

If admitted on probation, a student must receive a B or above in the first nine hours of graduate course work or the student will be dismissed from the Graduate School.

If, at the end of a semester, or as a result of a grade change, a graduate student's GPA for graduate course work falls below 3.0, the student will be placed on academic probation and become ineligible to receive a graduate assistantship. A student placed on probation will be permitted to continue enrollment as long as their graduate GPA for each subsequent semester is a 3.0 or above.

If, while on probation, a student's semester GPA falls below 3.0, they will be dropped from the Graduate School.

Failure to meet specific academic performance standards established by the department may also result in the imposition of academic action against the student.

A graduate student who is dropped (or resigns) from the University may be ineligible for readmission for one or more academic semesters (fall or spring), depending on the academic standing at the conclusion of the last semester attended. An online Application for Admission to the University would be required to be considered for readmission and the degree program may require additional application materials for review.

### **Change of degree program:**

There are two different categories of changes:

1. If you were admitted to the Graduate School as a degree-seeking student and choose to seek admission to a different degree program
2. You were admitted as a non-degree seeking student and choose to seek admission to a degree program

You must initiate the change in status by completing the Request for Graduate Program/Plan Change form and submitting it to either the College of Business Administration if you seeking admission to a degree program in that college, the College of Education if you are seeking admission to a degree program in that college, or to the Graduate School if you are seeking admission to a degree program in the College of Engineering, the College of Liberal Arts or the College of Sciences. Application requirements specific to the program must also be met and official transcripts must be on file with the Office of Admissions. Once an admission decision has been made, you will be notified by either email or letter.

### **Transfer of Credit:**

Master's degree students may transfer in up to 12 graduate credit hours from another institution. Only course work taken at the graduate-level and with a grade of B or above may be transferred. A *Request for Transfer Credit* form must be completed. Only credit hours - not grades - are transferred.

If a student enters into a Doctoral program with a Master's degree from another institution, no more than 30 hours\* from the Master's may be applied towards their Ph.D. at UNO. Research hours cannot be transferred.

*\* Some programs allow fewer hours from a Master's.*

### **Non-degree Hours:**

Up to 12 hours earned as a non-degree student may be applied to a graduate degree program if and only if the courses carry graduate credit, the work is appropriate to the program, the appropriate graduate faculty recommends the acceptance of the credit hours, and the student is accepted into a degree program.

## **UNIVERSITY JUDICIAL CODE**

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Under the authority of the Chancellor, through the Dean of Student Affairs, the University has established rules for academic and personal conduct and to deny admission to applicants or continued enrollment to students who do not meet or maintain these standards. The university does, in addition, reserve the right to review any action taken by civil or judicial authorities regarding UNO students or student organizations. Special conditions such as counseling and/or sanctions may be imposed on students or student organizations that are found in violation of these standards. A detailed description of these rules is available in the UNO Student Handbook, a publication of the Division of Student Affairs, which can be accessed online:

[http://www.studentaffairs.uno.edu/pdfs/0809\\_handbook.pdf](http://www.studentaffairs.uno.edu/pdfs/0809_handbook.pdf).

## BLACKBOARD

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Online course content is available for some courses in Blackboard. Students may access Blackboard from a link at the bottom right corner of the UNO homepage (<http://www.uno.edu>). Students log into Blackboard using their UNO LAN account. There is a Blackboard manual for students available online (<http://blackboard.uno.edu>).

## REGISTRAR

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504-280-6216

<http://registrar.uno.edu>**Location:** Room 112 Administration Building

The Registrar's office maintains the integrity of academic records, including the enforcement of the Family Educational Rights and Privacy Act. They are responsible for the management and publication of course offerings and the *University Catalog*. This office also oversees graduation and the commencement ceremony. The Registrar's office provides the following student services online: Request a Transcript, Request for Verification of Enrollment, Request for Verification of a Degree, and Request to Mail Grade Report to Employer.

### **Calendar:**

The official university-wide Academic Calendar is published by the Registrar's Office. Consult the Academic Calendar for important dates such as tuition payment due dates, late registration dates, university holidays and special events. You can access this Calendar online:

<http://registrar.uno.edu/bulletin/importantdates/index.cfm>

### **Catalog:**

The *University Catalog* is available online from the Registrar's website (<http://registrar.uno.edu>). It includes information on graduate policies and regulations as well as course descriptions and degree program curricula.

### **Diploma:**

The Registrar's office handles the printing and distribution of all diplomas. Students must file the *Application for Degree*, available online from the Registrar's website, and pay diploma fees no later than the first week of classes in the semester that they will graduate. By submitting this form students are added to the University's graduation list. Failure to do so in a timely fashion will result in a deferral of graduation.

### **Family Educational Rights and Privacy Act (FERPA):**

The Family Educational Rights and Privacy Act of 1974, known generally as FERPA or the Buckley Amendment, is the federal law that protects student records, privacy review and disclosure rights. More information about this law is available online: <http://registrar.uno.edu/bulletin/misinfo.cfm>

**Transcripts:**

Requests for University of New Orleans transcripts are handled by the Registrar's office. Requests may be made online or in person.

**Veterans Affairs:**

All educational assistance programs available to military personnel and their dependents or spouses are provided through the Veterans Affairs section of the Office of the Registrar. These programs include the following:

- Educational Assistance Test Program (Section 901)
- Montgomery GI Bill - Active Duty (MGIB-AD) (Ch 30)
- Montgomery GI Bill - Selected Reserve (MGIB-SR) (Ch 1606)
- National Call to Service Program
- The Post 9/11 GI Bill(Ch 33)
- Reserve Educational Assistance Program (REAP) (Ch 1607)
- Survivors' and Dependents' Educational Assistance Program (DEA) (Ch 35)
- Veterans Educational Assistance Program (VEAP) (Ch 32)

## TUITION & FEES

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Tuition for Graduate Students is calculated by the number of credit hours in which students are enrolled. Additional fees exist for non-residents of the state of Louisiana.

Several non-refundable fees mandated by the Louisiana State University System are added to the cost of enrollment, including a professional fee for students in the MBA program, and the graduate enhancement fee. Current tuition and fees costs are posted online at the Bursar's website:

<http://bursar.uno.edu/ExplanationFees.cfm>.

## STUDENT FINANCIAL AID

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504-280-6603

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

<http://finaid.uno.edu/>

Room 1005 Administration Building

The office of Student Financial Aid processes assistance opportunities for students such as loans, and student worker positions. U.S. citizens and eligible non-citizens may also apply for Federal Student Financial Aid. For these students receiving federal loans the office of Student Financial Aid monitors eligibility and satisfactory academic progress. These requirements include enrollment in a recognized degree program, completion of at least **67% of total hours pursued** and maintenance of **UNO and an overall GPA of 3.0** on all graduate and undergraduate course work attempted while a graduate student. Graduate students cannot qualify for Federal Student Financial Aid while on academic probation.

## OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS

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504-280-6021  
<http://oiss.uno.edu>

OISS provides comprehensive immigration advising, and support services to all international students and faculty and their dependents. They work with faculty and administrators to build friendship agreements with foreign universities, and assist international student organizations in planning activities such as International Night and cultural tea hours.

OISS also maintains a listserv with issues, events, and opportunities relevant to international students. Follow the instructions on the website to subscribe (<http://oiss.uno.edu/subscription.cfm>).

International students should always consult OISS about any issues that may impact their immigration status, including changes in their degree plan or in their academic standing.

## OFFICE OF RESEARCH AND SPONSORED PROGRAMS (ORSP)

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504-280-6836  
<http://orsp.uno.edu>

ORSP has both a compliance-monitoring role as well as a service role to assist the UNO community in the acquisition of research that furthers academic pursuits.

University regulations require students to receive permission to conduct research on human and animal subjects prior to the beginning of their study:

*Animal research* is monitored by the Institutional Animal Care and Use Committee (IACUC) on this campus: [iacuc@uno.edu](mailto:iacuc@uno.edu).

*Human subjects* research is monitored by the Committee for the Protection of Human Subjects on this campus: [unoirb@uno.edu](mailto:unoirb@uno.edu).

## EARL K. LONG LIBRARY

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504-280-6355

<http://library.uno.edu>**Access:**

Use of the library (*or any other university resource*) is a privilege for currently enrolled students. This regulation applies to Summer, as well as Fall and Spring semesters. If a student is continuing research but not taking a course, they may register for either thesis or dissertation research hours (7000 or 7050) to maintain their enrollment status.

**Collections:**

The UNO community has access to a collection of approximately 960,000 volumes with about 16,000 volumes added each year. Over 3,000 current periodical subscriptions are maintained, many of which are electronic journals. There is also a collection of microforms, many newspaper and journal backfiles, a microform research collection, and music CDs. UNO is a depository for Federal, State and European Union Documents. The library has an extensive Louisiana and Special Collections Department with a wide variety of materials of local interest.

**Library Assistance:**

**Interlibrary Loan** – materials not owned by the UNO Library may be obtained by submitting requests electronically via ILLiad.

**Telephone Reference**

Call the Reference Desk at (504) 280-6549 during [Library Desk hours](#).

**Email Reference**

Use the online email reference form: [http://library.uno.edu/libservices/services\\_forms/refrequest.cfm](http://library.uno.edu/libservices/services_forms/refrequest.cfm).

The Library's **Research Consultation Service** is available for specialized research assistance. [Subject Specialists](#) are available to UNO students, faculty and staff for one-on-one consultation appointments.

Visit the Public Services Desk anytime during regular library hours:

<http://library.uno.edu/aboutus/hours.cfm>

**Library Card:**

Your UNO Student ID serves as your Library Card. UNO identification cards may be obtained in Media Resources located in room 138 of the Liberal Arts Building.

## PARKING

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504-280-6047

<http://upd.uno.edu/parking.cfm>

Parking on the UNO main campus requires a valid parking decal. To obtain a student parking decal, students must bring a valid driver's license and vehicle registration to the University Police Department and complete the Vehicle Registration Form. Students must be registered, have paid at least half of their fees and have payment receipt from Bursar's counter for student decal(s). Once all information has been verified, decals will be issued.

All student decals for the new academic school year are valid from August 15th of one year to August 15th of the next year. The cost of the decal varies per semester.

Finally, registration of your vehicle is not complete until you affix your decal to your car. All decals must be placed on the outside of the rear window on the lower left side.

If you decide not to purchase a parking decal, the two pay parking lots are available or you may utilize off street parking on Elysian Fields and Leon C. Simon.

**Student Parking is limited to white lined spaces on weekdays.** Faculty/Staff parking spaces are designated by YELLOW lines. After 5:00 p.m., but before 6:00 a.m., and on weekends, students can park in these yellow spaces. You cannot pull through or back into a parking space. Your parking decal must be facing to the outer lane of traffic so that University Police can verify that vehicle is authorized to be on campus.

## UNIVERSITY POLICE

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504-280-6371

<http://upd.uno.edu>

The University Police Department is staffed 24 hours a day to meet the needs of the UNO community. The UNO Police Department coordinates all requests for assistance relative to crime, including threats, theft, personal safety, medical emergencies, harassment, fire, vehicular mishaps, catastrophic weather emergencies, domestic disturbances, and other police-related matters.

The University Policy emergency number is 280-6666.

## HURRICANE SAFETY PLAN

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The Atlantic Ocean and Gulf of Mexico hurricane season extends from June 1 to November 30. To ensure the safety of UNO students, faculty, and staff, the University of New Orleans has developed an extensive emergency plan, which is recommended as general guidelines for students, faculty, and staff, in the event of a tropical storm and/or hurricane: <http://ehso.uno.edu/emergency/>

### **UNO Notification Service:**

This system allows designated UNO administrators to send time-sensitive messages to the mobile phones and/or email of students, staff, and faculty. In the event of an emergency, UNO subscribers can get notified immediately of a situation such as bad weather, school closing, or any other emergencies, independent of geographical location or of the service provider.

**Students must subscribe online:** <http://ucc.uno.edu/notification/>

## STUDENT SERVICES

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### **Athletics**

Come out and cheer your team to victory as we compete in eight NCAA Division I sports including volleyball, basketball, golf, tennis, swimming, and baseball. UNO is a member of the Sun Belt Conference and has a long, rich history of athletics in New Orleans. Our men's and women's teams excel on the court, on the field, and in the classroom. Admission to UNO home athletic events is FREE to all UNO students with their student ID. The Department of Intercollegiate Athletics is open Monday - Friday 8 a.m. - 4:30 p.m. For additional tickets or season passes, call 280-GAME.

#### **Contact Information:**

504-280-6100

<http://www.unoprivateers.com>

### **Bookstore**

The bookstore is a one-stop-shop on campus for textbooks, general books, UNO apparel and gifts, and supplies. Many textbooks are offered in new and used condition. Students with unwanted textbooks may bring them to the bookstore during their textbook buy-back opportunities.

#### **Contact Information:**

504-280-6373

<http://www.uno.edu/bookstore/>

### **Campus Activities**

There are many groups on campus to choose from. Joining an organization is a great way to supplement academic learning, develop social skills, exchange ideas, become a leader, make new friends...and have fun!

#### **Contact Information:**

504-280-6349

<http://caac.uno.edu>

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

### **Campus Dining**

Information on meal plan options may be obtained from the Campus Dining office in the University Center, Room 250.

**Contact Information:**

504-280-6370

### **Children's Center**

The Children's Center environment is planned to foster each child's cognitive, physical, emotional, and social development. The primary goal is to provide a warm, happy, and secure setting where all children can learn and develop while their parents are involved with UNO. The secondary goal is to provide academic linkages with academic departments of UNO and neighboring colleges; and to accommodate research, training, and observation situations when feasible. The services of the Children's Center are available to current students, faculty, and staff.

**Contact Information:**

504-280-3131

<http://www.studentaffairs.uno.edu/CC>

### **Computer Labs**

University Computing and Communication (UCC) provides considerable support for Student Technology Fee Labs. The following labs are maintained by the UCC:

- Education - Bicentennial Education Center
- Jefferson Center Lab - 3330 North Causeway, Metairie, LA 70002 (504) 849-8000
- Learning Resource Center - Liberal Arts Building
- Library - Earl K. Long Library
- Political Science - Milneburg Hall (Previously the Business Building)
- UCC - University Computer Center

<http://ucc.uno.edu/StudentLabs/specifications/index.cfm>

### **UNO Counseling and Career Center**

The primary goal of the UNO Counseling and Career Center is to assist UNO students with their personal and professional development. This is accomplished through the provision of mental health counseling and consultation, career counseling, career exploration and employment search assistance. Through career fairs, on-campus interviews and online networking, the UNO Counseling and Career Center also seeks to provide opportunities for interaction between UNO students and alumni seeking jobs and employers looking for new hires. For detailed information about our services, please select from the links below.

**Contact Information:**

504-280-6683

<http://counserv.uno.edu>

### **Disability Services**

Services include taped materials, readers; adaptive technologies (voice, large print, and optical scanning capabilities) note takers, testing and classroom accommodations, resource materials, academic advising, and a variety of other support services. There are also adapted recreation facilities available (e.g. lifts for the indoor and outdoor pools).

**Contact Information:**

504-280-7284 (voice/TTD)

<http://ods.uno.edu/>

### **Health Services**

The board of certified physicians and nurse practitioners are trained to deal with the illnesses that most often afflict college students. They can advise, diagnose, and treat your complaints so you can recover quickly and stay well. If your condition requires the services of a specialist, your caregiver will refer you to one.

**Contact Information:**

504-280-6387

<http://studenthealth.uno.edu>

### **Health Insurance**

The university offers low cost group sickness and accident insurance. This insurance covers both in-patient and out-patient care. However, all students may use the Student Health Services whether or not they enroll in the insurance plan.

**Contact Information:**

504-280-6387

<http://www.studenthealth.uno.edu/insurance.cfm>

### **Pharmacy**

Student Health Services operates a pharmacy to fill your prescriptions and other needs. Our registered pharmacists can answer your questions about the effects of your medication or drug interactions. Our prices are substantially discounted.

The pharmacy is located down the hall from Student Health Services in the University Center, room 238.

**Contact Information:**

504-280-7074

[http://www.studenthealth.uno.edu/rx\\_faq.cfm](http://www.studenthealth.uno.edu/rx_faq.cfm)

### **Recreation and Fitness Center**

The UNO Rec Center has various types of cardiovascular equipment, weight equipment, plate loaded/free weights with televisions located in the cardiovascular and free weight areas. The center also houses an indoor track, natatorium and two dry saunas. A snack bar with a view of the plaza is located on the first floor.

All currently enrolled students in good financial standing are admitted to the Recreation and Fitness Center with a current/valid UNO Student ID.

**Contact Information:**

504-280-6357

<http://ris.uno.edu>

## GRADUATION TIMELINE

### *Master's Degree Students*

#### *Non-Thesis*

- **Application for Candidacy** - should be prepared after 15 hrs. have been completed; must be submitted the semester prior to semester in which you will be graduating
- **Application for Degree** – online form that officially adds you to the graduation list; complete on the Registrar's office website no later than the first week of classes in the semester that you plan to graduate
- **Certification of Foreign Language/Computer Competence** – not required for all degree programs; should be submitted once the requirement has been met
- **Request for Master's Examination** – with the exception of MBA students, required in anticipation of completion of either comprehensive exams, non-thesis project report, capstone class; should be submitted at least two weeks prior to the completion/exam date
- **Master's Examination Report** – with the exception of MBA students, required as evidence of completion of master's degree milestone (comprehensive exam, non-thesis project, capstone class, etc.); due the last week of the month preceding Commencement

## *Master's Degree Students*

### *Thesis*

- **Application for Candidacy** - should be prepared after 12-15 hrs. have been completed; must be submitted the semester prior to semester in which you will be graduating
- **Application for Degree** – online form that officially adds you to the graduation list; complete on the Registrar's office website no later than the first week of classes in the semester that you plan to graduate
- **Certification of Foreign Language/Computer Competence** – not required for all degree programs; should be submitted once the requirement has been met
- **Request for Master's Examination** –required in anticipation of thesis defense date; should be submitted no later than two weeks prior to the scheduled defense
- **Thesis Format Check** – you have to submit your manuscript to the Graduate School for a review of the format; must be completed no later than 5 weeks before Commencement; students should consult the current version of the Thesis & Dissertation Manual before sending their manuscript for review
- **Thesis Approval Form** – evidence of approval of the thesis by committee; two-page form; students must sign twice on the first page; committee signs on the second page; title on the form must be identical to the title as it appears on the manuscript; due the last week of the month preceding Commencement

## Doctoral

- **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
- **Request for Qualifying Examination** – a form identifying the members of the Qualifying Exam committee and the date to be held; due no later than two weeks prior to the exam
- **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
- **Request for General Examination** - identifies the members of the General Exam committee and the date to be held; due no later than two weeks prior to the exam
- **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. unless there are no changes to what was approved at the time of the Qualifying Examination
- **Request for Doctoral Examination** - required in anticipation of dissertation defense date; should be submitted no later than two weeks prior to the scheduled defense
- **Dissertation Approval Form** - evidence of approval of the thesis by committee; two-page form; students must sign twice on the first page; committee signs on the second page; title on the form must be identical to the title as it appears on the manuscript; due the last week of the month preceding Commencement
- **ProQuest Author Agreement Form** - ProQuest Dissertation Publishing is the agency that microfilms our dissertations. You pay for the cost of the microfilming when you pay your graduation fees. You must complete the author agreement form in order for ProQuest to process your manuscript.
- **Survey of Earned Doctorates** - The *Survey of Earned Doctorates* (SED) began in 1957–58 to collect data continuously on the number and characteristics of individuals receiving research doctoral degrees from all accredited U.S. institutions. The SED is sponsored by the following 6 federal agencies: National Science Foundation (NSF), National Institutes of Health, U.S. Department of Education, U.S. Department of Agriculture, National Endowment for the Humanities, and National Aeronautics and Space Administration.