

FALL 2018

# GRADUATE STUDENT

H A N D B O O K

[HTTP://NEW.UNO.EDU/ACADEMICS/GRAD](http://new.uno.edu/academics/grad)



THE UNIVERSITY of  
NEW ORLEANS

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## WELCOME FROM THE DIRECTOR

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Welcome to the Graduate School at the University of New Orleans.

As Louisiana's only public urban research university, we have tremendous pride in our graduate students and faculty and their integral role to the mission of UNO. The graduate faculty at UNO are leaders in their fields; I encourage you to become actively involved with them in your research, and scholarly endeavors as you earn your rightful place within the community of scholars.

The Graduate School is here to serve you and to ensure that you successfully complete your desired degree.

I look forward to seeing you thrive in your career as a graduate student and future proud alum.

Amanda Athey  
Director 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.

## ROLE OF THE GRADUATE PROGRAM COORDINATOR

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Most graduate programs are coordinated by a Graduate Coordinator, selected from the faculty within the department who hold an appointment to the Graduate Faculty. They provide the oversight of the program and are your liaison between the faculty in your program and the Graduate School.

## THE GRADUATE SCHOOL

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504-280-6237

<http://new.uno.edu/academics/grad>

**Location:** Room 1004A Administration Building

**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.**

**What we do:**

### DEGREE AUDIT

The Graduate School works with your degree program and the Registrar's office to verify completion of degree requirements. The official requirements for each program are published in the University Catalog (<http://www.uno.edu/registrar/catalog/index.aspx>).

### CHECKLISTS

The Graduate School publishes Graduation Checklists on the Graduate School website. The Graduation Checklist includes important dates by which requirements must be met to meet a specific graduation term. For example, the due date to submit a final version of a thesis/dissertation or the last date for a non-thesis Master's student to have their comprehensive examination or project defense.

## **DEGREE FORMS**

As part of the degree completion process there are forms submitted to the Graduate School. All forms required for degree completion 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.

## **GRADUATE ASSISTANTSHIPS**

The forms required to hire a graduate assistant pass through the Graduate School office. Our office verifies that students are meeting academic requirements to be eligible and that hiring units are providing the appropriate information to Human Resources and Payroll.

## **GRADUATE SCHOLARSHIPS**

The Graduate School provides awards to incoming students as well as to students advanced towards degree completion.

# **BEFORE YOU REGISTER**

### ***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://studenthealth.uno.edu/>).

### ***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 ID Services in Room 101Q of the University Computing Center. 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, Moodle, and WebSTAR. The University IT department [504-280-HELP, <http://ucc.uno.edu>] maintains these operations.

## 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.

*Note: Students hired as Graduate Assistants (GAs) will be issued a second "employee" email account during the period of their appointment in that position.*

## WebSTAR

WebSTAR is the gateway to important information for students at UNO. 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 should contact the IT Help Desk (280-HELP or 280-4357, [helpdesk@uno.edu](mailto:helpdesk@uno.edu)). Before you log in for the first time, review or print the how-to documents available at the link <http://www.uno.edu/registrar/registrar-docs/printablebrochure-1.pdf> which includes screenshots of each of the steps for registration.

## Finding Classes

Descriptions of courses and program curricula may be found in WebSTAR. The Catalog also includes University and Graduate School requirements and regulations. Listings of class schedules may be found in the Bulletin <http://www.uno.edu/registrar/bulletin/index.aspx>, 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.

## Getting Advised

Some degree programs (Engineering, MBA, Teaching, e.g.) require that students be advised before registering. 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 vs. Permissions

Registration may be blocked for students who have items outstanding. For example, if you were admitted conditionally for one semester for final degree transcripts, you will be prevented from registering for the next semester until your transcripts have been received. Permissions are required for certain individual courses at the discretion of the department offering the course.

## Adding Classes

After you have logged into **WebSTAR** check the options under the blue "Academics" bar. You should see the following options: **Search** (to search for course offerings by semester), **Enroll** (to add classes), **My Academics** (to access information about Advisor, Transcripts, Transfer Credit, Enrollment Verification, Graduation). Also you should see at the bottom of the Academics box a search window "Other Links..." from which you can select **Enrollment** tasks, **Check Grades**, or go to **Moodle**.

On the right-hand side of the screen you will see a panel which will alert you if you have any holds on your academic or financial account.

In order to **Enroll** in a class you need to know the 5-digit class number. This is not the same as the 4-digit course (or catalog) number.

- If you do not already know the number you can find it by using the **Search** feature. When using the Search feature you will need to know the name of the Course Subject. You can select one using the alphabetical drop-down menu. If you don't know or remember the course (or catalog) number you can leave that field blank.
- You can restrict your search to **only** graduate-level courses by selecting **Graduate** from the **Course Career** drop-down menu.
- The default setting for the Search is to only show courses that are still open and have not met their enrollment maximum. If you want to search all courses, including ones that may be full, you must de-select the box next to **Show Open Courses Only**.
- When you have found the correct course and section click on the green **Select Class** button.
- If information is correct, select **Next**. You can continue to **Search** or **Add Class**.
- Once you have made your selections you can select the green **Proceed to Step 2 of 3** button.
- You will be asked to confirm the courses by selecting the green **Finish Enrolling** button.
- Review the status report. A **green** check mark means the class has been added to your schedule. A **red X** indicates there is an error. Click on the red X to view the source of the error.
- If you are adding a class that has variable credit (*e.g. 7000, Thesis Research*) you must enter the correct number of credit hours in which you would like to be enrolled. The default setting is 1 credit hour unless you select another number.

The screenshot shows the 'Add Classes' interface with the following elements:

- Navigation Bar:** Search, Enroll, My Academics. Below these are buttons: my class schedule, add, drop, swap, edit, term information.
- Section Header:** Add Classes. Below it is a step indicator showing 1, 2, 3.
- Step 1:** 1. Select classes to add - Enrollment Preferences.
- Course Information:** 1013 Summer | Graduate | University of New Orleans. BIOS 7000 - Thesis Research.
- Class Preferences:**
  - BIOS 7000-001 Thesis Open
  - Grading: Satisfactory/Unsatisfactory
  - Units: 1.00 (indicated by a red arrow)
  - Session: Regular Academic Session
  - Career: Graduate
  - Enrollment Information:
    - Department Consent Required to enroll in this class

In order to **Drop** a class you must select **Enrollment: Drop** from the search window at the bottom of the Academics box.

- Check the **Select** box to the left of the course that you wish to drop.
- Click the green **Drop Selected Courses** button.
- You will be asked to confirm the courses by selecting the green **Finish Dropping** button.

### Course Loads

Graduate students may enroll in up to 15 hours in the Fall and Spring semesters or up to 12 hours in the Summer. Registration in credits beyond these maxima requires permission of the Graduate School. Full-time enrollment is considered 9 hours in the Fall and Spring or 6 hours in the Summer.

### Audit Courses

If you receive written approval from the instructor of record for a course you can register to audit a course (meaning that you will sit in the class but not receive a grade).

After you enroll in the course, you must initiate a permission form from the Registrar's office. Your instructor must approve as well as the chair and Dean of the academic department and College offering the course.

Please note that audit courses are not counted towards full-time course loads for financial aid purposes (including scholarships or assistantships) and they do generate tuition and fees.

### 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 Registrar's Office.

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. In your student center in WebSTAR you will see account information under the blue **Finances** bar.

- Select the **Account Inquiry** link under **My Account** in the **Finances** box to view your account information.
- At the bottom of the screen will be a green **Make a Payment** button.
- Select the method of payment and amount.
- If you are receiving aid, you will see the pending credit in "Anticipated Aid".

*Remember:* failure to make payment at the end of regular registration will result in a late registration fee.

The Bursar offers an **Extended Payment Plan** for students. If you opt into this, you will be assessed a fee but you can break your payments into ¼ amounts each month.

### Viewing Grades

In your student center in WebSTAR select **Grades** from the search window at the bottom of the **Academics** box.

- Select the semester
- Click the green **Continue** box

## MOODLE

Online course content is available for some courses in Moodle. Students may access Moodle from at the link (<https://uno.mrooms3.net/login/index.php>). Students log into Moodle using their UNO LAN account. A website has been set up to provide support for using Moodle (<http://www.uno.edu/instructional-design/moodle-for-students.aspx>).



## ACADEMIC POLICIES

### ACADEMIC STANDING

Graduate students are expected to achieve grades of B or higher in all courses taken for credit regardless of whether the courses apply to degree. As a result, the minimum GPA required to be considered in good standing is 3.0. Failure to maintain the cumulative 3.0 average on graduate coursework will result in academic probation status.

- Probation - While on probation students may continue to enroll in classes but they will not be allowed to continue on graduate assistantships or scholarships. Once placed on probation, a graduate student must earn a 3.0 in graduate coursework for each subsequent semester in order to continue. If a student already on probation does not earn at least a 3.0 average in graduate coursework for a semester they will be dropped from the Graduate School.
- Dropped - Students who have been dropped may re-apply after having sat out for one regular academic term (Fall or Spring) but admission is not guaranteed.
- If admitted on probation, a student must earn a 3.0 GPA or above in the first nine hours of graduate course work or the student will be dismissed from the Graduate School.

### 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. **No more than 2** grades of C may be counted towards a degree.

**I** If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, the instructor may assign an incomplete ("I") for the course. The "I" may be used only when all of the following conditions are met: (a) the student has satisfactorily completed a substantial portion of the course; (b) the student is unable to complete all course work or final exam due to unusual circumstances acceptable to the instructor; and (c) the student and instructor agree on the assignment of the "I" grade before grades rosters are due. If the "I" grade is not removed by the end of the following semester (all summer sessions count as one semester), the grade will convert to an "F." Receiving an "I" grade may have financial aid consequences; therefore, students should check with the Office of Financial Aid before agreeing to take an Incomplete. Statute of limitations for change of grades is 1 year.

### 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.

## TRANSFER OF CREDIT

Master's degree students may transfer in up to *one-third* of the credit hours required for the degree from another institution only after completing 9 hours at UNO with a 3.0 GPA. 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. Time Limit on degree coursework applies to transfer credits.

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. These hours are counted towards the degree but not transferred nor posted on the UNO transcript.

*\* 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.

## 7040 (EXAMINATION OR THESIS ONLY)

7040 is a course that carries 0 credit hours. Students should select this course in their final semester to satisfy enrollment requirements while satisfying other requirements for the degree. In general, students are permitted to enroll in 7040 only once in completing a graduate degree program. However, in exceptional circumstances a student may be allowed to enroll in 7040 one additional time. The request should be initiated by a faculty member in the student's degree program and include information about the student's progress towards the degree. At a minimum, the student must have turned in a completed draft of the manuscript to the student's thesis/dissertation committee. If the student is completing a non-thesis master's program, they must have initiated the comprehensive examination or project report. The decision regarding a second enrollment will be made by the Director. No exceptions will be granted beyond a second enrollment in 7040.

## CHANGE OF DEGREE PROGRAM

Current students seeking to change programs, add program or certificate or otherwise change their degree status must complete a change of degree program form located at the following link: <http://new.uno.edu/academics/grad/graduate-forms>

Upon accessing the link, use your UNO login credentials to initiate the form.

# DEGREE COMPLETION

## DEGREE REQUIREMENTS

A 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 all graduate-level courses (see *Calculating GPA*).

**C Grades** – For all graduate students no more than 2 courses in which a grade of C has been earned may be applied to the degree.


**Application for Degree** – Students must file the Application for Degree in WebSTAR in order to get on the University’s graduation list. Normally this must be submitted before the midpoint of the semester in which you are planning to graduate. Completion of this step gets your name on the graduation list for the given term and initiates the degree audit process in the Graduate School office. You must resubmit the Application for Degree from semester to semester.

In WebSTAR go to “My Academics” and select “Apply for Graduation”

## My Academics

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<b>Advisors</b>	<a href="#">View my advisors</a>
<b>Transfer Credit</b>	<a href="#">Evaluate my transfer credits</a> <a href="#">View my transfer credit report</a>
<b>Transcript</b>	<a href="#">View my unofficial transcript</a> <a href="#">Request official transcript</a>
<b>Enrollment Verification</b>	<a href="#">Request enrollment verification</a>
<b>Graduation</b>	<a href="#">Apply for graduation</a>



**Candidacy** - Graduate students are not considered degree candidates until they have submitted either the *Plan of Study* (Master’s degrees) or the *Report on General Examination/Request for Candidacy* (Doctoral degrees) and received approval from the Graduate School. These forms list the coursework to be counted 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 5000, 6000 and 7000 level may apply towards a graduate degree. Some programs require foundation or 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. At least half of the credits earned towards a graduate degree must be earned at the 6000-level.

**Time Limit** - Coursework taken towards the Master's degree expires after 6 years. Coursework taken towards the Doctoral degree expires 6 years after the date of General Examination and 9 years after program admission.

### 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* provides instructions for formatting your document, manuscript requirements, webinars, 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. <http://www.uno.edu/grad/dissertations-thesis.aspx>

Please see the link for Thesis and Dissertation Checklists  
<http://new.uno.edu/academics/grad/graduate-forms>

### *ScholarWorks:*

Theses & Dissertations are hosted in ScholarWorks. The final and official manuscript will be part of the UNO Thesis & Dissertation Collection online. Students should consider that their manuscript will ultimately be publicly available, but embargo or restricted access can be designated when the file is uploaded for format check. Access levels permit embargo for 1, 3, or 5 years, restrictions for 1 year or no restrictions. Discussion about appropriate access should occur with your committee early in the writing process. The *Thesis & Dissertation Approval Form* requires your signature in agreement to the access level selected.

<http://scholarworks.uno.edu/td/>

## FINANCIAL RESOURCES

### TUITION & FEES

Tuition and fees are approved by the Board of Regents of the state of Louisiana. Official listings of the tuition and fee rates for each semester are posted on the Bursar's office website:

Tuition for graduate students is determined by credit hours of enrollment. In addition to tuition, any registered student will be assessed fees. A detailed description of the fees that you may see on your fee bill is provided on the Bursar's webpage:

<http://www.uno.edu/bursar/gradfees.aspx#descriptions>. Some of the fees that graduate students may see include:

**Audit Courses** - Tuition and fees for audit classes are the same as enrolling in a credit course. Non-resident students will not be assessed the non-residency fee if the audit course is their only class. Please be aware that certain scholarships may not cover an audit course's tuition and fees.

**Computer Science Differential Fee** - A Differential Fee of \$35.00/credit hour will be charged to all students enrolled in any courses in Computer Science. This fee will be used for a number of purposes, all of which allow the UNO Computer Science program to improve instructional programs and provide an enhanced academic learning experience. The majority of the fee will support student recruitment and retention activities, including tutoring by graduate teaching assistants and undergraduate peer tutors, continuous lab facilities enhancement and other activities to increase degree completers, undergraduate research programs, graduate assistantships, and small need and merit-based scholarships. The remaining portion of the funds will be used for recruitment and retention of high-quality computer science faculty and staff.

**Differential Engineering Fee** - The Differential Engineering Fee (\$33/credit hour on all College of Engineering courses) will be used mostly to help and support student success at UNO

**Distance Learning Fee** - This fee is used to support the extra resources utilized by enrolling in distance learning courses. The fee is imposed for each distance learning course taken by a student which includes internet, compressed video, and televised classes. (All sections in the 400 series).

**Extended Payment Plan Option (EPPO) Fee** - A non-refundable EPPO Fee will be assessed to all students who choose to use the EPPO. If you do not elect the EPPO and only pay the minimum balance due by the published due date, you will still be charged the non-refundable EPPO fee.

**Graduate Enhancement Fee** – Graduate assistants and recipients of Master's, Marcus B. Christian & Doctoral Scholarships receive awards that cover this fee. This fee is a refundable fee used to support the extra expenses associated with the University's graduate school programs and is in addition to the academic excellence fee. The Graduate Enhancement Fee is applied based on the student's status as a graduate student, rather than the level of the course.

**International Fee** – These funds are used by the University to better manage the increased workload caused by the growth of international student enrollments and new federal compliance requirements.

**Late Registration Fee** - This fee is used to support the additional administrative costs required to adjust faculty and facility needs whenever a student enrolls during late registration. This fee is nonrefundable.

**Late Payment Fee** - This is a nonrefundable fee assessed onto a student's account if the minimum required payment is not made by the start of Late Registration. These dates change every semester and are posted on WebSTAR, students' fee bills, and the Registrar and Bursar Office's websites.

**MBA Fee** – The Louisiana State Legislature and Governor approved Act No. 788 which authorized the Board of Supervisors of Louisiana State University Agriculture and Mechanical College to impose a Professional Program Fee (PPF) in the MBA program at the University of New Orleans. This fee is invested to support the MBA program by reducing the size of MBA classes, increasing the number of electives through the hiring of qualified faculty, enhancing the MBA program's promotion, placement and alumni relations activities, raising the stipend of current graduate assistants, and increasing the number of available assistantships. This fee is nonrefundable.

**Non-Resident Fee** - This fee is charged to accounts when the student is not a resident of Louisiana.

**Operational Fee** - The operational fee was imposed by the 2004 Legislature to cover unfunded state mandates. This includes increases in the retirement system costs, health insurance costs not funded through the state general fund appropriation, and the enhancement of instructional programs at the University.

**Privateers Spirit Fee** – Supports enhancement of the student experience at campus-live activities, including intercollegiate athletics.

**Registration Fee** - A nonrefundable fee assessed to full-time and part-time students for completion of the registration process.

**School of the Arts Differential Fee** - A Differential Fee of \$20.00/credit hour will be charged to all students enrolled in any courses in the School of the Arts. This fee will be used for a number of purposes, all of which allow the UNO School of the Arts to improve instructional programs and provide an enhanced academic learning experience. The fee will support student recruitment, retention and success activities, such as tutoring for the undergraduate programs and smaller class sizes, graduate assistant support, scholarships, and faculty advisement for the graduate programs, student and faculty travel, faculty and staff retention, equipment and laboratory upgrades, administrative support for these programs, and other ad hoc needs that arise from these programs.

**Student Retention Initiative Fee** – Supports academic advisement by professional, dedicated advisors and supports a new analytical tool that enhances degree completion.

**Technology Fee** - This fee is assessed per credit hour up to a maximum per semester. The fee is dedicated to the acquisition, installation, maintenance, and intelligent use of state-of-the-art technology, solely for the purpose of supporting and enhancing student life while preparing graduates for the workplaces of the twenty-first century.

## GRADUATE ASSISTANTSHIPS

Graduate assistants are primarily students, not employees. Nevertheless, graduate assistant appointments are part-time employee-employer contracts between full-time graduate students and the University. Graduate 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.

### *Eligibility*

To be eligible for an assistantship, the student must be in a degree-seeking program and in good academic standing (3.0 graduate GPA). Employment of International graduate assistants (those on F-1 and J-1 visas) is subject to federal immigration and labor law.

### *Enrollment Requirements*

To be considered full-time, students must maintain registration in a minimum of 9 semester graduate credit hours in the Fall and the Spring, and 3 hours if employed during the Summer.

### *Obtaining a Position*

The goal of a GA position is to provide the student with training in their discipline while immersed in scholarship. The number of assistantships in a department is necessarily limited by the budget, so the positions are selective. Decisions about assistantship offers are usually made around the start of the fiscal year (*July 1*). In some cases, departments will offer assistantships to entering students; in other cases they are awarded only to advanced students. Your first contact if you are seeking an assistantship should be your degree program.

Once you have successfully found a position you will be required to complete the following forms as part of the hiring process:

- Confidentiality & Loyalty Agreement
- Direct Deposit
- Form I-9 (section 1) & documentation (Social Security Card, Passport, etc.)
- Form L-4
- Form W-4
- Rights and Responsibilities

### *Accounts*

After the hiring process is completed, your supervisor will receive notification about your new email address. All correspondence related to your employment will be directed to your GA email account. Important information about registration, graduation and other academic issues will be sent to your student email account. It is your responsibility to monitor both accounts. It may be possible to set up forwarding from one account to another but you will need to update passwords every 6 months for both accounts.

Depending on your role as a GA you may receive access to the student record or financial administration side of WebSTAR or to Moodle. You will be required to log in using your GA access, not your student account ID and Password.

### ***Mandatory Trainings***

The Louisiana Office of Risk Management requires state agencies, including UNO, to periodically train all employees on certain issues. As part-time employees, Graduate Assistants must complete the annual training. Notification will be sent to the GA email account with instructions about how to complete the online training modules.

### ***Stipend & Tuition Exemption***

Students hired as GAs receive a stipend (amount determined by hiring unit). Some hiring units also provide a tuition exemption + graduate enhancement fee exemption. GAs are not assessed the non-resident fee during the period of their appointment.

The stipend may be considered taxable income and as a result, tax forms must be submitted as part of the hiring process. International students should consult with the Division of International Education to ensure that their tax documents are completed correctly.

Students hired on Academic calendar receive their paychecks monthly (after at least one full month of employment). Students hired on the fiscal calendar receive their paychecks biweekly (after at least one full month of employment). As part of the hiring process students must enroll in Direct Deposit in order to receive their pay.

Your paycheck is viewable in WebSTAR. Follow these steps to view:

- 1) From the UNO website select the WebSTAR logo.
- 2) Select the Staff link.
- 3) Enter your UNO username and password. Note: Your user name is the same password used to login to your GA email, computer or blackboard course.
- 4) From the menu on the left side of the screen, navigate to Self Service, Payroll and Compensation, View Paycheck.
- 5) Select the check date you desire to view. Note: Your most recent paycheck will appear first.

GAs are responsible for paying most fees and it is important to pay attention to the payment deadlines posted on Registrar's website to ensure that your class schedule is not purged.

### **SCHOLARSHIPS & FELLOWSHIPS**

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It is possible to hold a Graduate Assistantship and a University of New Orleans Graduate School scholarship (*Master's, Doctoral, Privateer*) simultaneously. Your tuition, non-resident fee and graduate enhancement fee would be covered by the scholarship and your hiring department would pay your stipend.

Students who are applying for an external Fellowship or Scholarship should review the announcement for the award or contact the funding agency to verify that you are eligible to be a GA if you receive the award. As part of the application process please contact the Office of Research and Sponsored Programs (ORSP).

### ***Workload***



Graduate assistants are expected to work either 10 hours (25% of full-time effort) or 20 hours per week (50% of full-time effort). Days that GAs may be expected to work are determined by the calendar in effect for their employment type.

- Academic appointments – you are expected to work when classes are in session. You are not required to work when classes are not in session.
- Fiscal appointments – you are expected to work all year. You are entitled to holidays when the University is closed.

The supervisor is responsible for assigning a workload that meets this expectation and does not exceed it.

### *Categories of Assistantships*

There are four basic categories of Graduate Assistants: Instructional Assistants, Research Assistants, Professional Assistants, and Athletics Assistants.

**INSTRUCTIONAL ASSISTANTS** These students provide instructional support within an academic unit related to their graduate degree program.

There are two subtypes of Instructional Assistants, based upon the nature of their duties and teaching credentials.

**Teaching Assistants** These students provide instructional or tutorial support for faculty teaching undergraduate students. Examples of Teaching Assistant duties include preparing examinations, grading assignments, conducting and assisting in preparation of lectures, leading discussion groups, maintaining class records, providing laboratory instruction, and tutoring students outside of formal lecture and laboratory classes. A Teaching Assistant is neither the instructor of record nor responsible for assigning course grades.

**Teaching Associates** These students provide instruction to undergraduate students and are instructor of record for undergraduate courses. Only students who have a master's degree or 18 graduate credit hours in the area of instruction are eligible to be employed in this capacity. International students seeking a TA3 position must have minimum scores of 100 (internet-based) or 600 (paper-based) on the TOEFL or 7.5 overall band score on the IELTS.

**Research Assistants** These students provide research support and assistance for faculty researchers in fields related to the student's course of study. Work assignments should complement the degree goals, foster professional development, and expand student's research skills and knowledge in their area of study.

**Professional Assistants** These students perform technical or administrative functions that are specifically related to the student's course of study. Work assignments should complement the degree goals, foster professional development, and expand student's skills and knowledge in their area of study. The student's advisor must certify the usefulness of the work towards goals of the degree.

**Athletics Assistants** These students provide support to the athletic department as graduate trainers, graduate coaches, or graduate departmental assistants. Work assignments must be consistent with the graduate student's career goals (i.e., as coaches, trainers, athletics administrators, etc.), regardless of the graduate student's course of study.

### *Advisor-Advisee Relationship*

For most graduate students the relationship with your advisor or major professor is a rewarding one, based on mutual research interests. In some disciplines your advisor's role may be more like that of a consultant, giving you feedback and making suggestions on your research. In other disciplines the advisor could also be your supervisor. In this case it is very important to have clear communication with your advisor about his or her expectations for your academic and work performance.

Some suggestions:

- Ask for copies of your offer letter and job description
- Ask about the source of funding for your assistantship. If it is a grant, when does the funding end?
- Ask your advisor about the timeline for your degree completion (when should you select your committee members, at what stages do you need to meet program benchmarks?)

In the case that your research interests change and you need to switch your advisor with another faculty member you should discuss with the graduate coordinator of your program and the chair of the department.

If you find yourself in a conflict with your advisor that you cannot resolve you should first seek negotiation within your degree program (either your graduate coordinator or department chair or both). If you feel you need further assistance please contact the Graduate School.

## GRADUATE SCHOOL SCHOLARSHIPS AND FELLOWSHIPS

At the time of admission a potential student may be considered for a Graduate School award based upon the recommendation of their degree program. Nominees for awards are evaluated competitively based on GPA and GRE/GMAT scores across campus.

Awards offered through the Graduate School are either Scholarships (which cover some University charges) or Fellowships (which covers most University charges and provides a stipend).

### *Graduate School Scholarships*

- Privateer Award (covers cost of non-resident fee)
- Master's, Doctoral (cover cost of tuition + graduate enhancement fee)
- Completer Award (one-term award up to \$2500 towards tuition for advanced students)
- Doctoral Dissertation Year Fellowship (one year fellowship covers tuition and carries a stipend of \$16,000 for one academic year)

Recipients of these awards are required to be enrolled full-time in graduate-level courses and to maintain a 3.5 graduate GPA. Doctoral awards are made for a 4 year timeframe and Master's awards are usually for 2 years. Awards for scholarship recipients are posted by Student Financial Aid shortly before classes start each semester.

A few departments on campus also have competitive awards which may have different eligibility and maintenance requirements. Please check with your department.

Other award opportunities exist through external agencies. Students can find out about these by reviewing the links provided on the Graduate School website: <http://new.uno.edu/academics/grad>. Funding Opportunities: <http://www.uno.edu/orsp/FundingOpportunities/>

## STUDENT FINANCIAL AID

504-280-6603

[finaid@uno.edu](mailto:finaid@uno.edu)<http://www.uno.edu/finaid>

Privateer Enrollment Center

The office of Student Financial Aid processes all financial assistance opportunities for students. Common examples include federal loans, and student worker positions. U.S. citizens and eligible non-citizens may apply for Federal Student Financial Aid. 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 attempted** and maintenance of **GPA of 3.0** on all course work attempted while a graduate student.

## STUDENT CODE OF CONDUCT

Under the authority of the President, through the Division 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 student accountability 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 Student Accountability and Advocacy website, which can be accessed here: <http://www.uno.edu/student-affairs/student-handbook-policies.aspx>.

The Student Code of Conduct encompasses academic dishonesty; physical, mental or verbal abuse; threatening behavior; sexual misconduct; harassment; hazing; campus safety; dangerous items; campus demonstrations; vandalism; misuse of university property; alcohol and drug policy; forgery; bad checks; dishonesty on application and financial aid documents; theft; University Housing regulations; misuse of library materials; littering; disorderly conduct; noise behavior; disruption of teaching; flammable materials; unlawful gambling; violation of confidentiality; election tampering; student organization violations; abuse of Student Accountability system; trespassing; criminal violations.

### Academic Integrity

Under the Student Code of Conduct students are expected to maintain a standard of integrity related to their performance in courses, in the lab, with colleagues and at conferences. The following are examples of violations of this standard:

- Copying from another source, published or unpublished
- Copying, whole or in part, from a free term paper site or other web site
- Revealing the contents of an exam to other students prior to an exam
- Submitting work of another individual
- Providing work to another student
- Submitting the same assignment or paper (in full or in part) for different classes without appropriate permission from the faculty to do so
- Misrepresentation of identity during an exam
- Unauthorized collaboration

- Complicity in academic dishonesty
- Obtaining and using exam materials and answers without instructor's consent
- Plagiarism
- Not shouldering an equitable portion of the burden in a collaborative team assignment
- Abuse of Academic Materials: Destroying, defacing, stealing, or making inaccessible library or other academic resource material
- Misrepresentation to Avoid Academic Work: Misrepresentation by fabricating an otherwise justifiable excuse such as illness, injury, accident, death in the family, etc. in order to avoid or delay timely submission of academic work or to avoid or delay the taking of a test or exam
- Falsifying grade report
- Using bribery or coercion for academic gains
- Using technology, such as the internet, cell phones, PDA's, etc., to commit an act of academic dishonesty

An Instructor, Graduate Coordinator or Major Professor may refer a student to Student Affairs for academic misconduct. If a graduate student is found to have violated the standard, the following sanctions are suggested:

- Permanent grade of "F" for the course
- First offense: Suspension for at least one full year
- Second offense: Expulsion

## INTELLECTUAL PROPERTY

### What is Intellectual Property?

The World Intellectual Property Organization offers the following helpful description:

Intellectual property relates to items of information or knowledge, which can be incorporated in tangible objects at the same time in an unlimited number of copies at different locations anywhere in the world. The property is not in those copies but in the information of knowledge reflected in them. Intellectual property rights are also characterized by certain limitations, such as limited duration in the case of copyright and patents.

As a graduate student you may be working alone or with fellow students and/or faculty to create intellectual property. It is important in collaborations to report and to establish ownership and appropriate use of the property at the outset.

Furthermore, it is important to acknowledge others' intellectual property appropriately. A good resource to consult is the Columbia University Libraries Copyright Advisory Office website <http://copyright.columbia.edu/copyright/>.

For traditional works of scholarship (papers, most theses and dissertations, e.g.), the University does not claim ownership when the student does not make more than incidental use of University resources.

However, in the cases of novel, useful and non-obvious inventions of processes, methods, discoveries, devices or other patentable or copyrighted work the University generally will claim ownership if it was created in the course of employment by the University or through use of University resources (funds, facilities, equipment or personnel). In such cases, students are encouraged to contact the Office of Intellectual Property Management and Commercialization

([http://www.uno.edu/otmc/intellectual\\_property\\_at\\_uno.aspx](http://www.uno.edu/otmc/intellectual_property_at_uno.aspx)). The University evaluates potential inventions and, if it is determined that any invention has commercialization value, the university will protect any such inventions (e.g., file for a patent) and try to commercialize it. By University policy, 40% of all Net Revenue obtained from commercialized intellectual property is shared with the inventors/creators.

## REGISTRAR

504-280-3246

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

Location: Privateer Enrollment Center

The Registrar's office maintains the integrity of academic records, including the enforcement of the Family Educational Rights and Privacy Act (FERPA). 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://www.uno.edu/registrar/bulletin/important-dates.aspx>

### ***Catalog***

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

### ***Commencement***

Commencement is a ceremony that occurs before degree conferral. The Office of the Registrar coordinates two Commencement ceremonies each year. Students receiving degrees in the Spring attend the May exercise while students receiving degrees in the Summer or Fall attend the December exercise. Students receiving degrees in August may be eligible for early participation in May Commencement. For more information on early participation policy and to complete the form, please see the following link:

[http://www.uno.edu/registrar/forms/commencement\\_participation.aspx](http://www.uno.edu/registrar/forms/commencement_participation.aspx)

Caps and gowns can be pre-ordered through the University Bookstore.

### ***Diploma***

Students must file the *Application for Graduation* in WebSTAR by the published due date 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. Students who file to graduate but defer graduation must re-file the *Application for Graduation* for the new term.

The Office of the Registrar issues all diplomas for the University of New Orleans. Information about diplomas and commencement is published on the Registrar's website:

<http://www.uno.edu/registrar/commencement.aspx>

### ***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://www.uno.edu/registrar/ferpa.aspx>

### ***Transcripts***

Requests for University of New Orleans transcripts are handled by the Registrar's office. Requests should be made online.

### ***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)

<http://www.uno.edu/registrar/veterans/index.aspx>

## **OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS (OISS)**

504-280-6021

<http://oiss.uno.edu>

**Location:** International Center

For all international students and visiting scholars on campus, OISS provides comprehensive immigration advising, and support services to students and their dependents. Each semester OISS hosts an orientation for incoming international students. They also have a handbook for international students which can be downloaded from their website  
<http://oiss.uno.edu/newStudents.cfm>

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

## **OFFICE OF RESEARCH AND SPONSORED PROGRAMS (ORSP)**

504-280-6386

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

**Location:** 1005 Administration Annex

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.

Some of the ORSP resources that students conducting research on campus should know about are the following:

- **Funding Workshop** – an annual workshop for current students that provides an overview of the process of seeking funding from sources external to the University.
- **Funding Databases** – ORSP subscribes to funding databases that students can search to find potential sources of support for their research agenda. Currently the databases utilized are Grant Forward and Grants Resource Center (<http://www.uno.edu/orsp/FundingOpportunities/>).
- **Responsible Conduct of Research** – hosted by ORSP, this training session is open to anybody employed on campus. Anyone who receives funding from the National Science Foundation or the U.S. Department of Health and Human Services (including GAs) will be required to complete the two live or online sessions.

Depending on the nature of your research you may also need to seek verification of compliance with University regulations prior to beginning your study. Evidence of your compliance will be required at the time that you submit your thesis or dissertation for graduation.

Relevant committees:

- *Animal research* is monitored by the Institutional Animal Care and Use Committee (IACUC) on this campus: [iacuc@uno.edu](mailto:iacuc@uno.edu).
- *Biological and Hazardous materials research* is monitored by the Institutional Biosafety committee (IBC): [ibc@uno.edu](mailto:ibc@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

504-280-6355

<http://library.uno.edu>

In addition to a collection of approximately 960,000 volumes and 12,000 current periodical subscriptions, the library provides support services to students. Laptops and netbooks are available for short term checkout from the Library Circulation Desk. The Student Government sponsored DVD collection is housed in the Library too. Many scholars will want to peruse the Louisiana and Special Collections, some of which are hosted in ScholarWorks, alongside thesis and dissertation manuscripts from prior graduates.

### **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.



### ***Library Assistance***

**Interlibrary Loan** – materials not owned by the UNO Library may be obtained by submitting requests electronically via ILLiad. <http://libguides.uno.edu/interlibrary>

Visit the Public Services Desk anytime during regular library hours: <http://libcal.uno.edu/>

### ***Library Card***

Your UNO Student ID serves as your Library Card. UNO identification cards may be obtained in Media Resources located in Room 101Q of the Computer Center (Building #12 on Campus Map).

## **UNIVERSITY POLICE**

504-280-6371

<http://www.uno.edu/upd/index.aspx>

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.

### ***PARKING***

504-280-6047

[http://www.uno.edu/upd/parking\\_services.aspx](http://www.uno.edu/upd/parking_services.aspx)

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 online decal application in WebSTAR. Students must be registered, have paid at least half of their fees and have payment receipt 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 decals permit students to park in white lined spaces in the parking lots.** After 5:00 pm Monday-Friday students with current decals may park in yellow lined spaces too. 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.

## HURRICANE SAFETY PLAN

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:

<https://www.uno.edu/ehso/emergency-preparedness.aspx>

### **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://uno2.uno.edu/ucc/E2Campus/e2Campus.htm>

## STUDENT SERVICES

### ***Athletics***

Come out and cheer your team to victory as we compete in twelve NCAA Division I sports including baseball, basketball, cross country, golf, tennis, track and field, swimming, and volleyball. 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. For additional tickets or season passes, call 280-GAME.

#### ***Contact Information:***

**Human Performance Center**

504-280-6102

<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. Check the website for booklists for upcoming courses.

#### ***Contact Information:***

**University Center, First Floor**

504-280-6373

<http://www.bkstr.com/neworleansstore/home>

### ***Student Involvement & Leadership***

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:***

**University Center, Room 222**

504-280-6349

<http://www.uno.edu/student-involvement-leadership/sil@uno.edu>

### ***Campus Dining***

There are 11 different dining locations on campus. In the Cove you will find the Sandbar, Moe's and pre-prepared sushi. In the University Center you will find The Galley, Chick-Fil A, and Subway. In multiple locations on campus you can also find convenience stores. Campus Dining provides meal plans designed for on-campus residents and for commuters that can be used at each of the dining spots on campus.

#### ***Contact Information:***

**University Center, Room 250**

504-280-6370

<http://uno.campusdish.com>

### ***Computer Labs***

The Information Technology department (IT) manages the tech-fee labs on campus. The following labs are maintained by IT:

- Learning Commons - Earl K. Long Library first floor
- Computer Center - University Computer Center, Room 101R  
<http://www.uno.edu/information-technology/student-computer-labs.aspx>

Some departments also have separate labs for their students.

### ***UNO Counseling Services***

UNO Counseling Services is an accredited university counseling center that provides consultation and educational support for academic departments and student services. In addition they provide personal mental health and career counseling to currently enrolled students on an individual basis.

#### ***Contact Information:***

**University Center, Room 226**

504-280-6683

<http://www.uno.edu/counseling-services/about.aspx>

### ***Disability Services***

The Office of Disability Services works to ensure that educational programming and services are accessible to students with disabilities. Students who have documented disabilities and require accommodation should contact the Office of Disability Services.

Once engaged, ODS can arrange for various assistance such as recorded 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:**

**University Center, Room 248**

504-280-6222

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

**Student Health Services**

The Student Health clinic provides comprehensive services including: female exams, contraception counseling, management of acute and chronic diseases like hypertension and asthma, screening and management of sexually transmitted diseases, wellness examinations, school and work physical exams, immunizations, routine lab tests and more.

**Contact Information:**

**University Center, Room 238**

504-280-6387

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

**Health Insurance**

Student Health Services arranges for an optional low-cost injury and sickness insurance policy. 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.uno.edu/student-health/insurance.aspx>

**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.

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:**

Building # 30 on campus map

504-280-6357

<http://ris.uno.edu>

## GRADUATION TIMELINE

### Master's Degree Students

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#### *Non-Thesis*

- **Candidate Plan of Study** - should be prepared after 15 hrs. have been completed; must be submitted to the Graduate School in the semester prior to semester in which you will be graduating (Fall: May 15, Spring: October 1, Summer: March 1)
- **Application for Graduation** – online form that officially adds you to the graduation list; complete in WebStar no later than the first month 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
- **Master's Examination Report** – with the exception of MBA, MS Accounting and MAT 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

## GRADUATION TIMELINE

### Master's Degree Students

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#### *Thesis*

- **Candidate Plan of Study** - should be prepared after 12-15 hrs. have been completed; must be submitted to the Graduate School in the semester prior to semester in which you will be graduating (Fall: May 15, Spring: October 1, Summer: March 1)
- **Application for Graduation** – online form that officially adds you to the graduation list; complete in WebStar no later than the first month 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
- **Thesis Defense** – public and oral defense of your thesis manuscript before your committee; Drafts of the manuscript should be submitted to committee members at least 3 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 prior to the due date for the final version; Manuscript drafts must be uploaded no later than 5 weeks before the semester ends; students should consult the current version of the **Thesis & Dissertation Manual** before uploading their manuscript for review
- **Thesis Approval Form** –approval by the committee of the thesis; 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

## GRADUATION TIMELINE

### DOCTORAL

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- **Program of Study** – a form listing the courses that will be applied towards the Ph.D.; only for students in programs that do **not** require a Qualifying Examination; should be submitted after the first year of enrollment
- **Certification of Foreign Language/Computer Competence** – not required for all degree programs; should be submitted once the requirement has been met
- **Report on Qualifying Examination** – verification of results of the Qualifying Exam; must include curriculum outline of courses completed and to be completed for the Ph.D.; should be submitted after the second year of full-time enrollment
- **Application for Graduation** – online form that officially adds you to the graduation list; complete in WebStar no later than the first month of classes in the semester that you plan to graduate
- **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. Due to the Graduate School at least the semester prior to the semester in which you will be graduating (Fall: May 15, Spring: October 1, Summer: March 1)
- **Request for Doctoral Examination** - required in anticipation of dissertation defense date; should be submitted no later than two weeks prior to the scheduled defense
- **Defense** – public and oral defense of your thesis manuscript before your committee; Drafts of the manuscript should be submitted to committee members at least 3 weeks prior to the scheduled defense
- **Dissertation Format Check** – you have to submit your manuscript to the Graduate School for a review of the format prior to the due date for the final version; Manuscript drafts must be uploaded no later than 5 weeks before the semester ends; students should consult the current version of the **Thesis & Dissertation Manual** before uploading their manuscript for review

- **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
- **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.
- **OPTIONAL: 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.



## CAMPUS MAP



1. Administration Building
2. Amphitheater
3. Bicentennial Education Center
4. Bienville Hall
- 4a. The Commons
5. Biology Building
6. Bus Stops: Leon C. Simon & Milneburg Road
7. Business Building
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.
9. Central Utilities Plant
10. Chemical Science Building

11. Children's Center
12. Computer Center (University Computing & Communications - UCC)
13. Earl K. Long Library
14. Engineering Building
15. Facility Services
16. Fine Arts Building
17. Geology and Psychology Building
18. Homer Hitt Alumni Center  
Alumni Center map with detailed view
19. Human Performance Center
20. Information: Alumni Drive & Founders Road
21. Kirschman Hall
22. Lafitte Village
23. Liberal Arts Building
24. Mathematics Building
25. Newman Religious Center
26. Oliver St. Pe' Center (TRAC)
27. Performing Arts Center

28. Privateer Place
29. The Cove (Currently under construction)
30. University Center and University Bookstore
31. Recreation & Fitness Center
32. Science Building
33. Pontchartrain Hall (Currently under construction. Opening August 2007)

### Research & Technology Park

- I. Advanced Technology Center
- II. Center for Energy Resource Management (CERM) & Lindy Boggs Conference Center (adjacent to CERM Building)
- III. Navy Information Technology Center