

University of New Orleans Spring 2022 Welcome Letter

Welcome to the University of New Orleans for the Spring 2022 semester! We are excited about this semester and we are glad you chose to continue your education at the University of New Orleans. We encourage you to carefully read the important information below.

The tuition and fee schedule and a list of course fees can be found on the [Bursar's Office](#) webpage and a semester calendar that includes a list of important dates can be found on the [Registrar's Office](#) webpage. All future emails will go to **your UNO campus email** so please be sure to check this email.

The best way to contact the Bursar's Office is via email at bursar@uno.edu. You can also call us at (504) 280-6489. **Payments can be made either online or in person; please see below for instructions.** We're located in Earl K. Library, Room 133, weekdays from 8:30 AM - 4:00 PM. Please note that due to the recent surge in COVID-19 cases our office has been working remotely.

Fee Payment Deadline

The fee payment deadline for Spring 2022 is **Thursday, January 20 at 4 PM in person in the Library or by midnight online.** Please note we have been working remotely due to the recent surge in COVID-19 cases and our office hours may vary.

Students can make payments online with an electronic check (routing and bank account information) with no service charge, but debit and credit card transactions have a 2.75% service charge whether you pay online or in person. You can log into WebSTAR here: <http://webstar.uno.edu/> or go here to make a payment: <https://account.activedirectory.windowsazure.com/applications/signin/c0c46577-d177-4c4f-935b-36b7309479d5?tenantId=31d4dbf5-4004-4469-bfee-df294a9de150>

Students who have enrolled but do not plan on attending the Spring 2022 semester **are responsible for withdrawing themselves** by January 20.

Extended Payment Plan Option (EPPO): The payment plan option form will be **attached to your fee bill email** including the minimum amounts due each month along with the due dates. This amount is subject to change depending on whether you make any changes to your classes. There is a fee of \$50 to enroll in the payment plan. We have recently extended our EPPO to be **five monthly payments!** If you do not pay in full by the beginning due date, you are automatically enrolled in the EPPO. The EPPO webpage with the important dates can be found here: <https://www.uno.edu/eppo>.

How to Make a Payment

You can find our full how-to guide here: <https://www.uno.edu/media/21726>. You can access Webstar here: <https://www.uno.edu/dock> or here: <http://webstar.uno.edu/>.

Add/Drop Policy

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Schedule adjustment period starts on **January 26** (\$50 fee penalty per day). The Late Registration Course Add or Swap Fee of \$50 applies for all Late Registration Course Additions and Course/Section swaps. For students already enrolled, students can add a course through **February 2** with a \$50 Class Add Fee per day. After **February 2**, students cannot add classes. (Please refer to the online Academic Calendar for Session B Courses). Beginning on February 8, any courses dropped will incur a \$50 drop fee and an automatic “W” will be recorded.

Tuition Reduction Policy

The following tuition reduction schedule will be in effect for all students who completely withdraw from the University:

February 2 – The last day to withdraw from the University and receive a 100% tuition and fee reduction/refund (minus a \$50 Administrative Drop/Withdrawal fee and any other non-refundable fees) for full session courses. This is the final day to change a campus dining plan. **After this date, students do not receive any tuition and fee reduction/refund for individually dropped classes.**

February 11 - The last day to withdraw from the University and receive a 50% tuition reduction (**fees are non-refundable**). This **does not** apply for individually dropped classes. This only refers to students that have “withdrawn” all classes from the university. **After this date, there is no tuition reduction for withdrawing from the University.**

Student Refunds

The University is scheduled to begin processing refunds after the 14th class day and after Financial Aid is posted. Please note students that have set up direct deposit through their WebSTAR account will receive refunds first. Students will receive an email once their refund has been processed. Please be sure to check that your direct deposit and/or mailing address are up to date in WebSTAR. Here is the navigation to set up direct deposit:

Go to Main Menu, click Self Service Campus Finances Self Service Direct Deposit.

Follett ACCESS Program

The University of New Orleans has a convenient and affordable program that delivers the required materials for your courses in digital or print format by the first day of class. This cost-savings program brings access to course materials at a significantly reduced cost (an average of 62%) compared to traditional physical textbooks and course materials and helps ensure your success in the course.

This program is \$25 per credit hour and will show up on your fee bill. Your books for the upcoming semester can be viewed here: www.theunoshop.com. To see more information

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about the Follett ACCESS program including how to opt-out, please visit:

<https://www.uno.edu/follett-access>. Opting Out is not an automatic reversal of the charge on your student account. These charges will be removed after the 100% refund cutoff. If you opt out, you will then be responsible for obtaining any required course materials on your own and lose the special pricing that is part of this program. **The final date to opt-out is 01/20/2022 (fee bill due date) for regular** and 03/22/2022 for mini-session B courses. If you have questions about the program, email 1337asm@follett.com or call (504) 280-6373.

Campus Dining/Meal Plans

Please note that we require a minimum of 20% payment (financial aid, scholarship, or self-pay) on your account in order for it to be activated. The last day to change your meal plan is February 2. After this date, **all meal plans are activated** and the charges **cannot be reversed**. If you would like to enroll in a meal plan, you can find the form here: <https://www.uno.edu/bursar/meal-plan-form>.

Thank you for choosing the University of New Orleans!

Bursar's Office

Monday, January 3, 2022