



Graduate Student Handbook

University of New Orleans
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Graduate School

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WELCOME

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 as well as your professional and creative 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.

Nancy C. Biggio, Ph.D.
Associate Vice President, Graduate School
Associate Professor, Political Science

OVERVIEW

Graduate Student Role

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 faculty and staff in the Graduate School, your academic college, and your degree program are willing to assist, the ultimate responsibility for meeting University and program degree requirements belongs to the student. This handbook and the resources found within are intended to guide students in pursuit of degree goals.

Graduate Coordinator Role

Each graduate program has a coordinator. Graduate coordinators, selected from departmental faculty, provide oversight for the programs, and serve as the liaison among faculty, students, and the Graduate School. The graduate coordinator is the first line of communication for all things related to degree progress. A list of graduate coordinators by programs is found in the Appendix.

Graduate School

The Graduate School provides leadership and direction for graduate education in pursuit of the University's mission. It ensures the quality of graduate programs and promotes excellence in pure and applied research and creative scholarship. Some of the major functions of the Graduate School are listed below.

DEGREE PLANS

The Graduate School works with degree programs and the Office of the Registrar to verify completion of degree requirements. The official requirements for each program are published in the [UNO Catalog](#).

CHECKLISTS

The Graduate School publishes graduation checklists on the [Graduate School web page](#) which outline important dates for a specific graduation term, such as the due date to submit a final version of a thesis/dissertation or the last date for a non-thesis master's student to complete a comprehensive examination or project defense.

DEGREE FORMS

As part of the degree completion process, the Graduate School maintains and processes several forms. All forms required for degree completion are available on the [Graduate School web page](#), under the link for "Forms and Resources." Each degree may require a different sequence of forms. Deadlines are published each academic year by the Graduate School and can be found on the web page.

GRADUATE ASSISTANTSHIPS

The forms required to hire a graduate assistant are submitted to 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 assistants are hired by academic and administrative departments as teaching, research, and professional assistants.

GRADUATE SCHOLARSHIPS

The Graduate School provides awards to incoming students as well as to students advancing toward degree completion. Scholarships may also be provided by departments and/or colleges.

BEFORE YOU REGISTER

New Student Checklist

The New Student Checklist can be found on the Graduate School website:

<https://www.uno.edu/academics/grad/new-grad-student-checklist>. Below are some of the requirements and items students should take care of before attending classes.

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 the Office of Students Affairs. More information about [immunization requirements is found here](#).

STUDENT ID CARD

Student ID cards allow students to borrow library books; gain admission to athletic and social events; access Testing Services; and to use meal plans and the Recreation and Fitness Center. They are also used for various off-campus student discounts, such as free or discounted admission to area museums and admission to entertainment events. Student ID cards may be obtained [at ID Services in Room 112](#) of the Computer Center (adjacent to the library). Tuition must be paid before students will be granted an ID card.

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, Moodle, and WebSTAR. The University IT department [helpdesk@uno.edu, 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.

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 loss of privileges 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 on the [Student Affairs website](#). The Student Handbook includes the Student Code of Conduct as well as other rules, regulations, and policies governing student life and all students are expected to review and be familiar with these policies which include Academic Dishonesty/Integrity.

WebSTAR

WebSTAR is the student information system at UNO. Students will use WebSTAR to register for classes, view grades, view and pay fees, and apply for graduation. Access to WebSTAR is on the Current Students page of the UNO website or via this link: webstar.uno.edu.

Students will select the "Students" button on the WebSTAR landing page and log in using their UNO account ID and password (same login as email account). The username is the handle of the student email address without the "@uno.edu" (ex: bbarras1@uno.edu: username=bbarras1).

Students who need their account information should contact the IT Help Desk (280- HELP or 280-4357, helpdesk@uno.edu).

- **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 Course Bulletin, available online on the [Office of the Registrar website](#).
- **GETTING ADVISED:** Some degree programs (Engineering, MBA, Teaching, e.g.) require students to 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. Questions about which courses to take should be directed to the graduate coordinator or advisor.
- **HOLDS VS. PERMISSIONS:** Registration may be blocked for students who have items outstanding. For example, students conditionally admitted pending transcripts will be prevented from registering in the subsequent semester until official transcripts have been submitted. Permissions are required for certain individual courses at the discretion of the department offering the course.
- **ADDING CLASSES:** Tutorials for adding/dropping classes in WebSTAR can be viewed on the [New Student Checklist page](#). Some reminders:
 - Courses are identified by a 5-digit class number each term (this is not the same as the 4-digit course or catalog number)
 - The Search feature can be used to locate the correct course without the 5-digit class number by selecting "Course Subject" from the drop-down box and adding the catalog number, if available
 - Courses are added to the "Shopping Cart;" in the "Shopping Cart" courses can be "Enrolled"
 - A green check mark means the class has been added successfully; a red X indicates an error (clicking on the red X will show the source of the error)

- Some thesis courses have variable credits (e.g., 7000 Thesis Research) that range from 1-5; the correct number of credit hours must be entered according to the degree requirement (the default setting is one credit hour)

The screenshot shows the 'Add Classes' interface in WebSTAR. At the top, there are navigation tabs for 'Search', 'Enroll', and 'My Academics'. Below these are buttons for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The main heading is 'Add Classes' with a page number '1'. The section is titled '1. Select classes to add - Enrollment Preferences'. The course details for 'BIOS 7000 - Thesis Research' are shown, including 'Class Preferences', 'BIOS 7000-001', 'Thesis', 'Open' status, 'Grading: Satisfactory/Unsatisfactory', and 'Units: 1.00'. A red arrow points to the 'Units' dropdown menu. Other information includes 'Session: Regular Academic Session', 'Career: Graduate', and 'Enrollment Information' with a note: 'Department Consent Required to enroll in this class'.

- 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 for credits beyond these maximums requires permission](#) of the Graduate School. Full-time enrollment is considered 9 hours in the Fall and Spring or 6 hours in the Summer. Registration in undergraduate-level courses (1000-4000) does not count towards full-time course load. Permission from the department offering the undergraduate-level course must be obtained for a graduate student to enroll.
- AUDIT COURSES: Auditing a course (attending the class but not receiving a grade) requires written approval from the instructor of record. Students must initiate a [permission form with the Registrar's office](#). Audit courses are not counted towards full-time course loads for financial aid purposes (including scholarships or assistantships), and they DO incur tuition and fees.
- ADJUSTMENTS TO SCHEDULE: To adjust a schedule after the registration period for the current semester has ended, students must file a [Late Course Request](#). Adding a class or changing from credit to audit requires an approval statement from the instructor of record. In some cases, additional tuition charges or fees may apply and will be added to the student's fee bill. The Late Course request can be found on the Office of the Registrar's forms page: (<https://www.uno.edu/registrar/forms>).
- VIEWING GRADES: Select Grades from the search window at the bottom of the Academics box. Select the semester.
- ACCESSING FINANCIAL ACCOUNT: Registration is considered when the student fee bill is paid or has payment plans in place. In the "Student Center" in WebSTAR, term charges are viewable in the "Fee Bill." This is also the location for paying a bill.

Any anticipated aid (federal aid, scholarships, waivers, etc.) will be indicated as pending credit in "Anticipated Aid." The Bursar offers an Extended Payment Plan option for students for an

additional fee. This option breaks up the fee bill into four payments during the semester.

- **DROPPING/WITHDRAWING FROM ALL COURSES**

Courses are not dropped for non-payment or non-attendance. Students are responsible for all tuition and fees for registered courses even if they never attend. Students must contact their graduate coordinator to withdraw from all courses and complete this Registrar's form:

<https://forms.office.com/r/4uxLeG5ZP8>

Moodle

All courses post online content in Moodle. Students may access Moodle from the Current Students page on the UNO website. The username and password are the student's UNO account information (same as WebSTAR). For Moodle support, visit the Center for Teaching Innovation resource page

(<https://www.uno.edu/cti/moodle>).

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 course applies to the degree. A minimum GPA of 3.0 is required for good standing. Failure to maintain a cumulative 3.0 average on graduate coursework will result in academic probation status. The Graduate School communicates with students with academic action and notifies the respective graduate coordinators.

- Students on probation may continue to enroll in classes. While on probation, students are not allowed to continue graduate assistantships or scholarships, apply for candidacy, or receive a degree.
- Once placed on probation, a graduate student must earn a 3.0 in graduate coursework for each subsequent semester to continue.
- Students who do not earn a 3.0 in graduate coursework after being placed on probation will be dropped from the Graduate School.
- Students who have been dropped may re-apply for admission after sitting out for one regular academic term (Fall or Spring), but admission is not guaranteed.

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 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.

D – has a value of one quality point. D grades and lower are not accepted for graduate degree requirements.

I – If a student, because of extenuating circumstances, is unable to complete all 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 one year.

CALCULATING GPA

A student’s cumulative grade-point average (CGPA) is calculated by dividing the total number of quality points earned by the total number of semester hours attempted. A student’s Semester/Term grade-

point average (TGPA) is calculated by dividing the total number of quality points earned in the semester by the total number of hours attempted in the semester.

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.

GPA Formula:

Credit Hours per graded course X Quality Point (A-4, B-3, C-2, D-1, F-0) = total quality points

GPA = total quality points / total credits for graded courses attempted

Transfer of Credit

The majority of credits toward a graduate degree (either master's or doctoral) must be earned at the University of New Orleans and meet the following requirements:

- Credits earned in courses with a grade of "B" or higher are eligible for transfer
- Thesis/dissertation research credits may not be transferred
- Up to 1/3 of the required credits for master's degrees may be earned in transfer
- No more than 50% of the hours required for a doctoral degree may be transferred. However, most doctoral programs allow fewer hours. The specific program of interest should be consulted for the limitations and conditions on transfers for doctoral degrees.
- Transfer credit offered toward a degree is subject to the same time limits as course work taken at UNO
- Quarter hour credits are evaluated as 2/3 of a semester hour
- Up to 9 hours earned as a non-matriculating UNO student may be applied to a graduate degree program 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

A [Request for Transfer of Credit](#) form may be submitted after a student completes 9 hours of UNO graduate work with a 3.0 GPA. Graduate work transferred from other institutions may be applied toward degree requirements, but the grades earned will not be computed in the UNO graduate average. However, the hours transferred are added to the cumulative total of credit hours.

If transfer credit is to be taken in the student's final semester, the credits should be indicated on the Plan of Study form and a Transfer of Credit form submitted. After the work is completed elsewhere, an official transcript must be sent and evaluated by the Graduate School. The student may register for 7040, if not previously taken, and receive a degree at the end of the subsequent semester.

Program Status Update or Change

Students may request to add a graduate degree or certificate to their current program or change to another graduate program. Graduate coordinators must approve all changes. Students should use [the Program Change form](#) found on the Graduate School resources page. Changes submitted after the 1st class date for a current term will be effective for the following academic semester.

Leave of Absence

If a student is not enrolled for a regular term (Fall or Spring), a [Leave of Absence](#) must be filed, or the student must re-apply for the program upon returning. Graduate students may apply for a leave of

absence of no more than two semesters. A student on leave may not use any University facilities nor is the student entitled to receive advice from any member of the faculty. The request for leave of absence should be made in advance of the semester in which leave is to be taken. The form is found on the graduate school web page: <https://unograduateschool.formstack.com/forms/leaveofabsence>

Doctoral students who fail to register continuously and who have not been granted a leave of absence may be required to re-apply for candidacy as well as for admission to the graduate program.

To register upon returning from a Leave of Absence, students must complete the Return from Leave form to have their account reactivated: <https://unograduateschool.formstack.com/forms/return>.

DEGREE REQUIREMENTS

A description of curricular requirements for each graduate program is available in the [University Catalog](#). While curricula may vary from program to program, the following minimum requirements always apply.

Graduate School Degree Requirements

COURSE REQUIREMENTS

The minimum requirement for a master's degree at UNO is 30 semester hours of graduate work, including no more than six hours allowed for research and writing of a thesis. Many degree programs require more than the minimum, and students should check the program description for requirements.

Graduate credit is awarded for courses numbered 5000-level and above. As a minimum, a student must earn at least half of the required semester hours of work (including not over six hours of thesis credit) in courses numbered 6000 or above. Some departments require more than these minimum standards.

GPA

All graduate students must maintain a 3.0 GPA in all graduate-level courses (see Calculating GPA). For all graduate students, **no more than 2 courses in which a grade of C** has been earned may be applied to the degree. Courses in which a grade of "D" or lower will not apply to the degree.

TIME LIMIT

Programs for master's degrees must be completed within six years. A student may request an [extension beyond the time limit](#) with approval from the program and the Director of Graduate School. Courses over fifteen years old will not normally be considered for an exception. A Request for Extension of the time limit form along with a statement of support from the degree program must be submitted to the Graduate School.

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.

APPLICATION FOR GRADUATION

Students must file the Application for Graduation in WebSTAR to be considered for graduation in a given term. Deadlines are published in the Graduate School Checklists as well as on the [Registrar's Office website](#). The Registrar's graduation list will only contain the names of students who completed the application in WebStar for a specific term. Students must resubmit the Application for Graduation if their degree term changes, and they are responsible for any fees incurred.

Thesis/Dissertation

The University affirms the long-standing tradition that theses and dissertations, which represent significant contributions to the advancement of knowledge and the scholarly record, should be shared with scholars in all disciplines and the public. To this end, the Graduate School requires theses or dissertations prepared at the University to be

- (1) deposited into an electronic thesis and dissertation repository (ScholarWorks), and
- (2) freely and openly available to the public, subject to requested access restrictions obtained by the student. These practices do not affect students' copyright ownership rights of their theses or dissertations.

To assist the University in archiving and openly disseminating theses and dissertations, graduate students who are completing a manuscript will submit the final version to the Graduate School before conferral of the student's graduate degree, regardless of whether an embargo is obtained. Such thesis or dissertation will be made freely and openly available to the public after filing, unless the graduate student indicates a desire for access restriction.

The Graduate School has created the Thesis and Dissertation Manual to assist students in formatting and submitting their work. Available from the [Graduate School website](#), the manual provides instructions for formatting the document, manuscript requirements, webinars, and other issues specific to theses/dissertations. The manual is updated each year, and students should refer to the most current version when preparing their manuscript. It is not advised to use a previously submitted manuscript as a guide for format.

SCHOLARWORKS

Theses & Dissertations are hosted in ScholarWorks, the Electronic Thesis and Dissertation Repository. 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 the committee early in the writing process. The Thesis & Dissertation Approval Form requires students to select and agree to their desired access level.

COMMITTEES

Final acceptance of a thesis or dissertation rests with a special committee of three or more members who are nominated by the chair of the department in which major work is taken and are appointed by the Graduate School. The major professor is designated chair of this committee.

Members of the committee must be UNO graduate faculty per policy [AP-AA-07.3](#). A student's chair and committee are responsible for the evaluation and approval of the style and content of the student's manuscript. Signatures of the committee on the [Thesis and Dissertation Approval Form](#) must be received before a manuscript will be approved by the Graduate School.

Additional Graduation Requirements

In addition to academic requirements, students must meet the following conditions for graduation:

- Enroll in the University in the semester of graduation;

- Have an approved degree plan on file (Candidate Plan of Study-Master's or Report on General Examination/Request for Candidacy-Doctoral);
- Complete the Application for Degree in WebStar and pay the graduation fee of \$150. (If the student does not graduate the semester the graduation fee was paid, a new Application for Degree must be filed, and the \$150 fee paid again.)

FINANCIAL INFORMATION AND 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 (<https://www.uno.edu/bursar>).

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.

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.

Graduate School Scholarships

At the time of admission, a potential student may be considered for a Graduate School award based upon the recommendation of their degree program. 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: [Find Opportunities | The University of New Orleans \(uno.edu\)](#)

GRADUATE ASSISTANTSHIPS

Graduate Assistantships are offered by academic departments to students in their program. A small number of professional 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) and enrolled full time. To be considered full-time, students must maintain registration in a minimum of 9 semester graduate credit hours in the Fall and the Spring. Enrollment is not required in the summer term.

Graduate assistants must be eligible to work in the U.S. As part of the hiring process, identification documentation will be required to complete the e-verification process (E-Verify is an Internet-based system that allows businesses to determine the eligibility of their employees to work in the United States). International students must provide evidence that they meet the minimum requirement for English proficiency. If a student on an F-1 Visa is to be hired as an Instructor of Record, they must provide evidence of above average English proficiency.

Graduate assistants receive a stipend that is determined by the hiring department. The stipend is considered taxable income and tax forms must be submitted. Should a GA resign or be terminated from the position, s/he will be held accountable for all University fees.

To retain a graduate assistantship, students must:

Be admitted into a degree program

Register as full-time students each semester in which they are employed (nine hours during the fall and spring)

Maintain good academic standing (3.0 GPA and not on probation)

Assistantship Types and Duties

The goal of a GA position is to provide students with training in their discipline while immersed in scholarship. The number of assistantships in a department is 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. The first contact for students seeking an assistantship should be the graduate coordinator of the program.

AP-AA-25.4 Graduate Assistants: <https://www.uno.edu/about-uno/office-of-the-president/resources/administrative-policies>

TEACHING ASSISTANTS

These students provide instructional support within an academic unit related to their graduate degree program:

- Teaching Assistant (TA) These students provide instructional or tutorial support for faculty teaching undergraduate students. Examples of TA 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 TA is neither the instructor of record nor responsible for assigning course grades.
- Teaching Assistant Instructor of Record (TA-IR) These students provide instruction to undergraduate students and are instructor of record for undergraduate courses. Students must have a master's degree or 18 graduate credit hours in the area of instruction to be employed in this capacity. Graduate assistants are not permitted to be employed as part-time faculty members.

RESEARCH ASSISTANTS (RA)

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 ASSISTANT (PA)

These students perform technical or administrative functions in academic or administrative units. Work assignments should complement the degree goals, foster professional development, or expand student's skills and knowledge in their area of study.

Parameters of Employment

WORKLOAD

GAs are expected to work 20 hours (full-time appointment) per week. The hiring department supervisor is responsible for monitoring the workload of GAs in their unit. Full workload for a TA is based on teaching six credit hours each fall and spring term and three credit hours in the summer term. The teaching load may be adjusted for research and non-teaching duties beyond those normally expected for academic instruction. RAs may also engage in professional apprenticeship activities that align with their duties as graduate assistants. Professional apprenticeships are to be agreed upon in advance between the supervisor and the graduate student; such apprenticeship activities may extend the graduate student's time commitments beyond those involved with the graduate assistantship (i.e., 20 hours full-time). Such professional apprenticeship activities are not compensated by the University, as they are voluntary and provided for the purpose of assisting the graduate student in reaching her/his career goals.

ADVISOR-ADVISEE RELATIONSHIP

For most graduate students, the relationship with their advisor or major professor is a rewarding one, based on mutual research interests. In some disciplines, the advisor's role includes providing feedback and making suggestions for research. In other disciplines, the advisor could also be the supervisor. In this case, it is very important for students to have clear communication with their advisor expectations for academic and work performance.

Students who need to switch advisors due to a change in research interests should consult with the graduate coordinator of their program and the chair of the department. Any other conflicts with an

advisor should be negotiated within the degree program (graduate coordinator, department chair, or both). For further assistance, students may contact the Graduate School.

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 OISS to ensure that their tax documents are completed correctly.

ACCOUNTS

After the hiring process is completed, the supervisor will receive notification about the GA's new email address. All correspondence related to employment will be directed to the GA email account. Important information about registration, graduation and other academic issues will be sent to the student email account. It is the student's responsibility to monitor both accounts.

Depending on the GA's role, students may receive access to the student record or financial administration side of WebSTAR or to Moodle. Gas will be required to log in using their GA credentials, not their 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, GAs must complete the annual training. Notification will be sent to the GA email account with instructions about how to complete the online training modules.

APPENDIX A: UNIVERSITY OFFICES AND RESOURCES

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 are available for short-term checkout from the Library Circulation Desk. 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

The UNO Student ID is the student's Library Card. UNO ID cards may be obtained in room 112 of the Computer Center.

Emergency Preparedness

504-280-6670
safety@uno.edu
212 Computer Center

To ensure the safety of UNO students, faculty, and staff, the University of New Orleans has developed extensive emergency plans, which are recommended as general guidelines for students, faculty, and staff, in the event of a storm and/or other emergencies. Copies of various emergency plans are found on the Environmental Health and Safety Office's (EHSO) website: [Emergency Preparedness | The University of New Orleans \(uno.edu\)](#)

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. Students must subscribe online: [Subscriber Portal - User Log in \(omnilert.net\)](#)

Office of International Students and Scholars (OISS)

504-280-6021
<http://oiss.uno.edu>
International Center 125

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/>
Administration Annex 1005

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 (<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 two sessions.
- Depending on the nature of the research, students may also need to seek verification of compliance with University regulations prior to beginning study. Evidence of compliance will be required at the time students submit a 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.
- Biological and Hazardous materials research is monitored by the Institutional Biosafety committee (IBC): ibc@uno.edu
- Human subjects research is monitored by the Committee for the Protection of Human Subjects on this campus: unoirb@uno.edu.

Registrar

504-280-3246

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:

- Request a Transcript
- Request for Verification of Enrollment
- Request for Verification of a Degree
- 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:

<https://www.uno.edu/registrar/academic-calendar>

CATALOG

The University Catalog is available online from the Registrar's website. 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. Caps and gowns are provided through the University Bookstore.

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, contact the Registrar's Office.

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:

<https://www.uno.edu/registrar/commencement>

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>

TRANSCRIPTS

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

Student Financial Aid

504-280-6603
finaid@uno.edu
<https://www.uno.edu/financial-aid>
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.

Veterans Services

504-280-6992
veteransservices@uno.edu
<https://www.uno.edu/financial-aid/veterans-services>

All educational assistance programs available to military personnel and their dependents or spouses are provided through Veterans Affairs. 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)

Student Affairs

504-280-6222

studentaffairs@uno.edu

[Student Affairs | The University of New Orleans \(uno.edu\)](http://www.uno.edu)

248 University Center

ATHLETICS

UNO's twelve NCAA Division I sports teams include baseball, basketball, cross country, golf, tennis, track and field, swimming, and volleyball. 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.

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.

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!

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 is The Sandbar, Moe's, and pre-prepared sushi. In the University Center is The Galley, Chick-Fil A, and Subway. Convenience stores are found in multiple locations on campus. 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.

University Center, Room 250

504-280-6370

<https://www.dineoncampus.com/nola>

COMPUTER LABS

The Information Technology department (IT) manages the tech-fee labs on campus: [Student Affairs | The University of New Orleans \(uno.edu\)](http://www.uno.edu)

Learning Commons - Earl K. Long Library first floor

Computer Center - University Computer Center, Room 101R

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.

University Center, Room 226

504-280-6683

<https://www.uno.edu/counseling-services>

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).

University Center, Room 248

504-280-6222

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

HEALTH SERVICES

The Student Health clinic provides comprehensive services including 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.

University Center, Room 238

504-280-6387

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

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.

504-280-6357

<http://ris.uno.edu>

University Police

504-280-6371

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

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

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

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. 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.

APPENDIX B: PROGRAM TIMELINES AND COORDINATORS

Non-Thesis Master’s Checklist

Requirement	Description	Due Date		
		Fall 2022	Spring 2023	Summer 2023
Candidate Plan of Study	Initiated by student after 12-15 credit hours completed, but no later than the semester of graduation. Graduate Coordinator, Major Professor and Graduate School must review. Form available at grad.uno.edu	6/1/2022	10/1/2022	3/1/2023
Enrolled	Students must be enrolled in their graduation term. If all course requirements are satisfied, students should discuss course options with coordinator.	8/15/2022	1/23/2023	6/5/2023
Application for Graduation	File the <i>Application for Graduation</i> in WebSTAR. \$150 fee assessed. Applications cannot be “rolled” over from a prior term. Deferral of graduation requires a subsequent <i>Application for Graduation</i> in WebSTAR for new term.	10/1/2022	3/1/2023	7/1/2023
Certification of Foreign Language/Computer Competence	Not required for all degree programs; should be submitted once the requirement has been met but no later than 3 weeks before Commencement. Form available at grad.uno.edu	11/18/2022	4/28/2023	7/1/2023
Non-thesis Exam Report	Approval by a committee of 3 graduate faculty submitted to the Graduate School. Form available at grad.uno.edu	11/18/2022	4/28/2023	7/7/2023
Commencement	Ceremonial graduation at Lakefront Arena. Coordinated by Registrar's office.	12/9/2022	5/19/2023	N/A
Degree Conferral Date	Official degree certification completed and diplomas issued by Registrar's office.	12/16/2022	5/26/2023	8/4/2023

Thesis Master's Checklist

Requirement	Description	Due Date		
		Fall 2022	Spring 2023	Summer 2023
Candidate Plan of Study	Initiated by student after 12-15 credit hours completed, but no later than the semester of graduation. Graduate Coordinator, Major Professor and Graduate School must review. Form available at grad.uno.edu	6/1/2022	10/1/2022	3/1/2023
Enrolled	Students must be enrolled in their graduation term. If all course requirements are satisfied, students should discuss course options with coordinator.	8/15/2022	1/23/2023	6/5/2023
Application for Graduation	File the <i>Application for Graduation</i> in WebSTAR. \$150 fee assessed. Applications cannot be "rolled" over from a prior term. Deferral of graduation requires a subsequent <i>Application for Graduation</i> in WebSTAR for new term.	10/1/2022	3/1/2023	7/1/2023
Format Check	Manuscripts must be uploaded to the University Thesis & Dissertation Collection in ScholarWorks at least 5 weeks before Commencement.	11/4/2022	4/14/2023	7/1/2023
Certification of Foreign Language/Computer Competence	Not required for all degree programs; should be submitted once the requirement has been met but no later than 3 weeks before Commencement. Form available at grad.uno.edu	11/18/2022	4/28/2023	7/1/2023
Final Version	The version of the manuscript that has been approved by the committee. Upload to ScholarWorks at least 3 weeks before Commencement.	11/18/2022	4/28/2023	7/7/2023
Thesis Approval Form and Defense Deadline	<i>Thesis Approval</i> form is due to the Graduate School with signatures of each committee member and the student author at least 3 weeks before Commencement. Form available at grad.uno.edu	11/18/2022	4/28/2023	7/7/2023
Commencement	Ceremonial graduation at Lakefront Arena. Coordinated by Registrar's office.	12/9/2022	5/19/2023	N/A
Degree Conferral Date	Official degree certification completed and diplomas issued by Registrar's office.	12/16/2022	5/26/2023	8/4/2023

Doctoral Checklist

Requirement	Description	Due Date		
		Fall 2022	Spring 2023	Summer 2023
Report on Qualifying Exam (some programs)	Chemistry, Educational Administration, Engineering and Applied Science, Financial Economics, and Psychology require a Qualifying Exam for Ph.D. candidacy.	Determined by program	Determined by program	Determined by program
Report on General Exam Request for Candidacy	Submitted after last examination (e.g., proposal defense, last written or oral exam). Signature of Candidate, Advisory Committee and Graduate Coordinator required. Form available at grad.uno.edu	6/1/2022	10/1/2022	3/1/2023
Enrolled	Students must be enrolled in their graduation term. If all course requirements are satisfied, students should discuss course options with coordinator.	8/15/2022	1/23/2023	6/5/2023
Application for Graduation	File the <i>Application for Graduation</i> in WebSTAR. \$150 fee assessed. Applications cannot be "rolled" over from a prior term. Deferral of graduation requires a subsequent <i>Application for Graduation</i> in WebSTAR for new term.	10/1/2022	3/1/2023	7/1/2023
Format Check	Manuscripts must be uploaded to the University Thesis & Dissertation Collection in ScholarWorks at least 5 weeks before Commencement.	11/4/2022	4/14/2023	7/1/2023
Certification of Foreign Language/Computer Competence	Not required for all degree programs; should be submitted once the requirement has been met but no later than 3 weeks before Commencement. Form available at grad.uno.edu	11/18/2022	4/28/2023	7/1/2023
Final Version of Dissertation	The version of the manuscript that has been approved by the committee. Upload to ScholarWorks at least 3 weeks before Commencement.	11/18/2022	4/28/2023	7/7/2023
Dissertation Approval Form and Defense Deadline	<i>Dissertation Approval</i> form is due to the Graduate School with signatures of each committee member and the student author at least 3 weeks before Commencement. Form available at grad.uno.edu	11/18/2022	4/28/2023	7/7/2023
RSVP for Commencement Ceremony	Confirm attendance at the ceremonial graduation by responding to the Graduate School's RSVP request.	12/1/2022	5/1/2023	N/A
Commencement	Ceremonial graduation at Lakefront Arena. Coordinated by Registrar's office.	12/9/2022	5/19/2023	N/A
Degree Conferral Date	Official degree certification has been completed and diplomas are issued by Registrar's office.	12/16/2022	5/26/2023	8/4/2023
Survey of Earned Doctorates	Complete Survey of Earned Doctorates sponsored by federal government. Link provided at grad.uno.edu	2/1/2023	7/1/2023	10/1/2023

*In addition, some programs require a Qualifying Exam for Ph.D. candidacy: Chemistry, Education Administration, Engineering and Applied Science, Financial Economics, and Psychology.

College	Degree	Graduate Program Name	Coordinator
College of Business Administration	M.B.A.	Business Administration	Lisa Smith
	M.S.	Accounting	Dr. Scott Wandler
	M.S.	Finance	Dr. Walter Lane
	M.S.	Health Care Management	Dr. Walter Lane
	M.S.	Hospitality & Tourism Management	Dr. Bridget Bordelon
	M.S.	Tax Accounting	Dr. Scott Wandler
	Non degree	Pre-CPA - Non-degree	Dr. Scott Wandler
	Ph.D.	Financial Economics	Dr. M. Kabir Hassan
College of Engineering	Certificate	Coastal Engineering Certificate	Dr. Satish Bastola
	M.S.E.	Engineering - Civil	Dr. Satish Bastola
	M.S.E.	Engineering - Electrical	Dr. Ebrahim Amiri
	M.S.E.	Engineering - Mechanical	Dr. Martin Guillot
	M.S.E.	Engineering - Naval Arch & Marine	Dr. Brandon Taravella
	M.S.E.M.	Engineering Management	Dr. Paul Herrington
	Ph.D.	Engr & Applied Sci-Civil & Environmental	Dr. Satish Bastola
	Ph.D.	Engr & Applied Sci-Electrical Engineering	Dr. Ebrahim Amiri
	Ph.D.	Engr & Applied Sci-Engineering Mgmt	Dr. Paul Herrington
	Ph.D.	Engr & Applied Sci-Mechanical Engineering	Dr. Martin Guillot
	Ph.D.	Engr & Applied Sci-Naval Arch & Marine Engineering	Dr. Brandon Taravella
College of Liberal Arts, Education and Human Development	Certificate	Disaster Management and Community Resilience Certificate	Dr. Bethany Stich
	Certificate	Educational Leader Certificate	Dr. Brian Beabout
	Certificate	Geographic Information Systems (GIS) Certificate	Dr. Bethany Stich
	Certificate	Historic and Cultural Preservation Certificate	Dr. Bethany Stich

M.A.	Arts Administration	Dr. James Marchant
M.A.	English	Dr. Elizabeth Steeby
M.A.	History	Dr. Andrea Mosterman
M.A.	Romance Languages	Dr. Olivier Bourderionnet
M.A.	Sociology	Dr. D'Lane Compton
M.A.T.	Teaching	TBD
M.Ed.	Counselor Education	Dr. Chris Belser
M.Ed.	Curriculum & Instruction	Dr. Ken Farizo
M.Ed.	Educational Leadership (K-12)	Dr. Brian Beabout
M.Ed.	Higher Education Administration.	Dr. Christopher Broadhurst
M.F.A.	Creative Writing	Prof. Milton "Neal" Walsh
M.F.A.	Film & Theatre	Prof. Katie Garagiola Prof. Kalo Gow
M.F.A.	Fine Arts	Prof. Jeffrey Rinehart
M.M.	Music	Prof. Victor Atkins
M.P.A.	Public Administration	Dr. John Kiefer
M.S.	Transportation	Dr. Bethany Stich
M.S.	Urban Studies	Dr. David Gladstone
M.U.R.P.	Urban & Regional Planning	Dr. Marla Nelson
Non degree	Add-on Teacher Certification	TBD
Non degree	Teacher Professional Development - Non-degree	TBD
Ph.D.	Counselor Education	Dr. Chris Belser
Ph.D.	Educational Administration	Dr. Christopher Broadhurst
Ph.D.	Justice Studies	Dr. Max Krochmal
Ph.D.	Urban Studies	Dr. David Gladstone

College of Sciences	Certificate	Coastal Sciences Certificate	Dr. Martin O'Connell
	Certificate	Data Analytics Certificate	Dr. Linxiong Li
	Certificate	Machine Learning and Artificial Intelligence Certificate	Dr. Chris Summa
	M.S.	Applied Physics	Dr. Ashok Puri
	M.S.	Biological Sciences - 1 year	Dr. John "Jack" Horne
	M.S.	Biological Sciences (Thesis)	Dr. Bernard "Barney" Rees
	M.S.	Chemistry	Dr. Viktor Poltavets
	M.S.	Computer Science	Dr. Chris Summa
	M.S.	Cybersecurity and Operations	Dr. Chris Summa
	M.S.	Earth & Environmental Science	Dr. Martin O'Connell
	M.S.	Mathematics	Dr. Linxiong Li
	M.S.	Psychology	Dr. Tracey Knaus
	Ph.D.	Applied Psychology	Dr. Elliott Beaton
	Ph.D.	Engr & Applied Sci-Earth & Environmental Science	Dr. Martin O'Connell
	Ph.D.	Engr & Applied Sci-Computer Science	Dr. Chris Summa
	Ph.D.	Engr & Applied Sci-Math	Dr. Linxiong Li
	Ph.D.	Engr & Applied Sci-Physics	Dr. Ashok Puri
	Ph.D.	Integrative Biology	Dr. Bernard "Barney" Rees