

*Graduate School
New Student Orientation Webinar*

Spring 2025



THE UNIVERSITY *of*
NEW ORLEANS

Meet the UNO Graduate School team!

Associate Vice President

Nancy C. Biggio, Ph.D.
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Graduate Admissions
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Graduate Scholarships & Assistantships

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Transfer Credit, Graduate Forms & Graduation

Brittney Barras
Assistant Director,
Student Services
bbarras1@uno.edu



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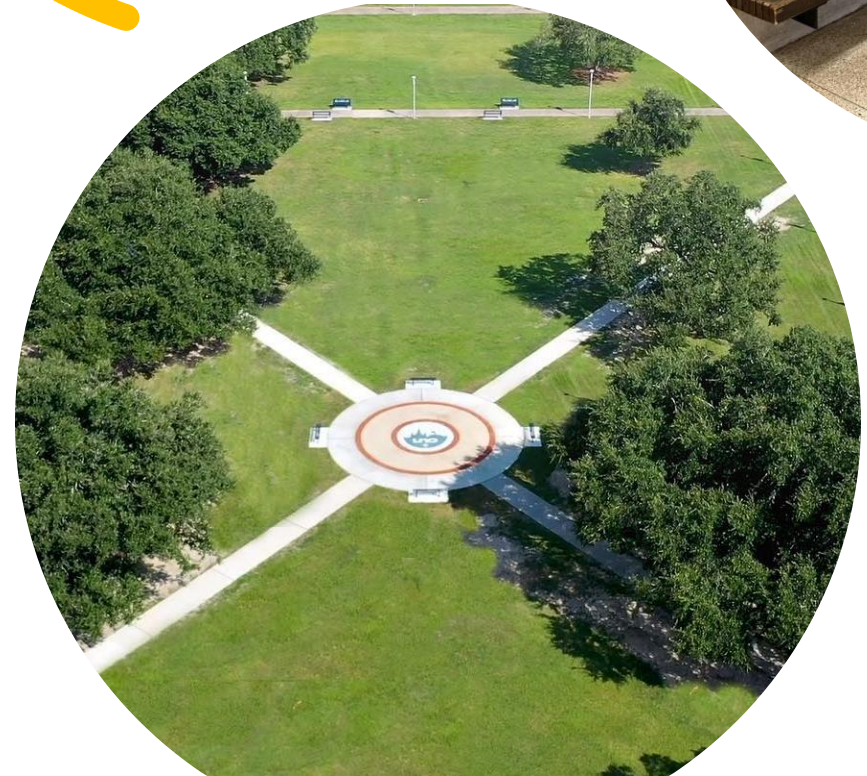
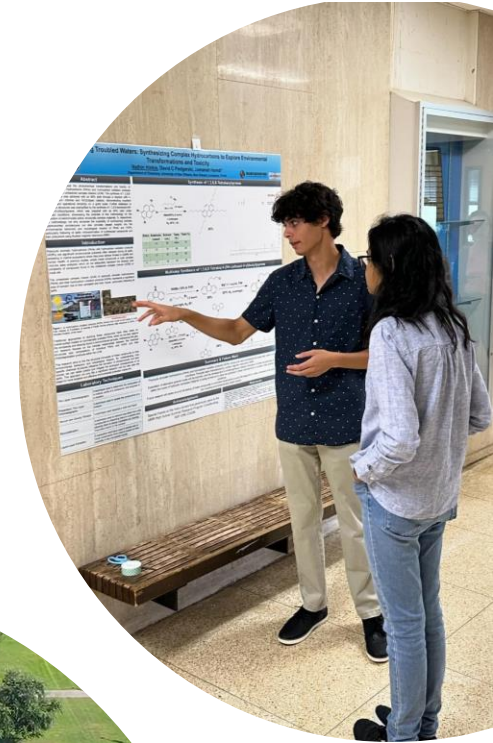
Orientation Agenda

This presentation will cover:

- Next steps in the enrollment process
- Graduate School resources
- Presentations from some of our campus partners

Tips for a successful webinar:

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



New Grad Student Checklist

1. Set-up UNO email account
2. Learn about Workday Student
3. Find your UNO ID #
4. Orientation
5. Immunizations
6. Register for classes
7. Privateer ID Card
8. Purchase a Parking Decal
9. Sign up for emergency notices
10. Sign up for Handshake

uno.edu/academics/grad/new-grad-student-checklist



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Registration

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

Last day to register w/out
late fees
is January 12

- Workday: Register for courses (add, swap, drop), pay your tuition bill & fee bill, view grades, transfer credits, and much more. A direct link to Workday can be found [here](#)
- Finding classes: Description of course can be found in Workday as well as the [University Catalog](#)
- Listings of class schedules: [Course Bulletin](#), available online on the Office of the Registrar. Specific course information found in Workday
- Getting advised: Some degree programs require advising before registering each semester. Other programs may restrict registration in certain courses. If you have questions about which courses to take, contact your [Graduate Coordinator](#).
- Canvas: online learning system for most courses. Instructors of online, hybrid and classroom-based courses deliver content including syllabi, lectures, assignments, etc. A direct link to Canvas can be found [here](#). Please note: **Courses in Canvas will not be visible until 1/10.**

Paying Tuition & Fees in Workday

Payment is due January
17

In Workday, click on the "Finances" app in your menu, and click on "make a payment".

If the total fee bill payment is not made by 1/12, all students can enroll in the [Extended Payment Plan Option \(EPPO\)](#) in Workday, This plan splits the payments into four equal installments for the Spring.

To avoid a late fee, please note that the first installment payment is due on January 12th plus the \$50 EPPO fee.

Below are some of the features that you can access in Workday:

- View financial aid for specific award year
- Accept/Decline Awards
- Account Activity – View your current fee bill and any outstanding charges.
- Payment Plan – Sign up for a payment plan.
- Payment Elections – This task is to be completed if you will receive a refund from the University.

Important Links – Financial Aid & Bursar

Please see the links below:

- Important Dates: <https://www.uno.edu/bursar/dates>
- Tuition and Fees: <https://www.uno.edu/bursar>
- How to Make a Payment: <https://www.uno.edu/bursar/payments>
- Academic Calendar: <https://www.uno.edu/registrar/academic-calendar>
- Follett Access: <https://www.uno.edu/follett-access>
- Financial Aid: <https://www.uno.edu/financial-aid>
- Meal Plan Request Form (for Off-Campus Students): <https://www.uno.edu/bursar/meal-plan-form>

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

Graduate School Resources

Brittney Barras

Assistant Director, Student Services

bbarras1@uno.edu

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



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Student Guidance & Requirements

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

- UNO Catalog--uno.edu/registrar/catalog
- UNO Calendar--uno.edu/registrar/academic-calendar
- UNO Student Handbook--uno.edu/student-affairs/handbook
- Graduate Student Handbook
- Graduate Student Timelines
- College/Department Guidelines

Master's Thesis Checklist

Requirement	Description	Due Date			
		Fall 2024	Spring 2025	Summer 2025	Fall 2025
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 .	6/1/2024	10/1/2024	3/1/2025	6/1/2025
Enrollment	Enrollment is required during a student's graduation term. If all course requirements are satisfied, students should discuss course options with coordinator.	8/19/2024	1/13/2025	6/2/2025	8/18/2025
Application for Graduation	File the <i>Application for Graduation</i> . \$150 fee assessed by the end of term. Deferral of graduation requires a subsequent <i>Application for Graduation</i> for new term.	10/1/2024	3/1/2025	7/1/2025	10/1/2025
Thesis Format Check	Completed manuscripts must be uploaded to ScholarWorks at least 5 weeks before conferral. (Need not be final version.)	11/15/2024	4/11/2025	6/27/2025	11/14/2025
Certification of Foreign Language/Computer Competence	Not required for all degree programs; should be submitted once the requirement has been met but no later than 3 weeks before conferral. Form available at grad.uno.edu .	11/29/2024	4/25/2025	7/11/2025	11/28/2025
Thesis Final Version	Final, committee-approved manuscript must be uploaded to ScholarWorks at least 3 weeks before conferral.	11/29/2024	4/25/2025	7/11/2025	11/28/2025
Thesis Approval Form	Committee approval form submitted to the Graduate School at least 3 weeks before conferral. Form available at grad.uno.edu .	11/29/2024	4/25/2025	7/11/2025	11/28/2025
Commencement	Ceremonial graduation at Lakefront Arena. Coordinated by Registrar's office and University Events.	N/A	5/9/2025	N/A	N/A
Degree Conferral	Official degree certification completed and diplomas issued by Registrar's office.	12/20/2024	5/16/2025	8/1/2025	12/19/2025

IN THIS SECTION

Graduate School

Admission Requirements

Degree Programs

Accelerated Masters Programs

Graduate Student Resources

Financing Your Education

Graduate FAQs

Faculty & Staff Resources

New Student Checklist

Contact Us

GRADUATE STUDENT RESOURCES

Campus Resources

HUB: Holistic wellness support and Privateer Pantry

Career Services: Resume resources, workshops, career closet, headshots

Counseling Services: Career testing, counseling, online resources

Disability Services: Accommodations

Student Government: Academic travel funding

Learning Resource Center: Tutoring, Writing Center

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

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

Degree Requirements

Master's Degree

Doctoral Degree

Graduate School Handbook

Handbook 2022-2023

Graduate School Orientation

August 10, 2022 session

Forms and Resources

Includes documentation and forms for Master's degree, Doctoral degree, registration, Graduation Checklists, and more

Forms & Resources

Thesis and Dissertations

Includes links to the University Format Guidelines, Graduate School format Workshops, Tips & Tutorials

Thesis & Dissertations

Financial Resources

Includes links to Financial Aid, Graduate Assistantships, Scholarships & Fellowships

Financial Resources

Information on Accessing Your Fee Bill

Paying Fees

Newsletters

August 2022

June/July 2022

May 2022

April 2022

March 2022

February 2022

Adding a Certificate to Your Degree

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

Certificates include:

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

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

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

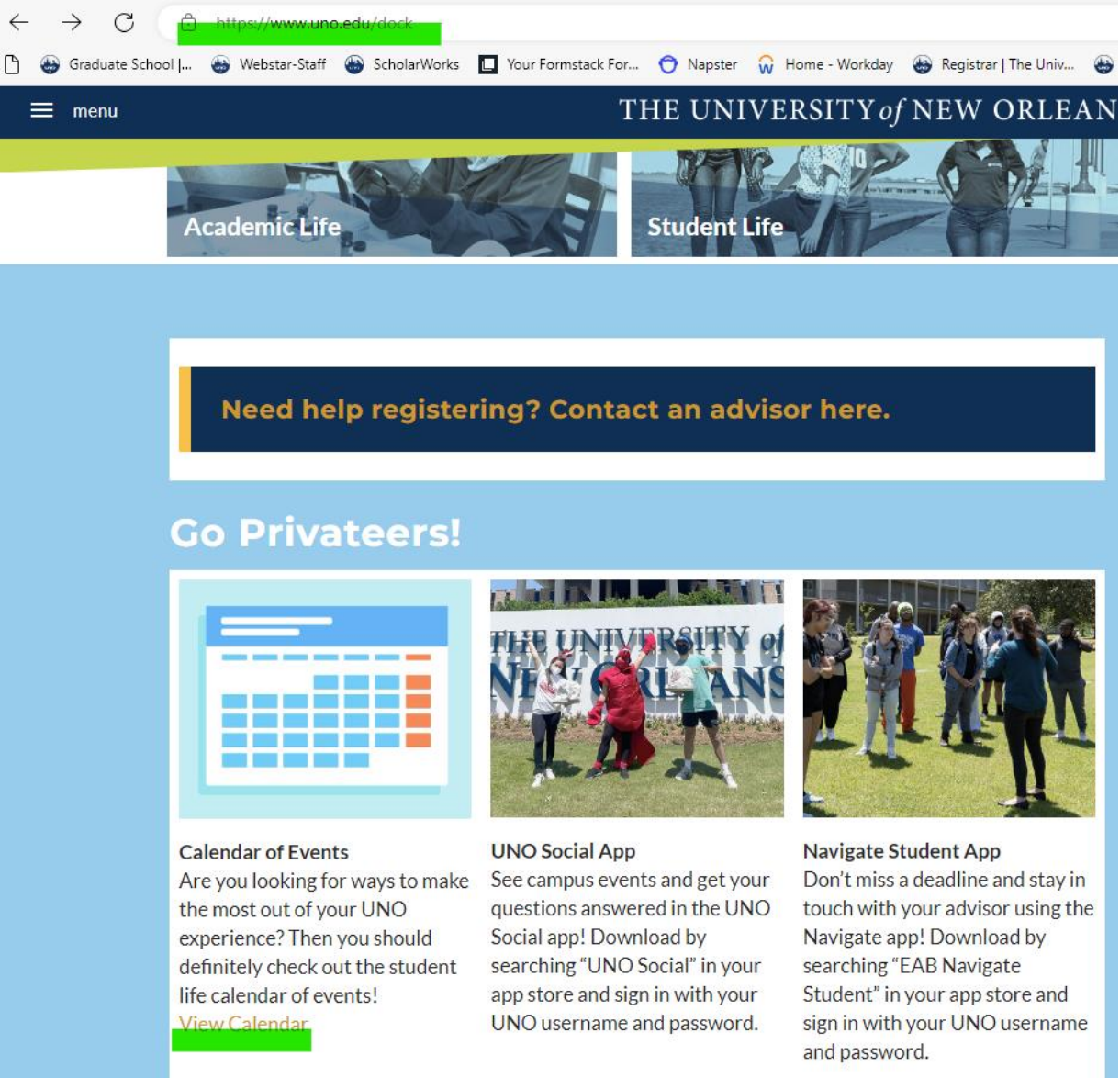
Student Activities

GET INVOLVED!

Office of Student Involvement

Weekly events:

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



The screenshot shows a web browser window with the URL <https://www.uno.edu/dock>. The browser's address bar and tabs are visible. The website header includes a navigation menu and the text "THE UNIVERSITY of NEW ORLEANS". Below the header, there are two main sections: "Academic Life" and "Student Life". A prominent dark blue banner with yellow text reads "Need help registering? Contact an advisor here." Below this, the heading "Go Privateers!" is displayed. Three columns of content follow: "Calendar of Events" with a calendar icon and a link to "View Calendar"; "UNO Social App" with a photo of students and a description of the app; and "Navigate Student App" with a photo of students and a description of the app.

Academic Life

Student Life

Need help registering? Contact an advisor here.

Go Privateers!

Calendar of Events
Are you looking for ways to make the most out of your UNO experience? Then you should definitely check out the student life calendar of events!
[View Calendar](#)

UNO Social App
See campus events and get your questions answered in the UNO Social app! Download by searching "UNO Social" in your app store and sign in with your UNO username and password.

Navigate Student App
Don't miss a deadline and stay in touch with your advisor using the Navigate app! Download by searching "EAB Navigate Student" in your app store and sign in with your UNO username and password.

Office of Accessibility Services



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What Does Accessibility Services Do?

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

- Centralizes “verification” of a disability and determination of reasonable accommodations
- Produces alternative format course materials for students with disabilities (audio, Braille, electronic, large print) upon request
- Coordinates volunteer note takers/use of notetaking software
- Loans equipment for use by students
- Centralizes adaptive technology use/procurement
- Compliance office ([ADA, Section 504 and 508 of the Rehabilitation Act of 1973](#))

DO YOU REQUIRE DISABILITY-RELATED CLASSROOM OR TESTING ACCOMMODATIONS?

If so, please follow these simple steps:

- 1 Notify Disability Services of your need(s) for classroom or testing accommodations.
- 2 Submit documentation from appropriate professional that verifies and recommends reasonable accommodations.
- 3 Meet with a staff member to discuss accommodations and receive your personalized Student Accommodation Agreement.
- 4 Complete Student Accommodation Agreement with professor(s) and return completed form(s) to the Office.

Contact Us

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

Sheila Judge
Director of Accessibility
504-280-7327
Sheila.judge@uno.edu

Shayla Staley
Accessibility Services Coordinator
504-280-7284
sjstaley@uno.edu

General Office
atatc@uno.edu
or
Accessibility@uno.edu

Student Accountability



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

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Student Affairs

[Welcome](#)

[Mission Statement](#)

[Annual Events and Activities](#)

[Meet the Dean of Students](#)

[Student Handbook and Policies](#)

[The HUB](#)

[Student Care Network](#)

[Referral](#)

[Departments](#)

[Student Affairs Team](#)

[Contact Us](#)

The University of New Orleans Student Handbook is an official student policy. The UNO Student Handbook describes what is expected of a student with respect to behavior and conduct in the UNO community and outlines the procedures to be followed when these expectations are not met. The handbook includes the Code of Student Conduct as well as other rules, regulations and policies governing student life.

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

Student Handbook and the Student Code of Conduct

[Student Code of Conduct](#) (AY 2022-2023)

[Student Handbook](#) (AY 2022-2023) Includes the Student Code of Conduct

[Student Complaint Process](#) (Updated July 2023)

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

Academic Misconduct

Please be aware that using AI to generate content for or to generate a paper or other course work may be subject to reporting for policy violation.

Incorporated into the definition of plagiarism now:

- "Using any AI generated content (such as that generated by large language models including, but not limited to, ChatGPT or Bard) must be authorized specifically and correctly attributed



Filing an Incident Report

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

This can be done in a confidential manner.

Depending on the level of information available about the incident or the individuals involved, the University's ability to respond to an anonymous report may be limited.

Reporting can be made using the following link:

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

Contact Us

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

Amanda Robbins
Interim Associate Dean of
Students for Student Wellbeing
504-280-6590
arobbin1@uno.edu

Title IX

Amanda Hanincik

Title IX Coordinator

titleix@uno.edu

ahaninci@uno.edu



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Definition: Sexual Harassment

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

- (1) Quid Pro Quo: An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome conduct of a sexual nature, whether verbal or physical;
- (2) Sexual Harassment: Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity; or
- (3) "Sexual assault" as defined in 20 U.S.C.1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30). Sexual harassment also includes sexual assault, dating violence, domestic violence, and stalking. For purposes of this Policy, the various forms of prohibited Sexual Harassment are sometimes referred to as "Sexual Misconduct."

Scope of Policy

- Institutions must respond when sexual harassment occurs in the institution's education program or activity, against a person in the United States.
- Education program or activity includes locations, events, or circumstances over which the institution exercised substantial control over both the respondent and the context in which the sexual harassment occurred, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution (such as a fraternity or sorority house).
- Reports about sexual misconduct that happened off campus or in a study abroad program, or for behavior that falls out of the scope of this definition, will be handled in a separate process.

What to do if a student comes to you:

If you are supervising students/student employees, or you are the instructor of record, you are considered a **Mandated** Reporter. You must let the person reporting to you know that you will have to report to the Title IX Coordinator.

- **Mandated Reporter**: An employee of the University who is obligated by policy to share knowledge, notice and/or reports of sex discrimination, sexual misconduct, and/or retaliation on behalf of the University
- A student can discuss confidentially with a **Confidential Resource** (Counseling Services or a Confidential Advisor)
- Ask if they are safe; do they need immediate medical or mental health care?
- **Listen**
- Provide them with information on resources for assistance, found on Title IX website:
<https://www.uno.edu/titleix>

Student Affairs

LeeAnne Sipe

Associate Vice President for Student Affairs



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Ochsner Health Center - UNO

Services include wellness exams,
school and work physical exams,
immunizations, routine lab tests, etc.

University Center, Room 238

- Clinic Hours: M-F 8am-4:30pm
- 504-280-6387
- Appointments or Walk-Ins





Counseling Services

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

University Center, Room 226

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

Career Services



University Center, Room 250

- 504-2800-6225
- career@uno.edu
- Instagram: UNOCareerServices

- Off Campus, Work Study and Other On-Campus Jobs
- Handshake Job Posting System
- Career Exploration & Type Focus
- Resume & Cover Letter Writing, Development & Review
- Interview Skills & Tips
- Job Search Strategies
- Career Fairs
- Career Closet

Student Involvement & Leadership

Student Organizations

Cultural, Honorary, Political, Rec & Club Sports, Art/Music, Religious/Spiritual, Academic/Professional, Special Interest, & Service

Fraternity & Sorority Life

Panhellenic, IFC, & NPHC

Student Governance

Senate, committees, & more

Student Activities Council (SAC)

Campus Events

Major Campus Events

Homecoming, Welcome Week, Leadership Retreat, SUCbAUF crawfish boil

Leadership Development

Workshops, Retreats

NEW THIS SPRING Sunken Jewel Thrift Shop



University Center, Room 222

- 504-280-6349
- sil@uno.edu
- Instagram: @unosil



Recreation & Intramural Sports

- Not Student Affairs, but relevant for Graduate students
- Recreation & Fitness Center: FREE for students
- Group Classes, Cardio & Weight Area, Indoor Track, Basketball Courts, Pool, Racquetball Courts, Saunas & Locker Rooms
- Intramural & Club Sports
- 504-280-6357
- rissa@uno.edu



Office of Student Affairs

- Privateer Pantry
- Immunization records
- Weekly email “This week in Student Affairs...” highlights events and important information each week
- Got questions and don’t know where to go? Start with us!

University Center, Room 248

- studentaffairs@uno.edu

Earl K. Long Library

Jeanne Pavy

Librarian

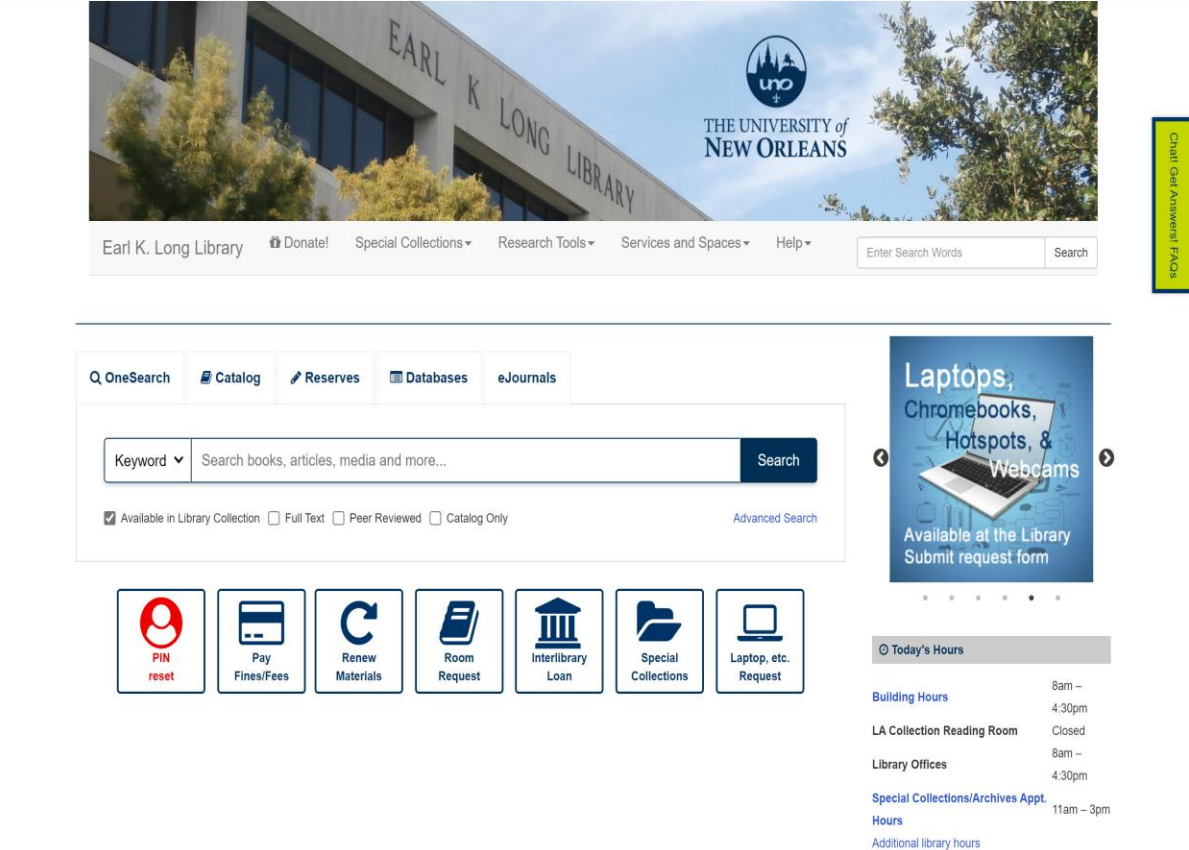
jpavy@uno.edu



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Research Tools & Assistance

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



The screenshot displays the Earl K. Long Library website. At the top, there is a banner image of the library building with the text "EARL K LONG LIBRARY" and "THE UNIVERSITY of NEW ORLEANS". Below the banner is a navigation bar with links for "Earl K. Long Library", "Donate!", "Special Collections", "Research Tools", "Services and Spaces", and "Help". A search bar is located on the right side of the navigation bar.

The main content area features a search bar with the text "Keyword Search books, articles, media and more..." and a "Search" button. Below the search bar are checkboxes for "Available in Library Collection", "Full Text", "Peer Reviewed", and "Catalog Only". There is also an "Advanced Search" link.

Below the search bar is a row of service icons: "PIN reset", "Pay Fines/Fees", "Renew Materials", "Room Request", "Interlibrary Loan", "Special Collections", and "Laptop, etc. Request".

On the right side of the page, there is a promotional banner for "Laptops, Chromebooks, Hotspots, & Webcams" with the text "Available at the Library Submit request form". Below this banner is a "Today's Hours" section with the following information:

Today's Hours	Hours
Building Hours	8am - 4:30pm
LA Collection Reading Room	Closed
Library Offices	8am - 4:30pm
Special Collections/Archives Appt. Hours	11am - 3pm
Additional library hours	

Access to Content/Borrowing Privileges

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



Library E-Books Assigned in Courses

<https://libguides.uno.edu/e-books-in-courses>

- The library has e-textbooks and materials available at no additional cost for students
- Please note these are offered for a limited number of courses.



Spaces & Technology

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



Spaces & Technology: Innovation Lab

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



Copyright & Publishing Support (Theses & Dissertations)

Copyright & licensing
guidance

Archive of UNO theses &
dissertations

[Home](#) > [Dissertations and Theses](#) > [Theses and Dissertations](#)

UNIVERSITY OF NEW ORLEANS THESES AND DISSERTATIONS

Reader from:  Sofia, Sofia (Stolitsa), Bulgaria

African-American Legislators Post-Katrina: Race, Representation, and Voting Rights Is...
William T. Hoston



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52 of 468
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2,799 Total Papers	1,862,967 Total Downloads	225,977 Downloads in the past year
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This collection is comprised of theses and dissertations completed at the University of New Orleans from 2002 to the present.

UNO Library Website:
library.uno.edu

Resources & Services for Graduate Students
libguides.uno.edu/grad-services

Questions?
libref@uno.edu

UNO Bookstore & Follett ACCESS



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UNO Bookstore

What do we carry/provide/cover?

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

We have a ton of custom options online --- www.theunoshop.com

The best way to contact us is by email. You can reach the store manager at 1337mgr@follett.com

Follett ACCESS

- Every semester, students are automatically enrolled in the Follett ACCESS program at UNO.
- Benefits
 - Flat rate -- \$27 per credit hour
 - Included in your tuition so you can use financial aid and UNO payment plans
 - We take care of it all for you by sending out digital material or having physical material ready for you at the store
- Opting Out
 - We know some students may not need course material each semester, so we always have an option to opt out at www.uno.edu/follett-access.
 - Due dates for opting out are listed on that webpage and sent out by the Bursar's Office.

Important note:

- For Spring 2025, due to IT enhancements, materials for students will be released on **Friday, January 17**

Important Dates

<https://www.uno.edu/follett-access>

- You have until **Thursday, Jan. 9** to opt out of the Follett ACCESS program for the Spring
- You have until **Saturday, Jan. 18** to opt back in.
- Reminder – you are opting out or back in for your entire semester schedule. You cannot opt out and opt in of individual courses.
- Fees being refunded on your UNO account will not take place until after the add/drop date for each semester.

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

Tentative extended hours for Spring:

- Tuesday, January 21 – Thursday, January 30 : 9:00am-5:00pm
- Friday, January 24 & 31 – 9:00am-4:00pm
- Saturday, January 25 – 10:00am-2:00pm

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

READY TO SHOW OFF YOUR SCHOOL SPIRIT?

Sign up to get your welcome coupon and gear up to start your college journey. We're looking forward to getting to know you in the years ahead. We've got this!

University of New Orleans Bookstore
University Center UC 102
504-280-6373
TheUnoShop.com

GET GEARED UP!
30% OFF

**ONE APPAREL, GIFT, OR
SUPPLY ITEM***

Dayonewelcome.com
Access Code: 1337

Use this link to get your 30% off coupon,
textbook information and reminders.

*This is not a coupon. Please sign up using the web address to receive one.





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OFFICE OF RESEARCH

Office of Research

Carol Lunn

Assistant Vice President for
Research and Economic
Development

What Does the Office of Research Do?

- ▶ **Grant Funding**
 - ▶ Assist professors with finding and applying for grant funding
- ▶ **Compliance**
 - ▶ Safety, ethics, export control, human and animal subjects, budget
- ▶ **Training**
 - ▶ Workshops for professors, graduate students, undergraduate students
 - ▶ Internships
- ▶ **Internal Grants**
 - ▶ Support for faculty research across disciplines
- ▶ **Intellectual Property**
 - ▶ Patents and copyright with The Beach



Compliance Issues

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



Campus Support

Selected Programs

- ▶ Faculty Internal Grant Program
- ▶ Graduate Fellowship Workshops
- ▶ Intellectual Property Workshops

Events

- ▶ ARCS – Awards Ceremony
- ▶ *Innovate*UNO – Research, Scholarly, and Creativity Symposium (November)



Compliance Staff

Coordinator, Compliance, Training and Undergraduate Research

▶ **Elizabeth "Liz" Sigler** esigler@uno.edu

Pre-Award Research Administration

▶ **Julie Landry** jelandr1@uno.edu



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NEW ORLEANS

OFFICE OF RESEARCH

Contact Us

Office of Research

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

researchoffice@uno.edu

(504) 280-6836

www.uno.edu/research



THE UNIVERSITY *of*
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OFFICE OF RESEARCH



Friendly Reminder: Register for Classes TODAY!

Need assistance? Please email
graduateadm@uno.edu



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