

Student Handbook

Includes the University of New Orleans Student Code of Conduct



the people



the places

the events



that make UNO great!



THE UNIVERSITY of
NEW ORLEANS

2010 2011 Student Handbook

Table of Contents

Welcome from Chancellor Ryan	3
Welcome from Dean Lyn	3
People You Should Know at UNO	4
The Solution Finder	5
Building Names	18
Links to Campus Maps	18
Academic Information You Should Know	19
Important Academic Dates	20
Crucial First Year Information	21
University Success	22
Making the Most of Your Academic Career	23
GPA? How Do I Figure That Out?	24
Student Services and Resources	25
Getting Involved	29
Student Organizations	30
UNO History and Traditions	36
Greek Life at UNO	37
UNO Student Code of Conduct	38
Campus Policies for All Students	46
Student/Student Organization Rights, Freedoms & Responsibilities Policy	46
Campus Information for Non-Students	51
How to Park Smart on Campus	53
Missing Student Policy	54

2010-2011 UNO Student Handbook

A publication of the University of New Orleans Division of Student Affairs

The UNO Student Handbook is available in alternate format upon request. Please contact 504-280-6222 or visit www.studentaffairs.uno.edu.

Welcome from the Chancellor

Dear UNO Student:

Welcome to the University of New Orleans! I'd like to take this opportunity to introduce you to our dynamic urban university and the educational opportunities, services, and life experiences available to you as a UNO student.

For your convenience, we offer classes during the day, night, and weekends on the main campus as well as several additional locations around the New Orleans area. Many of our university services, including our library, have extended hours. Many will even arrange special appointments for the convenience of students. Also, be sure to check out our state-of-the-art fitness center. I hope you will become familiar with all university services and take full advantage of them.

Since 1958, The University of New Orleans has been an integral part of the local community, offering a full range of academic, civic, and cultural opportunities. On the historic occasion of our fiftieth anniversary, we are setting a new course to continue UNO's role as a great and engaged urban research university while playing a leadership role in revitalization of New Orleans and the region. Post-Katrina, the University of New Orleans offers students a living laboratory, a unique opportunity for hands-on participation in the biggest urban renewal project in American history. Our students are actively involved in the rebirth of jazz, hospitality, business, and education. Never has education been so alive, so involved, so enduring.

I encourage you to participate in campus activities outside of the classroom, such as student government, intramural sports, and social, professional, and international organizations. You will help to build a stronger university community, make friendships that will last long after you have graduated from UNO, and gain experience that will translate into career and community leadership opportunities. I truly hope that you enjoy your years at the University of New Orleans and that you experience the educational satisfaction of obtaining a degree from an institution with high academic standards. As a UNO alumnus, I can personally attest to the value of a degree from this university. Thank you for choosing to become a part of the University of New Orleans.

Best wishes for a successful college career!

Timothy P. Ryan
Chancellor



Welcome from the Dean of Student Affairs

On behalf of the Division of Student Affairs, welcome to the University of New Orleans family. Our University is a place to learn, and it is also a place to live. The offices and departments that comprise the Division of Student Affairs are here to assist you with both of these important components of your University experience. Our job is to enhance your in- and out-of-class experience; to facilitate your interaction with faculty, staff, and other students; and to help you find your place in the University of New Orleans community.

Within the Division of Student Affairs you will find Student Health Services, the Counseling and Career Center, the Office of Disability Services, Greek Life, Student Involvement and Leadership, and much more. Our goal is to help you achieve academically, stay healthy, get involved, find a job, and find resources to enrich your life. Within each of these offices and departments of Student Affairs are people ready to help you make the most of your UNO experience. Look us up. That's why we are here. I encourage each of you to get involved with one or more of the many organizations that our Division has to offer. The rewards and opportunities for personal and professional growth are limitless.

Janice Lyn, Ph.D.
Dean of Student Affairs

2010-2011 UNO Student Handbook

A publication of the University of New Orleans Division of Student Affairs

The UNO Student Handbook is available in alternate format upon request. Please contact 504-280-6222 or visit www.studentaffairs.uno.edu.

People You Should Know at UNO

Chancellor

Dr. Timothy P. Ryan, Administration Building Annex 2000, 504-280-6201

Provost and Vice Chancellor for Academic and Student Affairs

Dr. Joe M. King, Administration Building Annex 2011, 504-280-6723

Interim Dean, College of Business Administration

Dr. John A. Williams, Kirschman Hall 308, 504-280-6241

Dean, College of Education and Human Development

Dr. James Meza, Bicentennial Education Center 242, 504-280-6028

Interim Dean, College of Engineering

Dr. Norma Jean Mattei, Engineering Building 910A, 504-280-6825

Dean, College of Liberal Arts

Dr. Susan Krantz, Milneburg Hall 273, 504-280-6266

Dean, College of Sciences

Dr. Steven Johnson, Sciences Building 1100, 504-280-6563

Dean, Library Services

Dr. Sharon Mader, Earl K. Long Library 404, 504-280-6556

Dean, Student Affairs

Dr. Janice G. Lyn, Milneburg Hall 159, 504-280-6222

Office of Diversity Affairs

Peggy Gaffney, Kirschman Hall 308, 504-280-6956

Bursar

Administration Building Annex 1006D, 504-280-5492

Registrar

Kathleen G. Plante, Administration Building 112, 504-280-6216

Director, Student Financial Aid

Emily London-Jones, Administration Building 1005C, 504-280-6687

Interim Director, Intercollegiate Athletics

Amy Champion, 504-280-7022

2010-2011 UNO Student Handbook

A publication of the University of New Orleans Division of Student Affairs

The UNO Student Handbook is available in alternate format upon request. Please contact 504-280-6222 or visit www.studentaffairs.uno.edu.

Solution Finder

Concern	Go To	Location	Phone
Absences	Individual professor of specific class Student Health Services can verify a class absence only if a student is detained at that office in order to obtain care.		
Academic Advisement	College/Program Offices		
	Business Administration	KH 308	280-6241
	Education	ED 242	280-1278
	Engineering	EN 913	280-6327
	Interdisciplinary Studies	ED 122	280-6566
	Honors Program	LIB 301	280-7008
	Liberal Arts	MH 273	280-6266
	Sciences	SC 1100	280-6303
Academic Calendar	http://registrar.uno.edu/bulletin/importantdates		
Accident on Campus			
Auto	University Police www.upd.uno.edu	CPB	280-6666
Personal Injury	Student Health Services www.studenthealth.uno.edu	HPC 102	280-6387
Accommodations for Disabilities	Office of Disability Services www.ods.uno.edu	MH 159	280-7284
Add Classes (Except Overload)	http://webstar.uno.edu/		
Address, Change of	http://webstar.uno.edu/		
Admissions	Office of Admissions www.admissions.uno.edu	AD 103	280-6595
Aerobics Classes	Recreation & Intramural Sports www.ris.uno.edu	RIS	280-6357
Alcohol/Drug Policies	Student Health Services www.studenthealth.uno.edu	HPC 109	280-6387
Alumni Information	Alumni Office www.alumni.uno.edu	ALUM 113	280-2586
Anxiety & Depression	Counseling Services http://counserv.uno.edu	HPC 112	280-6683
Application for Degree	http://registrar.uno.edu/gradapp.cfm		
Art Exhibits	Fine Arts Building www.finearts.uno.edu	UNO Fine Arts Gallery	280-6495
	Ogden Museum of Southern Art	925 Camp St.	539-9600
Ask Lafitte	University Center	Front Desk	280-6335
Athletics	Athletic Department http://www.unoprivateers.com	Athletic Center	280-6102
ATM's (Automatic Teller Machines)	University Center	UC 110	
	UNO Federal Credit Union	ALUM	280-6496

2010-2011 UNO Student Handbook

A publication of the University of New Orleans Division of Student Affairs

The UNO Student Handbook is available in alternate format upon request. Please contact 504-280-6222 or visit www.studentaffairs.uno.edu.

Solution Finder

Concern	Go To	Location	Phone
Birth Control Counseling	Student Health Services http://www.studenthealth.uno.edu	HPC 109	280-6387
Blackboard	Blackboard http://uno.blackboard.com/		280-4357
Blackboard Support	Blackboard http://www.blackboard.uno.edu		280-4357
Books	UNO Bookstore, Book Department http://bookstore.uno.edu/	UC 102	280-6923 280-6749
Books, Text List	UNO Bookstore, Book Department http://bookstore.uno.edu/	UC 102	
Book Vouchers	Office of the Bursar http://bursar.uno.edu/	AD 1006	280-6489 280-6504
Buckley Amendment (FERPA)	Office of the Registrar http://registrar.uno.edu	AD 112	280-6218
Bulletins, Information	UNO Bookstore, Cashiers http://registrar.uno.edu/bulletin	UC 102	280-6373
Bursar	Bursar bursar@uno.edu	AD 1006	280-6489
Bus Passes	UNO Bookstore, Cashiers http://www.uno.edu/calendars/	UC 102	280-6373
Calendarization of Activities/Events and Master Calendar			
Campus Activities	Student Activities Council http://www.sac.uno.edu	MH 159	280-7081
Campus Housing <i>Pontchartrain Hall</i> <i>Privateer Place</i>	Office of Student Housing Office of Student Housing http://housing.uno.edu/	PONTCH HALL Lobby PRIVTER APTS Lobby	280-6402
Campus News	UNO Public Relations	AD 1004	280-6939
Caps & Gowns	UNO Bookstore, Supply Dept.	UC 102	280-7215
Career Services	Counseling and Career Center http://www.career.uno.edu	HPC 208	280-6225
Career Testing/Counseling	Counseling Services http://counserv.uno.edu	HPC 112	280-6683
Catalogs-University	http://registrar.uno.edu/catalog		
Catering, Campus	University Center	UC 125	280-6079
Child Care	UNO Children's Center	CHCTR	280-3131

2010-2011 UNO Student Handbook

A publication of the University of New Orleans Division of Student Affairs

The UNO Student Handbook is available in alternate format upon request. Please contact 504-280-6222 or visit www.studentaffairs.uno.edu.

Solution Finder

Concern	Go To	Location	Phone
Class Rings	UNO Bookstore http://www.balfourcollege.com	UC 102	280-6373
Class Schedules/Offerings	http://registrar.uno.edu/bulletin		
Club Sports	Recreation & Intramural Sports http://www.ris.uno.edu	RIS	280-3487
Commencement	Office of the Registrar http://www.registrar.uno.edu	AD 112	280-6991
Computer Help Desk	University Computer Center	UCC 101	280-4357
Computer Information Computer Labs (locations)	http://ucc.uno.edu University Computer Center Library Education Building Kirschman Hall Liberal Arts Building Jefferson Center	UCC 101R and 104A 1 st floor ED 305P KH 208E LA 334 Causeway Blvd., 108	
Computers - Student Access	http://ucc.uno.edu/StudentLabs		
Concerts	Lakefront Arena – Box Office www.Arena.UNO.edu	East Campus	280-7222
	Music Department Jazz at the Sandbar http://www.music.uno.edu/events/jazz@thesandbar.cfm	PAC 331 UC, Flambeau Room	280-6381
	Student Activities Council http://www.sac.uno.edu	MH 153	280-7081
Convenience Store	University Center Math Building Pontchartrain Hall	next to Copy Center Lobby Lobby	
Copy Services	University Center Library	UC 112 1 st floor	280-3955
Counseling			
<i>Academic Birth Control</i>	College/Program Offices Student Health Services http://www.studenthealth.uno.edu/	HPC 109	280-6387
<i>Career</i>	Counseling Services http://counserv.uno.edu	HPC 112	280-6683
<i>Couples</i>	Counseling Services http://counserv.uno.edu	HPC 112	280-6683
<i>Depression & Anxiety</i>	Counseling Services http://counserv.uno.edu	HPC 112	280-6683
<i>Drugs and Alcohol</i>	Student Health Services http://www.studenthealth.uno.edu/ Counseling Services http://counserv.uno.edu	HPC 119 HPC 112	280-6387 280-6683
<i>Eating Disorders</i>	Counseling Services http://counserv.uno.edu	HPC 112	280-6683
<i>Group Therapy</i>	Counseling Services http://counserv.uno.edu	HPC 112	280-6683
<i>HIV</i>	Student Health Services http://www.studenthealth.uno.edu/	HPC 119	280-6387

2010-2011 UNO Student Handbook

A publication of the University of New Orleans Division of Student Affairs

The UNO Student Handbook is available in alternate format upon request. Please contact 504-280-6222 or visit www.studentaffairs.uno.edu.

Solution Finder

Concern	Go To	Location	Phone
<i>Personal Counseling</i>	Counseling Services http://counserv.uno.edu	HPC 112	280-6683
<i>Rape Crisis</i>	Counseling Services http://counserv.uno.edu	HPC 112	280-6683
Couples Counseling	Counseling Services http://counserv.uno.edu	HPC 112	280-6683
Course Overloads	Individual academic advisor		
Credit by Examination	Office of Admissions Individual College offices	AD 103	280-6595
<i>Advanced Standing</i>	Academic Advisor in department of major or College Counselors		
Day Care	UNO Children's Center	CHCTR	280-3131
Degree Plan	Academic Advisor in department of major or College Counselors		
Depression & Anxiety	Counseling Services http://counserv.uno.edu	HPC 112	280-6683
Disability Information	Office of Disability Services http://www.ods.uno.edu	MH 159	280-7284
Disability Parking	University Police	CPB 100	280-6371
Disabled Students	Office of Disability Services http://www.ods.uno.edu	MH 159	280-7284
Discrimination Concerns <i>Students with disabilities</i>	Office of Disability Services http://www.ods.uno.edu	MH 159	280-7284
Driftwood (community Newspaper)	driftwood@uno.edu		280-6377
Drop Classes	http://webstar.uno.edu		
Drug and Alcohol Assessment & Referral	Counseling Services http://counserv.uno.edu	HPC 112	280-6683
Eating Disorders Assessment & Referral	Counseling Services http://counserv.uno.edu	HPC 112	280-6683
Emergency	University Police Student Health Services	CPB 100 HPC 109	280-6666 280-6387
Employment			
<i>Cooperative Education Internships</i>	Career Services College Offices or Career Services http://www.career.uno.edu	HPC 208 HPC 208	280-6225 280-6225
<i>Placement</i>	Career Services http://www.career.uno.edu	HPC 208	280-6225
<i>Part-time and Full-time</i>	Career Services http://www.career.uno.edu	HPC 208	280-6225
<i>Work Study/Placement</i>	Student Financial Aid	AD 1005	280-6603

2010-2011 UNO Student Handbook

A publication of the University of New Orleans Division of Student Affairs

The UNO Student Handbook is available in alternate format upon request. Please contact 504-280-6222 or visit www.studentaffairs.uno.edu.

Solution Finder

Concern	Go To	Location	Phone
Enrollment Verification Requests	Registrar's Office http://registrar.uno.edu	AD 112	280-6993
Evaluation of Transfer Credits	Office of Admissions http://admissions.uno.edu	AD 103	280-6595
Events and Activities	Athletics http://www.unoprivateers.com	Athletic Center	280-6102
	Office of Student Involvement and Leadership http://www.sil.uno.edu	MH 159	280-6349
	Student Activities Council http://www.sac.uno.edu	MH 153	280-7081
	Lakefront Arena –Box Office http://www.Arena.UNO.edu	East Campus	280-7222
Exercise Classes	Recreation & Intramural Sports http://www.ris.uno.edu	RIS	280-6357
Extended Payment Plan	Bursar http://www.bursar.uno.edu	AD 1006	280-6504
Final Exam Schedule	http://registrar.uno.edu/bulletins/finals.cfm		
Financial Aid, Student	Office of Student Financial Aid http://www.finaid.uno.edu	AD 1005	280-6603
First Aid and Illnesses	Student Health Services http://www.studenthealth.uno.edu	HPC 109	280-6387
Fitness Assessments	Recreation & Intramural Sports http://www.ris.uno.edu	RIS	280-6357 280-FITT
Fitness Center	Recreation & Intramural Sports http://www.ris.uno.edu	RIS	280-6357
Food and Drinks			
<i>All you Can Eat</i>	University Center	Food Court	
<i>Chick-fil-A</i>	University Center	Food Court	
<i>Freshens (smoothies)</i> (ice cream and frozen yogurt)	Recreation & Intramural Sports	Lobby	
<i>Meals-on-the-Go</i>	Math Building	Lobby	
<i>Bene' Pizza & Pasta</i>	Java City	Earl K. Long Library Lobby	
<i>Subway</i>	University Center	Food Court	
<i>Sushi</i>	University Center	Food Court	
<i>Specialty Coffees</i>	Java City	Earl K. Long Library Lobby	
<i>Starbucks, We Proudly Brew</i>	University Center	UC Lobby	
<i>Java City</i>	Earl K. Long Library	Lobby	
Fraternities	Office of Student Involvement and Leadership http://www.greeklife.uno.edu/	MH 159	280-6349
Games & Billiards	Lafitte's Retreat	UC 120	280-6365

2010-2011 UNO Student Handbook

A publication of the University of New Orleans Division of Student Affairs

The UNO Student Handbook is available in alternate format upon request. Please contact 504-280-6222 or visit www.studentaffairs.uno.edu.

Solution Finder

Concern	Go To	Location	Phone
Games Schedules (sports)	Athletics http://www.unoprivateers.com/	Athletic Center	280-6102
GMAT	Testing Services	MH 216	280-TEST
Governing Organizations			
<i>Greek</i>	Office of Greek Affairs http://www.greeklife.uno.edu	MH 138	280-6349
<i>Student Government</i>	SGA Office http://www.sg.uno.edu	MH 159	280-6229
Grade Appeals	Departmental offices http://www.studentaffairs.uno.edu/manual.cfm#GradeAppeal		
Grades	http://webstar.uno.edu		
Graduate Programs	Office of Admissions Graduate Academic Advisor in department or College Counselors	AD 103	280-6595
Graduation Announcements	UNO Bookstore, Supply Dept. http://www.balfourcollege.com	UC 102	280-7215
Graduation Application	Office of the Registrar http://registrar.uno.edu/gradapp	AD 112	280-6991
Graduation Checksheet	College/program of the major:		
	Business Administration	KH 308	280-6241
	Education	ED 242	280-1278
	Engineering	EN 913	280-6327
	Interdisciplinary Studies	ED 122	280-6566
	Liberal Arts	MH 273	280-6266
	Sciences	SC 1100	280-6303
Graduation Process	Office of the Registrar http://registrar.uno.edu/commencement.cfm	AD 112	280-6991
GRE	Testing Services	MH 216	280-TEST
Group Therapy	Counseling Services http://counserv.uno.edu	HPC 112	280-6683
Gymnasium	Recreation & Intramural Sports http://www.ris.uno.edu	RIS	280-6357
Handicap Parking	University Police	CPB	280-6047
HIV Counseling/Testing	Student Health Services http://www.studenthealth.uno.edu	HPC 119	280-6387
Honors Organizations	Office of Student Involvement and Leadership	MH 159	280-6349
Honors Program	University Honors Office http://www.honors.uno.edu	LIB 301	280-7008

2010-2011 UNO Student Handbook

A publication of the University of New Orleans Division of Student Affairs

The UNO Student Handbook is available in alternate format upon request. Please contact 504-280-6222 or visit www.studentaffairs.uno.edu.

Solution Finder

Concern	Go To	Location	Phone
Housing, Campus <i>Pontchartrain Housing</i> <i>Privateer Place</i>	Office of Student Housing Privateer Place Office http://housing.uno.edu/	PONTCH HALL Lobby PRIVTER APTS Lobby	280-6402 282-7352
Identification Cards (I.D.'s)	University Computer Center http://www.ucc.uno.edu/imt/idservices.cfm	UCC 112	280-6286
Immunization Compliance	Student Health Services www.studenthealth.uno.edu	HPC 117	280-5479
Info/Waiver	www.studenthealth.uno.edu		
Immunizations	Student Health Services http://www.studenthealth.uno.edu	HPC 117	280-6387
Insurance for Students	Student Health Services http://www.studenthealth.uno.edu	HPC 119	280-6387
Incomplete Grades	Instructor of course(s)		
Indoor Running Track	Recreation & Intramural Sports http://www.ris.uno.edu	RIS	280-6357
Interest Organizations	Office of Student Involvement and Leadership	MH 159	280-6349
Interfraternity Council	Office of Greek Affairs http://www.greeklife.uno.edu	MH 159	280-6349
International Education <i>Study Abroad</i>	Division of International Education http://inst.uno.edu	ED 115	280-7116
International Student Services <i>Admissions</i>	Office of Admissions http://www.admissions.uno.edu	AD 103	280-6595
<i>Health Insurance</i>	Student Health Services http://www.studenthealth.uno.edu	HPC 119	280-6387
<i>Immigration Rules and Regulations</i>	Office of International Students & Scholars http://oiss.uno.edu/	MH 159	280-6021
<i>Intensive English Language Program</i>	International Education http://ielp.uno.edu	ED 110	280-5530
<i>International Education</i>	International Education http://inst.uno.edu	ED 110	280-5530
<i>I-20 Forms</i>	Office of Admissions http://admissions.uno.edu	AD 103	280-5494
	Office of International Students and Scholars http://oiss.uno.edu/	MH 159	280-6021
<i>TOEFL</i>	Testing Services http://www.toefl.org	MH 216	280-8378
Interpreter Information (Deaf)	Office of Disability Services http://www.ods.uno.edu	MH 159	280-7284
Intersession	Office of the Registrar http://registrar.uno.edu/intersession.cfm	AD 112	280-6218

2010-2011 UNO Student Handbook

A publication of the University of New Orleans Division of Student Affairs

The UNO Student Handbook is available in alternate format upon request. Please contact 504-280-6222 or visit www.studentaffairs.uno.edu.

Solution Finder

Concern	Go To	Location	Phone
Interviewing Techniques	Career Services http://www.career.uno.edu	HPC 208	280-6225
Intramurals	Recreation & Intramural Sports http://www.ris.uno.edu	RIS	280-3487
Learning Resource Center <i>Tutoring</i> <i>Computer Lab</i>	Learning Resource Center http://lrc.uno.edu/	LA 334	280-7054
Library	http://library.uno.edu		
<i>Library Hours</i>	Earl K. Long Library		280-6353
<i>Circulation</i>	Earl K. Long Library	Lobby	280-6355
<i>Government Documents</i>	Earl K. Long Library	3 rd floor	280-7276
<i>Interlibrary Loan</i>	Earl K. Long Library	Lobby	280-6548
<i>Louisiana/Special Collections</i>	Earl K. Long Library	4 th floor	280-6544
<i>Reference Desk</i>	Earl K. Long Library	Lobby	280-6549
<i>Women's Center</i>	Earl K. Long Library	LIB 201	280-7285
Library Appeals	Earl K. Long Library http://library.uno.edu/about/policy/appeals.html	Lobby	
Loans	Office of Student Financial Aid http://finaid.uno.edu	AD 1005	280-6603
Lost and Found	University Police Administrative offices in campus buildings Ask Lafitte	CPB 100 UC Front Desk	280-6666 280-6335
Major <i>Change of Major</i> <i>Declaration of Major</i>	College office of intended major College office of intended major		
Mail Services Post Office Boxes	Campus Mail Services University Center	CPB 116 UC 120	280-6247
Math Tutoring	Math Tutor Center http://lrc.uno.edu/MathTutor.cfm	MATH 107	280-1168
Medical Referrals	Student Health Services http://www.studenthealth.uno.edu	HPC 109	280-6387
Meeting Space	Campus Booking http://registrar.uno.edu/reservations.cfm CampusBooking@UNO.edu	East Campus (Arena)	280-BOOK
	Lindy Boggs Conference Center http://conferences.uno.edu confmc@uno.edu	R&T Park: CERM 245	280-6680
Mental Health Outreach	Counseling Services http://counserv.uno.edu	HPC 112	280-6683
Minors	College or department office of intended minor		

2010-2011 UNO Student Handbook

A publication of the University of New Orleans Division of Student Affairs

The UNO Student Handbook is available in alternate format upon request. Please contact 504-280-6222 or visit www.studentaffairs.uno.edu.

Solution Finder

Concern	Go To	Location	Phone
Minority Student Advocacy	Students Affairs	MH 159	280-6222
Name, Change of	Office of the Registrar http://registrar.uno.edu	AD 112	280-6216
Natatorium (Indoor Pool)	Recreation & Intramural Sports http://www.ris.uno.edu	RIS	280-6357 280-1141
National Pan-Hellenic Council	Office of Student Involvement and Leadership http://www.greeklife.uno.edu	MH 159	280-6349
National Testing Programs	Testing Services	MH 216	280-8378
National Student Exchange	Interdisciplinary Studies http://www.ids.uno.edu/nse.htm http://www.nse.org	ED 122	280-6566
New Student Orientation	Office of Admissions http://admissions.uno.edu	AD 106	280-1206
Non-Traditional Student Services	Office of Student Involvement and Leadership	MH 159	280-6349
Panhellenic Council	Office of Student Involvement and Leadership http://www.greeklife.uno.edu	MH 159	280-6349
Parking & Traffic Ticket Appeals (UNO tickets only)	Student Affairs http://www.studentaffairs.uno.edu/pata.cfm	MH 159	280-6222
Parking Decals and Regulations	University Police http://upd.uno.edu/parking.cfm	CPB 100	280-6047
Personal Mental Health Counseling	Counseling Services http://counserv.uno.edu	HPC 112	280-6683
Personal Training	Recreation & Intramural Sports http://www.ris.uno.edu	RIS	280-6357
Pharmacy	UNO Pharmacy http://www.studenthealth.uno.edu/pharmacy/	HPC 209	280-7074
Phone Calling Cards	UNO Bookstore, Cashiers	UC 102	280-6373
Placement Tests			
<i>English</i>	http://www.english.uno.edu/englishplacementtest.cfm		280-6818
<i>Foreign Languages</i>	Foreign Language Department	LA 239	280-6658
<i>Mathematics</i>	Mathematics Department	MATH 207	280-6331
Police	University Police http://www.upd.uno.edu	CPB 100	280-6666
Political Organizations	Office of Student Involvement and Leadership	MH 159	280-6349

2010-2011 UNO Student Handbook

A publication of the University of New Orleans Division of Student Affairs

The UNO Student Handbook is available in alternate format upon request. Please contact 504-280-6222 or visit www.studentaffairs.uno.edu.

Solution Finder

Concern	Go To	Location	Phone
Professional Organizations	Office of Student Involvement and Leadership see also Academic Departments	MH 159	280-6349
Psychiatric Referrals	Counseling Services http://counserv.uno.edu	HPC 112	280-6683
Publications <i>Driftwood</i> <i>Ellipses</i>	driftwood@uno.edu English Department http://english.uno.edu/ellipsis.cfm	LA 201	280-6377 280-6274
Racquetball Courts	Recreation & Intramural Sports http://www.ris.uno.edu	RIS	280-6357
Rape Crisis	Counseling Services http://counserv.uno.edu	HPC 112	280-6683
Recreation	Recreation & Intramural Sports http://www.ris.uno.edu	RIS	280-6357
Registration	http://webstar.uno.edu		
Religious Organizations	Office of Student Involvement and Leadership	MH 159	280-6349
Reservations for Meeting Rooms	Campus Booking http://registrar.uno.edu/reservations.cfm CampusBooking@UNO.edu	East Campus (Arena)	280-BOOK
	Lindy Boggs Conference Center http://conferences.uno.edu/confmc@uno.edu	R&T Park: CERM 245	280-6680
Resignation/Resigning (dropping all classes)	http://webstar.uno.edu		
Resume Writing	Career Services http://www.career.uno.edu	HPC 208	280-6225
Rules/Regulations Affecting Students	Student Affairs http://www.studentaffairs.uno.edu/policies.cfm		280-6222
Saunas	Recreation & Intramural Sports http://www.ris.uno.edu	RIS	280-6357
Safety Escort	University Police	CPB 100	280-6666
Scholarships	Office of Admissions http://admissions.uno.edu Office of Student Financial Aid http://finaid.uno.edu	AD 103 AD 1005	280-6959 280-6603
School Supplies	UNO Bookstore, Supply Dept.	UC 102	280-7215

2010-2011 UNO Student Handbook

A publication of the University of New Orleans Division of Student Affairs

The UNO Student Handbook is available in alternate format upon request. Please contact 504-280-6222 or visit www.studentaffairs.uno.edu.

Solution Finder

Concern	Go To	Location	Phone
Sexual Assault	Student Health Services http://www.studenthealth.uno.edu	HPC 109	280-6387
	Counseling Services http://counserv.uno.edu	HPC 112	280-6683
	Women's Center	LIB 201	280-7285
	University Police http://www.upd.uno.edu	CPB 100	280-6666
Sexual Harassment	Office of Human Resource Management http://hrm.uno.edu/policies/SexualHarassment.cfm	AD 213	280-6259
	Judicial & Student Assistance	LIB 120	280-7284
	University Police	CPB 100	280-6666
	http://hrm.uno.edu/policies/SexualHarassment.cfm		
Sexuality & Sexual Orientation Concerns	Counseling Services http://counserv.uno.edu	HPC 112	280-6683
Sexually Transmitted Diseases	Student Health Services http://www.studenthealth.uno.edu	HPC 109	280-6387
Social Organizations	Office of Student Involvement and Leadership	MH 159	280-6349
Software	UNO Bookstore, Trade Dept.	UC 102	280-1098
Snack Bar	Recreation & Intramural Sports http://www.ris.uno.edu	RIS	
Sororities	Office of Greek Affairs http://www.greeklife.uno.edu	MH 159	280-6349
Stamps	Campus Mail Services	CBP 116	280-6247
	Bookstore	UC 102	
Student Activity Council	Student Activities Council http://www.sac.uno.edu	MH 153	280-7081
Student Concerns/ Advocacy Programs	Students Affairs http://www.studentaffairs.uno.edu/	MH 159	280-6222
Student Government Association	Student Government Office http://www.sg.uno.edu	MH 159	280-6229
Student Handbook	Student Affairs http://www.studentaffairs.uno.edu		280-6222
Student Health Services	http://www.studenthealth.uno.edu	HPC 109	280-6387
Student Organizations (Social, Interest, Professional, Religious, Political, Governmental, Honor, Recognition, Departmental)	Office of Student Involvement and Leadership http://sil.uno.edu/	MH 159	280-6349

2010-2011 UNO Student Handbook

A publication of the University of New Orleans Division of Student Affairs

The UNO Student Handbook is available in alternate format upon request. Please contact 504-280-6222 or visit www.studentaffairs.uno.edu.

Solution Finder

Concern	Go To	Location	Phone
Student Photo I.D. Card	University Computer Center http://www.ucc.uno.edu/imt/idservices.cfm	UCC 112	280-6286
Student Programming	Student Activity Council http://www.sac.uno.edu	MH 153	280-7081
Student Rights, Responsibilities & Behavior	Student Accountability and Advocacy http://www.studentaffairs.uno.edu/accountability.cfm	MH 159	280-6222
Study Abroad	International Education http://inst.uno.edu	ED 115	280-7116
Summer Sports Camp	Recreation & Intramural Sports http://www.ris.uno.edu	RIS	280-6357
Swimming (indoors)	Recreation & Intramural Sports http://www.ris.uno.edu	RIS	280-6357 280-1141
Swimming Events/ Activities	Lakefront Arena Aquatic Center http://arena.uno.edu/aquatic_center.asp Arena@uno.edu	East Campus (Arena)	280-7238
Test Anxiety	Counseling Services http://counserv.uno.edu/	HPC 112	280-6683
Test Bulletins of Information	Testing Services	MH 216	280-8378
Test Preparation	Learning Resource Center http://lrc.uno.edu/	LA 334	280-7054
Textbooks			
Buy Back Policy	http://www.uno.edu	Quick Link: Bookstore	
Pricing Policy	http://www.uno.edu	Quick Link: Bookstore	
Refund Policy	http://www.uno.edu	Quick Link: Bookstore	
Current List	http://bookstore.uno.edu/		
Tickets			
<i>Arena Events</i>	Lakefront Arena – Box Office http://www.Arena.UNO.edu Arena@uno.edu	East Campus	280-7222
<i>Intercollegiate Events</i>	Athletic Department http://www.UNOPrivateers.com	HPC	280-6100
<i>Plays</i>	Performing Arts Center	PAC	280-SHOW 280-7409
<i>Musical Excursions</i>	Department of Music musicaexcursions@uno.edu		280-6789
Title IX Gender Equality	Compliance Officer Office of the Chancellor compliance@uno.edu	AD 2000	280-6874
Traffic Tickets			
Campus	University Police	CPB 100	280-6371
Orleans Parish	Old Algiers Courthouse, located on the West Bank at 225 Morgan St, NO http://www.cityofno.com/Portals/Portals53/portal/asp		

2010-2011 UNO Student Handbook

A publication of the University of New Orleans Division of Student Affairs

The UNO Student Handbook is available in alternate format upon request. Please contact 504-280-6222 or visit www.studentaffairs.uno.edu.

Solution Finder

Concern	Go To	Location	Phone
Traffic Violations	University Police	CPB 100	280-6371
Transcript Requests	Office of the Registrar http://registrar.uno.edu	AD 112	280-6216
Tuberculosis Skin Test	Student Health Services http://www.studenthealth.uno.edu	HPC 109	280-6387
Tuition and Fees Payment Extended Payment Plan (EPPO)	Bursar http://bursar.uno.edu http://webstar.uno.edu	AD 1006	280-6489 280-6504
Tutoring <i>Math Help</i> <i>Peer Tutoring</i> <i>Writing Help</i> <i>Other Subjects</i>	http://lrc.uno.edu Math Tutor Center Learning Resource Center Writing Center Learning Resource Center	MATH 107 LA 334 LA 334 LA 334	280-1168 280-7054 280-7054 280-7054
UNO Apparel & Gifts	UNO Bookstore, Insignia Dept.	UC 102	280-6373
Vending Machines	Most campus buildings		
Vending Machine Refunds	Auxiliary Services	RIS 110	280-7084
Veterans' Benefits	Office of the Registrar http://registrar.uno.edu/veterans/	AD 112	280-6993
Volunteer Opportunities	Office of Student Involvement and Leadership	MH 159	280-6349
Voter Registration	Office of Student Involvement and Leadership Office of Disability Services http://www.ods.uno.edu	MH 159 MH 159	280-6349 280-7284
Washington Oak Plaza Reservations	University Center Bldg Services	RIS 110	280-6340
Withdrawal from the University <i>Withdrawal from courses</i>	http://webstar.uno.edu		
Women's Concerns/Advocacy	Women's Center	LIB 201	280-7285
Work Study Awards	Office of Student Financial Aid http://finaid.uno.edu	AD 1005	280-6603
Writing Center	Writing Center http://lrc.uno.edu	LA 334	280-7054
WWNO/KTLN Radio Stations	Earl K. Long Library http://www.wwno.org/	LIB 449	

2010-2011 UNO Student Handbook

A publication of the University of New Orleans Division of Student Affairs

The UNO Student Handbook is available in alternate format upon request. Please contact 504-280-6222 or visit www.studentaffairs.uno.edu.

Building Names & Abbreviations

Administration Building	AD
Bicentennial Education Center	ED
Bienville Hall	BIENV HALL
Biology Building	BIO
Campus Police Building	CPB
Chemical Science Building	CHEM
Children's Center	CHCTR
Computer Center	UCC
Earl K. Long Library	LIB
Engineering Building	EN
Fine Arts Building	FA
Geology and Psychology Building	GP
Homer L. Hitt Alumni and Visitors Center	ALUM
Human Performance Center	HPC
Kirschman Hall	KH
Lafitte Village (under renovation)	LAFITE VIL
Liberal Arts Building	LA
Mathematics Building	MATH
Milneburg Hall	MH
Performing Arts Center	PAC
Pontchartrain Halls	PH
Privateer Place	PRIVTER APTS
Recreation & Fitness Center	RFC
Science Building	SC
St. Pe Center (TRAC)	TRAC
University Center	UC

Campus Maps

Follow this link to access campus maps: <http://www.uno.edu/maps/>

2010-2011 UNO Student Handbook

A publication of the University of New Orleans Division of Student Affairs

The UNO Student Handbook is available in alternate format upon request. Please contact 504-280-6222 or visit www.studentaffairs.uno.edu.

Academic Information You Should Know

Courtesy of the Office of the Registrar, AD 112 504-280-6212 <http://registrar.uno.edu/>

Registration and Grades

UNO provides web registration for student to enroll in classes and to access grades at the end of each semester. Web registration is accessible through "WebSTAR". A tutorial on how to use WebSTAR for registration and fee payment can be found at <http://www.uno.edu/documents/help/studenthelp.pdf>. General information on how to get to UNO's homepage and WebSTAR can be found in the Information Bulletin which is available from the UNO bookstore or viewed on the web at <http://registrar.uno.edu/bulletin/>. The latest updates to the Information Bulletin can also be found on the web.

In order to access WebSTAR and the registration system, a student must have a login ID and a password. Those uncertain of their password may go to the University Computing and Communications Help Desk to have this identifier reset.

Final grades for each semester are available through WebSTAR within five working days of the last day of final examinations. Grades are not mailed, so students who require a grade report for reimbursement purposes may refer to the form provided in the Information Bulletin or at https://secure.uno.edu/registrar/gradereport_form.cfm.

WebSTAR also allows students to print a current class schedule, review grades, and view a complete listing of all previous semesters of enrollment. Students may also review their financial aid information, review their fee bill, and pay tuition and fees utilizing either Visa or MasterCard on WebSTAR.

Schedule Changes

Students who have registered for classes may change their schedules by either adding or dropping classes. All changes should be made using WebSTAR within the deadlines set forth in the Bulletin. NOTE: Schedule changes that add or reduce the number of hours a student is carrying may affect tuition and fees, which can affect financial aid awards.

During final registration students will receive a 100% refund for courses dropped below full-time status. After final registration, there will be no refund for a reduction in hours. Check the Information Bulletin for specific dates and deadlines.

A course dropped through the 14th class day (7th class day in the regular summer term, or pro-rated for terms of lesser length) will not be entered on a student's record. A grade of W (withdrawn) will be entered for each course dropped after the 14th class day (7th class day in the regular summer term, pro-rated for terms of lesser length) through the end of the first 53 class days (27th class day in the summer or pro-rated for terms of lesser length). After that date, a student may not drop a course. See the university calendar in the Information

Bulletin or on the web for exact dates for each semester. Exceptions must be authorized by the student's dean, and will be granted only under the most extenuating circumstances. Unsatisfactory academic performance in itself is not an extenuating circumstance.

Resignation/Withdrawal from School

Students who want to discontinue their enrollment at the University of New Orleans must drop all their classes using WebSTAR. Persons without access to a computer must notify the Office of the Registrar in writing prior to the deadline to withdraw. Such letters must include a copy of a picture identification for the individual, the request to withdraw, the student's student number and name, and the student's signature. Resignations by dropping all classes are accepted through the 53rd class day (27th class day in the summer or pro-rated for terms of lesser length). Specific dates are in the Information Bulletin or on the web, and those dates correlate with the university refund policy as found in the Catalog.

Change of Address

Students must keep the university informed of their current address in order to ensure they receive important mail for which they will be held responsible. Students can change their addresses or other personal information on WebSTAR at <http://webstar.uno.edu/> under "personal portfolio." The university will assume that all correspondence to a student has been delivered to the address currently on file unless it is returned to the university.

Directory of Information

Any student who does not want his or her name, address, phone number, and other directory information given to anyone must complete a request form and turn it in to the Registrar's Office.

Verification of Enrollment, Veterans Services, and Transcript Requests

The Registrar's Office handles all requests for students who need official notification of enrollment status for such reasons as jury duty, car insurance discounts, health insurance, athletic eligibility and military services. Services for veterans and requests for transcripts are also handled through the Office of the Registrar. For more information and the ability to request enrollment verifications and transcripts on line, go to <http://registrar.uno.edu/>.

How to Schedule Classes

The Class Schedule web listing at <http://registrar.uno.edu/bulletin> for a particular semester or term includes detailed information about the courses being offered. To the left of the course is the class number (five digits) needed to register for the class. Numbers in the notes column refer to special dates for a class or special departmental notes. A key to the times and days of the week is listed to the right of the course

description (M=Monday, T=Tuesday, W=Wednesday, Th=Thursday, F=Friday, Sa=Saturday – Note: WebSTAR lists Thu=Thursday).

Certain classes have lab times associated with them and may meet on different days from the lectures. The instructor’s names can be found to the right of the time and day of the week (for some classes the names of the instructors are not listed). Also, course numbers followed by a “G” are only available to graduate students.

When students get ready to plan their class schedules, it is important to consult with an academic advisor. Once the courses are decided, students will need to determine the days and times to enroll in the courses based on their best time of day, extracurricular activities, and other responsibilities.

When registering for the courses, students should write down the five-digit class number, found on the left side of the page. The computer uses this number to recognize each class, so it is necessary for registration. Classes do fill up, so when students plan their schedules they should list alternate sections for a particular course or an alternate course in case a class they want is full.

In addition to the traditional daytime courses, the Class Schedule web listing contains course listings for evening courses, sunrise courses off campus and Saturday courses. A campus map and maps for most off campus locations as well

as a list of important telephone numbers are available for students’ convenience in the Information Bulletin. Finally, and very importantly, the Information Bulletin and web listing also include the final examination schedule for the semester.

How to Use the Catalog

The Catalog provides a variety of information relevant to a student’s educational career at the University of New Orleans. This information includes important dates for the upcoming academic year; a brief introduction to the university, its mission, policies, and regulations; scholarship and financial aid information, including work study; and descriptions of all the academic programs that are offered by the University of New Orleans.

The majority of the Catalog is devoted to providing information about requirements for graduation from each college. The various degree programs are listed by college along with specific information concerning the general education requirements for the various programs within each college. Also, the course requirements to major in a specific program are provided. A description of the courses appears in the back of the Catalog. The course index is in alphabetical order by the subject and in order by the course number. The course descriptions give the requirements and prerequisites or co-requisites for each class. A copy of the catalog can be viewed online at <http://registrar.uno.edu/catalog/>.

Important Academic Dates	
<i>*Retrieved from: http://registrar.uno.edu/bulletin/importantdates/</i>	
Fall 2010	Spring 2011
August 21 Saturday classes begin	January 15 Saturday classes begin
August 23 Regular classes begin	January 17 Martin Luther King, Jr. Holiday
September 6 Labor Day Holiday	January 19 Regular classes begin
September 10 Final date to drop courses or resign and not have course recorded.	January 24 Final date to drop courses or resign and not have course recorded
October 7-8 Mid-semester break	March 6-11 Mardi Gras Holidays - Spring Break
November 1 REGISTRATION for 2011 Spring Semester begins	April 7 Final date to drop courses or resign from the university. (Must be completed in WEBSTAR)
November 8 Final date to drop courses or resign from the university. (Must be completed in WEBSTAR.)	April 8 REGISTRATION for 2011 Summer & Fall Semesters begins
November 25-28 Thanksgiving Holidays	April 22 University Holiday
December 2 Last day of classes	May 6 Last day of classes
December 4-10 Final Exams	May 7-13 Final Exam
December 16 Final grades available on WEBSTAR	May 18 Final grades available on WEBSTAR

2010-2011 UNO Student Handbook

A publication of the University of New Orleans Division of Student Affairs

The UNO Student Handbook is available in alternate format upon request. Please contact 504-280-6222 or visit www.studentaffairs.uno.edu.

Crucial First Year Information: A Success Guide for New Students

UNO Technology – Let it be your friend

Computers and email are central to the success of any college student, especially at UNO. In order for students to access many of the automated services at UNO, they must have a UNO LAN account and an email username and password. It is important that all students use and understand their accounts so they can be successful at UNO. Listed below are very brief descriptions of the accounts available to students. For more specific information, please visit the University Computer Center or their website at www.ucc.uno.edu.

University Email Accounts

All students are assigned an email account with an @uno.edu suffix. This account is yours even after you graduate from UNO and can be used by alumni. All student, faculty and staff are REQUIRED to use their UNO email address for all university related communications (i.e. not hotmail or yahoo email). To access your email for the first time, please visit www.owa.uno.edu.

LAN Accounts

In order for students to use any of the computer labs on campus, they must have a valid LAN username and password. Your LAN account will also allow you to log into WebSTAR where you can register for classes, check the status of your financial aid award, and check your grades at the end of the semester. When using university computers, your LAN account gives you access to shared drives and your "I" drive, which is personal hard-drive space on the UNO server. With your "I" drive you can add notes to an assignment in the Library and print it out from another computer on the other side of campus. To access your LAN account for the first time, please visit <https://cams.ucc.uno.edu/ipasswd/> and follow the on-screen instructions.

Blackboard

UNO uses Blackboard, which is the online academic community for many classes taught at the university. Through Blackboard, students are able to post messages to professors and classmates, and most importantly, turn in assignments. In some classes, students are required to use Blackboard to turn in all assignments to count for a grade. Professors have access to Blackboard and can send emails to students enrolled in their classes. Keep in mind that Blackboard utilizes your UNO email address, so make sure you have access to it. To login to Blackboard for the first time, please visit <https://uno.blackboard.com> and follow the on-screen instructions.



Student ID Card

University Computing Center (UCC) 112 , 504-280-6286

Students are entitled to one free ID card, which can be used for the entire duration of their enrollment at UNO. Lost or stolen cards may be replaced at a cost of \$15. The card must not be loaned to another person for any reason. Fraudulent use of the ID card will result in judicial action.

Any university official having just cause has the right to request that a student show the ID card for identification purposes. The student ID card is required for access to many student services including: the Library, Learning Resource Center, Recreation and Fitness Center, Dining Service meal plans, Athletic events and Computer Center. Students also need their ID Cards to conduct other official business with the university.

2010-2011 UNO Student Handbook

A publication of the University of New Orleans Division of Student Affairs

The UNO Student Handbook is available in alternate format upon request. Please contact 504-280-6222 or visit www.studentaffairs.uno.edu.

So you got into college. What are you going to do NOW?!?

You've taken all the required courses in high school, you scored well on the ACT or SAT, you actively participated in Student Government, the French club, and were on the Prom committee. You did it all to take the next step and make it to – college! And now you're here, so congratulations! Ready for the new life, but unsure of what to expect?

Stories from older siblings of countless books to read and late night cramming sessions, images from movies like *National Lampoon's Van Wilder* and *Animal House*, and cautionary tales from high school teachers about how you had it "so easy" in high school can give you conflicting ideas about what college is really like. So what's the real story and how do you find out what you need to do?

Easy. Enroll in University Success 1001. University Success 1001 (UNIV 1001 for short) is an interesting, fun, and informative course for first year students to learn about college in general and learn how to use effective strategies to be successful in college. UNIV 1001 is a 1 credit, letter graded course that meets once a week and gives you a place where you can get valuable information, ask questions, and meet other students easily since the class is so small.

So what topics does UNIV 1001 offer so you will be a success at UNO?

- Managing your time between academics, work, family, and friends
- Discovering your personal learning style
- Communicating with professors, staff, students, and others
- Preparing for classes and tests
- Keeping TOPS and other scholarships
- Learning about university resources and student activities
- Managing stress as a new college student
- Getting involved in community efforts to help the city of New Orleans and surrounding areas rebuild
- Learning about the culture and history of New Orleans and how you can be a part of its future!



UNIV 1001 will not only give you the "real story" of what you need to do to meet the demands of college, but also provide you with the strategies, resources, and support to take the steps to be a UNO college graduate.

For more information, please contact:

Susan Danielson, Academic Director

504-280-7053

sndaniel@uno.edu

Brian McDonald, Administrative Director

504-280-7114

bmcdonal@uno.edu

2010-2011 UNO Student Handbook

A publication of the University of New Orleans Division of Student Affairs

The UNO Student Handbook is available in alternate format upon request. Please contact 504-280-6222 or visit www.studentaffairs.uno.edu.

Making the Most of Your Academic Career

Read the Catalog; use it to check everything. You will need it to keep up with the specific degree requirements of the program you are in.

Read the Information Bulletin, which will be available in the Bookstore and other locations on campus. You should keep a copy of the Information Bulletin for each semester that you are enrolled.

Keep records, including all receipts and confirmations.

Maintain good academic standing, which is at least a 2.00 overall and UNO GPA; quality points are just as important as hours earned.

Learn how to compute your GPA (pg. 21). It is really pretty simple, and it's important.

Sit in the front of class; you will be more likely to attend class and pay attention because the professor is more likely to notice your attendance, as well as your absence!

Seek assistance from successful students; you will pick up their habits and study techniques.

Do not register for extra courses with the intention of dropping; it discourages proper planning, wastes your time, and results in a messy transcript. Dropping classes should be reserved for emergencies.

Plan ahead; time management is necessary for successful college students, especially those who work outside of classes.

Schedule breaks in between your classes to review notes, prepare for your next class, get a cup of coffee, meet a professor or other student, or simply to relax.

Know all deadline dates; refer to the Information Bulletin for these important dates since they apply to all students.

Read any mail you receive from UNO, every word. Everything that is sent to you is relevant to your academic career, and we want to make sure that you are informed.

Check your UNO email account daily; many campus departments and professors will send important information.

Students on scholarship should register for 15 credits; this enables you to keep your scholarship if you have to drop one class.

Students on scholarship should realize that "remedial courses" do not count toward the 12 credits needed to maintain the scholarship.

Sign up for a graduation checksheet no later than the semester before the semester you expect to graduate; you need to confirm that you are enrolled in the courses that fulfill your degree requirements.

Pay the Diploma Fee when you pay tuition for your last semester; you want to be sure we are tracking your final schedule and that we will notify you in time to make the necessary changes.



Books weighing you down?

The Learning Resource Center is here to assist you as you carry your academic load during the semester. The LRC provides tutoring for English, math, sciences and some Liberal Arts courses. Think of them as your personal academic training partners. They help you get stronger so you can work out on your own.

The LRC is here to help with the heavy lifting offering:

- Tutoring in most major subjects
- A comprehensive Writing Center to help you organize your thoughts and create a great paper
- Media Library software for several math and science courses.

UNO Learning Resource Center
Liberal Arts Building Rm 334 - 504.280.7054 - <http://lrc.uno.edu>

2010-2011 UNO Student Handbook

A publication of the University of New Orleans Division of Student Affairs

The UNO Student Handbook is available in alternate format upon request. Please contact 504-280-6222 or visit www.studentaffairs.uno.edu.

GPA? How do I figure that out?

The grade point average is a mathematical measurement of academic performance, computed by multiplying quality points by credit hours for courses and grades earned in a semester, a major, or overall academic years of study; adding them together; and dividing the sum by the semester hours (credits) attempted. Quality Points are the numerical value assigned to each letter grade when given as the final grade in a course, which provides the basis for determination of a grade point average. These grades are used to compute the grade point average (GPA).

Grade	Quality Points <i>(per semester hour)</i>
A	4
B	3
C	2
D	1
F	0
XF	0

Other grades give no quality points and are not computed in the GPA. These grades are P (pass), U (unsatisfactory), XU (non-attendance unsatisfactory), and I (incomplete). The grade of P will only give semester hours earned. To compute their GPA, students should divide the total number of quality points they have earned by the total number of hours they have attempted.

Example:

Course	Grade	Credit Earned	Credit Points	Quality Points
ENGL 1157	B	3	3	3 x 3 = 9
BIOS 1053	D	3	3	3 x 1 = 3
BIOS 1051	F	1	0	1 x 0 = 0
HIST 1001	A	3	3	3 x 4 = 12
MATH 0107	P	0	3	0 x 3 = 0
FREN 1001	C	3	3	3 x 2 = 6
TOTAL		13		30

$$\text{GPA} = \text{total quality points} / \text{total hours attempted} = 30/13 = 2.307$$

NOTE: The number of hours attempted and the number of hours earned may be different because:

- Grades of P and bypassed credit count as hours earned but not hours attempted
- Grades of F count as hours attempted but not hours earned.

UNO Computes Three GPAs Each Semester:

- **Semester GPA:** The average earned on the semester hours attempted during one enrollment.
- **UNO GPA:** The average earned on course work taken at UNO. This average is computed by dividing the total number of quality points earned at UNO by the total number of semester hours attempted at UNO.
- **Cumulative GPA:** The average earned on all the college course work attempted. This average is computed by dividing the total number of quality points earned in college (UNO and all other colleges) by the total number of semester hours attempted. This GPA is listed as "Overall Totals" on a student's record.

Academic Probation

A student will be placed on academic probation whenever the cumulative UNO quality points are 10 or more below a C average. That is, the total number of hours attempted at UNO, multiplied by two, exceeds quality points earned at UNO by 10 or more. **NOTE:** A student with less than 10 quality points below a C average will be placed on academic warning. A student on academic probation will be dropped from the university at the conclusion of any semester (summer included) in which he or she fails to earn a grade point average of 2.0. Once on academic probation, a student will remain on probation until an overall grade point average of 2.0 or higher is achieved at UNO and on all college work attempted.

Student Services and Resources

Accommodative Testing & Adaptive Technology Center

Sciences Building 1046; 504-280-7284 (voice/TDD)

The ATATC was established by the Office of Disability Services (ODS) to perform two vital functions for students with disabilities and the faculty of UNO. The first is to provide a centralized facility for the provision of academic accommodations by the ODS staff. The second is to provide a centralized location for adaptive technology for use by students. The ADA Compliance Officer is the Director of Renovations and Design, located in the Facility Services Building, 504-280-6363.

Privateer Prints

University Center (UC) First Floor; 504-280-3955

Privateer Prints offers copying services to all UNO students, faculty, and staff. The Copy Center services include black and white or color copying, folding, cutting, tabs, stapling, spiral/velo binding, shrink wrapping, laminating, and trimming.

Campus Dining

University Center (UC) 125; 504-280-6370

The Lagniappe Account Meal Plan

A Lagniappe Account is a prepaid meal plan that allows students to make purchases from any Campus Dining facility using their UNO ID card. A Lagniappe Account works just like a bank debit card, except using the UNO ID card. The account is debited each time a student makes a purchase at any of the Campus Dining facilities. On deposits of \$150 or more, a little "Lagniappe" is added to the balance.

Campus Dining Locations

University Center (UC) First Floor

Subway Sandwiches, Bene Pizza, and Pontchartrain Beach featuring sno-balls and other snack items. In The Galley are Home Zone Comfort Foods, Home Zone Louisiana Style, Home Zone Demonstration Cooking, and the Salad Garden. Brewed Awakening features Starbucks Coffee, pre-made sandwiches, salads, and pastries.

Java City Coffee Shop

Earl K. Long Library Lobby

Java City serves coffee drinks, pastries, smoothies and other beverages.

The Recreation & Fitness Center

Freshens Smoothies and Frozen Treats is located just inside of the Recreation and Fitness Center: Smoothies, Frozen Yogurt, Sandwiches, and Salads.

Career Services – Counseling and Career Center

Human Performance Center (HPC) 208; 504-280-6225

The Counseling and Career Center-Career Services provides a wide variety of services to help students and UNO alumni prepare for a career after graduation. Career services facilitates contact between students and potential employers through job fairs, the online Opportunities Database of jobs and internships, company presentations, and workshops covering topics such as resume writing and interview skills. Appointments are encouraged, but walk-ins are welcome.

Children's Center

Children's Center Building; 504-280-3131

The Children's Center serves children 12 months to 5 years of age during regular and summer sessions. In addition, summer camp programs are open to the community for children eligible for kindergarten and first grade. The center provides an exemplary early childhood education environment. Children may be enrolled as long as a parent is registered for university classes. There is a \$65 non refundable registration fee each semester and summer. Hours of operation are Monday - Friday, 7:30 a.m. - 5:30 p.m.

Counseling Services – Counseling and Career Center

Human Performance Center (HPC) 112; 504-280-6683

The Counseling and Career Center-Counseling Services offers personal counseling and career counseling to currently enrolled UNO students. Individual and couples counseling are available. Counseling is provided by licensed mental health professionals and advanced graduate-level interns from accredited behavioral health programs including social work, counseling and psychology. Additionally, the Center offers a wide-variety of psycho-educational workshops and mental health screenings. Counseling Services staff are also available for faculty/staff consultations. Visit the Counseling and Career Center website for additional information or phone 280-6683 to make an appointment. Walk-in crisis counseling is also available.

Earl K. Long Library

Information and Research Help; 504-280-6549

Hours of Operation; 504-280-6353

General Information

The Earl K. Long Library is located in the center of campus and is a convenient place for students to do research, use reserve material for classes, check email, or find a quiet place to study. Bring in your own laptop (or check one out from the Public Services Desk) to use the wireless network throughout the building. In addition, many of the library services and resources are available off-site via computer. By going to the library's web site, students can search the library's online catalog, ask a librarian a question, get an overview of the physical layout of the library, and access electronic books and journals to which the library subscribes.

Hours of Operation

During the school year, the library is open evenings and weekends. Check the library's [website](#) for detailed information about closings, hours of specific offices/departments, and special hours during intersession, summer, and exams.

The Library's Catalog (iLink)

Students can explore the library's large collection of print, multimedia, and electronic resources simply by visiting the library's web site. Use the online catalog to search for books, videos, CDs, DVDs, electronic books and journals, and federal documents that the library owns.

Library Databases: Searching for Articles

Use the "Find Articles" feature on the library's web site to search over 100 different subscription databases for articles published in journals, magazines, and newspapers. Some of the library's

databases provide only references (citations) or abstracts (summaries) of the articles, in which case students need to find out if the library subscribes to the print version (by searching the library's online catalog for the periodical title). In some cases (full-text databases) the complete article may be available directly from one of the databases for students to print, email or save to a disk. If you need help, come by the Public Services Desk in the lobby of the first floor, or click on the "Ask a Librarian" option on the library website for phone or email assistance.

Electronic Reserves/Course Reserves

Electronic Reserves is available for courses through Blackboard when requested by faculty. Documents are scanned by the library and entered into Blackboard courses so students are able to access readings 24/7. No additional password is needed. Faculty may place books, videos, CDs, or other material on Reserve to be used in the library by students. These items are available at the Circulation desk on the first floor or in the Multimedia department on the third floor. Reserve items may be checked out for 2 hours, overnight, 3 days, or 7 days as determined by each professor. The library's catalog can be used to locate which items are on Reserve in the library. Go to "Reserve Desk" and search by course number or by the instructor's last name.

Interlibrary Loan (ILL)

This is a free service that allows students to request that the library borrow a book or order a photocopy of an article that the UNO Library DOES NOT OWN. The ILL order form is available on the library's web site under the "Request Forms" menu. The form requires users to check iLink (the library's online catalog) to ensure that UNO does not own the book or journal that contains the article before submitting a request. This service can take anywhere from 2 days to 2 weeks depending on the material requested and where the library can get it.

Louisiana & Special Collections

The Louisiana & Special Collections Reading Room is located in Room 402 on the 4th floor of the library. The browsable Louisiana Collection contains books, state documents, maps, local city directories, and other material related to Louisiana and New Orleans. Special Collections contains collections of original archives and manuscripts, rare books, the UNO Faculty Authors Collection, and archival copies of theses and dissertations written at UNO.

Federal Credit Union (UNO)

Alumni & Visitors Center; 504-280-6496

Students are eligible to open a savings or checking account at the credit union. This allows easy access to money while students are on campus. The credit union currently operates two ATMs on campus, one in the Math Building and a drive-up machine at the Alumni Center. There is also a drive-up teller window available during business hours (Monday-Friday: 9:30AM- 3:30PM). The credit union also participates in the shared branching network, which allows account holders to deposit and withdraw in person at over 2,100 branches nationwide. Additional services include free Internet banking, 24 hour account info by phone, VISA credit cards, Mastermoney debit cards, loans, and family memberships.

Greek Life

Milneburg Hall (MH) 159; 504-280-6636

The Greek community at the University of New Orleans is comprised of a diverse group of fraternities and sororities. These organizations offer all students the chance to find a group that matches their values and personalities. Fraternities and sororities offer lifetime opportunities for friendship, service to the community, leadership, and scholarship. UNO recognizes fourteen Greek organizations — seven sororities and seven fraternities — each of which is a campus chapter of a national group. Regardless of the fraternity or sorority a student chooses, membership in a Greek organization will enhance the collegiate experience. UNO's Greek community invites all students interested in joining a fraternity or sorority to participate in the membership recruitment or membership intake process. Dates of these events are available in the Greek Life office and on the Greek Life website.

International Alumni Association (UNO)

Homer L. Hitt Alumni & Visitors Center; 504- 280-2586

Upon graduation from UNO, all alumni automatically receive a one-year complimentary membership, which entitles alumni to continue using university facilities (tennis courts, swimming pool, library, etc.), and offers many additional benefits. Thereafter, annual dues are \$50.00 for a single active membership and \$75.00 for a joint membership. Graduates are encouraged to become active on alumni committees that select alumni scholarship recipients, present awards to UNO faculty and graduate students, and plan a variety of alumni activities. Annual events include Homecoming, the General Assembly/Reunion Awards Banquet, the Alumni Scholarship Golf Classic, and the Silver Blue Gala. In addition, alumni who have graduated within five years can enjoy affiliating with the Area Recent Graduate Group (ARGG!). Alumni volunteers also work closely with campus offices on activities such as high school recruitment and legislative relations.

International Students and Scholars

UNO is home to approximately 600 international students, faculty, and staff from 90 countries. Their different national values and life experiences foster cultural learning and enhance global awareness throughout the entire UNO community. The Office of International Students and Scholars (OISS) administers programs and services to meet the special needs of UNO's international population. The office assists international students, faculty, and staff in maintaining their immigration status under regulations of the Department of Homeland Security (DHS). Annual events include International Education Week held in the fall semester and International Night held in the spring semester. U.S. students who wish to meet students from around the world are also welcome to participate in OISS programs.

Learning Resource Center

Liberal Arts (LA) 334; 504-280-7054

The Learning Resource Center, with the Writing Center and Math Tutor Center, provides free tutoring and other academic support for all UNO students. The centers are staffed with graduate and undergraduate tutors in writing, math, and other disciplines, and on-line tutoring is offered in several areas. In addition to tutoring, the center offers course support through software available in a 21 station computer lab. The LRC web site <http://lrc.uno.edu> provides the most comprehensive and up to date information on the center's programs, service, and hours of operation.

Mail Services

University Center (UC) 110; 504-280-6247

The UNO Mail Service, located in the University Center, provides typical U.S. postal services. Post office boxes may be rented by currently enrolled UNO students and UNO organizations. Boxes may be rented in the Campus Mail Services Office, Campus Police Building 116. Rental periods are for 4-12 months.

Office of Disability Services

Milneburg Hall (MH) 159; 504-280-7302/7284(Voice/TDD)

The Office of Disability Services (ODS) assists students in meeting many of their educational needs on campus. The office may be able to secure academic accommodations for students who have a documented disability (physical, impairment, psychological impairment, learning disability, chronic health diagnosis, or temporary disability). Accommodations include, but are not limited to, academic aids such as note takers, course materials in alternative formats, adapted computers (voice output, screen enlargement, voice input, and scan and read programs), tape recorders, and assistive listening devices. ODS can also provide assistance with registration during walk-in fee payment in navigating lines, communicating with staff and reading signs. ODS can coordinate accommodations for campus tours and new student orientation (including testing accommodations for placement examinations).

Pharmacy

Human Performance Center (HPC) 209; 504-280-7074

The pharmacy is available to all currently enrolled students, faculty, and staff. A registered pharmacist is on duty to fill prescriptions and sell nonprescription medications. Pharmacy services are offered at competitive and discounted rates.

Privateer Athletics

Come out and cheer your team to victory as we compete in NCAA Division I sports including volleyball, basketball, men's golf, tennis, swimming, and baseball. UNO has a long, rich history of athletics in New Orleans. Our men's and women's teams excel on the court, on the field, and in the classroom. Admission to UNO home athletic events is FREE to all UNO students with their student ID. The Department of Intercollegiate Athletics is open Monday - Friday 8:00AM- 4:30PM. For additional tickets or season passes, call 280-GAME.

Privateer Place Apartments

Privateer Place; 504-282-5670

Privateer Place Apartments is a privately owned apartment style complex on campus that offers efficiency, two-bedroom, and four-bedroom apartments. All units are furnished except efficiencies. Privateer Place offers first floor apartments that are accessible for students with disabilities.

Recreational and Intramural Sports

Recreation and Fitness Center; 504-280-6357

The UNO Recreation and Fitness Center has approximately 87,000 square feet of space dedicated to a variety of fitness activities, making it the largest recreation and fitness facility on the Lakefront. This full-service center offers the latest equipment and technology in a convenient location. State of the art cardio equipment includes treadmills, upright and recumbent bicycles, rowing machines, elliptical cross-trainers, and more. Students and members can get

their blood pumping on the Dr. Richard J. Stillman 1/10 mile indoor jogging/walking track, in the swimming pool, or in a group exercise class. UNO students are admitted with a current valid UNO Student ID. Personal training and Fitness Assessments are available.

Student Activities Council

Milneburg Hall (MH) 159; 504-280-7081

Students interested in concerts, movies, or lectures will want to get involved in the Student Activities Council (SAC). SAC members plan and promote social, multi-cultural, recreational, and educational programs for the UNO community throughout the year. With the assistance of staff advisors, students work on committees that propose, plan, budget, and initiate these campus-wide programs. SAC is known for annual events such as the Welcome Back Luau, Homecoming Week activities, the Drive-in Movie, Comedy Night, Open Mic Night, Casino Night, and the annual crawfish boil SUCbAUF (Students Unwinding on Crawfish And Unprecedented Fun).

Student Accountability and Advocacy

Milneburg Hall (MH) 159; 504-280-6222

Student Accountability and Advocacy is primarily responsible for the student judicial process. First, through the Student Policy Manual, the office provides comprehensive information about behavioral standards along with university rules and regulations. The UNO Student Code of Conduct, included in this publication, establishes community standards expected of UNO students. The staff values individual and group rights and works to uphold these rights. They stand behind the academic and personal integrity on which UNO is based. If the rules of the university are transgressed by students, staff, or faculty, the office will pursue the matter, following the procedures outlined in the Student Policy Manual and/or the Student Code of Conduct. This office may pursue any behavior that hinders the learning environment at UNO. The second focus of the office is to provide students with helpful information concerning issues that affect them. By helping students understand the university workings better, the office attempts to improve their conflict-resolution skills.

Student Government

Milneburg Hall (MH) 159; 504-280-6229

Student Government is the student voice on campus; all UNO students are members of SG. Senate elections are held in the fall and spring. However, a student may also be nominated as a senator throughout the year. SG senators have the opportunity to serve on SG and UNO committees, which gives them a voice in decisions regarding policy and student needs. SG also sponsors or co-sponsors projects such as Plant Pride Day, Diversity Book Award, UNO Leadership Retreat, Leadership Recognition Ceremony, and many organizational events for students. SG Senate meetings take place every Tuesday at 4:30PM and are open to all.

Student Health Services

Human Performance Center (HPC) 109; 504-280-6387

Student Health Services is committed to providing the highest quality health care to the UNO community. Health Services offers evaluation and treatment of illness and injury, as well as educational programming for health promotion and illness prevention. All routine services are provided at little or no cost on an appointment and walk-in basis. Various tests and immunizations are provided at a modest cost.

Student Housing

504-280-6402

The Office of Student Housing oversees Pontchartrain Hall, a co-ed residence hall that houses up to 740 single students with utilities, cable, internet and local phone service included. Residency in Pontchartrain Hall includes an \$870 declining balance meal plan for fall and spring semesters. Pontchartrain Hall offers rooms that are accessible for students with disabilities.

Student Involvement and Leadership

Milneburg Hall (MH) 159; 504-280-6349

The Office of Student Involvement and Leadership oversees and provides information about student organizations, Student Government (SG), Student Activities Council (SAC), Leadership Cabinet, and commuter services. Leadership skills and personal interests are the focus of several groups on the UNO campus. Through involvement in campus activities, students can learn a variety of skills such as time management, decision-making, cooperation, and planning. These skills will not only enhance life at UNO, but encourage positive personal growth. Student Involvement and Leadership is the starting point for involvement. The staff can direct students to services and/or groups they seek.

University Center

(504) 280-6335

The University Center is the hub of student life on the UNO campus and houses four campus dining outlets, the UNO Bookstore, Copy Center, Student Mail Services, a game room, and an ATM.

University Honors Program

Earl K. Long Library 301; 504-280-7008

The UNO Honors Program offers qualified students the opportunity to graduate with university and departmental honors. Students in the program participate in small, challenging honors classes taught by select faculty. As a capstone of their undergraduate work, students complete a Senior Honors Thesis, which allows them to conduct independent research under the guidance of their chosen thesis advisor. Honors students have the benefit of registering early

every semester, ensuring their choice of schedules and courses. To qualify for the program, first semester freshmen must have a composite ACT score of 26, with at least a 27 in the English component. Continuing UNO students and transfer students may also qualify with a 3.25 cumulative GPA.

University Computing and Communications

Computer Center 100; 504-280-6347

University Computing and Communications (UCC) provides considerable support for Student Technology Fee computer labs in the following locations: Computer Center, Library, Education Building, Liberal Arts Building, and Learning Resource Center. Hours of operation for each of these labs are available on the UCC web site. UCC provides every student with the following accounts: LAN, email, PPP, Blackboard, and WebSTAR. Students can use their LAN accounts to access the computers around campus, their e-mail, and blackboard. PPP accounts allow students to gain Internet access from remote locations like home, through the UNO Dialup Modem Pool. Students use their Blackboard accounts to check online assignments, take quizzes, and turn in homework. WebSTAR is used to access online registration, grades, and financial information.

Women's Center

Earl K. Long Library 201; 504-280-7285

The Women's Center is dedicated to recognizing and affirming the diversity of women's experiences based on race, ethnicity, class, sexual orientation, ability, and age. The center provides lecture series and special events/programming, scholarships and book awards, a reference library, study area, computer cluster, journals and periodicals, internships, and meeting space. The Women's Center also offers peer-led support groups for campus women. Since summer 2000, the Leanne Knot Violence Against Women Prevention Project has been based in the Women's Center; this program provides prevention education to the campus community and support for survivors of stalking, sexual assault, and domestic/dating violence.

2010-2011 UNO Student Handbook

A publication of the University of New Orleans Division of Student Affairs

The UNO Student Handbook is available in alternate format upon request. Please contact 504-280-6222 or visit www.studentaffairs.uno.edu

Plan to Get Involved

The University of New Orleans has hundreds of campus organizations that you can get involved with. On the next few pages you will get a brief description and introduction to them. If you have interest in an organization that does not exist at UNO, then you can start one. Below you will find some frequently asked questions and general information about campus organizations at UNO. Remember, going to class is only part of college.

Frequently Asked Questions about Student Involvement

How can I get “involved” and how much time will it require?

There are many opportunities to get involved on campus. We have a student government, a student event planning council, fraternities and sororities, a newspaper, various clubs and organizations, as well as opportunities for community service. The time commitment depends on the type of involvement you choose. The majority of our students have many other obligations aside from their academics and their involvement with student activities, yet they are still able to enjoy the opportunities we have available. Any type of involvement is guaranteed to enhance your college career.

Why join a student organization?

Learning doesn't have to stop once you leave a classroom. 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!

What's a good way to get involved?

The best way to get a feel for the organizations at one time is to attend the Organization Fairs that take place in the beginning of each fall semester. Representatives from the organizations will be available to talk with you.

How do I get in touch with someone from an organization?

There is a listing of all organizations on the following pages. This listing provides the mission of each organization. You can contact a representative from the organization by email or phone – or just show up at a meeting.

When can you join an organization?

ANYTIME! Don't feel that you have to sign up for everything all at once. Learn about what organizations interest you and go from there!

Does it cost money to join a campus organization?

While some organizations do collect membership dues, it is not a requirement of the university.

How can I start a new organization?

If you are interested in starting a club that does not already exist, and have at least 4 other people who are interested in joining, you may then start the process of forming a new organization. Stop by the Office of Student Involvement and Leadership to pick up the proper paperwork. There are mock constitutions and other resources available to help you get started.

Can organizations provide their own food for organization events?

No. Except for bake sales and special events, UNO Campus Dining is responsible for the purchasing, preparation, sale, and service of all food and beverages consumed at any event.

Is there funding available for the organizations?

A student organization may go before the Student Government Senate and propose a bill asking for funding. Forms are available in the SG office.

Are student leaders recognized for their efforts and involvement?

Each spring, the Leadership Cabinet puts on the “Student Leadership Recognition Ceremony,” at which students and organizations are recognized for their outstanding achievements at the university.

What if I want to suggest an event for the campus?

Student Activities Council is the official UNO student event planning board. You can come to one of their meetings and suggest the event for consideration or join SAC and help plan and implement the event.

Okay, none of this helps. Now what?

Contact the Office of Student Involvement and Leadership at 504-280-6349 or stop by the office in Milneburg Hall 159.

Types of Student Organizations

Academic/Professional

Arts/Music

Cultural

Governing

Honoring

IFC Fraternity

NPHC Fraternity

NPHC Sorority

Panhellenic Sorority Political

Recreational

Religious/Spiritual

Service

Special Interest

Sport Club

***Please refer to the Student Organization Handbook located on the [Student Involvement and Leadership website](#) for additional information.**

2010-2011 UNO Student Handbook

A publication of the University of New Orleans Division of Student Affairs

The UNO Student Handbook is available in alternate format upon request. Please contact 504-280-6222 or visit www.studentaffairs.uno.edu.

Student Organizations

American Civil Liberties Union (ACLU)

Purpose: To educate the UNO communities about the Civil Liberties and the ongoing fight to protect them.

African Students Organization (ASO)

Purpose: To help ease transition of new international students. To showcase African culture, style, tradition, etc.

Alpha Phi Alpha Fraternity, Inc.

Purpose: The purpose of Alpha Phi Alpha Fraternity, Inc. is to promote and to live the aims set out by our founders, which are: Manly deeds, scholarship, and love for all mankind.

Alpha Xi Delta

Purpose: To inspire women to realize their potential.

American Marketing Association

Purpose: Through AMA membership, the UNO Student Chapter will bring together a group of students interested in marketing. The organization will offer experience, information, and exposure to the marketing community at large.

American Society of Civil Engineers (ASCE)

Purpose: To provide students with a preview of their futures as civil engineers. We hold monthly meetings, go on field trips, participate in conferences, provide community service, and introduce speakers of the civil engineering profession.

American Society of Mechanical Engineering

Purpose: To provide students the opportunity to learn what different industries have to offer Mechanical Engineers.

Another Level

Purpose: To purpose of this organization is to provide a creative outlet for students and community members to mature through diverse forms of dance.

Association of Computing Machinery

Purpose: To enhance skills in computer science by providing opportunities.

Baptist Collegiate Ministries (BCM)

Purpose: To reach, connect, and strengthen students, faculty, and staff to Jesus Christ and the Church.

Biology Graduate Students Association

Purpose: To support and serve the educational needs of the graduate students of the Department of Conservation Biology at University of New Orleans.

Campus Cats

Purpose: To spray and neuter the stray cats on campus (and release them where they were found) in order to control they stray cat population on campus. Cats are trapped humanely, brought to local veterinarian, and returned to campus after recovery.

Campus Crusade for Christ

Purpose: To bring student together to worship God and to help each other each day in their walk with the Lord.

Campus Freethought Alliance (CFA)

Purpose: To establish a positive social environment for UNO students who are rationalist, atheists, agnostics, humanists, or skeptics. To enrich UNO campus life by sponsoring educational events and fostering student dialogue on matters of faith, science, and reason. To engage UNO students in issues of national and international import surrounding freedom of conscience and secular education.

Chakra Indian Student Association

Purpose: To work towards propagating culture, traditions, and arts of India in the United States of America. To enable students, faculty, and staff members (of Indian origin and non-Indian folks) to enjoy and be a part of our rich and colorful heritage.

Chi Alpha Christian Fellowship

Purpose: We build fellowship through the community by taking ACTION in service projects.

Chinese Students and Scholars Association

Purpose: Service to Chinese community in UNO

Circle K International

Purpose: Service, fellowship, leadership, provide community service to those who need it.

College of Business Executive Council

Purpose: Provide a knowledge base to foster students in the College of Business. Also serve as a Liaison between College of Business and its students. We promote communication and teamwork.

Delta Epsilon Math Club

Purpose: To promote the interest of mathematics, work with graduate schools and businesses to help math undergrads and develop a better math department.

Delta Sigma Theta Sorority, Inc.

Purpose: A sisterhood of college women committed to public service.

Delta Zeta Sorority

Purpose: Social Sorority. Philanthropy – Speech and Hearing Impairment.

Dinner Ready is Improv

Purpose: To provide entertainment to the student population and encourage the development of theatrical improvisation as a skill.

Disney College Program Alumni Association

Purpose: To stay in touch with people who have successfully completed the program, to share expenses, and to open opportunities for networking, and opportunities for the future.

Engineers Without Borders

Purpose: To partner with disadvantaged communities to improve their quality of life through the implementation of environmentally friendly and economically sustainable engineering projects.

The English Club

Purpose: To fuse appreciation of writing and reading with the UNO and lakefront communities.

Finance and Economics Association

Purpose: To bring educational speakers with specific jobs and majors.

Friends of Golden Key

Purpose: This group will coincide with Golden Key International Honor Society on campus to allow freshmen and sophomores to be part of our service and learning projects before they are eligible for National membership.

Gamma Theta Upsilon International Honor Society, Zeta Lambda Chapter

Purpose: The purpose of this organization is to further professional interests in Geography and strengthen student and professional training through academic experiences in addition to those of the classroom and laboratory.

Golden Key International Honour Society

Purpose: To provide career, service, and graduate school opportunities.

Greek Council

Purpose: Build community within the entire Greek system. Plan and promote Greek sponsored service projects. Provide educational programming opportunities for both the Greek community and the university community. Promote positive Greek public relations both within and outside the university. Create and maintain cooperation and coordinate inter-Greek affairs among fraternities and sororities. Act as a liaison between member sororities and fraternities. Regulate member fraternities and sororities in a self-governing format.

History Graduate Student's Association

Purpose: To promote social and academic exchange among graduate students in the New Orleans community.

Hospitality Education and Networking Association

Purpose: HENA is open to all persons who spend a significant amount of time in the sales, marketing, management, educational, or planning disciplines within the hospitality industry. Membership may also be held by a student who is interested in promoting, producing, or delivering support services to the travel, tourism, or convention and meeting industries. The annual HENA convention combines networking and education in a relaxed atmosphere. Also, the Annual Supplier Showcase event exposes students to current trends in goods and services in the industry.

Hospitality Financial and Technical Professional (HFTP)

Purpose: Hospitality Financial and Technology Professionals (HFTP) is for those students interested in the accounting aspects of hospitality and will assist you in developing strong ties with hospitality industry professionals in the accounting field. HFTP strives to continually educate members regarding accounting opportunities within the hospitality industry through participation in industry meetings and industry sponsored events both locally and throughout the region.

The UNO chapter is the student chapter of the New Orleans professional chapter of HFTP. Members are actively involved with the parent chapter through a mentor program and participate in joint functions with professionals. Student members are eligible for the HFTP-Terri Rubin Bartello Scholarship.

Hotel, Restaurant, and Tourism Student Association (HRTSA)

Purpose: It is the mission of this organization to serve the needs of the School of Hotel, Restaurant, and Tourism Administration (HRT), through a central activities organization. It will ensure the promotion and advancement of the School of HRT both on and off campus. The association will provide a set of standards and procedures to ensure continuity and communication between HRT student organizations.

Institute for Electrical and Electronic Engineers

Purpose: To stay current in industry advancement for Electrical Engineers and promote involvement for students majoring in Electrical Engineering.

Interfraternity Council

Purpose: The Interfraternity Council represents the UNO fraternities that are members of the North American Interfraternity Conference (NIC). IFC works to promote the highest ideals of scholarship, leadership, service and fraternalism among its member organizations.

International Student Organization

Purpose: To serve the international student community and be a cultural liaison to the local students

InterVarsity Christian Fellowship

Purpose: To establish and advance at colleges and universities witnessing communities of students and faculty, who follow Jesus as Lord and Savior: growing in love for God, God's word, God's people of every ethnicity and culture, and God's purposes in the world.

Kappa Alpha Psi Fraternity, Inc.

Purpose: To unite collegemen of culture, patriotism, and honor in a bond of Fraternity; to encourage honorable achievement in every field of human endeavor; to promote the spiritual, social, intellectual, and moral welfare of its members; to assist the aims and purposes of colleges and universes; and to inspire service in the public's interest.

Kappa Delta Epsilon

Purpose: To undertake services of education to the campus and to the community.

Kappa Sigma Fraternity

Purpose: Social organization to help build leaders of men.

Kingdom Women on Campus (KWOC)

Purpose: To share spiritual truths as they apply to our everyday lives. To build each other up with the "words of wisdom" from the Holy Bible. To participate in "good works" in the city of New Orleans.

Lakefront Players

Purpose: To supplement the theater program and provide theater-related and social events.

Lambda Chi Alpha Fraternity

Purpose: The mission of Lambda Chi Alpha is to offer the best fraternal experience, focusing on personal character development through leadership, scholarship, community service, and positive social experiences.

Latin American Students Organization (LASA)

Purpose: LASA was created as a means of bringing the large community of UNO students from Latin America and our purpose is to provide a strong voice for them at UNO and educate and inform others about Latin America, its culture, history, and people.

Louisiana Restaurant Association (LRA)

Purpose: To promote the professional development of its membership through lectures, seminars, guest speakers, community service, and an active participation in the hospitality industry. Activities include: exhibiting at the LRA Expo in New Orleans; participating in activities in the industry such as food shows, golf tournaments, and touring local restaurants monthly cuisine, distinctive culture, and warm Southern hospitality. Broaden your perspective, indulge in our city's unique culinary gems, and serve up a better future by joining the UNO Student Chapter of the Louisiana Restaurant Association.

Louisiana Technology Council Student Chapter

Purpose: Our mission is to introduce interested UNO students to local and career opportunities in various technology fields.

Meeting Professionals International (MPI)

Purpose: Meeting Professionals International (MPI) is the world's largest association of meeting professionals. The purpose of the UNO Student Chapter - Gulf States Region is to serve the diverse needs of its members by providing educational development and leadership opportunities, cultivating business relationships, supporting industry partnerships and demonstrating commitment to excellence in the meetings industry.

Mu Alpha Rho Epsilon (MARE)

Purpose: To recognize the academic achievement of seniors and juniors.

Muslim Students' Association

Purpose: To create a sense of Islam among the UNO community by increasing people's knowledge, and to develop a first-hand experience with Islam and the Islamic culture.

National Association for the Advancement of Colored People (NAACP)

Purpose: Our purpose is to educate the masses- to bring our message to the students of UNO and the community. We want to inform everyone on the problems affecting minorities on this campus and community, with the goal of improving the status of all people. Meeting Time: Monday at 5:00PM.

National Association of Black Accountants

Purpose: To promote and develop the professional skills of our members. To provide opportunities for members to fulfill their civic responsibility. To encourage and assist minority students in entering the accounting profession. To represent the interest of current and prospective minority accounting professionals.

National Pan Hellenic Council

Purpose: Overall council of sorority and fraternity organizations under the NPHC umbrella.

National Society of Black Engineers

Purpose: To increase the number of culturally black engineers who excel academically, succeed professionally and positively impact the community.

National Society of Minorities in Hospitality

Purpose: A networking organization for students interested in the hospitality industry.

New Orleans Chapter of the Society for Conservation Biology (NOSCB)

Purpose: Encourage an interdisciplinary approach to biological conservation, promote development of skills needed by professionals, and promote awareness and involvement in global conservation.

New Orleans Table Tennis Association (NOTTA)

Purpose: To allow students and faculty/staff members to play table tennis as a competitive game. In addition to explore the scopes of the player to play in NCTTA and USATT tournament.

Omega Psi Phi Fraternity, Inc.

Purpose: To serve and uplift our school and community through teamwork and organized ideas.

Omicron Delta Kappa

Purpose: Omicron Delta Kappa is a National Leadership Honor Society for college students, faculty, and alumni that recognizes and encourages scholarship, leadership, and exemplary character.

Pakistan Students Association

Purpose: To promote cultural awareness of the Pakistani Culture.

Pan-Hellenic Association

Purpose: The purpose of this Pan Hellenic Association shall be to maintain a high plane of Fraternity life and inter-fraternity relations within our University and in doing so to: Cooperate with the University administration in the maintenance of high scholastic and social standards.

Phi Alpha Delta

Purpose: The purpose of this Fraternity shall be to form a strong bond uniting students and teachers of the law with members of the Bench and Bar in a fraternal fellowship designed to advance the ideals of liberty and equal justice under law; to stimulate excellence in scholarship; to inspire the virtues of compassion and courage; to foster integrity and professional competence; to promote the welfare of its members; and to encourage their moral, intellectual, and cultural advancement; so that each member may enjoy a lifetime of honorable professional and public service.

Phi Beta Delta

Purpose: To recognize the scholarly achievements of U.S. and international students and scholars who are involved in international activities. To serve as a vehicle for the development of academic-based international programming. To provide networks of faculty, staff, and students involved in international endeavors. To extend this network to thousands of members in chapters around the world.

Phi Beta Sigma Fraternity, Inc.

Purpose: To promote brotherhood, scholarship, and community.

Pi Gamma Mu

Purpose: The purpose of Pi Gamma Mu is to encourage the study of social sciences among undergraduate, graduate, students, and faculty members in colleges and universities throughout the world, and to recognize outstanding achievement through election to membership and the presentation of various awards for distinguished achievement.

Pi Tau Sigma

Purpose: International Mechanical Engineering Honor Society

Pre-Dental Society

Purpose: To improve the understanding and appreciation of the field of dentistry and to provide guidance for the application process into dental school.

Professional Convention Management Association

Purpose: Professional Convention Management Association (PCMA) is an organization that focuses on all sectors of the convention and meeting industry. The UNO Student chapter of PCMA offers student members a great opportunity to become familiar with every aspect of the industry, make friends with similar interests, and have amazing networking opportunities. Members are also eligible for several scholarships, as well as a chance to attend the annual PCMA meeting. Finally, the UNO Student chapter of PCMA works with the local Gulf States chapter of PCMA to help open doors for future job opportunities.

Progressive Black Student Union

Purpose: To provide enriching educational and networking opportunities for all members developing well rounded, informed, experienced and prosperous individuals so that they may be in an influential position to improve society for upcoming generation.

Psi Chi

Purpose: Psi Chi is a national honor society whose purpose shall be to encourage, stimulate, and maintain excellence in scholarship of the individual members in all fields, particularly in psychology, and to advance the science of psychology. (www.psichi.org)

Rock Climbing Club

Purpose: To rock out and have fun.

S.A.V.E. (Students Against Violating Earth)

Purpose: Refer to Constitution

Sigma Gamma Rho Society, Inc.

Purpose: Sigma Gamma Rho's aim is to enhance the quality of life within the community. Public service, leadership development, and education of youth are the hallmarks of the organization's programs and activities.

Sigma Iota Epsilon

Purpose: To encourage and recognize scholastic excellence and to promote cooperation between the academic and practical aspects of management.

Sigma Kappa

Purpose: The purpose of Sigma Kappa is to provide women lifelong friendship, opportunities, and support for social, intellectual, and spiritual development by bringing women together to positively impact our communities. Membership is by invitation only.

Sister Defining Sisters

Purpose: A discussion and support group for women of African descent. The intent of the organization is to address issues relevant to the unique experiences of African women through facilitated dialogue and positive activities. The group will be dedicated to the mental, physical, and spiritual growth of black women. SDS seeks to develop and sponsor African-centered activities on campus and in the community.

Society of American Military Engineers (SAME)

Purpose: The purpose of this club is to provide an academic as well as social organization that encourages the knowledge of military engineering projects to prepare for natural and manmade disasters, acts of terrorism, and improve security both at home and abroad.

Society for Earth and Environmental Sciences

Purpose: To contribute to the greater good of the Earth and Environmental Sciences through knowledge, academic welfare, community involvement and awareness.

Society for Human Resource Management (SHRM)

Purpose: Provide the cost effective, high quality, dynamic, responsive programs and services. Be the voice of the profession on human resource management issues.

Society of Physics Students

Purpose: Encourage and assist students involved in physics; stimulate interest in advanced study of physics; and promote public interest in physics.

Soka Gakkai International

Purpose: SGI is based on the teachings and philosophy of Buddhism, which places emphasis on the sanctity of life.

Stars and Squares

Purpose: To provide service to the UNO community through service and social projects.

Student Academic Support Organization

Purpose: To offer supportive service activities that provide a climate conducive to academic success.

Student Activities Council

Purpose: Student Activities Council (SAC) is the university's official student programming board on campus. The purpose of SAC is to provide educational, cultural, social, and entertaining activities for the UNO community. They are responsible for the planning and implementation of major activities on campus.

Students in Free Enterprise (SIFE)

Purpose: To provide students with an opportunity to develop teamwork, leadership and communication skills through community outreach projects. Also to bring recognition to the UNO, local and global community by fostering service.

Student Government

Purpose: Ensuring the quality of life for students at UNO is the best they will have experienced throughout all of their collegiate experience. Making a difference and voicing student concerns here at UNO.

Students for a Free Tibet

Purpose: To create community awareness about Tibet-China relations, inform the public about action campaigns, and provide a forum for discussion.

Taiwanese Student Association

Purpose: Assist new Taiwanese students to adjust their new life at the University of New Orleans.

Tau Beta Pi

Purpose: Honor Society: Comradeship with like- mind and service to community and general engineering body.

That's What She Said

Purpose: Improve the quality of student life and increase social interactions within the university.

The Official UNO Ultimate Frisbee Team

Purpose: Recreational

The Rock

Purpose: To help Catholics grow in faith through Mass, discussions, and other activities.

Theta Xi

Purpose: To provide a college home environment for its active members in which fellowship and alumni guidance lead to wholesome mental, moral, physical and spiritual growth.

Tri-Beta Biological Honor Society (Beta Beta Beta)

Purpose: To promote research in the biological sciences.

TAG (Truth About Gender)

Purpose: TAG's overall objective is the active advocacy of gender rights, awareness, and support amongst transgender, transsexual, polygender, bigender, third gender, agender, queergender, masculine, feminine, androgynous, transvestite, and other allies. TAG will serve as a safe haven for said individuals and allow them to network with others so that they may gain the confidence needed to progress in the community as themselves. TAG will also act as an active political group whose campaign will promote gender rights and the equality of everyone's TAG works to end the discrimination of anyone for any reason, especially over gender in any aspect thereof.

Unity LGBTQ Outreach

Purpose: To provide a forum for UNO's LGBTQIQ students and allies. To organize educational events and fund raisers those create a dialogue with the larger student body regarding gender issues. To support and campaign for policies that protect the rights of LGBTQIQ identified individuals.

UNO Ambassadors

Purpose: We are the meeters and greeters of the University of New Orleans. We strive to improve the relationship among faculty, alumni, and students.

UNO Anthropology Club

Purpose: This is an organization of students interested in the study of anthropology.

UNO Blue Krewe

Purpose: To enhance campus and student life while improving school spirit, to work towards the constant betterment of the University of New Orleans in any way possible, and to provide an enjoyable environment to every member.

UNO College Republicans

Purpose: To promote and recruit college students and get students involved in politics.

UNO Democrats

Purpose: The UNO Democrats exist to assist the Louisiana Democratic Party and the College Democrats of Louisiana by organizing and mobilizing Democrats at UNO. It is our mission to raise general awareness about Democratic Principles, support Democratic causes, and promote Democratic candidates for public office.

UNO Filmmakers

Purpose: UNO Filmmakers is an organization dedicated to fostering a spirit of community consisting of writers, actors, filmmakers and film enthusiasts. Through the Department of Film, Theatre and communication Arts, we provide access to professional filmmaking equipment and allow students hands-on experience in independent filmmaking that can carry on into academic and professional environments.

UNO Geographic Society

Purpose: To explore the New Orleans area.

UNO Greens Society

Purpose: To serve the UNO community and the environment. To raise awareness of the issues in our local, national, and international communities.

UNO Honors Council

Purpose: Challenge academically astute students, form bond among members, and participate in community service projects.

UNO Karate Club

Purpose: Study and practice martial arts.

UNO Mini-Baja

Purpose: The purpose of the UNO mini-baja organization is to grant students the opportunity to apply engineering principles learned in the classroom to real world applications.

UNO Rugby Club

Purpose: To promote and develop rugby in Louisiana through the construction of a team at UNO.

UNO Sailing Club

Purpose: To provide an educational social environment for any willing student to learn maritime law and the rigors of sailboat racing.

UNO Soccer Club

Purpose: To create a competitive soccer team that will represent UNO against other universities.

UNO Society of Naval Architects and Marine Engineers

Purpose: SNAME's charter or mission is to advance the art, science, and practice of Naval Architecture, Marine Engineering, Ocean Engineering, and other marine-related professions.

Vietnamese American Student Association

Purpose: To incorporate community service, cultural awareness, and to have fun as a group.

Visual Arts League

Purpose: To provide an academic, social organization encouraging knowledge of all aspects of the field of Fine Arts and serving as a community of interest.

W.I.S.E.R.

Purpose: To provide support to non-traditional women students as they seek education at UNO and seek solutions to the special challenges and circumstances surrounding them.

World Awareness Year of '08

Purpose: Focused on bringing awareness to the student body and to the community about the situation and issues that affect our everyday lives, and the people and places we do not see regularly.

Zeta Lambda Chapter of Gamma Theta Upsilon

Purpose: The purpose of this organization is to further professional interests in geography and strengthen student and professional training through academic experiences in addition to those of the classroom and laboratory.

Zeta Phi Beta Sorority, Inc.

Purpose: Zeta is a community conscious organization that is designed to uplift all parts of the community through our Z-HOPE programs.

Zeta Tau Alpha Fraternity

Purpose: To promote the purposes and programs of the fraternity, to function as a constructive, vital force in the lives of its members, to cooperate with the local alumnae, and to serve as a cooperative, active part of the university program.

Jump into the Action and Get Involved!!!

There are many ways for you to get involved:

- **Student Organizations**
- **Leadership Cabinet**
 - **Greek Life**
- **Student Government**
- **Student Activities Council**

Office of Student Involvement and Leadership
Milneburg Hall (MH) 159 - 504-280-6349



UNO History and Traditions

University of New Orleans, the Beginning

UNO opened September 5, 1958 as Louisiana State University in New Orleans on the grounds of the former New Orleans Naval Air Station. Classes were held in old navy barracks until the construction of the first permanent university buildings in 1961. Although the university is currently a member of the LSU System, in 1974 the university became independent from LSU, and its name changed from LSUNO to simply the University of New Orleans. Our first chancellor was Dr. Homer L. Hitt. The alumni center is named in his honor. The student body voted in 1965 to adopt silver and blue as the university's colors and "Privateers" as its sports team nickname. Lafitte the InstiGator was adopted as the mascot in 1983.

University of New Orleans Fight Song

Let's give a cheer for old UNO.
Fling out her banners, forward we go.
Come on let's carry her colors, silver and blue.
Shout out her praises true. U-N-O!

Our Privateers will march on to fame.
New Orleans glory they will proclaim.
So let that UNO spirit frighten our foe.
Let's hear it for U-N-O!

University of New Orleans Alma Mater

U-N-O our Alma Mater proud we stand to sing your fame
U-N-O we honor your dear name
Mem-ries will linger on when our years with you have gone
And keep us true to the silver and blue.

FreshFest

FreshFest enables freshmen and other new students to become acquainted with UNO. Held on the Wednesday during the first week of school each year, FreshFest features music, food, and fun, as well as campus and community resources. Vendors at FreshFest include local companies and campus departments looking to hire part-time employers, nearby businesses, and all the student organizations.

Welcome Back Luau

A campus-wide back to school event held on the first Friday of the fall semester. Sponsored by the Student Activities Council, Luau offers new and returning students the chance to hang out together and relax before school gets too busy.

Holiday Warm-Up

The Division of Student Affairs, Student Activities Council and Student Government sponsor Holiday Warm-Up on the last day of classes in the fall semester to celebrate the end of fall semester classes. The event features music and food.

Drive-In Movie

An annual event sponsored by the Student Activities Council since 1996. On a Friday evening in October, the parking lot across from the Education Building is converted into a drive-in theater, and students, staff and faculty drive their cars in to watch two recent movies.

Homecoming

A celebration that welcomes UNO alumni back to campus. Homecoming features a marquee club football game at which the homecoming court is announced. The Student Activities Council sponsors a pre-game tailgate.

Black Heritage Ball

A formal dance held in February in celebration of Black History Month. Sponsored by the Progressive Black Student Union, the Black Heritage Ball is open to all students.

International Night

An event that brings together the many different cultures and ethnic groups represented at UNO. International Night enables the UNO community to get a taste of the various foods, fashions, and talents of the international students on campus.

Greek Week

A time for fun, fellowship, and competition among UNO fraternities and sororities. Greek Week includes educational, philanthropic and school-spirit activities to unite fraternity and sorority members and introduce other students to Greek life.

SUCbAUF

The world's largest crawfish boil. "Students Unwinding with Crawfish and Unprecedented Fun" is sponsored by the Student Activities Council, which purchases 12,000 pounds of crawfish, and serves it free to all UNO students. The event is always held during the last week of classes in the spring, and there are bands, games, and all kinds of fun.

Privateer Camp

Privateer Camp is a three day, two night off campus Freshman Leadership Retreat. During this retreat, incoming students learn about the wide range of involvement activities and resources that the University offers.



What is a privateer?

A privateer was a pirate who, by commission or letter of marquee from the government, was authorized to seize or destroy a merchant vessel of another nation. Basically, he is a commando or pirate for hire by a country.

Greek Life at UNO

The 17 Greek letter organizations at the University of New Orleans are as diverse as they are active in the campus community. Please visit www.greeklife.uno.edu for specific information about Greek Life at UNO.

Alpha Phi Alpha Fraternity, Incorporated

Purpose: The purpose of Alpha Phi Alpha Fraternity, Inc. is to promote and to live the aims set out by our founders, which are: manly deeds, scholarship, and love for all mankind.

Alpha Xi Delta Sorority

Purpose: Sincere development of character, high standards of scholarship, whole hearted interest, and involvement in college affairs, living in such a way that health and peace and harmony may prevail, and a wholesome social life above reproach or criticism.

Delta Sigma Theta Sorority, Incorporated

Purpose: To provide public service to the campus and surrounding community and to promote sisterhood and scholastic achievement.

Delta Zeta Sorority

Purpose: To unite its members in the bonds of sincere and lasting friendship, to stimulate one another in the pursuit of knowledge, to promote the moral and social culture of its members, and to develop plans for guidance and unity of action.

Kappa Alpha Psi Fraternity, Incorporated

Purpose: To unite men of culture, patriotism, and honor in a bond of Fraternity. To encourage honorable achievement in every field of human endeavor. To promote the spiritual, social, intellectual, and moral welfare of members. To assist the aims and purposes of Colleges and Universities. To inspire service in the public interest.

Kappa Sigma Fraternity

Purpose: Social organization to help build leaders of men.

Lambda Chi Alpha Fraternity

Purpose: Brotherhood, social, philanthropy, business experience, networking, scholarships.

Omega Psi Phi Fraternity, Incorporated

Purpose: Believing that men of like attainments and of similar ideals of fellowship and manhood should bind themselves together in

order to approach these ideals we have incorporated ourselves under the name of Omega Psi Phi Fraternity Inc..

Phi Beta Sigma Fraternity, Inc.

Purpose: To provide the University of New Orleans and the surrounding community with a better understanding of our motto, "Culture for service and service for humanity," through community involvement.

Sigma Gamma Rho Sorority, Inc.

Sigma Gamma Rho Sorority's aim is to enhance the quality of life within the community. Public service, leadership development and education of youth are the hallmarks of the organization's programs and activities. Sigma Gamma Rho addresses concerns that impact society educationally, civically, and economically.

Sigma Kappa Sorority

Purpose: The purpose of Sigma Kappa is to provide women lifelong friendship, opportunities, and support for social, intellectual, and spiritual development by bringing women together to positively impact our communities.

Theta Xi Fraternity

Purpose: To provide a college home environment for its active members in which fellowship and alumni guidance lead to wholesome mental, moral, physical and spiritual growth.

Zeta Phi Beta Sorority, Inc.

Purpose: To promote scholarship, community involvement, and enrichment of finer womanhood.

Zeta Tau Alpha Sorority

Purpose: To promote the purposes and programs of the fraternity, to function as a constructive, vital force in the lives of its members, to cooperate with the local alumnae, and to serve as a cooperative, active part of the university program.

***Greek Life at UNO can be described in four words:
friendship, service, scholarship, and leadership.***

2010-2011 UNO Student Handbook

A publication of the University of New Orleans Division of Student Affairs

The UNO Student Handbook is available in alternate format upon request. Please contact 504-280-6222 or visit www.studentaffairs.uno.edu.

University of New Orleans Student Code of Conduct

The basic philosophy of the policies and procedures in this section is one of education. The focus is on growth and development of the individual student by encouraging self-discipline by publishing clear behavioral guidelines (rules and regulations) and by fostering the rights and privileges of others.

There exists a fundamental difference between the nature of the Student Code of Conduct and that of criminal law. The Student Code of Conduct is not intended to resemble the policies or procedures of the criminal justice system. The rules of criminal law are neither required nor necessary to achieve the educational goal of the university Student Code of Conduct.

The University of New Orleans (UNO) is a multicultural community composed of diverse students, faculty and staff. UNO will not tolerate discrimination or harassment of any person or group of persons based on race, color, religion, sex, disability, national origin, age, sexual orientation, marital or veteran status or any other status protected by law. Each member of the university is held accountable to this standard, which is strongly reflected in this code.

Code Authority

The University of New Orleans was established by the Louisiana Constitution and bylaws. The provisions of Article VIII, Section 7 of the Louisiana Constitution of 1974, and Louisiana Revised Statute 17:3351, state that the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College has the authority to exercise all power needed to direct, control, supervise and manage all colleges and administrative units in the LSU System, including UNO. It further defines the disciplinary powers as being those powers necessary to adopt, amend or repeal rules and regulations for the government and discipline of students.

The authority to administer the day-to-day affairs of the university has been given to the Chancellor by the President of the LSU System. The Chancellor, in turn, has delegated the authority to administer the Student Code of Conduct to the Division of Student Affairs.

Statement of Purpose

The university has the legal right and moral obligation to establish reasonable rules for academic and personal conduct and to deny admission to applicants or continued enrollment to students who do not meet or maintain these standards. The university does, in addition, reserve the right to review any action taken by civil or student accountability authorities regarding UNO students or student organizations. Special conditions such as counseling and/or sanctions may be imposed on students or student organizations that are found in violation of these standards.

Definitions

The definitions of the following terms used throughout this code are provided for clarity and better understanding.

Academic Exercise: Any assignment given by a faculty member. This includes, but is not limited to, tests, examinations, papers, projects, art works, sculptures or computer programs.

Accused: Any student or student organization who allegedly violated a university rule, regulation or policy.

Advisor: Any person that the accused/complainant chooses at his/her expense to bring to a UNO Student Accountability Committee hearing, such as a parent, legal guardian, friend or teacher. The advisor only advises or consults with the accused/complainant and is not permitted to participate or to speak on behalf of the accused/complainant during any hearing.

Appeal: A procedure by which a complaint is reexamined or reviewed. An appeal is considered by the Dean of Student Affairs.

Associate Dean for Student Affairs: The Associate Dean is the university official who ensures that all procedures are properly followed, records are properly maintained and sanctions are properly enforced. In addition, the Associate Dean, or his/her designee, explains the process to everyone involved, coordinates the UNO Student Accountability Committee and conducts the Resolution Conferences. The Associate Dean receives the recommendation of the UNO Student Accountability Committee and may either accept, reject or adjust in whole or in part their recommendation.

Chair: The faculty member who is in charge of the UNO Student Accountability Committee.

Code: The Student Code of Conduct that governs the behavior of students and student organizations.

Complainant: The person who alleges a violation of the Student Code of Conduct by a student or student organization.

Complaint: The official document accusing the student or student organization with alleged violation(s) of university policies, rules or regulations. The accused is to receive a copy of this document.

Dean of Student Affairs: The university official who has been delegated the authority by the Chancellor to oversee the accountability process, including the consideration of appeals.

Evidence: The facts and information that support or refute the alleged violation(s). Evidence should be attached to the complaint that provides a detailed account of the violation. Evidence may also include secondary or indirect knowledge relating to the alleged violation.

UNO Student Accountability Committee: A group of faculty, staff and students who review alleged violations of the Student Code of Conduct by means of an informational hearing and recommends to the Associate Dean whether a violation has occurred and the appropriate sanction(s), if any.

Flag: A notation on a student's record that bars a student from enrolling, receiving grades or other types of privileges.

Hazing: see Hazing Policy.

Accountability Record: Documents concerning student or student organization violation(s). These records are maintained in the Student Affairs Office.

Notification: Written notice of a pending or resultant student accountability proceeding that is usually mailed to the student by the Student Affairs Office, although notification can be delivered personally.

Policy: Any written rule or regulation of the university as found in, but not limited to, the Student Handbook, Undergraduate and Graduate Catalogs, Student Organizations Handbook, LSU System Bylaws and Regulations, University Administrative Procedures (APs), etc.

President: The official head of a student organization. For the purpose of this code, the president may appoint a student designee.

Regulation: A rule, policy or law by which conduct is ordered or regulated.

Resolution Conference: The process by which the accused and the complainant discuss the alleged violation with the Associate Dean and agree on a resolution. If no resolution is reached, an informational hearing will be conducted by the UNO Student Accountability Committee.

Sanction: A penalty imposed upon a student or student organization for violation(s) of university policies, rules or regulations. The primary purpose of a sanction is to assist the student or student organization in reshaping or redirecting behavior.

Semester: Any period that students are enrolled for classes, usually referred to as fall, spring or summer semester. The time periods between semesters are also covered.

Student: Any person who is registered for study in the university. In addition, this term includes persons who are not officially enrolled for a particular semester but who have a continuing relationship with the university, e.g., any person accepted for admission or readmission.

Student Policy Manual: The official source of university policies, rules and regulations for students and student organizations. The Policy Manual is compiled by the Office of Student Affairs and published by the University of New Orleans.

Student Organization: All departmental, registered, or provisional student organizations on campus. A registered organization must meet the formal requirements as established by the Campus Activities Office.

University: The University of New Orleans (UNO), including all departments, colleges, programs, activities and affiliations.

University Document: Any written communication or record maintained by the university.

University Official: A member of the university community who is given the authority to implement and supervise university activities.

University Property: All land, buildings, facilities, equipment or other property owned, leased, loaned or controlled by the university and the Louisiana State University System.

Violation: A breach, infringement, disobedience or disrespect of a university policy, rule or regulation.

Withdrawal: When a student, either voluntarily or involuntarily, is no longer enrolled in the university and therefore is no longer a student.

Witness: A person who can give a first-hand account of an incident.

Working Day: Each day that the university is open for official business.

Due Process- Substantive and Procedural

The purpose of this code is to provide for the orderly administration of the student and student organization accountability process in view of the principles of due process. It is assumed that all persons involved in the accountability process will provide accurate and truthful information. There are two types of due process, substantive and procedural.

Substantive due process requires that all university regulations, rules and policies governing student conduct and student accountability matters are fair and reasonable. The treatment of students accused of a violation shall be based on the general principle of fair and equal treatment, regardless of race, color, religion, sex, disability, national origin, age, sexual orientation, marital or veteran status or any other status protected by law.

Procedural due process requires that adequate notice and an opportunity to be heard be provided when required by law.

Faculty and Departmental Action

Faculty and staff complaints regarding students and/or student organizations should be handled at the lowest possible level. In general, that means that the faculty member, department personnel, or staff member should first attempt to resolve the conflict with the student directly.

In the case of a student's inappropriate behavior in or out of the classroom, a faculty or staff member may assign a Warning or Restitution and ask the student to leave the classroom or location for that period but may not permanently ban him/her from the class or location.

If a student does not agree that a violation occurred or does not agree with the sanction imposed, he/she may request to have the case heard through the student accountability process outlined in the code.

Alleged violation(s) or sanction(s) that are considered to be more severe must be directly addressed through the Student Code of Conduct. All departmental sanctions must be sent to the Associate in writing within seven (7) working days. The attending record will be maintained with all other procedural rites in the Student Affairs Office. Other operating units of the university, e.g., academic colleges, academic departments, University Housing, University Center, Campus Activities, Library, cafeterias, intramural and intercollegiate athletics and Greek governing structures, may also have rules and policies that students and student organizations must follow, as long as they are consistent with the provisions of this

code. If questions arise over a violation, a sanction or a policy, this Student Code of Conduct shall supersede.

Academic Dishonesty

Academic honesty and intellectual integrity are fundamental to the process of learning and to evaluating academic performance. Maintaining such integrity is the responsibility of all members of the University. All faculty members and teaching assistants should encourage and maintain an atmosphere of academic honesty. They should explain to the students the regulations defining academic honesty and the sanctions for violating these regulations.

However, students must share the responsibility for creating and maintaining an atmosphere of honesty and integrity. Students should be aware that personally completing assigned work is essential to learning. Students who are aware that others in a course are cheating or otherwise committing academic dishonesty have a responsibility to bring the matter to the attention of the course instructor and/or academic unit head, or the Associate Dean. To promote academic integrity, students will assign the following pledge when required by the instructor.

I pledge that I have completed the work I am submitting according to the principles of academic integrity as defined in the statement on Academic Dishonesty in the UNO Student Code of Conduct.

Academic dishonesty includes, but is not limited to, the following:

Cheating: The act of deception by which a student misrepresents mastery of information on an academic exercise. These acts can be either premeditated or not. Examples include, but not limited to, copying or allowing someone else to copy from another student, unauthorized use of a textbook or other material during an examination; inappropriate and unauthorized collaboration during an academic exercise; unauthorized use or possession of specialty prepared materials, such as notes or formula lists, during an academic exercise.

Plagiarism: The unacknowledged inclusion of someone else's actual words, ideas or data as one's own, or the paraphrasing of someone else's words, ideas or data. This means that sources of information must be appropriately cited with footnotes or quotation marks and identified, whether published or unpublished, copyrighted or uncopyrighted.

Academic Misconduct: The actual or attempted tampering or misuse of academic records or materials such as transcripts and examinations. Examples include stealing, buying, or otherwise obtaining all or part of an unadministered test or academic exercise; selling or giving away or engaging in bribery to get all or part of an unadministered academic exercise or any information about it; changing or altering a grade book, test, or other official academic records of the University; entering a building or office without authorization for the purpose of changing a grade or tampering in any way with grades or examinations.

Falsification/Fabrication: The intentional use of false information or the falsification of research, findings, personal or university documents with the intent to deceive. Examples include citing information not taken from the source indicated; listing sources in a bibliography not used in the academic exercise; inventing data or source information; submitting as one's own any academic exercise prepared totally or in part for/by another; taking a test for another student or permitting another student to take a test for oneself;

submitting work previously used for credit in another course without express permission of the instructor; falsifying or misrepresenting oneself on resumes or other such documents or university related forms.

Accessory To Acts of Academic Dishonesty: The act of facilitating, supporting, or conspiring with another student to commit or attempt to commit any form of academic dishonesty.

Procedure for Reporting Academic Dishonesty

Faculty complaints regarding a student's violation of academic integrity should be handled starting at the lowest possible level. In an instructor feels that academic dishonesty has occurred, the instructor should, if feasible, first meet with the student (or students) involved to discuss this matter. Whether or not a meeting with the student(s) takes place, the following procedures govern the reporting of academic dishonesty and any actions taken as a result of an incidence of academic dishonesty.

1. The instructor must (a) complete and file an Academic Dishonesty Report Form with the Associate Dean of Student Affairs, (b) provide a copy of the Form to the student, and (c) submit copies of the Form to the Chair of the instructor's department and the Dean of the instructor's college.
2. The instructor may assign a grade of Zero or "F" on the academic exercise (such as test, paper, project, assignment, computer program, etc.) in question. This action is subject to the following provisions:
 - a. This grade may not be dropped in the calculation of the final grade;
 - b. If the instructor feels that the violation on the academic exercise in question threatens the learning outcomes for the course, then a permanent course grade of "F" may be assigned. If a student is found guilty of academic dishonesty as a result of the accountability process, an "F" or "WF" as appropriate will be recorded as that student's grade. A "WF" would be given in instances in which the student has dropped the course. Students who believe that the grade was unfairly assigned should consult with their professor for clarification.
3. Resolving the appropriate response to the alleged instance of academic dishonesty shall continue to a Resolution Conference with the Associate Dean and the instructor, and/or continue to a Hearing by a Student Accountability Committee, if
 - a. the student, in filling in his/her part of the Academic Dishonesty Report Form, requests that the case be heard through the student accountability process,
 - b. the instructor and the Associate Dean of Student Affairs agree that the act of academic dishonesty in question deserves further review and/or a different response than that made so far by the instructor.

If an alleged academic dishonesty case cannot be resolved prior to the issuance of the final grades, the instructor will assign an "NG" (no grade) grade. This notion will remain until the alleged violation has been completely resolved at the time the faculty member can assign an appropriate final grade.

Alleged violation(s) or sanction(s) that are considered to be more severe must be directly addressed through the Student Code of Conduct. All departmental sanctions must be sent to the Associate Dean in writing within seven (7) working days. The attending record will be maintained with all other procedural rites in the Student Affairs Office. Faculty and Departments should be aware that all instances of academic dishonesty must be reported to the Associate

Dean and that, upon a second report of academic dishonesty for any student, the case will automatically be brought before the UNO Student Accountability Committee.

Procedure for Reporting All Other Offenses

Any member of the university community can lodge a complaint against any student or student organization believed to be in violation of this code. All complaints must be made to the Associate Dean in writing. Any complaint should be submitted as soon as possible after the alleged violation occurs, but preferably no more than seven (7) working days after the alleged violation(s) or knowledge of the alleged violation(s). The Associate Dean will review the complaint and will either proceed with the complaint or dismiss the complaint. If the complaint is dismissed by the Associate Dean, the complainant may submit a written appeal through the Associate Dean within three (3) working days of the dismissal to be heard by a panel of three selected from a pool of the UNO Student Accountability Committee. The appeal must explain why the complaint should be heard through the student accountability process. The panel will notify the complainant, in writing through the Associate Dean, of their decision within five (5) working days of receiving the appeal. If the case is accepted and later goes to the UNO Student Accountability Committee, the panel members will not serve on the hearing committee. If the complaint is not dismissed, the Associate Dean will officially notify the student or student organization of the complaint.

The complaint should include: the name of the person making the complaint; the full name, address and telephone number (if available) of the person being accused of a violation or the student organization's name; the alleged violation(s); all information supporting the alleged violation (i.e., exam papers, pictures, statement of reasons which support the complaint); date and time of the alleged violation; witnesses), (include information on how to contact witness(es)), names of persons involved or those with pertinent information; and a description of the alleged violation in a logical and clear manner. A student or student organization may be accused of more than one violation in the complaint.

Any person filing a complaint will be required to appear at the resolution conference, unless excused by the Associate Dean, and the student accountability hearing, if one is conducted. Should the complainant not be excused and fail to appear at the resolution conference, the case may still be considered by the UNO Student Accountability Committee. Should the complainant not appear before the UNO Student Accountability Committee, the case may be dismissed.

Violations of the Student Code of Conduct

Action may be initiated by the university or by any member of the university community. Sanctions may be imposed upon any student or student organization found in violation of the code. Even the most severe sanction, including suspension, denial of a degree or expulsion, can be imposed upon the first violation of any of the following rules and regulations: Academic dishonesty, including but not limited to, cheating and plagiarism. (See section on Academic Dishonesty)

1. Academic dishonesty, including but not limited to, cheating and plagiarism. (See section on Academic Dishonesty)
2. Physical, mental or verbal abuse, including assault and/or battery, by any person who poses a clear and present threat to the health, safety or wellbeing of any person in the UNO

community. This may be a single incident or a series of incidents.

3. Sexual misconduct of any person.
4. Harassment of any person based on race, color, religion, sex, disability, national origin, age, sexual orientation, marital or veteran status, or any other status protected by law, that poses a clear and present threat to the health, safety or well-being of any person in the UNO community. This may be a single incident or a series of incidents.
5. Hazing, defined as initiation rites involving physical abuse or mental anguish. (See Hazing Policy)
6. Disrupting/jeopardizing the safety of the UNO community: e.g., tampering with elevators, tampering with fire safety equipment, falsely reporting a bomb or fire or engaging in behavior that creates a fire or safety hazard.
7. Possession, use, or threatened use of dangerous items including but not limited to firearms, weapons, fireworks or any gas liquid or other substance or instrumentality, which in the manner used, is calculated or likely to produce death or great bodily harm.
8. Participating in campus demonstrations that disrupt the university operations or infringe on the rights of others, including, but not limited to, noting or inciting a riot.
9. Vandalism, malicious destruction, damage, or misuse of university or private property, including but not limited to university housing facilities.
10. Unauthorized use or misuse of university property, including but not limited to, the university computer facilities: e.g., access to facilities and/or rooms; access to computers, software, systems, data bases; making false entries; unauthorized transfer of a file; unauthorized use of another's password or ID number; defacing or destroying computer information or stored records.
11. Manufacture, distribution, sale, possession or use of illegal drugs and/ or paraphernalia violates the Drug Free Schools and Communities Act.
12. Forgery, alteration or misuse of university documents, records or Identification Card.
13. Intentionally failing to meet financial obligations to any authorized university office, including issuing bad checks or falsely reporting vending machine losses.
14. Dishonesty by providing inaccurate, incomplete or information which is deceiving, including admission application and/or financial aid information.
15. Theft, fraud, shoplifting, embezzlement or possession of stolen property (including buying and receiving stolen property).
16. Failure to follow any University Housing or Privateer Place policy and/ or regulation.
17. Misuse or unauthorized use of library materials, including but not limited to, theft, vandalism or malicious destruction.
18. Littering or endangering the environment.
19. Lewd, indecent, obscene or disorderly conduct, including but not limited to, conduct resulting from drug or alcohol use; undue noise or behavior that results in unreasonable annoyance; any obstruction or disruption of teaching, research, or administrative functions, student accountability procedures, living and learning environment or other university activities, including public service functions or other authorized activities on university property or at university sponsored events.
20. Storing anything flammable/combustible inside a university building, including but not limited to, gas powered vehicles.
21. Gambling in violation of law.

22. Violation of university alcohol regulations, including solicitation of donations or use of alcohol as an enticement to events.
23. Failure to comply with university policies, rules or regulations as pronounced by university officials acting in the performance of their official duties.
24. Unauthorized release of private and confidential information from student, faculty or staff records, such as health, educational or financial information, unless permitted by law.
25. Tampering with an election of any officially recognized campus activity or organization.
26. Violation(s) of student organization rules, as stated in the group's constitution, Student Organization Handbook, and/or Student Policy Manual by any student organization or member of a student organization.
27. Abuse or blatant disregard of the Student accountability system, including failure to comply with the terms of any university sanction, disrupting a student accountability hearing or conference, harassment of any witness or providing false or inaccurate information at any student accountability conference or student accountability hearing.
28. Breaking and entering, trespassing and unauthorized entry.
29. Attempt to commit any violation of the Student Code of Conduct or other university policy or regulation.
30. Accessory to any violation of the Student Code of Conduct or other university policy or regulation.
31. Attempt to commit or the commission of any local, state or federal crime, or the violation of any ordinance or law. It is not necessary that the student be charged or convicted of a crime or violation in order to file a complaint through the university student accountability process.

Student Organization Offenses

A student organization may have a complaint brought against it for a violation of the Student Code of Conduct. A student organization and its officers may be held collectively and/or individually responsible for violation(s) of the code. The alleged violation may take place either during an event sponsored by the organization or by an individual representing that organization.

Student organizations are responsible for compliance with the code and with university policies. Upon proof that a member who has violated the code had the knowledge and/or consent of his student organization officers or that the member acted in concert with at least four other members of the student organization, both the student organization and the individual members involved may be subject to university sanctions.

The following rights will be afforded to student organizations:

1. The president or his/her designee must be given reasonable notice of the complaint in accordance with the code. The president or designee is then required to represent the student organization in any proceedings. Failure of the president or designee to appear on behalf of the student organization will not prevent the disposition of the case.
2. The student organization's president or designee shall be afforded all procedural rights of the code.
3. Any individual who accepts an invitation to join any fraternity or sorority may be subject to individual fraternity or sorority and/or Greek governing structure sanctions in addition to university sanctions for group or individual offenses.

University Sanctions

Warning: The student or student organization is given written notice that their conduct is in violation of university policies, rules or regulations. Future violations of the code may result in the imposition of additional sanctions.

Community Service: The student or student organization is required to complete a designated number of hours in the service of the university.

Restitution: The student or student organization is required to replace (replacement cost) or restore damaged, stolen or misappropriated property.

Probation in the Office of Student Affairs: The student or student organization is placed on supervisory status for a specified period of time.

Probation with the Loss of Some Privileges: The student or student organization is placed on supervisory status for a specified period of time, along with the loss of one or more privileges such as participation in or sponsorship of university recognized activities, holding any student office or committee chair, or use of university facilities or services.

Probation in University Housing: The student or non-student resident is placed on supervisory status for a specified period of time.

University Wide Probation: The student or student organization is placed on supervisory status for a specified period of time. The loss of some privileges, such as participation in or sponsorship of university recognized activities, holding any student office or committee chair, or use of university facilities or services may occur. This status will appear as a notation on the student's transcript with the specified term of the probation.

Suspension from University Housing: The student is removed from University Housing and/or may lose University Housing visitation rights for a specified period of time. If a student wishes to regain such privileges, he or she must contact the Associate Dean and receive approval. If approval is given, the student must apply for housing and/or visitation rights in accordance with University Housing procedures.

Suspension: The student's or student organization's status is temporarily terminated and all privileges, including access to the university and its resources, are removed for a specific period of time. For student organizations, this sanction means loss of all university privileges. For individual students, this sanction appears as a notation on the student's transcript until graduation.

Suspension with Review: This sanction is the same as Suspension outlined above but, in addition, the student or student organization must meet with the Associate Dean or the UNO Student Accountability Committee for approval prior to regaining full student or student organizational status or readmission to the university. A notation will appear on the student's transcript until graduation.

Denial of a Degree: The university may not award the student an academic degree. For example, a student may be denied an

academic degree if found guilty of academic dishonesty. This is noted permanently on the student's transcript.

Revocation of Degree: An academic degree previously awarded by the university may be revoked on proof that it was obtained by fraud or dishonesty or that a significant part of the work submitted in support of the degree was plagiarized. This is noted permanently on the student's transcript.

Expulsion: The student or student organization is removed from the university, including access to the university and its resources, for a specific period of time. The student or student organization may request in writing through the Associate Dean a review of the sanction of expulsion. The Chancellor may: Deny the request for review altogether, or upon proof of exceptional and/ or extenuating circumstances, may request that the UNO Student Accountability Committee recommend altering the student's or student organization's sanction, or may change the sanction. This is noted permanently on the student's transcript.

Types of Hearings:

Resolution Conference or UNO Student Accountability Committee

Any student or student organization accused of violating the Student Code of Conduct must participate in a resolution conference with the Associate Dean and, when appropriate, the complainant. If the matter is not resolved at the conference level, a student accountability hearing will be held before the UNO Student Accountability Committee.

Resolution Conference

The purpose of a resolution conference is to resolve alleged violations in an informal setting. Once a written complaint has been lodged with the Associate Dean, the accused will be notified in writing of the complaint within a reasonable time. In addition, the accused will be mailed or otherwise provided with a copy of the Student Handbook, which outlines the student accountability process. A pre-conference meeting may be held with the accused and a Student Affairs staff member to explain the procedures and to discuss the evidence. This meeting will take place approximately three (3) working days prior to the resolution conference so that the accused has adequate time in which to prepare; however, circumstances may justify a shorter period between the pre-conference meeting and the resolution conference. A resolution conference consists only of the accused, the complainant (when appropriate), and the Associate Dean. At the resolution conference, the complainant may make a statement, followed by the accused's statement. Questions and discussion may follow. If an agreement has been reached on the violation(s), appropriate sanction(s) may be agreed upon if necessary. A written agreement including sanction(s), if any, will be prepared and the accused, the complainant and the Associate Dean must sign the agreement. If the agreement is not signed within three (3) working days, the case will be referred to the UNO Student Accountability Committee. If no agreement is reached, the case must be referred to the UNO Student Accountability Committee. If the accused falls to appear at the resolution conference, the case will be referred to the UNO Student Accountability Committee. Should the complainant not appear at the resolution conference and has not been excused by the Associate Dean, the case is subject to dismissal.

UNO Student Accountability Committee Composition and Power

The UNO Student Accountability Committee holds an informational hearing to review alleged violation(s). The maximum number of committee members shall be no more than four faculty/staff members and three students but no less than a total of four committee members, with at least one member being a student are required to hear a complaint. However, it is required that four committee members be present to vote on a complaint or sanction. A faculty member appointed by the Associate Dean shall serve as chair of the committee. At the discretion of the chair, non-voting committee members may be present. Members are chosen by the Chancellor from a pool of names submitted by each Academic Dean, university departments, and by the Student Government. To be eligible to serve, students may not be on academic probation or under any university sanction. The UNO Student Accountability Committee may consult any person(s) during the student accountability process who they feel can assist in the fact finding and recommendation process. If the accused is found to be in violation of the Student Code of Conduct, the committee will recommend the appropriate sanction(s) to the Associate Dean. If the recommended sanction is expulsion, the committee's recommendation must be unanimous; if other sanctions are recommended, a majority vote is necessary. If the accused does not attend the hearing and does not provide a satisfactory explanation of his/her absence at least 24 hours in advance of the hearing, or if the accused leaves the hearing prior to its conclusion, the hearing will proceed and the committee shall make a recommendation based on the available information. Should the complainant not appear before the UNO Student Accountability Committee, the case may be dismissed.

The chair is responsible for conducting an orderly hearing and deciding on the admissibility of information, procedural questions, etc. The chair may expel or exclude anyone from the proceeding who is disorderly or for any other appropriate reason. It is expected that all persons involved in the hearing will be treated with respect and it is the chair's role to ensure that the environment is conducive to the process.

Accountability Hearing Procedures

The accused will be given notice in writing of the time and place of the hearing. The notice will include the alleged violation(s). All written evidence discussed at the resolution conference will be presented to the UNO Student Accountability Committee at the hearing. In addition, the Associate Dean will prepare and submit to the committee a written summary statement indicating why the case was not resolved at the resolution conference. The UNO Student Accountability Committee hearing will take place as soon as possible following the resolution conference.

Two (2) working days prior to the hearing, both the accused and the complainant can submit the name of their adviser, witness(es) and additional written information (review the definition section). All information will be shared with the accused and complainant(s). To have any information released by the Associate Dean to the student's adviser, written approval from the accused must be obtained. It is both the accused and the complainant's responsibility to have their witnesses) present. If any of the witnesses) are university employees, they will be encouraged to attend the hearing, but it must be understood that the university does not have the authority to require any person to attend a hearing or conference.

When two or more students or student organizations are accused in the same complaint, each will have a separate hearing before the UNO Student Accountability Committee unless a joint student accountability hearing is requested in writing. The request must include the reasons of support and must be submitted to the Associate Dean at least two (2) working days prior to the hearing. After review, the chair may decide to grant a joint hearing only if it is shown that it would be fair and reasonable to all involved.

If the accused or the complainant feels that a member of the UNO Student Accountability Committee is biased, the accused and the complainant have the right to voice an objection. The committee will review and determine the validity of the request prior to the start of the hearing. The order of the hearing is as follows:

1. The UNO Student Accountability Committee will convene and review all written evidence. If the accused or complainant has written information to share with the committee, it must be submitted two (2) working days prior to the beginning of the hearing. It is the responsibility of each, at their expense, to supply each committee member with a copy (copies for the committee and a copy or copies for the accused/complainant(s)).
2. The committee will conclude its executive session and admit both the accused and the complainant to the room. Both the accused and the complainant(s) will be present during the questioning.
3. The complainant may make a short statement and present information to the committee concerning the alleged violation(s).
4. The accused may make a short statement concerning the allegations.
5. The UNO Student Accountability Committee may ask questions to any persons present at the hearing throughout the process. Both the accused(s) and the complainant(s) may question each other and witness(es) by directing questions through the chair if the chair deems the questions are germane to the case. Also, questions about any written information submitted to support the allegation may be raised even if the author is not present.
6. Witness(es) for both the accused and the complainant will be called into the room to provide information supporting or refuting the alleged violations. The accused, the complainant and the witnesses may refuse to answer any question if the answer could lead to violations of this code or to violations of local, state or federal laws. The chair may call the committee into executive session at any time to discuss a procedural matter.
7. After all statements, questions and supporting or refuting information has been submitted to the committee, all non-committee members will leave, and the committee will go into executive session. At that time, the committee will decide if the accused was in violation of the code. The decision will be based on the information submitted at the hearing. If the committee determines that a violation was committed, the committee will recommend an appropriate sanction to the Associate Dean. If the accused has been found in violation and has had accountability action taken and/ or sanctions imposed in the past, the chair will inform the committee of such in order that this history can be considered when recommending a sanction.
8. The chair shall prepare a written summary of the hearing, including the committee's recommendation and rationale. This is to be submitted to the Associate Dean. Should the accused request a copy of the written summary, it will be provided free of charge. All proceedings of the committee are officially recorded on tape except for executive sessions. No other

recording devices may be used during the hearing. The accused may request a copy of the official tape of the hearing at his/her expense. The tape will be kept in the Office of Student Affairs for one year if the student is found in violation of the Student Code of Conduct, two years if the sanction imposed is suspension, and indefinitely if the sanction is expulsion. The tape is destroyed if the student is not found in violation of the Student Code of Conduct.

9. Within five (5) working days following the hearing, the Associate Dean will render a decision, affirming, rejecting or modifying in any way the committee's recommendation. The accused and the complainant may pick up a copy of the student accountability hearing decision from the Office of Student Accountability and Advocacy. A copy of the decision will also be mailed to the accused's local address listed with the Registrar's Office. The appeal date is established by the date that the decision is mailed.
10. Appropriate university offices will be notified of the imposed sanction after the appeal deadline has passed.

Appeals Process

The accused may file a written appeal of the Associate Dean's decision to the Dean of Student Affairs within five (5) working days from the mailing date of the decision. The appeal is processed through the Associate Dean. The decision of granting an appeal will be based upon information presented in the written letter of appeal. The sanctions will not take effect until after the appeal is heard, unless it is determined by university officials that the student's presence on campus poses a threat of danger to persons or property or is an ongoing threat to the academic process or the safety of the UNO community.

The filing of a letter of appeal is a formal written request and must contain the student's name, the date of the decision, and the university's action taken, the name of the student's adviser, and a clear statement as to the basis of the appeal.

An appeal may be granted if one or more of the following applies:

1. Additional information is submitted which was unknown or unavailable at the time of the student accountability hearing and would alter the facts of the case.
2. A substantial procedural error was committed.
3. A reasonable claim is made and supported that the sanction imposed was unjust.

If the appeal is granted by the Dean of Student Affairs, the following actions are available:

1. Uphold the decision, including the sanctions imposed.
2. Uphold the decision, but impose different sanctions.
3. Resubmit the case to the UNO Student Accountability Committee for a new hearing or with specific instructions. This option may be used in cases involving a procedural error or when additional information has become available.
4. Reverse the decision.

The Dean of Student Affairs will, in writing, inform the parties involved of his/her decision within ten (10) working days of receiving the appeal. The decision of the Dean of Student Affairs is binding and final. Only if the accused can show that the Dean of Student Affairs committed a clear and obvious error in discretionary authority in reaching the decision, may a written request be submitted to the Chancellor, through the Associate Dean, within three (3) working days of the Dean of Student Affairs' decision. The

request to the Chancellor shall explain the alleged error in discretionary authority. The Chancellor, after consideration of all written information, will inform all parties involved of his decision within twenty (20) working days. This written response terminates the student accountability process at the university.

Hearings during Vacation or Emergency Situations

The Associate Dean may conduct a resolution conference during vacation periods or in emergency situations that may arise during the school year, when it is believed that the student's behavior or activity is endangering the safety of others. Resolution of the alleged violation and sanctions, if appropriate, may be imposed after review and approval by the Dean of Student Affairs. If the student chooses to appeal, the case will be heard by the UNO Student Accountability Committee when classes resume. However, the sanction(s) may be imposed pending resolution of the appeal. (This differs from other types of appeals.)

Violation of Law and the University of New Orleans Student accountability System

If a complaint is brought against a student or student organization for an act that took place off campus that is a violation of other campus policies, rules or regulations or of federal, state, or local law, whether or not the conduct is a violation of the Student Code of Conduct, action may be taken and sanctions imposed. Sanctions may also be imposed for grave misconduct demonstrating flagrant disregard for the UNO community.

Accountability proceedings may be filed against a student if the violation(s) of a law is also a violation of the code, without having to wait for civil or criminal adjudication. Proceedings under the code may be carried out prior to, simultaneously with or following civil or criminal proceedings off campus. The university will cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by the criminal courts for student violators.

Procedure for Immediate Withdrawal or Temporary Suspension

When a student is unable to effectively pursue academic work because his/ her behavior is disruptive to the normal educational process of the university, he or she may voluntarily withdraw

immediately or be temporarily suspended as set forth below. Circumstances leading to such action may include the following: drug/alcohol abuse, illegal activities, behavior or circumstances indicating severe mental, emotional or medical conditions when such condition poses a significant threat of danger to the student or others or harm to the student or to other members of the university community; undue interference with the rights of other students, staff, faculty or with any university exercise, activity or function. A student may be temporarily and immediately suspended prior to a hearing when the Associate Dean has reasonable cause to believe that danger or harm will result to the student or others if the student is allowed to remain on campus pending a decision by the review board following a hearing.

If the student does not withdraw voluntarily, a review board may be convened at the request of the Associate Dean and shall consist of the Associate Dean and at least two other representatives from offices such as: Student Health Services, Counseling Services, Office of Disability Services, and faculty when necessary. The student may present any information to the board that he or she deems relevant. The board, after reviewing all pertinent information, will render a decision about the student's ability to continue at the university and will notify the student in writing of its decision. The student may appeal the decision to the Dean of Student Affairs within ten (10) working days of receipt. The decision of the review board becomes final and effective if a timely appeal is not filed.

At the time the student is ready to resume his/her education, he or she must request in writing that his or her case be examined by the review board. Supporting documentation and an interview will be required before the student can be readmitted. The university may also request a current evaluation. It is the student's choice to use either an outside professional at the student's expense or be evaluated by the university's professional staff free of charge.

Student Code of Conduct Changes and Amendment

This code will be reviewed every two years. Recommended revisions are welcome from the UNO community. Amendments are to be supported by the Student Affairs Office, reviewed by legal counsel, and approved by the Chancellor. Changes to this code supersede all previous university policies, rules and regulations.

Campus Policies for All Students: An Overview

AIDS Policy

The University of New Orleans does not discriminate against individuals who are diagnosed with the Human Immunodeficiency Virus (HIV) or Acquired Immune Deficiency Syndrome (AIDS). Nor will the university tolerate discriminatory activities by members of the university community against such individuals. The university recognizes that the health condition of individuals is personal and confidential. Any differential treatment related to HIV or AIDS must be justified by concern for the health and safety of such affected persons and others in the university community. Persons with HIV infection and AIDS will be considered as having a disability. University, state and federal antidiscrimination policies and legislation cover such persons, and university officials are advised to guarantee the legal rights of HIV positive individuals. Existing support services for people with disabilities can be appropriately and effectively utilized by students or employees disabled by HIV infection. (Note: This is a summary of the full AIDS Policy, which may be found in the Student Policy Manual at **Error! Hyperlink reference not valid.**)

Grade Appeal Policy

The course final-grade appeal policy provides the student with a safeguard against receiving an unfair final grade in a course, while at the same time respecting the academic freedom of the instructor that is vital to the integrity of the teaching process at the University of New Orleans. The course final-grade appeal process strives to resolve a dispute between student and instructor in the assignment of a course final grade at the collegial level. The intent is never to embarrass or disgrace students or instructors, nor to assess penalty or retribution on any party when mistakes are discovered, but instead to provide a neutral forum for the discussion of differences of opinion. Every student has the right to have a request for consideration of his or her final grade reviewed by the chair of the department and a departmental Grade Appeal Committee. The course final-grade appeal is confined to charges of unfair action against an individual student and may not involve a challenge of an

instructor's class grading standard. It is incumbent on the student to substantiate the claim that his/her final grade in the course represents unfair treatment, compared to the standard applied to the remainder of the class. Only the final grade in a course may be appealed. (Note: This is a summary of the full Grade Appeal Policy, which may be found in the Student Policy Manual at www.studentaffairs.uno.edu.)

Smoking Policy

Smoking is prohibited in all facilities of the University of New Orleans. Smoking is permitted in residential facilities as designated in the individual policies of these facilities and outdoors on the grounds at a distance not less than ten (10) feet from any doorway. (Note: This is a summary of the full Smoking Policy, which may be found in the Student Policy Manual at www.studentaffairs.uno.edu.)

Sexual Harassment Policy

Sexual harassment, whether verbal, physical, written, or visual, is unacceptable behavior and will not be tolerated at the University of New Orleans. Sexual harassment is a violation of state and federal law and has a negative impact on the functioning of the university. Consequently, all members of the university community must be sensitive to the possibility of sexual harassment whether intended or inadvertent. Individuals must recognize this potential and act to prevent it. When sexual harassment has occurred, the university shall take effective and expeditious action. Any member of the university community who believes he or she has been the victim of sexual harassment may bring the matter to the attention of one of the following officers: the equity adviser in the appropriate college or administrative unit, the Assistant to the Chancellor for Equal Opportunity, the Associate Dean for Judicial and Student Assistance, the department chair or supervisor, or the Assistant to the Director for Administration of University Police. (Note: This is a summary of the full Sexual Harassment Policy, which may be found in the Student Policy Manual at www.studentaffairs.uno.edu.)

Student and Student Organization Rights, Freedoms, and Responsibilities Policy

All students admitted to the University of New Orleans accept the responsibility to conform to all UNO rules and regulations. The university will make every reasonable effort to make the rules and regulations available. Each student is responsible for becoming familiar with and abiding by them. All students at the University of New Orleans have the following rights and freedoms:

1. All students are guaranteed freedom of expression and assembly. Students have the right to organize groups or to join associations in support of any cause or common interest as long as gatherings are held in an orderly fashion and are not disruptive to the members of the university community or to the functioning of the university.
2. The student press is to be free of censorship.
3. The role and responsibility of Student Government shall be explicit and clearly defined. Student Government affords a means of student expression in the formulation and application of all institutional policies affecting academic and student life,

4. Upon seizure or arrest by university officials, a student will be informed of his or her legal rights in accordance with law.
5. Students will not be subject to duress by arresting officers to coerce admission of guilt or gain information about conduct of other suspected person(s).
6. No searches or seizures of a student's living space or private property will be ordered or conducted unless the order is issued by university officials upon reasonable suspicion of violations of law or of university policy, rules or regulations. However, searches and seizures may be conducted by university officials including the staff of the University Housing Office and/or the University Police once reasonable suspicion of a violation is found.
7. Students and student organizations have the right to a fair and impartial resolution of an alleged violation.
8. Students and student organizations have the right to be free from discrimination or harassment on the basis of race, color, religion, sex, disability, national origin, age, sexual orientation, marital or veteran status, or any other status protected by law.

9. Students shall have the opportunity to participate in the formation of policy directly affecting students through membership on committees as determined by appropriate administrators and/or through the Chancellor.

All students at the University of New Orleans have the following responsibilities:

1. Students and student organizations will respect the rights of others, maintain behavior that is conducive to a teaching and learning environment, and uphold the integrity of the university.
2. Students and student organizations will abide by all university policies, rules and regulations.
3. Students have the responsibility to know and to obey the laws of the United States, the State of Louisiana and local governments. Student status in no way exempts them from the requirements of obeying such laws.

Use of Institutional Name Policy

No student or student organization may make use of the institutional name of the university for the purpose of solicitation unless permission is obtained in writing from the Dean of Student Affairs.

The Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records as noted below. Additional information regarding students' rights under FERPA may be found in the University of New Orleans' Administrative Policy 51.01 at: http://www.uno.edu/chancellor/ap/PDF/AP-51.01-Educational_Privacy_Rights_of_Students.pdf

For further explanation, consult the University Registrar in Administration Building 112.

Those rights include:

- The right to inspect and review the student's education records within 45 days of the day the custodian of the record receives a request for access. That request must be made in writing to the specific custodian of the record in question. For definition of "educational record", see the web site listed above.
- The right to request the amendment of the student's education record that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights.

Any student who desires amendment of his or her record shall follow the procedure set forth below:

- A student shall submit to the custodian of the record a written request asking that the record be amended if the student has reason to believe that the educational record contains information that is inaccurate, misleading, or in violation of the student's rights of privacy. The custodian of the record shall decide whether to amend the record as requested within a reasonable time after receiving the request.
- If the custodian decides not to amend the record, the student shall be informed of his or her right to a hearing regarding the amending of the record. In cases regarding educational records, a request for a hearing should be submitted in writing to the Office of Academic Affairs.

If a hearing is requested, the University shall follow the procedure set forth below:

- A hearing shall be held within a reasonable time after the request has been received.
- The student shall be given notice of the date, time, and place, reasonably in advance of the hearing.

The Office of Academic Affairs will determine the school official who will conduct the hearing; the school official must be an official of the institution who does not have a direct interest in the outcome of the hearing. The student may present relevant evidence and may be assisted by individuals of their choice at the hearing.

The official in charge of the hearing shall make his or her decision in writing within a reasonable period of time after the hearing. The decision must be based solely on the evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.

NOTE: The above procedure shall not be available to challenge the validity of a grade given by a professor or any other decision of a University professor or official but only whether the recording of such grade or decision is accurate and complete.

Students have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official (including those associated with the Louisiana State University system) is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position; a person or company with whom the University has contracted (such as attorney, auditor or service provider); those persons in an emergency, in order to protect the health and safety of students or other persons; accrediting agencies; persons in compliance with a judicial order and others as outlined in AP 51.01. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibilities to University of New Orleans.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirement of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605**

Distribution of Literature Policy

The university recognizes that the student's right as a citizen to speak and write freely is protected by the First Amendment. Printed material may be distributed on campus by a student or registered student organization in an orderly manner to those who wish to receive it as long as the material is not obscene, vulgar, libelous, or a form of harassment and is free from nonpermissible solicitation. Distribution must be conducted so as not to interfere with free and unimpeded flow of pedestrian and vehicular traffic, or to disturb or interfere with academic or institutional activities. Other procedures

governing the distribution of literature on campus are as follows: All literature distributed on campus by a student or a student organization shall identify the student or organization distributing it; No student or student organization may distribute literature by accosting individuals or by hawking or shouting; No student or student organization may use the university's name or symbols in identifying the publisher of printed matter distributed on the campus without the express authorization of the university; A student organization distributing printed materials on campus shall clean the area around which the materials were distributed; All literature distributed must be in English.

Harassment and Discrimination Policy

The University of New Orleans is a multicultural community comprised of diverse students, faculty, and staff. A fundamental principle of the University of New Orleans is that there be an environment of mutual tolerance and respect, which is free of hostility toward, discrimination against, or harassment of any person based on race, color, religion, sex, disability, national origin, age, sexual orientation, marital or veteran status, or any other status protected by law. Every member of the university community is held strictly accountable for his or her behavior with regard to this standard.

Student Right-to-Know and Campus Security Act of 1990: Public Law 101-542 Title II

Education in the form of specific information is the most effective weapon in the struggle against crime. When university police officials were polled nationwide, a majority said education was the key to crime prevention.

The cooperation and involvement of students, faculty and staff taking responsibility for their own personal safety and the security of their personal belongings, contributes to a strong campus safety program. The university wishes, in accordance with Public Law 101-542, the Student Right-to-Know and Campus Security Act of 1990, to encourage each member of the university community to be a significant contributor to the well-being and safety of the community at large.

University Police

The University Police Department is staffed 24 hours a day to meet the needs of the UNO community. The 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. University Police has jurisdiction over all university facilities, premises and property. The department receives its police authority through Louisiana Revised Statute 17:1805. Administratively, the department reports to the Vice Chancellor of Campus Services. All University Police Officers are officially commissioned officers and follow standard police operating procedures including those of arrest. Additionally, the enforcement of university policies, procedures and other matters specific to university life are of high priority.

Providing a safe and secure environment at the University of New Orleans is the responsibility of the entire community. Within the UNO community, the Police Department is assigned the primary responsibility to identify programs, methods and approaches toward achieving a safe and secure environment. The Police Department is dedicated to providing the best protection possible to safeguard the lives and property of the University and its community. In supporting

UNO's mission as a public service institution, all members of the department provide the highest quality of service possible.

As Law Enforcement Officers, the mission is to uphold and enforce appropriate federal, state and local laws as well as university imposed rules and regulations. As Peace Officers, the responsibilities include preserving the peace at the university and instituting police procedures that ensure that order is maintained as the university undertakes its mission.

Privacy Rights of Students

UNO is prohibited by law from disclosing results of student or employee judicial proceedings. The confidentiality of student records is covered by the Buckley Amendment. In addition, it is the prerogative of the Police Department to determine whether or not to make an arrest. Campus handling of judicial cases may involve both campus proceedings and civil/ criminal proceedings. Judicial proceedings may be handled prior to, during or after civil/criminal proceedings. University Police provides specific assistance to the Student Affairs Office and Office of Human Resource Management in such matters as criminal background information of potential and current students and employees.

It is the responsibility of each member of the UNO community and his/her guests to contact University Police in a timely fashion to report any criminal or questionable activities on campus. University Police Officers take an active role in ensuring a safe campus by providing both foot and vehicular patrol. Police Officers respond to calls on campus through radio dispatched direct communications to ensure a timely response. With each reported incident, an appropriate investigation will take place.

To inform the UNO community of campus incidents, a University Police official will meet with a representative of the media to review the Daily Dispatch Log at least weekly. A request can be made by the media representative to review the Initial Police Report. Copies of completed reports will be furnished to the media with confidential student or investigatory information deleted when appropriate. Reports of open and/or active cases will not be released if it could prejudice or compromise the investigation of a crime or incident. In these cases, a brief oral or written gist of the incident may be furnished to the representative. Under special circumstances, University Police shall release information involving serious incidents to the University community without delay. Information on recurring crimes shall be issued by special release or during the weekly briefing, whichever is deemed appropriate. University Police will attempt to accommodate media requests without necessarily compromising any ongoing investigation or divulging the names of any juvenile victim or offender. Supplemental forms of release such as news conferences, electronic bulletin boards, telecopy (fax), leaflets and flyers etc. may all be considered in special circumstances in order to inform the campus community.

Annual distribution of this policy shall be made through appropriate publications to students and employees such as the Policy Manual and the Faculty Handbook. Prospective students and employees may also request a copy of this policy directly through University Police or the Student Affairs Office.

On an annual basis, prior to September 1, a review of these procedures will be made by the University Police Department and the Student Affairs Office and corresponding crime statistics will be reported. This report will be forwarded through administrative channels to the Chancellor and will be reported to the LSU Board of Supervisors, the Louisiana University Police Association (LUPA) and

the FBI in accordance with the Uniform Crime Reporting Act. Other law enforcement and security agencies, such as New Orleans Police Department, Levee Board Police, FBI, local neighborhood security and other university police/security departments may be consulted for specific case resolution.

Crime Statistics

Annual statistics are available at the University Police Department.

Current UNO Policies and Procedures

UNO has a variety of policies and procedures relating to the safety and well-being of the campus community. Internal police procedures such as securing campus buildings, removing unauthorized persons from campus, providing armed police escorts and maintaining crowd and traffic control are outlined in the UNO Police Procedures. Other policies related to safety can be obtained from the Office of Student Affairs and the Office of Human Resources.

UNO Off-Campus Facilities

Off-campus facilities such as the Jefferson Center and the Downtown Center provide security through a contract with the local parish law enforcement agencies. Other locations, such as the Stennis Space Center and the overseas programs provide assistance via local and surrounding law enforcement personnel. Any incident that may occur at these facilities is to be reported to UNO Police for crime statistic purposes. Any recognized facility associated with the university, is to report crime incidents to the UNO Police Department as well. It is the responsibility of the administrator in charge of that facility or activity to report any crime incident in a timely fashion.

Safety Awareness and Educational Programs

Education of the campus community is of utmost importance and is stressed through several institutional committees and departmental operations. Police officer interaction provides ongoing awareness and education. Through their efforts, the following activities of crime prevention are carried out:

- **Escort Program:** Upon officers' availability, any university person or guest can request a walking escort to and from campus buildings and parking lots.
- **Campus Emergency Phone System:** Emergency phone with an attached blue light allows any person direct police access by pressing the call button on the phone poles located throughout campus. The blue light signals the location of the person for easy identification.
- **Property Engraver:** This service, which is free of charge, allows any member of the UNO community to personally engrave their property with a unique individualized number.
- **Emergency Phone Number Stickers:** Stickers of University Police emergency phone numbers are distributed for telephones on campus.
- **Student Orientation Programs:** At the beginning of school, educational programs are held at orientation programs for such groups as: international students, housing students and new and transfer students.

Student Computer Usage Policy

UNO students are authorized to use University Computer Center (UCC) facilities for course related work and other educational purposes only.

Use of UCC resources for other than educational purposes, especially for commercial or contract purposes, will result in the

removal of the student's user names from all UCC computers. Possible judicial or legal action may also be in order. Other instances of system misuse that will result in removal of student's user names from all UCC computers include: Unauthorized copying or distribution of UCC provided system and applications software (which will violate lease or purchase agreements, and lead to possible legal action against the student); Use of another individual's account, or sharing of accounts; Attempting to inspect or copy another user's programs or directory without permission; Playing games, MUD'S, or interactive CHATTING (IRC, etc.) on the Internet; Deliberately trying to damage system software or hardware; Failure to cooperate with UCC staff; Any attempt to create or import a program which circumvents system security or compromises data integrity;

In severe or repeated cases of misuse, judicial or legal procedures may be initiated. It should be noted that some cases of system misuse may involve violation of state statutes. UCC reserves the right to inspect all information stored on UCC computers, including programs, data, and mail. However, due to the sensitive nature of certain data, exceptions may be made through prior written arrangements with the director. Keys to all encrypted files must be provided to the director upon request. UCC reserves the right to limit or deny access to anyone using UCC facilities when privileges are abused. UCC cannot guarantee the reliability of system hardware or system and application software. Therefore, UCC cannot assume responsibility for errors, damage, or lost time caused by program, network, or equipment malfunction. Since UCC relies to a large extent on untrained student help, responsibility cannot be assumed for any data or information lost due to human error, and must limit its responsibility to the replacement of any physical storage medium damaged through negligence.

ResNet Copyright Infringement Policy

In accordance with the [Digital Media Copyright Act of 1998](#), ResNet Internet Service will undertake very specific action when formal notifications of copyright infringement by ResNet users have been received from copyright holders (i.e., authors and artists whose works are copyrighted) or their representatives. The ResNet Support Group will certify that contact with the user has taken place and that the user has either ceased the infringing activity (activity that copies any type of copyrighted material) or that ResNet Support has taken action on its own with the result of ceasing the infringing activity when the activity originates from within the ResNet network.

In response to this legislation, the ResNet Support Group has developed the following procedures. Compliance with applicable law is the ultimate goal. Much of the activity occurring in violation of copyright laws is the result of peer-to-peer file sharing software (i.e., any software which allows users to share files, e.g., limewire, frostwire, gnutella, etc.) usage by users who are, as often as not, unaware that certain uses of this software violates copyright laws. Consequently, user education is a necessary component of required compliance efforts (cf., [Copyright Infringement FAQ's](#)). ResNet staff will maintain sufficiently detailed records reflecting infringement notices received and responses thereto. The following are the procedural steps to be taken in response to formal notifications of copyright infringement:

1. University Computing & Communications receives notice that a user may be violating copyright laws.

2. Upon determination that the user is connected to ResNet based on the IP address given in the complaint, the complaint is routed to the ResNet Support Group.
3. ResNet staff will search records and determine the identity of the user.
4. ResNet staff will search records to determine whether the user is a repeat offender. If it is clear that the user is a repeat offender, the complaint will be handled as described under "Repeat Offenders" below. If this complaint is a first offense, the "First Offense" procedure will be followed.

First Offense

1. ResNet Support will immediately suspend network service.
2. ResNet Support issues an e-mail notice to the user explaining the reason for suspension. The infringement notice will be included as an enclosure to the e-mail notice.
3. There will be a \$25.00 fine assessed.
4. Student must provide a copy of the Bursar paid receipt to the ResNet Official.
5. ResNet Support will reactivate service when the payment is verified.

Repeat Offenders (second time)

1. ResNet Support will immediately terminate network service.
2. ResNet Support will send an e-mail notice to the user explaining that a second or subsequent complaint of infringing activity has been received and that the user's network service has been terminated.
3. There will be a \$50.00 fine assessed.
4. Student must provide a copy of the Bursar paid receipt to the ResNet Official.
5. ResNet Support will reactivate service when the payment is verified.

Repeat Offenders (third time)

1. ResNet Support will immediately terminate network service.
2. ResNet Support will send an e-mail notice to the user explaining that a second or subsequent complaint of infringing activity has been received and that the user's network service has been terminated.
3. Student must provide a copy of the Bursar paid receipt to the office of Student Accountability and Advocacy.
4. There will be a \$100.00 fine assessed.
5. ResNet Support will notify the office of Student Accountability and Advocacy that a third offense has occurred and will forward all pertinent information for review.

Failure to adhere to UNO Acceptable Use Policies may result in loss of privileges as well as disciplinary or legal action.

Hazing Policy

The university will not tolerate nor condone hazing in any form. Policies governing hazing are as follows:

1. The university defines hazing as any willful act by one student alone or acting with others, directed against any other student, that:
 - a. Subjects the student to indignity or humiliation
 - b. Intimidates the student to ignominy, shame or disgrace among fellow students
 - c. Humbles, or is calculated to humble, the pride, stifles the ambition, or blights the courage of the student attacked

- d. Discourages the student from remaining at the university, or causes him or her to leave rather than submit to such acts
- e. Constitutes a legal assault, by striking, beating, bruising, maiming or any other physical violence
- f. Threatens to commit acts of violence.

2. Complaints concerning possible violations are to be directed to the Associate Dean for Judicial and Student Assistance. Cases will be dealt with on an individual basis.

3. Specifically forbidden hazing activities include, but are not limited to: padding in any form; creating excessive fatigue, physical and psychological shocks; publicly wearing apparel that is bizarre and not in good taste; engaging in public stunts and buffoonery, morally degrading or humiliating games and activities; depriving persons of the opportunity for sufficient sleep; forcing or coercing persons to consume alcohol or unusual substances, such as unprepared food; participating in blindfold trips; and requiring any activities that would cause a student to violate the judicial code of the university or any state or federal laws.

Alcohol Sale and Consumption Policy

Persons privileged to purchase alcoholic beverages, including wine and beer, on the UNO campus must meet the State of Louisiana age requirement (must be at least 21 years of age to purchase alcohol).

Identification showing proof of age must be presented when purchasing alcoholic beverages, in accordance with state and local law. Alcoholic beverages will be sold and consumed only at designated locations and only to UNO students, faculty, staff, alumni and their guests. The designated areas in which alcoholic beverages may be sold and consumed are as follows: The University Center Flambeau Room; The University Center food service areas; The University Center, where alcoholic beverages may be served under the direction, supervision and control of the Food Service staff. Said beverages shall be sold in this area by the university only at events sponsored by authorized campus organizations and approved by appropriate administrative officials; Alcoholic beverages may be consumed (not sold) in University Housing areas by residents and their guests who are of legal age (21); During arena events, alcoholic beverages may be sold at the Lakefront Arena by authorized officials of that facility; Alcoholic beverages may be sold by authorized officials of UNO's Department of Intercollegiate Athletics.

In addition to the above, the policy permits the possession and consumption of alcoholic beverages during such functions and at such locations that the Chancellor may deem proper to approve. The consumption of alcoholic beverages will be limited to those areas designated above.

Freedom of Expression Policy

The University of New Orleans adopts the following Freedom of Expression Policy having as its principal interests the preservation of the academic environment and safety of its students, faculty, and staff, maintaining traffic control, preserving the appearance of the campus, preventing fraud and deception, and eliminating unnecessary expenses.

The University of New Orleans is committed to fostering a learning environment where free inquiry and expression are encouraged. The university expects that persons engaging in expressive activities will demonstrate civility, concern for the safety of persons and property, respect for university activities, respect for those who may disagree with their message, and compliance with university policies and applicable local, state and federal laws.

The University of New Orleans maintains the right to regulate expressive activities on its campus through reasonable time, place, and manner restrictions.

Unlawful, lewd, vulgar, or indecent activities disruptive to the normal operations of the university, including classes and university business activities, will not be tolerated by the university.

The purpose of the University of New Orleans Freedom of Expression Policy is to provide for expressive activity to be conducted on designated grounds of the university in a manner consistent with First Amendment principles. Groups or individuals engaging in the type of non-protected activities described above or failing to comply with other university policies or applicable local, state, and federal laws may face immediate removal from the campus and other appropriate actions by university officials and University Police. It is the intention of the University of New Orleans that any portion of this policy deemed to be violative of the First Amendment be declared severable and that the remaining policy provisions be continued in effect.

The Freedom of Expression Policy is applicable to the University of New Orleans students, faculty, staff, and others who wish to engage

in extracurricular public speaking, the distribution of literature, poster displays, sign displays, and any other type of graphic exhibitions, expressive performances, petitioning, or similar activities at designated locations on university property. This policy does not apply to official university activities. Except as otherwise designated below, university grounds and buildings are intended for use by the University of New Orleans students, faculty, and staff. Expressive activities permitted under this policy do not imply official endorsement by the university. Groups or individuals engaged in expressive activities are responsible for the content of the expression.

Demonstration or Mass Protest Policy

Students or student organizations planning to picket or engage in any type of demonstration or mass protest must notify the Student Affairs Office, Business Building 159 at least 24 hours prior to the proposed activity. The notification is necessary so that university personnel are aware of this type of activity and are able to insure the safety of all participants involved. However, involvement in campus demonstrations which disrupts the normal operations of the university and infringe on the rights of others is a university violation.

Campus Information for Non-Students

General Requirement Regarding Non-Student Groups on Campus

Except as otherwise provided in this subpart, the university's freedom of Expression Policy applies equally to non-students and nonstudent groups seeking to engage in expressive activity on the university's campus. To protect the safety and well being of its students, the University of New Orleans requires that a non-student group desiring to engage in expressive activity on its campus register with the Dean of Student Affairs Office, University Center Room 260, before engaging in such activities on campus.

A non-student or non-student group seeking to engage in the sale of literature or solicitation of funds on campus must register with the Dean of Student Affairs and be sponsored by a registered student organization. Questions regarding this policy may be directed to the Dean of Student Affairs Office, Business Building 159.

Information necessary to register with the Dean of Student Affairs shall include, but is not limited to, the name, address, and phone number of the applicant, the name of the organization, if any, the date of the proposed distribution or sale of printed materials, and the number of non-students that will be engaged in the distribution or sale of the materials.

Selling and Soliciting on Campus Policy

The University of New Orleans prohibits selling, soliciting and deliveries of personal orders in university buildings or on university grounds. In order for a vendor to sell goods or services or to otherwise solicit business on the UNO campus, explicit permission is required either from the Vice Chancellor for Fiscal Affairs or his/her designated agent. (The Campus Activities Office has been authorized to approve solicitations by a student organization.) Generally, state law and university policy prohibit the use of university facilities for private gain. University employees or others may not, therefore, use meeting rooms, classrooms, etc. to sell or to solicit orders. However, facilities such as campus meeting rooms may be rented for approved usage.

External organizations may request to sell products on the campus; generally, such activities will be limited to formal "flea markets" or "fair" activities, at times and in locations specified by the university. Representatives of companies providing approved employee benefits, e.g., tax sheltered annuities, supplemental medical insurance, etc. are encouraged to schedule group demonstrations at regular intervals. However, such providers are permitted to contact employees by phone to schedule individual appointments.

Individual departments that have not been designated as official university retail outlets are not authorized to sell products or services unless formally approved by the Office of Business Affairs and appropriate provisions for applicable sales taxes, insurance, etc., have been provided.

Policy Regarding the Sale of Literature or Solicitation of Funds on Campus

The sale or displaying for sale of any book, newspaper, pamphlet or other published materials shall be permitted provided that such published materials are not for sale at the university's bookstore, and are conducted in the areas designated in this policy. Advertisement for the sale of such materials or other commercial goods or services, whether by way of posting or distribution by hand, shall be done in a manner consistent with the provisions regarding the distribution of literature on campus. Any individual or group desiring to engage in the sale or displaying for sale of any literature or published materials must register with the Dean of Student Affairs at least three days prior to the proposed sale or displaying for sale of any such materials.

Except as otherwise provided, solicitation of funds is limited to and permitted by registered student organizations of the University' of New Orleans. The solicitation of funds is limited to the areas designated above, and shall be conducted in a manner precluding unwanted physical contact, or persistent solicitation of persons

declining to contribute. The university retains the right to terminate the solicitation of funds by any organization that violates the above provisions. Organizations desiring to engage in fund solicitation must register with the Dean of Student Affairs at least three days prior to engaging such activities.

Off-Campus Speakers Policy

The Off Campus Speakers Policy is currently under review and revision. Please contact the Mr. Will Peneguy, Associate Vice Chancellor for Campus Services at (504) 280-1042.

Posting Signs and/or Fliers on Campus Policy

A student or organization wishing to post a sign on campus shall observe the following guidelines:

1. No student or organization may post or carry a sign on campus that:
 - a. involves non-permissible solicitations;
 - b. contains materials that are obscene, vulgar, libelous, or a form of harassment.
2. No object other than a sign may be posted on university property.
3. Prior to the posting of a sign, the student or organization must:
 - a. Deposit with the university a copy, photograph or description of the sign in the Office of Student Involvement and Leadership;
 - b. Include on each sign the name of the student or student organization, as well as the date of posting or date of event;
 - c. Receive approval from the main office responsible for the building in which material will be posted, such as the dean, and provide a copy to the Director of Student Development Activities.
4. A student or student organization shall remove each sign that was posted no later than 14 days after posting or attaching, or no later than 48 hours after the event has ended, whichever is earlier.
5. A student or student organization shall clean the area around which the sign was posted.
6. No person may remove a sign posted or attached in accordance with this policy without permission from the student or student organization that posted the sign or the university official who authorized the sign to be posted.
7. All signs and flyers written in a foreign language must contain a translation in English and receive a stamp of approval from the Student Affairs Office, BA 159.
8. Fliers may be posted on bulletin boards only. Posting on doors, windows, walls, etc. is not permitted. A bulletin board is under the jurisdiction of the college, school, department, or administrative office that maintains it. A student or student organization must submit a request to the appropriate college, department, or administrative official for permission to use a bulletin board.
9. Fliers and/or posters may be posted on any of the four SG kiosks on-campus. Signs will be removed twice a semester by SG or as the need arise

How to Park Smart on Campus or “How NOT to get issued a ticket at UNO.”

Make sure you have a current decal. Parking regulations on this campus require every student, faculty, and staff to have a current decal permanently affixed to their car. **The University of New Orleans is a 24 hour/7 day a week campus.** All parking regulations must be followed around the clock. You must have a valid parking decal, even if you only take classes on campus in the evenings or on the weekends. Temporary decals are available 24 hours-a-day from the University Police if your primary car is in the shop, has a flat tire, etc. A temporary decal is only available to students, faculty, and staff whose vehicle is currently registered with the UNO Police Department and has a valid parking decal.

The Parking and Traffic Regulations Brochure is printed by the University Police for your benefit. **PLEASE READ THEM.** The brochure is available at the University Police office, Student Affairs, Bursar’s Office, Pontchartrain Hall, and online at:
<http://upd.uno.edu/docs/ParkingBrochure.pdf>

Persons who live on campus and who have a vehicle on campus **MUST** obtain and affix to the vehicle a free Residential Decal. These residential decals can be obtained at the University Police Office. If you park anywhere outside of your residential parking lot you **MUST** purchase a regular student decal or risk ticketing.

Student decals are valid for only one academic year, August to August.

STUDENT PARKING IS LIMITED TO WHITE LINED SPACES ON WEEKDAYS. Faculty / Staff parking spaces are designated by YELLOW lines. After 5:00pm, but before 6:00 a.m., and on weekends, students can park in these yellow spaces.

You cannot pull through or back into a parking space. Your parking decal must be facing to the outer lane of traffic so the University Police can verify the vehicle is authorized to be on campus.

University Police will place a boot on your vehicle if you have 3 or more outstanding (unpaid) tickets. You cannot remove the boot by letting the air out of your tire.

Loading zones/service areas can only be used with prior authorization from University Police. You will be ticketed without prior authorization.

We do need all of the designated disability parking spaces on campus. Do not park in these spaces unless you have proper authorization from the state and through University Police.

There is a small “grace period” at the beginning of each semester for parking without a current/valid decal in student (white lined) spaces only. Students have about a week to get a decal after the semester begins. University Police will issue tickets for all other violations of the regulations during this “grace period”.

If you think that you were issued a parking ticket in error, or that your circumstances for violating the established rules and regulations should be considered for appeal, you can complete and submit an appeal form within the established time-frame. Appeals Forms are available online at:
<http://www.studentaffairs.uno.edu/pdfs/TrafficAppeal.pdf>

Visitor Parking is allowed in the pay parking lots, one by the University Center on Alumni Drive and the other by the Education Building on Founders Road. Visitors may also use the metered parking spaces in front of the University Center.

It is a criminal violation for any person to knowingly or intentionally produce, manufacture, distribute, or process a fraudulent UNO Parking Decal for the purpose of defrauding the University of New Orleans. University issued decals shall not be altered or defaced in any way and any one in possession of such a decal shall be subject to disciplinary action and/or criminal charges.

Missing Student Policy

Missing Student Policy and Procedure

It is the policy of the University of New Orleans to treat all reports of missing students as serious incidents and to investigate such reports completely. The University of New Orleans Police Department will thoroughly investigate all reports of missing students, treating every report as one where the person reported missing may be at risk until significant information to the contrary is confirmed.

The University encourages timely reporting of missing students to the proper law enforcement agency by all members of the UNO community, to assist in locating students who are reported missing, and to comply with federal law as stated in the Missing Person Procedures of the Higher Education Opportunity Act 488(3) HEA section 485U1.

Reporting Missing Students

A student may be considered to be missing if the student's absence is contrary to his or her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but are not limited to: (1) absence from multiple classes; (2) indicators that a student may be a victim of foul play; (3) expressed suicidal thoughts; (4) indicators of drug dependency; (5) indicators that the student may be in a life threatening situation or has been with persons who may endanger his or her welfare.

The UNO Police Department suggests to all members of the UNO community that if there is a possibility that a student is missing, consult the University Police as soon as possible, by calling 280-6666.

Any university employee who receives information indicating that a student may be missing must report this information to the University Police immediately whether the student is a resident or non-resident student.

Any student, who believes that another student is missing, is encouraged to notify the University Police as soon as possible.

University Police will investigate all incidents of reported missing students and will exhaust all leads to locate resident students (those who live in on-campus facilities). In situations where the student is a non-resident (resides off campus), the University Police will help notify the proper law enforcement agency in the jurisdiction where the student resides or was last seen and assist with the investigation. This notification will be done within 24 hours of receiving a credible report. Nothing in this policy requires the University Police to wait 24 hours before reporting to the law enforcement agency with jurisdiction.

Upon receiving a report of a missing student, and conducting a preliminary check of the student's room and other areas on campus the student may frequent, University Police will notify the Vice Chancellor for Campus Services and the Dean of Student Affairs.

Emergency Contact Information

At the beginning of each academic semester, all students residing in on-campus housing will be notified of the following:

1. The student will have the opportunity to identify a contact person or persons whom will be notified within 24 hours of the determination by law enforcement that the student is missing;
2. This contact information will be confidential and will be accessible only to authorized university officials and it will not be disclosed except to law enforcement personnel involved in a missing persons investigation;
3. For students who are 18 years of age or older, this notification to the designated emergency contact person will be notified within but no later than 24 hours after the student is determined to be missing. Students who are under 18 years of age and not emancipated, the Division of Student Affairs or the UNO Police Department must notify the student's custodial parent or guardian within 24 hours of the determination that the student is missing and will also notify the student's designated emergency contact person;

Procedure for Entering Emergency Contact Information

1. To begin the process, the student will need to log onto the University's WebSTAR from the following link, <http://webstar.uno.edu>.
2. From the WebSTAR main page choose the "Students" link.
3. On the WebSTAR log in page enter the student's user ID and password then click on the sign in box. The Student Self Service page will appear.
4. Next click on the "Personal Portfolio" link.
5. Under the "Contact Information" column, click on the "Emergency Contacts" link. Below the link is a disclaimer which reads, "In compliance with Missing Person Procedures, The Higher Education Opportunity Act 488(3) HEA section 485U1" meaning the University of New Orleans is federally mandated to provide students with the opportunity to provide emergency contact information to be used in the event the student becomes missing.
6. When the "Emergency Contact Lists" page appears there will be a check box which states, "I do not wish to provide this information". If the student does not wish to provide any contact information then check this box and the process is complete. If the student wishes to provide contact information then click on the yellow "Add an Emergency Contact" box and enter the information.
7. The student may add more than one emergency contact person if so desired and the student can select one of the entries as the primary contact.
8. Once the student completes the entering of the contact information, then the student can sign out of WebSTAR or choose the "Home" link to return to the "Student Self Service" page.
9. If the student has any questions concerning this procedure, they can contact the Division of Student Affairs or the University of New Orleans Police Department.

2010-2011 UNO Student Handbook

A publication of the University of New Orleans Division of Student Affairs

The UNO Student Handbook is available in alternate format upon request. Please contact 504-280-6222 or visit www.studentaffairs.uno.edu.