Student Handbook
Includes the University of New Orleans Student Code of Conduct

2014-2015

THE UNIVERSITY of NEW ORLEANS
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Welcome from the President

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 recreation and 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. The University of New Orleans continues to be a great and engaged urban research university while playing a leadership role in revitalization of New Orleans and the region. 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!
Peter J. Fos, Ph.D.
University President

Welcome from the Vice President for Student Affairs and Enrollment Management

The Office of Student Affairs and Enrollment Management welcomes YOU to the University of New Orleans family. Our University is a place to learn, and it is also a place to live. Student Affairs and Enrollment Management are comprised of the Division of Student Affairs and the Office of Enrollment Services. We are here to assist you during 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.

The Division of Student Affairs includes the offices of Student Involvement and Leadership, Student Government, Career Services, Counseling Services, Student Health Services, Advocacy and Accountability, Student Housing, Disability Services, and Greek Life. The majority of the offices in Student Affairs are located on the 2nd floor of the University Center (UC).

The Office of Enrollment Services encompasses the offices of Admissions, Financial Aid, New Student Orientation, First Year Experience, and First Year Advising. The Office of Enrollment Services is located in the newly opened Privateer Enrollment Center (PEC) on the 1st floor of the Earl K. Long library. The PEC is your “one-stop shop” for all of your enrollment needs as well as support from first year to graduation.

Our goal is to help you from the time you visit campus to graduation. We are here to assist you with advising, succeeding academically, getting involved in campus life, staying healthy, seeking a job, and finding resources to enrich your life. Within each of these offices and departments of Student Affairs and Enrollment Management are people ready to help you make the most of your UNO experience. I encourage each of you to get involved with one or more of the many organizations that Student Affairs has to offer. The rewards and opportunities for personal and professional growth are limitless.

GO BLUE!
Brett E. Kemker, Ph.D.
Vice President for Student Affairs and Enrollment Management
UNO Administrators

President
Dr. Peter J. Fos

Interim Provost and Vice President for Academic Affairs
Dr. Richard Hansen

Vice President for Business Affairs
Dr. Gregg Lassen

Vice President for Student Affairs and Enrollment Management
Dr. Brett Kemker

Vice President for Research and Economic Development
Dr. Kenneth Sewell

Vice President for External Affairs
Rachel Kincaid

Vice President for Communications, Marketing and Public Relations
Kevin McLin

Executive Director of University Advancement
Anthony Gregorio

Director of Intercollegiate Athletics
Derek Morel

UNO Academic Deans

Dean, College of Business Administration
Dr. John A. Williams, Kirschman Hall 308

Dean, College of Education and Human Development
Dr. Darrel P. Kruger, Bicentennial Education Building 242

Interim Dean, College of Engineering
Dr. Norman Whitley, Engineering Building 910A

Interim Dean, College of Liberal Arts
Dr. Kevin Graves, Milneburg Hall 273

Dean, College of Sciences
Dr. Steven Johnson, Sciences Building 1100

Dean, Library
Dr. Sharon Mader, Earl K. Long Library 404
## Building Names & Abbreviations

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

*Follow this link to access campus maps:*

[http://uno2.uno.edu/maps/lakefront/](http://uno2.uno.edu/maps/lakefront/)
Registration and Grades
UNO provides web registration for students 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 at http://www.uno.edu/registrar/bulletin/index.aspx. 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. For the most accurate information, go to the Academic Calendar in order to confirm the dates. 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 unofficial transcript. 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 Important dates calendar. 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 Important dates calendar 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 Important dates calendar in the Information Bulletin or on the web for exact dates for each semester.

Students are responsible for initiating action to resign from the University (withdraw from all courses) on or before the last day to resign as indicated in the current Important dates calendar. After that date a student may not resign from the University. Students who fail to resign by the published final date for such action will be retained on the class rolls even though they may be absent for the remainder of the semester and be graded as if they were in attendance.

Failure to attend classes does not constitute a resignation. Resignation eliminates a student's enrolled hours, but not the student's financial obligations.

Caution: Withdrawing from courses may have an adverse effect on financial aid, scholarships, loan deferments, athletic eligibility, health insurance, veteran’s benefits, degree requirements, or other areas. Students considering course drops or resignation should first check with their advisor, College, and Enrollment Services to determine if this is really their best option.

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 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: http://www.uno.edu/registrar/
How to Schedule Classes
The Class Schedule web listings are available at http://www.uno.edu/registrar/bulletin/live-schedule-search.aspx or by logging into WebSTAR.

Certain classes have lab times associated with them and may meet on different days from the lectures. 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. Students will be allowed to register for courses only during their appointment times. You can find your appointment time for a specific semester on WebSTAR.

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. Finally, and very importantly, the Bulletin also includes 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 can be found in WebSTAR. 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. The most recently updated copy of the Catalog can be viewed online.

Important Academic Dates
Please refer to the Student and Administrative Calendar:

Courtesy of the Office of the Registrar, AD 112 504-280-6212
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, please visit www.outlook.com/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 your “I” drive, which is personal hard-drive space on the UNO server. With your “I” drive you can add notes to an assignment or store important documents anywhere on campus and print it out or access it from a different location on campus. To access your LAN account for the first time, please visit https://cams.ucc.uno.edu/ipasswd/ and follow the on-screen instructions.

Moodle
UNO uses Moodle, which is the Learning Management System for classes taught at the university. Through Moodle, students are able to post messages to professors and classmates, and most importantly, turn in assignments. In some classes, students are required to use Moodle to turn in all assignments to count for a grade. Professors have access to Moodle and can send emails to students enrolled in their classes. Keep in mind that Moodle utilizes your UNO email address, so make sure you have access to it. To login to Moodle for the first time, please visit the UNO home page or https://uno.mrooms3.net/login/index.php and follow the on-screen instructions.

Student ID Cards
University Computing Center (UCC) 101-Q, 504-280-6286

Students are eligible to receive one free ID card, which can be used for the entire duration of their enrollment at UNO. The student ID card is required for access to many student services including: the UNO Library, Learning Resource Center, Recreation and Fitness Center, Dining Services meal plans, Athletic events, certain SAC events, computer labs, and local business discounts. Students also need their ID cards to conduct other official business with the University. Lost or stolen cards may be replaced for $15 payable to the University Bursar. If a card no longer works properly due to a defect, there is no replacement charge. Any university official having just cause has the right to request that a student show the ID card for identification purposes. The card must not be loaned to another person for any reason. Fraudulent use of the card will be reported to Student Affairs and Enrollment Management.
You’ve attended orientation, purchased UNO swag at the bookstore, and can’t wait to start your first year at UNO, but you still have lots of questions about campus. Come visit your First Year Experience Student Success Counselors! We can help you do it all: transition into university life, learn about campus resources, meet new friends, and get academic support.

The staff of FYE is here to help you! Transitioning to college can be exciting, stressful, challenging, and fun, and the first year is often the hardest. Our job is to make sure that your transition is as easy as possible. If you have a specific question, come ask it. Don’t know where to start? Let us help point you in the right direction. One day you too will be a UNO expert. In the meantime, we’re here to help!

Our First Year Experience programs are designed to help incoming students maximize the first year by getting comfortable on campus, connecting with the university, and starting to think of The University of New Orleans as home.

FYE Programs and Services

**Academic Reboot Camp**
Designed for students who are not satisfied with their academic performance, FYE offers a half-day workshop to help kick-start a new semester. Participants will gain important skill sets and an understanding of the resources at UNO.

**Alpha Lambda Delta**
Alpha Lambda Delta is a National First-Year Honors Society open to students who earn a grade point average of 3.5 or higher within their first year.

**Start Strong Fest**
Kick start your semester! Join us, the 6 Colleges, and representatives from various offices to ensure a successful academic year. Learn about minors and special programs, co-curricular activities and resources that can help you develop in mind, body and spirit.

**Success Coaching**
Our coaching model allows you to work with a Student Success Counselor to identify goals and overcome obstacles that you may have experienced during your first semester.

**Common Read**
The Common Reading Program is a partnership program with the Department of English. It provides a shared first year reading experience for all new students. The program intends to stimulate discussion, critical thinking, and classroom integration.

For more information, please contact:
First Year Experience
Earl K. Long Library, 1st Floor (Privateer Enrollment Center)
504-280-6220
fye@uno.edu facebook.com/fyeuno
Twitter: @unofye or #yearUNO
Unveiling the new PRIVATEER ENROLLMENT CENTER
“A Concierge Approach to Student Academic Success”

The Privateer Enrollment Center is located in the heart of the campus in the Earl K. Long Library. The Center offers knowledgeable staff that will welcome and assist students in all areas of enrollment services including Admissions, Financial Aid, New Student Orientation, First Year Experience, First Year Advising, and Veterans Affairs. It is designed to expedite the enrollment process as well as facilitate a successful first year for all students.

For example, students will be able to get their first introduction to UNO in the state of the art Privateer Pride Room for a campus tour, submit documents for admission, receive federal financial aid counseling or student success coaching, meet enthusiastic and welcoming orientation leaders, learn what courses to select or about ways to get involved on campus, inquire about veterans benefits, or obtain a photo id or parking pass.

The PEC is the place to visit for students to be connected to resources related to their academic, personal, and professional goals. It is also the location of Centralized Enrollment Services each semester. Additional services will include representatives from the Office of the Bursar, UNO Federal Credit Union, Campus Dining, Student Health Services, and the University Computing Center’s Help Desk.

Books weighing you down?
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. The Writing Center also allows you to submit papers online for feedback
• Media Library which offers instructional software in a wide variety of subjects

UNO Learning Resource Center
Liberal Arts Building Rm 334 - 504.280.7054
**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).

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points (per semester hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>XF</td>
<td>0</td>
</tr>
</tbody>
</table>

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:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Hours Attempted</th>
<th>Quality Points/hr</th>
<th>Quality</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1157</td>
<td>B</td>
<td>3</td>
<td>3</td>
<td>3 x 3 = 9</td>
</tr>
<tr>
<td>BIOS 1053</td>
<td>D</td>
<td>3</td>
<td>3</td>
<td>3 x 1 = 3</td>
</tr>
<tr>
<td>BIOS 1051</td>
<td>F</td>
<td>1</td>
<td>0</td>
<td>1 x 0 = 0</td>
</tr>
<tr>
<td>HIST 1001</td>
<td>A</td>
<td>3</td>
<td>4</td>
<td>3 x 4 = 12</td>
</tr>
<tr>
<td>BIOS 0107</td>
<td>P</td>
<td>0</td>
<td>3</td>
<td>0 x 3 = 0</td>
</tr>
<tr>
<td>FREN 1001</td>
<td>C</td>
<td>3</td>
<td>3</td>
<td>3 x 2 = 6</td>
</tr>
</tbody>
</table>

**TOTAL**

13

GPA = total quality points / 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. Any coursework transferred to UNO starting Summer 2013, will not be included in the cumulative GPA.

**Academic Warning**

A student is placed on Academic Warning when the earned Semester/Term GPA (TGPA) falls below a 2.0 yet the earned Cumulative GPA (CPGA) remains higher than a 2.0. This academic action serves as a warning to the student their CGPA will be negatively impacted by future Semester/Term GPA’s lower than the required CGPA of 2.0.
**Academic Probation**
A student will be placed on Academic Probation when their CGPA falls below a 2.0. A student on Academic Probation will be suspended from the University at the conclusion of any semester (Summer included) in which he or she fails to earn a TGPA of at least a 2.0 (see Academic Suspension below). A student will remain on Academic Probation until an overall cumulative grade-point average of 2.0 or higher is achieved for all college work attempted.

**Academic Suspension**
Undergraduate students on Academic Probation will be suspended from UNO at the conclusion of any semester (Summer included) in which they fail to earn a TGPA of at least a 2.0. First-time freshmen admitted in Good Standing will not be suspended prior to the completion of two semesters of enrollment.

First Suspension – first Suspension at The University of New Orleans is one full semester (Fall or Spring only).

Second or Subsequent Suspension – second or subsequent Suspensions at The University of New Orleans is categorized as Indefinite Academic Suspension/Dismissal. See description below.

**Exceptions to Academic Suspension**
1. A student suspended for the first time at the end of the Spring semester (only) may attend summer school. If the student raises their CGPA to 2.0 or higher, they are placed in Good Standing and their suspension period is lifted. The student may then attend the Fall semester. If the student does not raise their CGPA to 2.0 or higher in the Summer session, the Suspension for the Fall semester is in effect. In this case, only one suspension is counted against the student.
2. A student earning Indefinite Academic Suspension/Dismissal at the end of the Spring semester (only) may also attend summer school. If the student raises their CGPA to 2.0 or higher, they are placed in Good Standing and their suspension period is lifted. The student may then attend the Fall semester. If the student does not raise their CGPA to 2.0 or higher in the Summer session, the Indefinite Academic Suspension/Dismissal for the calendar year is in effect.
3. An undergraduate student suspended from UNO may not enroll in another 4 year university, but may enroll in a community college. To ensure minimal or no loss of credits upon return to UNO, it is recommended the student consult with his/her advisor regarding the choice of courses to be taken at the community college. Credits earned under these conditions may be accepted for a degree at UNO provided grades of "C" or higher are earned in each of the courses to be transferred.

**Indefinite Academic Suspension/Dismissal**
Undergraduate students earning a second Academic Suspension at the University of New Orleans are placed on Indefinite Academic Suspension/Dismissal which will be for a period of one calendar year from the date of the last term in which the academic action was accrued. Any student who is not permitted to re-enroll for continuing semesters must apply for re-admission upon completion of the prescribed period of absence. Prior admission decisions will not guarantee re-admission to the University.

**Readmission after Academic Suspension or Indefinite Academic Suspension/Dismissal**
A student who has been suspended or dismissed from the University will not be permitted to register until the expiration of their academic action (see descriptions above). The student must re-apply for Admission to the University through the Office of Admissions.
**Student Services and Resources**

**Accommodative Testing & Adaptive Technology Center**  
*Sciences Building 1046; 504-280-7284*  
The ATATC was established by the Office of Disability Services (ODS) to perform several functions for students with disabilities and the faculty of UNO. The first is to provide a centralized facility for the provision of accommodations, including the production of audio/electronic textbooks as an accommodation for students. The staff of the center provide proctoring of exams for faculty for the students who need testing accommodations. The center also provides a centralized location for adaptive technology for use by students and a place of quiet study.

**Bookstore**  
*University Center (UC) 102; 504-280-6373*  
The Bookstore offers new and used textbooks for sale and also offers a textbook rental program. Located on the ground floor of the University Center, the Bookstore provides general books, supplies, souvenirs and services which enhance the educational process and promote the University of New Orleans.

**Campus Dining**  
*University Center (UC) 102; 504-280-6373*  
**The Lagniappe Account Meal Plan**  
UNO Campus Dining offers a variety of prepaid meal plans that allow students to make purchases from any dining location on campus using their UNO ID Card. Meal Plan accounts can include a credit amount for meals and/or declining balance dollars (DB). Meal plans are for use at the *Real Food on Campus* dining facility in the University Center. Declining Balance Dollars (DB) are dollars that you can spend at other campus restaurants, coffee shops and convenience stores.

**Campus Dining Locations**  
*University Center (UC) First Floor*  
Brewed Awakening serves Starbucks coffee, drinks, pastries and other beverages. Chick-fil-A is a quick service restaurant specializing in chicken sandwiches. P.O.D. Express offers variety of convenience items, snacks and beverages. RFoC is an all you can eat dining facility. Subway is a quick service national brand that specializes in sandwiches made to order.

**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.

**Career Services**  
*University Center (UC) 250; 504-280-3131*  
The Career Services staff offers career exploration, preparation, and planning. Services include resume sessions, interview tips and skills, networking events and strategies, and job search assistance. Our jobs database includes a spectrum of opportunities, including part-time, full-time, internship/coop, summer, seasonal, temporary, and flexible positions. Once registered on the database, students receive notices regarding career fairs, activities, hot jobs, career news, and on-campus recruitment. Appointments are encouraged to directly connect with a staff member. Follow us on Twitter - @UNOCareer

**Counseling Services**  
*University Center (UC) 226; 504-280-6683*  
UNO Counseling Services offers problem assessment and short-term personal (mental health) counseling to currently-enrolled UNO students. These services are focused on the resolution of students’ current personal concerns and problems which might interfere with academic functioning. Counseling Services staff can also assist students with referrals for longer-term or specialized treatment, if needed. Additionally, Counseling Services offers career testing and counseling to assist undecided students in choosing a career path which corresponds to personality traits and their current interests and skills. All personal and career counseling services are confidential within the limits of the law. In addition to personal counseling and career testing and counseling, Counseling Services regularly offers psycho-educational workshops addressing a variety of topics including time management, learning styles and study skills, conquering procrastination, stress management and interpersonal skills development. For additional information, please visit [http://counseling.uno.edu](http://counseling.uno.edu).
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 Reference Desk in the Learning Commons on 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 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 both a savings and a checking account at UNOCFU. This allows easy access to money while students are on campus. In addition to lobby and drive-up service from 9:30 AM-3:30 PM, UNOCFU operates five ATMs on campus with three accessible 24 hours a day. UNOCFU also participates in the shared branching network, allowing account holders access to their funds in person at over 5,000 service centers nationwide. Additional services include Internet Banking, 24-hour account info by phone, VISA credit cards, MasterMoney debit cards, loans, and family memberships.

Greek Life
University Center (UC) 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
The UNO International Alumni Association is the hub of Privateer Pride allowing our 70,000+ graduates to stay connected with UNO and with each other. As a student, you can tap into this network to build your professional development skills and to have fun by attending events like our Dine Like A Pro Etiquette Luncheons, Resume Review Workshops staffed by UNO alumni professionals and recruiters, Homecoming Tailgates, Alumni & Senior Socials, the Crawfish Mambo Festival, the UNO Ring Ceremony and much more. Our staff and alumni volunteers collaborate with various campus offices on activities like high school recruitment, promoting UNO successes, mentorships, Senior Week, fundraising, and governmental advocacy. Membership in the Association is free to all alumni but it isn’t automatic; so when you graduate, remember to register in the UNO Alumni & Friends Online Community so you’ll get benefits like access to our searchable alumni directory, a UNO Magazine subscription, exclusive deals & discounts at the UNO Recreation and Fitness Center, the bookstore and much more!

International Students and Scholars
Bicentennial Education Center 122; 504-280-6021
UNO is home to approximately 700 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 physically houses the Writing Center and a student computer lab, and provides information about all of the free tutoring that occurs on campus. Many departments have their own tutoring centers which are staffed by graduate students, undergraduate students, and in some cases, even faculty. Online tutoring is also offered through the Writing Center, and instructional software is available for a wide variety of subjects on the UNO media server. Visit
the LRC web site http://lrc.uno.edu for the most comprehensive and up-to-date information on all available tutoring, programs, and services.

**Mail Services**

*University Center (UC) 112; 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. Rental periods are for 4-12 months. All residents in Pontchartrain Hall are required to have a P.O. Box in order to receive mail at UNO.

**Office of Disability Services**

*University Center (UC) 248; 504-280-7302*

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, the use of adapted computers (voice output, screen enlargement, voice input, and scan and read programs), audio 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).

**Privateer Athletics**

Come out and cheer your team to victory as we compete in NCAA Division I sports including basketball, baseball, cross country, tennis, golf, track and field and volleyball. 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**

*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.

**UNO Copy Center**

*University Center (UC) 110; 504-280-3955*

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

**Recreational and Intramural Sports**

*Recreation and Fitness Center; 504-280-6357*

The Department of Recreation and Intramural Sports offers a variety of programs and services for the UNO Students. The UNO Recreation and Fitness Center is a fantastic gathering spot for students who are interested in participating in a variety of fitness and recreational activities. The Recreation and Fitness Center has 3 basketball courts, indoor running track, 2 racquetball courts, indoor swimming pool, 2 group exercise rooms, weight equipment and an extensive amount of cardio-vascular equipment which includes: treadmills, elliptical cross train machines, upright and recumbent bikes, rowing machines, AMT cross trainers, and much more. Personal Training and Fitness Assessments are also available.

Intramural and Club Sports: A variety of intramural sports are offered each semester; flag football, volleyball, soccer, basketball, racquetball, and more. Club sports are also available and new club sports can be created depending on student interest.

**Student Activities Council**

*University Center (UC) 222; 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, the Masquerade Ball, and the annual crawfish boil SUCbAU (Students Unwinding on Crawfish And Unprecedented Fun).

**Student Accountability and Advocacy**

*University Center (UC) 248; 504-280-6222*

Student Accountability and Advocacy is primarily responsible for providing comprehensive information about behavioral standards, students’ rights and responsibilities along with university rules and regulations. The UNO Student Code of Conduct establishes community standards expected of UNO students. The staff values individual and group rights and works to uphold these rights. The staff stand behind the academic and personal integrity on which UNO is based. If the rules of the university are transgressed by students, the office will pursue the matter, following the procedures outlined in the Student Code of Conduct. This office may pursue any behavior that hinders the learning environment at UNO. Additionally, the office serves an educational function by to provide students with helpful information concerning issues that affect them.

**Student Government**

*University Center (UC) 236A; 504-280-6229*

All regularly enrolled students are members of Student Government (SG), which provides an opportunity for each student to participate in the general community affairs of the University. SG members assume the responsibilities of self-government consistent with the responsibilities and policies of the University administration. In addition, SG maintains a variety of services such as forums for students to express ideas and concerns with administration and free fax services for students. SG also funds other activities and services on campus such as student organization programs, and limited academic travel funds for undergraduate and graduate students.

**Student Health Services**

*University Center (UC) 238; 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**

*Pontchartrain Hall; 504-280-6402*

The Office of Student Housing oversees the management and operation of Pontchartrain Hall and Lafitte Village.

Pontchartrain Hall North and South are the university’s co-ed suite style residence facilities that house up to 740 single students with utilities, cable, and internet service included. Residents in Pontchartrain Hall are required to purchase a meal plan for fall and spring semesters. Pontchartrain Hall offers one, two, and four bedroom suites that are fully furnished. There are a number of suites that are accessible for students with disabilities.

Lafitte Village is the university’s graduate, married and family housing apartment complex. The facility consists of 48 one bedroom and 72 two bedroom units. All units are unfurnished with utilities, cable and internet included. A meal plan is available but not required in this facility.

**Student Involvement and Leadership**

*University Center (UC) 222; 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, UNO Copy Center, Campus Mail, the Office of Student Involvement and Leadership, Student Health Services, Counseling Services, multiple meeting rooms and study areas.

**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, Milneburg Hall, and Learning Resource Center. Hours of operation for each of these labs as well as details on hardware and software availability can be found on the UCC website. UCC provides every student with the following accounts: LAN, email, Moodle, and WebSTAR. Students can use their LAN accounts to access computers around campus, their e-mail, and Moodle. Students use their Moodle accounts to check online assignments, take quizzes, and turn in homework. WebSTAR is used to access online registration, grades, and financial information. Students are also provided with mobile access to Moodle, WebStar, and student labs real-time computer availability.

**Women’s Center**

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

The Women’s Center serves the women students, faculty, and staff of UNO and women throughout the city of New Orleans. We are dedicated to recognizing and affirming the diversity of women’s experiences based on race, ethnicity, class, sexual orientation, ability and age. Through a range of programs and services, the Women’s Center seeks to support and enrich the academic and life experiences of female students, foster the study of women in culture, and promote and create equity for women on the UNO campus and in the community.
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 Office of Student Involvement and Leadership website. 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, stop by the office in University Center 222, or visit their website at www.uno.edu/studentaffairs/sil.
**Categories of Student Organizations**

**Cultural**

Cultural organizations promote an understanding of different cultures, languages and diversity.

**Honorary**

Honorary organizations focus on exemplary academic or leadership achievements.

**Political**

Political Organizations zero in on campus, local, national, or world-wide political issues.

**Recreation / Club Sports**

Honorary organizations focus on exemplary academic or leadership achievements.

**Arts/Music**

Arts and Music organizations foster creativity in the visual arts, theater, dance, music, or film.

**Religious/Spiritual**

Religious or spiritual organizations serve as a gathering place for students of various faiths and beliefs.

**Academic/Professional**

Academic and professional student organizations focus on academic, professional, or leadership interests.

**Special Interest**

Special interest organizations serve as a venue for students to join together with a common purpose.

**Service**

Service Organizations are dedicated to helping the community and environment through volunteer work.

**Greek Life**

Student Organizations such as sororities and fraternities are dedicated to fellowship, academic support, leadership training and more.
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 now a member of the UL 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.

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.

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.

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.

UNO Ring Ceremony
The UNO Ring Ceremony is a formal occasion where seniors are presented with their UNO Class Ring. The symbols on the ring features the UNO Smoke Stack, a Fleur-de-lis, an anchor, the sword and the official UNO emblem.

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
Homecoming is a celebration that welcomes UNO alumni back to campus. The Homecoming Court is announced at a signature UNO NCAA Sporting event.

University Mace
The University Mace is borne before the Platform Party as a symbol of authority in the procession and recession at Commencement. The Mace was first presented on September 6, 1988 at the Academic Convocation commemorating the University’s September 5, 1958 opening ceremony.

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.

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 marque from the government, was authorized to seize a merchant vessel of another country. He was a 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 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.
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 authority to administer the day-to-day affairs of the university has been given to the President of UNO by the Board of Supervisors of the University of Louisiana System. The President, in turn, has delegated the authority to administer the Student Code of Conduct to Student Affairs and Enrollment Management.

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 one 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 finding is reexamined or reviewed. An appeal is considered by the Vice President of Student Affairs and Enrollment Management.

Director of Student Accountability, Advocacy and Disability Services: The Director of Student Accountability, Advocacy and Disability Services (referred to throughout this document as Director) is the university official who ensures that all procedures are properly followed, records are properly maintained and sanctions are properly enforced. In addition, the Director, or his/her designee, explains the process to everyone involved, coordinates the UNO Student Accountability Committee and conducts the Resolution Conferences. The Director 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.

Vice President for Student Affairs and Enrollment Management: The university official who has been delegated the authority by the President to oversee the accountability process.

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 Director 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 actions with the University.

Hazing: see Anti-Hazing Policy.
Accountability Record: Documents concerning student or student organization violation(s). These records are maintained in the Student Accountability, Advocacy and Disability Services’ Office.

Notification: Written notice of a pending or resultant student accountability process that is usually mailed to the student by the Student Accountability, Advocacy and Disability Services’ 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, UL System Bylaws and Rules, UL System Policies and Procedures and University Administrative Procedures (APs).

Organization President: The official head of a student organization. For the purpose of this code, the student organization 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, when appropriate, discuss the alleged violation with the Director 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 Handbook: 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 Enrollment Management 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 Office of Student Involvement and Leadership.

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 University of Louisiana 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 or 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 should be sent to the Director in writing within seven (7) working days. The attending record will be maintained with all other procedural files in the Student Accountability, Advocacy and Disability Services’ Office. Other operating units of the university, including, but not limited to, academic colleges, academic departments, University Housing, University Center, the Library, dining services, 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 Director. To promote academic integrity, students will use 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 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.

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
1. 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 incident of academic dishonesty.
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” will be noted. Students who believe that the grade of “F” 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 Director 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 Director 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.
   c. this a second report/incident of academic dishonesty for a student, the case will automatically be brought before the UNO Student Accountability Committee.

If an alleged academic dishonesty case cannot be resolved prior to the issuance of the final grades, the instructor will assign an “I” (incomplete) grade. This notion will remain until the alleged violation has been completely resolved; at that 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 Director in writing within seven (7) working days. The attending record will be maintained with all other procedural rites in the Student Accountability, Advocacy and Disability Services’ Office. Faculty and
Departments should be aware that all instances of academic dishonesty must be reported to the Director of Student Accountability, Advocacy and Disability Services.

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 Director 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 violations. The Director will review the complaint and will either proceed with the complaint or dismiss the complaint. If the complaint is dismissed, the complainant may submit a written appeal 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 Director, 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 Director 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 may be required to appear at the resolution conference, unless excused, and the student accountability hearing, if one is conducted. Should the student against whom the accusations of code violations not be excused and fail to appear at the resolution conference or at a hearing, the case may still be considered. 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:

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. Behavior by any person which poses a clear and present threat to the health safety or well-being of any person in the UNO community.
4. Sexual misconduct of any person.
5. 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.
6. Any unauthorized use of electronic or other devises to make an audio or video record of any person while on University premises without his or her prior knowledge, or without his or her effective consent when such a recording is likely to cause injury or distress, including, but not limited to: video cameras, digital recorders, digital recorders, hand-held cameras, and internet exposure.
7. Hazing, defined as initiation rites involving physical abuse or mental anguish. (See Anti-Hazing Policy)
8. Disrupting/endangering 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.
9. Possession, use, or threatened us 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. (See Weapons on Campus Policy.)
10. 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.
11. Vandalism, malicious destruction, damage, or misuse of university or private property, including but not limited to university housing facilities.
12. 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.
13. Manufacture, distribution, sale, possession or use of illegal drugs and/or paraphernalia. (See Alcohol and Drug Policy)
14. Forging, alteration or misuse of university documents, records or Identification Card.
15. Intentionally failing to meet financial obligations to any authorized university office, including issuing bad checks or falsely reporting vending machine losses.
16. Dishonesty by providing inaccurate, incomplete or information which is deceiving, including admission application and/or financial aid information.
17. Theft, fraud, shoplifting, embezzlement or possession of stolen property (including buying and receiving stolen property).
18. Failure to follow any University Housing or Privateer Place policy and/or regulation.
19. Misuse or unauthorized use of library materials, including but not limited to, theft, vandalism or malicious destruction.
20. Littering or endangering the environment.
21. Lewd, indecent, obscene or disorderly conduct (including but not limited to, conduct resulting from drug or alcohol use.)
22. Undue noise or behavior that results in unreasonable annoyance to members of the UNO community.
23. 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.
24. Storing anything flammable/combustible inside a university building, including but not limited to, gas powered vehicles.
26. Violation of University alcohol regulations, including underage possession or consumption of alcohol, as well as solicitation of donations or use of alcohol as an enticement to events. (See Alcohol and Drug Policy)
27. Failure to comply with university policies, rules or regulations as pronounced by university officials acting in the performance of their official duties.
28. Unauthorized release of private and confidential information from student, faculty or staff records, such as health, educational or financial information, unless permitted by law.
29. Tampering with an election of any officially recognized campus activity or organization.
30. 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.
31. 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.
32. Breaking and entering, trespassing and unauthorized entry.
33. Attempt to commit any violation of the Student Code of Conduct or other university policy or regulation.
34. Accessory to any violation of the Student Code of Conduct or other university policy or regulation.
35. 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.

Counseling: The student must attend, either through UNO’s Counseling Services or through some other agency or workshop, sessions appropriately connected to the presenting issue. The sessions may include, but are not limited to topics concerning decision-making skills, anger management, stress management, and such personal issues as determined by yourself and the counselor.

Parental Notification:
1. If a registered student under the age of 21 is involved in a university policy violation and/or violation of Louisiana state law for public intoxication, the possession, consumption or distribution of alcohol or illicit drugs, the student’s parent or guardian may be notified in writing.
2. If a registered student is transported to an emergency medical treatment facility for drug use or alcohol intoxication, the student’s parents, guardians, or other appropriate parties may be notified by Student Affairs or other university administrators, if necessary to protect the safety of the student or other individuals. (In accordance with FERPA’s health or safety provision (See 34 CFR §§ 99.31(a)(10) and 99.36.)

Reflection Project: This may include a research paper, participation in an on-line educational program relevant to the issue, or other assignment relevant to the violation(s) of the Student Code of Conduct.

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

Suspension of Rights and Privileges: Limitations or requirements that fit the particular case/code violation may be imposed.

Probation with the Loss of Some Privileges: The student or student organization is placed on probation for a specified period of time, along with the loss of one or more privileges, such as, but not limited to, representing the University in any official function or leadership position (e.g., varsity athletics, teaching assistant, student leadership position, cheerleader, standing committee chairpersonship, membership in any registered student organization or holding of an elected office in any registered student organization); entering or being in specific locations (e.g. a residence hall or other facility); and/or engaging in certain activities (e.g. driving and/or parking on campus; contacting a specified member of the campus community, etc.).
Probation in University Housing: The student or non-student resident is placed on supervisory status for a specified period of time. If the student is found to be in violation of any institutional regulation(s), particularly during the probationary period, suspension from all housing on campus may occur.

University-Wide Probation: The student or student organization is placed on supervisory status for a specified period of time. University Disciplinary Probation removes a student from good disciplinary standing for a designated period of time and places the student on final warning status. If the student is found to be in violation of any institutional regulation(s), particularly during the probationary period, separation from the institution may occur.

Suspension: An involuntary separation of the student from the University for a specified period of time after which the student is eligible to return assuming no intervening serious misconduct has occurred and any prerequisite conditions for readmission have been met. During the period of suspension, the student is prohibited from receiving credit at a component of the university system for scholastic work done in residence or by correspondence or extension. Conditions for readmission may be specified. In accord with University of Louisiana System Policy Number: S-II.I.B.-1, the notation “Student is eligible to return (semester/year)” will be placed on the student’s transcript. This notation will be removed from the transcript when the student is eligible to return. The student is placed on Disciplinary Probation for the first semester following the return to the University.

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

Suspension with Review: This sanction is the same as Suspension outlined above but, in addition, the student or student organization must meet with the Director or the UNO Student Accountability Committee for approval prior to regaining full student status or readmission to the university.

Temporary Suspension: A student may be temporarily and immediately suspended prior to a Resolution Conference or a Hearing when reasonable the student’s behavior is disruptive to the normal educational process of the university and/or cause has been found that danger or harm will result to others if the student is allowed to remain on campus pending a decision.

Voluntary Resignation: In the course of a Resolution Conference or Hearing, the University officer/hearing committee in conjunction with the student, determine this to be the best course of action. (This action shall result in assignment of W’s for the student’s courses.)

Suspension with Review from University Housing: The student is temporarily removed from University Housing and is not afforded University Housing visitation rights. If a student wishes to regain such privileges, he or she must contact the Director and meet with the UNO Review Board for approval prior to housing privileges.

Organization Suspension: The student organization loses all campus privileges, is no longer recognized by the University, and must completely cease all organizational activities for a specific period of time and/or until specific conditions are met. If it is determined that the organization is operating in an underground/unofficial fashion, the organization will be subject to an extension of the suspension term.

Denial of a Degree: The University may not award the student an academic degree if the student is 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 is involuntarily separated from the university, including access to the university and its resources, permanently. The notation “Student is ineligible to enroll” will be made on the student’s transcript when a student is permanently dismissed from the university for disciplinary reasons. This transcript notation is permanent. Should the student be allowed to return, the student will be placed on Disciplinary Probation for the first semester following the return to the University and the transcript notation will be removed.

Types of Hearings:
Any student or student organization accused of violating the Student Code of Conduct may participate in an informal resolution conference with the Director and, when appropriate, the complainant. The student may choose to forego the informal resolution conference and request that a student accountability hearing be held to hear the charge(s).

Resolution Conference
The purpose of a resolution conference is to resolve alleged violations in an informal setting. After a written complaint has been submitted to the Director, the accused will be notified in writing (via UNO email) of the complaint within a reasonable time. In addition, the accused will be emailed or otherwise provided with a copy of the Student Code of Conduct. A pre-conference meeting may be held with the accused and a Student Affairs staff member to explain the procedures and to discuss the documentation supporting the complaint. This meeting will take place prior to the resolution conference so that the accused has adequate time in which to prepare. A resolution conference consists only of the accused, the complainant (when appropriate), and the Director. If the accused fails to appear at the resolution conference, the case will be referred to the UNO Student Accountability Committee. 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) will be agreed upon. A written agreement including sanction(s), if any, will be prepared and the accused, the complainant and the Director must sign the agreement. If the agreement is not signed within three (3) working days, the case will be referred to a hearing with the UNO Student Accountability Committee. Should the complainant not appear at the resolution conference and has not been excused by the Director, the case is subject to dismissal.

UNO Student Accountability Committee Composition and Power
The UNO Student Accountability Committee holds an informal 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 Director shall serve as chair of the committee. At the discretion of the chair, non-voting committee members may be present. Staff and student members are chosen by the President from a pool of names submitted by each Academic Dean, university departments, and by the Student Government. Faculty members will be drawn from the University Senate Hearings Pool on Student Misconduct/Academic Dishonesty. To be eligible, students may not be on academic probation or under any university sanction.

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 Director. 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 Director 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 Director to the student’s advisor, written approval from the accused must be obtained. If 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 Director 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 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. After all statements, questions and supporting or refuting information have 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 Director. 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.
7. The chair shall prepare a written summary of the hearing, including the committee’s recommendation and rationale. This is to be submitted to the Director. 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 except for executive sessions. No other recording devices may be used during the hearing. The accused may request a copy of the official recording of the hearing at his/her
expense. The recording will be kept in the Office of Student Affairs and Enrollment Management 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 recording 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 Director 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 decision to the Vice President for Student Affairs and Enrollment Management within five (5) working days from the mailing date of the decision. The appeal is processed through the Office of Student Accountability and Advocacy. The decision of granting an appeal will be based upon information presented in the written letter of appeal.

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 advisor, 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 Vice President for Student Affairs and Enrollment Management, 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 Vice President for Student Affairs and Enrollment Management will, in writing, inform the parties involved of his/her decision within ten (10) working days of receiving the 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.

A student may appeal to the Board of Supervisors if the sanction is one of suspension from the university for a period of one academic year, or if the sanction is of greater severity. For appeals regarding less severe sanctions, the final appeal shall be at the university level. If the student chooses to appeal to the Board of Supervisors after all administrative procedures have been exhausted at the institutional level, the appeal must be submitted within 30 calendar days of the institution’s decision. The Board’s review is limited to a determination of compliance with established and appropriate procedures at the institutional level. The student shall be notified of the Board’s decision.

Hearings during Vacation or Emergency Situations

The Director 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 Vice President for Student Affairs and Enrollment Management. 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 Process

If a complaint is brought against a student or student organization for an act that took place off campus that is a violation of 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.

Campus accountability proceedings may take place 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/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 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 Director has reasonable cause to believe that danger or harm will result to others if the student is allowed to remain on campus pending a decision by a Hearing Committee.

If the student does not withdraw voluntarily, a Hearing Committee may be convened at the request of the Director and shall consist of the Director and at least two other representatives from offices such as: Student Health Services, Counseling Services, Office of Disability
Services, and members of the Student Accountability Hearing Committee. 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 Vice President for Student Affairs and Enrollment Management within ten (10) working days of receipt. The decision of the Committee 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 may be required before the student can be readmitted.

**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 and Enrollment Management and approved by the President. Changes to this code supersede all previous university policies, rules and regulations.
Policies and Procedures: An Overview

Alcohol and Drug Policy (AP-SA-02.2)

Anti-Hazing Policy (AP-SA-04.1)

Demonstration, Mass Protest, Distribution of Literature and Freedom of Expression (AP-SA-03.2)

- Student Organizations should complete the Event Registration Form.
- Non-Student organizations should complete the Event Registration Non-Student Form.

Missing Student Policy- UNO PD (AP-OP-16.2)

Prohibiting Discrimination, Harassment and Retaliation (AP-BA-32.2)

Posting Signs and/or Fliers on Campus (AP-SA-03.2)

Smoking Restrictions on UNO Campus (AP-OP-04.2)

Weapons on Campus Policy (AP-SA-05.2)

Complaint Procedure
The University of New Orleans recognizes the need for a student to express grievances during the college experience and strives to provide an efficient process of fair treatment and resolution of problems that interfere with academic success. Students are encouraged to first seek an informal resolution of the matter directly with the individual or department involved, when possible. If the complaint is not resolved to the student’s satisfaction, the student may submit a Complaint Form via WebStar.

All submitted complaints are reviewed by the appropriate personnel associated with the area of complaint. Specific instructions for submitting a Complaint Form may be found in WebStar. Students may be requested to provide documentation to support complaints when appropriate. Please note that the Complaint Form is not designed for cases of discrimination or sexual harassment, Academic Grade Appeals, or alleged student violations of the Student Code of Conduct.

Drug-Free Campus
The University of New Orleans prohibits the abuse of illicit drugs, including alcohol. It is unlawful to possess, use or distribute illicit drugs on UNO property or any University sponsored event, whether or not the event occurs on campus. The University provides education and referral services to students, faculty and staff who seek help with substance abuse problems.

Alcohol and drugs can seriously damage physical and mental health, as well as jeopardize personal and public safety. For these reasons, violators of the UNO drug policy will face university action, as outlined in the Student Code of Conduct. Penalties to students who are found in violation of university policy may include but are not limited to suspension or expulsion. Penalties to faculty and staff members may include termination of employment, as outlined in the AP-BA-09.02 Substance and Alcohol Abuse (Employees) Policy.

As with all illegal activities, substance abuse can result in criminal prosecution as well, under state and federal laws, including section 22 of the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226). This brochure outlines some of the basic information you may need to understand the health risks and legal risks associated with drug and alcohol abuse. It also explains some aspects of the UNO drug policy, the various penalties that apply to substance abusers, and where to go for help.

Health Risks
Alcohol is the most widely used drug and most widely abused drug in the United States. Problem drinkers and alcoholics suffer from extremely high rates of disease and death, and they kill large numbers of their fellow citizens each year in automobile accidents and in violent acts. Alcohol depresses the central nervous system, impairing reflex skills for activities such as driving. Low doses may relax a person. Increasing doses impair judgment and produce emotional instability. The seriousness of the result depends upon the metabolism of the drinker as well as the amount consumed. Chronic use of alcohol causes irreversible damage to body tissues, such as the brain and liver, nutritional deficiencies and memory problems. Scientific studies have linked alcoholism with several kinds of cancer and also with cirrhosis of the liver. There is also a high risk of addiction, especially for people with a family history of alcoholism. Alcohol works by removing oxygen from the bloodstream. This in turn kills brain cells (even in relatively moderate doses), and this is why high doses produce coma and death. It is extremely important that pregnant women avoid using alcohol, because the oxygen deprivation occasioned by alcohol use affects the developing brain of the baby and can produce mental retardation and other abnormalities, a condition known medically as "fetal alcohol syndrome."

Cocaine and its derivatives have become an increasing source of addiction, hospital emergencies, and death. These drugs act as an anesthetic and a stimulant for the central nervous system. They cause increased heart and respiration rates, as well as elevated blood pressure. An overdose can cause heart rhythm abnormalities, heart attacks, and rapid death.

Cocaine and its derivatives are highly addictive. Withdrawal causes intense cravings. When used during pregnancy, they can cause miscarriage, malformation, retardation, low birth weight, and withdrawal syndrome in the newborn. In adolescents and adults, chronic use often leads to deterioration of nasal tissues, chronic lung disease, heart problems, paranoia and psychosis. People who use these drugs may need help and support to stop.

Marijuana and other cannabinoids are widely used in the United States, frequently with little regard for the legal penalties imposed for their use. Using marijuana can cause various reactions, including euphoria, depression and mild hallucinations. Medical studies have demonstrated physical and psychological consequences of long-term use of marijuana. These include low sperm counts, impaired immune system functioning, chronic bronchitis, chronic obstructive lung disease, impaired memory, and a motivational syndrome.
Hallucinogens and designer drugs are very unpredictable substances. They cause hallucinations and abnormal sensory feelings involving colors, lights, and sounds, which are influenced by the environment in which the user takes the drug. After use, frightening flashbacks can occur, and during use, impaired mental function can cause accidents involving injury or death. Users can experience panic attacks and negative experiences, sometimes called “bad trips”. Psychological dependence may also develop.

Designer drugs are various kinds of street drugs that are developed in illegal laboratories. They can be similar to narcotics, stimulants or hallucinogens. They may cause neurological symptoms, like permanent Parkinsonism (a continual trembling) and death. Users never know quite what they are getting into with these drugs, and diagnosis and treatment can be very difficult, if not impossible. The consequences are unpredictable and can be permanent.

Narcotics like heroin, codeine, morphine, Demerol, are highly addictive drugs. They act on the central nervous system to reduce sensitivity to pain. They produce a "rush" and then euphoria. Some of the risks are death from overdose and HIV and hepatitis infection from sharing needles. Withdrawal is painful and dangerous. In a short period of time, users may develop physical addictions that require regular feeding of their habit in order to avoid withdrawal symptoms. Treatment can consist of non-addicting medications to help users detoxify.

Prescription depressants, like Valium (benzodiazepines), Xanax, and sleeping pills, can cause physical and psychological dependence with long-term use. Combined with alcohol they are the most common cause of accidental overdose and suicide. Fatigue, confusion, loss of coordination, and loss of motivation can be symptoms of abuse. When properly supervised by a physician, they can be safe medications, but withdrawal can be difficult and long lasting.

Anabolic steroids are sometimes and inadvisably used by athletes and body builders. They are often distributed illegally, exposing users to legal penalties. It is possible for some athletes to put on extra muscle mass if they use anabolic steroids while training with weights, but the side effects and long-term consequences are extremely serious and far outweigh the short-term gains. Users can exhibit aggressive personality changes and may also develop acne, insomnia, sexual dysfunction, secondary male sexual characteristics, and risk for HIV and hepatitis if injected. Consequences in later life can include sterility, early heart disease, and liver cancer.

Student Campus Resources
The Counseling and Career Center/Counseling Services offers short-term, time-limited mental health counseling for current UNO students. While Counseling Services does not offer substance abuse counseling, Counseling Services staff can provide free initial assessment and referrals for substance abuse treatment and related local resources for UNO students. Counseling Services is located in the University Center room 226 and can be reached by phone at 504-280-6683. For additional information, visit the Counseling Services website.

Student Health Services provides referrals to Counseling Services and community agencies regarding addiction and recovery issues. In addition, Student Health Services plans and implements prevention and educational programs throughout the year regarding health risks, substance abuse prevention, and wellness. More information may be obtained by reading www.studenthealth.uno.edu, or by calling 280-6387.

University Sanctions
Violations of the University drug policy by students, faculty or staff will result in disciplinary action. Depending on the nature of the offense, this can take the form of a written reprimand, suspension, demotion, reduction in pay, or termination of the person’s association with UNO. University actions taken against students will be imposed in accordance with the Student Code of Conduct. Violations by academic employees will be handled in accordance with the University Policy on Faculty Conduct section of the Faculty Handbook. Disciplinary actions taken against classified employees will be conducted in accordance with the State Civil Service Rules. Non-classified employees will be disciplined through their direct supervisor, director or dean. Other employees not listed above are subject to similar types of sanctions.

Employee Risk Management for Injuries Caused by Intoxication
Employees injured while intoxicated will not be entitled to workman’s compensation, unless the employee's intoxication resulted from activities which were in pursuit of the employer’s interests or in which the employer procured the intoxicating substance and encouraged its use.

The employer has the right to administer drug and alcohol testing or to require that the employee submit to such testing immediately following an accident. Under current Louisiana law, an employee’s failure to submit to testing allows the employer to assume that the employee is intoxicated.

The university also implements an Employee Assistance Program (EAP); information may be obtained through the department of Human Resources.

Legal Sanctions for Drugs
It is unlawful in Louisiana to produce, manufacture, distribute, dispense, or possess illegal drugs. The most common illegal drugs on college campuses are marijuana, opium derivatives, hallucinogens, depressants, cocaine, cocaine derivatives, and amphetamines.

The maximum penalty provided by Louisiana law for possession of hallucinogenic drugs, opium derivatives, and depressants is imprisonment at hard labor without benefit of probation or suspension of sentence.

The penalty for violating Louisiana laws concerning cocaine, cocaine derivatives, and amphetamines is not less than five years nor more than thirty years of imprisonment at hard labor, with a possible $50,000 fine.

The revised criminal code carries specific penalties for possession of marijuana. A first conviction warrants up to six months in prison and the possibility of a $500 fine. A second conviction earns up to five years’ imprisonment and a $2,000 fine. A third conviction earns up to twenty years’ imprisonment and up to a $5,000 fine. Much more severe penalties exist for possessing marijuana with intent to distribute or for actual distribution: hard labor for up to fifty years and fines as high as $50,000.

For Alcohol
It is unlawful in Louisiana for anyone under 21 years of age to purchase any alcoholic beverage. It is unlawful in Louisiana for anyone under 21 years of age to “publicly” possess any alcoholic beverage for any reason, in any place open to the public, including clubs that are de facto open to the public. Exceptions occur when the alcohol is possessed or consumed for the following reasons:

- For established religious purposes
• For medical purposes when prescribed or administered by a licensed medical authority
• When an 18 to 20 year old is accompanied by a parent, spouse or legal guardian 21 years of age or older in private residences, or private clubs or establishments
• When lawfully employed by a licensed enterprise for the lawful sale, handling, transport or dispensing of alcoholic beverages.

Driving under the influence of alcohol is illegal in Louisiana, and anyone with a blood alcohol level of .08 or above will be arrested for driving while intoxicated (DWI) or driving under the influence (DUI).

UNO is committed to the health and wellness of its student body and employees, and complies with the federal Drug-Free Schools Act (PL 101-226).

Electronic and Wireless Devices
The University of New Orleans seeks to control the use of electronic and wireless devices in the library and while instructional classes are in progress. While in the Library or while in an instructional class in progress, all electronic and wireless devices must be switched to silent mode. Any audible signal, whether during an instructional class or within the Library, is strictly prohibited. Furthermore, talking on electronic and/or wireless devices while in attendance of an instructional class or in designated areas in the Library is also strictly prohibited. Receipt of a call requires the person(s) to exit the classroom or library space. Enforcement of this and settlement of disputes is the responsibility of the instructor, librarian or respective building supervisor.

The Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA) affords you certain rights with respect to your education records. A complete copy of the University policy regarding FERPA is available in the University’s Registrar’s office.

Grade Appeal – University Registrar
The grade appeal process is administered by the Office of the Registrar.

HIV/AIDS
Human Immunodeficiency Virus (HIV) & Acquired Immune Deficiency Syndrome (AIDS)
The University of New Orleans is committed to maintaining an environment free from discriminatory practices, harassment and retaliation. It is a violation of UNO policy to discriminate against an applicant or student on the basis of Human Immunodeficiency Virus (HIV) or Acquired Immune Deficiency Syndrome (AIDS) diagnosis or status with regards to admissions, enrollment, housing, or access to any University facilities, programs and organizations.

Discrimination on the basis of HIV(AIDS) diagnosis or status will not be tolerated. An Individual who believes that he or she has been subjected to discrimination on the basis of their HIV(AIDS) diagnosis or status may file a complaint with the Office of Student Affairs and Enrollment Management.

Information, testing, and community referrals may be obtained in Student Health Services (504-280-6387). Additional academic support for students diagnosed with HIV or AIDS may be obtained through the Office of Disability Services (504-280-6222).

UNO Residential Network
For information regarding copyright infringement rules, please see ResNet Copyright Infringement.

Selling and Soliciting on Campus
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 from the Office of Business Affairs. The Office of Student Involvement and Leadership 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 the University Center 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 which 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.

Student and Student Organization Rights, Freedoms, and Responsibilities Policy (AP-SA-06.2)
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.

Student Computer Usage
UNO students are authorized to use University Computing Center (UCC) facilities for course related work and other educational purposes only. Use of UNO computing 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 managed-computers. Possible judicial or legal action may also be in order.
Student Right to Know and Campus Security Act of 1990: Public Law 101-542 Title II

While UNO recognizes that the campus is not crime free, one important advantage which enhances safety is education. 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 101542, 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 Executive Assistant to the President. 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 disciplinary 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 Office of Student Affairs and Enrollment Management 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 media representative may make a request to the University Police 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, 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.

On an annual basis, prior to September 1, a review of these procedures will be made by the University Police Department and the Student Life Office and corresponding crime statistics will be reported. This report will be forwarded through administrative channels to the University President. 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
For your convenience, the annual statistics are available online at http://www.uno/upd/annual_security_and_fire_safety_reports.aspx.

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 Enrollment Management and the Office of Human Resources.
UNO Off Campus Facilities
Off campus facilities such as the Jefferson Center provide security through a contract with the local parish law enforcement agencies. Other locations, such as the overseas programs provide assistance via local and surrounding law enforcement personnel. Any incident which may occur at these facilities shall 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.
- Employee Benefits Fair: Once a year the University Police Department participates in dissemination of information and education to the faculty and staff of the University.
- 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.
- Coffee with a Cop: is a newly created event implemented by the UNO Police Department where students, parents, faculty, and staff come together in an informal atmosphere to discuss community issues, build relationships, and drink coffee.

This policy is not intended to change or affect other University policies and procedures, particularly as they relate to conduct and judicial affairs. The University reserves the right to modify and adopt this and any other policy or procedure at any time without notice.

Use of Institutional Name
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 Office of Student Affairs and Enrollment Management.

Campus Policies for Non-Students
General Requirement Regarding Non-Student Groups on Campus
Except as otherwise provided in this subpart, the university’s AP-SA-03.2 Demonstration, Mass Protest, Distribution of Literature and 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 wellbeing 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 Office of Student Affairs and Enrollment Management, (link to form) before engaging in such activities on campus.

Overview of 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 from the Office of Business Affairs. (The Office of Student Involvement and Leadership 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. Contact the Office of Business Affairs for more information on all policies regulating Selling and Solicitation on Campus.