

University of New Orleans's Dual Enrollment Program

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Admissions/Application Process

Initial Dual Enrollment Application

1. Go to apply.uno.edu - Under "Apply To UNO" click **APPLY FOR 2020**
2. Click **Sign Up** and create your account using the email address you use most
3. Check your email for a link to create your password
4. Log in and select **START A NEW APPLICATION**
5. Under "**Undergraduate**" select **START APPLICATION**
6. Select **Dual Enrollment** for "**Student Type**", and **Fall 2020** for **Term**
7. After you have completed everything click on **REVIEW APPLICATION**
8. If everything looks right, select **SUBMIT YOUR APPLICATION**
9. **Do not select a payment method.** Dual Enrollment students do not have to pay to submit an application, just simply click on **SUBMIT WAIVER REQUEST**
10. Be on the lookout for an email "**WELCOME TO THE UNO COMMUNITY**".
11. Complete the Immunization Requirement for New Students. For more information [click here.](#)

Continuing Dual Enrollment Application

If you are a student currently enrolled in UNO's Dual Enrollment program and wish to continue for another consecutive semester, you will need to submit an online request to continue your enrollment.

[Continuation Request Form](#)

(Note: If you applied and were accepted to UNO's Dual Enrollment Program the previous semester but did not attend you must complete the continuation form to enroll for the upcoming semester.)

WebSTAR

WebSTAR is the gateway to important information for students at UNO. You will use WebSTAR to register for classes, view your grades, and pay your fees. Internet Explorer is the recommended web browser. To access WebSTAR follow the link **For Current Students** on the UNO homepage ([The University of New Orleans: Homepage](#)).

After clicking on the **WebSTAR** icon, select “Students” and there will be a prompt to log in. Students use their **UNO username and password**.

If you have not already received that information, you should contact the IT Help Desk (280-HELP or 280-4357, helpdesk@uno.edu).

Finding Classes

Descriptions of courses may be found in WebSTAR. The Catalog also includes University requirements and regulations. Listings of class schedules may be found in the [Course Catalog](#). There are two drop-down menus located on the screen for students to search for course listings by subject and code or subject. Students may also search for a specific course in WebSTAR.

Registering for Classes

After you have logged into **WebSTAR** check the options under the blue “Academics” bar. You should see the following options: **Search** (to search for course offerings by semester), **Enroll** (to add classes), **My Academics** (to access information about Advisor, Transcripts, Transfer Credit, Enrollment Verification, Graduation). Also, you should see at the bottom of the Academics box a search window “Other Links...” from which you can select **Enrollment** tasks, **Check Grades**, or go to **Moodle**.

On the right-hand side of the screen you will see a panel which will alert you if you have any holds on your academic or financial account.

How to **Enroll** in classes:

- Select either the **Search** option under the blue “Academics” bar or the green **Search for Classes** button located on the top right of your Student Center page. When using the Search feature you will need to know the name of the Course Subject. You can select one using the alphabetical drop-down menu. If you don’t know or remember the course (or catalog) number you can leave that field blank.
- You can restrict your search to **only** undergraduate-level courses by selecting **Undergraduate** from the **Course Career** drop-down menu.
- The default setting for the Search is to only show courses that are still open and have not met their enrollment maximum. If you want to search all courses, including ones that may be full, you must de-select the box next to **Show Open Courses Only**.
- When you have found the correct course and section click on the green **Select Class** button.

- Make sure you select the **correct section**, and **review the day, time, and location** of the course. (**Note:** Location Only Internet or UNO Campus.) If information is correct, select **Next**. You can continue to **Search** or **Add Class**.
- Once you have made your selections you can select the green **Proceed to Step 2 of 3** button.
- You will be asked to confirm the courses by selecting the green **Finish Enrolling** button.
- Review the status report. A **green** check mark means the class has been added to your schedule. A **red** X indicates there is an error. Click on the red X to view the source of the Error.

Dropping Classes

In order to **Drop** a class you must select **Enrollment: Drop** from the search window at the bottom of the Academics box.

- Check the **Select** box to the left of the course that you wish to drop.
- Click the green **Drop Selected Courses** button.
- You will be asked to confirm the courses by selecting the green **Finish Dropping** button.

****IMPORTANT:** Students must inform the school immediately if they withdraw from the course and will be required to stay the rest of the semester at Taylor. ******

Fees

Application Fee: None

Course Fees: Students will be charged a **non-refundable fee of \$150** for each course. In addition, students are responsible for course textbooks, supplemental course materials, and school supplies.

Additional Fees: If taking courses on the UNO campus, students may also be responsible for specific course laboratory fees and a parking decal.

Purchase a [Parking Decal](#) if you are commuting to campus.

Textbook and Course Materials: Dual enrollment students are required to use the same textbooks, course materials and supplies as other University students in the same course.

IMPORTANT: Read your course Syllabus it contains vital information that pertains to your success in that specific course (i.e. textbook, course materials, deadlines, and etc.)

Payment Options

Office of the Bursar

Students can make payments at the Bursar's counter located at the Privateer Enrollment Center in the Earl K Long Library. UNO does not accept temporary or counter checks (temporary checks are received when a bank account is first opened).

Students can mail payments to:

University of New Orleans
Attn: Bursar's counter
2000 Lakeshore Drive
New Orleans, LA 70148

If a check is mailed, please include your **student ID number** on the check and a valid phone number.

Credit Card Payment

- Log on to [WebSTAR](#).
- Obtain the amount due from "**View Account Inquiry**" before making a payment.
- In your "**Student Center**", click on "**Make a Payment**" under the "**Finance**" section.
- Select "**Pay by Credit Card**".
- Enter credit card information. **Only VISA/ MasterCard, American Express, and Discover** are accepted on WebSTAR.
- Print out the confirmation page for your records.

*****A fee of 2.5% will be charged to those using credit or debit cards to pay for tuition and fees.*****

E-Check Payment

- Log on to [WebSTAR](#).
- Obtain the amount due from "**View Account Inquiry**" before making a payment.
- In your "**Student Center**", click on "**Make a Payment**" under the "**Finance**" section.
- Select "**Pay by Electronic Check**".
- Fill in banking information and select "**Continue**".
- Review data and submit payment.

- Print out the confirmation page for your records.

*****Please note that any NSF checks or e-checks will result in a \$25.00 service fee added to your account.*****

Important Policies and Procedures

- [UNO Undergraduate Grading System- General](#)
(Note: XF The grade of an XF has no quality point value and is calculated in the GPA the same as an F. This grade is earned when a student stops attending a in person class or has limited to no participation in online course.)
- Dual enrollment course grades are posted to the student's permanent UNO transcript.
- Student is responsible for **officially** withdrawing prior to the posted deadline from any course he/she cannot complete. A course dropped through the 14th class day is not entered on a student's record. A grade of W (withdrawn) is entered for each course dropped after the 14th class. After the 53rd class day, courses may not be dropped. See the current [Academic Calendar](#) for exact dates for each semester.
- Dropping all classes for a semester is considered resigning from the University. Students are responsible for initiating action to resign from the University (withdraw from all UNO classes) on or before the last day to resign as indicated on the current [Academic 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 class does not constitute a resignation.**