DEAR NEW TULANE LAW STUDENTS,

We’re thrilled to have you join the Tulane Law School community.

The New Law Student Guide is designed to provide you with information about resources, events, programs, and campus services offered by departments across campus. Please don’t hesitate to let me know if you have any questions—if I don’t have the answer, I will find someone who does.

Welcome to Tulane!

Abigail Gaunt
Assistant Dean of Students
Tulane Law School
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<td>Clinic (Civil/Criminal/Juvenile/Dom. Violence)</td>
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<td>Library</td>
<td>306</td>
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<td>Mail Room</td>
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<td>865-5929</td>
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<td>261</td>
<td>865-5991</td>
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<th>Location</th>
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<tr>
<td>Accounts Receivable</td>
<td>103 Phelps House</td>
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<tr>
<td>Bookstore</td>
<td>Lavin-Bernick Center</td>
<td>865-5913</td>
</tr>
<tr>
<td>Bursar’s Office</td>
<td>1030 Audubon St.</td>
<td>865-5368</td>
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<tr>
<td>Caps for Counseling Services</td>
<td>Science &amp; Engr. Lab Complex</td>
<td>314-2277</td>
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<tr>
<td>Financial Aid</td>
<td>Science &amp; Engr. Lab Complex</td>
<td>865-5723</td>
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<td>General Directory Information</td>
<td>Uptown Campus</td>
<td>865-8000 OR “0”</td>
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<td>Goldman Center for Student Accessibility</td>
<td>Science &amp; Engr. Lab Complex</td>
<td>862-8433</td>
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<tr>
<td>The Health Center</td>
<td>Willow St. at Newcomb Pl.</td>
<td>865-5255</td>
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<td>Howard-Tilton Memorial Library</td>
<td>7001 Freret St.</td>
<td>865-5605</td>
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<tr>
<td>Information Desk</td>
<td>Lavin-Bernick Center</td>
<td>865-4000</td>
</tr>
<tr>
<td>Office of International Students &amp; Scholars</td>
<td>6901 Willow St.</td>
<td>865-5339</td>
</tr>
<tr>
<td>Office of Multicultural Affairs</td>
<td>G04 Lavin-Bernick Center</td>
<td>865-5181</td>
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<tr>
<td>Parking Services</td>
<td>107 Lavin-Bernick Center/2650 Ben Weiner Dr.</td>
<td>865-5441</td>
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<td>Post Office</td>
<td>Bruff Commons</td>
<td>865-5709</td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>110 Gibson Hall</td>
<td>865-5231</td>
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<tr>
<td>Reilly Student Recreation Center</td>
<td>Janet Yulman Way</td>
<td>865-5242</td>
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<tr>
<td>Student Resources &amp; Support Services</td>
<td>G02 Lavin-Bernick Center</td>
<td>314-2160</td>
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<td>Technology Services</td>
<td>1555 Poydras Street</td>
<td>862-8888</td>
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<tr>
<td>Title IX Coordinator</td>
<td>G02 Lavin-Bernick Center</td>
<td>314-2160</td>
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**Emergency Phone Numbers (Numbers in yellow are not on the University Phone System.)**

| Alert Line (Emergency Information)     | 862-8080 OR 1-877-862-8080 (Toll Free) |
| TUPD (Tulane University Police Dept.)  | 865-5911 (Uptown) OR 988-5555 (Downtown) |
| Local Emergency                        | 911 |
| Sexual Aggression Peer Hotline         | (504) 654-9543 |
THE DEAN’S OFFICE

Dean David D. Meyer • Suite 210 • 865-5937
Barbara Cooper, Sr. Exec. Secretary • Suite 210 • 865-5937
Alina Hernandez, Director of Communications • Room 210-F • 865-5976

ACADEMIC AFFAIRS

Vice Dean Onnig Dombalagian • Room 210-B • 865-5968
Jane Johnston, Sr. Administrative Program Coordinator • Room 206-C • 865-5934

The Vice Dean is primarily responsible for academic affairs, including course scheduling, curriculum and student-faculty relations. Ms. Johnston manages the Trial Advocacy program, handles Law School room reservations, serves as Disability Coordinator for the Law School and assists the Vice Dean with various projects, including course scheduling.

Assistant Dean Abigail Gaunt • Room 206-B • 865-5940

Dean Gaunt is primarily responsible for counseling students with respect to academic and personal matters, overseeing student organizations, and developing programs to enhance the quality of student life at the Law School. She and Jane Johnston implement accommodations for students with disabilities.

Associate Dean Adam Feibelman • Room 230-A • 865-5918

Dean Feibelman is responsible for encouraging and supporting faculty research, as well as promoting scholarly productivity and faculty research accomplishments. Additionally, he helps coordinate and enhance workshops, lectures, and other activities that enrich the law school’s scholarly culture.

COUNSELING AND ADVISING

The Law School and the University recognize that you face many pressures and difficult decisions in your law school years. To help you, we offer a variety of resources.

At the Law School, Dean Abigail Gaunt, Assistant Dean of Students, is available for personal and academic counseling. Students are welcome to stop by Suite 206 or make an appointment with her at Calendly.com/abigailgaunt.

The career counseling staff at the Career Development Office (CDO) is available for career-related counseling. The Experiential Learning faculty are available to discuss pro bono, externships, and summer employment options. Further, faculty members, as well as the Vice Dean, can provide advice on course selection, study techniques, etc. For first-year students, your Dean Rufus Harris Fellow or Legal Research and Writing Senior Fellow also may be
able to offer advice and assistance with the transition to law school and academic questions.

Tulane also offers a number of resources outside of the law school. Please see pages 16 and 18 for services offered by CAPS for Psychological Services and the Office of Student Resources and Support Services.

Dean Gaunt or CAPS’ Community Care Provider can assist in referring you to resources in the community. See https://campushealth.tulane.edu/caps/care-coordination for more information.

STUDENT ORGANIZATIONS

Student organizations are a highly visible component of law school life. Over 40 organizations and journals representing different interests and constituencies meet and plan programs during the school year. The student governing body of the Law School is the SBA (Student Bar Association). The SBA disburses funds to the other student organizations, schedules and oversees elections, names representatives to various law school committees, plans the fall and spring social events, and handles locker rentals. The SBA office is located in Room 261, telephone (504) 865-5991.

BAR EXAMINATIONS

You should try to anticipate the bar examinations you will take following graduation and investigate the specific state requirements, especially course requirements, early in your law school career. Check the website of your state’s bar association office and the National Conference of Bar Examiners website at NCBEX.org for up-to-date bar exam information.

ACADEMIC SERVICES

The Academic Services Office provides accurate academic records and policy information to faculty, staff, students, alumni, central administration and external constituencies. Our office handles course registration and enrollment, course updates, exam scheduling, grade posting, class rankings, bar certification and academic policies, as well as enrollment verifications and processing of deferment forms. We also provide students with information about degree requirements and graduation. The Academic Services Office is responsible for sensitive information and has the obligation to help preserve the academic integrity of the institution, and maintain the confidentiality of student records. The Office collects and disseminates student and academic information through processes that ensure the integrity and security of all records particularly with regards to the Family Educational Rights and Privacy Act (FERPA) as set forth by the Federal Government. See the University Privacy Policy page on the website.

We are committed to providing courteous and professional service to all current and past members of the Tulane Law community. We look forward to the opportunity to support your student needs. You are encouraged to visit the Law School Academic Services Office if you have any questions.

TLS INTRANET

The TLS Intranet serves as a critical one-stop resource for important documents, such as the Student Handbook, each semester’s registration materials, and many more. It also contains links to virtually all of the information the Law School community needs on a regular basis. All announcements of upcoming events, class cancellations, and class assignments are posted on the Intranet. Students are advised to check the Intranet regularly and to use the Intranet as a primary source when looking for information. The TLS Intranet can be reached by going directly to https://intranet.law.tulane.edu or via the Intranet link on the Tulane Law School website, www.law.tulane.edu.
FINANCIAL AID

LAW SCHOOL FINANCIAL AID OFFICE • Suite 155
• Rooms A & B • 865-5931
Open Monday through Friday from 9:00 a.m. to 5:00 p.m.
Assistant Director, Sheila Bauer, and Senior Counselor, Claudine Sikorski, are available for all of your financial aid needs. The office is overseen by Georgia Whiddon, Assistant Vice President in the University’s central financial aid office. Assistant Dean of Admission, David Weinberg, is responsible for the awarding of scholarships.

UNIVERSITY FINANCIAL AID OFFICE • Mechanical Engineering Bldg. • Room 205 • 865-5723
Open Monday through Friday from 9:00 a.m. to 5:00 p.m.
Law students should first see the Law School financial aid officers before proceeding to the University Financial Aid Office.

LOAN DEFERMENTS
Students with loan agreements can postpone repayment of their loans until after graduation upon proof of their full time enrollment status in school. Tulane submits electronic enrollment verification to federal loan servicers a few weeks after classes start. This process will automatically put prior federal student loans into an In-School Deferment. However, students should monitor their federal loans to make sure this happens. In addition, most lending institutions provide students with an In-School Deferment Form which requests verification of the student’s enrollment status. Students with non-federal loans must complete an In-School Deferment Form. These forms should be delivered to the Academic Services Office (Room 204), 865-5935, which will make sure the information is forwarded to non-federal loan servicers.

ACCOUNTS RECEIVABLE OFFICE
Phelps House • 35 McAlister Dr. • 865-5368
Open Monday through Friday, 9:00 a.m. to 5:00 p.m.
Questions about bills should be directed here. Tuition payments may be made on-line at https://studentaccounts.tulane.edu. Also, payments of tuition bills, traffic tickets, and accounts receivable bills are accepted here.

BURSAR’S OFFICE
1030 Audubon Street • 865-5398
Open Monday through Friday, 8:30 a.m. to 3:30 p.m. for payment of tuition bills, traffic tickets, student loans, and accounts receivable bills.

ADMINISTRATIVE SERVICES

Andy Piacun, Assistant Dean for Finance & Administration • Room 232-C • 865-5907
Andrea Elnems, Department Administrator • Room 232-A • 865-5923
Alexandria Andara, Financial Associate • Room 232-B • 865-5903

The Administrative Services Office is responsible for the financial affairs of the Law School, including preparing and monitoring all Law School budgets. Administrative Services also assists with onboarding student employees and provides financial assistance to student organizations.

ADMISSIONS

ADMISSION OFFICE • Suite 155 • 865-5930
Assistant Dean David Weinberg • Room 155-F • 865-5930
Assistant Dean Weinberg is in charge of recruiting and admission for the JD and LLM programs. He is assisted by Maria Landry, Director for Admission; David Benedict, Assistant Director of Admission; Emily Wojna-Hodnett, Assistant Director of Admission; and Alexandra Garon, Admissions Coordinator. Dean Weinberg also advises current students on how to pursue admission to joint degree programs with other graduate schools.
BUILDING OPERATIONS

Todd Stamps, Building Supervisor • Room 118 • 865-5926
Mr. Stamps is in charge of the day-to-day operations of the Law School building and equipment. He is also responsible for the mailroom and for supervision of the Custodial Staff.

Patrick Dunn, Logistics Coordinator • Room 120 • 865-5905
Mr. Dunn is responsible for maintaining and implementing classroom educational technologies and facilitates all media presentation needs. He assists with special projects and events, set-up and break down.

AUDIO-VISUAL SERVICES
All audio/visual equipment requests should be directed to the Logistics Coordinator in the Mailroom (Room 120, 865-5905). All requests must be made twenty-four hours prior to the corresponding event, with forty-eight hours advance notice required for all events after hours (weekdays after six o’clock in the evening and weekends).

BUILDING MAINTENANCE
Problems can be reported via the Intranet. There is a link on the home page called “Report a Problem/Make a Suggestion,” https://intranet.law.tulane.edu/ReportABuildingProblem.

BULLETIN BOARDS AND MONITORS
Although all information about class assignments, cancellations, changes, etc. is posted on the TLS Intranet, which should be your primary source for information, you are encouraged to check bulletin boards throughout the building. There are also informational monitors on the first, second and third floors which display announcements and events. To get something posted on the monitors, email Mike Friedman at mfriedman1@tulane.edu.

LOCKERS
Student lockers are controlled by the Student Bar Association, Room 261 (see Student Organizations on page 6). Questions regarding lockers may be emailed to tlslockers@gmail.com.

LOST AND FOUND
Found items can be retrieved in the mailroom.

ROOM RESERVATIONS
Students who wish to reserve Law School classrooms for Law School organization activities must use the online room reservation system (Virtual EMS) via the link on the Law School intranet. Jane Johnston will check the availability of space and confirm your room request. With the exception of weekends, room requests are usually processed within 24 hours of receipt. Her office phone number is 865-5934. Room requests will be processed only through the online system. No food is permitted except in rooms 205, 212, 214, and the MPR.
CAREER DEVELOPMENT

Lezlie A. Griffin, Assistant Dean for Career Development & Diversity Initiatives • lagriffin@tulane.edu
Focus areas: Diversity Initiatives and International Law

Sarka Cerna-Fagan, Assistant Dean of Compliance & Senior Director of Career Development • scfagan@tulane.edu
Focus areas: Intellectual Property, Interview Programs, and LLMs

David Webster, Office Manager • dwebster@tulane.edu
Focus areas: Job Postings, Reciprocity Requests, and Office Management

Vanessa Beary, Career Counselor • vbeary@tulane.edu
Focus areas: Judicial Clerkships, Sports Law, and LLMs

Alison Shih, Career Counselor • ashih@tulane.edu
Focus areas: Public Interest, Government, and Environmental Law

Meghan Carney, Senior Program Director & Career Counselor • mcarney6@tulane.edu
Focus areas: Admiralty & Maritime Law, Interview Programs, and Student Programs/Workshops

CAREER DEVELOPMENT OFFICE • Room 203 • 865-5942

The Career Development Office (CDO) provides essential resources for students and alumni engaged in professional job searches and related career exploration. These include individual counseling, programs and workshops on job search skills and practice areas, mock interviews, interview programs, and hard-copy and electronic resources.

Tulane’s CDO staff members serve as both generalists and specialists in practice areas and settings, covering the wide range of students’ professional interests. The CDO holds programs on practice areas, from corporate to environmental law, and specific practice settings, from the private sector to government work. The counselors also conduct workshops on job search strategies, resumes and cover letters, interviewing skills, and additional career development topics. The CDO provides multiple opportunities for students to interact with public and private-sector employers, including on- and off-campus interviews, online job postings, and networking events. Additionally, counselors provide one-on-one career advising, document review, and interview preparation.

DIVERSITY INITIATIVES

Tulane Law School strives to be a multicultural, multi-ethnic, tolerant and inclusive community. Students, faculty, and staff from broad backgrounds create an atmosphere where every individual is welcomed, supported, and encouraged to succeed. Tulane Law students are eligible to participate in several diversity job fairs and interview programs that take place across the country. The CDO also provides access to diversity fellowships and job opportunities. Additionally, the law school hosts diversity focused panels, workshops, and events throughout the school year. Diversity initiatives, such as the minority mentoring program, provide further opportunities for diverse students to develop their network and grow professionally. For more information please contact Lezlie A. Griffin, Assistant Dean for Career Development and Diversity Initiatives: lagriffin@tulane.edu.
EXPERIENTIAL LEARNING

Tulane’s Office of Experiential Learning and Public Interest Programs oversees a vast array of skill-building offerings including legal clinics, externships, pro bono programs, and simulation courses. Faculty advise students on ways to sequence experiential opportunities to develop increasingly sophisticated expertise, form professional identity, gain invaluable mentors, chart a career path, and provide access to justice.

Clinics
- In our well-established clinical programs founded in 1979, students practice law and represent clients in a range of practice areas under intensive faculty supervision.
- Clinical capstone opportunities are available to 3Ls in civil rights and federal practice; criminal justice; domestic violence; environmental law; juvenile law; and public policy. 2Ls may enroll in environmental law and public policy clinics.
- Clinic student attorneys interview and counsel clients; investigate cases; write briefs; conduct discovery and depositions; negotiate settlements; and represent clients before trial courts, appellate courts, and state and federal agencies.
- Our clinics train the next generation of lawyers and help fill the massive gap in access to justice in the region.
- Clinical students are selected pursuant to a spring application process.

Externships
- Externs get a real world experience in diverse legal settings while earning credit and performing complementary coursework under the supervision of Tulane faculty.
- The possibilities are endless: public interest organizations, government agencies, judicial chambers, and in-house corporate counsel. Externs draft legal opinions, interview vulnerable clients, research novel issues of law, and shadow an attorney at trial.
- During the summer, externs can propose their own placements and work anywhere around the world.
- During the academic year, externs work locally at sites pre-identified by our office and enroll in a co-requisite seminar.
- Rising 2L and 3L externs are selected pursuant to a spring application process.

Pro Bono Requirement
- Students volunteer for pro bono work with public interest organizations, government entities, judges, and pro bono practitioners around the world. To graduate, students must complete at least 50 hours of pro bono work during the fall, spring, and/or summer terms.
- To learn more about these opportunities, check out the list of past and pre-approved pro bono placements on the Pro Bono Intranet page.
- Qualifying pro bono service must be law-related public interest service under the supervision of an attorney or faculty member. The work cannot be done for pay or academic credit.
**SEQUENCING & MAXIMIZING EXPERIENTIAL OPPORTUNITIES**

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<th>1L (SPRING)</th>
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<th>3L</th>
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<tbody>
<tr>
<td>✓ CONSIDER SUMMER PRO BONO OPPORTUNITIES</td>
<td>✓ PRO BONO</td>
<td>✓ PRO BONO KREWE</td>
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<tr>
<td>✓ CONSIDER SUMMER AND 2L EXTERNSHIPS</td>
<td>✓ EXTERNSHIPS</td>
<td>✓ EXTERNSHIPS</td>
</tr>
<tr>
<td>✓ CONSIDER WHICH TRACK OF BOOT CAMP MIGHT BE PREFERABLE IN 2L YEAR</td>
<td>✓ BOOT CAMP</td>
<td>✓ BOOT CAMP</td>
</tr>
<tr>
<td>✓ CONSIDER EXPERIENTIAL PRE-REQ’S FOR 2L YEAR</td>
<td>✓ SIMULATION COURSES</td>
<td>✓ SIMULATION COURSES</td>
</tr>
<tr>
<td>✓ CONSIDER 2L CLINICAL OPPORTUNITIES</td>
<td>✓ CLINICS IN ENVIRONMENTAL LAW AND LEGIS./ADMIN. ADVOCACY</td>
<td>✓ CLINIC CAPSTONES: CIVIL RIGHTS, CRIM. JUSTICE, JUVENILE, DV, ENVIRONMENTAL, LEGIS./ADMIN. ADVOCACY</td>
</tr>
<tr>
<td>✓ CONSIDER CLINIC PRE-REQ’S LIKE LEGAL PROFESSION AND EVIDENCE FOR 2L YEAR</td>
<td>✓ IP LABS</td>
<td>✓ IP LABS</td>
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<tr>
<td>✓ CONSIDER 2L CLINICAL OPPORTUNITIES</td>
<td>✓ IMMIGRANTS’ RIGHTS PRACTICUM</td>
<td>✓ IMMIGRANTS’ RIGHTS PRACTICUM</td>
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</table>

**SIMULATIONS**

Simulation courses do not involve an actual client but provide similar experiences that allow students to perform a range of lawyering tasks and to receive feedback from a faculty member. Examples include Trial Advocacy, Negotiation and Mediation, Contract Drafting, Appellate Advocacy, Business Planning, Deposition Practice, and Client Interviewing and Counseling. Interseession boot camps in Civil, Criminal, and Transactional tracks are intensive skills programs for 2Ls and 3Ls.

**LABS AND PRACTICUMS**

Labs and practicums provide lawyering experiences involving actual clients and include Intellectual Property Labs in Patent and Trademark and the Immigrants’ Rights Practicum.

**INFORMATION & TECHNOLOGY**

**LAW SCHOOL COMPUTING SERVICES HELPDESK • 862-8666**

(All requests for service)

Raymond Jean, Director of Computing Services • Law Library, 4th floor • Room 408 • 865-5916

David Ulf, Webmaster • Law Library, 4th floor • Room 407 • 862-5896

Michael Friedman, Computing Support • Library, 4th floor • Room 403 • 862-8562

Lechice Jackson, Computing Support • Law Library, 4th floor • Room 405 • 862-8666

Important information on computer use at the law school (printing, wireless setup) may be found on the Intranet under Depts and Offices – Computing Services, https://intranet.law.tulane.edu/Depts-Offices/Computing-Services. All students must comply with the Law School Policy on the Use of Computers and Networks, which can be found at http://law.tulane.edu/policies.

The University also provides a computing helpdesk as well as a notebook assistance station. To use University computing support, please call 862-8888 and they will direct you to the appropriate resources. Detailed information on computing resources provided by Tulane University may be found at their website: http://tulane.edu/tsweb.
LIBRARIES

LAW LIBRARY
Law School: Entrance on third floor • 865-5952
Prof. James E. Duggan • Law Library • Room 320-C • 865-5950

Prof. James E. Duggan is the Director of the Law Library. Kim Glorioso, Megan Garton, Carla Pritchett, and Roy Sturgeon are the reference librarians (Reference Desk, 862-8872). When classes are in session, the library is open from 7:30 a.m. to midnight, Monday through Friday, and 9:00 a.m. to midnight, Saturday and Sunday. These hours are extended during the final examination period each semester. Students need their Tulane Splash card to access the library after 7:00 p.m. during the week, and all day Saturday and Sunday. A Guide to the Law Library is available at the circulation desk and on the Law Library's webpage.

HOWARD-TILTON MEMORIAL LIBRARY
7001 Freret Street • 865-5605

Open 7:30 a.m. to 3:45 a.m. Monday through Thursday, 7:30 a.m. to 9:45 p.m. Friday, 9:00 a.m. to 9:45 p.m. Saturday, and 9:00 a.m. to 3:45 a.m. Sunday. These hours are extended during the final examination period each semester. Hours are shortened during breaks and the summer. Check with the circulation desk for details; hours are subject to change.

COMPUTER LAB
The Law School provides a computer lab for the use of its students on the 4th floor of the library. This lab contains 20 PCs networked to 6 HP duplex laser printers. These computers also provide for access to the Internet as well as Westlaw and Lexis Advance research. A User ID and password are required for the use of these computers, which are available exclusively to currently enrolled law students. Information on the use of these computers is available from the student monitor in the lab or in Room 405.

Copy machines and document scanners are available in the Law Library and in the Howard-Tilton Memorial Library.

INTERNATIONAL LEGAL PROGRAMS

Prof. Herbert Larson, Executive Director • Room 155-G • 504-865-5839
Maria Landry, Director of Admission, International Recruitment and Enrollment • Room 155 • 504-865-5930
Mallory Asp, Senior Administrative Programs Coordinator • Room 155 • 504-865-5990

Tulane Law School takes pride in its strong commitment to international and comparative study and offers numerous international opportunities for both incoming and outgoing law students.

Students may choose to participate in our summer abroad programs offered in multiple countries around the world. These programs range from 2–4 weeks and students can earn 3–5 ABA credits towards their degree. More information can be found at the summer abroad programs website. (Please note that this information is updated in the late summer/early fall. Enrollment officially opens around November 1st).

Tulane Law has exchange partnerships with law schools worldwide. Students can study as an exchange student for an entire semester at one of these international institutions while receiving credits towards their law degree. For more information, please visit the Semester Exchange Manual.

The Office of International Legal Programs provides educational and social programs throughout the academic year to ensure that all international students receive individual advising and are well-integrated into the program and campus life.
DIVISION OF STUDENT AFFAIRS

LAVIN-BERNICK CENTER FOR UNIVERSITY LIFE
OFFICE: (504) 314-2188
FAX: (504) 865-6772
STUDNAFF@TULANE.EDU

Our Work Starts with You
NEW STUDENT HEALTH CHECKLIST

- Visit the Campus Health website at campushealth.tulane.edu/new-students.
- Required Tulane Immunization Compliance Form – Complete and submit online by July 15, 2018. Visit campushealth.tulane.edu/immunizations for form and details.
- Required Health Insurance Coverage – Enroll in the Tulane-sponsored Student Health Insurance Plan (T-SHIP) or submit a waiver to use an alternative health insurance that meets Tulane requirements. The enrollment/waiver process opens June 1. You must take action by August 15, 2018 to avoid being automatically charged for and enrolled in T-SHIP. Visit campushealth.tulane.edu/insurance for requirements and details.
- Required Online Wellness Courses – Beginning July 18, check your Tulane email for instructions on completing two required, online wellness courses (Alcohol Wise and Consent & Respect). You have until August 21 to finish these online courses.
- If ongoing mental health concerns have been identified prior to coming to Tulane, including ADHD and other psychiatric medication needs, the CAPS Care Coordinator will help you find appropriate treatment support from a New Orleans community provider who can offer consistent care over an extended time. Visit campushealth.tulane.edu/caps/care-coordinator for information.
- Establish care if you have a chronic or ongoing condition that warrants treatment or support services.
- Transfer over prescriptions to the Campus Health Pharmacy: (504) 862-8658.
- Complete the communication preferences form in the Patient Portal to get appointment reminders as text alerts.
- Purchase first-aid kit items to keep in your residence hall suite.
- Always keep a copy of your health insurance card with you.
- Get a flu shot from the Health Center in the fall to protect yourself during flu season.
- Follow Campus Health on social media to stay connected.

OFFICES & SERVICES

THE HEALTH CENTER
FOR STUDENT CARE
Uptown Campus: Building 92
Appointments: (504) 865-5255
Downtown Campus: 127 Elk Place, Room 261
Appointments: (504) 988-6929
Nurse Advice: (504) 862-8121
After-Hours Nurse Advice: 1 (855) 487-0290

STUDENT HEALTH INSURANCE
Uptown Campus: Building 92, 1st Floor
Phone: (504) 865-5256
Email: healthins@tulane.edu
Downtown Campus: 127 Elk Place, Room 261
Phone: (504) 988-6169

CAPS FOR COUNSELING SERVICES
Uptown Campus: Building 14, 1st Floor
Downtown Campus: 127 Elk Place, Room 261
Appointments: (504) 314-2277
The Line (24/7 confidential support): (504) 264-6074

THE WELL FOR HEALTH PROMOTION
Uptown Campus: Building 92, 1st Floor
Email: whp@tulane.edu

PHARMACY
Uptown Campus: Building 92, 3rd Floor
Phone: (504) 862-8658
Fax: (504) 865-5081

All offices are generally open Monday–Friday, 8:30 am–5 pm, but hours may vary.
The Health Center for Student Care

CAMPUS HEALTH
campushealth.tulane.edu/health-center

The Health Center is an appointment-based clinic staffed by board-certified doctors and nurse practitioners who provide high-quality, comprehensive medical care for students during their time at Tulane University.

Our primary care clinics deliver routine medical services as well as evaluation and treatment of acute and chronic medical illnesses. Our preventive healthcare clinic includes nutrition, reproductive and sexual health, travel health, allergy shots and immunizations.

APPOINTMENTS
To see a provider at the Health Center on either Uptown and Downtown campus, make an appointment online at campushealth.tulane.edu/appointments using the Patient Portal. For assistance with appointment scheduling, please call (504) 865-5255 (Uptown) or (504) 988-6929 (Downtown). For nurse advice about self-care measures, medication management, or whether to make an appointment, call (504) 865-8121 during office hours or (855) 487-0290 after hours.

PAYMENT AT TIME OF SERVICE
The Health Center participates in the Tulane-sponsored Student Health Insurance Plan as well as other major plans. We will submit claims to the student’s primary insurance.

At the time of each visit, students are responsible for presenting their health insurance card and paying their co-pay, co-insurance, or deductible. We accept credit card payment (except American Express) or can bill the student’s Accounts Receivable. All unpaid charges (as well as no-show and late fees) will be automatically transmitted to Accounts Receivable. Read more at campushealth.tulane.edu/policies/financial-policy-student-responsibility.

EMERGENCY MEDICAL SERVICES
Campus Health provides Emergency Medical Services via a student service organization based on the uptown campus. Students are trained and certified to offer basic emergency medical services, first-aid treatment, and transport to New Orleans area hospitals. Read more at campushealth.tulane.edu/tulane-ems.

The Well for Health Promotion

CAMPUS HEALTH
campushealth.tulane.edu/well

The Well for Health Promotion is devoted to engaging the Tulane community in creating a healthier campus, building individual capacity for health, and reducing barriers to wellness. We provide research-informed programming and resources about health topics relevant to our students.

RESOURCES & SERVICES
BRIEF ALCOHOL & SCREENING INTERVENTION FOR COLLEGE STUDENTS (BASICS)

BASICS is an evidence-based program specifically designed for college students. This individualized service provides the student an opportunity to explore their alcohol or marijuana use with a health promotion specialist. This service focuses on each student’s strengths and values to explore the positive behaviors they seek.

LIVE WELL HUT
The Live Well Hut is an outreach program that allows TUPHEs to bring information about health and wellness directly to students. The hut features resources, activities, and giveaways on various wellness-related themes.

LIVE WELL WORKSHOPS
The Well offers a variety of workshops throughout the year that are offered in residence halls, classrooms, and student organization meetings. Workshop schedules are posted on WaveSync and available by request.

HEALTH PROMOTION TOOLS
Students can use online eHealth Tools as a 24/7 wellness resource for screenings, articles, and apps that address a variety of college health topics. Keep your eyes out for some of our other innovative health promotion resources like our Stall Street Journals, posters, displays, and events.

GET INVOLVED
TULANE UNIVERSITY PEER HEALTH EDUCATORS (TUPHEs)
Peer education gives students an opportunity to make a difference on campus. TUPHEs organize and implement health promotion initiatives, facilitate small group programs on a variety of health topics for residence halls and student organizations, and serve as agents of change on campus. Learn how to get involved at campushealth.tulane.edu/tuphes.
CAPS for Counseling Services

CAMPUS HEALTH

campushealth.tulane.edu/caps

CAPS is our counseling center that is committed to providing a safe, inclusive, and affirming community of care for Tulane students. The licensed counselors, social workers, psychologists, and psychiatrists at CAPS seek to promote well-being within the Tulane community by providing confidential mental health services. The CAPS staff strives to support students in creating a meaningful college experience and offers a range of options to students to help ensure that your time here is as safe, happy, and productive as possible.

COUNSELING

INDIVIDUAL CONSULTATIONS
First visits to CAPS usually involve meeting with a clinician for an initial consultation. During the consultation session, students discuss their mental health concerns and determine which resources—whether from CAPS, on-campus, or the community—may be most helpful to them.

BRIEF INDIVIDUAL THERAPY
If individual therapy at CAPS is determined to be the best fit for a student, regular meetings with an available clinician would then be scheduled. During their sessions, students and clinicians work together to help reach students’ goals, manage distress, and move toward improved self-understanding, mental well-being, and balance. If ongoing care is indicated after reaching the session limit, students will be offered appropriate referrals in the community.

GROUP COUNSELING
Several groups are offered each semester to provide students with a safe space to talk about their experiences with both CAPS clinicians and other Tulane students. Examples of past groups that have been offered are Freshman Transition Group, Journey with Grief and Loss, and Reflections—Moving Beyond Body Image and Worry. Please visit campushealth.tulane.edu/caps/groups for current offerings.

PSYCHIATRY
CAPS staff includes MD psychiatrists and a medical psychologist who can provide time-limited medication management to Tulane students if appropriate. After an initial meeting with the student, the psychiatrist or medical psychologist will facilitate treatment and follow up with the student through additional individual appointments or referrals to community providers.

URGENT SERVICES
If a student feels the need to speak with someone urgently, they can request a same-day consultation, Monday–Friday, noon to 5 pm. Our staff will discuss the student’s concerns and determine whether additional resources may be needed to continue supporting the student.

THE LINE
For those times when a student wants to talk to someone right away, The Line is always available. Any time, day or night, 24/7, a trained Crisis Intervention Center of LA professional at The Line will answer a student’s phone call and give confidential support when you need it. Call The Line at (504) 264-6074.
ROCK THE REC!
Join us for ROCK THE REC! at New Student Orientation on SATURDAY, AUGUST 25. Get a taste of New Orleans and a sample of the many programs that are offered.

GROUP FITNESS & WELLNESS
• Get energized with more than 60 free group exercise classes each week.
• Get a customized workout plan from a Personal Trainer

OUTDOOR ADVENTURES
• Explore the Gulf South region through a variety of Outdoor Adventure Trips.
• Create your own adventure with a wide selection of rental equipment.
• Attend an Outdoor Clinic or workshop to learn a new skill.

REILY CENTER FACILITIES
• Use your Splash ID card to access the Reily Center.
• Take a virtual tour to see our basketball courts, cardio zones, swimming pools, weight rooms, and more!

AQUATICS
• Learn to Swim.
• Get Certified! SCUBA Certification and American Red Cross Certification courses offered.

STUDENT EMPLOYMENT
• Make money in a fun and supportive environment!
• Multiple positions are available.

INTRAMURAL & CLUB SPORTS
• Register for Intramural Sports by September 18, 2018.
• Join a Club Sport! See our Club Sports Directory.
Many students experience difficult times during college, due to either academic or personal reasons. Common stressors include medical, mental health, personal or family crisis, illness, or injury. These life events can interfere with a student’s ability to attain their goals. Tulane provides many support services to help students during their time here.

WE CAN HELP

Case Management & Victim Support Services (CMVSS) was created to give students in need of support a single place to go for assistance. We use an individualized approach to help students connect to the resources they may need on campus and in the New Orleans community. We support and empower our students to take action and advocate on their own behalf.

Common concerns and issues supported through CMVSS include emotional distress/behavioral health concerns, death of a family member or close friend, serious illness or injury, hospitalization, academic concerns related to distress or crisis, and crime victimization.

Examples of services offered include navigating campus and community resources, referrals to community providers, exploration of and referral for behavioral health concerns, coordination and follow-up during and after hospitalization and/or medical leave of absence, health and safety referrals, problem resolution, victim support services, help managing multiple or complex medical needs, crisis management, and conflict resolution.

HERE ARE SOME EXAMPLES OF THINGS THAT YOU SHOULD REPORT:

- Marked changes in mood, habits, emotions, or activities
- Dangerous or risky behaviors
- Alcohol or substance use/abuse
- Potential disordered eating
- Isolation from friends, organizations, or academic responsibilities
-Suspicious activity, no matter how minor
- Any type of harassment, threats, or violence

IF YOU ARE WORRIED, LET US KNOW SO THAT WE CAN DETERMINE THE BEST WAY TO ADDRESS THE SITUATION.

Tulane is committed to promptly addressing all reports of sexual misconduct and sexual harassment. Students can report incidents online at tulane.edu/concerns, by calling TUPD at (504) 865-5911, by calling the Student Affairs Professional On-Call at (504) 920-9900, or by calling the Title IX Coordinator at (504) 314-2160.

You can learn more about Tulane’s response to sexual misconduct, the resources and supports we provide, and how you can get involved in eliminating sexual violence in our community at titleIX.tulane.edu.

SEXUAL MISCONDUCT RESPONSE AND SUPPORT FOR VICTIMS AND SURVIVORS

While most of your time at Tulane will likely be positive, some students are unfortunately affected by crime and harassment. The Office of Case Management & Victim Support Services assists any student who is victimized or affected by crime or harassment, including victims of sexual misconduct. Students may access services with or without reporting the incident by emailing SRSS@tulane.edu or calling (504) 314-2160 during regular business hours or (504) 920-9900 outside of regular business hours.
REPORTING
Sexual violence has no place in our community. Tulane is committed to promptly addressing all reports of sexual misconduct, which includes sexual harassment, sexual assault, intimate partner violence, and stalking. Students can report incidents using the online report form, https://tulane.edu/concerns, or by contacting the University’s Title IX Coordinator at (504) 314-2160 or by email at titleix@tulane.edu.

Sexual misconduct is also a crime, and you are encouraged to report your experience to the police. If you are in an emergency situation, immediately call 911. For non-emergent issues, you can reach Tulane University Police at (504) 865-5911. The New Orleans Police Department can be contacted at 911. You can also contact the Tulane police immediately by using one of the emergency Blue Boxes around campus.

RESOURCES
If you or a friend have experienced sexual misconduct, you do not need to go through it alone. There are many resources here at Tulane for you to turn to for support. Confidential resources will not share your information without your permission. Private resources will share your information with other staff to make sure you get the help you need:

CAPS FOR COUNSELING SERVICES (CONFIDENTIAL): (504) 314-2277
STUDENT HEALTH CENTER (CONFIDENTIAL): (504) 865-5255
THE LINE (CONFIDENTIAL): (504) 264-6074
SAPHE 24/7 STUDENT MANAGED HOTLINE (CONFIDENTIAL): (504) 654-9543
CASE MANAGEMENT & VICTIM SUPPORT SERVICES 24/7 ON-CALL (PRIVATE): (504) 920-9900

OFFICE OF STUDENT CONDUCT
The OFFICE OF STUDENT CONDUCT manages all non-academic misconduct allegations that involve Tulane students. The mission of the Office of Student Conduct is to foster a safe, healthy, and respectful community. This office is committed to an educational and developmental process that balances the interests of individual students with the interests of the University community. It is a privilege to be a Tulanian and at the heart of that privilege is a respect for self, respect for others, and respect for community.

KNOW THE CODE
- Tulane students are expected to treat each other with respect.
- You can get in trouble for being at the wrong place at the wrong time. Choose your circumstances carefully.
- Students are expected to follow the Tulane alcohol policy, which states among other things, that Tulane students under the age of 21 cannot consume alcohol.
- Students are prohibited from the unlawful possession, use, or distribution of drugs. Drug violations may lead to residential expulsion.
- Any violation of the university’s fire safety policies may result in residential expulsion, this includes covering a fire safety device.
- Tulane has a Responsible Action Protocol, which encourages students in need of medical attention to seek help without fear of conduct consequences.

If you have concerns about yourself or another student, for any reason, or if you want to report conduct that you believe violates the Code of Student Conduct, you may file a report at tulane.edu/concerns.

To learn more about the conduct processes, or to view the complete Code of Student Conduct, visit the Office of Student Conduct at tulane.edu/studentaffairs/conduct.
The Goldman Center for Student Accessibility is committed to ensuring a fully accessible, inclusive academic and co-curricular experience for all members of the Tulane community. Through an interactive process, student needs are assessed on a case-by-case basis and, when appropriate, reasonable accommodations are approved for registered students. To ensure that accommodation needs are assessed and implemented in a timely manner, we recommend that students contact the Goldman Center prior to arrival on campus.

**REQUESTING AND RECEIVING ACCOMMODATIONS**

**Before you arrive at Tulane:**
1. Request accommodations and submit supporting documentation by visiting accessibility.tulane.edu.
2. Allow 2–3 weeks for processing, during which time a Goldman Center staff member may contact you to discuss your request.
3. Receive a determination via your Tulane email account with instructions for activating any approved accommodations.

**When you arrive on campus:**
1. Follow the steps for activating accommodations (tutorial available at accessibility.tulane.edu).
2. Contact Dean Abigail Gaunt’s office to coordinate the implementation of approved accommodations, particularly testing accommodations.
3. Notify the Goldman Center and/or Dean Gaunt’s office if you experience issues related to your accommodations.
4. Remember to activate accommodations at the beginning of each semester.

Tulane is committed to promptly addressing all reports of disability-related bias and/or discrimination. Students can report incidents online at tulane.edu/concerns, or by calling the ADA/504 Coordinator at (504) 247-1751.
The OFFICE FOR GENDER & SEXUAL DIVERSITY (OGSD) is the hub for the many gender- and sexuality-related organizations, workshops, lectures, and cultural events on campus.

SAVE THESE DATES!

**LGBTQ+ MULTICULTURAL ORIENTATION**
**WEDNESDAY, AUGUST 22, 4-6 PM WOLDENBERG ART CENTER**
You and your guardians are invited to join staff, faculty and student leaders for an introduction to LGBTQ+ Multicultural life on campus. Reception follows. No RSVP necessary.

**LGBTQ+ “O”PEN HOUSES IN THE O**
**WEDNESDAY, AUGUST 22 FROM 1-2 PM LBC 604**
**MONDAY, AUGUST 27 FROM 1-2:30 PM LBC 604**
**THURSDAY, AUGUST 30 FROM 3-4 PM LBC 604**
Come meet students, staff and faculty during this informal open house at the Office for Gender and Sexual Diversity.

**BBQUEER WELCOME PARTY**
**MONDAY, AUGUST 27 FROM 5-6:30 PM LBC MEZZANINE**
OGSD and LGBTQ+ Student Organizations invite you to our kick-off dinner for faculty, staff, and students. Please come and enjoy great food and music. No RSVP necessary.

**QMUNITIES OF QOLOR WELCOME DINNER**
**TUESDAY, AUGUST 28 AT 6-7:30 PM IN THE MOSAIC LOUNGE.**
Join LGBTQ+ students of color for a community-building dinner in the Mosaic Lounge.

**SIGN UP FOR A PEER MENTOR!**
**MATCHING CEREMONY ON WEDNESDAY, AUGUST 29 AT 5:30 PM IN LBC QATAR**
You will be paired with an upperclass student who wants to help you navigate Tulane. We will also go on fun trips together. Sign up before the first week of class.

**CRAFTIVISM**
**TUESDAY SEPT. 4 AT 5-6:30 PM IN THE MOSAIC LOUNGE.**
Join LGBTQ+ student clubs for a crafting party.

**MOASIC LOUNGE PIZZA PARTY**
**TUESDAY, SEPT. 4 AT 6-7:30 PM IN THE MOSAIC LOUNGE**
Come meet other first years and student leaders in the LGBTQ+ hangout space on campus.

**VOLUNQUEER KICK OFF MEETING**
**THURSDAY, SEPTEMBER 6 AT 5 PM IN PATTERSON LOUNGE**
Come find out how you can help out with different LGBTQ+ events on campus and all the perks that come along with being VolunQueer!

**LGBTQ+ STUDENT ORGANIZATIONS**
*Queer Student Alliance (QSA)*
*Gender Exploration Society (GES)*
*Gamma Rho Lambda (a multicultural LGBTQ+ inclusive sorority)*
*Gender and Sexuality Advisory Council (GSAC).*
We want to meet you! Connect via Facebook.

**LGBTQ+ MULTICULTURAL LEADERSHIP RETREAT**
Free weekend long beach retreat. Only 60 spots! Sign up at ogsd@tulane.edu. Sept. 14-16.

**LGBTQ+ HOUSING**
**KALEIDOSCOPE RESIDENTIAL LEARNING COMMUNITY (RLC)**
Kaleidoscope is a gender-inclusive LGBTQ+ affirming learning community for students from diverse backgrounds. Together we seek to develop consensus solutions to complex social problems. Kaleidoscope residents take a dedicated TIDES course together, go on New Orleans cultural trips, and have monthly family dinners.

**GENDER-INCLUSIVE HOUSING**
Tulane offers Gender-Inclusive Housing (GIH) to all students during the room selection process. GIH environments are designated as particularly comfortable living spaces for students who identify as LGBTQ+. For more information, contact housing@tulane.edu.
The OFFICE OF MULTICULTURAL AFFAIRS (OMA) strives to promote rich cultural experiences and opportunities within Tulane community. We provide all students with academic, social, and personal support services that facilitate their transition to life at Tulane and in the city of New Orleans. Throughout the year, OMA offers programs for the campus community, such as the Multicultural Student Orientation, Diversity Convocation, and Fall Harvest Fest Dinner, along with speakers, events, and workshops for cultural celebrations. Our student organizations promote cultural and social awareness through programs and events on campus, especially during our cultural celebrations. Student organizations plan the annual Black Arts Festival, CelebrAsian Week, Islamic Awareness Week, Latinx American Week, and the Martin Luther King, Jr. Week for Peace.

Looking for a way to get involved? Join the O PEER MENTORS PROGRAM and get matched with an upperclass mentor for your first year. Visit the-O.tulane.edu to learn more.

GET CONNECTED

Wednesdays with the O | Multicultural Orientation | Kickback with the O | Multicultural Leadership Retreat
Every Wednesday, the O offers up free food, fellowship, and fun. Food is a powerful tool to bring people together and to make people feel comfortable. We hope to give every Tulanian a taste of New Orleans by providing food from local cafes. This event takes place at noon in the James Lounge of the Lavin-Bernick Center!

The annual MULTICULTURAL LEADERSHIP RETREAT is an opportunity to learn more about your social identities, connect with other students, develop leadership skills, and make a positive change at Tulane. The retreat is open to any interested Tulane University student and will be held Sept. 14–16, 2018.

CELEBRATE DIFFERENCE

Cultural Celebrations | Fall Harvest Fest Dinner | MLK Week for Peace | Diversity Convocation
The Fall Harvest Fest Dinner supports all students who are not going home for the break in November. We also invite international students, faculty, and staff to join us in celebrating Native American Indian Heritage Month.

FIND YOUR COMMUNITY

Multicultural Council | Religious Life Council | Alternative Fall/Spring Break Trips | Travel Abroad
At the O, we have several ways for you to find your community. One of the ways to find your community is through joining one of our student organizations under the Multicultural Council. These student organizations all do incredible work on campus to create a more welcoming and vibrant Tulane community.

The Multicultural Council includes Tulane University Vietnamese Association, Asian American Student Union, Generating Excellence Now & Tomorrow in Education, India Association at Tulane University, Chinese Students & Scholars Association, Muslim Student Association, and Tulane Black Student Union.

BECOME A LEADER

O Ambassadors | Social Justice Workshops | Student Employment | Student Organizations
The purpose of the O Ambassadors program is to help students understand the benefits of integrating academic excellence, professional development, and intercultural competence in their lives. They serve as the blueprint for thriving in an inclusive environment on the Tulane campus. You can become a leader by designing programs and projects to engage with current students, faculty, staff, alumni, and members of the New Orleans community.
The religious centers and organizations at Tulane and the Religious Life staff exist to offer students the opportunity to continue life as a spiritual person while on campus through worship, community, service, and more; to increase religious awareness and understanding on campus; and to offer religious counseling for students who request it.

Look for opportunities to connect with these groups through beginning of the year welcome social and worship services in the New Student Orientation and Fall Welcome 2018 schedules at orientation.tulane.edu. To find out more about registered student organizations and Tulane-affiliated religious centers and to fill out the online Religious Preference Form, visit https://www2.tulane.edu/studentaffairs/intercultural/religious-life/religious-groups.cfm.

**BCM CHRISTIAN COMMUNITY**
www.nolabcm.com • 7111 Freret St.
Corey Olivier, Metro Director
colivie@tulane.edu • 504-616-4216
Danny Currie, Associate Metro Director
daniel.m.currie87@gmail.com • 504-376-7998

**THE BRIDGE CHRISTIAN MINISTRY**
www.thebridgetulane.org
Franki Batten, Ministry Director
frankibatten@gmail.com • 504-729-7598

**CHABAD AT TULANE**
www.tulanechabad.org • 7033 Freret St.
Rabbi Leibel Lipskier, Director
rabbileibel@gmail.com • 504-861-7578

**CHI ALPHA CHRISTIAN FELLOWSHIP**
nolaxa.com
Matt DeGier • mdegier@tulane.edu • 504-909-1428
Morgan Smith
morgansmithxa@gmail.com • 214-418-2393

**EPISCOPAL, ELCA LUTHERAN AND ANGLICAN CAMPUS MINISTRY**
www.chapeloftheholyspirit.com
Chapel of the Holy Spirit, 1100 Broadway
TBD, Chaplain and Vicar • 504-866-7438 (church)

**FELLOWSHIP OF CHRISTIAN ATHLETES**
7111 Freret St.
Corey Olivier, Ministry Director
colivie@tulane.edu • 504-616-4216

**HOLY TRINITY GREEK ORTHODOX STUDENT MINISTRY**
1200 Robert E. Lee Blvd
Father George Wilson, Priest/Ministry Director
frgwilson@gmail.com • 504-282-0259

**MUSLIM STUDENT ASSOCIATION**
Kevin Lewis, Advisor
klewis23@tulane.edu • 504-865-5181

**RUF CHRISTIAN FELLOWSHIP**
tulane.ruf.org
Rev. Josiah Carey, Ministry Director • rjhcarey@gmail.com

**TULANE CATHOLIC CENTER**
catholic.tulane.edu • 1307 Audubon St.
Rev. Thomas Christopher Schaefgen, O.P., Ministry Director
catholic@tulane.edu • 504-866-0984

**TULANE HILLEL**
www.tulanehillel.org • 912 Broadway • hillel@tulane.edu
Rabbi Yonah Schiller, Executive Director
yonah@tulane.edu • 504-866-7060
Alison Bloomston, Director of Jewish Life Programming
abloomst@tulane.edu • 504-866-7060

**WESLEY FOUNDATION**
wesley.tulane.edu • 7102 Freret St.
Rev. Morgan Guyton, Director
maguyton@gmail.com • 504-866-8681
Cheryl Guyton, Assistant Director
cherylguyton@gmail.com • 504-866-8681

**YOUNG LIFE COLLEGE AT TULANE**
www.facebook.com/groups/243034162402382
Chris Matthews, Ministry Director
chriswmatthews@gmail.com • 504-400-7104
EMERGENCY PREPAREDNESS AND RESPONSE

The OFFICE OF EMERGENCY PREPAREDNESS AND RESPONSE is responsible for the comprehensive, “all-hazards/threats” emergency and disaster management planning efforts for Tulane University. We provide planning, training, interdepartmental coordination, and emergency response assistance for major emergencies or disasters.

TULANE’S EMERGENCY ALERTS & MESSAGING SYSTEM

In addition to Tulane’s Alert Line, 1 (877) 862-8080, and Emergency Notices website, emergency.tulane.edu, the university has created means to contact Tulane students, faculty and staff in emergency situations.

- In the event of an emergency or impending threat, Tulane will send critical voice and text messages to our students at the contact number(s) you have listed on your official records on Gibson Online.
- To ensure that Tulane has accurate and current contact information in the Office of the Registrar records, students should update their information through Gibson Online (gibson.tulane.edu) or the Registrar’s Office (registrar.tulane.edu).
- Following an emergency which would displace students from campus, the university will provide updated information on the Emergency Notices website (emergency.tulane.edu), the Alert Line, and through Twitter.

Follow Tulane’s Office of Emergency Response on Twitter (@TulaneEmergency) for an accurate source of information during an emergency.

PREPARE YOUR PERSONAL HURRICANE PLAN

In the event the University decides to close due to an impending hurricane, it is important that you have already formulated and are familiar with your evacuation plan.

- Discuss your personal hurricane evacuation plan with your family.
- Identify ahead of time where you could go if you are told to evacuate. Come up with a few options—a friend’s home in another town, back home with your parents, or with a nearby relative. If an evacuation is ordered and you are unable to enact your personal plan, the University will assist you with a comprehensive plan designed to supplement your own personal evacuation plan.
- Determine how you will communicate with your family if cell phone service should be interrupted.
- Keep handy the telephone numbers of these places as well as a road map if you plan to drive. You may need to take alternative or unfamiliar routes if major roads are closed or clogged.
- Consult the Tulane website and always pay attention to emergency alerts. Contact the Office of Emergency Preparedness and Response if you have any questions.
- Submit your emergency plan online with Housing & Residence Life and Emergency Preparedness & Response at gibson.tulane.edu/tulane/legacy/storm_plan.
100 full-time commissioned officers in the Tulane University Police Department who are trained at state-certified police academies and meet all the requirements of the Louisiana Commission on Law Enforcement Peace Officer Standards and Training Council.

100% of the TUPD officers are commissioned to bear arms, make arrests, and exercise investigative powers by the State of Louisiana and the New Orleans Police Department. Many of our officers are recruited from state and local law enforcement agencies. Others have extensive experience in campus law enforcement.

24 hours a day, 365 days a year: time that Tulane Police Officers patrol campus. They also patrol the campus perimeter during busy nighttime hours and when special circumstances warrant it.

3 ways officers patrol campus: on foot, on bicycles and in vehicles.

15% of all reported crimes in 2017 were bicycle thefts. Secure your bicycle and use a u-lock!

$322 is the average loss for a bicycle theft.

$0 cost to download the RAVE Guardian phone application. This simple to use application allows users to request a “virtual escort” on or off campus.

$0 cost of bicycle registration—one of the cheapest ways to get around!

85 blue light emergency phones in the network on the Tulane uptown campus which dial directly to the Emergency Communications Center when activated.

12 hours in the Rape Aggression Defense Training course designed to maximize the physical defensive abilities of women.

0 firearms, explosives, weapons or items that may be construed as such allowed on the premises of the university or in any building under university control, whether or not a federal or state license to possess the same has been issued to the possessor.

24 hours a day, 7 days a week, students must show identification and sign in guests to first-year residence halls with the security staff at the front desk.

24 hours a day, personal escort services anywhere on campus are provided.

Tulane University Police Department

1ST FLOOR COLLINS DIBOLL COMPLEX
TULANE UNIVERSITY
NEW ORLEANS, LA 70118
TEL: (504) 865-5381
FAX: (504) 865-5383
TULANE.EDU/POLICE
Housed in Newcomb-Tulane College, the CENTER FOR ACADEMIC EQUITY serves all self-identified underrepresented or non-traditional students. These communities include, but are not exclusive to, students of color, DACA and undocumented, LGBTQ and first-generation college scholars’ cohorts. The Center for Academic Equity provides an equitable academic environment on Tulane University’s campus by fostering social equality and culturally-conscious learning through a variety of resources and programs.

JOIN US FOR EQUITY THURSDAYS!
Equity Thursdays offer weekly presentations about academic access by members of the Tulane community and guests from greater New Orleans.

FIRST GENERATION COLLEGE MOVEMENT
"First-Generation College students have different needs than those that come from experienced families. It is when First-Generation College students close that gap that our experiences become truly equitable, and the education we worked so hard to achieve will serve us in its best capacities."

SHAHAMAT UDDIN, CLASS OF 2020

RESOURCES, EVENTS AND PROGRAMS
UNDERGRADUATE RESEARCH
GRANTS AND FELLOWSHIPS
RESOURCE LENDING PROGRAM
WRITING AND EARLY STEM SUPPORT
EQUITY THURSDAYS

“The Center for Academic Equity has started to fill the gap in higher education by providing a strengths-based space for students of color like me. CAE has provided me with invaluable tools to further my education and personal development.”

PRAVEENA FERNES, CLASS OF 2018
The CENTER FOR GLOBAL EDUCATION is at the forefront of a “no boundaries” education at Newcomb-Tulane College. Bringing together the Office of International Students and Scholars, the Office of English for Academic and Professional Purposes, and the Office of Study Abroad, the Center for Global Education (CGE) offers a wealth of opportunities for building a diverse and globally-aware Tulane community deeply committed to the values of respect, service, and friendship across all categories that might divide us. To get involved or find out more, visit us at 6901 Willow St, in the LBC at our weekly Global Café, or at global.tulane.edu.

OFFICE OF STUDY ABROAD

The OSA sends hundreds of Tulane students abroad each year on a wide variety of programs that bring their academic, career, and life plans into global perspective. The OSA’s team of professional and peer advisors assist students in articulating their personal and academic goals for study abroad, identifying appropriate program options, and preparing for the opportunities and challenges of studying in a different culture—and of returning home.

OFFICE OF ENGLISH FOR ACADEMIC AND PROFESSIONAL PURPOSES

The EAPP helps students teach, adapt, and connect through our common language. Students can earn a teaching endorsement in Teaching English as a Second Language, participate in our language Conversation Partner Program, and learn more about English in academic and professional settings. Whether you want to teach abroad, discover the nuances of English, or simply connect with others, we invite you to join our classes and programs.

OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS

The OISS assists Tulane’s international community with immigration, cultural adjustment, academic integration, professional growth, and personal support. The OISS also provides intercultural programming and peer mentoring, facilitating connections between international students and the larger Tulane community.
FEDERAL WORK STUDY

- Students must accept a work-study award as part of the financial aid package to be eligible for a Work Study job.
- Confirm Work Study award by visiting Gibson Online. Instructions can be found on the Financial Aid Website.
- FWS awards are restricted to U.S. citizens only.
- Contact your Financial Aid counselor if you have any questions.

Tulane University is an Equal Opportunity/Affirmative Action/ADA/Veterans Employer. All eligible candidates are invited to apply for position vacancies as appropriate.
DIVISION OF CAMPUS SERVICES

Our services are as diverse as the community we serve, and it is our mission to provide the highest levels of support to the university’s living, learning, teaching, and research communities. Through the sustainable delivery of exceptional and innovative services, we support the university’s mission to be a truly distinctive international university.

Campus Services is your guide to life outside of the classroom. Let us help you get a light bulb changed in your residence hall room, order a meal for pick-up on our mobile app, preorder textbooks before you even step foot on campus, catch a ride around campus or to the grocery store, purchase a computer, and even have someone else do your laundry!

Visit us on the web at campusservices.tulane.edu, call us at (504) 865-5441, email us at campusservices@tulane.edu, or stop by our uptown campus office in the Lavin-Bernick Center or our downtown campus office in Tidewater.

Except for information regarding the residence halls, all services offered by Campus Services are available to graduate students.
**BANKING**

**WHO IS BANKING AT TULANE UNIVERSITY?**

**WHITNEY BANK**
(504) 619-4172
LAVIN-BERNICK CENTER, SUITE 103

**WHITNEY, CAPITAL ONE, AND CHASE ATMS:**
LAVIN-BERNICK CENTER, GROUND LEVEL
WHITNEY ATM: REILLY CENTER, GROUND LEVEL
IBERIA BANK ATM: PJ’S AT STERN HALL

**Q. IS THERE A BANK ON CAMPUS?**

Whitney Bank is the only full-service branch bank on campus. It offers a variety of products and services such as checking and savings accounts, Certificates of Deposit and safety deposit boxes. The purchase of money orders, cashier’s checks and traveler’s checks as well as wire transfers are available to Whitney customers. For more information or to open an account, please visit the bank.

**Q. DO I NEED A LOCAL BANK ACCOUNT?**

Not all students choose to open a local bank account with Whitney. We have ATMs from Whitney, Capital One, Chase, and Iberia Bank on campus, which makes it easy to access your accounts at another bank. If you’re interested in opening a local bank account, feel free to stop by Whitney Bank in the LBC while you’re on campus!

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**BARNES & NOBLE AT TULANE UNIVERSITY**

**UPQTOWN BOOKSTORE**
(504) 865-5913
LAVIN-BERNICK CENTER, 1ST FLOOR

**GREEN WAVE TEAM SHOP**
(504) 865-5812
WILSON CENTER
BEN WEINER DRIVE

**DOWNTOWN BOOKSTORE**
(504) 988-5204
MEDICAL SCHOOL, 1ST FLOOR

**Q. HOW DO I PURCHASE REQUIRED TEXTBOOKS?**

Barnes & Noble makes it easy to purchase all of the books you’ll need for class — before you even step foot on campus! Once you have confirmed your class schedule, head to tulane.bncollege.com and click “Textbooks” on the upper left toolbar. From there, select your campus, your semester, your department, and your class number! When searching, you’ll be able to choose between rentals and purchases and between new and used. You can either have your books delivered to you at your permanent address or pick them up at the bookstore when you arrive in August.

Barnes & Noble also price matches textbooks! Check our site to learn how it works.

**Q. WHAT ELSE CAN I BUY AT THE BOOKSTORE?**

In addition to the required textbooks and supplies for your academic courses, we have a large offering of reference and general interest books. The uptown and downtown bookstores also carry health and beauty aids, convenience store items, and residence hall, apartment, and office necessities. Outfit yourself, family and friends with the largest selection of Tulane gear available at the uptown and downtown bookstores as well as the Green Wave Team Shop! The Team Shop specializes in athletic team apparel, so you can find gear for your favorite Tulane sports team. Make purchases or reserve books online by going to tulane.bncollege.com.
Q. WHERE CAN I EAT ON (AND OFF!) CAMPUS?

To view an interactive map of all uptown dining locations, go to https://campusservices.tulane.edu/about-us/campus-map.

RESIDENTIAL DINING

**BRUFF COMMONS DINING ROOM**
Most commonly referred to as Bruff, Bruff Commons Dining Room is centrally located on McAlister Drive and offers a dine-in, all-you-care-to-eat format. Among your daily options are traditional New Orleans cuisine, grilled-to-order items, gourmet pizza, daily soups, a salad bar, and vegetarian entrées. Bruff also features certified gluten-free meals as well as a Simple Servings platform, offering daily meals free from the FDA most common allergens: peanuts, tree nuts, shellfish, wheat, soy, milk products, and eggs.

**BRUFF TO GO**
Students can grab a to-go meal with a meal plan swipe. With two convenient locations in the Drawing Board Café and City Diner on the garden level of the Lavin-Bernick Center, students can choose between a hot vegetarian entrée or grab a pre-made sandwich or salad, plus a side and a beverage. Bruff to Go is open for lunch and dinner, Monday through Friday. For current hours, check our website.

**ROULEZ FOOD TRUCK**
Use a meal plan swipe for delicious New Orleans-inspired food from one of our very own food trucks! For up-to-the-minute Roulez locations and hours, visit diningservices.tulane.edu.

**ORLEANS DINING ROOM AT LOYOLA**
In association with our next-door neighbor Loyola University, students have the option of eating at Loyola's Orleans Dining Room with a meal plan swipe or Wavebuck$.

**UPTOWN CAMPUS RETAIL**

**LBC FOOD COURT**
The food court in the Lavin-Bernick Center (LBC) offers a variety of platforms, including **Al Fuego** Latin American cuisine, **Simply-to-Go** salads, wraps, fresh fruit and veggies, and sandwichs, **Wall of Greens** salad bar, **Pickles** New York-style deli, **Panera Bread**, **AFC Sushi**, **Freshëns Fresh Food Studio** smoothies, crepes, and salads, **Zatarain’s** classic Louisiana favorites, **Star Ginger** Thai and Vietnamese dishes, **WOW Café & Wingery**, voted 2017 Best Wings by
Where Y’at Magazine, and grab-and-go Kosher options from Rimon at Tulane Hillel.

**CITY DINER**
Located on the garden level of the LBC, City Diner features late-night diner mainstays including omelets, grilled cheese, and their famous giant 16-inch pancake.

**LE GOURMET**
Located on the ground floor of Mayer Residence Hall, Le Gourmet offers a variety of salads, made-to-order sandwiches, a fresh soup bar, and build-your-own stir-fry station. Vegan and gluten free snacks, healthy drinks, and fruits and nuts are also available.

**IRONSIDES WAFFLES FOOD TRUCK**
Ironsides waffles are made-to-order with the freshest ingredients. Select from hearty breakfast waffles, New Orleans hot sausage waffles, Nutella and bananas, PB&J, and more. For up-to-the-minute Ironsides locations and hours, visit diningservices.tulane.edu.

**THE DRAWING BOARD CAFÉ**
Located on the ground floor of Richardson Memorial, the Drawing Board features wraps, specialty sandwiches, salads, fresh fruit, pastries, breakfast items, snacks, and hot lunch entrées.

**McALISTER MARKET**
Located in Bruff Commons, McAlister Market is a one-stop shop for all of your convenience needs, featuring a variety of groceries, including fruit, organic soup, microwave meals, ice cream beverages, snacks, and health & beauty aids.

**PJ’S COFFEE**
With four locations on the uptown campus: the Howard-Tilton Memorial Library, the breezeway of Percival Stern Hall, in Willow Residence Hall, and in the Goldring/Woldenberg Business Complex, PJ’s serves a variety of gourmet, fresh-brewed coffees & teas, soft drinks, juices, and fresh-baked pastries. PJ’s also offers to-go catering, gift cards, coffee by the pound, single-serve coffee cups, and gift items.

**VENDING MACHINES**
Beverage and snack vending is provided by our partners: the Coca-Cola Company and Refreshment Solutions, Inc. Most machines are equipped with debit and credit card readers. Refunds for machine malfunctions are handled in the Campus Services Office, located in the Lavin-Bernick Center, Suite 108. To report a problem with a machine or let us know the machine is empty, call or email Campus Services.

**LOYOLA UNIVERSITY**
Tulane students are able to use their Wavebucks at the following Loyola locations: Orleans Dining Room, Smoothie King, Deaux, Subway, Southern Tsunami Sushi, Starbucks, and Original Burger Company.

**RIMON AT TULANE HILLEL**
Led by Chef Dan Esses, Rimon serves delicious, seasonal, farm-to-table, healthy and Kosher food inspired by vegetarian, vegan, French, Korean, Jewish, and Israeli cuisine. Dine in at Rimon for breakfast, lunch, and dinner, or stop in and pick up a healthy grab-and-go meal to take home. Visit rimontulanehillel.com for more information.
What Meal Plan Am I Eligible For?

$50 or more

NOLAbuck$: $300 or more*

20/semester

Extra Meals: NOLAbuck$: $50 or more

7/week

Optional

NOLAbuck$: Wavebuck$: $250 or more*

Meals: Optional

15

First Year

G

F

Student is not required to add extra meals, but minimum purchase is $80 for 10 meals.

Students not required to purchase NOLAbuck$. Please contact Splash Card and Dining Services office for more details.

NOLAbuck$ can be added in increments of $25 up to $500. Each additional $25 in NOLAbuck$ increases the base price of the plan by $25.

Q. WHAT MEAL PLAN SHOULD I CHOOSE?

First-year residential students are eligible for the Unlimited, TU 15, or Kosher plans. Students who live off campus may choose the Commuter plan. We recommend that you start your first semester with the Unlimited plan — this gives you the flexibility to eat at Bruff whenever you want, as many times as you want, while also giving you flexible spending power at locations on and off campus with Wavebuck$ and NOLAbuck$. Keep in mind that you can change your meal plan selection for the spring semester.

UNLIMITED

Meals: Unlimited/semester

Wavebuck$: $250 or more*

NOLAbuck$: $25 or more†

Extra Meals: Optional

Quick Picks: Optional

Base price: $3,225/semester

TU 15

Meals: 15/week

Wavebuck$: $300 or more*

NOLAbuck$: $25 or more†

Extra Meals: 20/semester

Quick Picks: Optional

Base price: $3,225/semester

KOSHER

Meals: 10/week at Rimon

Wavebuck$: $400 or more*

NOLAbuck$: Optional

Extra Meals: Optional

Quick Picks: Optional

Base price: $4,375/semester

Extra Meals are meals that allow you to treat yourself or a guest at Bruff Commons Dining Room, Bruff To Go, Roulez, and the Orleans Room.

Quick Picks are predetermined combo meals at select on-campus retail locations featuring an entrée, beverage, and side for one low price. Quick Pick meals are available at select locations in the LBC Food Court, City Diner, and Le Gourmet. To view all Quick Pick locations and options, head to diningservices.tulane.edu.

Q. WHAT DOES IT ALL MEAN?

Before you select your meal plan, you need to understand all of the components!

MEALS can be used at Bruff Commons Dining Room, Bruff To Go, the Roulez food truck, and the Orleans Room.

Wavebuck$ are on-campus retail dollars that can be spent like cash at any Tulane Dining Services retail location, such as the LBC Food Court, the Drawing Board Café, Le Gourmet, City Diner, PJ’s Coffee, and Ironsides Waffles.

NOLAbuck$ can be spent like cash at specific off-campus locations around New Orleans. Check diningservices.tulane.edu for a complete list of these locations.

* Wavebuck$ can be added in increments of $100 up to $1000. Each additional $100 in Wavebuck$ increases the base price of the plan by $100.

† NOLAbuck$ can be added in increments of $25 up to $500. Each additional $25 in NOLAbuck$ increases the base price of the plan by $25.

▲ Students not required to purchase NOLAbuck$. Please contact Splash Card and Dining Services office for more details.

♦ Student is not required to add extra meals, but minimum purchase is $80 for 10 meals.

♦ Student is not required to add Quick Picks, but minimum purchase is $100 for 10 meals.

Meal plan purchases may be subject to taxes.
Q. HOW DO TULANE MEAL PLANS WORK?

Tulane meal plans allow students flexibility, value, and convenience:

**UNLIMITED:** This meal plan offers unlimited Bruff meal swipes as well as Wavebuck$ to use on campus and NOLAbuck$ to use at designated off-campus locations.

**TU PLANS:** Each TU plan has a specific number of Bruff meals per week or semester, Wavebuck$, NOLAbuck$, Extra Meals, and Quick Picks.

**COMMUTER:** This flexible retail dollar plan gives the students $300 in Wavebuck$ and $25 in NOLAbuck$. Students on this plan can also purchase additional Wavebuck$, NOLAbuck$, Extra Meals, and Quick Picks throughout the semester. Students on the Commuter plan get a $2 discount at Bruff Commons. This plan is not available to on-campus students.

**KOSHER:** The Kosher meal plan provides students with a convenient and delicious option for dining kosher at Tulane. Students who choose this plan will be provided with 15 meals per week at Rimon, located in the Tulane Hillel Building at 912 Broadway Street. The Kosher meal plan also provides Wavebuck$ to spend at other on-campus retail locations. Students may use their weekly meals at Bruff Commons Dining Room, Bruff To Go, the Roulez food truck, and the Orleans Room at Loyola.

One of our main goals is to provide a pleasant, comfortable, and satisfying dining environment. In order to meet this goal, we ask for your assistance with the following:

- Removing food, dishes, or utensils from Bruff Dining Room is strictly prohibited. Filling containers with food from Bruff for later consumption is prohibited.
- There is one exception to the Unlimited Plan: when selecting the Bruff To Go option, the student will not be allowed to enter the dining room for a two-hour period.
- When you have finished dining at Bruff, please bring your disposables from your tables to the dish return window.
- Remember that Tulane Splash Cards cannot be used to enter the Bruff Commons Dining Room by anyone but the owner of the card.
- Wavebuck$ and NOLAbuck$ associated with the meal plans will roll over from the fall to spring semester only if the student is enrolled in a meal plan for the spring semester.
- Bruff meals, Extra Meals, and Quick Picks do not roll over from fall to spring semester.
- Any student who cancels their meal plan by the cancellation deadline will be charged on a prorated basis for Bruff Commons Dining Room through the date of cancellation, regardless of whether any meals were used. Unused Wavebuck$ and NOLAbuck$ will be forfeited at the time of cancellation.
- Meals per week and meals per semester are only to be used by the Splash Card holder/meal plan participant. Extra Meals per semester may be used to treat a guest.
- For more information on payment, policies, and procedures, call (504) 865-5441.
**MEAL PLAN DATES**

<table>
<thead>
<tr>
<th>TULANE SEMESTER</th>
<th>PLAN BEGINS</th>
<th>PLAN ENDS</th>
<th>BRUFF CLOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester 2018</td>
<td>Friday, August 22</td>
<td>Tuesday, December 17</td>
<td>Wednesday, November 21–Sat, November 24</td>
</tr>
<tr>
<td>Spring Semester 2019</td>
<td>Sunday, January 13</td>
<td>Saturday, May 11</td>
<td>Saturday, March 2–Sunday, March 10</td>
</tr>
</tbody>
</table>

With the exception of Thanksgiving Day, when Bruff Commons Dining Room is closed, retail options are available to students to use their Wavebuck$. Any changes in days or hours of operation will be updated on diningservices.tulane.edu.

**Q. WHERE DOES MY FOOD COME FROM?**

See the map at right for some of the sources of your Tulane dining experience.

**Q. I HAVE SPECIAL DIETARY NEEDS. CAN YOU HELP?**

**BRUFF COMMONS**

Bruff Commons is committed to offering safe and delicious food for students with special dietary needs. The dining services team is trained and knowledgeable about preparing foods for those with allergies, intolerances, and celiac disease. We work closely with Food Allergy Research and Education (FARE) and AllerTrain to provide the best possible experience to students with diet restrictions.

We are proud to offer the Simple Servings and MyZone concept at our Bruff Commons resident dining hall. Simple Servings is a resident dining option that provides safe and appetizing food choices for customers with food allergies, gluten intolerance, or other special dietary needs. The Simple Servings station offers simply prepared foods made without the FDA most common allergens: peanuts, tree nuts, shellfish, wheat, soy, milk products, and eggs. In addition, all foods are gluten-free.

Located in Bruff Commons, MyZone is where you will find gluten- and nut-free products and appliances.

Although foods are prepared in a facility that uses these ingredients, we take great measures to protect against the possibility of cross-contact. Separate equipment, utensils, storage areas, and preparation areas minimize this risk, offering customers a safe and healthy dining option.

Bruff Commons features daily vegan and vegetarian choices including entrees, side items, soups and garden burgers. Our 100% vegetarian salad bar features two high protein grains, legumes, and tofu every day. A variety of milk, such as soy milk, rice milk, almond milk, and lactose-free milk, are offered daily.

Our culinary staff is happy to schedule tours of Bruff Commons Dining Room and consult with students and parents to ensure that everyone’s dietary needs are met.

**CAMPUS DIETICIANS**

Registered dietician Sarah Walsh, MS, RD, LDN, offers Tulane students one-on-one counseling for all nutrition-related needs. All nutrition sessions are individually tailored to meet specific needs and goals. To schedule, call the Student Health Center at (504) 865-5255. Any other nutrition questions can be answered by the Sodexo District Campus Dietician, Kelsey Rosenbaum. You can contact her at Kelsey.Rosenbaum@sodexo.com.

**Q. WHAT IS THE TU GO APP?**

TU GO is a mobile food ordering app designed to make your life easier! Download **TU GO by Tulane University** to
your iOS or Android phone to get started. Select your favorite on-campus eatery, place your order, and pay with your meal plan, all in the app. Avoid the lines and pick up your food at the designated TU GO counter.

**Q. WHAT IS THE OZZI PROGRAM AND HOW DOES IT WORK?**

Help us keep disposable plates and containers out of landfills by using an OZZI container! The OZZI program was developed in partnership with the Office of Sustainability, the Tulane Green Club, and Undergraduate Student Government.

Students can use reusable OZZI containers and the following campus dining locations:

- **BRUFF TO GO**
- **AL FUEGO**
- **WALL OF GREENS**
- **ZATARAIN’S**

When you order your meal at a participating location, simply ask your server for an OZZI container. When you have eaten your meal, return your container to any OZZI machine on campus to be professionally cleaned and sanitized. For information on registration, participating dining locations, machine locations, and more, go to our website.

**DRI Y CLEANING AND LAUNDRY**

**CLEANERAMA DRY CLEANERS**
(504) 862-8530
BRUFF COMMONS, FIRST FLOOR

**Q. WHAT ARE MY ON-CAMPUS OPTIONS FOR LAUNDRY & DRY CLEANING?**

All residence halls on campus have washers and dryers that can be used by residential students for free. You can even view the status of any machine on campus just by going to laundryview.com! However, if you have dry clean-only items or would like someone else to take care of your laundry, Cleanerama Cleaners is conveniently located in Bruff Commons. Cleanerama provides laundry and dry cleaning service on the uptown campus, including semester and academic year laundry packages. Other services include professional dry cleaning and expert clothes repair. Cleanerama also specializes in cleaning comforters, quilts, pillows, and sleeping bags. Go to our website to lean more.

**HOTELS AND BED & BREAKFASTS**

**Q. WHERE CAN MY FAMILY AND FRIENDS STAY WHEN THEY VISIT ME IN NEW ORLEANS?**

We partner with more than 50 local hotels and bed & breakfasts to offer discounted rates to the Tulane community, including parents, alumni, guests, and visitors. To take advantage of these special rates, go to campusservices.tulane.edu, click “Services” and then “Lodging & Accommodations” to access the self-booking tool.*

Not sure where they should stay? Click on the lodging map to see where are preferred partners are located throughout the city in relation to our uptown and downtown campuses.

*A percentage of each booking is given back to Tulane to support university programs and initiatives.

**MAIL SERVICES**

**UPTOWN MAIL SERVICES**
(504) 865-5709
MAILBOX@TULANE.EDU
MAILSERVICES.TULANE.EDU
BRUFF COMMONS, SUITE 105

**DOWNTOWN MAIL SERVICES**
(504) 988-5299
MAILBOX@TULANE.EDU
MAILSERVICES.TULANE.EDU
TIDEWATER BUILDING, SUITE 802

**OUTGOING MAIL DROP BOX**
HALLWAY OUTSIDE OF UPTOWN CAMPUS SERVICES OFFICES
LAVIN-BERNICK CENTER, SUITE 107

**Q. HOW DO I RECEIVE MAIL AND PACKAGES ON CAMPUS?**

Residential students on the uptown campus are served by Tulane Mail Services located in Bruff Commons. Each resident is assigned a unique 4-digit code to identify his or her mail and packages. Stamps are available for purchase from the stamp vending machine located in Bruff Commons, and there is an outbound mailbox located close by. Outbound package shipping services are provided by the FedEx Office located in the LBC.
Once a package has been processed by Mail Services, you will receive an email letting you know that your package is ready for pick-up in Bruff. To claim your package, bring your Splash Card to the Mail Services counter.

No matter what is being shipped or mailed to you or what shipping provider is used, your 4-digit mailbox code (####) MUST be present in the shipping address. Do not list your 4-digit code as a PO Box. Whenever possible, use the following format:

**YOUR NAME, ####
TULANE UNIVERSITY
31 MCALESTER DRIVE
NEW ORLEANS, LA 70118-5645**

**Q. HOW DO I GET MY STUFF TO CAMPUS IN AUGUST?**

The best way to get your residence hall gear to Tulane for Move-In is to send it via FedEx Ground. Ship all of your essentials and save the hassle of stuffing your car to the max when you move to campus! Tulane and FedEx have partnered on move-in and move-out strategies to create a worry-free experience.

During the first week of August, a packet with detailed instructions will be mailed to your permanent address and sent to your Tulane email account. Ship your gear with FedEx Ground and it will be safely stored and trackable until Move-In Day. On Move-In Day, visit the FedEx trailers on campus to claim your possessions. If you ship any items via USPS, you’ll receive an email reminder to collect your packages at Mail Services in Bruff Commons. Remember to check-in with Mail Services for your mailbox key. It’s that easy!

**PARKING SERVICES**

(504) 865-5441
PARKING@TULANE.EDU
CAMPUS SERVICES.TULANE.EDU/DEPARTMENTS/PARKING
LAVIN-BERNICK CENTER, SUITE 107

**Q. CAN I BRING A CAR TO CAMPUS AS A FIRST-YEAR STUDENT?**

Residential first-year students are not permitted to bring vehicles to Tulane or use campus parking areas. Commuter students who plan to park on campus must purchase a parking permit and register their vehicles. To purchase a parking permit, go to parking.tulane.edu.

**Q. WHERE ON CAMPUS CAN VISITORS PARK?**

Visitors have several options to park on campus:

- The first floor of Diboll Garage
- The numbered spaces on the second floor of Diboll Garage
- Specially-marked spaces in the Claiborne Avenue Parking Lot
- Metered spaces throughout campus (check our site to view the parking map)

And several ways to pay:

- Purchase a one-day or multi-day pass in Campus Services, located in the Lavin-Bernick Center, Suite 107
- Purchase a one-day or multi-day pass online at parking.tulane.edu
Use the Parkmobile app at any specially-marked Parkmobile space on campus

Pay the parking meter in Diboll Garage

Q. I WANT TO BRING MY BIKE TO CAMPUS. DO I HAVE TO REGISTER IT?
Yes! All bicycles that will be parked on campus must be registered with TUPD. To register your bike, head to campusservices.tulane.edu, click Resources, and select the “Bicycle Registration Form.” Complete the form and pick up your permit in Campus Services, located in the Lavin-Bernick Center, Suite 107.

PRINT & SHIP WITH FEDEX OFFICE

(504) 862-5799
LAVIN-BERNICK CENTER, SUITE 101

Q. WHAT OPTIONS DO I HAVE FOR PRINTING AND SHIPPING ON CAMPUS?
The Tulane community has full access to the FedEx Office network of services, including onsite move-in and move-out shipping. Tulane students, faculty, and staff can use their Splash Cards for copy and print services.

Sign up for a FedEx account to receive information and discounted rates on all FedEx shipping services.

SHUTTLES & TRANSPORTATION

(504) 314-7433
SHUTTLES@TULANE.EDU
SHUTTLES.TULANE.EDU
6324 S. CLAIBORNE AVE
FACEBOOK: TULANESHUTTLES
TWITTER: TULANESHUTTLES

Q. HOW DO I GET AROUND NEW ORLEANS WITHOUT A CAR?
First-year residential students are not allowed to have a car on campus, but there are many options to help you get around New Orleans! Tulane Shuttles & Transportation operates many fixed shuttle lines that are your connection between campuses, to the grocery store, movie theatre, malls, restaurants, and so much more. All of our buses are equipped with bike racks as well as real-time GPS technology so that you can view where the bus is on its route. The best part? All fixed-line and TapRide transportation is free to students — just show your Splash Card!

FIXED SHUTTLE LINES
We operate seven fixed shuttle lines — buses that travel on a standard schedule and route — that provide transportation between our campuses and to shopping destinations around New Orleans. Head to our website to view bus routes and schedules to plan your next trip! Download the Passio GO app to track your bus in real time.
**TULANE TAPRIDE**
Tulane TapRide is a late-night, on-demand shared-ride service for transportation on the uptown and downtown campuses and residences in the surrounding area. Requests on and around the uptown campus can be made Monday-Sunday, 6 pm-3 am. Download the TapRide app on your smartphone to request a ride!

**ENTERPRISE RENT-A-CAR**
Tulane University and Enterprise Rent-A-Car have an agreement that provides discounted rates to the university community. Students 18 years and older can rent vehicles with a valid driver's license, proof of full-coverage car insurance, and a major credit or debit card. Daily and weekly rentals are available. For more information, locations, and booking codes, visit our website.

**AIRPORT SHUTTLE, INC.**
Airport Shuttle, Inc., offers a convenient and economical way to get to and from the New Orleans airport. To make reservations, go to our site and click Airport Shuttle.

**TAXI CABS & HIRED CARS**
The designated taxi and hired-car service zone for requested pick-ups and drop-offs is at the corner of Willow Street and Janet Yulman Way in front of PJ’s Coffee & Tea.

**RTA JAZZY PASSES & TOKENS**
RTA tokens and 1-day and 3-day Jazzy passes are available for sale in the Campus Services office, Lavin-Bernick Center Suite 107.

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**SPLASH CARD**
(504) 865-5441
CAMPUSSERVICES@TULANE.EDU
SPLASHCARD.TULANE.EDU
LAVIN-BERNICK CENTER, SUITE 107

**Q. WHAT IS A SPLASH CARD?**
Your Tulane Splash Card is more than your university ID. It also allows you to purchase food and retail items on and off campus, use your meal plan, access campus buildings, print documents on campus, and get into Tulane student and athletic events! Carry it with you everywhere — you need it for almost everything!
Q. WHAT’S IN MY VIRTUAL WALLET?

ACCOUNTS RECEIVABLE
Currently enrolled full-time students may charge purchases to their Accounts Receivable account. Charging is permitted only at the bookstores, McAlister Market, Le Gourmet, Technology Connection computer store, Architecture Digital Lab, Student Health Center & Pharmacy, and the Splash Card office. Accounts Receivable charges are billed to the tuition account, and payment is due at the end of each month.

SPASH CASH
Just maintain a balance in your Tulane Splash Cash account and enjoy the convenience of purchasing power all across campus and even at some off-campus businesses without carrying cash, checks, or credit cards. Any remaining Splash Cash rolls over from year to year.

WAVEBUCKS
On-campus retail dollars that are part of your meal plan and can be spent like cash at any Tulane Dining Services retail location, such as the LBC Food Court, the Drawing Board Café, Le Gourmet, City Diner, PJ’s Coffee & Tea, and our food trucks. Wavebuck$ roll over to the spring semester if you purchase a spring meal plan, but they expire at the end of the spring semester.

NOLABUCKS
Retail dollars that are part of your meal plan and can be spent like cash at specified off-campus retail locations around New Orleans. NOLAbuck$ roll over to the spring semester if you purchase a spring meal plan, but they expire at the end of the spring semester.

PRINT CREDIT
Each semester, full-time undergraduate students receive a $25.00 printing allowance for use in the computer labs. This allowance expires if not used within the semester. To supplement print credit, Splash Cash is the only way to purchase prints.

OTHER RETAILERS
To see a full list of participating retailers, visit splashcard.tulane.edu.

Q. WHERE CAN I USE MY SPLASH CARD?

<table>
<thead>
<tr>
<th>ACCOUNTS RECEIVABLE CHARGE</th>
<th>WAVEBUCKS</th>
<th>NOLABUCKS</th>
<th>SPLASH CASH</th>
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<td>Technology Connection</td>
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<td>McAlister Market</td>
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<td>Bruff Commons Dining Room</td>
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<td>Drawing Board Café</td>
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<td>FedEx Office</td>
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<td>Vending (most locations)</td>
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**IF YOU LOSE YOUR SPLASH CARD,**
IMMEDIATELY DEACTIVATE THE LOST CARD.
You can do this in person at the Campus Services office,
by telephone, or by logging into gibson.tulane.edu, selecting
Card Services, and clicking on the “deactivate” button.
This will protect your card from unauthorized use. A
replacement card can be purchased for $30.00 from either
the uptown or downtown Campus Services office.

**Q. HOW MUCH SPLASH CASH WILL I NEED?**

**VENDING**
$1.50 for 20-ounce beverage
$1.50 for snacks/candy
$3.00 x 2 = $6.00 x 15 weeks per semester = $90.00

**PJ’S COFFEE**
$4.75 for average coffee/pastry
$4.75 x 4 = $19.00 x 15 weeks per semester = $285.00

**OFF-CAMPUS MERCHANTS**
$30.00 average per week/movie, pizza, sundries, etc.
$30.00 x 15 weeks per semester = $450.00

**MISCELLANEOUS ITEMS**
Copies, Computer Printing, Dry Cleaning, Bookstore = $100.00

**AVERAGE AMOUNT = $925.00**

*Any balance in your Splash Cash account rolls over
semester to semester, year to year.

Wavebucks roll over with the purchase of a spring meal
plan. Wavebucks expire at the end of each spring semester.

Splash Cash deposits via cash or check are accepted
during business hours at the Tulane Splash Card office.
Discover, AMEX, Visa, and MasterCard are also accepted
through our website, splashcard.tulane.edu. A nominal
convenience fee will apply.

**SUSTAINABILITY**

RECYCLE@TULANE.EDU
GREEN.TULANE.EDU
RICHARDSON BUILDING, SUITE 107
FACEBOOK.COM/RECYCLE.TULANE
TWITTER: GREENTULANE
INSTAGRAM: GREENTULANE

**Q. WHAT CAN I RECYCLE AT TULANE?**
Paper, plastic bottles (#1 & #2), aluminum cans, and
cardboard can all be recycled at Tulane’s uptown and
downtown campuses. We do not accept glass, styrofoam,
or plastic bags.

**Q. WHERE IS THE RECYCLING STATION IN MY RESIDENCE HALL?**
Residence halls have a recycling station outside the build-
ing, or a recycling and garbage room on every floor. Use
your room’s recycling bin or your own bag/box to collect recyclables, then bring them to your building’s recycling
room or station and sort them in the proper location. Paper
is collected in a separate container from plastic bottles and aluminum cans. Cardboard can be placed on the ground
next to the recycling station.

On the downtown campus, Deming residents should
use the toters located outside the back entrance. All paper,
cardboard, plastic, and metal cans can be placed into the
same container. No glass or plastic bags, please!

**Q. HOW CAN I PRACTICE SUSTAINABILITY ON A DAILY BASIS?**
■ Bring your own mug to PJ’s Coffee for a discount.
■ Carry a reusable water bottle with you. You will find water bottle
refill stations throughout the uptown campus.
■ Use the OZZI reusable container system when you dine at select
locations. All new students should receive two free tokens at the
beginning of the school year. If you do not have a token, you can sign
up for the program in the Campus Services office in the Lavin-Bernick
Center, Suite 107.
Save energy by turning lights off when you leave the room or use natural daylight.

Plug your appliances into a power strip and turn it off when you leave the room.

If you have a large metal fan unit in your room, do not block the vent with furniture or other items.

Use LED lightbulbs on all personal lamps.

Purchase appliances that are Energy Star labeled.

You can also monitor how much energy your residence hall is using with the Building Dashboard at buildingdashboard.net/Tulane.

Q. WHAT ABOUT BIKING ON CAMPUS?
There are two bike repair stations on Tulane’s uptown campus. Each has tools and an air pump. They can be found at the following locations:

1. Outside the entrance to the Israel Environmental Sciences Building
2. On the side of Phelps residence hall facing Bruff Dining Hall, under the staircase

The Tulane Bike Help Desk is a group of bike-minded students who gather regularly to work on bikes and can help you learn how to repair and maintain your bike. Visit facebook.com/groups/bikehelp.

Also, don’t forget to register your bike with Tulane Parking. You can register at the following website: https://campusservices.tulane.edu/forms/bicycle-registration

Q. HOW CAN I GET MORE INVOLVED IN CAMPUS SUSTAINABILITY?

JOIN A CLUB - There are many great environmental organizations on campus for new students to join. Some of these include Green Club, Divest Tulane, USG Sustainability Committee, Trash to Treasure, Reily Center Outdoor Adventures, Food Recovery Network, Veggie Club, and Green Medical Initiative.

VOLUNTEER with the Office of Sustainability - Sign up to be an Energy Advocate for our Tulane Unplugged Energy Conservation Competition, which takes place annually. Look out for announcements early in the fall semester.

Q. WHAT IS TECHNOLOGY CONNECTION?
Technology Connection is the Tulane University owned and operated store that assists students, faculty, and staff with their personal and institutional hardware, software, and accessory purchases. Our partnership and collaborations with university schools, departments, and administration allow us to provide you with tailored technology solutions and services to help support your success at Tulane.

Technology Connection is an authorized service provider for Apple and Dell, providing warranty and out-of-warranty repairs using original equipment manufacturer parts. Contact us or visit our convenient campus location in the Lavin-Bernick Center to ask questions, test products from Apple®, Dell, and other popular brands or interact with our certified staff to discover the best technology solutions for you.

Apple and the apple logo are trademarks of Apple, Inc. registered in the US and other countries.

Q. WHY SHOULD I BUY MY LAPTOP AT TECHNOLOGY CONNECTION?

We work with schools and departments to help you identify the best computer for your program of study.

We offer easy access to educational discounts — all you have to do is show your Splash Card!

We are centrally located in the Lavin-Bernick Center and we are open Monday through Saturday, all year-round.

We offer authorized repair services for both Apple and Dell right in store. Our staff are certified Apple and Dell technicians.

If you purchase a qualifying computer from us, you can enroll in the Repair Loaner Program, which allows you to continue working even while your computer is checked in for repair.

As an Apple Authorized Campus Store, we have the latest Apple products, as well as in-store demo products that you can try before you buy.
We offer Visa, MasterCard, and Discover payments, as well as Tulane Accounts Receivable and other processes that may support your use of financial aid.

You can order your computer from us over the summer and have it shipped to your permanent address! Go to techconnect.tulane.edu for more information.

SEE THE FULL STUDENT GUIDE TO TECHNOLOGY SERVICES: https://ts.tulane.edu/student-guide

BEFORE ARRIVING ON CAMPUS

To access all that Tulane Technology has to offer, students should complete the following before arriving on campus:

- Make sure to check your Tulane email: https://outlook.com/tulane.edu.
- Set your password and challenge questions at https://password.tulane.edu.
- Install free Microsoft Office 365 (includes Word, Excel, Powerpoint, OneNote and one terabyte of storage via OneDrive) Instructions here: https://tulane.service-now.com/kb_view_customer.do?sysparm_article=KB0016182
- See Wireless Registration (at right) or call the Technical Support and Network Operations Center (TSNOC) at (504) 862-8888.
- Tulane University utilizes Canvas by Instructure to deliver course content. To access your courses in Canvas, use the link tulane.instructure.com.

SUPPORT

Technology support for students at Tulane comes in a variety of ways:

ONLINE: enter a support ticket or search the knowledge base at https://tulane.service-now.com.

CHAT: visit https://tulane.service-now.com

TELEPHONE: call (504) 862-8888 to speak to a live agent

EMAIL: write to help@tulane.edu

WALK-UP SERVICE: Visit the service desk at the Technology Connection in the Lavin-Bernick Center.

WIRELESS ACCESS-EDUROAM

From your wireless setup, connect to the wireless network by selecting ‘eduroam’ and entering your Tulane email address and password when prompted. Eduroam authentication allows Tulane students access to wireless networks on other participating college campuses as well. If you are unable to connect your device to eduroam, contact the TSNOC:

UPTOWN: (504) 862-8888 or ext. 2-8888

EMAIL: help@tulane.edu for assistance or VISIT the service desk at the Technology Connection in the Lavin-Bernick Center.

HOW TO CHANGE YOUR PASSWORD

The password to your Tulane account is your “key” to the university’s many electronic resources, such as myTulane and E-Academy. You should guard your password as you would your personal bankcard and PIN. Do not share it, write it down or make it easy for someone to guess. Sharing or misusing your Tulane user account is a violation
of the Code of Student Conduct and can result in sanctions.

Tulane requires you to change your password at least once every six months, though you may change it more frequently if you wish. Change your password by visiting https://password.tulane.edu and following the online instructions. The first time you visit this site you will be required to provide two challenge questions. The next time you attempt to change your password, these questions may be used to verify your identity.

COMPUTER SECURITY INFORMATION

DON’T DOWNLOAD YOURSELF TO JAIL!
Sharing or downloading copyrighted music or movies without paying for it is against the law. Buy your tunes and stay out of court!

KNOW THE SOURCE
Whether you’re surfing the Internet, checking your email, or responding to IM—don’t click on anything unless you asked someone to send it to you. Links, attachments, and files of any type can contain malicious code, and clicking on them gives permission for that code to execute. When in doubt, delete the email or message. For help with avoiding phishing scams, go to All About Phishing.

ABOUT ONLINE SOCIAL NETWORKS
Use good judgment with your online social network accounts and postings. What do you want future employers, administrators, faculty, or your parents to see?

Don’t post overly personal information like cell phone numbers, address, class schedule, etc. unless you feel comfortable being contacted by strangers. Students have been stalked by uninvited viewers of their Facebook pages when they posted overly personal information. Don’t post pictures of your friends without their permission. It may be considered an invasion of their privacy, or may jeopardize their chances for a job or scholarships.

COMPUTER LABS
Computers and other digital conveniences are available in the Technology Services computer labs. Visit the computer labs to write a paper, edit media, produce a presentation, print a document, etc. Each lab includes high-performance computers, high-resolution laser printers, a full array of software, and high-speed network connections. Some locations also include color printers, iMac computers, digital camcorders, and other specialized technology.

LIBRARY RESOURCES AND SERVICES

The librarians and staff at Howard-Tilton Memorial Library are happy to assist you with all your research needs. Visit the Research Help Desk in the Learning Commons for help locating books and articles in our extensive collection of print and electronic resources. Librarians are available for one-on-one consultations to help you find what you need for your research.

The library website at http://library.tulane.edu provides a wealth of subscription databases chock full of full-text journal articles, print and e-books, newspapers, data and statistics, and archival materials which are available to Tulane students both on and off campus. And what “Howie-T” doesn’t own, we can borrow from other libraries with our Inter–Library Loan service!

Librarians will teach library sessions with some of your classes and offer open workshops every semester to help you learn how to conduct research. We even provide access to citation tools like EasyBib and RefWorks to make writing academic papers less stressful. Want to learn more? Call us at (504) 865-5606, email us at libref@tulane.edu, or stop by!

TULANE WAVEMAIL
Tulane WaveMail is one of the university’s official channels for communicating with students. All Wavemail accounts feature a 50GB mailbox and enhanced calendar and contact sharing.

You can access your Tulane WaveMail email account from anywhere in the world, using any computer with a Web browser at http://outlook.com/tulane.edu. Likewise, email clients such as Outlook for Mac or Windows and a large variety of smartphones/tablets can be used for accessing WaveMail. Please visit the Tulane Email site at https://ts.tulane.edu/email for further information.

FILE STORAGE
Microsoft’s OneDrive is available to students as a free cloud storage solution. OneDrive is a part of Microsoft Office365 and provides one terabyte of storage as long as a student is enrolled at Tulane. See our Knowledge Base article here: https://tulane.service-now.com/kb_view.do?sysparm_article=KB0016153 to learn how to access OneDrive.
HAVE QUESTIONS?

VISIT  6329 FRERET STREET, SUITE 206, NEW ORLEANS, LA 70118

EMAIL  AGAUNT1@TULANE.EDU

CALL  (504) 865-5940

MAKE AN APPOINTMENT  CALENDLY.COM/ABIGAILGAUNT