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 in the law school and 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
## CONTENTS

4 FREQUENTLY CONTACTED OFFICES
5 NEW LAW STUDENT ORIENTATION SCHEDULE
6 MEET THE HARRIS FELLOWS
8 TULANE LAW SCHOOL LINGO
11 LAW STUDENT SERVICES
11 THE DEAN’S OFFICE
11 ACADEMIC AFFAIRS
12 ACADEMIC SERVICES
13 ADMINISTRATIVE SERVICES
13 ADMISSIONS & FINANCIAL AID
14 BUILDING OPERATIONS
15 CAREER DEVELOPMENT
15 DIVERSITY INITIATIVES
16 EXPERIENTIAL LEARNING
17 INFORMATION & TECHNOLOGY
18 LIBRARIES
18 INTERNATIONAL LEGAL PROGRAMS
19 DIVISION OF STUDENT AFFAIRS
20 CAMPUS RECREATION
21 MULTICULTURAL AFFAIRS
22 RELIGIOUS LIFE
23 LGBTQ+ LIFE
24 FIND YOUR PLACE AT THE LBC
26 CAMPUS HEALTH
30 CASE MANAGEMENT & VICTIM SUPPORT SERVICES
31 STUDENT CONDUCT
32 GOLDMAN CENTER FOR STUDENT ACCESSIBILITY
33 UNIVERSITY RESOURCES
33 EMERGENCY PREPAREDNESS AND RESPONSE
34 CENTER FOR GLOBAL EDUCATION
35 CENTER FOR ACADEMIC EQUITY
36 SAFETY & SECURITY
37 CAMPUS SERVICES
40 DINING SERVICES
43 MAIL SERVICES
49 TECHNOLOGY CONNECTION
<table>
<thead>
<tr>
<th>FREQUENTLY CONTACTED OFFICES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LAW SCHOOL OFFICES</strong></td>
</tr>
<tr>
<td>WEINMANN HALL ROOM</td>
</tr>
<tr>
<td>PHONE</td>
</tr>
<tr>
<td>------------------------------</td>
</tr>
<tr>
<td>ACADEMIC AFFAIRS</td>
</tr>
<tr>
<td>ACADEMIC SERVICES</td>
</tr>
<tr>
<td>ADMINISTRATIVE SERVICES</td>
</tr>
<tr>
<td>ADMISSION</td>
</tr>
<tr>
<td>CAREER DEVELOPMENT AND DIVERSITY INITIATIVES</td>
</tr>
<tr>
<td>CLINIC (CIVIL/CRIMINAL/JUVENILE/DOM. VIOLENCE)</td>
</tr>
<tr>
<td>CLINIC (ENVIRONMENTAL LAW)</td>
</tr>
<tr>
<td>DEAN</td>
</tr>
<tr>
<td>EXPERIENTIAL LEARNING AND PRO BONO</td>
</tr>
<tr>
<td>LAW FINANCIAL AID</td>
</tr>
<tr>
<td>LIBRARY</td>
</tr>
<tr>
<td>MAIL ROOM</td>
</tr>
<tr>
<td>PUBLIC LAW CENTER</td>
</tr>
<tr>
<td>STUDENT BAR ASSOCIATION</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UNIVERSITY OFFICES: <a href="http://WWW.TULANE.EDU">WWW.TULANE.EDU</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>LOCATION</td>
</tr>
<tr>
<td>PHONE</td>
</tr>
<tr>
<td>ACCOUNTS RECEIVABLE</td>
</tr>
<tr>
<td>BOOKSTORE</td>
</tr>
<tr>
<td>BURSAR'S OFFICE</td>
</tr>
<tr>
<td>CAPS FOR COUNSELING SERVICES</td>
</tr>
<tr>
<td>FINANCIAL AID</td>
</tr>
<tr>
<td>GENERAL DIRECTORY INFORMATION</td>
</tr>
<tr>
<td>GOLDMAN CENTER FOR STUDENT ACCESSIBILITY</td>
</tr>
<tr>
<td>THE HEALTH CENTER</td>
</tr>
<tr>
<td>HOWARD-TILTON MEMORIAL LIBRARY</td>
</tr>
<tr>
<td>INFORMATION DESK</td>
</tr>
<tr>
<td>OFFICE OF INTERNATIONAL STUDENTS &amp; SCHOLARS</td>
</tr>
<tr>
<td>OFFICE OF MULTICULTURAL AFFAIRS</td>
</tr>
<tr>
<td>PARKING SERVICES</td>
</tr>
<tr>
<td>POST OFFICE</td>
</tr>
<tr>
<td>REGISTRAR’S OFFICE</td>
</tr>
<tr>
<td>REILY STUDENT RECREATION CENTER</td>
</tr>
<tr>
<td>STUDENT RESOURCES &amp; SUPPORT SERVICES</td>
</tr>
<tr>
<td>TECHNOLOGY SERVICES</td>
</tr>
<tr>
<td>TITLE IX COORDINATOR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMERGENCY PHONE NUMBERS (NUMBERS IN YELLOW ARE NOT ON THE UNIVERSITY PHONE SYSTEM.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALERT LINE (EMERGENCY INFORMATION)</td>
</tr>
<tr>
<td>TUPD (TULANE UNIVERSITY POLICE DEPT.)</td>
</tr>
<tr>
<td>LOCAL EMERGENCY</td>
</tr>
<tr>
<td>SEXUAL AGGRESSION PEER HOTLINE</td>
</tr>
</tbody>
</table>
NEW LAW STUDENT ORIENTATION

MONDAY, AUGUST 19
9:45–10:30 A.M.  STUDENT CHECK-IN
10:45–11:30 A.M.  WELCOME, CLASS INTRODUCTION, AND OATH
11:30 A.M.–12:45 P.M.  LUNCH FOR FIRST YEAR STUDENTS
1–2:15 P.M.  THE DANGER OF A SINGLE STORY PANEL
2:15–2:45 P.M.  INFORMATION YOU NEED
3–4 P.M.  LAW SCHOOL 101
4–5:15 P.M.  SNOBALL & ICE CREAM RECEPTION

TUESDAY, AUGUST 20
9–10:30 A.M.  ACADEMIC PREPARATION SESSION
10:45–11:55 A.M.  CAREER INTEREST AREA BREAKOUT SESSIONS
12 NOON–1 P.M.  PROFESSIONALISM PLENARY AND LUNCH
1:15–2:30 P.M.  LSBA PROFESSIONALISM DISCUSSION GROUP
2:45–4 P.M.  FIRST GENERATION LAW STUDENT PANEL (Optional)
4:30–5:30 P.M.  WELLNESS SESSIONS (Optional)

WEDNESDAY, AUGUST 21
9–11:30 A.M.  UNCONSCIOUS BIAS WORKSHOP
11:45 A.M.–1:15 P.M.  LUNCH WITH HARRIS FELLOWS AND CAMPUS RESOURCES INFO SESSION
1:30–2 P.M.  STAYING SAFE IN NEW ORLEANS
2–2:30 P.M.  STUDENT LIFE PANEL
2:30–4 P.M.  VISIT TO AUDUBON ZOO (Optional)

THURSDAY, AUGUST 22
9:30–11:30 A.M.  LIBRARY TOUR/HOW TO BRIEF A CASE/TIME MANAGEMENT/FINANCIAL AID SESSIONS
11:45 A.M.–1:15 P.M.  AFFINITY GROUP LUNCHES (Optional)
1:30–2:30 P.M.  COUPLES PANEL (Optional)
TIME TBA  EVENTS WITH HARRIS FELLOWS
6–8 P.M.  LAW SCHOOL STUDENT ORGANIZATION MIXER HOSTED BY TEALS (Optional)

FRIDAY, AUGUST 23
9 A.M.–1 P.M.  PILF DAY OF SERVICE (Optional)
TIME TBA  EVENTS WITH HARRIS FELLOWS

Details are subject to change.
WHAT IS THE DEAN HARRIS FELLOW PROGRAM?
The Dean Rufus Harris Peer Fellow Program is designed to provide support to incoming 1Ls as they transition to law school. Harris Fellows will work with a small group of incoming students to help them adjust to law school, ensure they are aware of opportunities and resources that are available to them, and help foster community and camaraderie at Tulane Law School. Each incoming 1L is assigned a Dean Rufus Harris Peer Fellow.

WHO ARE THE HARRIS FELLOWS?
The Dean Rufus Harris Fellows (Harris Fellows) are upperclass students who are here to be a source of support and encouragement throughout your first year. The Harris Fellows have been through this experience before—they’re a resource for morale boosting, study tips, scheduling advice, job search strategies, and anything else you might need.

WHEN DO I MEET MY HARRIS FELLOW?
Your Harris Fellow will reach out at the beginning of orientation. You’ll meet them at a session on Wednesday during orientation. They’ll also host social experiences for your group around New Orleans on Thursday or Friday afternoon of orientation week (they’ll send you details at the beginning of orientation). You’ll meet with them individually and with your group over the course of the year.
1. **Ask for help!** Don't be afraid to reach out to deans, faculty, or Harris Fellows with any questions you may have. They are all here to help!

2. **Use Tulane’s resources.** Take advantage of the plethora of resources Tulane Law offers students—whether it’s CAPS for Student Counseling, the Mindful Lawyering Program, or academic, wellness, and career programming, there are so many resources available to support you.

3. **Go to Office Hours.** Meet with your professors early and often. The relationships you develop with faculty in your first year will help you throughout your time in law school and beyond.

4. **Run your own race.** Every person tackles law school differently and there is no one right way to do it. Experiment with different study methods throughout the semester (before exam time) to figure out what works best for you. Once you find what works for you, stick to it even if others are doing things differently.

5. **Be your own metric system.** The key to success in law school is learning not to compare yourself to others. Focus on your work and what you are doing to understand the material. The only thing you’ll get from constantly comparing yourself to others is an ulcer.

6. **Make a schedule.** Even though you may not know exactly what study strategies work for you until later in the semester, establish a realistic schedule as early as possible. Make sure to include time for things you enjoy outside of law school.

7. **Stay on top of your work.** Do your reading assignments, review the material you’ve covered throughout the semester, and start Legal Research and Writing Assignments EARLY. They’ll take longer than you think! If you feel like you’re falling behind, reach out to your Harris Fellow or Dean Gaunt for help.

8. **Keep yourself physically and mentally healthy.** Exercise, choose healthy food options, keep your room clean, drink alcohol sparingly, sleep well, have gratitude, make time to be with or call those you love, keep a journal, spend time outside, and pet an animal. Maintaining a healthy lifestyle will help you stay healthy, increase your energy level, and generally make you happier and more productive.

9. **Maintain perspective.** Figure out a way to remind yourself that there is a world outside of law school. It is easy to get tunnel vision and feel as if law school is the only thing in the world. Keep in touch with friends from before law school. Volunteer. Get involved with an activity, hobby, or organization outside of law school. Whatever you can do to remind yourself that there is a lot more to life than law school and it really is a privilege to be here.

10. **Make time for what you love.** Pick something you enjoy, schedule it into your day, and make it a part of your routine. Don’t give up something you enjoy just because you’re “busy.”

11. **You’re not in this alone.** Your classmates understand the struggles and frustrations of law school in a way that your family and friends from before law school can’t. Be kind to each other, treat each other with respect, and root for each other’s success—you’re all in this together!

12. **Enjoy the experience.** Make sure to take the time to make great memories and enjoy the wonderful city of New Orleans.
You’ll hear a lot of new terms when you start law school. The Harris Fellows have put together a guide to help explain some of the most common ones.

**ACADEMICS**

**BLUEBOOK**—A citation guide you will use in legal writing.

**CASE BRIEF**—A summary of a case, including the procedural history, facts, issue, rule of law, holding, rationale, etc. You don’t turn in a case brief, but it will help you be prepared if you are called on in class. You will receive instruction on case briefing at orientation.

**CASE BOOK**—A textbook that includes a representative set of judicial opinions in a particular area of law. You will use casebooks in most classes during law school.

**CLINICS**—Tulane’s marquis clinical program allows law students to practice law and represent clients in a range of practice areas under intensive faculty supervision. Students practice in civil rights, criminal, domestic violence, environmental, immigration, juvenile, and public policy fields, assuming full professional responsibility for the representation.

**COLD CALL**—Professors will call on students without waiting for volunteers.

**THE CURVE**—The standard that faculty members use to determine the distribution of final grades in a course (As, Bs, Cs, and so on), based on the type of course and number of students enrolled.

**EXAM DATABASE**—Many professors make their old exams available on the Exam Database. You can find this under the Student Resources tab on the Intranet (see page 9). Using old exams is an extremely effective way to study as you get close to exams.

**EXTERNSHIP**—An experiential learning opportunity where students get real world experience with field attorneys, and perform complementary coursework under the supervision of Tulane faculty. Students may participate in summer externships or public sector (government), judicial, public interest, and corporate counsel externships during the school year. Students receive credit for completing externships.

**HYPO (“HYPOTHETICAL”)**—When a professor offers a variation on a fact pattern of an actual case. Professors may use the hypo as part of the Socratic Method to encourage students to think about how the legal principles they have learned would apply in a different context and to demonstrate the consequences of a legal rule.

**IRAC**—Issue, Rule, Application/Analysis, Conclusion. A method used for answering law school exams.

**LRW**—Legal Research and Writing is the required first-year legal writing course.

**ONEAPP**—The ONEAPP is the application process by which students are able to seek academic year experiential course opportunities in clinics, externships, labs, and practicums. The ONEAPP usually opens in February and closes in mid-March. There is a separate application for summer externships and simulation courses.

**OPEN/CLOSED MEMO**—The “closed” (no research) memo requires brief analysis of a straightforward legal issue. The memo is designed as an interoffice research memo (summer clerk to senior partner). Instructors give students a fact pattern and packet of cases, and students do no independent research. The focus is on legal analysis (“IREACC”), organization, citation, and the fundamentals of legal writing. The open memo is a slightly more advanced interoffice research memo. Students are given a fact pattern, but they are not given cases. This assignment adds a research component to the fundamentals applied in the closed memo.

**OPINION**—A judicial opinion is the legal opinion of a judge or judicial panel resolving a legal dispute. It generally will include the facts and procedural history of the case, an overview of the legal principles that govern the issue, and an analysis of how that law leads to the decision given the facts of that case.

**OUTLINE**—A collection of organized and condensed class notes and rules that follows the syllabus of the class. There is no one right way to outline—students use bullet points, charts, attack sheets, flashcards, etc. The key is that you are reviewing, synthesizing, and internalizing the material you have covered on an ongoing basis throughout the semester. You can get outlines from other students or online, but it’s always best to make your own. Many students find them to be a very helpful study tool and something we recommend trying, but not everyone uses them.

**PRO BONO**—Pro bono work is law-related public service work that is done without pay or academic credit, and
reflects the obligation of lawyers to address major gaps in access to justice. Tulane was the first law school in the United States to require pro bono service for graduation and currently requires students to earn 50 pro bono hours to meet this requirement.

**SOCRATIC METHOD**—A method of teaching where the professor uses a series of questions, instead of lecture, to lead students to analyze legal issues, reason by analogy, and understand how to make a legal argument.

**SUPPLEMENT**—Commercially-created study aids that may include summaries of the case law, practice questions, or explanations of the material. If you choose to use them, it should supplement your reading of the case book and review of your class notes. They may be helpful if you have no idea what is going on in class or to practice for the exam if there aren’t exams on the exam database, but it is risky to rely on them, particularly if your professor has a specific teaching style or only covers specific topics and not others. Some are better than others—ask an upper-class student who had your professor what they found helpful. Examples of supplements include Quimbee, Emmanuel, Examples & Explanations, etc.

**AROUND CAMPUS**

**TLS**—Tulane Law School abbreviated

**CAPS**—CAPS for Student Counseling. CAPS offers therapy, psychiatry, and group services. See page 29 for more information.

**LBC**—Lavin Bernick Center for University Life. A food court, bookstore, splash card office, ATM machines, study spaces, and other services are all available at the LBC.

**MPR**—Multi-Purpose Room. The law school’s reception room located across from the student lounge.

**REILY**—Tulane’s gym. Membership is included in your student fee.

**TUPD**—Tulane University Police Department. TUPD is a full-service law enforcement agency that provides additional services such as personal escorts to your car, vehicle assists (unlocks or battery jumps), and security assessments of off-campus residences.

**ONLINE**

**DIBS**—The online portal used to reserve study rooms in the library.

**GIBSON**—Gibson is the online student services portal where you can register for classes, check your grades, or run an audit to see how you’re progressing towards graduation.

**INTRANET**—Tulane Law School provides a password protected community website for all law students, faculty, and staff. Class assignment information as well as announcements and updates are posted on this site.

**TWEN**—A classroom management tool that is used for classes, student organizations, and journals. You will receive instructions for logging on at orientation.

**WESTLAW/LEXIS**—Westlaw and Lexis are the two major electronic databases used for legal research. All law students receive passwords to access each site and will receive detailed instruction on how to use each service.

**CAREERS**

**BIGLAW**—An industry nickname for the nation’s largest law firms. These full-service firms tend to employ a large number of attorneys, offer top-market salaries, and generally expect substantial billable hours from their associate attorneys. This is just one of several career options available to Tulane law students. Many students choose to work in
small or mid-sized firms, in government positions, in non-profit organizations, or in alternative legal careers.

**CDO**—the “Career Development Office” consists of a team of career services professionals, all law school graduates and former practicing attorneys, who are available to provide you with information and advice related to career and professional development. Career Counselors meet with students one on one to discuss career goals, resumes, job search strategy, interviewing best practices, and all things related to careers. The CDO also assists students by coordinating interview programs and other informative programs and workshops that are designed to educate on various practice areas and job settings, as well as provide networking opportunities.

**CLERKSHIPS**—Clerkships are post-graduate, full-time positions with a state or federal judge, typically lasting for a one or two year term. Duties vary according to the particular judge’s needs, but nearly all clerkships involve reading the litigating parties’ briefs and motions, conducting legal research, and drafting memoranda and opinions for the judge’s review.

**CRIS**—The “Career Resources Interactive System” is a website managed by the CDO, and it will serve as your primary online career resource. On CRIS you will find job postings that you may apply to, information about upcoming workshops and events, and helpful resources including resume/cover letter handbooks, job search websites, alumni lists, etc. CRIS is also the webpage where you will apply for on-campus interviews.

**OCI**—“On-Campus Interviews” take place in the Fall and Spring semesters, but 1Ls only participate in the Spring. During the summer Tulane hosts additional interview programs in several cities throughout the country to give students the opportunity to interview with employers in several of the major national legal markets including New York, Houston, and Atlanta.

**GETTING INVOLVED**

**GAPSA**—Graduate and Professional Schools Association. The umbrella student government for all graduate and professional student organizations. They hold a ball each semester.


**MOOT COURT**—Tulane Moot Court provides students with opportunities to compete in interschool and intraschool competitions. Interschool competitions include Mock Trial, Appellate, Alternative Dispute Resolution, and Willem C. Vis International Arbitration teams. Students on these teams travel to tournaments around the country and internationally where they simulate trials, appellate arguments, and mediations and arbitrations. The “Argue On” process for competition teams takes place in the spring. Moot Court also hosts the Mardi Gras Moot Court Competition and organizes an Intraschool competition that is open to all 2L and 3L students.

**SBA**—Student Bar Association. The law school's student government and umbrella organization for all student organizations. They provide funding and support to the 40+ student organizations, and they organize events designed to enhance student life, including the Bienville Ball (i.e., law school prom).

**BAR EXAM**

You don’t need to worry about the bar exam in your first year, but you may hear these terms during the year.

**BAR PREP COURSES**—Students are encouraged to use a bar prep program to prepare for the bar exam. Some commonly used courses include Barbri, Kaplan, and Themis.

**MBE**—The Multi-State Bar exam is a 6-hour, 200-question multiple choice exam that is used by every state except Louisiana.

**MPRE**—The Multistate Professional Responsibility Exam is required for admission to most state bars. It is designed to measure knowledge of established standards of professional conduct for lawyers. Most students take the exam in their second or third year after completing Legal Profession, a required upper-level course.

**UBE**—Unified Bar Exam. The UBE is a uniformly administered, graded, and scored bar exam that results in a portable score that can be transferred between states. To see which states use the UBE, visit [http://www.ncbex.org/exams/ube](http://www.ncbex.org/exams/ube).
THE DEAN’S OFFICE
Dean David D. Meyer • Suite 210 • meyer@tulane.edu • 865-5937
Barbara Cooper, Sr. Exec. Secretary • Suite 210 • bcooper2@tulane.edu • 865-5937
Alina Hernandez, Director of Communications • Room 210-F • ahernandez4@tulane.edu • 865-5976

ACADEMIC AFFAIRS
Vice Dean Onnig Dombalagian • Room 210-B • odombala@tulane.edu • 865-5968
Christina Roux, Sr. Administrative Program Coordinator • Room 206-C • carbour@tulane.edu • 865-5934
The Vice Dean is primarily responsible for academic affairs, including course scheduling, curriculum and student–faculty relations. Ms. Roux 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 • agaunt1@tulane.edu • 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 Christina Roux implement accommodations for students with disabilities.

Associate Dean Kristin Johnson • Room 230-A • kjohnson9@tulane.edu • 865-5918
Dean Johnson is responsible for encouraging and supporting faculty research, as well as promoting scholarly productivity and faculty research accomplishments. Additionally, she helps coordinate and enhance workshops, lectures, and other activities that enrich the law school’s scholarly culture.

Morgan Jackson, Diversity Initiatives and Student Life Coordinator • Room 206 • mjacks8@tulane.edu • 865-5956
Ms. Jackson provides support for student organizations and diversity initiatives.

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 29–31 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

ACADEMIC SERVICES OFFICE • Law School • Suite 204
Colleen Timmons, Assistant Dean • 862-8835
• ctimmons@tulane.edu
Cathy Hays, Senior Program Coordinator • 865-5935
• chays1@tulane.edu
Shari Vice, Program Coordinator • 865-5936 • svice@tulane.edu

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, https://law.tulane.edu.
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; 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.

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. Associate Director Sheila Bauer, sbauer2@tulane.edu, and Senior Counselor Claudine Sikorski, csikorsk@tulane.edu, are available for all 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. All 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.
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 Alina Hernandez at ahernandez9@tulane.edu.

LOCKERS

Student lockers are controlled by the Student Bar Association, Room 261 (see Student Organizations on page 12). Questions regarding lockers may be emailed to tlslockers@gmail.com.

LOST AND FOUND

Found items can be retrieved in the mailroom and at the law school circulation desk.

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. Christina Roux 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

Diana Velez, Career Counselor
Focus areas: Environmental Law, Admiralty & Maritime Law

Jessica McClain, Senior Program Director & Career Counselor • jmclain2@tulane.edu
Focus areas: Interview Programs, Public Interest, and Government

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, or Morgan Jackson, Diversity and Student Life Coordinator, mjacks8@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; immigration law, and public policy. 2Ls may enroll in environmental law, immigration 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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<td>✓ CONSIDER WHICH TRACK OF BOOT CAMP MIGHT BE PREFERABLE IN 2L YEAR</td>
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<tr>
<td>✓ CONSIDER EXPERIENTIAL PRE-REQ’S FOR 2L YEAR</td>
<td>✓ SIMULATION COURSES</td>
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<td>✓ CONSIDER 2L CLINICAL OPPORTUNITIES</td>
<td>✓ CLINICS IN ENVIRONMENTAL LAW, IMMIGRATION LAW, AND LEGIS./ADMIN. ADVOCACY</td>
<td>✓ CLINIC CAPSTONES: CIVIL RIGHTS, CRIM. JUSTICE, JUVENILE, DV, ENVIRONMENTAL, IMMIGRATION LAW, LEGIS./ADMIN. ADVOCACY</td>
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<td>✓ CONSIDER CLINIC PRE-REQ’S LIKE LEGAL PROFESSION AND EVIDENCE FOR 2L YEAR</td>
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<td>✓ CONSIDER EXPERIENTIAL PRE-REQ’S FOR 2L YEAR</td>
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**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. Inter-session 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)

Tom Gerace, Assistant Dean for IT & Media Services
• Law Library, 4th floor • Room 408 • (504) 988-8512
• tom@tulane.edu

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

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](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](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](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. Hours are shortened during breaks and the summer. 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 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 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-Armond, 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 3–6 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
GETTING INVOLVED

ROCK THE REC!
Join us for ROCK THE REC! at New Student Orientation on FRIDAY, AUGUST 23. Get a taste of New Orleans and a sample of the many programs that are offered.

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.

INTRAMURAL & CLUB SPORTS
• Register for Intramural Sports by September 9, 2019.
• Join a Club Sport! See our Club Sports Directory.

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.

STUDENT EMPLOYMENT
• Make money in a fun and supportive environment!
• Multiple positions are available.
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 such as IFMF. Student organizations plan the annual Black Arts Festival, CelebAsian Week, Islamic Awareness Week, Latinx Festival, American Week, and the Martin Luther King, Jr. Day of Service.

GET CONNECTED

Wednesdays with the O
Multicultural Orientation
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 Mezzanine of the Lavin-Bernick Center (LBC).

CELEBRATE DIFFERENCE

Cultural Celebrations
Fall Harvest Fest Dinner
MLK Day of Service
Diversity Convocation
CEA Program

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

We have several ways for you to find your community, one of which is through joining one of our student organizations under the Multicultural Council (MCC). These student organizations all do incredible work on campus to create a more welcoming and vibrant Tulane community. The MCC includes Tulane University Vietnamese Association (TUVA), Asian American Student Union (AASU), Generating Excellence Now & Tomorrow in Education (GENTE), India Association at Tulane University (IATU), Chinese Students & Scholars Association (CSSA), Muslim Student Association (MSA), and Tulane Black Student Union (TBSU).

BECOME A LEADER

O Ambassadors
Social Justice Workshops
Peer Mentors
Student Employment
Student Organizations
CEA

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 2019 schedules at orientation.tulane.edu. To find out more, go to https://the-o.tulane.edu/content/religious-life-0.

BCM CHRISTIAN COMMUNITY
www.nolabcm.com • 7111 Freret St.
Corey Olivier, Metro Director
colivie@tulane.edu • 504-616-4216
Meagan Steadman, Campus Ministry Intern
meagan.steadman901@gmail.com • 901-481-5704

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 Leibei Lipskier, Director
rabbileibel@gmail.com • 504-861-7578
Rabbi Yochanan Rivkin
rabi@tulane.edu • 504-289-8516

CHI ALPHA CHRISTIAN FELLOWSHIP
tulanexa.com
Matt DeGier • mdegier@tulane.edu • 504-909-1428
Morgan Fulton • morgansmithxa@gmail.com • 214-418-2393
Isaac Fulton • imfulton23@gmail.com • 765-716-1256

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)

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, Campus Minister
rcarey@tulane.edu • 434-249-6633

TULANE CATHOLIC CENTER
catholic.tulane.edu • 1037 Audubon St.
Rev. Thomas 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
DJ Handelman, Director of Jewish Life Programming
dhandelman@tulane.edu • 504-866-7060

NOLA WESLEY UNITED METHODIST CENTER
wesley.tulane.edu • 7102 Freret St.
Rev. Morgan Guyton, co-pastor
maguyton@gmail.com • 504-866-8681
Rev. Cheryl Guyton, co-pastor
cherylguyton@gmail.com • 504-866-8681

YOUNG LIFE COLLEGE AT TULANE
www.facebook.com/groups/243034162402382
Chris Matthews, Ministry Director
chris@younglifenola.org • 504-913-0415
LGBTQ+ LIFE

The OFFICE FOR GENDER & SEXUAL DIVERSITY (OGSD) is the hub for the many gender- and sexuality-related organizations, workshops, and cultural events on campus. OGSD provides a safe space which assists students in exploring their intersecting identities and for those who identify as lesbian, gay, bisexual, transgender, intersex, queer, and asexual, as well as allies to these communities.

FALL EVENTS
Look for a complete calendar of events for new LGBTQ+ students once you arrive on campus. These may include:

- LGBTQ+ MULTICULTURAL ORIENTATION SESSION
- LGBTQ+ “O”PEN HOUSES IN THE O
- THE ANNUAL BBQUEER WELCOME PARTY
- CRAFTIVISM WITH VARIOUS LGBTQ+ STUDENT ORGANIZATIONS
- MOSAIC LOUNGE PIZZA PARTY
- QMMUNITIES OF QOLOR WELCOME DINNER
- PEER MENTORS

STUDENT ORGANIZATIONS
Check out and connect to these organizations on OrgSync or at the Student Activities Expo. These organizations include:

- GENDER & SEXUALITY ADVISORY COUNCIL (GSAC)
- QUEER STUDENT ALLIANCE (QSA)
- GENDER EXPLORATION SOCIETY (GES)
- GAMMA RHO LAMBDA (GRL)

LGBTQ+ MULTICULTURAL LEADERSHIP RETREAT
Free weekend long beach retreat on August 31 and September 1. Only 60 spots available! Email ogsd@tulane.edu to express your interest.

SPECTRUM NEWSLETTER
Sign up for OGSD’s weekly e-newsletter which highlights on-campus gender and sexuality-related events and happenings, as well as current events and research on LGBTQ+ issues. Sign up online at bit.ly/OGSDnews or by emailing ogsd@tulane.edu.

DROP IN! STUDY. KICK BACK...
The Office for Gender and Sexual Diversity is located in The O on the garden level of the LBC. It is a comfortable space for LGBTQ+ and questioning students to drop in, study, or relax any time. We’ll be relocating to the Richardson Building on the Academic Quad mid-year, so watch for announcements about our move.

THE MOSAIC LOUNGE
The Mosaic Lounge is a designated safe space for LGBTQ+ students and those exploring their identities. Many LGBTQ+ student organizations hold their meetings here, plus Mosaic offers access to safer sex supplies, Internet access, a TV and DVD player, movies, games, books, and more. Located on the ground floor of Warren Hall. Email ogsd@tulane.edu to request card access.
The LAVIN-BERNICK CENTER FOR UNIVERSITY LIFE is more than just a building. We strive to enhance the Tulane student experience by creating an innovative, dynamic and inclusive environment through quality facilities, programs, and services.

Introducing the Commons | Fall 2019, featuring:
- State-of-the-art dining room with a rotating menu of local & international cuisine
- Chef’s Table demonstration kitchen
- Newcomb College Institute, event space, open-air courtyard, and more!
- Late night hang-out and study space until 2 am
**MARK YOUR CALENDARS**

Looking for ways to get involved in the events and activities at Tulane this year? Check out [events.tulane.edu](http://events.tulane.edu) for your most up-to-date calendar of events and read the LBC’s [5 Things TU Know weekly e-newsletter](mailto:5ThingsTUKnow@tulane.edu) to see highlights of what’s happening on campus each week.

**STUDENT ACTIVITIES EXPO**

Learn more about Tulane’s 270+ undergraduate student organizations at [studentorgs.tulane.edu](http://studentorgs.tulane.edu). Meet them in person at the **FALL STUDENT ACTIVITIES EXPO on Sunday, September 1 from 4–6 PM at the Reily Student Recreation Center.**

**TULANE TUESDAY**

Tulane Tuesday is a weekly event celebrating Tulane and the pride we have for being members of the Green Wave. On Tuesday of each week from 11am–1pm on the first floor of the Lavin-Bernick Center, members of the Tulane community wearing Tulane gear in the LBC will be treated to something special. Stay up to date with all the details: follow the LBC on Instagram and Facebook at @tulane.lbc or find the schedule online at [lbc.tulane.edu](http://lbc.tulane.edu)/tulanetuesday.

**TULANE AFTER DARK**

Join Tulane After Dark Wednesdays through Saturdays for fun and FREE events happening right here in the LBC like trivia, movies, casino nights, laser tag, escape rooms, food festivals, drag queen bingo, silent discos, and more. Stay up to date with all the details: follow TAD on Instagram at @llamatad, on Facebook at @tulane.lbc, or find the schedule online at [lbc.tulane.edu/tulaneafterdark](http://lbc.tulane.edu/tulaneafterdark).

**THE JAUNT SERIES**

The JAUNT Series features a unique series of off-campus trips around the New Orleans area available to Tulane students exclusively. Check out the full calendar on Instagram or Facebook at @tulane.lbc or online at [lbc.tulane.edu/jauntseries](http://lbc.tulane.edu/jauntseries). Tickets become available three weeks prior to each event on [tulanetickets.com](http://tulanetickets.com) for Tulane students only. There are a limited amount of tickets for each trip so we encourage you to register early!

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**MONDAY**

Commons Red Beans & Rice
Watch out for today’s “5 Things TU Know” email

**TUESDAY**

Tulane Tuesday, 11 AM–1 PM, LBC First Floor
Global Cafe

**WEDNESDAY**

Wednesdays with the O
TAD Free Movie Night, 9 PM, LBC Garden Level

**THURSDAY**

Equity Thursday
TAD Free Movie Night, 9 PM, LBC Garden Level
Baptist College Ministry Family Dinner and International Night
Canterbury Club Dinner

**FRIDAY**

Hillel and Chabad Shabbat Dinner
TAD Special Events: Drag Bingo, Silent Disco, Lighted Bike Tour, Cosmic Bowling, Laser Tag, etc.

**SATURDAY**

TAD Trivia Nights, 9 PM, LBC Garden Level

**SUNDAY**

NOLA Wesley Dinner
NEW STUDENT HEALTH CHECKLIST

■ Visit the Campus Health new graduate student welcome page at campushealth.tulane.edu/graduate-professional.

■ Complete and sign the required Tulane Immunization Compliance Form online by July 15, 2019. Visit campushealth.tulane.edu/immunizations for details and access to the form.

■ Take action and complete the required health insurance verification process. You must either enroll in the Tulane-sponsored Student Health Insurance Plan (T-SHIP) or opt out of T-SHIP by submitting a waiver request with proof that your current policy meets Tulane standards. The health insurance verification process begins June 1. You must take action by August 1, 2019 to avoid being automatically charged for and enrolled in T-SHIP. Visit campushealth.tulane.edu/insurance for more information.

■ If you have ongoing mental health concerns that were identified before arriving at Tulane, or you have ADHD and other conditions with psychiatric medication needs, the CAPS Care Coordinator will help you find appropriate treatment with a New Orleans community provider who can offer consistent care over an extended time. Visit campushealth.tulane.edu/caps/care-coordinator for more information.

■ If you have a chronic or ongoing condition that warrants treatment or support services, establish care with the Health Center by making your first appointment. Visit campushealth.tulane.edu/patient-portal/appointments or call (504) 865-5255 to make an appointment with a provider.

■ Transfer your prescriptions to the Campus Health Pharmacy by calling (504) 862-8658.

■ Complete the communications preferences form in the Patient Portal to receive appointment reminders via text.

■ Purchase a first-aid kit to keep in your room.

■ Always keep a copy of your health insurance card with you and know the birthdate of the primary cardholder.

■ Get a flu shot from the Health Center during the fall semester, so you are protected during flu season.

■ Follow Campus Health on social media (@TUCampusHealth on Instagram, Facebook, and Twitter) to stay connected.
CAMPUS HEALTH ACCESS FEE

The Campus Health Access Fee is automatically assessed each semester to most full-time undergraduate, graduate, and professional students to support the operations and services of Campus Health. Please note that the fee is not health insurance and does not replace health insurance coverage.

For more information about the fee, visit campushealth.tulane.edu/policies/access-fee.

HEALTH INSURANCE ACTION DEADLINE

INSURANCE COMPLIANCE DEADLINE: AUGUST 1, 2019

Adequate health insurance that meets the University’s standards is required. Standards are posted online at campushealth.tulane.edu/insurance. Students must take action to either enroll in the Tulane-sponsored Student Health Insurance Plan (T-SHIP) or opt-out of T-SHIP by submitting a waiver request with proof of adequate coverage. Students who fail to take action by either enrolling in T-SHIP or opting out of T-SHIP will be automatically charged for and enrolled in T-SHIP. The insurance premium will be charged to the student’s Account Receivable and will be non-refundable after the August 1 health insurance action deadline.

For more information about the health insurance action process, visit campushealth.tulane.edu/insurance.

TULANE-SPONSORED STUDENT HEALTH INSURANCE PLAN (T-SHIP)

T-SHIP is a University-sponsored health insurance plan available to Tulane students through United Healthcare Student Resources (UHCSR) and is accepted at the Health Center on campus as well as many off-campus providers, hospitals, and specialists in the New Orleans area. T-SHIP also covers students when they travel abroad. Coverage lasts from August 19 until August 18 of the following year.

For more information about T-SHIP, visit campushealth.tulane.edu/insurance-billing/t-ship.

IMMUNIZATION COMPLIANCE

IMMUNIZATION COMPLIANCE DEADLINE: OCTOBER 1, 2019

All students who have been admitted to Tulane are required to provide proof of immunization compliance (as per state law and CDC and American College Health Association guidelines) prior to arriving at Tulane. You must submit a Tulane’s immunization compliance form in order to register for classes. Class registration will be blocked if immunization compliance is not proven.

State law requires all students entering college in Louisiana to provide documentation of the following immunizations: measles, mumps, and rubella vaccine (MMR); tetanus, diphtheria and pertussis (Tdap) vaccine; and meningococcal (meningitis) vaccine. Additionally, all Tulane students must complete appropriate tuberculosis (TB) screening.

Students may download a Tulane Immunization Compliance Form at campushealth.tulane.edu/immunizations. Students are encouraged to submit documentation early as there are several steps in the compliance process. Step-by-step instructions are detailed on the website. If students fail to follow all steps, they may be blocked from registering for classes.

PHARMACY

campushealth.tulane.edu/pharmacy

The Campus Health Pharmacy is staffed by board-certified pharmacists and technicians. We offer prescription services, over-the-counter products, and medication education and counseling.

The pharmacy can fill prescriptions from the Health Center or CAPS providers as well as from providers not associated with Tulane; this includes both local and out-of-town practitioners. Students also have the option to choose an off-campus pharmacy to fill any prescriptions written by Campus Health providers.

Students must present a Tulane Splash Card, state or federal ID, and insurance card when filling prescriptions at the pharmacy. We accept credit card payments (except American Express), or we can bill the student’s Accounts Receivable. The pharmacy accepts most insurance plans for prescriptions, but every insurance plan is different. Please learn your pharmacy benefits from your pharmacy insurance provider or check with the pharmacy to see if your insurance is accepted.
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.

APPOINTMENTS
To see a provider at the Health Center on either the Uptown or Downtown campus, students can make an appointment online at campushealth.tulane.edu/appointments using the Patient Portal. For assistance with appointment scheduling, students can 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, students may call (504) 865-8121 during office hours or (855) 487-0290 outside of office hours.

INSURANCE AND BILLING
For each visit to the Health Center, know your insurance benefits and bring your (1) Tulane Splash Card, (2) insurance card, (3) driver’s license or state ID, and (4) form of payment/credit card.

Most medical visits at the Health Center require the collection of fees, co-pays, co-insurances, or deductibles. We accept most credit cards, Splash/debit cards, and Accounts Receivable as payment for services. All unpaid charges (as well as no-show and late fees) will be automatically applied to the student’s Accounts Receivable.

For more information about this policy, see 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. For more information, visit 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 Tulane University Peer Health Educators (TUPHEs) to bring information about health and wellness directly to students. The hut features resources, activities, and giveaways centered on various wellness-related themes.

LIVE WELL WORKSHOPS
The Well offers a variety of workshops led by TUPHEs throughout the year that are offered in residence halls, classrooms, and at student organization meetings. Workshop schedules are posted on OrgSync and are 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. Students should keep eyes out for some of our other innovative health promotion resources like our Stall Street Journal publications, posters, displays, and events.
CAPS for Counseling Services

CAMPUS HEALTH

campushealth.tulane.edu/caps

CAPS is committed to providing a safe, inclusive and affirming community of care for all students. The interdisciplinary team of counselors, psychologists, social workers, and psychiatrists fosters personal, emotional and academic well-being by offering comprehensive mental health services, community engagement and prevention programs, referral assistance, and consultative relationships throughout Tulane University.

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 with the clinician who then helps determine which resources—CAPS or other on-campus resources or external community resources—may be most helpful to them.

BRIEF INDIVIDUAL THERAPY
If individual therapy at CAPS is determined to be the best fit for a student, a time-limited series of regular meetings with a clinician is available. During sessions, students and clinicians work together to help reach the students’ goals, manage distress, and move toward improved self-understanding, mental well-being, and balance. If ongoing care is needed after the student has reached the session limit, CAPS will provide the student with appropriate referrals to community providers.

GROUP COUNSELING
A number of specialized groups are offered each semester to give students the opportunity to talk with other Tulane students about their concerns and experiences, guided by a CAPS clinician. Examples of groups that have been offered: 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 who can provide time-limited medication management to Tulane students when appropriate. After an initial meeting with the student, the psychiatrist will facilitate treatment and follow up with the student through additional individual appointments or referrals to community providers.

URGENT SERVICES
If a student needs to speak with someone urgently, they can request a same-day consultation Monday through Friday, noon to 4 p.m. CAPS staff will assist with the student’s concerns and discuss best next steps for facilitating ongoing support if needed.

THE LINE
For those times when a student wants to talk to someone right away, The Line is available 24/7. A trained crisis professional at The Line will answer the student’s call and give confidential support anytime day or night. Call The Line at (504) 264-6074.
CASE MANAGEMENT & VICTIM SUPPORT SERVICES

Many students experience difficult times, due to 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.

Tulane uses an online report form for any member of our community to submit concerns. You can find the form at tulane.edu/concerns.

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, by calling the Title IX Coordinator at (504) 314-2160, or by calling CMVSS 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, 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.
- 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 conduct.tulane.edu.
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:

- Start at our website: accessibility.tulane.edu.
- Click "Request Accommodations" and provide supporting documentation (Guidelines for Documentation available on the website).
- When your request and documentation have been received, the Goldman Center will contact you to schedule a Welcome Meeting (in-person or virtually). Any questions or concerns can be addressed during the meeting.
- You will receive a determination via your Tulane email address with instructions for activating any approved accommodations.

When you arrive on campus:

- Contact Dean Abigail Gaunt’s office to coordinate the implementation of approved accommodations, particularly testing accommodations.
- Notify the Goldman Center and/or Dean Gaunt’s office if you experience any issues related to your accommodations.

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.
EMERGENCY PREPAREDNESS AND RESPONSE

The OFFICE OF EMERGENCY PREPAREDNESS AND RESPONSE is responsible for the comprehensive, “all-hazards” emergency and disaster management planning efforts for Tulane University. We provide planning, training, interdepartmental coordination, emergency response, and business continuity 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).
- 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 (@TulaneEmergency).

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 a paper copy of important contact numbers.
- Keep a paper 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 at gibson.tulane.edu/tulane/legacy/storm_plan.
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.
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.

RESOURCES AND PROGRAMS

UNDERGRADUATE RESEARCH GRANTS AND FELLOWSHIPS RESOURCE LENDING PROGRAM EARLY STEM SUPPORT UNDOCUMENTED STUDENT SUPPORT

“The Center for Academic Equity’s research opportunities have empowered me to be a change maker on Tulane’s campus. Researching healthcare disparities for low-income students on this campus and across the nation has made me a more well-rounded student, and I appreciate the experiences and resources the Center has given me to increase my success.”

CARSON SANDERS, CLASS OF 2021

THE EQUITY SPEAKER SERIES

Each semester, the Center organizes a panel to discuss a pressing social justice or equity issue in an academic context. Attendance is free and community residents are encouraged to attend and participate in each discussion along with Tulane students, faculty, and staff. Previous iterations of the Equity Speaker Series include Border Li(n)es: Excluding, Extracting, and Expelling Immigrants in the Southern US and “But there remain large countries in your eyes...”: Representing Black Women and Selfhood in Art.

In my opinion, new experiences are one of the greatest learning mechanisms that a school can provide. I was able to conduct my own research for the first time through the Center of Academic Equity’s Research Grants, and this provided me with data and clarity about a topic that I have always been interested in.

JEWELL PRIM, CLASS OF 2021
The TULANE UNIVERSITY POLICE DEPARTMENT is a full-service law enforcement agency that provides police services to the Uptown Campus, the Downtown Medical Center Campus and the National Primate Research Center located in Covington. We strive to adhere to the best practices including nationally recognized standards for the delivery of police services and are accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA).

The Tulane University Police Department employs full-time commissioned police officers 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.

TUPD SERVICES

PERSONAL ESCORTS: If you feel unsafe walking on campus, contact us any time of the day for an escort.

RAPE AGGRESSION DEFENSE: This self-defense course is offered to all students free of charge. The RAD course includes lecture, discussion, and self-defense techniques suitable for all ages.

VEHICLE ASSISTS: TUPD officers provide jumpstarts and vehicle unlocks for our students at no cost.

SECURITY ASSESSMENTS: Security assessments of off-campus residences are offered for our community members. These assessments are provided by certified Crime Prevention Specialists and contain recommendations on security best practices.

CRIME PREVENTION

PROPERTY THEFT is the predominant crime on Tulane’s campus. A vast majority of these thefts are completely preventable! DO NOT leave your personal items unattended or your residence hall rooms unlocked. In the blink of an eye, your stuff can be taken!

BICYCLE THEFTS can occur on Tulane’s campus. Register your bicycle as soon as possible with Campus Services and ALWAYS ensure you secure it to a proper bicycle rack. Use a U-lock type lock as cable locks are easily defeated!

RAVE GUARDIAN is a free and optional personal safety service that is available to all Tulane students. After registering with your Tulane e-mail address, you may request a virtual safety escort by simply inputting the amount of time you believe it will take for you to arrive at your destination. If you do not deactivate the timer upon your arrival, TUPD will be notified and follow up to ensure your safety. Download for free on the iTunes Store or Google Play Store.
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 lightbulb 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!

If you need anything, come visit us in 107 Lavin-Bernick Center or 803 Tidewater, give us a call at (504) 865-5441, or click on the How Can We Help? Tab on our website, campusservices.tulane.edu.

Except for information regarding the residence halls, all services offered by Campus Services are available to graduate students.
Q. WHO DO I REPORT ISSUES OR COMMENTS ABOUT CAMPUS BUILDINGS TO?
See the “We Want to Hear From You” chart at left for contact information. You can also submit Service Wave requests for common spaces, including communal bathrooms and study spaces in the residence halls. If you see something wrong in a building or you want us to know about an issue you are experiencing, please submit a ticket in Service Wave. This will help both you and us track your issue and make sure it is taken care of.

Q. WHAT IS SERVICE WAVE?
Service Wave is the work ticket management system used by Campus Services that allows us to track, manage, and maintain campus buildings and facilities. When you submit a work ticket to Service Wave, our staff reviews the request and assigns it to the appropriate technician. If a request is unclear or incomplete, we will follow up with you to get more information.

Q. I HAVE AN EMERGENCY FACILITIES ISSUE IN MY ROOM. WHAT DO I DO?
Do you have an overflowing toilet or sink? Are there bodily fluids in your room or hall? Do you need to report issues with the fire alarms in your building? Call Campus Services IMMEDIATELY at 504-865-5441. Staff are available 24/7 to handle emergencies. Remember that while all service requests are important, not all services are emergencies. All non-emergency requests should be entered into Service Wave.
Q. IS THERE A BANK ON CAMPUS?
Hancock 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 Hancock Whitney customers. For 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 Hancock Whitney. We have ATMs from Hancock 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 Hancock Whitney Bank in the LBC while you’re on campus.

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. HOW DO TULANE DINING PLANS WORK?
Undergraduate students are required to carry a dining plan for their entire undergraduate experience. All plans include a set number of weekly meal swipes, Wavebuck$, and NOLAbuck$. Extra Meals and Quick Picks are also available to add on. Students who keep kosher are eligible for the Kosher Dining Plan, which provides 10 kosher meals per week at Rimon at Tulane Hillel, as well as Wavebuck$.

The different pieces of your dining plan mean that you will never be bored when dining on campus. Use your meal swipes in our all-you-care-to-eat facility in the Commons or at our food trucks or to-go options. Spend your Wavebuck$ in the LBC Food Court and PJ’s Coffee. You can even use NOLAbuck$ to dine off campus at dozens of New Orleans favorites.

Meal plan selections must be made by June 30, 2019. Visit our website, diningservices.tulane.edu, to view all of your options.

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

**MEALS** can be used at Dining at the Commons, Commons To Go, Drawing Board To Go, all three of our food trucks, and the Orleans Room at Loyola University New Orleans.

**WAVEBUCKS** 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, PJ’s Coffee, and on our food trucks and tuktuks.

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

**EXTRA MEALS** are meals that allow you to treat yourself or a guest at Dining at the Commons, Commons To Go, Drawing Board To Go, our food trucks, 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. To view all Quick Pick locations and options, head to our website.
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

DINING AT THE COMMONS
Use your meal swipes or pay the door price at our newest building on campus, The Commons. Conveniently located in the center of campus, Dining at the Commons offers a dine-in, all-you-care-to-eat format. This brand new, two-story dining space features international cuisine, local New Orleans food, and allergy-friendly platforms, as well as spacious seating areas and a special demo kitchen. This state-of-the-art dining hall is here to serve you, no matter your dietary preferences or tastes, offering vegan, vegetarian, and certified gluten-free meals.

If you are on the run between classes, use a meal swipe to pick up a to-go meal from the market, located on the Freret side of the Commons.

GREEN WAVE GRILLE
The Green Wave Grille, our specialty dining hall for student athletes, is open to all students who have meal swipes on their dining plan. Find the Grille on the first floor of Yulman Stadium to enjoy a soup and salad bar, carving station, vegan station, and much more.

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 sandwiches, Wall of Greens salad bar, Pickles New York-style deli, Panera Bread, AFC Sushi, Freshens Fresh Food Studio smoothies, crepes, and salads, Zatarain’s classic Louisiana favorites, Star Ginger Thai and Vietnamese dishes, WOW Café & Winery, voted 2017 Best Wings by Where Y’at Magazine, and grab-and-go Kosher options from Rimon at Tulane Hillel.

VIET-NOMIE’S FOOD TRUCK
Viet-Nomie’s is your stop for authentic Vietnamese dishes, including fried tofu, Bun Cha Gio, Jazzi Rolls, and wok-shaken beef. Viet-Nomie’s also serves boba tea or boba drinks made fresh everyday. Use your meal swipes, Wavebuck$, or credit/debit card to enjoy this award-winning truck.

GLOBAL MOBILE BISTRO FOOD TRUCK
Global Mobile Bistro, which accepts meal swipes, Wavebuck$, and credit/debit cards, features a rotating menu of street food from around the world. During spring 2019, Global Mobile served Mediterranean favorites, including falafel, gyro, and shawarma. When you arrive in August, find out what cuisine students voted for us to serve during the fall 2019 semester.

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. Students can also use a meal swipe here to grab a to-go meal on their way to class.

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 Wavebuck$ 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.

DOWNTOWN CAMPUS RETAIL

MEDICAL SCHOOL FOOD COURT
Located within the medical school at 1430 Tulane Avenue, the food court offers entrees from the Americana Grill, Envuelto authentic Mexican cuisine, Simply to Go, AFC Sushi, Soy Asian-style dishes, Zatarain’s Gulf Coast favorites, Rossiti’s traditional Italian cuisine, Harvest Garden fresh salads, Louisiana Sun fresh seasonal fruits, and Cup of Roux hand made soups.

PICKLES
Located in the Tidewater building at 1440 Canal Street, Pickles is an authentic New York-style deli featuring sandwiches crafted with Boar’s Head meats and cheeses, Susan Spicer artisan bread, and produce sourced from local farms.

COMPANY KITCHEN
Located at 131 S. Robertson St., Company Kitchen is stocked with fresh and nutritious selections, including crisp salads, fresh sandwiches, dairy products, fruit, yogurt, and beverages with 24/7 availability.

OFF-CAMPUS RETAIL
Looking for more variety? Want to order in? Students who add NOLAbuck$ or Splash Cash to their meal plan can spend it at designated off-campus merchants around New Orleans. Check diningservices.tulane.edu for the most up-to-date locations.

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

DINING AT THE COMMONS
The 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. 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.

The 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 the Commons and consult with students and parents to ensure that everyone’s dietary needs are met.

MEET OUR DIETICIAN
If you have a special dietary restriction or simply want to learn more about nutrition, healthy, and wellness, let us know. Our district dietitian, Kelsey Rosenbaum, MS, RD, LDN, specializes in a variety of nutrition-related areas including food allergies, chronic illnesses, and how to build a balanced plate at any location on campus. 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. When you order your meal, 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.

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.

*M 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 GET MY STUFF TO CAMPUS IN AUGUST?

We know that many families plan to ship items to campus. To make your move-in day as efficient as possible, Tulane staff will place items shipped via FedEx Ground to the special move-in address directly in your residence hall room. Items shipped by other carriers or to your regular on-campus address may not be available on move-in day.

Look for an email and physical mailer from Mail Services and the office of Housing & Residence Life in July. This packet will contain more information about how to ship your items to campus, including allowed number of items, box sizes, labels, shipping instructions, and shipping timelines.

PARKING SERVICES

(504) 865-5441
PARKING@TULANE.EDU
CAMPUSERVICES.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. Check our website to see updated times and locations of service. 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.

**SPLASH CARD**
(504) 865-5441
CAMPUS SERVICES@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, the Commons 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.

**SPLASH 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, PJ’s Coffee & Tea, and our food trucks. Wavebucks 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. NOLAbucks 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.

**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.

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**Q. WHERE CAN I USE MY SPLASH CARD?**

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<thead>
<tr>
<th>ACCOUNTS RECEIVABLE CHARGE</th>
<th>WAVEBUCKS</th>
<th>NOLABUCKS</th>
<th>SPLASH CASH</th>
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<td>Bookstore</td>
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<td>Architecture Digital Output Lab</td>
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<td>Student Health Center &amp; Pharmacy</td>
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<td>Technology Connection</td>
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<td>The Commons Market</td>
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<td>Dining at the Commons</td>
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<td>Drawing Board Café</td>
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<td>LBC Food Court</td>
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<td>Medical School Food Court</td>
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<td>Tulane Food Trucks</td>
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<td>Pickles in Tidewater</td>
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<td>PJ’s Coffee</td>
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<td>Athletic Concessions</td>
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<td>FedEx Office</td>
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<td>Vending (most locations)</td>
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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.

Wavebuck$ roll over with the purchase of a spring meal plan. Wavebuck$ 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.

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 building, 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.

Q. HOW CAN I PRACTICE SUSTAINABILITY ON A DAILY BASIS?

■ Bring your own mug to PJ’s Coffee for a discount.

■ Carry a reusable bag to use at on-campus retail locations including bookstores and the LBC Food Court. Single-use bags are $0.15 at retail locations.

■ 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 Commons, 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. Join the Tulane Bike Help Desk group on Facebook.

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.

TECHNOLOGY CONNECTION

(504) 862-8059
TCORDERS@TULANE.EDU
TECHCONNECT@TULANE.EDU
LAVIN-BERNICK CENTER, SUITE 104
FACEBOOK: TUTECHCONNECT
TWITTER: TUTECHCONNECT

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.

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=KB0016383

■ See Wireless Registration (at right) or call the IT Service Desk 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 is available in a variety of ways:

ONLINE: enter a support ticket or search the Knowledge Base at support.tulane.edu

CHAT: visit support.tulane.edu

TELEPHONE: call (504) 862-8888 7am–7pm M–F 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
Tulane University is a partner in the eduroam network which is available at Tulane and other partner institutions. Follow these steps from on or off campus to get connected: tulane.edu/wifi

Wireless Speakers, TVs, and Smart Devices need to be connected to the “tulane” network via MAC address registration. Search for your device by name in the Knowledge Base: support.tulane.edu

If you are unable to connect your device, contact the Service Desk:

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 Canvas 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 ts.tulane.edu/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 or tag 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 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 EMAIL
Tulane Email is one of the university’s official channels for communicating with students. All email accounts feature a 50GB mailbox and enhanced calendar and contact sharing.

You can access your Tulane 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 email. 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
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