

# **EXCHANGE STUDENT WELCOME GUIDE**



**A.B. Freeman School of Business**

**Tulane University**

**Study Abroad & Exchange**

A. B. Freeman School of Business

Tulane University

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Dear Students,

Thank you for considering the A. B. Freeman School of Business at Tulane University as the host for your student exchange. Our international students are valued members of our community and we look forward to you joining us!

This guide was prepared in order to give you information that will help you make your stay at the A. B. Freeman School of Business a valuable study experience as well as an unforgettable life experience.

Should any questions remain unanswered after reading this guide, please do not hesitate to contact us.

We look forward to welcoming you to the A. B. Freeman School of Business soon!

Tyler Young, Advisor for Latin America and Spain

Mary Hicks, Advisor for Asia, Australia and Europe (except Spain)

Mariette Thomas, Associate Director, Study Abroad & International Programs

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## **Section I: General Information**

### **Mission**

The mission of the A. B. Freeman School of Business is to be a leading private business school dedicated to preparing current and future business leaders to compete in global business and to advancing the practice of management through excellence in teaching, research and, service.

### **History**

The Freeman School of Business at Tulane, originally the College of Commerce and Business Administration, was established in 1914 and is a founding member of AACSB, the premier accrediting body for collegiate schools of business. In 1984, the school was named in honor of Alfred Bird Freeman, former chairman of the Louisiana Coca-Cola Bottling Co. and a prominent New Orleans philanthropist and civic leader. Today, Freeman is a leading, internationally recognized business school with more than 2,500 students in programs spanning three continents.

### **Degrees**

Undergraduate Studies  
Bachelor of Science in Management  
Concentrations:  
Accounting  
Energy  
Entrepreneurship  
Consulting  
Finance  
Legal Studies in Business  
Management  
Marketing

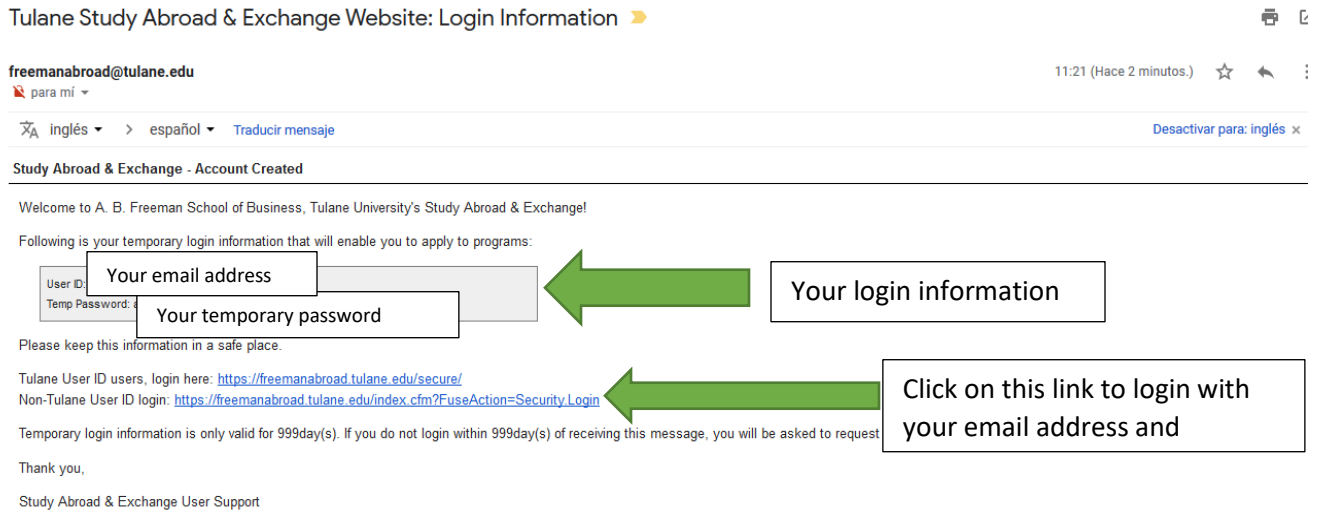
Graduate Studies  
Master of Business Administration  
Master of Accounting  
Master of Business Analytics  
Master of Finance  
Master of Management  
Master of Management in Energy

## Section II: Before Coming to Tulane

### Application Login (First Time Users)

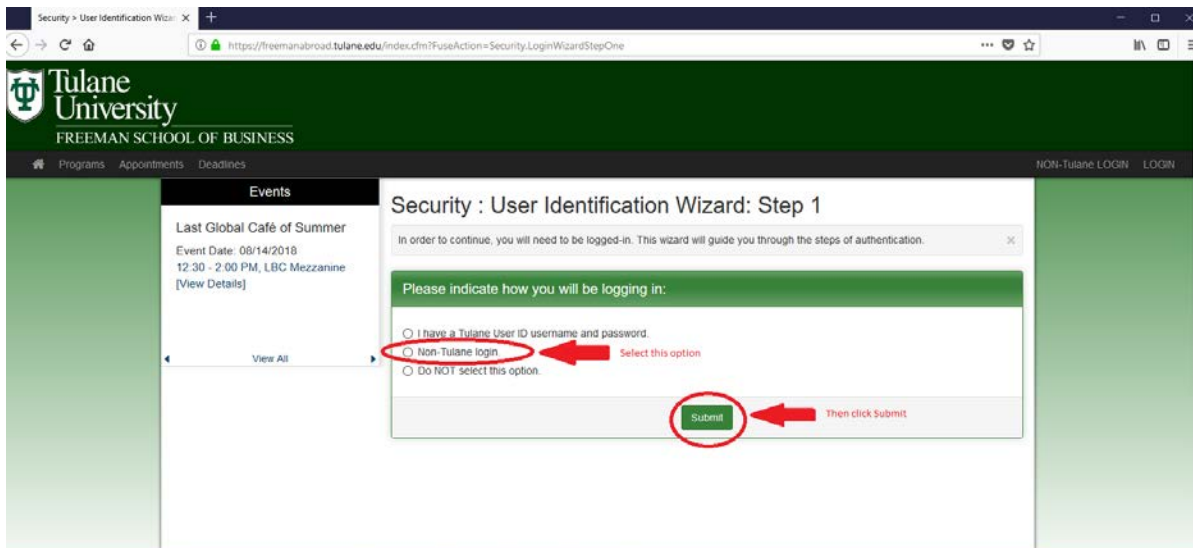
#### Step 1:

You will receive an email from our office, Study Abroad & Exchange (freemanabroad@tulane.edu), with the subject “Tulane Study Abroad & Exchange Website: Login Information” Please click the link that corresponds to “Non-Tulane User ID login.”



#### Step 2:

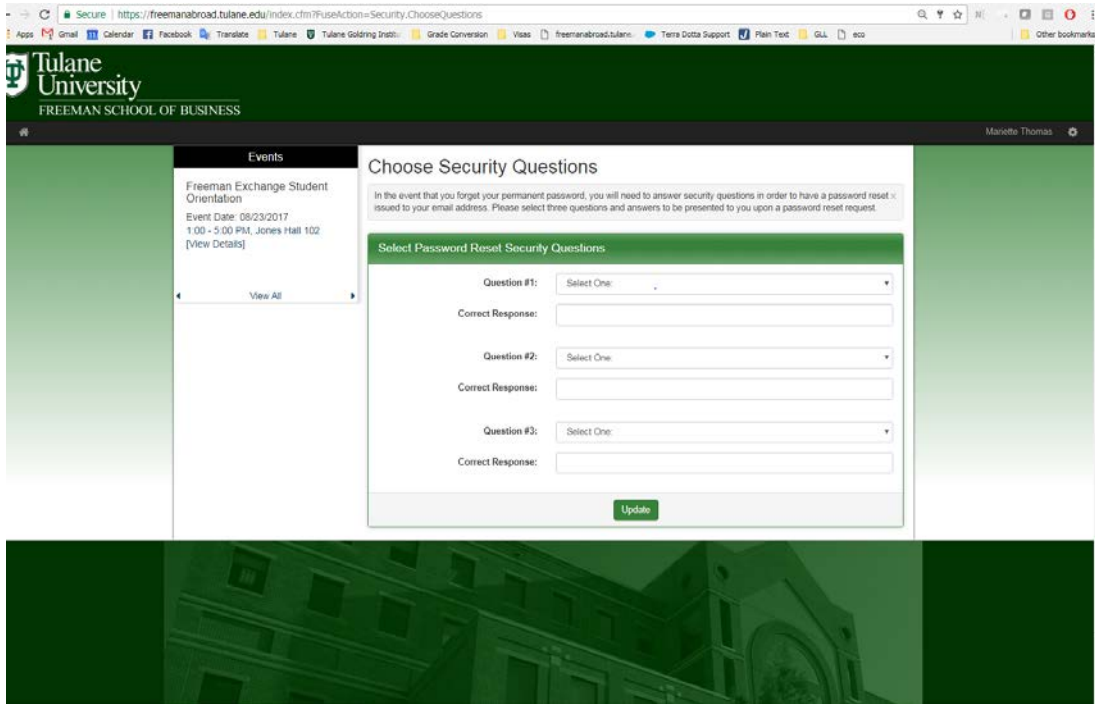
You will be led to our login page. Select “Non-Tulane login” and click “Submit.”



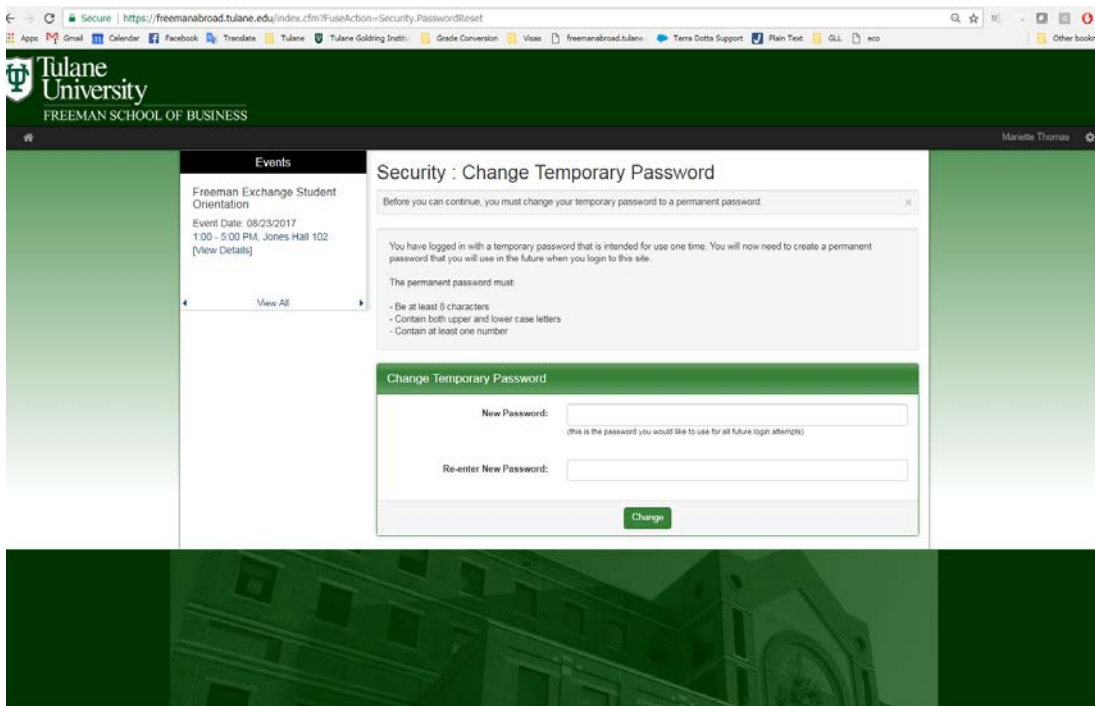
#### Step 3:

Log in with your email address as the user ID and the temporary password provided in the initial email.

**Step 4:**  
Set your security questions.

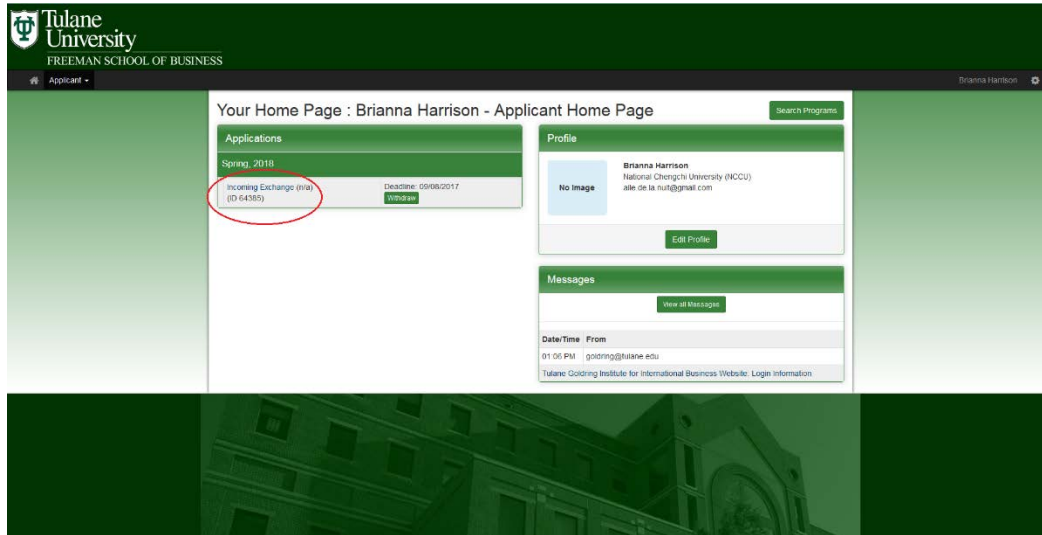


**Step 5:**  
Change your password.

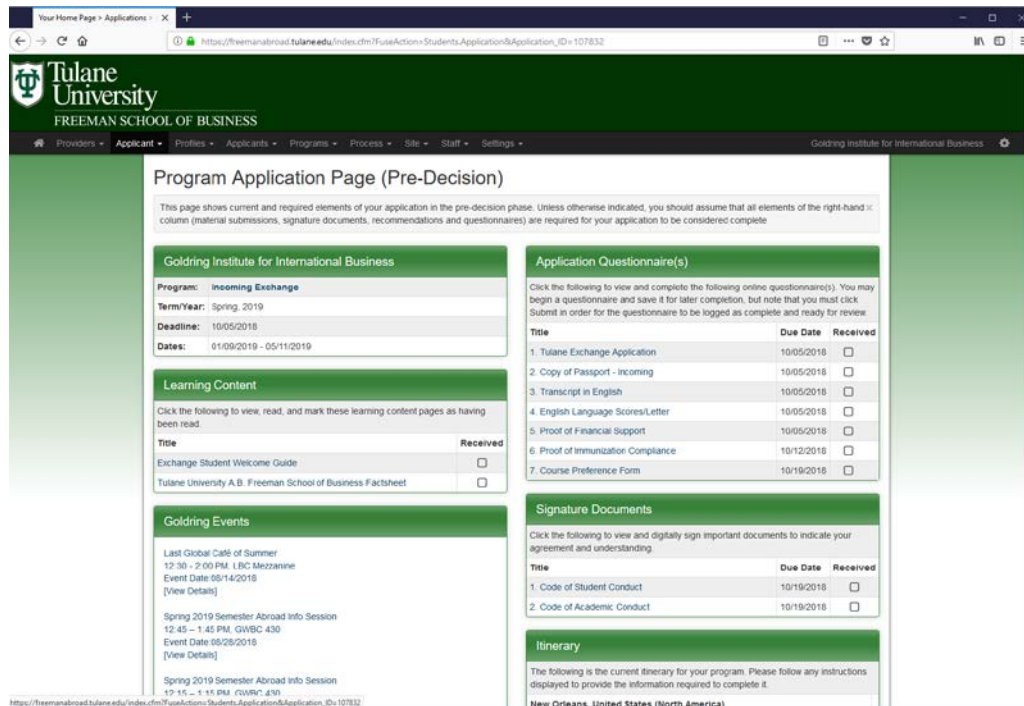




**Step 6:**  
Click on your incoming exchange application

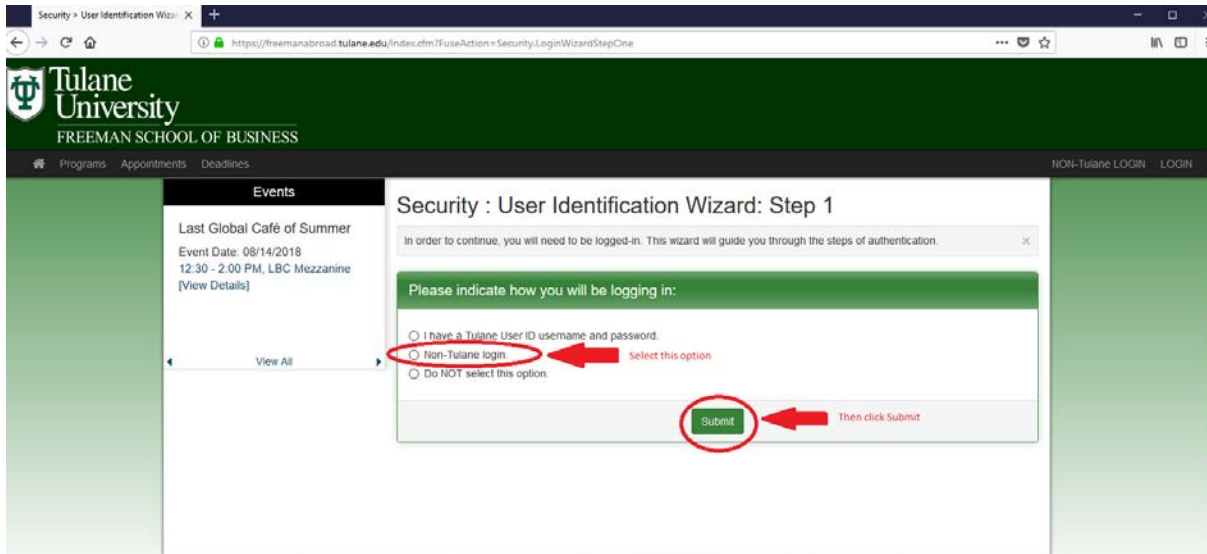


This will take you to your application. You can login to your application as many times as needed to complete the requirements.



## Application Login (Existing Users)

After you create your account, you can login to your application as many times as you need to complete the requirements. To login, visit <https://freemanabroad.tulane.edu> and click on “Non-Tulane login.”



## Application Requirements

There are three phases of the application.

### Phase I

Submit the following documents in your online application:

1. Application form
2. Academic objective form
3. A copy of your passport – must be valid
4. A copy of your English language scores (TOEFL, IELTS, etc.) or a letter from your university stating that the language of instruction in your classes is English if you are not a native English-speaker
5. A copy of your university transcript(s) in English
6. Proof of financial support (at least US\$10,000 per semester at Tulane)

Be sure to hit “Submit” once you finish each section.

### Phase II

After you have submitted the Phase I requirements, you will receive your Tulane username and password, which you will need to complete the following as part of Phase II of the application:

1. Proof of Immunization Compliance
2. Course Preference Form
3. Code of Student Conduct
4. Code of Academic Conduct

Be sure to hit “Submit” once you finish each section.

### Phase III

When you arrive at Tulane, complete the following requirement:

1. Mandatory Freeman Orientation (Note: This will be marked as “received” after you attend the mandatory business orientation)

There are detailed instructions for each requirement in the online application system.

### Deadlines

Application requirements are due on the following dates:

	Fall Semester	Spring Semester
<b>Phase I</b> Application form Copy of passport Transcript(s) in English English language scores/letter Proof of financial support	October 5	March 5
<b>Phase II</b> Proof of immunization compliance Course preference form Code of student conduct Code of academic conduct	October 19	March 19
<b>Phase III</b> Mandatory Freeman orientation	TBD (Check online application)	TBD (Check online application)

### Tulane Username and Email

Once you complete Phase I of the application, your application status will change from “Pending” (pre-decision) to “Accepted” (post-decision). Within 24 hours of acceptance to Tulane you should receive automated email messages from [fimservice@tulane.edu](mailto:fimservice@tulane.edu) with your Tulane username/email address and your temporary password. This username and password will be used to login to all Tulane accounts (Email, Gibson, Canvas, Student Health Online Portal, etc).

(Note: It takes approximately 24-48 hours for the Tulane system to link with the Online Student Health system. So, if your info is not found, wait about one more day.)

If you have not received these messages, check your spam/junk mail folder or an alternate email address that you provided. If the messages are not in your spam/junk mail folder or any other email address, let me know immediately.

IMPORTANT -- As soon as you receive these automated messages, you must do the following:

Set your new password.

1. Go to <https://password.tulane.edu/>
2. Click on "I know my current password - Change Password" (use the temporary password in the email you received)
3. Fill out the fields to change your password. (Make sure it is a password that you will remember!!)
4. Login to your email account.
5. Go to <https://outlook.com/tulane.edu>
6. Login using your complete Tulane email address (including the "@tulane.edu")
7. Be sure to use your new password (the one you entered in step 1 above!!!).

You must continue to check your Tulane email regularly for important messages.

### **Gibson**

Gibson Online (<https://gibson.tulane.edu>) is Tulane University's primary resource for all members of the community. Via Gibson Online, students can access their class schedules, billing accounts, academic records, course information, and connect directly to other student resources.

To login to Gibson, go to <https://gibson.tulane.edu> and enter your Tulane ID (do not include "@tulane.edu") and your password. (To login you must have already changed your password.)

### **Program Fees**

The requirement to pay tuition and fees is waived with the exception of the health center fee at Tulane and supplemental course fees used to support additional costs of instruction, supplies or materials. The participating students under the terms of the exchange agreement continue to pay tuition and fees to the home institution. The home institution has the discretion to impose certain non-academic fees on its students, in order to facilitate the student exchange program. The costs of food, accommodation, travel, books, transportation, passports, visas, insurance, and personal expenses shall be borne by the participating students.

### **Paying Fees**

To pay your fees:

1. Login to Gibson (<https://gibson.tulane.edu>)
2. Click on "Billing"
3. Click on "View Online Payment"
4. Click on "Make a Payment"

You can pay with credit card (for a convenience fee) or via international bank transfer. You can pay with an international credit card – follow the process to pay with credit card and make sure you select the "foreign address" option.

Payments are due by the deadlines indicated in Gibson. You can view a billing and payment schedule online at <https://studentaccounts.tulane.edu/content/important-dates>.

## Course Selection/Registration

Since exchange students are unable to register themselves, you will need to submit the course preference form so we can register you for classes. You can access the course preference form by logging into your application at <https://freemanabroad.tulane.edu>.

Please remember: We are only allowed to register you for courses in the A. B. Freeman School of Business. The departments in Business include the following:

Accounting (ACCN)  
Energy (ENRG)  
Finance (FINE)  
Legal Studies in Business (LGST)  
Management Communication (MCOM)  
Management (MGMT)  
Management Science (MGSC)  
Marketing (MKTG)

If you request courses outside of the A. B. Freeman School (e.g., ECON, SOPA, POLC), these will require special permission from the department. These requests will take more time to approve than requests within the Freeman School. Courses outside the Freeman School are not guaranteed. Courses in PECN are off-limits.

## How do I find the courses being offered at Tulane?

The final course schedule is available approximately two weeks before the Priority Registration date, which is in early April for Fall Semester and early November for Spring Semester.

1. Go to Tulane's online Schedule of Classes (<http://classschedule.tulane.edu/>)
2. In the Term menu (top right), select the semester you will attend
3. In the Subject Area menu, select from the following Business School departments: Accounting, Energy, Finance, Legal Studies in Business, Management Communication, Management, Management Science, Marketing

## Special Notes:

- UNDERGRADUATE students can only take 1000, 2000, 3000 and 4000 level classes. Undergraduate students cannot take graduate level classes. Other restrictions may apply.
- MBA (GRADUATE) students can only take 6000 and 7000 level classes. Graduate students cannot take undergraduate level classes. The following master's level business courses are not open to exchange students: FINE 7340, FINE 7350, FINE 7530, FINE 7610, FINE 7630, FINE 7660, MGMT 6150, MGMT 6510, MGMT 6540, MGMT 6630 and MGMT 6620. Other restrictions may apply.
- UNDERGRADUATE students must take a minimum of 12 credits for their visa to be valid. GRADUATE students must take a minimum of 9 credits for their visa to be valid. At Tulane the average course load is 15 credits. The maximum course load is 19 credits.
- UNDERGRADUATES must select at least 12 credits (four classes) from the following Freeman School of Business departments: Accounting, Energy, Finance, Legal Studies in Business, Management Communication, Management, Management Science, Marketing.

GRADUATES must select at least 9 credits (three classes) from the following Freeman School of Business departments: Accounting, Energy, Finance, Legal Studies in Business, Management Communication, Management, Management Science, Marketing.

- Prerequisites: Prerequisites are always noted in the class schedule. These are classes you must take before taking another class. You need to make sure you meet the prerequisites before selecting a class. Prerequisites are noted in the class schedule. Students must have taken any prerequisite (or equivalent) for our office to register you in the class.
- On the course schedule website, the days of the week are abbreviated as: Monday (M), Tuesday (T), Wednesday (W), Thursday (R), Friday (F). So, a class with the notation "TR" will meet on Tuesdays and Thursdays.
- Online courses do not count toward minimum full-time enrollment (12 credits for undergraduates, 9 credits for graduates).
- The following courses require a special application, and enrollment is by invitation only: FINE 4160, FINE 4350, FINE 4411, FINE 4610.
- According to immigration regulations, students on a J-1 or F-1 student visa can only take up to ONE online (distance learning) class per semester.
- You may be able to take courses offered in other departments at Tulane if you meet all pre-requisites for the course and they are open to business school students. Courses outside the Freeman School will require special permission from the department. It will take a longer time to get permission to add you to a non-Freeman course and is not always possible.
- If a class outside of the Business school, such as a class in Economics or Political Science, reads "Course Restrictions: Open to (Name of Non-Business Department)," this means the course is typically NOT open to business students. Courses in PECN are off-limits.
- Courses in the School of Professional Advancement (SOPA) are not considered part of the A. B. Freeman School of Business. These courses are not AACSB-accredited but will appear on a Tulane transcript if you take them. These classes are for adult learners returning to college later in life. They are not always open to non-SOPA students.

### **How do I find course descriptions/syllabi?**

If you need the syllabus for a course, contact Study Abroad & Exchange or:

Undergraduate Course Descriptions/Syllabi:

1. Go to <http://freeman.tulane.edu/freeman-resources>
2. Click on Current Students
3. Click on Undergraduate
4. Scroll down to Course Descriptions, Syllabi & Booklists

MBA/Graduate Course Descriptions:

1. Go to <http://freeman.tulane.edu/freeman-resources>
2. Click on Current Students
3. Click on Full-Time MBA
4. Scroll to Course Syllabi

## Course Textbooks

It is MANDATORY that you have all required textbooks for each class. Textbooks are expensive. Students should expect to spend \$75.00-\$200.00 per course on textbooks. The list of required textbooks will be given to students on their first day of class. For discounts, some of our students have purchased or rented textbooks from [www.chegg.com](http://www.chegg.com), [www.betterworldbooks.com](http://www.betterworldbooks.com), [www.amazon.com](http://www.amazon.com), [www.campusbookrentals.com](http://www.campusbookrentals.com) and many others.

## How can I see my class schedule?

1. Go to <https://gibson.tulane.edu/>
2. Login with your Tulane ID (do not include "@tulane.edu") and your password. (To login you must have already changed your password.)
3. Click on "My Schedule." This will bring up a new page with your class schedule.

## How do I know if I am on a Waitlist for a class? (Note: Waitlists are not available for all courses.)

1. Follow the instructions above
2. Look at the "Status" line, then:
  - o if you see "Registered" = you are registered for this course
  - o if you see "WL #" = you are on the Wait List for this course (you are NOT registered). The number indicates your position on the waitlist.
  - o if you are between #1 and 5 on the waitlist, there is a good chance you will get into the class.
  - o if you are between #6 and 10 on the waitlist, it is possible you will get into the class eventually
  - o if you are above 10 on the waitlist, you should look for another course to take

## What do I do if I am on a Waitlist for a class? (Note: Waitlists are not available for all courses.)

1. Check your Tulane email account every day (You should actually check it every few hours)
2. If you are offered a seat, you will receive an email message in your Tulane email account only
3. When you receive this message, immediately forward the message to [freemanabroad@tulane.edu](mailto:freemanabroad@tulane.edu). Do not try to register yourself in the course -- only our office can put you in classes.
4. There is a 48 hour time-limit imposed on the available seat and if we do not receive your email immediately, we likely will not be able to register you in time. If we cannot register you in time, you will be removed from the waitlist.

**\*\* NOTE:** Because we do not live permanently at our desks, the sooner you receive the message and send it to her, the more likely she can put you in the class. If you do not send the message in time, you will lose your seat and the only thing we can do is put you back on the end of the waitlist.

## How Do I Make Changes to My Schedule?

To make changes to your schedule, you will need to complete an Add/Drop form. You can obtain the Add/Drop form from Study Abroad & Exchange.

**Applying for a Student Visa**

To obtain a visa, you must visit a United States Consulate or Embassy in your area, presenting all necessary documents. As requirements can change or vary, please refer to the acceptance packet you receive from Tulane, or visit <http://j1visa.state.gov/> for the latest information.

Upon receiving your acceptance packet, please check that all of your personal details on the DS-2019 form (or I-20) are correct. Any mistakes should be reported to our office immediately so we can update your information accordingly and re-issue your DS-2019 if necessary.



## **Section III: Arriving in New Orleans**

### **Travel to New Orleans and to Tulane's Uptown Campus**

By air, you will arrive at Louis Armstrong International Airport (MSY). From there, you may take a shuttle or taxi to Tulane's campus or your hotel. Both are available near the baggage claim area. Shuttle reservations are not necessary, but you may book in advance by calling (+1) 504-522-3500 or visiting [www.airportshuttleneworleans.com](http://www.airportshuttleneworleans.com). Tell the driver you are going to the Tulane Uptown campus. A one-way shuttle will cost approximately \$20 and it will drop you at the corner of Willow Street and Freret Street. You can also take an Uber, Lyft or taxi from the airport to campus for a cost of \$35-45 (not including tip). Uber and Lyft pick up passengers from the transportation center on the first floor of the parking lot at the airport. Taxis have a stand right outside the baggage claim. An Uber/Lyft is cheaper than a taxi, but you must have data service and the Uber or Lyft app on your phone to use the service.

### **Checking in On Campus**

All Business exchange students must check in with two offices: (1) Study Abroad and Exchange in the A.B. Freeman School of Business and (2) Tulane's Office of International Students and Scholars (OISS).

### **OISS Check-In**

OISS provides immigration support for the Tulane community. Your visa paperwork originated in their office. You will also visit them if traveling outside the country during your period of study at Tulane or have questions about your immigration status or employment. You will find helpful information on their website at <http://global.tulane.edu/oiss/>. You will receive an OISS orientation guide with your DS-2019 and are required to attend OISS orientation at the beginning of the semester.

OISS has a mandatory check-in for immigration purposes. The process is online. You will receive more information by email at the beginning of the semester. You can also visit OISS in person at Center for Global Education at 6901 Willow Street, next to the PJ's Coffee Shop at the intersection of Willow & McAlister.

### **Study Abroad & Exchange Check-In**

Once you arrive to campus, visit our office (located in the Goldring Woldenberg Business Complex at 7 McAlister Drive, Suite 220) so we can meet you, give you information about orientation for incoming Business school exchange students and assist you with any needs you have upon arrival.

We will also hold a Freeman Exchange Orientation for all business exchange students so you can meet other students and learn how to be successful during your time in the Freeman School of Business.

### **What to Bring**

**Clothing:** New Orleans' climate is tropical, but that doesn't mean it won't get cold in the winter! Be sure to pack clothes for all seasons because the weather can change from one day to the next. In the winter, you will need a winter coat as the temperature will drop and the high humidity will

deepen the cold. Throughout the year, rain storms develop unexpectedly, so a good rain coat and umbrella are also advised.

Don't pack too much! New Orleans is a modern city and you will have access to shopping malls, pharmacies, and grocery stores so you don't need to pack a year's worth of shampoo, for example. Also, keep in mind the weight limits for your checked luggage for your journey here!

Electronics: Keep in mind that the plugs/electricity are different in the United States than in other parts of the world so if you are thinking of bringing electronics you should plan to use an adaptor or just buy a new device when you arrive.

Copies of important documents: It is always good to keep copies of your important documents (passport, ID card, visa, etc) and keep them in a separate place from the originals.

### **Orientation**

International Students must attend two mandatory orientation sessions. Each orientation is held the week before classes begin and will be announced to you by email after your acceptance.

J1 or F1 International Student Orientation (OISS Orientation): This orientation session is mandatory for any student with a J1 or F1 visa. It includes general information about Tulane University and will cover all the rules and responsibilities concerning your student visa to the United States.

Business School Exchange Student Orientation: This orientation session is mandatory for all Exchange Students at the Business School. Topics discussed will include course registration, expectations, and resources for success.

### **Section IV. Housing Arrangements**

Exchange students are responsible for arranging their own accommodations. It is an independent process. You may arrange housing after you arrive, however, some students prefer to arrange housing in advance. Note that if you choose not to arrange housing in advance other exchange students may already have roommates.

#### **On-Campus Housing**

On-campus residence hall space is limited. Exchange students are not guaranteed accommodations on-campus.

On-campus housing information can be found on Tulane University's Housing and Residence Life website at <http://www2.tulane.edu/studentaffairs/housing/>. **Important:** If you submit a Tulane Housing Application form, you are signing a binding contract declaring that you will live in Tulane's residence halls and pay for the room even if you decide not to accept your housing assignment. If you later decide not to live in Tulane housing, you are not able to decline this application/contract and you will still be responsible for paying the full cost of housing for the semester plus a non-refundable application fee. There is no way to cancel your application form. Please do NOT complete a Housing Application form unless you are absolutely sure you wish to live in a dorm or apartment on campus.

### **Off-Campus Housing**

Many exchange students live in off-campus apartments located in the neighborhoods around the university. Costs vary but can be less expensive than living on-campus. It normally takes at least 4 to 5 days to finalize setting up an apartment/house if you do not have housing when you arrive. Be sure to make a reservation at a hotel, hostel or Airbnb for the first few days you are in the city.

If you decide to live off-campus, please be sure to visit: <http://housing.tulane.edu/off-campus-housing>.

### **Where to Look**

Most students who choose to live off-campus reside in the Uptown area. The most popular zip codes designating these areas are 70118, 70115 and 70125.

### **Online Housing Resources**

You can search online:

Tulane Classifieds Facebook Page: <https://www.facebook.com/groups/Tulane.Classifieds/>

Tulane Off-Campus Residents Association Facebook

Page: <https://www.facebook.com/groups/227725533953554/>

Craigslist: <http://neworleans.craigslist.org/>

Nola.com: <http://realestate.nola.com/>

Gambit: <http://classifieds.bestofneworleans.com/>

### **Landlords that Frequently Rent to Exchange Students**

Patrick Lestrade: (504) 919-3582, [Patrick@Lestrade.com](mailto:Patrick@Lestrade.com)

Tina Salles-Agas: (617) 695-4421, [tsallesagas@massmutual.com](mailto:tsallesagas@massmutual.com)

Jane Sere: (504) 388-0110

Ben Bolz: (504) 402-1645, [ben@pmat.net](mailto:ben@pmat.net)

## **Real Estate Companies & Apartment Information**

Latter & Blum  
7840 Maple Street  
New Orleans, LA 70118  
(504) 866-7000  
Toll Free: 1-866-794-1022  
[www.latter-blum.com](http://www.latter-blum.com)

Prudential Gardner  
7934 Maple St  
New Orleans, LA 70118  
(504) 861-7575  
Toll Free: 1-800-566-7801  
[www.gardnerrealtors.com](http://www.gardnerrealtors.com)

Tonti Management  
4433 Conlin St  
Metairie, LA 70006  
(504) 889-6800  
Toll Free: 1-844-889-6800  
[www.tonti.net](http://www.tonti.net)

1st Lake Realty  
4971 W. Napoleon Ave.  
Metairie, LA 70001  
(504) 455-5059  
Toll Free: 1-877-440-5253  
[www.1stlake.com](http://www.1stlake.com)

Forest Isle Apartments  
5000 Woodland Dr  
New Orleans, LA 70131  
(504) 394-4400  
Toll Free: 1-800-596-4416  
[www.forestisle.com](http://www.forestisle.com)

NOLA Realty  
7611 Maple St  
New Orleans, LA 70118  
(504) 419-8161  
[www.nolarealty.com](http://www.nolarealty.com)

Note: Study Abroad & Exchange does not endorse any of the housing listed on the above links. The quality and condition of the apartments listed have not been verified by us. Individuals interested in the properties are responsible for checking the condition of the listed apartments and we recommend that students have any lease checked for free by the Tulane Legal Assistance Program before signing. Please check any housing listed in person before signing a lease or making a deposit.

### **Finding Roommates**

Upon request, Study Abroad & Exchange can connect you with other incoming students that may be looking for roommates. Contact [freemanabroad@tulane.edu](mailto:freemanabroad@tulane.edu) for assistance.

### **New Orleans Hotel Information**

Some students arrange housing before they depart for New Orleans. Some students prefer to arrange housing after arrival. If you are planning to arrange housing after arrival, we suggest that you make arrangements for accommodations for your first few nights in New Orleans. When making your reservations, please refer to yourself as a Tulane University student and be sure to ask for the Tulane rate to ensure that you get the best rate.

Below are some suggestions for short-term accommodations.

The Columns Hotel  
3811 St. Charles Avenue  
New Orleans, LA 70115  
Telephone: (504) 899-9308  
[www.thecolumns.com](http://www.thecolumns.com)

The Hampton Inn  
3626 St. Charles Avenue  
Telephone: (504) 899-9990  
<http://www.neworleanshamptoninns.com/>

Maison St. Charles  
1319 St. Charles Avenue  
New Orleans, LA  
Telephone: (504) 522-0187  
[www.maisonstcharles.com](http://www.maisonstcharles.com)

Best Western St. Charles Inn  
3636 St. Charles Avenue  
New Orleans, LA  
Telephone: (504) 899-8888  
[www.bestwesternlouisiana.com](http://www.bestwesternlouisiana.com)

Sully Mansion Bed and Breakfast  
2631 Prytania Street  
New Orleans, LA 70130  
Telephone: (504) 891-0457  
[www.sullymansion.com](http://www.sullymansion.com)

Holiday Inn Downtown Superdome  
315 Julia Street  
New Orleans, LA 70130  
Telephone: (504) 581-1600  
<http://www.ihg.com/holidayinn/hotels/us/en/new-orleans/msydt/hoteldetail>

## **Section V: Academic Expectations**

### **Grading, Exams and Transcripts**

Exchange students will be given letter grades and GPA points according to the Tulane guidelines at [www.tulane.edu](http://www.tulane.edu). You can also expect each class syllabus to describe the grading system for that particular class.

Exam week is indicated in the academic calendar each semester. Do not make travel plans until you are sure of the date of your last exam. To be safe, you should plan to travel the day after the last day of exams.

Your official Tulane transcripts will be sent to your home university a few months following the end of each semester. If you need additional copies of your transcript, you can request one on Gibson.

### **Attendance**

You should expect to attend all classes. Missing classes, in many cases, will cause you to earn a lower grade. Excessive absences may result in failing the course (receiving a grade of "F") and may jeopardize your J-1 or F-1 visa status.

### **Code of Student Conduct / Code of Academic Conduct**

The Code of Student Conduct sets forth rules by which students must abide regarding academic and personal integrity. An electronic copy of the Code of Student Conduct is located at <http://tulane.edu/studentaffairs/conduct/code.cfm>. The Code of Academic Conduct can be found at <http://www2.tulane.edu/college/upload/Honor-Code-revised-2016.pdf>. You will be asked to read both Honor Codes and acknowledge with a signature.

Graduate students are also required to review and abide by the Unified Code of Graduate Student Academic Conduct, located at <http://tulane.edu/ogps/upload/Unified-Code-of-GS-Academic-Conduct-06-18-13.pdf>.

### **Academic Calendar**

The University Registrar releases the Academic Calendar to the entire University. Calendars may be seen here: <http://registrar.tulane.edu/academic-calendar>.

## Section VI: Student Health

### Health Insurance

U.S. laws governing F-1 & J-1 visas require all F-1 & J-1 Exchange Visitors to have health insurance, medical repatriation insurance, and repatriation of remains insurance for the duration of your F-1 & J-1 program in the U.S. (Section 514.14 CFR, Volume 22). The International sponsor (Tulane University) is responsible for ensuring compliance with these laws. All F-1 and J-1 visa-holding international students at Tulane University (and your F-2 & J-2 dependents) are required to have health insurance and will be automatically charged for University-sponsored student health insurance plan. Like all fulltime Tulane students, F-1 and J-1 students must either enroll in the University-sponsored student health insurance plan or waive enrollment in this plan by providing proof of other adequate coverage.

If you need help completing this process within your first few weeks on campus, you can come to Study Abroad & Exchange. Remember you must adhere to the deadline. If you want to waive the Tulane insurance but you miss the deadline, you will be responsible for paying the fees for the Tulane student health insurance plan.

### Health Insurance Enroll/Waive Instructions

All J-1/F-1 visa holders must have proper insurance coverage for their entire stay in the United States. More information about the Tulane Student Health Insurance Plan can be found on the [Tulane Health Insurance Site](#).

#### Enrolling in the Tulane Student Health Insurance Plan

- You are automatically enrolled in the Tulane Student Health Insurance (T-SHIP) unless you waive
- TU Student HI Plan Costs for J1 Exchange students:
  - Fall only: Approximately \$1036
  - Spring only: Approximately \$1159
  - Full Year: Approximately \$2148
- TU Student HI Plan Costs for J1 Dual Degree students:
  - Full Year: \$2,802 (charged in 2 installments of \$1401)
- Actual costs vary from semester to semester and year to year. Please login to your [Gibson account](#) to access your bill.
- Costs for the insurance will be automatically charged to your [Gibson account](#), where you can pay online.
- You should visit <https://www.uhcsr.com/Tulane> to create a MY ACCOUNT and print a UHCSR Health Insurance ID card.
- You may contact the Health Insurance office at if you need further assistance: [healthins@tulane.edu](mailto:healthins@tulane.edu).

#### Waiving (Declining) the Tulane Student Health Insurance Plan

- To waive (decline) the Tulane Student Health Insurance plan, you must prove you have alternate coverage that at least matches all of the health insurance requirements detailed online at <https://campushealth.tulane.edu/insurance-billing/health-insurance-requirements>
- For J-1 International Students here is the process for waiving:

- Purchase alternate coverage (see below for information on requirements)
- Go to the [Tulane Health Insurance Site](#) and scroll down to “Degree-Seeking and J-1 Status Students”
- Click on “Waive T-SHIP” (this will take you to <https://www.gallagherstudent.com/students/student-home.php?idField=1337>)
- On the Gallagher website, login using your Tulane email address (with “@tulane.edu) and your Tulane student ID number. (To find your Tulane ID number, login to Gibson, click on “Student”, then in the Record menu click on “TU Enrollment Verification.” Your number will be in the top right of the screen – xxx00xxxx.)

**Deadline** for submitting the waiver is listed in the "Enrollment/Waiver Dates" box on the [Tulane Health Insurance Site](#) (<https://campushealth.tulane.edu/insurance-billing/t-ship-enrollment-waiver-process>). **No waivers will be accepted after this date. If you fail to submit a waiver by this date, you will be automatically enrolled in and be responsible for paying for the Tulane Student Health Insurance policy.**

**Required dates of alternative coverage:** You must have insurance coverage at least from the start date to the end date as listed on your form DS-2019 or I-20. **Your coverage must last through (and include) the end date! We recommend you purchase coverage for the entire duration of your stay in the United States.**

While Tulane prefers that you purchase the Tulane Student Health Insurance plan, during this past year, some international students purchased alternative plans. **PLEASE MAKE SURE YOUR PLANS MEET TULANE’S REQUIREMENTS:** <https://campushealth.tulane.edu/insurance-billing/health-insurance-requirements>.

### **Student Health Center**

Student Health Centers located on both the Uptown and Downtown Campuses provide comprehensive medical care through their Primary Care Clinics, including evaluation and treatment of acute and chronic medical illnesses. The Preventive Health Clinic includes women's and men's health, nutrition, allergy shots and immunizations. They provide accessible, high quality medical care for students during their time at Tulane University. The Uptown (Main) Campus is located in Building #92, Student Health Center and is open Monday-Friday 8:30AM - 5PM. Students may schedule an appointment online or by calling [\(504\) 865-5255](tel:5048655255) and same-day appointments are typically available for an acute illness.

All students, whether degree seeking or guests, will be required to pay the Health Center Fee (specific information on fee amount and how to pay will be included with application materials and during the mandatory orientation). This fee is separate from the Health Insurance that is required for the students' visas. The fee covers visits to the Health Center and CAPS on campus if the student is injured or ill. A doctor will see the student with no charge but the student will have to pay for any treatment or medication given. Health Insurance will then reimburse the student for those charges. Instructions on how to make payment will be provided during orientation.



**CAPS: Counseling & Psychological Services**

CAPS is committed to providing a safe, inclusive and affirming community of care for all students. The interdisciplinary team fosters personal, emotional and academic well-being by offering comprehensive therapeutic services, outreach and prevention programs, and consultative relationships throughout Tulane. CAPS is located on the Uptown (Main) Campus in Building #14, Science & Engineering Lab (in the Academic Quad) and is open Monday-Friday 8:30AM - 5PM. Appointments may be made in advance but walk-in consultations are also available if the situation is urgent.

**Pharmacies**

There is a pharmacy at the Student Health Center where you can fill certain prescriptions. For other prescriptions and over-the-counter medications, visit a pharmacy.

In the U.S., pharmacies offer much more than just medicine. You can find a wide variety of items, including books, magazines, toiletries, umbrellas and even milk and other food items.

Rite Aid -- the location nearest to campus is at the corner of Broadway and St. Charles. Visit [www.riteaid.com](http://www.riteaid.com) to find other locations in the city.

Walgreens -- visit [www.walgreens.com](http://www.walgreens.com) to find the one nearest you. There are many around the city. The closest to campus is on Claiborne Ave.

CVS -- visit [www.cvs.com](http://www.cvs.com) to find the one nearest you. There are many around the city. The closest to campus is on Claiborne Ave.

**Emergency Medical Care**

Tulane Uptown Multispecialty Clinic, 200 Broadway Ave., Suite 230, (504) 988-9000

Ochsner Emergency Room, 2 locations

1. 2700 Napoleon Avenue, New Orleans, LA 70115 (504) 899-9311
2. 1514 Jefferson Highway, New Orleans, LA 70121 (504) 842-3000

Urgent Care Centers

1. In & Out Urgent Care, 6225 S Claiborne Ave, (504) 864-8080
2. MHM Urgent Care -- Uptown, 4605 Magazine St, (504) 891-7676
3. New Orleans Urgent Care, 900 Magazine Street (warehouse district), (504) 522-2433

## **Section VII. On-Campus Resources**

### **Tulane Splash Card (Student ID Card)**

After arriving on campus, you will need to visit Card Services, located in the LBC, in order to obtain your student ID card. You will present this card when taking exams. In addition, there is a magnetic strip which allows access into buildings and may also be used to charge to your student account. You may also deposit monies at Card Services in order to use the card to purchase food and other goods and services. The card also grants access to the Reily Center, the fitness center on campus. If you lose the card and need a replacement, the cost is \$35.

### **The Lavin Bernick Center**

The student center is the Lavin Bernick Center for University Life, usually called the "LBC". It houses dining options, the bookstore, banking services, information desk, card services, and student services. For more information, go to: <http://tulane.edu/studentaffairs/lbc/>.

### **Student Organizations**

Tulane's 200+ student organizations have educational, military, multicultural, performance, pre-professional, political, Greek, media, religious and service focuses that allow students to find organizations that are tailored to what they are most passionate about. These organizations give Tulanians an opportunity to not only meet others who have similar interests, but can help them cultivate new passions that will expand their worldview. With an incredible breadth of student organizations, everyone can find an activity that they will be excited to get involved with.

Freeman School of Business Undergraduate Student Organizations:

<http://freeman.tulane.edu/student-organizations>

Freeman School of Business Graduate Student Organizations:

<https://freeman.tulane.edu/graduate-student-organizations>

Tulane University Student Organizations: <http://lbc.tulane.edu/student-organizations>

### **TUPals**

TUPals is a program run by the International Student Advisory Board (ISAB), an initiative of the Office of International Students and Scholars. The primary mission of TUPals is to help you connect with peers, upper class mentors, and ultimately, the institution as a whole in order to ease your transition to Tulane, make new friends, and succeed academically. For more info about TUPals visit <http://www2.tulane.edu/cge/oiss/isab.cfm> or contact [isab@tulane.edu](mailto:isab@tulane.edu).

### **The Reily Student Recreation Center**

The Reily Center (student gym) is available for your use and contains a weight room, basketball and racquetball courts, swimming pools, cardio equipment and many weekly group exercise classes. The Reily Center also offers some trips for a fee, which in the past have included rock climbing, canoeing, camping, plantation tours, etc. They also have sports and camping equipment available for a small rental fee.

Each semester there are many opportunities to participate in on campus events such as sporting events, movies, concerts, and crawfish boils. For more information, go to:

<http://www.reilycenter.com/>.

### **Freeman School Computer Labs & Technology**

The A. B. Freeman School of Business has its own computer lab for student use. Students can print from this lab. Each student receives 1000 pages of print credits per semester. Also, you can connect your laptops/pads/etc. to print directly to the Freeman School printers. Free Wifi is available for all Tulane students in every building on campus. More information about Freeman Technology and policies is located here: <http://www.freeman.tulane.edu/computing>.

Additionally, there are computer labs throughout campus to which you will have access.

### **Freeman School Turchin Library**

The A. B. Freeman School of Business has its own library -- the Turchin Library, located on the 3<sup>rd</sup> floor of GW1). The Turchin Library is a prime source for business related research. Freeman students will have access to many search engines and databases. These can be located online from the Turchin Library's website: <http://turchin.tulane.edu/>.

Additionally, you will have access to many other campus libraries, including the Howard Tilton Library, the main library on campus.

### **Howard Tilton Library**

The Howard-Tilton Memorial Library is Tulane's main library and supports, promotes and enriches the teaching and learning mission of the university. The library enables the discovery, dissemination and preservation of academic information resources in the humanities, social sciences and science and engineering. Library staff provides services to assist Tulane community members in discovering resources that inform and inspire their work.

## **Section VIII: Life in New Orleans**

### **Getting around the City**

#### **Public Transportation**

In New Orleans, public transportation consists of the streetcar and bus systems. Rides are \$1.25 with exact change, each way. The streetcar line most of our students use runs along St. Charles Avenue from downtown (the downtown area is called the CBD, short for Central Business District) to Carrollton Avenue. There are many stops along the way and travel time varies, depending on traffic and time of day.

Schedules for the Orleans parish buses and streetcars can be found at <http://www.norta.com/>.

#### **Tulane University Shuttles**

There are several shuttles operated by Tulane. One shuttle (TapRide) will take you home in the evenings, if you live close to campus. There is also a shuttle on which will take students to popular shopping areas like Lakeside Mall and Walmart. There are also several shuttles in service between parking areas and both the Uptown and Downtown campuses.

For more information about schedules and routes, go to <http://tulane.edu/universyservices/transportation/index.cfm>

#### **Rideshare (Uber/Lyft) and Taxis**

Between the Uptown Campus and the French Quarter, the fare is generally \$12-\$15. Rideshare apps such as Uber and Lyft are more popular than taxis, but you must have the app installed on your smartphone and a data plan. There are many taxi companies that operate in New Orleans.

#### **Groceries**

The cost of groceries depends on where you shop. One large discount store is Wal-Mart. Regular grocery stores and supermarkets include Rouses, Winn Dixie and Robert, while Whole Foods is a more expensive store with an extensive organic offering and ready-to-eat foods.

#### **Cost of Living**

Estimates for living expenses reflect a student budget of \$2,386 per month for room (rent, utilities), food, miscellaneous expenses, books and supplies, and all transportation. Book expenses are estimated to be \$750 per semester, which is included in the above amount. Health expenses (\$1,500 per semester), representing medical insurance and ordinary health expenses (such as prescriptions), are not included in the estimated living expense budget of \$2,386 per month.

#### **Taxes and Tipping**

Sales tax in New Orleans is almost 10 percent and is not included in the price of items (it is added to the bill at checkout). In restaurants, a 15-20 percent tip is customary. It is also common to tip 15 percent for food delivery.

## **Banking**

To open a bank account, you will need a letter from the Office of International Students and Scholars (OISS) to verify that you are a full-time Tulane student. As well, they will ask for your local address and address in home country, date of birth, social security number if you have one, and your passport. You should also have some funds to deposit in order to open your account.

There are many ATM machines where you can get cash with your debit card. Make every effort to use the ATM machines of your bank, otherwise, you will be charged a fee by the ATM and by your bank.

There is a Whitney Bank in the LBC on Tulane's campus.

## **Working on a J-1 Visa**

J-1 students are required to have authorization to work from the J-1 program sponsor (e.g., OISS) for all types of employment. As a J-1 student, you may qualify for the following types of employment:

### **On-Campus Employment**

- Done on the premises of the school
- Can be authorized to work up to 20 hours per week during the academic year and full time during summer and official holiday breaks
- You must obtain approval from OISS

### **Academic Training in Your Field of Study**

- Academic training is work, training, or experience related to a student's field of study
- You must have a job offer in the field of your study and obtained a written recommendation for academic training from Study Abroad & Exchange in order to apply for academic training
- You can participate in authorized training during or after studies, but you must apply for academic training prior to the expiration of the DS-2019
- During studies, academic training can be part-time during the semester or full-time during the summer
- After completion of program, academic training must be a minimum of 20 hours per week
- You must obtain approval from OISS

For more information, please contact OISS.

If you are hired for a job on campus, you may then apply for a social security number. You will need to request a letter from the hiring department verifying employment in order to apply. Social security numbers are not required for most transactions that you will make while on an exchange here in New Orleans.

If you are offered a job on- or off-campus, you may need to open a U.S. bank account for direct deposit.

## **Section IX: Safety**

### **Safety Escort Services**

The Police Department offers an on-campus (Uptown) safety escort service. With this service, students can request a Safety Escort 7 days a week, 24/7. To request a Safety Escort, call (504) 865-5381.

Downtown Campus Students & Scholars may request safety escort service as you exit any Tulane building or building that is considered to be in the Medical Center perimeter by calling 504-988-5531. An officer will be dispatched to satisfy your request or needs. If the situation warrants, stay on the line until all information required to meet your needs is obtained.

### **TapRide**

Students can take advantage of TapRide, an on-demand, point-to-point van service available 7 nights a week from 6 p.m. to 3 a.m. TapRide transports riders to their residences or vehicles located within a 1 mile radius of the uptown campus or to/from designated pick-up/drop-off locations. For more information, see <https://www2.tulane.edu/universityservices/transportation/tapride.cfm>. To request this service, use the TapRide smart phone app or call (504) 314-7233.

### **RAVE Guardian Virtual Safety Escort**

RAVE Guardian is a virtual safety escort app for your cell phone which will monitor your travels within the Tulane campus and anywhere Tulane patrols by inputting the amount of time you believe it will take for you to arrive at your destination. For more information see <http://publicsafety.tulane.edu/police/rave-guardian>.

### **Shuttles**

The Uptown/Downtown shuttle service is also available to take you between Uptown/Downtown campuses and other stops on various routes. More information can be found at this site: [tulane.edu/studentaffairs/tom/transportation/shuttles.cfm](http://tulane.edu/studentaffairs/tom/transportation/shuttles.cfm).

### **Crime Prevention Tips**

The Tulane University Police Department (TUPD) maintains a thorough database of crime prevention tips. Visit [https://www2.tulane.edu/publicsafety/training/downtown/crime\\_prevention/index.cfm](https://www2.tulane.edu/publicsafety/training/downtown/crime_prevention/index.cfm) for a comprehensive list. Crime prevention tips are shared on the following topics: Alcohol consumption, bicycle security and safety, preventing residential burglaries, using the 9-1-1 system, hurricanes, internet safety, Mardi Gras safety, safety while using the ATM, robbery prevention tips, and more. We urge you to read and adhere to the advice of TUPD.

### **Emergency Numbers**

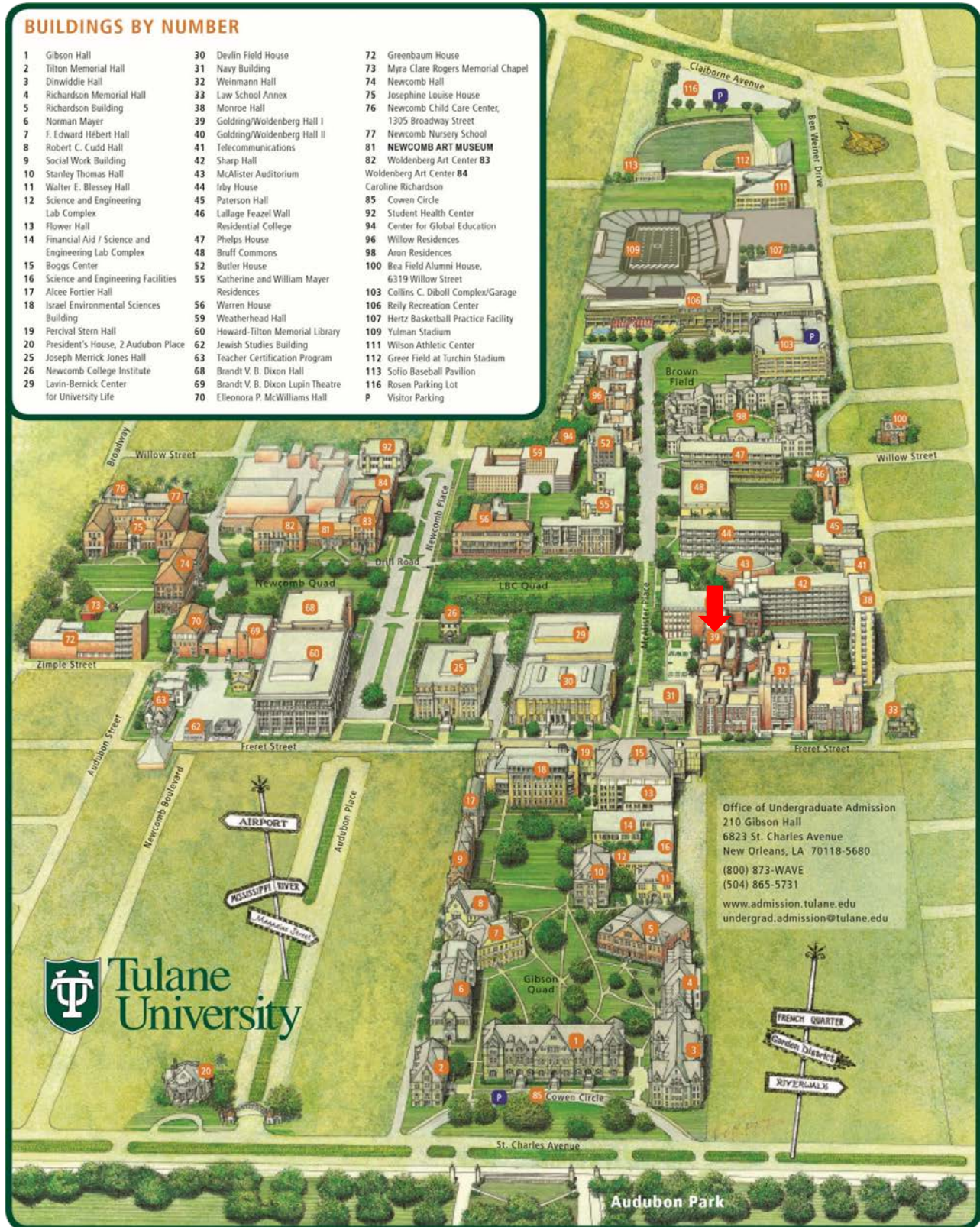
TUPD Uptown Emergency Line: (504) 865-5911

TUPD Downtown Emergency Line: (504) 988-5555

Off-Site: 911



# Appendix A. Campus Map





**ACADEMIC DEPARTMENTS AND PROGRAMS**

Name	Address	Building	Phone
African and African Diaspora Studies	119 Norman Mayer Hall	6	862-5350
Anthropology	101 Dinwiddie Hall	3	865-5335
Architecture	303 Richardson Memorial Hall	3	865-5389
Art History/Studio	125 Freudenthal Art Center	62	865-5387
Asian Studies, Chinese and Japanese	3000 Boydston	19	865-5355
Biology - Cell/Molecular	3000 Boydston Stern Hall	19	865-5346
Biology - Ecology and Evolutionary	400 Boydston Center	15	865-5190
Biology - Environmental	400 Boydston Center	15	865-5191
Biology - Marine	400 Boydston Center	15	865-5807
Biomedical Engineering	500 Boydston Center	15	865-5807
Business	200 Goldring/Waldenberg Hall I	39	862-8377
Accounting			
Finance			
Legal Studies in Business			
Management			
Marketing			
Chemical Engineering	300 Boggs Center	15	865-5772
Chemistry/Biological Chemistry	2015 Percival Stern Hall	19	865-5373
Classical Studies-Greek/Latin	210 Joseph Merrick Jones Hall	25	865-5719
Cognitive Studies	1051 Newcomb Hall	74	862-3387
Communication	219 Newcomb Hall	74	865-5730
Computer Science	303 Stanley Thomas Hall	10	865-5785
Dance	215 Ellenora P. McWilliams Hall	70	314-7760
Digital Media Production	208 Ellenora P. McWilliams Hall	70	314-7757
Earth and Environmental Sciences	101 Walter E. Blesley Hall	11	865-5198
Economics	206 Tilton Memorial Hall	2	865-5321
Education/Teacher Certification	7039 Freest Street	63	865-5342
Engineering Physics	2001 Percival Stern Hall	19	865-5320
English/Creative Writing	122 Norman Mayer Hall	6	865-5160
Environmental Studies	416 Dinwiddie Hall	3	862-8905
Film Studies	219 Newcomb Hall	74	865-5730
French and Francophone Studies	311 Newcomb Hall	74	865-5115
Gender and Sexuality Studies	316 Norman Mayer Hall	6	862-8300
Geology	101 Walter E. Blesley Hall	11	865-5198
Germanic and Slavic Studies	316 Newcomb Hall	74	865-5730
History	303 Hebert Hall	7	865-5102
International Development	106 Hebert Hall	7	314-8800
International Studies and Business: The Altman Program	311 Newcomb Hall	74	865-5115
Italian and Italian Studies	2031 Freest Street	62	865-5349
Jewish Studies	100 Jones Hall	25	865-5164
Latin American Studies	101 Dinwiddie Hall	3	862-3046
Linguistics	424 Gibson Hall	1	865-5727
Mathematics	102 Broad IV B. Dixon Hall	68	865-5267
Music			
Jazz Studies			
Musical Performance and Composition			
Music Science and Technology			
Musical Theatre			
Musical Cultures of the Gulf South	112 Newcomb Hall	74	314-2883
Neuroscience	2007 Percival Stern Hall	19	862-3305
Philosophy	105 Newcomb Hall	74	865-5305
Physics	2001 Percival Stern Hall	19	865-5520
Political Economy	108 Tilton Memorial Hall	2	865-5317
Political Science/International Relations	316 Norman Mayer Hall	6	865-5166
Portuguese	304 Newcomb Hall	74	865-5518
Psychology	2007 Percival Stern Hall	19	865-5331
Public Health	107 Caroline Richardson	84	865-5140
Russian and Russian Studies	305 Newcomb Hall	74	865-5276
Social Innovation and Social Entrepreneurship	310 Richardson building	5	314-1688
Social Policy and Practice	220 Newcomb Hall	74	862-3023
Sociology	220 Newcomb Hall	74	865-5870
Spanish	304 Newcomb Hall	74	865-5518
Theatre	215 Ellenora P. McWilliams Hall	70	314-7760
Urban Studies	220 Newcomb Hall	74	862-3003
<b>SCHOOLS</b>			
<b>Name</b>	<b>Address</b>	<b>Building</b>	<b>Phone</b>
Newcomb-Tilton Undergraduate College	Percival C. Cudd Hall, 1st floor	4	865-5720
Richardson Memorial Graduate School	303 Richardson Memorial Hall	3	865-5389
Business, A. B. Freeman School of	200 Goldring/Waldenberg Hall I	39	862-8377
Liberal Arts, School of	100 Newcomb Hall	74	865-5275
Public Health, School of	1440 Canal St., Suite 2460		865-5140
Science and Engineering, School of	201 Boggs Center	15	865-5785
Continuing Studies, School of	125 Gibson Hall	1	865-5555
Law, School of	203 Worriam Hall	32	865-5930
Medicine, School of	1430 Talane Avenue		988-5187
Public Health & Tropical Medicine, Graduate School of	1440 Canal Street, Suite 2460		865-5140
Social Work, School of	206 Social Work Building	9	865-5314

Name	Address	Building	Phone
Academic Advising Center	102 Richardson Building	5	865-5798
Academic Affairs/Provost	200 Gibson Hall	1	865-5261
Admission - Undergraduate	210 Gibson Hall	1	865-5731
Alumni Relations	6319 Willow Street	100	865-5901
Athletics	Wilson Athletic Center	111	865-5500
Bank - The Whitney	Lavin-Bennick Center	29	619-4172
Bookstore	Lavin-Bennick Center	29	862-2913
Center Services Center	1064 C. Dool Complex, 1st floor	43	862-8507
Cheerleading Creators	1064 C. Dool Complex	43	862-8507
Classroom Support	116 Navin Hall	106	865-5130
College Center - Fed Ex Office	101 Lavin-Bennick Center	29	862-5799
Continuing, Disability, and Tutoring Services	Science & Engineering Lab Complex, 1st floor	14	865-5113
Financial Aid	Science & Engineering Lab Complex, 2nd floor	14	865-5723
First Year Programs/TDS	201 Robert C. Cudd Hall	8	865-5678
Greek Affairs/Campus Life	Lavin-Bennick Center	29	314-2160
Health Center	Student Health Center	92	865-5255
Honors Program	105 Hebert Hall	7	865-5517
Housing and Residence Life	Iby House, 1st floor	44	865-5724
Multicultural Affairs	Lavin-Bennick Ctr. Garden level, Suite G04	29	865-5181
Study Abroad	6901 Willow Street	94	865-5339
Recreation Center - Rely	Rely Recreation Center	106	865-5431
Registrar - Records and Registration	110 Gibson Hall	1	865-5231
ROTC - Air Force	208 Broadway, Suite 130		865-5394
ROTC - Army	208 Broadway, Suite 132		865-5594
ROTC - Naval/Marines	Navy Building	31	865-5104
Technology Connection Store	Lavin-Bennick Center	29	862-8059
Technology Services Center	Lavin-Bennick Center	29	314-2577
Tulane Police Department	Collins C. Dool Complex, 1st floor	103	865-5381
WTUL Radio Station and Hullabaloo Newspaper	Lavin-Bennick Center	29	865-5885
<b>CENTERS, INSTITUTES, AND LIBRARIES</b>			
<b>Name</b>	<b>Address</b>	<b>Building</b>	<b>Phone</b>
Altman Research Center	Tilton Memorial Hall, 1st floor	2	862-3222
Anatomical and Movement Sciences, Center for	201 Boggs Center	15	865-5764
Architecture Library	202 Richardson Memorial Hall	4	865-5391
Art - Newcomb Gallery	Newcomb Art Gallery	81	865-5328
Bioclimatical Research, Center for	1078 Richardson Building	5	862-8450
Business - Levy-Rosenblum Institute for Entrepreneurship	401 Goldring/Waldenberg Hall I	39	865-5306
Business - Turcotte Library	350 Goldring/Waldenberg Hall I	39	865-5376
Cuban and Caribbean Studies Institute	Richardson Building	5	314-2629
Engineering Teaching Center for	101 Tilton Memorial Hall	2	865-5317
Global Education, Center for	6901 Willow Street	94	865-5339
Hopkin Jazz Archives	304 Jones Hall	25	865-5688
Howard-Tilton Memorial Library	Howard-Tilton Memorial Library	60	865-5689
Late American Studies, Stone Center for	100 Jones Hall	25	865-5164
Law Library	Worriam Hall	32	865-5952
Middle American Research Institute	Dinwiddie Hall, 3rd floor	3	865-5110
Music Library	Howard-Tilton Memorial, 4th floor	60	865-5642
Newcomb College Institute	2029 Freest Street, 1st of Fall 2014	61	865-5422
Payson Center for International Development	300 Hebert Hall	7	865-5240
Political Economy, Murphy Institute of	108 Tilton Memorial Hall	2	865-5317
Primate Research Center	18703 Three Rivers Rd., Covington		862-8040
Public Service, Center for	Alice Fortier Hall		862-8060
Scott S. Cowen Institute for Public Education Initiatives	1555 Poydras Street, 7th floor	17	274-3690
<b>DINING</b>			
<b>Name</b>	<b>Address</b>	<b>Building</b>	<b>Phone</b>
Bruff Commons Dining Hall	Bruff Commons	48	865-5704
City Diner at Der Rathausler	Lavin-Bennick Center	29	865-5152
Drawing Board Cafe	Richardson Memorial, Ground Floor	4	865-5295
Food Court	Lavin-Bennick Center	29	
Bykos	Baja Fresh		
Call Spoke	City Diner Express		
Enstein Bros. Bagels	Lagniappe		
Panda Express	Quinos		
Southern Tulum Suki	Simply To Go		
Wall of Greens	WOW Cafe & Winery		
Rezeens - Smoothie/Yogurt/Food-to-go			
Le Gourmet			
Le Gouter Market			
Big Sister Bakery			
Pix Coffee & Tea Company			
Pix Coffee & Tea Company			
Pix Coffee & Tea Company			
Hall's Kitchen	912 Broadway	19	865-5705
			909-9919