

# School of Continuing Studies

## General Information

### MAIN CAMPUS

Administrative offices of the School of Continuing Studies are located in Gibson Hall on St. Charles Avenue opposite Audubon Park. Office hours are 8:30 a.m. to 6:30 p.m. Monday through Thursday and 8:30 a.m. to 5 p.m. on Friday. The School of Continuing Studies shares classroom, study, and recreational facilities with the other academic divisions. Call 504-865-5555.

### ELMWOOD CAMPUS

The Elmwood campus is located at 800 E. Commerce Rd., Harahan, La., 70123. Office hours are 9 a.m. to 9 p.m. Monday-Thursday, 9 a.m. – 4:30 p.m. on Friday, and 9 a.m. – noon on Saturday. Call 504-865-5333.

### MISSISSIPPI COAST CAMPUS

The Mississippi Coast Campus is located in the Edgewater Mall, near Keesler Air Force Base, 2600 Beach Boulevard, Biloxi, Miss., 39531. Call 228-388-5769.

### ACADEMIC ADVISING

Academic advising for part-time students is available uptown, by appointment, Monday through Thursday from 9 a.m. to 6 p.m. and on Friday from 9 a.m. to 4 p.m.; students may be able to obtain advising during other times but are encouraged to make an appointment by calling 865-5555. Advising is also provided by appointment at the Elmwood campus from 11:30 a.m. – 7:30 p.m., Monday-Thursday, 9 a.m. – 4 p.m., Friday. For an advising appointment at Elmwood, call 865-5333. Students are urged to maintain regular contact with their adviser in matters relating to academic planning, satisfaction of degree requirements, quality of work rules, and transfer of credit from other institutions.

### STUDENT GOVERNMENT

Each year during the spring semester, School of Continuing Studies students elect a president, vice president, secretary, treasurer and senators-at-large. These officials function as the School of Continuing Studies Student Government. Additionally,

the president of the college government appoints (generally from among the elected officials) two representatives to the university-wide Associated Student Body Senate.

Student government is funded by a mandatory student fee. Part of the income goes to Tulane University student organizations and activities, and part is retained by the School of Continuing Studies Student Government Association. Student activity fees are distributed by the Associated Student Body, which organizes campus activities. The School of Continuing Studies Student Government Association requests its budget from that body.

Students interested in student government should contact the student government adviser at 865-5555.

### ALUMNI ASSOCIATION

All graduates of School of Continuing Studies automatically become members of the Alumni Association. There are no dues. The purpose of the association is to promote the idea of higher education with emphasis on the continuing education of adults and to encourage fellowship among members. Alumni receive School of Continuing Studies' newsletter to help them keep informed. The Association holds several functions throughout the year which members are urged to attend. Contact with the Alumni Association can be made by calling the School of Continuing Studies office at 865-5555.

The School of Continuing Studies publishes *Groundswell*, a newsletter for alumni and friends, each spring and fall. Read *Groundswell* online for the latest information on School of Continuing Studies activities and accomplishments. To be included in the classnotes section of *Groundswell*, send e-mail to Celeste Uzee, director of college gifts, at [cuzee@tulane.edu](mailto:cuzee@tulane.edu).

## Admission, Costs, and Transfer Credits

### ADMISSION

The School of Continuing Studies has an open admissions policy. Students are not required to submit ACT or SAT tests in order to be admitted but must hold a high school diploma or general equivalent diploma. Continued enrollment is based on satisfactory academic performance.

Students wishing to study part-time through the School of Continuing Studies should obtain an application form and submit

it, along with a \$25 processing fee, to the office before the beginning of the semester. The \$25 application fee is non-refundable. Applications cannot be processed without this fee.

Students who have attended college previously and plan to work toward a degree or certificate must contact all former schools and have official transcripts sent directly to the School of Continuing Studies. Students who have not attended college must submit a copy of their high school diploma (or equivalent) with their application.

Students can be admitted conditionally without transcripts, but registration may be canceled if transcripts have not been received by midsemester. Students desiring to attend the School of Continuing Studies to take miscellaneous courses or to audit courses do not need to submit transcripts of previous college work.

Students dismissed from, or on probation at, their last college may be admitted on probation at the discretion of the Academic Performance Committee. Conditions of probation at entry generally include a load limit of seven credits in the first semester. Readmission is generally contingent upon the student earning grades of C or better in all courses taken the first semester.

### **Interdivisional Transfer**

Students in good academic standing in another division of Tulane University who wish to change to part-time status may, with the approval of the dean of their own school, transfer to the School of Continuing Studies.

Students on probation in another division of Tulane University who wish to improve their academic standing through part-time studies may, with the approval of the dean of their own school, transfer to the School of Continuing Studies but will be admitted on probation.

**Note:** Students not eligible to return to another division of Tulane University are generally inadmissible to the School of Continuing Studies. These students may appeal to the dean's office for probationary admission.

Students in the School of Continuing Studies who wish to transfer to another division of Tulane University should obtain the recommendation of the associate dean of the School of Continuing Studies. This recommendation is given only to students who have completed at least one semester in the School of Continuing

Studies (two if placed on probation at entry) and are in good academic standing.

### **TRANSFER OF CREDIT FROM OTHER COLLEGES**

Students who wish to transfer credits earned at other colleges and universities must have official transcripts sent directly to the School of Continuing Studies.

The School of Continuing Studies will transfer only those credits earned at another college or university which was accredited by a regional authority (such as the Southern Association of Colleges and Schools) at the time the courses were taken. Up to 62 credits may be transferred from a regionally accredited community or junior college. Individual academic departments at Tulane may have rules governing the transfer of credits from community or junior colleges which may affect students. For specifics, contact an academic adviser. No more than 27 credits of business coursework may be transferred to the School of Continuing Studies.

Work from such regionally accredited colleges is transferred at the value in credits/hours for which it was awarded if a grade of C- or higher was earned and if an equivalent Tulane course exists. Work from other schools within Tulane University is transferred at face value, subject to minor differences of interpretation between divisions.

Students transferring from a school using the quarter, rather than the semester, system are awarded two-thirds of a semester hour for each quarter hour credit. The transfer of credit from institutions not belonging to a regional accrediting body is at the discretion of the School of Continuing Studies. The school does award 12 transfer credits for graduates of the New Orleans Police Academy. Courses transferred from other institutions are never figured into the grade-point average.

Part-time students should see an academic adviser before the end of their first semester to have their credits evaluated. Students should first check with the School of Continuing Studies registrar to see if their transcripts have been received.

Transfer credit requested for academic work done more than 10 years ago is subject to review. Coursework from foreign universities will be referred to the Center for International Scholars and Students for evaluation. Students desiring transfer credit must submit official transcripts, not photocopies, from all other colleges or universities attended.

Students wishing to take courses at another institution during the summer must first receive approval from the dean's office and from the appropriate department.

Ordinarily, while enrolled at Tulane, part-time students are not permitted to take credit courses at any other university for the purpose of applying such credits toward a degree program at Tulane. Students desiring such an arrangement must obtain the approval of the dean.

### **CLEP CREDIT**

Students enrolled in the School of Continuing Studies may receive up to 15 credits by successfully testing out of courses through the College Level Examination Program (CLEP) or by experiential testing. Credit can be earned in the following courses: Mathematics 121, Chemistry 107, Psychology 100, and Sociology 101. Students interested in taking one or all of these CLEP examinations must contact their academic adviser for information regarding times, dates, and specific tests to be taken. Students who plan to take a CLEP examination are advised to do so during the first two semesters of their enrollment. To receive credit, students must place in the 75th percentile or higher. CLEP credits may be transferred from other accredited institutions if they fulfill stated School of Continuing Studies requirements.

For CLEP credit in the following courses, students must earn an equivalent of a B grade: Elementary Accounting 112, Business Law 340, Intro to Information Systems 110, Humanities 201, Natural Sciences 201, Management Principles 231, Intro to Marketing Principles 320, Litigation I 305. **Note:** Students interested in testing for credit in Litigation I 305 only, must contact Sallie E. Davis at 504-865-5333 or at sdavis3@tulane.edu.

CLEP credits may be transferred from other accredited institutions if they fulfill stated School of Continuing Studies requirements.

**Note: Credits awarded through CLEP may not be transferable to other Tulane divisions.**

Delgado Community College provides a convenient designated testing center for the College Level Examination Program for students attending the School of Continuing Studies' Louisiana campuses. For Mississippi students, there is a testing center at William Carey College in Hattiesburg.

### **TUITION AND FEES**

Tuition at the School of Continuing Studies is assessed per course. For 2006-2007, it has been fixed at the rate per three-credit course (per credit hour) for part-time students. The same fee applies to courses taken on an audit basis.

In addition to tuition, part-time students pay university and student activity fees.

School of Continuing Studies students may register for courses offered by other divisions at Tulane but must pay a substantially higher tuition for those courses.

Several sessions of night courses are offered each summer at regular School of Continuing Studies rates. School of Continuing Studies students may take daytime Summer School courses without restriction but must pay tuition at the Summer School rate rather than the School of Continuing Studies rate.

Special fees are charged for laboratory and studio courses, and special examinations as specified in the Schedule of Classes published by the Registrar's Office.

Tuition refunds are allowed for students who drop courses (effective when received in the School of Continuing Studies office) by the dates specified in the academic calendar published online. Failure to attend does not constitute a withdrawal.

No diploma or transcript will be given to a student who is in default on any payments due to Tulane University.

**Note:** Application, lab, and university fees are nonrefundable.

### **Tuition Discounts**

#### **For Teachers**

Full-time teachers employed at schools approved by the Louisiana State Board of Elementary and Secondary Education may qualify for a 50 percent tuition discount. Elementary and secondary teachers and counselors enrolled in courses appropriate to their respective fields are eligible.

For more information, contact the Center for Education at 504-865-5342.

#### **For Senior Citizens**

Students who are 60 years or older qualify for the senior citizen tuition discount, which entitles them to take School of Continuing

*School of Continuing Studies; General Information*

Studies credit courses for one-half off the regular tuition rate. Senior citizens who wish to take advantage of this discount must inform the School of Continuing Studies registrar of their status and complete the Senior Citizen Discount Form. A copy of a birth certificate, driver's license, or other proof of age must accompany this form.

**For Employees of the City of New Orleans**

Full-time employees of the City of New Orleans receive a 50 percent tuition discount on all courses listed in the School of Continuing Studies section of the schedule of classes. To qualify for this discount, Certification of Employment forms must be completed by the application deadline for each new semester. This discount also applies to employees of New Orleans Regional Transit Authority, the Orleans Parish Criminal Sheriff's Office, and the Housing Authority of New Orleans. The same certification procedure is required.

**For Employees of Jefferson Parish**

Full-time employees of Jefferson Parish and its municipalities, including parish courts, receive a 50 percent tuition discount on all courses listed in the School of Continuing Studies section of the schedule of classes. To qualify for this discount, Certification of Employment forms must be completed by the application deadline for each new semester.

**Discounts are percentages of tuition. No combination of tuition discounts entitle a student to a 100 percent discount. There are no discounts for MLA courses.**