

# Tulane University

## Student Resources

### STUDENT HEALTH CENTER

The Student Health Center (SHC) is located on the campus and is a component of the Tulane University Health Sciences Center. Its staff provides medical, gynecologic, psychiatric, and health education services for all full-time students on the uptown campus at no charge. Part-time students may pay a modest service fee for each semester to be eligible as well.

In addition to Primary Care, Psychiatry and Stress Management Clinic, and Gynecology Clinics, there is a Men's Clinic, a Travel Clinic for advice and preventive treatment for foreign travel, and an Allergy Clinic for administration of "allergy shots". The SHC is open 8:30 a.m. - 5:00 p.m., Monday through Friday, and there is an Urgent Care Clinic for acute illnesses and injuries on Saturdays, 9 a.m. - 12 noon. The laboratory and pharmacy are open weekdays. A physician is on "beeper-call" when the clinics are closed.

Emergencies that occur on campus during the academic year are responded to by the Tulane Emergency Medical Service (TEMS), whose student volunteers are trained as emergency medical technicians that provide 24-hour a day ambulance service for the campus community. Call 865-5255, day or night. Call 862-8121, daytime Nurse Triage Express.

Services at the (SHC) are provided to students regardless of their insurance programs; however, all full-time students are required to have some form of medical insurance in case of hospitalization. Many students are no longer covered by their parents' policies, and for them Tulane has developed the option of a reasonably priced Tulane student health insurance program.

### EDUCATIONAL RESOURCES AND COUNSELING

Educational Resources and Counseling (ERC) offers psychotherapy, career testing, tutoring and disability services to help students thrive personally and academically. ERC services are confidential to the full extent allowed by law, and most are free of charge to currently-enrolled Tulane students.

Short-term psychotherapy or counseling is available for almost any kind of personal concern (e.g., adjusting to college, relationships, stress, anxiety, depression, sexuality, career direction, choosing a major, family problems, grief/loss, traumatic events, crises). ERC professionals include psychologists, social workers, counselors, and graduate students in professional training.

Numerous workshops, as well as therapy and support groups, are offered each semester. Counselors and peer educators can help students improve time management, note-taking, test-taking, and other study strategies. Peer educators are undergraduate interns who provide study strategy assistance to other students. Drop-in tutoring is offered in over 30 subjects (including math, science, foreign language, and business courses.) The Writing Workshop provides help for papers written in the English language.

Students with disabilities may request and receive appropriate services and accommodations through the Office of Disability Services (ODS). Before accommodation decisions are made, students must register with ODS by filling out an Accommodation Packet and submitting all necessary documentation for review. Since this process can take time, students are strongly encouraged to register as soon as possible, rather than wait until a need arises.

ERC staff also advise the student organization REACH, the Rape Emergency Awareness and Coping Hotline. Trained REACH volunteers provide support to victims of sexual assault and sexual harassment.

For further information about ERC services, visit the ERC office on the first floor of the Mechanical Engineering building. A great deal of additional information and related links are available on the office's website: [www.tulane.edu/~erc](http://www.tulane.edu/~erc) Relevant phone numbers include: 865-5113, ext. 1 (Counseling Services, Career Testing) 862-8433 (Disability Services), and 865-5103 (Tutoring Center, Writing Workshop).

### CAREER SERVICES CENTER

The Tulane Career Services Center (CSC), offers programs and services that encourage students to explore careers, learn and apply career decision-making skills, gain professional experiences while enrolled at Tulane, and, promotes interaction among students and members of professional communities.

The Center embraces a career coaching model that allows staff to work with students in an outcomes-focused manner throughout their Tulane years. By offering a comprehensive career decision-making and career-planning instructional program, students are presented with opportunities and support systems that engage them actively in their own career management. Regardless of the students' level of decidedness about their career decisions, center staff work with students to help with self assessments, market and occupational exploration, gaining experiences through internships, assistantships, and community service and developing job search strategies.

Throughout any given year students can take advantage of career planning courses, job search workshops, career panels, individual career coaching, externships, internships, job fairs, and on- and off-campus recruiting programs. Students can also utilize several web-based career guidance and job searching programs hosted and monitored by the office. Alumni and friends of Tulane extend the services of the office by reaching out to Tulane students as internship hosts, mentors, and career coaches.

To find out more about the CSC visit [careers.tulane.edu](http://careers.tulane.edu)., stop by the CSC offices in the Collins C. Diboll Complex, or call at 504-865-5107.

## **TECHNOLOGY SERVICES**

Tulane's Technology Services supports the mission of the university by providing enabling technologies for teaching, learning, research, and institutional management to the faculty, staff and students of Tulane University. Technology Services provides this support by maintaining and expanding the wired and wireless data and telecommunications networks, supporting and enhancing central administrative software systems, developing new Web-enabled applications, helping and instructing members of the community in using their desktop computers, and assisting faculty with instructional content development. Detailed descriptions of the services provided are available at the Technology Services website: <http://tis.tulane.edu>. Services of specific interest to students are:

### **Technology Accounts**

All current students are eligible for Tulane technology accounts. This account provides access to e-mail services and central UNIX servers. Students must have a Tulane technology account to access on-line course materials in Blackboard.

## **Web Pages for Students**

Students can create and maintain their own websites on a server called StudentWeb. StudentWeb is maintained and administered by students. A Tulane technology account is required to obtain access to StudentWeb.

## **Network Access**

Students can access the Tulane University network in several ways. Residential students have access to the wired Ethernet network in their residence hall rooms; there is one Ethernet port per student in each room. All faculty, staff, and students have access to the Tulane Wireless network. Additionally, a dial-up network is available for students who live off campus. More information is available at the Technology Services website.

## **Support Services**

Support for any technology issue is available to students at the Tulane Help Desk at **8888** on the Uptown Campus, **8-8888** on the Health Sciences Center campus or off-campus at **1-866-276-1428**. Support analysts are available 24 hours a day, 7 days a week.

## **Computer Labs and Kiosks**

Technology Services maintains computer labs and kiosks for student use in the Richardson Building and several residence halls. Information on the hours of operation and software available can be found on the Technology Services website.

## **Policies and Procedures**

The use of Tulane University network and computing facilities is a privilege that comes with responsibilities. Students are required to read, understand, and abide by the policy on use of networks and computers at <http://tis.tulane.edu/Policies/General.cfm>.

## **LIBRARIES**

The university's 10 libraries together house approximately 2,300,000 volumes and over 15,000 currently received serial titles.

The **Howard-Tilton Memorial Library**, the general library of the university, is centrally located on campus. Most areas of the general book stacks are open to readers. The library provides seating for 800 readers, including 94 faculty study rooms, 186 separate study areas for graduate students, and 600 carrels for general use.

Howard-Tilton's holdings include a total book stock of about 1,900,000 volumes, organized into a general reference/bibliographic services area and a number of special areas: government documents, newspapers and microforms, the Latin American Library, and the Maxwell Music Library. Other special areas located in Jones Hall include rare books, manuscripts, the University Archives, the Southeastern Architectural Archive and the William Ransom Hogan Jazz Archive. The library is also a depository of federal documents.

The **Latin American Library**, in the Howard-Tilton Memorial Library, contains 220,000 volumes and collections of newspapers, periodicals, and photographs. The library, which has extensive rare book and manuscript holdings, specializes in Mexican, Brazilian, and Central American materials.

The **Maxwell Music Library**, in the Howard-Tilton Memorial Library, contains about 45,514 volumes of books, periodicals, and music scores. The library also features more than 21,672 titles of non-book materials (records, compact disks, video disks, magnetic tapes, microfilms) including the collected works and scholarly editions of composers and important collections such as various "Denkmaeler" editions and the "Monuments of Music" series. There is an unusually broad collection of early music manuscripts on microfilm or in facsimile editions, partly with critical text.

The **William Ransom Hogan Jazz Archive**, in Jones Hall, houses a collection of interview and music tapes, phonograph records, sheet music, and thousands of other items on traditional and contemporary New Orleans music.

The **William Ransom Hogan Jazz Archive** preserves oral histories, music, photographs, sheet music, clippings, sound recordings, and other materials about Jazz in America. It focuses primarily on the New Orleans style.

The **Southeastern Architectural Archive**, in Jones Hall, has more than three million items, including 500,000 architectural drawings and 25,000 photographs. It also has a gallery with permanent and temporary exhibits.

The **Architecture Library**, a branch of the Howard-Tilton Memorial Library, is located in the School of Architecture in the Stoll Reading Room, Room 202, Richardson Memorial Building. The library is open to all members of the Tulane community as

well as to the general public. Its main focus is to afford the School of Architecture faculty and students a place where they may readily access the standard as well as the most current print/electronic information necessary for their course and research work. Currently the library contains 14,500 volumes and maintains subscriptions to 235 serials, including the Avery Index to Architectural Periodicals on the World-Wide Web.

The **Lillian A. and Robert L. Turchin Library of the A.B. Freeman School of Business**, in Goldring/Woldenberg Hall, supports the teaching and research needs of the students and faculty within the Freeman School of Business. The library contains nearly 30,000 volumes, as well as 250 active serial publications.

The library of **Tulane Law School**, in John Giffen Weinmann Hall, contains more than 500,000 volumes in hard copy and microform, including court reports, federal statutes and codes, state statutes, the principal digests, and the National Reporter System. The library also maintains extensive collections on Admiralty and Comparative Law.

The **Amistad Research Center**, in Tilton Hall, contains more than 10 million manuscripts, other primary documents, 23,000 books, 260,000 photographs, and works of art concerning the history of America's ethnic minorities, race relations, and civil rights since the 18th century. It also has a gallery with temporary exhibits.

The **A. H. Clifford Mathematics Research Library**, in 431 Gibson Hall, is a specialized research library containing approximately 15,000 books and bound journals.

The **Rudolph Matas Medical Library**, on the second floor of the School of Medicine on Tulane Avenue, contains over 160,000 volumes and subscriptions to over 1,000 medical journals.

The **Tulane Regional Primate Research Center**, near Covington, Louisiana, maintains a library of approximately 11,000 volumes, 23,000 scientific reprints, and 250 microforms.

The **Meade Natural History Library**, in the Riverside Research Laboratories, is located at the F. Edward Hebert Center near Belle Chasse, Louisiana. The library houses more than 1,150 periodicals from 70 foreign countries and 280 journals from the United States.

The **Nadine Robbert Vorhoff Library**, in the Newcomb College Center for Research on Women, is a specialized research library containing approximately 13,000 volumes, about 100 current serial subscriptions, 1,200 linear feet of manuscripts and records focused on women's education and a special collection devoted to culinary history.

Other libraries in New Orleans with resources available to students and scholars are: the New Orleans Public Library System (including the Archives of the City of New Orleans); the Louisiana Historical Center; the Law Library of Louisiana; the Library of the Agricultural Research Service, Southern Research Center, United States Department of Agriculture; and the libraries of other academic institutions in the city.

## **Student Life**

### **RESIDENCE HALLS**

Residence-hall living at Tulane offers opportunities for growth and development outside the classroom environment. The university strives to provide an atmosphere in which students may realize their individual intellectual, social and cultural potential. Each residence hall is supervised by an area director, an assistant resident director, and a staff of resident advisors. Residents are encouraged to participate in a variety of hall activities including the Residence Hall Association, educational programs, intramural sports, and many social activities.

First and second year students under 21 years of age not residing locally with their parents are required to live on campus. All first- and second-year students living in the residence halls are required to subscribe to a meal plan. Resident first-year students are not permitted to have automobiles on campus. Returning students apply for residence through the annual room selection process each spring for the subsequent academic year. Transfer students may apply for housing with the application included in their acceptance packet, but they are housed on a space available basis.

Students must bring their own linens. Laundry facilities are available on campus. Local telephone service is provided in each room, though students must provide their own telephones, which may be purchased on campus. Long-distance services may be established with the telecommunications department. Daily mail service is provided to all resident students. All halls are air-conditioned and include high speed Internet access.

Juniors and seniors may apply for residence in on-campus apartments, the Aron Residences. This complex of residences for juniors and seniors combines the convenience of on-campus living with the comfort and privacy of apartment life. Juniors and seniors may live off campus. Married and graduate students may apply for apartments.

Student residents may use the residence halls during regular academic semesters. The university reserves the right to use the rooms at other times. Items may not be left in the rooms during the summer break nor is storage available on campus.

Residence hall rentals are nine-month contractual obligations and ordinarily are not refundable. Correspondence should be addressed to the Department of Housing and Residence Life.

### **CO-CURRICULAR ACTIVITIES**

The University sponsors many co-curricular activities and student organizations under the supervision of The Division of Student Affairs, which is directed by the Vice President for Student Affairs. Students have the opportunity to participate in more than 200 campus organizations and clubs. These include radio station WTUL-FM and Tulane Student Television (TSTV). Tulane students publish a newspaper and literary magazine, and may take part in a variety of intramural and club sports. Students are invited to participate in a wide range of performing arts including instrumental, vocal, dance, and dramatic groups. Service organizations run by students include the Community Action Council of Tulane University Students (CACTUS), Circle K, Tulane University Legal Assistance Program (TULAP), and the Tulane Emergency Medical Service (Tulane EMS). Tulane also has pre-professional and multicultural organizations including, but not limited to African-American Congress of Tulane (ACT), Asian American Students United (AASU), India Association of Tulane University (IATU), Latin American Student Association (LASA), Tulane Chinese Student Association (TCSA), American Society of Civil Engineers and Women in Science.

Students serve in various elected bodies, such as the Associated Student Body organization and the governing bodies of students in the undergraduate divisions and in the University Senate. The senate groups represent students to the undergraduate divisions and the university, facilitate interaction between students and faculty and conduct various student activities. Students also serve in the Undergraduate Student Government (USG) of Tulane

University, the undergraduate student governance organization for the university.

To be eligible for participation in co-curricular activities, including candidacy for office in student elections, a student must be regularly enrolled in the University. Students who wish to run for college, school, or university offices or major appointive positions must secure the approval of one of the deans before announcing their candidacy. To qualify for such positions, including class offices, a student must be a full-time student in good standing. A student not in good standing is not eligible to run for or take office.

The Dean of Students may take disciplinary action in declaring any student ineligible for participation in co-curricular activities. The dean determines sanctions for nonobservance of these regulations by students who have been duly informed of their ineligibility.