



Payson Center for International Development
Tulane University Law School
Graduate Student Handbook
2012 - 2013

Revised August, 2012

Table of Contents

I.	Overview, History & Administration _____	3
	a. Our Vision, Mission & Objectives	3
	b. History of the Payson Center	3-4
	c. History of the School of Law	4
	d. Location	4
	e. Useful Addresses	5
	i. Payson Center Administration	5
	ii. Office of the Dean of the Law School	5
	f. Payson Faculty Advisors	5
II.	Payson Center Academic Programs and Research _____	6
	a. Masters and PhD Programs in International Development	6
	b. Global Development Summer Institute	6
	c. Research Areas	7-8
	i. Current Research Projects, FY 2012	9-11
	ii. Current Research Volunteer and Paid Opportunities	11
	d. Payson Graduate Student Association (PGSA)	11
III.	Policies and Procedures _____	12
	a. Program-Specific Policies and Procedures	12
	b. Rules & Regulations	12
	c. Academic Standards	12
	d. Tulane University Academic Policies	12
IV.	Academic Resources _____	13
	a. Gibson Online	13
	b. Blackboard	13
	c. Distance Learning	13
	d. Registration, Enrollment & Graduation	13-14
	e. Libraries	14-16
	f. Computers and Internet	17
V.	University Services _____	18
	a. Student Identification	18
	b. Index of University Services	18-22
	c. Student Guide on Tulane Policies, Procedures & Resources	23
VI.	Financial Aid & Accounts Receivable _____	24
VII.	Campus Maps _____	25
	a. Uptown Campus	25
	b. University Square	26
	c. Downtown Campus	27

I. OVERVIEW, HISTORY & ADMINISTRATION

Our Vision

To educate and train individuals for work in the higher education and development fields, to research the role of technology transfer and knowledge management in sustainable human development, to improve social and economic development, and to develop and test innovative approaches to education and social change.

Our Mission

The mission of the Payson Center is to catalyze sustainable human development among vulnerable populations in less economically developed countries through innovative and interdisciplinary education, research and service programs that exploit our strengths in:

- Evidence-based instruction and program management;
- Resource development and institutional capacity building;
- Conflict and disaster mitigation, response, and recovery;
- Deployment of distinctive instructional design and technology;
- Global environmental sustainability; and
- Service in diverse and challenging environments.

Our Objectives

1. To design and deliver innovative and effective education and training programs that produce a new generation of leaders in sustainable human development.
2. To prioritize and undertake research that is most critical to achieving sustainable human development and the support of vulnerable populations, especially women and children.
3. To provide leadership in the development of evidence-based policies and programs that promote sustainable human development

HISTORY OF THE PAYSON CENTER

For nearly two decades, Tulane's international commitment has been a principal focus of former University President Dr. Eamon M. Kelly and University Vice-President Dr. William E. Bertrand. The Payson Center was founded in 1998 by Drs. William Bertrand and Eamon Kelly to research the role of information communication technologies in sustainable human development. It approaches sustainable human development as a field of inquiry built on the constant interaction between theory, innovation, research, implementation and evaluation.

Business executive and Tulane Board Member Martin Payson provided seed money to support the first few years of the Center's operations, and additional startup capital was secured through a disaster management and humanitarian assistance contract with the US Southern Defense Command. Since its inception, the Center has administered 52 projects in 25 countries, with a combined project budget of over \$78 million.

The Payson Center for International Development is an interdisciplinary center at Tulane University's Law School that offers Masters and PhD degrees, as well as a coordinate major in international development at the undergraduate level. The Center prepares students with a solid foundation of interdisciplinary theories and practices to improve the quality of life for populations in the developing world. In order to understand and ensure sustainable human development in a holistic way, faculty teaching and working in the Payson Center come from many disciplines including: ***international development, law and business, economics, political***

science, anthropology, sociology, psychology, public health, environmental science, engineering, and computer science.

The Payson Center prides itself on being an applied program where students and faculty alike learn not only in the classroom but in the world. Many of our students work on international development projects with our faculty. In addition, our students come from many regions of the world. Our graduates are working for international organizations, managing non-governmental organizations (NGOs), and are professors and practitioners around the world.

In 2007, the Payson Center formally became a part of the Law School, an institution historically known for its strength in international and comparative law.

HISTORY OF THE SCHOOL OF LAW

Tulane Law School was established in 1847, 13 years after the University of which it is a vital part. Tulane University traces its history to the founding of the Medical College of Louisiana in 1834. From 1847 to 1884, excluding the Civil War years, it operated as the state-chartered University of Louisiana. In 1884, it was reorganized as a private, non-sectarian university named for philanthropist Paul Tulane.

Tulane prospered in its early days, with classes of at least 22 students each paying \$100 for the full course. By the time of the Civil War, 263 people were Law School alumni. Christian Roselius reopened the Law School as dean in 1865. It has been closed only once since then--from August 29, 2005 until January 9, 2006, in the aftermath of Hurricane Katrina. Tulane Law School has had 21 deans since Judge Bullard, and ten homes. It has over 10,000 living alumni.

Tulane University law school has been accredited by the American Bar Association since 1925.

LOCATION

Tulane University is comprised of two primary campuses, Tulane University (Uptown Campus) and Tulane University Health Sciences Center (Downtown Campus) as well as an annex near the Uptown Campus called University Square.

Tulane University (Uptown Campus)

This is considered the main campus for undergraduate and graduate studies. It is located across from Audubon Park on St. Charles Avenue. It includes:

- Payson Center for International Development
- Tulane School of Law

Tulane University Health Sciences Center (Downtown Campus)

Located within the Central Business District (CBD). It includes:

- Tulane School of Public Health and Tropical Medicine
- Tulane Medical School
- Tulane Hospital and Clinic

University Square (Uptown Square)

Located at 200 Broadway. Several Payson classes are held at University Square. It includes:

- Additional Payson Office

USEFUL ADDRESSES

Payson Center for International Development
6823 St. Charles Ave, 300 Hebert Hall
New Orleans, Louisiana 70118
(504) 865 5240
fax (504) 865 5241

Tulane University Law School
John Giffen Weinmann Hall
6329 Freret Street
New Orleans, LA 70118
(504) 865-5930
fax (504) 865-6710

PAYSON CENTER ADMINISTRATION**Executive Director**

Professor Colin Crawford
300 Hebert Hall
colin.crawford@tulane.edu
(504) 862-3525

Senior Program Manager

Sheila Favalora
300 Hebert Hall
favalora@tulane.edu
(504) 865-5240

OFFICE OF THE DEAN OF THE LAW SCHOOL**Dean of the Law School**

David D. Meyer
meyer@tulane.edu

Vice Dean for Academic Affairs

Ron Scalise
rscalise@tulane.edu

PAYSON FACULTY ADVISORS**PhD Program**

Dr. Laura Murphy
Clinical Associate Professor
300 Hebert Hall
lmurphy2@tulane.edu
(504) 988-2681

Masters Program

Dr. Dauphine Sloan
Professor of Practice
300 Hebert Hall
dsloan@tulane.edu
(504) 865-5240

II. PAYSON CENTER ACADEMIC PROGRAMS AND RESEARCH

MASTERS AND PHD PROGRAMS IN INTERNATIONAL DEVELOPMENT

Details available on the Payson Center website:

<http://www.payson.tulane.edu>

[Course Information for Fall 2012](#)

[Masters of Science Policies and Procedures](#) (Revised August 2012)

[Doctoral Policies & Procedures](#) (Revised August 2011)

GLOBAL DEVELOPMENT SUMMER INSTITUTE

Every summer, the Payson Center for International Development offers intensive, two-week long programs with one (1) to two (2) courses per location. Courses are open to graduate students and non-Tulane graduate level-students. All courses earn three credits. The cost is generally \$4,100 for one course or \$7,500 for two, though this is subject to change – please see the Payson Center website for costs of specific programs/courses. (Note: Price does not include airfare). You may write to paysonsummer@tulane.edu or call (504) 865-5240 if you would like to request more information or have specific questions regarding any of the programs.

RESEARCH AREAS

The international development field continues to grow rapidly both in scope and depth as globalization intensifies the interdependence among state and non-state actors throughout the world. Building on its current comparative advantages, including faculty expertise and project experience, the Payson Center focuses on the following academic and service domains:

1. **Sustainable human development:** The Payson Center approaches development from a sustainable human development (SHD) perspective, which views development as the process of achieving sustainable improvements in people's quality of life without jeopardizing the viability of their natural environment. SHD is thus built on a combination of economic development, environmental protection and quality of life. As such, improvements in SHD require broad-based, measurable change at the individual level.
2. **Disaster management:** The Payson Center manages several contracts targeting disaster management and humanitarian assistance in the developing world, with a specific focus on how to utilize disaster preparedness interventions and post-disaster assistance to further the sustainable development of vulnerable communities and countries. In the aftermath of Hurricane Katrina, researchers from the Payson Center and the University of California/Berkeley collaborated on a study of the working conditions facing laborers in New Orleans. Several Payson Center faculty and students also worked on local relief and recovery projects through the Federal Emergency Management Agency (FEMA) and other private organizations.
3. **Energy and environment:** Environmental responsibility is an indispensable aspect of SHD, a fact that has become increasingly evident through the influx of natural disasters over the past decade. The Payson Center's commitment to educating students through a combination of study and practice is especially evident in its environmental course offerings, which focus on environmentally responsible policies and technologies for developing countries as well as strategies for rehabilitating distressed environments. Currently, the Payson Center is collaborating with the Chinese government on a major energy and environmental technology project.
4. **Governance and vulnerable populations:** The emphasis on electoral democracy that once characterized development theory and practice has evolved over time into a focus on governance, or the way political power is applied. With growing evidence that both democratic and authoritarian governments can effectively steer their countries toward sustainable economic development, the attention accorded to national stability, transparency, and regulatory quality has increased. There is growing agreement that the policies a government imposes (e.g. with respect to family planning, education, environmental protection, land tenure, technology, and micro-credit) can fundamentally influence a country's development outlook. However, more comparative policy research is needed to determine what types of policies have been more effective in different developing-country contexts. Governance and policy issues in the developing world will therefore be cross-cutting elements of the Payson Center's academic curriculum and research portfolio over the next five years. Just as sustainable human development occurs primarily at the individual and household level, human vulnerability – to disasters, disease, conflict and environmental hazards – is a condition that must be addressed at the level of the individual. The Payson Center is currently involved in the development and deployment of individual technologies designed to help reduce vulnerability to a variety of

external factors. In collaboration with its own ICT staff and institutional partners, the Payson Center will continue to develop individual-level technological solutions for critical development problems. All solutions will conform to universally-recognized data definitions and standards to ensure maximum applicability throughout the developing world.

5. **Capacity building and IT:** Human and institutional capacity building are the building blocks of sustainable human development. Expanding and improving public education systems, increasing school enrollment, strengthening university programs and offering alternative education opportunities are all essential means of increasing capacity in developing countries. Advances in information technology (IT) have revolutionized education capacity in the U.S. and have started to do the same in many parts of the developing world. The Payson Center has been on the cutting edge of this movement, introducing technology-enhanced tools for self-instruction and knowledge management to individuals and institutions in Africa, Latin America and beyond.

Current research projects as of July 2012 (see table on, pp 9 – 11) or <http://payson.tulane.edu/projects-all>.

Improving Public Health Capacity through Integrated Training of Health Professionals in the Republic of Rwanda under PEPFAR	CDC	The project goals are to 1) strengthen capacity of Rwanda institutions in the health sciences sector responsible for developing Rwanda's health workforce; and 2) strengthen capacity of Rwandan individuals in the health sciences sector through increased educational and training opportunities in the areas of public health, social work, medicine, nursing (and midwifery), and human resource management. Specific project objectives focus on capacity development of both institutions and individuals in Rwanda's health sciences sector and include opportunities to create an enabling environment through interaction and dialog with Rwanda's leadership. Proposed activities to achieve these goals and objectives are in line with the Emergency Plan's strategic principles and employ the following endorsed strategies: twinning or long-term institutional partnerships, network development, and both short and long term training.	National University of Rwanda School of Public Health (NURSPH), University of Colorado, Denver, National University of Rwanda Department of Social Sciences, Social Work	Nancy Mock (PI); Sarah Harelson-Truxillo (Program Manager)
Improving the Lives of War Affected Youth in Northern Uganda	The Fund for War-Affected Children and Youth in Northern Uganda (Macarthur Foundation)	Tulane University's Payson Center will provide technical and administrative assistance to The Fund to improve the lives of war affected youth in Northern Uganda. The Payson Center will assist the Fund by making available Tulane personnel to engage in research, provide space and engage in certain related activities in furtherance of Fund's objectives.		Eamon Kelly (PI); Marie Kyles (Program Coordinator)
Technical Assistance to the President's Emergency Funding for AIDS Research (PEPFAR) – DR Congo	CDC	Tulane University's Payson Center provides innovative approaches in support of the DRC's national response to the HIV epidemic. Through technical assistance and the training of Congolese professionals, Tulane University and its partners are building the capacity needed to strengthen and scale-up HIV prevention, care, treatment programs in the country and thus reduce HIV sero-prevalence and increase the life expectancy and the quality of life of individuals living with HIV/AIDS in DRC.	Kinshasa School of Public Health	Bill Bertrand (PI); Julie Hernandez (Technical Director)

CAFTA-DR - Environmental Law Capacity- Building Project	Higher Education for Development (USAID)	<p>The Payson Center for International Development, at Tulane University School of Law (Payson/TU), in collaboration with the Universidad Iberoamericana in Santo Domingo, Dominican Republic (UNIBE), the Universidad Rafael Landívar, in Guatemala City, Guatemala (URL) and the Universidad Paulo Freire in Managua, Nicaragua (UPL) are collaborating to strengthen the teaching and implementation of environmental law in three Central America Free Trade Agreement-Dominican Republic (CAFTA-DR) partner countries, namely Guatemala, Nicaragua and the Dominican Republic. The partners will train future environmental law trainers in the partner countries in a four-part project that includes a thorough needs assessment, comprehensive environmental law workshops and the joint creation and piloted implementation of an environmental law <i>diplomado</i> (certificate program). The partners also will create a training manual for the inter-disciplinary environmental law <i>diplomado</i> that will include clinical and internship/externship features that can be implemented regionally. These efforts will be undertaken with an eye not only to implement and pilot the <i>diplomado</i>, but also to implement a master's program in environmental law, either in each of the three countries or at the regional level through the Central American University Environmental Law Network ("RUDA" in is Spanish acronym).</p>	Universidad Iberoamericana (Dominican Republic), Universidad Rafael Landivar (Guatemala), Universidad Paulo Freire (Nicaragua)	Colin Crawford (PI)
Health Systems 20/20 - Rwanda President's Malaria Initiative Malaria Operational Plan	ABT Associates (USAID)	<p>President's Malaria Initiative began implementation in Rwanda in December 2006. In support of Rwanda's national malaria control program the Malaria Operational Plan backs four key intervention strategies to prevent and treat malaria: Indoor residual spraying (IRS); Insecticide-treated bed nets (ITNs); Prompt and effective case management with artemisinin-based combination therapies (ACTs); and . Prevention of malaria in pregnant women with intermittent preventive treatment (IPT).</p>		Nancy Mock (PI);
Technical Assistance in Support of the President's Emergency Plan for AIDS Relief (PEPFAR) - Côte d'Ivoire	CDC	<p>Tulane University's Payson Center's overall objective is to increase strategic information and project management capacity among local Government and NGO partners leading the HIV/AIDS response. More concretely, Tulane will work with local institutions to build individual and organizational competence in the areas of evidence-based planning, data analysis, management and presentation, program evaluation and organizational leadership.</p>	Ecole Nationale Supérieure de Statistique et d'Economie Appliquée (ENSEA) (Côte d'Ivoire)	Bill Bertrand (PI); Julie Hernandez (Technical Director)

US China - Energy and Environmental Technology Center	Department of Energy	The US/China Energy and Environmental Technology Center (EETC) is funded by the US Dept. of Energy and China's Ministry of Science and Technology. It was established at Tulane University and Tsinghua University in 1997 and has branch offices at the China Coal Research Center and Shanghai. EETC has developed a broad based bi-national team of industry, government, and academic professionals focused on commercializing energy and environmental technologies & services in China. Currently, we are working on clean coal technologies such as (a) coal gasification and liquefaction (b) improving the performance of industrial boilers (c) coal mine methane utilization (d) energy/steam efficiency optimization (e) CO2 capture (f) sequestrations.	Tsinghua University, CMME, Louisiana Steam Equipment (LSE), Milestone Consulting	S.T. Hsieh (PI)
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CURRENT RESEARCH, VOLUNTEER AND PAID OPPORTUNITIES

Opportunities for any student volunteer and/or paid opportunities will be listed on the Payson Center Website, <http://www.payson.tulane.edu/>. Additionally, information about these opportunities are sent to the Payson student listserv.

STUDENT GOVERNMENT (PGSA)

The Payson Graduate Student Association (PGSA) was formed in 2000 to foster a sense of community and facilitate the exchange of ideas among Payson Center graduate students. Annual funding is used for enhancing the student experience academically, socially, and professionally. To this end, PGSA coordinates and facilitates complementary activities such as academic workshops, monthly social engagements, the International Development Colloquium Series, end-of-semester events, and other networking opportunities. Additionally, PGSA provides a forum for voicing student ideas, interests, and concerns - acting as a liaison between students and faculty/staff. PGSA meets every two weeks throughout the semester and offers those students who cannot be present an opportunity to participate via conference call. You can get involved with PGSA at <http://payson.tulane.edu/pgsa>.

III. Policies and Procedures

Upon admission to the Payson Center, students are held responsible for compliance with the regulations of Tulane University as set forth in the University catalog and in other current or subsequent official statements. They should familiarize themselves with these regulations.

The Payson Center and the University reserves the right to change any of its courses and charges without advance notice and to make such changes apply to students already registered as well as to new students.

PROGRAM-SPECIFIC POLICIES AND PROCEDURES ARE AVAILABLE ON THE PAYSON WEBSITE:

[Masters of Sciences Policies and Procedures](#) (revised August 2012)

[Doctoral Policies and Procedures](#) (revised August 2011)

RULES & REGULATIONS

Additional general guidelines and rules for graduate students are listed on the Payson website:

- General Requirements
- Course Load and Enrollment Status
- Suggested Core Course Sequencing
- Continuous Registration Requirements
- Tenure for Degree Students
- Leave of Absence Policy/Withdrawal

See Rules & Regulations: <http://www.payson.tulane.edu/content/rules-regulations>

ACADEMIC STANDARDS

- Basis for Dismissal Because of Unsatisfactory Academic Record
- Appeal of Grades
- Readmission

See Academic Standards: <http://www.payson.tulane.edu/content/academic-standards>

Additional Tulane University Academic Policies & Procedures

<http://tulane.edu/studentaffairs/upload/AcademicPolicies-3.pdf>

* Code of Academic Conduct	* Library Code of Conduct
* Class Absences and Scheduling Related to University Sponsored Events or Activities	* Grade and Other Academic Complaints Procedures
* Fraud in Research	* Intellectual Property Policies and Procedure
	* Student Military Leave Policy

IV. Academic Resources

GIBSON ONLINE

<http://gibson.tulane.edu/>

Gibson Online is a gateway to online services at Tulane University -- for staff, faculty, and students. Sign in to Gibson and access student information, degree audits, myTulane and other systems seamlessly, without having to re-enter your password. Class registration, grades, bill payment and financial aid are among the services that are available via Gibson.

To begin, log in using your Tulane e-mail user name and password. If you are not able to login, please contact the Help Desk at 866-276-1428. Once you are in the system, notice there are two tabs: Home and Student. From the Student Tab, you have access to all of the online systems available at Tulane, including personal data, registration and academic history, financial aid, and accounts receivable information, the Tulane bookstore, Howard-Tilton Memorial Library, and other valuable resources.

BLACKBOARD

<https://mytulane.blackboard.com>

Blackboard is an online educational tool that the Payson Center uses to supplement the traditional classroom experience. After you log in (using your Tulane ID and password you use for email and Gibson), you will see a list of courses for which you are registered on the right. Clicking on one of these links will reveal a new menu on the left specific to that course. You can then see announcements posted by the professor or teaching assistant, access course documents (e.g. syllabus, PDFs or links to readings, etc.), the class roster, the discussion board, and more.

DISTANCE LEARNING

The Payson Center offers a number of online graduate level courses. Updated every semester, these courses are available in the format of e-classes and/or via Blackboard. Instructors use a variety of technologies and approaches to ensure effective material delivery and easy faculty and student interaction.

See: <http://www.payson.tulane.edu/content/distance-learning>

REGISTRATION, ENROLLMENT & GRADUATION

OFFICE OF THE REGISTRAR

The Uptown Registrar, located at 110 Gibson Hall, provides mailing of diplomas for all students, absentee voting for out-of-town students and all transcripts. If you have any questions you may contact them at 504-865-5231 or visit: <http://registrar.tulane.edu/>

REGISTRATION

Plan your course schedule using the online [Schedule of Classes](#) Planner feature. Be sure to select course sections that are open and that have no time conflicts. Go to

<http://tulane.edu/advising/scheduleclassinstruct.cfm> for instructions on how to use the Schedule of Classes.

ENROLLMENT VERIFICATION

If enrollment verification is needed, contact the National Student Clearinghouse:

Tel: 703-742-4200 Fax: 703-742-4239

E-mail: enrollmentverify@studentclearinghouse.org

Web: www.studentclearinghouse.org

GRADUATION

Degrees are awarded 3 times per year: May, August and December. Graduation commencement exercises are held at the end of the Spring semester. A reception for family and friends is held after the ceremony. There are no ceremonies at the end of the summer and fall semesters, but graduates are invited to walk in the following spring commencement. An application for graduation must be filled out at the beginning of the semester in which you plan to graduate. This application can be obtained in the Office of Academic Affairs at the Law School. Any outstanding debts with an office in the University must be paid NO LATER THAN 10 days prior to the date of the commencement or award of degree will be denied. Every student should check with Accounts Receivable to be sure his/her account is cleared.

Students should order their academic regalia at the Bookstore as soon as possible, but not later than one month prior to the ceremony.

LIBRARIES

Library Card

Once you have registered at the library, your student picture ID (Splash Card) will be valid for borrowing privileges.

Library Home Page <http://tulane.edu/libraries/>

Through this homepage, students can search the online Library Catalog, for books and journal subscriptions owned by all the university libraries (except Law), whether in print or electronic. The web page also has links to databases, web resources and other library catalogs.

The Tulane Library System provides access to online journals and other electronic resources, accessible both on-campus and off-campus with a valid Tulane login. Other services provided include Interlibrary Loan (via ILLiad: <http://illiad.tulane.edu/illiad/illiad.dll>), and staff to assist you with your library needs. Computers, photocopying, and printing are available in library facilities, for a charge of 10 cents/page for black & white or 50 cents/page for color.

HOWARD TILTON MEMORIAL LIBRARY

7001 Freret Street

Tel: 865-5605

<http://www.library.tulane.edu>

Hours: Monday - Thursday 8 a.m. to 1:45 am

Friday	8 a.m. to 9:45 pm
Saturday	9 a.m. to 7:45 p.m
Sunday	9 a.m. to 1:45 am

Summer and Holiday hours vary, check the schedule.

This is the general library of the university and is open to all students, faculty, and staff. It houses the Rare Books and Manuscripts Collection of the University Archives, the William Ransom Hogan Jazz Archive, the world-renowned Latin American Library, The Southeastern Architectural Archive, The Government Documents collection, and the Leon Ryder Maxwell Music Library.

Library Workshops are organized on a regular basis and you can easily get one-on-one assistance as well on site, phone, chat, or e-mail. On the Howard Tilton Library website, you can use the convenient new "Search All" feature.

There is also a direct link to international development research: <http://libguides.tulane.edu/intl-dev>

TULANE UNIVERSITY SCHOOL OF LAW LIBRARY

Weinmann Hall, Third Floor

6329 Freret Street

Tel: 865-5952

<http://www.law.tulane.edu/tlslibrary/index.aspx>

Hours: Monday – Friday	7:30 a.m. – 7:00 p.m.
	7:00 p.m. – Midnight (restricted access)
Saturday & Sunday	9:00 a.m. – Midnight (restricted access)

Houses more than 300,000 volumes, including court reports, federal statutes and codes, state statutes, the principle digests, and the National Reporter System. It is open to law students and paralegals only during exam periods and the two weeks before examinations begin. Access at all times is restricted to patrons who are actually engaged in legal research.

RUDOLPH MATAS MEDICAL LIBRARY

Tulane School of Medicine

Room 2520, 2nd Floor, 1430 Tulane Avenue

Tel: 988-5155

<http://medlib.tulane.edu>

Hours: Monday – Thursday	8:00 am to 11:00 pm
Friday	8:00 am to 9:00 pm
Saturday	9:00 am to 5:00 pm
Sunday	11:00 am to 11:00 pm

The Tulane Health Sciences Center Library is named for the distinguished surgeon and alumnus of the school of medicine, Dr. Rudolph Matas, and was founded in 1844. The library has combined collections totaling more than 160,000 volumes covering the fields of basic sciences, clinical medicine and public health, with many electronic resources also available.

AMISTAD RESEARCH CENTER

Tilton Hall, 6823 St. Charles Avenue

Tel: 862-3222

<http://www.amistadresearchcenter.org/>

Hours: Monday – Saturday 8:30 a.m. to 4:30 p.m.

The purpose of the center is to collect, preserve, and make available documentation on the history and cultures of Afro-Americans and other ethnic groups. Material on race relations and civil rights is also included.

LATIN AMERICAN LIBRARY

7001 Freret Street

Tel: (504) 865-5681

<http://lal.tulane.edu/>

Hours: see Howard Tilton Library

The Latin American Library is among the world's foremost collections in Latin American archaeology, anthropology, history, linguistics, art, architecture, film, women's studies, economics and many other subject areas. The collection comprises more than 420,000 volumes and is one of the most comprehensive of its kind, including materials from the contact period to the present day.

LILLIAN A. AND ROBERT L. TURCHIN LIBRARY

3rd Floor Goldring/Woldenberg Hall I

Tel: (504) 865-5376

<http://www.freeman.tulane.edu/lib-tech/turchin/default.php>

Hours: Monday – Thursday 8:30 AM- 6:00 PM

Friday 8:30 AM - 5:00 PM

Sunday 1:00 PM - 6:00 PM

The business library provides support for the teaching, learning and research activities of the A. B. Freeman School of Business, as well as assisting with the business and management information needs of Tulane students and faculty.

NADINE VORHOFF LIBRARY AND NEWCOMB ARCHIVES

Newcomb College Center for Research on Women

200 Caroline Richardson Hall

Tel: 504-865-5762

vorhoff@tulane.edu

Hours: Monday – Thursday 9:00 am – 7:00 pm

Friday 9:00 am – 4:00 pm

Sunday 12:00 pm – 5:00 pm

The Vorhoff Library and Newcomb Archives maintain the archives of Newcomb College; collects and preserves the records of organizations and individuals, photographs, scrapbooks, ephemera, oral histories and audiovisual materials; house a unique culinary history collection centered on Southern cooking traditions; and operate a circulating library of 10,000 volumes and more than 100 women's studies periodicals.

COMPUTERS & INTERNET

Payson students have access to computers at the Payson Center and the uptown campus computer centers. In addition, wireless Internet access is available throughout the campuses.

Payson Center Computer Lab

The Payson Center computer lab is located at 300 Hebert Hall, 3rd Floor. The lab is open from 9:00am to 5:00pm Monday through Friday. Students may use the lab after those hours with a door code (see the Senior Program Manager). No food or beverages are allowed at anytime in the computer lab. Software available includes: MS Office Suite, ARCGis, Google Earth and other software used in classes. Access to Internet and all related databases is provided through our networks. Computer services include network, eC mail, printer sharing, file sharing and webC based storage.

Technology Services & Additional Computer Labs

Payson students are entitled to use all of the computing resources that are available on the Uptown campus. Technology Services maintains several computer labs on the Uptown Campus that are available to all students. In addition, they provide computer support, laptop support, software support. For more information about Technology Services, refer to: <http://tulane.edu/tsweb/>

Computing and Information Dissemination Policies and Procedures:

<http://tulane.edu/studentaffairs/upload/ComputingInformationPolicies.pdf>

- * Computers and Networks Use Policy
- * Copyright Guidelines
- * Email Usage Policy
- * Tulane Password Policy
- * Peer to Peer File Sharing Policy
- * University ID (Splash Card)
- * Tulane University Posting, Advertising & Solicitation Policy
- * Policy on Use of Tulane's Name and/or Logos

V. University Services

STUDENT IDENTIFICATION

At the time of registration, you will be issued a Tulane University Identification Card (Splash Card). This card will be necessary to swipe for access to several buildings, especially on the Downtown campus. This ID will also allow you to:

- Participate in university functions at both the Uptown and Downtown campuses.
- Charge purchases at the University bookstores (books, supplies, etc.).
- Check out books and other materials from the University libraries, both Uptown and Downtown.
- Ride the Tulane Shuttles.
- Obtain discounts when buying or renting items from certain stores around the city. You must ask the clerk if you qualify for a discount.
- Obtain discounts at theater and symphony events as well as at some movie theaters.

If your ID card is lost or stolen you should report it as soon as possible and have a replacement made. For information on obtaining your Splash Card, please refer to: <http://tulane.edu/cardservices/>

INDEX OF UNIVERSITY SERVICES

CAREER SERVICES (Hire Tulane Grads)

<http://tulane.edu/hiretulane/index.cfm>

The Uptown Tulane Career Services Center is located in the Collins C. Diboll Complex (865-5107). Counselors can assist students with resumes and interviewing skills. In addition, the Counseling and Testing (ERC) Office located uptown provides career testing, career counseling and writing workshops with tutors who can help prepare application essays (504-865-5113).

EDUCATIONAL RESOURCES AND COUNSELING (ERC)

ERC offers services designed to help students cope with the pressures and challenges inherent in a university setting. Services include short-term psychological counseling for any kind of personal concern, educational counseling, and career tests to provide additional information that may help in selecting careers, and a variety of groups and workshops. Educational services include tutoring and the writing workshop for help with papers written in the English language. ERC also houses the Office of Disability Services.

Jillandra Rovaris, Executive Director
1st Floor, Mechanical Engineering Building
504-865-5113 option 1
Clubs & Organizations
<http://tulane.edu/studentlife/clubs-and-organizations.cfm>

HEALTH

Health and Wellness Policies and Procedures

<http://tulane.edu/studentaffairs/upload/HealthWellnessPolicies.pdf>

- * Injury and Illness to Students
- * Medical and Psychiatric Referrals Procedure

Student Health Insurance

<http://pandora.tcs.tulane.edu/acctrec/healthinsurance.asp>

All full-time Tulane University students are required to carry adequate medical insurance.

Each year, full-time students must either enroll in the University-sponsored student health insurance plan by Aetna, or waive enrollment in this plan by providing proof of other adequate coverage. The Aetna Student Medical Insurance Plan annual premium will be evenly split between the fall and spring semesters. **Part-time, dissertation, executive program students and previously enrolled dependents are not automatically enrolled.** As a result, these students must enroll online to obtain the student insurance.

Student Health Services

<http://tulane.edu/health/>

The Student Health Center (Uptown) is located on the corner of Willow Street and Newcomb Place, Building 92. Phone 504-865-5255 Email: whp@tulane.edu

Health Center Facilities & Services include:

- Primary Care Clinic
- Mental Health Services
- Men's Health Clinic
- Women's Health Clinic

The Downtown Student Health Center is located at 127 Elk Place, Room 261, adjacent to the Saratoga Garage. Phone (504) 988-6929

Disability Services

<http://tulane.edu/studentaffairs/erc/services/disabilityserviceshome.cfm>

The Goldman Office of Disability Services (ODS) serves as the central campus resource for Tulane students with documented disabilities or with disability concerns. ODS is a part of the Educational Resources and Counseling office and is located in the Mechanical Engineering Building. ODS can be contacted by telephone (504-862-8433) or in person, between 8:30 a.m. and 5:00 p.m., Monday through Friday. ODS works in partnership with students, faculty, and staff to develop successful strategies for maximizing students' academic achievement and participation in extracurricular activities and programs.

HOUSING

Graduate Student Housing Options

Graduate students and their family members are able to apply for housing at the Papillion apartments in the Lower Garden District or at Deming Pavilion downtown. Deming Pavilion is not operated by the Department of Housing and Residence Life on the uptown campus.

<http://tulane.edu/studentaffairs/housing/grad/index.cfm>

Roommates & Other Apartments

Graduate students also have the opportunity to search for roommates and off-campus apartments through RoommateClick and ApartmentSource, our web-based roommate and apartment finders at <http://tulane.roommateclick.com>

Tulane Student Affairs off-campus housing resources:

- <http://tulane.edu/studentaffairs/offcampus/index.cfm>

LEGAL ASSISTANCE

Tulane Legal Assistance Program (TULAP)

<http://www.law.tulane.edu/tulap/>

Central Building Room 104A

6823 St. Charles Ave

New Orleans, Louisiana 70118

(504) 865-5515 or (504) 865-5515

tulap@tulane.edu

TULAP is a legal services program funded by the Tulane University Associated Student Body. We provide free legal advice and low-cost representation to current Tulane University students, staff, and faculty. TULAP also provides free notarial services and information regarding legal rights. Because we are funded by the University, we are only able to provide representation to current students, staff, and faculty, and cannot represent one member of the Tulane community against another, as that would present a conflict of interest.

SAFETY & SECURITY

<http://tulane.edu/publicsafety/index.cfm>

Tulane Police Officers patrol campus 24 hours a day, 365 days a year. They also patrol the campus perimeter during busy nighttime hours and when special circumstances warrant it. They are commissioned to bear arms, make arrests, and exercise investigative powers by the State of Louisiana and the New Orleans Police Department. Many of our officers are recruited from state and local law enforcement agencies. Others have extensive experience in campus law enforcement.

CITY OF NEW ORLEANS EMERGENCY PHONE NUMBER

Fire, Ambulance, & Police: Tel: **911** FOR EMERGENCIES ONLY, no charge on public phone

CITY OF NEW ORLEANS POLICE

For non emergencies, or minor incidents: Tel: **821-2222**

Safety and Security Policies and Procedures

<http://tulane.edu/studentaffairs/upload/SafetySecurity.pdf>

STUDENT LIFE

Lavin-Bernick Center for University Life (LBC)

<http://tulane.edu/studentaffairs/lbc/>

The Lavin-Bernick Center for University Life (LBC), the hub for extracurricular activities and student life at Tulane University, celebrated its grand opening in January 2007. An expansion on the original University Center built in 1959; the new LBC was made possible in part through a generous gift from the Lavin-Bernick family. The first floor features dining venues, a well-stocked bookstore, and additional retail space. Both the James Lounge and the Nalty Commons provide comfortable study and meeting areas. The attractive outdoor dining spaces remain available for student use after the restaurants close for the evening. The Mezzanine lounge, overlooking Pocket Park, provides plush couches, tables and chairs for student use. The LBC's Garden Level serves as the home to the offices of many university departments and student organizations as well as Der Rathskeller, a late night dining and performing venue. The second floor features eleven conference rooms plus an elegant, glass-enclosed ballroom for university's most special occasions. The Kendall Cram Lecture and Performing Arts Hall, with its excellent acoustics, frequently hosts academic and cultural events. The magnificent redesigned and expanded Faculty/Staff Dining Room offers both buffet and seated dining options and host dinners with the Dean and Residential Colleges.

Language Learning Center

<http://www.tulane.edu/~llc/>

Located on the fourth floor of Newcomb Hall, the Language Learning Center offers an impressive array of facilities, media, and consultation services for both faculty and students, including foreign language placement and proficiency exams.

Office of International Students and Scholars

<http://global.tulane.edu/oiss/about.html>

The Office of International Students and Scholars provides services and support for approximately 1,300 undergraduate and graduate students, faculty, and researchers representing more than 100 countries at Tulane University. Its goal is to contribute to the international mission of the university and to help the international community at Tulane have meaningful educational, cultural and social experiences. A variety of programs and services are offered in the following areas: immigration information, housing assistance, cross-cultural programs, counseling and advising, and information for American students traveling abroad.

Location: Stanley Thomas Hall #211

Tel: 504-865-5208

E-mail: ciss@tulane.edu

Religious Life (Office of Multicultural Affairs)

<http://tulane.edu/studentaffairs/oma/>

<http://tulane.edu/studentaffairs/religion/>

The Tulane Religious Life Staff Association addresses spiritual, religious and theological needs of members of the University community. For information contact:

Rev. Matt DeGier

mdegier@tulane.edu

504.909.1428

Athletic & Recreation Facilities

<http://tulane.edu/studentlife/reily-center.cfm>

The Reily Center has over 110,000 square feet of activity space available for student use. Included in the area is a natatorium that features a 50 meter by 25 yard indoor swimming pool, a sun deck, and an outdoor social pool. Recreation and lap swimming is available during building hours. The remainder of the center includes five basketball courts, volleyball and badminton courts, a three lane indoor track, six racquetball courts, two squash courts, locker room with sauna, a 6,600 square foot weight room, juice bar, and multipurpose areas for martial arts, sports clubs, and aerobics classes. During the academic year the building is open Monday through Thursday from 6:30 a.m. to 11 p.m., Friday from 6 a.m. to 10 p.m., Saturday from 8 a.m. to 8 p.m., and Sunday from 8 a.m. to 10 p.m. Summer hours are shorter. The Department of Recreation also offers courses in tennis, swimming, weight training, aerobics, and martial arts. For information about these courses and other activities, please feel free to stop by or call 504-865-5431.

TRANSPORTATION

Campus Shuttle Service

<http://tulane.edu/studentaffairs/tom/transportation/shuttles.cfm>

Tulane University shuttle service includes shuttles between the uptown and health sciences center campuses, university square and the uptown campus, evening shuttle service within a one mile radius of campus, as well as a weekend shopping and entertainment shuttle. A Tulane ID is required to use the shuttle. We encourage all students to make use of this service. For more information and a list of operating times, contact the Student Government Association Office or pick up a flyer at the Information Desk in the lobby of the LBC or at the Uptown Traffic Office. You may also visit:

<http://tulane.edu/studentaffairs/tom/transportation/tu-transit.cfm>

Parking

<http://tulane.edu/publicsafety/traffic-office.cfm>

In order to park at the Uptown Campus, a parking permit is required (except at meters). The cost is \$520 for the school year, for commuter students. To obtain a parking permit, present a valid, Tulane I.D. and vehicle registration certificate.

For information contact:

Office of Traffic Control
Diboll Complex, ground floor
Tel: 865-5424

Office hours are Monday - Friday 8:00 a.m. - 4 p.m.

STUDENT GUIDE ON POLICIES, PROCEDURES, AND RESOURCES

<http://tulane.edu/studentaffairs/studentguide.cfm>

This resource includes information on the following:

Academic Policies & Procedures
Alcohol and other Drugs Policies & Procedures
Complaint and Notification Policies & Procedures
Computing and Information Dissemination Policies & Procedures
Emergency Information
Equal Opportunity and Affirmative Action Policies and Procedures
Family Educational Rights and Privacy Act/Student Records Policy Statement
Health and Wellness Policies & Procedures
Safety and Security Policies & Procedures
Student Conduct Policies & Procedures
Student Organizations Policies & Procedures
University Facilities and Properties Policies & Procedures
Resources and Information

VI. FINANCIAL AID & ACCOUNTS RECEIVABLE

FINANCIAL AID

<http://www.tulane.edu/~finaid/>

205 Science & Engr. Lab Complex

New Orleans, LA 70118

Phone: 504.865.5723

Fax: 504.862.8750

Email: finaid@tulane.edu

Office Hours

Monday - Friday

9:00 am - 5:00 pm

The Financial Aid office is located on the 2nd floor of the Science & Engineering Lab Complex (building #14; also known as the Mechanical Engineering Building) on the Uptown Campus. The reception area is in room 205.

Please note: Persons with mobility impairment may require assistance from the Office of Disability Services (first floor of the Science & Engineering Lab Complex) at 504.862.8433 to coordinate access to the key to a second-floor lift or a financial aid counselor on the ground level of the building.

ACCOUNTS RECEIVABLE

Accounts Receivable Department

35 McAlister Drive, Phelps 103, New Orleans, LA 70118

Fax: 504-862-8758 E-mail: acctrec@tulane.edu

Each month during your academic career at Tulane, you will receive a statement of unpaid charges owed to the university from the Accounts Receivable Office. These charges may include tuition, mandatory fees, health insurance, health service charges, bookstore charges, food service charges, returned check/fine charges, and rent.

Since registration automatically establishes an open-end credit account for you with Tulane University through its Accounts Receivable office, it is very important that you read the Agreement and Disclosure Statement regarding the terms and conditions and your rights and responsibilities on this account.

Inquiries regarding your account should be made to the Accounts Receivable Office at 504-865-5368. Office hours are 9-5 Monday - Friday.

BURSAR'S OFFICE

The Bursar's Office, located in Bruff Commons, is where you pay your tuition bill or other monies owed to Tulane though you can also pay online via NetPay through the Gibson Online portal:

<http://gibson.tulane.edu>, Weekdays 8:30 a.m. to 3:30 p.m. Tel: 504-865-5398