

TULANE UNIVERSITY
NEWCOMB ART DEPARTMENT
MASTER OF FINE ARTS, STUDIO ART

PROGRAM GUIDELINES, 2024-25

These guidelines are meant to assist you as a member of the Master of Fine Arts (MFA) program in Studio Art. All of the topics outlined in this document will be discussed during the first orientation meeting at the beginning of the academic year. More information can be found on the [Newcomb Art Department's website](#), including: upcoming events, recent news, descriptions of our faculty, and the degree requirements you must complete before graduation. You also need to familiarize yourself with the guidelines posted on the School of Liberal Arts (SLA) [Graduate Studies website](#) and the SLA [Graduate Catalog](#).

Please reference these guidelines throughout your time in the MFA program and contact your advising professor and/or the Director of Studio Art Graduate Studies if you have any questions. **Diana Antohe** is currently serving as the Director of Studio Art Graduate Studies and is the person to contact regarding general MFA questions or concerns (email: dantohe@tulane.edu). You will be working with professor(s) in your area for your TA and teaching assignments, thesis development, and all area specific issues. **Allison Beondé**, the Operations Manager, and **Molly LeBlanc**, the Administrative Secretary, handle administrative items relevant to the art department. **Laura Richens** is the curator of the Carroll Gallery, with whom you will be working closely during the installation of Candidacy Review and Thesis exhibitions. **Francine Stock** is the Visual Resources Curator and is responsible for Studio Art social media and publicity. *Please email Francine (fjudd@tulane.edu) one representative image and a link to your website for the Studio Art website upon arrival.* The Assistant Dean for Graduate Programs, **Ann Schumacher**, handles school-wide administrative items such as stipend disbursement, health insurance, etc.

Please ensure that you will receive emergency alerts via your phone and email by updating your contact information by logging on to Gibson and clicking on the Update Address, Phone & Email tab to ensure all information is correct. This automatically enrolls you in the TU Alert system.

Tuition Waiver

All matriculating MFA students are granted a tuition waiver that covers the full cost of tuition for both years of the MFA program.

- The tuition waiver does not cover the cost of mandatory student fees and health insurance.
 - Information about these fees can be found [here](#), including how to apply for a health insurance waiver if you have other health insurance.
- The tuition waiver cannot be applied to any summer courses.

- More than the minimum of 15 credit hours a semester can be taken during the fall or spring without being charged tuition, however it is recommended that only courses directly related to the students artistic and research interests should be pursued during the two years of the MFA program.
- The tuition waiver covers all courses within the 16 departments of the School of Liberal Arts (SLA), but not necessarily courses outside of SLA.
 - In order to take courses outside of SLA justification must be made about how the course would contribute significantly to the degree, and approval must be gained from the outside school to allow an SLA waiver.

Graduate Assistantship Stipend

In addition to the tuition waiver, all MFA students are paid an assistantship stipend that is issued as a biweekly paycheck.

- For first year MFA students, there are 19 biweekly payments for the academic year that begin the first Friday biweekly payday in September (dependent on timely submission of paperwork) and end in mid May.
- For second year MFA students, there are 20 biweekly payments for the academic year that begin in mid August and end in mid May.
- The total stipend amount paid out is the same for both academic years; the difference is simply the number of payments issued. (Individual check amounts are higher in the first year, lower in the second year due to receiving one more check than the year prior.)
- The payment calendar above is not authoritative; payment calendars are subject to change by the University. University payment calendars can be found [here](#).

Teaching and Area Responsibilities

Because you are on an assistantship stipend you are expected to contribute to the undergraduate teaching and upkeep of your area during your time in the MFA program.

- The professor(s) in your area will determine specific duties and responsibilities based on the needs of the area.
 - These duties should not exceed 20 hours a week, including your TA and teaching assignments.
- All MFA students are required to serve as a Teaching Assistant (TA) both semesters of the 1st year.
 - TA assignments are determined by the professor(s) in the area of concentration.
 - A minimum of one undergraduate course per semester is required. Additional courses may be assigned depending on the needs of the area.
- All MFA students teach one undergraduate course both semesters of the 2nd year.
 - This course is usually a “Foundations of Art” course (1000 level) in the area of concentration, taught in the evening.
 - In rare circumstances, an advising professor may decide that a MFA student is not prepared to teach their own undergraduate course, and other service will be assigned.
- Use of equipment, materials, and facilities over the summer is required to be coordinated with the area head faculty member. Graduate students should receive authorization for use in summer months from this faculty member, as some equipment, materials, and facilities are unsafe for individual use. Area protocol must be followed in the summer months.

Studios, Keys and Mailboxes

- Each MFA student is assigned a studio in the Woldenberg Art Center upon entering the MFA program. MFA students should complete a Studio Check-In form upon arrival.
 - MFA studios are campus property. There may be times when facilities need to access a studio for maintenance etc. Please remember that although your assigned studio space is yours for your time at Tulane, it is also campus property, and should therefore not be regarded as completely private.
- MFA access to the Woldenberg Art Center, including your studio, is 24 hours a day.
- You can check out your keys from Molly Leblanc in Room 202 of the Woldenberg Art Center.
 - The following keys are checked out upon entering the program: individual studio key, office key (Room 202), building key, and keys to necessary classrooms/ facilities in your area. All keys need to be returned to the Administrative Secretary (Molly) along with the completed Studio Checkout form after graduation.
- Each MFA student has a mailbox in the art department office.
 - Check your mailbox regularly as they are used for departmental communication and announcements.
 - If you need to ship something to the school address, please use the following address:
Your Name
202 Woldenberg Art Center
6823 St. Charles Avenue
New Orleans, LA 70118

Registering for Courses

- Follow the schedule [here](#) (see “Degree Requirements and Sample Schedule”)
- Make sure that you stay on target to complete the 60 credit hours of graduate level courses required for the MFA degree
 - Take a minimum of 15 credit hours each semester (more is fine; less is not).
- Graduate credit is not given for courses numbered lower than 6000.
 - Courses numbered from 6000 to 6999 are for graduates and advanced undergraduates.
 - Courses numbered 7000 and above are exclusively for graduates.
- Register for the MFA seminar courses ARST 7800 and ARST 7810 every semester.
 - MFA seminar ARST 7800 focuses on *Context and Creation* each fall semester.
 - MFA seminar ARST 7800 focuses on *Pedagogy and Professionalism* each spring semester.
 - MFA Critique seminar ARST 7810 focuses on the analysis of MFA student work and is completed all four semesters of the MFA program.
- Two courses (6 credit hours) in Art History at the graduate level are required.
 - All incoming MFA students take ARHS-7800 *Canon in Crisis* together their first semester.
 - The second required Art History course is normally completed in the spring of the 1st year. This can be any course offered in Art History at the graduate level.
 - Search for graduate level Art History courses (6000 or above) [here](#)
 - Select the term, the Level of Graduate, and the Subject Area of Art History.

Grades

- Grades in the School of Liberal Arts are reported as follows: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F.
- A grade of B- will count as graduate credit but it is considered a weak grade at the graduate level and may be cause for departmental action such as probation or dismissal from the program.
- A course in which a grade of C+ or lower is earned cannot be counted for credit toward a degree program in the School of Liberal Arts. Any grade of C+ or lower may be cause for probation or dismissal from the program.

MFA Committee Reviews

Upon entering the MFA program each student is assigned a committee of three full-time faculty members in Studio Art, chaired by a tenured/tenure-track professor in the area of concentration.

- There are four reviews in the 1st year: a mid-term and final review in the fall; Candidacy Review and a final review in the spring.
- There are four reviews in the 2nd year: a mid-term and final review in the fall; a mid-term review and thesis defense in the spring.
- Committee reviews involve questioning and critique by faculty to track student progress and support new research and artistic production. Each review lasts between 45 minutes to an hour.
- Email a digital copy of your artist statement to your committee members **at least two days prior** to each of your reviews.
 - Print hard copies of your statement to pass out at the review.
 - Make sure your statements are succinct and specific. Address what you are doing / saying with the work as well as how your formal or technical considerations support this.
- Don't be afraid to help direct the conversation or ask specific questions to help make the review as productive as possible.
- MFA students are encouraged and expected to invite faculty members into the studio for visits throughout the semester.

Candidacy Review (1st year)

In the second semester of the program, all MFA students are required to participate in a Candidacy Review process in which each student installs an edit of their artistic production in the Carroll Gallery and prepares a corresponding artist statement. The date for Candidacy Review will be sent out at the beginning of the fall semester.

- All 1st year MFA students install their work in the Carroll Gallery under the direction of Laura Richens (Curator, Carroll Gallery) and work together to divide up the gallery space.
- All 1st year MFA students are required to attend the full day of reviews.
 - When it is not your review, you are strictly there to listen.
 - It is recommended that each student select another student (in advance) to take notes for them during their review.
 - Due to the amount of faculty and students in the gallery at once, listening students need to give priority of space and chairs to faculty.
 - When work is being reviewed in one of the back rooms of the gallery, students (that are not the student being reviewed) need to listen from outside of the room so that there is space for the faculty in the room.
- Show the work that you are most interested in hearing feedback about, and consider giving priority to work that relates to the current/projected direction of your thesis project.

- Email a digital copy of your artist statement to the faculty two days prior to the review.
 - Print hard copies to pass out at the review.
- Document your work while it is installed in the Carroll Gallery. These images will be useful when preparing for your public artist lecture in the fall.
- If anyone offers feedback you find to be particularly insightful think about asking this person to be on your 2nd year committee.
- At the completion of each 45-minute review, all students step out of the gallery and the faculty votes as to whether the student that was just reviewed has shown sufficient progress in order to “pass” Candidacy Review.
 - If a majority of the faculty decides that the student has shown sufficient progress the student will advance to the 2nd year of the program and continue toward the completion of their thesis exhibition.
 - If a majority of the faculty decides that the student has not shown sufficient progress this would be cause for a period of probation or dismissal from the program.

Public Artist Lecture (2nd year)

All MFA students are required to give a public artist lecture during the Fall of their second year that addresses their research and artistic production in the Stone Auditorium of the Woldenberg Art Center. Completing the Public Artist Lecture will constitute a portion of your grade in the Context and Creation MFA Seminar course, a course that is required for graduation.

- The lectures will be scheduled as a group at the end of the 1st year.
- Each lecture is scheduled for 30 minutes, followed by 15 minutes of questions.
- Generally, two MFA’s pair up for one evening. For example:
 - MFA lecture 1: 6:00pm - 6:45pm
 - MFA lecture 2: 6:45pm - 7:30pm
- It is your responsibility to publicize the event to the Tulane community and the larger New Orleans art community (posters can be printed in the Art Department Office).
 - Personally invite curators, writers, artists, and community members you would like to acquaint with your work.
- Schedule a time to rehearse your lecture in Stone Auditorium prior to the event. This can be scheduled with Molly Leblanc in the office.
- Email a representative image of your work to Molly (mleblan7@tulane.edu) and Francine (fjudd@tulane.edu) one week before the lecture (this image will be used in a publicizing email sent to the departmental list serve).
- Email a short bio to the Director of Studio Art Graduate Studies one week before your lecture date. This bio will be used to introduce you the night of your lecture.

Thesis Committee (2nd year)

If Candidacy Review is passed successfully, MFA candidates are able to influence and expand the structure of their thesis committee for the 2nd year.

- Your Committee Chair is always a tenured/tenure-track professor from your area (i.e. your advising professor).
- You need to seek out and ask the faculty members and/or outside professionals you want to have on your committee.
 - If a faculty member was on your first year committee this does not mean they will be on your second committee unless you ask them and they officially say YES.
- Faculty members usually serve on no more than three committees and are not allowed to serve on more than four committees (due to scheduling).
 - Please keep in mind that everyone cannot choose the same faculty members.

- Committee selection deadlines:
 - Your committee of three full-time Studio Art faculty members should be solidified and emailed to the Director of Studio Art Graduate Studies and your Committee Chair before the end of the 1st year.
 - Your fourth committee member should be solidified and emailed to your three faculty committee members before the start of the fall semester of the 2nd year.
 - Your thesis defense participant should be solidified and emailed to your entire committee before the start of the spring semester of the 2nd year. Please confirm with this participant that they are available to attend a defense during your Thesis Exhibition dates.

Thesis Committee Composition (2nd year)

- Committee Chair: a tenured/tenure-track professor in the area of concentration
 - Works with student to complete the formation of the rest of the committee
 - Attends all committee reviews during the 2nd year and signs the thesis cover sheet
- Committee Member: a full-time faculty member in Studio Art
 - Selected by the student (subject to faculty member acceptance)
 - Attends all committee reviews during the 2nd year and signs the thesis cover sheet
- Committee Member: a full-time faculty member in Studio Art
 - Selected by the student (subject to faculty member acceptance)
 - Attends all committee reviews during the 2nd year and signs the thesis cover sheet
- Fourth Committee Member (*optional*): an artist, writer, curator, scholar, etc., from outside of the Studio Art faculty
 - Selected by the student with the approval of the Committee Chair (and subject to the individual's acceptance)
 - Attends all committee reviews during the 2nd year and signs the thesis cover sheet
 - It is *highly recommended* that you take advantage of this opportunity to receive additional input, although it is *not required*.
 - Adding a Fourth Committee Member is not a requirement due to the fact that this person cannot be a faculty member in Studio Art, and it is not a position that comes with a stipend. Nonetheless, in many cases, faculty from other departments and outside professionals are very interesting and excited about the opportunity to participate.
- Thesis Defense Participant (*required*): an artist, writer, curator, scholar, etc., from outside of the Studio Art faculty or a faculty member in Studio Art that has not previously served on your committee
 - The defense participant is intended to provide a relatively unbiased eye contributing to the rigor and stimulation of discussion.
 - Selected by the student with the approval of the Committee Chair (and subject to the individual's acceptance)
 - Attends ONLY the Thesis Defense and does NOT sign the thesis cover sheet

Thesis Exhibition

All MFA students are required to complete a thesis exhibition in the Carroll Gallery in the spring of the 2nd year (the final semester of the program).

- Laura Richens will work with you all to schedule the thesis exhibitions and receptions.

- All MFA students are required to give a gallery talk during their thesis exhibition reception. Completion of your gallery talk will constitute a portion of your Thesis Project grade.
 - Consider inviting your professional contacts, family, and friends to this reception and gallery talk.
 - The talk should be 10 minutes in length and should inform the audience of the ideas surrounding your practice and exhibition. Practice this short gallery talk in advance with your supportive committee members and peers.
- You are responsible for printing postcards for your show and publicizing the event.
- Personally invite curators, writers, artists etc. from the community.
- A group poster/invitation with all of the thesis shows for the year will need to be at the printer at least 6 weeks prior to the first show.

Thesis Paper

All MFA students are required to complete a written thesis contextualizing their thesis exhibition. Please work with your advising professor(s) and your thesis committee to complete this paper during the 2nd year. Completion of your Thesis Paper in a timely and thorough manner will constitute a portion of your Thesis Project grade. Submitting late or incomplete work will lower your grade in this “course” during the Spring term of your second semester.

The following are general guidelines for the MFA thesis paper:

- Reference [SLA Guidelines for Preparing a Thesis](#)
- State the overall concept that underpins your thesis show. What are the formal and conceptual problems investigated? (one paragraph)
- Characterize your approach to working, including choice of media, techniques, source of images.

Are there traditions or processes that are particularly important to understand the context of your work? Are there references or concepts that are specific to a discipline?
- Discuss the work in the thesis show itself. Elaborate on how specific pieces address your theoretical or formal concepts, in terms of the use of imagery, scale, color, material, installation, etc.. Elaborate on the conceptual connections between pieces as appropriate.
- Discuss other artists (historical and contemporary) who you feel have done or are doing similar work, and how might your work reference theirs as well as differentiate itself, and why. How do you see this thesis show within the context of contemporary art?
- Write in clear, complete and direct sentences. Try to avoid overly jargon laden or arty sounding prose.
- 5-7 pages is normal. Documents that exceed ten pages should have vital reasons to reach such a length; these reasons should be discussed throughout the draft outline and thesis draft discussions with committee members.
- Images (figures) of your thesis show and other pertinent work need to be incorporated into your thesis paper.

Thesis Defense

The thesis defense is an hour-long oral examination conducted by your thesis committee.

- The defense must occur while your thesis exhibition is installed.
- All members of your committee (including the thesis defense participant) must be present for the defense.
- It is up to you to schedule your defense as early in the Spring semester as possible.
 - Email your committee to find out their availability.
 - Once a time is finalized with your committee email the Director of Studio Art Graduate Studies and Laura Richens with the date and time.

- It is recommended that the defense take place before the reception (not necessarily on the same day, but that your defense is behind you, so you can celebrate at the reception).
- Make sure that your committee completes a [Final Examination/Oral Defense Form](#) upon the successful completion of your defense. This form needs to be signed by your committee, as well as the chair of the art department, and submitted to Ann Schumacher in order to graduate.
 - It is most efficient to have this form printed and in hand at the thesis defense so you can have your committee members sign it immediately following the defense.

Thesis Deadlines

- An outline of your thesis paper should be completed prior to the final review (December) of the fall semester of the 2nd year.
- Email a digital copy of the outline to your committee members at least two days prior to your review.
 - Print hard copies to pass out at the review.
- A full-length draft of your thesis needs to be in the hands of each of your committee members no later than three full days prior to your thesis defense time.
 - Print hard copies and deliver one to each of your committee members, as well as your thesis defense participant.
- Your thesis defense cannot occur in the absence of a full-length draft of your thesis paper.
- Your committee will have one week after the thesis defense to make final edits on your thesis paper; you will then have one more week to complete your final paper.
- Upon completion, follow all of the guidelines for submission to the University listed [here](#) (see “Thesis/Dissertation Submission Required for Graduation” and “Thesis/Dissertation Publishing Fees”).
 - All students must submit a digital copy of their approved thesis, complete with committee signatures, to the Tulane University Libraries Theses and Dissertations Archive and ProQuest.
 - The archive can be accessed [here](#).
 - Electronic signatures are acceptable.
 - The Tulane University Libraries will no longer accept or retain a hard copy.
 - Failure to submit a digital copy by the official date of certification for degree (as established by the Registrar’s Office) may result in delay of degree conferral.
 - Graduating students self-submit a signed PDF of their thesis or dissertation via an online form where they also input their own descriptive metadata.
 - Tulane Libraries staff will review each submission for completeness and accuracy, ensure compliance with an established file naming convention, and confirm successful publication (or incomplete status) via email from digital@tulane.edu.
 - Students will share with Diana Antohe and Ann Schumacher the email confirmation as verification of completion of this required task for graduation.

- If you have the last thesis exhibition of the year you may need to request an extension for your final thesis paper submission deadline.
 - If the last day to submit theses in final form (listed under “Spring Graduation Deadlines”) is less than two weeks after your thesis defense, email Ann Schumacher, Director for Liberal Arts Graduate Programs at aschumac@tulane.edu.
- If you fail to meet thesis deadlines, you will not be allowed to graduate on time.

Applying for Graduation

Graduation instructions and deadlines for SLA graduate students can be found [here](#).

- Be sure to meet all deadlines under “Spring Graduation Deadlines.”
- You must complete the following forms in order to graduate:
 - [Application for Degree Form](#) (this is usually due at the beginning of February)
 - [Final Examination/Oral Defense Form](#)
 - [Graduate Commencement Participation Form](#) (for participation in the Hooding Ceremony ONLY)

Studio Move Out

- All graduating students must clean and move out of their studios no later than **June 30** of the year of graduation. Studios must be entirely clear of personal contents with floors swept and furniture clean. Schedule a checkout meeting and complete the Checkout Form prior to June 30. Do not plan to depart New Orleans without a checkout meeting. Any contents left in the studio after June 30 will necessarily be discarded in preparation for the next graduate student inheriting the space in the Fall semester.
- Return all keys to Molly Leblanc in the art department office no later than June 30.

ADDITIONAL FUNDING OPPORTUNITIES

[Mellon Graduate Program in Community-Engaged Scholarship](#)

The Mellon Fellowship is an initiative of Tulane’s Office of the Provost and the School of Liberal Arts. This two-year program is an interdisciplinary graduate certificate program in community engaged scholarship, supplemental to the workload of the MFA program in Studio Art. Incoming MFA students are eligible to apply for the fellowship by May 15 of their application year, and are encouraged to do so immediately after acceptance to the MFA program, if interested.

- Twelve Mellon Fellows are selected each year from incoming graduate students across all humanities and arts programs.
- Graduate students are joined by four faculty members and four community leaders who work with Fellows as mentors and co-educators for the two years of the program.
- Mellon Fellows receive a \$4,000 stipend each year on top of their MFA stipend.
- More information and the application process can be found [here](#).

[Graduate Student Summer Merit Fellowship Awards](#)

All MFA students are eligible to apply for a fellowship award of up to \$5,000 from the SLA Dean's Office to support research activities during the summer before the thesis (2nd) year. Students may use funds for research expenses, equipment, and travel to support data collection, analysis, and performances. The award cannot be used for labor expenses (i.e., site excavation or construction crews; paying a third-party to transcribe interviews), nor for tuition, workshops, or conferences.

- You need to have a working draft of your two-page proposal well in advance of the listed deadline so that your advising professor can give you feedback and write a letter of recommendation to accompany your application.
- More information and the application process can be found [here](#).

[J.E. Land Fund for SLA Graduate Student Travel](#)

The School of Liberal Arts helps to support travel for SLA graduate students who have been invited to attend professional conferences to present their work in the form of invited papers, lectures and presentations.

- The J.E. Land Fund is intended for advanced graduate students in the final year of the MFA program.
- The key requirement is that students must be a participant, presenting a paper or demonstration, or participating in a panel or performance and have a letter or notice documenting that participation.
- Travel support will be up to \$1,500 per student, per year and can support registration, coach travel, and accommodations.
 - Students may only receive one award, for one conference event, per calendar year.
- Applications are accepted three times per year:
 - December 1 for travel in the spring semester (January through April)
 - April 1 for travel in the summer (May through August)
 - August 1 for travel in the fall semester (September through December)

[Tulane Graduate Studies Student Association \(GSSA\)](#)

GSSA is the governing body for all Masters and PhD students in the School of Liberal Arts and the School of Science and Engineering at Tulane. GSSA is funded by student activity fees, and acts to provide social, academic, and career enriching opportunities on and off campus for the graduate student population.

- Each department with a graduate program in the School of Science and Engineering or the School of Liberal Arts is entitled to representation within GSSA.
 - Studio Art receives a slot for one representative per year because we have less than 15 graduate students.
 - The representative is the liaison with the GSSA body as a whole.
 - To remain in good standing, a department must maintain a presence at the regular business meetings. A set of three consecutive meetings with no representation will place a department in bad standing with the organization.
 - All current department representatives can be found under [Representatives](#).
 - The Studio Art GSSA representative will need to schedule a meeting with Allison Beonde and Diana Antohe prior to the start of the Fall semester in order to walk through the processing of expenses and reimbursements.
- Contact a [GSSA Officer](#) for further information.

[GSSA/OGPS Travel Funding](#)

Tulane's Office of Graduate and Postdoctoral Studies (OGPS), in cooperating with the Graduate Studies Student Association (GSSA), awards a limited number of travel grants for graduate students to present at a professional conference.

- Requests for funds must be received before travel is initiated.
- Funds may be requested before receiving a formal acceptance to present, in which case a conditional award is made.
- Students are eligible for awards up to \$500 per academic year.
 - The following grant options are available:

- \$500 once per year or \$250 twice per year for presenting at a conference.
 - \$200 once per year for attending a conference.
 - You can use one \$200 attending award and one \$250 presenting award in a year.
- Funds will be proportionally distributed each semester among all applicants; award amounts may vary each semester (i.e. \$500 is the maximum amount that may be received, but an application does not guarantee that exact funding amount).
- Eligible travel costs include: airfare, conference registration, and transportation (parking, taxi, rental car, train pass, etc.).
- Applications are accepted three times per year:
 - August 15 for travel in the fall (September through December)
 - December 15 for travel in the spring (January through April)
 - April 15 for travel in the summer (May through August)

Funding Opportunities for Undergraduate Course Activities

- [Undergraduate Activities Fund](#)
 - Maximum of \$250 per course per semester.
 - For undergraduate courses at the 4000-level or below.
 - For activities that take place outside the normal classroom setting, and/or enhance the opportunity for faculty and students to have a meaningful social interaction.
- [CELT Classroom Enhancement Grant](#)
 - Maximum of \$400 per semester.
 - Designed to enrich the academic experience for the students by providing faculty resources to be used in or out of the classroom that tie in directly with the material in the course.
 - Some examples of uses for these funds include:
 - Purchase materials to do an in-class demonstration or experiment
 - Host a speaker, performer, or other expert
 - Take students on a field trip

CAMPUS SERVICES

Emergency Preparedness and Response

- Emergency Fire, Police, Medical: x5200 (504-865-5200)
 - Campus police know the buildings and should arrive faster than 911.
- Non-emergency Police, Fire: 504-865-5381
- Non-emergency Medical: 504-865-5868

EMERGENCY NOTIFICATION SYSTEM: TU ALERT	RAVE GUARDIAN
<p>In the event of a campus emergency, Tulane University will notify students, faculty, and staff by email, text, and phone call. You were automatically enrolled in this system when you enrolled at the university.</p> <p>Check your contact information annually in Gibson Online to confirm its accuracy.</p>	<ul style="list-style-type: none"> • Download the RAVE Guardian app from the App Store • Communicate with dispatchers silently by selecting “Submit Tip” feature in the app • Use the Safety Timer feature to alert your “guardian” (TUPD, family, friend) when travelling alone at night <p>For more information, visit publicsafety.tulane.edu/rave-guardian</p>
	
ACTIVE SHOOTER / VIOLENT ATTACKER	SEVERE WEATHER
<ul style="list-style-type: none"> • RUN – run away from or avoid the affected area, if possible • HIDE – go into the nearest room that can be locked, turn out the lights, silence cell phones, and remain hidden until all-clear message is given through TU ALERT • FIGHT – do not attempt this option, except as a last resort <p>For more information on Active Shooter emergency procedures or to schedule a training, visit emergencyprep.tulane.edu</p>	<ul style="list-style-type: none"> • Follow all TU Alerts and outdoor warning sirens • Seek shelter indoors until the severe weather threat has passed and an all-clear message is given • Do not attempt to travel outside if weather is severe • Monitor the Tulane Emergency website (tulane.edu/emergency/) for university-wide closures during a severe weather event

Facility Services

- Emergency Maintenance: x5445 (504-865-5445)
 - Emergency lines are answered 24/7.
 - Examples of emergency or urgent maintenance issues: Elevator breakdown, Loss of electricity or water, Gas leaks or odors, Water leaks or flooding, Loss of refrigeration or air conditioning, Room too hot/cold, Toilets or sinks clogged.
- Non-emergency Maintenance: x5441 (504-865-5441)
- Facility work requests can be submitted online through [Service Wave](#)

Office of Environmental Health & Safety

- Emergency Hazardous incidents (such as chemical spills): 504-988-5486
- Non-emergency: 504-865-5307

Information Technology Services

- Technology Support & Network Operations: 504-862-8888
- [Wireless Services](#)

From your wireless setup, connect to the wireless network named ‘tulanequest’. Open a browser and enter <http://neverssl.com>. You will be redirected to the Guest Portal. Do not enter your username and password at this point. Instead, click on the red text ‘Tulane faculty, students, and staff click here...’. You will be redirected to the ‘JoinNow’ page. Click on the JoinNow button and follow the prompts to initiate a connection to **eduroam**. Detailed configuration information for specific devices and operating systems [here](#).

[Office of International Students and Scholars](#)

- Questions about visas and student status should be directed to Alice Popescu, International Scholar Advisor (apopescu@tulane.edu)
- OISS is designed to support Tulane's international community and facilitate cross-cultural interactions. OISS offers quality programs and services and ensures compliance with federal immigration regulations. In addition, OISS is the designated office on campus to provide immigration advising and support services to Tulane's international community.

[Tulane University Counseling Center](#)

- The Counseling Center is committed to providing a safe, inclusive, and affirming community of care for all Tulane students. Graduate students are able to receive 12 non-emergency scheduled sessions that are free with their Tuition Waiver.
- Building 103, Diboll Complex, first floor
- Office Phone: 504-314-2277 or 24-Hour Crisis Support: [504-264-6074](tel:504-264-6074)

[Goldman Center for Student Accessibility](#)

- The Goldman Center seeks to eliminate barriers, advocate for inclusion, and ensure access for every member of our community. We stand by our mission, to recognize that a community rich in diversity acknowledges that great minds think differently. Contact the Goldman Center to request classroom and course accommodations if there are diagnosed/undiagnosed conditions or disabilities.
- Location: Howard Tilton Memorial Library, Suite B25
- Office Phone: 504.862.8433

TITLE IX

Tulane University recognizes the inherent dignity of all individuals and promotes respect for all people. As such, Tulane is committed to providing an environment free of all forms of discrimination including sexual and gender-based discrimination, harassment, and violence like sexual assault, intimate partner violence, and stalking. If you (or someone you know) has experienced or is experiencing these types of behaviors, know that you are not alone. Resources and support are available: you can learn more at allin.tulane.edu. Any and all of your communications on these matters will be treated as either “Confidential” or “Private” as explained in the chart below. Please know that if you choose to confide in me I am mandated by the university to report to the Title IX Coordinator, as Tulane and I want to be sure you are connected with all the support the university can offer. You do not need to respond to outreach from the university if you do not want. You can also make a report yourself, including an anonymous report, through the form at tulane.edu/concerns.

Confidential	Private
<i>Except in extreme circumstances, involving imminent danger to one’s self or others, nothing will be shared without your explicit permission.</i>	<i>Conversations are kept as confidential as possible, but information is shared with key staff members so the University can offer resources and accommodations and take action if necessary for safety reasons.</i>
Counseling & Psychological Services (CAPS) (504) 314-2277 or The Line (24/7) (504) 264-6074	Case Management & Victim Support Services (504) 314-2160 or srss@tulane.edu
Student Health Center (504) 865-5255	Tulane University Police (TUPD) Uptown - (504) 865-5911. Downtown – (504) 988-5531
Sexual Aggression Peer Hotline and Education (SAPHE) (504) 654-9543	Title IX Coordinator (504) 314-2160 or msmith76@tulane.edu