move-in guide
TULANE UNIVERSITY
Welcome to the Tulane University residence halls!

On behalf of everyone at Housing & Residence Life, welcome to life on the Tulane campus!

We can’t wait to help you make the most of your time here. We know that you likely have a lot of questions, so we have developed this guide to provide you with everything you need to know about move-in day and to make sure your first few days on campus are smooth and happy ones.

We believe living on campus is the surest way to stay connected to everything Tulane has to offer — and the on-campus experience is getting better all the time. We’ll be spending our summer making improvements in the residence halls and preparing for your arrival.

Please familiarize yourself with this move-in guide and keep checking the move-in page at housing.tulane.edu so that you and your family are ready on the big day.

Be on the lookout for an additional packet of information in the mail. It will contain move-in maps, your move-in pass, shipping labels, and information about Fall Welcome events.

We’ll see you soon. Roll Wave!

**Dates to remember**

**Friday, August 25** Move-in Day

**Saturday, August 26** Convocation

**Monday, August 28** First Day of Class

The most up-to-date move-in information can be found online at: housing.tulane.edu
before you arrive

- Read the Code of Student Conduct and become familiar with rules and regulations at Tulane University.

- Review the Housing & Residence Life Community Living Standards. All students living in the residence halls are expected to read and follow these standards.

- Consider protecting your belongings with renter’s insurance.

- After room assignments are sent in mid July, view your room assignment and roommate(s) by logging-in to your student account via Gibson Online and opening the Housing Portal.

- Get in touch with your roommate(s) and start coordinating items you may want to share and bring for your room. Make sure to consult the list of prohibited items in the Community Living Standards before making any decisions.

  **KEEP IN MIND:** the shared space in your room can only fit so many belongings! Plan to bring only what you need for move-in. You can always pick up additional necessities when you arrive in New Orleans.

- Check your Tulane e-mail consistently for important information regarding move-in day.

- Don’t forget to save your move-in pass. It will be mailed to your permanent address and sent to your Tulane e-mail address.
## what to pack (or ship!)

### BRING:

- Twin XL sheets
- Twin sheets for Sharp
- Mattress Pad
- Towels
- Pillows and Blankets
- Clothing
- Hangers and Organizers
- Medium or Small-sized TV
- Computer
- Non-Halogen Lamps
- Dehumidifier
- Ethernet cable
- Room Decor
- Shower Footwear
- Dishes and Utensils
- Storage Containers
- Flashlight

**PLEASE NOTE!** Liquids and gels do not ship well. We recommend that you hold off on purchasing cleaning supplies, laundry detergent and other liquids until you arrive in New Orleans.

### DO NOT BRING:

- Refrigerators / Microwaves (MicroFridge is provided)
- Amplified Sound systems
- Cooking appliances
- Weapons (or ammunition)
- Candles, incense, etc.
- Drugs and illegal substances
- Alcohol
- Halogen / Octopus lamps
- Air conditioners
- Hookahs or other smoking devices
- Pets that aren’t fish
- Nails / Screws
- Waterbeds

**PLEASE NOTE!** Anything that could be considered a safety concern, could cause facility damage, interferes with fire safety systems or may be disruptive to other students should not be brought to campus. Students found with prohibited items during move-in will be required to dispose of the item and may be subject to disciplinary action through the student conduct process.

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**KEEP IN MIND** The average room size in first year halls is 12ft x 15ft for two people. Plan to bring only what you need for move-in and pick up additional necessities after move-in day. Coordinate with your roommate(s) before you ship items to prevent duplicate items. Remember that University furniture cannot be removed from your room.
move-in day procedures

Move-in Day for all first year students is Friday, August 25, 2017. To ensure that Move-in Day runs smoothly and efficiently, we assign each student a specific time slot to drop off their belongings. During this time, students proceed to an orderly queue located at their building’s designated drop-off location. Please refer to the following section for step-by-step instructions, drop-off times and locations.

step-by-step

**STEP 1** » Bring your printed move-in pass and your Splash Card with you to campus. This pass will be sent with your shipping packet in August. Pay close attention to your time slot. You will only be able to enter a queue to unload belongings during your time slot. **If you need to visit campus before your time slot, there will be limited parking available in the Claiborne Avenue parking lot.**

**STEP 2** » Head to campus using the directions printed on your move-in pass. Display your move-in pass under the windshield of your vehicle. Tulane Police will admit you once your time slot has begun. You will only be able to enter the queue once during move-in day. Once you have unloaded belongings you will not be able to re-enter the queue in a vehicle.

**STEP 3** » Arrive at the unloading zone for your hall. We will label your belongings and put them in a cart. TU Move Krewe volunteers will help you move the cart with your belongings to your room.

**STEP 4** » Pick up any packages you’ve shipped to campus by visiting the FedEx trailers near the LBC Quad. Volunteers will help you bring them to your building.

**STEP 5** » Once all of your belongings are at the building, enter the building to check-in to your room in the building lobby.

**STEP 6** » Hand your Splash Card to the Housing staff and, depending on the building you live in, either your Splash Card will be coded for room access or you will receive a room key.

**STEP 7** » Unpack your belongings and set up your room — but remember, you’ll only be able to enter the unloading queue for your building once before 4:00 pm.

**STEP 8** » While other students move in to their rooms, feel free to explore campus and visit campus offices.
move-in day transportation

To avoid traffic congestion, Tulane Shuttles & Transportation operates a special shuttle service to campus parking lots and retail outlets.

move-in claiborne avenue lot shuttle

A dedicated shuttle will run in a continuous circle from the Claiborne Avenue Parking Lot shuttle shelter to PJ's Coffee on the corner of Willow Street and Janet Yulman Way on Friday, August 25 and Saturday, August 26 between 7 a.m. and 3 p.m.

move-in metarie entertainment line

The Metarie Entertainment Line will run a special shuttle on Friday, August 25. Stops include the Clearview locations of Bed Bath & Beyond and Target. The special shuttle will run between 11:00 a.m. and 5:30 p.m.

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<thead>
<tr>
<th>Diboll Garage</th>
<th>Clearview Mall</th>
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<td>11:00 AM</td>
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unloading and parking locations

Students and their families should enter campus at the designated drop off areas [listed below] to enter their queue for residence hall check-in. Please display the move-in pass mailed to you in your vehicle to enter the queue. Should you require long-term parking once you have dropped off your belongings, park in the Diboll parking structure and display your move-in pass in the windshield. Parking directions are printed on the back side of your move-in pass.

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<tr>
<th>butler</th>
<th>Enter campus from Broadway Street via Claiborne Avenue or St. Charles Avenue. Turn onto Willow Street and meet TUPD to enter the queue.</th>
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<td>greenbaum</td>
<td>Enter campus on Broadway Street via Claiborne Avenue or St. Charles Avenue. Meet TUPD on Broadway Street to enter the queue.</td>
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<td>josephine louise</td>
<td>Enter campus from Broadway Street via Claiborne Avenue or St. Charles Avenue. Meet TUPD on Broadway Street to enter the queue.</td>
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<td>monroe</td>
<td>Enter campus from Calhoun Street via Claiborne Avenue or from Palmer Avenue via St. Charles Avenue. Turn onto Freret Street and meet TUPD to enter the queue.</td>
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<td>paterson</td>
<td>Enter campus from Calhoun Street via Claiborne Avenue or from Palmer Avenue via St. Charles Avenue. Turn on to Willow Street and meet TUPD to enter the queue.</td>
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<tr>
<td>sharp</td>
<td>Enter campus from Broadway Street via Claiborne Avenue or St. Charles Avenue. Turn onto Willow Street and meet TUPD to enter the queue.</td>
</tr>
<tr>
<td>wall</td>
<td>Enter campus from Calhoun Street via Claiborne Avenue or from Palmer Avenue via St. Charles Avenue. Turn on to Willow Street and meet TUPD to enter the queue.</td>
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<tr>
<td>warren</td>
<td>Enter campus on Broadway Street via Claiborne Avenue or St. Charles Avenue. Turn onto Willow Street and turn right on Newcomb Place to reach the unloading area.</td>
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check in locations

When you arrive on campus, bring your Splash Card to the lobby of your building or area service desk to check into your room. Check in stations will be open during move-in time slots and will transition to area service desks at 5 pm.

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<th>8 am to 5 pm</th>
<th>after 5 pm</th>
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<td>Butler Lobby</td>
<td>Weatherhead Desk</td>
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<td>warren</td>
<td>Warren Lobby</td>
<td>Weatherhead Desk</td>
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floor meetings with resident advisors

FRIDAY, AUGUST 25 @ 7:45 PM

First year students are required to attend their first floor meeting with their Resident Advisors. In this floor meeting, students will learn about important building resources and policies, review the university’s Community Living Standards, and learn about exciting programming and involvement opportunities. The first floor meeting is also a chance for students to build community among their respective floor members and create new and long-lasting relationships with each other.

MONDAY, AUGUST 28 @ 9:00 PM

The second required floor meeting is a general meeting to start off the year. In this meeting, students will go over/re-visit community expectations, receive important information about the halls and the academic year, follow up on questions that they may have, and engage in community building.

save the date: campus cup

SUNDAY, SEPTEMBER 10 @ 1:00 PM, LBC QUAD

Represent your residence hall and compete in athletic and creative challenges for a chance to win the coveted Campus Cup trophy!
**tulane-curated goods**
*because buying new is so last year*

*Tulane Trash to Treasure* is a student-led waste reduction initiative. Using collection areas situated in residence hall lobbies, the organization collects unwanted items during move-out each year, sorts them throughout the summer, and then resells them at move-in.

Added bonus: all profits and leftover items are donated to charities!

Find your treasures August 24 to August 26 in McWilliams Hall.

For updates on sale times and locations, follow them on Facebook and Instagram:
@tulanetrashtotreasure

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**alternate arrival times**

In order to provide an organized and unified experience for first year students and their families on move-in day, a very limited number of early arrivals will be allowed to move-in before their contracted move-in date. Students who will be allowed early access include new incoming international students who are participating in International Student Orientation, Orientation staff, move-in volunteers, and student-athletes participating in required activities for their fall sport.

Students facing extreme circumstances who would like to request an early move-in must complete the early move-in request form found on the Housing and Residence Life website by July 1, 2017. Most requests will not be approved, please plan to arrive on August 25, 2017.
whoso who at housing and residence life

RESIDENT ADVISOR
Resident Advisors are students who live in the community with residents. They facilitate the academic, social and personal transition to living in the residence halls and on campus. The primary responsibilities of RAs are to promote a sense of community among residents, including upholding the standards for living in the residence halls.

DESK SERVICES COORDINATOR
Desk Services Coordinators are the first people you’ll meet as you enter our residence halls. DSCs are Tulane students whose primary focus is to ensure the safety and security of our buildings while welcoming residents into their home on campus. DSCs work at area front desks and provide a variety of services and support to students living in our halls. Say hi when you meet them at your desk!

RESIDENT DIRECTOR
Resident Directors are full-time staff who live on campus and supervise the student staff in their respective residence halls. RDs are the primary contact for student conduct, maintenance and student supervision in their buildings and work with other Housing & Residence Life staff to create a positive living environment in the residence halls.

HOUSING & RESIDENCE LIFE OFFICE STAFF
The HRL office in Irby Hall houses additional staff who oversee the core operation of Housing & Residence Life. These staff manage business operations, facilities, residence life, marketing, assignments and more. We’re working hard to provide the best possible experience for all of our residents.

FACILITIES, MAINTENANCE & CUSTODIAL STAFF
Housing & Residence Life works alongside our partners at Tulane Facilities Management to provide maintenance and custodial coverage for the residence halls. You will see staff members from Facilities and Cleaning Services in your halls completing repairs or cleaning the common areas of your buildings. These professionals work to ensure that the buildings are maintained in the best possible condition for students and staff.

get in touch!

HOUSING & RESIDENCE LIFE:
Phone 504-865-5724
Web housing.tulane.edu
Email housing@tulane.edu

OTHER IMPORTANT CONTACTS:
TUPD Emergency: 504-865-5911
Non-Emergency: 504-865-5381
Facilities, Maintenance & Custodial
504-865-5445 or servicewave.tulane.edu
Student Health Centers 504-865-5255
Counseling & Psychological Services
504-314-2277
The Line (24/7 Support) 504-264-6079