Fall 2018
MOVE-IN GUIDE
Welcome!

We’ve prepared this guide to give you some important information before you arrive on campus for your move in. Please read this guide carefully to ensure a smooth experience on move-in day.

Most questions can be answered by reading this guide, participating in the August 1 Parent Webinar hosted by Parent Programs, or by visiting the Fall Move-In page on our website at housing.tulane.edu.

dates to remember

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>MID JULY</td>
<td>Room assignments and move-in time slots e-mailed to students.</td>
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<tr>
<td>EARLY AUGUST</td>
<td>Shipping packets mailed to your permanent address by Mail Services.</td>
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<tr>
<td>1ST of AUGUST</td>
<td>Move-In Webinar hosted by Parent Programs.</td>
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<tr>
<td>22ND of AUGUST</td>
<td>Move-In Day for new first year students</td>
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before you arrive

- Read the [Code of Student Conduct](#) and become familiar with rules and regulations at Tulane University.

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

- Make sure any packages you’re having delivered to campus follow the guidelines from Mail Services. Packages arriving before the approved shipping dates will be returned to sender.

- 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 lists on the next page 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 items 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 sent to your home address and you will need it to move-in and park on campus. *Move-In time slots cannot be changed.*

Download the Tulane Orientation App for important Orientation and Fall Welcome information. Download it for iOS from the [App Store](#) or Android from the [Google Play Store](#). The app will be available starting on July 15.
what to pack (or ship)

**BRING:**
- Twin XL sheets
- Twin sheets for Sharp Hall
- Mattress pad
- Towels
- Pillows and blankets
- Clothing
- Hangers and organizers
- Medium or small-sized TV
- Computer
- Single-bulb lamps (LED bulbs preferred)
- Small dehumidifier / air purifier
- 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 / multi-bulb 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 will be required to dispose of the item and may be subject to disciplinary action through the student conduct process.

**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 items 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 new first year students is August 22, 2018.

To ensure that your move-in runs smoothly and efficiently, we assign each student a specific time slot between 8am and 6pm to check-in and 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.

*Move-in time slots cannot be changed once they have been mailed.*

step-by-step

**STEP 1 »** Bring your printed move-in pass and a photo ID or Splash Card with you to campus. We will send your move-in pass as a postcard in the mail to your home address. If you don’t have a Splash Card, you can either pick it up at your hall check-in desk or have one printed in the LBC. If you need to visit campus before your time slot, you may park in the Claiborne Avenue Lot and take the shuttle to campus.

**STEP 2 »** Head to campus using the directions in this move-in guide. Display your move-in pass on the dashboard of your vehicle. Tulane Police will admit you once your time slot has begun. You will only be able to enter the queue with a vehicle once during your time slot.

**STEP 3 »** Arrive at the unloading area for your hall. We will label your belongings and put them in a cart. TU Move Krewe volunteers will help you make sure your belongings get to your room while you check in. Once your belongings are out of your vehicle, please move the vehicle to the Diboll Parking Complex.

**STEP 4 »** Check in to your room by picking up your room key or coding your Splash Card at the check-in station inside the building lobby.

**STEP 5 »** Pick up any packages you’ve shipped to campus by visiting the location described in your e-mail confirmation from Mail Services. ROTC students will help you bring them to your hall.

**STEP 6 »** Unpack your belongings and set up your room — please take trash and recycling to the designated areas outside of your building.

arriving after 6

If you arrive after 6pm you should park near your building with your parking pass displayed and visit your check-in location to be let into your room by a Resident Advisor. You will receive permanent room access on the next day by visiting the Housing and Residence Life Office in Irby Hall between 8:30am and 5pm.
move-in day logistics

campus shuttles
Tulane Shuttles & Transportation will run a shuttle from the Claiborne and Diboll parking lots to the center of campus between 8AM and 6PM. They will also operate a shuttle to local shopping malls, Target and Bed, Bath & Beyond between 10AM and 5:30PM. This shuttle will pick-up from the shuttle stop outside the Diboll Complex between Diboll and the Reily Center and will run about every thirty minutes.

directions to check-in locations
Students and their families should enter campus via the routes listed below to unload their belongings and check-in to their residence hall room. You can also find an outline of these directions on the Tulane Interactive Campus Map. Please display your move-in pass on the dashboard of your vehicle to enter the queue for your hall. Should you require long-term parking once you have dropped off your belongings, park in the Diboll Complex or Claiborne Avenue lot with your move-in pass displayed. Click the hall name below to see the each building’s move-in route on our interactive campus map.

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<thead>
<tr>
<th>Hall</th>
<th>Route Details</th>
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<tr>
<td>butler</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>josephine louise</td>
<td>Enter campus on Broadway Street via Claiborne Avenue or St. Charles Avenue. Meet TUPD on Broadway Street to enter the queue.</td>
</tr>
<tr>
<td>monroe</td>
<td>Enter campus from State Street via Claiborne Avenue or Charles Avenue. Turn onto Freret Street and meet TUPD to enter the queue.</td>
</tr>
<tr>
<td>paterson</td>
<td>Enter campus from Calhoun Street via Claiborne Avenue or from Palmer Avenue via St. Charles Avenue. Turn onto Willow Street and meet TUPD to enter the queue.</td>
</tr>
<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 onto Willow Street and meet TUPD to enter the queue.</td>
</tr>
<tr>
<td>warren</td>
<td>Enter campus from 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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mail and package pickup
Depending on when you shipped your package, what you shipped, and when you move in, your package(s) may be in a few different places. Please refer to the e-mail you were sent when your package(s) arrived to campus for more information about where your packages are. Click the location names below to see them on our interactive campus map.

<table>
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<th>Location</th>
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<tbody>
<tr>
<td>FedEx trailers</td>
<td>Most shipped packages will be available for pickup at these trailers on Newcomb Place.</td>
</tr>
<tr>
<td>mail services</td>
<td>Packages that are not in the trailers are likely at the Mail Services office in Bruff Commons.</td>
</tr>
<tr>
<td>pre-ordered linens</td>
<td>Linens from OCM can be picked up in front of Butler Hall next to the lobby.</td>
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want us to do the heavy lifting for you?
Sign-up for our free in-room delivery program to have up to four boxes delivered to your room before you move in! Look out for the link in your room assignment e-mail in July. There is a limit on the number of students we can offer this service to, so sign up as soon as possible.
move-in day logistics

Interactive Campus Map
This map can help you plan your arrival and be your virtual guide as you explore campus. The map includes move-in traffic routes and unloading areas, building locations, campus service locations and more. You can get to the map by visiting admission.tulane.edu/map.

frequently asked questions

Can I come to campus before my time slot begins?
Yes, you may drive to the Claiborne Avenue parking lot and take a shuttle to campus before you check in to your hall.

I got my move-in pass in the mail, can I change my time slot?
Once you have received your printed move-in pass in the mail, your time slot cannot be changed. Please plan accordingly.

Where do I put my suitcases?
All of your personal items need to be stored in your room, stored with a storage vendor or sent back home.

Does my time slot change if my room assignment changes?
No. You will use your same move-in pass and move in during the time slot on that pass.

Can I drop off my stuff early and check in later?
No. Once you’ve received access to your room you need to be checked in. First year students cannot check in until 8/22.

Where can I find information about my room?
Room and furniture dimensions, photos and more can be found on the Our Communities pages on the HRL website.
who’s 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 of living in the residence halls.

DESK SERVICES COORDINATOR »
Desk Services Coordinators are Tulane students who work at our neighborhood front desks and provide a variety of services and support to students. The DSCs are often the first person students will see as they enter the building and can help with campus information, lockouts, and reporting concerns. 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.

MAINTENANCE & CUSTODIAL STAFF »
Housing & Residence Life works alongside our partners at Tulane Campus Services to provide maintenance and custodial coverage for the residence halls. You will see staff members from facilities and custodial Services in your halls completing repairs or cleaning the common areas of your buildings. These processions 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
Instagram tulanehrl
Facebook TulaneHousing

OTHER IMPORTANT CONTACTS:
TUPD Emergency 504-865-5911
TUPD Non-Emergency 504-865-5381
Facilities, Maintenance & Custodial servicewave.tulane.edu
Laundry Machine Issues CSC Serviceworks App
Technology Services Support 504-862-8888 or help@tulane.edu
The Well for Health Promotion 504-865-5255 or campushealth.tulane.edu
CAPS for Counseling Services 504-314-2277 for appointments
The Line (24/7 Support) 504-264-6079