returning student
move-in guide
TULANE UNIVERSITY
Welcome!

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

We believe that 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 know that you likely have a lot of questions, so we developed this guide to provide you with everything you need to know about returning student move in and to make sure your first few days back on campus are smooth and happy ones.

Please familiarize yourself with this move-in guide and the move-in information at housing.tulane.edu so that you and your family are ready to move back to campus.

Be on the lookout for an additional packet of information in your Tulane e-mail. It will contain your move-in pass, shipping guidelines, and other important information.

We’ll see you soon. Roll Wave!

**dates to remember**

- **8.22** New students move-in
- **8.25** Returning students move-in
- **8.27** Classes begin
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 your storage delivery is scheduled for a date when you’ll be on campus and in your room. Deliveries cannot come before your approved check-in date.

- View your room assignment and roommate(s) by logging-in to your student account via 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 sent to your Tulane e-mail address and you will need it to park on campus.
move-in day procedures

Move-in Day for all returning students is Saturday, August 25, 2018. To ensure that Move-in Day runs smoothly and efficiently, we will provide unloading areas and traffic control on Saturday, August 25th. 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. We will send move instructions and your move-in pass to your Tulane e-mail address over the summer. Your move-in pass will function as your short term parking pass.

**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 and park in a temporary unloading area next to your building. Large carts will be available for checkout to assist you with your move.

**STEP 3** » Once you have unloaded belongings, please move your vehicle to the Claiborne Avenue parking lot or Diboll Complex so other students can unload.

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

**STEP 5** » Pick up any packages you’ve shipped to campus by visiting the FedEx trailers near the LBC Quad or Mail Services in Bruff Commons (your package location is included in the notification from Mail Services).

**STEP 6** » Unpack your belongings and set up your room — remember to return any moving equipment you’ve borrowed so you’re not charged a replacement fee.

If you arrive after 5pm 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 transportation

To avoid traffic congestion and allow for the smoothest move-in experience we’ve designated areas on campus as short-term unloading areas. These areas are all located next to the 24-hour front desks that serve your building. Tulane Shuttles & Transportation will also operate a special shuttle service to retail outlets on move-in days.

campus shuttles

Tulane Shuttles & Transportation will run the Metarie Entertainment Line to local shopping malls, Target and Bed, Bath & Beyond between 10:30AM and 6PM on August 25. The shuttle will pick-up from the shuttle stop outside the Diboll Complex between Diboll and the Reily Center.

unloading and check-in locations

Students and their families should enter campus at the designated unloading areas [listed below] to unload their belongings and check-in to their residence hall room. We have designated several parking spots as unloading areas close to residence halls where students will check-in and receive access to their rooms. Please display your move-in parking pass 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 Complex or Claiborne Avenue lot with your move-in pass displayed. Click the hall name below to see each building’s unloading area on a map.

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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.
move-in day traffic map

- Upperclass Buildings
- Unloading Areas
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 processional 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

Tulane University
Division of Student Affairs