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 or by visiting the Spring Move-In page on our website at housing.tulane.edu.

dates to remember

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MID DEC</td>
<td>Room assignments and move-in details e-mailed to your Tulane e-mail address.</td>
</tr>
<tr>
<td>7th of JAN</td>
<td>Move-In for new students participating in Panhellenic Recruitment.</td>
</tr>
<tr>
<td>9th of JAN</td>
<td>Move-In for new international students.</td>
</tr>
<tr>
<td>10th of JAN</td>
<td>Move-In Day for new first year students.</td>
</tr>
</tbody>
</table>
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. No packages may arrive before January 1st. Packages arriving before January 1st 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 after you have received your housing assignment.

- 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 parking pass. It will be sent to your Tulane e-mail address with your room assignment and you will need it to park on campus.
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
- 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 / 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 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 students who are new to Tulane is January 10, 2019. New students approved to participate in Sorority Recruitment as a Potential New Member will move in on January 7, 2019. All other students may begin moving-in on January 13, 2019.

To ensure that your move-in runs smoothly and efficiently, please refer to the following section for step-by-step instructions, drop-off times and locations.

Move-in assistance will be provided for new students on Monday, January 7th and Thursday, January 10th between 12pm and 5pm. Follow these steps to check-in on these new student move-in days:

step-by-step

STEP 1 » Bring your printed move-in parking pass and a photo ID or Splash Card with you to campus. We will send move instructions and your move-in parking pass to your Tulane e-mail address. If you don't have a Splash Card, you will either pick it up at your check-in desk or have one printed in the LBC.

STEP 2 » Head to campus using the directions printed on your move-in parking pass. Display your move-in parking pass under the windshield of your vehicle to park in a temporary unloading area near the 24-hour front desk that serves your residential area (outlined on the next page.).

STEP 3 » Housing & Residence Life student staff will be available at your unloading area to assist you as you unload your belongings and check-in to your residence hall. Once you have unloaded your belongings, please move your vehicle to the Diboll parking structure so other students can use the move-in unloading area.

STEP 4 » Check into 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 Mail Services in Bruff Commons.

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. You may use your temporary parking pass in the Diboll parking structure until the end of your move-in day.

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 Metairie Entertainment Line to local shopping malls, Target and Bed, Bath & Beyond between 10:30AM and 6PM on January 7th and January 10th. 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.

<table>
<thead>
<tr>
<th>unloading zone</th>
<th>check-in location</th>
</tr>
</thead>
<tbody>
<tr>
<td>aron</td>
<td>Janet Yulman Way near PJ’s Coffee</td>
</tr>
<tr>
<td>butler</td>
<td>Newcomb Place in front of Warren House</td>
</tr>
<tr>
<td>greenbaum</td>
<td>Zimple Street behind Greebaum</td>
</tr>
<tr>
<td>irby</td>
<td>Paterson parking lot. Enter behind Wall Hall</td>
</tr>
<tr>
<td>josephine louise</td>
<td>Zimple Street behind Greenbaum</td>
</tr>
<tr>
<td>mayer</td>
<td>Newcomb Place in front of Warren House</td>
</tr>
<tr>
<td>monroe</td>
<td>Sharp parking lot. Enter near Irby Hall</td>
</tr>
<tr>
<td>paterson</td>
<td>Paterson parking lot. Enter behind Wall Hall</td>
</tr>
<tr>
<td>phelps</td>
<td>Paterson parking lot. Enter behind Wall Hall</td>
</tr>
<tr>
<td>sharp</td>
<td>Sharp parking lot. Enter near Irby Hall</td>
</tr>
<tr>
<td>warren</td>
<td>Newcomb Place in front of Warren House</td>
</tr>
<tr>
<td>wall</td>
<td>Paterson parking lot. Enter behind Wall Hall</td>
</tr>
<tr>
<td>weatherhead</td>
<td>Newcomb Place in front of Warren House</td>
</tr>
<tr>
<td>willow</td>
<td>Janet Yulman Way near PJ’s Coffee</td>
</tr>
</tbody>
</table>
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 housing@tulane.edu or 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